LRA-PPSR
Training Manual
Version 3.0

Revision History

Date	Version	Description	Author
08/01/2024	V2.0	Document creation	Anthony Angelo Garcia
02/14/2025	V3.0	Apply changes in design, process and user roles	Anthony Angelo Garcia

Table of Contents

1. INTRODUCTION

The land registration authority (LRA) of the Philippines plays a crucial role in maintaining the integrity of land registration processes and overseeing the Torrens title system nationwide. It operates through a network of registry of deeds offices, managing records for both registered and unregistered lands, as well as chattel mortgages affecting movable properties. As a significant revenue-generating agency, the LRA is pivotal in supporting economic activities through secure property rights.

Under the land titling computerization project (LTCP), initiated under a build-own-operate (boo) contract, the LRA is modernizing its operations to enhance efficiency and accessibility. This initiative includes digitalizing processes and databases across its central office and regional offices, aiming to streamline land title queries and reduce reliance on paper-based systems. Scheduled to conclude by October 2026, the LTCP represents a critical step towards digital transformation within the LRA.

In august 2018, republic act no. 11057, also known as the "Personal Property Security Act" (PPSA), was enacted to bolster the legal framework for secured transactions in the Philippines. Aimed at fostering economic growth, particularly for micro, small, and medium enterprises (MSMES), the PPSA mandates the establishment of a centralized electronic registry for personal property securities. This registry, known as the Personal Property Securities Register (PPSR), is tasked with improving access to credit by facilitating the registration and management of security interests in personal property.

The Personal Property Securities Register (PPSR) system aims to provide a centralized electronic registry for recording security interests in personal property. Mandated by republic act no. 11057, the system seeks to promote economic activity by increasing access to least-cost credit for micro, small, and medium enterprises (MSMES). This report outlines the analysis and design of the PPSR system, detailing its functional and non-functional requirements, system architecture, and design considerations.

Initially, efforts to integrate the PPSR into the existing LTCP framework faced challenges related to legal and contractual obligations. Subsequently, the LRA opted to develop the PPSR using internal resources to ensure compliance with Republic Act (RA) no. 11057's requirements and to enhance data confidentiality and operational efficiency.

2. PURPOSE

This training manual is tailored to address the specific needs of each user group, providing clear instructions and guidance to help them effectively perform their roles within the LRA-PPSR system. The manual includes detailed step-by-step procedures, illustrative screenshots, and troubleshooting tips to ensure a comprehensive understanding and efficient use of the system by all users.

Objectives:

a. Equip users with a clear understanding of the LRA-PPSR platform, its features, and its functionalities to ensure efficient and accurate usage.
b. Develop users' competencies in processing and managing notices, collateral details, grantor and creditor information, and other related documents within the system.
c. Ensure that all users are knowledgeable about the legal and procedural requirements of the registration process, maintaining adherence to applicable regulations and standards.

d. Provide users with the tools and knowledge necessary to make informed decisions related to the registration and management of personal property securities.
e. Streamline the user experience and enhance productivity by offering step-by-step guidance, troubleshooting tips, and examples to handle various scenarios encountered in the system

3. SCOPE

This manual covers the following areas:

a. Navigating the LRA-PPSR interface
b. Registering notices and managing collateral details
c. Inputting and verifying grantor and creditor information
d. Uploading and managing supporting documents
e. Understanding the approval process and managing submissions

4. ROLES AND RESPONSIBILITIES

5. DEFINITIONS, ABBREVIATIONS & REFERENCES

Abbreviation	Definition
LRA	Land Registration Authority
LTCP	Land Titling Computerization Project
PPSR	Personal Property Securities Register
PPSA	Personal Property Security Act (RA 11057)
IRR	Implementing Rules and Regulations
MSMEs	Micro, Small and Medium Enterprises
API	Application Programming Interface
SAD	System Analysis and Design

6. POLICIES & GUIDELINES

7. PROCESSES & PROCEDURES

System Overview

System Requirements

To ensure optimal performance and reliability, the Land Registration Authority Personal Property Registration System (LRA-PPSR) requires specific hardware and software configurations. These requirements ensure that the system operates efficiently and securely, providing seamless user experience.

System Features

The Land Registration Authority Personal Property Registration System (LRA-PPSR) boasts a set of features designed to streamline the process of registering security interests in personal property and ensuring efficient notice management. The key features include:

- **User-Friendly Interface**
  The LRA-PPSR offers an intuitive and user-friendly interface, making it easy for users to navigate and perform tasks efficiently. The dashboard provides quick access to essential functions such as registration, search, and document management.

- **Comprehensive Registration Process**
  Users can register various types of security interests, personal properties, including movable and immovable assets. The system guides users through the registration process with step-by-step instructions, ensuring all necessary details and documents are accurately captured.
- **Advanced Search and Query Capabilities**
  The system features powerful search and query tools that allow users to locate registered properties quickly. Users can search by property ID, owner name, registration number, creditor or grantor name, and apply filters to narrow down search results.
- **User Management and Role-Based Access Control (RBAC)**
  Administrators can manage user accounts and assign roles and permissions based on specific responsibilities. This feature ensures that users have access to the functionalities they need while maintaining system security.
- **Reporting and Analytics**
  The LRA-PPSR provides reporting and analytics tools that enable users to generate detailed reports on registration activities, user operations, and system performance. Reports can be customized and exported in various formats for further analysis.
- **Data Security and Compliance**
  The system ensures the security of sensitive data through advanced encryption methods and compliance with the National Privacy Commission and the Data Privacy Act of 2012 (RA10173). It also includes features for data backup and disaster recovery to protect against data loss.

The LRA-PPSR includes comprehensive support and help resources, such as user manuals, FAQs, and a dedicated support team. These resources assist users in resolving issues and maximizing the system's functionalities.

User Roles & Permissions

Each role within the LRA-PPSR is designed to provide users with the necessary tools and access to perform their specific functions effectively while maintaining the security and integrity of the system. By assigning appropriate permissions, the LRA-PPSR ensures that users can perform their tasks without unnecessary access to sensitive information or functionalities.

	Level	Permissions
Administrator		Administrators have the highest level of access within the LRA-PPSR. They can manage user accounts, configure system settings, oversee security measures, and perform system maintenance tasks. Administrators can approve, create, edit, and delete user profiles, assign roles and permissions, and reset passwords.
Helpdesk User		The Helpdesk User in the LRA-PPSR has view-only permissions for Transaction History and Registered Notices. They can access and review notices, including their status, transaction details, and history, to assist with issue resolution. However, they cannot create, amend, terminate, or modify notices, ensuring their role is limited to viewing and verifying information within the system.
Review Account User		The Review Account User in the LRA-PPSR has permissions to access, review, and validate all juridical account creation requests. They can verify submitted account details, approve or reject applications, and ensure compliance with system requirements. However, they cannot create, modify, or delete accounts, limiting their role to validation and approval within the system.
Individuals	1	Individual users have permissions to register their personal properties and manage their own property records. They can fill out registration forms, upload necessary documents, and submit applications for

		approval. Individuals have access to view and edit their own registration details, search for their registered properties, and receive notifications about their application status.
Juridical Users	1	Juridical users, such as corporations and legal representatives, have permissions to register and manage properties on behalf of their organizations or clients. They can perform bulk registrations, manage multiple property records, and access advanced document management features. Juridical users can also generate detailed reports and ensure compliance with regulatory requirements.
Sub-Juridical Users		Sub-Juridical Users in the LRA-PPSR have permissions similar to Juridical Users, enabling them to access and manage property records on behalf of their organization. They can perform tasks such as viewing notices, submitting registrations, and generating reports.

System Navigation

1. Dashboard

After logging in successfully, you'll be directed to the main dashboard. Here, you'll find a summary of your recent activities, notifications, and quick links to commonly used features. The dashboard is personalized based on each user’s role, so the displayed functions will vary according to the system’s Role-Based Access Control settings.

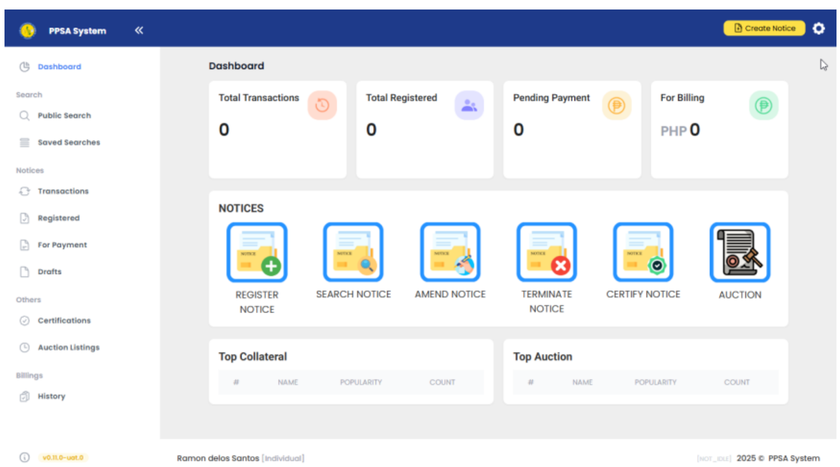


Fig. 1 PPSR Individual User Dashboard

The dashboard includes quick links and widgets that provide shortcuts to commonly used features and important notifications. Utilize these to streamline your workflow.

2. Menu

Dashboard: The main interface that provides an overview of the system, including summary statistics and quick access to various functionalities.

Public Search: A search function that allows users to search for specific information using a Notice Registration Number. This is accessible to all users.

Saved Searches: A section where users can save their search criteria and results for future reference, enabling quicker access to frequently used searches.

Transactions: Users can view and manage their recorded activities within the system. It provides a detailed log of actions, including registrations, amendments, renewals, and releases of security interests.

Registered: This menu item lists all the registered notices, showing entries that have been officially recorded in the system.

For Payment: This section of the PPSR displays all notices that require payment before further processing. Users can view a list of pending transactions, each with relevant details such as the notice type, amount due, and payment status.

Drafts: A place where users can save and access draft versions of notices that are being worked on but are not yet finalized or submitted for approval.

Certifications:

Auction Listings: This section of the PPSR provides a comprehensive view of assets currently available for auction. Here, users can browse, search, and filter through listings to find assets of interest.

Users: This section is used for managing user accounts, including adding, editing, and removing users, as well as setting permissions and roles. **

History: This section in the LRA-PPSR provides a detailed record of billing and payment transactions associated with Juridical, Sub-Juridical, and Individual Accounts.

3. Profile & Account Settings

The login page will request your username and password. Ensure you enter the correct credentials provided by your system administrator. Please ensure you enter the correct credentials to access the system. Incorrect login attempts may result in your account being locked, for security purposes. If you encounter difficulties, contact your system administrator immediately.

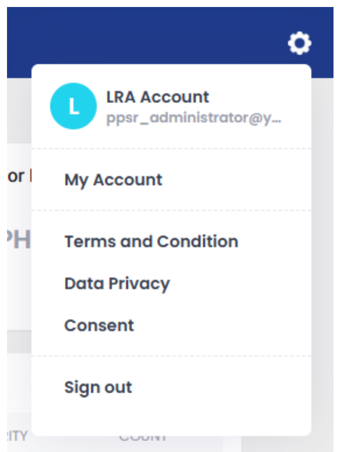
4. Entering User Credentials

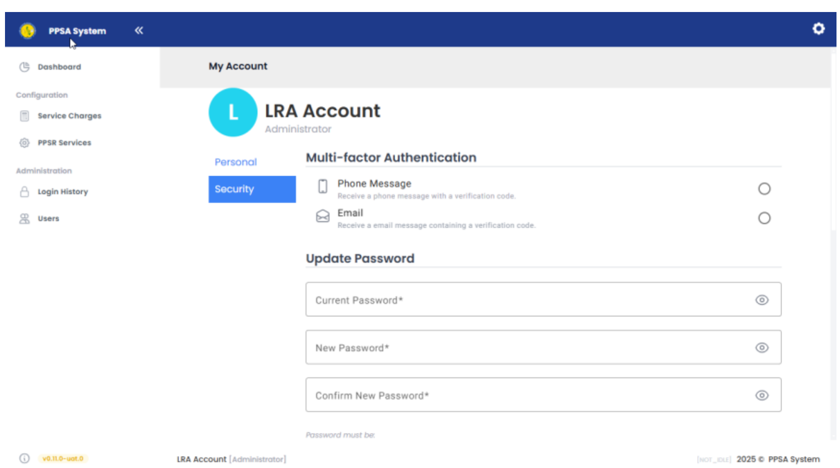
To ensure secure and efficient management of the PPSR, we utilize Role-Based Access Control (RBAC). RBAC assigns access permissions based on user roles and responsibilities, which helps maintain the integrity and confidentiality of the data.

Once the user entered their credentials, and solved the captcha, click the 'Login' button. If the credentials are correct, you will be successfully logged in and redirected to the main dashboard of the LRA-PPSR system.

5. Changing Password

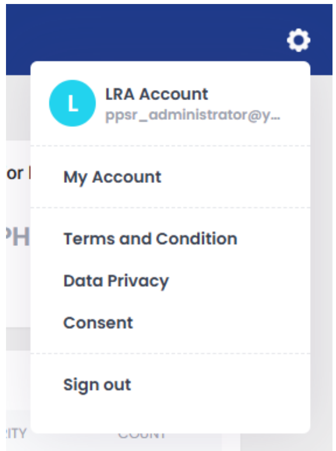
To enhance the security of each user account, regularly change your password. In "My Account settings, find "Security", scroll down to 'Update Password' option. Enter the current password, followed by the new password, and confirm the new password. Save the changes to update the user password.





6. Logging Out

To log out of the system, click on the 'Sign out' button, found in the setting icon at the top right corner of the screen. Always remember to log out after completing your tasks to ensure the security of the account.



The system is designed with an automatic timeout feature that securely logs the user out after 5 minutes of inactivity, ensuring the protection of sensitive information and preventing unauthorized access.

System Guide

Login

1. Open a Web Browser:

To ensure optimal performance and compatibility, use one of the following supported web browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Safari

2. Using an unsupported browser may result in unexpected behavior or limited functionality

Navigate to the LRA-PPSR Website:

3. Enter the provided URL into the address bar: https://lra.ppsr.gov.ph

User Credentials

The login page will request the user's credentials (username and password). Ensure to enter the correct credentials provided by the system administrator to each user (LRA User and Approver). Both Juridical and Individual users can create their own personalized passwords upon completing the account registration process. Make sure to enter the correct credentials to access the system. Incorrect login attempts may result in your account being locked, for security purposes. If you encounter difficulties, contact your system administrator immediately.

Role-Based Access Control (RBAC)

RBAC assigns access permissions based on user roles and responsibilities, which helps maintain the integrity and confidentiality of our data.

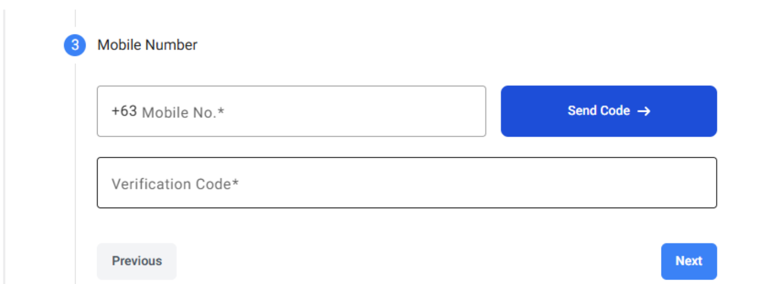
	Role	Responsibilities
Administrators	Administrators are responsible for managing the overall functionality of the LRA-PPSR system. This includes configuring system settings, managing user accounts, role reviews and approves new Juridical user registrations and ensuring the security and integrity of the system.	Setting up user roles, monitoring system performance, performing data backups, and troubleshooting system issues.
Helpdesk User	The Helpdesk User in the LRA-PPSR is responsible for assisting users with issue resolution by providing system support and guidance.	View-only access to Transaction History and Registered Notices
Review Account User	The Review Account User in the LRA-PPSR is responsible for validating and approving juridical account creation requests to ensure compliance with system requirements and regulatory standards	Review Juridical Account Applications, Validate Supporting Documents, Approve or Reject Account Requests
Individuals	Individuals refer to private users who utilize the system to register their	Entering property details, uploading required documentation, and managing

	security interest in personal property. These users are the creditors	their own notice records within the system.
Juridical Users	Juridical users are entities such as corporations, organizations, or legal representatives who use the system to register notices on behalf of their organizations or clients.	Submitting notice registration applications, managing multiple notices, and ensuring compliance with regulatory requirements.
Sub-Juridical Users	Sub-Juridical users are representatives of entities such as corporations, and organizations, representatives who use the system to register notices on behalf of their organizations or clients.	Submitting notice registration applications, managing multiple notices, and ensuring compliance with regulatory requirements.

CAPTCHA & Two-Factor Authentication (2FA)

As an additional security measure, users are required to complete a CAPTCHA challenge before accessing the system. A CAPTCHA is a visual test to verify that the user is human. Users will be presented with a series of images and asked to identify specific elements or solve a simple puzzle.

As an added layer of security, the system utilizes 2-Factor Authentication (2FA) during account creation. Users are required to enter a verification code after providing their mobile number. This code can be sent to the nominated mobile phone number. Enter the received code accurately into the designated field to complete the login process.

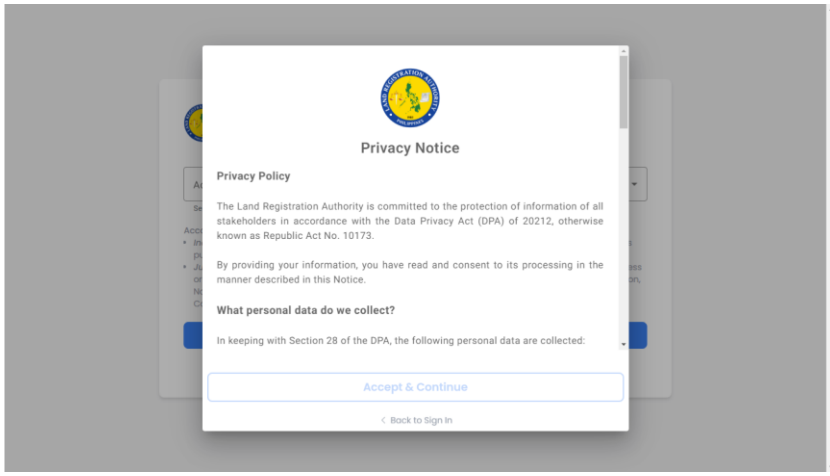


User Interface

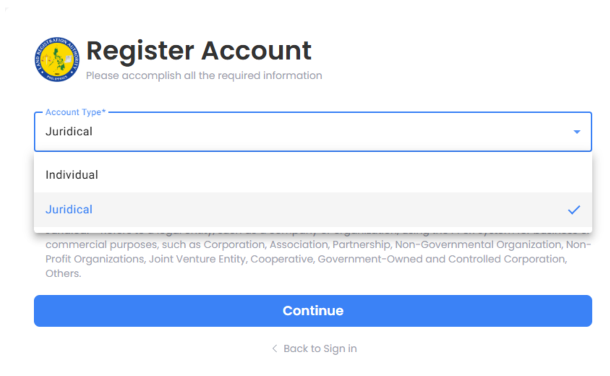
Registration (New User)

Registration (Juridical User)

1. From the PPSA Website Login Page, click on “create Account”.
2. Read and accept the PPSR Data Privacy Protection Notice.



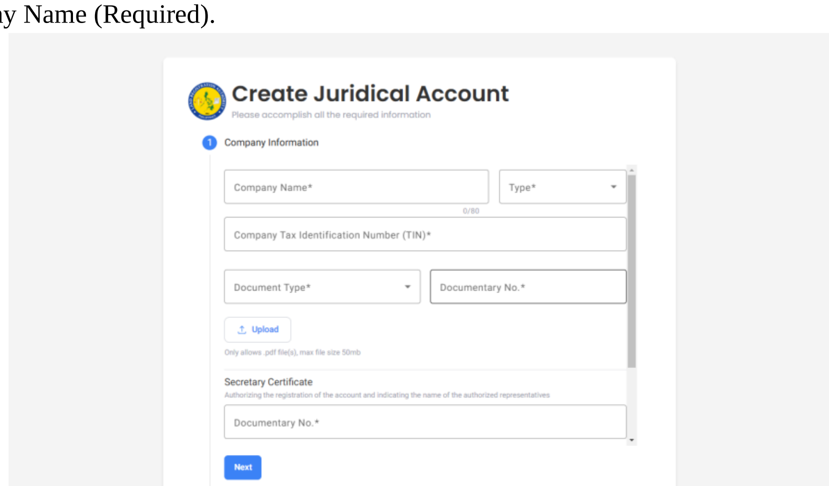
3. Select Account Type as "Juridical."



4. Click Continue.

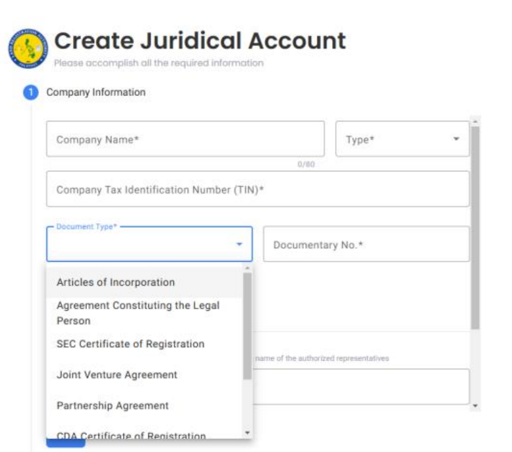
Company Details

5. Enter Company Name (Required).

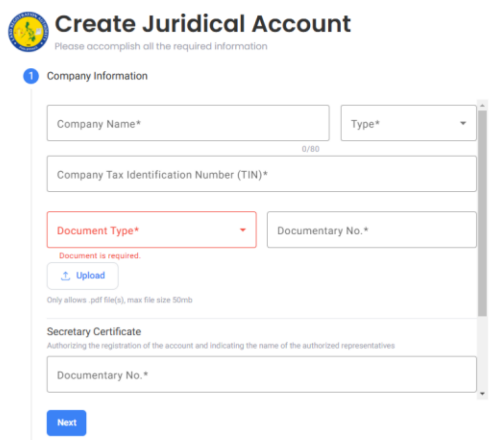


6. Select Company type either Corporate or Foreign.
7. Input Company Tax Identification Number

8. Select Document Type to upload by selecting from the dropdown menu (e.g., Articles of Incorporation or Agreement Constituting the Legal Person) (Required).

