

[LTO MEMORANDUM CIRCULAR NO. ACL-2009-1201, July 16, 2009]

**GUIDELINES IN THE POST EVALUATION AND MONITORING OF
DECENTRALIZED LICENSING CENTERS, DISTRICT OFFICES AND
DRIVER'S LICENSE RENEWAL CENTERS**

To assure a harmonized and uniform implementation of licensing rules and regulations, the Central Office License Section (COLS) evaluators are hereby ordered to conduct post evaluation of driver's license application filed at LTO field offices operating under the LTO Enhancement Activity Project (LEAP).

For the guidance of all concerned, hereunder is the procedure to be observed in the conduct of post evaluation of driver's license applications:

A. OBJECTIVES

The objectives of the monitoring are:

1. To determine if the existing licensing rules and regulations are being adhered to; and
2. To develop awareness among employees concerned that non-compliance with the licensing rules and regulations of this Office will subject them to proper disciplinary action.

B. SCOPE:

The driver's license applications filed at the decentralized LTO Licensing Centers, District Offices, and Driver License Renewal Centers (DLRC) operating under the LTO Enhancement Activity Project (LEAP) shall be subjected to post evaluation by the Central Office License Section (COLS) evaluators.

C. GUIDELINES:

1. The following issued driver's license applications/transactions together with corresponding supporting documents shall be subject for post evaluation by Central Office License Section (COLS) evaluators to wit:
 - a. Application for new driver's licenses (non-professional, professional and conductor's license);
 - b. Application for additional codes;
 - c. Applications with revision of records;
 - d. Applications for change status;
 - e. Application subject to re-examination;
 - f. Application for renewal; and
 - g. Application for student driving permit