



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

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06/30/22 9:35 pm
[Handwritten signature]

MEMORANDUM

TO : All Regional Directors
All Assistant Regional Directors
All Regional Operations Chief
Heads of District/Extension Offices
All Employees Concerned

DATE : 28 June 2022

SUBJECT : IMPLEMENTATION OF THE UPDATED LTO CITIZEN'S
CHARTER ON MV RENEWAL TRANSACTION

In view of the nationwide rollout of the Motor Vehicle Registration Inspection System (MVIRS) on MV renewal, you are hereby directed to implement the attached updated requirements and procedures of the aforementioned transaction.

All previous issuances inconsistent herewith are deemed repealed/amended accordingly.

For your guidance and strict compliance.

[Handwritten signature]
EDGAR C. GALVANTE
Assistant Secretary



U.P. LAW CENTER
OFFICE OF THE NATIONAL ADMINISTRATIVE REGISTRY
Approachant Rules and Regulations
JUN 30 2022
RECEIVED
TIME 8:35 BY GenC

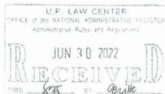
CERTIFIED TRUE COPY
NOTICE OF INSURANCE QUALIFICATION
[Handwritten signature]
JOSEPH M. BORDA
ADMINISTRATIVE OFFICER V
GEN. SERVICES SECTION
LTO



2. RENEWAL OF MOTOR VEHICLE (MV) REGISTRATION

Pursuant to Republic Act No. 4136 and other special laws, one of the core mandates of the LTO is to register roadworthy and emission compliant motor vehicles for the current year depending on the plate ending

Office or Division:	A. LTO District Offices (DOs) / Extension Offices (EOs) / E-Patrols B. For Tax Exempt (Diplomatic, Exempt Private): Authorized District Offices nearest to the Regional Office C. For Other Exempt Vehicles (OEVs): LTO DO / EO nearest to the Special Economic Zone D. For "For-Hire" MVs in NCR: Public Utility Vehicle Registration Center (PUVRC) and Public Utility Vehicle Registration Extension Center (PUVREC)	
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Motor vehicle owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
General Requirements:		
1. One (1) clear photocopy of latest OR/CR (for initial renewal in MVIRS only)		Registered Motor Vehicle owner

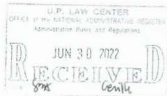




CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Proof of electronically transmitted appropriate insurance Certificate of Cover (COC) or one (1) original COC issued by GSIS, if interconnectivity is not yet available (for government vehicles)	Accredited insurance companies by the Insurance Commission or Government Service Insurance System (GSIS)
3.1. Electronically transmitted Motor Vehicle Inspection System Report (MVISR) or 3.2. Motor Vehicle Inspection Report 3.2.1. Electronically transmitted Certificate of Emission Compliance (CEC) for MVs/MCs not inspected at PMVICs (except for Electric Vehicles)	Public Motor Vehicle Inspection Center (PMVIC) Land Transportation Office District Office/ Extension Office Private Emission Testing Center (PETC)
Additional Requirements:	
2.1. Diplomat	
Endorsement with control number	Department of Foreign Affairs (DFA) Protocol's Office
2.2. Other Exempt Vehicle (OEV) under Special Economic Zones	
Certification that the Motor Vehicle is still classified as Other Exempt Vehicle (OEV)	Concerned special economic zones
2.3. For Hire	
1. Electronically transmitted franchise confirmation or one (1) original copy of franchise confirmation, if interconnectivity is not yet available (For Motor Vehicles)	Land Transportation Franchising and Regulatory Board (LTFRB)
2. One (1) Original or Certified Copy of the valid Motorized Tricycle Operator's Permit with Official Receipt (MTOPI) (For Tricycles only)	Concerned municipal or city government office