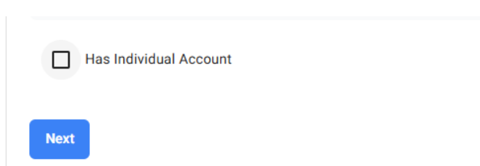


9. Enter the Documentary Stamp Number (Required).
10. Upload relevant documents as proof (PDF File).



Note: If any Required field is left empty, it will turn red to indicate missing information. Required fields left empty will turn red.

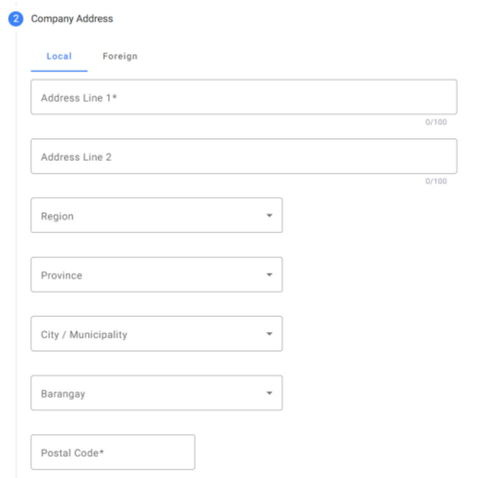
11. Enter the Documentary Stamp Number for the company's Secretary Certificate (Required).
12. Upload relevant documents as proof (PDF File).
13. Has an individual account



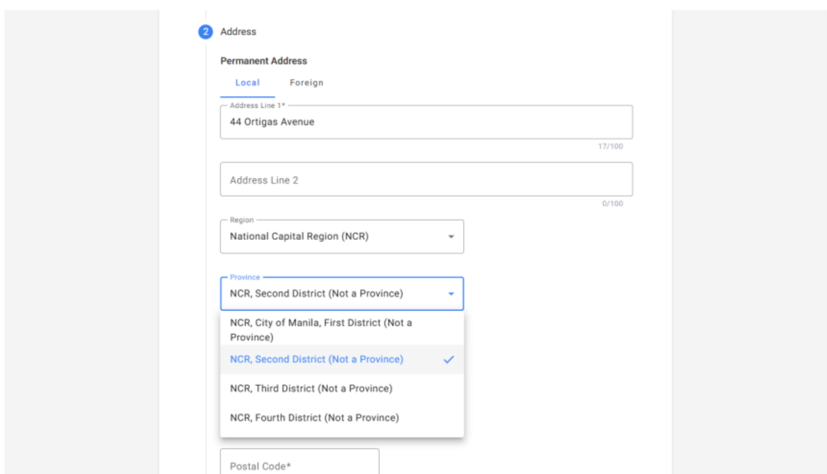
14. Click "Next"

Enter Company Geographic Data

15. Fill in the Address Line 1 (Required) and Address Line 2 (optional).
16. Provide City/Municipality (Required) and Postal Code (Required).



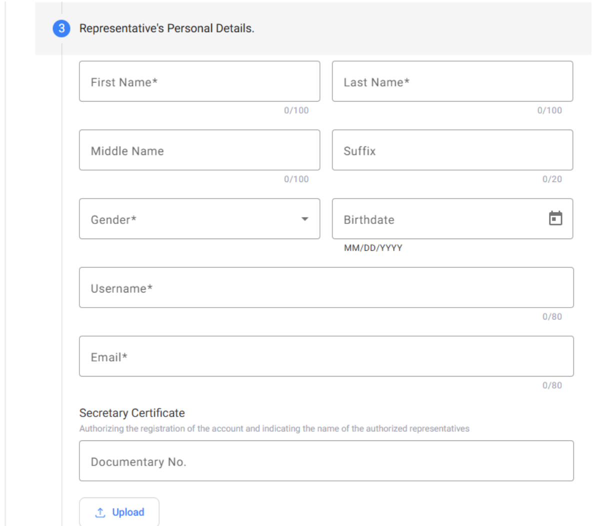
17. The Region, Province, City/Municipality and Barangay field in the address section is equipped with a dropdown search feature to streamline the selection process. A list of matching information will automatically appear below the field. This allows you to quickly and accurately select the correct city from the suggestions, ensuring data consistency and reducing the risk of errors. Simply click on the city that applies from the dropdown list to proceed.



18. Click Next.

Representative's Personal Details

19. Enter the Representative’s First, Middle, and Last Name (first and last names are Required).



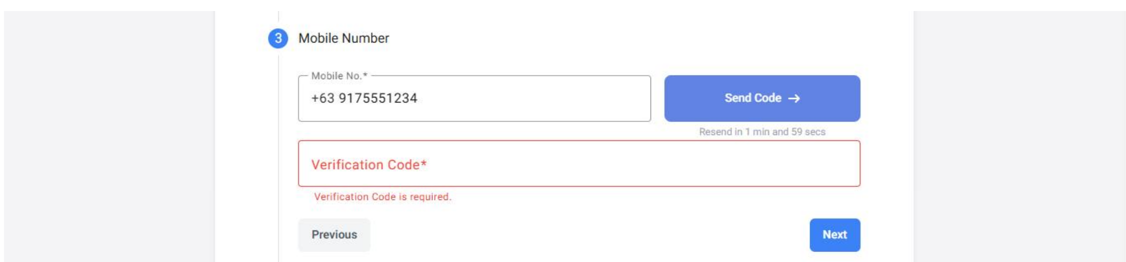
20. Date of Birth is optional and can be left blank.

Note: This field is mandatory, and the system will highlight it in red if left empty and will not proceed to the next step.

21. Set up a Username and Email for the representative (both Required).
22. Representatives will be required to upload the Secretary Certificate and Documentary Stamp number.
23. Click next.

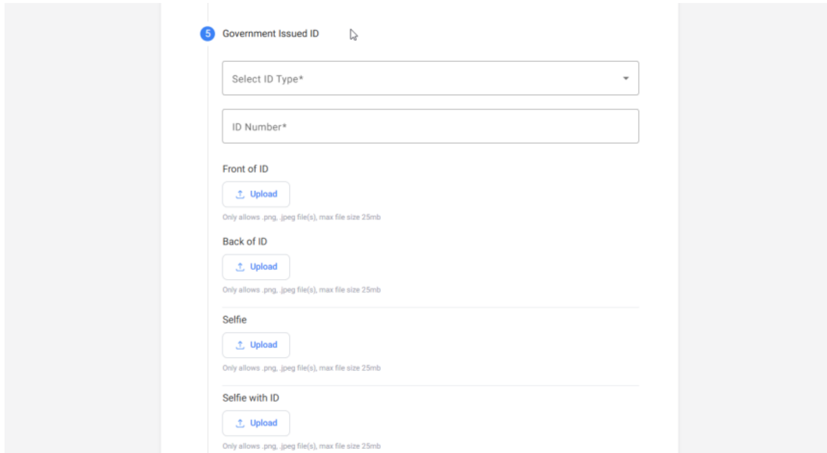
Mobile Number Verification

24. Enter the Mobile Number (Required) and click Send Code.

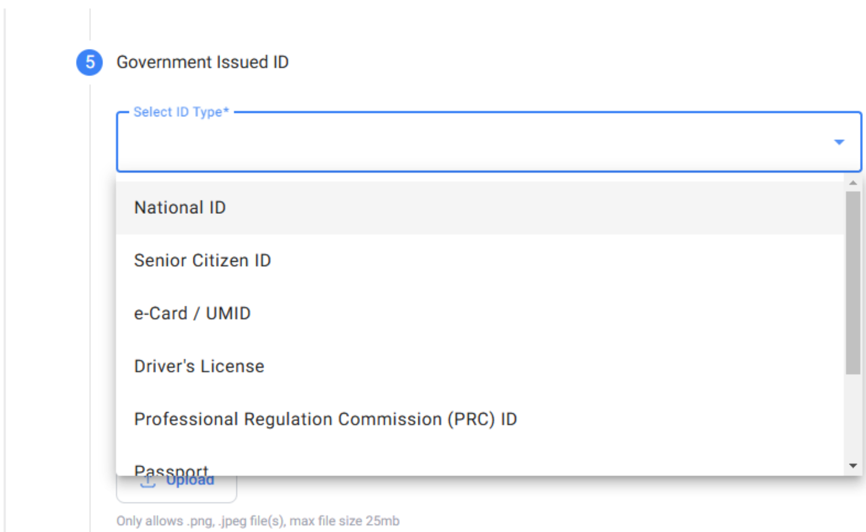


25. Enter the Verification Code received via SMS to verify the mobile number.
26. Click Next

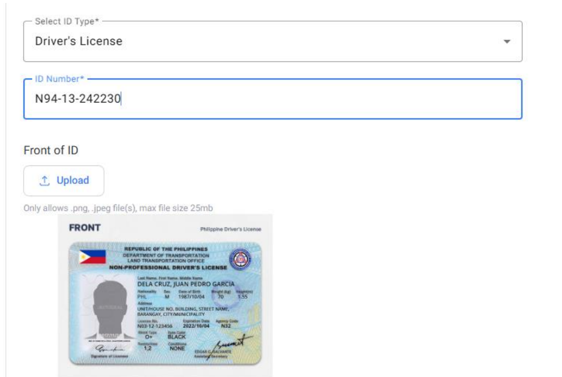
Government Issued ID



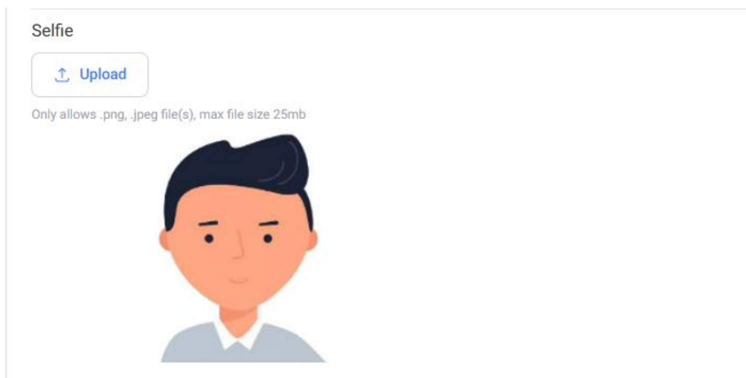
27. Select the ID Type from the dropdown menu (Required). Acceptable proofs of identity include:
    - Passport
    - Driver’s License
    - Social Security System (SSS) ID
    - Unified Multi-Purpose ID (UMID)
    - Professional Regulation Commission (PRC) ID
    - Voter's ID



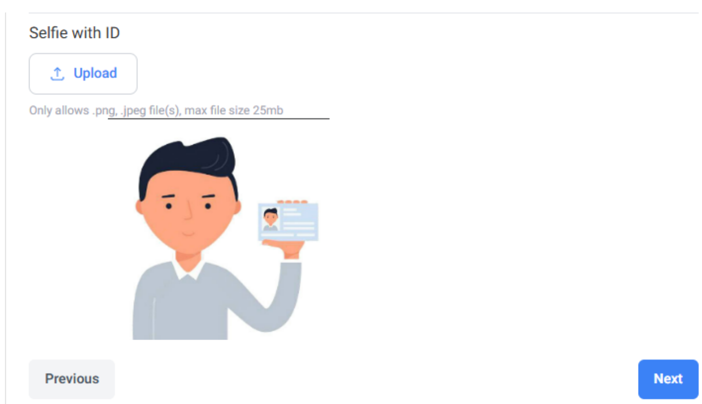
28. Enter the ID Number (Required).
29. Upload the following images:
    - Front of ID



- Back of ID
- Selfie

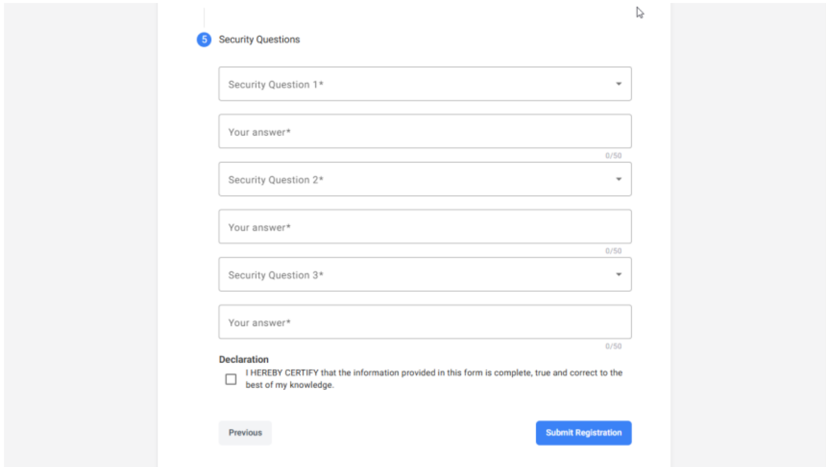


- Selfie with ID

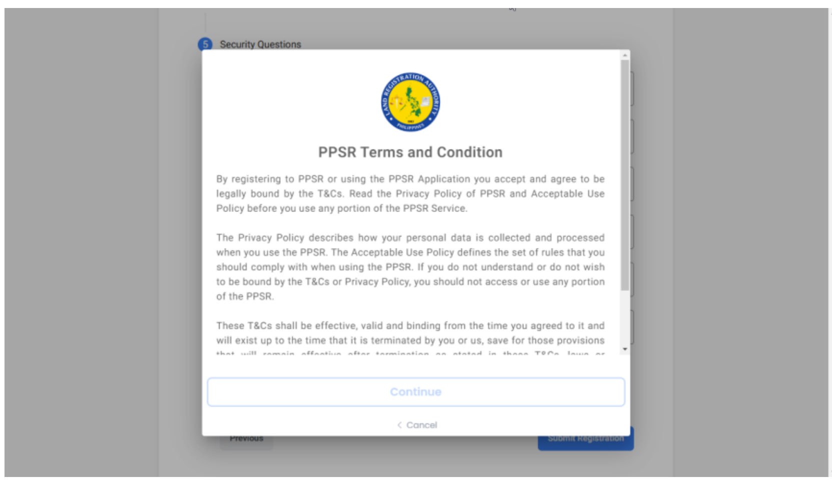


Security Questions

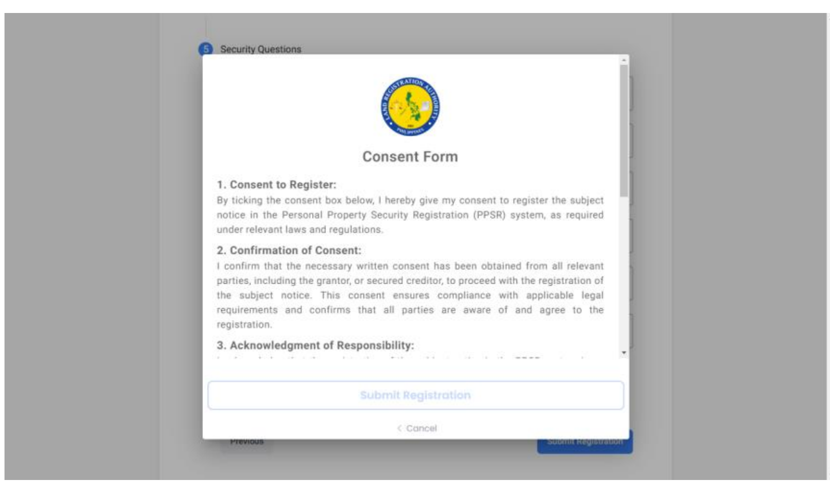
30. Choose and answer three Security Questions (Required).

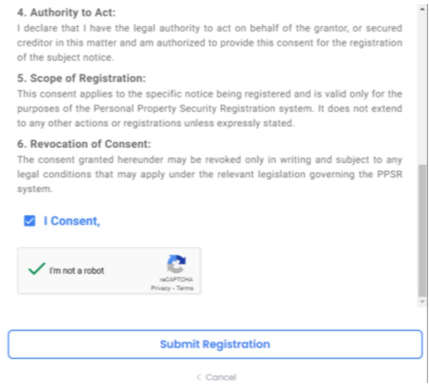


31. Check the box to declare and certify.
32. Read and accept the PPSR Terms and Conditions.

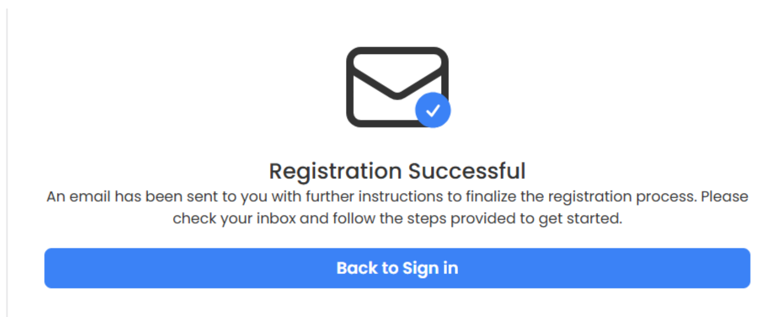


33. Read and Accept the Consent form





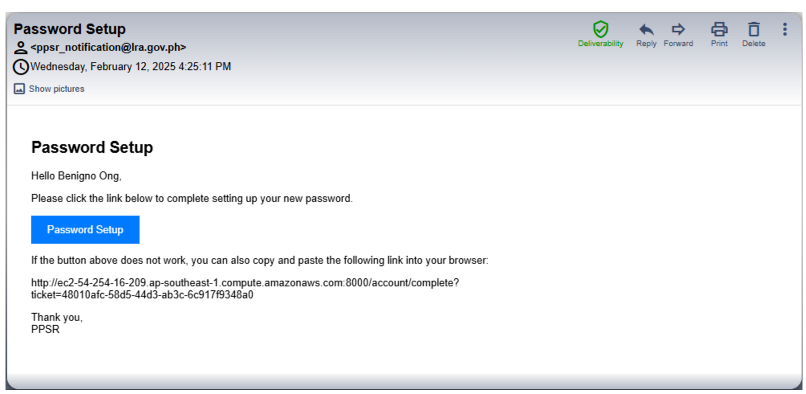
34. Your registration is successful



35. Your account will be reviewed by the assigned LRA User for approval. Once approved, an email will be sent to you with a link to continue the account registration.

Email Confirmation

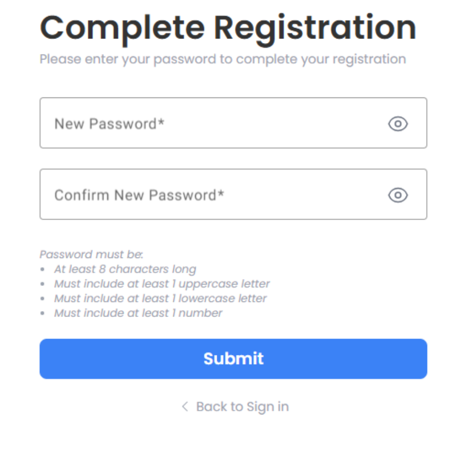
36. Check your email for a Registration Confirmation message.



37. Click on the link and resume the account creation.

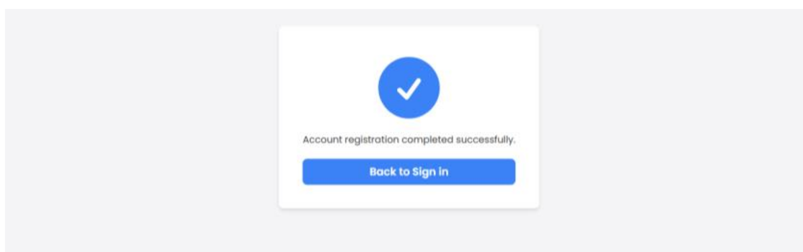
Set Password

38. Create and confirm a New Password following these requirements:

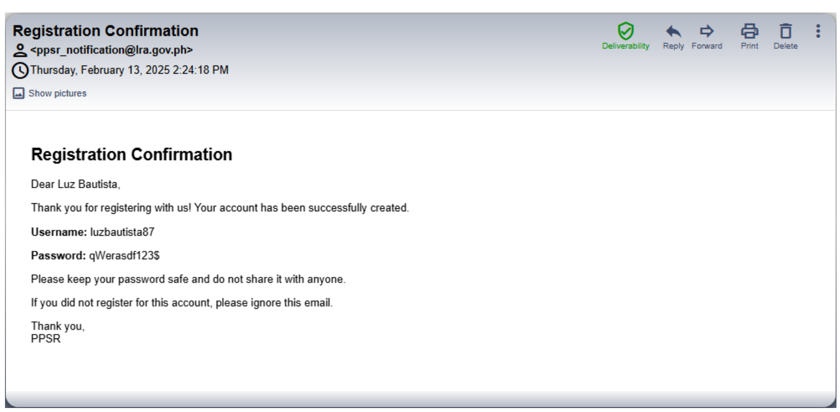


- At least 8 characters long
- Must include at least 1 uppercase letter, 1 lowercase letter, and 1 number

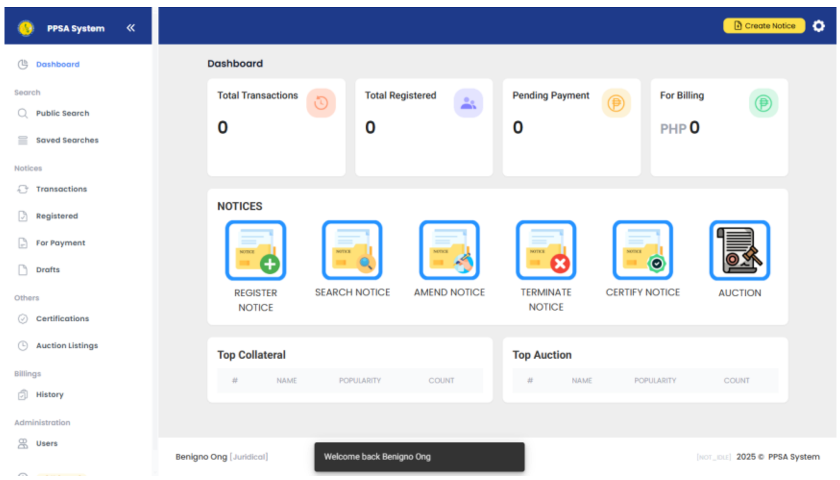
39. Click Submit.
40. A message stating that your account registration has been completed.



