



# PHILIPPINE NATIONAL POLICE MANUAL

CITIZEN'S CHARTER  
2022 (1<sup>st</sup> Edition)



# **PHILIPPINE NATIONAL POLICE**

## **CITIZEN'S CHARTER**

2022 (1st Edition)

## **CITIZEN'S CHARTER**



**PHILIPPINE NATIONAL POLICE  
HIGHWAY PATROL GROUP  
MOTOR VEHICLE CLEARANCE DIVISION**

**CITIZEN'S CHARTER**



- I. **Mandate:**  
Enforce Anti-Carnapping, Anti-Highway Robbery, Traffic Laws & Regulations and all other crimes committed on Highways.
  
- II. **Vision:**  
By 2025, HPG shall be a Highly Respectable, Professional and Good-Hearted guardian of the highways to ensure safety and security of all motorists and road users.
  
- III. **Mission:**  
Ensure safer highways for all motorists and road users.
  
- IV. **Service Pledge:**  
Highly Respectable, Professional, and Good-hearted



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# **MOTOR VEHICLE CLEARANCE OFFICE FRONTLINE SERVICE**

**HIGHWAY PATROL GROUP  
MOTOR VEHICLE CLEARANCE DIVISION**



**1. PROCESSING AND ISSUANCE OF MOTOR VEHICLE CLEARANCE CERTIFICATE:**

**A. TRANSFER OF OWNERSHIP**

Processing and issuance of Motor Vehicle Clearance Certificate for Transfer of Ownership of one second-hand motor vehicle or motorcycle.

<b>Office/Division:</b>	Highway Patrol Group Motor Vehicle Clearance Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C, G2B, & G2G
<b>Who may avail:</b>	All person of legal age
<b>TRANSFER OF OWNERSHIP</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Deed of Absolute Sale or Writ of Execution from court authorizing the transfer (NOTARY PUBLIC). (1 original & 1 photocopy)	Notary Public or Regional Trial Court
2. LTO Certificate of Registration (CR) and Official Receipt (OR) (LTO). (1 original & 1 photocopy)	Land Transportation Office
3. If vehicle is mortgaged, submit Cancellation/Release/Assumption of Mortgage original copies (from the company dealer of MV/Bank). (1 original copy & 1 photocopy per Cancellation/Release/Assumption of Mortgage)	From the company dealer of motor vehicle or bank institution
4. If vehicle was acquired from a company/ corporation, submit Secretary's Certificate original copy. (1 original & 1 photocopy)	Company Secretary Board
5. If the sale was made through a representative, submit Special Power of Attorney, original copy. (1 original & 1 photocopy)	Notary Public
6. If MV was acquired from insurance company, certification from insurance company that subject MV was not declared a total loss/wrecked prior to sale. (1 original & 1 photocopy)	Insurance Company
7. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
8. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy).	Land Bank of the Philippines – Cashier

## B. CHANGE OF ENGINE/ MOTOR

Processing and issuance of Motor Vehicle Clearance Certificate for Change of Engine/Motor of one second-hand motor vehicle or motorcycle.

CHANGE OF ENGINE/MOTOR	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Sales Invoice of the engine (1 original & 1 photocopy)	From the Engine Shop/Store
2. LTO Certificate of Stock Reported of the engine (1 original & 1 photocopy)	Land Transportation Office
3. Affidavit of Change Engine (duly notarized and to be executed by the owner and mechanic) (1 original & 1 photocopy)	Notary Public
4. If engine was acquired from a private person or company/corporation, submit Deed of Sale of the engine (1 original & 1 photocopy)	Company Secretary Board
5. LTO Certificate of Registration (CR) and Official Receipt (OR) covering the acquired engine (1 original & 1 photocopy)	Land Transportation Office
6. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
7. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

## C. CHANGE OF CHASSIS/VIN/FRAME

Processing and issuance of Motor Vehicle Clearance Certificate for Change of Chassis/Frame of one second-hand motor vehicle or motorcycle.

CHANGE OF CHASSIS/VIN/FRAME	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Sales Invoice of the chassis (1 original & 1 photocopy)	From the Engine Shop/Store
2. LTO Certificate of Stock Reported of the chassis (1 original & 1 photocopy)	Land Transportation Office
3. Affidavit of Change Chassis (duly notarized and to be executed by the owner and mechanic) (1 original & 1 photocopy)	Notary Public
4. If chassis was acquired from a private person or company/corporation, submit Deed of Sale of the chassis (1 original & 1 photocopy)	Company Secretary Board
5. LTO Certificate of Registration (CR) and Official Receipt (OR) covering the acquired chassis (1 original & 1 photocopy)	Land Transportation Office



6. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
7. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

### D. CHANGE OF COLOR

Processing and issuance of Motor Vehicle Clearance Certificate for Change of Color of one second-hand motor vehicle or motorcycle.

CHANGE OF COLOR	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Affidavit for Change Color (duly notarized and to be executed/signed by the owner and painter) (1 original & 1 photocopy)	Notary Public
2. LTO Certificate of Registration (CR) and Official Receipt (OR) (1 original & 1 photocopy)	Land Transportation Office
3. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

### E. CHANGE OF BODY DESIGN

Processing and issuance of Motor Vehicle Clearance Certificate for Change Body Design of one second-hand motor vehicle or motorcycle.

CHANGE OF BODY DESIGN	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Affidavit for Change Body Design (duly notarized and to be executed/signed by the owner and builder (1 original & 1 photocopy)	Notary Public
2. Certificate of Registration (CR) and LTO Official Receipt (OR) (1 original & 1 photocopy)	Land Transportation Office
3. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

### F. RECORD CHECK

Processing and issuance of Motor Vehicle Clearance Certificate for Record Check of one second-hand motor vehicle or motorcycle.

