



DEPARTMENT ORDER NO.2023-008

Subject : NEW RULES AND REGULATIONS ON THE AUTHORIZATION AND MONITORING OF MOTOR VEHICLE PRIVATE EMISSION TESTING CENTERS (PETC), PETC IT SERVICE PROVIDERS, MOTOR VEHICLE EMISSION CONTROL TECHNICIAN (MVECT), MOTOR VEHICLE INSPECTION TECHNICIAN (MVIT), AND PRIVATE MOTOR VEHICLE INSPECTION CENTER (PMVIC), AND RULES OF PROCEDURE GOVERNING APPEALED CASES BEFORE THE DOTr SECRETARY FROM THE DECISIONS OR RESOLUTIONS OF THE AUTHORIZATION COMMITTEE.

Date : 06 March 2023

WHEREAS, the Department of Transportation (DOTr) is the primary government agency responsible for promoting, developing and regulating a dependable and coordinated transportation system;

WHEREAS, pursuant to *Republic Act (R.A.) No. 4136* and *Administrative Order (A.O.) No. 91-005*, as amended by *A.O. No. ACL-2009-018*, the DOTr/ Land Transportation Office (LTO) is mandated to ensure the roadworthiness of motor vehicles prior to registration;

WHEREAS, DOTr, under *Executive Order (E.O.) No. 125, Series of 1987*, has the power to call on any agency, corporation or organization, whether public or private, to participate and assist in the preparation and implementation of its programs;

WHEREAS, Section 21 of *R.A. No. 8749* mandates the Department of Trade and Industry (DTI), Department of Environment and Natural Resources (DENR) and DOTr to establish procedures for inspection of motor vehicles and testing of their emissions to determine the concentration and/ or rate of emission pollutants discharged by said sources. DOTr is likewise tasked to enforce compliance with emission standards set by DENR, and is empowered to authorize Private Emission Testing Centers (PETC) duly accredited by DTI;

WHEREAS, *DTI-DOTC Joint Administrative Order (JAO) No. 1, Series of 2001*, prescribes guidelines for accreditation and authorization of motor vehicle PETC;

WHEREAS, *DENR-DTI-DOTC JAO No. 1, Series of 2007*, mandates conduct of emission testing prior to renewal of motor vehicle registration, redemption of confiscated license plate(s), and registration of imported, used and rebuilt vehicles, as required by the *Clean Air Act of 1999* for safe and efficient operation of motor vehicles;

WHEREAS, the emission compliance test conducted by PETC is not intended to replace roadworthiness inspection under the Motor Vehicle Inspection System

(MVIS), as a requisite to renewal of motor vehicle registration;

WHEREAS, DOTr *Department Order (D.O.) No. 2018-019* authorized privatization of MVIS and prescribed qualifications for a Private Motor Vehicle Inspection Center (PMVIC), the composition, duties and responsibilities of the Authorization Committee and Subcommittee, and the penalties/ fines for violations;

WHEREAS, DOTr issued *D.O. No. 2019-002* which authorized PMVIC to conduct a complete and comprehensive roadworthiness inspection of Motor Vehicles;

WHEREAS, DOTr issued *D.O. Nos. 2022-020* and *2023-001* which provided DOTr and LTO's joint authority to exercise authorization of PETC and PMVICs; and

NOW, THEREFORE, I, JAIME J. BAUTISTA, Secretary of DOTr, by virtue of powers vested in me by law, hereby orders the promulgation of these *Rules and Regulations* governing authorization and monitoring of PETC, PETC IT Service Providers, MVECT, MVIT, and PMVIC, and *Rules of Procedure* for appealed cases before DOTr from decisions or resolutions of the Authorization Committee.

1. SCOPE

- 1.1. These *Rules and Regulations* shall consolidate and revise all rules and regulations governing authorization and monitoring of PETC, PETC IT Service Providers, MVECT, MVIT and PMVIC.
- 1.2. These *Rules and Regulations* also aim to define the structure, guidelines and procedure to ensure efficient implementation of DOTr's nationwide PETC and PMVIC Authorization Program.

2. DEFINITION OF TERMS

The following definitions shall apply to acronyms, words and phrases that are used in these *Rules and Regulations*:

- a. **Accreditation** Refers to a formal recognition by DTI of an emission testing center with competencies to carry out specific tasks.
- b. **Application fee** Refers to a fixed amount that applicant will pay to LTO Regional Office upon filing an application.
- c. **Authorization fee** Refers to an assessed amount that applicant will pay to the DOTr Cashier prior to the issuance of a Certificate of Authorization.

- d. **Authorized Representative** Refers to a person duly authorized by the applicant as the PETCs/PMVIC's representative in matters relating to its accreditation and/or authorization. He is the official contact person of the PETC/PMVIC.
- e. **Authority to Operate** Refers to a non-transferable document issued by the Authorization Committee granting authority to a natural or juridical person, for a definite period, upon compliance with all the documentary and system requirements to engage and operate a PMVIC, within their respective geographical area of responsibility.
- f. **Certificate of Authorization** Refers to a non-transferable document issued by the Authorization Committee granting authority to a natural or juridical person to operate PETC, MVECT or MVII.
- g. **D.O.** Refers to Department Order duly issued by the *Department of Transportation*.
- h. **DENR** Refers to *Department of Environment and Natural Resources*.
- i. **DOTr** Refers to *Department of Transportation*.
- j. **Downtime or Offline** Refers to a period when PMVIC's or LTMS's IT system is unavailable or is not operational.
- k. **DTI** Refers to *Department of Trade and Industry*.
- l. **DTI RO/PO** Refers to *DTI Regional Office or Provincial Office*.
- m. **Fleet Operator** Refers to an individual or entity controlling more than fifteen (15) motor vehicles.
- n. **Geographical Area of Responsibility (GAOR)** Means an area identified by virtue of a law or administrative issuance to be served by a District Office, including its extension office, the area of coverage where the inspection results of a PMVIC shall be accepted by the LTO District Offices or Extension Offices for registration purposes.
- o. **IT Service Provider** Refers to an authorized company engaged in information technology that provides electronic data services to a PETC.

- p. **LTO** Refers to *Land Transportation Office*.
- q. **LTO Regional Evaluation and Monitoring Committee (REMC)** Refers to the LTO Regional Office Committee which the LTO Regional Director may constitute to initially evaluate PETC/PMVIC applications, and conduct inspection of PETCs.
- r. **Monitoring and Inspection Team (MIT)** Refers to a team duly designated to monitor and validate upload of documents of PETCs, and inspect facilities and equipment of its IT Service Providers. The team is likewise designated to inspect and validate applications for PMVICs, inspect facilities and equipment and monitor operations.
- s. **Motor Vehicle** Means any vehicle propelled by any power other than muscular power using the public highways, but exempting road rollers, trolley cars, street sweepers, sprinklers, lawn mowers, bulldozers, graders, forklifts, amphibian trucks and cranes, if not used on public highways; and vehicles that run only on rail or tracks and tractors, trailers and traction engines of all kinds used exclusively for agricultural purposes.
- t. **Motor Vehicle Category and Classification** Shall refer to the category and classification referred to **Annex 1** of this D.O.
- u. **Motor Vehicle Emission Control Technician (MVECT)** Refers to a technician with NC-IV TESDA Certification, and duly authorized by the AC to conduct emission tests in a particular PETC.
- v. **Motor Vehicle Inspection System (MVIS)** Refers to a system examining roadworthiness of vehicles pursuant to standards set by DOTr and LTO.
- w. **Motor Vehicle Inspection System Report (MVISR)** Refers to a document issued by an authorized PMVIC showing results of inspection tests.

- x. **Motor Vehicle Inspection Technician (MVIT)** Refers to any person, who is a holder of valid NC-II and authorized by the LTO to conduct the vehicle inspection for the PMVIC.
- y. **Notice of Compliance and Construction** Refers to a document issued to a PMVIC applicant who has complied with eligibility requirements and the legal and/or other documentary requirements, and passed the verification of the requirements. It authorizes the commencement of construction, installation, and commissioning of MVIC equipment.
- z. **Notice of Eligibility** Refers to a document issued to a PMVIC applicant who has complied with all eligibility requirements, using a non-discretionary pass or fail criteria.
- aa. **PETC & PMVIC Authorization Committee (AC)** Refers to the Committee tasked to formulate policies, review, evaluate, and approve applications for authorization, including renewal of PETC and PMVIC, upon compliance with the mandatory requirements therefore, and oversee the monitoring of its operations.
- bb. **PETC Applicant** Refers to a natural or juridical person seeking accreditation and/or authorization to engage in emission testing business.
- cc. **Philippine National Standards based on International Organization for Standardization - International Electrotechnical Commission (PNS ISO-IEC 17025)** The International Standards promulgated by the Bureau of Product Standards (BPS) as Philippine National Standards (PNS), containing the general requirements for the competence of testing and calibration laboratories.
- dd. **PMVIC Applicant** Refers to a natural or juridical person seeking accreditation and/or authorization to constitute a motor vehicle inspection center.
- ee. **Private Emission Testing Center (PETC)** Refers to a private facility duly authorized to engage in testing levels of opacity and/or providing analysis of gaseous emission of a motor vehicle.

- ff. **Private Motor Vehicle Inspection Center (PMVIC)** Refers to a private facility duly authorized to perform automated motor vehicle roadworthiness inspection.
- gg. **TESDA** Refers to *Technical Education and Skills Development Authority*

TITLE I

RULES ON THE AUTHORIZATION PROGRAM, AUTHORIZATION COMMITTEE (AC), TECHNICAL WORKING GROUP (TWG), ADMINISTRATIVE SUPPORT STAFF (ASS), ADJUDICATION AND PROSECUTION (A&P), AND MONITORING AND INSPECTION TEAM (MIT)

3. COMPOSITION, DUTIES AND RESPONSIBILITIES OF THE AC, TWG, ASS, A&P, AND MIT

- 3.1. The AC shall be constituted in accordance with the prevailing D.O., and shall have the following functions:
 - 3.1.1. Evaluate, review and validate new applications and applications for renewal of authorization for PETC, MVECT, PETC IT Service Provider, and PMVIC;
 - 3.1.2. Issue Authority to Operate and Certificate of Authorization to applicants who comply with all the requirements for authorization;
 - 3.1.3. Issue Show Cause Orders, Resolutions, and Decisions relating to violations of the Department Orders, Memorandum Circulars, and other orders that the Department may issue;
 - 3.1.4. Evaluate and validate reports, findings and recommendations, and complaints from third (3rd) parties relative to PETC, MVECT, PETC IT Service Providers and PMVIC;
 - 3.1.5. Handle and resolve complaints relative to PETC, MVECT, PETC IT Service Providers and PMVIC and impose appropriate sanction;
 - 3.1.6. Maintain a registry of all authorized PETCs, MVECTs, PETC IT Service Providers, and PMVICs;
 - 3.1.7. Exercise visitorial powers over all authorized PETC, PETC IT Service Providers, and PMVIC; and
 - 3.1.8. Perform other duties and functions in the proper implementation of this D.O.

3.2. TWG, ASS, and A&P are likewise constituted in accordance with the prevailing D.O., and shall perform their respective functions and other pertinent functions that may be assigned by the AC.

3.2.1. TWG shall perform the following functions:

3.2.1.1. TWG, through LTO Regional Directors and/or REMC in their respective jurisdiction, shall accept all applications for PETC and PMVIC;

3.2.1.2. TWG shall evaluate the legal, technical and financial components of documents submitted by PETC, PMVIC, MVECT, MVIT and IT Service Provider applicants, and submit its findings and recommendations to the AC; and

3.2.1.3. TWG shall provide advisory and other information to the AC in aid of policy making and decisions on authorization issuances.

3.2.2. ASS shall perform the following administrative functions in relation to PETC and PMVIC applications:

3.2.2.1. ASS shall receive documents endorsed by LTO Regional Directors/ REMC;

3.2.2.2. ASS shall issue notice of meeting and prepare the minutes thereof;

3.2.2.3. ASS shall submit management report to TWG for endorsement to the AC, which includes:

- a. Quarterly summary of new applicants and renewal;
- b. Quarterly summary of authorization recommended and issued, including reasons for denial;
- c. Quarterly summary of PETC and PMVIC inspection conducted;
- d. Summary of significant forthcoming events or activities especially pending monitoring schedule; and
- e. Other matters of relevance.

3.2.2.4. ASS shall take custody of records and other documents relative to application and Authorization of PETC and PMVIC; and

3.2.2.5. ASS shall coordinate with concerned government offices and stakeholders on all aspects of implementation, monitoring and evaluation of the PETC and the MVIS through the PMVIC.

3.2.3. A&P shall perform the following functions that may be assigned by

the AC:

- 3.2.3.1. A&P shall assist the AC in issuing Show Cause Orders, Resolutions and Decisions;
 - 3.2.3.2. A&P shall assist the AC in handling and resolving complaints relative to the operations of PETC and PMVIC; and
 - 3.2.3.3. A&P shall provide legal support to the AC.
- 3.2.4. An MIT is also constituted in accordance with prevailing D.O. and shall have the following functions:
- 3.2.4.1. Conduct inspection of applicants to determine compliance with the requirements for authorization of PETC and IT Service Provider, and conduct inspection of PMVIC prior to issuance of an Authority to Operate to ensure compliance with the authorization requirements, as directed by AC;
 - 3.2.4.2. Conduct inspection at any time during business hours to ensure compliance with the emission testing operation standard;
 - 3.2.4.3. Conduct pre-operation and annual inspection of PMVIC by way of scheduled and surprise on-site monitoring visits, as well as preparation and submission of individual report and consolidated status reports for submission to the Committee;
 - 3.2.4.4. Thoroughly evaluate the PETC IT Service provider Client Application programs and other software components (source code) prior to the approval of any deployment/installation of enhancement;
 - 3.2.4.5. Use the images/data stored from the Image Repository Database Server for monitoring/inspection and/or as evidence against erring PETC, PETC IT Service providers and/or MVECTS/MVITs;
 - 3.2.4.6. Electronically monitor the test uploads of PETC IT Service Provider and recommend appropriate actions for any violation of this order;
 - 3.2.4.7. Monitor and scan all uploads from the time of PETC/PMVIC's last renewal and determine if the same has committed violations;
 - 3.2.4.8. Preliminarily suspend, with immediate effectivity, the authorization of a PETC and PMVIC found to have falsified a test result or entered any false information about a vehicle it has inspected and tested, including other violations, pending the conduct of the investigation;

- 3.2.4.9. Supervise the implementation and monitoring of the PMVIC Data Interface/Storage/Warehousing System;
- 3.2.4.10. Supervise the implementation and adoption of a set of technical, performance and operational standards, requirements, parameters and guideline, including but not limited to, process and procedure, protocol, flow-chart, form and reporting; and
- 3.2.4.11. Perform other duties and functions relevant to the PETC, PMVIC, MVIT, MVECT and PETC IT Service Provider Authorization Program as may be authorized by the AC.

4. LTO REGIONAL DIRECTORS AND REGIONAL EVALUATION & MONITORING COMMITTEE (REMC)

LTO Regional Directors in their respective jurisdiction by himself, or by constituting an LTO REMC, *motu proprio*, shall perform the following functions:

- 4.1. Receive and evaluate all applications for new and renewal of authorization of PETC and PMVIC, applications for new, additional and renewal of MVECT and MVIT, applications for change of IT Service Providers, application for Change of Business Owner, application for Change Machine, and any other types of application, with the complete documentary requirements;

In no case shall applications with incomplete requirements be accepted, and shall be returned to the applicant for completion of the documentary requirements;

- 4.2. Upon submission of complete requirements, LTO Regional Directors or REMC shall issue an acknowledgement receipt containing the seal of the LTO, the name of the responsible officer or employee, his/her unit and designation, and the date and time of receipt of the complete application and documents required for the application of PETC Authorization;
- 4.3. Transmit and endorse to ASS all applications with complete documentary requirements, attaching therein the acknowledgement receipt, the checklist, and endorsement letter stating therewith that the same is in compliance with the requirements for PETC and PMVIC application;
- 4.4. Receive and endorse complaints within its jurisdiction for appropriate action of the AC, thru the TWG;
- 4.5. Provide adequate personnel and resources to effectively implement the PETC and PMVIC Authorization Program;
- 4.6. In coordination with MIT, conduct on-site inspection to determine

compliance with the rules upon filing an application for new or renewal of authorization;

- 4.7. The LTO Regional Directors shall submit to the AC a yearly monitoring report indicating the number of registered motor vehicle (RMVs), active PETCs and PMVICs in their respective jurisdiction, and any other matters that may be required by the AC. The prescribed Monitoring Report Form for equipment is attached as **Annex 2**; and
- 4.8. Perform other duties and functions relevant to the PETC and PMVIC Authorization Program, as may be ordered by the AC.

TITLE II

RULES AND REGULATIONS ON AUTHORIZATION AND MONITORING OF PETC, PETC IT SERVICE PROVIDER AND MVECT

5. MORATORIUM ON GRANT OF PETC AUTHORIZATION; EXCEPTIONS

- 5.1. The moratorium may apply in LTO District Offices where the existing PETC and PMVIC are sufficient to cater to the needs of the registered motor vehicle owners.
- 5.2. The nationwide moratorium on the acceptance of the application for new authorization of PETC, as imposed under *D.O. No. 2016-020* is still in effect, except under the following circumstances:
 - 5.2.1. In GAORs where there are no existing PETC, or the authorization of an existing PETC is revoked, a new applicant may be considered;
 - 5.2.2. PETC may be established in a newly-opened LTO District or Extension Office, provided that the same shall be limited only to sufficient numbers to address the testing requirements of all the RMVs in the area. The AC shall ascertain the number of registration transactions within the GAOR to determine the need for another PETC; and
 - 5.2.3. In GAORs where the existing PETC is sufficient to cater to the needs of the registered motor vehicle owners, the establishment of a new PETC may be allowed upon the presentation of proof that the distance from the nearest PETC and/or PMVIC to the place of the proposed location is more than forty (40) kilometers.

6. GENERAL PROVISIONS ON PETC, PETC IT SERVICE PROVIDER AND MVECT AUTHORIZATION

- 6.1. All applications for new and renewal of authorization of PETC, applications

for new, additional and renewal of MVECTs, applications for change of IT Service Providers, applications for Change of Location, applications for Change of Business Owner, applications for Change Machine, and any other types of applications, together with the complete documentary requirements, shall be filed with the LTO Regional Directors for initial evaluation and inspection within their areas of jurisdiction.

Applications for new and renewal of authorization of IT Service Providers shall be filed directly with the AC, through the TWG. The Checklist of Requirements (PETC Form No. 01) is attached herewith as **Annex 3**;

- 6.2. A Certificate of Authorization shall be issued to a PETC, MVECT or IT Service Provider that meet all the requirements of the Program;
- 6.3. A PETC, and IT Service Provider granted with an authorization in accordance with the provisions of this D.O. shall operate for a period of one (1) year, *unless otherwise sooner revoked or renewed*, subject to continuing compliance with the requirements.

Validity of grant of authorization to MVECTs shall be pursuant to Section 10.2.4 of this D.O.

7. PETC AUTHORIZATION; QUALIFICATION & REQUIREMENTS

7.1. QUALIFICATION OF PETC APPLICANTS

- 7.1.1. Any natural person at least eighteen (18) years of age, or any juridical person not disqualified by any existing law or regulation to engage in vehicle emission testing activity, is qualified to apply for authorization; and
- 7.1.2. A center duly accredited by DTI as a motor vehicle emission testing center may apply for authorization, provided it meets the requirements of the PETC Authorization Program, and that no DOTr-/LTO official or personnel, their spouse, or relative by consanguinity or affinity within the third (3rd) civil degree shall have ownership of or any beneficial and/or financial interest therein.

