

**[ LTO MEMORANDUM, October 03, 2005 ]**

**QUALIFICATIONS OF MAIDS LIAISON OFFICERS AT THE LTO  
CENTRAL, REGIONAL AND DISTRICT OFFICES**

In view of the security measures being implemented at the LTO, in order to remove fixers in its vicinities, the Office has to regulate the activities of the Manufacturers, Assemblers, Importers and Dealers (MAID) Companies' liaison officers. The Land Transportation Office requires that all concerned Companies/Corporations must employ liaison officers who will be authorized to transact business with the Land Transportation Office on MAID matters.

Consequently, it has been observed that the pending applications due to non-compliance of the authentic and correct documents are due to the following:

1. Free lance Liaison Officers (serving several companies at a time);
2. Temporary personnel of Companies' tasked to submit the application to LTO;
3. Walk-in applicants who happened to be friends of the Company personnel/owner; and
4. Brokers, agents, managers, customers-buyers or clients who represent the company for whatever private transactions between the parties.

The Land Transportation Office hereby formulated the following rules and regulations on the qualifications of the MAIDs LIAISON OFFICER that should be observed by all concerned:

The MAIDs Liaison Officers should/must:

1. be of good moral character;
2. be an employee of the Company/Corporation with authentic Company ID, and be able to present a letter of authority with company logo attesting his/her employment to the company;
3. wear the uniform of the Company where he is employed;
4. be able to comprehend the nature of work of a liaison officer;
5. be able to comprehend the proper/authentic documentation/requirement concerning the MAIDs application
6. be able to compose written request that can be understood by any one who will read the composition.

Strict compliance is hereby enjoined.

Adopted: 03 Oct. 2005

(SGD.) ANNELI R. LONTOC  
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