MEMORANDUM CIRCULAR NO. 2020-2188

TO: All Regional Directors
    All Assistant Regional Directors
    All Heads of District/Extension Offices
    All Heads of Licensing Centers
    All Concerned

DATE: 29 May 2020

SUBJECT: OFFICE PROTOCOL FOR AREAS WITH WORK RESUMPTION ORDER ON 01 JUNE 2020

The Office Protocol for Work Resumption dated 09 May 2020, particularly paragraph IV, is hereby revised for the following areas, considering their work resumption on 01 June 2020:

1. NCR
2. Laguna
3. Region 3

IV. EXTENSION OF VALIDITY AND OTHER MATTERS

1. REGISTRATION - The validity of renewal registration of motor vehicles which expired on 01 March 2020 and until the date of work resumption shall be automatically extended for sixty (60) calendar days from such work resumption. To avoid congestion at LTO offices and to ensure orderly processing of transactions, priority shall be given to those mentioned in the following schedule:

<table>
<thead>
<tr>
<th>LAST DIGIT OF:</th>
<th>PRIORITY PERIOD DURING THE 60 DAY EXTENSION (COUNTED FROM WORK RESUMPTION)</th>
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<tbody>
<tr>
<td>a. PLATE NUMBER; OR</td>
<td></td>
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<td>b. IF NO PLATE YET:</td>
<td></td>
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<td>b.1. CONDUCTION STICKER;</td>
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<tr>
<td>b.2. MONTH OF INITIAL REGISTRATION (SEE OR) – for motorcycles, rebuilt and used imported vehicles</td>
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<tr>
<td>3 or MARCH</td>
<td>1st and 2nd week</td>
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<td>4 or APRIL</td>
<td>3rd and 4th week</td>
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<td>5 or MAY</td>
<td>5th and 6th week</td>
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<tr>
<td>6 or JUNE</td>
<td>7th and 8th week</td>
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All other provisions of the said Office Protocol, including our health and sanitary protocols shall be strictly observed.

This order shall take effect immediately.

For strict compliance.

EDGAR C. GALVANTE  
Assistant Secretary

[Stamp]  
U.P. LAW CENTER  
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
Administrative Rules and Regulations  
JUN 01 2020  
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BY: Cielle

[Stamp]  
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Hane Pauline Niclas R. Malante  
OIC, GENERAL SERVICES SECTION