Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY
Phone number: 0953-588-3721 | email address: cmotuguegaraocity@gmail.com

OFFICE OF THE CITY MAYOR

03 February 2026

OFFICE OF THE S.P SECRETARY
TUGUEGARAO CITY, CAGAYAN
RECEIVED
Date: 02/04/26
Time: 17:01
By :

THE HONORABLE MEMBERS
Sangguniang Panlungsod
This City

Thru: HON. ROSAURO RODRIGO G. RESUELLO
Vice Mayor and Presiding Officer

Dear ***Honorable Members of the Sanggunian***:

Herewith is the Memorandum of Agreement between the Tuguegarao City Government and the Land Transportation Office- Region 02 relative to the Local Enforcement Traffic Apprehension Systems (LETAS) in support of the Land Transportation Office Management System (LTMS) which was approved by the 10th City Council on December 11, 2025.

Upon consultation with the Land Transportation Office, additional provisions are to be included and reconsidered in the MOA to conform with Memorandum Circular No. JMT- 2023- 2383 of the said office.

"Article II
Responsibilities of the Parties

1. The First Party shall:

x x x

h. Ensure law enforcement officers complete the mandatory training course conducted by the LTO, safeguarding uniformity in the enforcement of traffic laws, rules, and regulations; and
i. Require law enforcement officers to secure a certificate of compliance, issued by the DPWH, verifying that the design and installation of traffic signages meet international standards."

We assure that these changes align with the original intent and comply with updated regulations.

In view of the foregoing, we kindly request the council's approval for these amendments.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- *LTO*
- *CLO*

Republic of the Philippines
PROVINCE OF CAGAYAN
Tuguegarao City

TENTH CITY COUNCIL

EXCERPTS FROM THE MINUTES OF THE 23rd REGULAR SESSION OF THE TENTH CITY COUNCIL OF TUGUEGARAO CITY, CAGAYAN HELD ON DECEMBER 11, 2025 (THURSDAY), 9:00 A.M., IN LIEU OF DECEMBER 09, 2025 (TUESDAY), AT THE SANGGUNIANG PANLUNGSOD SESSION HALL

PRESENT:

Hon. Rosauro Rodrigo G. Resuello	City Vice Mayor, Presiding Officer
Hon. Maria Rosario B. Soriano	Sangguniang Panlungsod Member
Hon. Ronaldo S. Ortiz	-do-
Hon. Mark Angelo B. Dayag	-do-
Hon. Jude T. Bayona	-do-
Hon. Marc Aldous C. Baccay	-do-
Hon. Tirso V. Mangada	-do-
Hon. Dennis Ryan G. Avila	-do-
Hon. Myrna G. Te	-do-
Hon. Mariel Ayna T. Calimag	-do-
Hon. Karina G. Viernes	-do-
Hon. Anthony C. Tuddao	-do-
Hon. Jackson G. Carodan	-do-
Hon. Restituto C. Ramirez	-do-

OFFICE OF THE CITY MAYOR
RECEIVED
DEC 15 2025

ABSENT:

Hon. Cerene Pearl T. Quilang	Ex Officio Member

CITY RESOLUTION NO. 255-10-2025

RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT BETWEEN THE TUGUEGARAO CITY GOVERNMENT AND LAND TRANSPORTATION OFFICE-REGION 02 RELATIVE TO THE LOCAL ENFORCEMENT TRAFFIC APPREHENSION SYSTEMS (LETAS) IN SUPPORT OF THE LAND TRANSPORTATION MANAGEMENT SYSTEM (LTMS) AND FOR OTHER PURPOSES, AND AUTHORIZING THE CITY MAYOR, HON. MAILA ROSARIO S. TING-QUE, TO ENTER AND SIGN FOR AND ON BEHALF OF THE TUGUEGARAO CITY GOVERNMENT THE SAID MOA

WHEREAS, the City Mayor, Hon. Maila Rosario S. Ting-Que, endorsed to the Sangguniang Panlungsod the draft Memorandum of Agreement (MOA) between the Tuguegarao City Government and the Land Transportation Office-Region 02 (LTO-R02);

WHEREAS, the Committee on Rules, Laws and Ethics, upon endorsement of the City Mayor, convened to review, discuss, and deliberate on the provisions of the said draft MOA;

WHEREAS, Republic Act No. 8792, otherwise known as the Electronic Commerce Act of 2000, mandates the establishment of electronic networks in government to allow fast, open, and efficient transmission and use of electronic documents;

WHEREAS, Republic Act No. 10930 requires LGUs, the MMDA, and other enforcement agencies to report all traffic violations to the LTO which is responsible for maintaining the official records necessary for the issuance of driver's licenses and recording of demerit points;

WHEREAS, the LTO has adopted the Land Transportation Management System (LTMS), a web-based private cloud system designed to enhance efficiency, ensure transparency, and streamline inter-agency coordination through paperless and non-face-to-face transactions;

