



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE
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MEMORANDUM CIRCULAR NO. AVT-2015-1917

TO : All Regional Directors, Assistant Regional Directors
All Heads of District/Extension Offices and
Concerned Personnel of the Central Office
This Office

DATE : 04 March 2015

SUBJECT : **CENTRALIZED CORRECTION OF YEAR MODEL**

In compliance to the LTO-LTRFB Joint Administrative Order No. 2014-02 dated 27 October 2014, correction of year model shall now be done at the Central Office. The Joint Administrative Order was conceptualized to address discrepancies or non-uniformity in the determination of year model.

To ensure the smooth implementation of requests for the correction of year model of brand new and rebuilt motor vehicles at the Central Office, the following guidelines and procedures are hereto issued for guidance and compliance of all concerned.

1.0 General Guidelines

- 1.1 The determination of the year model as prescribed in the LTO-LTRFB Joint Administrative Order No. 2014-02 dated 27 October 2014 is as follows:
 - 1.1.1 Brand New Motor Vehicles – the year model of the motor vehicle as indicated by the Manufacturer, Assembler and Importer in their stock reporting under the “Do It Yourself” policy per Administrative Order No. AVT-2014-023.
 - 1.1.2 Rebuilt Motor Vehicle
 - 1.1.2.1 If any of the major component (engine/chassis/body) was taken from a previously registered vehicle, the oldest component shall be the basis of the year model;
 - 1.1.2.2 If any of the component is used imported, the year model shall be based on the oldest component of either engine or chassis. In any case, the year the unit is completely rebuilt as indicated in the Affidavit of Rebuilt submitted by the rebuilder’s authorized representative shall be referred as “Year Rebuilt”.

- 1.1.3 Used Imported Motor Vehicle – the year of manufacture/assembly as specified in the vehicle identification number of the completely built unit (CBU).
- 1.2 The correction of the year model shall be requested using the existing Request for System Update (RSU) form and this has to be signed by the Head of the District/Extension Office.
- 1.3 The Operations Division of the Central Office shall approve all requests prior to implementation by the MID Records Section.

2.0 Documentary Requirements

- 2.1 Duly accomplished RSU Form;
- 2.2 Letter request from the requesting party;
- 2.3 Certified true copy of the Certificate of Registration (CR), duly signed by the Records Officer of the District/Extension Office;
- 2.4 Certified true copy of the Official Receipt (OR), duly signed by the Records Officer of the District/Extension Office;
- 2.5 Duly accomplished Motor Vehicle Inspection Report (MVIR), duly signed by the Inspector and Chief of Office;
- 2.6 Certified true copy of the Certificate of Stock Reported (CSR) or Sales Invoice, whichever is applicable, duly signed by the Records Officer of the District/Extension Office;
- 2.7 Certified true copy of the BOC Certificate of Payment (BOC CP); and
- 2.8 Certified true copy of the Amendment of the Year Model from the Bureau of Customs (BOC), for used imported motor vehicle.

3.0 Procedure

- 3.1 Evaluator of the District/Extension Office evaluates the documents presented.
 - 3.1.1 If documents presented are complete and acceptable, Evaluator accomplishes a Request for System Update (RSU) form for the correction of year model and affixes his/her signature.
 - 3.1.2 If not, Evaluator informs the public of the required documents.
- 3.2 The Chief of the District/Extension Office approves the RSU by affixing his/her signature. The Chief should see to it that all applicable documentary requirements for submission to Customer Care shall be certified as true copies by the Records Officer.
 - 3.2.1 The approved request shall be sent to Customer Care of STRADCOM thru courier or thru electronic transfer.

- 3.3 Customer Care receives the RSU and supporting documents, evaluates completeness of attachments and prepares transmittal to the Operations Division, Central Office.
- 3.3.1 RSU with incomplete supporting documents shall not be assigned a Service Request (SR) Number. District/Extension Office shall be immediately notified of the required document/s.
- 3.4 The Operations Division, Central Office receives the RSU and its supporting documents.
- 3.4.1 The Operations Division evaluates the request and its supporting documents within 8 hours from receipt.
- 3.4.1.1 Once approved, the request and its supporting documents shall be forwarded to MID Records Section for implementation.
- 3.4.1.2 If disapproved, the RSU and its supporting documents shall be returned to Customer Care, who shall inform the requesting District/Extension Office of the reason for disapproval.
- 3.5 The MID Records Section receives and records the approved request and its supporting documents.
- 3.6 The MID Records Section implements the request thru the Maintenance Facility within 8 hours from receipt.
- 3.6.1 If error is system-related, MID Records Section shall coordinate to Customer Care thru its Site Support.
- 3.7 The MID Records Section files the RSU and its supporting documents for audit purposes.

This memorandum circular shall take effect immediately.

All orders /memoranda inconsistent hereof are deemed superseded.

For strict compliance.


ATTY. ALONZO V. TAN, JR.
Assistant Secretary

