REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE
East Ave., Quezon City

MEMORANDUM CIRCULAR 2018-2158

SUBJECT : **GUIDELINES FOR THE AUTHORIZATION OF PRIVATE MOTOR VEHICLE INSPECTION CENTERS (PMVICs)**

DATE : **28 NOVEMBER 2018**

WHEREAS, The Land Transportation Office (LTO), pursuant to the provisions of Republic Act 4136 (Land Transportation and Traffic Code), is mandated to:

a. Inspect and Register Motor Vehicles
b. Issue Driver's Licenses and Permits
c. Enforce Land Transportation Laws and Traffic Rules
d. Adjudicate Traffic Violation Cases

WHEREAS, in the LTO's mandate to inspect and register motor vehicles, Section 16 of R.A. 4136 provides that,

> *"xxxif on inspection as provided in paragraph (6) of Section four hereof, any motor vehicle is found to be unsightly, unsafe, overloaded, improperly marked or equipped, or otherwise unfit to be operated, or capable of causing excessive damage to minimum standards and specifications, the Commissioner (now, Assistant Secretary) may refuse to register the said motor vehicle, or if already registered, may require the number plates thereof, to be surrendered to him, and upon seventy-two hours' notice to the owner of the motor vehicle, suspend such registration until the defects of the vehicle are corrected and/or minimum standards and specifications fully complied with."*

WHEREAS, the LTO, under R.A. No. 8749 (The Philippine Clean Air Act), is likewise mandated to enforce the required emission standards for motor vehicles.

WHEREAS, Section 3 of Department Order (D.O.) No. 2018-19, issued by the Department of Transportation (DOTr), authorizes the LTO to issue the guidelines for the Authorization of Private Motor Vehicle Inspection Centers (PMVICs).

NOW, THEREFORE, premises considered, the LTO hereby promulgates these Guidelines for the Authorization of PMVICs, as follows:

SECTION 1. PROJECTED NATIONWIDE LANE REQUIREMENT

A. The number of Inspection Lanes to be given authority to operate shall strictly be in accordance with the projected nationwide lane requirements, as follows:

REGION	MIN.NO. OF LANES		NO. OF PMVICs
	LV	MC	
NCR	68	68	34
REGION 1	18	18	9
REGION 2	6	6	3
REGION 3	26	26	13
REGION 4A	30	30	15
REGION 4B	4	4	2
REGION 5	10	10	5
REGION 6	18	18	9
REGION 7	28	28	14
REGION 8	8	8	4
REGION 9	10	10	5
REGION 10	12	12	6
REGION 11	16	16	8
REGION 12	12	12	6
CAR	4	4	2
CARAGA	6	6	3
TOTAL	**276**	**276**	**138**

B. A PMVIC shall have a minimum of two (2) Light Vehicle (LV) lanes and two (2) Motorcycle (MC) lanes with a total contiguous lot area of at least One Thousand Five Hundred square meters (1,500 sq.m.).(See Annex "C"). Additional lanes maybe authorized provided that they shall have a corresponding area of 180 sq. meters for an LV lane and 28 sq. meters for an MC lane.

In highly urbanized cities (cities with a minimum population of two hundred thousand (200,000) inhabitants, as certified by the National Statistics Office, and with the latest annual income of at least Fifty Million Pesos (Php. 50,000,000.00) based on 1991 constant prices, as certified by the city treasurer), where a 1,500 sq. m. lot is not available, a smaller area of not less than 900 sq. m. with a separate parking lot or a multi level parking maybe considered. (See Annex "D").

C. Each LV Lane shall be of 4-Stage configuration while the MC Lane shall be of 2-Stage configuration.

D. Based on strategic location, accessibility, catchment areas and number of registered vehicles, the PMVICs shall be located in the following areas:

National Capital Region (34 sites)
Mandaluyong (2)
Marikina(1)
Pasig(2)
Diliman(1)
La Loma(2)
Novaliches(2)
Quezon City (3)
Caloocan (2)
Malabon (1)
Valenzuela (2)
Manila (4)
Muntinlupa (2)
Paranaque (2)
Las Pinas (2)
Makati (2)
Taguig (1)
Pasay (1)
San Juan (1)
Pateros (1)

REGION 1 (9 sites)
Laoag City(Ilocos Norte) (1)
Vigan City (Ilocos Sur) (1)
Candon City (Ilocos Sur) (1)
Agoo(La Union) (1)
San Fernando City (La Union)(1)
Dagupan City (Pangasinan) (1)
Within Lingayen and Alaminos, Pangasinan (1)
Within San Carlos and Urdaneta, Pangasinan (1)
Within Rosales and San Nicolas, Pangasinan (1)

REGION 2 (3 sites)
Tuguegarao City (Cagayan) (1)
Cauayan or Santiago City (Isabela) (1)
Bayombong, Nueva Vizcaya (1)

REGION 3 (13 sites)
Malolos, Bulacan (1)
San Rafael, Bulacan (1)
Santa Maria,Bulacan (1)
Meycuayan, Bulacan (1)
Angeles City (Pampanga) (1)
Lubao, Pampanga (1)

San Fernando City(Pampanga) (1)
Tarlac City (Tarlac) (1)
Paniqui, Tarlac (1)
San Jose, Nueva Ecija (1)
Cabanatuan City(Nueva Ecija) (1)
Pilar, Bataan (1)
Olongapo City (Olongapo) (1)

REGION 4A (15 sites)
Lipa City (Batangas) (1)
Rosario, Batangas (1)
Boundary Lemery and Calaca, Batangas (1)
Naic, Cavite (1)
Dasmarinas, Cavite (1)
Bacoor, Cavite (1)
Turbina, Calamba, Laguna (1)
Sta. Rosa, Laguna (1)
San Pedro, Laguna (1)
Pagsanjan, Laguna (1)
Lopez, Quezon (1)
Lucena City(Quezon) (1)
Baras, Rizal (1)
Angono, Rizal (1)
Antipolo City(Rizal) (1)

REGION 4B (2 sites)
Calapan, Oriental Mindoro (1)
Puerto Princesa City(Palawan) (1)

REGION 5 (5 sites)
Daet, Camarines Norte (1)
Pili, Camarines Sur (1)
Ligao, Albay (1)
Sorsogon City (Sorsogon) (1)
Pamplona, Camarines Sur (1)

REGION 6 (9 sites)
Bacolod City(Negros Occidental) (2)
Kabankalan City(Negros Occidental) (1)
Iloilo City (Iloilo) (2)
Roxas City (Capiz) (1)
Kalibo, Aklan (1)
San Jose, Antique (1)
Passi City (1)

REGION 7 (14 sites)
Cebu City (Cebu) (3)

Carcar City (Cebu) (1)
Mandaue City (Cebu)(2)
Naga City (Cebu) (1)
Danao City (Cebu) (1)
Tagbilaran City (Bohol) (1)
Tubigon, Bohol (1)
Talibon Bohol (1)
Dumaguete City (Negros Oriental) (2)
Bais City (Negros Oriental) (1)

REGION 8 (4 sites)
Tacloban City (Leyte) (1)
Ormoc City (Leyte) (1)
Maasin City (Southern Leyte) (1)
Calbayog City (Western Samar) (1)

REGION 9 (5 sites)
Zamboanga City Special Economic Zone, San Ramon, Zamboanga City (1)
Zamboanga City (1)
Pagadian City (Zamboanga del Sur) (1)
Dipolog City (Zamboanga del Norte) (1)
Ipil, Zamboanga Sibugay (1)

REGION 10 (6 sites)
Ozamis City (Misamis Occidental) (1)
Gingoog City (Misamis Oriental) (1)
Iligan City (Lanao del Norte) (1)
Malaybalay City (Bukidnon) (1)
Cagayan de Oro City (Cagayan de Oro) (1)
Mabajao, Camiguin Province (Camiguin) (1)

REGION 11 (8 sites)
Davao City (Davao) (2)
Tagum City (Davao del Norte) (1)
Panabo City (Davao del Norte) (1)
Malita, Davao Occidental (1)
Nabunturan, Compostela Valley (1)
Mati City (Davao Oriental)(1)
Digos City (Davao del Sur) (1)

REGION 12 (6 sites)
General Santos City (South Cotabato) (1)
Cotabato City (Cotabato) (1)
Koronadal City (South Cotabato) (1)
Kidapawan City (Cotabato) (1)

Tacurong City (Sultan Kudarat) (1)
Municipality of Midsayap, Cotabato (1)

CAR (2 sites)
Baguio City(Benguet) (1)
Kalinga (1)

CARAGA (3 sites)
Butuan City, Agusan Del Norte (1)
Surigao City (Surigao del Norte) (1)
Tandag City (Surigao del Sur) (1)

E. The LTO shall review the projected lane or PMVICs required every 2 years or should the need arise as recommended by the Assistant Secretary,LTO and approved by the Authorization Committee.