WHEREAS, the LTO seeks to integrate its LTMS with systems of government partners to improve authentication and verification of traffic apprehensions and to support the implementation of RA 10930, particularly in the recording of violations and demerit points;

WHEREAS, Local Government Units (LGUs) are required to connect their Local Enforcement Traffic Apprehension Systems (LETAS) with LTO's Driver's Licensing System (DLS) and Motor Vehicle Inspection and Registration System (MVIRS) to ensure proper recording of violations and enforcement of transportation laws;

WHEREAS, the proposed MOA provides for the linkage between the LTMS and the City Government's platform, granting limited access for the sharing, tagging, and updating of traffic violation data to fulfill statutory requirements;

WHEREAS, after a thorough review, the Committee found the terms and conditions of the MOA to be proper, beneficial, and aligned with the City Government's mandate to maintain order, safety, and efficient governance;

WHEREAS, the Committee further recommends the following:

1. Inclusion of budget allocation provisions for the procurement of third-party services/service providers under the City Government's roles and obligations;
2. Updating of existing related ordinances to align with the provisions and system integration requirements of the MOA;
3. Conduct of a public hearing upon the implementation of the MOA to inform stakeholders and ensure transparency.

NOW, THEREFORE, RESOLVE, as it is hereby **RESOLVED**, to approve the Memorandum of Agreement between the Tuguegarao City Government and the Land Transportation Office-Region 02 (LTO-R02) relative to the Local Enforcement Traffic Apprehension Systems (LETAS) in support of the Land Transportation Management Systems (LTMS) and for other purposes, and to authorize the City Mayor, Hon. Maila Rosario S. Ting-Que, to enter and sign for and on behalf of the Tuguegarao City Government the said MOA.

RESOLVED FURTHER, that a copy of this Resolution be furnished to the Land Transportation Office-Region 02 (LTO-R02) for information and appropriate action.

On motion of Hon. Baccay, duly seconded and without objection, **CITY RESOLUTION NO. 255-10-2025** was **APPROVED**.

x-x-x

I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING:

JOEL JOSEPH L. EGIPTO, Ph.D.
Secretary to the Sanggunian

ATTESTED:

HON. ROSAURO RODRIGO G. RESUELLO, CPA
City Vice Mayor/Presiding Officer
Date approved DEC 12 2025

cel

Revised

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT (MOA)** is executed by and between:

The **TUGUEGARAO CITY GOVERNMENT,** a government political subdivision, created under the laws of the Republic of the Philippines, with office address at Carig Sur, Tuguegarao City, Cagayan, represented by City Mayor, **HON. MAILA ROSARIO S. TING-QUE**, herein referred to as the **FIRST PARTY**;

-and-

The **Land Transportation Office - Regional Office No. 02,** a government entity duly organized and existing under the laws of the Republic of the Philippines, with principal office address at Main Avenue, San Gabriel, Tuguegarao City, Cagayan, represented by Office-in-charge Regional Director, **MR. GERONIMO C. SANTOS**, herein referred to as **SECOND PARTY.**

WITNESSETH:

WHEREAS, pursuant to Section 16 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991," the powers, duties, and functions of local government units, included thereon are the following: to enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants and in the exercise of the corporate powers of the City as provided in the Code, and shall regulate traffic on all streets and bridges; prohibit encroachments or obstacles thereon and, when necessary in the interest of public welfare, authorize that LGUs, within their respective territorial jurisdictions, shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of general welfare, including the power to approve ordinances through its local legislative body;

WHEREAS, Section 2 of Republic Act No. 10930, otherwise known as "An Act Rationalizing and Strengthening the Policy Regarding Driver's License by Extending the Validity Period of Drivers' Licenses, And Penalizing Acts in Violation of Its Issuance and Application Amending for Those Purposes Section 23 Of Republic Act No. 4136, As Amended by Batas Pambansa Blg. 398 And Executive Order No. 1011, Otherwise Known as the Land Transportation and Traffic Code," provides that the local government units (LGUs), the Metropolitan Manila Development Authority (MMDA) or other agencies lawfully issuing traffic violation to the LTO, which shall serve as the repository of all traffic violation records.

WHEREAS, pursuant to Section of Republic Act No. 10930, it shall be the policy of the State to establish a system that promotes the ease of access to government services and efficient land transportation regulation favorable to the people;

WHEREAS, in accordance with Republic Act No. 4136 as amended by Republic Act No. 10930, the **SECOND PARTY** is authorized to issue driver's licenses and permits to eligible applicants, register motor vehicles that meet roadworthiness and emissions standards, and implement land transportation laws and regulations.