41. A confirmation email will be sent to with your username and password.



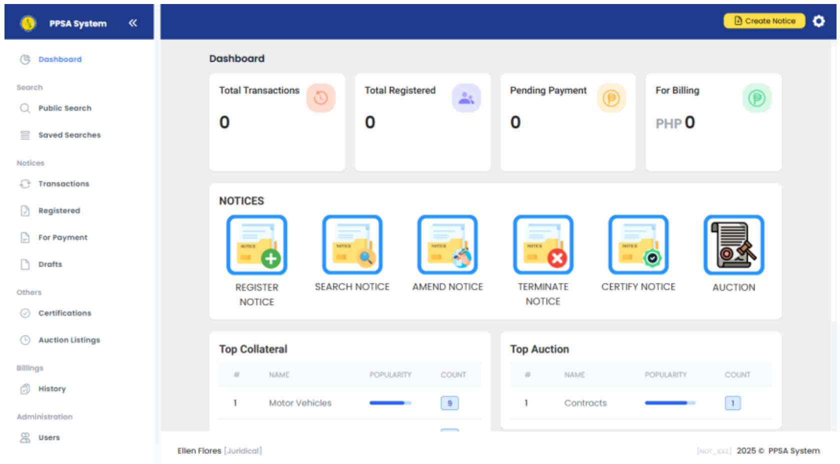
42. Go to the URL and log in.



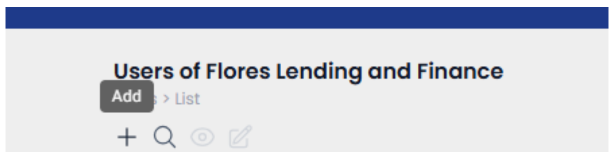
Sub-Juridical User Creation

Creating a Sub-Juridical Account in the PPSR System

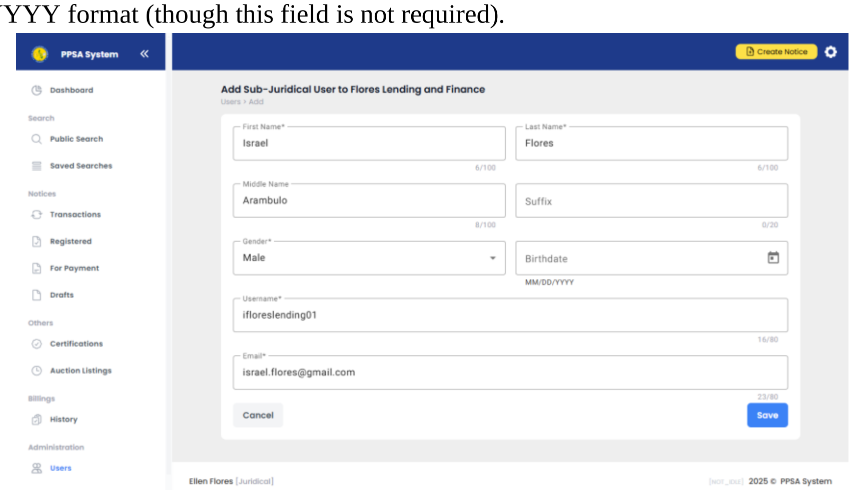
1. Upon logging into the PPSR System using the Juridical Account credentials, the user is directed to the system dashboard. Navigate to the Users section, from the left-hand menu. This section allows administrators to manage existing accounts or add new sub-juridical users as needed.



2. The system displays a list of users associated with the Juridical Account. To add a new Sub-Juridical User, the administrator must click the Add (+) button.

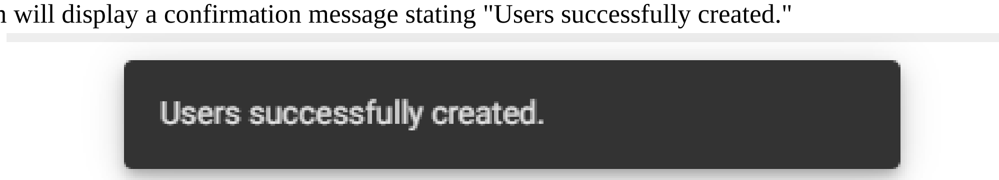


3. Once the Sub-Juridical User Form appears, the administrator must enter the required details to create the new user profile. This includes the First Name, Middle Name, and Last Name, along with an optional Suffix. The administrator must also select the Gender from the dropdown menu and, if applicable, provide the Birthdate in MM/DD/YYYY format (though this field is not required).

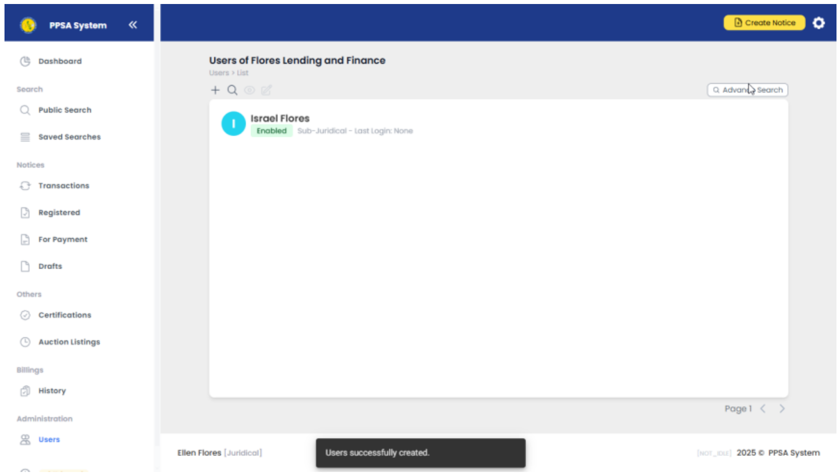


A Username must be assigned, followed by an Email Address. Before proceeding, it is crucial to ensure that all mandatory fields are correctly filled to avoid any errors during submission.

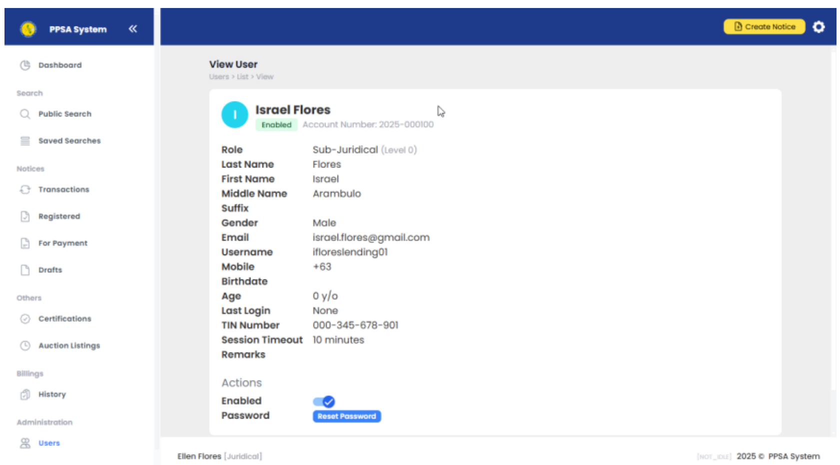
4. Click the Save button to finalize the creation of the Sub-Juridical User. Upon successful submission, the system will display a confirmation message stating "Users successfully created."



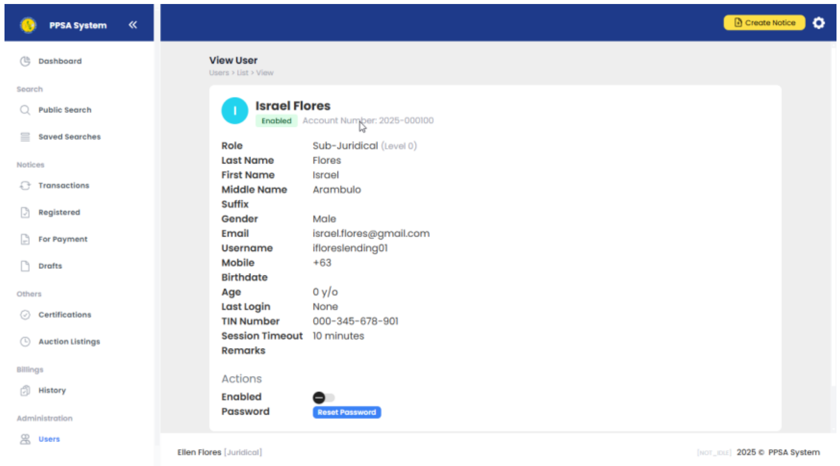
5. The newly created Sub-Juridical User will now appear in the Users section under the Juridical Account, confirming that the user has been successfully added to the system.



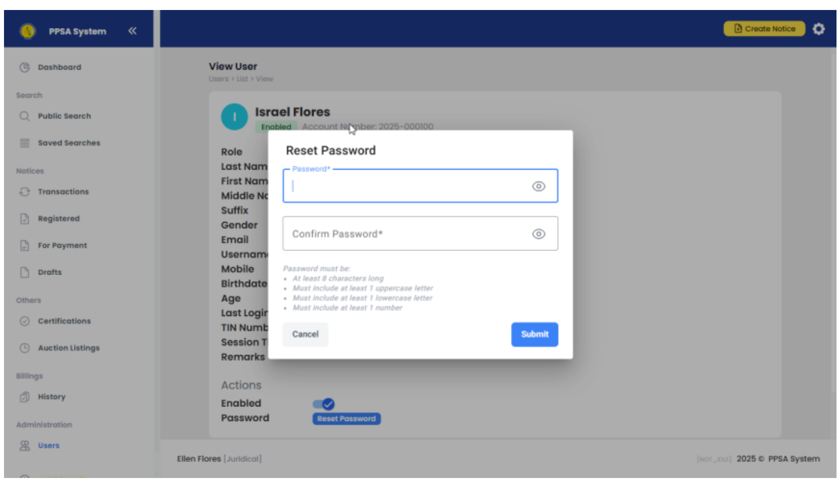
6. To manage Sub-Juridical Accounts, return to the Users List and locate user you wish to edit, enable/disable or reset password. Click on the user's name to open their profile and review the details.



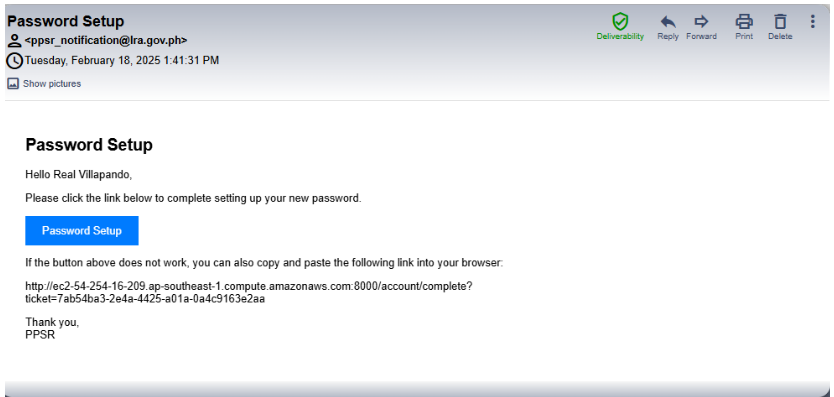
7. To manage the access status of the Sub-Juridical Account, navigate to the user's profile and locate the Enabled toggle.
8. If the account needs to be disabled, switch off the toggle. This action will restrict the user from accessing the system. Conversely, if the user requires access, enable the toggle, allowing them to log in using their assigned credentials.



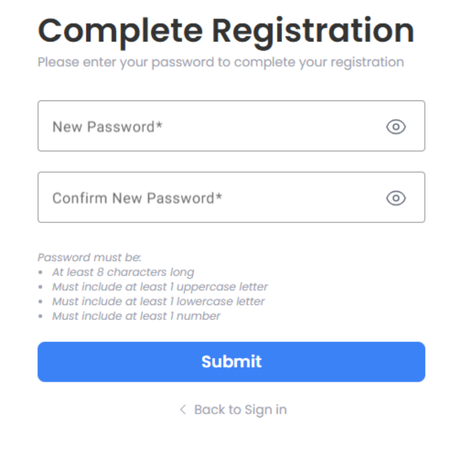
9. If a Sub-Juridical User requires a password reset, navigate to their profile and click the Reset Password button. A password reset form will appear, prompting you to enter and confirm a new password. Ensure the new password meets the system's security requirements:
   - At least 8 characters long
   - Must include at least 1 uppercase letter
   - Must include at least 1 lowercase letter
   - Must include at least 1 number



10. Once the new password is entered and confirmed, click Submit to finalize the password reset. The user can now log in using their updated credentials.
11. An email will be sent to the new user to complete their account creation. Click the "Password Setup" link to continue.

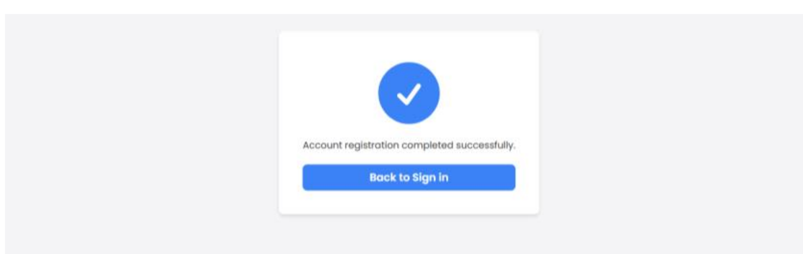


12. Create and confirm a New Password following these requirements:

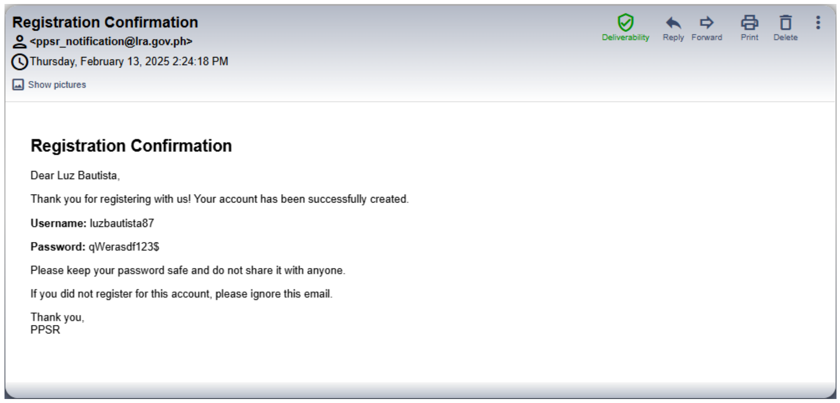


- At least 8 characters long
- Must include at least 1 uppercase letter, 1 lowercase letter, and 1 number

13. Click Submit.
14. A message stating that your account registration has been completed.



15. A confirmation email will be sent to with your username and password.



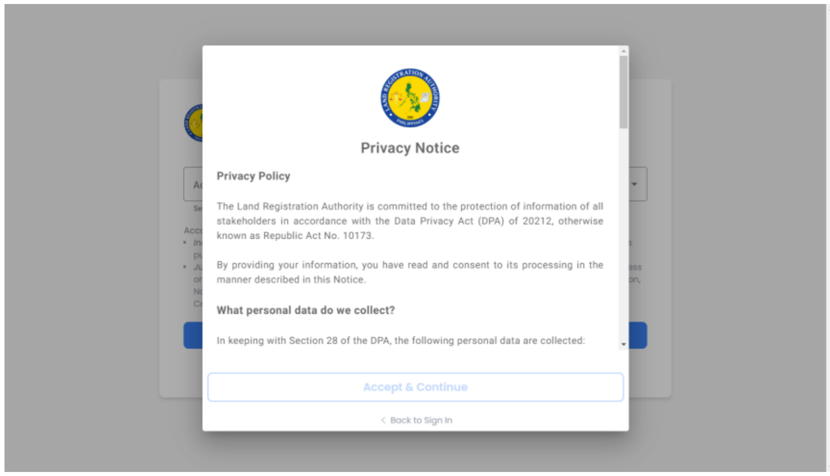
16. Go to the URL and log in.

Once the new user is logged in, the system will prompt the user to complete the mobile number verification and security questionnaire as well. You can also click on the "Settings" button to manually change or update your account information.

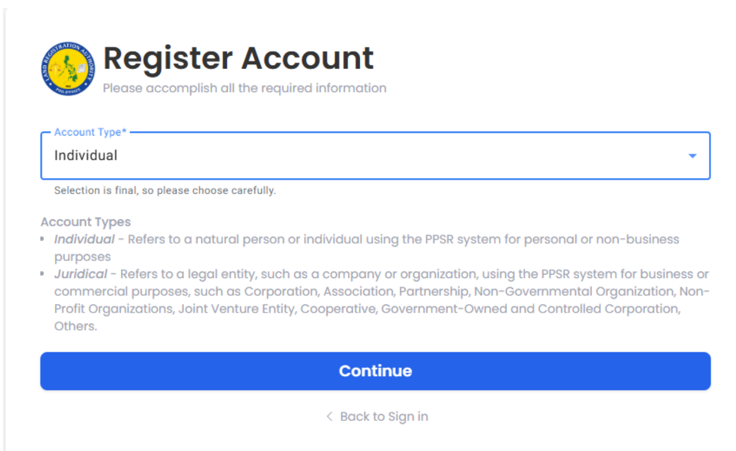
Registration (Individual User)

Individual User

1. From the PPSA Website Login Page, click on "create Account".
2. Read and accept the PPSR Data Privacy Protection Notice.



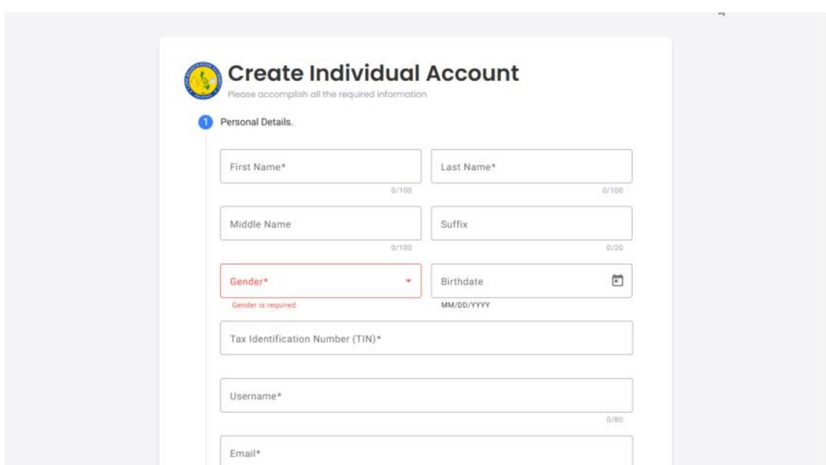
3. Select Account Type as "Individual."



4. Click Continue.

Personal Details

5. Enter the First, Middle, and Last Name (first and last names are Required).



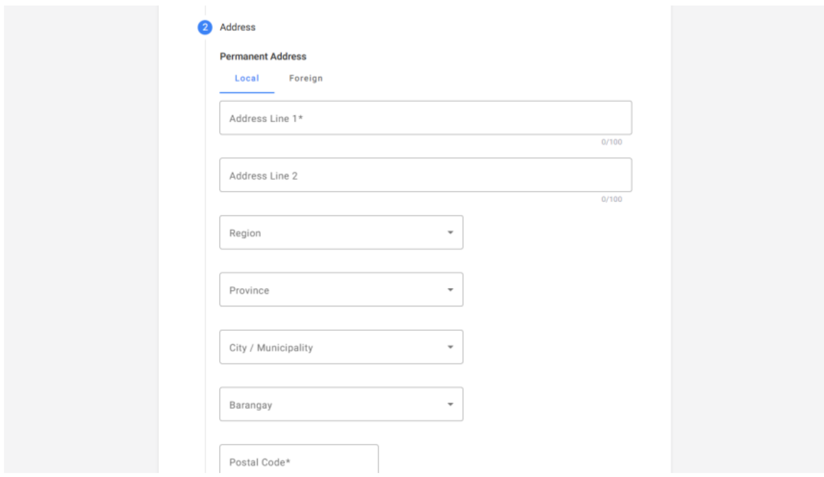
6. Date of Birth is optional and can be left blank.

Note: This field is mandatory, and the system will highlight it in red if left empty and will not proceed to the next step.

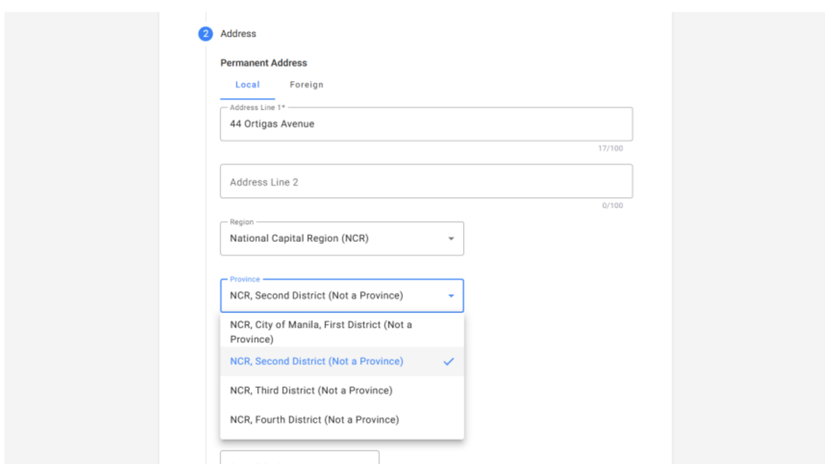
7. Set up a Username and Email (both Required).
8. Click next.

Enter Geographic Data

9. Fill in the Address Line 1 (Required) and Address Line 2 (optional).
10. Provide City/Municipality (Required) and Postal Code (Required).



11. The Region, Province, City/Municipality and Barangay field in the address section is equipped with a dropdown search feature to streamline the selection process. A list of matching information will automatically appear below the field. This allows you to quickly and accurately select the correct city from the suggestions, ensuring data consistency and reducing the risk of errors. Simply click on the city that applies from the dropdown list to proceed.

