

[MEMORANDUM CIRCULAR NO. 2018-2142, June 05, 2018]

REITERATION OF THE MEMORANDUM CIRCULAR NO. AVT-2014-1900 (WORK-AROUND PROCEDURE IN THE PROCESSING OF LETAS TRANSACTIONS RELATIVE TO THE IMPLEMENTATION OF DOTC JOINT ADMINISTRATIVE ORDER NO. 2014-01)

*Adopted: 18 May 2018
Date Filed: 05 June 2018*

It has been observed from the Stradcom's Motor Vehicle Verification System that there are LTO Offices, which do not follow faithfully the provisions of Memorandum Circular No. AVT-2014-1900. Likewise, it appears that some offices allow the release of impounded motor vehicles upon payment of the fines imposed, even if the accessory penalty of impounding for three (3) months for colorum operation has not yet been complied.

In view thereof, all concerned officials and employees are reminded and hereby directed to faithfully comply with the provisions of Memorandum Circular No.

AVT-2014-1900 (Re: Work-around Procedure in the Processing of LETAS Transactions Relative to the Implementation of DOTC Joint Administrative Order No. 2014-01) particularly the following, but not limited hereto, to wit:

"3. All apprehensions submitted from 8:00 a.m. - 12:00 noon shall be encoded in the afternoon while those submitted from 5:00 p.m. onwards shall be encoded in the morning of the following day, i.e. from 8:00 a.m. - 12:00 noon. xxx

4. All apprehensions shall be encoded under the "Apprehension Data Entry" tab. xxx

Violations in connection with franchise shall likewise be encoded under the "Alarm Data Entry" tab portion prior to adjudication.

a. In the Alarm Summary the following shall be indicated as:

- 1. TOP Number**
- 2. Date of Apprehension**
- 3. Violation**

Example: Overcharging/Undercharging of fare (2nd Offense)

- MV Impounded for thirty (30)