WHEREAS, Section 23 of the IRR of RA No. 10930 provides that the local government units (LGUs), the MMDA or other agencies lawfully issuing traffic violation receipts shall upload the apprehension report online to the LTO facility to be developed for this purpose;

WHEREAS, Section 23 of the IRR of RA No. 10930 also provides that driver's licenses of violators included in the apprehension reports submitted by LGUs and the MMDA shall be placed on alarm in the LTO Law Enforcement and Traffic Adjudication System within twenty-four (24) hours from receipt of the report. For this purpose, no demerit points shall be incurred by and recorded against the driver-violator until the submission by the LGU or MMDA of a complete updated report on apprehension cases indicating whether such apprehension was admitted, uncontested, or affirmed or dismissed on adjudication which shall be submitted not later than three (3) working days from the lapse of the prescribed contest period of the apprehending agency;

WHEREAS, the same IRR has institutionalized the Point System in the Land Transportation Office, which is now being used to assess the fitness and eligibility of driver applicants for their desired license transactions, and identify, deter, and penalize repeat offenders of traffic laws and ordinances, as well as the LTO Point Registry where demerit points incurred by every driver is being recorded, stored, and assessed for convenient monitoring;

WHEREAS, LTO is now implementing its own enterprise-wide Land Transportation and Management System (LTMS) which is a web-based core system applications deployed in its exclusively on-premise private cloud in the implementation of paperless and non-face-to-face based transactions and delivery of its services to its clients, to enhance agency's efficiency, improving client-focused services, promoting transparency and accountability in its transactions; and increasing inter-agency coordination, cooperation, and public partnership;

WHEREAS, LTO desires to implement interconnectivity with other government agency/office through its LTMS to facilitate the authentication and verification of alarm and apprehension as well as effectively comply with the requirements of RA No. 10930 specifically on the qualifications for 10-year Driver's License issuance;

WHEREAS, LGUs need to interconnect its traffic apprehension system with the LTMS's Driver's Licensing System (DLS) and Motor Vehicle Inspection and Registration System (MVIRS), and create an alarm in the system, through its Law Enforcement and Traffic Adjudication System (LETAS), and to ensure the effective implementation of its mandated function;

WHEREAS, RA No. 8792, otherwise known as the "Electronic Commerce Act of 2000", provides that an electronic online network facilitates the open, speedy, and efficient electronic online transmission, conveyance, and use of electronic documents amongst all government departments, agencies, bureaus, offices, up to the division level, and to the regional and provincial offices, government owned and controlled corporations, local government units, other public instrumentalities, universities, colleges and other schools, and universal access to the general public;

WHEREAS, The Parties acknowledge the necessity of adopting electronic means for information exchange and the provision of essential public services, in accordance with Republic Act No. 8792, and further agree that such adoption will lead to lower transaction costs and reduced risks, thereby enhancing the efficient

implementation of various land transportation systems and the enforcement of rules and regulations under the Land Transportation and Traffic Code;

WHEREAS, Section 2 of Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012," declares the policy of the State to uphold the fundamental right to privacy and the confidentiality of communication, while at the same time promoting the free flow of information to foster innovation and growth; and further acknowledges the State's inherent duty to ensure that personal data and government communication systems are adequately secured and safeguarded;

WHEREAS, Section 21 of the Data Privacy Act of 2012, in relation to Section 20 of its Implementing Rules and Regulations (IRR), authorizes on-site, online, and off-site access to government data, in accordance with the guidelines issued by the National Privacy Commission (NPC);

WHEREAS, in line with this authority, NPC Circular No. 2020-03, issued on 23 December 2020, prescribes the rules and standards governing Data Sharing Agreements (DSAs) involving government agencies and other Personal Information Controllers (PICs), specifically addressing the sharing, disclosure, or transfer of personal data within the public sector or between public and private entities;

WHEREAS, the Parties to this MOA mutually agree to establish a system linkage by interconnecting the Land Transportation Management System (LTMS) with the information technology platform utilized by the Second Party, for the purpose of granting limited access to the LTMS database and enabling the sharing of pertinent data and information related to traffic violation apprehensions, including the tagging of such violations, to facilitate the recording of demerit points by the Second Party in accordance with the Implementing Rules and Regulations (IRR) of Republic Act No. 10930;

WHEREAS, in order that the provisions of City Ordinance No. 42-08-2019, as amended by City Ordinance No. 06-08-2020, to be effectively carried out with the full force of the law, rules and regulations, it is hereby agreed that the **SECOND PARTY** shall put on alarm in its system all adjudicated and found to have infracted the traffic ordinance of the **FIRST PARTY** for the purpose of enjoining all apprehended violators to settle their traffic violation cases;

WHEREAS, to uphold due process and ensure fair, impartial, and timely resolution of contested traffic violations issued within the jurisdiction of Tuguegarao City, the City Mayor has issued an Executive Order creating the **Traffic Violation Adjudication Board**, composed of relevant city officials and personnel tasked to adjudicate traffic violation cases. The Board shall be chaired by the **City Legal Officer**, with the following as members:

- **Chairperson**: City Legal Officer
- **Vice Chairperson**: City Administrator

Members:

- Representative of the City Mayor's Office
- City Treasurer or authorized representative
- Traffic Management Division Head
- Representative from the City Council Committee on Transportation
- A representative from the Public Safety and Security Office (PSSO), preferably the Chief of Traffic.

