

[LTO MEMORANDUM CIRCULAR NO. VPT-2011-1452, January 17, 2011]

ISSUANCE OF THREE (3) YEAR VALIDATING TAGS AND STICKERS

Reports have reached this Office that due to non-availability of the three-year validating tags and stickers, field offices are manually issuing one-year registration stickers to motor vehicles with three-year registration. This erroneous practice causes errors in the database, discrepancy in the inventory of stickers and delay in processing ultimately resulting to public dissatisfaction.

In view thereof, all Supply Officers are hereby directed to discontinue the issuance of one-year stickers to motor vehicles with three-year registration. In case the appropriate sticker is not available, the Supply Officer shall indicate "NO STICKER AVAILABLE" in the Official Receipt. Once the appropriate sticker becomes available and issued to the vehicle owner, a Request for System Update (RSU) shall be sent to MID for the electronic updating of database records.

Further, all motor vehicles with three-year registration starting 2010 who do not have yet the appropriate 2010-2012 stickers shall be issued with same following the aforementioned procedure.

This Circular shall take effect immediately. Officials and personnel found violating this directive shall be dealt with accordingly.

For guidance and strict compliance.

Adopted: 17 January 2011

(SGD.) VIRGINIA P. TORRES
Assistant Secretary



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