

IMPLEMENTING GUIDELINES IN THE ASSIGNMENT AND ISSUANCE OF LOW-NUMBERED (PROTOCOL) LICENSE PLATES TO MOTOR VEHICLES USED BY OFFICIALS OF THE REPUBLIC OF THE PHILIPPINES

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Pursuant to Executive Order No. 400 dated 18 January 2005, "Regulating the Assignment and Issuance of Low-Numbered (protocol) License Plates to Motor Vehicles Used By Officials of the Republic of the Philippines", the following guidelines and procedures are hereby promulgated:

SECTION 1. The following officials shall be entitled to the use of low-numbered/protocol license plates:

OFFICIALS

ASSIGNED NUMBER

President of the Republic of the Philippines 1 and/or PANGULO

Vice-President of the Republic of the Philippines 2

Senate President 3

Speaker of the House of Representatives 4

Chief Justice of the Supreme Court 5

Cabinet Secretary 6

Senator 7

Congressman 8

Associate Justices of the Supreme Court 9

Presiding Justice and other Justices of the Court of Appeals 10

Chairman of the Commission on Elections 11

Cabinet Undersecretary 12

Solicitor General 13

Chief of Staff, AFP/Chief, PNP 14

RTC Judges 16

SECTION 2. All other officials with equivalent rank/position as the above-listed officials are also entitled to the use of low-numbered/protocol license plates subject to the approval of the Secretary of the Department of Transportation Communications upon the recommendation of the Assistant Secretary of the Land Transportation Office.

SECTION 3. These low-numbered/protocol plates shall be issued in pairs for motor vehicles duly registered in the name of the above listed officials or to their respective spouses. However, not more than two pairs of the said license plates for issuance to two (2) motor vehicles shall be assigned to any of the said officials with the exception of the President of the Philippines, the Vice-President of the Philippines, the President of the Senate, the Speaker of the House of Representatives, and the Chief Justice of the Supreme Court. Senators and Congressmen of the Philippines may be assigned not more than four (4) pairs of low-numbered/protocol plates.

SECTION 4. The assignment or transfer of low-numbered/protocol plates to unauthorized person/s or motor vehicles by government officials entitled thereto is strictly prohibited. Violation of this prohibition shall be sufficient cause for the revocation of the herein granted privilege and for the confiscation of the issued protocol plate, and imposition of the corresponding penalty for the violation/s committed as provided by existing laws.

SECTION 5. All requests and/or applications for the issuance of protocol plates together with the following supporting documents shall be submitted to the Office of the Assistant Secretary, to wit:

- a) Letter request;
- b) Certified xerox copy of Appointment and Oath of Office;
- c) Certified xerox copy of the mv Certificate of Registration (CR) and the latest Official Receipt (OR) of Registration under the name of the official or spouse.

SECTION 6. Approved application/request with complete supporting documents are to be forwarded to the Property Section, Administrative Division for processing and preparation of Production Order (PO).

SECTION 7. Production Order covering such requests, are forwarded to the Chief, Administrative Division, for recommendation and indorsement to the Assistant Secretary, for approval.

SECTION 8. Approved Production Order is forwarded to the Plate Making Plant (PMP), for production with the prescribed time frame. Finished protocol plates shall be delivered to the Property Section, Administrative Division, for recording and issuance to the concerned official or to his duly authorized personnel.

SECTION 9. The amount of Three hundred Seventy Seven (P377.00) Pesos covering the cost of plate and other miscellaneous fees shall be paid by the owner to the LTO Diliman District Office. The OR shall serve as basis in the issuance of requested protocol plates.

SECTION 10. A Monthly Monitoring Report shall be submitted by the Chief, Property Section and noted by the Chief, Administrative Division to the office of the Assistant Secretary using the attached form[*].

For strict compliance.

Adopted: 11 Feb. 2005

(SGD.) ANNELI R. LONTOC

Assistant Secretary

[*] Text Available of the National Administrative Register, U.P. Law Complex. Diliman, Quezon City.

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