RECORD CHECK	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

1. LTO Certificate of Registration (CR) and Official Receipt (OR) (1 original & 1 photocopy)	Land Transportation Office
2. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
3. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

### **G. PERMIT TO ASSEMBLE**

Processing and issuance of Motor Vehicle Clearance Certificate for Permit to Assemble of one second-hand motor vehicle or motorcycle is in compliance with the New Registration – Assembled/Rebuilt.

<b>PERMIT TO ASSEMBLE</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Statement under oath by the owner containing the type, make and serial numbers of the engine and chassis and body, if any. (1 original & 1 photocopy)	Notary Public
2. Complete list of the spare parts of the motor vehicle to be assembled or rebuilt together with the name/s and address/ess of the sources thereof (1 original & 1 photocopy)	Auto Shop/Store
3. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

### **H. NEW REGISTRATION OF BRAND NEW LOCALLY MANUFACTURED MOTOR VEHICLE – FOUR WHEELS AND ABOVE**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Brand New Locally Manufactured Motor Vehicle – four wheels and above.

<b>NEW REGISTRATION OF BRAND NEW LOCALLY MANUFACTURED MOTOR VEHICLE – FOUR WHEELS AND ABOVE</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Sales Invoice (1 original & 1 photocopy)	Car Dealer
2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original & 1 photocopy)	Land Transportation Office
3. Stencil of both engine and chassis numbers. (1 original)	Car Dealer
4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

## I. NEW REGISTRATION OF BRAND NEW LOCALLY MANUFACTURED MOTORCYCLE

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Brand New Locally Manufactured Motor Vehicle – Motorcycle.

NEW REGISTRATION OF BRAND NEW LOCALLY MANUFACTURED MOTORCYCLE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Sales Invoice (1 original & 1 photocopy)	Motorcycle Dealer
2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original & 1 photocopy)	Land Transportation Office
3. Stencil of both engine and chassis numbers (1 original)	Motorcycle Dealer
4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

## J. NEW REGISTRATION OF BRAND NEW IMPORTED MANUFACTURED MOTOR VEHICLE – FOUR WHEELS AND ABOVE

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Brand New Imported Manufactured Motor Vehicle – four wheels and above.

NEW REGISTRATION OF BRAND NEW IMPORTED MANUFACTURED MOTOR VEHICLE – FOUR WHEELS AND ABOVE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BOC Certificate of Payment (1 original & 1 photocopy)	Bureau of Customs
2. Informal Entry (1 original & 1 photocopy)	Bureau of Customs
3. Bill of Lading (1 original & 1 photocopy)	Bureau of Customs
4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original & 1 photocopy)	Land Transportation Office
5. Stencil of both engine and chassis numbers (1 original)	Car Dealer
6. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

## K. NEW REGISTRATION OF BRAND NEW IMPORTED MANUFACTURED MOTORCYCLE

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Brand New Imported Manufactured Motor Vehicle – Motorcycle.

NEW REGISTRATION OF BRAND NEW IMPORTED MANUFACTURED MOTORCYCLE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BOC Certificate of Payment (1 original, 1 photocopy)	Bureau of Customs
2. Informal Entry (1 original, 1 photocopy)	Bureau of Customs

3. Bill of Lading (1 original, 1 photocopy)	Bureau of Customs
4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original, 1 photocopy)	Land Transportation Office
5. Stencil of both engine and chassis numbers (1 original)	Motorcycle Dealer
6. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

## **L. NEW REGISTRATION OF IMPORTED SECOND-HAND MOTOR VEHICLE – FOUR WHEELS AND ABOVE**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Imported Second-Hand Motor Vehicle – four wheels and above.

<b>NEW REGISTRATION OF IMPORTED SECOND-HAND MOTOR VEHICLE – FOUR WHEELS AND ABOVE</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. BOC Certificate of Payment (1 original, 1 photocopy)	Bureau of Customs
2. Informal Entry (1 original, 1 photocopy)	Bureau of Customs
3. Bill of Lading (1 original, 1 photocopy)	Bureau of Customs
4. LTO Confirmation Certificate or Certificate of Stock Report (CSR)	Land Transportation Office
5. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
6. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

## **M. NEW REGISTRATION OF IMPORTED SECOND-HAND MOTORCYCLE**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Imported Second-Hand Motor Vehicle – Motorcycle.

<b>NEW REGISTRATION OF IMPORTED SECOND-HAND MOTORCYCLE</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. BOC Certificate of Payment (1 original, 1 photocopy)	Bureau of Customs
2. Informal Entry (1 original, 1 photocopy)	Bureau of Customs
3. Bill of Lading (1 original, 1 photocopy)	Bureau of Customs
4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original, 1 photocopy)	Land Transportation Office
5. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
6. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

## **N. NEW REGISTRATION OF IMPORTED COMPLETELY KNOCKED DOWN MOTOR VEHICLE**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Imported Completely Knocked Down Motor Vehicle.

<b>NEW REGISTRATION OF IMPORTED COMPLETELY KNOCKED DOWN MOTOR VEHICLE</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. BOC Certificate of Payment (1 original, 1 photocopy)	Bureau of Customs
2. Informal Entry (1 original, 1 photocopy)	Bureau of Customs
3. Bill of Lading (1 original, 1 photocopy)	Bureau of Customs
4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original, 1 photocopy)	Land Transportation Office
5. Affidavit of Rebuilt (duly notarized and to be executed by the owner and rebuilder) (1 original, 1 photocopy)	Notary Public
6. Macro Etching Certificate for MV with Gross Weight of 4,500 kg. & below	PNP-Forensic Service – Physical Identification Division
7. Macro Etching Certificate of engine and chassis numbers if Gross Weight is more than 4,500 kg.	PNP-Forensic Service – Physical Identification Division
8. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

### **O. NEW REGISTRATION OF IMPORTED VOLUNTARY PAYMENT CATEGORY**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Imported Voluntary Payment Category.

