



Republic of the Philippines
 Department Of Transportation
LAND TRANSPORTATION OFFICE
 East Avenue, Quezon City
 E-mail Address: oasec_central@lto.gov.ph Website: www.lto.gov.ph

ORDS & CORRESPONDENCE UNIT	
LTO RECEIVED	
BY:	Christobal M. Gamon
DATE:	01/09/26 TIME: 9:23 AM
GENERAL SERVICES SECTION	

MEMORANDUM NO. MVL-2026-009

TO: All Regional Directors
 All Assistant Regional Directors
 All Heads of District/Extension Offices

SUBJECT: Clarification on Vehicle Linking in the LTMS and the Scope of Dual Transmission Policy

DATE: 7 January 2026

This Memorandum is issued to clarify the proper implementation of existing LTO policies on vehicle record management and digital services, in light of reports that certain District Offices are declining to process requests to link motor vehicles to an owner's digital account in the Land Transportation Management System (LTMS) portal.

It has come to our attention that some personnel are citing the recent "Dual Upload" policy (Memorandum Dated January 5, 2026) as procedural basis for denying these linking requests. **This interpretation is inconsistent with LTO policies on digitalization and service delivery and must be rectified immediately.**

The Land Transportation Office (LTO) remains committed to its digital transformation goals. Every motor vehicle owner has the **right and prerogative** to manage their records digitally. Linking a vehicle to an LTMS portal is the primary step that allows customers to enjoy the convenience of **online registration renewal**. Denying this service undermines our commitment to ease of doing business and customer choice.

The "Dual Upload" policy governs internal data transmission, reconciliation, and reporting processes during system transition periods. It is an internal control measure designed to ensure data integrity and continuity of operations. Additionally, it pertains strictly to the internal data synchronization and reporting protocols between the LTO IT system and LTMS to ensure that LTO maintains a complete and comprehensive database which serves as the agency's single source of truth. It is an internal data management process and has **no bearing, restriction, or relation** to the front-facing service of vehicle linking for clients.

- **Policy Distinction:** Data synchronization protocols between systems do not supersede or suspend the existing guidelines on LTMS account management.
- **Service Requirement:** Personnel are directed to facilitate vehicle linking requests provided the client presents valid proof of ownership and identification, regardless of current data upload protocols.

U.P. LAW CENTER
 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
 Administrative Policy and Regulations

D JAN 12 2026 **R**

CERTIFIED TRUE COPY
 (NOT VALID WITHOUT SIGNATURE)

SECRETARY GENERAL
 NATIONAL ADMINISTRATIVE OFFICERS' RECORDS OFFICE



Republic of the Philippines
 Department of Transportation
LAND TRANSPORTATION OFFICE

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

Effective immediately, all Heads of Offices are directed to:

1. **Cease the practice** of using the Dual Upload memo as a justification for denying linking services.
2. **Ensure all frontline personnel** are briefed on the distinction between back-end data policies and client-facing digital services.
3. **Expedite all pending linking requests** In accordance with established procedures.
4. Strict compliance is expected. Failure to adhere to these instructions may result in administrative sanctions.

For immediate dissemination.


MARKUS Y. LACANILAO
 Assistant Secretary *7P*



U.P. LAW CENTER
 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
 Administrative Rules and Regulations

R JAN 13 2026 **D**
REGISTERED

ONAR Registration
 TIME: 1:47 BY: 10P