

**[ LTO ADMINISTRATIVE ORDER NO. BGC-AO-99003, July 28, 1999 ]**

**RULES AND REGULATIONS GOVERNING THE USE AND ISSUANCE OF COMMEMORATIVE PLATES/STICKERS**

Pursuant to Presidential Memorandum Order No. 405 dated 04 November 1996, and for the guidance and observance of all concerned, the following rules and regulations governing the use of commemorative plates/stickers are hereby promulgated:

*SECTION 1. General Policy* — The issuance and use of commemorative plates/stickers shall be limited to the observance and/or commemoration of events, which have a direct and vital impact on national life which are of national, international and/or historical significance as defined herein below:

National significance, involves a national observance of an event or a celebration covered by a Presidential Proclamation or by a specific directive from the President, or the launching of special projects, events or programs of government or such projects, events or programs that are actively supported by the government, the objectives of which will redound to national interest.

Historical significance, involves a national observance of historical events or those, although observed at the local or regional level, caused a turning point or milestone in Philippine history.

International Significance, involves milestones of international organizations of which the Philippine government is a committed member and which milestones are celebrated in the country, or international events hosted by the Philippine Government.

*SECTION 2. Scope.* — This Order is intended to regulate the issuance and use of commemorative plates/stickers and adopt well-defined policies to ensure that the use of commemorative plates is confined to the purpose for which it is issued, and prescribe a uniform procedure on how to secure the necessary authority for its use.

*SECTION 3. Who May Apply* — Any group, organization or association Government Agency/Organization and Non-Government Organizations (NGO) may apply for the authority to use commemorative plates/stickers.

*SECTION 4. Authority to Issue Commemorative Car Plates/Stickers.* — No commemorative car plates/stickers in the country in observance of an event shall be issued and used without the prior written approval of the Secretary of the Department of Transportation and Communications (DOTC), upon recommendation of the Assistant Secretary, LAND TRANSPORTATION OFFICE (LTO) based upon an evaluation of and compliance with the following documentary requirement among

others prescribed in Section 5 below.

- a. Events of National Significance certified by the Department/Agency concerned;
- b. Events of Historical Significance certified by the National Historical Institute.
- c. Events of International Significance certified by the Department of Foreign Affairs.

#### *SECTION 5. Implementing Guidelines —*

5.1 Organizations or associations shall submit to this Office the following documents required in support of their applications for authority to use commemorative plates/stickers:

5.1.1 Application letter stating among others the purpose and showing that the event to be commemorated satisfies any of the basic criteria prescribed as being of national, international or historical significance;

5.1.2 The total number of plates to be issued.

5.2 Upon approval of the application for the use and installation of commemorative plates/stickers by the DOTC Secretary, the following requirements/guidelines/regulations shall be complied with:

5.2.1 Sample design of the plates and windshield stickers to be adopted, to include the name/logo/emblem of the organization; the expiry date; and specific event or occasion to be commemorated. The commemorative plate shall have the same size as the regular plate: 390 mm x 140 mm. The right portion of the plate shall be reserved to indicate the first and last characters (letter and number) of the regular plate number, size: 25 mm x 50 mm with a margin of 15 mm from the right edge of the plate as indicated in the commemorative plate portion of Sketch "A".

5.2.2 Markings on the commemorative plate shall be made such that no two plates belonging to one organization shall have the same markings nor shall same bear any resemblance or similitude with any regular plate (alpha-numeric of three letters and three Arabic numerals) and low numbered/protocol LTO plates.

5.2.3 Only the lead agency, committee and/or group duly authorized by the DOTC Secretary for the purpose, may issue commemorative plates/stickers.

5.2.4 Recording fee of Two Hundred (P200.00) Pesos for each piece of plate and sticker and non-refundable Application fee of One thousand (P1,000.00) Pesos. These fees will be paid in advance by the requesting organization, at the LTO Collection Unit, Central Office, East Avenue, Quezon City.

Production cost of commemorative plates/stickers shall be made directly with the Supplier duly accredited by LTO in accordance with the terms and price agreed by