<b>NEW REGISTRATION OF IMPORTED VOLUNTARY PAYMENT CATEGORY</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. BOC Certificate of Payment (1 original & 1 photocopy)	Bureau of Customs
2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original & 1 photocopy)	Land Transportation Office
3. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

### **P. NEW REGISTRATION OF ASSEMBLED/REBUILT MOTOR VEHICLE**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Assembled/Rebuilt Motor Vehicle.

<b>NEW REGISTRATION OF ASSEMBLED/REBUILT MOTOR VEHICLE</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Sales Invoice of the engine and chassis (1 original & 1 photocopy)	Company or Dealer of engine and chassis

2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) of the Engine (1 original & 1 photocopy)	Land Transportation Office
3. LTO Confirmation Certificate or Certificate of Stock Report (CSR) of the Chassis (1 original & 1 photocopy)	Land Transportation Office
4. Affidavit of Rebuilt (duly notarized and to be executed by the owner and rebuilder) (1 original & 1 photocopy)	Notary Public
5. If engine and/or chassis was acquired from a private person or company, Deed of Sale of the engine and/or chassis or both (1 original & 1 photocopy)	Notary Public
6. Certificate of Registration (CR) and LTO Official Receipt (OR) covering the acquired engine/chassis (1 original & 1 photocopy)	Land Transportation Office
7. Macro Etching Certificate for MV w/ Gross Weight 4,500 kg & below (1 original)	PNP-Forensic Service – Physical Identification Division
8. Macro Etching Certificate of engine and chassis numbers if gross weight is more than 4,500 kg (1 original)	PNP-Forensic Service – Physical Identification Division
9. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

## Q. NEW REGISTRATION OF ACQUIRED THROUGH BIDDING

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Acquired Through Bidding.

<b>NEW REGISTRATION OF ACQUIRED THROUGH BIDDING</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Sales Invoice of the engine and chassis (1 original, 1 photocopy)	Company or Dealer of engine and chassis
2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) of the Engine (1 original, 1 photocopy)	Land Transportation Office
3. LTO Confirmation Certificate or Certificate of Stock Report (CSR) of the Chassis (1 original, 1 photocopy)	Land Transportation Office
4. Affidavit of Rebuilt (duly notarized and to be executed by the owner and rebuilder) (1 original, 1 photocopy)	Notary Public
5. If engine and/or chassis was acquired from a private person or company, the Deed of Sale of the engine and/or chassis or both (1 original, 1 photocopy)	Notary Public
6. Certificate of Registration (CR) and LTO Official Receipt (OR) covering the acquired engine/ chassis (1 original, 1 photocopy)	Land Transportation Office

7. Macro Etching Certificate for MV w/ Gross Weight 4,500 kg & below (1 original)	PNP-Forensic Service – Physical Identification Division
8. Macro Etching Certificate of engine and chassis numbers if gross weight is more than 4,500 kg (1 original)	PNP-Forensic Service – Physical Identification Division
9. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the HPG – Motor Vehicle Clearance Division/Office/Station - Receiving Section to submit the required documents. Fill up the HPG Motor Vehicle Clearance Application Form (Orange or Pink color).	1.1 Check the completeness and authenticity of all the original documents presented by the applicant.	None	10 minutes	Administrative Officer HPG-MVCD
	1.2 If all documents presented are complete and genuine, give the applicant a copy of the application form and instruct him/her to accomplish it.	None	10 minutes	Administrative Officer HPG-MVCD
	1.3 Issue Order of Payment (OP) to the applicant. The fee or amount to be paid is indicated on the OP by the Receiving Officer. Instruct the applicant to pay the required fee indicated on the OP at any branches of the Land Bank of the Philippines Inc. (LBP)	None	5 minutes	Administrative Officer HPG-MVCD
2. Go to Land Bank of the Philippines (LBP) to pay the required fees indicated on the OP. The LBP will issue a Special Bank Receipt	2.1 Land Bank of the Philippines is an entity outside of the PNP organization		Land Bank of the Philippines (LBP) is an entity outside of the PNP organization	Cahier Staff Land Bank Philippines Inc (LBP)

(SBR) as proof of payment.	(Work Time Not Included)		(Work Time Not Included)	
	<p>For the following transaction purpose:</p> <ul style="list-style-type: none"> <li>a. Transfer of Ownership</li> <li>b. Change Engine/ Motor</li> <li>c. Change Chassis/VIN/ Frame</li> <li>d. Change Color</li> <li>e. Change Body Design</li> <li>f. Record Check</li> </ul>	<p>Motor Vehicle Clearance Fee – PHP 300.00/ certificate</p> <p>Physical Inspection Fee – PHP 200.00</p> <p>An additional fee of PHP 100.00 for every Deed of Sale/Transfer of Ownership</p>		
	<ul style="list-style-type: none"> <li>g. Permit to Assemble</li> </ul>	<p>Motor Vehicle Clearance Fee – PHP 150.00/ certificate</p> <p>(Physical Inspection Fee is included in the transaction of New Registration of Assembled/ Rebuilt Motor Vehicle as paired with PTA)</p>		



