

## [ LTO MEMORANDUM, January 06, 2009 ]

### PRINTING OF DEPUTATION IDS

In line with Memorandum Circular dated 28 December 2009, re: Amendment to and Clarification on the Policies on Deputation of Law Enforcers, and, as an interim solution to the unavailability of LTO Deputation IDs, the Regional Offices are hereby authorized to print their own deputation IDs based on the following specifications:

Paper Material - Belum 120  
Size - 4" x 7"  
Color/Quantity - White (organic LTO employees) – 250 pcs Blue (volunteer)  
- 250 pcs  
Pre-Numbering - R1-0001 to R1-0250 CAR-0001 to CAR-0250  
Design/Layout - As per attached sample ID<sup>\*</sup>

Likewise, for monitoring purposes, the Regional Office are required to submit to the undersigned a Monthly Report on the Inventory of Deputation IDs issued and stock balances, within five (5) days of the next succeeding month.

It is therefore understood that the Regional Offices shall cease to print Deputation ID's in excess of the above authorized quantity

For strict compliance.

Adopted: 06 Jan. 2009

(SGD.) ARTURO C. LOMIBAO  
*Assistant Secretary*

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<sup>\*</sup> Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City

