

## **REVISIONS/ADDENDUM TO MEMORANDUM CIRCULAR NO. MC-90-120 OTHERWISE KNOWN AS THE GUIDELINES IN THE REQUISITION AND ISSUANCE OF CHANGE CLASSIFICATION AND DUPLICATE PLATES**

*LTO MEMORANDUM, December 15, 2003*

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/ab44c2385bcf/>

---

In addendum to the existing Memorandum Circular for the Requisition and Issuance of Change Classification and Duplicate plates, the following clearances are hereby required for better control and protection of both the vehicle owners and issuing officials.

For applications in Metro Manila:

- Clearance from the Traffic Management Group (TMG), Philippine National Police
- Clearance from the Metro Manila Development Authority (MMDA)

For applications outside of Metro Manila:

- Clearance from the Traffic Management Group (TMG), Philippine National Police
- Clearance from the Local Government Units. (Municipality/City Hall)

Moreover, it is reiterated that only the Requisitions and Issue Vouchers for Duplicate Plates are to be forwarded to the LTO Central Office for processing. All supporting documents are to be retained at the Regional Offices for recording and safe keeping.

For immediate and strict compliance.

Adopted: 15 Dec. 2003

(SGD.) ANNELI R. LONTOC  
Assistant Secretary

**ABOUT BATAS.ORG**

# Study smarter at BATAS.org

*The Philippine bar review and law-school companion built around how your brain actually remembers.*

**The complete Philippine law library - free for everyone.**

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

**Audio case-brief lectures.**

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

**Bar review built on the science of memory.**

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

**The full law-school curriculum.**

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

**Mock exams that tell you where you stand.**

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

**A study planner that keeps you on pace.**

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

**Start free at <https://batas.org>**

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.