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 PUBLIC SERVICES SECTION

REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

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MEMORANDUM CIRCULAR NO. 2022-2322

SUBJECT : GUIDELINES FOR THE AUTHORIZATION OF PRIVATE MOTOR VEHICLE INSPECTION CENTER (PMVIC) FOR HEAVY DUTY VEHICLES (PMVICs-HDV)

DATE : 28 February 2022

WHEREAS, pursuant to the provisions of Republic Act No. 4136 (Land Transportation and Traffic Code of the Philippines), the Land Transportation Office (LTO) 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 connection with LTO's mandate to inspect and register motor vehicles, Section 16 of Republic Act No. 4136 provides that:

"x x x if 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, similar provisions can also be found in Section 4(h) of Act No. 3992 (An Act to Amend and Compile the Laws Relative to Motor Vehicles), as amended by Republic Act No. 4136, Act No. 2159 (An Act to Regulate Motor Vehicle Traffic in the Philippine Islands, To Provide for the

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Registration of Motor Vehicles and the Licensing of Operators, and to Require All Vehicles on Highways to Carry Lights, and for Other Purposes), and Act No. 3045 (An Act to Amend and Compile the Laws Regulating Motor Vehicles and the Licensing of Motor Vehicle Operators, the Laws Requiring Lights of All Vehicles Using Highways at Night and the Laws Prescribing Penalties for Violations Thereof, and for Other Purposes) which are still in full force and effect and with a common theme that government agents can anytime inspect any motor vehicle to determine whether the same is "unsafe";

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

WHEREAS, Section 21 (c), Article 4 of Republic Act No. 8749 provides that the DOTC (now DOTr), together with the Department of Trade and Industry, and the Department of Environment and Natural Resources shall establish the procedures for the inspection of motor vehicles and the testing of their emissions;

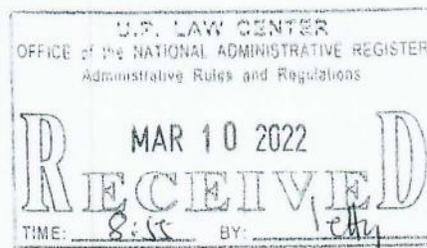
WHEREAS, the "Implementing Rules and Regulations of the Philippine Clean Air Act of 1999" provides that all private in-use motor vehicles and vehicles with updated/enhanced engine whose chassis are pre-registered with LTO will only be allowed renewal of annual registration when, upon inspection by the LTO or other authorized private Motor Vehicle Inspection Station;

WHEREAS, the "Implementing Rules and Regulations of the Philippine Clean Air Act of 1999" also provided that the DOTr shall conduct the vehicle test utilizing the Motor Vehicle Inspection System (MVIS) or its duly authorized and accredited inspection centers consistent with Republic Act No. 7394 or the "Consumer Act of the Philippines", within sixty (60) days prior to date of registration;

WHEREAS, Under the Administrative Code of 1987 as amended, the DOTr shall be the primary policy, planning, programming, coordinating, implementing, regulating and administrative entity of the Executive Branch of the government in the promotion, development and regulation of dependable and coordinated networks of transportation systems as well as in the fast, safe, efficient and reliable postal, transportation services;

WHEREAS, Executive Order No. 125-A mandates the DOTr to establish and prescribe rules and regulations for the inspection and registration of air and land transportation facilities, such as motor vehicles, tri mobiles, railways, and aircraft;

WHEREAS, Section 1 of Republic Act No. 7718 (An Act Authorizing the Financing, Construction, Operation and Maintenance of Infrastructure Projects by the Private Sector, and for Other Purposes) mandates that it is the declared policy of the State to recognize the



indispensable role of the private sector as the main engine for national growth and development and provide the most appropriate incentives to mobilize private resources for the purpose of financing the construction, operation and maintenance of infrastructure and development projects normally financed and undertaken by the Government. Such incentives, aside from financial incentives as provided by law, shall include providing a climate of minimum government regulations and procedures and specific government undertakings in support of the private sector;

WHEREAS, Executive Order No. 25, Series of 1987 (Reorganizing the Ministry of Transportation and Communications Defining Its Powers and functions and For Other Purpose) granted the DOTr 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, the DOTr was given the authority to engage the private sector in the conduct of the Motor Vehicle Inspection System (MVIS) facility expansion, thus DOTr issued Department Order No. 2018-019 (An Order Privatizing the Motor Vehicle Inspection System (MVIS) Through Authorization) setting the guidelines in the Privatization of the Motor Vehicle Inspection Centers (MVICs) through Authorization;

WHEREAS, relative to Section 3 of Department Order No. 2018-019, the LTO issued Memorandum Circular No. 2018-2158 or the "Guidelines for the Authorization of Private Motor Vehicle Inspection Centers (PMVICs)";

WHEREAS, considering the need to expand the coverage of the motor vehicles, private or public, that will be subjected to MVIC and in order to check their roadworthiness that will promote public safety, Department Order No. 2018-019 was revised and amended by Department Order No. 2019-002 (Revised Order on Privatizing the Motor Vehicle Inspection Centers (MVICs) Through Authorization);

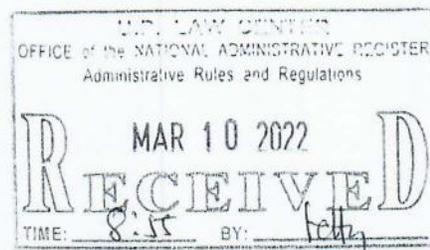
WHEREAS, Section 3 of Department Order No. 2019-002 authorizes the DOTr and the LTO to issue Guidelines for Authorization of Private Motor Vehicle Inspection Centers (PMVICs);

WHEREAS, accordingly, the PMVIC Authorization Committee resolved to forward to the LTO Assistant Secretary for his adoption and signature, this Memorandum Circular prescribing the guidelines for PMVIC for Heavy Duty Vehicles, pursuant to the authority of the LTO as the Implementing Agency relative to the MVIS Program;

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

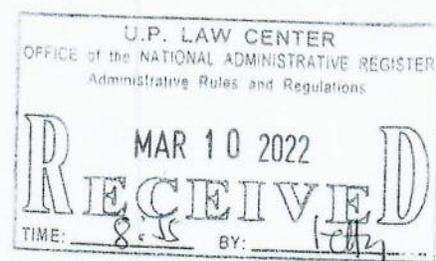
SECTION 1. DEFINITION OF TERMS

When used in this Memorandum Circular, the following terms shall



be defined as follows:

