

LTO-ARMM MANUAL OF OPERATION

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I. INTRODUCTION

The enactment of RA 9054 otherwise known as “An Act to Strengthen and Expand the Organic Act for the Autonomous Region in Muslim Mindanao (ARMM) that amended the RA 6734 was of great significance as it symbolized the determination of the Administration of President Fidel V. Ramos to affect a genuine autonomy in this region.

Article XVIII of RA 9054, which amended and expanded RA 6734, mandates the transfer from the national government to the Autonomous Region of such powers and functions vested in it by the Organic Act, and the appropriation of offices or agencies, inclusive of government owned and controlled corporations that may be absorbed including the transfer of properties, assets, and liabilities and such personnel as may be necessary.

LTO – ARMM was officially devolved to the Regional Government of the Autonomous Region in Muslim Mindanao in 1997 by virtue of the EO 435 series of 1997 signed by his Excellency Former President Fidel V. Ramos. Said Order was in accordance with the mandates of RA 6734 and RA 9054.

It became fully operational in 1999, but with limited powers and functions as contained in EO 435. Despite this limitation, it was still considered a breakthrough for the LTO–ARMM to be able to operate in the four (4) original ARMM component provinces.

After a few years, EO 125, entitled “Further Enhancing the Devolution of Power and Functions, Programs and Projects of the National Government Agencies to the Autonomous Region in Muslim Mindanao, and For Other Purposes”, was signed by the President to provide the terms of reference to ensure that the devolution of power functions are made in accordance with this law. LTO – ARMM expanded its area of responsibility now including the Province of Basilan and Marawi City in accordance with EO 125 and EO 125–A respectively;

II. STRATEGIC DIRECTIONS

Vision

The LTO-ARMM envisions a well-developed transportation system that will play a vital role in improving the quality of life of the Filipino People, particularly in the Autonomous Region in Muslim Mindanao, by

providing a more viable means of land transport and a secured travel for transport users and commuters.

Mission

To rationalize the land transportation services and facilities and to implement effectively the various transportation laws, rules and regulations, LTO-ARMM will lead in:

- a.) Providing and promoting safe and viable land transport system;
- b.) Enforcing and implementing effective traffic laws, rules and regulations; and,
- c.) Introducing and upgrading with modern transport technology.

III. POWERS AND FUNCTIONS

LTO-ARMM has the following powers, functions, and responsibilities:

- (1) Issue licenses to operate motor vehicles within the ARMM to persons who, upon written and practical examinations, have shown proficiency in the operation of motor vehicles, pursuant to the provisions of RA 4136 and relevant laws, provided that driver's licenses issued may be honored outside the ARMM, subject to recording and validation procedures of the Land Transportation Office;
- (2) Register motorcycles and motorized tricycles and to charge registration fees there for in accordance with existing laws and regulations;
- (3) Enforce all transportation and traffic laws, rules and regulations within the ARMM, confiscate licenses, impound vehicles if warranted by law or regulation, and impose fines and penalties to violators, including suspension and revocation of licenses and registration, subject to observance of due process of law; and
- (4) Issue rules and regulations consistent with existing transportation and other relevant laws to govern traffic and transportation in the ARMM.

IV. LEGAL BASIS

The following are the legal basis for the existence of LTO-ARMM:

1. **RA 6734** also known as “An Act Providing For An Organic Act For The Autonomous Region In Muslim Mindanao” approved on August 1, 1989;
2. **RA-9054** entitled “An Act To Strengthen And Expand The Organic Act For The Autonomous Region In Muslim Mindanao, Amending For The Purpose Republic Act No. 6734, Entitled ‘An Act Providing For The Autonomous Region In Muslim Mindanao’ As Amended” approved on March 31, 2001;
3. **Executive Order No. 435** “Devolving To The Autonomous Regional Government Of The Autonomous Region In Muslim Mindanao Certain Powers And Functions Of The Department Of Transportation And Communications, Its Sectoral Offices And Attached Agencies In The Region, And For Other Purposes” signed by then President Fidel V. Ramos on August 28, 1997;
4. **D.O. No. 97-1113** “Devolving Certain Powers and Functions of LTO, ATO, NTC, MARINA, PPA and CAB to the Autonomous Regional Government (ARG) of the Autonomous Region in Muslim Mindanao (ARMM)” signed by then DOTC Secretary Arturo T. Enrile
5. **Memorandum of Agreement (MOA)** signed between LTO-National and DOTC-ARMM on January 31, 2007;
6. **Muslim Mindanao Autonomy Act No. 287** or the Administrative Code of the Autonomous Region in Muslim Mindanao

