UTILIZATION OF MV/DL CORRECTION AND MAINTENANCE FACILITIES

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The result of the validation recently conducted by PMO-Technical thru assistance of your RPMO-Technical reveals that utilization of MV/DL Correction and Maintenance Facilities in most of the automated sites nationwide reside at the workstations other than that of Approving Officers (AO) and Assistant Approving Officers (AAO). This is inspite of the requirements stipulated in the Final CAIF Deliverables that both facilities should only reside at the workstations of AOs and AAOs so as not to jeopardize security requirements of the LTO-IT project. Thus, only these AOs and AAOs are allowed to make corrections to MV and DL records.

In view of the foregoing, all officials and employees concerned are hereby directed to implement immediately this operational change in every site under your jurisdiction. Failure to comply with this requirement shall be a ground for disciplinary action in accordance with CSC existing laws and regulations.

For strict compliance.

Adopted: 23 Aug. 2004

(SGD.) ANNELI R. LONTOC
Assistant Secretary

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