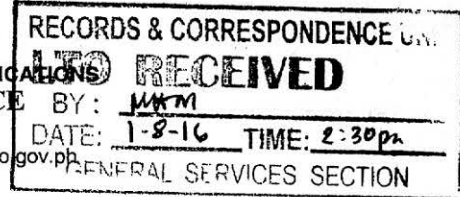




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE

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MEMORANDUM CIRCULAR NO. RPC-2016-1988
06 January 2016

SUBJECT: Transfer of License Transactions From Quezon City Licensing Center To License Section, Operations Division, LTO Central Office

In the best interest of the service, the following functions of the Quezon City Licensing Center are hereby transferred back to the License Section, Operations Division, LTO Central Office, to wit:

1. Applications for renewal of driver's licenses of those leaving for abroad;
2. Applications for conversion of foreign license to Philippine license ;
3. Applications for renewal of driver's license of VIPs such as members of the Executive Body, Legislative Body and Judiciary, members of the Diplomatic Corps and their dependents and other high ranking officials;
4. Applications for government officials and employees to include immediate members of the family;
5. Applications for private sector executives, officials and employees to include immediate members of the family; and,
6. Applications for student permits of foreigners.

All License Section personnel shall be advised to add the above functions in the discharge of their current duties, to wit:

1. Issuance of Certifications for employment abroad and local;
2. Issuance of Verification for government entities;
3. Conduct of post evaluation and monitoring of license transactions;
4. Preparation of Request for System Update / Data Take On from LTO agencies; and,
5. Perform other tasks assigned by the **undersigned**.

This order shall take effect on 01 February 2016.

For strict compliance.

ATTY. ROBERTO P. CABRERA III
Assistant Secretary

