

**[ LTO MEMORANDUM CIRCULAR NO. 665-2005,  
October 20, 2005 ]**

**GUIDELINES IN THE STORAGE OF MV LICENSE PLATES**

Reports have reached this office that MV Plates placed under storage and returned plates due to change classification are occupying a huge valuable space in our District Offices. As a result important office supplies such as accountable forms and MV plates/stickers, etc. cannot be stored in a secured area. Likewise, this causes so much work on our Supply Officers in the preparation of the monthly accountability report and in the inventory taking during property audit.

In line with the LTO 5S program and in order to address the situation hereunder are the guidelines in the handling of storage and returned MV plates, to wit:

1. For storage and returned plates currently on hand in the district offices, the Supply Officer shall:

- Conduct an inventory of the aforementioned plates and arrange according to the year the plates were stored or returned.

- Turn over to the Regional Office the inventory list together with all dilapidated/mutilated plates, storage plates (more than 3 years) and returned plates due to change classification for proper disposition.

2. The permanent storage (permanent storage is defined in Sec. 3c of Circular 82-028 dated 08 June 1982, "as the motor vehicle is never to be reactivated as an independent unit due to its junk condition and whose permanent plate number is decommissioned") and dilapidated /mutilated plates, shall be automatically cut crosswise and lengthwise and turned over to the Regional Office concerned for proper disposition.

3. For temporary storage plates (temporary storage is defined also in Sec. 3c of Circular No. 82-028 "as those motor vehicles intended to be reactivated within three (3) years and allowed to be returned to operation as an independent unit) which are already dilapidated/mutilated will be disposed of in the same manner as in No. 2.

4. In case of temporary storage but already dilapidated/mutilated plates the supply officer shall issue a certification to such condition and inform the registrant to apply for replacement upon reactivation by paying the cost of plates; no affidavit of dilapidated/ mutilated is anymore required. However, for those plates that are not dilapidated/mutilated, they shall be kept only for a