The Board shall have the authority to conduct administrative hearings, receive evidence, resolve cases, and issue decisions on contested traffic violations based on applicable laws, ordinances, and rules of procedure duly adopted by the Tuguegarao City Government.

NOW THEREFORE, for and in consideration of the foregoing premises and of the mutual covenants hereinafter contained, the parties hereby agree as follows:

ARTICLE I
PURPOSE

1. This MOA is executed for uniformity and proper coordination between LTO and Tuguegarao City Government lawfully issuing traffic violation tickets to the Land Transportation Management System (LTMS) for tagging of alarms and recording demerit points in the driver's record.
2. This MOA stipulates the responsibilities of herein Parties to ensure the proper verification of personal details of apprehended driver by the enforcers of Tuguegarao City Government and further provide such office of the same personal information of apprehended driver stored with the LTO.

ARTICLE II
RESPONSIBILITIES OF PARTIES

1. The **FIRST PARTY** shall:

   a. The Tuguegarao City Government shall engage the services of a third-party provider in line with the Annual Investment Plan (AIP) and General Appropriation Ordinance, and in strict compliance with the provisions of Republic Act No. 12009 as well as other applicable laws, rules, and regulations;
   b. At all times take into consideration and to fully comply in good faith with the mandate of the Data Privacy Act of 2012, the 1987 Philippine Constitution, particularly, the right to privacy and other related laws;
   c. Submit the duly enacted traffic code or related ordinances containing provisions on the following:
      i. Classification of roads within the Tuguegarao City Government for purposes of setting the speed limit in Tuguegarao City;
      ii. List of traffic violations and their corresponding fines and penalties harmonized with the classification of penalties under the IRR of RA No. 10930 for purposes of designating the demerit points against the traffic violator;
      iii. Policy on adjudication of traffic violations which shall outline the step-by-step procedure to contest a traffic violation through contact apprehension;
      iv. Procedures for appeal when the traffic violator is aggrieved by the decision of the concerned office of the contested traffic violation, including the jurisdiction to file an appeal, the prescribed forms,

period to file an appeal, which must not less than five (5) days from the receipt of the violation ticket, and period to decide said appeal;

v. Allowing online payment platforms as well as partner banks where traffic violators may settle their traffic violation penalties, in addition to designated payment centers;

vi. Procedure for tagging of traffic violation in the LTMS in compliance with Rules V of the IRR of RA No. 10930; and

vii. Procedure for issuance of notice of violation with the end of affording due process to traffic violators prior to tagging in the LTMS.

d. Ensure that it shall not enact or enforce any ordinance or resolution in conflict with the provisions of the Land Transportation and Traffic Code as amended and other land transportation laws, rules and regulations, or prohibiting any deputy or agent of the LTO to enforce land transportation laws, rules and regulations within their respective territorial jurisdiction;

e. The **FIRST PARTY** shall create and operate a **Traffic Violation Adjudication Board** by virtue of an Executive Order issued by the City Mayor, tasked to perform the following:

1. Hear and resolve all contested traffic violations and administrative cases arising from enforcement of traffic ordinances of the **FIRST PARTY;**

2. Conduct hearings and deliberations based on due process, consistent with the provisions of City Ordinance No. 42-08-2019, as amended;

3. Maintain records of all cases adjudicated and forward these to the designated office for preparation of the daily Adjudication Report for transmittal to the **SECOND PARTY**;

4. Decide cases within a reasonable period, and ensure all decisions are properly documented and signed by the designated members of the Adjudication Board;

5. When deemed necessary, the **FIRST PARTY** may establish a system for recording violations, which shall be integrated with or made accessible to the **SECOND PARTY**;

6. Recommend policy improvements in the implementation of traffic enforcement and adjudication procedures based on trends or issues observed.

f. The **FIRST PARTY** shall prepare an Adjudication Report ***(Exhibit 1)*** which shall indicate the following:

a. Traffic Citation Ticket Number
b. Name of Apprehended Driver/Operator
c. Adjudicated Violation/s
d. Driver's License Number
e. MV Plate Number

g. The Adjudication Report shall be prepared daily and shall be transmitted by the **FIRST PARTY** to the **SECOND PARTY** first hour of the next working day following the day of the apprehension;
h. Ensure law enforcement officers complete the mandatory training course conducted by the LTO, safeguarding uniformity in the enforcement of traffic laws, rules, and regulations; and
i. Require law enforcement officers to secure a certificate of compliance, issued by the DPWH, verifying that the design and installation of traffic signages meet international standards.

