ISSUANCE OF STUDENT DRIVER’S PERMIT

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While we simplified the issuance of Student Driver's Permit (SDP) to the barest minimum of requirements and procedures for the convenience of the public, it is sad to note that there had the convenience of the public, it is sad note that there had been cases and/or attempts to sabotage the system that is in place.

In view of this, therefore, the following are hereby promulgated for the observance of all concerned:

1. No Renewal of Student Driver's Permit - Once the Permit expires one year after its issuance, its holder must apply for a new one where the new apprenticeship period will be reckoned from. It shall be understood, therefore, that the conversion of the Permit into a license must be within its one (1) year validity.

In no case should an expired Permit be renewed and made as basis for a license application upon the effectivity of this Administrative Order.

2. Issuance of Duplicate Student Driver's Permit - In case of a lost Permit, a duplicate could be issued in its stead but shall be valid only up to the remaining portion of the validity of the original Permit. If the lost Permit has already expired, the student driver should apply for a new Permit wherefrom the new apprenticeship period shall be reckoned.

3. Use of Geographical Area of Responsibility (GAOR) In the Conversion of Student Driver's Permit into a License - No application for the conversion of the Permit into a license should be accepted by a Licensing Center unless the same was issued within the Center's areas of jurisdiction.

However, should an applicant opt to convert his Permit outside of its GAOR, a confirmation of its issuance must be secured first from the issuing district office or licensing center before the same to the Licensing Center two (2) stamped envelopes for this purpose.

In no case should a Licensing Center accept an application for a driving license whose basis is the Permit issued outside the GAOR unless a confirmation of its issuance is accordingly present.

The Head of the Licensing Center should ensure that the request for confirmation is sent not later than twenty-four (24) hours from the time the applicant has complied with the foregoing requirement except when the next day is non-working in which case the 24 hours period will cover the first working day thereafter.

The confirming licensing center/district office, on the other hand, is hereby required to attend to the request within 24 hours from the time of receipt.

Previous Memoranda, Circulars, or Orders which are inconsistent herewith are deemed superseded.

This Order shall take effect immediately.

For strict compliance.

Adopted: 24 Mar. 1992

(SGD.) JUAN V. BORRA, JR.

Assistant Secretary

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