REVISED PROCEDURE ON THE ISSUANCE OF CERTIFICATE OF ACCEPTANCE OF AN IT FACILITY AND MEMORANDUM CIRCULAR FOR THE COLLECTION OF COMPUTER FEES

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Adopted: 27 March 2015
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Pursuant to Office Order No. AVT-2015-038 dated 11 February 2015, re: Reconstitution of the LTO IT Project Management Committee (PMC) and Office Order No. AVT 2015-039 dated 24 March 2015, re: Reconstitution of the LTO IT Project Management Committee Sub Committees, the following is the revised guidelines in the issuance of Certificate of Acceptance of an IT Facility (CAIF) and Memorandum Circular (MC) for the collection of computer fees, to wit:

- Recommendation for the conducted testing shall always emanate from the concerned Central Office Sub Committee/Regional Offices Service Support groups through a resolution in accordance with the LTO IT User Acceptance Test Plan for submission to the PMC;

- Within fifteen (15) days after receipt of Resolution from the concerned CO Sub Committee/RO Service Support Groups, the PMC shall evaluate and come up with the recommendation/resolution for the issuance of CAIF, for approval of the Assistant Secretary.

The approved CAIF shall always be supported by appropriate PMC Resolution;

- Memorandum Circular for the collection of computer fees shall be prepared by the Finance and Management Division based on the following documents:

- PMC resolution recommending for the issuance of CAIF;

- CAIF duly approved by the Assistant Secretary

Approved MC to collect shall be published in three (3) newspapers of general circulation and it will be effective fifteen (15) days after the completion of the publication.

- For the computer fees collected in the prior years which remain unpaid to date, payment shall be based on the PMC Resolution and CAIF duly signed by the Assistant Secretary.

This supersedes Memorandum Circular AHS-2008-1005 dated 1 August, 2008 and all other orders/memoranda which are in conflict herewith.

For strict compliance.

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

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