MEMORANDUM CIRCULAR No. 2021-2299
06 December 2021

TO : All Regional Directors and Assistant Regional Directors
    The Director, Law Enforcement Service (LES)
    The Director, Traffic Adjudication Service (TAS)
    Chief, Field Enforcement Division
    Chief, Intelligence and Investigation Division
    Chief, Traffic Safety Division
    All Officials and Employees Concerned

SUBJECT : GUIDELINES ON THE USE AND ISSUANCE OF ELECTRONIC TEMPORARY OPERATOR’S PERMIT (e-TOP) AND ELECTRONIC IMPOUNDING RECEIPT OF MOTOR VEHICLE (e-IRMV) AND PRESCRIBING IT AS OFFICIAL FORMS SIMILAR TO THE PURPOSE OF THE MANUAL TEMPORARY OPERATOR’S PERMIT (TOP) AND IMPOUNDING RECEIPTS

Pursuant to Section 29 of RA 4136, otherwise known as the “Land Transportation and Traffic Code” as amended, and in relation to Section 27 of RA 8792, known as the “Electronic Commerce Act”, the following guidelines are hereby adopted to effectively carry out the mandate of the Land Transportation Office to put order on the road through law enforcement, and to maximize the use of information technology for fast and efficient delivery of service to the public.

I. COVERAGE.

These guidelines prescribe the use of electronic tickets in all roadside inspection and apprehension activities of LTO Transportation Regulation Officers (TROs) and Deputized Transportation Regulation Officers (DTROs).

II. USE OF THE ELECTRONIC TICKET.

To effectively carry out the mandate of the Land Transportation Office to put order on the road and in connection to the implementation of the new LTO IT System which is the Land Transportation Management System (LTMS), and pursuant to the provision of Section 29 of RA 4136 as amended, the use of Electronic Temporary Operator’s Permit (e-TOP) and Electronic Impounding Receipt of Motor Vehicle (e-IRMV) is hereby prescribed.

The Electronic Temporary Operator’s Permit (e-TOP) and Electronic Impounding Receipt for Motor Vehicle (e-IRMV) shall refer to the electronic printout version of Temporary
Operators Permit (TOP) and Impounding Receipt for Motor Vehicle that will be generated/printed thru the law enforcement handheld mobile device. (Annex “A”)

The new e-TOP ticket shall be used in all apprehensions made during the conduct of field apprehension/operation against violators of the provisions of RA 4136 as amended, special laws and other related transportation laws, rules, and regulations and shall be issued to the driver as copy and information of infraction/s. (same as the purpose of the manual TOP)

It shall likewise serve as summons to the apprehended driver to settle the apprehension within 15 days from the date and time of apprehension and as a receipt of confiscated item. In lieu of the Driver’s License, the e-TOP ticket will be a temporary license to operate a motor vehicle within seventy-two (72) hours from the date and time of apprehension.

The Electronic Impounding Receipt for Motor Vehicle (e-IRMV) shall be issued upon physical impounding of the vehicle in which case it shall be the same as the purpose as that of the manual Impounding Receipt (IRMV).

III. USE OF MANUAL TICKET.

The manual Temporary Operators Permit (TOP) shall be strictly used only in the following situations:

1. When there is no or intermittent internet/data connection in the area of operation;
2. When there is a technical failure of handheld mobile device;
3. Unavailability of officially issued law enforcement handheld mobile device;
4. And other circumstances that may be encountered during the roll out of the Land Transportation Management System (LTMS).

For the Law Enforcement Service - Central Office Law Enforcement Officers’ apprehensions under any condition enumerated herein using the manual TOP shall be submitted together with a spot report to the Law Enforcement Service - Data Control Unit (LES-DCU) or to the nearest Regional Offices/District Offices during special operations. The Regional Law Enforcement Unit shall submit to the Regional Office In-charge of Law Enforcement and Adjudication functions or the nearest LTO District/Extension Offices. The District Law Enforcement Team (DLET) may submit apprehension to the District Office-LETAS Unit for manual encoding to the LTO-IT system and appropriate action. (Spot report format see Annex “B”)

The Apprehending Officer shall strictly observe the guidelines on properly filling out of manual Temporary Operators Permit (TOP).