	<p>h. New Registration of Brand New Locally Manufactured Motor Vehicle – Four wheels and above</p> <p>i. New Registration of Brand New Imported Manufactured Motor Vehicle – Four wheels and above</p>	<p>Motor Vehicle Clearance Fee – PHP 200.00/ certificate</p>		
	<p>j. New Registration of Brand New Locally Manufactured Motorcycle</p> <p>k. New Registration of Brand New Imported Manufactured Motorcycle</p>	<p>Motor Vehicle Clearance Fee – PHP 100.00/ certificate</p>		
	<p>l. New Registration of Imported Second-Hand Motor Vehicle – Four Wheels and above</p> <p>m. New Registration of Imported Completely Knocked Down Motor Vehicle</p> <p>n. New Registration of Imported Voluntary Payment Category</p> <p>o. New Registration of Assembled/ Rebuilt Motor Vehicle</p> <p>p. New Registration of Acquired thru Bidding</p>	<p>Motor Vehicle Clearance Fee – PHP 200.00/ certificate</p> <p>Physical Inspection Fee – PHP 200.00</p>		

	q. New Registration of Imported Second-Hand Motorcycle	Motor Vehicle Clearance Fee – PHP 100.00/ certificate  Physical Inspection Fee – PHP 200.00		
3. Go back to the Receiving Section MVCD – HPG and give the Receiving PNCO the original copy of the Special Bank Receipt (SBR) issued by LBP together with the accomplished application form and other documents.	3.1 Received from the applicant the copy of SBR, accomplished application form, and other documents and fill up an Action Slip. Put the Original SBR with the accomplished Action Slip inside a folder containing the application form and submitted documents of the applicant. Endorse to the next stage the applicant's Motor Vehicle and application folder containing the documents for Physical Inspection and Macro- etching examination.	None	5 minutes	Administrative Officer HPG-MVCD
4. Proceed to Motor Vehicle Inspection Section with the motor vehicle (MV) for the physical inspection and Macro-etching examination. Get claim stub from HPG MV Inspector.  <i>Macro-Etching Examination (Brand New motor vehicles and motorcycles, locally and imported manufactured, applying for original registration are not required to undergo</i>	4.1 Physical Inspection of MV and Verification through VIMS	None	5 Minutes or may take longer depending on the docs presented.	Administrative Officer HPG-MVCD
	4.2 Macro-Etching of the MV	None	20 Minutes or may take longer depending on the type and condition of the MV	Macro Etching Technicians/ Officers PNP Forensic Service
	4.3 Give the claim stub to the applicant	None	5 Minutes	Administrative Officer HPG-MVCD

<i>macro-etching under V. Tasks Para (c) of PNP HPG SOP No. 2 (Series of 2021) - Streamlining PNP MV Clearance Procedure)</i>				
5. Applicant awaits for the result of the motor vehicle clearance application	5.1 Processing of application documents and records verification	None	20 Minutes	Administrative Officer HPG-MVCD
	5.2 Encoding and Printing of Motor Vehicle Clearance Certificate (MVCC)	None	15 Minutes	Administrative Officer HPG-MVCD
	5.3 Back to Processing for counter checking of printed Clearance Certificate	None	10 Minutes	Administrative Officer HPG-MVCD
	5.4 Motor Vehicle Clearance Certificate (MVCC) for signature	None	5 Minutes	Administrative Officer HPG-MVCD
6. The name of applicant will be called/announced once the MVCC is ready for release and the applicant shall present the claim stub at the Motor Vehicle Clearance Office – Releasing Section to receive the MVCC being applied	6.1 Sorting and stamping of printed Motor Vehicle Clearance Certificate (MVCC)	None	5 Minutes	Administrative Officer HPG-MVCD
	6.2 Issue/ give the approved and duly signed MVCC to its applicant	None	3 Minutes	Administrative Officer HPG-MVCD
	6.3 Record the release and issued Motor Vehicle Clearance Certificate (MVCC)	None	2 Minutes	Administrative Officer HPG-MVCD
<b>TOTAL:</b>		<b>(Please refer to the “SCHEDULE OF TOTAL FEES TO BE PAID AND TOTAL PROCESSNG TIME” Matrix/ Table)</b>	<b>(Please refer to the “SCHEDULE OF TOTAL FEES TO BE PAID AND TOTAL PROCESSNG TIME” Matrix/ Table)</b>	

**SCHEDULE OF TOTAL FEES TO BE PAID AND TOTAL PROCESSING TIME**

<b>TRANSACTION PURPOSE</b>	<b>TOTAL FEES TO BE PAID</b>	<b>TOTAL PROCESSING TIME</b>
Transfer of Ownership	PHP 500.00	2 Hours
Change of Engine/Motor	PHP 500.00	2 Hours
Change of Chassis/VIN/ Frame	PHP 500.00	2 Hours
Change of Color	PHP 500.00	2 Hours
Change of Body Design	PHP 500.00	2 Hours
Record Check	PHP 500.00	2 Hours
Permit to Assemble	PHP 150.00	2 Hours
New Registration of Imported 2 <sup>nd</sup> Hand Motor Vehicle – Four Wheels and above	PHP 400.00	2 Hours
New Registration of Imported Completely Knocked Down Motor Vehicle	PHP 400.00	2 Hours
New Registration of Imported Voluntary Payment Category	PHP 400.00	2 Hours
New Registration of Assembled/Rebuilt	PHP 400.00	2 Hours
New Registration of Acquired thru Bidding	PHP 400.00	2 Hours
New Registration of Imported Second Hand Motorcycle	PHP 300.00	2 Hours
New Registration of Brand New Local Manufactured Motor Vehicle – Four Wheels and above	PHP 200.00	1 Hour, 30 Minutes
New Registration of Brand New Imported Manufactured Motor Vehicle – Four Wheels and above	PHP 200.00	1 Hour, 30 Minutes
For New Registration of Brand New Local Manufactured Motorcycle	PHP 100.00	1 Hour, 30 Minutes
For New Registration of Brand New Imported Manufactured Motorcycle	PHP 100.00	1 Hour, 30 Minutes



## Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	1. Answer the client feedback form and drop it at the designated drop box in front of the office. 2. Contact info: (02) 8723-0401 local 6296 or send e-mail at mvcdhpg@yahoo.com
How feedbacks are processed	Every day, the Admin Officer opens the drop box and compiles and records all feedback submitted. Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the feedback. The answer of the office is then relayed to the citizen. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8723-0401 local 6296 or send email: mvcdhpg@yahoo.com
How to file a complaint	Complaints can be filed via telephone. Make sure to provide the following information: - Name of person being complained - Incident - Evidence For inquiries and follow-ups, clients may contact the following telephone number: (02) 8723-0401 local 6296 or send email: mvcdhpg@yahoo.com
How complaints are processed	The Admin Officer shall check the email and telephone complaints on a daily basis and evaluates each complaint. Upon evaluation, the Admin Officer shall start the investigation and forward the complaint to the relevant office for their explanation. The Admin Officer will create a report after the investigation and shall submit it to the C, MVCD for appropriate action. The Admin Officer will give the feedback to the client. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8723-0401 local 6296 or email: mvcdhpg@yahoo.com
Contact Information of CCB, PCC, ARTA	<p><b><u>ARTA</u></b>            (02) 8478-5093            complaints@arta.gov.ph</p> <p><b><u>PCC</u></b>            8888            pcc@malacanang.gov.ph</p> <p><b><u>CCB</u></b>            09088816565            email@contactcenterngbayan.gov.ph</p>

## List of Offices

Office	Address	Contact Information
<b>NATIONAL CAPITAL REGION</b>		
Head Office	Highway Patrol Group - Motor Vehicle Clearance Division Camp BGen Rafael T Crame, Quezon City	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8723-0401 local 6296 or email: mvcdhpg@yahoo.com
La Loma Motor Vehicle Clearance Station	#62 P. Florentino St., corner Banawe, Brgy. Lourdes, Quezon City	For inquiries and follow-ups, clients may contact the following telephone number: 09452104316 or email lalomastation@yahoo.com
Valenzuela Motor Vehicle Clearance Station	#13 Maysan Road, Malinta, Valenzuela City	For inquiries and follow-ups, clients may contact the following telephone number: 09065153887 or email valenzuelastation@gmail.com
Novaliches Motor Vehicle Clearance Station	2 <sup>nd</sup> floor Sayto Bldg., Quirino Highway, Novaliches, Quezon City	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8958-0440 or email novaliches.mvco.pnp@gmail.com or novaliches_mvco@yahoo.com
20 <sup>th</sup> Avenue Motor Vehicle Clearance Station	96 Mirasol St., Brgy. San Roque, Quezon City	For inquiries and follow-ups, clients may contact the following telephone number: 09952077905 or email qcextension@gmail.com
Las Piñas Motor Vehicle Clearance Station	LTO Compound, Talon I, Alabang-Zapote Road, Las Piñas City	For inquiries and follow-ups, clients may contact the following telephone number: 09193704881 or email lpcmvc@gmail.com
Muntinlupa Motor Vehicle Clearance Station	LTO Compound, Brgy. Tunasan, Muntinlupa City	For inquiries and follow-ups, clients may contact the following telephone number: 09204597777 or email mvcs.munti@gmail.com
Northern District Highway Patrol Team	#93 Samson Road, Brgy. 1, Caloocan City	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8447-4388 or email ndhpt2016@gmail.com
Quezon City (Central) District Highway Patrol Team	Camp PMGen Tomas B Karingal, Sikatuna Village, Quezon City	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8426-1328 or email centralmvcs@yahoo.com
Eastern District Highway Patrol Team	327 Capt Henry P Javier, Pasig City	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8638-6529 or email edhpt@yahoo.com
Southern District Highway Patrol Team	124 Domestic Road, 191, Pasay City	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8854-5667 or email pasaysmvcs@yahoo.com or pasayhpg@yahoo.com
Manila District Highway Patrol Team	Pier 8, PICO Bldg., North Harbor, Tondo, Manila	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8243-4764 or email maniladistrict_hpt@yahoo.com

<b>REGION 1</b>		
Headquarters Regional Highway Patrol Unit 1	Camp Diego Silang, Carlatan, City of San Fernando	For inquiries and follow-ups, clients may contact the following telephone number: 09199818384 or email rhpu1clearance@yahoo.com
Ilocos Norte Provincial Highway Patrol Team	BOE Compound, Brgy 23, P. Gomez St., Laoag City, Ilocos Norte	For inquiries and follow-ups, clients may contact the following telephone number: 09568418427 or email ilocosnorteptmo@yahoo.com
Ilocos Sur Provincial Highway Patrol Team	Mc Arthur Highway Barangay Bulag, Bantay, Ilocos Sur	For inquiries and follow-ups, clients may contact the following telephone number: 09553170564 or email ilocossurclearance@yahoo.com
Pangasinan Provincial Highway Patrol Team	Camp Antonio U Sison, Lingayen, Pangasinan	For inquiries and follow-ups, clients may contact the following telephone number: 09491480929 or email pangasinanhpg@yahoo.com
<b>REGION 2</b>		
Headquarters Regional Highway Patrol Unit 2	Isabela PPO, Baligatan, City of Ilagan, isabela	For inquiries and follow-ups, clients may contact the following telephone number: 09179747527 or email rtmotwo@yahoo.com
Nueva Vizcaya Provincial Highway Patrol Team	Dumlao Stadium, Bayombong, Nueva Vizcaya	For inquiries and follow-ups, clients may contact the following telephone number: 09171471498 or email phptvizcaya@yahoo.com
Cagayan Provincial Highway Patrol Team	Camp Tirso H Gador Brgy. 5, Tuguegarao City, Cagayan	For inquiries and follow-ups, clients may contact the following telephone number: 09053028032 or email cagayanphptmvcs@yahoo.com
Isabela Provincial Highway Patrol Team	Dubinan West, Santiago City, Isabela	For inquiries and follow-ups, clients may contact the following telephone number: 09150486543 or email hpgsantiago30@yahoo.com
Quirino Provincial Highway Patrol Team	Zamora, Cabarroguis, Quirino	For inquiries and follow-ups, clients may contact the following telephone number: 09277434072 or email quirinophpt@yahoo.com
<b>REGION 3</b>		
Headquarters Regional Highway Patrol Unit 3	Camp Captain Julian Olivas, San Nicolas, City of San Fernando Pampanga	For inquiries and follow-ups, clients may contact the following telephone number: 09165171105 or email rtmo_three@yahoo.com
Aurora Provincial Highway Patrol Team	ATC Compound Sitio Setan Brgy Calabuanan Baler, Aurora	For inquiries and follow-ups, clients may contact the following telephone number: 09071342690 or email auroraphpt@yahoo.com
Bataan Provincial Highway Patrol Team	Bataan Government Center Ala-Uli Pilar Bataan	For inquiries and follow-ups, clients may contact the following telephone number: 09153585233 or email phptbataan@yahoo.com

