NATIONAL ADMINISTRATIVE REGISTER · JULY 8, 2014

SUBMISSION OF PLATE REQUEST FORM FOR CHANGE CLASSIFICATION TRANSACTIONS

LTO MEMORANDUM, July 08, 2014

Read online (full-text search, related cases, audio case brief): https://batas.org/library/9862c32700f4/

Adopted: 08 July 2014
Date Filed: 17 July 2014

Corollary to Memorandum dated 9 June 2014, re: Preparation of the Plate Request Form (PRF) for Change Classification Transactions, you are hereby directed to transmit through centralofficelto@yahoo.com.ph the corrected PRFs by month on or before 15 July 2014. Corrected reports for Flag = P shall start on the period the yellow plate was exhausted. The same shall apply for other change classification transactions or whenever the last appropriate plate was issued for the said transaction/s.

To ensure orderly consolidation of PRFs, the naming of files shall be:

> Region + month + year + “CC”
>
> Example: for Region VII September 2013 corrected file = R70913CC

This means that previously submitted PRFs for change classification transactions shall be replaced by these corrected records. Be reminded to accomplish correctly the PRFs to prevent further delay in the ordering of plates. All errors shall be documented and returned to concerned RO/DOs for correction through a Show Cause Order, copy furnish 201 File.

For strict and immediate compliance.

(SGD) ATTY. ALFONSO V. TAN, JR.
Assistant Secretary

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