

**[ LTO MEMORANDUM CIRCULAR NO. 529-2004,  
July 21, 2004 ]**

**ONLINE PROCESSING OF STUDENT PERMIT TRANSACTIONS**

In line with the objectives of the LTO-IT Project and the desire to continuously build up the LTO-IT License Database, All District Offices, Licensing Centers and Extension Offices including the License Section of the Central Office, are hereby directed to issue Student Permit through the LTO-IT system online mode only. Likewise, all non-automated field offices are ordered to refrain from issuing Student Permit. Manual processing of Student Permit applications is hereby prohibited as it affords the great possibility for the non-appearance of applicant drivers, a malpractice in our licensing process that the IT project is determined to correct.

In view hereof, all Regional Offices are hereby directed to make an inventory of all Student Permit Receipt (SPR-LTO Form No. 22 B) in their areas of jurisdiction and return them back to the Administrative Division, Central Office, for proper accounting. Non compliance to this directive shall be dealt with accordingly.

All orders issued in conflict herewith are deemed superseded and/or revoked.

This order shall take effect immediately.

Adopted: 21 July 2004

(SGD.) ANNELI R. LONTOC  
*Assistant Secretary*



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