MEMORANDUM CIRCULAR NO.2018 - 2131

TO : All Regional Directors
    Assistant Regional Directors,
    and All Employees Concerned

SUBJECT : Guidelines for Registration and Licensing Transactions if the
          Due Date Falls on a Saturday, Sunday or Holiday

DATE : 28 March 2018

In order to standardize the procedure whenever the due date for registration, license
and student permit transaction falls on a Saturday, Sunday or holiday, the following
rules should be followed:

1. New Registration Units (NRUs) and selected District Offices (Dos) authorized to
   process new registration transactions are directed not to collect penalty for sales
   invoices presented for new registration, with the 7th day falling on the aforesaid
   days. They are advised to use the MVUC Adjustment functionality in the LTO IT
   System as they process the covered new registration transactions.

2. No penalty shall be collected if the application for renewal of registration is
   presented / submitted on the next working day.

3. Driver’s licenses due for renewal shall be accepted without the collection of
   penalty if presented on the next working day.
4. The validity of student permits that expire on the aforesaid days are hereby extended until the next working day.

This memorandum circular shall take effect immediately.

For strict compliance.

EDGAR G. GALVANTE
Assistant Secretary