F. In case of unavailability of site in the assigned area and lack of proponents, the Assistant Secretary, LTO may transfer the PMVIC site from one area to another within the Region, or adjacent Region.

SECTION 2. DOCUMENTARY REQUIREMENTS

A. New Applications*(To be submitted upon application)*

1. Letter of Intent;
2. Duly accomplished application form, under oath;
3. Location map and layout of the proposed PMVIC, including dimensions;
4. Bank Certificate of Deposit in the amount of not less than P10,000,000.00 or Letter of Credit or its equivalent;
5. Transfer Certificate of Title in the name of the applicant or Contractto lease with a minimum lease period of ten (10) years ;
6. Payment of Application Fee of Php. 50,000.00 which is non-refundable;
7. Profile of the applicant, joint venture partners, or incorporators with sworn statement to organize and register as such once the *Provisional Authority* is issued; and
8. Brief description of the MVIS equipment to be installed with manufacturer's brochures, manuals and certificate of delivery schedule from the manufacturer.

B. Other Documentary Requirements *(To be submitted within 45 days from issuance of the Provisional Authority).*

1. For sole proprietorship, DTI Certificate of Business Name Registration;
2. For corporation and partnership, Securities and Exchange Commission Certificate of Registration, Articles of Incorporation/ Partnership and By-Laws and Secretary's Certificate specifying the

name of the authorized representative who must be an officer of the corporation/partnership;

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;
4. Certified True Copy of Mayor's or Business Permit;
5. BIR Registration and Tax Identification Number;
6. Undertaking that the applicant shall comply with all labor laws;
7. Proof of orders of the required inspection equipment;
8. Building permit and copy of the building plan;
9. All source codes relative to the PMVIC System, which are subject to LTO testing/evaluation, must only be compiled for installation to the PMVIC upon approval. Failure of which shall mean automatic disapproval of the application;
10. A sworn affidavit of the applicant that:the latter has no derogatory record in government transactions; shall comply with the list of personnel enumerated in the organizational structureduring the one-hundred fifty (150) days for the construction of the PMVIS facility; and that during the said period the PMVIS facility shall be fully operational; and
11. If applicable, Lease Contract with a minimum period of ten (10) years.

SECTION 3. Filing of New Application

A. Any Filipino citizen of legal age; a domestic partnership or association; or a corporation organized under Philippine laws with at least sixty percent (60%) Filipino ownership, is not otherwise disqualified by any existing law or regulation, may apply for an Authorization. Provided that the following qualifications are met:

   1. Sufficient financial capacity to establish a PMVIC in accordance with these Guidelines; and
   2. The applicant has no derogatory record in government transactions.

B. The applicant shall file the documentary requirements in two (2) sets with the Authorization Committee c/o Office of the Executive Director, LTO, East Avenue, Quezon City with proof of payment of the Application Fee, thereafter, the documents shall be forwarded to the Secretariat of the Authorization Committee. The processing of the applications shall be completed within a period of thirty (30) days from submission of all requirements.

C. A maximum of three (3) PMVIC may be awarded to an applicant in order to avoid monopoly and ensure fair competition among PMVIC operators.

SECTION 4. Operationalization of PMVIC

A. A Provisional Authority shall be issued to an applicant upon determination by the Authorization Committee that the former has submitted the complete and authentic documents enumerated in Section 2, paragraph A hereof.

The applicant within forty-five (45) days from receipt of the Provisional Authority, submit the documents enumerated in Section 2, paragraph B hereof. Upon determination of completeness and authenticity of the documents submitted, a Notice to Proceed Construction shall be issued to the applicant. Upon receipt of the applicant of the said notice, the latter shall have a period of one-hundred and fifty days (150) to complete the PMVIC facility.

Upon completion of the PMVIC facility within the required period, the applicant shall serve a Notice of Compliance to the Authorization Committee. The Authorization Committee upon receipt thereof shall direct the Inspection Team to conduct inspection of the PMVIC facility.

The Authorization Committee shall forthwith issue the Authorization Certificate upon recommendation of the Inspection Team.

B. A sub inspection team may be constituted by the LTO Assistant Secretary, if necessary.

SECTION 5. Annual Fee

There shall be an annual fee of Php. 30,000.00 payable within 10 days before the end of the fiscal year.

SECTION 6. Renewal of Authorization (PA)

A. Documentary Requirements

1. Duly accomplished application form for Renewal, under oath;
2. Original copy of the Authorization Certificate;
3. Original LTO Certificate of MVIT;
4. TESDA Certificate of the MVIT;
5. Certified true copy of Mayor's or Business Permit;
6. Latest Income Tax Return for the immediately preceding year duly stamped and received by the BIR;
7. Certificate of calibration issued by accredited calibration laboratories (Coordinate with DTI-PAB);
8. Payment of Renewal Fee of Php.50,000.00 which is non-refundable; and
9. Audited financial statement of the immediately preceding year.

B. Filing of Documents for Renewal

Within sixty (60) days prior to the expiration of authorization, the applicant shall file the documentary requirements in two (2) sets

with the Authorization Committee c/o Office of the Executive Director, LTO, East Avenue, Quezon City with proof of payment of the Application Fee. The processing of the applications shall be completed within a period of thirty (30) days from submission of all requirements.

C. Penalty for late filing of Renewal.

In case of failure to file for renewal within the period prescribed, an administrative fine of Php. 25,000.00 shall be collected in addition to the renewal fee.

SECTION 7. PERSONNEL

A. The PMVIC shall have the following personnel:

1. Manager
   a. Shall be responsible for the overall management and supervision of the PMVIC;
   b. Shall ensure that the actual inspection is in accordance with the required procedures and processes;
   c. Shall ensure that the inspection center is interconnected to the LTO central database;
   d. Shall be responsible for the management of data control equipment such as computers, servers, etc., and the printing and releasing of Motor Vehicle Inspection Stickers/ Certifications/ Reports; and
   e. Shall also act as Releasing Officer.

2. Motor Vehicle Inspection Technician (MVIT)
   MVITs shall have a minimum of NC II TESDA Automotive Servicing Certification.

   a. Shall be responsible for the proper operation and maintenance of inspection equipment;
   b. Shall conduct sampling, tests,and issue test reports.

   The PMVIC shall have at least three (3) authorized MVIT per LV lane and Two (2) authorized MVIT per motorcycle lane.

3. Clerk
4. One Inspector Aide (1)
5. Two Security Personnel (2)
6. Parking Attendant (1)

SECTION 8. List of Inspection Equipment

Light Vehicle Lane (LV)

1. Headlight Tester

2. Roller/Plate Brake Tester
3. Sideslip Tester
4. Speedometer Tester
5. Emission Tester
6. Diesel Smoke Tester
7. Bar Code Scanner
8. Suspension Tester
9. Axle Play Detector (Joint Play Tester)
10. Sound Level Meter (Sonometer)
11. Smoke Extraction System (Diesel Fed MVs)
12. Process Indicators

Motorcycle Lane (MC)

1. Headlight Tester
2. Roller/Plate Brake Tester
3. Emission Tester
4. Bar Code Scanner
5. Sound Level Meter (Sonometer)
6. Process Indicators
7. Speedometer Tester

SECTION 9. STANDARD AND SPECIFICATION FOR MOTOR VEHICLE INSPECTION SYSTEM

A. The inspection equipment should be supplied by a legitimate equipment and service supplier and have certification from the ConformiteEuropeene (CE) and should be viable for a period of ten (10) years

B. The inspection procedure must be completed within 30 minutes for each vehicle.

C. Design of the control and software can be configurable to any number of stages or position of inspection.

D. Test equipment should be easy to calibrate and maintain.

E. PC interface or its equivalent for interfacing/IT connectivity

F. The PMVIC application software (equipment and I.T. connectivity) should be submitted to LTO for evaluation and compilation.

