



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE**

East Avenue, Quezon City
E-mail Address: ltomailbox@lto.gov.ph • Website: www.lto.gov.ph

MEMORANDUM

**TO : ALL REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
CHIEFS OF REGIONAL ADMINISTRATIVE DIVISIONS
AND ALL OFFICIALS AND EMPLOYEES CONCERNED**

**SUBJECT : Distribution of Leaflets Containing Checklists of Documentary
Requirements and the Fees for Services/Transactions**

DATE : 03 January 2020

Pursuant to the LTO's 2019 Citizen's Charter 3rd Edition, which details all of the agency's frontline services, including step-by-step procedures showing the requirements, time, and fees involved for the said services, you are hereby directed to distribute the herein enclosed leaflets which contain the documentary requirements and fees for the specified services/transactions to all district offices, extension offices, DLROs, and all other offices under your geographical area of responsibility.

You are also further directed to remind the personnel of the aforesaid offices to strictly follow the required processing times, to only charge the prescribed fees, and limit the documents for submission based on the checklist for each service/transaction.

For your guidance and compliance.


ROMEO G. VERA CRUZ
Executive Director

NOTES:

Use of Checklists:

1. The checklist is to be made available and to be filled out for every application or service to ensure completeness of the documentary requirements in one copy only.
2. The checklist with the complete requirements shall be attached to the application for processing together with the duplicate copy of the acknowledgement receipt (upper part filled out by the assessor/evaluator).

Use of Acknowledgement Receipt:

The acknowledgement receipt is to be prepared in two (2) copies for the following instances:

1. If the application with the requirements is accepted for processing, the upper part is to be filled out. The original copy is to be issued to the applicant while the duplicate copy is to be attached to the application together with the checklist. The remaining part is to be perforated.
2. In case the application is to be returned for lacking document/s or other reason/s the lower part is also to be accomplished by the applicant. The original copy of the acknowledgement receipt is to be retained at the office while the duplicate copy is to be issued to the client/applicant together with the checklist.