- 1.1 **Authorization Certificate to Operate** - a non-transferable document issued by the Authorization Committee granting authority to a natural or juridical person to establish, engage and operate a Private Motor Vehicle Inspection Center.
- 1.2 **Authorization Committee** - the committee created under Department Order 2019-002 tasked to formulate guidelines and procedures relative to PMVICs and to evaluate the applicant's conformity with the requirements for authority to operate PMVICs.
- 1.3 **Downtime or Offline** – refers to a period when the IT system is unavailable or not operational. In case of unforeseeable or uncontrollable downtime period, the PMVIC shall have a non-extendible period of one (1) day to make the system operational.
- 1.4 **Eligible PMVIC** - one who has complied with all the documentary, legal and/or other requirements under Section 3 hereof.
- 1.5 **Inspection Team** - the Team constituted by the Authorization Committee to conduct inspection prior to the issuance of the Provisional Authorization Certificate to Operate/ Authorization Certificate to Operate.
- 1.6 **Heavy Duty Vehicles (HDV)**- are motor vehicles with gross vehicle weight(GVW) of 4,501 kgs. and above.
- 1.7 **MVIS** - Motor Vehicle Inspection System
- 1.8 **NC II** - National Certificate or the Certificate of Competency issued by TESDA accredited training centers
- 1.9 **PMVIC Applicant/Proponent** - a natural or juridical person applying for authority to establish, engage and operate a Private Motor Vehicle Inspection Center.
- 1.10 **Non-Contested Site** – a PMVIC site with only one applicant/proponent.
- 1.11 **Notice of Eligibility** – issued to an applicant who has complied with all the documentary requirements after preliminary evaluation and who has passed the detailed evaluation process.
- 1.12 **Notice of Compliance** - a document issued to a PMVIC Applicant/Proponent who has complied with the documentary requirements under Sections 3.A (Documentary Requirements), 9 (Parameters for



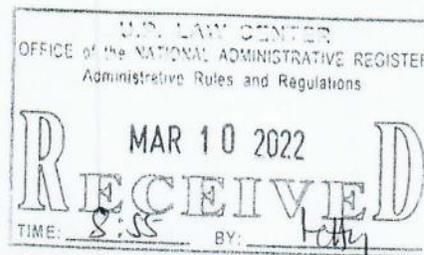
Evaluation) and 3.B. This document serves as an authority to commence construction of the PMVIC facility and installation and commissioning of MVIC equipment.

- 1.13 **Technical Working Group (TWG)** – a group of DOTr-LTO personnel with legal, technical and financial expertise, constituted by the Authorization Committee to assist in the conduct of its functions.
- 1.14 **EXPANSION OF AUTHORITY** – An authority granted to an operating authorized PMVIC provided that the HDV lane shall be located within the premises of the existing PMVIC and shall comply with the space requirements for both LDV and HDV.

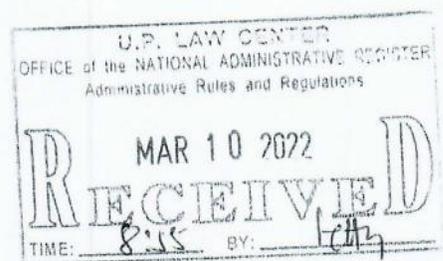
SECTION 2. PROJECTED NATIONWIDE LANE REQUIREMENT

2.1 The number of Heavy Duty Vehicle (HDV) Inspection Lanes to be given authority to operate shall strictly be in accordance with the projected nationwide lane requirements, as follows:

REGION	LOCATION	MINIMUM NO. OF HDV SITES WITH 2 LANES EACH
I	Candon, Ilocos Sur	01
	Laoag City, Ilocos Norte	1
	Urdaneta, Pangasinan	1
	Vigan, Ilocos Sur	1
II	Aparri, Cagayan	1
	Bayombong, Nueva Vizcaya	2
	Cauayan, Isabela	1
	Roxas, Isabela	2
	San Isidro, Isabela	1
	Tuguegarao	2
III	Balanga, Bataan	1
	San Rafael (Baliuag)	1
	Cabanatuan, Nueva Ecija	2
	Mabalacat, Pampanga	1
	Gapan, Nueva Ecija (San Leonardo)	1
	Guagua, Pampanga	1
	Malolos, Bulacan	2
	Meycauayan, Bulacan	2
	Paniqui, Tarlac	1
	San Fernando, Pampanga	2
	Sta. Maria, Bulacan	2
	Capas, Tarlac	1
	Tarlac City	1
Concepcion, Tarlac	1	
IV-A	Batangas City	2

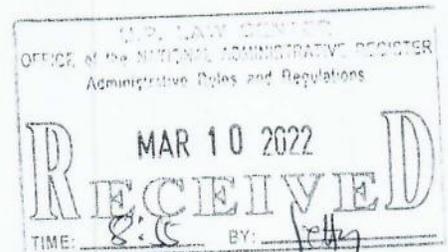


	Imus, Cavite	1
	Calamba, Laguna	2
	Kawit, Cavite	1
	Lipa City, Batangas	2
	Tanauan, Batangas	
	Lucena, Quezon	1
	Pila, Laguna	1
	Tagaytay, Cavite	1
	Binangonan, Rizal	2
	Bacoor, Cavite	2
	Naic, Cavite	1
	Antipolo, Rizal	2
	Montalban, Rizal	1
	San Mateo, Rizal	1
	Cainta, Rizal	1
	Tanay, Rizal	1
	Tiaong, Quezon	1
IV-B	Calapan, Oriental Mindoro	1
V	Legazpi, Albay	1
	Pamplona, Camarines Sur	1
	Pili, Camarines Sur	1
VI	Bacolod City, Negros Occidental	2
	Calinog, Iloilo	1
	Iloilo City	2
	Kalibo, Aklan	1
	Kabankalan, Negros Occidental	1
VII	Carcar, Cebu	1
	Cebu City	1
	Dumaguete City, Negros Oriental	1
	Mandaue City, Cebu	1
	Tagbilaran City, Cebu	1
	Talisay, Cebu	1
	Lapu-lapu, Cebu	1
VIII	Maasin, Leyte	1
	Ormoc, Leyte	1
	Tacloban City	1
IX	Dipolog City	1
	Pagadian City	1
	Zamboanga City	2
X	Cagayan de Oro	3
	Iligan City	1
	Malaybalay	1
	Ozamis City	1
	Puerto	1
XI	Davao City	3
	Digos, Davao del Sur	1
	Tagum, Davao del Norte	1
	Comval, Davao de Oro	1
XII	Cotabato City	1



	General Santos City	1
	Kabacan, Cotabato	1
	Koronadal, South Cotabato	1
	Polomolok, South Cotabato	1
	Tacurong, Sultan Kudarat	1
NCR	Kalookan	1
	Marikina	1
	Novaliches	2
	Pasig	1
	Taguig	1
	Valenzuela	1
CAR	Baguio City	1
	La Trinidad, Benguet	1
	Tabuk	1
	Alfonso Lista, Ifugao	1
CARAGA	Butuan City	1
	Tandag	1
TOTAL		111

- 2.2 Site locations will be based on accessibility, strategic location, catchment areas and number of registered heavy duty vehicles.
- 2.3 A PMVIC-HDV shall have a minimum of two (2) Heavy Duty Vehicle (HDV) lanes with a total contiguous lot area of at least Four Thousand square meters (4,000 sq.m.)(See Annex "C"). Additional lanes may be authorized provided that they shall have a corresponding area of 2,000 sq. meters for each HDV lane.
- 2.4 Expanded authority to operate a PMVIC-HDV, shall have a minimum of one (1) HDV lane provided that the shall comply with the space requirements for both LDV and HDV
- 2.5 As an option for island regions or remote areas a Mobile-Type Heavy Duty Vehicle (Mobile HDV) facility may be accredited subject to the guidelines which will be issued by LTO and approved by the Authorization Committee
- 2.6 Each HDV lane shall be of 3-Stage configuration.
- 2.6 LTO shall review the projected lane or required PMVIC every 2 years or as the need arises, and submit its recommendations to the Authorization Committee for approval.
- 2.7 In case of unavailability of site in the assigned area and lack of proponents, the LTO shall recommend to the Authorization Committee the transfer the PMVIC site from one area to another within the Region



- 2.8 LTO shall have the authority to evaluate the areas where additional PMVICs may be established, taking into account the number of registered heavy duty vehicles. Evaluation report shall be submitted to the Authorization Committee for approval.