2. The **SECOND PARTY** shall:

a. Within 24 hours upon receipt of the Adjudication Report, the **SECOND PARTY** shall put on alarm in the LTO Traffic Adjudication System, the details of the violators. In case the driver-violator applies for the renewal of license or motor vehicle registration, the **SECOND PARTY** shall advise him to proceed to the **FIRST PARTY** for settlement of violation prior to the lifting of the alarm.

b. All adjudicated cases to be indicated in the report shall mean those resolved against the driver under the following circumstances:
   a. Admission of the driver of the apprehension case.
   b. Failure of the driver to contest his/her case within the prescribed period as stated in the ordinance.
   c. Person contests the apprehension, but obtains unfavorable resolution after adjudication.

ARTICLE III
COMPOSITION OF TRAFFICE VIOLATION ADJUDICATION BOARD

The Traffic Violation Adjudication Board shall be constituted by designated city officials and personnel who possess the authority, competence, and institutional mandate to adjudicate traffic violation cases. These individuals shall be selected based on their respective roles in traffic management, legal compliance, and administrative governance, ensuring that the adjudication process is conducted with fairness, efficiency, and adherence to due process.

The composition of the Board shall include, but not be limited to, representatives from the following offices:

- **City Legal Office** – to provide legal guidance, ensure procedural compliance, and uphold the principles of administrative due process.

- **Traffic Management Unit** – to offer technical insights on traffic regulations, road safety standards, and enforcement protocols.
- **City Treasurer's Office or Revenue Division** – to oversee the imposition and collection of fines, penalties, and other monetary sanctions.
- **Representative of the Office of the Mayor or City Administrator** – to ensure policy alignment, executive oversight, and institutional support.
- **Representative from the City Council Committee on Transportation** - serves as the Board's link to the legislative body, ensuring that adjudication practices are consistent with existing city ordinances, resolutions, and transportation policies.
- The **Representative from the Public Safety and Security Office (PSSO)**—ideally the **Chief of Traffic**—serves as the Board's operational and enforcement expert, providing critical insights into traffic apprehension procedures, field implementation, and public safety considerations.

ARTICLE IV
AMENDMENTS

This MOA may be modified or amended, if the amendment is made in writing and is signed by both Parties. Either Party may request changes to this MOA. Any changes, modifications, revisions, or amendments to this MOA which are mutually agreed upon by and between the Parties to this MOA shall be incorporated by written instrument, and effective when executed and signed by all Parties to this MOA.

ARTICLE V
CONFIDENTIALITY

The Parties shall not, during the term of this MOA and even after its expiration, disclose any propriety or confidential information relating to the agreed terms or the business or operations of the Parties without prior consent of the **SECOND PARTY**;

ARTICLE VI
EFFECTIVITY

This MOA shall commence on the date of the signing by both Parties and shall remain effective until revoked by both Parties. All other related MOA signed prior to this MOA is deemed amended by the execution of this MOA.

IN WITNESS WHEREOF, the herein parties have set their hands this _____ in Tuguegarao City, Cagayan.

Tuguegarao City Government **First Party**	**LTO-Regional Office No. 02** **Second Party**

Represented by:

HON. MAILA ROSARIO S. TING-QUE
City Mayor

Represented by:

MR. GERONIMO C. SANTOS
OIC, Regional Director

Signed in the Presence of:

HON. ROSAURO G. RESUELLO
City Vice Mayor

MR. VENANCIO S. TUDDAO
Acting Assistant Regional Director, LTO

ACKNOWLEDGMENT

Republic of the Philippines)
Province of Cagayan)
City of Tuguegarao) s.s.

BEFORE ME, this _____ in Tuguegarao City, Cagayan personally appeared the following persons, to wit:

NAME	ID NO./ PLACE/ DATE ISSUED
HON. MAILA ROSARIO S. TING-QUE	
MR. GERONIMO C. SANTOS	

Known to me to be the same persons who executed the foregoing Memorandum of Agreement and who acknowledged to me that the same is their free and voluntary act and deed of the entities that they represent in this instance.

WITNESS MY HAND AND SEAL at the place and on the date first above-written.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2026.

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MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT (MOA)** is executed by and between:

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-and-

The **Land Transportation Office - Regional Office No. 02,** a government entity duly organized and existing under the laws of the Republic of the Philippines, with principal office address at Main Avenue, San Gabriel, Tuguegarao City, Cagayan, represented by Office-in-charge Regional Director, **MR. GERONIMO C. SANTOS**, herein referred to as **SECOND PARTY.**

WITNESSETH:

WHEREAS, pursuant to Section 16 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991," the powers, duties, and functions of local government units, included thereon are the following: to enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants and in the exercise of the corporate powers of the City as provided in the Code, and shall regulate traffic on all streets and bridges; prohibit encroachments or obstacles thereon and, when necessary in the interest of public welfare, authorize that LGUs, within their respective territorial jurisdictions, shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of general welfare, including the power to approve ordinances through its local legislative body;

WHEREAS, Section 2 of Republic Act No. 10930, otherwise known as "An Act Rationalizing and Strengthening the Policy Regarding Driver's License by Extending the Validity Period of Drivers' Licenses, And Penalizing Acts in Violation of Its Issuance and Application Amending for Those Purposes Section 23 Of Republic Act No. 4136, As Amended by Batas Pambansa Blg. 398 And Executive Order No. 1011, Otherwise Known as the Land Transportation and Traffic Code," provides that the local government units (LGUs), the Metropolitan Manila Development Authority (MMDA) or other agencies lawfully issuing traffic violation to the LTO, which shall serve as the repository of all traffic violation records.