V. ORGANIZATIONAL COMPLEMENT

A. Composition

Presently, LTO–ARMM Regional Office, located at the DOTC Building, ARMM Compound, Cotabato City, is headed by a Regional Director who has the full responsibility to supervise and monitor the implementation of the mandated functions and responsibilities of the Office. The Regional Office also comprises the Administrative, Technical and Legal, and Operations Divisions, with their corresponding working units; the six (6) District Offices each headed by a District Chief; and the three(3) Extension Offices. The District and Extension offices are as follows:

1. Maguindanao I @ Sultan Kudarat District Office
2. Maguindanao II District Offices @ Shariff Aguak
3. Marawi City/Lanao Del Sur District Office

4. Wao, Lanao del Sur Extension Office
5. Basilan District Office
6. Tawi-Tawi District Office
7. Sulu District Office

B. DUTIES AND RESPONSIBILITIES OF OFFICIALS AND ITS UNIT OFFICES

1. Office of the Regional Director

To oversee, supervise and monitor the implementation of the mandated functions and responsibilities of District Offices and Extension Offices.

2. Office of the Assistant Regional Director (non-existing yet)

3. Administrative and Finance Division

The Administrative and Finance Management Division shall have the following powers and functions:

- (1) Prepare, recommend, and implement the organizational development program of the Regional and District Offices;
- (2) Conduct trainings, needed surveys and develop coordination with Provincial and/or Districts offices;
- (3) Implement plans and programs for the benefit and welfare of the employees;
- (4) Monitor employees' morale and recommend measures for its improvements;
- (5) Maintain and update all records of their personnel;
- (6) Supervise the financial activities of the office;
- (7) Prepare budget proposals and other financial reports and documents in accordance with the rules of the Commission on Audit;
- (8) Ensure proper collections of revenues;
- (9) Ensure proper remittance of revenues;

- (10) Maintain Books of Accounts for the Regional, Provincial and District offices;
- (11) Assist the Regional Director in the preparation of memoranda, orders and other issuances pertaining to the management of the division; and
- (12) Perform such other functions and duties as maybe provided by law, or as may be necessary, or proper or incidental to its power and its functions.

