

GUIDELINES IN THE IMPLEMENTATION OF PLATE MAINTENANCE FACILITY

LTO MEMORANDUM CIRCULAR NO. ACL-2010-1287, March 04, 2010

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In the best interest of the service and for purposes of uniformity and control, the following guidelines in the usage of Plate Maintenance Facility are hereby promulgated for compliance of all concerned:

I. Authorized Users

- The facility shall be installed in all district offices with registration transactions except E-patrol units.
- Only Approving Officers shall be allowed to use the facility.

II. Procedural Controls

- Updating of the plate number from temporary to regular shall be done only once. In other words, once the temporary plate number is updated to regular plate number, the latter shall be disabled.
- Temporary plate numbers shall only be updated by the District Office which issued the corresponding regular plate.
- Only temporary plate numbers with the following formats shall be allowed by the facility:
 - “TMP” plus sequence number from 01 up to 010
Example: TMP01, TMP02, TMP010
 - Office Code plus sequence number from 01 up to 10
Example: Diliman DO: 131201, 131202, 131210

III. Exceptions

- For other formats of temporary plates, RSU shall be prepared and forwarded to Stradcom MV Development Team, thru Customer Care for implementation.
- All other cases involving updates to plate numbers which are not included in this Memorandum Circular shall be reported to MID thru Customer Care for evaluation.
- In cases where the message “Update Not Allowed. Plate not found” is encountered, below are the possible causes and corresponding correction actions:
 - Typographical error
Correction Action: Re-enter the correct plate number
 - Regular MV plate was not issued to the District Office
Correction Action: Refer to issuing District Office
- The plate number was not yet uploaded to the MVRs through the Inventory

Management System (IMS)

Correction Action: Upload the plate number thru the IMS-Accountable Item Uploader (AIU)

- The Initial registration of the vehicle was processed manually Correction Action:

d.1 Encode the plate number in the IMS-Accountable Item Tracking Program (AITP) through positive adjustment

d.2 Upload the plate number thru the IMS-Accountable Item Uploader (AIU)

IV. Monitoring and Supervision

- The MID shall conduct a regular onsite validation on the compliance of the District Offices to this Memorandum Circular.

- All Regional Directors shall strictly supervise their District Offices and report noncompliance, violations and irregularities immediately to the undersigned.

All orders/memoranda issued in conflict herewith are deemed superseded.

For strict compliance.

Adopted: 04 Mar. 2010

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