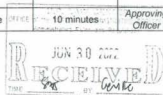


CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2.4. Stolen and Recovered	
1. Presentation of original and submission of one (1) photocopy of the Lifting of General Alarm	Philippine National Police (PNP), other law enforcement agencies
2. Presentation of original and submission of one (1) photocopy of the Report of Recovery	Philippine National Police (PNP), other law enforcement agencies
3. Presentation of original and submission of one (1) photocopy of the of Alarm Sheet	Philippine National Police (PNP), other law enforcement agencies
4. Original PNP Crime Laboratory (macro etching report) or National Bureau of Investigation (NBI) report, fully identifying the motor vehicle and stating therein the tampering done on the engine or chassis, if any	Philippine National Police (PNP), National Bureau of Investigation (NBI)
5. Original Certificate of re-stamping in case of tampered engine / chassis	Original registering LTO District Office
2.5. Reactivation of Storage	
1. Original Receipt of Return Plate and Licenses (RRPL)	Registered Motor Vehicle owner
2. If for hire, electronic confirmation of valid franchise or Motorized Tricycle Operator's Permit (MTO) with valid Official Receipt (OR)	Land Transportation Franchising Regulatory Board (LTFRB) / Concerned Local Government Unit (LGU)



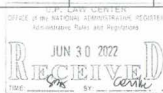


CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME		PERSON RESPONSIBLE	
PORTAL (External/Public Portal)	WALK-IN	PORTAL (Internal Portal)	WALK-IN (Internal Portal)	PORTAL	WALK-IN	PORTAL	WALK-IN	PORTAL	WALK-IN
RENEWAL OF MOTOR VEHICLES									
- FOR LINKING/DATA TAKE ON (for initial renewal only)									
- FOR LINKED, proceed to step 3									
1. Create Client ID 2. Log-in to Public Portal 3. Click the Vehicle Icon 4. Accept LTMS Terms of Use 5. Select Motor Vehicle 6. Encode the Chassis No., Engine No. and MV File No. 7. Select "Encode Data" in Application Type and "Encode MV Data" in Application 8. Scan and upload requirements 9. Click Finish 10. Click Proceed to Choose Office 11. Select an Office at which the client wants to pick-up the documents 12. Click Proceed to Payment 13. Click Finish Transaction 14. Accept LTMS disclaimer 15. Save the application confirmation 16. Wait for the approval and email generated by the system	1. Submits copy of OR and CR	1. Log-in to the Internal Portal 2. Click MVIRS Icon 3. Click Transactions Overview Icon 4. Encode the Transaction Code provided by the client 5. Validate and approve the uploaded requirements 6. Capture and verify biometrics 7. Proceed to Vehicle Details 8. Select "Yes" in Show Legacy Data 9. Click Create 10. Proceed to Registration Record 11. Encode Issue Date and Validity Period 12. Click Create 13. Check Application Status if it is Done 14. A system generated email will be sent to the Client's Personal Email	1.1. Encode owner's details to create Client ID 1.2. Search Legacy Data using either Plate No., Engine No., Chassis No., or MV File No. 1.3. Scan and upload OR/CR 1.4. Link Client ID to MV record from Legacy Database and generate transaction ID	None	None	10 minutes	20 minutes	None	Client Service Officer (CSO)
2. None	2. None	2. None	2. Review and approve uploaded documents,	None	None	None	10 minutes	Approving Officer	Approving Officer



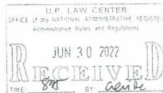


CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME		PERSON RESPONSIBLE	
PORTAL (External/Public Portal)	WALK-IN	PORTAL (Internal Portal)	WALK-IN (Internal Portal)	PORTAL	WALK-IN	PORTAL	WALK-IN	PORTAL	WALK-IN
A. FOR INDIVIDUAL									
3.1. Log-in to Public Portal 3.2. Click the Vehicle Icon 3.3. Accept LTMS Terms of Use 3.4. Select Motor Vehicle 3.5. Select Application Type 3.6. Validate requirements (scan and upload franchise for for-hire and GSIS insurance for government) 3.7. Click proceed to payment 3.8. Select payment channel 3.9. Click proceed to summary 3.10. Click Submit button 3.11. Accepts LTMS disclaimer 3.12. Save the application confirmation 3.13. Pays the necessary fees 3.14. Receives OR via email	3. Submits Client ID number	3. None	3. Receives Client ID number and process the following: 3.1. Select Motor Vehicle 3.2. Select Application Type 3.3. Validate requirements (scan and upload franchise for for-hire and GSIS insurance for government) 3.4. Review fees 3.5. Click Submit button 3.6. Print Application Confirmation 3.7. Approve uploaded requirements (GSIS insurance - for government, franchise - for hire) 3.8. Advise the client to proceed to the cashier	Refer to Registration Schedule of Fees	None	None	15 minutes	None	Client Service Officer (CSO) and Approving Officer (for For Hire and Government)





CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME		PERSON RESPONSIBLE	
PORTAL (External/Public Portal)	WALK-IN	PORTAL (Internal Portal)	WALK-IN (Internal Portal)	PORTAL	WALK-IN	PORTAL	WALK-IN	PORTAL	WALK-IN
B. FOR ORGANIZATION/COMPANY									
3.1. Log-in to Public Portal 3.2. Click the Vehicle Icon 3.3. Accept LTMS Terms of Use 3.4. Select Motor Vehicle 3.5. Select Application Type 3.6. Validate requirements 3.7. Click Finish 3.8. Click Proceed to Choose Office 3.9. Select an Office at which the client wants to pick-up the documents 3.10. Click proceed to payment 3.11. Select payment channel 3.12. Click proceed to summary 3.13. Click Finish Transaction 3.14. Accept LTMS disclaimer 3.15. Save the application confirmation 3.16. Wait for the Approval and email generated by the system	3. Submits Client ID number	3.1. Log-in to Internal Portal 3.2. Click RCS Icon 3.3. Click RCS Cash Icon 3.4. Encode Client's Transaction Code 3.5. Acknowledge Client's Payment 3.6. Print Official Receipt 3.7. Click MVIRS Icon 3.8. Click Transactions Overview Icon 3.9. Encode the Transaction Code provided by the client 3.10. Validate and approve the uploaded requirements 3.11. Proceed to Registration Record 3.12. Click Create 3.13. Proceed to Releasing Items 3.14. Issue Official Receipt	3. Receives Client ID number and process the following: 3.1. Select Motor Vehicle 3.2. Select Application Type 3.3. Validate requirements 3.4. Review fees 3.5. Click Submit button 3.6. Print Application Confirmation 3.7. Advise the client to proceed to the cashier	Refer to Registration Schedule of Fees	None	15 minutes	15 minutes	Client Service Officer (CSO)	Client Service Officer (CSO)





CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME		PERSON RESPONSIBLE	
PORTAL (External/Public Portal)	WALK-IN	PORTAL (Internal Portal)	WALK-IN (Internal Portal)	PORTAL	WALK-IN	PORTAL	WALK-IN	PORTAL	WALK-IN
4. None	4. Pays the necessary fee	4. None	4.1. Select payment method 4.2. Receives payment 4.3. Issues Official Receipt (OR)	None	Refer to Registration Schedule of Fees	None	30 minutes	None	Cashier
TOTAL:				Refer to Registration Schedule of Fees	Refer to Registration Schedule of Fees	<u>FOR INDIVIDUAL</u> <u>Initial renewal:</u> 10 minutes <u>Linked:</u> None <u>FOR ORGANIZATION/COMPANY</u> <u>Initial renewal:</u> 25 minutes <u>Linked:</u> 15 minutes	<u>FOR INDIVIDUAL</u> <u>Initial renewal:</u> 1 hour, 15 minutes <u>Linked:</u> 45 minutes <u>FOR ORGANIZATION/COMPANY</u> <u>Initial renewal:</u> 1 hour, 15 minutes <u>Linked:</u> 45 minutes		

Note: a. Processing time includes waiting time and starts upon the submission of complete requirements.

b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.

c. The evaluator may require presentation of the original OR/CR if he finds a discrepancy in the previous payment in the system.