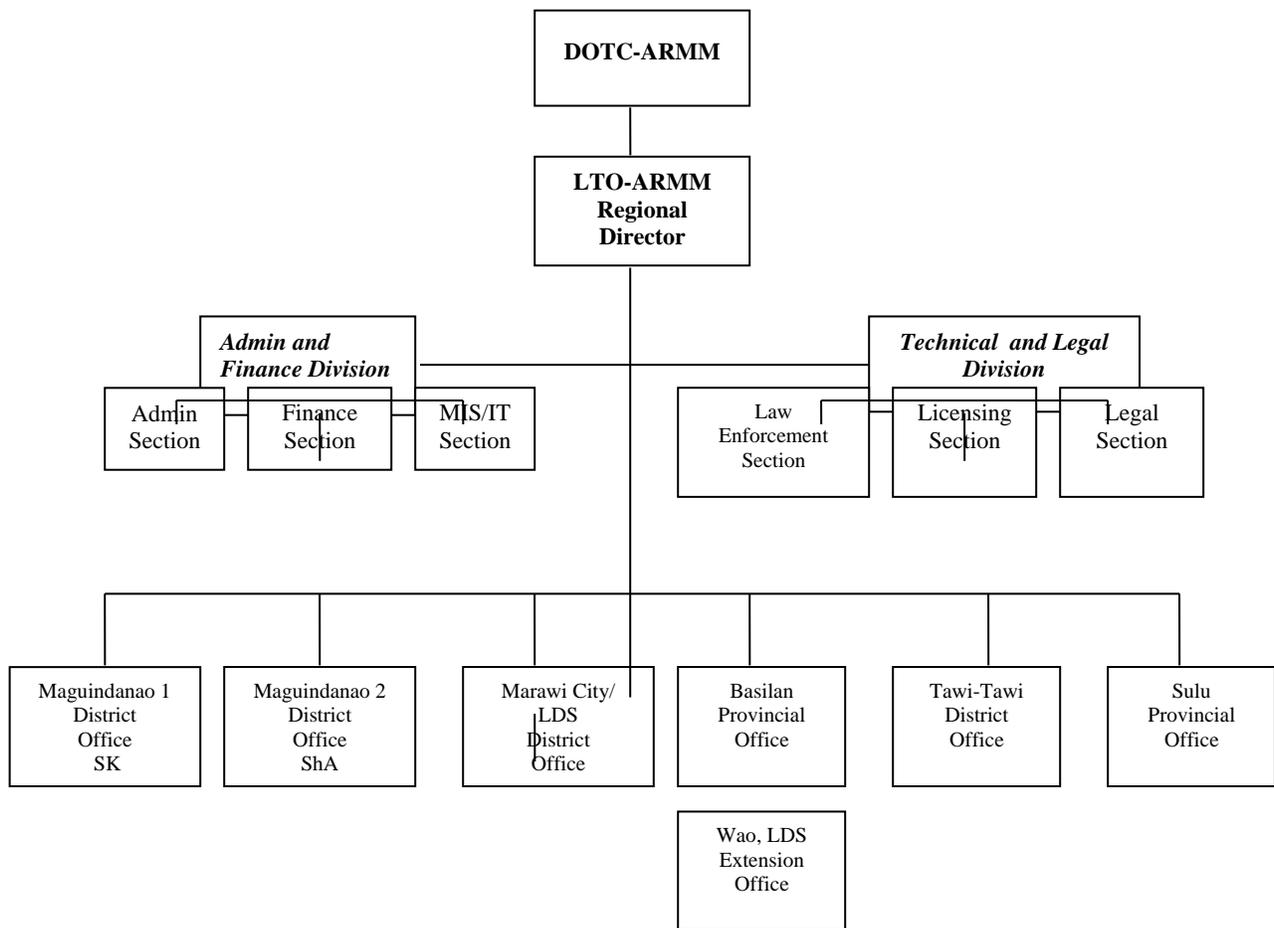
4. Technical and Legal Division

The Technical and Legal Division shall have the followings powers and functions:

- (1) Conduct security and intelligence services relative to the overall operation of Land Transportation Offices;
- (2) Coordinate with other security and intelligence units of the Department as well as with other external agencies both private and public strictly in relation with the functions of Land Transportation Offices;
- (3) Conduct law enforcement functions and activities relating to the mandate of Land Transportation Office;
- (4) Hear and decide cases involving violations of laws, rules and regulations governing land transportation within the Autonomous Region in Muslim Mindanao and to impose fines and/ or penalties therefore; provided that violations resulting in the damage to property and/or physical injuries or violations constituting offenses punishable under the Revised Penal Code and other penal laws shall be under the jurisdiction of the regular courts;
- (5) Order the impounding of motor vehicles and confiscation of plates or the arrest of violators of laws, rules and regulations governing land transportation;
- (6) Issue subpoena *duces tecum* and to summon witnesses to appear in any proceedings thereof, and to administer oaths of affirmations;

- (7) Promulgate rules and regulations governing the proceedings before it; provided that except with respect to paragraph 3 under 4.41.6, the rules of procedures and evidence prevailing in the courts of law shall not be controlling and all reasonable means to ascertain the facts in each case shall be used without regard to technicalities of law and procedures but all in the interest of due process; and
- (8) Perform such other functions and duties as maybe provided by law, or as may be necessary, or proper or incidental to its power and its functions.

C. Organizational Diagram



D. Performance of Administrative Functions

In line with the policy of this office to ensure effective and efficient management of revenues and other collections, the following policy guidelines are hereby promulgated which all our district/extension office, shall strictly observe, viz;

1. **Collections** – all charges, fees and other revenues collected shall be covered by and issued with proper official receipts (ORs) by collecting offices or by authorized collecting personnel, showing the actual date of receipt, the amount collected and the specific purpose thereof;

CLASSIFICATION	TOV*	BASIC AND OTHER CHARGES	TOTAL
New Registration (MC)		397.50	397.50
New Registration (TC)		452.50	452.50
Renewal of Reg. (MC)	100.00	276.00	376.00
Renewal of Reg. (TC)	100.00	332.50	432.50

*Transfer of Venue (TOV) is chargeable when the renewal transaction is registered previously with other district offices.