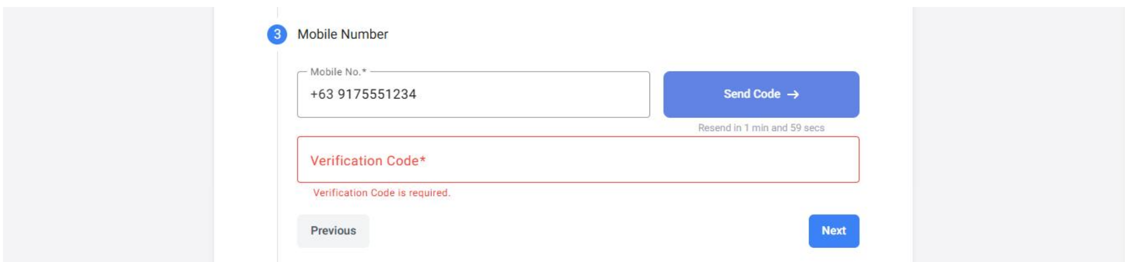


12. Tick the Box of this is also your current address.

13. Click next

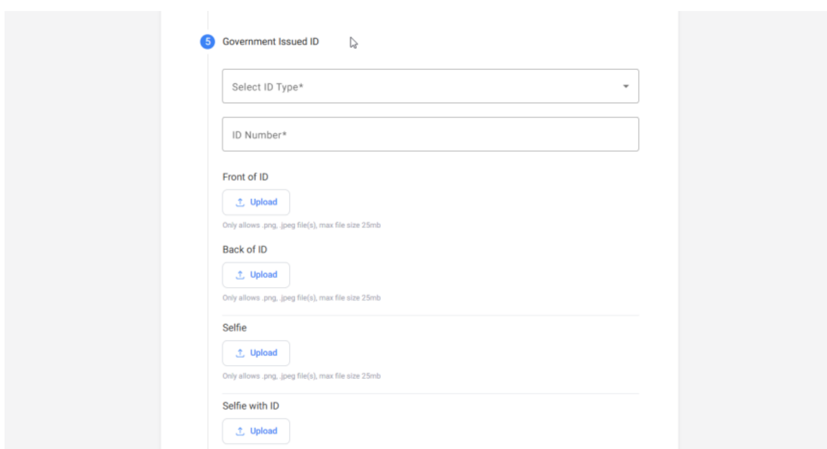
Mobile Number Verification

14. Enter the Mobile Number (Required) and click Send Code.



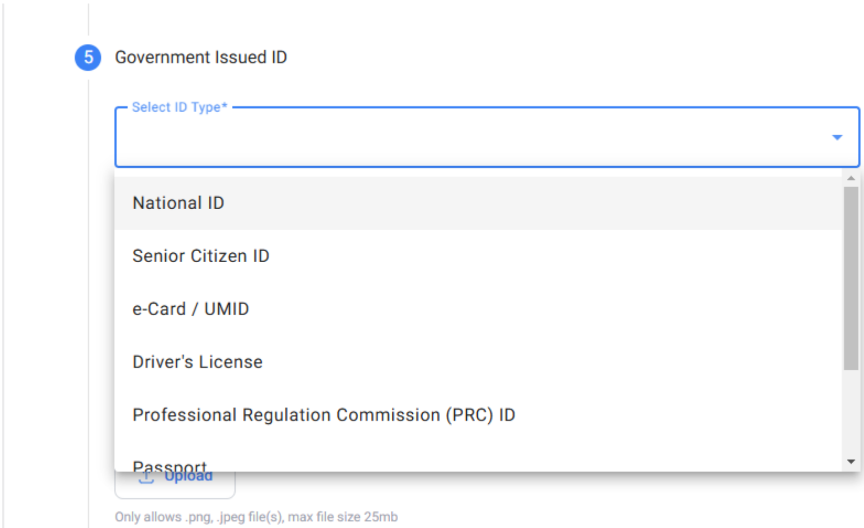
15. Enter the Verification Code received via SMS to verify the mobile number.
16. Click Next

Government Issued ID

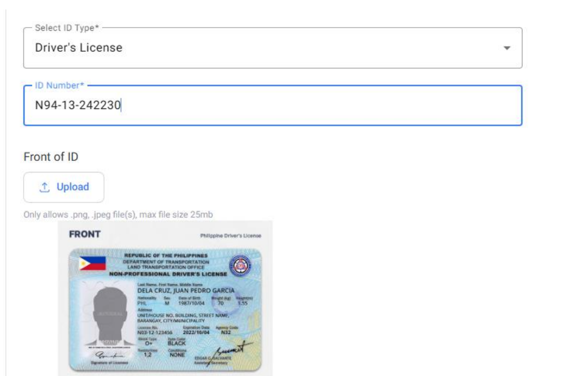


17. Select the ID Type from the dropdown menu (Required). Acceptable proofs of identity include:
    - Passport
    - Driver's License
    - Social Security System (SSS) ID
    - Unified Multi-Purpose ID (UMID)
    - Professional Regulation Commission (PRC) ID

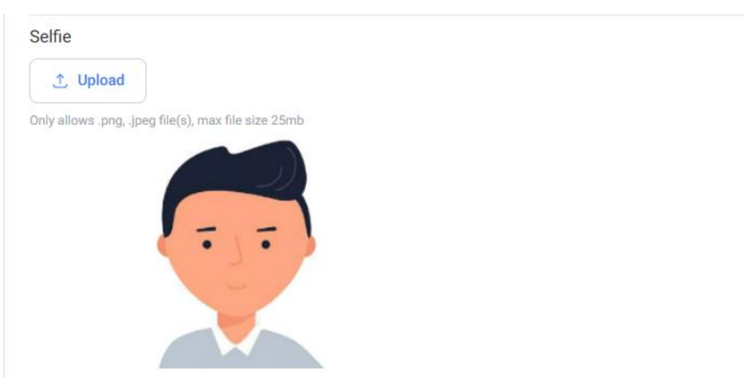
- Voter's ID



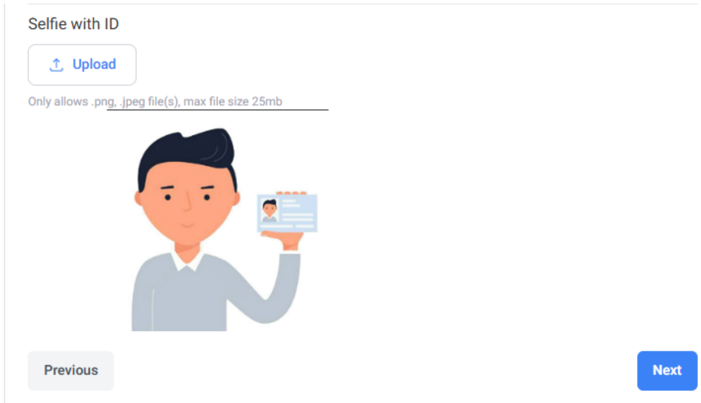
18. Enter the ID Number (Required).
19. Upload the following images:
    - Front of ID



    - Back of ID
    - Selfie

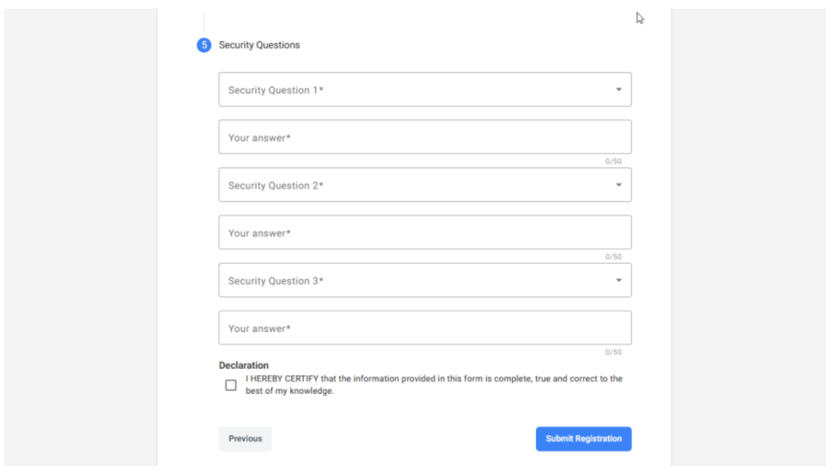


- Selfie with ID

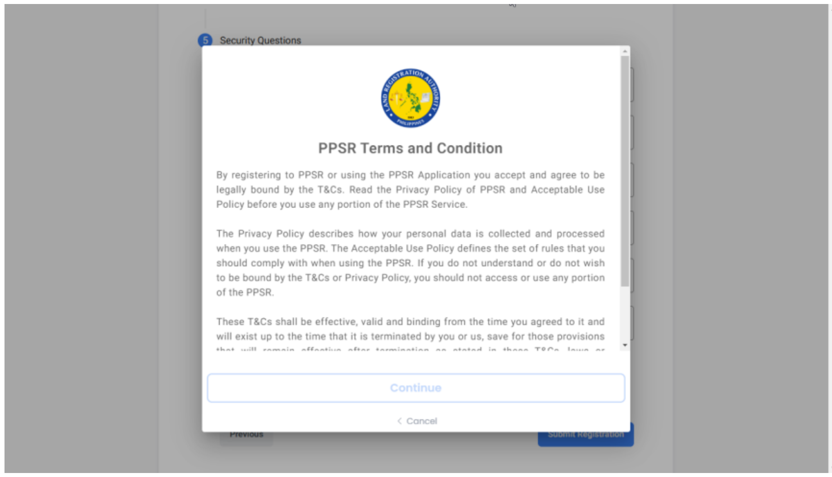


Security Questions

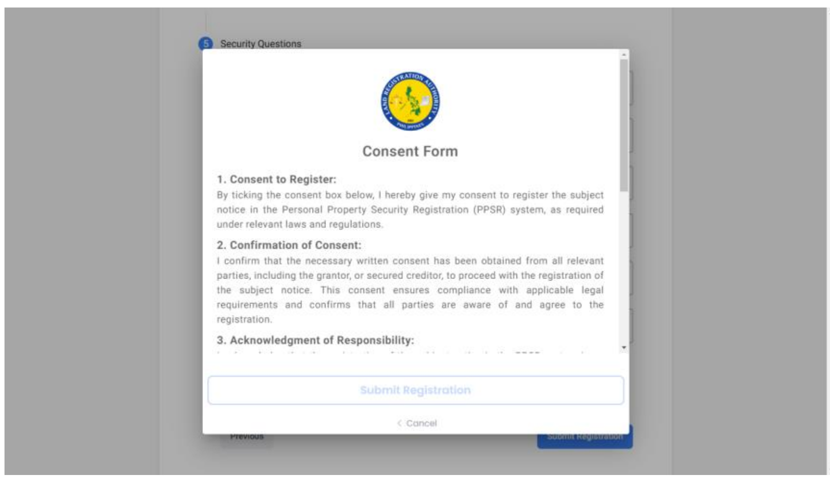
20. Choose and answer three Security Questions (Required).

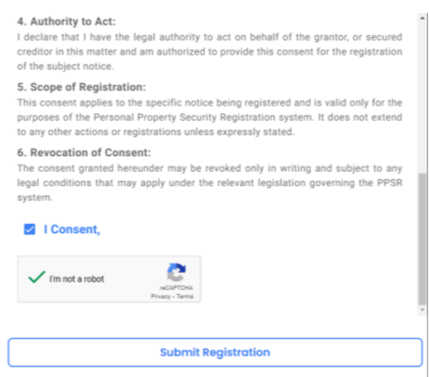


21. Check the box to declare and certify.
22. Read and accept the PPSR Terms and Conditions.

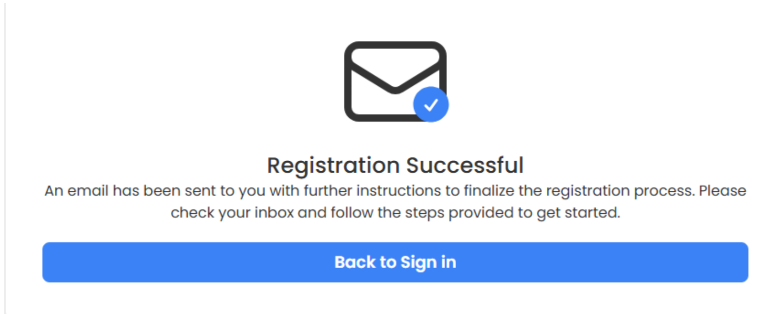


23. Read and Accept the Consent form



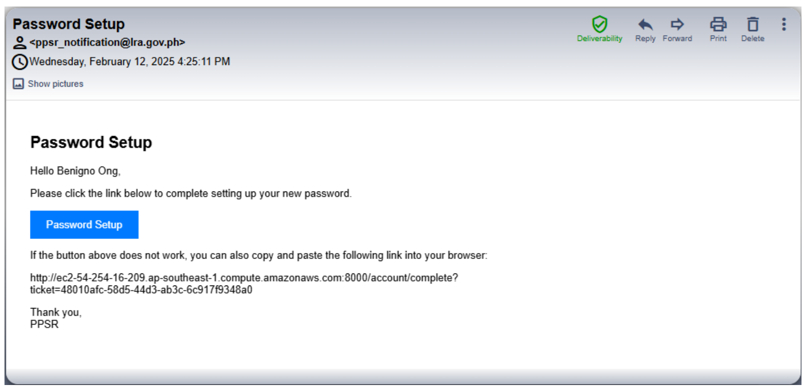


24. Your registration is successful



Email Confirmation

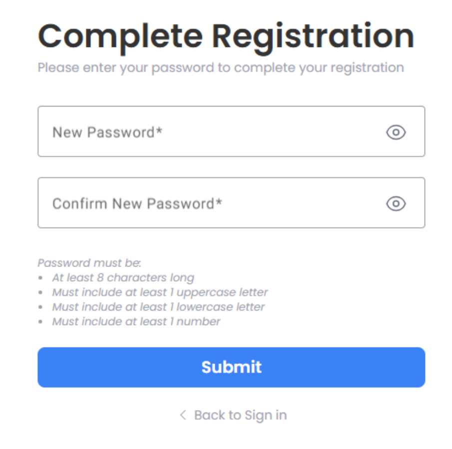
25. Check your email for a password setup message.



26. Click on the link and resume the account creation.

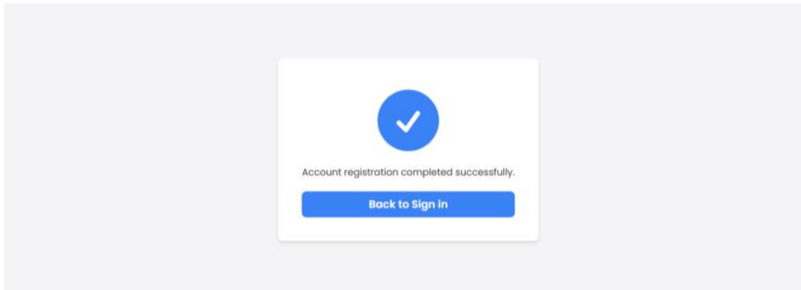
Set Password

27. Create and confirm a New Password following these requirements:

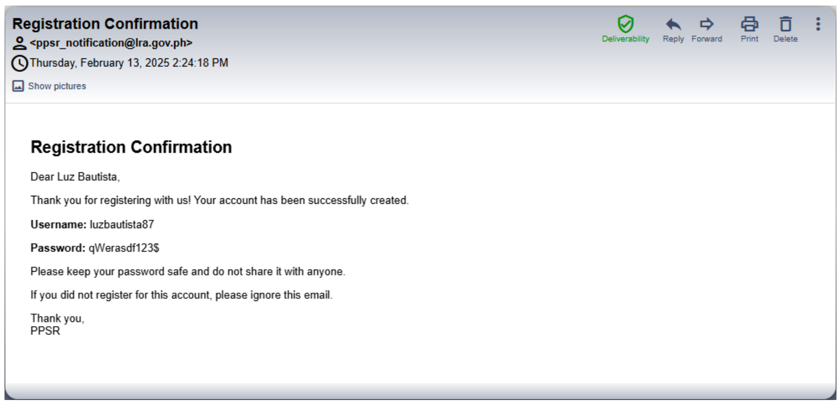


- At least 8 characters long
- Must include at least 1 uppercase letter, 1 lowercase letter, and 1 number

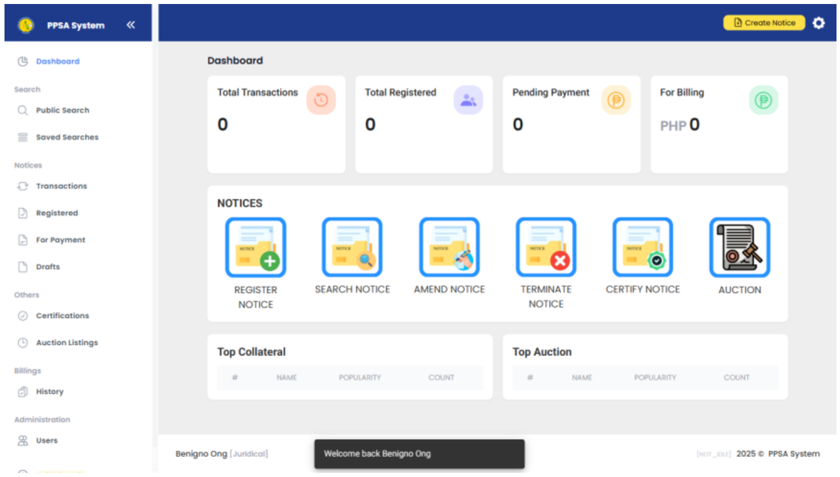
28. Click Submit.
29. A message stating that your account registration has been completed.



30. A confirmation email will be sent to with your username and password.



31. Go to the URL and log in.



Administrator

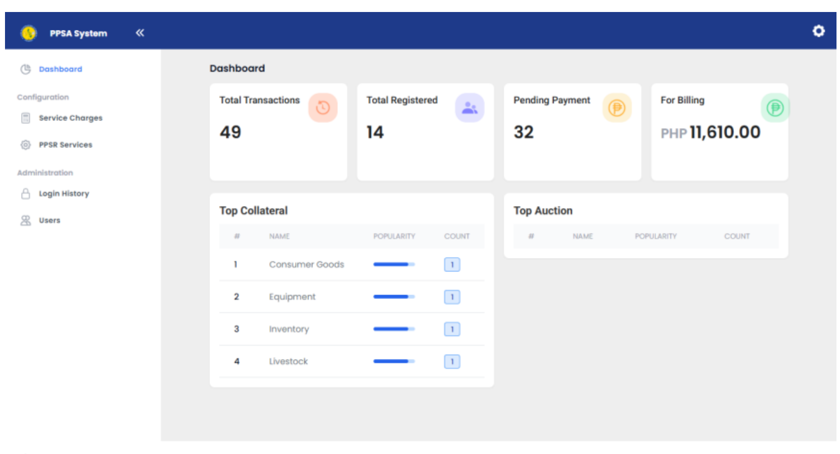
This step-by-step guide should help an administrator effectively manage users, review system activity, and handle the services within the PPSA system, ensuring smooth and secure operations.

Administrator Role:

1. Login to the PPSA System

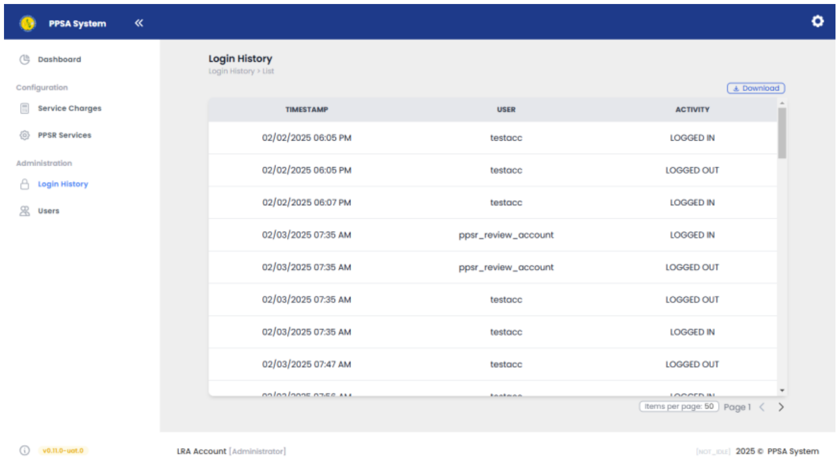
   As an Administrator, start by navigating to the PPSA system login page and entering Admin User credentials (username and password) in the provided fields.

   Once successfully logged in, Admin User will be directed to the Dashboard. Admin User has access to all administrative functions, including managing users, reviewing login history, adjusting system settings, and overseeing services.



2. Accessing Login History

   To monitor and track user activities within the system, navigate to the "Login History" tab, located under the Administration section in the left-hand menu.



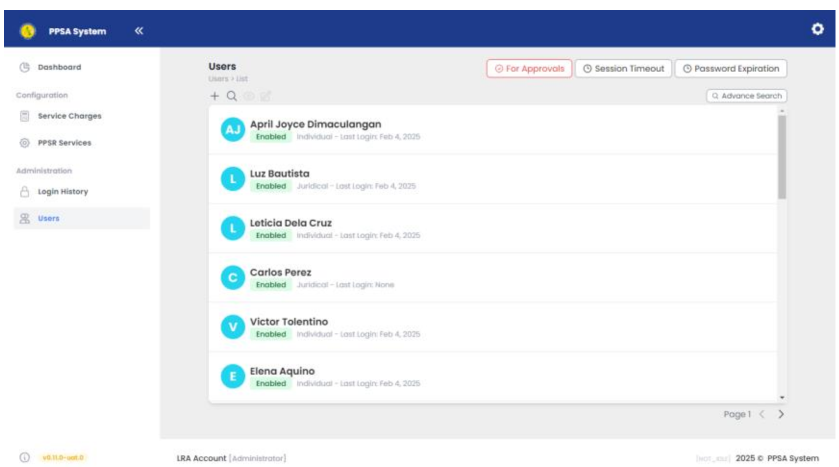
In the Login History section, Admin User will find logs of user activities, providing key details such as:

- Timestamp: The exact date and time when users logged in or out of the system.
- Username: The name of the individual user associated with each login/logout event.
- Activity: Whether the user has logged in or logged out during the recorded session.

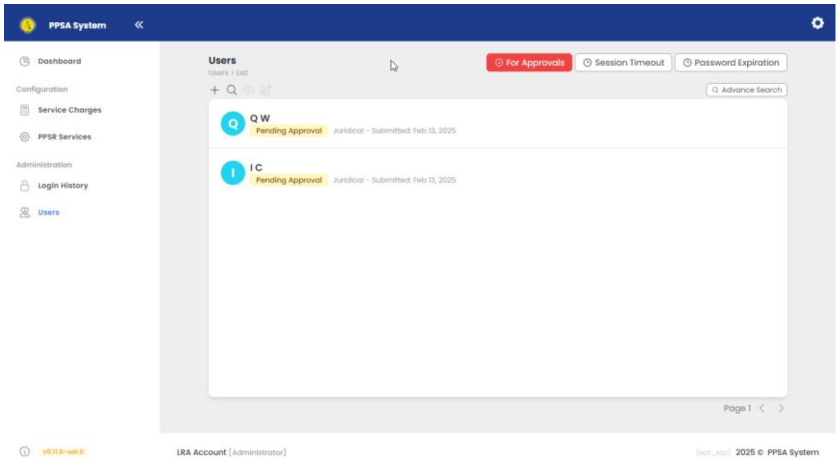
This log allows Admin User to monitor system usage, ensuring accountability and transparency in user access. Admin User can download the complete login history by clicking on the "Download" button.

