

**[ISSUANCE OF 5-YEAR DRIVER'S LICENSE CARDS,
July 03, 2018]**

MEMORANDUM

*Adopted: 18 June 2018
Date Filed: 03 July 2018*

It has been observed that there are a lot of lapses in the issuance of the 5-year driver's license cards. Cases of erroneous/defective driver's license cards being issued to applicants by our field personnel have caused a negative feedback on the agency.

In view thereof, you are hereby directed to do quality check of all printed driver's license cards prior to issuance of the card to the applicant. Also, all systems users should do monthly maintenance of the engravers like cleaning of the rollers, sensors and to check that the cards are clean. This measure will minimize the occurrence of spoilages thus resulting to lesser complaints from the public.

The field offices shall not impose a cut-off in the processing of licenses. It is the responsibility of the Head of the Agency to monitor that this Memorandum is observed and complied. Personnel found not complying with this directive shall be sanctioned administratively.

(SGD) EDGAR C. GALVANTE
Assistant Secretary



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