2. **Remittances** – all revenues collection shall be remitted directly to the official LTO-ARMM account in any of the nearest designated bank, the next working day. Deposit slips for the purpose must be done in quadruplicate.
3. **Assessments and Reports** - Reports of revenue collection shall be prepared and submitted in the following manner:
 - 3.1 *Monthly Reports* – The Provincial, District or Extension offices shall prepare their respective monthly reports total collection, indicating the total amounts collected by their respective collecting personnel during the month. The said reports must be submitted to the regional office every first working week of the succeeding month together with duplicate and triplicate copies of the deposit slips covering the remittance/deposits for that reporting month.
 - 3.2 *Quarterly Reports* – The LTO Regional Office shall, on the basis of the monthly reports from the field offices, prepare and submit the quarterly reports to the DOTC-ARMM, indicating therein the total collection from the provinces for the period covered. These reports must be submitted

within the first two weeks of the month following the quarter covered.

The quarterly reports from each provincial/field/district office must contain all the duplicate copies of the Official Receipts (ORs) issued within the quarter, as well as the deposit slips covering the amount remitted/deposited

4. **Uses of Stationery, Logo, Official Seal, and Identification Cards (IDs)**

Official uses of stationery, logo official seal, and IDs must be applied in uniformity based on the prevailing letterhead. The ID issuance to LTO-ARMM employees must be duly signed and processed by the Regional Office to avoid falsification. Using of unauthorized letterhead, seal, logo, and ID are strictly prohibited and punishable under the administrative code.

5. **Flow Chart** – A **Revenue Management Flow Chart**, showing the flow of activities and responsibilities in the collection, deposit, remittance and reporting, is hereby adopted for ready reference and guidance of all concerned, copy of which is hereto attached as Annex “A”.

VI. CITIZEN’S CHARTER

The approved Citizen Charter is herein appended.

A. Approval by CSC

B. Definition of Terms

C. Performance Pledge

D. Contact Information

E. Delivery of Frontline Services

1. ISSUANCE OF DRIVER’S LICENSE

a. STUDENT DRIVER’S PERMIT

Documents Required:

- i. Properly accomplished Application for Driver's License (ADL)
- ii. Proof of identify (any of the following):
 - NSO authenticated Birth Certificate with Official Receipt (original and photocopy)
 - Original and Photocopy of Passport
 - Joint Affidavit of two disinterested persons who know the applicant and who can attest to the applicant's identity with a 'non-availability of record' from the NSO
 - Any legal or government issued document to prove his age and identity (SSS, PhilHealth ID, GSIS ID, TIN, Pag-IBIG ID, Voter's ID, Postal ID, etc.)
 - NBI Clearance
 - Medical Certificate (from LTO-accredited clinics or Government physician)
 - Valid ID.s

Additional Requirements:

For Minor Applicants (16-17 yrs. old)

- i. Letter of Parental/Guardian Consent

For Foreigners

- i. Original and Photocopy of Passport
- ii. Alien Certification of Registration (ACR)

For Minor Foreigners (16-17 yrs. old)

- i. Letter of Parental/Guardian Consent
- ii. Original and Photocopy of Passport
- iii. Alien Certification of Registration (ACR)

Procedures:

1. Proceed to the Customer Information Counter to —
 - Have your documents checked for completeness
 - Obtain an Application for Driver's License (ADL)
 - Get a priority number
2. Fill out the ADL
3. When your number is called, proceed to the transaction counter to submit all required documents to the evaluator

4. Have your picture taken by the Digital Camera Photographer
5. Proceed to the Cashier to pay the examination fee
6. Proceed to the Testing Area and take the written examination
7. After passing the exam, proceed to the Cashier to pay the necessary fees and obtain an Official Receipt
8. Proceed to the Releasing Counter to get the Student Driver's Permit

b. NON-PROFESSIONAL LICENSE

Documents Required:

- i. Properly accompanied Application for Driver's License
- ii. Valid Student Permit or Driver's Permit
- iii. Medical Certificate (from LTO-Accredited clinics or Government physicians)
- iv. Seminar/Exam.

Additional Requirements:

For Filipino/Foreigner with Valid or Expired Foreign License

- i) Photocopy of license with translation from Embassy/Consular Office (if License is not written in English)
- ii) Original and Photocopy of Visa/Passport or any one of the following (for foreigners only):
 - Permit to stay in the country for at least 5 months
 - Contract from Philippine employer that certifies stay of at least 5 months

For Filipino/Foreigner with Invalid License

- i. Photocopy of license
- ii. Translation from Embassy/Consular Office (if License is not written in English)
- iii. Original and Photocopy of Visa/Passport (Foreigners)
- iv. Any document that will show valid permit to stay in the country for at least 5 months such as employment contract.

c. PROFESSIONAL LICENSE

Documents Required:

- i. Properly accompanied Application for Driver's License
- ii. Valid Student Permit or Military Driver's Permit
- iii. Clearances (any of the following):
 - NBI Clearance
 - Police Clearance
 - Court Clearance
 - Certification from Commanding Officer (if a military personnel)
- iv. Medical Certificate (from LTO-accredited clinics or government physician)
- v. Seminar/Exam.

