



Office of the Secretary

NOV 03 2008

DepED MEMORANDUM

No. 511, s. 2008

RULES AND REGULATIONS ON THE USE OF THE DEPED BTC  
COMMEMORATIVE LICENSE PLATE

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents

1. In commemoration of the Centennial of Baguio Teachers Camp (BTC), authority was granted to the Department of Education (DepED) to issue a Commemorative License Plate under Land Transportation Office (LTO) endorsement and Department of Transportation and Communication (DOTC) approval for the exclusive use of bonafide officials, teachers, personnel, students, and stakeholders of the Department.

2. The use of the commemorative plate and the accompanying windshield sticker is authorized under Presidential Memorandum Order No. 405 and LTO Memorandum dated October 6, 1997 which specifies the conditions under which the plate may be issued and used. It is valid for one (1) year and the use thereof beyond April 2008 may be extended upon the request of the Department.

3. The commemorative license plate may be obtained from Baguio Teachers Camp's Administration Building and from the Office of the Assistant Secretary for Special Projects and Legislative Liaison, DepED Central Office at the cost of P2,500.00 per plate. All proceeds from the sale shall go to the rehabilitation of Benitez Hall, the main conference venue of the Camp.

4. Personalized plates may be ordered so long as the characters do not exceed six (6) characters.

5. All those issued the commemorative plate shall abide by the following guidelines:

- a. The commemorative plate shall be installed on top of or superimposed on the regular front plate of the motor vehicle. The accompanying sticker shall be installed on the left hand side of the windshield together with the LTO registration stickers. Placing the commemorative plate at the rear of the motor vehicle is strictly prohibited and shall subject the owner to penalties;
- b. Removal of any of the regular plates to accommodate the commemorative plate is strictly prohibited;

- c. The duly accomplished Certificate of Authorization (CA) together with the machine copy of the LTO Certificate of Registration (CR) and Official Receipt (OR) must be retained inside the motor vehicle at all times. In case of inspection and/or accident, the CA shall be presented to the law enforcement officer concerned; and
  - d. A copy of this Memorandum shall also be retained inside the vehicle for easy reference.
6. Corollary to DepED Memorandum No. 238, s. 2008, the following guidelines are hereby adopted in the sale and remittance of proceeds from the sale of the plates:
- a. DepED field offices shall be issued commemorative license plates for sale on consignment basis;
  - b. Field offices shall issue acknowledgment receipt to buyers of the commemorative license plate;
  - c. Collections shall be remitted to BTC in the form of cash or check or deposited to BTC DBP Account No. 0501-0042-55030;
  - d. If collections are deposited, field offices shall fax a copy of the validated deposit slip to BTC thru fax no. 074-4424417 c/o Ms. Jane Contapay or Ms. Yolly Pascua;
  - e. BTC shall issue Official Receipts to field offices to acknowledge receipt of collections;
  - f. All collections (either in cash or check) shall be deposited intact to the said account and disbursements shall be in accordance with existing rules and regulations; and
  - g. All unsold units shall be returned to BTC.
7. For more information, please contact the Office of the Assistant Secretary for Special Programs and Legislative Liaison at tel. nos. (02) 633-7224 or (02) 633-1940 or the BTC Management at 074-4423517 or 074- 4427148.
8. Immediate and wide dissemination of this Memorandum is desired.



**JESLI A. LAPUS**  
Secretary

Reference: DepED Memorandum: No. 238, s. 2008  
Allotment: 1—(D.O. 50-97)  
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