3. Managing Users

To manage user accounts, navigate to the "Users" section under Administration on the left-side panel.

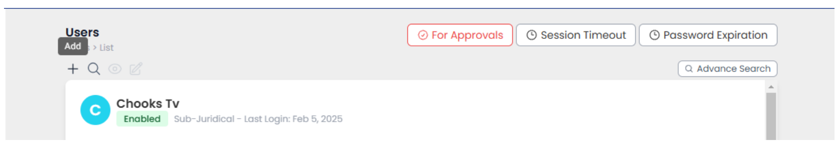


Admin User can view, add, edit, or manage existing user accounts. This section provides a centralized control panel for all user-related activities, ensuring administrative control over access levels and user data.



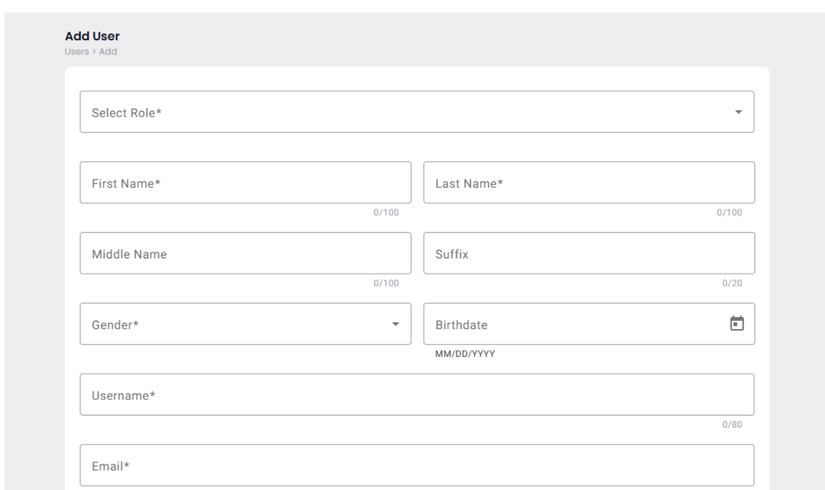
Adding a New User

To create a new user, click on the "+" (Add) button located near the Users header.



A User Registration form will appear, prompting Admin User to input the necessary information to set up the new account:

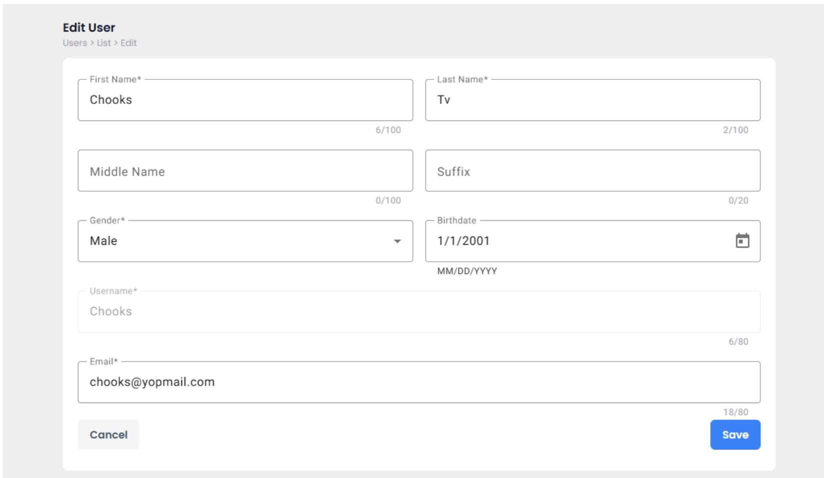
- First Name
- Last Name
- Middle Name,
- Suffix (optional)
- Gender
- DOB
- Username
- Email Address



Once all the required fields are filled in, click Save to create the new user account. The new user will now appear in the user list, and they can access the system based on the role Admin User assigned.

Editing an Existing User

To modify the details of an existing user, simply click on their name in the Users list.



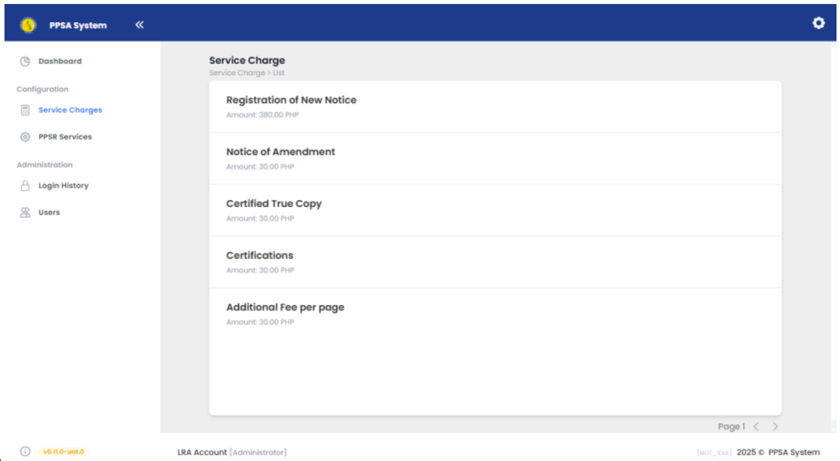
The selected user's profile will open, where Admin User can update any of the following fields:

- Name (First, Middle, Last)
- Username
- Email Address
- Birthdate

After making the necessary updates, click Save to apply the changes. The user's profile will be updated with the revised information or current data.

4. Service Charges

The Admin User can update pricing and charges for various transactions in the PPSR System. This includes adjusting the registration fee for a new notice, notice amendment charges, certified true copy fees, certification costs, and additional fees per page.



\

To modify service charges:

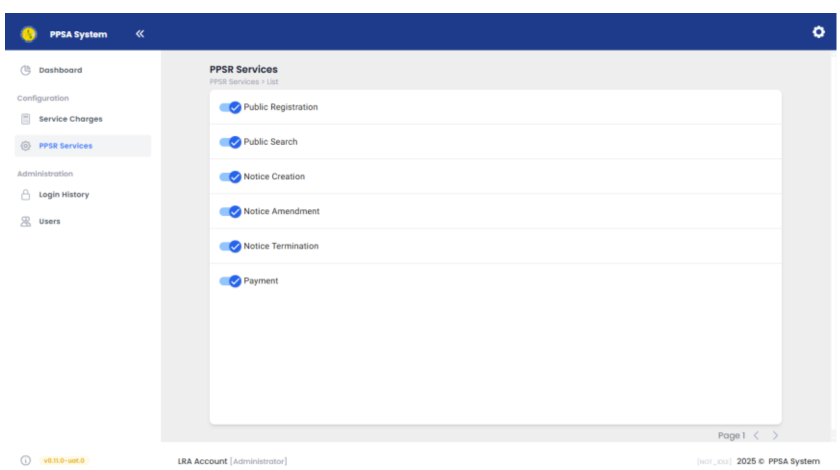
- Navigate to the Service Charges section from the left-hand menu.
- Select the specific fee you wish to update.
- Enter the new value in the input field.
- Click Save to apply the changes.

The system will automatically update the revised charges, ensuring accurate pricing for all transactions.

5. Managing PPSR Services

To oversee and manage the various PPSR (Personal Property Security Registry) services, navigate to the "PPSR Services" section from the left-hand navigation menu.

Admin User will have a view of all available services, including their configurations and settings. The interface allows Admin User to manage each service, ensuring optimal performance and alignment with organizational needs.



Admin User can make necessary adjustments to service parameters, update configurations, reviewing service charges and fine-tune settings to ensure the smooth operation of each service within the PPSA system. This functionality is critical to maintaining efficient workflows, resolving any issues proactively, and ensuring the system continues to meet the evolving demands of its users.

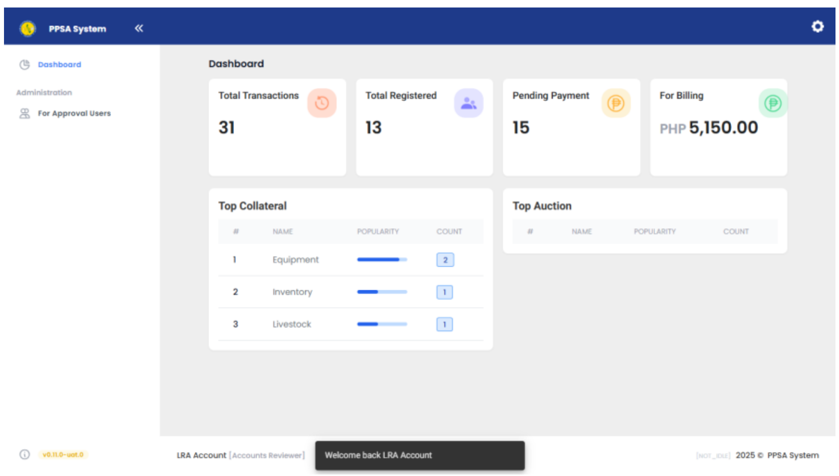
Note: After completing Admin User tasks, it is highly recommended to manually log out to safeguard Admin User account and system data.

Review Account

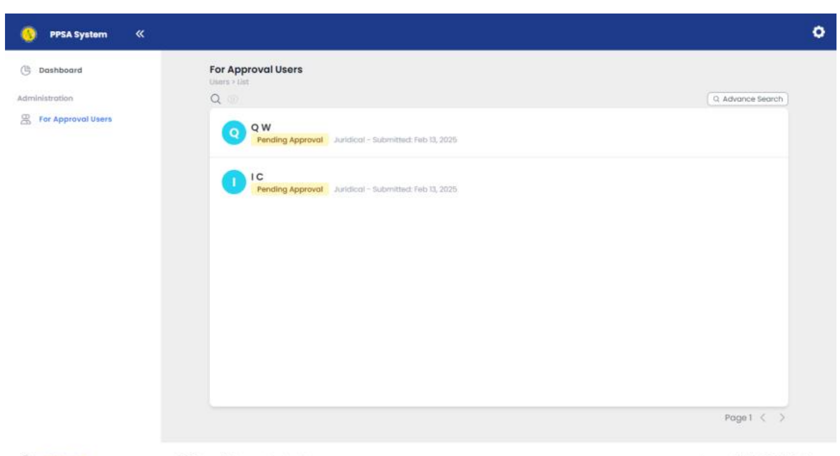
As a Reviewer, you play a crucial role in maintaining the smooth operation of the PPSA system by handling Juridical user account approvals

Step-by-Step User Approval Process

1. Login to the PPSA System
   - Access the LRA PPSA system with your login credentials (username and password).
   - Upon successful login, you will be directed to the Dashboard, which provides an overview of recent activities and available functions for your role as an approver.

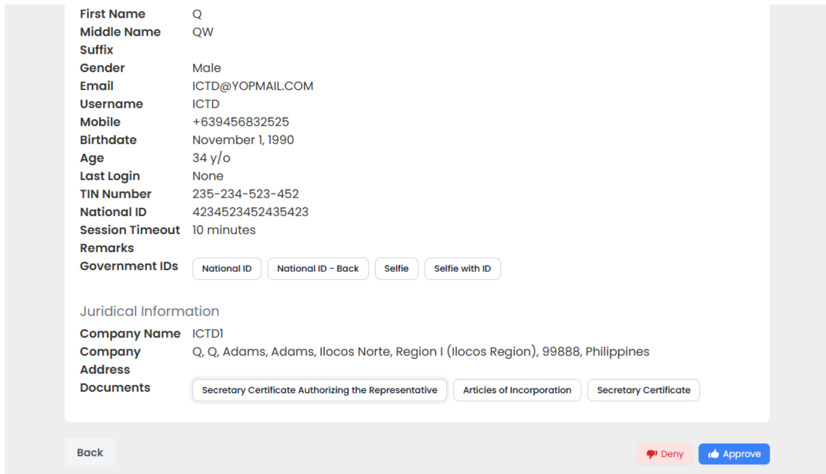


2. Navigate to the Approval Section
   - On the left-side navigation panel, select "For Approval Users" on the left-hand navigation menu.



- You will see a list of organization's juridical user with pending approval statuses

3. Review Approval Requests



- Reviewers can check all submitted documents and information
- Once passed, reviewers can approve the request. The system automatically sends an email to the juridical users to complete their registration process.

4. Log Out

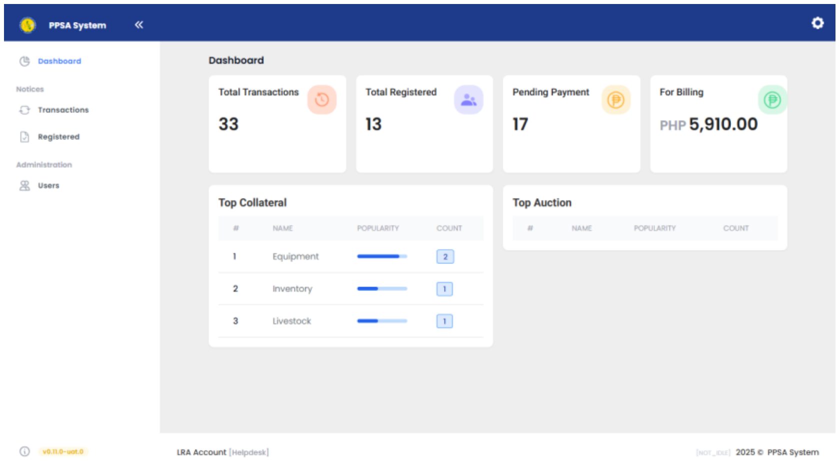
Note: After completing your tasks, ensure to log out securely by clicking on the User Icon at the top-right corner of the interface and selecting Log Out.

Helpdesk

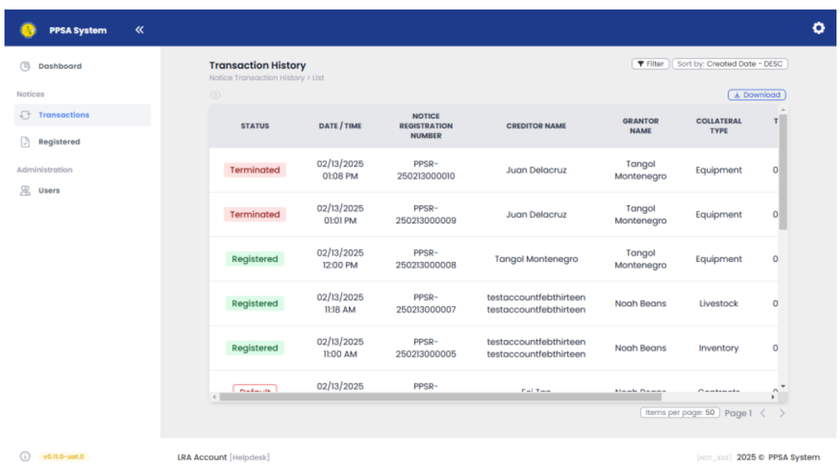
As a Helpdesk User, assisting with issue resolution begins by checking the Transaction History or Registered Notices when a user reports a problem. By cross-referencing the transaction details with the system logs, the helpdesk user can validate whether the notice status is accurate and ensure there are no discrepancies.

When users have trouble navigating the system, the Helpdesk Role involves assisting with filters and sorting options, enabling them to locate their transactions more efficiently. If an issue cannot be resolved at the helpdesk level, the user must escalate the concern to the appropriate administrator.

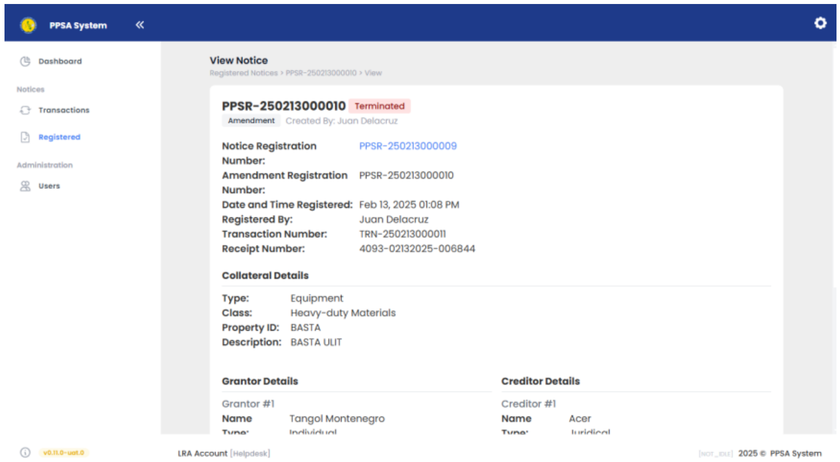
- After successfully logging in, the dashboard, provides an overview of key metrics and functionalities available for the Helpdesk User.



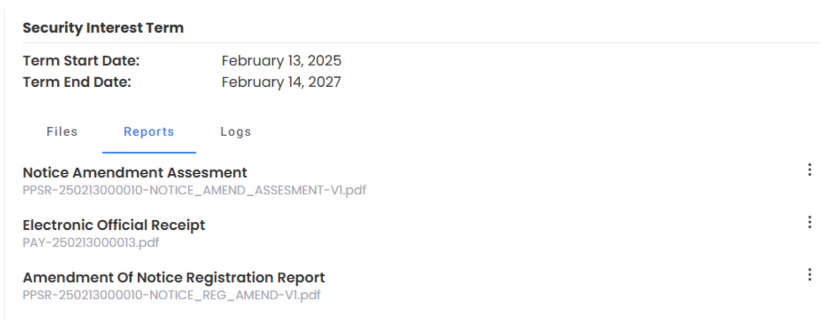
- To review past transactions, navigate to the Transactions section from the left menu. The system displays a list of transactions, each showing its current status (e.g., Registered or Terminated) along with the date and time of processing.
- Each transaction entry includes the Notice Registration Number for easy reference and tracking. Additionally, users can view details such as the creditor's name, grantor's name, and the collateral type associated with each transaction. This ensures transparency and allows for easy verification of records.



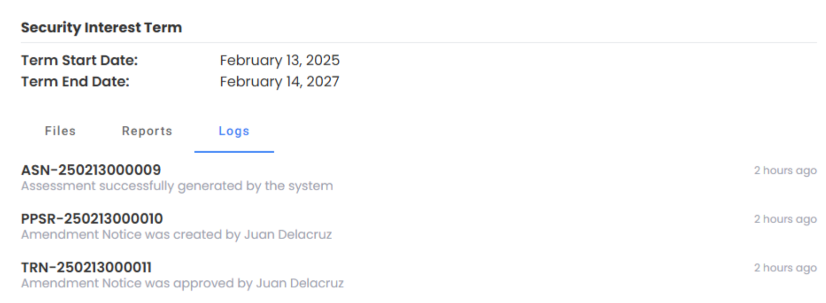
- To review the details of a specific notice, navigate to the Registered Notices section from the left menu. Select the notice from the list to open its full details.
- The system displays key information, including the Notice Registration Number, status (Registered, Terminated, or Default), and timestamps. The record also identifies the user who registered the notice, ensuring a clear audit trail for tracking and verification.



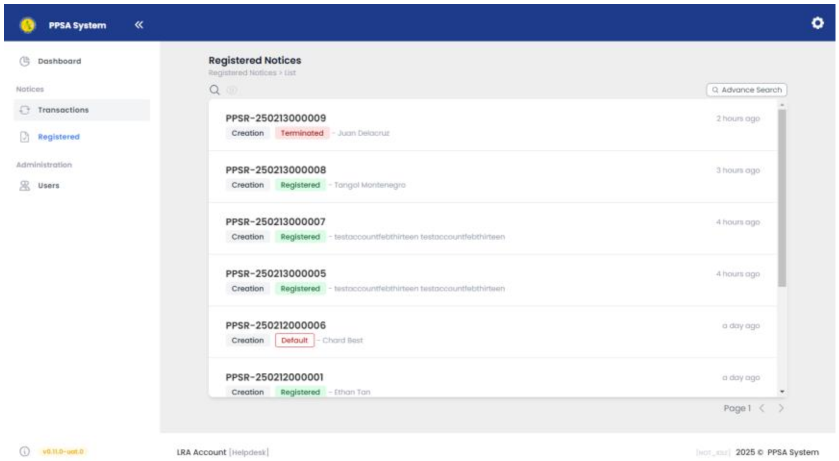
- To verify the Security Interest Term, navigate to the notice details section. The Start Date and End Date are displayed, allowing users to track the validity period of the registered notice.
- Click on the Reports tab to access essential documents, including the Notice Amendment Assessment Report, Electronic Official Receipt, and Amendment of Notice Registration Report. These reports serve as official records of any modifications or financial transactions associated with the notice.



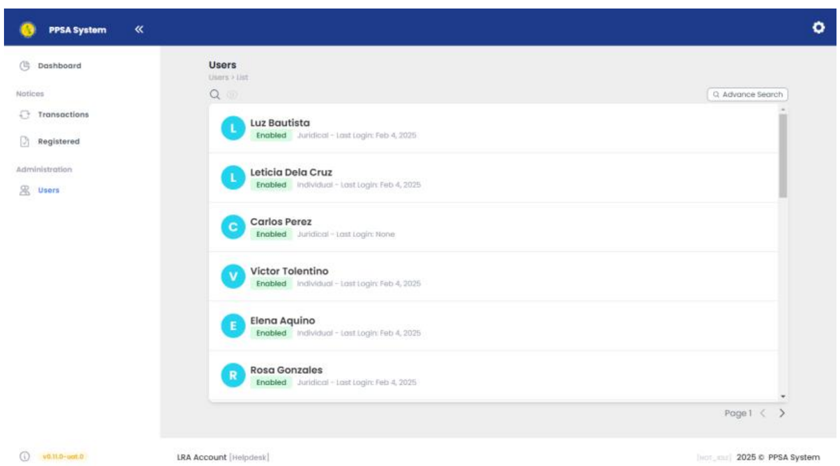
- To review system-generated records, navigate to the Logs tab to display a history of automated assessments, notice amendments, and approvals. By maintaining a clear record of all actions performed on the notice, this feature ensures transparency and accountability within the system.

