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REVISED MOTOR VEHICLE DATA TAKE-ON (MV DTO) FACILITY GUIDELINES AND PROCEDURES

LTO MEMORANDUM CIRCULAR NO. VPT-2011-1451, January 07, 2011

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In the best interest of the service and to ensure smooth implementation of requests for the initial encoding of previously-manual vehicle information, the revised guidelines and procedures are hereto issued for guidance and compliance of all concerned.

1.0 General Guidelines

1.1 Motor vehicles requested for MV DTO are those that were manually registered prior to the issuance of Memorandum Circular No. 487-2004 dated January 12, 2004.

1.2 All motor vehicles that are not yet in the LTO-IT System database shall be requested for Data Take-On prior to acceptance for renewal of registration by the District/ Extension Offices.

1.3 Requests for MV DTO may be initiated by the Originating or Transacting District Office.

1.4 Approval of Request/s for MV DTO shall be the sole responsibility of the District Office Chief. In the absence of the DO Chief, the Assistant Chief shall approve the request.

1.5 The Evaluator shall accomplish the MV DTO Form.

1.6 Request for confirmation shall be acted upon by the DO Chief within 24 hours upon receipt as prescribed in Memorandum Circular No. 91-137.

2.0 Documentary Requirements

2.1 Request is from the Originating District Office

2.1.1 Duly accomplished Request for MV DTO Form;

2.1.2 Certified true copy of CR and OR;

2.1.3 Stencils of engine and chassis numbers; and

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2.1.4 Any identification card/document where birth date and gender of the registered owner is indicated.

2.2 Request is from the Transacting District Office

2.2.1 Duly accomplished Request for MV DTO Form;

2.2.2 Certified true copy of CR and OR;

2.2.3 Stencils of engine and chassis numbers;

2.2.4 Any identification card/document where birth date and gender of the registered owner is indicated; and

2.2.5 Reply to confirmation pursuant to MC No. 91-137 from the Originating District Office or from the last Issuing District Office.

Note: If there is no existing physical record of the CR and OR at the Originating DO or at the last Issuing DO, certified true copy of the MV Registry Book/MV File Book or Plate Monitoring Report from the Originating DO shall be attached as proof of previous registration in addition to the other requirements previously stated.

3.0 Procedure

3.1 The Evaluator of the Originating/Transacting District Office shall evaluate the documents presented. If Confirmation from another LTO Office is required, the registrant shall be informed of the time needed for the MV information to be confirmed by the Originating DO or the last Issuing DO.

3.1.1 If the documentary requirements stated herein are complete and legible, the Request for MV DTO Form shall be accomplished.

3.1.2 In case of lost CR and OR, an Affidavit shall be attached to the request. It is mandatory that the Evaluator shall accomplish all the required fields of the form.

3.2 The District Office Chief shall approve/disapprove the request.

3.2.1 The approved request shall be sent within 2 hours to MID Records Section thru File Transfer, Courier or email depending on which is available.

3.2.2 Disapproved request/s shall be returned back to the Evaluator who will then inform the registrant on the reason for the disapproval.

3.3 MID Records Section shall receive, record and then implement the request using the MV DTO Facility within 8 working hours upon receipt.

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3.3.1 Request that is not successfully implemented due to procedural error is coordinated by MID's Site Support to the requesting office for their appropriate action. The following shall be observed:

3.3.1.1 If error is typographical, Requesting DO to submit a correct RSU to MID Records Section;

3.3.1.2 If RSU is not signed by the DO Chief, submit a signed RSU to MID Records Section;

3.3.1.3 If with incomplete attachments, Requesting DO to send the required document/s thru file transfer and courier to MID Records Section.

3.3.2 Request that is not successfully implemented due to system-related error is coordinated by MID's Site Support to Customer Care. MID Records Section shall await the advice from Customer Care.

3.4 MID's Site Support shall inform the requesting District Office thru its Site Support the status of the Request for MV DTO.

3.5 MID Records Section shall generate Report on Implemented RSUs at the start of office hours the following day.

3.6 MID Records Section shall file the Request for MV DTO and its attachments for audit purposes.

This Memorandum Circular shall take effect on February 1, 2011. Also attached is the Request for MV DTO Form which shall be used for this purpose. All orders/memoranda inconsistent hereof are deemed superseded.

For strict compliance.

Adopted: 07 January 2011

(SGD.) VIRGINIA P. TORRES
Assistant Secretary

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