7.2. DOCUMENTARY REQUIREMENTS (PETC FORM 01)

7.2.1. NEW APPLICATION FOR AUTHORIZATION

New Applications shall be accompanied by the following supporting documents:

- a. Original LTO Indorsement Letter and Acknowledgement Receipt;
- b. Duly accomplished application form, under oath;

- c. Certified true copy/ies of the following:
 - i. For sole proprietorships, DTI Certificate of Business Name Registration;
 - ii. For corporations/partnerships, Securities and Exchange Commission Certificate of Registration, Articles of Incorporation/Partnership and By-Laws, and Board Resolution certified by the Corporate Secretary, specifying the name of the authorized representative who must be an officer of the corporation/ partnership;
- d. Certified true copy of DTI Accreditation Certificate;
- e. Current and valid Mayor's or Business Permit bearing the name of the applicant and specifically intended for the operation of PMVIC; or Currently expired Mayor's Permit or Business Permit together with Official receipt as proof of application, or for new applicants of Mayor's or Business Permits, Official Receipt as proof of application;
- f. BIR Registration and Tax Identification Number (TIN);
- g. Social Security System (SSS) Membership Certificate;
- h. Audited Financial Statement for the last two (2) years or a pre-operating Financial Statement, whichever is applicable, showing that the owner-applicant shall have financial capacity to operate for at least one (1) year;
- i. Certified True Copy (CTC) of Transfer Certificate of Title in the name of the applicant, or Contract to Sell or Contract of Lease, with a minimum lease period of one (1) year, covering the intended area for operation;
- j. Location map and layout of the center, including dimensions;
- k. Organizational structure showing its personnel and their functions;
- l. List of personnel involved in the operation of the center with their job descriptions, responsibilities and qualifications, including Certificates of Competency as an MVECT issued by TESDA;
- m. List of all equipment, including manuals, reference materials required for the calibration and tests;

- n. Manual of the test procedures and personnel;
- o. Procedure for handling complaints;
- p. Certificate of Conformity issued by DENR-EMB showing that the testing equipment is in compliance with RA. No. 8749;
- q. Certificate issued by LTO-MID showing the testing equipment to be used is interfaced with the system of the PETC IT Service Provider;
- r. Copy of PETC Contract with an authorized IT Service Provider;
- s. Photographs of the Center; and
- t. Affidavit of Undertaking / Omnibus Sworn Statement stating that the PETC owner does not own any interest in any PETC IT Service Provider companies in the Philippines and vice versa. **(Annex 4)**

7.2.2. RENEWAL OF AUTHORIZATION

- 7.2.2.1. Application for Renewal of the Authorization shall be submitted three (3) months prior to the date of its expiration;
- 7.2.2.2. For renewal of authorization, the following documents must be submitted:
 - a. Duly accomplished application form, under oath;
 - b. Certified true copy of DTI Accreditation Certificate;
 - c. Certified true copy of Mayor's/Business Permit;
 - i. Mayor's/Business Permit from the previous year shall be accepted for those authorizations that are about to expire within the month of January, provided that the current year's Mayor's/Business Permit shall be submitted prior to the release of the Certificate of Authorization. In cases where Mayor's Permit is pending, submission of the Official Receipt of payment, shall be accepted;
 - d. Original Certificate of Authorization;
 - e. Original Certificate of the MVECT;

- f. Income Tax Return for the current year, duly stamped and received by the BIR;
- g. Duly sworn Affidavit attesting to its continuing compliance with all the requirements for authorization, unless there are changes thereto, in which case the applicant shall submit the applicable documents;
- h. Pictures of Establishment; and
- i. Certificate of calibration issued by DTI-BPS accredited calibration laboratories.

7.3. MINIMUM PERSONNEL REQUIREMENTS FOR PETCS

- 7.3.1. A technician shall be certified as an MVECT by TESDA;
- 7.3.2. Personnel performing specific tasks shall be employed by the center based on the required qualifications as provided herein;
- 7.3.3. The current job descriptions for managerial, technical, and critical support personnel involved in testing shall be displayed by the center;
- 7.3.4. Personnel specifically tasked to perform particular sampling and testing, issuance of test reports, provisions of opinion and interpretation, and operation of emission testing equipment shall be authorized by the center's management; and
- 7.3.5. At least one (1) authorized MVECT shall man one lane of the PETC.

Documentary requirements for Application for New, Renewal, Additional, Transfer of MVECT is shown in **Annex 5**.

7.4. WORK ENVIRONMENT REQUIREMENTS

- 7.4.1. The testing area shall be within a permanent site and shall have a maneuvering area/site of at least 6m in length and 6m in width with a minimum height of 4.5m, enough to accommodate all types of motor vehicles, including but not limited to trucks, to be inspected at any given time.

They may also use or acquire a lot within a reasonable distance from the testing area for purposes of parking;
- 7.4.2. The area for testing and/or calibration, including but not limited to energy sources and lighting, shall be adequate to facilitate accurate performance of the test and/or calibrations; and
- 7.4.3. The cleanliness and orderliness of the area and facilities shall be

maintained at all times by following the 5S program.

7.5. PETC MINIMUM EQUIPMENT REQUIREMENTS

- 7.5.1. The minimum emission testing equipment required in the center for the test procedures, are as follows:
 - a. For testing of gasoline fed vehicles: gas analyzer capable of testing Euro IV emission standard or higher tier standard; and
 - b. For testing of diesel fed vehicles: opacimeter - capable of testing Euro IV emission standard or higher tier standard.
- 7.5.2. The emission testing equipment shall be certified by DENR-EMB to comply with the provision of RA. No. 8749 by the DENR;
- 7.5.3. The emission testing equipment shall be calibrated every six (6) months by DTI-BPS accredited calibration laboratories and conform to the specifications of the appropriate PNS;
- 7.5.4. The software of emission testing sampling shall be capable of achieving the accuracy required;
- 7.5.5. The equipment shall be operated by authorized personnel only and who shall be equipped with up-to-date instructions on the use and maintenance of equipment provided by the manufacturer;
- 7.5.6. Only brand-new testing equipment shall be allowed in applications for change machine and new applicants. Tampered serial numbers of the testing equipment shall be considered a violation of DENR-DTI-DOTC JAO No. 1, Series of 2007 and automatically disqualifies the application for authorization or its renewal and shall be a ground for the revocation of existing authorizations;
- 7.5.7. The testing equipment shall at all times be interfaced with the PETC computer or workstation. There shall be no human intervention in capturing test results. Likewise, the Client Application Program shall have no capability to edit or alter test results; and
- 7.5.8. Testing machines which are five (5) years old and above must be re-certified as conforming with the specifications of the appropriate PNS.

8. PETC IT SERVICE PROVIDER; QUALIFICATION & REQUIREMENTS

8.1. QUALIFICATIONS OF PETC IT SERVICE PROVIDER

- 8.1.1. Any natural person at least eighteen (18) years of age, or any juridical person not disqualified by any existing law or regulation to engage in

vehicle emission testing activity, is qualified to apply for authorization provided all the other requirements in this D.O. are complied with;

- 8.1.2. In case of juridical persons, no DOTr or LTO official/personnel, his/her spouse, or relative by consanguinity or affinity within the third (3rd) civil degree shall have ownership of or any beneficial and/or financial interest therein;
- 8.1.3. PETC IT Service Providers or any of its personnel shall take no interest, directly or indirectly, over ownership, control, or management of any PETC, nor shall they have any financial or material interest in any transaction relative to the operation of a PETC which tends to conflict with their functions to the prejudice of the public interest; and
- 8.1.4. The IT System Provider or equivalent, being the main proponent for the interconnectivity between MIT and PETC IT Service Providers shall not have ownership of or any beneficial and/or financial interest in any PETC IT Service Provider.

8.2. GENERAL REQUIREMENTS

- 8.2.1. The PETC IT Service Provider shall undergo the authorization process on a yearly basis. The application for new or renewal thereof shall be directly filed with the AC, through the TWG;
- 8.2.2. The PETC IT Service Provider must strictly adhere to and implement all IT requirements/guidelines pertinent to the operation of PETC;
- 8.2.3. There shall be only one (1) PETC IT Service Provider for each PETC. The PETC is strictly prohibited from having a back-up client application of another IT Service Provider;
- 8.2.4. PETC IT Service Provider shall enable integration with the Main IT System, the service maintenance of which shall be the sole responsibility of the PETC IT Provider and shall entail no cost to DOTr. However, the system of the PETC IT Provider shall not have direct access to the IT System's database;
- 8.2.5. PETC IT Service Provider must submit any enhancement/updated version of its respective Client Application Programs (other software components such as Interfacing, Webcam and etc.), including its source code, and obtain the AC's approval thereof prior to implementation of the said programs. The PETC IT Service Provider shall also provide the AC, thru MIT, with online monitoring capability of any enhancement and deployment of IT Providers Client Application Program for monitoring purposes;
- 8.2.6. The PETC IT Service Provider shall assist the DOTr in putting up the

Image Repository Database Server (IRDS), including a viewing facility, at no cost to the Government. The PETC IT Service Provider shall maintain a record of its database, including the main, back-up, and PETC local database of motor vehicle's details, emission results, and pictures, for a period of four (4) years only. Thereafter, said record shall be purged permanently;

8.2.7. The PETC IT Service Provider shall upload the image and the corresponding data from the PETC to the IRDS on a real-time basis to establish the authenticity of the pictures printed on the Certificate of Emission Compliance (CEC) forms submitted during registration;

8.2.8. The IRDS shall be the source of audit trails and reports of all emission test transactions for the records of the AC;

8.2.9. PETC who intend to change IT providers shall apply for transfer of IT Service Provider with the LTO Regional Director/REMC for initial evaluation within their areas of jurisdiction, with the following:

- a. Original Endorsement Letter and Acknowledgement Receipt;
- b. Duly accomplished application form, under oath;
- c. Letter request from the PETC operator stating the reason for transfer;
- d. Clearance from the former IT Provider provided that the latter has no pending case;
- e. Contract of the new IT Service Provider;
- f. Certificate issued by LTO-MID showing that the testing equipment used is interfaced with the system of the PETC IT Provider; and
- g. Original Certificate of Authorization of the center and of the new IT Provider.

8.3. DOCUMENTARY REQUIREMENTS

8.3.1. NEW APPLICATION - PETC IT SERVICE PROVIDER AUTHORIZATION

- a. Duly accomplished application form, under oath (PETC Form 02 see Annex 6);
- b. Certified true copy/ies of the following:
 - i. For sole proprietorships, DTI Certificate of Business

Name Registration;

- ii. For corporations/partnerships, Securities and Exchange Commission Certificate of Registration, Articles of Incorporation/Partnership and By-Laws, and Board Resolution issued by the Corporate Secretary, specifying the name of authorized representative who must be an officer of the corporation/ partnership; and
 - iii. For cooperatives, Cooperative Development Authority Certificate of Registration, Articles of Cooperation, By-Laws, and Board Resolution issued by the Corporate Secretary, specifying the name of its authorized representative, who must be an officer of the cooperative;
- c. Certified true copy of Mayor's/Business Permit for operation as a PETC IT Service Provider;
 - d. BIR Registration and Tax Identification Number;
 - e. Social Security Services (SSS) Membership Certificate;
 - f. Audited Financial Statement for the last two (2) years or a pre-operating Financial Statement, whichever is applicable, showing that the owner- applicant shall be in such financial condition to reasonably expect it to operate for at least one (1) year;
 - g. Organizational structure showing the relationship between the provider and other operations of the firm, when applicable, and the structure of the center showing its personnel and their functions;
 - h. List of personnel involved in the operations with their job descriptions, responsibilities and qualifications;
 - i. List of all equipment, including their respective manuals and reference materials;
 - j. Procedure for handling complaints; and
 - k. Picture of Establishment.

8.3.2. RENEWAL OF AUTHORIZATION - PETC IT SERVICE PROVIDER AUTHORIZATION

- a. Duly accomplished application form, under oath (PETC Form 02 see Annex 6);

- b. Certified true copy of Mayor's Permit;
- c. Income Tax Return for the current year, duly stamped and received by the BIR;
- d. Affidavit attesting to its continuing compliance with all the requirements unless there are changes thereto in which case the applicants shall submit the applicable documents;
- e. List of PETC clients; and
- f. Photographs of Establishment.

8.4. PETC IT SERVICE PROVIDER SOFTWARE AND HARDWARE REQUIREMENTS

8.4.1. All PETC IT Service Provider Client Application Programs (the "Client Program") shall adhere to the following specifications:

- a. The Client Program shall automatically detect the interface test machine. No Client Program shall be operated without a test machine being interface;
- b. The Client Program shall automatically capture test machine readings. The time allowed shall not be more than five (5) seconds. If this time allocation is exceeded, the test result must be dumped or purged, and shall be declared unusable and invalid, and therefore subject to vehicle re-test;
- c. No test result shall be delayed or stored in the location of the third (3rd) party software for more than two (2) minutes. The Client Program should have an automatic deletion or purging of these unused results if found residing for more than the specified time;
- d. No Client Program shall accept entries corrupted or generated using different applications other than the format generated by the third (3rd) party software;
- e. The Client Program shall be able to filter the same value data of test results that had been earlier uploaded. No previous test result shall be refreshed or re-uploaded;
- f. The Client Program shall make automatic time and date synchronization procedures with the PETC IT Service Provider main server upon user log-in;
- g. The Client Program shall have an automatic time lock of one (1) hour for failed vehicle before it can be re-tested in the same center;
- h. No Client Program shall be able to print a CEC without any test

machine being interfaced;

- i. Client Application Program should not capture or accept zero (0) or negative value in the test result for gas or diesel;
- j. No Client Program must have a reprint module capable of allowing modifications of any information other than the CEC number and shall follow the same expiration date as the original CEC printout;
- k. No reprint request shall be authorized if the present date is later than two (2) months from the date and time the vehicle was tested;
- l. Client Program should not accept records with blank entries on mandatory fields;
- m. Client Program must have the PETC IT Service Provider's corporate, partnership, or business name with a logo or any coded identification uniquely identified with it;
- n. Client Program shall comply with the ruling "upload first before printing of CEC";
- o. Report generated by the Client Program shall conform to the prescribed format;
- p. All Client Programs must follow set data requirements for uploaded CEC into DOTr/LTO System; and
- q. The PETC IT Service Provider must strictly validate the authorization status of the PETC, and enable the automatic rejection of uploads (image and data) from PETC with expired, suspended, and revoked authorization status.

8.4.2. All PETC IT Service Providers must submit the following documentation to the AC, thru MIT:

- a. Client Application User's Manual;
- b. System set-up and network layout;
- c. System Documentation, with:
 - i. Complete description of the executable file of the Client Program;
 - ii. System security policy;
 - iii. Declaration and list of the main application, sub-programs, or other files associated with the submitted Client Application; and

- iv. Screenshots of folder location, file(s) location, and size for each and every system file.
 - d. List of PETC clients with the following description for each:
 - i. System set-up and network layout; and
 - ii. Network of stations utilized, date of initial installation, and Last System update done.
 - e. Certificate of installation of Client Application per PETC; and
 - f. Screenshots of any third (3rd) party emission test software being used by the Client Program [application location, file(s) and size(s)].
- 8.4.3. PETC IT Service Providers shall also provide the following to the AC, thru the MIT:
- a. Access to the IT Service Provider System, including but not limited to, its database, firewall, application, and similar components of its system;
 - b. Network monitoring reports, including but not limited to, internet bandwidth, uplink and downlink utilization, and similar components of the network, on a monthly basis;
 - c. High-level network diagram;
 - d. Access to the auditing services of all the components of the IT Service Provider system; and
 - e. Data flowchart of the Client Application Program.
- 8.4.4. PETC shall not be provided with access codes in cases where the internet connection fails;
- 8.4.5. The AC, thru MIT, shall be provided with incident reports within twenty-four (24) hours from the time the PETC IT Provider fails to upload data in real-time;
- 8.4.6. The PETC Service Provider Client Application Program shall have an automatic synchronization of time and date with the PETC System and the DOTr System;
- 8.4.7. In the event that a Client Application is reconfigured for the purpose of adjusting to the third (3rd) party software being used by the PETC, a screenshot must be submitted to the AC, thru MIT, for evaluation with the corresponding test equipment;

8.4.8. All images captured by PETC must be uploaded in real-time by the PETC IT Service Providers to the DOTr Database System except when there is a connectivity malfunction, in which case a one (1) hour grace period shall be allowed for the delay in image upload. The 1-hour grace period shall be reckoned from the date and time the vehicle was tested; and

8.4.9. IT Service Providers are hereby required to, at all times, enable auditing services of the IT Service Provider System.

9. AUTHORIZATION PROCESS

9.1. LTO Regional Directors or REMC, through the TWG, may conceptualize and develop a system for online submission of applications to further streamline operations and services. The purpose of online submission is to hasten and simplify the submission of applications and processes through the use of Information and Communication Technology (ICT).

This online tool may be used by any applicant for the submission of all types of application. With the use of this technology, it is expected that this will pave the way for faster exchange of information, smooth integration process, and ease of doing business between DOTr and its stakeholders.

9.2. In the interim, the following applications shall be physically filed with the concerned LTO Regional Directors or REMC:

- a. Applications for new and renewal of authorization of PETC;
- b. Applications for new, additional and renewal of MVECTs;
- c. Applications for change of IT Service Providers;
- d. Applications for Change of Location;
- e. Applications for Change of Business Owner;
- f. Applications for Change Machine; and
- g. such other types of applications.

Applications for new and renewal of authorization of IT Service Provider shall be directly filed with the AC.

9.3. Upon receipt of the application, the LTO Regional Directors or REMC shall perform a preliminary assessment of its completeness and corresponding supporting documents based on the Checklist of Requirements. The LTO Regional Director or REMC shall also require the applicant to pay an Application Fee, upon submission of the application.

Thereafter, the application shall be assigned a unique identification number (Ex. DOTr/LTO-PETC- xxx or DOTr/LTO-PMVIC-xxx), which shall be the identifying/reference number for all subsequent transactions between the AC, thru TWG, and applicant regarding such specific application.

- 9.4. Applications with incomplete requirements will not be accepted and shall be returned to the applicant. LTO Regional Director or REMC's receiving officer or employee shall immediately inform the applicant of any deficiency in the accompanying requirements.
- 9.5. Upon determination of completeness of the application and the documentary requirements, LTO Regional Director or REMC shall issue an acknowledgment receipt containing the seal of LTO, the name of responsible officer or employee, his/her unit and designation, and the date and time of receipt of the complete application and documents required for the application.

The LTO Regional Director or REMC shall create a database with the following details:

1. Date of filing;
 2. Name of applicant and contact number;
 3. Service area and the number of lanes applied for; and
 4. Name of the LTO personnel who received the application.
- 9.6. Upon determination of completeness of requirements for PETC Authorization, the LTO Regional Director or REMC may schedule an inspection of the facility. MIT may also schedule inspection of IT Service Providers to ensure compliance with the rules.

Inspection teams shall determine compliance of the applicant with requirements for emission testing facilities and IT Service Providers as provided under this D.O. After the conduct of inspection, the applicant shall be informed of any deficiency based on the evaluation done. The applicant shall then be given a maximum period of thirty (30) days to make corrective actions on the deficiencies found therein. Otherwise, the application fee shall be forfeited in favor of the government. Should there be more than one (1) applicant, the next applicant who submitted the complete documents and paid the application fee shall be scheduled for inspection.

- 9.7. After evaluation and inspection, the LTO Regional Director or REMC shall then endorse the complete application to the TWG, with attached acknowledgment receipt, checklist, and corresponding endorsement letter certifying completeness of the documents.
- 9.8. For new applications, the TWG shall receive and evaluate the endorsed application, subject to required numbers of PETCs/PMVICS in the same GAOR. The TWG may reevaluate the application and conduct the necessary inspection, if warranted. Upon determination, the TWG shall submit the application to the AC for final approval.
- 9.9. For applications for renewal, upon TWG's receipt of the endorsed

application, MIT will issue a Scanning Report to TWG upon scanning previously uploaded monitoring and inspection reports on the subject applicant, for determination of the applicant's possible previous violations of the D.O. If no violations were found, the TWG shall endorse the application to the AC for final approval.

Should the Report provide alleged violations of the applicant, MIT shall issue a Preventive Suspension Order pursuant to **Section 24**, and submit applicant's files to the AC for proper adjudication of the case pursuant to **Section 22** of this D.O. Pending resolution/determination of alleged violations, MIT may recommend to the AC the issuance of Provisional Authority with effectivity of ninety (90) days.

Should the AC determine that there is no violation by the applicant, the AC will issue the corresponding Certificate of Authorization anew. Should the AC however determine any violation by the applicant, reissuance of a Certificate of Authorization or possible cancellation of previous authorization shall be subject to the AC's decision and corresponding penalties pursuant to **Section 25** of this rules.

- 9.10. For applications submitted to the AC for final approval, the AC shall determine if the applicant's application, along with other related documents and reports, comply with the requirements under this D.O.. The applicant shall be notified in writing of the AC's determination on the application. In case of disapproval, the grounds shall likewise be stated in the notice. The decision of the AC which approves or disapproves the application shall be final.
- 9.11. Notice of approval of the application shall include the corresponding assessment of Authorization Fees, to be paid by the applicant before the Certificate of Authorization may be issued and released to the applicant.
- 9.12. In case the number of applicants exceed the number of PETC required to operate in a particular service area, the AC will give priority to the first applicant who submits the complete documentary requirements for authorization.
- 9.13. PETC and PETC IT Service Providers shall implement specific policy and procedure for resolution of complaints received from clients or other parties. Records shall be maintained of all complaints, investigations and corrective actions undertaken by the PETC and PETC IT Service Providers.
- 9.14. For purposes of this section, the applicable fees and charges to all types of applications are shown in **Annex 7**.