Additional Requirements:

For Filipino/Foreigner with Valid or Expired Foreign License

- i) Photocopy of license
- ii) Translation from Embassy/Consular Office (if License is not written in English)
- iii) Original and Photocopy of Visa/Passport (or Foreigners only)
- iv) Any document that will show valid permit to stay in the country for at least 5 months such as employment contract

d. CONDUCTOR'S PERMIT

Documents Required:

- i. Properly accomplished Application for Driver's License
- ii. Proof of Identity (any of the following):
 - Original Birth Certificate with Photocopy
 - NSO authenticated Birth Certificate with Official Receipt (any of the following):
 - Certification from the National Statistics Office
 - A joint affidavit of two disinterested persons who know the applicant and who can attest to the applicant's identify accompanied by non-availability of record
 - Any legal or government issued document to prove his/her age and identify (SSS ID, PhilHealth ID, GSIS ID, TIN, Pag-Ibig ID, Voter's ID, Postal ID)

- iii. Clearance (any one of the following):
 - NBI Clearance
 - Police Clearance
 - Court Clearance
- iv. Medical Certificate (from an LTO-accredited clinics or government physician)

e. MISCELLANEOUS TRANSACTIONS

i. CHANGE CLASSIFICATION

1. Non-Professional to Professional License

Documents required:

- a.) Properly accomplished Application for Driver's License
- b.) Current/Expired License Card
- c.) Clearances/Certificates (any one of the following):
 - NBI Clearance
 - Police Clearance
 - Court Clearance
- d.) Medical Certificate (from an LTO-accredited clinics or government physician)
- e.) Valid ID.

2. Professional to Non-Professional License

Documents required :

- a. Properly accomplished Application for Driver's License
- b. Current/Expired License Card

f. Additional Restriction Code (ARC)

A. ARC (1 - 7)

- 1. Properly accomplished Application for Driver's License
- 2. Current/Expired License Card
- 3. Must have passed the written examination and actual examination for the restriction code being applied for

B. ARC (8)

1. Properly accomplished Application for Driver's License
2. Current/Expired License Card
3. Must have passed the written examination and actual examination for the restriction code being applied for
4. Trade Test Certificate with a passing score/mark (duly certified/signed and/or duly notarized certification for trucking companies)

Procedures for New and Miscellaneous Transactions

Procedures:

1. Proceed to the Customer Information Counter to —
 - a. Have your documents checked for completeness
 - b. Obtain an Application for Driver's License (ADL)
 - c. Get a Medical Check-up at the Pilot Licensing Unit (PLU)
2. Fill out the Application Form legibly and completely
3. File the application at the appropriate Window and wait for your name to be called after submitting required documents to the Evaluator
4. Pay fees to the Cashier as soon as your name is called
5. Proceed to the Releasing Area for your digital photo and signature
6. Proceed to the Testing Area and take the written and actual examinations (*no actual exams for conductors*)
7. After passing the exams, proceed to the Cashier to pay the necessary fees and obtain an Official Receipt
8. Proceed to the Releasing Counter to obtain the temporary or card type license permit

2. RENEWAL OF STUDENT DRIVER'S PERMIT

Documents Required:

1. Properly accomplished Application for Driver's License
2. Current/Expired License Card
3. Medical Certification from an LTO-accredited clinics or government physician)

4. Drug Test Certificate
5. Seminar/Exam.

3. RENEWAL OF NON-PROFESSIONAL LICENSE

Documents Required:

1. Properly accomplished Application for Driver's License
2. Current/Expired License Card and/or previous Official Receipt
3. Medical Certification from an LTO-accredited clinics or government physician)
4. Drug Test Certificate
5. Seminar/Exam

4. RENEWAL OF PROFESSIONAL LICENSE

Documents Required:

1. Properly accomplished Application for Driver's License
2. Current/Expired License Card
3. Medical Certification from an LTO-accredited clinics or government physician)
4. Drug Test Certificate
5. Seminar/Exam

5. RENEWAL OF CONDUCTOR'S PERMIT

Documents Required:

