



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE**

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MEMORANDUM CIRCULAR NO. 2020-2183

09 May 2020

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

SUBJECT : **OFFICE PROTOCOL UPON WORK RESUMPTION**

In furtherance of the efforts of the government in containing the spread of the deadly corona virus 2019 (Covid-19) and to ensure that LTO personnel and its clients are safe and protected from the same, the following are hereby promulgated for the guidance and compliance of all concerned upon resumption of operation of all LTO Offices after the Enhanced Community Quarantine (ECQ) imposition.

I. EMPLOYEE SANITARY/HEALTH PROTOCOL

1. Upon entry at the LTO premises, a daily health symptoms form¹ shall be accomplished by every personnel. This form shall include his/her temperature as detected by the thermal scanners used by security guards/assigned personnel.
2. Wearing of protective face mask shall be mandatory (except when eating/drinking). This includes security guards, janitorial service personnel and individuals working at the canteen or any other establishment within the LTO compound. The no face mask, no entry policy shall be strictly implemented.
3. Observance of social distancing by maintaining, at all times, a one (1) meter distance from clients or from fellow employees, including during lunch time and at the bundy clock, is enjoined.

Law enforcers are likewise required to comply with Nos. 1 and 2 while on field duty.

4. The wearing of sanitary gloves is mandatory for all frontliners, e.g. evaluators, cashiers and receiving personnel, including law enforcers, when handling documents, licenses or cash (for cashiers). Alcohol/sanitizers must be provided for the use of all frontliners and their clients.

¹From the Medical Unit-CO

Non-frontline employees are required to disinfect their hands before and after handling documents.

5. Employees are encouraged to use additional protective accessories aside from those mentioned above.

II. CLIENT SANITARY/HEALTH PROTOCOL

1. Clients must fill out the client/visitor health checklist² at the entrance of LTO premises.

2. Clients must undergo thermal scanning and hand and foot disinfection at the entrance of LTO premises.

3. The no face mask, no entry policy shall be strictly implemented. All clients are required to wear face masks upon entry and while inside LTO premises. The face mask may only be removed while inside LTO premises for licensing process that requires photo and signature taking, and only for that purpose.

4. Clients shall likewise observe social distancing at all times.

5. Companions of clients shall not be allowed entry to LTO premises in order to minimize the volume of persons inside LTO premises whose presence are not otherwise necessary for the processing of transactions, and more importantly, in order to comply with social distancing regulations.

6. Persons below 21 years old, those who are 60 years old and above, and pregnant women shall be denied entry.

III. OPERATIONS PROTOCOL

1. Security Guards and/or personnel assigned at LTO office entrance shall ensure that social distancing is properly observed at all times. In addition, they shall facilitate hand and foot disinfection, thermal testing and assist personnel and clients in filling out the forms aforementioned, including persons inside their vehicles.

Those who refuse to cooperate and comply with the health/sanitary protocols, employees and clients alike, and those with temperature above 37.5 degree Celsius, even after a 5 minute rest, shall be denied entry.

Security guards and office heads are responsible for the strict implementation of social distancing, wearing of face mask and other health protocols mentioned above within their respective areas of assignment or their offices. Alcohol/disinfectants must be readily available at all office entrance and all doorknobs, glass doors, counters and all other common handles shall be sanitized once every two (2) hours.

²From the Medical Unit-CO

Moreover, office heads shall coordinate with concerned procurement/supply officers to ensure that disinfectants, thermal scanners, face masks and foot disinfection facilities to be used in their respective offices are readily available.

Adoption of additional sanitary measures is highly recommended and encouraged.

2. Heads of offices shall devise the work schedule in accordance with the guidelines issued by the Office and by the Civil Service Commission. Personnel whose functions may be performed at home shall not report to office unless absolutely necessary.

Heads of offices may also limit the number of transactions daily to 70% of their normal capacity provided that those who will not be accommodated shall be so advised, scheduled on a later date, and given priority on the date set. Saturday operations is advised and start of office transactions from 7 AM to 6 PM may be adopted provided that flexi-time must be properly arranged by the head of office.

Regional Offices shall submit to the undersigned every 15th and 30th of the month, a report on a work from home and other alternative work arrangements taken. See table below.

Regional Office No.: _____

District/Extension Office: _____

Personnel	Task Performed	Dates

3. Further, the MID, in cooperation with the IT Providers, shall program an online appointment system or Web based transaction to avoid congestion of clients.

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:

LAST DIGIT OF: a. PLATE NUMBER; OR b. IF NO PLATE YET: b.1. CONDUCTION STICKER; b.2. MONTH OF INITIAL REGISTRATION (SEE OR) – for motorcycles, rebuilt and used imported vehicles	PRIORITY PERIOD DURING THE 60 DAY EXTENSION (COUNTED FROM WORK RESUMPTION)
3 or MARCH	1 st and 2 nd week
4 or APRIL	3 rd , 4 th and 5 th week
5 or MAY	6 th , 7 th and 8 th week

For **new registration**, no penalty shall be collected for those vehicles purchased or with sales invoices from 05 March 2020 up to work resumption, if the sale is reported within fifteen (15) calendar days upon work resumption.

For **miscellaneous MV transactions**, which **expired on 16 March 2020 and until the date of work resumption** shall be **automatically extended for sixty (60) calendar days from such work resumption**.

2. DRIVER'S LICENSES, MAIRDOES ACCREDITATION AND OTHER PERMITS - Validity of driver's licenses, MAIRDOEs Accreditation and other permits issued by the LTO, except as indicated below, which **expired on 16 March 2020 up to the date of work resumption**, shall be **automatically extended for sixty (60) calendar days upon resumption of work**.

The Temporary Operator's Permits (TOPs) which **expired on 16 March 2020 up to the date of work resumption** shall no longer authorize the driver to use the TOP as a temporary license. The period from 16 March 2020 up to resumption of work shall not be counted in the computation of accessory penalties. The **settlement/adjudication** of apprehension cases for such TOPs, however, is automatically extended for thirty (30) calendar days upon resumption of work.

3. DOCUMENTARY REQUIREMENTS - PETC Certificates of Emission Compliance (Smoke Emission Test) which have not been submitted to LTO during the period 01 March 2020 up to the work resumption but have expired during the same shall still be accepted within sixty (60) calendar days from work resumption.

Medical Certificates which have not been submitted to LTO during the period 16 March 2020 up to the work resumption but have expired during the same shall still be accepted within sixty (60) calendar days from work resumption.

4. NO ADVANCE RENEWAL – No advance renewal of all transactions shall be processed by the LTO during this transition period upon work resumption.

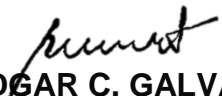
5. RECOGNITION OF FRONTLINERS - In recognition of the heroism of all frontliners, they shall be given the same priority extended to Senior Citizens, PWDs and pregnant women for the remainder of CY 2020.

V. WORK RESUMPTION – Work resumption shall be announced in a separate advisory, following the guidelines of the IATF.

IV. EFFECTIVITY

This order shall take effect immediately.

For strict compliance,


EDGAR C. GALVANTE
Assistant Secretary