

**[LTO Memorandum Circular No. AVT-2015-1922,
March 18, 2015]**

**GUIDELINES IN THE CONDUCT OF LAW ENFORCEMENT
ACTIVITIES PURSUANT TO JOINT ADMINISTRATIVE ORDER NO.
2014-01**

*Adopted: 18 March 2015
Date Filed: 20 March 2015*

Pursuant to JAO No. 2014-01 the following guidelines shall be strictly implemented in order to enhance law enforcement operations and ensure its integrity:

1. When making an apprehension, and when performing their duties as such, the LTO Enforcer must at all times, wear their official uniform and official ID;
2. Upon flagging down of a motor vehicle, the Enforcer shall approach the motor vehicle and require the driver to present the following:
 - a) Current Official Receipt (OR);
 - b) Certificate of Registration (CR);
 - c) Driver's License.

Additionally for For-Hire Vehicles:

- a) Current Certificate of Public Convenience (CPC);
 - b) Confirmation Certificate (CC);
 - c) Franchise Decision.
3. For LTO Enforcers: Submit Daily Apprehension Report (DAR) which should be duly received by the encoding section of either the DO or the Operations Division. Said DAR shall be submitted within twenty four (24) hours (office hours) immediately after any law enforcement activity. Submit weekly report for franchise related violations under MC No. AVT-2014-1865.
4. For Encoding Section: All apprehensions submitted in the morning (8:00am-12:00nn) shall be encoded in the afternoon (1:00pm-5:00pm) while those submitted in the afternoon (5:00pm onwards) shall be encoded in the morning (8:00am to 12:00nn) of the following day.
5. For other deputized agents, all TOPs shall be transmitted within twenty four (24) hours from the date of apprehension to the District Offices or Regional Office which has the geographical area of responsibility (GAOR).