

**[LTO Memorandum Circular No. AVT-2015-1924,
March 18, 2015]**

**GUIDELINES IN THE DEPUTATION OF NON-LTO GOVERNMENT
EMPLOYEES**

*Adopted: 18 March 2015
Date Filed: 20 March 2015*

I. DEPUTATION EVALUATION COMMITTEE

- 1) There shall be created a Deputation Evaluation Committee (DEC) that will be the lone body that may recommend for the approval of the Assistant Secretary or of the Regional Director applicants for Deputation of Non-LTO Employees.
- 2) LTO Permanent Employees whose work is directly and actually related to traffic law enforcement need not be deputized in order to perform their functions.
- 3) The DEC shall be tasked to evaluate the qualifications of applicants, to supervise the administration of seminar/orientation on the enforcement of transportation and traffic laws.
- 4) The Central Office DEC shall be comprised of the Executive Director, as Chairman thereof, and the Law Enforcement Service and Traffic Adjudication Service Directors, as members. The Regional DEC shall be comprised of the Assistant Regional Director, as Chairman thereof, and the Chiefs of the Operations Division and appropriate District Office Head, as members. In the event that any of the assigned members are unable to sit as members of the DEC (i.e. on official leave), the Assistant Secretary or the Regional Director, may designate an alternate member. In the case of Region IV-B, which is without an Assistant Regional Director, the Chief of the Operations Division shall serve as Chairman thereof.
- 5) No person may be deputized by the Assistant Secretary or by the Regional Director without having been recommended by the DEC. Any person who has been disqualified or disallowed and/or not recommended by the DEC may not appeal such denial/disallowance, provided the same was rendered by the DEC with cause.

TRAINING OF APPLICANTS

- 1) The training seminar shall be conducted by the Traffic Safety Division (TSD), under the supervision of the DEC.

- 2) The applicants must be required to pass theoretical examinations, psychological evaluation and interview, if deemed proper.
- 3) Even after Deputation is made to qualified applicants, the DEC, through the TSD must ensure continuing education, and to conduct updates seminar whenever new laws, ordinances, orders or system processes are to take effect or have taken effect during the validity of the Deputation.
- 4) The DEC shall ensure that all applicants for deputation must undergo seminar on traffic law enforcement with the following modules;
 - a. Historical Background, Organization, Functions of LTO,
 - b. Traffic Administration in the Philippines.
 - c. Motor Vehicle Registration
 - d. Driver's Licensing
 - e. Traffic Law Enforcement: Background, Objectives
 - f. Traffic Laws, Rules and Regulations
 - g. Traffic Law Enforcement Actions and other related topics
 - h. Filipino Values and Liabilities of Traffic Law
 - i. Enforcers deputized by the LTO
- 5) The DEC shall maintain a database of those who have been issued Deputation Orders, IDs, TOP booklets as well as the applications and other records of the deputies.

II. DEPUTIZED AGENTS

- 1) Mandatory Qualifications of Deputized Agents
 - a. Government employees who are occupying regular position items and whose work is directly and actually related to traffic law enforcement; and
 - b. Officers of the AFP/PNP/HPG/LGU/DPWH/DENR, whose duties in their present assignment is directly and actually related to transportation and traffic law enforcement.
- 2) Applicants must submit the following requirements:
 - a. Certified True Copy of Certificate of Employment or Appointment;
 - b. Endorsement from the Head of Office/Agency;
 - c. Two 2" X 2" photos, signed at the back;
 - d. Certificate of no pending case (administrative and/or criminal) signed by the Head of Office; and
 - e. Clearance from Law Enforcement Agencies (i.e. Philippine National Police, National Bureau of Investigation).
- 3) Applicants, after complying with the foregoing requirements, must attend and complete the deputies' seminar consisting of 6 areas.
- 4) The TSD shall forward the results of the examination to DEC within five (5) days from the date of the examination.