NATIONAL ADMINISTRATIVE REGISTER · [LTO MEMORANDUM, AUGUST 11, 2005] · JUNE 28, 2005

SUBMISSION OF ROUTING SLIPS IN THE MONITORING OF PROCESSING TIME IN STOCK/SALES REPORTING AND REGISTRATION OF MOTOR VEHICLES

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Pursuant to Memoranda dated 28 June 2005 re: Processing Time in Stock/Sales Reporting and Processing Time in the Registration of Motor Vehicles, the use of Routing slip to monitor the turn-around-time stock/sales reports and registration of motor vehicles had been implemented, sample form[*] of routing slips were attached to subject memoranda.

Reports reached this Office that the standard turn-around-time is not being adhered to. In view hereof, you are hereby directed to submit all the accomplished routing slips on a weekly basis to the Registration Section - Central Office.

For strict compliance.

Adopted: 11 Aug. 2005

(SGD.) ANNELI R. LONTOC
Assistant Secretary

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[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.

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