

[LTO MEMORANDUM, September 02, 2005]

SCANNING OF DOCUMENTS

Recently, we were required by the Office of the Ombudsman to present documents submitted by 34 driver's licenses applicants. We gave Stradcom the list of the names being requested by Ombudsman and requested them (Stradcom) to print the scanned documents. Surprisingly, it was found out that of the 34 listed names, only 5 have scanned documents and some of them were not properly filled-up.

In view of the importance of these documents, you are hereby directed to require the applicants to properly fill-up the documents and strictly have these documents scanned accurately and on time.

Violation of this order shall be dealt with administratively.

For strict compliance.

Adopted: 02 Sept. 2005

(SGD.) ANNELI R. LONTOC
Assistant Secretary



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