



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MEMORANDUM

For : All PETCs, MVECTs, and IT Service Providers

From : Head, Technical Working Group
PETC-PMVIC Authorization Committee

Subject : SUBMISSION OF PETCS, MVECTS AND IT SERVICE PROVIDERS APPLICATION FOR RENEWAL

Date : OCT 08 2024

1.0 *Department Order (DO) No. 2023-008*¹ specifies the following provisions on renewal of authorizations of PETCs, PETC IT Service Providers, and MVECTs:

Section 7.2.2. Application for Renewal of the Authorization shall be submitted *three (3) months prior* to the date of its expiration.

x x x

Section 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.

2.0 Please be informed that starting **01 NOVEMBER 2024**, all PETCs, MVECTs, and ITSPs are required to strictly adhere to the mandatory periods outlined above. Thus, **all PETCs, MVECTs, and ITSPs shall submit their respective renewal applications at least three (3) months prior to its expiration.** Renewal applications filed beyond, meaning later than, or within the three (3) months before expiration, may be automatically denied.

For instance, if the authorization expires on 15 December 2024, application for renewal must be filed not later than 15 September 2024. Filing the application on 16 September 2024 will be deemed late and the application may be automatically denied.

¹ "New Rules and Regulations on the Authorization and Monitoring of Motor Vehicle Private Emission Testing Center (PETC), PETC IT Service Provider, 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", 2023.

3.0 All concerned PETCs, MVECT and ITSP must submit their renewal applications to the following offices, for initial evaluation and/or inspection, as may be applicable:

3.1. **PETCs & MVECTs** – to corresponding Land Transportation Office (LTO) Regional Directors²

3.2. **ITSP** – directly to the Authorization Committee (AC), through the Technical Working Group (TWG).³

4.0 Please be advised that only complete applications submitted within the specified timeframe will be considered as filed. It is important to note that the receipt of documents from the LTO or other offices does not guarantee completeness. **Incomplete submissions will not be accepted and will be returned to the applicant.**

5.0 Any documents with expired validity will not be processed and will be considered incomplete. A document is considered valid if its validity period is still active at the time of filing.

Please be reminded of the above prevailing guidelines and initiate the renewal process in a timely manner to avoid disruption of operations and potential penalties for non-compliance.

Should you have any questions or require clarification regarding the renewal procedure, do not hesitate to contact us at **8790-8300/8400 local 4000** or email us at frs-od@dotr.gov.ph.

For strict compliance.


ATTY. MARK AZUPARDO REYES
Director, Franchising Review Staff

² Section 6.1, D.O. No. 2023-008.

³ Section 8.2.1, D.O. No. 2023-008.