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GUIDELINES IN THE APPOINTMENT OF DEPUTIZED AGENTS

LTO MEMORANDUM, May 11, 2009

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I. These guidelines are premised on the principle that Deputation is ONLY A PRIVILEGE and not a RIGHT. Therefore, it can be granted or withdrawn at the discretion of the appointing authority.

II. Deputation Evaluation Committee

Effective immediately and pursuant to the provisions of R.A. No. 4136, the Deputation Evaluation Committee (DEC) under the Office of the Assistant Secretary is tasked to evaluate all applications for deputation.

All deputation orders previously issued by the Regional Directors in their respective areas of responsibility are hereby cancelled effective June 30, 2009.

The Assistant Secretary shall act on all applications for deputation. Regional Directors shall recommend qualified applicants only. They shall, upon approval by the Assistant Secretary, exercise direct supervision and control over the deputized agents in their respective areas of responsibility.

III. Qualifications of Deputized Agents

A. Civilian government employees who are occupying permanent position items and whose work assignments are directly and actually related to traffic law enforcement.

B. Members of the AFP/PNP whose duties in their present assignments are directly and actually related to traffic law enforcement; and

C. Other government employees whom the Assistant Secretary believes can help enforce the provisions of R.A. No. 4136 and other laws, rules and regulations related thereto.

IV. Procedure to be observed by all applicants for deputation

A. All applicants must submit the following requirements to the DEC:

1. Certified photocopy of Certificate of Employment (or appointment contract).
2. Application form duly endorsed by the Head of Office.
3. Two (2) “2” x “2” photos (signed at the back)

B. An applicant who has complied with the foregoing requirements shall attend the Deputation Seminar that shall include the following subject areas:

1. Pertinent land transportation laws, rules and regulations such as but not limited to R.A. 4136 and the Public Service Act;
2. Conduct and procedure in the apprehension of traffic violators;
3. Filipino values and the responsibilities of law enforcers;
4. The LTO and other government agencies;
5. Traffic direction and control;
6. Life saving techniques and administration of first aid; and

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7. Applicable laws of the Civil Service.

It shall be the task of the Regional Directors to make provisions for the training and examination of applicants for deputation in their respective offices. The Traffic Safety Division under the LTO Law Enforcement Service shall conduct the training of the applicants to be assigned by the staff of the regional offices concerned.

V. Records of Deputized Agents

The Secretariat of the DEC shall maintain a complete list of deputized agents and other records such as applications of deputies, deputation orders, ID's, TOP booklets and other relevant documents.

VI. Revocation of Deputation Order

Any of the following offenses/causes shall constitute a ground for the revocation of the deputation:

A. Discourteous conduct
B. Extortion
C. Negligence
D. Insubordination
E. Grave Misconduct
F . Abuse of Authority
G. Incompetence and Inefficiency
H. Corruption
I. Failure to submit apprehension within 24 hours from the date and time of apprehension
J. Failure to submit apprehension report
K. Any offense involving moral turpitude
L. Separation from the government service
M. Dishonesty
N. Death

VII. Procedure in the revocation of deputation

A. A written complaint can be filed before the DEC or thru Regional Director concerned.

A complaint in writing received by the Central Office shall be referred to the DEC which shall commence an action on the matter. The Internal Affairs Unit shall assist in the investigation of the complaint. Pending the resolution of the complaint, the Assistant Secretary may order preventive suspension of the deputized agent to preclude any incident of harassment of the complainant.

B. Notice shall be served on the deputy. Should he fail to appear on the date set in the notice, the Committee shall, motu propio, act on the case ex parte.

C. The findings of the DEC shall be subject to the approval of the Assistant Secretary;

D. Upon revocation of his deputation order, the agent shall surrender his deputation ID as well as the TOP issued to him; and

E. The Assistant Secretary, being the approving authority, may motu propio revoke, cancel or suspend a Deputation.

VIII. Disqualification

Previously deputized agents who fail to surrender any deputation paraphernalia issued to them shall be disqualified from applying anew under these guidelines and shall be proceeded against pursuant to other

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applicable laws.

IX. Repealing Clause

All previous orders/memoranda which are in conflict with these guidelines are hereby repealed.

Adopted: 11 May 2009

(SGD.) ARTURO C. LOMIBAO
Assistant Secretary

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