SECTION 3. DOCUMENTARY REQUIREMENTS

After compliance with the parameters set forth by the Authorization Committee, a non-discretionary pass or fail criteria shall be used by the Authorization Committee, through the Technical Working Group in the evaluation of the following requirements:

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

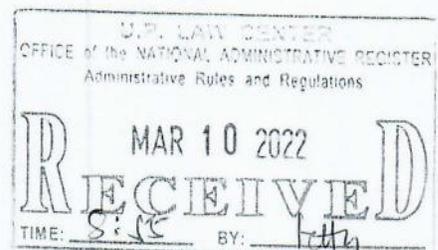
1. Letter of Intent;
2. Profile of the PMVIC Applicant/Proponent;
3. Duly accomplished application form which should be under oath;
4. Location map and layout of the proposed PMVIC, including dimensions;
5. Bank Certificate of Deposit issued by a depository bank, Letter of Credit or Committed Line of Credit issued by a reputable bank (universal, or commercial bank), financial institutions or lending corporations, valid and subsisting, of not less than P10,000,000.00 until the issuance of Notice of Compliance;
6. Transfer Certificate of Title in the name of the applicant or Contract to Sell or Contract to Lease with a minimum lease period of ten (10) years;
7. Payment of a non-refundable Application Fee in the amount of Php.50,000.00 to the LTO Cashier;
8. Omnibus Sworn Statement stating the following:
 - 8.1 that the authorized signatory of the PMVIC Applicant/Proponent is with full powers and authority to file the application and sign any and all documents pertaining to its PMVIC application;
 - 8.2 that the PMVIC Applicant/Proponent is not related by affinity or consanguinity within the 3rd civil degree to any member of the Authorization Committee (AC), Steering Committee (SC), Value Added Service Providers (VASPs) Committee, AC-Technical Working Group, VASPs Committee-Technical Working Group, Inspection Team, AC-Secretariat, SC-Secretariat, VASPs Committee-Secretariat and MVIS-Project Management Office;
 - 8.3 that the PMVIC Applicant/Proponent has no pending case before the DOTr, its sectoral offices and attached agencies;



- 8.4 that the PMVIC Applicant/Proponent complies with labor and standards law;
 - 8.5 that the PMVIC Applicant/Proponent shall organize and register as a joint venture, partnership or a corporation, if applicable;
 - 8.6 that the PMVIC's Motor Vehicle Inspection technician (MVIT) should have been trained in TESDA, or in any TESDA accredited training center or its equivalent;
 - 8.7 that the applicant shall have at least one (1) authorized MVIT per Heavy Vehicle Lane;
 - 8.8 that the PMVIC Applicant/Proponent 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; and
 - 8.9 that the PMVIS facility shall be fully operational after its complete construction.
9. Brief description of the MVIS equipment based on the technical specifications under Sections 18 (Inspection Equipment and Specifications) and 19 (Inspection Procedure) of this Guidelines to be installed shall be supported with manufacturer's brochures, manuals and certificate of delivery schedule from the manufacturer.

B. Legal and/or Other Documentary Requirements *(To be submitted within 45 calendar days from issuance of the Notice of Eligibility. Failure to submit shall be a ground for the denial of application.)*

- 1. Registration Certificate
 - 1.a For sole proprietorship, DTI Certificate of Registration with accompanying Special Power of Attorney of the Authorized Representative;
 - 1.b For corporation and partnership, Securities and Exchange Commission 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 with accompanying Secretary's Certificate;
 - 1.c 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;
- 2. Mayor's Permit or Business Permit, or:
 - 2.a Current and valid Mayor's Permit or Business Permit, or
 - 2.b Currently expired Mayor's Permit or Business Permit together with Official receipt as proof of renewal of application, or
 - 2.c For new applicants of Mayor's or Business Permits,



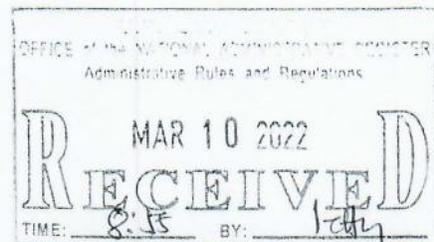
- Official Receipt as proof of application.
3. BIR Registration and Tax Identification Number;
 4. Proof of orders of the required inspection equipment; and
 5. Building permit and copy of the building plan.

SECTION 4. FILING OF NEW APPLICATION

- A. Any person, natural or juridical, may apply for an Authorization Certificate to Operate a PMVIC provided that the following qualifications are met:
 1. Must be a Filipino Citizen or a Partnership or Corporation (with at least sixty percent Filipino ownership), and is not otherwise disqualified by any existing law or regulation;
 2. Sufficient financial capacity to establish a PMVIC in accordance with paragraph 5 of Section 3.A hereof;
 3. No pending case before the DOTr, its sectoral offices and attached agencies; and PMVIC Applicant/Proponent is not related by affinity or consanguinity within the 3rd civil degree to any member of the Authorization Committee (AC), Steering Committee (SC), Value Added Service Providers (VASPs) Committee, AC-Technical Working Group, VASPs Committee-Technical Working Group, Inspection Team, AC-Secretariat, SC-Secretariat, VASPs Committee- Secretariat and MVIS-Project Management Office.
- B. The PMVIC Applicant/Proponent shall file the documentary requirements under Section 3.A in three (3) hardcopies and a softcopy, addressed to the AC-Secretariat with proof of payment of a non- refundable Application Fee.
- C. Modification of Application by the PMVIC Applicant/Proponent is allowed provided that the same shall be done before the prescribed deadline of submission of application, and should be duly recorded and acknowledged by the AC-Secretariat, as the case may be. Modified application should be duly marked as "Modified Application". The first submitted application of the PMVIC Applicant/Proponent allowed to modify its application shall be returned.
- D. A maximum of two (2) Authorization Certificates to Operate a Heavy Duty Vehicle PMVIC may be awarded to a PMVIC Applicant/Proponent in order to avoid monopoly and ensure fair competition among PMVIC operators.

SECTION 5. NOTICE OF ELIGIBILITY

- A Notice of Eligibility shall be issued to a PMVIC



Applicant/Proponent upon determination by the Authorization Committee that the PMVIC Applicant/Proponent has submitted the complete and authentic documents enumerated in Section 3.A hereof and has complied with the parameters/criteria set forth by the Authorization Committee.

The PMVIC Applicant/Proponent shall within forty-five (45) calendar days from receipt of the Notice of Eligibility, submit the documents enumerated in Section 3.B hereof.

SECTION 6. CURING OF DEFICIENCIES FOR NON-CONTESTED SITES

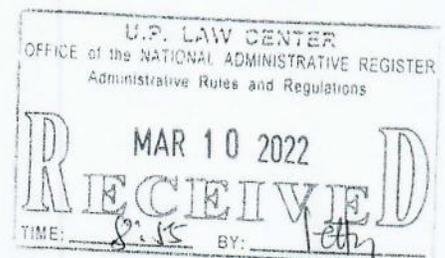
- A. Should the sole PMVIC Applicant/Proponent for a non-contested site fail to fully comply with the Documentary Requirements under Section 3.A, it shall be given a period of seven (7) working days from the time of opening the application or knowledge of the deficiencies and/or lacking requirements to make corrective action.
- B. Documents and/or requirements submitted to comply with the noted deficiencies shall be forwarded to the Authorization Committee through the AC- Secretariat and shall be deliberated by the Authorization Committee within five (5) working days upon recommendations by the Technical Working Group (TWG).