10. MVECT AUTHORIZATION

- 10.1. FUNCTION OF MVECT

- 10.1.1. MVECT shall conduct proper emission testing of motor vehicles in an authorized PETC site.

10.2. MVECT AUTHORIZATION PROCESS

- 10.2.1. An application for MVECT Authorization shall be filed with the LTO Regional Director or REMC where the PMVIC is situated. The AC shall not accept applications without proper endorsement from the Regional Director concerned;
- 10.2.2. An Application for MVECT Authorization shall have the following documents attached therein;

MVECT

- a. Duly accomplished application form;
 - b. Certificate of competency as an MVECT (NC-IV) duly issued by TESDA; and
 - c. Proof of payment of Application Fee (**PhP 500.00**).
- 10.2.3. Notice of approval of the application shall include the corresponding assessment of Authorization Fee(s), to be paid by the applicant before the Certificate of Authorization may be issued and released to the applicant; and
 - 10.2.4. The Certificate of Authorization given to approved MVECT applicants shall be valid for a period of five (5) years from its issuance which may be renewed by filing an application for renewal within three (3) months prior to its expiration, or before the expiration of their TESDA accreditation, whichever may be earlier.

Accordingly, a corresponding payment of **PhP 2,500.00** renewal fee shall be made at the DOTr Cashier.

11. CERTIFICATE OF AUTHORIZATION OR CERTIFICATE TO OPERATE

- 11.1. The Application of a PETC, MVECT, and IT Service Provider duly approved by the AC shall be issued a Certificate of Authorization or Certificate to Operate, as the case may be, which shall include the following information:

a) PETC

1. The name and address of the center;
2. The scope of authorization;
3. The effectivity of authorization;
4. The authorization number;
5. Service area and the number of authorized lanes;
6. Brand and Serial number of the equipment; and
7. PETC IT Service Provider.

b) PETC IT SERVICE PROVIDER

1. The name and address of the PETC IT Service Provider;
2. Scope of authorization;
3. The effectivity of the authorization;
4. Name of the Client Application Program and its versions; and
5. The authorization number.

c) MVECT

1. The name and address of the center;
2. The name of the MVECT;
3. The effectivity of authorization; and
4. The control number of MVECT.

- 11.2. Except Certificates of Authorization issued to MVECTs with validity pursuant to **Section 10.2.4** of this D.O., the Certificate of Authorization issued to a PETC and PETC IT Service Provider is valid for one (1) year, unless the same is sooner cancelled, withdrawn, or revoked.
- 11.3. Any authorized PETC, PETC IT Service provider, or MVECT that intends to renew its authorization shall file an application for renewal at least three (3) months before the expiration of the authorization. Applications filed beyond the said period may be automatically denied. No PETC, PETC IT Service Provider, or MVECT shall operate without a duly issued Certificate of Authorization.
- 11.4. In case the Certificate of Authorization is lost or destroyed, the applicant may request for a certified true copy based on the records and upon payment of the prescribed fee.
- 11.5. PETCs duly accredited by DTI may be authorized by the AC, provided it complies with standards provided under Section 21, Article 4 of *RA No. 8749*.
- 11.6. An authorized PETC, PETC IT Service provider or MVECT shall continuously comply with all requirements and shall file an application through the LTO Regional Director/REMC, or the AC in case of IT Service Provider, before effecting a change of:
 - a) Name;
 - b) MVECT and/or personnel;
 - c) Location;
 - d) Equipment; and
 - e) PETC IT Service Provider.
- 11.7. Applications for splitting of lanes or additional lane/s shall be considered as new applications and shall be evaluated accordingly.

- 11.8. Transfer of location and modification of work environment shall be allowed only after inspection of the LTO Regional Director or REMC, and evaluation and approval by the AC provided it is within the same GAOR of its original location.

12. GROUNDS FOR WITHDRAWAL, DENIAL, OR CANCELLATION OF AUTHORIZATION FOR PETCS

Any of the following actions and/or activities shall be punishable by withdrawal, denial or cancellation of authorization:

- 12.1. The expiration of authorization issued to a PETC that has not filed any application for renewal within the prescribed period shall be a ground for cancellation of authorization. The IT Service Provider shall automatically deactivate the PETC's access to the system;
- 12.2. Applications for renewal of PETC, PETC IT Service Providers, and MVECTS found to be operating or to have continued operations with expired/invalid Certificates of Authorization, or those with pending appeals shall be automatically denied;
- 12.3. Voluntary declaration of non-interest on the part of the PETC owner within the authorization period;
- 12.4. Operating a PETC or engaging in emission testing business without valid authorization;
- 12.5. Misrepresentation for purposes of securing a license or renewal thereof, such as but not limited to giving material false statement(s) in the application or submitting falsified documents;
- 12.6. Obstructing or attempting to obstruct inspection of the MIT or visits by the authorized representative of the LTO Regional Director or REMC for PETCs;
- 12.7. Engaging in activities outside of the scope of the authorization, such as but not limited to selling of insurance policy or any other activity not related to emission testing;
- 12.8. Tampering with test results or entering any false information about the vehicle being tested, such as but not limited to leaving test details blank or entering "xxx" or any other figures or numbers in the details of the emission tests;
- 12.9. Non-appearance, or the uploading blank pictures, fabricated, edited, or manipulated images of the motor vehicle, or making it appear that the vehicle had undergone emission testing when the vehicle was not physically present in the emission testing center;

- 12.10. Uploading of pictures that are not related to emission testing;
- 12.11. Fixing or collusion with fixers, or any other act related thereto in consideration of economic gain and/or any other gain or advantage;
- 12.12. Failure to issue official receipt;
- 12.13. Violating mandatory provisions of this D.O. shall be considered a violation of the conditions of authorization;
- 12.14. Allowing the conduct of emission testing by an unauthorized MVECT.

An unauthorized MVECT is one who performs an emission test in a particular PETC other than the one appearing on his certificate of authorization, and one who performs an emission test with expired authorization or certification;

- 12.15. Delay in the uploads of images to the IRDS beyond the period allowed by the rule;
- 12.16. Conduct or uploading of emission test(s) in violation of this D.O.;
- 12.17. Commission for a second offense or violation of provisions of this D.O. as finally determined by the AC; and
- 12.18. Any act similar or analogous to the foregoing.

Any PETC found to have committed a violation of their certificate of Authorization shall not be allowed to renew or re-open under a change of name or location.

13. OPERATIONAL GUIDELINES FOR PETC AND PETC IT SERVICE PROVIDERS

13.1. CLIENT APPLICATION PROGRAM

- 13.1.1. The accredited IT Service Provider shall install the appropriate application to filter "no-image posted", manipulated, or fabricated pictures;
- 13.1.2. The webcam to be utilized shall have a minimum image capturing specification of 800 x 600 pixels. The minimum bandwidth for the internet service of PETC shall be at 2 Mbps;
- 13.1.3. Pictures of motor vehicles must be saved in the data format rather than the directory format. No picture of motor vehicles shall be saved on a USB or any external drive. The Client Application Program shall be capable of rejecting any devices that can store images;

- 13.1.4. Only one (1) computer shall be used for a dual-type of emission test machine (combination of gas and diesel) or two (2) computers for test machines, which are being used separately. No back-up computers shall be allowed;
- 13.1.5. Interface cable must be one (1) per equipment and the Client Application Program shall be capable of detecting a defective cable;
- 13.1.6. No IT equipment and peripherals, such as but not limited to laptop computers or extra webcam, shall be allowed inside the PETC premises;
- 13.1.7. No demonstration or trial test shall be uploaded to the DOTr System;
- 13.1.8. No PETC IT Service Provider shall edit the date and time of emission test upon upload to the DOTr System interface database to make it appear that the test was made within a different date and time;
- 13.1.9. No other application program (software) shall be installed in the computer which may be capable of editing or tampering with information, such as but not limited to:
- a) Bitmap/Vector Editing Software Photoshop (Macromedia or Adobe Versions), CorelDraw, Fireworks and identical editing applications;
 - b) Virtual Camera Applications - AnyCam, Vsoft, VirtualCam, and identical camera applications; and
 - c) Emission Results Editing Software - usually disguised as a game, media player, or mp3, which are mostly installed in a USB or any external drive.
- 13.1.10. Upon start-up of the computer, only the following application program icons shall be available on screen:
- a) IT Service Provider Client Application Program (Software); and
 - b) Interfacing.
- 13.1.11. Software On the Start-up Menu of the computer, only the following icons or programs shall be available for access by the PETC:
- a) IT Service Provider Client Application Program (software);
 - b) Calculator;
 - c) Word;
 - d) Excel; and
 - e) Adobe Reader.

13.1.12. The subsequent Windows Applications Program and Menu Items to be disabled, removed, and terminated are the following:

- a) Task Manager;
- b) Desktop Right Click key;
- c) Windows Key;
- d) Computer;
- e) Control Panel;
- f) Device Printer;
- g) Default Programs (e.g. for web browsing, e-mail, playing music, and other activities);
- h) Explorer Items (e.g. pictures, documents and etc);
- i) Run Command;
- j) Notepad;
- k) Paint; and
- l) Image Viewer.

13.1.13. The Client Application Program shall be set up to a specific computer of the PETC and cannot be installed or copied to any laptop or other related device(s);

13.1.14. The Client Application Program shall automatically detect and lock the authorized emission test equipment through its declared serial number, the brand name of the test machine and PETC Authorization Number. All test results coming from sources other than that of the declared serial numbers and brand name of emission testing equipment should not be allowed and shall be marked as invalid; and

13.1.15. The Client Application Program shall have the following features when taking or capturing the image of motor vehicles and technicians:

- a) Initial capture of image to be printed at the required Form. The initial image captured must be 720 x 1080 pixels to be printed in the CEC and uploaded to IRDS as one (1) image file;
- b) An interval of 1500 milliseconds in capturing the 2nd, 3rd, and the 4th image follow through;
- c) The 2nd, 3rd, and 4th images shall be widened and compared to the 1st image follow through;
- d) The Client Application Program shall send the images to the IRDS as one (1) image file.

13.2. PETC TEST PARAMETERS

The test parameters to be measured are as follows:

- 13.2.1. For gasoline vehicles: hydrocarbon (HC) and carbon monoxide (CO), NO_x and other pollutants as may be specified by law; and
- 13.2.2. For diesel vehicles: opacity and/or particulate matters, in accordance with Annex C of DENR DAO 2000-81 the IRR of Clean Air Act.

13.3. CONDUCT OF MOBILE EMISSION TEST

- 13.3.1. Mobile PETC shall no longer be allowed to conduct emission tests except on the following:
 - a) Mobile operations in the Garage and Terminal of fleet operators;
 - b) Mobile operations in far-flung areas upon request by any organization/entity or local government unit (LGU); and
 - c) Mobile operations in island provinces upon request by any organization/entity or local government unit (LGU).

The test conducted by the authorized PETC shall be included in the reckoning of the daily cap.

13.3.2. GARAGE AND TERMINAL MOBILE EMISSION TEST

Mobile operations by authorized PETC may be allowed in the Garage and Terminal of fleet operators to ease traffic congestion in the testing area of PETC, but the test conducted shall be included in the reckoning of the cap.

If the LTO has Testing Equipment, the nearest District Office shall conduct the operations.

13.3.3. MOBILE EMISSION TEST IN FAR-FLUNG AREAS AND ISLAND PROVINCES

Far-flung area refers to a Municipality or City that is a great distance away from any PETC for the conduct of emission tests.

Island province shall pertain to a province where there will be difficulty in bringing vehicles to the mainland for the conduct of emission tests; and

- 13.3.4. In cases where mobile operations by authorized PETC is allowed, the same shall be subject to the following conditions:
 - a) Official request from any fleet operator, organization/entity, or

any local government unit (LGU) shall be submitted thru the LTO Regional Director or REMC concerned who shall evaluate, review and assess the said request. The same shall be subsequently endorsed to the AC attaching therewith the complete documentary requirements. The endorsement letter shall specify the approximate number of units to be tested, the assigned PETC to service the area, and the dates requested by the requesting party;

- b) Upon receipt of the endorsement letter, the TWG shall review, evaluate, and assess the necessity for a mobile operation. The TWG shall endorse its findings to the AC for its final approval;
- c) Mobile operations shall be supervised by the LTO Regional Director or REMC, thru the LTO District Officer or a member of the MIT. The LTO Regional Director or REMC shall submit a report to the AC, through the Head of the TWG, for proper recording and monitoring; and
- d) Mobile operations shall be allowed on Saturdays, but not on Sundays.

13.4. CONDUCT/UPLOADING OF TEST RESULTS

- 13.4.1. PETC shall be allowed to conduct a maximum number of eighty (80) vehicles subject to emission testing per day. PETC IT Service Providers shall automatically set the Client Application Program to eighty (80).
- 13.4.2. A PETC shall not upload faked, altered, or manipulated webcam pictures of motor vehicles and technicians to the DOTr-Image Repository Database Server and make it appear that the subject motor vehicle for inspection/registration underwent actual emission tests, and thereafter, reflected on the required Forms.
- 13.4.3. PETC shall file with the AC an Incident Report (IR) within twenty-four (24) hours from the conduct of the emission test in cases where an error was committed in entering details of the emission test. The MIT shall immediately investigate to determine whether the error was made in good faith or is intended to commit fraud.
- 13.4.4. A PETC shall be allowed to operate on Mondays to Fridays, from 6:00 AM until 7:00 PM.
- 13.4.5. PETCs are authorized to print the Smoke Emission Test Results on plain bond paper with serial numbers in the format provided hereunder.

The assignment of serial numbers shall observe a specific format to

avoid confusion and overlapping for the uploading of smoke emission test results, to wit:

Year + PETC Code+ 0 + OR Number of the Center

Example: PETC Name: ABCD Smoke Emission Center - coded 04080

Official Receipt No. 12345

Serial Number to be uploaded: 20200408012345

13.4.6. Clear pictures of motor vehicles taken during testing with the following image details shall be accepted:

- a) Visible plate number or improvised plate, together with a photocopy of LTO certification or authorization to use the said plate;
- b) Visible test probe inserted in tailpipe;
- c) The technician who conducted the test;
- d) LTO logo in the upper right side of the required form; and
- e) Testing Machine.

13.4.7. For trucks or vehicles with Certificates of Public Convenience (CPC), or those vehicles "for hire", capturing of the body plate number shall suffice for purposes of complying with **Section 13.4.6**.

13.4.8. If the color of the motor vehicle in the pictures differ from that indicated in the Certificate of Registration, the pertinent documents to justify the color change must be attached before conducting the emission test.

13.4.9. Capturing of images from the side of the vehicle, showing either the front or the rear plate number, shall be allowed, depending on the location of the tailpipe, for as long as all of the requisites enumerated in **Section 13.4.6** are shown.

To illustrate, if the tailpipe is located on the side towards the front of the vehicle, the image may be captured from the front, showing the plate number located at the front, the side of the vehicle, showing the tailpipe, and such other requisites as may be required under **Section 13.4.6**.

If, on the other hand, the tailpipe is located on top near the front of the vehicle, the image may be taken from the front, showing the front plate number and such other requisites as may be required under

Section 13.4.6.

13.4.10. With respect to motor vehicles without plate numbers, the following rules shall be strictly observed for purposes of complying with Section 13.4.6:

- a) A placard or signage bearing the words, "NO AVAILABLE PLATE", or any tenor to the same effect, must be prominently displayed;
- b) A photocopy of the Official Receipt/Certificate of Registration (OR/CR) of the vehicle subject to emission test must likewise be displayed; and
- c) Both the placard or signage and the OR/ CR shall be held by the MVECT who conducted the emission test.

13.4.11. For vehicles with tailpipes which are not visible during the image capture on account of their positions, either the PETC or the vehicle owner shall utilize an extender or hose, exclusively used for emission testing and not more than two (2) meters in length, which shall be connected to the tail pipe.

13.4.12. Exhaust pipes which have been deliberately altered by the owner and which were placed at the bottom of the chassis are considered illegal modifications. Vehicles with said illegal modifications shall not be tested unless the owner reverts the tail pipes to their original positions.

TITLE III

RULES FOR THE AUTHORIZATION AND MONITORING OF PRIVATE MOTOR VEHICLE INSPECTION CENTERS (PMVICs)

14. PMVIC AUTHORIZATION

14.1. QUALIFICATION OF PMVIC APPLICANT

- 14.1.1. Any person, natural or juridical, may apply for an Authority to Operate a PMVIC provided that the following qualifications are met:
 - a. Must be a Filipino citizen at least eighteen (18) years of age or any juridical person not disqualified by any existing laws or regulations;
 - b. Sufficient financial capacity to establish an PMVIC as required under this D.O.; and
 - c. No pending case before the DOTr, its sectoral offices and attached agencies.

14.1.2. The following persons shall be disqualified to apply for authorization:

- a. DOTr or LTO employees, their spouse and/or relatives by consanguinity or affinity within the third (3rd) civil degree;
- b. Members of the AC, TWG, MIT, their spouse and/or relatives by consanguinity or affinity within the third (3rd) civil degree;
- c. Juridical persons wherein DOTr/LTO employees are designated as their officer, stockholder, director, trustee or partner; and
- d. Juridical persons wherein members of AC, TWG and MIT, their spouse and/or relatives within the third (3rd) civil degree by consanguinity or affinity, have an interest therein as its officer, controlling stockholder, director, trustee or partner.

14.2. REQUIREMENTS AND CONDITIONS FOR THE ESTABLISHMENT AND/OR AUTHORIZATION OF PMVICs

14.2.1. The AC shall have discretion to evaluate areas where additional PMVICs shall be established taking into account the number of registered vehicles within the area;

14.2.2. The AC shall review and approve the projected lane or required PMVIC every two (2) years, or as the need arises;

14.2.3. Subject to further guidelines, a PMVIC shall have one (1) Heavy Lane (HL), two (2) Light Vehicle (LV) lanes, two (2) Motorcycle (MC) lanes, and sufficient parking area for clients with a total contiguous lot area of at least Three Thousand Five Hundred square meters (3,500 sq.m). Additional lanes may be authorized provided that they shall comply with the requirements set by the AC;

In case of unavailability of a contiguous area, additional lot area within a reasonable distance from the testing site may suffice but it shall only be used for parking purposes;

14.2.4. Subject to further guidelines, a PMVIC with a contiguous area of at least one thousand five hundred square meters (1,500 sq.m) shall have two (2) Light Vehicle (LV) lanes and two (2) Motorcycle (MC) lanes only;

Subject to further guidelines, an authorized PMVIC may apply with the AC for an additional Heavy Lane (HL), provided that they shall comply with the area requirement under **Section 14.2.3** of this D.O.

14.2.5. Each LV Lane shall be of 3-Stage configuration while the MC lane shall be of 2-Stage configuration; and

14.2.6. In case of unavailability of site in the assigned area or lack of

applicants, the AC may transfer the PMVIC site from one area to another within the Region, or an adjacent Region.

14.3. MINIMUM PERSONNEL REQUIREMENTS FOR PMVICs

- a) PMVIC lane shall have an MVIT responsible for the proper operation and maintenance of equipment and the conduct of necessary visual inspection, sampling and testing of motor vehicles;
- b) PMVIC shall have at least one authorized MVIT per lane; and
- c) PMVIC should ensure that it has sufficient and competent technical personnel and traffic management staff to cater to its clientele, as well as adequate security and parking area.