G. 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.

SECTION 10. INSPECTION EQUIPMENT AND SPECIFICATIONS

A. FOR LIGHT DUTY VEHICLE

1. HEADLIGHT TESTER
   i. Automated headlight tester
   ii. Automatic detection of the headlight
   iii. Measurement of the luminous intensity, vertical and horizontal deviation of the light beam

iv. Steel base mounted with rollers
v. Capable of measuring all types of headlight
vi. Automatic pass/fail judgment
vii. Operating conditions 0 - 40°C
viii. Sensor type – Photocell Camera system
ix. Process indicator (digital display/Color LCD)
x. PC interface or its equivalent forinterfacing/IT connectivity
xi. Precise measurement of different light (LED, Xenon) sources in real time

2. ROLLER/PLATE BRAKE TESTER
   i. Automated brake tester
   ii. Maximum load per axle 3,000 kgs
   iii. Frame: Heavy duty structural steel
   iv. Sensor type: load cell
   v. Speed of Test 2 - 5 kph
   vi. Lifting method - Hydraulic System (if needed)
   vii. Automatic pass/fail judgment
   viii. PC interface or its equivalent for interfacing/IT connectivity
   ix. Process indicator (digital display/Color LCD)
   x. Capable of measuring brakes of 4WD vehicle
   xi. Raised rear roller to facilitate the exit of the vehicle
   xii. Electromagnetic brake for easy drive out of the
   xiii. Roller set or equivalent
   xiv. Roller coating should simulate road condition
   xv. Capable to test hand brake
   xvi. Capable to check brake balance from front-to-rear wheel

3. SIDESLIP TESTER
   i. Automated sideslip tester
   ii. Automatic pass/fail judgment
   iii. Type: Single/Dual plate configuration
   iv. Maximum load per axle 3,000 kgs
   v. Mounting plate: Heavy duty structural steel
   vi. Sensor type e.g., Linear Transducer
   vii. Beginning of measurement after optical passage detection
   viii. PC interface or its equivalent for interfacing/IT connectivity
   ix. Fast measurement within 2 seconds precise values, fast indication of toe out or in.

4. SPEEDOMETER TESTER
   i. Automated speedometer tester
   ii. Type: Roller speedometer tester

iii. Sensor type: Digital speed sensor
iv. Frame: Heavy duty structural steel
v. Automatic pass/fail judgment
vi. 780mm-2200mm minimum-maximum track
vii. Maximum load per axle 3,000 kgs
viii. Lifting method: Hydraulic System/Pneumatic System

5. EMISSION TESTER
   i. Type: Gas analyzer on trolley for mobility
   ii. 5 gas analyzer
   iii. Automatic Pass/Fail judgement
   iv. PC interface mandatory
   v. Class O device compatible OIML R99/0
   vi. Capable to test Euro 4 Engine Exhaust Gas

6. DIESEL SMOKE TESTER
   i. Type: Opacimeter
   ii. Automatic Pass/Fail judgement
   iii. Can be combined with gas analyzer
   iv. PC interface or its equivalent for interfacing / IT connectivity
   v. Equipped with Dust Collector

7. BAR CODE SCANNER
   i. Type: Optical
   ii. Nominal scan ratio: maximum speed 20 - 30 scan/sec.
   iii. Sensor type: high input optics
   iv. Built-in parameters are user configurable

8. SUSPENSION TESTER
   i. Type: Dual plate configuration
   ii. Maximum load per axle - 3,500 kgs
   iii. Frame: Heavy duty structural steel
   iv. PC interface or its equivalent for interfacing/IT connectivity
   v. Network capable suspension tester
   vi. With axle weighting capability

9. AXLE PLAY DETECTOR (JOINT PLAY TESTER)
   i. Weight per axle - 2,500 kgs
   ii. Type: Hydraulic/Electronics plates (2) and hydraulic ram inducers
   iii. Hand held pendant with light and built-in controls
   iv. Hydraulic unit for the movement of plates
   v. Assist in the detection of defects located on the wheel axle of the suspension of vehicles

10. SOUND LEVEL METER (SONOMETER)
    i. Portable
    ii. Internal Oscillation Calibration
    iii. With positioning tripod stand
    iv. Digital display

11. SMOKE EXTRACTION SYSTEM (DIESEL-FED MVs)
    i. Means of directing exhaust outside the inspection area

12. PROCESS INDICATOR
    i. Digital display/Color LCD On stand /wall clamping. Additional screen.
    ii. Instruction on test procedures given to the inspector are displayed on a digital display screen monitor. Pass/fail judgement results are also displayed on the same screen monitor.

B. FOR MOTORCYCLES/TRICYCLES

1. HEADLIGHT TESTER
    i. Automatic detection of the headlight
    ii. Measurement of the intensity, vertical and horizontal deviation of the lightbeam
    iii. Steel base mounted with rollers
    iv. Capable of measuring all types of headlight
    v. Automatic pass/fail judgment
    vi. Operating conditions 0 - 40°C
    vii. Sensor type – Photocell Camera system
    viii. Process indicator (digital display/Color LCD)
    ix. PC interface or its equivalent for interfacing/IT connectivity
    x. Precise measurement of different light (LED, Xenon) sources in real time

2. ROLLER/PLATE BRAKE TESTER
    i. Automated brake tester
    ii. Maximum load per axle 1,000 kgs
    iii. Type: Roller brake tester
    iv. Frame: Heavy duty structural steel
    v. Sensor type: load cell
    vi. Speed of Test 2 - 5 kph
    vii. Lifting method - Hydraulic System (if needed)
    viii. Automatic pass/fail judgment
    ix. PC interface or its equivalent for interfacing/IT connectivity
    x. Process indicator (digital display/Color LCD)
    xi. Weighing kit
    xii. Clamps to lock wheels during the test

xiii. Roller coating should simulate road condition

3. EMISSION TESTER
   i. Type: Gas analyzer on trolley for mobility
   ii. 5 gas analyzer
   iii. Automatic Pass/Fail judgement
   iv. PC interface mandatory
   v. Class O device compatible OIML R99/0

4. BAR CODE SCANNER
   i. Type: Optical
   ii. Nominal scan ratio: maximum speed 20 - 30 scan/sec.
   iii. Sensor type: high input optics
   iv. Built-in parameters are user configurable

5. SOUND LEVEL METER (SONOMETER)
   i. Portable
   ii. Internal Oscillation Calibration
   iii. With positioning tripod stand
   iv. Digital display

6. PROCESS INDICATOR
   i. Digital display/Color LCD
   ii. On stand /wall clamping
   iii. Additional screen
   iv. Instruction on test procedures given to the inspector are displayed on a digital display screen monitor.

7. SPEEDOMETER TESTER
   i. Automated speedometer tester
   ii. Type: Roller speedometer tester
   iii. Sensor type: Digital speed sensor
   iv. Frame: Heavy duty structural steel
   v. Automatic pass/fail judgment
   vi. Maximum test speed of 100 kph
   vii. Maximum load per axle 500 kgs
   viii. Lifting method: Hydraulic System/Pneumatic System

SECTION 11. INSPECTION PROCEDURE

A. INSPECTION OF LIGHT DUTY VEHICLE

This lane applies to all private passenger cars, utility vehicles, sports utility vehicles, jeepneys and other types of vehicle with a gross vehicle weight of 4,500 kgs. and below.

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

i. 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.

ii. 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
   n. Denomination

iii. TEST EQUIPMENT AND APPARATUS
   a. Computer
   b. Wireless touch screen monitor
   c. Tablet for test operation control
   d. Barcode scanner/RFID reader
   e. Process indicator monitor

iv. INSPECTION STANDARDS

   a. The engine/motor number is the same as the engine/motor number appearing in the current Original Certificate of Registration.
   b. 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 Official Receipt/Certificate of Registration.

v. 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
v. Length, width and height (Rebuilt and locally assembled)

vi. UNDER CARRIAGE 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
w. Parking Brake Wire

vii. 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 vehicle. 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.

viii. TEST EQUIPMENT AND APPARATUS

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

2. STAGE 2.

2.1 SIDESLIP TEST

a. At this stage, the inspection is fully automated.
b. The sideslip tester measures the vehicles front wheel alignment of toe-in and toe-out.
c. The process indicator prompts the inspector to drive the vehicle forward to the sideslip sensor plate.
d. The measurement of lateral slip/movement of wheels start when the vehicle entered the first switch and the result of the test is determined when the vehicle passed through the last switch of the tester.
e. Passed/failed judgments are determined and the data is transferred to the database.

i. TEST EQUIPMENT AND APPARATUS

a. Computer
b. Sideslip tester
c. Process indicator monitor

2.2 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.

i. INSPECTION PROCEDURE:

a. At this stage, both wheels of the axle under 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.

ii. TEST EQUIPMENT AND APPARATUS

a. Suspension Tester
b. Process indicator monitor

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

i. TEST EQUIPMENT AND APPARATUS

a. Computer
b. Roller brake tester (with axle weighing device)
c. Process indicator monitor

2.4 SPEEDOMETER TEST - This test measures the actual speed of the vehicle and checks the accuracy of vehicle's speedometer reading.

i. INSPECTION PROCEDURE:

a. The inspector performs instructions from the process indicator. Accelerates the vehicle to the speed of 40 km/hr and decelerate to rest.

