

**[ LTO Memorandum Circular No. AVT-2014-1900,  
December 23, 2014 ]**

**WORK-AROUND PROCEDURE IN THE PROCESSING OF LETAS  
TRANSACTIONS RELATIVE TO THE IMPLEMENTATION OF DOTC  
JOINT ADMINISTRATIVE ORDER NO. 2014-01**

*Adopted: 23 December 2014*

*Date Filed: 05 January 2015*

In compliance with DOTC Joint Administrative Order No. 2014-01 dated 02 June 2014 re: Revised Schedule of Fines and Penalties for Violations of Laws, Rules and Regulations Governing Land Transportation, all concerned officials and employees are hereby directed to implement the following guidelines and procedures effective 05 January 2015, to wit:

1. All LTO & deputized law enforcers shall submit within twenty-four (24) hours, of any law enforcement activity to the LETAS Encoding Section (Central Office) and either the District Office (DO) or Operations Division (Regional Office) the following:

- a. Temporary Operator's Permit (TOP) - the required data must be completely filled up, accurate and readable, i.e., the data relative to the driver/operator and motor vehicle (mv) involved including the date, time and place of apprehension must be specified.

Also, the provision of law violated and/or the specific act or omission shall be clearly indicated.

- b. Confiscated driver's license (DL)

- c. Daily Apprehension Report (DAR)

2. The DAR shall be duly received by the Receiving Clerk of the Encoding Section indicating the date and time received.
3. All apprehensions submitted from 8:00 a.m. - 12:00 noon shall be encoded in the afternoon while those submitted from 5:00 p.m. onwards shall be encoded in the morning of the following day, i.e., from 8:00 a.m. to 12:00 noon.
4. All apprehensions shall be encoded under the **"Apprehension Data Entry"** tab.

Violations in connection with franchise shall *likewise* be encoded under the "