

**[LTO MEMORANDUM CIRCULAR NO. 90-129,
November 14, 1990]**

**DECENTRALIZATION OF REGISTRATION OF IMPORTED MOTOR
VEHICLES OWNED BY THE GOVERNMENT**

REQUESTS AND QUERIES presented by various government offices in areas outside of the National Capital Region relative to the policy of centralized registration of imported motor vehicles in Diliman District Office deserve a deeper look. Heads of these government offices contend that centralized registration of this kind of motor vehicles sits well only with those which are privately owned but works adversely to the interest of the government especially with the fast paced response that the government agencies undertake in the delivery of basic services. This contention is not bereft of merit, in fact, it is complementary to the hallmark of LTO's thrust - EFFECTIVE delivery of frontline services.

Conformably therefor, a scheme must be devised to effectively address this problem, thus, the decentralization of registration of all government owned imported motor vehicles is hereby ordered subject to the following guidelines, to wit:

1. **Situs/Venue.** Initial registration of imported motor vehicles falling under "GOVERNMENT" denomination may be affected in the district offices nearest the regional offices. In the National Capital Region, however, this special type of registration transactions shall still be effected in Diliman, District Office;
2. **Documentary Requirements.** Documentary requirements and procedural steps that are mandated to be complied with as condition sine qua non to registration shall remain enforced; and
3. **Records-Keeping and Monitoring Mechanism.** All transactions effected under this Memorandum-Circular shall be reported to LTO Diliman District Office, East Avenue, Quezon City on a monthly frequency. The report shall be accompanied by certified xeroxed copies of all supporting documents to every registration transaction. These xeroxed documents must be appropriately marked and secured for transmittal. This reportorial requirement aims to preserve and maintain the present centralized records-keeping system for this kind of transactions if only to serve the monitoring capability of the top management.

Previous orders, memoranda, circulars, rules and regulations which are inconsistent herewith are hereby superseded and/or modified accordingly.

For strict compliance.

Adopted: 14 Nov. 1990