

[MEMORANDUM, June 27, 2018]

LTO ONLINE APPOINTMENT SYSTEM IMPLEMENTATION GUIDELINES

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In the furtherance of public service, this Office will be launching the LTO Online Appointment System. This web-based application enables the transacting public to conveniently schedule an appointment to a particular District Office/Licensing Center to process the following transactions only:

- Motor Vehicle Plain Renewal Registration; and,
- Drivers License Plain Renewal

To ensure its orderly implementation, below are the guidelines to be followed:

I. GENERAL PROVISIONS, TERMS & CONDITIONS

- A. The Online Appointment System can be accessed through www.LTO.net.ph;
- B. It can only be used to secure appointments for MV Renewal and DL Renewal transactions;
- C. It allocates slots on a first come, first served basis.
- D. Limited slots are available per site (initially 5 slots per hour, 8AM-4PM) and there is no guarantee that a slot will always be available for a user's first choice for an appointment schedule;
- E. Users will be required to print their Appointment Slips to be presented during their transaction to LTO;
- F. The user accepts the responsibility to provide and ensure the completeness and accuracy of the information provided to the system;
- G. The user consents to the collection and use of their personal information for LTO's checking and validation purposes;
- H. Users who will deliberately attempt to elude the system to secure multiple schedule by blocking several slots shall be blacklisted;
- I. The LTO Regional Office shall designate District Offices/Licensing Centers that can cater transactions scheduled from the Online Appointment System;