

**[LTO MEMORANDUM CIRCULAR NO. 664-2005,
November 21, 2005]**

IT MAINTENANCE FACILITY

In view of recent events regarding alleged carnapped and recovered vehicles whose records were tracked in the LTO IT System and found to be manipulated through the MV Maintenance and Data Take On Facilities, all concerned are directed to strictly comply with the policies and guidelines in the processing of registration transactions. To institute further controls in the updating of vehicle records in the LTO IT System, the following are guidelines in the use of the MV Maintenance Facility and Data Take-on Facility:

1. Only the District Office that originally registered the motor vehicle can use the Data Take-On Facility in encoding of records.
2. Only the District Office that originally registered the motor vehicle can use the MV Maintenance Facility in effecting data changes.
3. The transacting agency should request the issuing agency via electronic mail the encoding or editing of records through these facilities. The issuing agency shall treat these requests as urgent and priority.
4. Only two (2) personnel shall be designated to use the Data Take On Facility; however, at any given time only one shall be allowed to use the facility. The MV Maintenance Facility shall remain to be with the Approving Officer and Assistant Approving Officer.
5. Any data take on or change in data effected by an agency not within its jurisdiction shall be taken against the Agency Head who will take full responsibility of the action.

It is reiterated that the Head/Approving Officer shall be responsible for the consequences should the facilities be used for fraudulent purposes. Violation hereof shall constitute a grave offense with a penalty of dismissal from the service in accordance with Civil Service rules and regulations.

All orders/memoranda in conflict herewith are deemed superseded.

For immediate and strict compliance.

Adopted: 21 Nov. 2005

(SGD.) ANNELI R. LONTOC
Assistant Secretary