IV. CONFISCATION OF DRIVER’S LICENSE.

Pursuant to the authority of Land Transportation Office (LTO) vested under Section 29 of RA 4136, the confiscation of the driver’s license shall be mandatory in all cases.
The Central Office Apprehending Officers shall surrender all confiscated Driver's Licenses to the Law Enforcement Service - Driver's License Custodial Unit (LES-DLCU) or to the nearest Regional Offices/District Offices during special operations. The Regional Law Enforcers shall submit apprehensions to the Regional Office In-charge of Law Enforcement and Adjudication functions or the nearest LTO District/Extension Offices if the most practicable. The District Law Enforcement Teams (DLET) may submit to the District Office-LETAS Unit for storing, safekeeping, and appropriate action.

V. APPREHENSION PROCEDURE/PROTOCOL

In compliance with the provisions of Memorandum Circular No. 2017-2097 dated 15 September 2017, all Law Enforcement Officers shall observe the following guidelines to ensure enforcement operations integrity:

1. The law enforcement activities shall be in accordance with the duly approved deployment order issued by Director, Law Enforcement Service for Central Office, the Regional Director for Regional Offices Enforcers, and the District Head for District Law Enforcement Team;

2. The Law Enforcement Officers when performing their duties must wear official patrol uniform and issued Office ID;

3. Upon flagging down a motor vehicle, the law enforcer shall approach politely, introduce oneself, inform the driver that their conversation is being recorded through the body worn camera and the reason for the stop, and subsequently, request to present a copy of the following:
   a) Driver's License;
   b) Photocopy of current Official Receipt (OR);
   c) Photocopy of Certificate of Registration (CR);
   d) And other pertinent documents if needed.

4. The Law Enforcement Officer shall verify through the handheld device the authenticity of documents presented;

5. Upon verification and determination of violations, the Apprehending Officer shall input apprehension information and issue ticket promptly;

6. Erroneous input of violation/s and other details shall be the personal liability of the Law Enforcement Officer concerned for gross negligence;

7. Always maintain professionalism;

8. The apprehension report must be submitted within 24 hours from the date and time of apprehension.

VI. USE OF PAYMENT FUNCTION ON HANDHELD DEVICE.

The utilization of the payment function of the Law Enforcement Handheld Mobile Device shall be subject to a separate issuance of guidelines by the Traffic Adjudication Service and approval of the Assistant Secretary.
Nevertheless, all Transportation Regulation Officers / Deputized Transportation Regulation Officers are **strictly not allowed** to accept cash payment or use a personal payment account (E-Wallet) to settle any apprehension.

**VII. OPERATION, MAINTENANCE AND ACCOUNTABILITY OF OFFICIALLY ISSUED LAW ENFORCEMENT HANDHELD MOBILE DEVICE.**

The Transportation Regulation Officers (TRO) and Deputized Transportation Regulation Officers (DTRO) shall strictly follow the established protocols for this purpose. And shall be responsible in the proper use and maintenance of the gadget. *(See Annex “C”)*

**VIII. ADMINISTRATIVE LIABILITY.**

Any violation of this guidelines shall hold the TRO/DTRO administratively liable pursuant to existing administrative rules and regulations.

**IX. EFFECTIVITY.**

These rules shall take effect after fifteen (15) days of publication in the Official Gazette or in two (2) newspapers of general circulation in the Philippines and after receipt of a copy thereof by the National Registry of the UP-Law Center, Diliman Quezon City.

All orders, memoranda and other issuances in conflict herewith are deemed amended/superseded/modified accordingly.

For strict compliance.

