

GUIDELINES IN THE CONDUCT OF LAW ENFORCEMENT ACTIVITIES PURSUANT TO JOINT ADMINISTRATIVE ORDER NO. 2014-01

LTO Memorandum Circular No. AVT-2015-1922, March 18, 2015

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Pursuant to JAO No. 2014-01 the following guidelines shall be strictly implemented in order to enhance law enforcement operations and ensure its integrity:

- When making an apprehension, and when performing their duties as such, the LTO Enforcer must at all times, wear their official uniform and official ID;
- Upon flagging down of a motor vehicle, the Enforcer shall approach the motor vehicle and require the driver to present the following:
 - a) Current Official Receipt (OR);
 - b) Certificate of Registration (CR);
 - c) Driver's License.

Additionally for For-Hire Vehicles:

- a) Current Certificate of Public Convenience (CPC);
- b) Confirmation Certificate (CC);
- c) Franchise Decision.

- For LTO Enforcers: Submit Daily Apprehension Report (DAR) which should be duly received by the encoding section of either the DO or the Operations Division. Said DAR shall be submitted within twenty four (24) hours (office hours) immediately after any law enforcement activity. Submit weekly report for franchise related violations under MC No. AVT-2014-1865.

- For Encoding Section: All apprehensions submitted in the morning (8:00am-12:00nn) shall be encoded in the afternoon (1:00pm-5:00pm) while those submitted in the afternoon (5:00pm onwards) shall be encoded in the morning (8:00am to 12:00nn) of the following day.

- For other deputized agents, all TOPs shall be transmitted within twenty four (24) hours from the date of apprehension to the District Offices or Regional Office which has the geographical area of responsibility (GAOR).

- All Enforcers are strictly directed to completely fill-up the TOP, to wit:

- State all the required data relative to the driver/operator and motor vehicle involved including date, time and place of apprehension.
- The provision of law violated and/or the specific act or omission.

- All other data necessary that may help in the effective and immediate adjudication of the apprehension case.
- No erasures/alterations and cancellation of TOP shall be allowed. Any TOP claimed as lost by the Enforcer, must be accompanied by an Affidavit of Loss and Police and/or Barangay Blotter, without prejudice to his accountability.
- Failure to observe the procedures stated above shall result in the nullification of the apprehension and the erring personnel shall be subject to appropriate disciplinary action and/or revocation of the deputation order, without prejudice to the filing of appropriate criminal complaint/s.

The TOP is an accountable form, the violation of these Guidelines with regard to the accomplishment, reporting/endorsement and encoding of violations cited therein shall be sufficient ground for administrative action. Further, any discrepancy found as a result of a post-audit of the TOPs shall be the personal liability of the Enforcer concerned, without prejudice to any administrative action and criminal case which may be taken against him/her.

For your strict and immediate compliance.

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

Assistant Secretary

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