SECTION 7. TOSS COIN PROCEDURE

Should there be a tie between two or more PMVIC Applicants/Proponents, after considering all the parameters for evaluation, a toss coin shall be conducted, and the losing PMVIC Applicant/Proponent provided eligible, may be considered and offered other available PMVIC site. For this purpose, the Authorization Committee shall set the parameters for evaluation.

SECTION 8. NOTICE OF COMPLIANCE

- A. A Notice of Compliance shall be issued to a PMVIC Applicant/Proponent upon compliance with the documentary requirements under Sections 3.A (Documentary Requirements), 9 (Parameters for Evaluation) and 3.B (Legal and/or Other Documentary Requirements). This document serves as an authority to commence construction of the PMVIC facility and installation and commissioning of MVIC equipment.
- B. Upon receipt by the PMVIC Applicant/Proponent of the Notice of Compliance, the PMVIC Applicant/Proponent shall have a period of not later than one-hundred fifty (150) calendar days to complete the construction of the PMVIC facility.



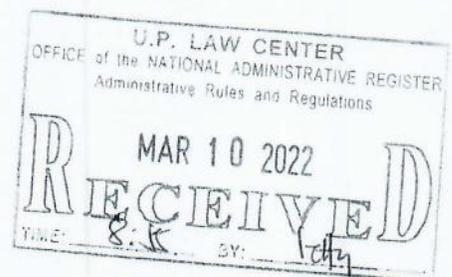
SECTION 9. REQUEST FOR SITE INSPECTION AND MVIS EQUIPMENT VERIFICATION

- A. Within three (3) calendar days upon completion of the construction of the PMVIC facility and installation, as well as commissioning of the MVIS equipment, the PMVIC Applicant/Proponent shall submit a written Request for Inspection to the Authorization Committee. Upon receipt of the Request for Inspection, the Authorization Committee shall direct the Inspection Team through the Technical Working Group to conduct inspection of the PMVIC facility within seven (7) calendar days. For this purpose, the Authorization Committee may deputize LTO District Offices to assist the Inspection Team.
- B. The Inspection Team shall submit the result of its inspection to the Authorization Committee upon completion of the inspection and MVIS equipment verification.
- C. Within seven (7) calendar days from receipt of the Report from the Inspection Team, the Technical Working Group shall evaluate the Report, and present the same to the Authorization Committee.
- D. Within seven (7) calendar days from the recommendation of the Technical Working Group, the Authorization Committee shall grant or deny the issuance of the Authorization Certificate to Operate.

SECTION 10. PARAMETERS FOR EVALUATION

The new applicant shall comply with the following parameters before an Authority to Operate shall be issued:

- 1. Location and Site Condition**
 - To be verified during detailed evaluation
 - 1.a Accessibility
 - 1.b Parking Space (shall have a minimum of ten (10) slots for heavy duty vehicles)
 - 1.c Zoning Area
 - The proposed area should be either industrial or commercial in accordance with the zoning requirements of the concerned local government unit
- 2. Customer Service**
 - To be verified during site inspection and equipment testing
 - 2.a Personnel Competence
 - 2.b Customer Lounge
- 3. Facilities and Equipment**
 - To be verified during site inspection and equipment testing
 - 3.a Functionality



- 3.b Completeness
- 3.c Space requirements
- 3.d Proper ventilation of PMVIC and placement of appropriate signages

SECTION 11. LIVESTREAMING OF AUTHORIZATION COMMITTEE PROCEEDINGS

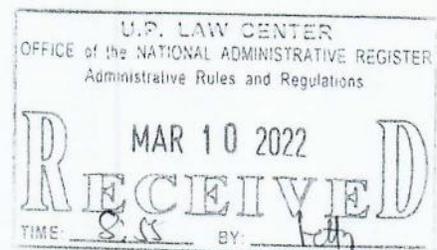
For transparency, preliminary evaluation of applications and toss coin procedure of the Authorization Committee shall be live streamed through the LTO and DOTr social media platforms.

SECTION 12. EXTENSION OF AUTHORITY

- A. Existing and operating authorized PMVICs in areas with identified heavy duty lane requirements will be allowed to extend their Certificate of Authority to Operate to include Heavy Duty Vehicles provided:
 - 1. Section 3A hereof is complied;
 - 2. The minimum space requirement of Four Thousand (4000) sq. meters must be within the premises or adjacent and contiguous to the existing PMVIC;
 - 3. Submission within 45 days from receipt of Notice of Eligibility of the building permit and a copy of the building plan;
 - 4. Submission of the following within 5 days from receipt of Notice of Eligibility:
 - a. Registration certificate of the existing and operating authorized PMVIC
 - b. Current and valid Mayor's Permit or Business Permit of authorized PMVIC.
 - c. BIR Registration and Tax Identification Number of authorized PMVIC.
 - d. Proof of orders of the required inspection equipment;
 - e. Layout of the proposed PMVIC, including dimensions within an existing PMVIC premise to reflect compliance with space requirements for both LDV and HDV lanes including parking space.
 - f. Proof of payment of annual fees of existing and operating authorized PMVIC.
- B. Once all requirements and submissions have been complied under Section 12A the processing of the Extension of Authority shall proceed accordingly under Sections 8 – 10 hereof.

SECTION 13. AREAS WITH NO PROPONENTS

In areas with no proponents after a 2nd invitation for accreditation, the Accreditation Committee may expand the area of coverage of the



nearest operating accredited Mobile Heavy Duty Vehicle Facility to include the said areas.

SECTION 14. EFFECTIVITY AND VALIDITY OF THE AUTHORIZATION CERTIFICATE TO OPERATE

The Authorization Certificate to Operate shall be valid and effective for a period of five (5) years from issuance by the Authorization Committee.

SECTION 15. RENEWAL OF AUTHORIZATION

Within sixty (60) days prior to the expiration of the Authorization Certificate to Operate a PMVIC, the Authorized PMVIC shall file the above-mentioned documentary requirements in two (2) sets with the Authorization Committee with proof of payment of the Application Fee.

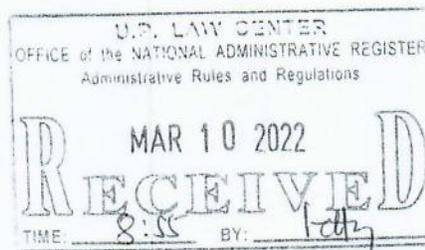
The said documents shall be submitted to the Authorization Committee through the MVIS-PMO for processing of the renewal of applications, which shall be completed within a period of thirty (30) days from submission of the following requirements:

1. Duly accomplished application form for Renewal which should be under oath;
2. Original or Certified Copy of the Authorization Certificate to Operate a PMVIC;
3. TESDA Certificate of the MVIT or its equivalent (*i.e.* Degree in Bachelor of Science in Mechanical Engineering or Automotive)
4. Mayor's Permit or Business Permit, or:
 - 4.a Current and valid Mayor's Permit or Business Permit, or
 - 4.b Currently expired Mayor's Permit or Business Permit together with Official receipt as proof of renewal of application, or
 - 4.c For new applicants of Mayor's or Business Permits, Official Receipt as proof of application;
5. Latest Income Tax Return for the immediately preceding year duly stamped and received by the BIR; and
6. Payment of a non-refundable Renewal Fee in the amount of Php. 50,000.00.

