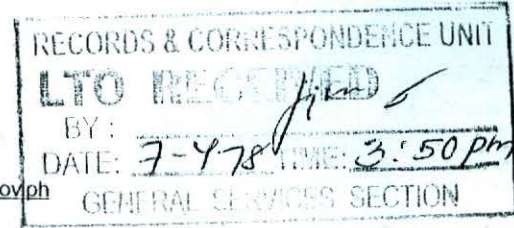




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City
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MEMORANDUM

TO : All Regional Directors, All Assistant Regional Directors,
All Regional Operations Chiefs
All Heads of District/Extension Offices and
All Employees Concerned

DATE : 26 June 2018

SUBJECT : **NO TO "QUOTA" OR "CUT-OFF" PRACTICES**

It has come to the attention of the undersigned that there are LTO Offices imposing "quota" or "cut-off" in accepting applications for LTO transactions to the inconvenience of the public.

Republic Act No. 9485 or the Anti-Red Tape Act provides that frontline service offices should ensure that clients who arrive at their premises within official working hours, including noon break, should be attended to and served.

In view thereof, it is hereby directed that acceptance of LTO transactions shall not be limited and all concerned personnel shall still accept applications until 5:00 PM.

Further, in the event that completion of processing the transaction will exceed the normal operation hours, the personnel shall be entitled to overtime pay subject to usual accounting and audit guidelines.

For strict compliance.


EDGAR C. GALVANTE
Assistant Secretary

