

**[ LTO MEMORANDUM, September 13, 2004 ]**

**INSTALLATION OF STAND-ALONE-SYSTEM (SAS) IN DISTRICT OFFICES FOR THE LAMINATION OF DRIVER'S LICENSE**

The Land Transportation Office on-site issuance of driver's license under project LEAP is gaining a tremendous positive feedback not only from the customers/clients but also from other government agencies. In order to further enhance the fast and efficient issuance of driver's license nationwide, a Stand-Alone-System shall be installed in some District Offices with average volume of transactions. The Stand-Alone-System will enable the District Office to laminate driver's licenses at the nearest Licensing Center / District Office equipped with driver's license printer. For that matter, the District Office to be installed with the Stand-Alone-System shall provide the AMPI personnel with a secured working place with an approximate area of at least two (2) sq. meters and a working table.

The following guidelines should be observed.

1. The District Office installed with Stand-Alone-System shall segregate renewal from new and other license transactions.
2. The Memory Stick containing PLAIN RENEWAL transactions shall be brought to the nearest Licensing Center / District Office equipped with driver's license printer for the production of the driver's license, while new and other type of transactions shall be forwarded to AMPI-CPC.
3. The Licensing Center / District office with printer shall prepare the Agency Monitoring Transmittal Reports (ATMR) and the License Production Transmittal Reports (LPTR) of finished licenses for auditing and billing purposes.
4. The District Office shall assign three (3) signatories for the LPTRs and ATMR's.
5. All supporting documents pertinent to the abovementioned transactions shall be forwarded to AMPI-CPC for post evaluation and proper disposal.

It is understood that all concerned officials and employees shall STRICTLY COMPLY with the licensing rules and regulations and shall discharge their duties in accordance with the highest standards of public service.

For strict compliance.

Adopted: 13 Sept. 2004

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