SECTION 16. ANNUAL FEE

There shall be an annual fee of Php 30,000.00 payable to the LTO Cashier, subject to the guidelines to be issued by the Authorization Committee.

SECTION 17. PERSONNEL



- A. The PMVIC's Motor Vehicle Inspection Technician (MVIT) shall have a minimum of NC II TESDA Automotive Servicing Certification or its equivalent.
- B. Each PMVIC shall have at least one (1) authorized MVIT per HDV lane.
- C. A 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.

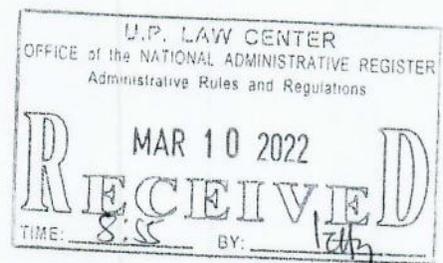
SECTION 18. LIST OF INSPECTION EQUIPMENT

Heavy Duty Vehicle (HDV) Lane

- 1. Headlight Tester (Full Automatic)
- 2. Roller Brake Tester
- 3. Side Slip Tester
- 4. Speedometer Tester
- 5. Emission Tester
- 6. Diesel Smoke Tester
- 7. Bar Code Scanner and/or RFID Reader
- 8. Axle Play Detector (Joint Play Tester)
- 9. Bogie Rollers (for Tandem Differential Testing)
- 10. Sound Level Meter (Sonometer)
- 11. Smoke Extraction System

SECTION 19. STANDARD AND SPECIFICATIONS FOR MOTOR VEHICLE INSPECTION SYSTEM

- A. The inspection equipment shall comply with international standards on health, safety and environmental protection (*i.e.* CE, ISO) and supplied by a legitimate equipment and service supplier;
- B. The inspection procedure must be completed within 45 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; and
- 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, as well as a Television Screen to monitor the test.



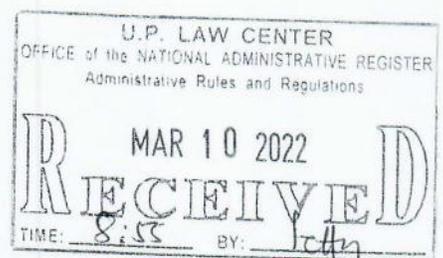
SECTION 20. INSPECTION EQUIPMENT AND SPECIFICATIONS

A. FOR HEAVY 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 for interfacing/IT connectivity
 - xi. Precise measurement of different light (LED, Xenon) sources in real time

2. ROLLER BRAKE TESTER
 - i. Automated brake tester
 - ii. Maximum load per axle 15,000 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 roller set or equivalent
 - xiii. Roller coating should simulate road condition
 - xiv. Capable to test parking brake
 - xv. 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 15,000 kgs
 - v. Mounting plate: Heavy duty structural steel
 - vi. Sensor type e.g., Linear Transducer
 - vii. Beginning of measurement after optical



- passagedetection
- 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. Maximum load per axle 15,000 kgs
- vii. 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 or its equivalent
- vi. Capable to test Euro 4 Engine Exhaust Gas

6. DIESEL SMOKE TESTER

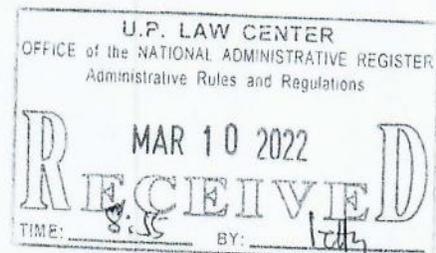
- i. Type: Opacimeter
- ii. Automatic Pass/Fail judgement
- iii. Can be combined with gas analyzer
- iv. PC interface or its equivalent for interfacing / IT connectivity
- v. Equipped with Dust Collector

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. AXLE PLAY DETECTOR (JOINT PLAY TESTER)

- i. Weight per axle - 15,000 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

9. SOUND LEVEL METER (SONOMETER)

- i. Portable
- ii. Internal Oscillation Calibration
- iii. With positioning tripod stand
- iv. Digital display

10. SMOKE EXTRACTION SYSTEM (DIESEL-FED MVs)

- i. Means of directing exhaust outside the inspection area

11. BOGIE ROLLERS (FREE ROLLERS)

- i. Type: Eight (8) Rollers configuration
- ii. Maximum load per axle - 15,000 kgs
- iii. Frame: Heavy duty structural steel
- iv. Monobloc Bogie roller
- v. Maximum speed: 120km/hr

12. PROCESS INDICATORS

- 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.

SECTION 21. INSPECTION PROCEDURE

INSPECTION OF HEAVY DUTY VEHICLE

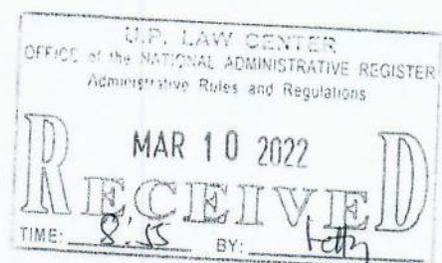
This lane applies to all private and public utility buses, trucks, semi-trailer tractor units and other heavy-duty vehicles with gross vehicle weights of 4,501 kgs. and above.

STAGE 1. VEHICLE INFORMATION AND SPECIFICATION INPUT/ABOVE CARRIAGE AND 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 specifications are validated into the computer panel by RFID reader. In the absence of RFID,



manual identification process and/or bar code reading shall be conducted.

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

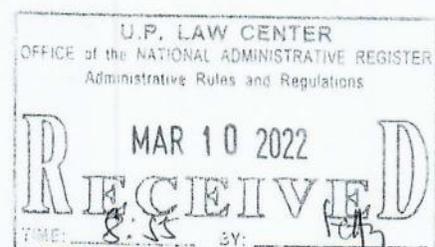
- a. Computer
- b. Wireless touch screen monitor
- c. Tablet for test operation control
- d. Barcode scanner/RFID reader
- e. Process indicator monitor

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

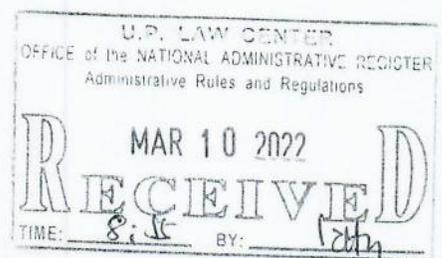
- a. Chassis Frame/Chassis member
- b. Drive Shaft Bolt/Nut
- c. Engine Oil Leakage
- d. Transmission Oil Leakages
- e. Differential Oil Leakages
- f. Steering Linkages/Gear Box Mounting
- g. Steering Ball joints
- h. Radiator
- i. Shock Absorbers
- j. Exhaust pipe
- k. Propeller Shaft Couplings
- l. 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

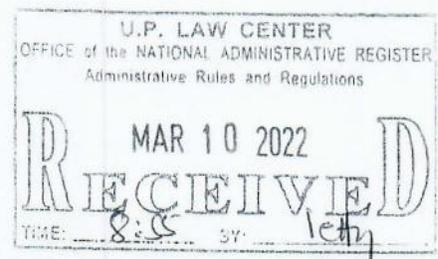
- a. Computer
- b. Sideslip tester
- c. Process indicator monitor

2.2 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. Bogie roller (for Tandem Differential Testing)
- d. Process indicator monitor

2.3 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. Bogie Roller (for Tandem Differential Testing)
- d. 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

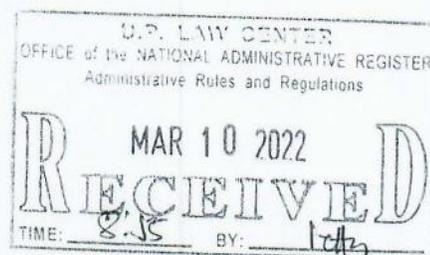
- i.2.1 Computer
- i.2.2 Headlight Tester
- i.2.3 Process indicator monitor

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, CO₂, NO_x, O₂)*

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 Ignition Engine)

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.