WHEREAS, pursuant to Section of Republic Act No. 10930, it shall be the policy of the State to establish a system that promotes the ease of access to government services and efficient land transportation regulation favorable to the people;

WHEREAS, in accordance with Republic Act No. 4136 as amended by Republic Act No. 10930, the **SECOND PARTY** is authorized to issue driver's licenses and permits to eligible applicants, register motor vehicles that meet roadworthiness and emissions standards, and implement land transportation laws and regulations.

WHEREAS, Section 23 of the IRR of RA No. 10930 provides that the local government units (LGUs), the Metropolitan Manila Development Authority or other agencies lawfully issuing traffic violation receipts shall upload the apprehension report online to the LTO facility to be developed for this purpose;

WHEREAS, Section 23 of the IRR of RA No. 10930 also provides that driver's licenses of violators included in the apprehension reports submitted by LGUs and the MMDA shall be placed on alarm in the LTO Law Enforcement and Traffic Adjudication System within twenty-four (24) hours from receipt of the report. For this purpose, no demerit points shall be incurred by and recorded against the driver-violator until the submission by the LGU or MMDA of a complete updated report on apprehension cases indicating whether such apprehension was admitted, uncontested, or affirmed or dismissed on adjudication which shall be submitted not later than three (3) working days from the lapse of the prescribed contest period of the apprehending agency;

WHEREAS, the same IRR has institutionalized the Point System in the Land Transportation Office, which is now being used to assess the fitness and eligibility of driver applicants for their desired license transactions, and identify, deter, and penalize repeat offenders of traffic laws and ordinances, as well as the LTO Point Registry where demerit points incurred by every driver is being recorded, stored, and assessed for convenient monitoring;

WHEREAS, LTO is now implementing its own enterprise-wide Land Transportation and Management System (LTMS) which is a web-based core system applications deployed in its exclusively on-premise private cloud in the implementation of paperless and non-face-to-face based transactions and delivery of its services to its clients, to enhance agency's efficiency, improving client-focused services, promoting transparency and accountability in its transactions; and increasing inter-agency coordination, cooperation, and public partnership;

WHEREAS, LTO desires to implement interconnectivity with other government agency/office through its LTMS to facilitate the authentication and verification of alarm and apprehension as well as effectively comply with the requirements of RA No. 10930 specifically on the qualifications for 10-year Driver's License issuance;

WHEREAS, LGUs need to interconnect its traffic apprehension system with the LTMS's Driver's Licensing System (DLS) and Motor Vehicle Inspection and Registration System (MVIRS), and create an alarm in the system, through its Law Enforcement and Traffic Adjudication System (LETAS), and to ensure the effective implementation of its mandated function;

WHEREAS, RA No. 8792, otherwise known as the "Electronic Commerce Act of 2000", provides that an electronic online network facilitates the open, speedy, and efficient electronic online transmission, conveyance, and use of electronic documents amongst all government departments, agencies, bureaus, offices, up to the division level, and to the regional and provincial offices, government owned and controlled corporations, local government units, other public instrumentalities, universities, colleges and other schools, and universal access to the general public;

WHEREAS, The Parties acknowledge the necessity of adopting electronic means for information exchange and the provision of essential public services, in accordance with Republic Act No. 8792, and further agree that such adoption will lead to lower transaction costs and reduced risks, thereby enhancing the efficient

implementation of various land transportation systems and the enforcement of rules and regulations under the Land Transportation and Traffic Code;

WHEREAS, Section 2 of Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012," declares the policy of the State to uphold the fundamental right to privacy and the confidentiality of communication, while at the same time promoting the free flow of information to foster innovation and growth; and further acknowledges the State's inherent duty to ensure that personal data and government communication systems are adequately secured and safeguarded;

WHEREAS, Section 21 of the Data Privacy Act of 2012, in relation to Section 20 of its Implementing Rules and Regulations (IRR), authorizes on-site, online, and off-site access to government data, in accordance with the guidelines issued by the National Privacy Commission (NPC);

WHEREAS, in line with this authority, NPC Circular No. 2020-03, issued on 23 December 2020, prescribes the rules and standards governing Data Sharing Agreements (DSAs) involving government agencies and other Personal Information Controllers (PICs), specifically addressing the sharing, disclosure, or transfer of personal data within the public sector or between public and private entities;

