



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF TRANSPORTATION
 LAND TRANSPORTATION OFFICE
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RECORDS & CORRESPONDENCE UNIT
LTO RECEIVED
 BY: *[Signature]*
 DATE: *02-26-2021* TIME: *1:35 PM*
 GENERAL SERVICES SECTION

MEMORANDUM CIRCULAR NO. 2021-2255

TO : All Regional Directors,
 All Assistant Regional Directors,
 All Regional Operations Chiefs,
 All Heads of District Offices and Extension Offices,
 All Concerned Employees

DATE : 20 January 2021

SUBJECT : Clarification on Transactions Requiring Request for Confirmation

Reports have reached this Office that there are requests for electronic confirmation that were not immediately acted upon due to conflicting interpretations of the issuances. To avert from the detrimental effect of such and to be able to deliver efficient service, the Agency must ensure the uniform application throughout its Offices.

Thus, it must be emphasized that, as of this date, the controlling issuance on the confirmation of transactions are stated in the provisions of the Amended 2019 LTO Citizen’s Charter (3rd Edition: July 2020).

Any provisions on the earlier issuances which are contrary or inconsistent with that of the aforementioned edition of the Citizen’s Charter shall be deemed amended or repealed.

Further, to avoid pending transactions, receiving Offices shall immediately respond to the requesting Offices on the approval or disapproval of their request and basis thereof.

For your strict and immediate compliance.

[Signature]
EDGAR C. GALVANTE
 Assistant Secretary



U.P. LAW CENTER
 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
 Administrative Rules and Regulations
RECEIVED
 MAR 01 2021
 TIME: *CH* BY: *[Signature]*

CERTIFIED TRUE COPY
 (NOT VALID WITH ERASURES OR ALTERATION)
Replied 3-1-2021
KROWENA C. AGUILA
 ADMINISTRATIVE AIDE VI
 GEN. SERVICES SECTION
 LTO