MEMORANDUM CIRCULAR NO. AVT 2015- 1963

TO : Regional Directors/Assistant Regional Directors
     Concerned District Offices Heads and Users
     All Concerned Employees

DATE : 10 August 2015

SUBJECT : ISSUANCE OF NEW DRIVER’S LICENSE CARDS

In order to ensure efficient release of new DL Cards, you are hereby directed to strictly observe the following guidelines in the issuance of driver’s license cards, to wit:

CENTRAL OFFICE (CO)-PROPERTY SECTION shall

1. Control and monitor the distribution of printers to authorized field offices catering license transactions;

2. Control and monitor the issuance and distribution of accountable items such as the different types of ID cards and consumables, ink ribbon, retransfer film and top-side laminate film to regional offices; and

3. Upload the accountable items through the Finance and Administrative System-Inventory Management System.

CO-LICENSE SECTION shall

1. Implement the updating of the DLS database based on Request for System Update (RSU) to correct the typographical errors on the Customer Information as well as correction of “Conditions” which is an identified and limitation of the current system;

2. Conduct post evaluation of license transactions based on received reports and complaints and site visits whenever necessary; and

3. Submit the summary report or adverse findings and recommendation to the CO Operations Division, copy furnished the concerned Regional Office.

REGIONAL OFFICE- ADMINISTRATIVE DIVISION shall

1. Receive the accountable items for distribution to their respective field offices based on the attached distribution list from the CO-Property Section;

2. Monitor the field offices based on submitted Log Sheets and daily report of Printed Driver’s License, Conductor’s License and Student Permits; and
3. Conduct a periodic monitoring and site visits to ensure that appropriate procedures are being followed.

**DISTRICT OFFICE** shall

1. **ALWAYS** ensure the availability of supplies/consumables in the printing of DL Cards.
   
   1.a. Maintain a reorder point of 50% of the following supplies:
   
   - DL cards - upon reaching 50% consumption of the quantity on stock; and
   
   - Ink ribbon, retransfer film, top-side laminate film after printing of at least 500 cards.

2. In all transactions, it is reiterated that the Evaluator must **ALWAYS** check the correctness of licensees data to minimize spoilage of DL cards;

3. The Releasing Officer in charge of operating the printer-laminator shall **ALWAYS** follow the time schedule of maintenance/cleaning routines to ensure optimal performance;

4. Utilize the FAS-IMS-AITP facility to upload the received accountable items;

5. The Releasing Officer shall docket the transaction in the Log Sheet and release the Student Permit/Conductor's License/Non Professional License/Professional License to applicant. Applicant affixes signature in the receipt column of the Log Sheet; and

6. The District Head shall submit the Daily Report of Printed Driver's License, Conductor's License and Student Permit using the attached Log Sheet on a monthly basis on or before 5th day of the succeeding month to the Regional Office, copy furnished the CO-License Section for post evaluation purposes. Attached is the format of the report.

For immediate compliance.

[Signature]

**ATTY. ALFONSO V. TAN, JR.**
Assistant Secretary

Encl: a/s