Bulacan Provincial Highway Patrol Team	Camp Alejo Santos, Malolos City, Bulacan	For inquiries and follow-ups, clients may contact the following telephone number: 09159534518 or email bulacan_hpg3@yahoo.com
Nueva Ecija Provincial Highway Patrol Team	Burgos Ave., Cabanatuan City, Nueva Ecija	For inquiries and follow-ups, clients may contact the following telephone number: 09201119894 or email hpg_ne@yahoo.com
Tarlac Provincial Highway Patrol Team	Mc Arthur Highway, San Miguel, Tarlac City	For inquiries and follow-ups, clients may contact the following telephone number: 09472996032 or email tmgtarlachighwaypatrol3@yahoo.com
Pampanga Provincial Highway Patrol Team	Camp Tomas J Pepito, Brgy Sto Domingo, Angeles City	For inquiries and follow-ups, clients may contact the following telephone number: 09773320852 or email pampangahpg@yahoo.com
Zambales Provincial Highway Patrol Team	National Highway corner Albay St, Brgy Barretto, Olongapo City	For inquiries and follow-ups, clients may contact the following telephone number: 09272536103 or email phpt_zamb@yahoo.com
<b>REGION 4A</b>		
Headquarters Regional Highway Patrol Unit 4A	Camp BGen Vicente Lim, Brgy Mayapa Canlubang Calamba City Laguna	For inquiries and follow-ups, clients may contact the following telephone number: 09282948296 or email rhpu4a.clearance@gmail.com
Cavite Provincial Highway Patrol Team	LTO Compound, Palico, Imus City, Cavite	For inquiries and follow-ups, clients may contact the following telephone number: 09277795105 or email hpgcavite@yahoo.com
Laguna Provincial Highway Patrol Team	Camp BGen Paciano Rizal, Brgy Bagumbayan, Sta Cruz, Laguna	For inquiries and follow-ups, clients may contact the following telephone number: 09086430117 or email phptlaguna@yahoo.com
Batangas Provincial Highway Patrol Team	Camp Gen Miguel V Malvar, Kumintang Ilaya Batangas City	For inquiries and follow-ups, clients may contact the following telephone number: 09989984706 or email tmg_batangas@yahoo.com
Rizal Provincial Highway Patrol Team	Camp MGen Licerio I Geronimo, Brgy Dolores, Taytay, Rizal	For inquiries and follow-ups, clients may contact the following telephone number: 09185674042 or email hpgrizal@yahoo.com
Quezon Provincial Highway Patrol Team	Camp Guillermo Nakar, Lucena City Quezon	For inquiries and follow-ups, clients may contact the following telephone number: 09293626006 or email quezonhpg@yahoo.com
<b>REGION 4B</b>		
Headquarters Regional Highway Patrol Unit 4B	Camp Efigenio C Navarro, Brgy Suqui, Calapan, oriental Mindoro	For inquiries and follow-ups, clients may contact the following telephone number: 09178231844 or email mimaropa_05@yahoo.com
Occidental Mindoro Provincial	Camp Winston Ebersole, Brgy San Roque, San Jose, Occidental Mindoro	For inquiries and follow-ups, clients may contact the following telephone number: 09473462705 or email edrickloja@yahoo.com



