[LTO MEMORANDUM CIRCULAR NO. 2003-481, September 30, 2003]

DECENTRALIZATION OF POST-EVALUATION OF DRIVER'S LICENSE APPLICATION AND PRODUCTION OF CARD TYPE DRIVER'S LICENSE AT DESIGNATED LICENSING CENTERS/KIOSKS AND OTHER CONCERNED OFFICES

To further strengthen the Office commitment for fast, efficient and effective public service, the following guidelines on licensing concerns are hereby issued:

1. Post-evaluation of driver's license application shall be decentralized at the designated Licensing Centers/ Kiosks and other offices. The coverage of the decentralization for Licensing Centers is for new application, plain renewal and other miscellaneous transactions while for the Kiosks, and other offices the coverage shall be license renewal, revision of records and duplicate driver's license.

In relation to this, all supporting documents pertinent to driver`s license applications shall be kept in the custody of the concerned offices for the period of three (3) years.

2. Production of card type driver's license is likewise decentralized at the said offices which are equipped for this purpose, and the card type driver's license shall be released to the applicant immediately.

To assure the driving proficiency of all license holders and to safeguard the integrity of the process and result of the examinations taken by applicants, all concerned officials and employees are directed to stricly comply with the licensing rules and regulations and to do, among others, the following:

1. Approving Officer

  - Approve results of written and practical examinations
  - Disapproved spurious/illegal transactions, tampered examination results, and applications with incomplete or invalid supporting documents
  - Require every applicant to personally undergo examinations
  - Prevent "fixed" examinations and other acts of similar nature as above.

2. Evaluator

  - Accept and process an application only if the required supporting documents are complete and valid
  - Reject and disapprove an application with tampered documents such as: