GUIDELINES FOR REGISTRATION AND LICENSING TRANSACTIONS IF THE DUE DATE FALLS ON A SATURDAY, SUNDAY OR HOLIDAY

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In order to standardize the procedure whenever the due date for registration, license and student permit transaction falls on a Saturday, Sunday or holiday, the following rules should be followed:

1. New Registration Units (NRUs) and selected District Offices (Dos) authorized to process new registration transactions are directed not to collect penalty for sales invoices presented for new registration, with the 7th day falling on the aforesaid days. They are advised to use the MVUC Adjustment functionality in the LTO IT System as they process the covered new registration transactions.

2. No penalty shall be collected if the application for renewal of registration is presented /submitted on the next working day.

3. Driver's licenses due for renewal shall be accepted without the collection of penalty if presented on the next working day.

4. The validity of student permits that expire on the aforesaid days are hereby extended until the next working day.

This memorandum circular shall take effect immediately. For strict compliance.

(SGD) EDGAR C. GALVANTE
Assistant Secretary

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