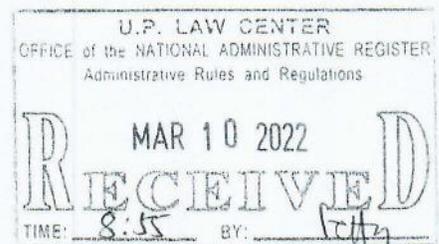
Results are transferred to database after inspection is completed.

ii.2 TEST 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 Heavy Duty Lane is attached as Annex "A".

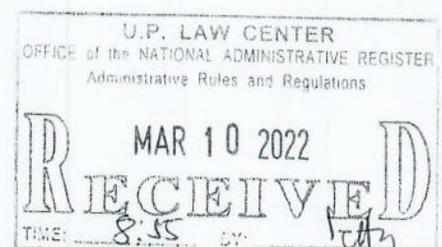
SECTION 22. MOTOR VEHICLE INSPECTION SYSTEM REPORT (MVISR)

The Motor Vehicle Inspection System Report (MVISR) provides the following information:

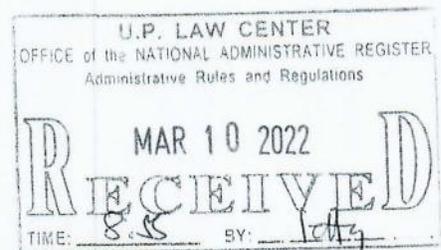
1. Vehicle information and specification;
2. Name and address of owner/operator;
3. PMVIC location;
4. Pass/fail status of all items in all stages of inspection; and
5. MVISR security number

SECTION 23. GENERAL REQUIREMENTS

- A. The PMVIC shall be FULLY AUTOMATED. The MVIS equipment identified under Section 16 (List of Inspection Equipment) of this Guidelines shall be fully automated and capable of being 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 MVIS Compliance (MVISC) 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 by LTO and physically attached by an authorized representative of the PMVIC. The MVIR, CMVISC and sticker will be designed by the LTO;



- D. 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 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. Fingerprint recognition and user authentication must be provided to authorized MVITs to activate the inspection equipment and MVIC application software;
- J. 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.
- K. There shall be sufficient parking area for vehicles;
- L. 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 23 A.2;
- M. The inspection shall be done in a well-ventilated building;
- N. 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;
- O. The PMVIC equipment must be supplied by an ISO 9001:2015 Certified manufacturer;
- P. It is understood that "down time" or "offline" refers to the internet connection downtime; other than that, the PMVIC shall not be allowed to proceed with its business operation; and
- Q. Any changes or update of PMVIC IT System shall be submitted to LTO for approval and subject for evaluation of LTO.



SECTION 24. MAIN DATABASE SERVER (MDS)

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 the MDS, 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 completely passed the inspection process.

SECTION 25. OTHERS

A. CAMERA

1. IP CAMERA

The PMVIC shall provide an IP camera for each stage of inspection for 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

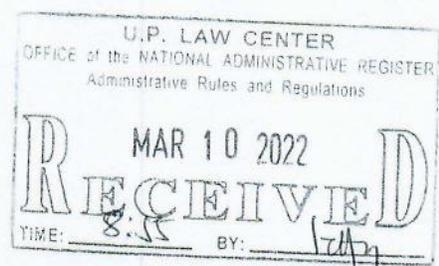
The PMVIC shall have a public address system so that inspector can communicate to the driver of a vehicle.

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 will be 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 PMVIC and 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

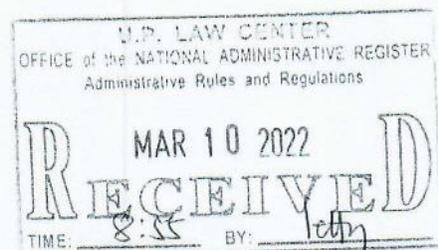
A CMVISC and inspection sticker shall be issued to the vehicle owner/driver after the motor vehicle successfully completes the inspection process.

K. BAR CODE SYSTEM OR SIMILAR ELECTRONIC IDENTIFICATION 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 PMVICs shall 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

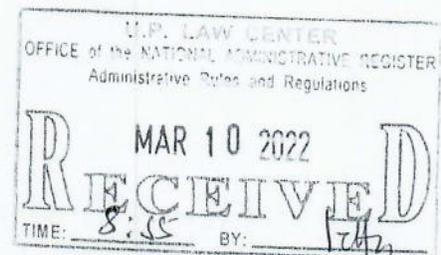
The PMVIC should have an internet speed of at least 5MBPS using a leased line.

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. PMVICs shall 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

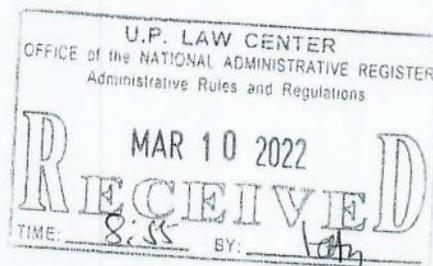
The PMVIC's system must support all LTO IT System communications interface requirements as related to access security.

SECTION 26. 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 PMVIC system. 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 PMVICs nationwide.
- 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 27. PUBLIC CONSULTATION

Whenever deemed necessary, changes in the existing Guidelines such as costs of inspection fees, or other matters affecting stakeholders, should be made after a nationwide public consultation



conducted by the LTO, for the proper implementation and improvement of the PMVIC program.

SECTION 28. REPEALING CLAUSE

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

SECTION 29. EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days following the completion of its publication in a newspaper of general circulation and/or the filing of three (3) copies with the UP Law Center pursuant to Memorandum Circular No. 11 dated 09 October 1992 of the Office of the President.