1. Properly accomplished Application for Driver's License
2. Current/Expired License Card
3. Medical Certification from an LTO-accredited clinics or government physician)
4. Drug Test Certificate
5. Seminar/Exam

Procedures:

1. Proceed to the Customer Information Counter to —
 - Have your documents checked for completeness
 - Obtain an Application for Driver's License (ADL)
 - Get a priority number

2. Fill out the ADL
3. When your number is called, proceed to the transaction counter to submit all required documents to the evaluator
4. Have your picture taken by the Digital Camera Photographer
5. For Dormant Licenses (more than 2 years expired):
 - Proceed to the Cashier to pay the examination fee
 - Proceed to the Testing Area and take the written examination. After passing the exam, do Step 6.
6. Proceed to the Cashier to pay the necessary fees and obtain an Official Receipt
7. Proceed to the Releasing Counter to obtain the temporary or card type license

6. MISCELLANEOUS TRANSACTIONS

Documents required for any of the following:

a. Revision of Records

i. Marital Status

- Properly accomplished Application for Driver's License
- Current/Expired License Card
- Photocopy of Marriage Contract or Court Order for Annulled/Divorced applicants or Passport with Amendments for Change in Marital Status

ii. Incorrect Name and/or Birth Date

- Properly accomplished Application for Driver's License
- Current/Expired License Card
- Affidavit for Discrepancy
- Original Birth Certificate with Photocopy
 - NSO authenticated Birth Certificate with Official Receipt

iii. Citizenship

- Properly accomplished Application for Driver's License
- Current/Expired License Card
- Passport for Change of Citizenship (any of the following):
 - Alien Certificate of Registration (ACR)
 - Foreign License

iv. Change in Name

- Properly accomplished Application for Driver's License
- Current/Expired License Card
- Court Order authorizing change of name
 - Certification from Office of Muslim Affairs (OMA) or Marriage Contract for change of name

v. Change in Address

- Properly accomplished Application for Driver's License
- Current/Expired License Card

b. Duplicate License/Permit

- a. Loss of Student Driver's Permit
 1. Properly accomplished Application for Driver's License
 2. Notarized Affidavit of Loss for lost student permit
- b. Loss of Non-Professional or Professional License
 1. Properly accomplished Application for Driver's License
 2. Notarized Affidavit of Loss for driver's license
- c. Mutilated License
 1. Properly accomplished Application for Driver's License
 2. Current/expired license card
 3. Notarized Affidavit of Mutilation

c. License Certification

- a. Requested by the Government Agency
 1. Current/Expired License Card
 2. Letter of Request from a Government Agency
- b. Requested by an Individual
 1. Properly accomplished request slip
 2. Current/Expired License Card
 3. Written request stating purpose

Procedures:

1. Proceed to the Customer Information Counter to —
 - Have your documents checked for completeness
 - Obtain an Application for Driver's License (ADL)/Request Slip

- Get a priority number
- 2. Fill out the ADL / Request Slip
- 3. When your number is called, proceed to the transaction counter to submit all required documents to the evaluator
- 4. Have your picture taken by the Digital Camera Photographer
- 5. Proceed to the Cashier to pay the necessary fees and get an Official Receipt
- 6. Proceed to the Releasing Counter to get the temporary or card type license

7. MOTORCYCLE AND TRICYCLE REGISTRATION

Mandatory Supporting Documents for Registration

a. New Registration

- i. Imported Motorcycle
 - Original Invoice
 - Certification of Payment of Taxes
 - Confirmation of Certification of Payment from the Registration Section
 - Insurance Certificate of Cover
 - Actual inspection of motorcycle and duly accomplished Motor Vehicle Inspection Report (stencils of motor engine and chassis numbers must be done on the space provided for in the Inspection Report)

ii. Locally Assembled (sidecar attached to motorcycle)

