



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS  
**LAND TRANSPORTATION OFFICE**  
 East Avenue, Quezon City  
 E-mail Address: ltombox@lto.gov.ph • Website: www.lto.gov.ph

RECORDS & CORRESPONDENCE UNIT  
**LTO RECEIVED**  
 BY: MM  
 DATE: 6-28-16 TIME: 4:28 pm  
 GENERAL SERVICES SECTION

June 28, 2016

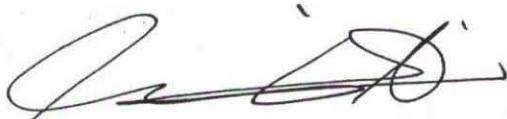
OFFICE ORDER NO. RPC-2016-120

SUBJECT : PROCESSING OF STUDENT PERMIT APPLICATIONS IN  
 DRIVERS LICENSE RENEWAL CENTERS/OFFICES  
 NATIONWIDE

In lieu of public service and to decongest the district offices, it is hereby ordered that all Driver's License Renewal Centers and/or Offices nationwide will process student permit applications as part of their daily operations.

It is understood that Driver's License Renewal Centers and/or Offices are advised to strictly adhere to the existing licensing policies, rules and regulations, in accordance with the highest standards of public service.

This office order shall take effect immediately.



ATTY. ROBERTO P. CABRERA III  
 Assistant Secretary



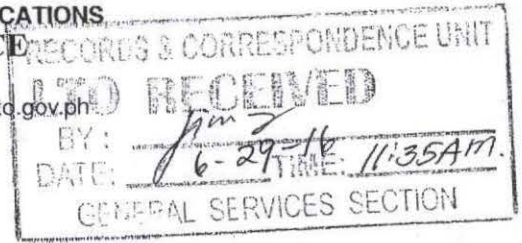
Cc: Management Information Division  
 This Office  
 Stradcom  
 All Concerned

U.P. LAW CENTER  
 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
 Administrative Rules and Regulations  
**RECEIVED**  
 JUN 29 2016  
 TIME: 10:20 BY: [Signature]



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DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS  
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MEMORANDUM

**TO :** All Regional Directors, Assistant Regional Directors, Heads  
Licensing Centers, District/Extension Offices, All Employees  
Concerned  
This Office

**SUBJECT :** Memorandum Circular No. AVT 2015-1963 RE: Issuance of  
New Driver's License Cards


**DATE :** 20 June 2016

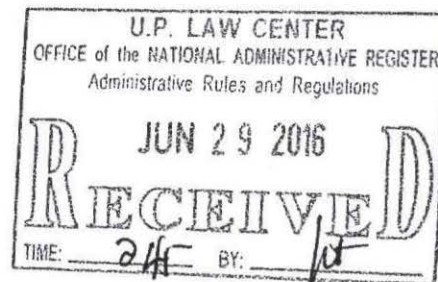
This is to reiterate the herein Memorandum Circular No. AVT-2015-1963 dated 10 August 2015 respectively, relative to the guidelines in the issuance of driver's license to ensure the efficient release of new DL Cards.

In this connection, all Heads of Licensing Centers, District/Extension Offices, are directed to strictly observe the guidelines specifically on the submission of the Daily Report of Printed Driver's License Cards on a monthly basis to the Regional Office, copy furnished the CO-License Section for post evaluation purposes. The Regional Office-Administrative Division shall monitor the field offices based from submitted Log Sheet and Daily Report of Printed Driver's License Cards, Conductor's License and Student Permits. Likewise, the RO-Administrative Division shall consolidate the reported *number of printed cards* by the Licensing Centers, District/Extension Offices within the Region copy furnished the Operations Division, Central Office for record purposes.

Failure to comply with the guidelines set forth in Memorandum Circular No. AVT. 2015-1963 shall be a ground for disciplinary action.

For strict compliance.

  
Atty. **ROBERTO P. CABRERA, III**  
Assistant Secretary *RC* CO 12943







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RECORDS & CORRESPONDENCE UNIT  
**LTO RECEIVED**  
 BY: lmm  
 DATE: 8-17-15 TIME: 9:32am  
 CENTRAL SERVICES SECTION

**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**

OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
 ADMINISTRATIVE RULES AND REGULATIONS  
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 AUG 17 2015  
 TIME: 11:06 BY: [Signature]

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

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 Administrative Rules and Regulations  
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**HORBERTO D. ESPINOSA**

3. Conduct a periodic monitoring and site visits to ensure that appropriate procedures are being followed.

**DISTRICT OFFICE** shall

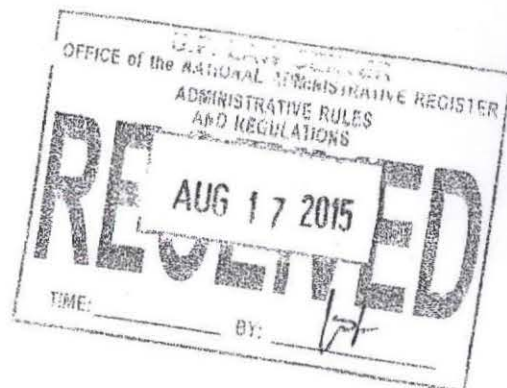
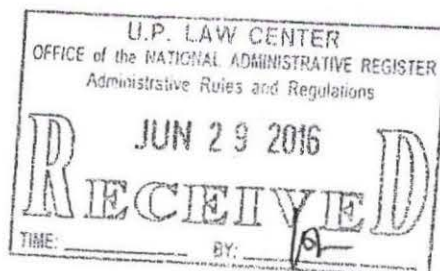
1. **ALWAYS** ensure the availability of supplies/consumables in the printing of DL Cards.
  - 1.a. Maintain a reorder point of 50% of the following supplies:
    - DL cards - upon reaching 50% consumption of the quantity on stock; and
    - Ink ribbon, retransfer film, top-side laminate film, after 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/Conductors 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 5<sup>th</sup> 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.

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

CO 16841

Encl: a/s



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*[Signature]*