ENCODING AND LIFTING OF ALARM OF CARNAPPED/RECOVERED MOTOR VEHICLES IN THE LAW ENFORCEMENT AND TRAFFIC ADJUDICATION SYSTEM (LETAS)

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In order to streamline and facilitate the processing of requests for encoding and lifting of LTO alarm of carnapped/recovered motor vehicles in the Law Enforcement and Traffic Adjudication System (LETAS) by the Data Control Section and Law Enforcement Custodial Center, respectively, the following guidelines and procedures are hereby promulgated for the guidance and observance of all concerned, to wit:

1. All requests to place on alarm any carnapped or stolen motor vehicle shall be officially transmitted to the LTO by the PNP TMG within twenty four (24) hours from the reported carnapping incident.

2. All requests received by LTO Central office shall be evaluated by the Intelligence and Investigation Division (IID) which shall be responsible for the preparation of the corresponding indorsement to the Data Control Section or Custodial Center, as the case maybe, for encoding together with the following mandatory supporting documents:

FOR ALARM

a. PNP-TMG Letter or Indorsement;
b. Original OR/CR of the motor vehicle or a certified true copy from the issuing District Office
c. PNP-TMG complaint sheet (certified true copy)
d. PNP-TMG alarm sheet (certified true copy)

FOR LIFTING OF ALARM

a. PNP-TMG Letter of Indorsement
b. Original OR/CR of the motor vehicle or certified true copy of the same from the issuing District Office
c. PNP-TMG Recovery and Disposition Report
d. PNP TMG Lifting of Alarm
e. PNP Crime Laboratory Macro-Etching Report
f. PNP-TMG MV Clearance
g. LTO Motor Vehicle Inspection Report

3. Requests received outside the NCR shall be endorsed by the regional director concerned to the Chief of Operations Division, the Regional Director shall indorse it to their respective Chiefs Operations Division, within twenty four (24) hours from receipt thereat, copy furnished the LTO Assistant Secretary for the encoding or lifting of alarm, together with the mandatory supporting documents enumerated in item no. 2

4. Upon receipt of the Regional Indorsement, the Assistant Secretary shall immediately forward it to the Data Control Section, LES to verify whether said report had been en- coded in the LETAS.

5. The Data Control Section, Law Enforcement Service shall validate all LTO documents attached to requests

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before encoding in the Law Enforcement and Traffic Adjudication System. However, validation of documents submitted at the regional offices shall be undertaken by the Operations Divisions.

6. All PNP-TMG requests shall be acted upon and placed on alarm immediately in the Law Enforcement and Traffic Adjudication System within twenty four (24) hours upon receipt thereof. The twenty-four hour period shall be reckoned from the time the Office of the Assistant Secretary or the regional office concerned received the request.

7. A Monthly Monitoring Report both for Stolen/Carnapped motor vehicles placed on Alarm or Lifted shall be submitted to the undersigned on or before the 15th day of the following month, using the attached form[*].

Any official or employee found violating this circular shall be dealt with in accordance with existing CSC rules and regulations, without prejudice to the filing of appropriate criminal charges.

For strict compliance.

Adopted: 05 Jan. 2006

(SGD.) ANNELI R. LONTOC
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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