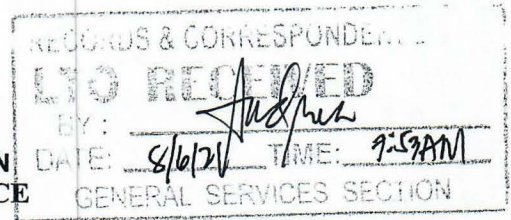




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City
E-mail Address: ltomailbox@lto.gov.ph • Website: www.lto.gov.ph



MEMORANDUM

TO : NCR – East and NCR – West Regional Directors
NCR – East and NCR – West Assistant Regional Directors
Chiefs of the Central Office Operations and Finance Divisions
NCR – East and NCR – West Regional Operations Division Chiefs
All Accredited Manufacturers, Assemblers, Importers and Dealers
All Employees Concerned.

DATE : 05 August 2021

SUBJECT : **PROCESSING OF DIY STOCK AND SALES REPORTING**

To ensure that motor vehicles sold are Stock Reported and can be immediately Sales Reported prior to initial registration, the DIY Stock Reporting Facility at the Central Office shall remain open, including the NRUs and authorized offices of NCR – East and NCR – West for processing of Sales Reporting, during the imposition of Enhanced Community Quarantine from 06 August 2021 to 20 August 2021.

Related thereto, the Operations and Finance Divisions of the Central Office and the concerned Regional Directors are instructed to assign personnel complement necessary in completing such transactions and must comply with the manning requirements prescribed by Memorandum Circular No. 87 from the Office of the President and the corresponding LTO Memorandum Circular dated 04 August 2021.

Authorized representative/s of accredited Manufacturers, Assemblers, Importers and/or Dealers of brand new motor vehicles must strictly comply with the minimum health/sanitary protocols such as wearing of face mask/s and observing physical/social distancing while at the concerned offices/facilities.

For your guidance and strict compliance.


EDGAR C. GALVANTE
Assistant Secretary

