

USE OF COMPUTERIZED OFFICIAL RECEIPT (O.R.) FORM IN LIEU OF MISCELLANEOUS RECEIPT (M.R.), FOR NON-AUTOMATED DISTRICT OFFICES

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Non-automated LTO District Offices which issue Miscellaneous Receipt (M.R. Form) as Official Receipt (O.R.) for miscellaneous manual transactions are directed to use the computerized O.R. in lieu of the M.R. form, upon exhaustion of stock of the M.R. form.

However, those non-automated District Offices with available M.R., may still continue to use the form until the same are consumed, after which, they may use the computerized O.R. forms for Miscellaneous transactions.

All Memoranda, Circular, and Orders in conflict herewith are deemed superseded and or repealed accordingly.

This Memorandum Circular shall take effect immediately.

For compliance.

Adopted: 27 Sept. 2006

(SGD.) ANNELI R. LONTOC
Assistant Secretary

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