NATIONAL ADMINISTRATIVE REGISTER · JANUARY 7, 2014

AMENDMENTS TO MC NO. RTD-2011-1518 RE: REVISED PROCEDURES IN THE IMPLEMENTATION OF MVRS-RELATED RSUs

LTO MEMORANDUM CIRCULAR NO. AVT-2014-1817, January 07, 2014

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Adopted: 07 January 2014

Date Filed: 10 January 2014

In the best interest of the service, Memorandum Circular No. RTD-2011-1518 re: Revised Procedures in the implementation of MVRS-related RSUs by the Management Information Division (MID) and Regional Offices dated 17 May 2011 is hereby amended as follows:

Item No. 1.1

Type of System Update No. 12: Insert Encumbrance - shall be deleted as one of the types implemented by STRADCOM. This is catered by the MV Maintenance Facility installed at the Operations Division of the Regional Offices.

Type of System Update No. 14: Correction of Customer Details - additional requirement is Securities and Exchange Commission (SEC) Certificate of Registration, in case MV is under the name of a corporation or DTI Certificate of Registration, in case of sole proprietorship.

Item No. 1.6

For type of system update no. 11 (cancellation of record due to wrong evaluation) shall be read as follows:

1.6.1

MID Records Section prepares endorsement to the Operations Division (OD) within 8 working hours upon receipt for evaluation and recommendation.

1.6.2

OD prepares Memo within 15 working days from receipt of the endorsement from MID Records Section.

1.6.2.1

OD forwards the result of the evaluation together with an accomplished RSU (if applicable) to the MID Records Section, copy furnished the requesting DO.

1.6.2.2

MID Records Section implements the RSU within 8 hours if recommendation is within the scope of the RSU Utility or prepares endorsement to Customer Care for implementation.

Previous orders and memoranda inconsistent herewith are hereby superseded.

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(SGD) ATTY. ALFONSO V. TAN, JR.
Assistant Secretary

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