VALIDATION GUIDELINES AND PROCEDURES FOR MANUAL TRANSACTIONS

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In order to ensure that manually-processed transactions have been encoded and successfully uploaded to the LTO-IT system databases prior to payment of computer fee to Stradcom, strict validation of records shall be undertaken by the Records Officers under close supervision by the Agency Head. In this connection, you are hereby directed to observe the following guidelines, to wit:

1. Manual transactions subject to validation are those between July 2003 and September 2004. Initial validation shall be conducted on manual transactions between July 2003 and April 17, 2004 following the guidelines prescribed in this memorandum. Validation of manual transactions from 18 April 2004 to September 2004 shall be covered by a different guideline;

2. Validate all transactions. Do not perform random checking;

3. Only manual transactions from automated district offices and those with CAIF are subject to this validation procedure;

4. Valid transactions are those verified present in the district office, business continuity center and central office databases;

5. Records that have been submitted to the Regional Office for payment should not be included in the new list of records due to submission;

6. The step-by-step procedure to be followed is in the attached Annex[*] Validation Procedure for Manual Backlog Transactions.

All Orders/Memoranda in conflict herewith are hereby deemed superseded. For strict compliance.

Adopted: 13 Oct. 2005

(SGD.) ANNELI R. LONTOC
Assistant Secretary

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[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.

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