

ASSIGNMENT OF PLATE NUMBERS AND COLLECTION OF ADDITIONAL MVUC CORRESPONDING TO THE PORTION OF THE YEAR BASED ON PLATE ENDING

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For uniformity, hereunder are the guidelines in the assignment and distribution of plate numbers as well as the collection of additional portion of the year MVUC on motor vehicles that were issued Plate Ending not within the quarter pursuant to Circular No. 82-028 dated 08 June 1982, to wit:

- Assignment of Plates for motor vehicles registered in the District Offices or prior to the Implementation of AVT-2014-024 will be handled by the Central Office based on the plate requirement submitted to MID;
- After assignment of plates, distribution of the old plates will be handled by the District offices. The district offices should ensure that the old plates are uploaded and updated in the system prior to issuance while a manually prepared Plate Monitoring Report for the new plate (MVPSP) certified correct and noted by the Supply Officer and District Head respectively, shall be submitted to the Regional Office copy furnished Property Section, Central Office, for monitoring purposes.
- In cases when the plate ending assigned to the motor vehicle does not fall within the quarter as provided for under Annex A-1 of Circular No. 82-028, copy attached for ready reference, the additional applicable portion of the year MVUC shall be collected prior to the issuance of plate.
- For those plates that were already issued prior to this memorandum, additional portion of the year MVUC shall be collected upon renewal without penalty provided that the date of renewal does not exceed one year.
- A Request for Systems Update (RSU) shall be prepared to reflect the additional MVUC collected in the data base.

For strict compliance.

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

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