

**[ LTO MEMORANDUM CIRCULAR NO. AHS-2009-1086, December 04, 2008 ]**

**PROCEDURES FOR THE ONLINE REQUISITION AND ISSUANCE OF  
DUPLICATE PLATES, CHANGE CLASSIFICATION PLATES, AND  
REPLACEMENT PLATES**

Pursuant to Memorandum Circular No. AHS-2008-1050 and FAS recommendation to reduce the processing time for the online requisition and issuance of duplicate plates, change classification plates, and replacement plates, the following are the procedures to wit:

1. Using the IMS-AITP facility the designated supply officer of the District Office (DO) shall prepare requisitions for duplicate plates, change classification plates, or replacement plates.
2. Once approved by the DO Chief, supporting documents shall be forwarded directly to the Central Office (CO), Property Section thru mail or courier.
3. Upon receipt of the documentary requirements and evaluation, the prepared requisition for duplicate plates, change classification plates, or replacement plates shall be approved online by the CO approvers. If the documentary requirements did not pass the evaluation, an endorsement letter shall be prepared by the CO and shall be forwarded to the requesting DO.
4. Once the requested plate number has been manufactured, the CO shall handle the physical distribution of the requested plates to the Regional Offices (RO).
5. ROs shall handle the physical distribution of the requested plates to the requesting DOs under its control and tag the requisition as issued in the Tagging Facility of the IMS-AITP.
6. Upon receipt of the physical requested plate from the RO, DO shall receive online the requested plates for distribution to the requesting MV owner/s.
7. Upon physical issuance of the requested plate to the MV owner/s, it shall be tagged as issued in the IMS-AITP.

All orders/memoranda issued in conflict herewith are deemed superseded.

For strict compliance.

Adopted: 04 Dec. 2008