14.4. DOCUMENTARY REQUIREMENTS

14.4.1. ELIGIBILITY REQUIREMENTS

- a. Approved Letter of Intent;
- b. Profile of the PMVIC Applicant;
- c. Duly accomplished application form which should be under oath;
- d. Local government zoning permit, location map site development plan including dimensions and building plan of the proposed PMVIC;
- e. Bank Certificate of Deposit issued by a depository bank, Letter of Credit or Committed Line of Credit issued by a reputable bank (universal, or commercial bank), financial institutions or lending corporations in an amount of not less than Ten Million Pesos (PhP 10,000,000.00), valid and subsisting until the issuance of Notice of Eligibility;
- f. Certified True Copy (CTC) of Transfer Certificate of Title with official receipt (OR) in the name of the applicant or Contract to Sell or Contract to Lease with a minimum lease period of ten (10) years;
- g. Payment of a non-refundable Application Fee in the amount of PhP **50,000.00** to the DOTr Cashier;

h. Duly sworn Omnibus Sworn Statement, attached herein as (**Annex 8**) shall state the following;

1. That the authorized signatory of the PMVIC applicant is with full power and authority to file the application and sign any and all documents pertaining to its PMVIC application;
 2. That the PMVIC applicant is not a (1) DOTr/LTO employee, spouse or relative by affinity or consanguinity within the 3rd civil degree of any DOTr or LTO employee, (2) member of the AC, TWG or MIT, their spouse or relatives within the third (3rd) civil degree or affinity or consanguinity;
 3. For applicants with juridical personality, they do not have an officer, controlling stockholder, director, trustee or partner who is a (1) DOTr/LTO employee (2) member of the AC, TWG or MIT, spouse or relative within the third (3rd) civil degree of consanguinity or affinity of any member of the AC, TWG or MIT;
 4. That the PMVIC applicant has no pending case before the DOTr, its sectoral offices or attached agencies, and that the PMVIC applicant is compliant with labor and standards law;
 5. That the PMVIC's Motor Vehicle Inspection Technician (MVIT) must be trained in TESDA, or in any TESDA accredited training center or its equivalent;
 6. That the applicant shall have at least one (1) authorized MVIT per lane; and
 7. That the PMVIC applicant shall ensure that it has sufficient and competent technical personnel and traffic management staff to cater to its clientele, as well as adequate security and parking area.
- i. Brief description of the MVIS equipment to be installed with technical specifications in accordance with **Section 14.5**, **14.6**, and **Section 20.2** of this D.O., supported with manufacturer's brochures, manuals and certificate of delivery schedule; and
- j. For applications endorsed by LTO Regional Directors or REMC, the application shall then be evaluated by the AC, through the TWG. Whenever practicable, the same may be evaluated in the presence of the applicant or its duly authorized representative.

14.4.2. LEGAL AND OTHER DOCUMENTARY REQUIREMENTS

a. Registration Certificate:

1. For sole proprietorship, DTI Certificate of Registration, with accompanying Special Power of Attorney (SPA) if owner is applying through an authorized representative;
2. For corporation and partnership, SEC Certificate of Registration, Articles of Incorporation/ Partnership and By-Laws, specifying the name of the authorized representative who must be an officer of the corporation/partnership. Such authority should be accompanied by a corresponding Secretary's Certificate; and
3. For cooperative, Cooperative Development Authority Certificate of Registration, Articles of Cooperation and By-Laws, and Secretary's Certificate, specifying the name of the authorized representative who must be an officer of the cooperative.

b. Current and valid Mayor's or Business Permit bearing the name of the applicant and specifically intended for the operation of PMVIC; or Currently expired Mayor's Permit or Business Permit together with Official receipt as proof of application, or for new applicants of Mayor's or Business Permits, Official Receipt as proof of application;

c. BIR Registration and Tax Identification Number (TIN);

d. Proof of undertaking to acquire the required inspection equipment upon issuance of certificate of compliance; and

e. Approved building plan.

14.5. INSPECTION EQUIPMENT AND REQUIRED SPECIFICATIONS

14.5.1. The inspection equipment shall comply with current international standards on health, safety and environmental protection and shasupplied by a legitimate equipment and service supplier;

14.5.2. Design of the equipment control and software shall be configurable to any number of stages or position of inspection;

14.5.3. PC interface or its equivalent for interfacing/IT connectivity;

14.5.4. Test equipment should be easy to calibrate and maintain:

A. CALIBRATION

All specifications, brochures, and calibration process of all inspection equipment shall be provided by the PMVIC and submitted to the AC. All equipment shall undergo calibration every six (6) months by accredited calibration centers to ensure accuracy. The calibration centers shall be accredited by the relevant government agency.

B. MAINTENANCE OF INSPECTION FACILITIES AND EQUIPMENT

The PMVIC shall undertake the maintenance and calibration of all inspection facilities. Repair, upkeep and replacement of parts, if necessary, shall also be the responsibility of the PMVIC. It shall submit to ensure accurate and consistent operation during the entire warranty period for approval by the AC.

14.5.5. The PMVIC equipment must be supplied by an ISO 9001:2015 Certified manufacturer.

14.6. PARTICULAR SPECIFICATION REQUIREMENTS OF PMVIC EQUIPMENT:

14.6.1. HEAVY DUTY VEHICLE

A. HEADLIGHT TESTER

- a. Automated headlight tester;
- b. Automatic detection of the headlight;
- c. Measurement of the following:
 - i. luminous intensity: up to 100,000 cd
 - ii. vertical deviation: UP - 1 deg 30 min (25cm/10m)
DOWN-3deg (50 cm/10m)
 - iii. horizontal deviation: LEFT - 3deg (50cm/10m)
RIGHT - 3 deg (50cm/10m)
- d. Steel base mounted with rollers;
- e. Capable of measuring all types of headlight;
- f. Automatic pass/fail judgment;
- g. Operating conditions 0-40°C;
- h. Sensor type - Photocell Camera system or equivalent;
- i. Process indicators (digital display/Color LCD);
- j. PC interface or its equivalent for interfacing/IT connectivity;
and
- k. Precise measurement of different light (LED, Xenon) sources in real-time.

B. ROLLER BRAKE TESTER

- a. Automated brake tester;
- b. Maximum load per axle 15,000 kgs;
- c. Frame: Heavy duty structural steel;
- d. Sensor type: load cell or equivalent;
- e. Speed of Test 2 - 5 kph;
- f. Lifting method - Hydraulic System (if needed);
- g. Automatic pass/fail judgment;
- h. PC interface or its equivalent for interfacing/IT connectivity;
- i. Process indicator (digital display/Color LCD);
- j. Capable of measuring brakes of 4WD vehicle;
- k. Raised rear roller to facilitate the exit of the vehicle;
- l. Electromagnetic brake for easy drive out of the roller set or equivalent;
- m. Roller coating should simulate road condition;
- n. Capable to test hand brake; and
- o. Capable to check brake balance from front-to-rear wheel.

C. SIDESLIP TESTER

- a. Automated sideslip tester;
- b. Maximum load per axle: 15,000kgs;
- c. Automatic pass/fail judgment;
- d. Type: Single/Dual plate configuration;
- e. Mounting plate: Heavy duty structural steel;
- f. Sensor type e.g., Linear Transducer or equivalent;
- g. Beginning of measurement after optical passage detection;
- h. PC interface or its equivalent for interfacing/IT connectivity;
and
- i. Fast measurement within 2 seconds, precise values and fast indication of toe out or in.

D. SPEEDOMETER TESTER

- a. Automated speedometer tester;
- b. Maximum load per axle: 15,000kgs;
- c. Type: Roller speedometer tester;
- d. Sensor type: Digital speed sensor or equivalent ;
- e. Frame: Heavy duty structural steel;
- f. Automatic pass/fail judgment;
- g. 750mm-2800mm minimum-maximum track; and
- h. Lifting method: Hydraulic System/Pneumatic System

E. EMISSION TESTER

- a. Type: Gas analyzer on trolley for mobility;
- b. 5 gas analyzer: HC, CO, CO₂, NO_x with minimum range:
 - i. HC: 0-10,000ppm;
 - ii. CO: 0-10%;
 - iii. CO₂: 0-20%;
 - iv. O₂: 0-22%; and

- v. NOx: 0-2500 ppm.
 - c. Automatic Pass/Fail judgment;
 - d. PC interface mandatory;
 - e. Class O device compatible OIML R99/0; and
 - f. Capable to test Euro 4 Engine Exhaust Gas.
- F. DIESEL SMOKE TESTER
- a. Type: Opacimeter;
 - b. Light dilution measuring range: 0-99.9% or 0-9.99m-1;
 - c. Automatic Pass/Fail judgment;
 - d. Can be combined with gas analyzer; and
 - e. PC interface or its equivalent for interfacing/IT connectivity.
- G. BARCODE SCANNER
- a. Type: Optical;
 - b. Nominal scan ratio: maximum speed 20 - 30 scan/sec.;
 - c. Sensor type: high input optics; and
 - d. Built-in parameters are user configurable.
- H. BOGIE ROLLERS
- a. Type: Dual plate configuration;
 - b. Maximum load per axle - 15,000 kgs;
 - c. Frame: Heavy duty structural steel;
 - d. Monobloc Bogie Roller; and
 - e. Maximum Test Speed: 120km/h.
- I. AXLE PLAY DETECTOR (JOINT PLAY TESTER)
- a. Weight per axle - 15,000 kgs;
 - b. Type: Hydraulic/Electronics plates (2) and hydraulic ram inducers;
 - c. Hand held pendant with light and built-in controls;
 - d. Hydraulic unit for the movement of plates; and
 - e. Used to assist in the detection of defects located on the wheel axle of the suspension of vehicles.
- J. SOUND LEVEL METER (SONOMETER)
- a. Portable;
 - b. Internal Oscillation Calibration;
 - c. With positioning tripod stand; and
 - d. Digital display.
- K. SMOKE EXTRACTION SYSTEM (DIESEL-FED MVs)
- a. Means of directing exhaust outside the inspection area.
- L. PROCESS INDICATOR
- a. Digital display/Color LCD on stand / all

- clamping, Additional screen; and
- b. Instructions on test procedures given to the inspector are displayed on a digital display screen monitor. Pass/fail judgment results are also displayed on the same screen monitor.

14.6.2. LIGHT DUTY VEHICLE

A. HEADLIGHT TESTER

- a. Automated headlight tester;
- b. Automatic detection of the headlight;
- c. Measurement of the following:
 - i. luminous intensity: up to 100,000 cd
 - ii. vertical deviation: UP- 1 deg 30min (25 cm/10 cm)
DOWN-3 deg (50cm/10m)
 - iii. horizontal deviation: LEFT-3 deg (50cm/10m)
RIGHT -3 deg (50cm/10m)
- d. Steel base mounted with rollers;
- e. Capable of measuring all types of headlight;
- f. Automatic pass/fail judgment;
- g. Operating conditions 0 - 40°C;
- h. Sensor type - Photocell Camera system or equivalent ;
- i. Process indicator (digital display/Color LCD);
- j. PC interface or its equivalent for interfacing; and
- k. Precise measurement of different light (LED, Xenon). sources in real-time

B. ROLLER BRAKE TESTER

- a. Automated brake tester;
- b. Maximum load per axle 3,000 kgs;
- c. Frame: Heavy duty structural steel;
- d. Sensor type: load cell or equivalent;
- e. Speed of Test 2 - 5 kph;
- f. Lifting method - Hydraulic System (if needed);
- g. Automatic pass/fail judgment;
- h. PC interface or its equivalent for interfacing/IT connectivity;
- i. Process indicator (digital display/Color LCD);
- j. Capable of measuring brakes of 4WD vehicle;
- k. Raised rear roller to facilitate the exit of the vehicle;
- l. Electromagnetic brake for easy drive out of the vehicle on the roller set or equivalent;
- m. Roller coating should simulate road condition;
- n. Capable to test hand brake; and
- o. Capable to check brake balance from front-to-rear wheel.

C. SIDESLIP TESTER

- a. Automated sideslip tester;

- b. Maximum load per axle 3,000 kgs;
- c. Automatic pass/fail judgment;
- d. Type: Single/Dual plate configuration;
- e. Mounting plate: Heavy duty structural steel;
- f. Sensor type e.g., Linear Transducer or equivalent;
- g. Beginning of measurement after optical passage detection;
- h. PC interface or its equivalent for interfacing/IT connectivity; and
- i. Fast measurement within 2 seconds, precise values and fast indication of toe out or in.

D. SPEEDOMETER TESTER

- a. Automated speedometer tester;
- b. Maximum load per axle 3,000 kgs;
- c. Type: Roller speedometer tester;
- d. Sensor type: Digital speed sensor or equivalent;
- e. Frame: Heavy duty structural steel;
- f. Automatic pass/fail judgment;
- g. 780mm-2200mm minimum-maximum track; and
- h. Lifting method: Hydraulic System/Pneumatic System.

E. EMISSION TESTER

- a. Type: Gas analyzer on trolley for mobility;
- b. 5 gas analyser with the following range:
 - i. HC: 0-10,000 ppm
 - ii. CO: 0-10%
 - iii. CO₂: 0-20%
 - iv. O₂: 0-22%
 - v. NO_x: 0-2500 ppm
- c. Automatic Pass/Fail judgment;
- d. PC interface mandatory;
- e. Class O device compatible OIML R99/0; and
- f. Capable to test Euro 4 Engine Exhaust Gas.

F. DIESEL SMOKE TESTER

- a. Type: Opacimeter;
- b. Light dilution range: 0-99.9% or 0-9.99m⁻¹;
- c. Automatic Pass/Fail judgment;
- d. Can be combined with gas analyzer; and
- e. PC interface or its equivalent for interfacing/IT connectivity.

G. BARCODE SCANNER

- a. Type: Optical;
- b. Nominal scan ratio: maximum speed 2- 30 scan/sec;
- c. Sensor type: high input optics; and
- d. Built-in parameters are user configurable.

H. SUSPENSION TESTER

- a. Type: Dual plate configuration;
- b. Maximum load per axle - 3,500 kgs;
- c. Frame: Heavy duty structural steel;
- d. PC interface or its equivalent for interfacing/IT connectivity;
- e. Network capable suspension tester; and
- f. With axle weighing capability.

I. AXLE PLAY DETECTOR (JOINT PLAY)

- a. Weight per axle - 2,500 kgs;
- b. Type: Hydraulic/Electronics plates (2) and hydraulic ram inducers;
- c. Hand held pendant with light and built-in controls;
- d. Hydraulic unit for the movement of plates; and
- e. Used to assist in the detection of defects located on the wheel axle of the suspension of vehicles.

J. SOUND LEVEL METER (SONOMETER)

- a. Portable;
- b. Internal Oscillation Calibration;
- c. With positioning tripod stand; and
- d. Digital display.

K. SMOKE EXTRACTION SYSTEM (DIESEL-FED MVs)

- a. Means of directing exhaust outside the inspection area.

L. PROCESS INDICATOR

- a. Digital display/Color LCD on stand/wall clamping, Additional screen; and
- b. Instructions on test procedures given to the inspector are displayed on a digital display screen monitor. Pass/fail judgment results are also displayed on the same screen monitor.

14.6.3. MOTORCYCLES/TRICYCLES/TRIKE

A. HEADLIGHT TESTER

- a. Automated headlight tester;
- b. Automatic detection of the headlight;
- c. Measurement of the following:
 - i. luminous intensity: up to 100,000 cd
 - ii. vertical deviation: UP- 1deg 30min (25cm/10m)
DOWN- 3deg (50cm/10m)
 - iii. horizontal deviation: LEFT- 3deg (50cm/10m)
RIGHT- 3deg (50cm/10m)
- d. Steel base mounted with rollers;
- e. Capable of measuring all types of headlight;

- f. Automatic pass/fail judgment;
- g. Operating conditions 0 - 40°C;
- h. Sensor type - Photocell Camera system or equivalent;
- i. Process indicator (digital display/Color LCD);
- j. PC interface or its equivalent for interfacing/IT connectivity; and
- k. Precise measurement of different light sources (LED, Xenon) in real-time.

B. ROLLER/PLATE BRAKE TESTER

- a. Automated brake tester;
- b. Maximum load per axle 1,000 kgs;
- c. Type: Roller brake tester;
- d. Frame: Heavy duty structural steel;
- e. Sensor type: load cell or equivalent;
- f. Speed of Test 2 - 5 kph;
- g. Lifting method - Hydraulic System (if needed);
- h. Automatic pass/fail judgment;
- i. PC interface or its equivalent for interfacing IT connectivity;
- j. Process indicator (digital display/Color LCD);
- k. Weighing kit;
- l. Clamps to lock wheels during the test; and
- m. Roller coating should simulate road condition.

C. EMISSION TESTER

- a. Type: Gas analyzer on trolley for mobility;
- b. 5 gas analyzer: HC, CO, CO₂, O₂, NO_x with minimum range of:
 - i. HC: 0-10,000ppm
 - ii. CO: 0-10%
 - iii. CO₂: 0-20%
 - iv. O₂: 0-22%
 - v. NO_x: 0-2500 ppm
- c. Automatic Pass/Fail judgement;
- d. PC interface mandatory; and
- e. Class O device compatible OIML R99/0.

D. BARCODE SCANNER

- a. Type: Optical;
- b. Nominal scan ratio: maximum speed 20-30 scan/sec.;
- c. Sensor type: high input optics; and
- d. Built-in parameters are user configurable.

E. SOUND LEVEL METER (SONOMETER)

- a. Portable;
- b. Internal Oscillation Calibration;
- c. With positioning tripod stand; and
- d. Digital display.

F. PROCESS INDICATOR

- a. Digital display/Color LCD;
- b. On stand / wall clamping;
- c. Additional screen; and
- d. Instructions on test procedures given to the inspector are displayed on a digital display screen monitor.

G. SPEEDOMETER TESTER

- a. Automated speedometer tester;
- b. Type: Roller speedometer tester;
- c. Sensor type: Digital speed sensor;
- d. Frame: Heavy duty structural steel;
- e. Automatic pass/fail judgment;
- f. Maximum test speed of 100 kph;
- g. Maximum load per axle 500 kgs;
- h. Lifting method: Hydraulic System/Pneumatic System; and
- i. Must be capable of testing front wheel operated speedometer assemblies.

H. DIESEL SMOKE TESTER (at least one (1) lane)

- a. Type: Opacimeter;
- b. Light dilution range: 0-99.9% or 0.999;
- c. Automatic Pass/Fail judgment;
- d. Can be combined with gas analyzer; and
- e. PC interface or its equivalent for interfacing/ IT connectivity.

14.7. SYSTEM REQUIREMENTS

14.7.1. GENERAL REQUIREMENTS

Subject to subsequent development of a better PMVIC monitoring system, the following features of the system shall be verified during site inspection and equipment testing:

A. The PMVIC shall be fully automated. The MVIS equipment as identified in the List of Inspection Equipment (**Annex 2**) of this D.O. shall be fully automated and capable of being interconnected or interfaced with the LTMS or any other IT System that may be required by DOTr;

B. On completion of all stages of inspection, the results are transferred to the LTMS or any other IT System that may be required by DOTr. The MVISR will provide the overall pass/fail status of a vehicle. All computer systems are equipped with a communication interface for transfer of test results in all stages of inspection, for online and real-time authentication and validation of test results with LTMS

or any other IT System that may be required by DOTr;

C. The PMVIC may be allowed to conduct business operation even when offline, but all inspection reports generated during such period shall be immediately uploaded when internet connection is restored; and

D. No change or update of PMVIC IT System shall be made without the approval of the AC.

14.7.2. SYSTEM RECOVERY

The PMVIC shall provide an operational system recovery plan which indicates how service will be resumed in case of power and operational failure, and provides implementing the same within twenty-four (24) hours from such failure.

14.7.3. BARCODE/QR CODE SYSTEM OR SIMILAR ELECTRONIC IDENTIFYING SYSTEMS

The system must employ automatic data capture, such as but not limited to barcode scanning, for positive and quick identification of vehicles and their records.

14.7.4. SECURE PRINTING

The system must be capable of preventing falsification of, or unauthorized access to, test reports and data storage media.

The PMVIC's system and service must be equipped with all essential hardware and software needed to support the inspection process. The PMVIC shall also provide documentation of programs, including user manuals, program descriptions, and the name and address of any outside software manufacturers.

14.7.5. INTERNET CONNECTIVITY

The PMVIC shall have a primary leased line of at least (10) MBPS internet speed and a secondary line with static public IP address as a back-up.

In case of unavailability of a primary leased line for internet connectivity in far-flung areas, a secondary back-up internet connection may suffice. However, the AC may still subsequently require setting up a primary leased line if the back-up internet connection is not sufficient to comply with real-time upload of results.

14.8. HARDWARE REQUIREMENTS

14.8.1. CAMERA

There shall be a minimum of two (2) CCTVs to cover the entire process of testing including one (1) still camera to capture an image of the car/plate number undergoing testing, as well as the television screen to monitor the test per lane.

a. IP CAMERA

The PMVIC shall provide an IP camera for each stage of inspection for monitoring and recording of the inspection process by the MIT in the DOTr Main Office. Access shall be given to the Regional Offices for monitoring of actual activities of the PMVIC online/real-time, subject to submission of reports, upon the AC's request.

b. HD Camera

An HD Camera (1080p) shall be dedicated to record the whole process (preferably from an isometric point of view) to be shown real-time in the customer lounge. The recording shall be available for 6 months from the date of inspection of the motor vehicle.

14.8.2. INTERPHONE COMMUNICATION SYSTEM

The PMVIC shall provide an interphone or a wireless communication system so that the inspector can communicate with each other at their respective stages of inspection.

14.8.3. PUBLIC ADDRESS SYSTEM

The PMVIC shall have a public address system so that inspectors can communicate with the driver of a vehicle.

