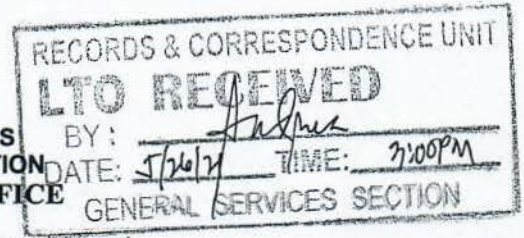




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

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MEMORANDUM

TO : All Regional Directors
All Assistant Regional Directors
All Regional Operations Division Chiefs
All Employees Concerned

Date : 25 May 2021

Subject : **ANOMALOUS TRANSACTIONS INVOLVING NON-APPEARANCE OF APPLICANT IN THE PROCESSING OF DRIVER'S LICENSE (DL) TRANSACTIONS**

In the Memorandum dated 06 January 2021, LTO Offices experiencing the absence or non-availability of DL cards at the time of application for duplicate license and conversion of foreign DL to Philippine DL were directed to refrain from processing said transactions and refer applicants to the next or nearest LTO agency to deter processing of DL transaction without appearance of the applicant.

However, this inexcusable processing of DL transaction without appearance of the applicant involving DL application for new/renewal/duplicate/revision of records/addition of Restriction Code or DL Code has been observed to have persistently continued in some LTO Offices.

In view thereof, printing of DL cards shall strictly be done only at the respective LTO Office where the application has been processed. Further, LTO Offices experiencing system or hardware (including non-availability of DL cards) related issues that would otherwise prevent the immediate release of the DL card are directed to refer applicants to the next or nearest LTO Office verified to have the capability to complete the DL application process.

All employees found to have aided or advised applicants to circumvent regulations of the drivers licensing process shall be dealt with accordingly.

This Memorandum shall take effect immediately.

Edgar C. Galvante
EDGAR C. GALVANTE
Assistant Secretary

