

REVISED PROCEDURE ON THE ISSUANCE OF CERTIFICATE OF ACCEPTANCE OF AN IT FACILITY AND MEMORANDUM CIRCULAR FOR THE COLLECTION OF COMPUTER FEES

LTO Memorandum Circular No. AVT-2015-1948, March 27, 2015

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/93258896908f/>

Adopted: 27 March 2015

Date Filed: 09 June 2015

Pursuant to Office Order No. AVT-2015-038 dated 11 February 2015, re: Reconstitution of the LTO IT Project Management Committee (PMC) and Office Order No. AVT 2015-039 dated 24 March 2015, re: Reconstitution of the LTO IT Project Management Committee Sub Committees, the following is the revised guidelines in the issuance of Certificate of Acceptance of an IT Facility (CAIF) and Memorandum Circular (MC) for the collection of computer fees, to wit:

- Recommendation for the conducted testing shall always emanate from the concerned Central Office Sub Committee/Regional Offices Service Support groups through a resolution in accordance with the LTO IT User Acceptance Test Plan for submission to the PMC;
- Within fifteen (15) days after receipt of Resolution from the concerned CO Sub Committee/RO Service Support Groups, the PMC shall evaluate and come up with the recommendation/resolution for the issuance of CAIF, for approval of the Assistant Secretary.

The approved CAIF shall always be supported by appropriate PMC Resolution;

- Memorandum Circular for the collection of computer fees shall be prepared by the Finance and Management Division based on the following documents:
- PMC resolution recommending for the issuance of CAIF;
- CAIF duly approved by the Assistant Secretary

Approved MC to collect shall be published in three (3) newspapers of general circulation and it will be effective fifteen (15) days after the completion of the publication.

- For the computer fees collected in the prior years which remain unpaid to date, payment shall be based on the PMC Resolution and CAIF duly signed by the Assistant Secretary.

This supersedes Memorandum Circular AHS-2008-1005 dated 1 August, 2008 and all other orders/memoranda which are in conflict herewith.

For strict compliance.

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

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.