14.9. SOFTWARE REQUIREMENTS

- 14.9.1. A system generated Certificate of Inspection shall be the output of the inspection process with "Passed" or "Failed" criteria;
- 14.9.2. All inspection results shall be uploaded online and in real-time to LTMS or any other IT System that may be required by DOTr. This result shall be used for the monitoring of the PMVIC by MIT, in behalf of the AC;
- 14.9.3. All inspection equipment shall be interfaced to the PMVIC system. The storage system must have a minimum capacity of 10-year volume of data;

- 14.9.4. The PMVIC System must be interfaced with the LTMS or any other IT System that may be required by DOTr. The PMVIC system shall upload test results, and vehicle and payment data to the LTMS database online and in real-time. The LTMS database shall serve as a repository of all inspection results from PMVICs nationwide;
- 14.9.5. A Database System Solution (e.g. Cloud Storage) for check and balance purposes will be provided to the LTMS by the PMVIC for "one-to-one" record comparison to LTMS data. This allows the LTO to monitor and view all inspection results, pictures and/or videos of the vehicles tested as visual proof of inspection for transparency. This storage facility shall have the capacity to store and maintain the records, pictures and videos of a vehicle for a duration of at least one (1) year from the date of inspection;
- 14.9.6. The results of all visual inspections and tests shall be recorded /uploaded automatically (no human intervention) by direct input to the lane computer via touch screen monitor and/or keyboard. The pass /fail judgment is indicated in every stage of inspection and displayed in an overhead TV monitor;
- 14.9.7. The system must be capable of identifying and activating only those failed items for re-inspection while automatically bypassing the "passed" items. The same must only allow re-testing/re-inspection after two (2) hours, with the following conditions:
 - a) The PMVIC IT systems are equipped with a compatible communication interface for transfer of test results in all stages of inspection to the main system control computer, for on-line and real-time authentication and validation of test results with LTMS or any other IT System that may be required by DOTr;
 - b) There shall be no manual encoding of test results. Editing of said result shall be prohibited;
 - c) The LTMS or any other IT System that may be required by DOTr shall serve as a repository of the PMVIC's inspection test results;
 - d) Fingerprint recognition and user authentication must be provided to authorized MVITs to activate the inspection software; and
 - e) The PM IC IT system must also be able to generate periodic special and ad hoc reports including but not limited to audit reports, transaction and inspection records, etc.

14.9.8. REAL-TIME SYSTEM

The PMVIC shall be connected directly to the LTMS or any other IT System that may be required by DOTr. This system shall be used to automatically look up, retrieve vehicle information at the beginning of the inspection, and immediately download results at the conclusion of the inspection;

14.9.9. AUTOMATIC PASS/FAIL RESULTS

The values measured by automated equipment per item to determine pass or fail for that item shall, together with the visual inspection report uploaded by PMVIC technician, determine the overall rating of either pass or fail; and

14.9.10. AUTOMATIC ZEROING

To ensure data recording accuracy, there shall be an automatic resetting of data to zero before each test.

14.10. SECURITY REQUIREMENTS

14.10.1. SECURITY

- A. The system must have multiple levels of security (such as biometrics fingerprint and AFIS) and access codes to regulate system access to ensure the protection of information from unauthorized access (accidental or intentional) modification, destruction, or disclosure. The multiple levels of security should be relative to the different types of users. It shall include:
 1. Software security applications which can easily be updated;
 2. Ability to document reports on various system and user activities;
 3. Number of layers/divisions of security Length/description of passwords; and
 4. Ability to restrict access for specified tasks.
- B. The PMVIC shall endorse and submit to the AC the names of their MVIT personnel who have completed the roadworthiness inspection training. The AC shall forward the names to the concerned Regional or District Office for fingerprint enrollment of the said personnel with the assistance of the Management Information Division;

14.10.2. DATA SECURITY

The PMVIC database records shall not be accessed/opened on-site without prior notification and approval by the AC, thru MIT. All data collected or received by the PMVIC shall remain the exclusive property of the DOTr. PMVICs shall not supply any report or statistical information to any person or entity other than the DOTr without advance specific written permission from the AC;

14.10.3. INTERFACE SECURITY

The PMVIC's system must support all LTMS communication interface requirements related to access security; and

Prior to the final inspection, the PMVICs shall request the whitelisting of their primary and secondary static public IP addresses to the AC, through MIT.

14.11. OTHER REQUIREMENTS

The following facilities shall be verified by the MIT during inspection:

- 1) There shall be an administrative office with clients' waiting lounge with the provision for real-time broadcasting of the inspection process;
- 2) The facility should be well-ventilated; and
- 3) There shall be a data control room at the end of the inspection lane for the release of the inspection report.

15. PMVIC AUTHORIZATION PROCESS

15.1. LIVE-STREAMING OF AUTHORIZATION

Whenever practicable, proceedings of the AC, including its evaluation of the corrective action taken on noted deficiencies, may be done via live streaming or video conferencing.

Failure to attend, despite notice, on the scheduled date and time of the evaluation of the eligibility requirements shall be a cause for denial of the application.

15.2. FILING OF APPLICATION FOR AUTHORIZATION

- 15.2.1. All LTO Regional Director or REMC shall accept written applications, requests, and/or documents being submitted by applicants, in accordance with Section 14.4 hereof, in one (1) original copy, two (2) certified true copies (CTC) and a softcopy, addressed to the Chairperson of the AC with proof of payment of a non-refundable application fee.

In case of newly identified PMVIC sites, Applicants shall be able to simultaneously apply for authorization within one (1) month from the AC's approval of said site, on the date and time set by the AC.

In its discretion and whenever necessary, the AC may also accept direct filing of applications for PMVIC.

- 15.2.2. The receiving officer or employee of the LTO Regional Director/REMC or the AC as may be applicable, shall perform a preliminary assessment of the application submitted with its supporting documents to ensure a more expeditious action on the application. The receiving officer or employee shall immediately inform the applicant of any deficiency in the accompanying requirements.
- 15.2.3. The receiving officer or employee shall assign a unique identification number (Ex. DOTr/LTO-PETC-xxx or DOTr/LTO-PMVIC-xxx) to an application, which shall be the identifying number for all subsequent transactions between the AC, thru TWG, and the applicant regarding such specific application or request.
- 15.2.4. The receiving officer or employee shall issue an acknowledgement receipt, the seal of the LTO in case of applications filed therein, the name of the responsible officer or employee, his/her unit and designation, and the date and time of receipt of such application or request.
- 15.2.5. In case of applications filed thru the LTO Regional Director or REMC, upon determination of its compliance with documentary requirements under **Section 14.4** hereof, the same shall be endorsed to the AC through the TWG for evaluation.
- 15.2.6. In order to avoid monopoly and ensure fair competition among PMVIC owners, an applicant may only submit applications for five (5) sites nationwide, and grants to any applicant shall be limited to a maximum of three (3) Authorities to Operate only.

15.3. **PRELIMINARY ASSESSMENT OF SUBMITTED REQUIREMENTS BY LTO REGIONAL DIRECTOR/REMC**

The LTO Regional Director or REMC concerned shall conduct a preliminary assessment of the documents submitted in compliance with **Section 14.4**. In case it finds all the documents complete and in order, it shall endorse the same to the AC through the TWG, for evaluation and approval.

15.4. **CURING OF DEFICIENCIES**

- 15.4.1. Should the sole PMVIC applicant for a non-contested site fail to

comply with the documentary requirements under **Section 14.4.1** and **14.4.2**, it shall be given a period of seven (7) working days from notice to make corrective action.

15.4.2. In case of contested sites, if all applicants failed to qualify for an authority to operate, the AC may also allow for curing of deficiencies to the first applicant evaluated. Should the first applicant still fail to comply with the deficiencies, the AC may order the second applicant, and so forth, to comply with the period for curing of deficiencies.

15.4.3. Documents and other requirements submitted to comply with the noted deficiencies shall be forwarded by the TWG to the AC for evaluation.

15.5. **EVALUATION OF ELIGIBILITY REQUIREMENTS; NOTICE OF ELIGIBILITY**

15.5.1. The AC, through the TWG, shall evaluate the presence or absence of the submitted eligibility requirements under **Section 14.4.1** of this D.O.

15.5.2. The AC, upon finding of completeness of eligibility documents by the TWG, shall issue a *Notice of Eligibility* to the applicant.

15.6. **EVALUATION OF LEGAL AND OTHER DOCUMENTARY REQUIREMENTS; NOTICE OF COMPLIANCE AND CONSTRUCTION**

15.6.1. The PMVIC applicant, within forty-five (45) calendar days from issuance of Notice of Eligibility, shall submit to the AC, complete legal documents pursuant to **Section 14.4.2** of this D.O.

15.6.2. Upon recommendation of the TWG on the completeness of submitted legal documents, the AC shall issue a *Notice of Compliance and Construction*.

15.6.3. Upon receipt of the *Notice of Compliance and Construction*, the Applicant shall have a period of not more than one-hundred fifty (150) calendar days to complete the construction, installation and commissioning of the PMVIC facility.

15.7. **PROCEDURE FOR BREAKING TIE**

15.7.1. In case two or more applicants submitted complete documentary and legal requirements, and both qualified for a Notice of Compliance and Construction, the Authority to Operate shall be granted to the applicant who applied first.

If both applicants filed simultaneously, the AC will determine who to grant a Authority to Operate by drawing lots.

Notwithstanding the same, the applicants may also agree to enter into a joint venture and/or create a new corporation with both of their interests therein, subject to the laws on the creation and registration of the same.

- 15.7.2. In its discretion, the AC may offer to the losing Applicants available PMVIC sites which do not have any pending applications. Should the losing applicant accept such an offer, he will need to update his documentary requirements for the AC's evaluation.

In any case, the losing applicant may still file an application in PMVIC sites with pending applications, but he will have to be treated as a new applicant for the said sites.

15.8. SITE INSPECTION AND MVIS EQUIPMENT VERIFICATION

- 15.8.1. Upon completion of construction of the PMVIC facility as described in **Section 14.2.3** and **14.2.4**, the Applicant shall submit a written request for inspection to the AC. Upon receipt of the request for inspection, the MIT shall schedule the conduct of final inspection of the PMVIC facility. For this purpose, the MIT may request LTO Regional/District Offices to assist them;
- 15.8.2. The MIT shall submit to the AC, through the TWG, the result of inspection and MVIS equipment verification within seven (7) calendar days from the date of completion of its inspection;
- 15.8.3. Within fifteen (15) calendar days from receipt of the report from the MIT, the TWG shall submit its evaluation report to the AC; and
- 15.8.4. In case the winning applicant fails to construct and/or start operations of the PMVIC within a reasonable period of time from issuance of the Notice of Compliance and Construction, qualified applicants or those who lost may be awarded with a new *Notice of Compliance and Construction*.

15.9. ISSUANCE AND VALIDITY OF AUTHORITY TO OPERATE

Upon evaluation of the TWG report by the AC, it shall either issue or deny the Authority to Operate. If the AC finds that the applicant complied with all the requirements, it shall issue the Authority to Operate.

The Authority to Operate shall be valid for a period of five (5) years from date of issuance by the AC.

15.10. RENEWAL OF AUTHORIZATION PROCESS

Within ninety (90) days prior to the expiration of the Authority to

Operate, PMVICs shall file their updated documentary requirements in two (2) sets to the LTO Regional Director or REMC, with complete documentary requirements and proof of payment of the Renewal Fee amounting to **PhP 30,000.00**.

The applicants shall submit and complete the following documents:

- a) Duly accomplished application form for renewal, under oath;
- b) Original or Certified Copy of Authority to Operate a PMVIC;
- c) Valid Certificate of Authorization of MVITs from the AC;
- d) Current Mayor's permit or Business permit, with attached copy of recently expired permits and official receipts, as proof of renewal;
- e) Latest Income Tax Return for immediately preceding year duly stamped and received by the BIR;
- f) Payment of non-refundable Renewal fee in the amount of **PhP 30,000.00** to the DOTr Cashier; and
- g) Proof of bi-annual certificate of calibration.

15.11. ANNUAL FEE

The PMVIC shall pay an annual fee in the amount of Thirty Thousand Pesos (PhP30,000.00) to DOTr Cashier, on or before the anniversary date of the Authority to Operate.

15.12. INSPECTION FEES

Vehicle Type	Fees (as temporarily reduced by D.O. No. 2021-01)
Public Utility Jeeps	PhP 300.00
Motorcycles	PhP 500.00
Other covered	PhP 600.00

Whenever necessary, inspection fees may be adjusted after DOTr conducts public consultation with stakeholders.

16. MVIT AUTHORIZATION

16.1. FUNCTION OF MVIT

16.1.1. MVIT shall conduct roadworthiness inspection of motor vehicles in an authorized PMVIC site;

16.2. MVIT AUTHORIZATION PROCESS

16.2.1. An application for MVIT Authorization shall be filed with the LTO Regional Director or REMC where the PMVIC is situated. The AC shall not accept applications without proper endorsement from the Regional Director concerned;

16.2.2. An Application for MVIT Authorization shall have the following documents attached therein;

MVIT

- a. Duly accomplished application form;
- b. NCII TESDA Automotive Servicing Certification or its equivalent; and
- c. Proof of payment of filing fee (**PhP 500.00**).

16.2.3. Notice of approval of the application shall include the corresponding assessment of Authorization Fees, to be paid by the applicant before the Certificate of Authorization may be issued and released to the applicant; and

16.2.4. The Certificate of Authorization given to approved MVIT applicants shall be valid for a period of five (5) years from its issuance which may be renewed by filing an application for renewal within three (3) months prior to its expiration, or before the expiration of their TESDA accreditation, whichever may be earlier.

Accordingly, a corresponding payment of **PhP 2,500.00** renewal fee shall be made at the DOTr Cashier.

17. GROUND FOR WITHDRAWAL OF AUTHORIZATION

Authorization shall be considered withdrawn upon written notice of voluntary declaration of non-interest on the part of the PMVIC owner within the authorization period.

If there is no such notice, an owner of an authorized PMVIC may be deemed to have abandoned operations upon showing that the same is not operational for a period of more than one (1) year from AC's issuance of a Show Cause Order without any reasonable justification from the PMVIC operator; or immediately upon issuance of an unfavorable resolution on its explanation.

18. PROHIBITED OR UNLAWFUL ACTS

It shall be unlawful for any authorized PMVICs to commit the following:

- (a) Non-compliance with the standard or method of inspection as provided in this D.O.;
- (b) Failure to comply with laws, rules and regulations related to this D.O.;
- (c) Allowing an unauthorized person to perform the duties of an MVIT;
- (d) Operating unauthorized businesses outside the scope of their authorization within the declared premises of the PMVIC;
- (e) Giving undue preference to clients in exchange for monetary consideration;
- (f) Fixing or collusion with fixers, or any other act related thereto in consideration of economic gain and/or any other gain or advantage; and
- (g) Other violations of issuances promulgated by the AC, and other analogous violations.

19. GROUNDS FOR REVOCATION OF AUTHORIZATION

Authorization shall be revoked for any of the following grounds:

- (a) Misrepresentation for purposes of securing authorization or renewal thereof, such as, but not limited to, giving material false statement in the application or submitting falsified documents;
- (b) Obstructing the conduct of inspection or visit by DOTr/MIT authorized representatives;
- (c) Tampering of test result or encoding any false information about the motor vehicle being tested;
- (d) Other violations of any of the mandatory provisions under this D.O.;
- (e) Second offense or violation of **Section 18**, as determined by the AC; and
- (f) Any act similar or analogous to the foregoing.

20. OTHER OPERATIONAL GUIDELINES FOR PMVIC

20.1. GEOGRAPHICAL AREA OF RESPONSIBILITY (GAOR)

20.1.1. The AC shall establish the respective GAOR for every PMVIC for its

determination of compliance with the emission and inspection requirements for renewal of registration of Light Vehicles and Motorcycles;

20.1.2. For renewal of registration of *Light Vehicles and Motorcycles*, the rules in relation to a PMVIC's respective GAOR are as follows:

- a) In areas where LTO District or Extension Offices are within the GAOR of a PMVIC, inspection of motor vehicles shall be conducted by the respective PMVIC. LTO District or Extension Offices shall accept MVISRs from PMVICs within their GAOR to process renewal of registration for Light Vehicles and Motorcycles.
- b) In areas where LTO District or Extension Offices are outside the GAOR of any PMVIC, inspection of motor vehicles may be conducted by PETCs in the same GAOR or by the nearest PMVIC. LTO District or Extension Offices may accept such PMVIC or PETC results.

20.1.3. For renewal of registration of *Heavy Vehicles*, LTO District or Extension Offices within the GAOR of a PMVIC shall continue to accept emission test results from PETCs; and

20.1.4. LTO District or Extension Offices located within overlapping GAOR of two (2) or more PMVICs shall accept MVISRs of any PMVICs within their covered area.

20.2. INSPECTION PROCEDURE

Without prejudice to the imposition of appropriate penalties, motor vehicles which did not undergo the complete inspection procedure, as enumerated hereunder, shall undergo the roadworthiness inspection of the LTO.

Plain renewal of registration of motor vehicles that completed the PMVIC inspection process may be transacted online, provided that the motor vehicle's registration was previously renewed through LTMS or any other IT System that may be required by DOTr, and that all other requirements for renewal are uploaded in the owner's LTO Portal Account.

20.2.1. HEAVY DUTY VEHICLE

STAGE 1. VEHICLE INFORMATION AND SPECIFICATION INPUT/ABOVE CARRIAGE & UNDERCARRIAGE INSPECTIONS

A. INSPECTION PROCEDURE

The MVIT is required to log in through a finger scanning device before every test. At this stage, vehicle information and

specification are validated into the computer panel by RFID reader.

B. VEHICLE INFORMATION AND SPECIFICATION

- a. Plate Number;
- b. File Number;
- c. Chassis Number;
- d. Motor Number;
- e. Make/Series;
- f. Name of Owner/Operator;
- g. Address of Owner/Operator;
- h. Type of body/color;
- i. Year Model;
- j. Gross Vehicle Weight;
- k. Net Capacity;
- l. Fuel type;
- m. Classification; and
- n. Denomination.

C. TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Wireless touch screen monitor;
- c. Tablet for test operation control;
- d. Barcode scanner/RFID reader; and
- e. Process indicator monitor.

D. INSPECTION STANDARDS

Engine/motor number is the same as the engine/motor number appearing in the current Original Receipt & Certificate of Registration. The make/type, model, plate number and sticker of the motor vehicle presented for inspection are the information reflected in the current Original Receipt & Certificate of Registration.

E. ABOVE CARRIAGE ITEMS FOR INSPECTION

- a. Identity/construction;
- b. Lighting system and reflectors;
- c. Windshield/window glass;
- d. Wiper/washer;
- f. Chassis/motor number authenticity;
- g. Horn;
- h. Number plates;
- i. Floor board;
- j. Body appearance;
- k. Seat belts;

- l. Door/Hinges;
- m. Rear view/side mirror;
- n. Brake system/parking brake;
- o. Clutch system;
- p. Steering;
- q. Driver's/passenger's seat;
- r. Tires/wheels;
- s. Wheels bolts/nuts;
- t. Fuel tank/fuel tank cap;
- u. Mobile Air-conditioning System (MAC'S); and
- v. Length, width and height (Rebuilt and locally assembled).

F. UNDERCARRIAGE ITEMS FOR INSPECTION

- a. Chassis Frame/Chassis member;
- b. Drive Shaft Bolt/Nut;
- c. Engine Oil Leakage;
- d. Transmission Oil Leakages;
- e. Differential Oil Leakages;
- f. Steering Linkages/Gear Box Mounting;
- g. Steering Ball joints;
- h. Radiator;
- i. Shock Absorbers;
- j. Exhaust pipe;
- k. Propeller Shaft Couplings;
- l. Front/Rear Shackle Eyes/Pins/Bushes;
- m. Spring Clips;
- n. Stabilizer/Bushes;
- o. Suspension joints/Bushes;
- p. Engine Bracket/Mounting;
- q. King Pins and Bearing;
- r. Steering Idler/Section Shaft;
- s. Brake Hoses/Pipes/Cylinders;
- t. Spring Bolts/Nuts;
- u. Power Steering;
- v. Fuel Hoses/Pipes; and
- w. Parking Brake Wire.

At this stage, all items for inspection are visually checked. Both above carriage and undercarriage inspections are monitored and recorded using HD cameras. The HD camera shall be connected to the MVIC IT System to store the visual inspection of motor vehicles. The inspector follows the instruction of the process indicator.

An axle play detector or joint play tester is used to assist the inspector while inside the undercarriage inspection pit.

Passed/failed items are determined and the data is transferred

to the database.