EDGAR C. GALVANTE
LTO, Assistant Secretary



CERTIFIED TRUE COPY
(NOT VALID W/ ERASURES OR ALTERATION)
Josiel M. Borja
JOSIEL M. BORJA
ADMINISTRATIVE OFFICER V
GEN. SERVICES SECTION
LTO

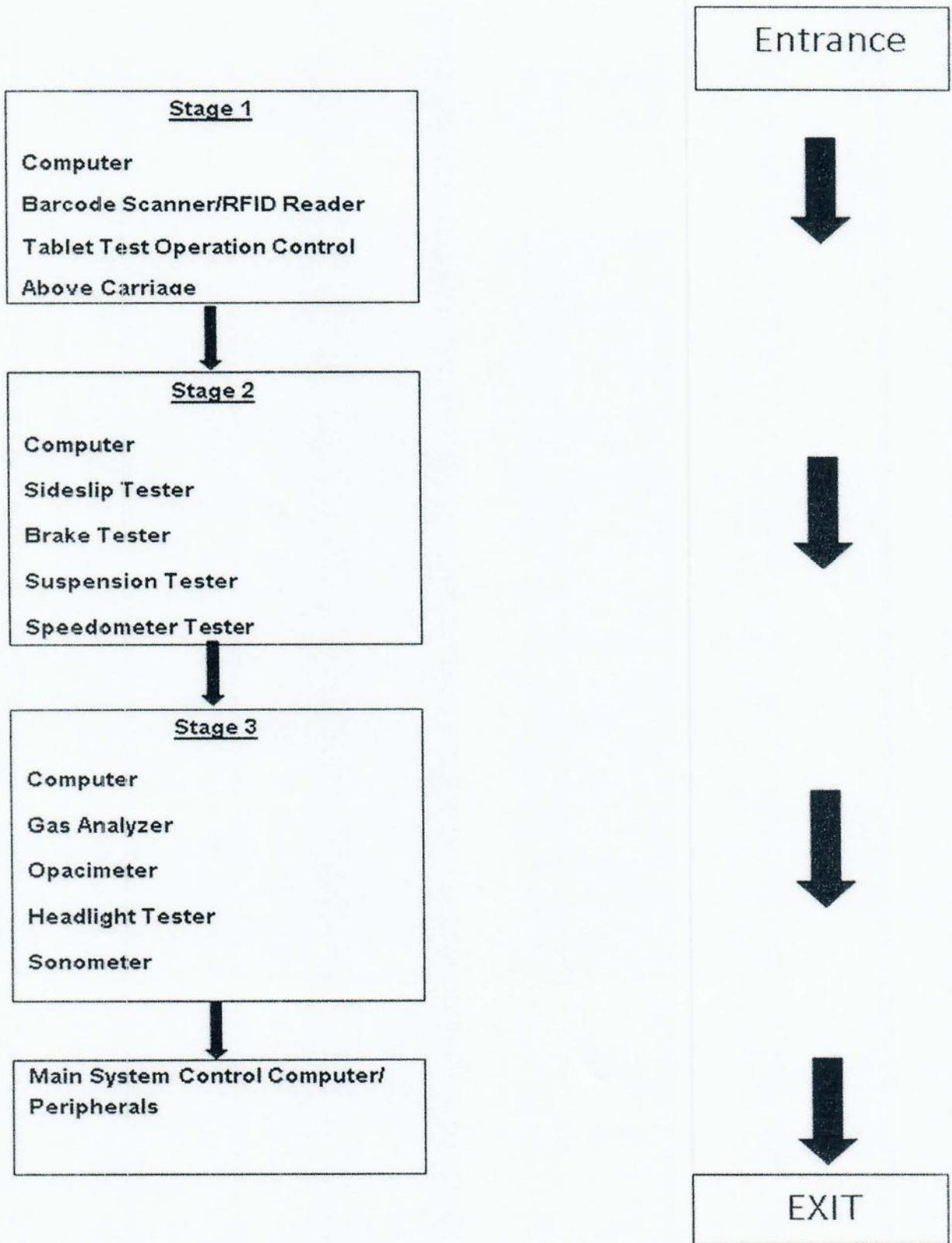
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Administrative Rules and Regulations

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MAR 10 2022

TIME: 8:45 BY: *lotz*

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



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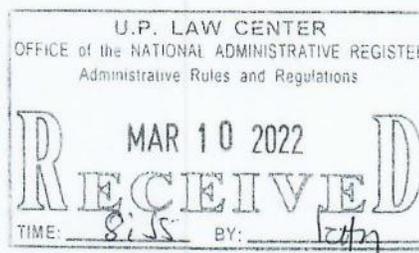
Department of Transportation
PRIVATE MOTOR VEHICLE INSPECTION CENTER AUTHORIZATION COMMITTEE

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

DATE OF APPLICATION: _____
PMVIC SITE: _____
NAME OF PMVIC APPLICANT/PROPONENT: _____
ADDRESS: _____
CONTACT NO. : _____
ACTIVE AND OFFICIAL E-MAIL ADDRESS: _____

a. Documentary Requirements (To be submitted upon application)

1. Letter of Intent;
2. Profile of the PMVIC Applicant/Proponent;
3. Duly accomplished Application Form which should be under oath;
4. Location map and layout of the proposed PMVIC, including dimensions;
5. Bank Certificate of Deposit issued by a depository bank, Letter of Credit or Committed Line of Credit issued by a reputable bank (universal, credit or commercial bank), financial institutions or lending corporations, valid and subsisting, of not less than P10,000,000.00 until the issuance of Notice of Compliance;
6. Transfer Certificate of Title in the name of the Applicant or Contract of Lease with a minimum lease period of ten (10) years;
7. Payment of a non-refundable Application Fee in the amount of Php 50,000.00 to the LTO Cashier;
8. Omnibus Sworn Statement stating the following:
 - a) That the authorized signatory of the PMVIC Applicant/Proponent is with full powers and authority to file the application and sign any and all documents pertaining to its PMVIC application;
 - b) That the PMVIC Applicant/Proponent is not related by affinity or consanguinity within the 3rd civil degree to any member of the Authorization Committee (AC), Steering Committee (SC), Value Added Service Providers (VASPs) Committee, AC-Technical Working Group, VASPs Committee- Technical Working Group, Inspection Team, AC-Secretariat, SC- Secretariat, VASPs Committee-Secretariat and MVIS-Project Management Office;
 - c) That the PMVIC Applicant/Proponent has no pending case before the DOTr, its sectoral offices and attached agencies;
 - d) That the PMVIC Applicant/Proponent complies with labor and standards law;
 - e) That the PMVIC Applicant/Proponent shall organize and register as a joint venture, partnership or a corporation, if applicable;
 - f) The PMVIC's Motor Vehicle Inspection Technician (MVIT) should have been trained in a TESDA accredited center;
 - g) That the PMVIC Applicant/Proponent shall have at least one (1) authorized MVIT per Light Vehicle Lane and one (1) authorized MVIT per motorcycle lane;
 - h) That the PMVIC Applicant/Proponent 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; and
 - i) That the PMVIS facility shall be fully operational after its complete construction.
9. Brief description of the MVIS equipment based on the technical specifications under Sections 18 and 19 of this Memorandum Circular to be installed shall be supported with



manufacturer's brochures, manuals and certificate of delivery schedule from the manufacturer.

b. Legal and/or Other Documentary Requirements (To be submitted within 45 calendar days from issuance of the Notice of Eligibility. Failure to submit shall be a ground for the denial of application.)

