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Department Of Transportation
LAND TRANSPORTATION OFFICE
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RECORDS & CORRESPONDENCE UNIT
LTO RECEIVED
BY: Carla
DATE: 4/28/25 TIME: 11:27am
GENERAL SERVICES SECTION

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**
ALL ASSISTANT REGIONAL DIRECTORS
ALL OTHER OFFICIALS AND EMPLOYEES CONCERNED

SUBJECT : **APPLICATION OF CHANGE OF PLATE NUMBER**

DATE : **25 April 2025**

This is in connection to the Administrative Order No. VDM-2024-043 dated 13 February 2024 regarding guidelines for the plate ending request (PER).

Considering the numerous requests of change of plate assignment due to unaccommodated ending request prior the motor vehicle (MV)'s initial registration, which have resulted additional workload for our front liners and depletion of this Office's supplies, this Memorandum shall adopt the applicable fees similar to those ending request transactions as provided under abovementioned Administrative Order, as follows:

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
REGISTERED
APR 29 2025
ONAR Registration No. 25-0480
TIME: 1010 BY:

Ending Plate Number	Price (PhP)
All numbers except 7 and 8	Php 5,000.00
7 and 8	Php 8,000.00

All applications for change of plate assignment shall comply with the following conditions:

1. One-time request for change of plate number only;

2. Submit a letter request addressed to the Assistant Secretary, seeking approval of the change of plate assignment, together with a copy of the Official Receipt (OR) and Certificate of Registration (CR);

3. Upon approval of the request, the applicant shall:

   a) Return the assigned plate number which must show no signs of installation or prior use, and must be in good/new condition;
   b) Submit an original ang valid "Record Check" from the Highway Patrol Group (HPG).

4. Submit all requirements under Item 3 to the mother file office for validation purposes.

CERTIFIED TRUE COPY
(NOT VALID W/ ERASURES OR ALTERATION)
MARITES N. RATERTA
ADMINISTRATIVE OFFICER V (RECORDS OFFICER III)
RECORDS UNIT
GENERAL SERVICES SECTION
LTO

Upon fulfillment of the above conditions, the mother file office shall:

a. Issue an Order of Payment:
   - For motor vehicles initially registered in the LTO-IT system, the Order of Payment may be settled either at the mother file office or at the Central Office;

- For motor vehicles initially registered in the LTMS, the Order of Payment shall be endorsed by the mother file office to the Central Office, and payment shall be made exclusively therein.

b. Cause the modification/replacement of the original OR and CR;
   - If the original OR and CR cannot be presented due to their being under the custody of a financing institution, the registered owner shall be responsible for notifying the said institution. A Certification, as referred to in Item (c) below, shall be provided by the mother file office as proof of such request for submission and/or presentation to the financing institution.

c. Cause for the issuance of a Certification indicating the original plate number assignment, the newly assigned plate number and other pertinent information of the MV;

d. Request for a System Update
   - For vehicles registered in the LTO-IT System, a Request for System Update (RSU) shall be initiated through the on-site technical support.
   - For vehicles registered in the LTMS, endorse the request to Property Section, Administrative Division, Central Office, for coordination with the Management Information Division (MID);

e. Ensure that the new plate assignment is duly reflected in the system.

Note, however, that the requests of change of plate assignment shall not be allowed for MVs that have been registered for more than two (2) years as of the date of application, or if the HPG's record check yields adverse findings.

Furthermore, failure to comply with the prescribed conditions, or the discovery of adverse findings during the validation conducted by the mother file office, shall render the prior approval of the undersigned without force and effect.

For your information and strict compliance.

ATTY. VIGOR D. MENDOZA II
Assistant Secretary

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MARITTES N. RATERTA
ADMINISTRATIVE OFFICER V (RECORDS OFFICER III)
RECORDS UNIT
GENERAL SERVICES SECTION

N°25-0480