- G. TEST EQUIPMENT AND APPARATUS
 - a. Computer;
 - b. Wireless touch screen monitor;
 - c. Tablet for test operation control;
 - d. Barcode scanner/RFID reader;
 - e. Axle Play Detector (Joint Play Tester);
 - f. Process indicator monitor; and
 - g. IP Camera (2).

STAGE 2.

H. SIDESLIP TEST

At this stage, the inspection is fully automated. The sideslip tester measures the vehicle's front wheel alignment of toe-in and toe-out. The process indicator prompts the inspector to drive the vehicle forward to the sideslip sensor plate.

The measurement of lateral slip/movement of wheels starts when the vehicle enters the first switch and the result of the test is determined when the vehicle passes through the last switch of the tester.

Passed/failed judgments are determined and the data is transferred to the database.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Sideslip tester; and
- c. Process indicator monitor.

I. ROLLER BRAKE TEST

At this stage, the inspection is fully automated. This test measures the braking forces of the left and right wheels for both the front and rear axle of the vehicle. The process indicator prompts the driver to release or depress the brake pedal of the vehicle.

The vehicle's wheel drag and the braking force of each wheel are measured. Parking brake is conducted with respect to the axle incorporating the parking brake mechanisms. The result of the inspection is determined and the data is transferred to the database.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Roller brake tester (with axle weighing device);
- c. Free roller device;
- d. Bogie Roller (for use with tandem with differential vehicles); and
- e. Process indicator monitor.

J. SPEEDOMETER TEST

This test measures the actual speed of the vehicle and checks the accuracy of the vehicle's speedometer reading. The inspector performs instructions from the process indicator.

Accelerates the vehicle to the speed of 20 km/hr and decelerates to rest. The result of the inspection is determined and the data is transferred to the database.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Speedometer Tester;
- c. Bogie Roller (for use with tandem differential vehicle); and
- d. Process indicator monitor.

STAGE 3.

- K. HEADLIGHT TEST - The headlight tester measures the luminous intensity and the photometric axis or optical axis deviation of the vehicle's headlight.

At this stage, the inspection is fully automated. The inspected vehicle will stop at a predetermined distance in relation to the headlight tester. After completion of inspection, the headlight tester will automatically return to its position. The result of the inspection is determined and data is transferred to the database.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Headlight Tester; and
- c. Process indicator monitor.

L. EMISSION MEASUREMENT

Personnel assigned to emission measurement is required to log in through a finger scanning device before conducting the emission test.

- i. GASOLINE-FED MOTOR VEHICLE (Spark Ignition

Engine)

The test procedure is for the determination of the concentration of Carbon Monoxide (CO) and Hydrocarbon (HC) emission from in-use motor vehicles equipped with spark ignition engines running at idle speed. At this stage, the motor vehicle gear-change control is in the neutral position with the hand brake engaged. The temperature of the engine is at least 70°C. The vehicle exhaust system is leak proof and will allow the insertion of a sampling probe by at least 30 cm from the tailpipe outlet.

While the engine idles, the inspector inserts the gas emission analyzer probe into the exhaust pipe of the vehicle. This is operated automatically and the measured data of the gas analyzer are displayed. Results are transferred to the database after inspection is completed.

TEST EQUIPMENT AND APPARATUS

- a. Exhaust gas analyzer (HC, CO, CO₂, NO_x, O₂);
and
- b. Process indicator monitor.

**The test equipment should be capable of testing other types of fuels that will be introduced in the market (e.g, LPG/CNG/ethanol).*

ii. DIESEL - FED MOTOR VEHICLES (Compression Ignition Engine)

This test is a smoke opacity measurement for in-use motor vehicles equipped with a compression- ignition (diesel) engine using the free-acceleration method. The exhaust system shall not have any leaks. The motor vehicle-gear change control in the neutral position of hand brake engaged. Accelerate the engine two to three (2- 3) times prior to smoke sampling in order to remove deposits or soot in the tailpipe.

While the engine idles, the inspector puts the sampling probe into the exhaust pipe of the vehicle in accordance with the instruction on the process indicator. Results are transferred to the database after an inspection is completed.

TEST EQUIPMENT AND APPARATUS

- a. Computer;

- b. Opacity meter; and
- c. Process indicator monitor.

M. SOUND LEVEL MEASUREMENT

The inspector performs instructions from the process indicator. Accelerate the engine and measure the sound level.

TEST EQUIPMENT AND APPARATUS

- a. Sonometer; and
- b. Process indicator monitor.

20.2.2. LIGHT DUTY VEHICLE

STAGE 1. VEHICLE INFORMATION AND SPECIFICATION, INPUT/ABOVE CARRIAGE & UNDERCARRIAGE INSPECTIONS

A. INSPECTION PROCEDURE:

The MVIT is required to log in through a finger scanner before every test. At this stage, vehicle information and specification are validated into the computer panel by RFID reader.

B. VEHICLE INFORMATION AND SPECIFIC

- a. Plate Number;
- b. File Number;
- c. Chassis Number;
- d. Motor Number;
- e. Make/Series;
- f. Name of Owner/Operator;
- g. Address of Owner/Operator;
- h. Type of body/color;
- i. Year Model;
- j. Gross Vehicle Weight;
- k. Net Capacity;
- l. Fuel type;
- m. Classification; and
- n. Denomination.

C. TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Wireless touch screen monitor;
- c. Tablet for test operation control;
- d. Barcode scanner/RFID reader; and
- e. Process indicator monitor.

D. INSPECTION STANDARDS

The engine/motor number is the same as the number

appearing in the current Original Receipt & Certificate of Registration. The make/type, model, plate number and sticker of the motor vehicle presented for inspection are the same as the information reflected in the current Original Receipt/Certificate of Registration.

E. ABOVE CARRIAGE ITEMS FOR INSPECTION

- a. Identity/construction;
- b. Lighting system and reflectors;
- c. Windshield/window glass;
- d. Wiper/washer;
- e. Chassis/motor number authenticity;
- f. Horn;
- g. Number plates;
- h. Floor board;
- i. Body appearance;
- J. Seat belts;
- k. Door/Hinges;
- l. Rear view/side mirror;
- m. Brake system/parking brake;
- n. Clutch system;
- o. Steering;
- p. Driver's/passenger's seat;
- q. Tires/wheels;
- r. Wheels bolts/nuts;
- s. Fuel tank/fuel tank cap;
- t. Mobile Air-conditioning System (MAC'S);
- u. EWD; and
- v. Length, width and height (Rebuilt and and locally assembled).

F. UNDERCARRIAGE ITEMS FOR INSPECTION

- a. Chassis Frame/Chassis member;
- b. Drive Shaft Bolt/Nut;
- c. Engine Oil Leakage;
- d. Transmission Oil Leakages;
- e. Differential Oil Leakages;
- f. Steering Linkages/Gear Box Mounting;
- g. Steering Ball joints;
- h. Radiator;
- i. Shock Absorbers;
- j. Exhaust pipe;
- k. Propeller Shaft Couplings;
- l. Front/Rear Shackle Eyes/Pins/Bushes;
- m. Spring Clips;
- n. Stabilizer/Bushes;

- o. Suspension joints/Bushes;
- p. Engine Bracket/Mounting;
- q. King Pins and Bearing;
- r. Steering Idler/Section Shaft;
- s. Brake Hoses/Pipes/Cylinders;
- t. Spring Bolts/Nuts;
- u. Power Steering;
- v. Fuel Hoses/Pipes; and
- w. Parking Brake Wire.

At this stage, all items for inspection are visually checked. Both above carriage and undercarriage inspections are monitored and recorded using HD cameras. The HD camera shall be connected to the MVIC IT System to store the visual inspection of motor vehicles. The inspector follows the instruction of the process indicator.

An axle play detector or joint play tester is used to assist the inspector while inside the undercarriage inspection pit. Passed/failed items are determined and the data is transferred to the database.

G. TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Wireless touch screen monitor;
- c. Tablet for test operation control;
- d. Barcode scanner/RFID reader;
- e. Axle Play Detector (Joint Play Tester);
- f. Process indicator monitor; and
- g. IP Camera (2).

STAGE 2:

H. SIDESLIP TEST

At this stage, the inspection is fully automated. The sideslip tester measures the vehicles front wheel alignment of toe-in and toe-out. The process indicator prompts the inspector to drive the vehicle forward to the sideslip sensor plate.

The measurement of lateral slip/movement of wheels starts when the vehicle enters the first switch and the result of the test is determined when the vehicle passes through the last switch of the tester. Passed/failed judgments are determined and the data is transferred to the database.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Sideslip Tester; and

- c. Process indicator monitor.

I. SUSPENSION TEST

This test measures the effectiveness of the shock absorbers on each wheel of the vehicle, checking the absolute damping levels and comparing the relative damping balance between the left and right side of each axle. It also measures the efficiency of the shock absorbers using the EUSAMA principle or its recognized equivalent.

At this stage, both wheels of the axle under the test are on the equipment's shaker plates. The test is performed on each wheel independently. The equipment will automatically measure the axle weight and the shaker plates will oscillate each wheel. The inspector will receive instruction via process indicator.

TEST EQUIPMENT AND APPARATUS

- a. Computer; and
- b. Suspension Tester.

J. ROLLER BRAKE TEST

At this stage, the inspection is fully automated. This test measures the braking forces of the left and right wheels for both the front and rear axle of the vehicle. The process indicator prompts the driver to release or depress the brake pedal of the vehicle. The vehicle's wheel drag and the braking force of each wheel are measured. Parking brake is conducted with respect to the axle incorporating the parking brake mechanisms. The result of the inspection is determined and the data is transferred to the database.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Roller brake tester (with axle weighing device);
- c. Free roller device; and
- d. Process indicator monitor.

K. SPEEDOMETER TEST

This test measures the actual speed of the vehicle and checks the accuracy of the vehicle's speedometer reading. The inspector performs instructions from the process indicator. Accelerates the vehicle to the speed of 20 km/hr and decelerates to rest. The result of the inspection is determined and the data is transferred to the database.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Speedometer Tester;
- c. Bogie Roller (for use with tandem differential vehicle); and
- d. Process indicator monitor.

STAGE 3:

- L. HEADLIGHT TEST - The headlight tester measures the luminous intensity and the photometric axis or optical axis deviation of the vehicle's headlight.

At this stage, the inspection is fully automated. The inspected vehicle will stop at a predetermined distance in relation to the headlight tester. After completion of inspection, the headlight tester will automatically return to its position. The result of the inspection is determined and data is transferred to the database.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Headlight Tester; and
- c. Process indicator monitor.

M. EMISSION MEASUREMENT

Personnel assigned to emission measurement is required to log in through a finger scanning device before conducting the emission test.

i. GASOLINE-FED MOTOR VEHICLE (Spark Ignition Engine)

The test procedure is for the concentration of Carbon Monoxide (CO) and Hydrocarbon (HC) emission from in-use motor vehicles equipped with spark ignition engines running at idle speed. At this stage, the motor vehicle gear-change control is in the neutral position with the hand brake engaged. The temperature of the engine is at least 70°C. The vehicle exhaust system is leak proof and will allow the insertion of a sampling probe by at least 30 cm from the tailpipe outlet.

While the engine idles, the inspectors insert the gas emission analyzer probe into the exhaust pipe of the vehicle. This is operated automatically and the measured data of the gas analyzer are displayed. Results are transferred to the database after inspection is completed.

TEST EQUIPMENT AND APPARATUS

- a. Exhaust gas analyzer (HC, CO, CO₂, NO_x, O₂)*; and
- b. Process indicator monitor.

**The test equipment should be capable of testing other types of fuels that will be introduced in the market (e.g. LPG/CNG/ethanol).*

ii. DIESEL-FED MOTOR VEHICLES (Compression Ignition Engine)

This test is a smoke opacity measurement for in-use motor vehicles equipped with a compression- ignition (diesel) engine using the free-acceleration method. The exhaust system shall not have any leaks. The motor vehicle-gear change control in the neutral position of hand brake engaged. Accelerate the engine two to three (2- 3) times prior to smoke sampling in order to remove deposits or soot in the tailpipe.

While the engine idles, the inspector puts the sampling probe into the exhaust pipe of the vehicle in accordance with the instruction on the process indicator. Results are transferred to the database after an inspection is completed.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Opacity meter; and
- c. Process indicator monitor.

N. SOUND LEVEL MEASUREMENT

The inspector performs instructions from the process indicator. Accelerate the engine and measure the sound level.

TEST EQUIPMENT AND APPARATUS

- a. Sonometer; and
- b. Process indicator monitor.

20.2.3. MOTORCYCLE

STAGE 1

A. VEHICLE INFORMATION AND SPECIFICATION

The MVIT is required to log in through a finger scanning device before every test. At this stage, vehicle information and specification are validated into the computer panel by RFID reader.

B. ITEMS FOR INSPECTION

1. Plate Number;
2. File Number;
3. Chassis Number;
4. Motor Number;
5. Make/Series;
6. Name of Owner/Operator;
7. Address of Owner/Operator;
8. Type of body/color;
9. Year Model;
10. Gross Vehicle Weight;
11. Net Capacity;
12. Fuel type;
13. Classification; and
14. Denomination.

C. TEST EQUIPMENT AND APPARATUS

1. Computer;
2. Wireless touch screen monitor;
3. Tablet for test operation control;
4. Barcode scanner/RFID reader;
5. Process indicator monitor; and
6. IP Camera.

D. ABOVE CARRIAGE INSPECTION (VISUAL INSPECTION)

1. Handlebars;
2. Spring;
3. Lighting system and reflectors;
4. Side mirror;
5. Brake system;
6. Clutch system;
7. Tires/wheels/bolts/nuts;
8. Number plate;
9. Shock absorbers;
10. Frame;
11. Horn;
12. Head stem bearings; and
13. Fuel tank/fuel tank cap.

At this stage, all items for inspection are visually checked. The above carriage and inspections are monitored and recorded using HD cameras. The HD camera shall be connected to the MVIC IT System to store the visual inspection of motor vehicles. The inspector follows the instruction of the process indicator.

Passed/failed items are determined and the data is transferred to the database.

E. EMISSION MEASUREMENT

Personnel assigned to emission measurement is required to log in through a finger scanning device before conducting the emission test.

All motorcycles shall be tested at idle speed. The test procedures are for the determination of concentration of Carbon Monoxide (CO) and Hydrocarbon (HC) emission from motorcycles.

The vehicle exhaust is leak proof and will allow the insertion of a sampling probe from the tailpipe outlet. While the engine idles, the inspector inserts the gas emission analyzer probe into the exhaust pipe of the vehicle. This is operated automatically and the measured data of the gas analyzer are displayed.

Results are transferred to the database after inspection is completed.

TEST EQUIPMENT AND APPARATUS

- a. Computer
- b. Exhaust gas analyzer (HC, CO, CO₂, NO_x, O₂)*
- c. Process indicator monitor

**The test equipment should be capable of testing other types of fuels that will be introduced in the market (e.g, LPG/CNG/ethanol).*

i. DIESEL-FED MOTOR VEHICLES (Compression Ignition Engine)

This test is a smoke opacity measurement for in-use motor vehicles equipped with compression-ignition (diesel) engines using the free-acceleration method. The exhaust system shall not have any leaks. The motor vehicle-gear change control in the neutral position with the handbrake engaged.

The engine is accelerated two to three (2-3) times prior to smoke sampling in order to remove deposits or soot in the tailpipe. While the engine idles, the inspector puts the sampling probe into the exhaust pipe of the vehicle in accordance with the instruction on the process indicator.

Results are transferred to the database after inspection is completed.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Opacity meter; and
- c. Process indicator monitor.

F. HEADLIGHT TEST - The headlight tester measures the luminous intensity and the photometric axis of the motorcycle's headlight.

At this stage, the inspection is fully automated. The inspected motorcycle will stop at a predetermined distance in relation to the headlight tester. The headlight tester moves from the home position to the front of the headlamp and a test is conducted. After completion of inspection, the headlight tester will automatically return to its position.

The result of the inspection is determined and data is transferred to the database.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Headlight Tester; and
- c. Process indicator monitor.

STAGE 2

G. ROLLER BRAKE TEST

At this stage, the inspection is fully automated. This test measures the braking forces of the front and rear wheel of the motorcycle. The process indicator prompts the driver to release or depress the brake of the motorcycle. The vehicle's wheel drag is then measured by the system.

The result of the inspection is determined and the data is transferred to the database.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Roller brake tester (with free roller); and
- d. Process Indicator monitor.

H. SPEEDOMETER TEST - This test measures the actual speed of the motorcycle and checks the accuracy of the speedometer reading.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Speedometer Tester; and
- c. Process indicator monitor.

I. SOUND LEVEL MEASUREMENT

The inspector performs instructions from the process indicator. The sound level shall be measured using a sound level meter.

TEST EQUIPMENT AND APPARATUS

- a. Computer;
- b. Sonometer; and
- c. Process indicator monitor.

20.3. MOTOR VEHICLE INSPECTION SYSTEM REPORT (MVISR)

The MVISR shall provide the following information:

- a. Vehicle information and specification;
- b. Name and address of owner/operator;
- c. PMVIC location;
- d. Pass/fail status of all items in all stages of inspection; and
- e. MVISR reference number.

21. MONITORING OF BUSINESS OPERATIONS

Subject to further guidelines, the daily maximum number of roadworthiness tests which may be conducted by the PMVIC shall be determined after a definitive time and motion study based on actual inspection data and parameters.

Real-time Monitoring of PMVIC operations and activities shall be conducted in an assigned Monitoring Room within DOTr premises, with sufficient and competent staff to handle the monitoring equipment.

TITLE IV

COMMON PROVISIONS

22. ADJUDICATION PROCESS

22.1. A PETC, PMVIC, PETC IT Service Provider, MVIT, MVECT with alleged violations shall be issued a Show Cause Order by the AC, stating the violation committed and the applicable penalty, through any or all of the following modes:

1. Personal Service;
2. Registered Mail/Courier; and
3. Electronic Mail (email).

22.2. Upon receipt of the Show Cause Order, the concerned PETC, PMVIC, PETC IT Service Provider, MVIT, and MVECT shall file its Verified Answer within five (5) days from receipt thereof, attaching therewith all

evidence in support of its position;

- 22.3. Upon the receipt of the PETC, PMVIC, IT Service Provider, MVIT, MVECT's Verified Answer, or the lapse of the period to file the same, the case shall be deemed submitted for resolution on the basis of the Verified Answer, and/or all the evidence based on record;
- 22.4. To promote expediency, no hearing shall be conducted.¹ The filing of *Verified Answer* is deemed compliance with the due process clause of the 1987 Constitution;
- 22.5. A copy of the decision and/or order of the AC shall be served upon the PETC, PMVIC, IT Service Provider, MVIT, MVECT for immediate implementation. Failure of the PETC IT Service Provider to comply with an order revoking a PETC authorization shall likewise be subject to a thirty (30) day suspension for the first two (2) offenses, or cancellation of authorization for the third offense;
- 22.6. Every decision rendered by the AC shall state clearly and distinctly the basis for such decision. The party(ies) shall be notified of the decision personally, by registered mail or electronic mail (email) with a copy furnished to the counsel on record, if any; and
- 22.7. The decision of the AC shall be immediately executory and any appeal taken thereon within fifteen (15) calendar days from receipt of the said decision shall not stay its execution.

23. APPEAL

- 23.1. A party who is not satisfied with the decision of the AC may appeal to the DOTr Secretary within fifteen (15) calendar days from receipt thereof;
- 23.2. No Motion for Reconsideration shall be entertained. Any Motion for Reconsideration filed within the 15-day period shall be treated as an Appeal and shall be subject to the requirements of payment of an Appeal Fee. Failure to pay the same shall be a ground for the *motu proprio* dismissal of the Appeal;
- 23.3. The grounds for appeal shall be limited to grave abuse of discretion and serious errors in findings of fact, which may cause grave or irreparable injury to the aggrieved party;
- 23.4. PROCEDURE ON APPEALED CASES
 - a) An appeal from a decision of the AC shall be perfected upon the filing with the AC a Notice of Appeal and an Appeal Memorandum within a period of fifteen (15) calendar days from

¹ *Vivo v. Philippine Amusement and Game Corporation (PAGCOR)*, G.R. No. 187854, November 12, 2013.

receipt of such decision and payment with the DOTr Cashier of an appeal fee in the amount of One Thousand Pesos (PhP1,000.00). The Appeal Memorandum shall contain the following:

1. Exact date of the appealed decision;
 2. Exact date when the appealed order, ruling or decision was received by the appellant;
 3. Information regarding compliance with the rules on appeal;
 4. Statement of facts and of the case,
 5. Grounds for appeal;
 6. Arguments in support of the appeal; and
 7. Relief sought.
- b) The AC shall forward the records of the case to the DOTr Secretary within fifteen (15) calendar days from receipt of a copy of the Appellant's Notice of Appeal and Appeal Memorandum.
- c) The Secretary may require the filing of additional pleadings and/or documents providing for additional information. The appealed case shall be considered submitted for resolution after receipt of the appellant's Appeal Memorandum or after the lapse of the thirty (30) calendar day period, if additional pleading or document(s) has been required.

