

[LTO MEMORANDUM, August 20, 2009]

POLICY ON APPROVAL AND ISSUANCE OF DEPUTATIONS

To ensure that there will be no vacuum in the implementation of the Law Enforcement mandate of the Land Transportation Office (LTO), the following procedures in the approval and issuance of deputations shall be strictly followed:

- Approval of deputations shall be done by the issuance of a Memorandum containing the names of the deputized Law Enforcers;
- Immediately upon approval, the Memorandum shall be transmitted by facsimile to the Regional Office concerned, followed by the mailing of the original or certified true copy of the same;
- The approved Memorandum shall officially serve as basis for the deputized Law Enforcers to function accordingly even without the deputation tags;
- Deputation tags shall be issued thereafter;
- Pending receipt of the deputation tags, the Regional Directors shall provide photocopies of the approved Memorandum to each deputized Law Enforcer which shall be surrendered upon the issuance of the deputation tags;

The Deputation Committee is directed to act with immediate dispatch on all applications for deputation and submit the final draft of the Memorandum approving the deputation of Law Enforcers within five (5) days from receipt thereof.

For strict compliance.

Adopted: 20 Aug. 2009

(SGD.) ARTURO C. LOMIBAO
Assistant Secretary



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