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

ii. TEST EQUIPMENT AND APPARATUS

a. Computer
b. Speedometer Tester
c. Process indicator monitor

3. STAGE 3.

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

i. INSPECTION PROCEDURE:

i.1 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 inspection is determined and data is transferred to the database.

i.2 TEST EQUIPMENT AND APPARATUS

i.2.1 Computer
i.2.2 Headlight Tester
i.2.3 Process indicator monitor

3.2 EMISSION MEASUREMENT

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

i.1 INSPECTION PROCEDURE:

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 engine 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 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 database after inspection is completed.

i.2 TEST EQUIPMENT AND APPARATUS

i.2.1 Exhaust gas analyzer (HC, CO, CO_2, NOx, O_2)*

i.2.2 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 IgnitionEngine)

ii.1 INSPECTION PROCEDURE:

This test is a smoke opacity measurement for in-use motor vehicle equipped with 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 with the 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 tail pipe. While the engine idles, the inspector put the sampling probe into the exhaust pipe of the vehicle in accordance with the instruction on the process indicator.

Results are transferred to database after inspection is completed.

ii.2TEST EQUIPMENT AND APPARATUS

ii.2.1 Computer

ii.2.2 Opacity meter

ii.2.3 Process indicator monitor

3.3 SOUND LEVEL MEASUREMENT

i. INSPECTION PROCEDURE:

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

i.1 TEST EQUIPMENT AND APPARATUS

i.1.1 Sonometer
i.1.2 Process indicator monitor

The suggested lay out of a Three (3) - Stage PMVIC Equipment for Light Duty Lane is attached as Annex "A".

B. INSPECTION OF MOTORCYCLE

1. STAGE 1.

1.1 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.

i. ITEMS FOR INSPECTION

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

ii. TEST EQUIPMENT AND APPARATUS

ii.1 Computer
ii.2 Wireless touch screen monitor

ii.3 Tablet for test operation control
ii.4 Barcode scanner/RFID reader
ii.5 Process indicator monitor
ii.6 IP Camera

1.2 ABOVE CARRIAGE INSPECTION (VISUAL INSPECTION)

i. ITEMS FOR INSPECTION

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

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

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

1.3 EMISSION MEASUREMENT

All motorcycles shall be tested at idle speed. The test procedures are for the determination of the concentration of carbon monoxide (CO) and Hydrocarbon (HC) emission from motorcycle.
The vehicle exhaust is leak proof and will allow the insertion of 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 database after inspection is completed.

i. TEST EQUIPMENT AND APPARATUS

i.1 Computer
i.2 Exhaust gas analyzer* (HC, CO, C02, NOx, 02)
i.3 Process Indicator monitor
**The test equipment shall be capable of testing other types of fuel that will be introduced in the market (e.g.CNG/ethanol.)*

1.4 HEADLIGHT TEST

The headlight tester measures the luminous intensity and the photometric axis of the motorcycle's headlight.

i. INSPECTION PROCEDURE

i.1 At this stage, the inspection is fully automated.
i.2 The inspected motorcycle will stop at a predetermined distance in relation to the headlight tester. After completion of the inspection, the headlight tester will automatically return to its position.
i.3 The result of the inspection is determined and data is transferred to the database.

ii. TEST EQUIPMENT AND APPARATUS

ii.1 Computer
ii.2 Headlight tester
ii.3 Process indicator

2. STAGE 2.

2.1 ROLLER BRAKE TEST - At this stage, the inspection is fully automated. This test measures the braking force of the front and rear wheel of the motorcycle.

i. INSPECTION PROCEDURE:

The process indicator prompts the driver to release or depress the brake of the motorcycle. The vehicles wheel drag is then measured by the system.

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

ii. TEST EQUIPMENT AND APPARATUS

ii.1 Computer

ii.2 Roller brake tester
ii.3 Process Indicator monitor

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

i. TEST EQUIPMENT AND APPARATUS

i.1 Computer
i.2 Speedometer tester
i.3 Process indicator monitor

2.3 SOUND LEVEL MEASUREMENT

i. INSPECTION PROCEDURE:

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

ii. TEST EQUIPMENT AND APPARATUS

ii.1 Computer
ii.2 Sonometer
ii.3 Process indicator monitor

The layout of a Two-Stage PMVIC Equipment for Motorcycle Lane is attached as Annex "B".

SECTION 12. MOTOR VEHICLE INSPECTION REPORT (MVIR)

A. The Motor Vehicle Inspection Report (MVIR) provides the following information:
1. Vehicle information and specification;
2. Name and address of owner/operator;
3. PMVIC location;
4. Pass/fail status of all items in all stages of inspection; and
5. MVIR security number

SECTION 13. GENERAL REQUIREMENTS

A. The PMVIC shall be FULLY AUTOMATED and capable ofbeing interconnected or interfaced with the existing LTO IT System;

B. 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;

C. Upon completion of all stages of inspection, the results are transferred to the Main Database Server (MDS). The Motor Vehicle Inspection Report (MVIR) will provide the overall pass/fail status of a vehicle. A Certificate of PMVIC Compliance (PMVISC) shall be issued to the vehicle that completely passed the inspection. An indestructible sticker, which cannot be removed from the license plate, will be issued and physically attached by an authorized representative of the PMVIC. The MVIR, CMVISC and sticker will be designed by the LTO;

D. The PMVICIT 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 the LTO IT System;

E. The software must be capable of recognizing new license plate formats via 2D barcode and/or 3rd plate sticker equipped with RFID tags;

F. There shall be no manual encoding of test results. Editing of said result shall be prohibited;

G. Payment may be accepted either on-site or online by the PMVIC System. Payment status and details must be uploaded into the MVIC IT system;

H. The LTO IT System shall serve as repository of the PMVICs'inspection test results;

I. The PMVICshall be able to function on an offline mode "stand-alone". It shall be able to collect and record test results for a minimum of sixty (60) days which may be saved in an external storage device when necessary.The recorded test results shall be transmitted to the LTO-IT System once on-line;

J. Fingerprint recognition and user authentication must be provided to authorized MVITs to activate the inspection equipment and MVIC application software;

K. The PMVIC 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.

L. There shall be sufficient parking area for vehicles;

M. There shall be an administrative office with clients' waiting lounge with the provision for real-time broadcasting of the inspection process as captured by Section 15 A-2;

N. The inspection shall be done in a well-ventilated building.

O. There shall be a data control room at the end of the inspection lane for the releasing of Certificates of Inspection and for the database.

P. The PMVIC equipment must be supplied by an ISO9001:2015 Certified manufacturer.

Q. It is understood that "down time" or "offline" refers to the internet connection downtime; other than that, the PMVICshall not be allowed to proceed with its business operation.

R. Any changes or update of PMVIC IT System shall be submitted to LTO for approval and subject for evaluation of LTO.

SECTION 14. MAIN DATABASE SERVER (MDS)

A. On completion of all stages of inspection, the results are transferred to the Main Database Server (MDS). The MVIR 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 to theMDS, for on-line and real-time authentication and validation of test results with LTO IT System. A Certificate of Motor Vehicle Inspection System Compliance (CMVISC) and inspection sticker shall be issued to all motor vehicles that completelypassed the inspection process.

SECTION 15.OTHERS

A.1. IP CAMERA

The PMVIC shall provide an IP camera for each stage of inspectionfor monitoring and recording of the inspection process.The LTO shall be able to monitor the actual activities of inspection online/real-time.

2. 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 to the Customer Lounge. The recording shall be available for 1 year from the date of inspection.

B. 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.

C. PUBLIC ADDRESS SYSTEM

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

D. RE-INSPECTION OF FAILED ITEMS

The system must be capable to identify and activate 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.

E. LANE CAPACITY

The inspection lane is capable of operating in accordance with the performance standards and criteria set forth in these Guidelines.

F. TRAINING

All MVITs shall undergo training on the MVIC procedures and processes. This willbe conducted by the LTO and certificates will be issued upon training completion.

G. CALIBRATION

All specifications, brochures, and calibration process of all inspection equipment shall be provided by the PMVICand submitted to the Authorization Committee. All equipment shall undergo calibration every 6 months to ensure accuracy. The calibration company shall be accredited by any government agency such as Department of Trade and Industry (DTI).

H. 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 responsibilities of the PMVIC. It shall submit a maintenance plan and periodic scheduled calibration to all test equipment to ensure accurate and consistent operation from the entire warranty period for approval by the Authorization Committee

I. SYSTEM RECOVERY

The PMVIC shall provide an operational system recovery plan; indicate how service will be resumed, in case of power and operational failure, and implement the same within one (1) day from such failure.

J. CERTIFICATE OF MVIS COMPLIANCE AND INSPECTION STICKER

A CMVISC and inspection sticker shall be issued to the vehicle owner/driver after the motor vehicle successfully completes the inspection process.

K. BAR CODE SYSTEM OR SIMILAR ELECTRONIC IDENTIFYING SYSTEMS

The system must employ automatic data capture, such as bar-code scanning to positively and quickly identify vehicles and their records.

