FILING SYSTEM OF MV REGISTRATION RECORDS

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Recent audits conducted by the Internal Audit Division (IAD), this Office disclosed that there is no uniformity in the filing system of the motor vehicle registration records in the field offices especially in some automated field offices. The common misconception should be dispelled that in automated transactions, the maintenance of separate records by computer generated file number of newly registered motor vehicles is no longer necessary.

In order to have a uniform system in filing computerized MV registration transactions, the following guidelines are hereby adopted for uniform implementation for easy retrieval or verification of records:

1) All registration records of new MV with computer generated file numbers shall be kept and maintained in accordance with the permanent file numbers assigned to the motor vehicle during its lifetime, separate from the records of renewal and miscellaneous transactions.

2) In case of plain renewal registration transactions (renewal without changes in the MV), the supporting documents such as motor vehicle inspection report (MVIR), certificate of emission compliance (CEC), certificate of cover (COC) and the previous official receipt submitted by the registrants shall be filed in accordance with the date of transaction. These records shall be declogged after two (2) years in accordance with existing rules and regulations.

3) Registration records of miscellaneous transactions (with changes in the motor vehicle) shall be filed according to the permanent file numbers together with its original file or record.

For strict compliance.

Adopted: 20 Oct. 2005

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