ROUTING SLIP FOR LICENSE PROCESS

Read online (full-text search, related cases, audio case brief): https://batas.org/library/450104a3089f/

To ensure proper accomplishment of the Routing Slip for License Process (QR- LIC-ROUT) R3, copy of which is available in the ISO Guidelines, Work Instructions and Support Documentation Manual, the following guidelines should be observed.

1.0 OBJECTIVE:

A routing slip for license process was designed to ensure that the following standard processing time are being implemented in the Licensing Centers and District Offices:

Student permit

-

30 minutes

New and other transactions with examinations

-

240 minutes

Renewal/Duplicate License

-

30 minutes

Should there be deviations of the actual from the standard processing time, the reason for the delay in the processing should be explained and documented.

2.0 DEFINITIONS OF TERMS

NOTE: Those words with existing standard definitions such as student permit, new license, etc. will no longer be defined in this memorandum circular.

1. Routing slip – form being used to capture the actual processing time of a certain transaction. The actual processing time is being compared with the standard processing time through the use of the routing slip.

NOTE: It is important that the one filling up the routing slip will reflect in the form the real time consumed in processing a workstep. The routing slip should not be used to mislead nor to distort nor provide incorrect impression on what is actually happening in a certain office processing license transaction.

2. Workstep – enumeration of all the processing that should be done to complete a license transaction.

4. IN – the time when an application is placed in a workplace (usually a table of the processor) for a workstep.

5. OUT – the time when an application has gone through a certain workstep and is passed on to the next

workplace for the next workstep.

NOTE: The waiting time is included in the IN-OUT process. Should the waiting time exceed the allotted standard processing time for a certain workstep, the reason for the waiting time should be reflected in the remarks.

6. Signature refers to the signature of the person processing the transaction.

7. Remarks refer to the reason/s why the actual processing time exceeded the standard processing time or the reason for rejecting a certain transaction.

3.0 PROCEDURE IN FILLING UP THE ROUTING SLIP

1. The one in-charge of the routing slip shall attach a routing slip to the submitted application and will check the box of the type of transaction being processed.

2. He/she will complete the required information in the above portion of the form, such as the date and the transaction ID. Each routing slip will be assigned with one transaction ID. There should be no duplication and the assignment of the transaction ID should be sequential.

3. All personnel assigned in the various workstep listed in the routing slip are required to fill up the time when the transaction is placed in their workplace (table) in the IN portion of the routing slip, even if he/she is currently attending to an earlier transaction. The time IN and the time when he started working in that transaction after finishing an earlier transaction (waiting time) can be reflected in the remarks portion of the routing slip. Processing of an earlier transactions can be a reason for not meeting the standard processing time. The OUT portion of the routing slip should be filled up after finishing a workstep.

4. All processors should sign the signature portion after finishing the process assigned to her/him and immediately pass on the transaction to the next workstep.

5. For accuracy and uniformity, the computer time should be used.

6. Uniform time format should be used in the form of hr:min:sec.

7. Reasons for rejected transactions should be documented. Use the remarks column to indicate the reason for the rejection.

8. Routing slip should be filed by date and by type of transaction. Those transactions which exceeded the standards processing time should be evaluated if the reasons are valid or not. Reasons for the delay should be properly addressed.

4.0 SANCTIONS

All employees are hereby instructed to honestly fill up the routing slip. Non-observance of the prescribed guidelines shall be a ground for administrative sanctions.

5.0 EFFECTIVITY

This memorandum circular shall be effective once received by the implementing offices.

Compliance herewith is hereby enjoined.

Adopted: 08 Nov. 2007

(SGD.) REYNALDO I. BERROYA

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

Assistant Secretary

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.