

**[ LTO MEMORANDUM CIRCULAR NO. RIB-2008-910, December 12, 2007 ]**

**PROCEDURES IN THE PROCESSING OF MV STORAGE TRANSACTIONS**

Recent audits conducted by the Internal Audit Division (IAD), this Office disclosed that there are MV storage transactions processed thru the LTO IT System that were not issued Receipt of Return Plates and Licenses (RRPL) simultaneously on the day of the transaction and issuance of the official receipt. Instead, the RRPL is issued only at the time of reactivation. As a result, the transaction remains pending in the IT System particularly at the Releasing Officer work-step resulting to the inability to process any subsequent transaction.

In view of the foregoing and in order to prevent pending storage transactions, the following procedures should be strictly observed:

- 1) Motor Vehicle Owner surrenders the plates and presents the original CR/OR together with a xerox copy of CR to the Supply/Releasing Officer;
- 2) Supply Officer indicates on the face of the xerox copy of the CR the phrase "Original Presented" and the physical receipt of plates/xerox copy of CR should be written on the face of original OR;
- 3) Motor Vehicle Owner proceeds to the evaluator and submits the original OR;
- 4) Evaluator processes the storage transaction;
- 5) Approving Officer approves the transaction;
- 6) Motor Vehicle Owner proceeds to the Cashier for payment offees; .
- 7) Cashier collects the payment and instructs the Motor Vehicle Owner to claim the OR from the Supply Officer together with the RRPL;
- 8) Motor Vehicle Owner goes back to the Supply Officer for the release of the RRPL and Official Receipt.

However, in district/extension offices with limited number of personnel, i.e. the Supply/Releasing Officer has already an existing evaluator role, he/she should conduct evaluation of the transaction.

In case of storage with lost plates, a duly notarized affidavit of loss should instead be submitted together with the xerox copy of the CR and latest Original OR. The evaluator should indicate in the OR remarks portion that an affidavit of loss was submitted. Please see attached sample screen\* shot.