- Confirmation of Dealer's Report from Registration Section
- Original Sales Invoice / Commercial Invoice of motor/chassis, if taken from another vehicle
- Certification of Payment of Taxes from Bureau of Customs and Bureau of Internal Revenue (if motor/chassis are imported)
- Insurance Certificate of Cover
- Affidavit or rebuild of owner/mechanic
- Actual inspection of motorcycle and duly accomplished Motor Vehicle Inspection Report (stencils of motor engine and chassis numbers must be done on the space provided for in the Inspection Report)

b. Renewal of Registration

- 1) Original copy of previous Registration Certificate
- 2) Original copy of the current official receipt of payment
- 3) Insurance Certificate Cover
- 4) Actual inspection of motorcycle and duly accomplished Motor Vehicle Inspection Report (stencils of motor engine and chassis numbers must be done on the space provided for in the Inspection Report)

c. Transfer of Ownership

- 1) Original copy of previous Registration Certificate
- 2) Original copy of the current official receipt of payment
- 3) Original copy of Deed of Sale/Transfer
- 4) Insurance Certificate Cover
- 5) Confirmation of Registration Certificate
- 6) Actual inspection of motorcycle and duly accomplished Motor Vehicle Inspection Report (stencils of motor engine and chassis numbers must be done on the space provided for in the Inspection Report)

d. Duplicate Registration Certificate

- 1) Affidavit of Loss for Registration Certificate
- 2) Clearance from Law Enforcement Service
- 3) Actual inspection of motorcycle and duly accomplished Motor Vehicle Inspection Report (stencils of motor engine and chassis numbers must be done on the space provided for in the Inspection Report)

e. Annotation of Mortgage

- 1) Original copy of Registration Certificate
- 2) Original copy of current official receipt of payment
- 3) Copy of Deed of Chattel Mortgage
- 4) Actual inspection of motorcycle and duly accomplished Motor Vehicle Inspection Report (stencils of motor engine and chassis numbers must be done on the space provided for in the Inspection Report)

f. Cancellation of Mortgage

- 1) Original copy of Registration Certificate
- 2) Original copy of current official receipt of payment
- 3) Release of Chattel Mortgage
- 4) Actual inspection of motorcycle and duly accomplished Motor Vehicle Inspection Report (stencils of motor engine

and chassis numbers must be done on the space provided for in the Inspection Report)

g. Change Motor/Chassis/Color/Body Design

- 1) Original copy of Registration Certificate
- 2) Original copy of the current official receipt of payment
- 3) Original copy of invoice
- 4) Certification of Dealer's Report with official receipt acknowledging payment
- 5) Affidavit of change of motor/chassis/color/body design
- 6) Insurance Certificate Cover/Endorsement from Insurance Company
- 7) Actual inspection of motorcycle and duly accomplished Motor Vehicle Inspection Report (stencils of motor engine and chassis numbers must be done on the space provided for in the Inspection Report)

h. Duplicate Plates/Stickers

- 1) Original copy of Registration Certificate
- 2) Original copy of the current official receipt of payment
- 3) Actual inspection of motorcycle and duly accomplished Motor Vehicle Inspection Report (stencils of motor engine and chassis numbers must be done on the space provided for in the Inspection Report)

i. Storage

- 2) Original copy of Registration Certificate
- 3) Original copy of the current official receipt of payment
- 4) Pair of vehicle plates (to be surrendered to the LTO)

j. Re-Stamping of Engine/Chassis Number

- 1) Original copy of Registration Certificate
- 2) Original copy of the current official receipt of payment
- 3) Physical Investigation Report
- 4) Affidavit of owner and mechanic stating the reason(s) or need for re-stamping

F. SCHEDULE OF FEES, PENALTIES AND OTHER CHARGES/ENFORCEMENT OF FINES, PENALTIES AND OTHER IMPOSITIONS

a. Fines/Penalties for Traffic and Administrative Violations

The fines/penalties are contained in the Department Order No. 2008-39 or the "**Revised Schedule of LTO Fines and Penalties for Traffic and Administrative Violations**" approved by the Department of Transportation and Communication on August 26, 2008 duly signed by the Hon. Secretary Leandro R. Mendoza, and Assistant Secretary Alberto H. Suansing. The previous Department Order from which the revisions were made was DO 93-693. The same were amended through **Joint Administrative Order (JAO) No. 01, Series of 2014** which was signed by DOTC Secretary Joseph Emilio Aguinaldo Abaya, LTFRB Chairman Atty. Winston Ginez, CPA and LTO Assistant Secretary Atty. Alfonso V. Tan, Jr. on June 02, 2014, as herein appended.

G. List of Accountable Forms

H. Violations and Infringements

I. Redress Mechanism

VI - COORDINATION WITH OTHER AGENCIES AND OTHER INSTRUMENTALITIES

The DOTC/LTO-ARMM shall coordinate closely and properly with the different government agencies and other instrumentalities, as well as with the civil society for the purpose of strengthening the implementation and enforcement of, compliance with, and response to all traffic and transportation-related laws, rules, and regulations within the ARMM as well as with all other regions in Mindanao.

