

**[ LTO MEMORANDUM CIRCULAR NO. ACL-2010-1289, March 18, 2010 ]**

**IMPLEMENTATION OF REQUEST FOR SYSTEM UPDATES (RSUS)  
FOR MOTOR VEHICLE AND DRIVER'S LICENSING SYSTEM**

Pursuant to Memorandum Circulars ACL-2010-1274 and ACL-2010-1277 suspending the centralization of processing Request for System Update for Driver's Licenses and Motor Vehicle Records, the following procedures shall be executed.

Motor Vehicle Registration System

1. Request for System Update for replacing Temporary Plate to Regular Plate shall be implemented in the District Offices using the Plate Maintenance Facility.
2. Request for System Update of all other Motor Vehicle details as provided by Memorandum Circular ACL-2009-1239 shall be implemented by the Regional Offices.
3. Request for System Update involving details of the MV File, engine, and Chassis numbers shall be forwarded to MID Records Section for implementation.

Driver's Licensing System

1. Request for System Update and Drivers License Data Take-On shall be executed by the District Offices using the Maintenance and Data Take-On Facility except *in cases of duplicate license of previous transactions processed manually*. For such instances, Memorandum Circular 739-2006 shall apply.

All District Officers and Regional Directors are reminded to process valid and verifiable data and shall be held responsible and accountable for any irregularities arising from transactions effected in their respective Offices. Anyone found non-complying with this Circular or have caused irregularities in the implementation hereof shall be charged accordingly.

For guidance and strict compliance.

(SGD.) ARTURO C. LOMIBAO  
*Assistant Secretary*



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