NATIONAL ADMINISTRATIVE REGISTER · MAY 17, 1999

GUIDELINES IN THE ISSUANCE OF CONFIRMATION CERTIFICATES OF DEALER’S REPORTS

LTO MEMORANDUM CIRCULAR NO. BGC-MC-99280, May 17, 1999

Read online (full-text search, related cases, audio case brief): https://batas.org/library/43a8a4a31d95/

In the interest of the service and in order to minimize if not eradicate proliferation of fake confirmation certificates of dealer's reports, the following guidelines are set forth:

1. The collection of the certification fees for confirmation certificates issued by the Registration Section, Office and Operations Division of the Regional Offices shall be made at their respective Collection Units and acknowledged thru the issuance of Miscellaneous Receipt (MR).

2. The distribution of the different copies of the confirmation shall now be as follows:

- District Office Copy — shall be given to the registering District Office which will form part of the registration records of the motor vehicle.

- File Copy (formerly the CHPG copy) — shall be used as a File Copy, retained by the Collection Unit which will be attached to the Auditor's Copy of the MR and will also serve as Pay order Slip (POS).

- Record's Copy — shall be sent back by the registering district office to the issuing office (Registration Section, Operations Division — Sectoral Office or Operations Division, Regional Office)

- EDP copy — shall be retained by the Regional Section Operations Division-Sectoral Office/Operation's Division, Regional Office.

3. The Record's copy of the Confirmation Certificate which is sent back to the issuing office shall serve as the basis for reconciliation with the existing file. In case of discrepancies, the Assistant Secretary shall order the registering district office to:

FOR NEW

- confiscate the documents

- impound the motor vehicle.

RENEWAL

a. recall the Certificate of Registration (CR) and Official Receipt (OR) of payment issued;

b. recall the number plates issued to the motor vehicle and if not surrendered, place the number plates in the alarm list.; and

c. impound the motor vehicle.

4. Confirmation Certificates issued by the Registration Section, Operations Division, Sectoral Office shall be valid in all regions and district offices.

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

5. For confirmation certificates issued by the Operations Division, Regional Office to be valid and acceptable in other regions/district offices nationwide need a reconfirmation from the issuing LTO Regional Office using Form No. 25.

6. An amount of P30.00 confirmation fee and P10.00 LRF shall be collected by the Collection Unit-Sectoral Office and issuing regional offices.

7. Reporting System. — All confirmation certificates (records copy) received for the month should be forwarded to the Registration Section- Sectoral Office every 15th day of the succeeding month.

This Memorandum Circular shall take effect on July 1, 1999 and all previous circulars, memoranda or orders in conflict herewith are deemed superseded.

For guidance and compliance.

Adopted: 17 May 1999

(SGD.) BENJAMIN G. CALIMA
Assistant Secretary

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.