

[LTO MEMORANDUM, July 20, 1992]

**GUIDELINES IN THE ADJUDICATION OF TRAFFIC VIOLATION
CASES BY THE LTO NCR DISTRICT OFFICES**

In the best interest of the service and to expedite the release of drivers' licenses confiscated for traffic violations, it is hereby ordered that effective 3 August 1992 all apprehension cases involving uncontested moving violations made within the Metro Manila area shall be submitted to and adjudicated at duly designated NCR district offices of the LTO.

The following guidelines are hereby set, for the observance of all concerned:

1. Organic traffic law enforcers and deputized agents shall submit all apprehension cases aforementioned to any of the following district offices nearest the place of apprehension where the driver can retrieve his license after payment of the fine prescribed:

For apprehensions made: Submit to:

South of Pasig	Pasay District Office or Manila South District Office
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North of Pasig	Manila West District Office
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East of Pasig	Pasig District Office
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2. All apprehension cases involving non-moving or administrative violations shall continue to be submitted to the LTO Central Office in East Avenue, Quezon City for adjudication by the Traffic Adjudication Service (TAS). Contested cases involving moving violations submitted to the district office shall be forwarded within twenty four (24) hours from receipt thereof by the district office concerned for final adjudication by the TAS.

3. The Transportation District Officer (TDO) or the designated Officer-in-Charge of the district office shall designate a hearing officer and two clerks to assist in the adjudication of the cases. The TDO shall be responsible for the final disposition of the case.

4. Collection of fines shall be done by the district office cashier.

5. An orientation of all personnel concerned and deputies shall be conducted by the TAS in coordination with the Field Enforcement Division and the Administrative Staff of the Law Enforcement Service shall be conducted to ensure smooth turnover of