EDGAR C. GALVANTE  
Assistant Secretary
Annex "B"

Briefing MEMO

FOR:

SUBJECT: SPOT REPORT

DATE: 

1. (Indicate briefly the date/time, and place of occurrence)

2. (Brief facts of incidents)

3. (Other facts)

4. (Recommendation and requested actions)

________________________________________

Law Enforcement Officer

Noted By:

________________________________________

Team Leader
### Annex “C”

<table>
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<th>TITLE</th>
<th>OPERATION, MAINTENANCE AND ACCOUNTABILITY OF OFFICIALLY ISSUED LAW ENFORCEMENT HANDHELD MOBILE DEVICE</th>
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<td>OBJECTIVE</td>
<td>To establish guidelines for the proper operation, maintenance and accountability of officially issued law enforcement handheld mobile device</td>
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| PROTOCOLS | 1. The Law Enforcement Service (LES), all Regional Offices and all other concerned District Law Enforcement Teams shall designate an accountable officer/custodian;  
2. The designated accountable official/s must be a holder of a permanent plantilla position unless otherwise authorized by the Director LES And/or Chief FED, or the Regional Officials performing similar functions;  
3. The handheld mobile device shall be issued only to personnel performing actual law enforcement function and have undergone users training;  
4. The officially issued handheld mobile device shall be used strictly for law enforcement purposes only;  
5. The TRO/DTRO shall rigorously follow the proper procedures in handling, operation, and maintenance of the device as required by the manufacturer;  
6. In case of loss or damage of the gadgets, the concerned device user shall be held accountable/liable and maybe subject to the filing of appropriate charge under existing rules and regulations;  
7. The handheld device user must report the lost, damaged, or malfunctioning unit to the designated accountable officer within 24 hours upon information/knowledge of the damage, malfunction, or loss; otherwise, the user shall explain in writing such delay of report;  
8. The accountable officer shall coordinate with the Management Information Division or with the Administrative Division - Equipment Unit of the Central Office within 24 hours upon receipt of the report; for the repair and appropriate action of reported damage/malfunction gadget;  
9. Real-time uploading of apprehension shall be over a data connection; If in case of offline or data is unavailable in the area of operation, the TRO’s or DTRO’s shall use the Temporary Operators Permit (TOP);  
10. Tampering and unauthorized alteration/configuration of handheld mobile device settings is strictly prohibited and shall be considered a serious violation of protocols and subject to administrative sanctions under existing rules and regulations;  
11. After every end of tour duty, the device shall be surrendered to the accountable officer for safekeeping and/or possible re-issuance;  
12. All TROs/DTROs shall be prohibited to use their payment account channel for settlement of apprehension;  
13. Any violation of these protocols shall be subjected to administrative sanctions accordingly. |

LES: CVG/RAV/CAADR/hss-jvy.111721
MEMORANDUM CIRCULAR No. 3001-999
08 December 2021

TO: All Regional Directors and Assistant Regional Directors
The Director, Land Transportation Office (LTO)
The Director, Traffic Adjudication Service (TAS)
Chief, Field Enforcement Division
Chief, Intelligence and Investigation Division
Chief, Traffic Safety Division
All Officials and Employees Concerned

SUBJECT: GUIDELINES ON THE USE AND ISSUANCE OF ELECTRONIC TEMPORARY OPERATORS PERMIT (e-TOP) AND ELECTRONIC IMPOUNDING RECEIPT OF MOTOR VEHICLE (e-IRMV) AND PRESCRIBING IT AS OFFICIAL FORMS SIMILAR TO THE PURPOSE OF THE MANUAL TEMPORARY OPERATORS PERMIT (TOP) AND IMPOUNDING RECEIPTS.

Pursuant to Section 29 of RA 4136, otherwise known as the "Land Transportation and Traffic Code" as amended and in relation to Section 27 of RA 6795, known as the "Electroplating/Commercial Act", the following guidelines are hereby adopted to effectively carry out the mandate of the Land Transportation Office to put order on the road and in connection to the implementation of the new LTO II System which is the Land Transportation Management System (LTMS), and pursuant to the provision of Section 29 of RA 4136 as amended, the use of Electronic Temporary Operator’s Permit (e-TOP) and Electronic Impounding Receipt of Motor Vehicle (e-IRMV) is hereby prescribed.

I. COVERAGE.

These guidelines prescribe the use of electronic tickets in all roadside inspection and apprehension activities of LTO Transportation Regulation Officers (TROs) and Dealership Transportation Regulation Officers (DTROs).

