



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

Dyas
MASTER COPY

MEMORANDUM

TO : DEPUTY COMMISSIONERS
SERVICE DIRECTORS
DIVISION CHIEFS
HEADS OF OFFICES
ALL OTHERS CONCERNED

SUBJECT : LTO E-Patrol Outreach Program

DATE : July 23, 2018

This has reference to LTO E-Patrol Outreach Program to be held on **August 07-08, 2018** at the Office of the Commissioner (OCOM) Lobby.

The following LTO Services will be available to the Bureau's personnel:

1. Issuance of Student Permit (at least 17 years old);
2. Driver's License Renewal – Professional and Non-Professional (expiring on July and August 2018);
3. Motor Vehicle Registration Renewal for plates ending 7 and 8 and plates ending in 1 to 6 with penalty; and
4. Printing of 5-Year Validity Card (with original Official Receipt issued in LTO-NCR offices) to replace OR or the so-called "paper license".

In view of the foregoing, attached to this memorandum are the corresponding schedule of fees, requirements and transaction process flow per LTO Service for your information. Further, ensure widest dissemination of this memorandum, pre-register and secure appropriate application forms at General Services Division.

[Signature]
Bureau of Customs
ISIDRO S LAPEÑA
Commissioner
18-13322
ISIDRO S LAPEÑA, Ph.D., CSEE
Commissioner
AUG 02 2018

SERVICES AVAILABLE	SCHEDULE OF FEES	REQUIREMENTS	TRANSACTION PROCESS FLOW	
STUDENT PERMIT	317.63	At least 17 years old Parental/Guardian's consent and valid ID if below 18 years old Duly Accomplished Application for Driver's License Form (ADL) Original and Photocopy of PSA Authenticated Birth Certificate Medical Certificate issued by a licensed physician	1. Evaluation and encoding of the following information in the LTO-IT System: Transaction Type and Customer Details	7 mins.
			2. Capturing and Applicant's PHOTO and SIGNATURE in the LTO-IT System	10 mins.
			3. Validation of transaction type and requirements submitted. Approval/Rejection of the transaction in LTO-IT System	8 mins.
			4. Payment of Transaction Fee	20 mins.
			5. Issuance of Temporary Driver's License (TDL) or SP Card (Allcard)	15 mins.
DRIVER'S LICENSE RENEWAL - Professional and Non-Professional/Change Address	Plain Renewal: 653.63 With Change of Address: +100.00 With Penalty: +75.00	Professional/Non-Professional Driver' License not expired for more than 2 years Duly Accomplished Application for Driver's License Form (ADL) Medical Certificate issued by a licensed physician	1. Examination of Applicant's Physical and Mental Condition. A certificate will be issued whether or not the applicant is FIT TO DRIVE.	20-30 mins.
			2. Evaluation and encoding of the following information in the LTO-IT System: Transaction Type and Customer Details	7 mins.
			3. Capturing and Applicant's PHOTO and SIGNATURE in the LTO-IT System	10 mins.
			4. Payment of Transaction Fee	20 mins.
			5. Encoding of Customer Details. Capturing of Photo, Signature and Fingerprints.	8 mins.
			6. Issuance of Driver's License	2 mins.
MOTOR VEHICLE REGISTRATION RENEWAL	Light Basic MV: 1600.00 Medium Basic MV: 3600.00 UV Basic MV: 2000.00 SUV Basic MV: 2300.00 Mid-Fine: 200.00 If delinquent: 50% Penalty Change Venue: +100.00 Additional Charges per transaction: IT Fee: 169.06 MV Stickers: 50.00 LRF: 10.00	Duly Accomplished Motor Vehicle Inspection Report (MVIR) Certificate of Registration (Photocopy) Latest Official Receipt of payment of MVUC Certificate of Emission Compliance Appropriate Insurance Certificate of Cover - CTPL	1. Checking and verification of Motor Vehicle's Road Worthiness	
			2. Emission Testing: Undergo testing to validate compliance of MV. Smoke Emission with EURO 4 Standards.	
			3. CTPL Insurance: Secure Compulsary Third Party Liability (CTPL)	
			4. Evaluation and encoding of the following information in the LTO-IT System: Transaction Type and Customer Details	10 mins.
			5. Validation of transaction type and requirements submitted. Approval/Rejection of the transaction in LTO-IT System	5 mins.
			6. Payment of Transaction Fee	30 mins.
			7. Issuance of Appropriate Sticker	15 mins.
PRINTING OF DRIVER'S LICENSE (5-year validity License Card)	FREE	Official Receipt/Paper License	1. Fill up Form	
			2. Evaluation and encoding of the following information in the LTO-IT System: Transaction Type and Customer Details	7 mins.
			3. Printing of 5-year Validity License Card	10 mins.
			4. Issuance of 5-year Validity License Card	15 mins.