

**[ LTO MEMORANDUM CIRCULAR NO. ACL-2010-1286, March 05, 2010 ]**

**GUIDELINES IN THE UTILIZATION OF DLS DATA TAKE-ON & MAINTENANCE FACILITIES**

All concerned are directed to strictly adhere to the guidelines and procedures in the use of the Data Take-On and DL Maintenance Facilities, as follows:

**DL Maintenance Facility (DLMF).**

1. The facility shall be installed at the Chief of Office and Assistant Chief workstations only;
2. The facility shall be limited only to the editing of information as a result of wrong data encoding or system's error. The conduct of a thorough investigation by the Chief of Office to ensure the correctness of the information for DL Maintenance is required;
3. The facility shall be limited only to the following information:
  - Restriction Code
  - Type of License
  - Expiry Date
  - Issued date
  - Conditions
4. The justification for any change made in the DLMF must be properly indicated in the "Remarks" field of the facility.

**Data Take-On (DTO).**

1. The facility shall be limited for use only by two (2) Evaluator personnel per site;
2. The facility shall be limited only for encoding details of manually processed driver's license for renewal.

Memorandum Circular No. 708-2006 is hereby superseded. For immediate and strict compliance.

Adopted: 05 Mar. 2010