GUIDELINES IN THE UTILIZATION OF DLS DATA TAKE-ON & MAINTENANCE FACILITIES

Read online (full-text search, related cases, audio case brief): https://batas.org/library/bb42b217693b/

All concerned are directed to strictly adhere to the guidelines and procedures in the use of the Data Take-On and DL Maintenance Facilities, as follows:

DL Maintenance Facility (DLMF)

- The facility shall be installed at the Chief of Office and Assistant Chief workstations only;

- The facility shall be limited only to the editing of information as a result of wrong data encoding or system's error. The conduct of a thorough investigation by the Chief of Office to ensure the correctness of the information for DL Maintenance is required;

- The facility shall be limited only to the following information:

- Restriction Code

- Type of License

- Expiry Date

- Issued date

- Conditions

- The justification for any change made in the DLMF must be properly indicated in the "Remarks" field of the facility.

Data Take-On (DTO)

- The facility shall be limited for use only by two (2) Evaluator personnel per site;

- The facility shall be limited only for encoding details of manually processed driver's license for renewal.

Memorandum Circular No. 708-2006 is hereby superseded. For immediate and strict compliance.

Adopted: 05 Mar. 2010

(SGD.) ARTURO C. LOMIBAO
Assistant Secretary

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