WHEREAS, the Parties to this MOA mutually agree to establish a system linkage by interconnecting the Land Transportation Management System (LTMS) with the information technology platform utilized by the Second Party, for the purpose of granting limited access to the LTMS database and enabling the sharing of pertinent data and information related to traffic violation apprehensions, including the tagging of such violations, to facilitate the recording of demerit points by the Second Party in accordance with the Implementing Rules and Regulations (IRR) of Republic Act No. 10930;

WHEREAS, in order that the provisions of City Ordinance No. 42-08-2019, as amended by City Ordinance No. 06-08-2020, to be effectively carried out with the full force of the law, rules and regulations, it is hereby agreed that the **SECOND PARTY** shall put on alarm in its system all adjudicated and found to have infracted the traffic ordinance of the **FIRST PARTY** for the purpose of enjoining all apprehended violators to settle their traffic violation cases;

WHEREAS, to uphold due process and ensure fair, impartial, and timely resolution of contested traffic violations issued within the jurisdiction of Tuguegarao City, the City Mayor has issued an Executive Order creating the **Traffic Violation Adjudication Board**, composed of relevant city officials and personnel tasked to adjudicate traffic violation cases. The Board shall be chaired by the **City Legal Officer**, with the following as members:

- **Chairperson**: City Legal Officer
- **Vice Chairperson**: City Administrator

Members:

- Representative of the City Mayor's Office
- City Treasurer or authorized representative
- Traffic Management Division Head
- Representative from the City Council Committee on Transportation
- A representative from the Public Safety and Security Office (PSSO), preferably the Chief of Traffic.

The Board shall have the authority to conduct administrative hearings, receive evidence, resolve cases, and issue decisions on contested traffic violations based on applicable laws, ordinances, and rules of procedure duly adopted by the Tuguegarao City Government.

NOW THEREFORE, for and in consideration of the foregoing premises and of the mutual covenants hereinafter contained, the parties hereby agree as follows:

ARTICLE I
PURPOSE

1. This MOA is executed for uniformity and proper coordination between LTO and Tuguegarao City Government lawfully issuing traffic violation tickets to the Land Transportation Management System (LTMS) for tagging of alarms and recording demerit points in the driver's record.
2. This MOA stipulates the responsibilities of herein Parties to ensure the proper verification of personal details of apprehended driver by the enforcers of Tuguegarao City Government and further provide such office of the same personal information of apprehended driver stored with the LTO.

ARTICLE II
RESPONSIBILITIES OF PARTIES

1. The **FIRST PARTY** shall:

   a. The Tuguegarao City Government shall engage the services of a third-party provider in line with the Annual Investment Plan (AIP) and General Appropriation Ordinance, and in strict compliance with the provisions of Republic Act No. 12009 as well as other applicable laws, rules, and regulations;
   b. At all times take into consideration and to fully comply in good faith with the mandate of the Data Privacy Act of 2012, the 1987 Philippine Constitution, particularly, the right to privacy and other related laws;
   c. Submit the duly enacted traffic code or related ordinances containing provisions on the following:
      i. Classification of roads within the Tuguegarao City Government for purposes of setting the speed limit in Tuguegarao City;
      ii. List of traffic violations and their corresponding fines and penalties harmonized with the classification of penalties under the IRR of RA No. 10930 for purposes of designating the demerit points against the traffic violator;
      iii. Policy on adjudication of traffic violations which shall outline the step-by-step procedure to contest a traffic violation through contact apprehension;
      iv. Procedures for appeal when the traffic violator is aggrieved by the decision of the concerned office of the contested traffic violation, including the jurisdiction to file an appeal, the prescribed forms,

period to file an appeal, which must not less than five (5) days from the receipt of the violation ticket, and period to decide said appeal;

v. Allowing online payment platforms as well as partner banks where traffic violators may settle their traffic violation penalties, in addition to designated payment centers;

vi. Procedure for tagging of traffic violation in the LTMS in compliance with Rules V of the IRR of RA No. 10930; and

vii. Procedure for issuance of notice of violation with the end of affording due process to traffic violators prior to tagging in the LTMS.

d. Ensure that it shall not enact or enforce any ordinance or resolution in conflict with the provisions of the Land Transportation and Traffic Code as amended and other land transportation laws, rules and regulations, or prohibiting any deputy or agent of the LTO to enforce land transportation laws, rules and regulations within their respective territorial jurisdiction;

e. The **FIRST PARTY** shall create and operate a **Traffic Violation Adjudication Board** by virtue of an Executive Order issued by the City Mayor, tasked to perform the following:

1. Hear and resolve all contested traffic violations and administrative cases arising from enforcement of traffic ordinances of the **FIRST PARTY;**

2. Conduct hearings and deliberations based on due process, consistent with the provisions of City Ordinance No. 42-08-2019, as amended;

3. Maintain records of all cases adjudicated and forward these to the designated office for preparation of the daily Adjudication Report for transmittal to the **SECOND PARTY**;

4. Decide cases within a reasonable period, and ensure all decisions are properly documented and signed by the designated members of the Adjudication Board;

