MEMORANDUM
21 January 2022

TO: The Regional Directors – LTO NCR-East and LTO NCR-West
The Assistant Regional Directors – LTO NCR-East and LTO NCR-West
The Operations Division Chiefs – LTO NCR-East and LTO NCR-West
All Heads of Authorized District/Extension Offices in the NCR
All Accredited Dealers in the NCR
All Concerned

SUBJECT: INITIAL REGISTRATION OF BRAND NEW MOTOR VEHICLES/MOTORCYCLES IN THE NATIONAL CAPITAL REGION (NCR)

In accordance with the provisions of Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act and to ensure that initial registration of brand new vehicles/motorcycles in the National Capital Region (NCR) will be processed without delay in instances of lockdown or work suspension, the New Registration Units (NRUs) of LTO NCR-East and LTO NCR-West including their authorized District/Extension Offices are hereby allowed to accept new registration transactions from any accredited dealer in the NCR.

In addition, heads of the said NRUs and authorized District/Extension Offices in the NCR shall ensure observance of minimum public health standards within their office premises at all times.

For strict and immediate compliance.

EDGAR C. GALVANTE
Assistant Secretary