

[LTO MEMORANDUM, July 19, 2004]

INTEGRATION/MERGING OF PILOT LICENSING UNIT AND NORTHERN LICENSING CENTER

A top management innovation is the LTO's application for certification for an ISO 9001: 2000 - Aligned Quality Management System (QMS). The Northern Licensing Center (NLC) and Pilot Licensing Unit (PLU) are among the field offices in NCR chosen as pilot sites for the project considering that both offices cater solely to the license functions of the LTO and situated in the same area inside the Central Office compound.

In line with the project goal and to facilitate the alignment process, the following measures are hereby made:

1. The PLU shall be integrated and merged with the NLC. As such, it shall be processing plain renewal of licenses only. Henceforth, it shall be known as NLC Renewal Section.
2. The issuance of Student permit, New License and all other license functions already inherent to NLC shall continue to be transacted at the Center.

For the guidance and strict compliance of all concerned.

Adopted: 19 July 2004

(SGD.) ANNELI R. LONTOC
Assistant Secretary



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