Highway Patrol Team		
Marinduque Provincial Highway Patrol Team	Camp Maximo Abad, Brgy Bangbangalon, Boac, Marinduque	For inquiries and follow-ups, clients may contact the following telephone number: 09392048143 or email marinduquehpgmorioness@yahoo.com
Romblon Provincial Highway Patrol Team	Brgy Upper Dapawan, Odiongan, Romblon	For inquiries and follow-ups, clients may contact the following telephone number: 09193122702 or email hpgodiongan20192@ yahoo.com
Palawan Provincial Highway Patrol Team	Camp Higinio Mendoza, Brgy Tiniguiban, Puerto Princesa City, Palawan	For inquiries and follow-ups, clients may contact the following telephone number: 09499906470 or email highwaypatrol4b_palawan@yahoo.com
<b>REGION 5</b>		
Headquarters Regional Highway Patrol Unit 5	Camp BGen Simeon A Ola, Legazpi City	For inquiries and follow-ups, clients may contact the following telephone number: 09063722271 or email rtmo5@yahoo.com
Camarines Norte Provincial Highway Patrol Team	Vinzons Ave., Brgy. Binanuanan, Talisay, Camarines Norte	For inquiries and follow-ups, clients may contact the following telephone number: 09331363584 or email cam_norteptmo@yahoo.com
Camarines Sur Provincial Highway Patrol Team	Concepcion Grande, Naga City, Camarines Sur	For inquiries and follow-ups, clients may contact the following telephone number: 09152196155 or email cam_surptmo@yahoo.com
Sorsogon Provincial Highway Patrol Team	Brgy. Guinlajon, Sorsogon City	For inquiries and follow-ups, clients may contact the following telephone number: 09062057769 or email phpt5sor@yahoo.com
Masbate Provincial Highway Patrol Team	Sitio Matungao, Brgy. Tugbo, Masbate City	For inquiries and follow-ups, clients may contact the following telephone number: 09175077279 or email hpgmasbate@yahoo.com.ph
Catanduanes Provincial Highway Patrol Team	Pier Site, Brgy. Salvacion, Virac, Catanduanes	For inquiries and follow-ups, clients may contact the following telephone number: 09163535217 or email phpt_cat@yahoo.com.ph
<b>REGION 6</b>		
Headquarters Regional Highway Patrol Unit 6	Camp Martin Teofilo Delgado, Port San Pedro, Iloilo City	For inquiries and follow-ups, clients may contact the following telephone number: 09184616998 or email rtmo_6@yahoo.com
Aklan Provincial Highway Patrol Team	Camp Pastor Martelino, New Buswang, Kalibo Aklan	For inquiries and follow-ups, clients may contact the following telephone number: 09385182127 or email phptaklan@yahoo.com
Antique Provincial Highway Patrol Team	Bugante Point, APPO, Brgy 4, San Jose, Antique	For inquiries and follow-ups, clients may contact the following telephone number: 09458476354 or email phptantique@gmail.com

Capiz Provincial Highway Patrol Team	DPWH Compound, Km 1, Roxas City, Capiz	For inquiries and follow-ups, clients may contact the following telephone number: 09125856139 or email phptcapiz2017@yahoo.com
Negros Occidental Provincial Highway Patrol Team	Camp Alfredo Montelibano Sr, Brgy Estefania, Bacolod City, Neg Occ	For inquiries and follow-ups, clients may contact the following telephone number: 09082711531 or email phptnegocc@yahoo.com
<b>REGION 7</b>		
Headquarters Regional Highway Patrol Unit 7	Camp Sotero Cabahug, Gorordo Avenue, Cebu City	For inquiries and follow-ups, clients may contact the following telephone number: 09165591369 or email rtmo7@yahoo.com
Bohol Provincial Highway Patrol Team	Camp Francisco Dagohoy, JA Clarin St, Tagbilaran City, Bohol	For inquiries and follow-ups, clients may contact the following telephone number: 09436449189 or email patrolteambohol@yahoo.com
Negros Oriental Provincial Highway Patrol Team	Capitol Area, Brgy Daro, Dumaguete City, Negros Oriental	For inquiries and follow-ups, clients may contact the following telephone number: 09675204729 or email hpgdgte@yahoo.com
Siquijor Provincial Highway Patrol Team	Capilay Spring Park, Brgy población, San Juan, Siquijor	For inquiries and follow-ups, clients may contact the following telephone number: 09288398426 or email phptsiquijor@gmail.com
<b>REGION 8</b>		
Headquarters Regional Highway Patrol Unit 8	RTR Plaza, Tacloban City, Leyte	For inquiries and follow-ups, clients may contact the following telephone number: 09279520810 or email rhpu8@yahoo.com
Leyte North Provincial Highway Patrol Team	Camp Downes, Ormoc City, Leyte	For inquiries and follow-ups, clients may contact the following telephone number: 09271568812 or email provincialoffice@yahoo.com
Leyte South Provincial Highway Patrol Team	Brgy Abgao, Maasin City, Leyte	For inquiries and follow-ups, clients may contact the following telephone number: 09776861586 or email provincialoffice@yahoo.com
<b>REGION 9</b>		
Headquarters Regional Highway Patrol Unit 9	Camp Batalla, JRT Lim Blvd., Zamboanga City	For inquiries and follow-ups, clients may contact the following telephone number: 09171194626 or email pnco_rtmo9@yahoo.com
Zamboanga Sibugay Provincial Highway Patrol Team	Poblacion Ipil, Zamboanga Sibugay	For inquiries and follow-ups, clients may contact the following telephone number: 09264061564 or email zambosibugay91@yahoo.com
Zamboanga Del Sur Provincial	Camp Abelon, Pagadian City	For inquiries and follow-ups, clients may contact the following telephone number: 09778041653 or email pagadianzds@yahoo.com

