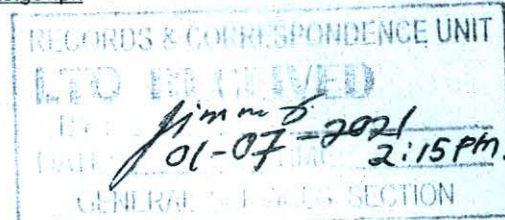




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City
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MEMORANDUM

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

Date : 06 January 2021

Subject : ANOMALOUS TRANSACTIONS INVOLVING APPLICATION FOR
DUPLICATE LICENSE AND CONVERSION OF FOREIGN
DRIVER'S LICENSE

Recently, a spate of anomalous transactions involving application for duplicate license and conversion of foreign driver's license without the appearance of applicant has been observed.

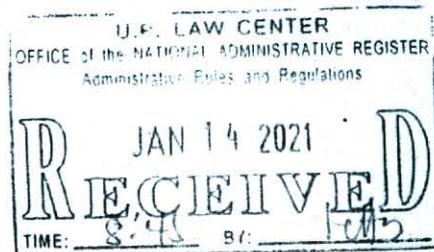
The modus of employees involved is to accept and process the said application, after which the applicant, a willing accomplice, is advised to proceed to another LTO Office for printing of the driver's license in the guise or excuse of non-availability of driver's license (DL) cards.

In view thereof, 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 are directed to refrain from processing said transaction and refer applicants to the next or nearest verified LTO agency with available cards.

All employees are warned not to engage in this nefarious activity, and those 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. GALVANNE
Assistant Secretary



- k. Display Wet Floor signs
- l. Work systematically, from higher areas to low
 - i. Always start at the back of the facility and proceed to the front
 - ii. Always begin application on the ceilings and move down the walls
- m. Spray/ wipe/ mop walls, floors, frequently touched areas (lift buttons, hand rails, doorknobs, arm rests, seat backs, air/ light controls, keyboards, switches and toilet surfaces according to manufacturers' instructions and allow to air dry
- n. Spray/ wipe all accessible surfaces of walls as well as blinds
- o. Repeat spraying/ wiping/ mopping with prepared disinfectant
- p. Discard equipment made of cloth/ absorbent materials (e.g., mop and wiping cloths) in biohazard bags after cleaning each area to prevent cross contamination
- q. Biohazard bags should be properly disposed of upon completion of disinfecting work

III. Post cleaning and disinfection

- a. Inspection to be conducted by representatives from both client and service provider to ensure appropriate disinfection was successfully completed
- b. Service report/ acceptance to be accomplished and signed
- c. After changing to normal clothes while practicing proper decontamination and doffing procedure, disinfecting team huddles for service assessment

For guidance and strict compliance.

EDGAR C. GALVANTE
Assistant Secretary