II. USE OF THE ELECTRONIC TICKET.

To effectively carry out the mandate of the Land Transportation Office to put order on the road and in connection to the implementation of the new LTO II System which is the Land Transportation Management System (LTMS), and pursuant to the provision of Section 29 of RA 4136 as amended, the use of Electronic Temporary Operator's Permit (e-TOP) and Electronic Impounding Receipt of Motor Vehicle (e-IRMV) is hereby prescribed.

Operators Permit (TOP) and Impounding Receipt for Motor Vehicle that will be generated/dispensed thru the law enforcement handheld mobile devices. (Annex A)

III. USE OF MANUAL TICKET.

The manual Temporary Operators Permit (TOP) shall be strictly used in the following situations:

1. When there is no or intermittent internet/data connection operation;
2. When there is a technical failure of handheld mobile device;
3. Unavailability of officially issued law enforcement handheld mobile devices;
4. And other circumstances that may be encountered during the Road Transportation Management System (LTMS).

IV. CONFESSION OF DRIVER’S LICENSE.

Pursuant to the authority of Land Transportation Office (LTO) vested under RA 4136, the confiscation of the driver’s license shall be mandatory in all apprehensions.

The Central Office Apprehending Officer shall surrender all confiscated documents to the Land Transportation Service – Driver’s License Custodial Unit (LTO – Driver’s License Custodial Unit (LDLU) or the nearest Regional Office/District Office during special operations. The Authorized Officers shall submit apprehensions to the Regional Office/Enforcement and Adjudication functions of the nearest LTO Office/District Office without delay.

V. APPREHENSION PROCEDURE/PROTOCOL.

In compliance with the provisions of Memorandum Circular No. 2017-September 30, 2017, all Law Enforcement Officers shall observe the following for the proper conduct of their duties:

1. The law enforcement activities shall be in accordance with the rules, regulations and procedures issued by the Regional Director for Regional Offices, and shall be submitted to the Regional Director for Regional Enforcement Team.

2. The Law Enforcement Officers performing their duties must be properly uniformed and issued license (DL).

3. Upon flagging down a motor vehicle, the law enforcing officer shall introduce himself, inform the driver that his conversation is for the purpose of conducting the body worn camera and the reason for the stop, and request to present a copy of the following:
   a. Driver’s License;
   b. Photocopy of current Driver’s Permit (DL);
   c. Photocopy of Certificate of Registration (COP);
   d. Photocopy of any other pertinent documents if needed.

4. The Law Enforcement Officer shall verify through the handheld mobile device the authenticity of documents presented.

The new e-TOP ticket shall be used in all apprehensions made during the conduct of field operations/operation against violators of the provisions of RA 4136 as amended, special laws and other related transportation laws, rules, and regulations and shall be issued to the driver as copy and information of infractions, (same as the purpose of the manual TOP)

It shall likewise serve as summon to the apprehended to settle the apprehension within 15 days from the date of apprehension and as a receipt of confiscation of items. In lieu of the Driver’s License, the e-TOP ticket will be a temporary license to operate a motor vehicle within seventy-two (72) hours from the date and time of apprehension.

The Electronic Impounding Receipt for Motor Vehicle (e-IRMV) shall be issued upon physical impounding of the vehicle in lieu of the receipt shall be the same as the purpose as that of the manual Impounding Receipt (IRMV).
8. Upon verification and determination of violations, the apprehending officer shall
input apprehension information and issue ticket promptly;
6. Erroneous input of violations and other details shall be the personal liability of the
Law Enforcement Officer concerned for gross negligence;
7. Always maintain professionalism;
8. The apprehension report must be submitted within 24 hours from the date and time
of apprehension.

VI. USE OF PAYMENT FUNCTION ON HANDHELD DEVICE.

The utilization of the payment function of the Law Enforcement Handheld Mobile Device
shall be subject to a separate issuance of guidelines by the Traffic Adjudication Service
and approval of the Assistant Secretary.

Nevertheless, all Transportation Regulation Officers / Deputized Transportation
Regulation Officers are strictly not allowed to accept cash payment or use a personal
payment account (E-Wallet) to settle any apprehension.

