



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
LAND TRANSPORTATION OFFICE

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BY: *[Signature]*  
DATE: *02-05-2021* TIME: *9:15 Am*  
GENERAL SERVICES SECTION

**MEMORANDUM**

FOR : ALL REGIONAL DIRECTORS  
ALL ASSISTANT REGIONAL DIRECTORS  
ADMINISTRATIVE DIVISION  
ALL EMPLOYEES CONCERNED

DATE : 02 February 2021

SUBJECT : SUBMISSION OF LIST OF LTO OFFICES AND PROPONENTS

In line with the on-going roll out of the Land Transportation Management System (LTMS) you are all hereby directed to submit the lists of all LTO offices under your region and identify the proponents and the ongoing application for the new offices. Further, submit a copy of all Memorandum of Agreement (MOA) with the proponents.

In view thereof, you are given three (3) days to submit these thru email address: [mid-centraloffice@lto.gov.ph](mailto:mid-centraloffice@lto.gov.ph). Attached is the format to use for the uniformity of the list.

For guidance and strict compliance.

*[Signature]*  
**EDGAR C. GALVANTE**  
Assistant Secretary 

**CERTIFIED TRUE COPY**  
(NOT VALID W/ ERASURES OR ALTERATION)  
*Rowina C. Aguilan* 2-5-2021  
**ROWINA C. AGUILA**  
ADMINISTRATIVE AIDE VI  
GEN. SERVICES SECTION  
LTO

