[LTO MEMORANDUM, November 14, 2013]

DISABLING OF DOSysAdmin ROLES

In view of the numerous reports concerning the unauthorized modifications of Customer Names in the LTO-IT System and in order not to compromise the integrity of the database, the DOSysAdmin role will be disabled in your respective offices. Presently the DOSysAdmin role is disabled only at the following sites: Quezon City Licensing Center (OCLC), Central Office-LETAS, Central Office-License Section, Public Utility Vehicles Registration Center (PUVRC) and Diliman DO.

As such, changes relative thereto shall be centrally done at the MIDComputer Section. Requests for changes shall be initiated through an RSU. The following RSU guidelines shall be followed:

1. Memorandum Circular RTD-2011-1518 dated 17 May 2011 re: Revised Procedures in the Implementation of MVRS-Related RSUs by the MID and Regional Offices.
2. Memorandum Circular ACL-2009-1139 dated 17 April 2009 re: Revised Request for System Update (RSU) Guidelines for DLS, LETAS & RCS.

For strict compliance.

(SGD) ALFONSO V. TAN, JR.
Assistant Secretary