VII. OPERATION, MAINTENANCE AND ACCOUNTABILITY OF OFFICIALLY ISSUED
LAW ENFORCEMENT HANDHELD MOBILE DEVICE.

The Transportation Regulation Officers (TRO) and Deputized Transportation Regulation
Officers (DTRO) shall strictly follow the established protocols for this purpose. And shall
be responsible in the proper use and maintenance of the gadget. (See Annex “C”)

VIII. ADMINISTRATIVE LIABILITY.

Any violation of the guidelines shall be held the TRO/DTRO administratively liable pursuant
to existing administrative rules and regulations.

IX. EFFECTIVITY.

These rules shall take effect after fifteen (15) days of publication in the Official Gazette or
in two (2) newspapers of general circulation in the Philippines and after receipt of a copy
thereof by the National Registry of the UP-Law Center, Diliman Quezon City.

All orders, memoranda and other issuances in conflict herewith are deemed
amended/superseded/revised/modified accordingly.

For strict compliance.

EDGAR C. GALVANTE
Assistant Secretary

Annex “B”

Briefing MEMO
FOR: 
SUBJECT: SPOT REPORT
DATE: 

1. (Indicate briefly the date/time, and place of occurrence)
2. (Brief facts of incident)
3. (Other facts)
4. (Recommendation and requesteds actions)

Law Enforcement Officer

Noted By:

Team Leader

Annex “C”

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1. The Law Enforcement Service (LES), all Regional Offices and all of the concerned District/Law Enforcement Teams shall designate an accountable official to coordinate enforcement efforts.
2. The designated accountable official must be a holder of a permanent position unless otherwise authorized by the Director LES or Chief PDD.
3. The handheld mobile device shall be used only to perform actual law enforcement function and issue violation tickets.
4. The handheld mobile device shall be used only to perform actual enforcement purposes only.
5. The TRO/DTRO shall promptly follow the proper procedures for the issuance of violations.
6. The handheld mobile device user shall be held accountable and be subject to the filing of administrative charges under existing policies and regulations.
7. The handheld device user shall promptly report the loss, theft or misplacement of the handheld mobile device to the accountable officer within twenty-four (24) hours.
8. The accountable officer shall coordinate with the Management Information System (MIS) of the Administrative Division - Equipment Unit of the Central Office within twenty-four (24) hours upon receipt of the report.
9. The handheld mobile device user shall be required to provide the Temporary Operating Permit (TOP) at the time of violation.
10. Unauthorized alteration/undocumented configuration of handheld mobile device shall be strictly prohibited.
11. After every two hours of usage, the handheld mobile device shall be recharged and shall be reinitialized.
12. The handheld mobile device shall be reinitialized and shall be recharged.
13. Any violation of the above shall be subject to administrative sanctions accordingly.
VI. USE OF PAYMENT FUNCTION ON HANDHELD DEVICE

The utilization of the payment function of the Law Enforcement Handheld Mobile Device shall be subject to a separate issuance of guidelines by the Traffic Adjudication Service and approval of the Assistant Secretary.

Nevertheless, all Transportation Regulation Officers/Deputized Transportation Regulation Officers are strictly not allowed to accept cash payment or use a personal payment account (E-Wallet) to settle any apprehension.

VIII. OPERATION, MAINTENANCE AND ACCOUNTABILITY OF OFFICIALLY ISSUED LAW ENFORCEMENT HANDHELD MOBILE DEVICE

The Transportation Regulation Officers (TRO) and Deputized Transportation Regulation Officers (DTRO) shall strictly follow the established protocols for this purpose. And shall be responsible in the proper use and maintenance of the gadget. (See Annex "C")

VIII. ADMINISTRATIVE LIABILITY

Any violation of these guidelines shall hold the TRO/DTRO administratively liable pursuant to existing administrative rules and regulations.

IX. EFFECTIVITY

These rules shall take effect after fifteen (15) days of publication in the Official Gazette or in two (2) newspapers of general circulation in the Philippines and after receipt of a copy thereof by the National Registry of the UP-Law Center, Diliman Quezon City.

All orders, memorandums, and other issuances in conflict herewith are deemed amended/superseded/modified accordingly.

For strict compliance.

EDGAR C. SALVANTE
Assistant Secretary

Annex "D"

Briefing MEMO
FOR: 
SUBJECT: SPOT REPORT
DATE:

1. (Indicate briefly the date, time, and place of occurrence)
2. (Brief facts of Incident)
3. (Other facts)
4. (Recommendation and requested actions)

Law Enforcement Officer

Noted by:

Tiger Luiado

Annex "C"

OPERATION, MAINTENANCE AND ACCOUNTABILITY OF OFFICIALLY ISSUED LAW ENFORCEMENT HANDHELD MOBILE DEVICE

OBJECTIVE:

1. The Law Enforcement Service (LES), all Regional Offices and all other concerned District Law Enforcement Teams shall designate an accountable office/office.
2. The designated accountable officer must be in a temporary position unless otherwise authorized by the Director LES and Chief FSO, or the Regional Officials performing similar functions.
3. The handheld mobile device shall be issued only to personnel performing actual law enforcement function and have undergone users training.
4. The officially issued handheld mobile device shall be used strictly for law enforcement purposes only.
5. The TRO/DTRO shall rigorously follow the proper procedure in handing over the device, and maintenance of the device, as required by the manufacturer.
6. In case of loss or damage of the gadget, the concerned device user shall be held accountable liable and may be subject to the filing of appropriate charge under existing rules and regulations.
7. The handheld mobile user must report the lost, damaged, or malfunctioned unit to the designated accountable officer within 24 hours.
8. The accountable officer shall coordinate with the Management Information Division on the Administrative Division - Equipment Unit of the Central Office within 24 hours upon receipt of the report for the repair or proper analysis of reported damage/malfunctioned gadget.
9. Real-time uploading of apprehension shall be over a data connection. In case of offline or data is unavailable in the area of operation, the TRO's DTRO's shall use the Temporal Data Permit (TDP).
10. Tampering or unauthorized alteration/configuration of handheld mobile device settings is strictly prohibited and shall be considered a serious violation of protocols and subject to administrative sanctions under existing rules and regulations.
11. After every end of duty, the device shall be surrendered to the accountable officer for verification and/or possible reissuance.
12. All TROs/DTROs shall be prohibited to use their payment accounts for settlement of apprehensions.
13. Any violation of these protocols shall be subjected to administrative sanctions accordingly.

LEE C/NSG/A/2023/05/11/10/12
MEMORANDUM CIRCULAR NO. 2021-0099
06 December 2021

TO: All Regional Directors and Assistant Regional Directors
The Director, Law Enforcement Service (LES)
The Director, Traffic Adjudication Service (TAS)
Chief, Field Enforcement Division
Chief, Intelligence and Investigation Division
Chief, Traffic Safety Division
All Officials and Employees Concerned

SUBJECT: GUIDELINES ON THE USE AND ISSUANCE OF ELECTRONIC TEMPORARY OPERATOR’S PERMIT (e-TOP) AND ELECTRONIC IMPOUNDING RECEIPT OF MOTOR VEHICLE (e-IRMV) AND PRESCRIBING IT AS OFFICIAL FORMS SIMILAR TO THE PURPOSE OF THE MANUAL TEMPORARY OPERATOR’S PERMIT (TOP) AND IMPOUNDING RECEIPTS

Pursuant to Section 29 of RA 4136, otherwise known as the “Land Transportation and Traffic Code” as amended, and in relation to Section 27 of RA 8702, known as the “Electronic Commerce Act”, the following guidelines are hereby adopted to effectively carry out the mandate of the Land Transportation Office to put order on the road through law enforcement, and to maximize the use of information technology for fast and efficient delivery of service to the public.

I. COVERAGE

These guidelines prescribe the use of electronic tickets in all road-side inspection and apprehension activities of LTO Transportation Regulation Officers (TROs) and Depazilated Transportation Regulation Officers (DTROs).

II. USE OF THE ELECTRONIC TICKET

To effectively carry out the mandate of the Land Transportation Office to put order on the road and in connection to the implementation of the new LTO IT System which is the Land Transportation Management System (LTMS), and pursuant to the provisions of Section 29 of RA 4136 as amended, the use of Electronic Temporary Operator’s Permit (e-TOP) and Electronic Impounding Receipt of Motor Vehicle (e-IRMV) is hereby prescribed.