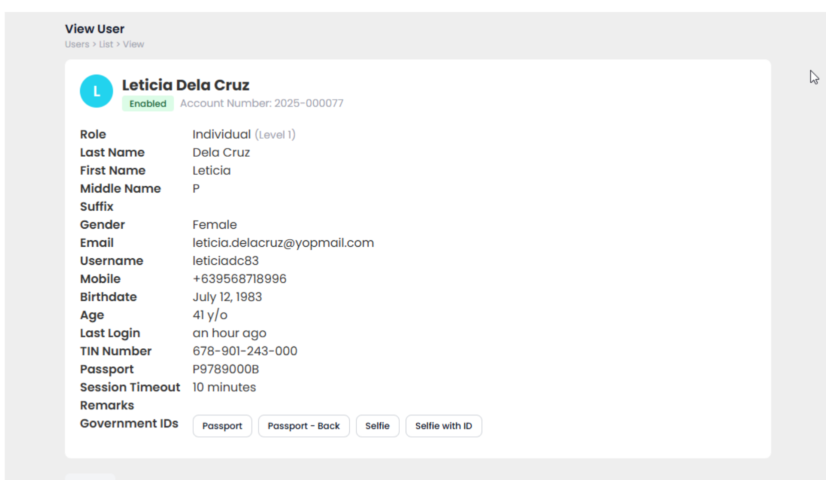


- To manage registered notices, navigate to the Registered Notices section from the left menu. The system displays a list of all recorded notices, including their status (Registered, Terminated, or Default). Each entry also includes information on the creator of the notice, ensuring a clear record of who initiated the transaction.



- Users can review and manage these notices based on their current status, allowing them to track active registrations, verify terminated notices, or take necessary actions on those marked as default.

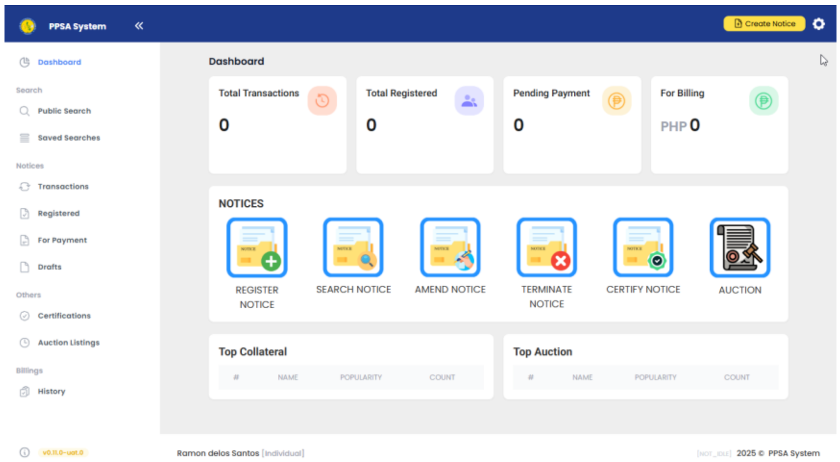




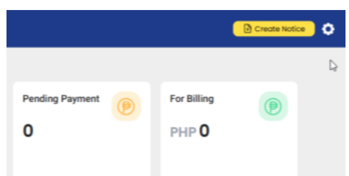
New Notice

This guide provides detailed instructions on how to register a property using the Land Registration Authority Personal Property Registration System (LRA-PPSR).

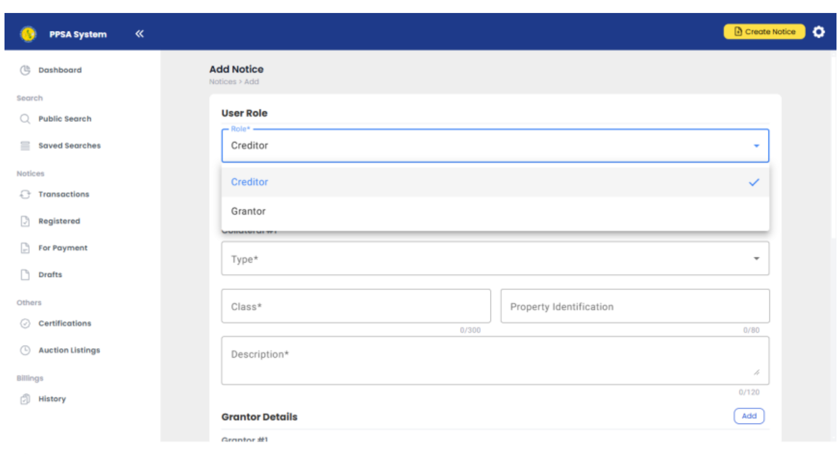
- To create a new Notice in the PPSR System, the user (individual, juridical or sub-juridical) logs in using their credentials.



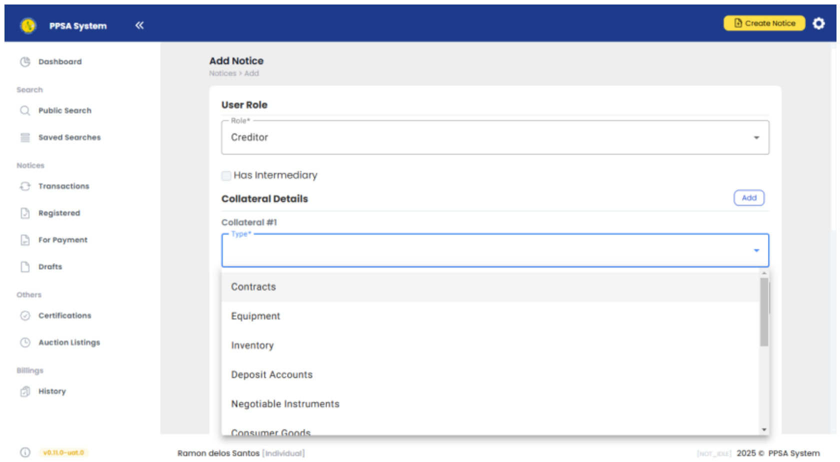
- From this section, the user clicks on the "Create Notice" button, located at the top-right corner of the screen. This action opens the notice creation interface, allowing the user to input all necessary details for registration.

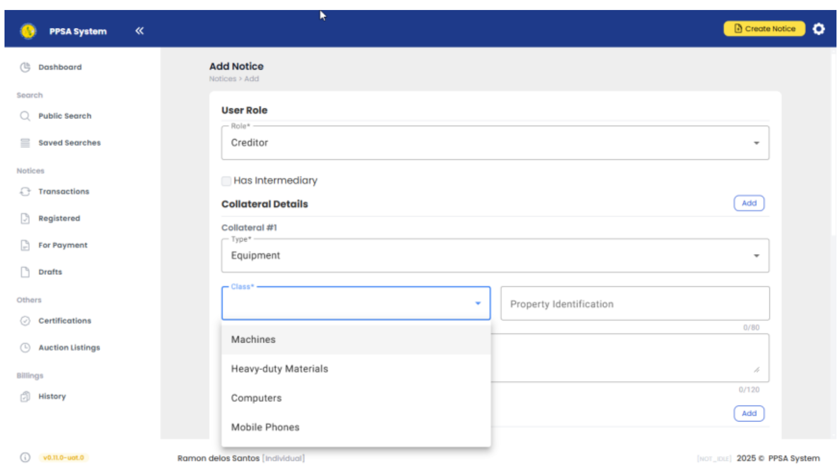


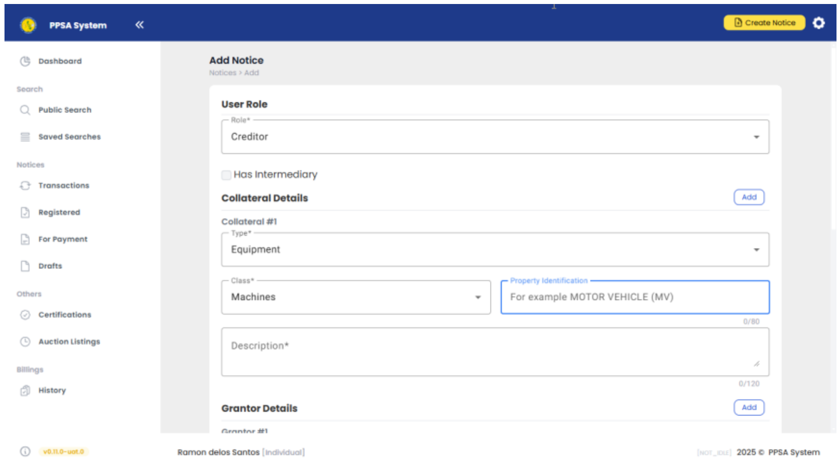
- The user selects their appropriate role from the dropdown menu (Creditor or Grantor). If the transaction involves an intermediary, they check the "Has Intermediary" option to indicate the additional party's involvement.

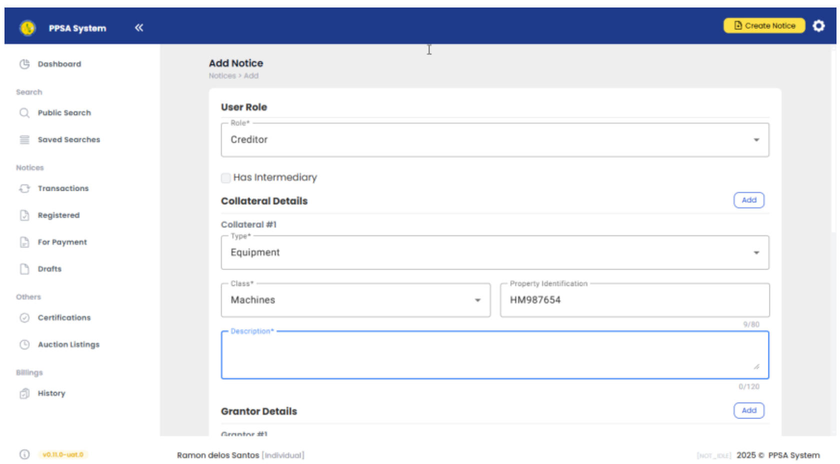


- The user begins by registering a new collateral item. Select the Type of collateral and specify its Class. Both can be chosen from the dropdown menu. If applicable, they enter the Property Identification to provide further distinction. Samples are provided in the input field based on the property class. Additionally, they include a description to ensure clarity regarding the collateral's details.

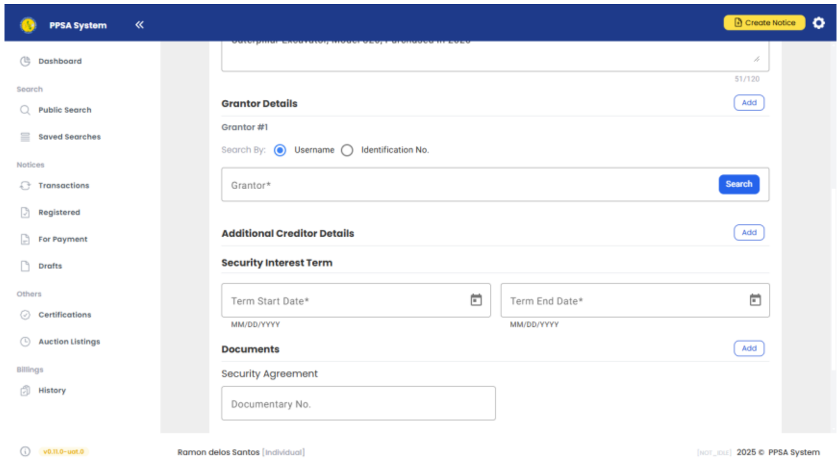






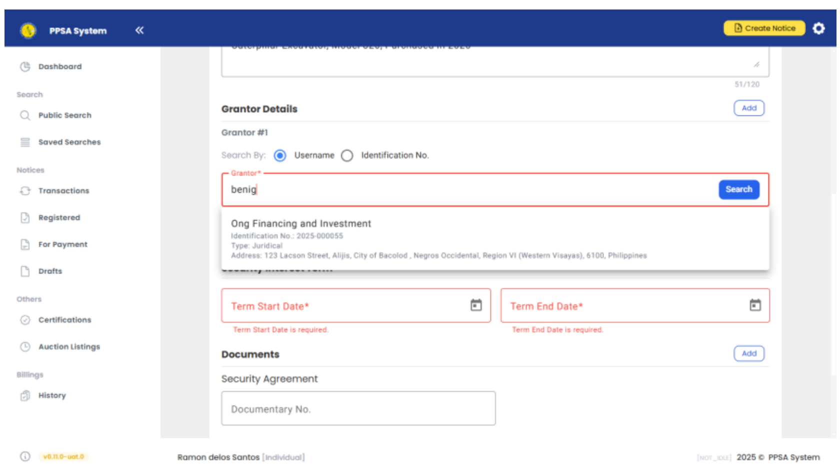


- Once all information is accurately inputted, the user clicks "Add" to insert another collateral. Otherwise, the user can scroll down to the next section ensuring it is properly documented within the system.
- In the Grantor Details section, the user begins by selecting the method for locating the grantor (either by Username or Identification Number). Once the preferred search option is chosen, they enter the Grantor's information and click "Search" to retrieve relevant records.

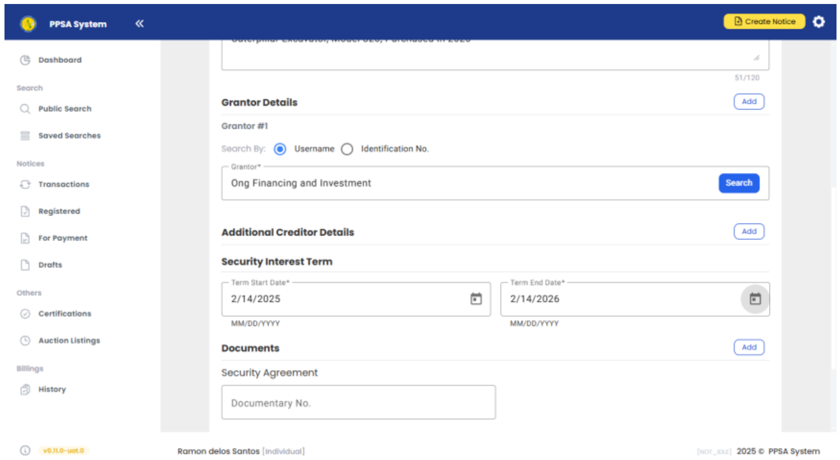


- A dropdown list appears displaying matching results, allowing the user to select the correct grantor from the available options. If multiple grantors are involved in the transaction, the user clicks "Add" to include additional entries, ensuring all relevant parties are properly recorded within the system.

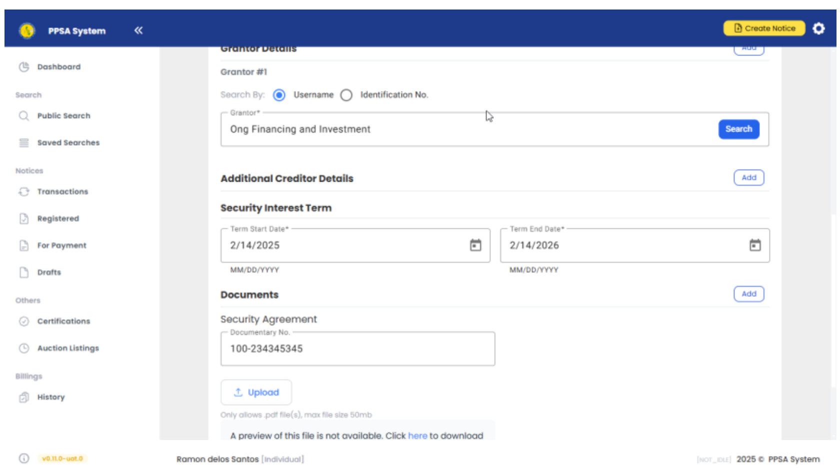
  Note: All grantors are required to create an Individual Account in the PPSR System before proceeding with their loan application. This ensures proper registration and verification within the system.



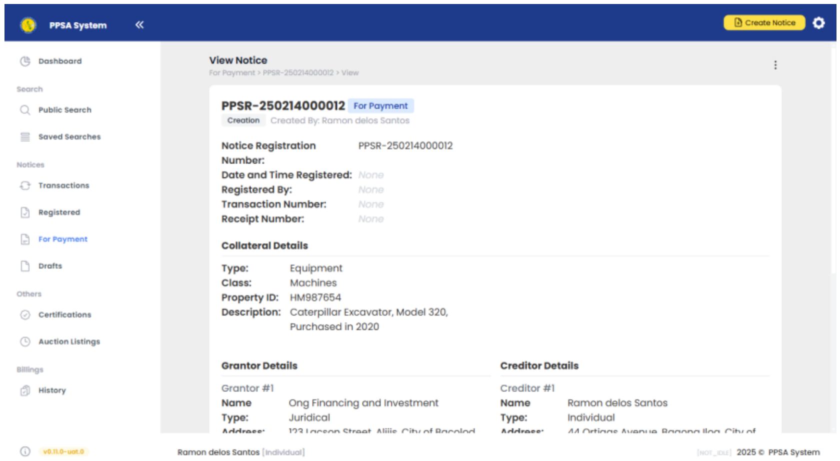
- If the transaction involves multiple creditors, the user proceeds to the Additional Creditor Details section. Here, they input the necessary information for each additional creditor, ensuring all relevant parties are accurately recorded. Once the details are entered, the user clicks "Add" to save the information, allowing the system to register multiple creditors under the notice.
- The user defines the duration of the security agreement by selecting the Start Date, which marks the beginning of the security interest period. Next, they choose the End Date, establishing the duration for which the notice remains valid.



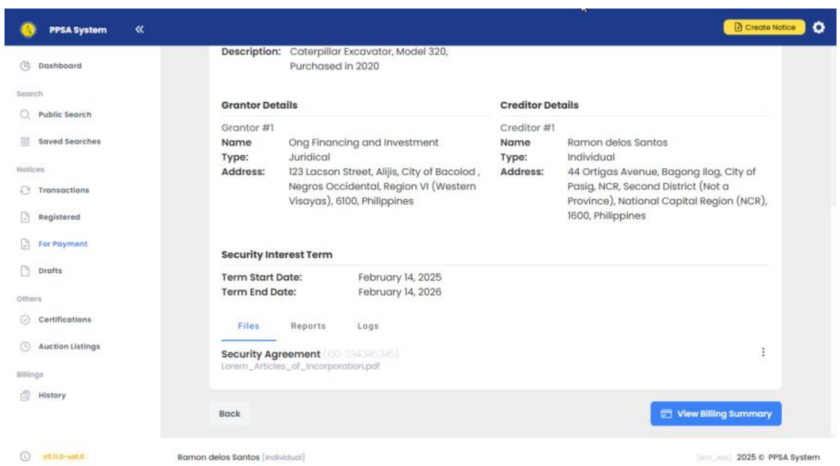
- The user then ensures all necessary supporting documents are uploaded for the notice. They begin by entering the Documentary Number.
- Next, they click "Choose File" to upload the required documentation, such as a Security Agreement, ensuring that all relevant legal records are properly attached. Before proceeding, the user verifies that the file format and size comply with the system's requirements, ensuring a smooth and successful upload process.



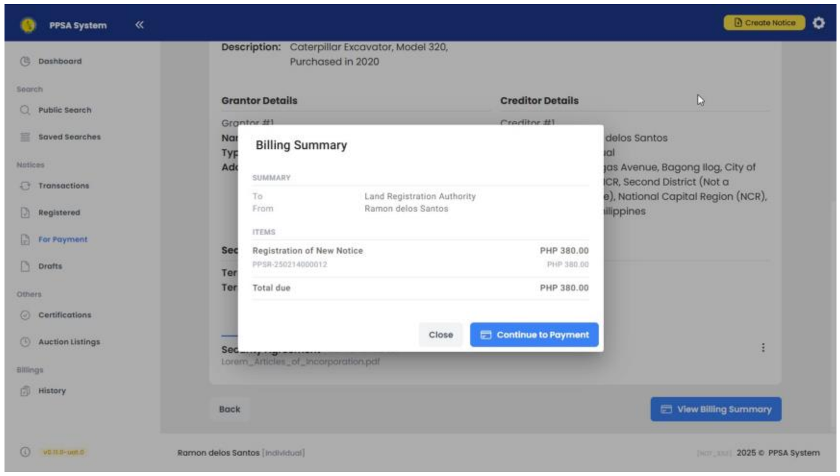
- Before finalizing the notice, the user carefully reviews all entered details to ensure accuracy and completeness. They click "Confirm", prompting a pop-up window to appear, displaying the complete Notice Summary. This summary provides a comprehensive view of the notice, including key sections such as Collateral Details, Grantor Details, Creditor Details, and the Security Interest Term.



- The user carefully verifies each section, ensuring that all information is accurate and properly recorded. Once satisfied with the details, they proceed by clicking "Confirm", finalizing the notice for submission.



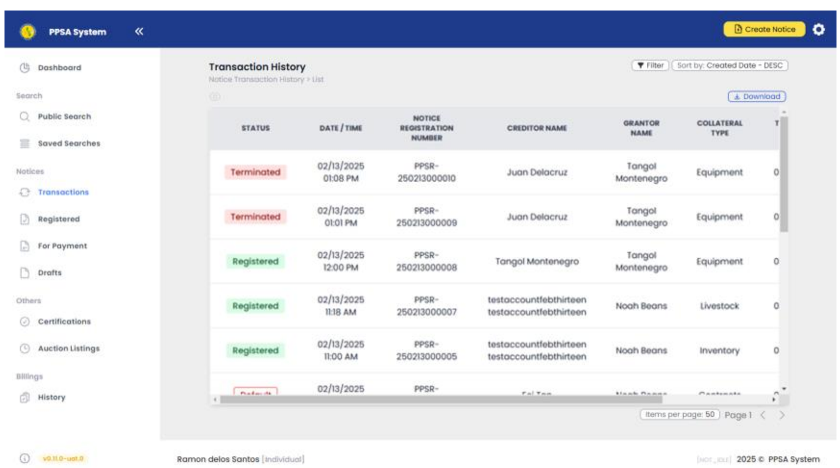
- Once the notice is confirmed, the system automatically generates and displays the Billing Summary. This summary provides a breakdown of the registration fee associated with the new notice, along with the total amount due for the transaction.



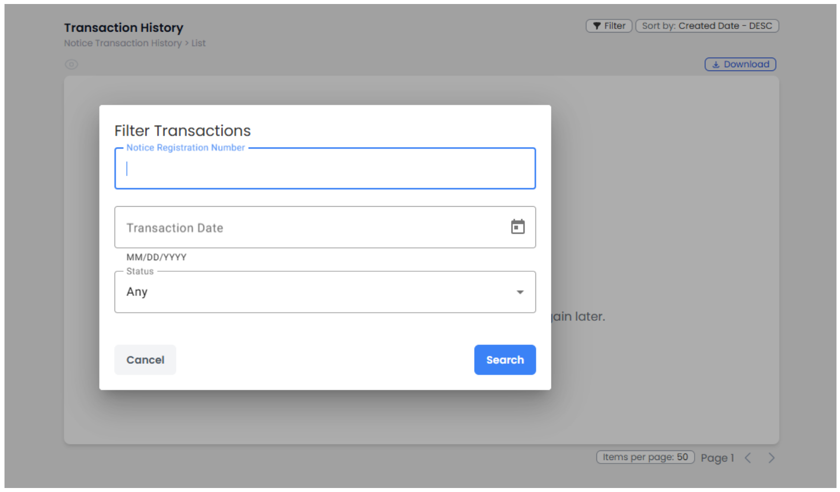
- The user reviews the billing details to ensure accuracy before proceeding. If everything is correct, they click "Continue to Payment" to complete the transaction and finalize the notice registration.

