



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS  
**LAND TRANSPORTATION OFFICE**

East Avenue, Quezon City  
E-mail Address: [ltombox@lto.gov.ph](mailto:ltombox@lto.gov.ph) • Website: [www.lto.gov.ph](http://www.lto.gov.ph)

**MEMORANDUM**

TO : **Regional Directors, Assistant Regional Directors  
Chief of District/Extension Offices  
All Personnel Concerned**

DATE : 8 January 2015

SUBJECT : **PREPARATION OF THE PLATE REQUEST FORM FOR  
REPLACEMENT OF PLATE TRANSACTIONS**

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In the meantime that the Plate Ordering System is not yet available, you are hereby directed to utilize the Plate Request Form (PRF) in the submission of request for Replacement of Plate. All Regional Offices are mandated to consolidate ALL requests from their District Offices on a weekly basis, meaning, the transactions from the previous week (Monday to Friday) shall be submitted to the Central Office's email address [centralofficelto@yahoo.com.ph](mailto:centralofficelto@yahoo.com.ph) on the succeeding Monday.

Completeness of report and deadlines for submission of requests shall be strictly monitored. An enhanced template is hereto attached for ready reference.

To ensure orderly consolidation of PRFs, the naming of files shall be:

**Region + month + covered dates + year + “\_REPL”**

Example: For Region III, January 5-9, 2015 (1<sup>st</sup> week), the filename shall be

**R3Jan5-92015\_REPL shall be submitted on 12 January 2015**

For Region VI, January 12-16, 2015 (2<sup>nd</sup> week), the filename shall be

**R6Jan12-162015\_REPL shall be submitted on 19 January 2015**

For strict and immediate compliance.

  
ATTY. ALFONSO V. TAN, Jr  
Assistant Secretary

Encl: a/s

<b>NAME OF AGENCY :</b>		<b>1301 - Regional Office</b>			
<b>FLAG</b>	<b>1</b>	<b>2M</b>	<b>2T</b>	<b>3</b>	<b>4</b>
	<b>4</b>			<b>3</b>	
	<b>5</b>	<b>6M</b>	<b>6T</b>	<b>7</b>	<b>8</b>
	<b>3</b>				
	<b>9</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>TOTAL</b>
<b>NO:</b>	<b>PLATE NUMBER</b>	<b>FLAG</b>	<b>PLATE CATEGORY</b>	<b>REGION</b>	<b>MV FILE NUMBER</b>
1					
2	<b>NCR 123</b>	<b>R</b>	<b>1</b>	<b>NCR</b>	<b>1301-101542</b>
3	<b>NCR 124</b>	<b>R</b>	<b>1</b>	<b>NCR</b>	<b>1301-101544</b>
4	<b>NCR 125</b>	<b>R</b>	<b>3</b>	<b>NCR</b>	<b>1301-101545</b>
5	<b>NCR 126</b>	<b>R</b>	<b>3</b>	<b>NCR</b>	<b>1301-101546</b>
6	<b>NCR 127</b>	<b>R</b>	<b>3</b>	<b>NCR</b>	<b>1301-101548</b>
7	<b>NCR 128</b>	<b>R</b>	<b>5</b>	<b>NCR</b>	<b>1301-101550</b>
8	<b>NCR 129</b>	<b>R</b>	<b>5</b>	<b>NCR</b>	<b>1301-101552</b>
9	<b>NCR 130</b>	<b>R</b>	<b>5</b>	<b>NCR</b>	<b>1301-101553</b>
10	<b>NCR 131</b>	<b>R</b>	<b>1</b>	<b>NCR</b>	<b>1301-101555</b>
11	<b>NCR 132</b>	<b>R</b>	<b>1</b>	<b>NCR</b>	<b>1301-101557</b>
12					
13					
14					
15					