As such, conscious of its mandates, it shall coordinate with the following in all matters pertaining to traffic and transportation, especially when matters of public safety and comfort are concerned:

- 1) Local Government Units
- 2) Land Transportation, Franchising and Regulatory Board
- 3) Traffic Management Group
- 4) Highway Patrol Group of the PNP
- 5) Such other organizations as may be deemed appropriate

VII - RAISING PUBLIC AWARENESS

The LTO-ARMM is committed to inform and educate the people of the ARMM regarding all pertinent rules and regulations, especially those concerning traffic violations, to keep the public informed in order that it will become everyone's concern to reduce, if not altogether avoid, such kinds of violations.

As such, these rules and regulations shall be posted in conspicuous place at the LTO Office, as well as at the DOTC-ARMM Office, in all its District and Extension Offices. Copies shall also be posted in strategic places where drivers and commuters most likely converge, i.e. in the terminals, public markets, and municipal halls.

VIII – COMPLIANCE TO RA 9485 OR THE ANTI-RED TAPE ACT OF 2007

LTO-ARMM shall comply with the provisions of the **ANTI-RED TAPE ACT OF 2007**. Pursuant to this, the following are strictly being observed in the office:

- A. Wearing of the ARTA ID.** All employees are required to wear at all times during office hours their Identification Card that would make them readily identifiable to the clients and guide the clients as to their duties and functions in the office.
- B. Presence of Anti-fixer campaign poster.** Posters against fixers in the office vicinity are displayed in such a way that clients are clearly advised not to deal with fixers.
- C. Feedback Forms and Feedback Mechanism Process Report.** Feedback forms are readily available in our office for us to promptly get the feedbacks of our clients.
- D. Suggestion Box.** A suggestion box is visibly placed in our office to enable the client to drop their suggestions.
- E. Flow of Frontline Services.** Process flow of our frontline services are conspicuously displayed in our office to guide our clients.

F. No Noon break policy. Our office services are available to our clients from 8:00 in the morning to 5:00 in the afternoon without noon break.

G. Automatic Extension of Licenses, Permits and Authorities

If CAAP fails to act on an application and/or request for renewal of a license, permit or authority subject to renewal within the prescribed period, said permit, license or authority shall automatically be extended until a decision or resolution is rendered on the application for renewal. In this instance, the applicant shall be informed prior to the expiration of the original period that more time is required to evaluate the application or request. No automatic extension or extension shall apply to an expired permit, license, or authority that covers activities which pose danger to public health, public safety, public morals, or public policy including but not limited to, national resource extraction activities.

IX - APPENDICES

1. Citizen's Charter of LTO-ARMM duly approved by the CSC and compliant with ARTA;
2. **Joint Administrative Order No. 2014-01** or the Revised rules of fines and penalties for violation of laws rules, and regulations governing Land Transportation
3. **Regional Administrative Order No. 01, Series of 2015**, Guidelines in the Conduct of LTO-ARMM Law Enforcement Operations;
4. **RA 6734** also known as "An Act Providing For An Organic Act For The Autonomous Region In Muslim Mindanao" approved on August 1, 1989;
5. **RA-9054** entitled "An Act To Strengthen And Expand The Organic Act For The Autonomous Region In Muslim Mindanao, Amending For The Purpose Republic Act No. 6734, Entitled 'An Act Providing For The Autonomous Region In Muslim Mindanao' As Amended" approved on March 31, 2001;
6. **Executive Order No. 435** "Devolving To The Autonomous Regional Government Of The Autonomous Region In Muslim Mindanao Certain Powers And Functions Of The Department Of Transportation And Communications, Its Sectoral Offices And Attached Agencies In The

Region, And For Other Purposes” signed by then President Fidel V. Ramos on August 28, 1997;

7. Department Order No. 97-1113 “Devolving Certain Powers and Functions of LTO, ATO, NTC, MARINA, PPA and CAB to the Autonomous Regional Government (ARG) of the Autonomous Region in Muslim Mindanao (ARMM)” signed by then DOTC Secretary Arturo T. Enrile;

8. Memorandum of Agreement (MOA) signed between LTO-National and DOTC-ARMM on January 31, 2007;

9. Muslim Mindanao Autonomy Act No. 287 or the Administrative Code of the Autonomous Region in Muslim Mindanao;

10. Republic Act 4136 of the Transportation and Traffic Code