Notices – Transactions

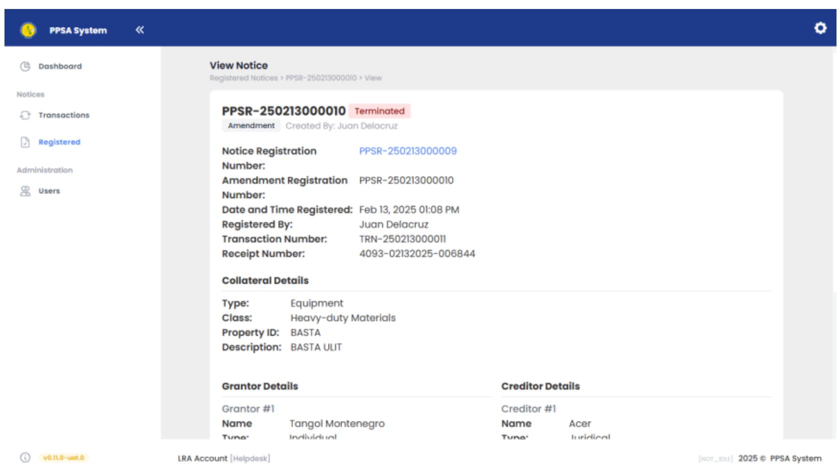
- Individual, Juridical and sub-juridical user navigates to the Transactions section from the left menu. This action opens the Transaction History page, where a list of notices is displayed. Each transaction entry provides key details, including its status (such as Registered, Terminated, or Default), the date and time of the transaction, the Notice Registration Number, and the names of the creditor and grantor involved. Additionally, the collateral type associated with each notice is listed, allowing the user to track and review transactions efficiently.



- To locate a specific transaction within the Transaction History, the user can refine their search using filtering and sorting options. By clicking the Filter button, they can narrow down results based on specific criteria. Users can utilize the sorting options, such as Created Date - DESC, to arrange transactions in descending order, ensuring that the most recent entries appear first.



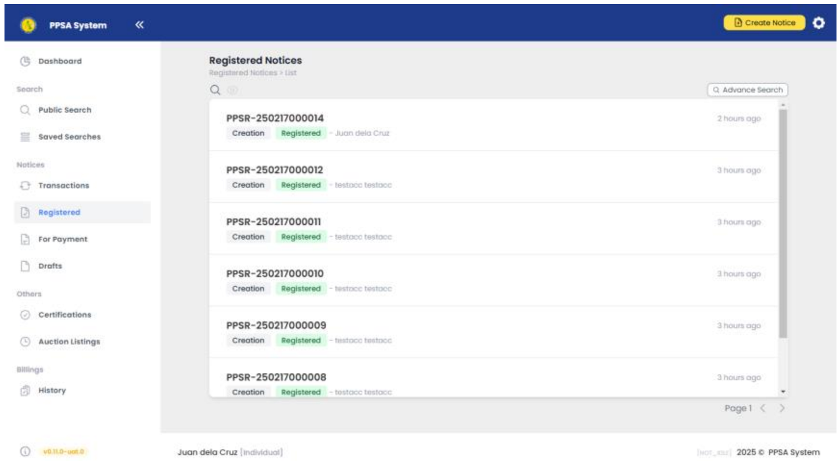
- To review a transaction in detail, the user selects a specific entry from the Transaction History list. Clicking on the transaction opens its detailed view, where comprehensive information about the notice is displayed. This includes the Transaction Number, Status (Registered, Terminated, or Default), and Collateral Details, such as the type, class, property ID, and description of the collateral involved. The page also provides details about the grantor and creditor, as well as the Security Interest Term. If any supporting documents are attached, they are also accessible from this view.



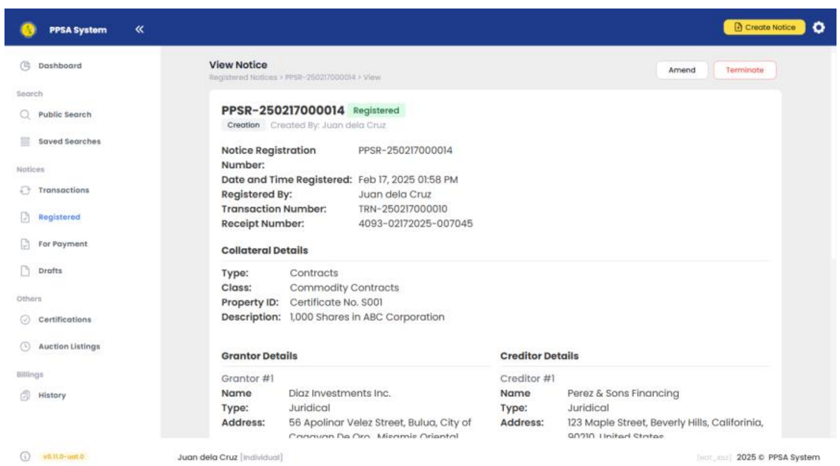
- If the user needs to save a record of transactions for documentation or reporting purposes, they can click the Download button located at the top-right of the Transaction History page. The system will generate a PDF file containing the complete list of transactions, including relevant details such as status, registration number, creditor and grantor names, and collateral information.

Notice Termination

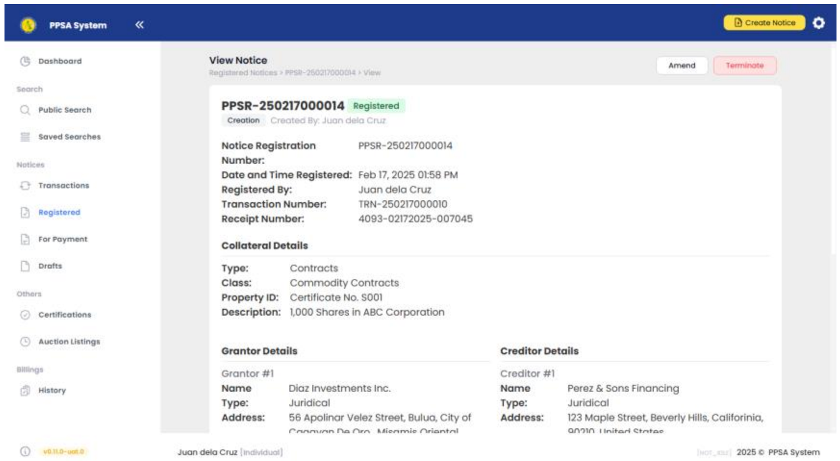
1. Upon logging into the PPSR System using their credentials, the user navigates to the "Registered" section from the left-hand menu. The system displays a comprehensive list of registered notices, allowing the user to review and manage them as needed.



2. To initiate the termination process, the user navigates through the Registered Notices list to locate the specific notice that needs to be terminated. Once identified, click on the corresponding Notice Registration Number to open the detailed view.

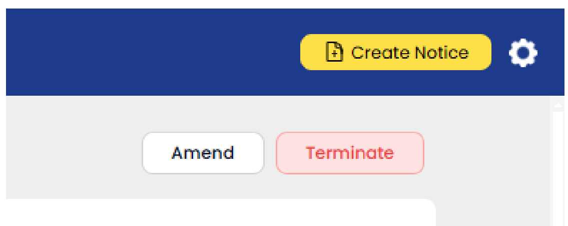


3. Before proceeding with termination, the user carefully reviews these details to ensure accuracy and confirm that the correct notice is being processed.
4. In the View Notice page, the user will access all relevant details of the notice are displayed. This includes the *Notice Registration Number*, *Date and Time Registered*, *Registered By*, *Transaction Number*, *and Receipt Number*. Additionally, the page provides a comprehensive overview of the Collateral Details, along with the associated Grantor and Creditor Information.



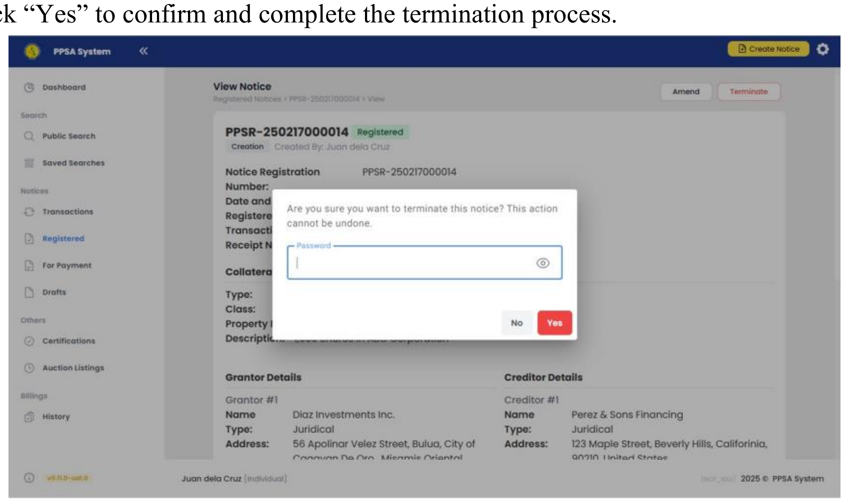
The user ensures that all necessary supporting documents are uploaded to maintain compliance with regulatory requirements and internal policies.

5. To begin the termination process, the user clicks the "Terminate" button located at the top-right corner of the View Notice page. A confirmation pop-up window appears, prompting the user to verify the action before proceeding.

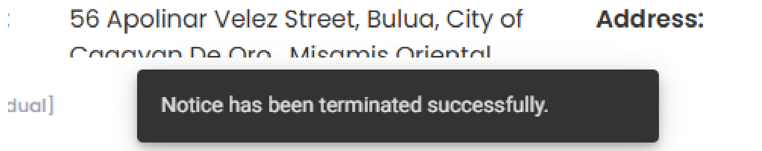


Note: Once a Notice is terminated, it cannot be reversed.

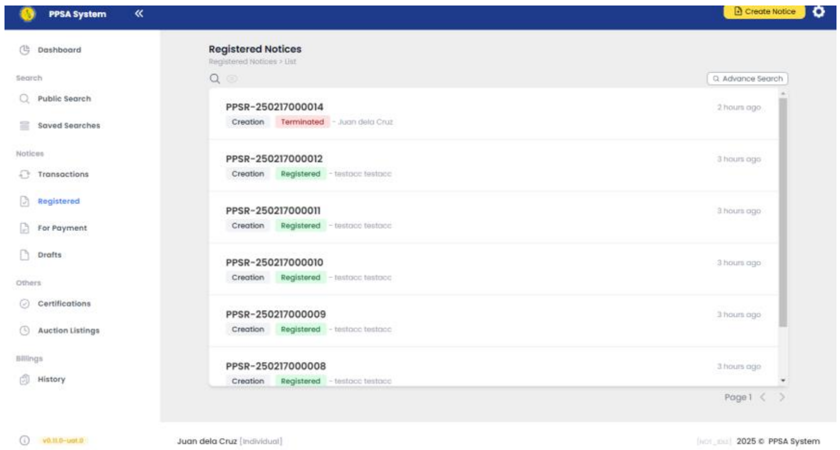
6. In the confirmation window, the system prompts the user to enter their password to verify the termination request. This security measure ensures that only authorized users can finalize the action. Once the password is entered, click "Yes" to confirm and complete the termination process.



7. After confirming the termination, the system updates the notice status to Terminated. A success message appears on the screen, confirming that the termination has been successfully processed. The user then navigates back to the Registered Notices list, where the terminated notice is now marked with a red Terminated status indicator, ensuring clear identification of its updated status.



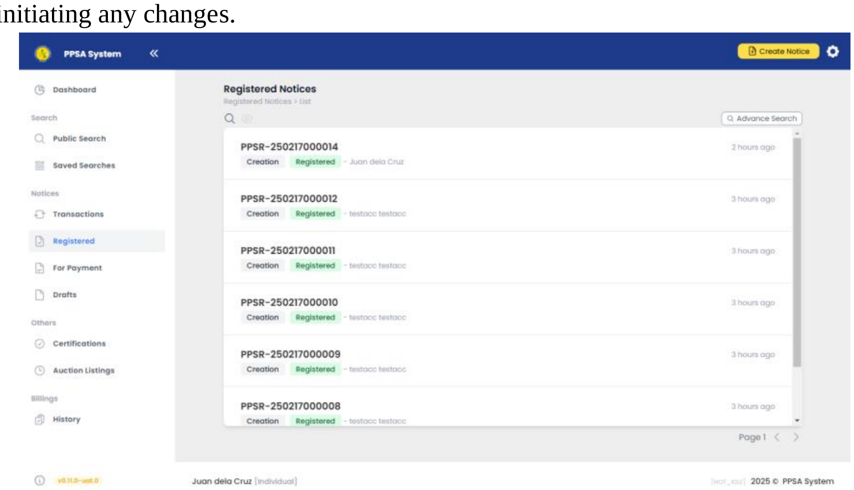
8. The user verifies that the termination is correctly reflected in the system.



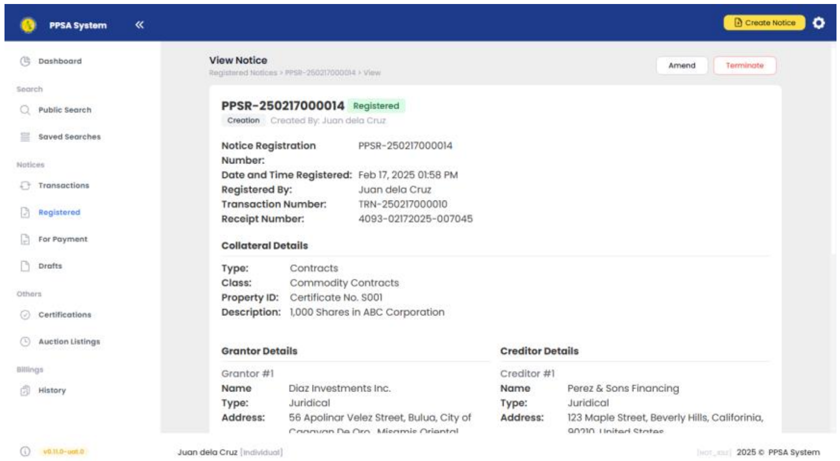
Notice Amendment

Amending Notices in the PPSR System

1. Upon logging into the PPSR System using their credentials, the user navigates to the Registered section from the left menu. The user locates the specific notice that requires modification, ensuring they select the correct entry before initiating any changes.

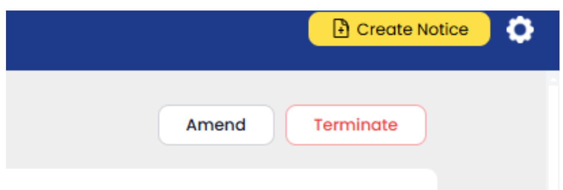


2. To initiate an Amendment, the user selects the specific notice that requires modification from the Registered Notices list. Click on the Notice Registration Number, to open the Notice Details page, displaying all relevant information. This allows the user to review the notice before proceeding with any necessary updates.
3. Before making any amendments, the user carefully reviews the existing details to ensure accuracy and determine the necessary modifications.

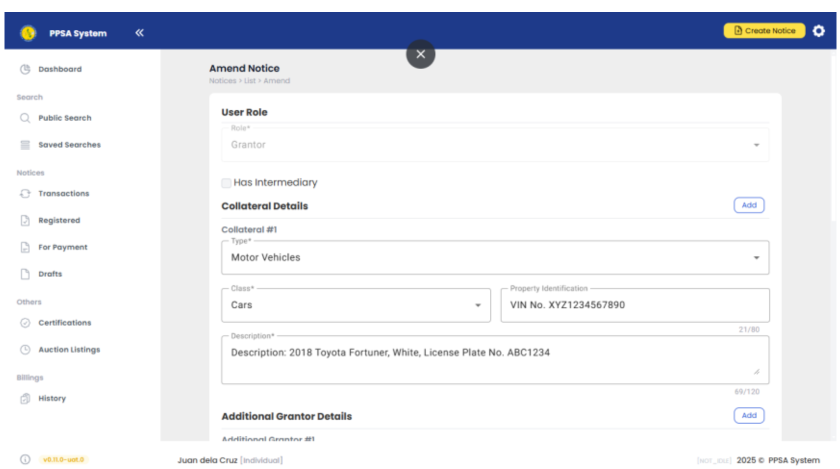


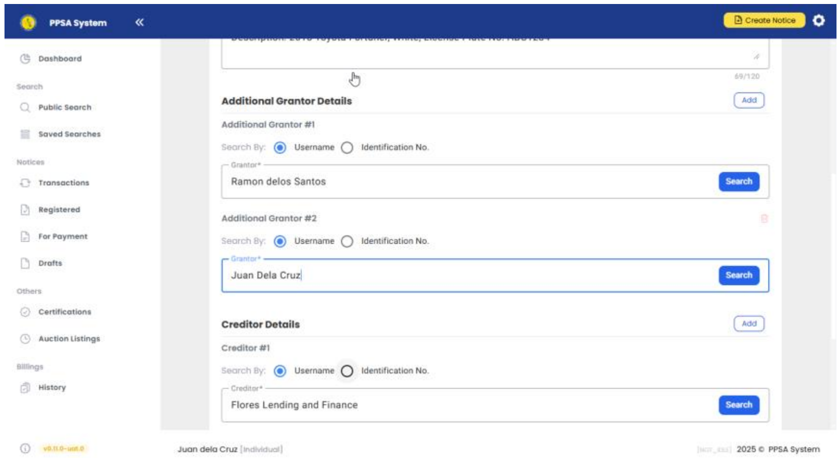
The system opens the View Notice page, presenting key details such as the Notice Registration Number, Date and Time Registered, Registered By, Transaction Number, and Receipt Number. Additionally, the page displays Collateral Details, as well as information about the Grantor and Creditor.

4. The user clicks the Amend button located at the top-right corner of the screen. This opens the Amend Notice form, providing an interface where details can be updated. The user can now proceed with modifying the necessary fields to ensure the notice reflects the correct information.

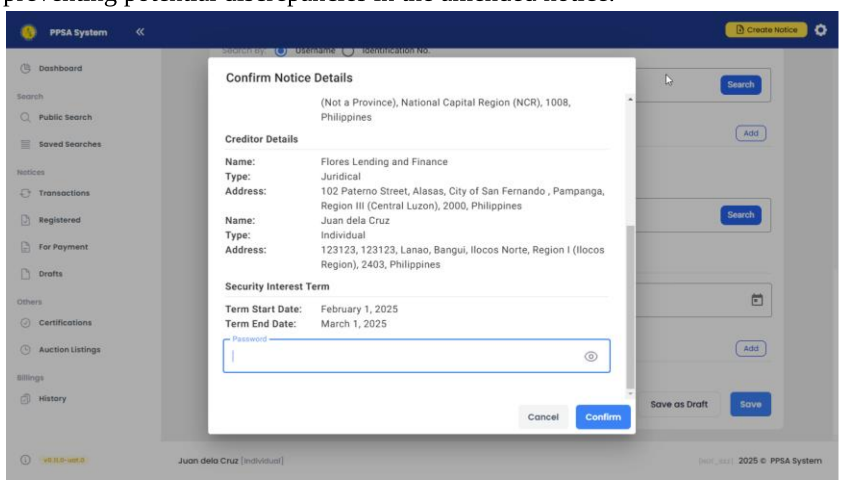


5. The user proceeds with updating the necessary details within the Notice form. They can modify key fields such as Collateral Details, where they may update the type, class, property ID, or description of the collateral. Additionally, they can adjust Grantor Details by adding or removing grantors, using either a Username or Identification Number for search. If required, Creditor Details can also be modified to reflect updated information.

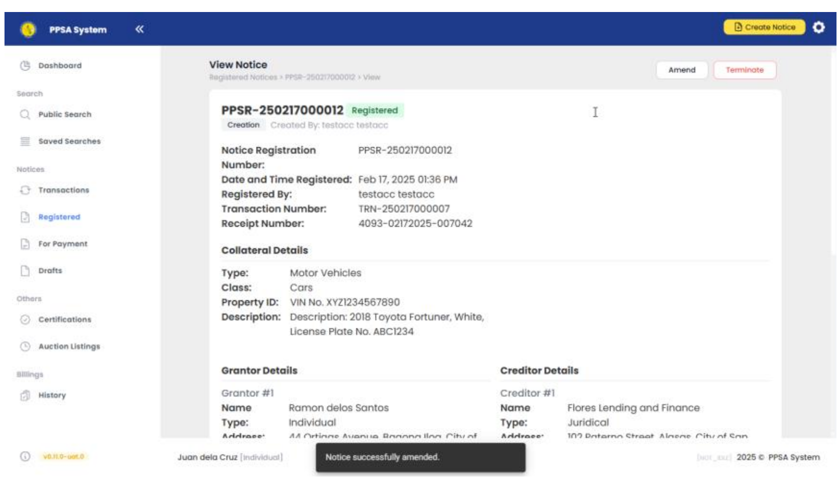




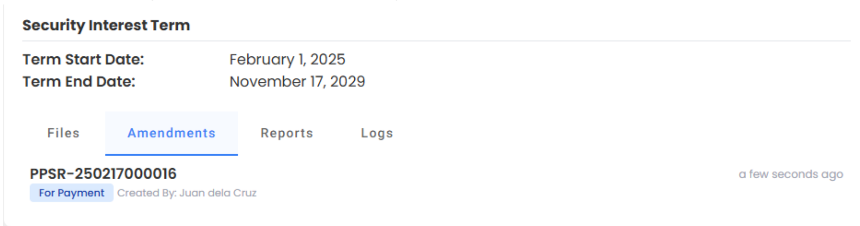
6. Before finalizing the changes, the user carefully reviews all modifications to ensure accuracy and completeness, preventing potential discrepancies in the amended notice.