The Electronic Temporary Operators Permit (e-TOP) and Electronic impounding Receipt for Motor Vehicle (e-IRMV) shall refer to the electronic printout version of Temporary Operators Permit (TOP) and impounding Receipt for Motor Vehicle that will be generated/downloaded thru the LTO enforcement handheld mobile device. (Annex A

The new e-TOP ticket shall be used in all apprehensions made during the conduct of field apprehension/operation against violators of the provisions of RA 4136 as amended, special laws and other related transportation laws, rules, and regulations and shall be issued to the driver as copy and information of infraction(s) (same as the purpose of the manual TOP).

It shall likewise serve as summons to the apprehended driver to settle the apprehension within 15 days from the date and time of apprehension and as a receipt of confiscated item. In lieu of the Driver’s License, the e-TOP ticket will be a temporary license to operate a motor vehicle within seventy-two (72) hours from the date and time of apprehension.

The Electronic Impounding Receipt for Motor Vehicle (e-IRMV) shall be issued upon physical impounding of the vehicle in which case it shall be the same as the purpose of the Electronic Impounding Receipt (IRMV).

III. USE OF MANUAL TICKET

The manual Temporary Operator’s Permit (TOP) shall be strictly used only if the following:

1. When there is no or intermittent internet/data connection in the operation.
2. When there is a technical failure of handheld mobile device.
3. Unavailability of officially issued law enforcement handheld mobile device.
4. And other circumstances that may be encountered during the roll out in the LTO, LTMS, and LTAS.

For the Law Enforcement Service, Central Office, Law Enforcement Service apprehensions under any violation enumerated herein using the manual TOP is submitted together with a spot report thru the Law Enforcement Service Data Center (LES-DCU) or to the nearest Regional Office/District Offices during special op-ops.

The Regional Law Enforcement Unit shall submit to the Regional Office-In-Charge, Enforcement and Adjudication and LTAS for the nearest LTAS or the nearest Regional Office/District Office during special operations, the Regional Enforcement shall submit apprehensions to the Regional Office-In-Charge, Enforcement and Adjudication and LTAS for the nearest LTAS or the nearest Regional Office/District Office.

IV. CONFIRMATION OF DRIVER’S LICENSE

Pursuant to the authority of Land Transportation Office (LTO) vested under Section 2, RA 4136, the confiscation of the driver’s license shall be mandatory in all cases.

The Central Office apprehending Officers shall surrender all confiscated Driver’s Licenses to the Law Enforcement Service, Driver’s License Custodial Unit (LESD-CU) or the nearest Regional Office/District Office during special operations. The Regional Enforcement shall submit apprehensions to the Regional Office-In-Charge, Enforcement and Adjudication and LTAS for the nearest LTAS or the nearest Regional Office/District Office.

The apprehending driver shall be given the option to request a copy of the following:

a. Driver’s License
b. Photocopy of current Official Receipt (OR)
c. Photocopy of Certificate of Registration (CR)
d. And other pertinent documents if needed.

V. APPREHENSION PROCEDURE/PROTOCOL

In compliance with the provisions of Memorandum Circular No. 2017-2077 dated September 21, 2017, all Law Enforcement Officers shall observe the following guidelines to ensure enforcement operations integrity:

1. The law enforcement activities shall be in accordance with the duly approved deployment order issued by Director, Law Enforcement Service for Central Office, the Regional Director for Regional Office Enforcement, and the District Head for District Law Enforcement Team.
2. The Law Enforcement Officers when performing their duties shall wear patrol uniform and issued Office ID’s.
3. Upon flagging down a motor vehicle, the law enforcement officer shall approach the driver and demand to see the driver’s license, vehicle registration, and other pertinent documents.
4. The apprehended driver shall be given a copy of the apprehension information and the issued ticket promptly.

5. Upon verification and determination of violations, the Approaching Officer shall verify through the handheld device the authenticity of documents presented.

6. The Law Enforcement Officer shall verify through the handheld device the authenticity of documents presented.

7. Upon verification and determination of violations, the Approaching Officer shall verify through the handheld device the authenticity of documents presented.