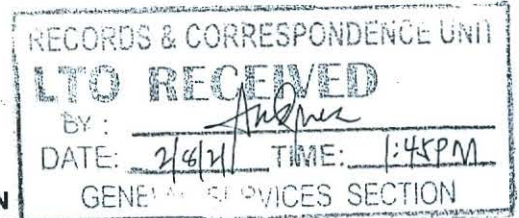




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City

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**MEMORANDUM**

**TO :** ALL REGIONAL DIRECTORS  
ALL ASSISTANT REGIONAL DIRECTORS  
OPERATIONS DIVISIONS, REGIONAL OFFICES  
ALL HEADS OF DISTRICT AND EXTENSION OFFICES  
ALL EMPLOYEES CONCERNED

**SUBJECT :** GUIDELINES FOR REGISTRATION, LICENSING TRANSACTIONS AND OTHER TRANSACTION IF THE DUE DATE FALLS ON A DAY WHEN AN LTO OFFICE IS CLOSED FOR DISINFECTION

**DATE :** 15 JANUARY 2021

Whenever an applicant/transacting party appears before an LTO Office, and the said Office is closed for disinfection and the due date for his application/transaction (i.e. registration of motor vehicles; application for and renewal of driver's licenses; renewal of MAIRDOEs accreditation; settlement/contest of apprehensions; applications for and renewal of all other licenses, permits and authorizations) shall fall due on the said date, no penalty shall be collected thereon, provided that the applicant/transacting party shall in the drop box provided, submit his/her full name and contact details, and the type of application and/or transaction he/she has with the said LTO Office.

The application/transactions may be transacted the next working day of normal operations without penalty or suspension.

All orders, circulars, and memoranda which are inconsistent herewith are hereby revised and amended accordingly.

For your guidance and strict compliance.

*[Signature]*  
EDGAR C. GALVANTE  
Assistant Secretary

