AMENDMENT TO MEMORANDUM CIRCULAR NO. 673-2006 ON ENCODING AND LIFTING OF ALARM OF CARNAPPED/RECOVERED MOTOR VEHICLES IN THE LAW ENFORCEMENT AND TRAFFIC ADJUDICATION SYSTEM (LETAS)

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Pursuant to the necessity or desirability of amendments as may aid in the simplification of subject course of action, the above-mentioned Memorandum Circular is hereby amended to include placing motor vehicle with civil cases on the alarm list in accordance with the following guidance, to wit:

> 1. All requests to place on alarm any motor vehicle involved in a civil case shall be accompanied with attached copies of the Certificate of Registration (CR), a Complaint filed in Court and a Certification by the Clerk of Court attesting to the existence of an outstanding Writ of Replevin or Execution, as the case maybe, which shall then be officially transmitted to the Office of the Assistant Secretary.
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> 2. The Office of the Assistant Secretary shall endorse the aforementioned request to the Intelligence and Investigation Division (IID) which shall evaluate the same and be responsible for the preparation of the corresponding indorsement to the Data Control Section or Custodial Center, as the case maybe, for encoding together with above-mentioned supporting documents.

The remaining guidelines of subject Memorandum Circular shall be taken as mutually explanatory and be reconciled with the above-mentioned amendment and therefore, shall remain in force and effect.

Any official or employee found violating this circular shall be dealt with in accordance with existing Civil Service Commission rules and regulations, without prejudice to the filing of appropriate criminal charges as the situation so warrants.

For strict compliance.

Adopted: 14 April 2009

(SGD.) ARTURO C. LOMIBAO
Assistant Secretary

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