

## [ LTO MEMORANDUM, May 11, 2009 ]

### **GUIDELINES IN THE APPOINTMENT OF DEPUTIZED AGENTS**

**I.** These guidelines are premised on the principle that Deputation is ONLY A PRIVILEGE and not a RIGHT. Therefore, it can be granted or withdrawn at the discretion of the appointing authority.

#### **II. Deputation Evaluation Committee**

Effective immediately and pursuant to the provisions of R.A. No. 4136, the Deputation Evaluation Committee (DEC) under the Office of the Assistant Secretary is tasked to evaluate all applications for deputation.

All deputation orders previously issued by the Regional Directors in their respective areas of responsibility are hereby cancelled effective June 30, 2009.

The Assistant Secretary shall act on all applications for deputation. Regional Directors shall recommend qualified applicants only. They shall, upon approval by the Assistant Secretary, exercise direct supervision and control over the deputized agents in their respective areas of responsibility.

#### **III. Qualifications of Deputized Agents**

A. Civilian government employees who are occupying permanent position items and whose work assignments are directly and actually related to traffic law enforcement.

B. Members of the AFP/PNP whose duties in their present assignments are directly and actually related to traffic law enforcement; and

C. Other government employees whom the Assistant Secretary believes can help enforce the provisions of R.A. No. 4136 and other laws, rules and regulations related thereto.

#### **IV. Procedure to be observed by all applicants for deputation**

A. All applicants must submit the following requirements to the DEC:

1. Certified photocopy of Certificate of Employment (or appointment contract).
2. Application form duly endorsed by the Head of Office.
3. Two (2) "2" x "2" photos (signed at the back)

B. An applicant who has complied with the foregoing requirements shall attend the Deputation Seminar that shall include the following subject areas:

1. Pertinent land transportation laws, rules and regulations such as but not limited to R.A. 4136 and the Public Service Act;
2. Conduct and procedure in the apprehension of traffic violators;
3. Filipino values and the responsibilities of law enforcers;