

[LTO MEMORANDUM CIRCULAR NO. AHS-2008-984, June 10, 2008]

SPECIFIC TARGETS FOR QUALITY OBJECTIVES

As prescribed in the Specific Targets for Quality Objectives of the Quality Management System (QMS), the following targets in the processing of license transactions should be observed by all concerned:

TRANSACTION	TARGET PROCESSING TIME
1. New driver's licenses, conductor's licenses and other license transactions requiring examination	within four (4) hours or 240 minutes
2. Plain renewals at DLRCs/License Section	30 minutes
3. Student Permit	30 minutes
4. Renewal of driver's licenses, conductor's licenses and other transactions not requiring examinations:	2 hours or 120 minutes
5. Certification:	within 2 days

Adopted: 10 June 2008

(SGD.) ALBERTO H. SUANSING
Assistant Secretary



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