AMENDMENT TO AND CLARIFICATION ON THE POLICIES ON DEPUTATION OF LAW ENFORCERS

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The authority to deputize law enforcers primarily rests with the Assistant Secretary. The said authority is hereby delegated to all Regional Directors limited within their respective regions. The guidelines governing deputation shall, however, remain and must strictly be complied with especially on the qualifications of who may be deputized which, among others, include the following:

- The applicant must be an LTO Employee, or such other Government Employee the latter being one performing functions related to Land Transportation Traffic Law Enforcement;

- Any other Government employee whom the Assistant Secretary believes can help in the Law Enforcement functions of LTO;

- The applicant must not have any pending administrative or criminal cases before any Government Tribunal such as the Courts, Prosecutor's Office, Ombudsman, Civil Service Commission, or the Government Agency where the applicant is an employee, as certified to by his office;

- Each deputation shall be good for three (3) months only. Renewals shall undergo the same process of evaluation.

The Regional Directors are required to submit to the LTO Central Office, monthly within five (5) days of the next succeeding month, the following:

- Updated Master List of deputized agents, including a soft copy which may be transmitted via email, sorted both alphabetically and according to the Government Offices the agents are connected with including their positions and salary grades;

- Updated Master List of all revoked, cancelled or withdrawn deputations sorted alphabetically and according to the Government Offices the agents are connected with including the reasons for the said revocation, cancellation or withdrawal;

- Inventory of all Deputation Tags or Identification Cards manufactured, issued and cancelled or revoked sorted chronologically according to the numbers and corresponding names of deputies (if already issued);

Whenever required, the Regional Directors shall also submit copies of the application forms filled up including the certification of no pending case/s and other documents.

For control purposes, printing of all Deputation Tags or IDs shall be at the Central Office, and these must be pre-numbered and coded according to the Regional Offices in the follow

> RI-00001 and so forth for Region I, or
> CAR-00001 and so forth for Cordillera Administrative Region
> CO-00001 and so forth for those issued by the Assistant Secretary.

A number, once assigned, shall not be re-used. Any Tag or ID not pre-numbered shall be considered as proceeding from an illegal source.

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The Office of the Assistant Secretary shall have authority over the control and monitoring of Deputation Tags or IDs and may from time to time assign a Service or Division to be in-charge of its implementation.

Being the primary authority, the Assistant Secretary can revoke, cancel or withdraw any deputation issued by a Regional Director. The delegated authority of a Regional Director who is found to be non-compliant with or have violated the guidelines on deputation and reportorial requirements may also be withdrawn at the sole discretion of the Assistant Secretary.

The Law Enforcement Service or any of its Division is hereby directed and tasked to ensure the strict implementation of the deputation guidelines, this Memorandum Circular and other related issuances.

Non-compliance with or violation of the deputation guidelines and this Memorandum Circular shall be dealt with accordingly.

This Memorandum Circular takes effect 01 January 2010.

For strict compliance.

Adopted: 28 Dec. 2009

(SGD.) ARTURO C. LOMIBAO
Assistant Secretary

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