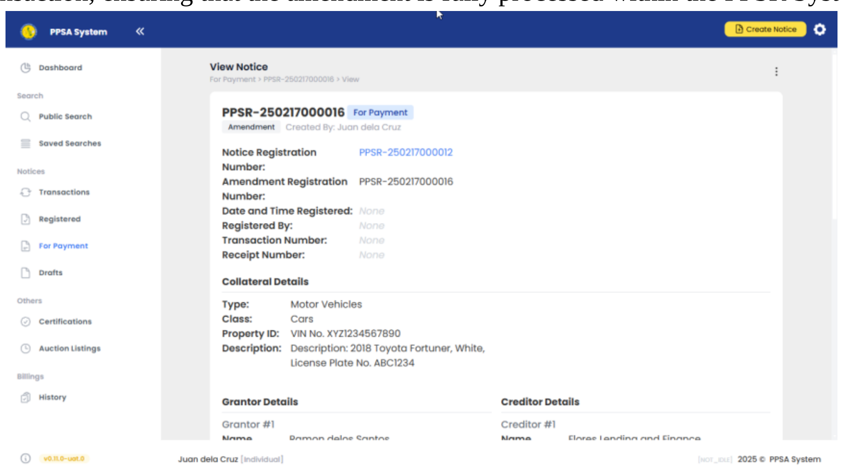
7. Once all necessary updates have been made, the user reviews the amended information to ensure accuracy. Th user clicks "Save" to submit the changes. The system then updates the notice details to reflect the modifications.



8. After submitting the amendment, the system generates a confirmation message, indicating that the notice has been successfully updated. To ensure the changes have been properly applied, the user navigates back to the Registered Notices list. They locate the amended notice and review its details to confirming that all modifications are accurately reflected within the system.



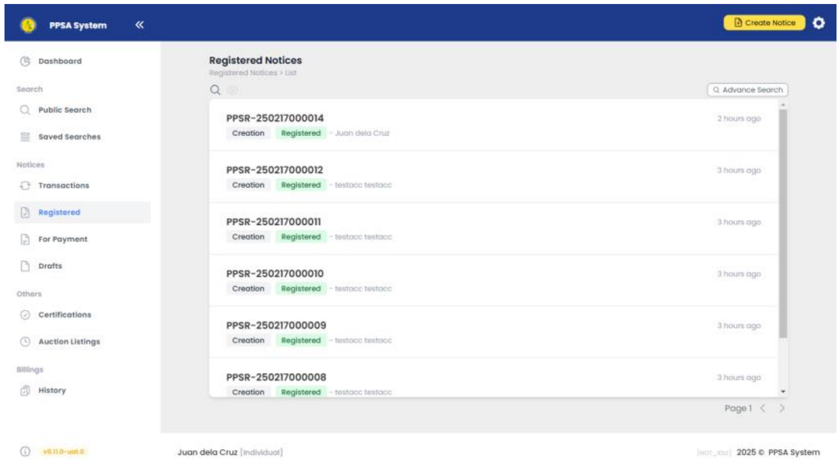
9. Once the amendment is successfully verified, the user can proceed to the "For Payment" section to complete the payment for the amendment. The user can review the payment details and follow the necessary steps to finalize the transaction, ensuring that the amendment is fully processed within the PPSR System.



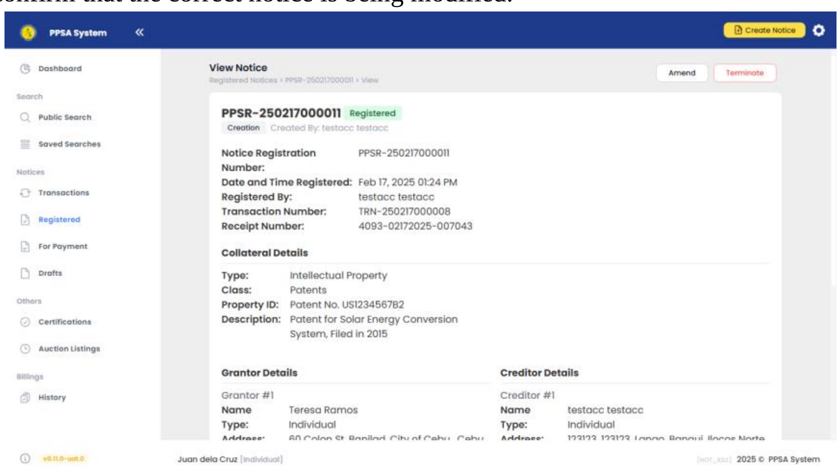
Notice Default

Putting Notices in Default in the PPSR System

1. To begin the process, the user must first access the Registered Notices section within the PPSR system. The user navigates to the Registered section from the left-hand menu. The system then displays a list of all registered notices, allowing the user to browse through the entries.

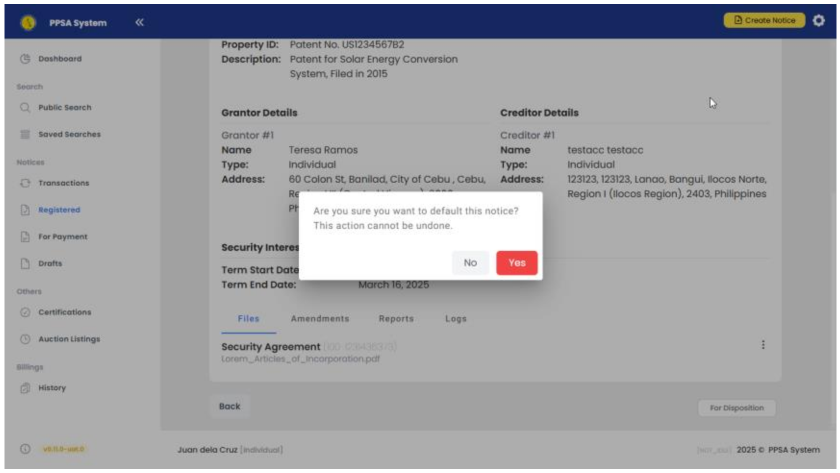


2. After locating the notice to be placed in default, the user selects it from the Registered Notices list. Double Click on the Notice Registration Number, to open the View Notice page.
3. Before proceeding with the default process, the user must review all displayed information to ensure accuracy and confirm that the correct notice is being modified.

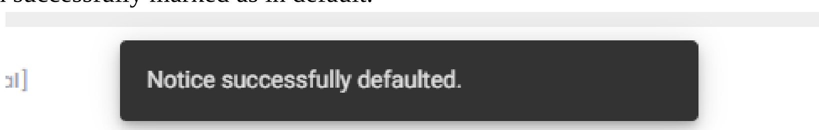


4. The system presents essential details about the selected notice. These include the Notice Registration Number, Date and Time Registered, Registered By, Transaction Number, and Receipt Number. Additionally, the page displays Collateral Details, Grantor and Creditor Information, and the Security Interest Term, which specifies the start and end dates of the notice's validity. All necessary documents related to the default should be updated and securely recorded to ensure compliance with regulatory requirements.
5. Locate and click the “For Disposition” button at the bottom right-hand side of the screen.

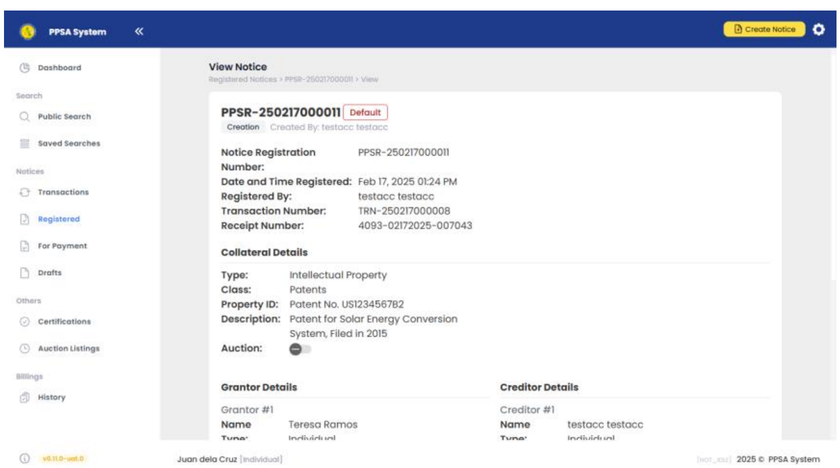
6. A confirmation pop-up window will appear, prompting the user to confirm the action of marking the notice as in default. To proceed, the user must click “Yes” to finalize the request. Once confirmed, the system will process the update and change the notice status accordingly.



7. After the default process is completed, the system will generate a success message confirming that the notice has been successfully marked as in default.



To ensure the update was applied, the user can navigate back to the Registered Notices list. The notice will now display a red Default status indicator, signifying the successful completion of the process.



8. The user should verify that the status change is accurately reflected in the system.

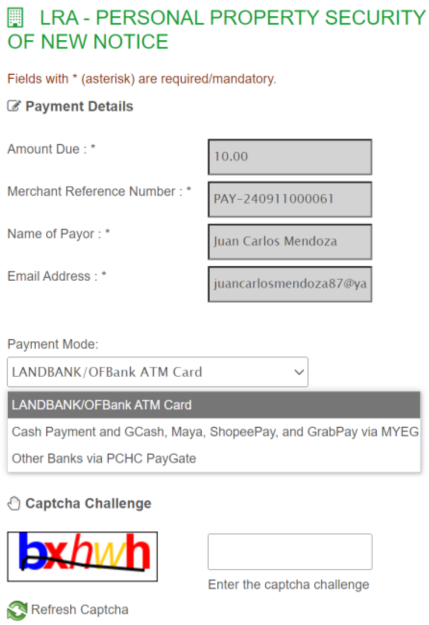
8. Payment Processing

A. Proceed to Payment

Once the notice is created, click on Overview on the menu pane. the system will show an Estimated Bill Summary. All users are required to settle each notice prior to creating a new notice.

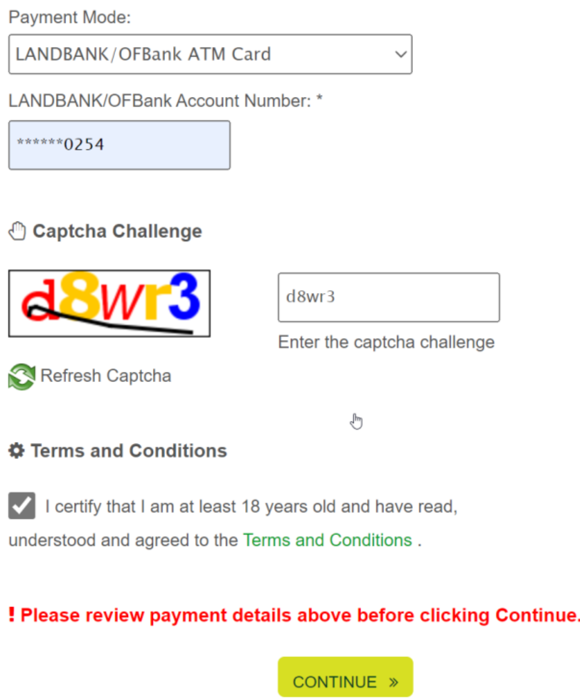
Users will be redirected to the Landbank Link.BizPortal

Select the payment method from the dropdown (e.g., LANDBANK/OFBank ATM Card, Cash, GCash, Maya, ShopeePay & GrabPay via MYEG).



B. Input Payment Information – Landbank/OFBank ATM Card Payment

Enter your LANDBANK or OFBank account number into the designated field. Next, complete the CAPTCHA verification to confirm that you are not a robot. After that, review the Terms and Conditions carefully. To proceed, check the box indicating your acceptance of the terms, then click the "Continue" button to move forward with your transaction.



C. Authenticate Payment

The system will request OTP (One-Time Password) authentication. Enter the OTP sent to your registered mobile or email.

Dear Valued Client,

Thank you for using the LANDBANK Link.BizPortal.

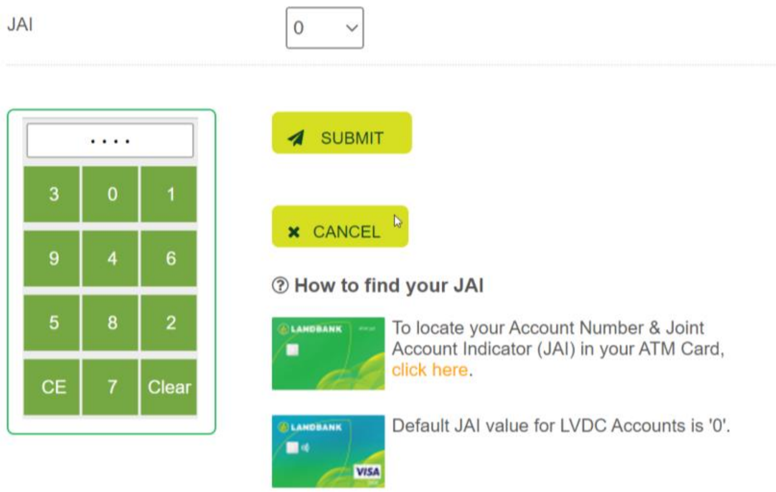
Your One-Time-Password for this transaction is SBt972. It will expire in 5 minutes.

If you have not made this request or if you have further queries, please contact us immediately at (02)8405-7000 (1-800-10-405-7000 for domestic toll-free calls) or email us at CUSTOMERCARE@MAIL.LANDBANK.COM.

Thank you for banking with us!

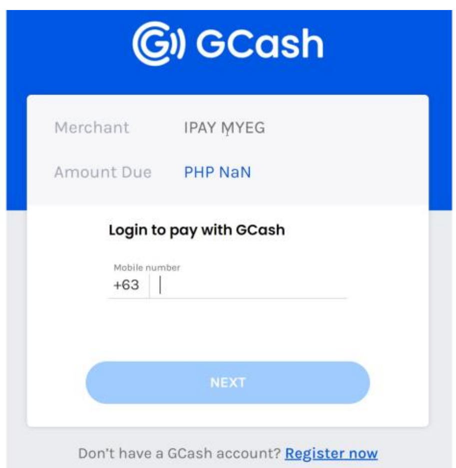
LAND BANK OF THE PHILIPPINES

Input your Joint Account Indicator (JAI) and click "Submit."



Other Wallets

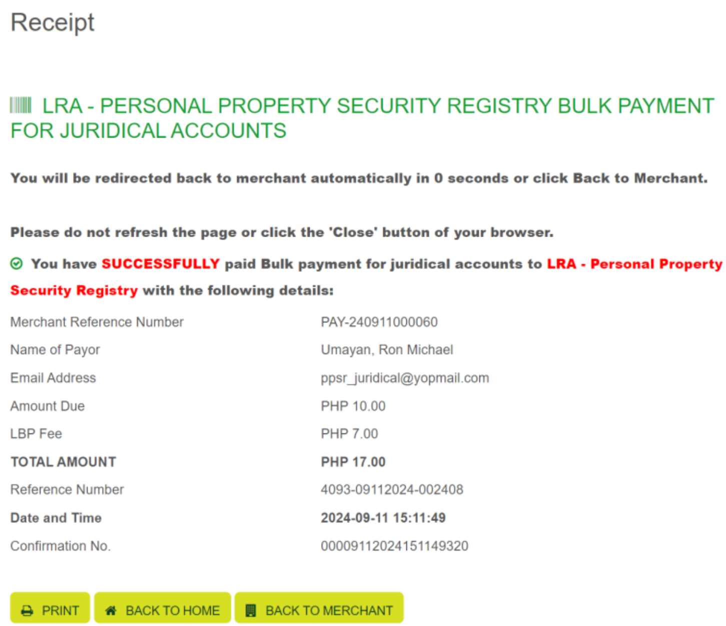
Upon selecting the preferred payment method, completing the CAPTCHA verification, and accepting the terms and conditions, users will be seamlessly redirected to the corresponding digital wallet platform (such as GCash, Maya, etc.) to finalize the transaction securely.



Follow the wallet's payment procedures. Once the transaction is successfully completed, the system will automatically redirect you back to the PPSA System Page for confirmation and further actions.

D. Payment Confirmation

A confirmation screen will appear showing the successful payment details, including the amount and reference number.



Receipt

LRA - PERSONAL PROPERTY SECURITY REGISTRY BULK PAYMENT FOR JURIDICAL ACCOUNTS

You will be redirected back to merchant automatically in 0 seconds or click Back to Merchant.

Please do not refresh the page or click the 'Close' button of your browser.

You have SUCCESSFULLY paid Bulk payment for juridical accounts to LRA - Personal Property Security Registry with the following details:

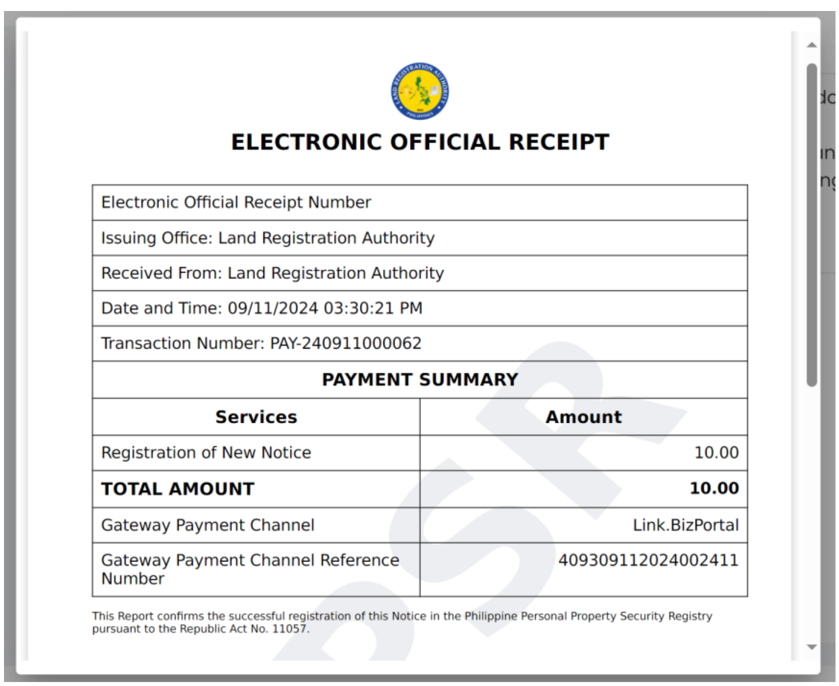
Merchant Reference Number	PAY-240911000060
Name of Payor	Umayan, Ron Michael
Email Address	ppsr_juridical@yopmail.com
Amount Due	PHP 10.00
LBP Fee	PHP 7.00
TOTAL AMOUNT	**PHP 17.00**
Reference Number	4093-09112024-002408
Date and Time	**2024-09-11 15:11:49**
Confirmation No.	00009112024151149320

PRINT BACK TO HOME BACK TO MERCHANT

You can choose to print the receipt or return to the home page after confirmation.

E. Receipt Issuance

A final receipt will be generated confirming the payment of the new notice, showing the merchant reference number, amount paid, and other transaction details.



ELECTRONIC OFFICIAL RECEIPT

Electronic Official Receipt Number	
Issuing Office: Land Registration Authority	
Received From: Land Registration Authority	
Date and Time: 09/11/2024 03:30:21 PM	
Transaction Number: PAY-240911000062	
PAYMENT SUMMARY	
Services	**Amount**
Registration of New Notice	10.00
TOTAL AMOUNT	**10.00**
Gateway Payment Channel	Link.BizPortal
Gateway Payment Channel Reference Number	409309112024002411

This Report confirms the successful registration of this Notice in the Philippine Personal Property Security Registry pursuant to the Republic Act No. 11057.

9. EVALUATION & TESTING

Evaluation Framework

For the deployment of the Land Registration Authority Personal Property Security Registry (PPSR) is a structured approach to assessing the effectiveness of training provided to all system users. It ensures that the training meets the specific needs of each user group, enhances their understanding and proficiency in using the PPSR, and measures the impact of the training on their ability to perform relevant tasks.

Tests and Assessments

The tests and assessments for the LRA PPSR training will encompass three key areas to ensure comprehensive evaluation of all trainees.

- Pre-Training Assessments: These will be conducted via MS Forms to gauge the initial knowledge and understanding of the PPSR system among all participants, including bank representatives, grantors, and creditors. This will help tailor the training sessions to address specific knowledge gaps.
- Post-Training Assessments: After the training, participants will again use MS Forms to test their retention and understanding of the material covered. This will measure the effectiveness of the training and identify areas that may need reinforcement.

Practical Skills Assessments (Hands-on): In addition to the theoretical assessments, hands-on practical skills evaluations will be conducted in a simulated environment. This will focus on participants' ability to perform key tasks within the PPSR system, ensuring they can apply their learning effectively in real-world scenarios.

Assessment Tools and Methods

- Online Testing Platforms: MS Forms will be employed to administer pre-training and post-training assessments. This user-friendly platform allows for efficient distribution and collection of tests, ensuring that participants can easily complete assessments on their own devices, and trainers can quickly analyze the results.
- Feedback and Survey Tools: MS Forms will also be used to gather participant feedback throughout the training process. This includes surveys to assess the trainees' experience, identify areas for improvement, and ensure that the training is meeting their needs. The consistent use of MS Forms across all assessment activities streamlines the process and provides a centralized method for tracking and analyzing data.

Implementation of Testing

Assessments will be strategically scheduled and administered immediately following each training session to ensure that the content is fresh in the participants' minds.

- Scheduling and Administering Tests: Right after the completion of the training session, participants will be provided with the necessary links and instructions to access the MS Forms for the theoretical assessments. This prompt administration helps capture the most accurate measure of their understanding and retention of the material.

- Timing and Duration of Assessments: Participants will be allotted a total of two days to complete both the theoretical assessments via MS Forms and the hands-on practical testing activities. This will ensure that the evaluations are completed within a reasonable timeframe to maintain the relevance of the training content.

Scoring and Grading

- Grading Scales and Interpretation: 80% Passing Mark. This benchmark ensures that participants have a solid understanding of the material and are capable of effectively utilizing the PPSR system.
- Handling Borderline Cases and Retesting: Participants who do not achieve the 80% passing rate will be allowed up to three attempts to pass the assessments. If a participant fails all three attempts, retraining will be recommended to address any persistent gaps in understanding before a final assessment is administered.

Feedback and Reporting

The process is designed to ensure that both participants and stakeholders are well-informed about the assessment outcomes.

- Providing Feedback: Each participant will receive individualized feedback on their performance via email. This feedback will include their scores, areas of strength, and recommendations for improvement, if necessary, to help them understand their progress and next steps.
- Reporting Results to Stakeholders: A summarized report of the assessment results will be provided to relevant stakeholders. The report will highlight overall performance trends, completion rates, and any areas where additional training may be needed, ensuring that stakeholders have a clear
- Post-Evaluation Discussions and Debriefing: After the assessments, post-evaluation discussions and debriefing sessions will be conducted. These sessions will allow trainers and participants to review the assessment outcomes, address any questions or concerns, and discuss strategies for further improvement or follow-up actions as needed.