NATIONAL ADMINISTRATIVE REGISTER · [LTO ADMINISTRATIVE ORDER NO. BGC-AO-99003, JULY 28, 1999] · NOVEMBER 4, 1996

RULES AND REGULATIONS GOVERNING THE USE AND ISSUANCE OF COMMEMORATIVE PLATES/STICKERS

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Pursuant to Presidential Memorandum Order No. 405 dated 04 November 1996, and for the guidance and observance of all concerned, the following rules and regulations governing the use of commemorative plates/stickers are hereby promulgated:

SECTION 1. General Policy — The issuance and use of commemorative plates/stickers shall be limited to the observance and/or commemoration of events, which have a direct and vital impact on national life which are of national, international and/or historical significance as defined herein below:

National significance, involves a national observance of an event or a celebration covered by a Presidential Proclamation or by a specific directive from the President, or the launching of special projects, events or programs of government or such projects, events or programs that are actively supported by the government, the objectives of which will redound to national interest.

Historical significance, involves a national observance of historical events or those, although observed at the local or regional level, caused a turning point or milestone in Philippine history.

International Significance, involves milestones of international organizations of which the Philippine government is a committed member and which milestones are celebrated in the country, or international events hosted by the Philippine Government.

SECTION 2. Scope. — This Order is intended to regulate the issuance and use of commemorative plates/stickers and adopt well-defined policies to ensure that the use of commemorative plates is confined to the purpose for which it is issued, and prescribe a uniform procedure on how to secure the necessary authority for its use.

SECTION 3. Who May Apply — Any group, organization or association Government Agency/Organization and Non-Government Organizations (NGO) may apply for the authority to use commemorative plates/stickers.

SECTION 4. Authority to Issue Commemorative Car Plates/Stickers. — No commemorative car plates/stickers in the country in observance of an event shall be issued and used without the prior written approval of the Secretary of the Department of Transportation and Communications (DOTC), upon recommendation of the Assistant Secretary, LAND TRANSPORTATION OFFICE (LTO) based upon an evaluation of and compliance with the following documentary requirement among others prescribed in Section 5 below.

a. Events of National Significance certified by the Department/Agency concerned;

b. Events of Historical Significance certified by the National Historical Institute.

c. Events of International Significance certified by the Department of Foreign Affairs.

SECTION 5. Implementing Guidelines —

5.1 Organizations or associations shall submit to this Office the following documents required in support of their

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applications for authority to use commemorative plates/stickers:

5.1.1

Application letter stating among others the purpose and showing that the event to be commemorated satisfies any of the basic criteria prescribed as being of national, international or historical significance;

5.1.2

The total number of plates to be issued.

5.2 Upon approval of the application for the use and installation of commemorative plates/stickers by the DOTC Secretary, the following requirements/guidelines/regulations shall be complied with:

5.2.1

Sample design of the plates and windshield stickers to be adopted, to include the name/logo/emblem of the organization; the expiry date; and specific event or occasion to be commemorated. The commemorative plate shall have the same size as the regular plate: 390 mm x 140 mm. The right portion of the plate shall be reserved to indicate the first and last characters (letter and number) of the regular plate number, size: 25 mm x 50 mm with a margin of 15 mm from the right edge of the plate as indicated in the commemorative plate portion of Sketch “A”.

5.2.2

Markings on the commemorative plate shall be made such that no two plates belonging to one organization shall have the same markings nor shall same bear any resemblance or similitude with any regular plate (alpha-numeric of three letters and three Arabic numerals) and low numbered/protocol LTO plates.

5.2.3

Only the lead agency, committee and/or group duly authorized by the DOTC Secretary for the purpose, may issue commemorative plates/stickers.

5.2.4

Recording fee of Two Hundred (P200.00) Pesos for each piece of plate and sticker and non-refundable Application fee of One thousand (P1,000.00) Pesos. These fees will be paid in advance by the requesting organization, at the LTO Collection Unit, Central Office, East Avenue, Quezon City.

Production cost of commemorative plates/stickers shall be made directly with the Supplier duly accredited by LTO in accordance with the terms and price agreed by the parties concerned.

5.2.5

Only Cars, passenger Vans/Wagons, Sports Utility Vehicles and passenger Asian Utility Vehicles/Owner Type Jeeps/Jeepneys/Jitneys classified as “Private” shall be authorized to use commemorative plates. All other types of motor vehicles such as trucks and trailers, buses, delivery vans, step vans and other similar types of commercial vehicles regardless of classification; all motorcycles, with or without sidecar; and all motor vehicles classified as

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"For Hire" shall not be authorized to use commemorative plates.

5.2.6

Only one commemorative plate/sticker shall be issued per motor vehicle. No commemorative plate/sticker shall, under any circumstances, be issued/attached/transferred to a vehicle other than that duly authorized.

5.2.7

The written authority to use commemorative plate together with the official receipt for the payment of recording fee shall be carried in the vehicle at all times and shall be presented to enforcers/agents upon demand.

5.2.8

Obscene, vulgar, offensive or barbaric markings and those contrary to law, customs, morals or public policy, shall be strictly prohibited.

5.2.9

List of individual holders and/or users of the commemorative plates with their respective positions in the organization/association authorized to use the plates/stickers.

5.2.10

Certified copies of Certificate of Registration (CR) and the current Official Receipt of Registration Payment (MVRR) of the vehicle to which the plates/stickers shall be installed/attached.

SECTION 6. Responsibility for the Proper Display of Commemorative Plate — The sponsoring organization/agency shall be held responsible for the compliance of these regulations by every user of its commemorative plates. Violations thereof may be a ground for cancellation of revocation of the authority to issue same.

SECTION 7. Placement and Installation — The commemorative plates shall be superimposed over the regular front plate as illustrated in the attached sketches "A", "B", "C", "D". As such, the placement of the regular front plate in the motor vehicle shall be maintained in the space provided for the purpose. Removal thereof shall be deemed to be a violation of this Order.

No commemorative plate shall be installed at the rear of the motor vehicle. Placing the commemorative plate at the rear of the motor vehicle shall be strictly prohibited and penalized accordingly.

SECTION 8. Duration — The display period for any commemorative plate shall be one (1) year from the month following its approval by the DOTC Secretary. Upon expiration of said authority, the commemorative plate/sticker shall be immediately removed from the placement thereof.

SECTION 9. Penalties — Any motor vehicle owner/operator found to have violated any of these defined rules and regulations shall be charged with the following administrative fines and penalties:

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a. Improper display of MV permanent plates by the owner to accommodate a better display of commemorative/other plate

P5,000.00

b. Display of expired commemorative plates/other plates imposed upon the owner

P5,000.00

c. Violation of rules and regulations on placement of commemorative plates

P5,000.00

d. Illegal transfer of commemorative plates from one MV to another

P5,000.00[*]

e. Illegal use of Commemorative Plates without prior authority.

P5,000.00[*]

f. Failure to display the regular plate

P5,000.00

SECTION 10. Repealing Clause — All orders, memoranda, circulars, rules and regulations previously promulgated by this Office which are inconsistent herewith are hereby modified, amended and/or superseded.

SECTION 11. Effectivity — This Order shall take effect fifteen (15) days after receipt of copies thereof by the Office of the National Administrative Register(ONAR) U.P. Law Center, Diliman, Quezon City and publication thereof in a newspaper of general circulation.

Adopted: 28 July 1999

(SGD.) BENJAMIN G. CALIMA
Assistant Secretary

Approved:

(SGD.) VICENTE C. RIVERA, JR.
Secretary

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[*] Motor Vehicle shall be impounded.
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