23.5. EFFECTS OF PENDING APPEAL

The appeal shall not stay the execution of the decision or resolution of the AC, unless the Secretary orders otherwise.

24. PREVENTIVE SUSPENSION

The MIT may place the PETC, PMVIC, PETC IT Service Provider, MVIT, and MVECT, suspected of committing a violation of this D.O., under Preventive Suspension for a period not exceeding ninety (90) calendar days upon finding of any violation of the provision of this D.O.

25. PENALTY

A. PETC

- 25.1. Upon finding that the PETC tampered with test results, entered any false information, uploaded blank pictures, fabricated, edited, or manipulated images of the motor vehicle, made it appear that the vehicle had undergone emission testing when the vehicle was not physically present in the emission testing center, or uploaded pictures that are not related to emission testing, the PETC shall be penalized with a fine of Thirty Thousand Pesos (PhP 30,000.00), per motor vehicle for the first offense,

and revocation of authority for the second offense.

25.2. All other violations shall be penalized as follows:

1st Offense :	PhP50,000.00
2nd Offense :	Revocation of authority

B. PMVIC

25.3. A violation of Title III, **Section 19** shall be penalized as follows:

First Offense: PhP 500,000.00 fine and 60-day suspension
Second offense: Cancellation of Authority to
Operate/Authorization

A violation of Title III, **Section 18** shall be penalized as follows:

First Offense: PhP 300,000.00 fine and 60-day suspension
Second Offense: Cancellation of Authority to
Operate/Authorization

25.4. Any public official or employee who shall abet, aid, participate, or condone any of the offenses enumerated in this D.O. shall be dealt with administratively.

25.5. A pending administrative case shall not bar the filing of appropriate civil and/or criminal cases against the erring individuals.

25.6. The penalties discussed under **Section 25** shall similarly apply to PETC IT Service Providers who shall be found to have abetted, aided, participated in, or condoned the commission of violation(s) of this D.O.

26. PROTECTION OF PERSONAL DATA

PETCs, PMVICs, IT Service Providers, and its personnel must ensure that the processing of personal data in relation to their business activity of conducting inspections and emission tests must adhere to the data privacy principle of legitimacy, proportionality, and transparency. All PETCs, PMVICs, and IT Service Providers must implement organizational, technical, and physical security measures to guarantee personal data confidentiality, integrity, and availability.

27. INTERPRETATION AND APPLICATION

The procedural rules in this D.O. shall be interpreted and applied in the interest of public service and to promote speedy, efficient and inexpensive disposition of matters.

28. REPEALING CLAUSE

All prior orders, circulars and memoranda, as well as related issuances or part thereof which are inconsistent with the D.O., are repealed or amended accordingly. If any part or provision of this D.O. is held unconstitutional or invalid, other parts or provisions which are not affected shall continue to remain in full force and effect.

29. EFFECTIVITY

This D.O. shall take effect immediately following the completion of its publication in the Official Gazette or newspaper of general circulation, and filing of three (3) copies with the UP Law Center pursuant to Memorandum Circular No. 11, dated 09 October 1992.

JAIME J. BAUTISTA

Secretary



ANNEX 1
Road Vehicle Category and Classification

TABLE 1- MOTORCYCLES	
VEHICLE CATEGORY	DESCRIPTION
L1	A two-wheeled vehicle with a maximum design speed not exceeding 50 kilometers per hour (kph)
L2	A three-wheeled vehicle with a maximum design speed not exceeding 50 kph
L3	A two-wheeled vehicle with a maximum design speed exceeding 50 kph
L4	A vehicle with three wheels asymmetrically arranged in relation to the longitudinal median plane with a maximum design speed exceeding 50 kph (motorcycle with sidecar)
L5	A vehicle with three wheels symmetrically arranged in relation to the longitudinal median plane with a maximum design speed exceeding 50 kph
L6	A vehicle with four wheels whose unladen mass is not more than 350 kilograms (kg), not including the mass of the batteries in case of electric vehicles whose maximum design speed is not more than 45 kph
L7	A vehicle with four wheels, other than that classified for the category L6, whose unladen mass is not more than 400 kg (550 kg for Vehicles intended for carrying goods), not including the mass of batteries in the case of electric vehicles' whose maximum design speed is not more than 45 kph

TABLE 2- VEHICLES FOR CARRIAGE OF PASSENGERS	
VEHICLE CATEGORY	DESCRIPTION
M1	Vehicles used for the carriage of passengers and comprising not more than 8 seats in addition to the driver's seat, and having a gross vehicle weight not exceeding 5000 kg
M2	Vehicles used for the carriage of passengers comprising more than 8 seats in addition to the driver's seat, and having a gross vehicle weight not exceeding 5000 kg
M3	Vehicles used for the carriage of passengers, comprising more than 8 seats in addition to the driver's seat and having a maximum gross vehicle weight exceeding 5000 kg

TABLE 3- VEHICLES FOR CARRIAGE OF GOODS	
VEHICLE CATEGORY	DESCRIPTION
N1	Vehicles used for the carriage of goods and having a maximum gross vehicle weight not exceeding 3500 kg
N2	Vehicles used for the carriage of goods and having a maximum gross vehicle weight exceeding 3500 kg but not exceeding 12000 kg
N3	Vehicles used for the carriage of goods and having a maximum gross vehicle weight exceeding 12000 kg

TABLE 4- TRAILERS	
VEHICLE CATEGORY	DESCRIPTION
O1	Trailers with a maximum gross vehicle weight not exceeding 750 kg
O2	Trailers with a maximum gross vehicle weight exceeding 750 kg but not exceeding 3500 kg
O3	Trailers with a maximum gross vehicle weight exceeding 3500 kg but not exceeding 10000kg
O4	Trailers with a maximum gross vehicle weight exceeding 10000kg

- I. All Category L will undergo inspection and emission testing at the **motorcycle lane**.
- II. All Category M1, N1, and M2 shall undergo inspection and testing at the **light duty vehicle lane**. Likewise, Category N2 which do not exceed 5000 kilograms or 5 tonnes gross vehicle weight (GVW) shall undergo inspection and emission testing at the **light duty vehicle lane**.
- III. All Category M3, N3, O (O1, O2, O3 and O4) and the tractor head shall undergo inspection and emission testing at the **heavy-duty vehicle lane**. Likewise, Category N2 exceeding 5000 kilograms or 5 tonnes gross vehicle weight (GVW) shall undergo inspection and emission testing at the **heavy-duty vehicle lane**.

Annex 2

PMVIC MONITORING REPORT FORM

Proponent Name/Entity:

Location:

Date Inspected:

LIST OF INSPECTION EQUIPMENT (Computest)

1. FOR LIGHT VEHICLE (LV) LANE 1/ LANE 2

A. HEADLIGHT TESTER	Present	Not Present	Remarks
1. Automated headlight tester			
2. Automatic detection of the headlight			
3. Automatic pass/fail judgment			
4. Process indicator (Digital display/ Color LCD)			
5. PC interface or its equivalent for interfacing/ IT connectivity			

B. ROLLER/ PLATE BRAKE TESTER	Present	Not Present	Remarks
1. Automated break tester			
2. Automatic pass/fail judgment			
3. PC interface or its equivalent for interfacing/ IT connectivity			
4. Process indicator (Digital display/ Color LCD)			
5. Capable of measuring breaks of 4WD vehicle			

6. Raised rear roller to facilitate the exit of the vehicle			
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C. SIDESLIP TESTER	Present	Not Present	Remarks
1. Automated sideslip tester			
2. PC interface or its equivalent for interfacing/ IT connectivity			
3. Automatic pass/fail judgment			

D. SPEEDOMETER TESTER	Present	Not Present	Remarks
1. Automated speedometer tester			
2. Automatic pass/fail judgment			

E. EMISSION TESTER (Gasoline Engine)	Present	Not Present	Remarks
1. 5 Gas analyzer compatible			
2. Automatic pass/fail judgment			
3. PC interface mandatory			
4. capable to test euro 4 Engine Exhaust			

F. DIESEL SMOKE TESTER	Present	Not Present	Remarks
1. Automatic pass/fail judgment			

2. PC interface or its equivalent for interfacing/ IT connectivity			
--	--	--	--

G. BARCODE SCANNER	Present	Not Present	Remarks
1. Type: Optical			

H. SUSPENSION TESTER	Present	Not Present	Remarks
1. PC interface or its equivalent for interfacing/ IT connectivity			
2. With axle weighing capability			

I. SOUND LEVEL METER	Present	Not Present	Remarks
1. Portable			
2. Digital Display			

J. AXLE PLAY DETECTOR (JOINT PLAY TESTER)	Present	Not Present	Remarks
1. Hand held pendant with light and built in controls			

K. EXHAUST EXTRACTION SYSTEM	Present	Not Present	Remarks

1. Means of directing exhaust outside the inspection area			
---	--	--	--

L. PROCESS INDICATOR	Present	Not Present	Remarks
1. Digital display / color LCD on stand / wall clamping. Additional screen			

2. FOR MOTORCYCLES/ TRICYCLES LANE 1

A. HEADLIGHT TESTER	Present	Not Present	Remarks
1. Automated headlight tester			
2. Automatic pass/fail judgment			
3. Process indicator (Digital display/ Color LCD)			
4. PC interface or its equivalent for interfacing/ IT connectivity			

B. EMISSION TESTER	Present	Not Present	Remarks
1. 5 Gas analyzer compatible			
2. Automatic pass/fail judgment			
3. PC interface mandatory			

C. BARCODE SCANNER	Present	Not Present	Remarks
1. Type: Optical			

D. SOUND LEVEL METER	Present	Not Present	Remarks
1. Portable			
2. Digital Display			

E. PROCESS INDICATOR	Present	Not Present	Remarks
1. Digital display / Color LCD			

F. SPEEDOMETER TESTER	Present	Not Present	Remarks
1. Automated speedometer tester			
2. Automatic pass/fail judgment			

G. ROLLER/ PLATE BRAKE TESTER	Present	Not Present	Remarks
1. Automated break tester			
2. Automatic pass/fail judgment			
3. PC interface or its equivalent for interfacing/ IT connectivity			

EQUIPMENT AND OPERATION TALLY SHEET

Proponent Name/ Entity:

Location:

Date Inspected:

	EQUIPMENT REQUIREMENTS	Present	Not Present	Operational	Remarks
	STAGE 1 (VEHICLE INFO/SPECS INPUT & VISUAL INSPECTION)				
1.	COMPUTER OR EQUIVALENT (for input of vehicle information and details)				
2.	TABLET (Above Carriage-Fail items input)				
3.	TABLET (Under Carriage-Fail items input)				
4.	BAR CODE/RFID READER/Keyboard(input of data)				
5.	PROCESS INDICATOR (Instructions are shown)				
6.	AXLE PLAY DETECTOR (to assist in undercarriage checks)				
7.	IP/HD Camera (for recording of the Inspection)				
8.	Emission Tester (5-Gas Analyzer)and Diesel Opacity Meter				
	a. DENR Certification				
	b. Factory Calibration Certification				
	c. Calibration Certification from DTI-Accredited Emission Calibrators				
9.	Exhaust Extraction System				

	STAGE 2 (SIDE SLIP,SUSPENSION,BREAK,SPEEDOMETER TESTS)	Present	Not Present	Operational	Remarks

1.	SIDE SLIP TESTER				
	a. Factory calibration Certification				
2.	SUSPENSION TESTER				
	a. Factory calibration Certification				
3.	BREAK TESTER				
	a. Factory calibration Certification				
4.	SPEEDOMETER				
	a. Factory calibration Certification				
5.	COMPUTER OR EQUIVALENT (Controller)				
6.	PROCESS INDICATOR				

STAGE 3 (SOUND LEVEL TEST, HEADLIGHT TESTER)		Present	Not Present	Operational	Remarks
1.	SOUND LEVEL METER				
	a. Factory calibration Certification				
2.	AUTOMATIC HEADLIGHT TESTER				
	a. Factory calibration Certification				
3.	PROCESS INDICATOR				
4.	COMPUTER OR EQUIVALENT (Controller)				

CONTROL ROOM	Present	Not Present	Operational	Remarks

1.	MVISR PRINT-OUT				
2.	DATA AND TEST RESULTS UPLOAD TO LTO				

MOTORCYCLE LANE		Present	Not Present	Operational	Remarks
1.	COMPUTER OR EQUIVALENT (for input of vehicle information and details)				
2.	TABLET (Above Carriage-Fail items input)				
3.	BAR CODE/RFID READER/Keyboard(input of data)				
4.	PROCESS INDICATOR (Instructions are shown)				
5.	IP/HD Camera (for recording of the inspection)				
6.	Emission Tester (5-Gas analyzer) and Diesel Opacity Meter				
	a. DENR Certification				
	b. Factory Calibration Certification				
	c. Calibration Certification from DTI-Accredited Emission Calibrators				
7.	BREAK TESTER				
	a. Factory Calibration Certification				
8.	SPEEDOMETER TESTER				
	a. Factory Calibration Certification				
9.	COMPUTER OR EQUIVALENT (Controller)				
10.	PROCESS INDICATOR				

11.	SOUND LEVEL METER				
	a. Factory Calibration Certification				
12.	AUTOMATIC HEADLIGHT TESTER				
	a. Factory Calibration Certification				
13.	PROCESS INDICATOR				
14.	COMPUTER OR EQUIVALENT (Controller)				
15.	MVISR PRINT-OUT				
16.	DATA AND TEST RESULTS UPLOAD TO LTO				

OTHERS		Present	Not Present	Operational	Remarks
1.	LOT AREA (1,500sq.m. or 900sq.m. with separate parking)with layout				
2.	Parking				
3.	Reasonable inspection time				
4.	Fingerprint recognition or equivalent security system				
5.	INTERNET CONNECTIVITY (Leased Line at least 5MBPS)				
6.	Public Address System				
7.	Sticker				
8.	CCTV System				
9.	Interphone communications System				

10.	Automatic Zeroing of Machine				
11.	NC2 Technicians				
12.	Organizational Chart				

ANNEX 3

CHECKLIST OF REQUIREMENTS (PETC FORM 01)

DEPARTMENT OF TRANSPORTATION LAND TRANSPORTATION OFFICE

Application for New Authorization of PETC

Name of Business											
Business Address											
Contact Number		Owner/President									
Type of Organization (Please Check) <ul style="list-style-type: none"> <input type="radio"/> Corporation <input type="radio"/> Partnership <input type="radio"/> Sole Proprietorship <input type="radio"/> Cooperative 	Category (Please Check) <ul style="list-style-type: none"> <input type="radio"/> Small <i>(Capital of 1 to 15 million)</i> <input type="radio"/> Medium <i>(Capital of 15 to 100 million)</i> <input type="radio"/> Large <i>(Capital of over 100 million)</i> 	Testing Equipment (Brand New) <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Opacimeter</td> <td style="text-align: center;">Gas Analyzer</td> </tr> <tr> <td>Brand: _____</td> <td>_____</td> </tr> <tr> <td>Model: _____</td> <td>_____</td> </tr> <tr> <td>S/N: _____</td> <td>_____</td> </tr> </table> <p><i>Note: Continue on separate paper if more than one lane and/or if necessary</i></p>		Opacimeter	Gas Analyzer	Brand: _____	_____	Model: _____	_____	S/N: _____	_____
Opacimeter	Gas Analyzer										
Brand: _____	_____										
Model: _____	_____										
S/N: _____	_____										
LTO GAOR		IT Service Provider									
DTI Accreditation Number		Number of lane/s applied for authorization									

LIST OF MOTOR VEHICLE EMISSION CONTROL TECHNICIANS (MVECT)

NAME OF MVECT	TESDA CERTIFICATE NUMBER	EXPIRATION DATE

DOCUMENTARY REQUIREMENTS (Please present as indicated):

1. One (1) original Duly accomplished application form, under oath (PETC-Form No. 1.1);
2. One (1) Certified true copy/ies of either of the following:
 - a. For sole proprietorship, Certificate of Business Name Registration (DTI);
 - b. For corporation/partnerships, Securities and Exchange Commission Certificate of Registration, Articles of Incorporation/Partnership and By-Laws and Board Resolution certified by the Corporate Secretary, specifying the name of the authorized representative who must be an officer of the corporation/partnership;
 - c. For Cooperatives, Cooperative Development Authority Certificate of Registration, Articles of Cooperation and By-Laws, and Board Resolution, certified by the Corporate Secretary, specifying the name of the authorized representative who must be an officer of the cooperative.

3. One (1) Certified true copy of DTI Accreditation Certificate;
4. One (1) Certified true Copy of updated and compliant Mayor's Permit; (Permit to Operate)
5. One (1) photocopy of Bureau of Internal Revenue (BIR) Registration and Tax Identification Number;
6. One (1) photocopy of SSS Membership Certificate
7. One (1) photocopy of Audited Financial Statement for the last two (2) years or a Pre-Operating Financial Statement, whichever is applicable, showing that the owner-applicant shall be of such financial capacity to operate for at least one (1) year
8. One (1) printed or photocopy of Location map and layout of the center, including dimensions;
9. One (1) printed or photocopy of Organizational structure showing the relationship between the center and other operations of the firm, when applicable, and the structure of the center showing its personnel and their functions;
10. One (1) photocopy of:
 - a. List of personnel involved in the operation of the center with their job descriptions, responsibilities and qualifications
 - b. Certificates of Competency as an MVECT issued by TESDA;
11. One (1) printed or photocopy of the following:
 - a. List of all equipment;
 - b. Updated calibration certificates of both opacity meter and gas analyzer;
12. One (1) printed or photocopy of Procedure for handling complaints;
13. One (1) photocopy of Certificate of Conformity from DENR that the testing equipment is in compliance with R.A No.8749;
14. One (1) original Certificate showing that the testing equipment used is interfaced with the system of the PETC IT Service Provider;
15. One (1) original/photocopy of Picture of the Establishment;
16. One (1) photocopy of PETC Contract with an authorized IT Service Provider; and
17. One (1) Original Omnibus Sworn Statement pursuant to Department Order No. 2023-_____.

Printed Name and Signature

Designation

Subscribed and sworn to me before this _____ day of _____, affiant exhibiting to me his/her Residence Certificate No. _____ issued at _____ on _____.

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

NOTARY PUBLIC

STAMP RECEIPT HERE

(by LTO-REMC Receiving Personnel, do not forget to indicated the name, time and date received)

**DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE**

Application for Renewal of PETC Authorization

Name of Business									
Business Address									
Contact Number		Owner/President							
Type of Organization (Please Check) <input type="radio"/> Corporation <input type="radio"/> Partnership <input type="radio"/> Sole Proprietorship <input type="radio"/> Cooperative	Category (Please Check) <input type="radio"/> Small <i>(Capital of 1 to 15 million)</i> <input type="radio"/> Medium <i>(Capital of 15 to 100 million)</i> <input type="radio"/> Large <i>(Capital of over 100 million)</i>	Testing Equipment (Brand New)							
		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Opacimeter</td> <td style="width: 50%; text-align: center;">Gas Analyzer</td> </tr> <tr> <td>Brand: _____</td> <td>_____</td> </tr> <tr> <td>Model: _____</td> <td>_____</td> </tr> <tr> <td>S/N: _____</td> <td>_____</td> </tr> </table>		Opacimeter	Gas Analyzer	Brand: _____	_____	Model: _____	_____
Opacimeter	Gas Analyzer								
Brand: _____	_____								
Model: _____	_____								
S/N: _____	_____								
LTO GAOR		IT Service Provider							
DTI Accreditation Number		Number of lane/s applied for authorization							

LIST OF MOTOR VEHICLE EMISSION CONTROL TECHNICIANS (MVECT)

NAME OF MVECT	TESDA CERTIFICATE NUMBER	EXPIRATION DATE

DOCUMENTARY REQUIREMENTS (Please present as indicated):

1. One (1) original Duly accomplished application form, under oath (PETC-Form No.1.2);
2. One (1) Certified true copy/ies of either of the following:
 - a. For sole proprietorship, Certificate of Business Name Registration (DTI);
 - b. For corporation/partnerships, Securities and Exchange Commission Certificate of Registration, Articles of Incorporation/Partnership and By-Laws and Board Resolution certified by the Corporate Secretary, specifying the name of the authorized representative who must be an officer of the corporation/partnership;
 - c. For Cooperatives, Cooperative Development Authority Certificate of Registration, Articles of Cooperation and By-Laws, and Board Resolution, certified by the Corporate Secretary, specifying the name of the authorized representative who must be an officer of the cooperative.
3. One (1) Certified true copy of DTI Accreditation Certificate;
4. One (1) Certified true copy of the Business Permit (Mayor's Permit);
5. One (1) photocopy of Bureau of Internal Revenue (BIR) Registration and Tax Identification Number (TIN);
6. One (1) photocopy of SSS Membership Certificate;

7. One (1) photocopy of Audited Financial Statement for the two (2) years or a Pre-operating Financial Statement, whichever is applicable, showing that the owner-applicant shall be of such financial capacity to operate for at least one (1) year;
8. One (1) originally printed or photocopy of Location map and layout of the center, including dimensions;
9. One (1) originally printed or photocopy of Organizational structure showing the relationship between the center and other operation of the firm when applicable, and the structure of the center showing its personnel and their functions;
10. One (1) originally printed or photocopy of List of personnel involved in the operation of the center with their job descriptions, responsibilities and qualifications, including the Certificates of Competency as an MVECT issued by TESDA;
11. One (1) originally printed or photocopy of List of all equipment, including manuals, reference materials required for the calibrations and test, manuals of the test procedures and personnel;
12. One (1) originally printed or photocopy Procedure for handling of complaints;
13. Certificate of Conformity from the DENR that the testing equipment is in compliance with R.A. No. 8749;
14. One (1) photocopy of Certificate showing that the testing equipment used is interfaced with the system of the PETC IT Service Provider;
15. Minimum of one (1) originally printed or photocopy Picture of the Establishment;
16. One (1) photocopy of PETC Contract with an authorized IT Service Provider
17. One (1) original copy of Oath of undertaking that the PETC;
 - a. has no DOTC/LTO official/personnel, his/her spouse, or relative by consanguinity or affinity within the third (3rd) civil degree with ownership of or any beneficial and/or financial interest therein;
 - b. that his/her spouse, or relative by consanguinity or affinity within the third (3rd) civil degree has NO ownership of or any beneficial and/or financial interest with the PETC IT Service Providers and LTO IT System Provider.