L. REAL TIME SYSTEM

The PMVICsshall be connected directly to the LTO IT SYSTEM. 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.

M. AUTOMATIC PASS/FAIL RESULTS

Passed or failed items shall be automatic and shall be transferred to database after inspection process except those items under the "visual inspection category".

N. AUTOMATIC ZEROING

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

O. SECURE

The equipment must also prevent falsification of, or unauthorized access to, test reports and data storage media. This shall be accomplished by using an attached printer utilizing secure certificates for compliance, at the end of the inspection line.

P. HARDWARE/SOFTWARE REQUIREMENTS

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.

1. The capability of system hardware to meet all requirements.
2. The capability of system and application software to support the application requested.

Q. INTERNET CONNECTION

The PMVIC should have an internet speed of at least 5MBPS using a leased line.

R. SECURITY

1. SECURITY

The system must have multiple levels of security (such as biometrics fingerprint and AFIS) and access codes to regulate system access and 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:

i. Software security applications which can easily be updated
ii. Ability to document reports on various system and user activities
iii. Number of layers/divisions of security
iv. Length/description of passwords
v. Ability to restrict access for specified tasks

2. DATA SECURITY

The PMVIC database shall not be accessed/open on-site without prior notifications and approval by LTO.Must ensure that all data collected or received by the PMVIC becomes and remains the exclusive property of the LTO. PMVICsshall not supply any report or statistical information to any person or entity other than the LTO without advance specific written permission from the Authorization Committee.

3. INTERFACE SECURITY

The PMVIC's system must support all LTO IT System communications interface requirements as related to access security.

SECTION 16.SYSTEM REQUIREMENTS

A. A system generated Certificate of Inspection shall be the output of the inspection process with "Passed" or "Failed" criteria.
B. Data Management System. All inspection result shall be uploaded online and real time to the LTO IT system. This result shall be used for the monitoring of the PMVIC by LTO.
C. All inspection equipment shall be interfaced to the PMVICsystem. The storage system must have a minimum capacity of 10 year volume of data.
D. The PMVIC System must be interfaced to the LTO IT System. The PMVIC System shall upload test results, vehicle and payment data to the Central database online and real time. The Central MVIC database shall serve as repository of all inspection results from PMVICsnationwide.
E. A Database System Solution (E.g. Cloud Storage) for check and balance purposes will be provided to the DOTr by the PMVIC for "one-to-one" record comparison to LTO-IT System data. This allows the DOTr to monitor and view all inspection results, pictures and/or videos of the vehicles tested as visual proof of inspection for transparency. This data storage facility shall have the capacity to store and maintain the records, pictures and videos of a vehicle for duration of at least one (1) year from the date of inspection.

SECTION 17. INSPECTION FEES

A. For every motor vehicle inspected in a PMVIC, the following fees shall be collected:

Type of Motor Vehicle	Inspection Fee	Re-inspection Fee*
1. Motor Vehicle with GVW =< 4500 kg.	**Php.1,800.00**	**Php. 900.00**
2. MC/TC	**Php. 600.00**	**Php. 300.00**

*Note: Re-Inspection fee is collected when a motor vehicle fails the first inspection. Re-Inspection of the vehicle shall cover the stage where it previously failed.

SECTION 18. MISCELLANEOUS TRANSACTIONS

A. An Inspection fee of Php 1,800.00 may be collected for the followingtransactions:

1. MV modification (change body design/configuration);
2. Miscellaneous transactions such as change engine/chassis, change color, revision of Gross Vehicle Weight, re-stamping of engine; and
3. Recovered carnapped vehicle.

SECTION 19. POST-INSPECTION PROCEDURES

A. Handling of Client Complaints

To ensure that the complaints/feedback from the customers are recorded, monitored, analyzed and reported to the top management, a procedure which defined the actions and responsibilities of officials and personnel concerned is documented in PM-OAS 001 of the Quality Management System Procedure Manual. The Customers' Complaints/Feedbacks Management in PM-OAS 011 shall be observed in handling clients' complaints relative to the implementation of the MVIS.

SECTION 20. REPEALING CLAUSE

All memoranda, circulars, orders and other issuances in conflict or inconsistent herewith are hereby superseded, amended and/or repealed accordingly.

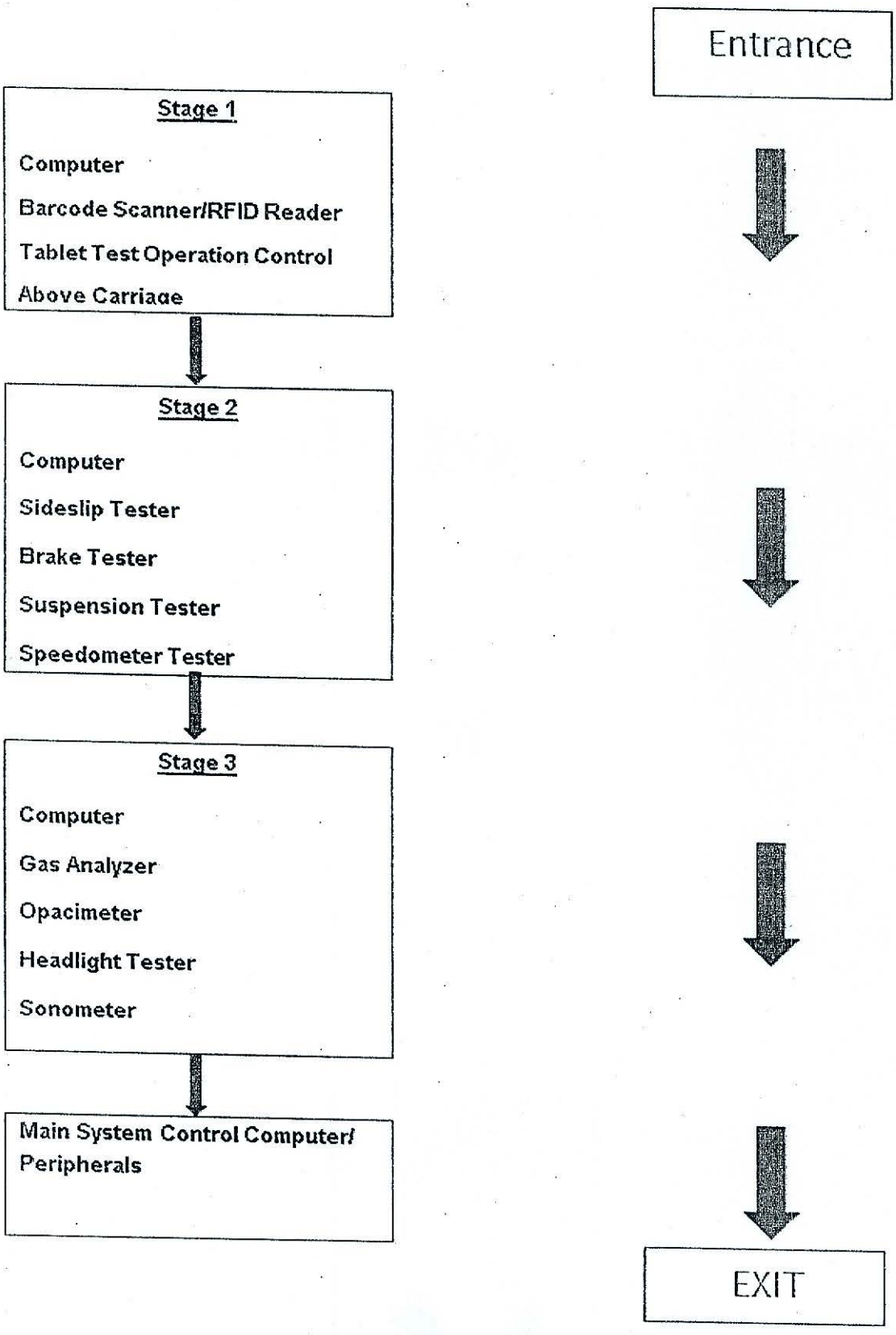
SECTION 21.EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days following the completion of its publication in the Official Gazette and/or in a newspaper of general circulation and/or the filing of three (3) copies with the UP Law Center pursuant to Memorandum Circular 11 dated 09 October 1992 of the Office of the President.

