AMENDMENT OF THE LICENSING AUTHORITY OF LTO POLOMOLOK EXTENSION OFFICE

LTO OFFICE ORDER NO. 198-2004, August 11, 2004

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The licensing authority of the LTO Polomolok Extension Office is hereby amended to cover only the issuance of renewal driver licenses and therefore the said extension office shall cease from accepting and processing applications for Student Driver Permits and new driver licenses since their transactions are not yet operationally automated. However, their current licensing code of M11 shall still be used for all its official transactions or documents.

It is understood that the personnel who are assigned thereat are advised to strictly adhere to the existing licensing policies, rules and regulations, and to discharge their duties in accordance with the highest standards of public service.

Further, it is hereby advised that the Head of the extension office should turnover all unused Student Permit Receipt forms to the Regional Office No. XII for proper inventory.

This Order shall take effect on 06 September 2004.

Adopted: 11 August 2004

(SGD.) ANNELI R. LONTOC
Assistant Secretary

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