DECENTRALIZATION OF POST-EVALUATION OF DRIVER’S LICENSE APPLICATION AND PRODUCTION OF CARD TYPE DRIVER’S LICENSE AT DESIGNATED LICENSING CENTERS/KIOSKS AND OTHER CONCERNED OFFICES

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To further strengthen the Office commitment for fast, efficient and effective public service, the following guidelines on licensing concerns are hereby issued:

1. Post-evaluation of driver's license application shall be decentralized at the designated Licensing Centers/ Kiosks and other offices. The coverage of the decentralization for Licensing Centers is for new application, plain renewal and other miscellaneous transactions while for the Kiosks, and other offices the coverage shall be license renewal, revision of records and duplicate driver's license.

In relation to this, all supporting documents pertinent to driver`s license applications shall be kept in the custody of the concerned offices for the period of three (3) years.

2. Production of card type driver's license is likewise decentralized at the said offices which are equipped for this purpose, and the card type driver's license shall be released to the applicant immediately.

To assure the driving proficiency of all license holders and to safeguard the integrity of the process and result of the examinations taken by applicants, all concerned officials and employees are directed to stricly comply with the licensing rules and regulations and to do, among others, the following:

1. Approving Officer

- Approve results of written and practical examinations
- Disapproved spurious/illegal transactions, tampered examination results, and applications with incomplete or invalid supporting documents
- Require every applicant to personally undergo examinations
- Prevent "fixed" examinations and other acts of similar nature as above.

2. Evaluator

- Accept and process an application only if the required supporting documents are complete and valid

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Reject and disapprove an application with tampered documents such as:

a. Date of Birth
b. Apprenticeship period
c. Date of Student Permit

- Reject and disapprove an application with spurious documents such as:

a. Fake Student Permit
b. Fake Birth Certificate

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Reject and disapprove an application with expired documents such as:

a. Expired Student Permit
b. Expired Police/NBI Clearance

3. Driving Skills Rater/Written Examiner

- Correctly rate the written and practical examinations

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Require every applicant to personally undergo examinations

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Indicate the motor vehicle and its plate number used in the practical examination

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Sign results of examinations

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Prevent and reject fixed examinations or tampered results

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Disallow unauthorized personnel or outsiders to interfere in the conduct of examinations or other licensing processes.

4. Other officials and employees found to have interfered, influenced or colluded in the commission of an illegal activity relative to the licensing function of the Office shall likewise be penalized with the corresponding administrative sanctions.

Based on the nature and gravity of the violation committed, the official or employee who violates any provision of this memorandum circular shall be subject to disciplinary action and be meted the appropriate penalty for GRAVE or LESS GRAVE OFFENSES as set forth under Section 52, Rule IV of Civil Service Commission Resolution No. 991936, subject of CSC Memorandum Circular No. 19, series of 1999.

All Orders/Circulars/Memoranda issued in conflict herewith are deemed superseded.

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This Memorandum Circular shall take effect immediately.

For guidance and compliance.

Adopted: 30 Sept. 2003

(SGD.) ANNELI R. LONTOC
Assistant Secretary

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