NATIONAL ADMINISTRATIVE REGISTER · OCTOBER 20, 2005

GUIDELINES IN THE STORAGE OF MV LICENSE PLATES

LTO MEMORANDUM CIRCULAR NO. 665-2005, October 20, 2005

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Reports have reached this office that MV Plates placed under storage and returned plates due to change classification are occupying a huge valuable space in our District Offices. As a result important office supplies such as accountable forms and MV plates/stickers, etc. cannot be stored in a secured area. Likewise, this causes so much work on our Supply Officers in the preparation of the monthly accountability report and in the inventory taking during property audit.

In line with the LTO 5S program and in order to address the situation hereunder are the guidelines in the handling of storage and returned MV plates, to wit:

1. For storage and returned plates currently on hand in the district offices, the Supply Officer shall:

- Conduct an inventory of the aforementioned plates and arrange according to the year the plates were stored or returned.

- Turn over to the Regional Office the inventory list together with all dilapidated/mutilated plates, storage plates (more than 3 years) and returned plates due to change classification for proper disposition.

2. The permanent storage (permanent storage is defined in Sec. 3c of Circular 82-028 dated 08 June 1982, “as the motor vehicle is never to be reactivated as an independent unit due to its junk condition and whose permanent plate number is decommissioned”) and dilapidated /mutilated plates, shall be automatically cut crosswise and lengthwise and turned over to the Regional Office concerned for proper disposition.

3. For temporary storage plates (temporary storage is defined also in Sec. 3c of Circular No. 82-028 “as those motor vehicles intended to be reactivated within three (3) years and allowed to be returned to operation as an independent unit) which are already dilapidated/mutilated will be disposed of in the same manner as in No. 2.

4. In case of temporary storage but already dilapidated/mutilated plates the supply officer shall issue a certification to such condition and inform the registrant to apply for replacement upon reactivation by paying the cost of plates; no affidavit of dilapidated/ mutilated is anymore required. However, for those plates that are not dilapidated/mutilated, they shall be kept only for a maximum of three (3) years, after which they shall also be disposed in the same manner as in No. 1.

5. For change classification from for-hire to private (regular), plates will automatically be surrendered to LTFRB for actual inspection and cutting, but will still be turned over to LTO for final disposition pursuant to the Joint LTO-LTFRB Memorandum Circular No. 2004-002-J dated 06 August 2004.

6. For change classification other than those specified in No. 5, i.e. private to for-hire; private to government and vice versa; diplomatic to private and vice versa; diplomatic to government and vice versa, the manner of

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disposition shall be the same as that in No. 1. In cases where the owner decides to revert to its original classification, he/she must apply for a replacement plate using the original prefix letters and numbers of his original MV plate.

7. The Supply Officer shall only accept storage and returned plates that are clean since dirty plates are health hazard to our employees.

All orders, memoranda or circulars inconsistent with the provisions of this memorandum circular are deemed superseded and modified accordingly.

For guidance and strict compliance.

Adopted: 20 Oct. 2005

(SGD.) ANNELI R. LONTOC
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