



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

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MEMORANDUM

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

DATE : 10 April 2015

SUBJECT : **PLATE REGISTRATION AND ORDERING SYSTEM –
CHANGE CLASSIFICATION AND OMVSP
MODULES**

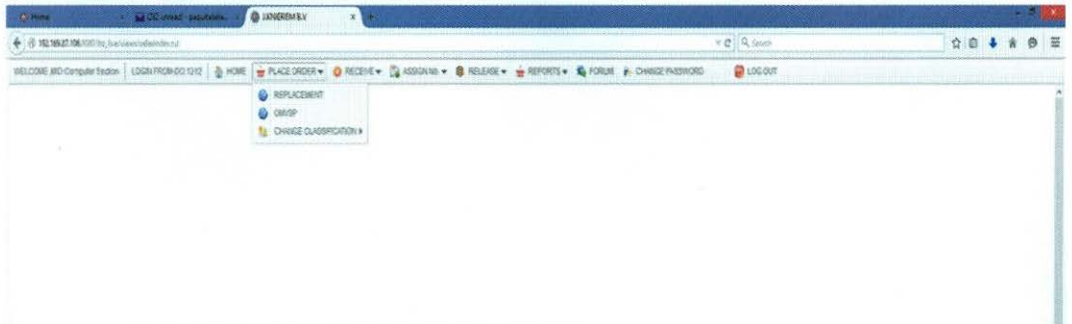
Starting **23 April 2015**, all users of the Plate Registration and Ordering System(PRAOS) are hereby directed to utilize the **CHANGE CLASSIFICATION** modules in the ordering of plates for all types of motor vehicles (MV, MC and TRL).

The following are the available modules:

1. Private MV to For Hire MV (1 to 3)
2. Private MC to For Hire TC (2M to 4)
3. Private MC to Private TC (2M to 2T)
4. Private TC to For Hire TC (2T to 4)
5. Private TRL to For Hire TRL (11 to 12)
6. For Hire MV to Private MV (3 to 1)
7. For Hire MV to For Hire MV (3 to 3, in case of amendment of route/service)
8. For Hire TC to Private TC (4 to 2T)
9. For Hire TRL to Private TRL (12 to 11)
10. Private MV to Government MV (1 to 5)
11. Private TRL to Government TRL (11 to 13)
12. Government MV to Private MV (5 to 1)
13. Government MC to Private MC (6M to 2M)
14. Government TC to Private TC (6T to 2T)
15. Government MC to Government TC (6M to 6T)
16. Government TRL to Private TRL (13 to 11)
17. OEV MC to Government MC (10 to 6M)
18. OEV MC to Private MC (10 to 2M)
19. Private MC to OEV MC (2M to 10)
20. OEV MV to Private MV (9 to 1)

AT THE DISTRICT OFFICE LEVEL:

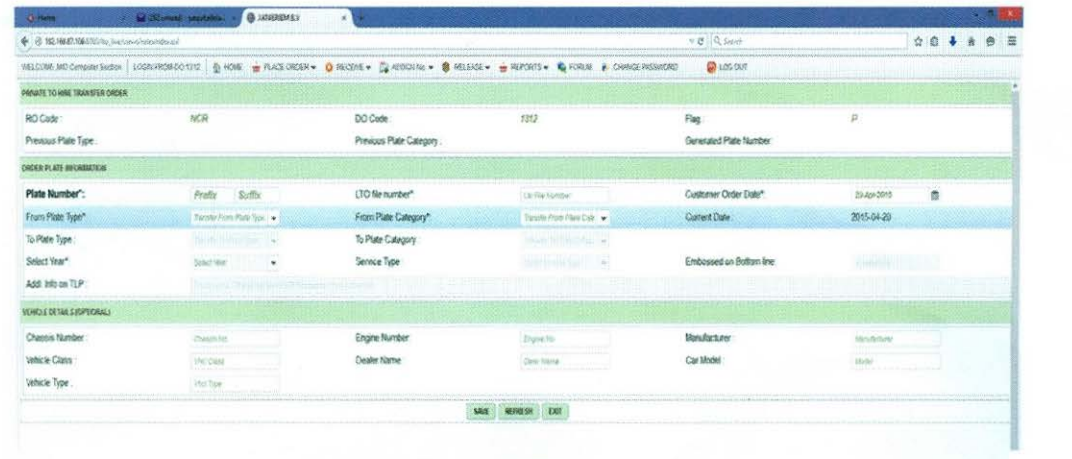
1. Log in as DO user.
2. Select **PLACE ORDER**



3. Select **CHANGE CLASSIFICATION**



4. Choose appropriate Change Classification/Plate from the pull down menu.



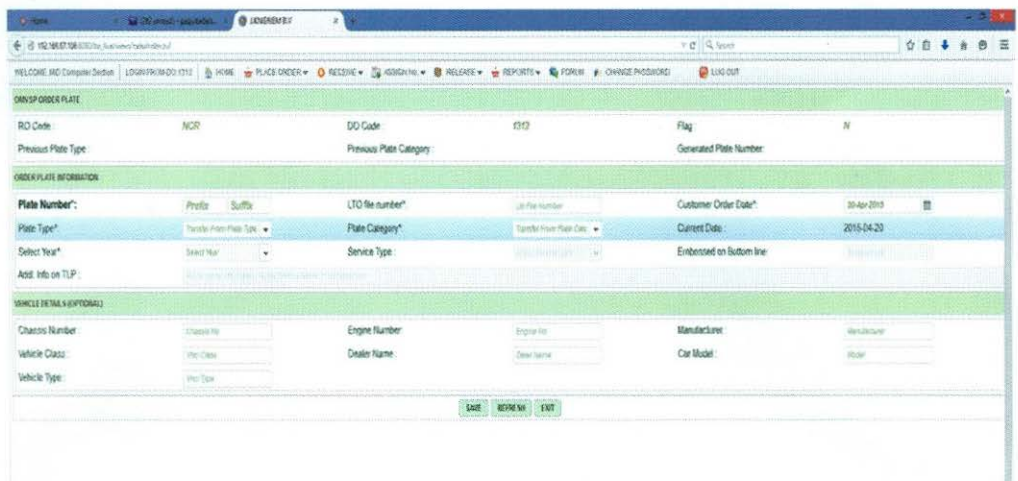
- Supply the required data. Press **SAVE** to submit the order, **REFRESH** to display a new/clean screen and **EXIT** to return to Main menu.

The **same date** as above-mentioned shall also be the start of using PRAOS in the ORDERING OF OMVSP or Special Plates

- Log in as DO user.
- Select **PLACE ORDER**
- Select **OMVSP**



- Provide the required data and press **SAVE** to submit order, **REFRESH** to access a new/clean screen or **EXIT** to return to Main Menu.



This procedure in the **ordering of Special Plates (OMVSP)** shall be initiated at the Regional Offices' New Registration Units and **MUST** be in strict adherence to the

Memorandum dated 8 April 2015, re: Ordering of Optional Motor Vehicle Special Plate.

The submission by any user of erroneous orders shall be ground for disciplinary action.

For strict and immediate compliance.


ATTY. ALFONSO V. TAN, JR
Assistant Secretary