5. When deemed necessary, the **FIRST PARTY** may establish a system for recording violations, which shall be integrated with or made accessible to the **SECOND PARTY**;

6. Recommend policy improvements in the implementation of traffic enforcement and adjudication procedures based on trends or issues observed.

f. The **FIRST PARTY** shall prepare an Adjudication Report ***(Exhibit 1)*** which shall indicate the following:

a. Traffic Citation Ticket Number
b. Name of Apprehended Driver/Operator
c. Adjudicated Violation/s
d. Driver's License Number
e. MV Plate Number

g. The Adjudication Report shall be prepared daily and shall be transmitted by the **FIRST PARTY** to the **SECOND PARTY** first hour of the next working day following the day of the apprehension.

2. The **SECOND PARTY** shall:

a. Within 24 hours upon receipt of the Adjudication Report, the **SECOND PARTY** shall put on alarm in the LTO Traffic Adjudication System, the details of the violators. In case the driver-violator applies for the renewal of license or motor vehicle registration, the **SECOND PARTY** shall advise him to proceed to the **FIRST PARTY** for settlement of violation prior to the lifting of the alarm.

b. All adjudicated cases to be indicated in the report shall mean those resolved against the driver under the following circumstances:
   a. Admission of the driver of the apprehension case.
   b. Failure of the driver to contest his/her case within the prescribed period as stated in the ordinance.
   c. Person contests the apprehension, but obtains unfavorable resolution after adjudication.

ARTICLE III
COMPOSITION OF TRAFFICE VIOLATION ADJUDICATION BOARD

The Traffic Violation Adjudication Board shall be constituted by designated city officials and personnel who possess the authority, competence, and institutional mandate to adjudicate traffic violation cases. These individuals shall be selected based on their respective roles in traffic management, legal compliance, and administrative governance, ensuring that the adjudication process is conducted with fairness, efficiency, and adherence to due process.

The composition of the Board shall include, but not be limited to, representatives from the following offices:

- **City Legal Office** – to provide legal guidance, ensure procedural compliance, and uphold the principles of administrative due process.
- **Traffic Management Unit** – to offer technical insights on traffic regulations, road safety standards, and enforcement protocols.
- **City Treasurer's Office or Revenue Division** – to oversee the imposition and collection of fines, penalties, and other monetary sanctions.
- **Representative of the Office of the Mayor or City Administrator** – to ensure policy alignment, executive oversight, and institutional support.
- **Representative from the City Council Committee on Transportation** - serves as the Board's link to the legislative body, ensuring that adjudication

practices are consistent with existing city ordinances, resolutions, and transportation policies.

- The **Representative from the Public Safety and Security Office (PSSO)**—ideally the **Chief of Traffic**—serves as the Board's operational and enforcement expert, providing critical insights into traffic apprehension procedures, field implementation, and public safety considerations.

ARTICLE IV
AMENDMENTS

This MOA may be modified or amended, if the amendment is made in writing and is signed by both Parties. Either Party may request changes to this MOA. Any changes, modifications, revisions, or amendments to this MOA which are mutually agreed upon by and between the Parties to this MOA shall be incorporated by written instrument, and effective when executed and signed by all Parties to this MOA.

ARTICLE V
CONFIDENTIALITY

The Parties shall not, during the term of this MOA and even after its expiration, disclose any propriety or confidential information relating to the agreed terms or the business or operations of the Parties without prior consent of the **SECOND PARTY**;

ARTICLE VI
EFFECTIVITY

This MOA shall commence on the date of the signing by both Parties and shall remain effective until revoked by both Parties. All other related MOA signed prior to this MOA is deemed amended by the execution of this MOA.

IN WITNESS WHEREOF, the herein parties have set their hands this _____ in Tuguegarao City, Cagayan.

Tuguegarao City Government **First Party**	**LTO-Regional Office No. 02** **Second Party**
Represented by:	Represented by:
HON. MAILA ROSARIO S. TING-QUE *City Mayor*	**MR. GERONIMO C. SANTOS** *OIC, Regional Director*

Signed in the Presence of:

HON. ROSAURO G. RESUELLO	**MR. VENANCIO S. TUDDAO**
City Vice Mayor	*Acting Assistant Regional Director, LTO*

ACKNOWLEDGMENT

Republic of the Philippines)
Province of Cagayan)
City of Tuguegarao) s.s.

BEFORE ME, this _____ in Tuguegarao City, Cagayan personally appeared the following persons, to wit:

NAME	ID NO./ PLACE/ DATE ISSUED
HON. MAILA ROSARIO S. TING-QUE	
MR. GERONIMO C. SANTOS	

Known to me to be the same persons who executed the foregoing Memorandum of Agreement and who acknowledged to me that the same is their free and voluntary act and deed of the entities that they represent in this instance.

WITNESS MY HAND AND SEAL at the place and on the date first above-written.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2026.