SUPPLEMENTAL GUIDELINES ON DEPARTMENT ORDER 2007-33 PROVIDING FOR THE ESTABLISHMENT OF VEHICLE REGISTRATION EXTENSION OFFICE (VREF) AND OPERATIONS THEREOF

In the interest of public service and to further streamline the processing of renewal of motor vehicle registration in accordance with the Ease of Doing Business Law and to decongest the different district and extension offices Land Transportation Office (LTO), the following rules and regulations governing the establishment of a Vehicle Registration Extension Facility (VREF), which shall be determined and evaluated by the Regional Offices concerned and approved by the Assistant Secretary, are hereby prescribed and promulgated for the compliance and guidance of all concerned in accordance with the provisions set forth by Republic Act No. 4136, otherwise known as the Land Transportation and Traffic Code as amended by Batas Pambansa Blg. 398.

I. SCOPE

These guidelines shall define the structure for the establishment of Vehicle Registration Extension Facility and the operations thereof to ensure the efficient and effective implementation of motor vehicle registration renewal process including the laws, rules and regulations pertinent thereto.

The VREF that will be created shall be an extension of the nearest district office, which shall be the VREF’s mother unit. The VREF shall cater to plain registration renewal transactions of other LTO offices within the Geographical Area of Responsibility (GAOR) subject to payment of change venue charges as provided for under the schedule of payments of LTO.

Further, all registrations with miscellaneous transactions shall be processed at the designated district or extension office.

II. ESTABLISHMENT OF VREF

A. The Regional Director with jurisdiction over the area shall determine the viability of setting up of a VREF subject to the following considerations:

1. The convenience of motorists transacting with LTO on the registration of their motor vehicles avoiding long queues at the LTO district or extension offices;

2. The current volume of transaction of vehicle registrations in existing district or extension offices; and

3. Compliance with IATF rules on health protocols, avoiding long queues and crowding at the district or extension offices.
B. The Regional Director with jurisdiction over the area shall be guided by the following procedures in the establishment of the VREF:

1. The Regional Director shall be responsible in identifying the viable site for the VREF to help decongest existing district or extension offices;

2. To facilitate the registration process and for the convenience of the client, it is preferred that the VREF be located within the premises of an authorized PMVIC, when there is ample space to accommodate the same, in accordance with the requirements of this Supplemental Department Order;

3. VREF established within the premises of the PMVIC shall be covered by a Memorandum of Agreement (MOA) between the LTO and the PMVIC operator who will be the proponent of the VREF;

4. The MOA and any agreement relative thereto, including the Usufruct/Lease Agreement between the PMVIC owner and property owner, shall be subject to the review of the Office of the Assistant Secretary of LTO to ensure compliance with relevant provisions of law;

5. The MOA shall contain the following conditions:
   a. For VREF within the premises of an authorized PMVIC, the property or office space to be occupied by the VREF must either be covered by a lease agreement or usufruct agreement between the PMVIC operator and lot or warehouse owner for at least five (5) years.
   b. The VREF shall be granted an authority to operate for a period of five (5) years which shall be renewable every five years thereafter;
   c. All charges, taxes and fees due the office space shall be borne and settled by the PMVIC operator;
   d. The proponent shall be responsible to secure all necessary government permits and licenses for the operation of the VREF;
   e. All utilities which shall include but not limited to electricity, water, phone and internet charges shall be for the account of the proponent;
   f. The proponent shall provide an office that is ready for VREF operation, furnished with all necessary equipment, computers, cabling, initial software requirements and needed fixtures for a fully functional VREF;
   g. The office space or property must be ready for occupancy and must not contain any onerous condition;
   h. The proponent shall be responsible for the building maintenance and repairs of the office space structure and fixtures.
   i. The building floor area, as determined by the LTO Regional Director, must be able to accommodate the required personnel, records, supplies and equipment. For this purpose, the VREF site must be at least fifteen (15) square meters;
   j. Waiting and parking areas must be sufficient to meet the daily transactions of the VREF as may be determined by the Regional Director;
k. There must be ample supply of electricity in the area to meet the LTO requirements in terms of electrical and cabling specs of service providers; and

l. The proposed site must have available and sufficient data communication link served by at least one (1) internet provider.

C. Upon compliance with the documentary requirements, the Regional Director, through a Certification that the deployment of personnel in VREF shall not hamper the performance of the District Office concerned, shall recommend to the Assistant Secretary for approval the opening of the VREF site.

The Assistant Secretary shall have the authority to approve all VREF applications which have complied with the documentary requirements as provided herein.

III. PERSONNEL REQUIREMENT

Each VREF shall be manned by at least three (3) personnel: one (1) LTO personnel from the nearest LTO District Office and two (2) administrative assistants. The LTO District Office must provide for a reliever in case the assigned personnel is absent or on leave.

Responsibilities:

a. One (1) LTO personnel shall be assigned as the Officer-in-Charge tasked to inspect, evaluate, approve and oversee the PMVIC inspection process and personally monitor the PMVIC compliance with pertinent DOTr and LTO issuances, particularly on the motor vehicle inspection;

b. Two (2) administrative assistants whose assignments shall be determined by the Officer-in-Charge; and

c. In lieu of a Cashier, the VREF payments shall be exclusively remitted online through known online payment and ecommerce brands;

The Officer-in-Charge (OIC) must be knowledgeable of the entire inspection and registration processes. The OIC shall have the following functions and responsibilities:

1. Supervise and monitor the motor vehicle inspection processes at the PMVIC;

2. The evaluation of all the necessary documents for the motor vehicle registration renewal;

3. Ensure that daily transactions are in order and that online payment remittances tally with the daily report of transactions;

4. Secure all accountable forms and items issued to the VREF;

5. Submission of daily and monthly reports

IV. SUBMISSION OF REPORTS

The daily and monthly motor vehicle registration renewal transactions of the VREF shall form part of the MIS report of the LTO mother unit concerned.
V. PENALTY CLAUSE

Any official and/or employee who shall commit any act that would be in violation of this Order shall be subject to appropriate administrative action in accordance with the existing Civil Service Rules and Regulations.

VI. REPEALING CLAUSE

All prior order, circulars and memoranda as well as any related issuances or part thereof inconsistent with the provisions set forth in this Order are hereby repealed or amended accordingly.

VII. SEPARABILITY CLAUSE

Should any part hereof be declared unconstitutional or in violation of any existing law, the provisions not so affected shall remain valid and in full force and effect.

VIII. EFFECTIVITY CLAUSE

This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

EDGAR C. GALVANTE
Assistant Secretary