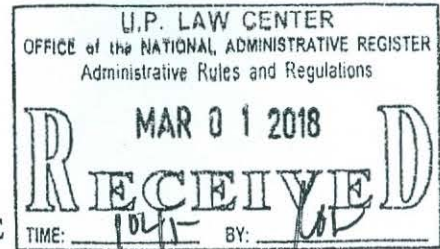




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City

E-mail Address: ltombbox@lto.gov.ph • Website: www.lto.gov.ph



MEMORANDUM

TO : All Regional Directors,
All Assistant Regional Directors,
Heads of District/Extension Offices
All Chiefs of Central Office Operations Division, Administrative
Division and Management Information Division
All Employees Concerned

SUBJECT : **GUIDELINES IN THE DISTRIBUTION OF MOTOR VEHICLE AND
MOTORCYCLE LICENSE PLATE NUMBERS SUBJECT OF THE
RECENTLY LIFTED SUPREME COURT TEMPORARY
RESTRAINING ORDER (TRO)**

DATE : 05 February 2018

In view of the lifting of Supreme Court Temporary Restraining Order (TRO), the LTO is now authorized to release the license plate numbers turned-over by the Bureau of Customs (BOC).

To ensure the orderly distribution, below are the guidelines in the issuance of subject license plate numbers to motor vehicle owners:

1. Only new, replacement, change classification, diplomatic and OEV plates described in the list to be provided by the CO Administrative Division are covered by these guidelines.
2. The Central Office Administrative Division shall provide a list of covered MV and MC plates turned-over by the BOC. The Property Section shall also distribute the said license plates to the concerned Regional Offices.
3. The Regional Office-New Registration Unit/District Office (RO-NRU/DO) shall assign and upload the covered license plate numbers in the LTO-IT system. The order of assignment/uploading shall be based on the motor vehicle's date of initial registration. Units with earliest dates of registration, and not yet assigned

with plate numbers, shall be the first to be assigned/uploaded and issued license plates.

4. The RO-NRU/DO shall prepare list of assigned plate numbers with the corresponding names of the registered owners of the motor vehicles. The list shall be submitted to the Property Section, Central Office.
5. The Property Section shall submit the list of all plate numbers with the corresponding names of the registered owners of the motor vehicles to the Management Information Division (MID).
6. The MID shall post the aforesaid list at the LTO website. Advisory through Tri-media in the Regional/District Office's area of jurisdiction stating the availability of the MV plates shall likewise be made.
7. The RO-NRU/DO shall release the license plates to the registered owner or his/her authorized representative upon the latter's submission of a copy of the Certificate of Registration (CR), latest Official Receipt (OR) of payment and valid government issued ID.
8. For those CR with no printed plate number, the RO-NRU/DO shall issue a Certification* stating that the said license plate is assigned to the described motor vehicle. The assigned plate number shall be uploaded in the LTO IT System.
9. The Administrative Division of the Regional Office shall submit a weekly status of distribution of plates to the undersigned through the CO Administrative Division using the prescribed format.*

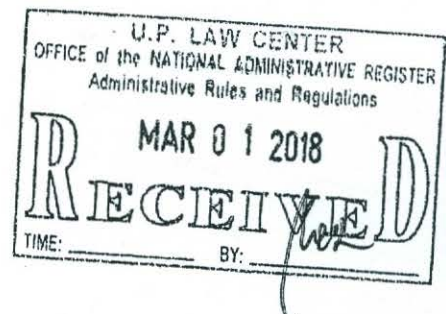
All RO-NRU/DO shall ensure that all license plate numbers in their possession are promptly distributed to the registered owners.

For guidance and strict compliance.


EDGAR C. GALVANTE
Assistant Secretary



*Template attached



REGION : _____

DISTRICT OFFICE: _____

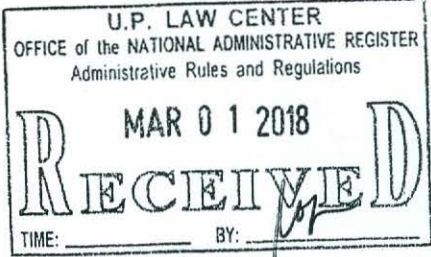
FOR THE WEEK OF: _____

STATUS OF PLATES DISTRIBUTION

DATE RELEASED	PLATE NUMBER	REGISTERED OWNER

Prepared by: _____

Noted by: _____



CERTIFICATION

This is to certify that license plate number _____ is assigned to motor vehicle/motorcycle (MV/MC) unit with the following details:

Owner : _____

Address : _____

MV File Number : _____

Engine Number : _____

Chassis Number : _____

This certification is issued for whatever legal purpose it may serve.

District/NRU Head

