



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
LAND TRANSPORTATION OFFICE

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MEMORANDUM

TO : All Regional Directors/ Assistant Regional Directors/  
Operations Division/ District/Extension Offices/  
Licensing Centers/DLRO Heads  
All Employees Concerned

FROM : EDGAR C. GALVANTE  
Assistant Secretary

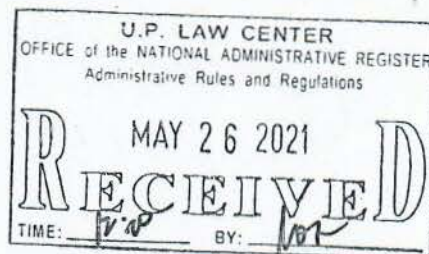
SUBJECT : REQUEST FOR THE CREATION AND LIFTING OF  
INTERNAL AND EXTERNAL ALARMS

DATE : 28 APRIL 2021

BACKGROUND

This Office issued a *Memorandum* dated 15 April 2021 reiterating the “Full implementation of the LTMS, Driver’s Licensing System (DLS), Revenue Collection System (RCS) and Law Enforcement and Traffic Adjudication System (LETAS)”.

Since the Other Government Agency (OGA) Inter-Agency Collaboration Portal of the LTMS has not been implemented, it is important that the creation and lifting of Internal and external alarms be unhampered. Thus, this Memorandum provides the guidelines and procedures while the LTMS has not been implemented in all LTO offices.



## 1.0 DEFINITION OF TERMS

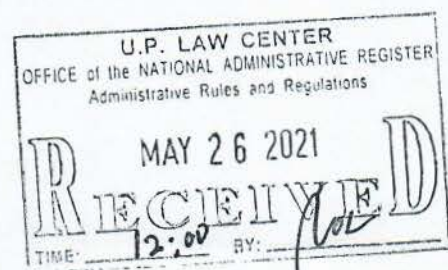
- 1.1 **OGA Portal** - Inter-Agency Collaboration Portal which will be used by other Government Agencies (OGAs) to create and lift alarms directly in LTMS;
- 1.2 **Internal Alarms** - Alarms that originate from LTO Offices;
- 1.3 **External Alarms** - Alarms that originate from OGA.

## 2.0 GENERAL GUIDELINES

- 2.1 In lieu of the pending implementation of the Other Government Agency (OGA) Inter-Agency Collaboration Portal, all requests related to the creation and lifting of alarms shall be submitted to the following:
  - 2.1.1 **Internal alarms** - shall be submitted to the Operations Division (Ops) of the Regional Office;
  - 2.1.2 **External alarms**- shall be submitted to the Intelligence and Investigation Division (IID) of the LTO Central Office (CO).
- 2.2 The LTO Central Office Law Enforcement Service (LES) shall handle the creation and lifting of external alarms;
- 2.3 All requests by other government agencies shall be submitted to IID and approved by prior to the creation and lifting of external alarm by the LES Director or the Assistant Secretary as the case maybe; and
- 2.4 All non-LTMS LTO offices shall install at least one (1) LTMS terminal for purposes of verification and other uses that may arise.

## 3.0 PROCEDURE

- 3.1 The Process Flow for the **creation and lifting** of internal and external alarms in LTMS-LETAS is attached herewith as *Annex "A"*.



3.2 The Process Flow for the verification of internal and external alarms in LTMS-LETAS is attached herewith as *Annex "B"*.

This Memorandum shall take effect immediately and shall be in effect until the LTM-LETAS is implemented in all LTO offices nationwide.

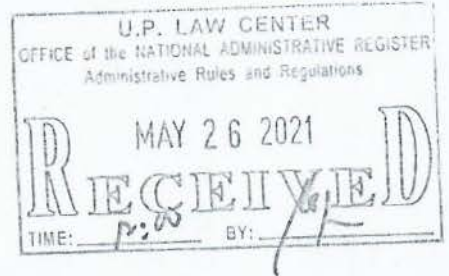
For strict compliance.

  
EDGAR C. GALVANTE  
Assistant Secretary   


**CERTIFIED TRUE COPY**  
(NOT VALID W/ ERASURES OR ALTERATION)  
*Edgar C. Galvante*  
**JOSIE M. BORJA**  
ADMINISTRATIVE OFFICER V  
GEN. SERVICES SECTION  
L T O