Highway Patrol Team		
Zamboanga Del Norte Provincial Highway Patrol Team	Eco Park Upper Turno, Dipolog City	For inquiries and follow-ups, clients may contact the following telephone number: 09382956164 or email hpg9_zanorte@yahoo.com
<b>REGION 10</b>		
Headquarters Regional Highway Patrol Unit 10	Camp BGen Edilbrto Evangelista, Patag, Cagayan de Oro City	For inquiries and follow-ups, clients may contact the following telephone number: 09177070455 or email rtmo10cdoc@yahoo.com
Bukidnon Provincial Highway Patrol Team	Camp Capt Ramon Onahon, Brgy 7, Malaybalay City, Bukidnon	For inquiries and follow-ups, clients may contact the following telephone number: 09778202012 or email phptbuk@gmail.com
Iligan City Highway Patrol Team	Tomas Cabili, Tipanoy, Iligan City	For inquiries and follow-ups, clients may contact the following telephone number: 09562678525 or email hpg_iligan@yahoo.com
Misamis Occidental Provincial Highway Patrol Team	Integrated Bus Terminal, Agora, Ozamis City, Misamis Occidental	For inquiries and follow-ups, clients may contact the following telephone number: 09053323108 or email misoccpht@yahoo.com
Lanao Del Norte Provincial Highway Patrol Team	National Highway of Tubod, Lanao del Norte	For inquiries and follow-ups, clients may contact the following telephone number: 09354272456 or email phptlanaonte@yahoo.com
<b>REGION 11</b>		
Headquarters Regional Highway Patrol Unit 11	Candelaria St, Ecoland, Davao City	For inquiries and follow-ups, clients may contact the following telephone number: 09564031955 or email rhpueleven@gmail.com or rtmo11@yahoo.com
Davao del Norte Provincial Highway Patrol Team	DNPPO, Tagum City, Davao del Norte	For inquiries and follow-ups, clients may contact the following telephone number: 09182953052 or email phptdavnor@yahoo.com
Davao Del Norte PHPT Sub-Team (IGACOS)	Brgy Miranda, Babak District, Island Garden, City of Samal	For inquiries and follow-ups, clients may contact the following telephone number: 09182953052 or email phptdavnor@yahoo.com
Davao de Oro Provincial Highway Patrol Team	Brgy San Roque, Nabunturan, Davao de Oro	For inquiries and follow-ups, clients may contact the following telephone number: 09612675931 or email phptcomval@yahoo.com
Davao del Sur Provincial Highway Patrol Team	National Highway, Brgy Cogon, Digos City, Davao del Sur	For inquiries and follow-ups, clients may contact the following telephone number: 09473748277 or email hpgdigos11@yahoo.com
Davao Oriental Provincial Highway Patrol Team	Government Center, Brgy Dahican, Mati City	For inquiries and follow-ups, clients may contact the following telephone number: 09099250772 or email hpgmati@yahoo.com

<b>REGION 12</b>		
Headquarters Regional Highway Patrol Unit 12	Camp Fermin G Lira Jr, General Santos City	For inquiries and follow-ups, clients may contact the following telephone number: 09186736700 or email rhpu12_clearance@yahoo.com
North Cotabato Provincial Highway Patrol Team	Osmeña Drive, Kidapawan City, North Cotabato	For inquiries and follow-ups, clients may contact the following telephone number: 09174840801 or email phptnorthcotabato@gmail.com
Sultan Kudarat Provincial Highway Patrol Team	Brgy. EJC Montilla, Tacurong City, Sultan Kudarat	For inquiries and follow-ups, clients may contact the following telephone number: 09382856182 or email sultankudarat_highwaypatrolteam@yahoo.com.ph
South Cotabato Provincial Highway Patrol Team	Prk. Alegria, Brgy. Morales, Koronadal City, South Cotabato	For inquiries and follow-ups, clients may contact the following telephone number: 09056413422 or email sotcot.phpt@gmail.com
General Santos Provincial Highway Patrol Team	Hadano Highway, Brgy. Labangal, General Santos City	For inquiries and follow-ups, clients may contact the following telephone number: 09261410277 or email gschpnrhpu12@gmail.com
Sarangani Provincial Highway Patrol Team	Brgy. Poblacion Compound, Alabel, Sarangani Province	For inquiries and follow-ups, clients may contact the following telephone number: 09177213166 or email phptsarangani1204@gmail.com
<b>REGION 13</b>		
Headquarters Regional Highway Patrol Unit 13	Camp Rafael C Rodriguez, Libertad, Butuan City	For inquiries and follow-ups, clients may contact the following telephone number: 09559975758 or email rtmo13@yahoo.com
Agusan del Sur Provincial Highway Patrol Team	Governor D.O Plaza, Government Center, Patin-ay Prosperidad, Agusan del Sur	For inquiries and follow-ups, clients may contact the following telephone number: 09515129657 or email hpg13agusansur@yahoo.com
Surigao del Norte Provincial Highway Patrol Team	City Hall Coomound, Parruchu St., Surigao City, Surigao del Norte	For inquiries and follow-ups, clients may contact the following telephone number: 09257611754 or email hpg13surigaonorte@yahoo.com
Surigao del Sur Provincial Highway Patrol Team	Quizon St, Brgy Bongtud, Tandag City, Surigao del Sur	For inquiries and follow-ups, clients may contact the following telephone number: 09128965637 or email hpg13surigaosur@yahoo.com
<b>REGION BAR</b>		
Headquarters Regional Highway Patrol Unit BAR	PC Hill, Rosary Heights 1, Cotabato city	For inquiries and follow-ups, clients may contact the following telephone number: 09363286623 or email rhpubar15@gmail.com
BASULTA Provincial	Menzi, Isabela city, Basilan	For inquiries and follow-ups, clients may contact the following telephone number: 09363286623 or email alsonaripin@gmail.com

Highway Patrol Team		
<b>REGION CAR</b>		
Headquarters Regional Highway Patrol Unit CAR	#16 Government Center, Military Cut-off, Baguio City	For inquiries and follow-ups, clients may contact the following telephone number: 09278605073 or email rtmo_car@yahoo.com
Ifugao Provincial Highway Patrol Team	Lamut, Ifugao	For inquiries and follow-ups, clients may contact the following telephone number: 09175902248 or email ifugaophpt@yahoo.com.ph
Abra Provincial Highway Patrol Team	DPWH Motorpool, Zone 3, Bangued, Abra	For inquiries and follow-ups, clients may contact the following telephone number: 09216730942 or email abra_phpt@yahoo.com
Kalinga Provincial Highway Patrol Team	Camp P Duyan, Bulanao Tabuk, Kalinga	For inquiries and follow-ups, clients may contact the following telephone number: 09558870904 or email kalinga_phpt@yahoo.com
Mountain Province Provincial Highway Patrol Team	Bontoc, Mountain Province	For inquiries and follow-ups, clients may contact the following telephone number: 09297772353 or email mtprov_phpt@yahoo.com