



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

East Avenue, Quezon City
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MEMORANDUM

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

DATE : 8 April 2015

SUBJECT : **ORDERING OF OPTIONAL MOTOR VEHICLE SPECIAL PLATE**

In light of the reported delays in the ordering of Optional Motor Vehicle Special Plates (OMVSPs) and further to the Memorandum dated 11 September 2014, re: Enhanced Guidelines in the Processing of OMVSP, attached herewith is the **new format** for the Request for OMVSPs. This form is also downloadable from the lto.gov.ph.

Said application form must be **completely and legibly filled up** and **within twenty-four (24) hours upon payment of OMVSP must be sent through facsimile or email to the LTO Central Office (CO)-MID, copy furnished LTO CO-Property Section** for immediate ordering.

The hard copies of the same documents (application, OR for OMVSP, certified photocopy of Certificate of Registration and Official Receipt) shall be sent to the LTO CO-Property Section as basis for the release of plate.

For strict and immediate compliance.


ATTY. ALFONSO V. TAN, JR
Assistant Secretary

Encl; a/s