

**MEMORANDUM CIRCULAR**  
**NO. 10-18-88**

**SUBJECT: RENEWAL OF LICENSES**

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Pursuant to the provision of Act 5846, as amended and Department Order No.11, providing for the procedures, among others, as to when applications for renewals of licenses should be done, the Commission hereby directs all Regional Directors, Officials and employees of this Commission to process immediately all licenses filed on time and in sufficient applications to avoid any conflict as to the validity and efficacy of said license. Written Approval/denial of any application for renewal shall be immediately made.

Any licensee who fails to make a timely and sufficient application shall be given a written advice of the Denial/expiration of their License and unless, there is merit, the license shall not be renewed. The payment of the appropriate surcharge fees and fines may be imposed to any license issued after the expiry period.

Please be guided accordingly.

October 02, 1988. Quezon City, Philippines

JOSE LUIS A. ALCUAZ  
COMMISSIONER