



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City  
E-mail Address: [ltomailbox@lto.gov.ph](mailto:ltomailbox@lto.gov.ph) • Website: [www.lto.gov.ph](http://www.lto.gov.ph)

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GENERAL SERVICES SECTION

**MEMORANDUM CIRCULAR NO. 2021-2297**

**TO :** All Regional Directors, Assistant Regional Directors  
Heads of District and Extension Offices  
All Officials and Employees Concerned

**SUBJECT :** Guidelines and Procedures During the Transitional Period Prior to the Full Operationalization of the Personal Property Security Registry (PPSR) of the Land Registration Authority (LRA)

**DATE :** 24 November 2021

This has reference to R.A. No. 11057 or the "Personal Property Act" and its Implementing Rules and Regulations. During the transitional period prior to the full operationalization of the Personal Property Security Registry (PPSR), the status quo shall be maintained relative to the registration and cancellation of mortgages and other liens and encumbrances of motor vehicles with the Land Transportation Office (LTO):

1. The registration with our office of the Chattel Mortgage Contract shall be made by submitting a copy thereof duly annotated by the Registry of Deeds.
2. The cancellation of the Chattel Mortgage Contract from the LTO's records, and the issuance of a new Certificate of Registration to the registered owner shall be made upon submission of the Release of Chattel Mortgage duly annotated by the Registry of Deeds.
3. Corrections of errors pertaining to entries in the Official Receipt (OR) and Certificate of Registration (CR) of a motor vehicle whether or not the unit is encumbered shall be made using the LTO's Request for System Update (RSU) and the physical submission of the OR/CR and other supporting documents.

All memoranda, circulars, orders and other issuances in conflict or inconsistent herewith are hereby superseded, amended and/or repealed accordingly.

For your guidance and strict compliance.

*[Signature]*  
**EDGAR C. GALVANTE**  
Assistant Secretary



U.P. LAW CENTER  
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**ROWINA C. AGUILA**  
ADMINISTRATIVE AIDE VI  
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LTO