



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City
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LTO-A-176-05152020

MEMORANDUM

15 May 2020

TO : **ALL Regional Directors, Assistant Regional Directors,
District/Extension Office, Licensing Center, DLRO Heads
Concerned Employees**

SUBJECT : **CHECKLIST OF REQUIREMENTS FOR THE IMPLEMENTATION
OF THE LAND TRANSPORTATION MANAGEMENT SYSTEM
(LTMS)**

In view of the forthcoming implementation of the Land Transportation Management System (LTMS), all Regional Directors and Heads of the Field Offices are hereby directed to secure the necessary preparations to ensure their respective sites are ready for the rollout.

In order to easily identify and to immediately schedule the prepared sites, you are further directed to accomplish and submit the attached Checklist of Requirements on or before 27 May 2020 to the Management Information Division through Ms. Arabelle O. Petilla, Chief, MID-Computer Section at email address arabelle.petilla@lto.gov.ph/
airish.garcia@lto.gov.ph/
aireen.bato@lto.gov.ph . A status report shall be submitted by the MID to the undersigned on 01 June 2020.

For strict compliance.


ROMEO G. VERA CRUZ
Executive Director



CHECKLIST OF REQUIREMENTS FOR THE IMPLEMENTATION OF THE LAND TRANSPORTATION MANAGEMENT SYSTEM (LTMS)

Region: _____
 Agency: _____

No.	Requirement	Quantity	COMPLIED
1	Do you have additional tables and chairs intended for the LTO-owned computers and computing devices?		
2	Do you have available electrical sockets for the LTO-owned computers and computing devices?	-	
3	Do you have available space for the online driving examination workstations?	-	
4	Have you received the following hardware for Frontliners/ Customer Service Officers?		
	a. Dell Desktop with UPS (Epica Brand)	9-10 units	
	b. Epson Printer	4 units	
	Peripherals:		
	a. LF10-Fingerprint Scanner	8 units	
	b. Signature Pad	7 units	
	c. Webcam	7 units	
	d. Webcam Stand	7 units	
	e. Laser Engraver	1-2 units	
5	Have you received the following hardware for online Driving Exam?		
	a. Lenovo Desktop with UPS (Delta Brand)	15 units	
	b. Webcam	15 units	
	c. Webcam Stand	15 units	
6	Have you been visited by the MID Network Team for the network configuration (PLDT MPLS and Meraki network integration)?		
7	Have you received the Tablet (for Driving Exam Centers)? <i>(150 Licensing Centers)</i>	2 units	
8	Have your authorized users been enrolled in the LTMS?		
9	Have you all undergone the training on the LTMS?		
10	Has your Office been deployed with Technical Site Support?		

Verified and certified correct by: _____
(Head of Office)