Printed Name and Signature

Designation

Subscribed and sworn to me before this _____ day of _____, affiant exhibiting to me his/her Residence Certificate No. _____ issued at _____ on _____.

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ANNEX 4

OMNIBUS SWORN STATEMENT FOR PETC

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, [Name of PETC Applicant], of legal age, [Civil Status], [Nationality], and residing at [Address of Applicant], after having been duly sworn in accordance with law, do hereby depose and state that:

- a. That I am the owner of ----(name of PETC) and as such, I am authorized to Perform the following acts: transact and negotiate regarding my authorization and renewal, attend hearings and meetings involving my center; and submit necessary documents required from my center;
- b. That as the owner of the said PET, I hereby attest to the fact that I do not own any financial interest, material or minimal, over/in any PETC IT Service Provider in the country, and vice versa;
- c. That I am not, in any way, nor the other co-owners of this PETC, relate to any employee of the DOTr within the fourth degree of consanguinity and/or affinity;
- d. That I commit to follow all the department orders, circulars and rules and regulations issued by the DOTr concerning the operations of PETC in the country;
- e. That the statements herein declared are true, accurate and correct to the best of my knowledge and as supported with all legal documents;
- f. That I understand that any misrepresentation in this Affidavit of Undertaking/Omnibus Sworn Statement may result to the suspension or revocation/cancellation of the authorization of my center; and
- g. That if someday I become related within the fourth degree of consanguinity and/or affinity to any employee of the DOTr, I hereby undertake to report the same for re-evaluation.
- h. That I hereby attest to the truthfulness of the foregoing facts and execute this affidavit for any legal purpose it may serve.

(Name and Signature of Affiant)

SUBSCRIBED AND SWORN to before me this ___ day of _____ in _____ City by _____, exhibiting his _____ as complement evidence of his identity. He acknowledged before me that this document is his free act and deed.

NAME OF NOTARY PUBLIC _____
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____
Date Issued _____
Place Issued _____

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**ANNEX 5
REQUIREMENTS FOR APPLICATION FOR NEW, RENEWAL, ADDITIONAL,
TRANSFER OF MVECT**

**DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE**

Application for New/Additional Motor Vehicle Emission Control Technician (MVECT)

Name of Requesting PETC			
Business Address			
Contact Number			
PETC Certificate of Authorization No.			
LTO GAOR		IT Service Provider	
DTI Accreditation Number		Number of lane/s	

LIST OF MOTOR VEHICLE EMISSION CONTROL TECHNICIANS (MVECT)*

NAME OF MVECT	TESDA CERTIFICATE NUMBER	EXPIRATION DATE

**add rows if necessary*

DOCUMENTARY REQUIREMENTS (Please present as indicated):

NEW/ADDITIONAL MVECT

1. One (1) Original Duly accomplished application form, under oath (MVECT Form 2.3);
2. One (1) Original Letter request from the PETC Owner with reason for additional;
3. One (1) Original Certificate of Authorization or one (1) printed copy of Letter of Authorization until further notice/until further revoked of each renewing MVECT;
4. One (1) photocopy of TESDA Certificate of Competence (CEC) of each MVECT;
5. One (1) photocopy of Certificate of Authorization of the Center or one (1) printed copy of letter of authorization until further notice/further revoked;
6. One (1) Original Omnibus Sworn Statement pursuant to Department Order No. 2023-_____.

Printed Name and Signature

Designation

Subscribed and sworn to me before this ____ day of _____, affiant exhibiting to me his/her Residence Certificate No. _____ issued at _____ on _____.

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**DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE**

Application for Transfer of Motor Vehicle Emission Control Technician (MVECT)

Name of Requesting PETC			
Business Address			
Contact Number			
PETC Certificate of Authorization No.			
Name of Previous PETC			
Business Address of Previous PETC			
LTO GAOR		IT Service Provider	
DTI Accreditation Number		Number of lane/s	

LIST OF MOTOR VEHICLE EMISSION CONTROL TECHNICIANS (MVECT)*

NAME OF MVECT	TESDA CERTIFICATE NUMBER	EXPIRATION DATE

**add rows if necessary*

DOCUMENTARY REQUIREMENTS (Please present as indicated):

TRANSFER OF MVECT

1. One (1) Original Duly accomplished application form, under oath (MVECT Form No. 2.1);
2. One (1) Original Letter request from the PETC Center with reason for transfer;
3. One (1) Original Certificate from the previous PETC Center allowing the MVECT to transfer with no pending case;
4. One (1) Original Certificate of Authorization or one (1) printed copy of Letter of Authorization until further notice/until further revoked of the transferring MVECT from previous Center;
5. One (1) photocopy of TESDA Certificate of Competence (CEC) of each MVECT;
6. One (1) photocopy of Certificate of Authorization of the Center or one (1) printed copy of letter of authorization until further notice/further revoked;
7. One (1) Original Omnibus Sworn Statement pursuant to Department Order No. 2023-_____.

Printed Name and Signature

Designation

Subscribed and sworn to me before this _____ day of _____, affiant exhibiting to me his/her Residence Certificate No. _____ issued at _____ on _____.

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**DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE**

Application for Renewal of Motor Vehicle Emission Control Technician (MVECT)

Name of Requesting PETC			
Business Address			
Contact Number			
PETC Certificate of Authorization No.			
LTO GAOR		IT Service Provider	
DTI Accreditation Number		Number of lane/s	

LIST OF MOTOR VEHICLE EMISSION CONTROL TECHNICIANS (MVECT)*

NAME OF MVECT	TESDA CERTIFICATE NUMBER	EXPIRATION DATE

**add rows if necessary*

DOCUMENTARY REQUIREMENTS (Please present as indicated):

RENEWAL OF MVECT

1. One (1) Original Duly accomplished application form, under oath (MVECT Form 2.2);
2. One (1) Original Letter requesting for the renewal of Authorization of the MVECT from the PETC Owner;
3. One (1) Original Certificate of Authorization or one (1) printed copy of Letter of Authorization until further notice/until further revoked of each renewing MVECT;
4. One (1) photocopy of TESDA Certificate of Competence (CEC) of each MVECT;
5. One (1) photocopy of Certificate of Authorization of the Center or one (1) printed copy of letter of authorization until further notice/further revoked;
6. One (1) Original Omnibus Sworn Statement pursuant to Department Order No. 2023-_____.

Printed Name and Signature

Designation

Subscribed and sworn to me before this _____ day of _____, affiant exhibiting to me his/her Residence Certificate No. _____ issued at _____ on _____.

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ANNEX 6

APPLICATION FOR NEW OR RENEWAL OF IT SERVICE PROVIDER (PETC FORM 02)

**DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE**

Application for New IT Service Provider (ITSP) Authorization

Name of Business			
Business Address			
Contact Number		Owner/President	
Type of Organization (Please Check) <input type="radio"/> Corporation <input type="radio"/> Partnership <input type="radio"/> Sole Proprietorship <input type="radio"/> Cooperative		Category (Please Check) <input type="radio"/> Small <i>(Capital of 1 to 15 million)</i> <input type="radio"/> Medium <i>(Capital of 15 to 100 million)</i> <input type="radio"/> Large <i>(Capital of over 100 million)</i>	
Client Application Program			
Program Version			

SOFTWARE AND HARDWARE REQUIREMENTS (Please present as indicated):

1. One (1) printed or photocopy of Client Application User’s Manual;
2. One (1) Original printed copy of Set-up and Network lay-out;
3. One (1) Original printed copy of System Documentation;
 - Complete description of executable file of the Client Program
 - System Security Policy
 - Declaration and list of main application sub-programs orr other files associated with the submitted Client Application; and
 - Screenshots of folder location, file(s) location and size for each and every system files
4. One (1) printed or photocopy of List of PETC Clients with the following description for each:
 - System set-up and network lay-out
 - Network of stations utilized, date of initial installation, and last system update
5. One (1) Original Certificate of Installation of Client Application per PETC;
6. One (1) Original printed copy of Screen shots of any third (3rd) party emission test software being used by the Client Program [application location, file(s), and size(s);
7. Client Application Program Source Code
8. Interfacing Software

DOCUMENTARY REQUIREMENTS

1. One (1) Original Duly accomplished application form, under oath (ITSP-Form No.3.1);
2. One (1) Certified true copy/ies of either of the following, whichever is applicable:
 - a. For sole proprietorships: Certificate of Business Name Registration (DTI)

- b. For corporations/partnerships: Securities and Exchange Commission Certificate of Registration; Articles of Incorporations/Partnership and By-Laws, and Board Resolution certified by the Corporate Secretary, specifying the name of the authorized representative who must be an officer of the corporation/partnership;
 - c. For cooperatives: Cooperative Development Authority Certificate of Registration, Articles of Cooperation and By-Laws, and Board Resolution, certified by the Corporate Secretary, specifying the name of the authorized representative who must be an officer of the cooperative;
3. One (1) Certified true Copy of Mayor's Permit; (Permit to Operate)
 4. One (1) photocopy of Bureau of Internal Revenue (BIR) Registration and Tax Identification Number;
 5. One (1) photocopy of SSS Membership Certificate
 6. One (1) photocopy of Audited Financial Statement for the last two (2) years or a Pre-Operating Financial Statement, whichever is applicable, showing that the owner-applicant shall be of such financial capacity to operate for at least one (1) year
 7. One (1) printed or photocopy of Location map and layout of the center, including dimensions;
 8. One (1) printed or photocopy of Organizational structure showing the relationship between the center and other operations of the firm, when applicable, and the structure of the center showing its personnel and their functions;
 9. One (1) printed or photocopy of List of personnel involved in the operation of the center with their job descriptions, responsibilities and qualifications;
 10. One (1) printed or photocopy of List of all equipment;
 11. One (1) printed or photocopy of Procedure for handling complaints;
 12. One (1) printed or photocopy of Picture of the Establishment; and
 13. One (1) Original Affidavit of Continuing Compliance; and
 14. One (1) Original Omnibus Sworn Statement pursuant to Department Order No. 2023-_____.

Printed Name and Signature

Designation

Subscribed and sworn to me before this _____ day of _____, affiant exhibiting to me his/her Residence Certificate No. _____ issued at _____ on _____.

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**DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE**

Application for Renewal of IT Service Provider (ITSP) Authorization

Name of Business			
Business Address			
Contact Number		Owner/President	
Type of Organization (Please Check) <input type="radio"/> Corporation <input type="radio"/> Partnership <input type="radio"/> Sole Proprietorship <input type="radio"/> Cooperative	Category (Please Check) <input type="radio"/> Small <i>(Capital of 1 to 15 million)</i> <input type="radio"/> Medium <i>(Capital of 15 to 100 million)</i> <input type="radio"/> Large <i>(Capital of over 100 million)</i>		
Certificate of Authorization No.			
Date of Expiration			
Client Application Program			
Program Version			
Date Modified			

DOCUMENTARY REQUIREMENTS (Please present as indicated):

1. One (1) Original Duly accomplished application form, under oath (ITSP-Form No.3.2);
2. One (1) Certified true copy of DTI/SEC Business Name Registration Certificate;
3. One (1) Original Certificate of Authorization of the Center or one (1) printed copy of letter of authorization until further notice/further revoked;
4. One (1) Certified true copy of Mayor's Permit;
5. One (1) photocopy of Income Tax Return for the current year, duly stamped and received by the BIR; (Income Tax Return for the current year, duly stamped and received by the BIR must be accompanied with Audited Financial Statement showing name of Center or BIR Registration Certificate of the Center being applied for)
6. One (1) Original Duly sworn Affidavit attesting to its continuing compliance with all the requirements unless there are changes thereto in which case the applicants shall submit the applicable documents;
7. One (1) printed or photocopy of Picture of Establishment;
8. One (1) Original List of PETC Clients with attached photocopy of each Certificate of Interfacing of Equipment with the ITSP Client Program and/or Contract of PETC with ITSP;
9. One (1) Original Omnibus Sworn Statement pursuant to Department Order No. 2023-_____.

Printed Name and Signature

Designation

Subscribed and sworn to me before this ____ day of _____, affiant exhibiting to me his/her Residence Certificate No. _____ issued at _____ on _____.

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ANNEX 7

SCHEDULE OF FEES AND CHARGES

I. PETC/PMVIC AUTHORIZATION

NEW PETC AUTHORIZATION & TREATED AS NEW AUTHORIZATION

APPLICATION FEE	PHP	3,000.00
LEGAL RESEARCH FUND (LRF)		10.00
AUTHORIZATION FEE PER LANE		5,000.00

RENEWAL OF PETC AUTHORIZATION

APPLICATION FEE	PHP	3,000.00
LEGAL RESEARCH FUND (LRF)		10.00
AUTHORIZATION FEE PER LANE		5,000.00

NEW PMVIC AUTHORIZATION & TREATED AS NEW AUTHORIZATION

AUTHORIZATION FEE	PHP	50,000.00
LEGAL RESEARCH FUND (LRF)		10.00

RENEWAL OF PMVIC AUTHORIZATION

AUTHORIZATION FEE	PHP	30,000.00
LEGAL RESEARCH FUND (LRF)		10.00

CHANGE OF BUSINESS NAME

APPLICATION FEE	PHP	3,000.00
LEGAL RESEARCH FUND (LRF)		10.00
OTHER CERTIFICATION		100.00

TRANSFER OF OWNERSHIP

APPLICATION FEE	PHP	3,000.00
LEGAL RESEARCH FUND (LRF)		10.00
OTHER CERTIFICATION		100.00

REPLACEMENT OF SERVICE EQUIPMENT (CHANGE MACHINE)

APPLICATION FEE	PHP	3,000.00
LEGAL RESEARCH FUND (LRF)		10.00
OTHER CERTIFICATION		100.00

CHANGE OF IT SERVICE PROVIDER

APPLICATION FEE	PHP	3,000.00
LEGAL RESEARCH FUND (LRF)		10.00
OTHER CERTIFICATION		100.00

TRANSFER OF LOCATION

APPLICATION FEE	PHP	3,000.00
LEGAL RESEARCH FUND (LRF)		10.00
OTHER CERTIFICATION		100.00
II. ITSP		
NEW ITSP AUTHORIZATION		
APPLICATION FEE	PHP	3,000.00
LEGAL RESEARCH FUND (LRF)		10.00
AUTHORIZATION FEE		5,000.00
RENEWAL OF ITSP AUTHORIZATION		
APPLICATION FEE	PHP	3,000.00
LEGAL RESEARCH FUND (LRF)		10.00
AUTHORIZATION FEE		5,000.00
III. MVECT/MIT		
NEW MVECT/MVIT		
APPLICATION FEE	PHP	500.00
LEGAL RESEARCH FUND (LRF)		10.00
AUTHORIZATION FEE PER MVECT		2,500.00
RENEWAL OF MVECT/MVIT		
APPLICATION FEE	PHP	500.00
LEGAL RESEARCH FUND (LRF)		10.00
AUTHORIZATION FEE PER MVECT		2,500.00
TRANSFER OF MVECT		
APPLICATION FEE	PHP	500.00
LEGAL RESEARCH FUND (LRF)		10.00
AUTHORIZATION FEE PER MVECT		500.00
RENEWAL AND TRANSFER OF MVECT		
APPLICATION FEE	PHP	500.00
LEGAL RESEARCH FUND (LRF)		10.00
AUTHORIZATION FEE PER MVECT – FOR TRANSFER		500.00
AUTHORIZATION FEE PER MVECT – FOR TRANSFER		2,500.00
ADDITIONAL MVECT		
APPLICATION FEE	PHP	500.00
LEGAL RESEARCH FUND (LRF)		10.00
AUTHORIZATION FEE PER MVECT		500.00

IV. OTHERS

CERTIFIED TRUE COPY OF CERTIFICATE	PHP	500.00
LEGAL RESEARCH FUND (LRF)		10.00
APPEAL FEE		1,000.00
FINES & PENALTIES		
PETC	PHP	50,000.00
PMVIC		300,000.00 – 500,000.00

****APPLICATION FEE SHALL BE PAID PER TYPE OF APPLICATION***

ANNEX 8

OMNIBUS SWORN STATEMENT (PMVIC)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, [Name of PMVIC Applicant], of legal age, [Civil Status], [Nationality], and residing at [Address of Applicant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Applicant] with office address at [address of Applicant];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Applicant] with office address at [address of Applicant];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Applicant], I have full power and authority to do, execute and perform any and all acts necessary to apply for PMVIC authorization as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the application, and to sign and execute the PMVIC application, as shown in the attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;);

3. [Name of Applicant] has no pending case before the DOTr, its sectoral offices and attached agencies;

4. Each of the documents submitted in satisfaction of the application requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Applicant] is authorizing the members of the Authorization Committee or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not (1) a DOTr/LTO employee, spouse or relative by affinity or consanguinity within the third (3rd) civil degree of any DOTr/LTO employee (2) member of the Authorization Committee (AC), Technical Working Group (TWG), Monitoring and Inspection Team (MIT), or their relatives by affinity or consanguinity within the third (3rd) civil degree;

[If a partnership or cooperative:] None of the partners, officers, or members of [Name of Applicant] is (1) a DOTr/LTO employee or member of the Authorization Committee (AC), Technical Working Group (TWG), Monitoring and Inspection Team (MIT) (2) related by affinity or consanguinity within the third (3rd) civil degree to any member of the AC, TWG or MIT;

[If a corporation or joint venture:] None of the officers, controlling stockholders, directors, trustee or partners of [Name of Applicant] is (1) a DOTr/LTO employee or member of the

Authorization Committee (AC), Technical Working Group (TWG), Monitoring and Inspection Team (MIT) (2) related by affinity or consanguinity within the third (3rd) civil degree to any member of the AC, TWG or MIT;

7. *[Name of Applicant]* complies with existing labor laws and standards; and
8. *[Name of Applicant]* shall organize and register as a joint venture, partnership or a corporation if applicable;
9. The PMVIC's Motor Vehicle Inspection Technician (MVIT) should have been trained in a TESDA accredited center or its equivalent
10. *[Name of Applicant]* shall have at least one (1) authorized MVIT per Light Vehicle Lane and one (1) authorized MVIT per motorcycle lane;
11. *[Name of Applicant]* ensures that it has sufficient and competent technical personnel and traffic management staff to cater to its clientele, as well as adequate security, parking area;
12. The PMVIS facility shall be fully operational after its complete construction;
13. *[Name of Applicant]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to its PMVIC application.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Applicant's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of _____, 20__ at _____ Philippines. Affiant/s is/are personally known to me and was/were identified by through competent evidence of identity. Affiant exhibited to me his/her _____, with his/her photograph and signature appearing thereon, with No. _____.

Witness my hands and seal this _____ day of _____ 20__.

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