



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS  
**LAND TRANSPORTATION OFFICE**  
 East Avenue, Quezon City  
 E-mail Address: lto@mail.gov.ph • Website: www.lto.gov.ph

Attn: Mrs. Danganan  
 DFA

BY: *[Signature]*  
 DATE: 03-22-07 2:55 PM

**ADMINISTRATIVE ORDER NO. RTB-2007-011**  
 Series of 2007

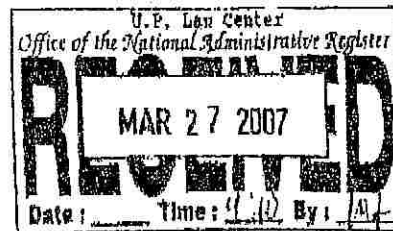
**SUBJECT: Amending Administrative Order No. 88-002 Dated 8 November 1988 - Validating the expired driver's license of Overseas Workers**

Administrative Order No. 88-002 dated 8 November 1988 authorizes Overseas Filipino Workers to renew their driver's license through an authorized representative while still working abroad. Presently, there are reports about the inconveniences encountered by holders of Philippine driver's license who are abroad mostly students and families of OFW's who are forced to return to the Philippines to renew their driver's licenses personally because they are not covered by Administrative Order No. 88-002. In line with these observations and in order that this privilege is not limited to Overseas Filipino Workers only but also to all Filipino citizen who are holders of authentic Philippine license who are staying abroad, Administrative Order NO. 88-002 is hereby amended, for the information, guidance, and compliance of all concerned.

**Section 1 – COVERAGE.** Filipino who are holders of authentic Philippine driver's license at the time of departure from the country and who are presently staying abroad shall be covered by this Order. The license maybe renewed thru a duly authorized representative of the license holder and such renewal manifested by the Official Receipt of Payment will validate the already expired driver's license/

**Section 2 – REQUIREMENTS.** The authorized representative shall personally present to the LTO the following:

- 2.1 Original driver's license/one photocopy.
- 2.2 Photocopy of the Philippine passport with visa of licensee.
- 2.3 Letter from the licensee to the LTO requesting the renewal and authorizing a representative to renew the license on his/her behalf.



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*[Signature]*  
 JOSSIE M. BOR  
 Records Officer I

**Section 3 – AUTHORIZED OFFICE TO ACCEPT RENEWAL.** For applicants within the National Capital Region (NCR), only the license Section of the Central Office may accept such renewals since a fast lane for the processing of licenses of foreigners and overseas Filipino workers is available thereat. Applicants outside NCR may renew at any field office at the option of the representative.

**Section 4 – STANDARD OPERATING PROCEDURES.** The renewal of driver's licenses of Filipino citizens who are staying abroad shall be guided by the following procedures:

- 4.1 The authorized representative shall present to the License Section/District Office/Licensing Center the requirements specified under Section 2 of this Order;
- 4.2 The License Section/District Office/Licensing Center shall accept renewal; collect required fees and issue/release the owner's copy of the Driver's License Receipt (DLR) to the representative;
- 4.3 The Releasing Clerk shall stamp the words "LICENSEE ABROAD FOR PHOTOTAKE WITHIN 30 DAYS UPON ARRIVAL" at the right side portion of the DLR;
- 4.4 The License Section/District Office/Licensing Center shall keep on file all the documents until such time that the licensee appears at the LTO office for photograph taking
- 4.5 The Licensee shall present himself/herself within thirty (30) days upon arrival to the same office where the renewal was made for photograph taking. The licensee shall present his original DLR, original passport; submit a valid drug test result, medical certificate, and surrender the expired driver's license. In case the original DLR was lost, he/she must submit a duly notarized affidavit of lost DLR;

In no case should any other agency take the photograph of the licensee.

- 4.6 The License Section/District Office/Licensing Center shall retrieve from the files the documents previously submitted to incorporate with the other requirements. The evaluator shall process the documents and after approval, recommend for the production of the driver's license and release same to the licensee.


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JESSIE M. BORJA  
Records Officer III

Section 5 – PENALTIES. Penalty shall be collected from holder of an expired license submitted for renewal:

	Prof	Non-Prof
Expired for less than one year	40.00	30.00
Expired for one year to less than two years	80.00	60.00
Expired for two years and more, but not Subject for re-examination	120.00	90.00

Section 6 – EFFECTIVITY. This Order shall take effect fifteen (15) days following the filing of three (3) copies hereof with the UP Law Center, pursuant to Presidential Memorandum Circular No. 11, dated 09 October 1992.

Section 7 – REPEALING CLAUSE. All administrative orders, memoranda or circulars which are not in consonance herewith are deemed superseded, modified, amended or repealed accordingly.


  
**REYNALDO I. BERROYA**  
Assistant Secretary

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Recommending Approval:

  
**ANNEL R. LONTOC**  
Undersecretary for Road Transport

Approved:

  
**LEANDRO R. MENDOZA** 0-180  
Secretary

  
DOTC-USED OUTGOING 07-00583

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**JOSSIE M. BORJA**  
Records Officer III

**RENEWAL OF DRIVER'S LICENSE WHILE ABROAD (OFW's)**

**REQUIREMENTS AND PROCEDURE**

- Certificate of Employment
- Photocopies of Passport (first page, visa page & departure in the Philippines and last arrival overseas)
- Letter of authority to authorized representative
- Photocopy of driver's license and driver's license receipt (DLR), if available

• Venue are:

- c. LTO, License Section Central Office – within National Capital Region (NCR)
- d. Any LTO District Office/Licensing Centers – outside Metro Manila

- The driver's license shall be validated by issuing a driver's license receipt (DLR) which will serve as temporary driver's license (TDL)
- The licensee shall present himself/herself within thirty (30) days upon arrival to the same Office where the renewal was made for photo-taking and submit the following:

- f) driver's license
- g) drug-test result
- h) medical certificate
- i) TIN No/TIN Card (Xerox)
- j) Photocopy of passport

• Fees:

*For Non-Prof*

License Fee - P 180.00

*For Professional*

License Fee - P 240.00

• Penalties	(1 year)	(2 years)	(3 years)
Non Prof	P 80.00	P 80.00	P 80.00
Prof	40.00	80.00	120.00

CPD-RDLA

B-D

10/09/05