GUIDELINES AND PROCEDURE IN THE VALIDATION OF SMOKE EMISSION TEST AND INSURANCE POLICY AT NON-AUTOMATED LTO OFFICES NATIONWIDE IN THE LTO IT PROJECT’S SYSTEM THROUGH THE SHORT M...

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Pursuant to Memorandum Circular Nos. RIB-2006-790 dated 21 December 2006 and RIB-2007-854 dated 16 July 2007 otherwise known as, "Mandatory Validation of Emission Testing Results in the LTO IT Project's System" and "Online and Real-Time Registration and Authentication of Certificates of Cover for Compulsory Third Party Liability Insurance," an SMS Facility has been developed for Private Emission Testing Center Information Technology Facility (PETC-ITF) and Certificate of Cover Verification Facility (COCVF).

This facility will serve as an interim solution for non-automated LTO offices nationwide to comply with the aforementioned Memorandum Circulars until such time that these offices will be computerized. With this, LTO officials and employees and other concerned parties are hereby directed to utilize the SMS Facility in validating the authenticity of smoke emission test results and insurance policies prior to motor vehicle registration effective July 1,2008.

In view of the foregoing, the following procedures should be strictly observed to wit:

- The LTO Evaluator will verify the authenticity of the CEC and/or CTPL-COC presented by the registrant using the SMS Facility for PETC-ITF and COCVF by keying of the following keywords and send to 0920-9075121.

PETC COC

CEC CEC# COC COC#

CEC P COC P

CEC E COC E

A confirmation message stating that the CEC or COC is valid/invalid will be receiv shortly. Please refer to Annex A[*] for complete listing of SMS Service Description PETC and CTPL-COC interconnectivity Projects,

- If the CEC and/or COC are valid, LTO Evaluator will attach the Proof of Validat" Sticker on the upper right corner of the CEC and/or COC forms and will then proce H on the processing of motor vehicle registration, otherwise, the LTO Evaluator will n process the transaction and advise the registrant to return to the PETC and/or insuran company for revalidation of his/her CEC and/or COC. The issuance of the said holoqram sticker should be sequential:

COC

PETC

The proof of validation sticker cannot be easily tampered or faked. Allocation and distribution of the proof of validation sticker will be the responsibility of the Property Section and shall be monitored by the Chief, Administrative Division;

- The LTO Evaluator will record all the validation made via SMS with PASSED emission results and insurance policies as well as the series of proof of validation stickers using the Daily Authentication Log form (Refer to ANNEX B[*]);

- The LTO Evaluator will submit the Daily Authentication Log report to the Approving Officer at the end of the day for his/her review and approval.

Moreover, a monthly validation report (Refer to ANNEX C[*]) shall be submitted by the LTO DO/EO official/personnel in-charged to the Property Section of the LTO Administrative Division-Central Office to compare the issued and allocated sticker series and copy furnished the Internal Audit Division for audit purposes. In addition, Stradcom shall likewise submit a monthly report on the verified smoke emission & insurance policies through the SM Facility to the aforementioned Division of LTO.

Any violations of this Memorandum Circular shall be dealt with accordingly pursuan to Memorandum Circular No. RIB-2006-790 and RIB-2007-854.

All orders/memoranda in conflict herewith are hereby deemed superseded and revoked accordingly.

For strict compliance.

Adopted: 12 June 2008

(SGD.) ALBERTO H. SUANSING
Assistant Secretary

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

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