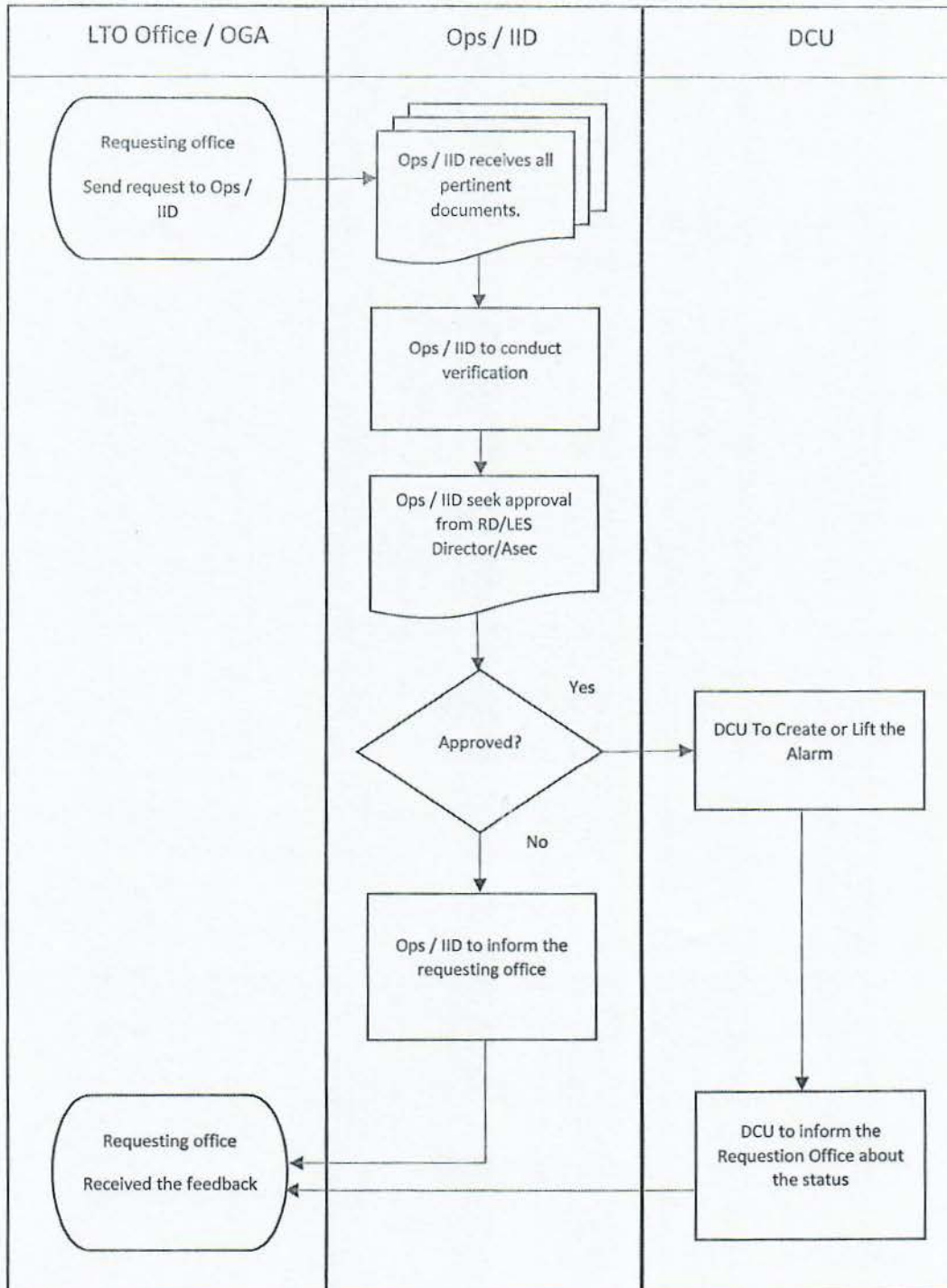
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ANNEX "A"



REQUEST FOR THE CREATION AND LIFTING OF ALARM  
(INTERNAL/EXTERNAL)

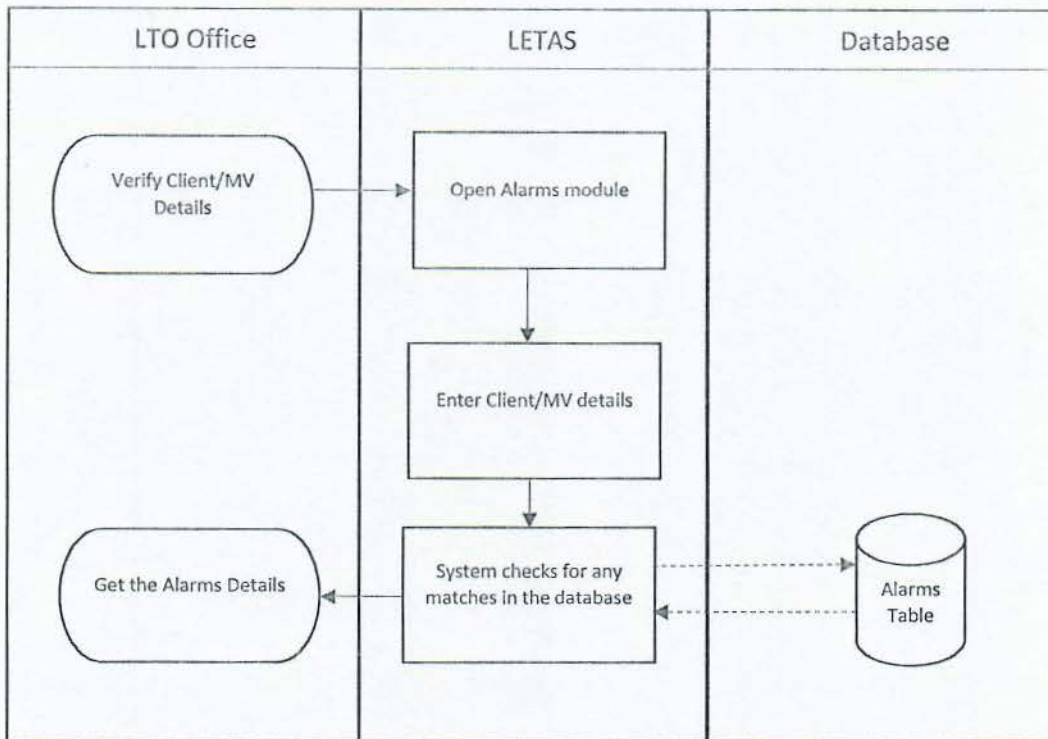
PROCESS FLOW



ANNEX "B"

VERIFICATION OF ALARM (INTERNAL/EXTERNAL) in LETAS (LTO I.T SYSTEM OR LTMS)

PROCESS FLOW



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