EDGAR C. GALVANTE
Assistant Secretary

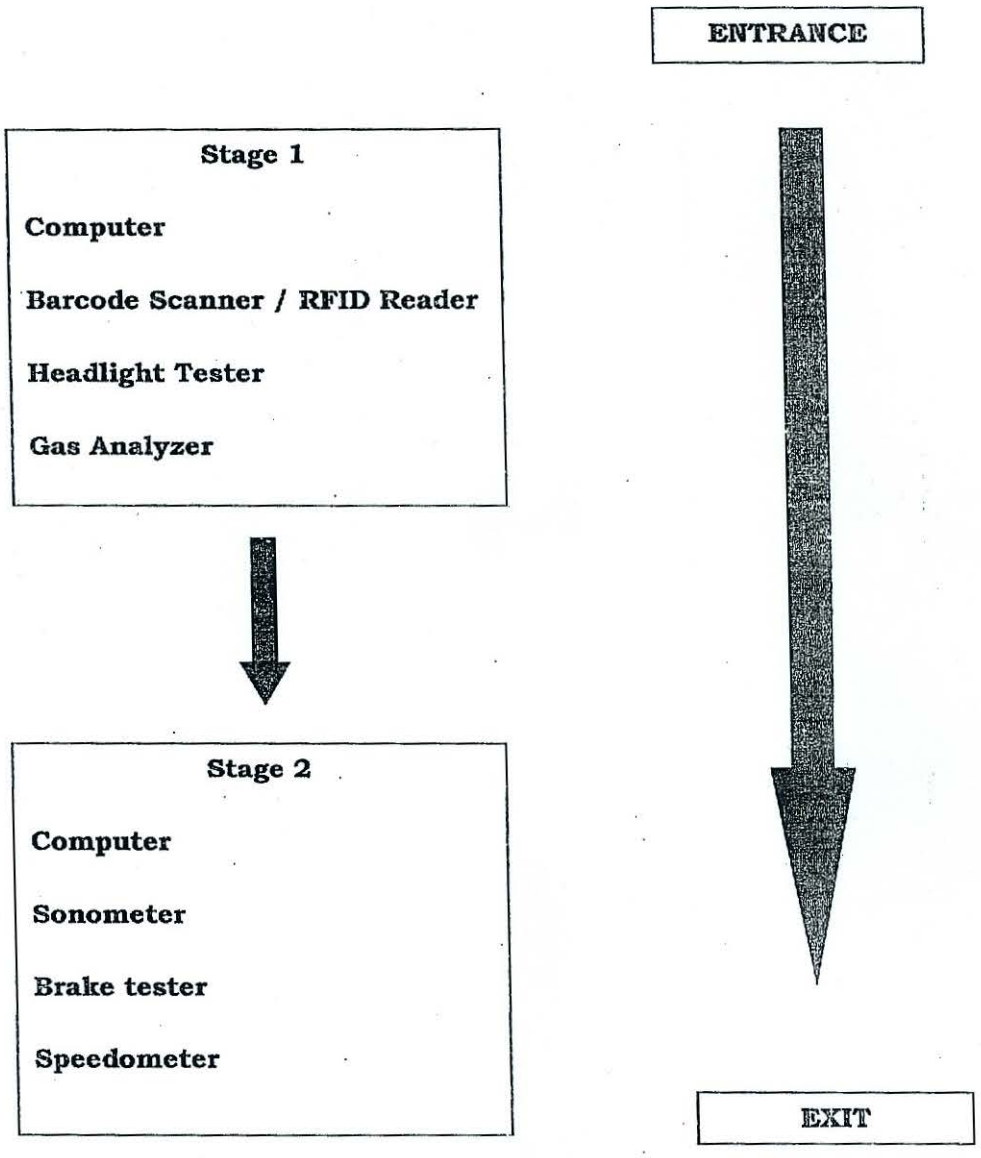
Annex "A"

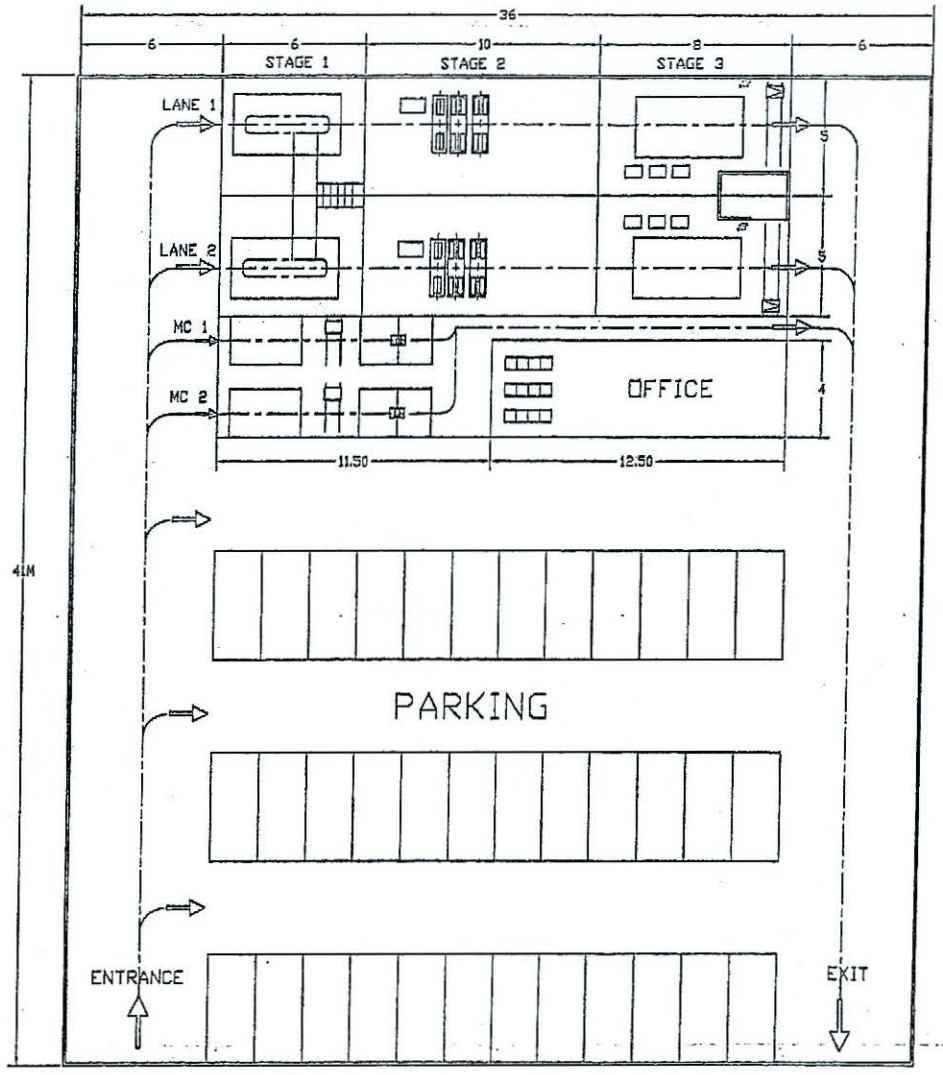
Lay Out of a Three (3) - Stage PMVIC Equipment for Light Duty Lane



Annex "B"

