AUTHORIZED FUNCTIONS OF NON-AUTOMATED LTO DISTRICT/EXTENSION OFFICES

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For information and guidance of all concerned and consistent with the existing policies, rules and regulations, no new transactions of all kinds shall be accepted and processed by all non-automated LTO district/extension offices. They shall only be authorized to process renewal registration of motor vehicles where previous registration transactions have been manually processed and are not yet in the LTO-IT database.

Previous functions that have been granted to non-automated offices are hereby amended or revised accordingly.

All concerned who will be violating this order shall be given appropriate administrative sanctions.

Adopted: 08 Feb. 2008

(SGD.) ALBERTO H. SUANSING
Assistant Secretary

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