

## Process of Renewal of LTO Registration

- Facilitation of renewal of LTO Registration of all vehicles owned by the City Government of General Santos

<b>Office or Division:</b>	City General Services Office			
<b>Classification:</b>	Internal Clients (within LGU, National Agencies and Barangay Offices)			
<b>Type of Transaction:</b>	G2G and G2C			
<b>Who may avail:</b>	Assignees / End-User Department			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
7. Original (MVIRS) Motor vehicle Inspection and Registration System for motorcycles, light to medium vehicles or 8. Original Certificate of Emission Compliance (CEC) for heavy vehicles		Any Private Emission Testing Center  or GSC Vehicle Inspection Center Inc.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring motorcycles, light to medium vehicles to <b>GSC Vehicle Inspection Center Inc.</b> – bring heavy vehicles to any emission testing center in the city as scheduled	1.1 Technician conducts visual check of the vehicle and actual emission testing.  Note: The Technician stated is from the Emission Testing Center	Fees are charged against 9999 (CMO- Others) facilitated by CGSO	2 hours	Emission Testing Center Technician
2. Submit MVIRS or CEC to the Records Management Division of this office	2.1 Receive the MVIR or CEC and checks for correctness of entries	None	15 minutes	Bookbinder II  Liaison Personnel (Laborer II)  Administrative Aide VI
No Activity	2.2 Encodes/Uploads MVIRS or CEC to LTO Portal (LTMS – Land Transportation Management System)		6 hours	2 Laborer II
No Activity	2.3 Prepares Obligation Requests (OBR) and Tracer Slip, countersigned by the DH and forward to CMO for signature	LTO Fees charged against 999 (CMO- Other) – facilitated by CGSO	2 days	Bookbinder II
No Activity	2.4 Submits complete document set to processing units (CAO, OBO, Finance and CTO)	None	25 minutes	Liaison Personnel (2 Laborer II)
No Activity	2.5 Receives check from CTO-Cash Division for payment to LTO	None	After 6 working days (More or less)	Liaison Personnel (2 Laborer II)
	2.6 Forwards Check to LTO	None	30 minutes	Liaison Personnel (2 Laborer II)
	2.7 Receives official receipt (OR) from LTO and prepares copies of OR/CR to be furnished to concerned office/department	None	3 hours	Administrative Aide VI
	2.8 Delivers copies of OR/CR to	None	4 hours	Liaison Personnel (2

	concerned office/department with reminders on the next scheduled renewal.			Laborer II)
3 . Receives copies of OR/CR		None	5 minutes	Administrative Section/Division Personnel
<b>TOTAL</b>		None	8 days, 16 hours and 15 minutes	
<b>END OF TRANSACTION</b>				