Lay Out of a Two (2) Stage PMVIC Equipment for Motorcycle Lane





LV LANE

STAGE 1
1. VISUAL INSPECTION
   A. ABOVE CARRIAGE INSPECTION
   B. UNDER CARRIAGE INSPECTION

STAGE 2
1. ALIGNMENT TEST
2. SUSPENSION TEST
3. BRAKE TEST
4. SPEEDOMETER TEST

STAGE 3
1. EMISSION TEST
2. SOUND LEVEL TEST
3. HEADLIGHT TEST

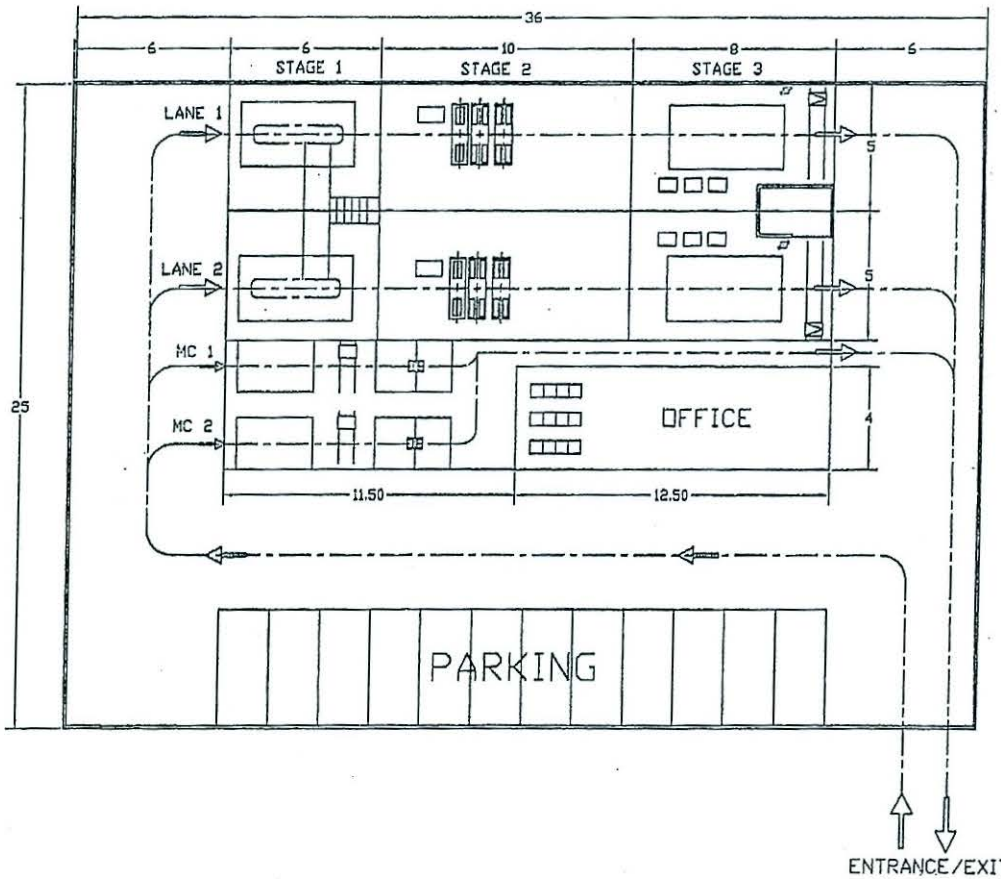
MC LANE

STAGE 1
1. VISUAL INSPECTION
   A. ABOVE CARRIAGE INSPECTION
2. EMISSION TEST
3. HEADLIGHT TEST

STAGE 2
1. BRAKE TEST
2. SPEEDOMETER TEST
3. SOUND LEVEL TEST

TYPICAL 2LV/2MC SITE

1,500 SQ.M. AREA



LV LANE

STAGE 1
1. VISUAL INSPECTION
   A. ABOVE CARRIAGE INSPECTION
   B. UNDER CARRIAGE INSPECTION

STAGE 2
1. ALIGNMENT TEST
2. SUSPENSION TEST
3. BRAKE TEST
4. SPEEDOMETER TEST

STAGE 3
1. EMISSION TEST
2. SOUND LEVEL TEST
3. HEADLIGHT TEST

MC LANE

STAGE 1
1. VISUAL INSPECTION
   A. ABOVE CARRIAGE INSPECTION
2. EMISSION TEST
3. HEADLIGHT TEST

STAGE 2
1. BRAKE TEST
2. SPEEDOMETER TEST
3. SOUND LEVEL TEST

TYPICAL 2LV/2MC SITE

ANNEX "E"

LTO Form No. _____

Republic of the Philippines
Department of Transportation
LAND TRANSPORTATION OFFICE
East Avenue, Quezon City

MVIC _____

MOTOR VEHICLE INSPECTION SYSTEM REPORT

MVISR No.	Date Issued		Purpose of Inspection	
Name of Operator/Owner			Address	
Plate No.	Chassis No.		Motor No.	File No.
Classification	Denomination		Type of Body	Make/Series
Gross Wt.	Net Wt.	Color	Year Model	No. of Cylinder/Axle
Type of Fuel	[ ] Gas [ ] Diesel [ ] Auto-LPG [ ] CNG [ ] Electric [ ] Others			

ABOVE CARRIAGE	Result	UNDER CARRIAGE	Result
Body Appearance		Radiator	
Chassis		Engine Bracket/Mounting	
Engine		Engine Oil Leakage	
Handle Bars		Transmission Oil Leakage	
Wiper/Washer		Steering Ball Joints	
Windshield/Window Glass		Steering Leakages/Gear Box Mounting	
Headlights		Steering Idler/Sector Shaft	
Signal Lights (front)		Front Shackle Eyes/Pins/Bushes	
Signal Lights (rear)		Stabilizers/Bushes	
Parking Lights (front)		King Pins and Bearings	
Parking Lights (rear)		Front Suspension Joints/Bushes	
Brake Lights		Rear Suspension Joints/Bushes	
Back-up Lights		Rear Linkages	
Clearance Lights		Brake Hoses/Pipes/Cylinders	
Number Plate/Lights		Fuel Hoses/Pipes	
Hazard Lights		Spring U Bolts/Nuts	
Reflectors		Spring Clips	
Interior Lights		Shock Absorbers	
Top Light (Taxi)		Rear Shackle Eyes/Pins/Bushes	
Seat Belts		Drive Shaft Bolts/Nut	
Horn		Differential Oil Leakage	
Door/Hinges		Propeller Shaft Coupling	
Floor Board		Exhaust Pipes and Silencer	
Side Mirror/Rear View		Chassis Frame	
Clutch System		Chassis Cross Member	
Brake System		Body Floor Board	
Driver's /Passenger's Seat		Power Steering	
Steering		Parking Brake Wire	
Tires/Wheels		MAC	
Wheel Bolts/Nuts		Others	
Fuel Tank/Cap			
Panel Gauges			
EWD			
Others			

SIDE SLIP TEST	Result

BRAKE TEST		Sum	Diff.	Result
	FB			
	RB1			
	PB1			
	RB2			
	PB2			
	RB3			
	PB3			

SPEEDOMETER TEST	Result

SUSPENSION TEST	Result

HEAD LIGHT TEST		Lum.	L/R	U/D	Result
	LH				
	RH				

SOUND LEVEL TEST	Result

EMISSION TEST	Result
Opacity	
HC	
CO	

MVIS Test Conducted By: _____

[ ] Approved
[ ] Disapproved

_____
Chief-MVIC

MVIS

REMARKS

ANNEX "F"

Department of Transportation
LAND TRANSPORTATION OFFICE
East Ave., Quezon City

NEW APPLICATION FOR ACCREDITATION OF PRIVATE MOTOR VEHICLE INSPECTION CENTER (PMVIC)

DATE: _____

BUSINESS NAME: _____

BUSINESS ADDRESS : _____

_____

CONTACT NO : _____ **Email Address:** _____

DOCUMENTARY REQUIREMENTS *(To be submitted upon application)*

- ☐ Letter of Intent;
- ☐ Duly accomplished application form, under oath;
- ☐ Location map and layout of the proposed PMVIC, including dimensions;
- ☐ Bank Certificate of Deposit in the amount of not less than P10,000,000.00 or Letter of Credit or its equivalent;
- ☐ Transfer Certificate of Title in the name of the applicant or Contract to lease with a minimum lease period of ten (10) years ;
- ☐ Payment of Application Fee of Php. 50,000.00 which is non-refundable.
- ☐ Profile of the applicant, joint venture partners, or incorporators with sworn statement to organize and register as such once the *Provisional Authority* is issued; and
- ☐ Brief description of the MVIS equipment to be installed with manufacturer's brochures, manuals and certificate of delivery schedule from the manufacturer.

OTHER DOCUMENTARY REQUIREMENTS *(To be submitted within 45 days from issuance of the Provisional Authority).*

- ☐ For sole proprietorship, DTI Certificate of Business Name Registration;
- ☐ For corporation and partnership, Securities and Exchange Commission Certificate of Registration, Articles of Incorporation/ Partnership and By-Laws and Secretary's Certificate specifying the name of the authorized representative who must be an officer of the corporation/partnership;
- ☐ 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;

- ☐ Certified True Copy of Mayor's or Business Permit;
- ☐ BIR Registration and Tax Identification Number;
- ☐ Undertaking that the applicant shall comply with all labor laws;
- ☐ Proof of orders of the required inspection equipment.
- ☐ Building permit and copy of the building plan.
- ☐ All source codes relative to the PMVIC System, which are subject to LTO testing/evaluation, must only be compiled for installation to the PMVIC upon approval. Failure of which shall mean automatic disapproval of the application.
- ☐ A sworn affidavit of the applicant that: the latter has no derogatory record in government transactions;
- ☐ Shall comply with the list of personnel enumerated in the organizational structure shall be available during the one-hundred fifty (150) days for the construction of the PMVIS facility; and that during the said period the PMVIS facility shall be fully operational and;
- ☐ If applicable, Lease Contract with a minimum period of ten (10) years

_____	_____
Printed Name & Signature of Applicant and/or Authorized Representative	Designation

SUBSCRIBED AND SWORN to before me this _____ day of _____, affiant exhibiting to me his/her Residence Certificate No. _____ Issued at _____ on _____

Doc No. _____
Page No. ____

ANNEX "G"

Department of Transportation
LAND TRANSPORTATION OFFICE
East Ave., Quezon City

APPLICATION FOR RENEWAL OF ACCREDITATION OF PRIVATE MOTOR VEHICLE INSPECTION CENTER (PMVIC)

DATE: _____

BUSINESS NAME: _____

BUSINESS ADDRESS : _____

_____

CONTACT NO : _____ **Email Address:** _____

Documentary Requirements:

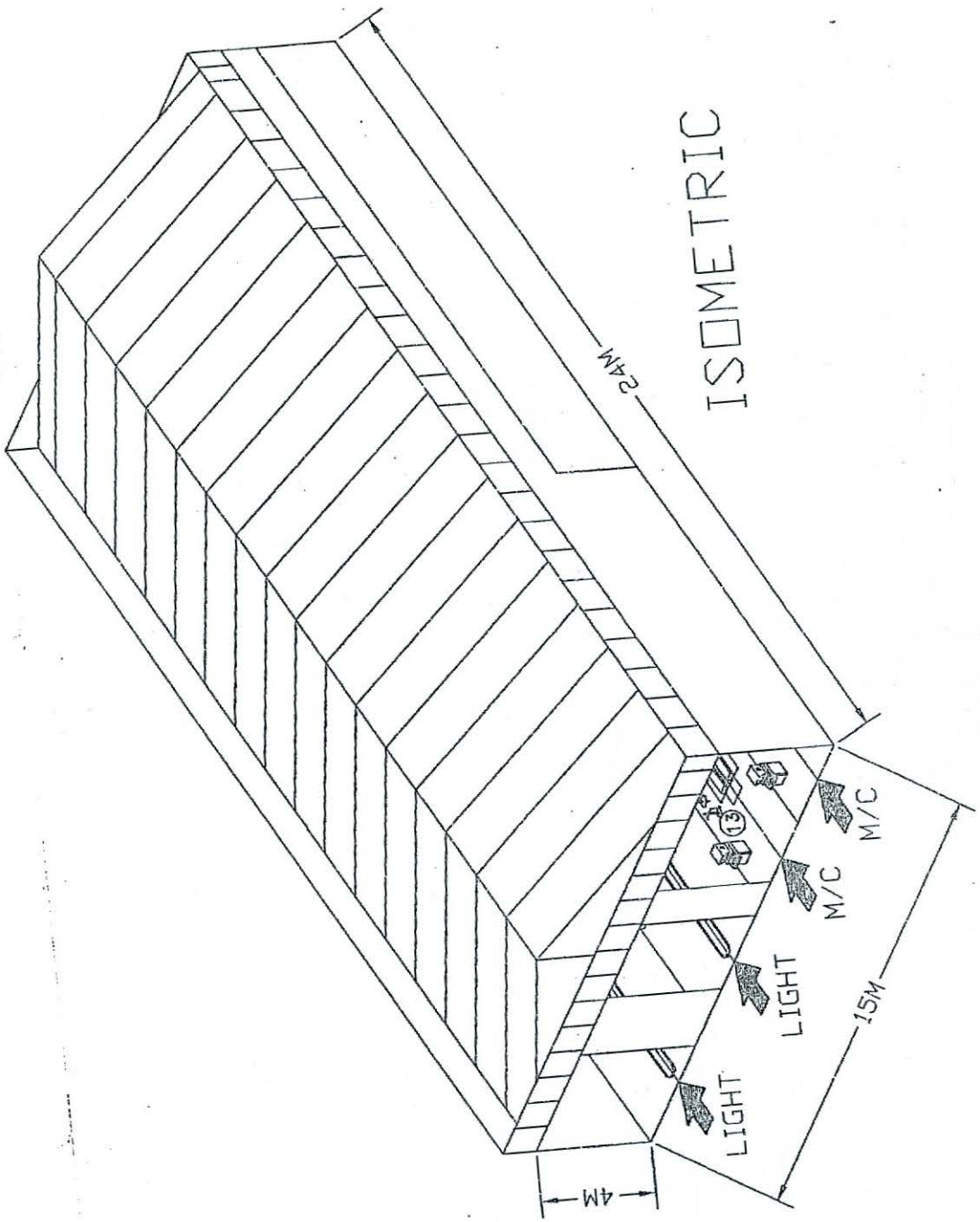
- ☐ Duly accomplished application form for Renewal, under oath.
- ☐ Original copy of the Authorization Certificate.
- ☐ Original LTO Certificate of MVIT.
- ☐ TESDA Certificate of the MVIT.
- ☐ Certified true copy of Mayor's or Business Permit.
- ☐ Latest Income Tax Return for the immediately preceding year, duly stamped and received by the BIR.
- ☐ Certificate of calibration issued by accredited calibration laboratories (Coordinate with DTI-PAB).
- ☐ Payment of Renewal Fee of Php. 50,000.00 which is non-refundable.
- ☐ Audited financial statement of the immediately preceding year.

_____ _____
Printed Name & Signature of Applicant and/or Authorized Representative — Designation

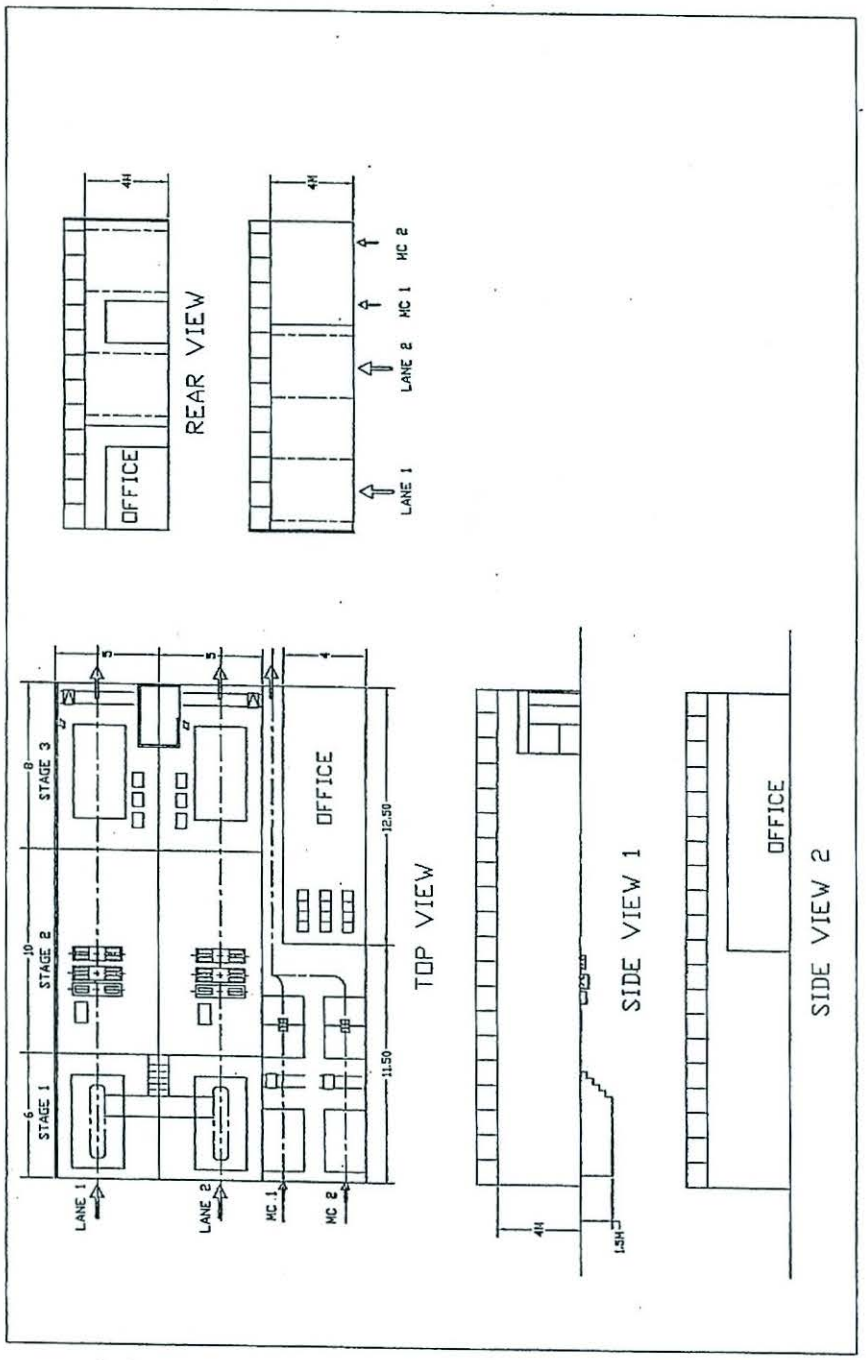
SUBSCRIBED AND SWORN to before me this _____ day of _____, affiant exhibiting to me his/her Residence Certificate No. _____ Issued at _____ on _____

Doc No. _____
Page No. ____

ANNEX "H"



ANNEX "I"


REAR VIEW
OFFICE
4H
LANE 1
LANE 2
MC 1
MC 2
TOP VIEW
STAGE 1
STAGE 2
STAGE 3
OFFICE
12.50
11.50
SIDE VIEW 1
SIDE VIEW 2
1.5H