1. Registration Certificate

- a) For sole proprietorship, DTI Certificate of Registration with accompanying Special Power of Attorney of the Authorized Representative;
- b) For corporation and partnership, Securities and Exchange Commission 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 with accompanying Secretary's Certificate;
- c) 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;

2. Mayor's Permit or Business Permit, or:

- a) Current and valid Mayor's Permit or Business Permit, or
- b) Currently expired Mayor's Permit or Business Permit together with Official receipt as proof of renewal of application, or
- c) For new applicants of Mayor's or Business Permits, Official Receipt as proof of application

3. BIR Registration and Tax Identification Number;

4. Proof of orders of the required inspection equipment; and

5. Building Permit and copy of the Building Plan.

Printed Name & Signature of PMVIC Applicant/Proponent

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 hand and seal this _____ day of _____, 20__.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____

Date Issued _____

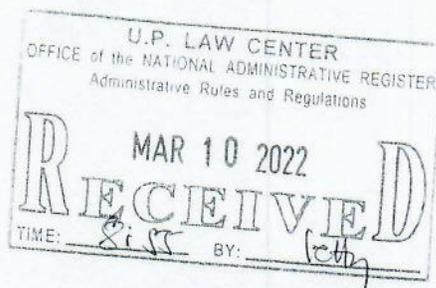
Place Issued _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____



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 [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 [state title of 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 Authorization Committee to verify all the documents submitted;

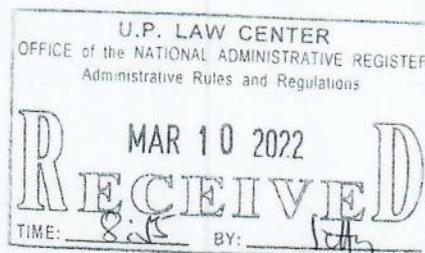
6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related by affinity or consanguinity within the 3rd civil degree to any member of the Authorization Committee (AC), Steering Committee (SC), Value Added Service Providers (VASPs) Committee, AC-Technical Working Group, VASPs Committee-Technical Working Group, Inspection Team, AC-Secretariat, SC-Secretariat, VASPs Committee-Secretariat and MVIS-Project Management Office;

If a partnership or cooperative: None of the officers and member of [name of Applicant] is related by affinity or consanguinity within the 3rd civil degree to any member of the Authorization Committee (AC), Steering Committee (SC), Value Added Service Providers (VASPs) Committee, AC-Technical Working Group, VASPs Committee-Technical Working Group, Inspection Team, AC-Secretariat, SC-Secretariat, VASPs Committee-Secretariat and MVIS-Project Management Office;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Applicant] is related by affinity or consanguinity within the 3rd civil degree to any member of the Authorization Committee (AC), Steering Committee (SC), Value Added Service Providers (VASPs) Committee, AC-Technical Working Group, VASPs Committee-Technical Working Group, Inspection Team, AC-Secretariat, SC-Secretariat, VASPs Committee-Secretariat and MVIS-Project Management Office;

7. [Name of Applicant] complies with existing labor laws and standards;



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; and
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.

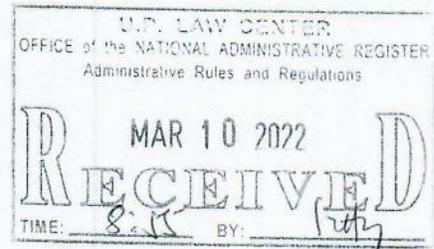
Applicant's Representative/Authorized Signatory

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. _____.

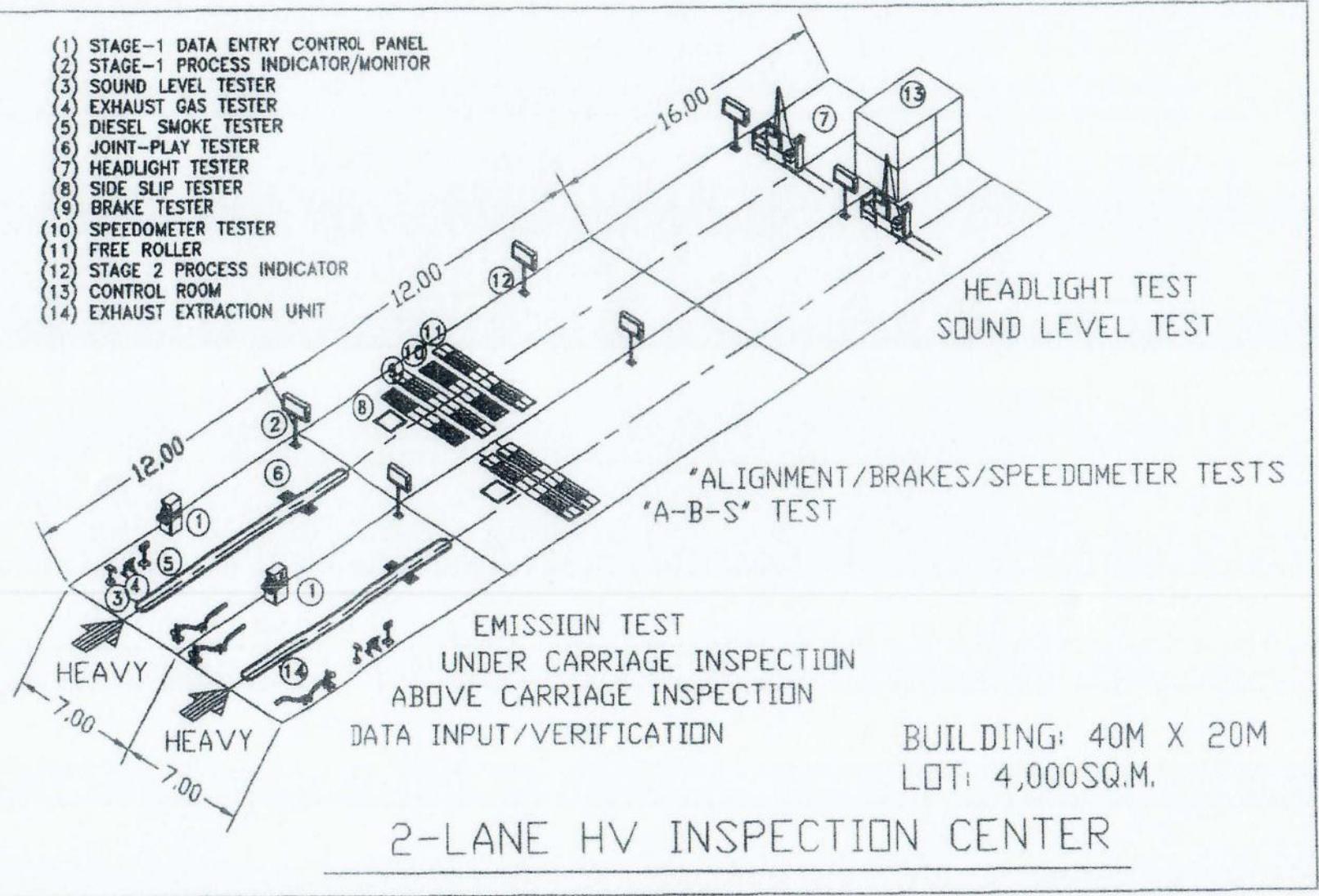
Witness my hand and seal this _____ day of _____, 20__.

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

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____



- (1) STAGE-1 DATA ENTRY CONTROL PANEL
- (2) STAGE-1 PROCESS INDICATOR/MONITOR
- (3) SOUND LEVEL TESTER
- (4) EXHAUST GAS TESTER
- (5) DIESEL SMOKE TESTER
- (6) JOINT-PLAY TESTER
- (7) HEADLIGHT TESTER
- (8) SIDE SLIP TESTER
- (9) BRAKE TESTER
- (10) SPEEDOMETER TESTER
- (11) FREE ROLLER
- (12) STAGE 2 PROCESS INDICATOR
- (13) CONTROL ROOM
- (14) EXHAUST EXTRACTION UNIT



HEADLIGHT TEST
SOUND LEVEL TEST

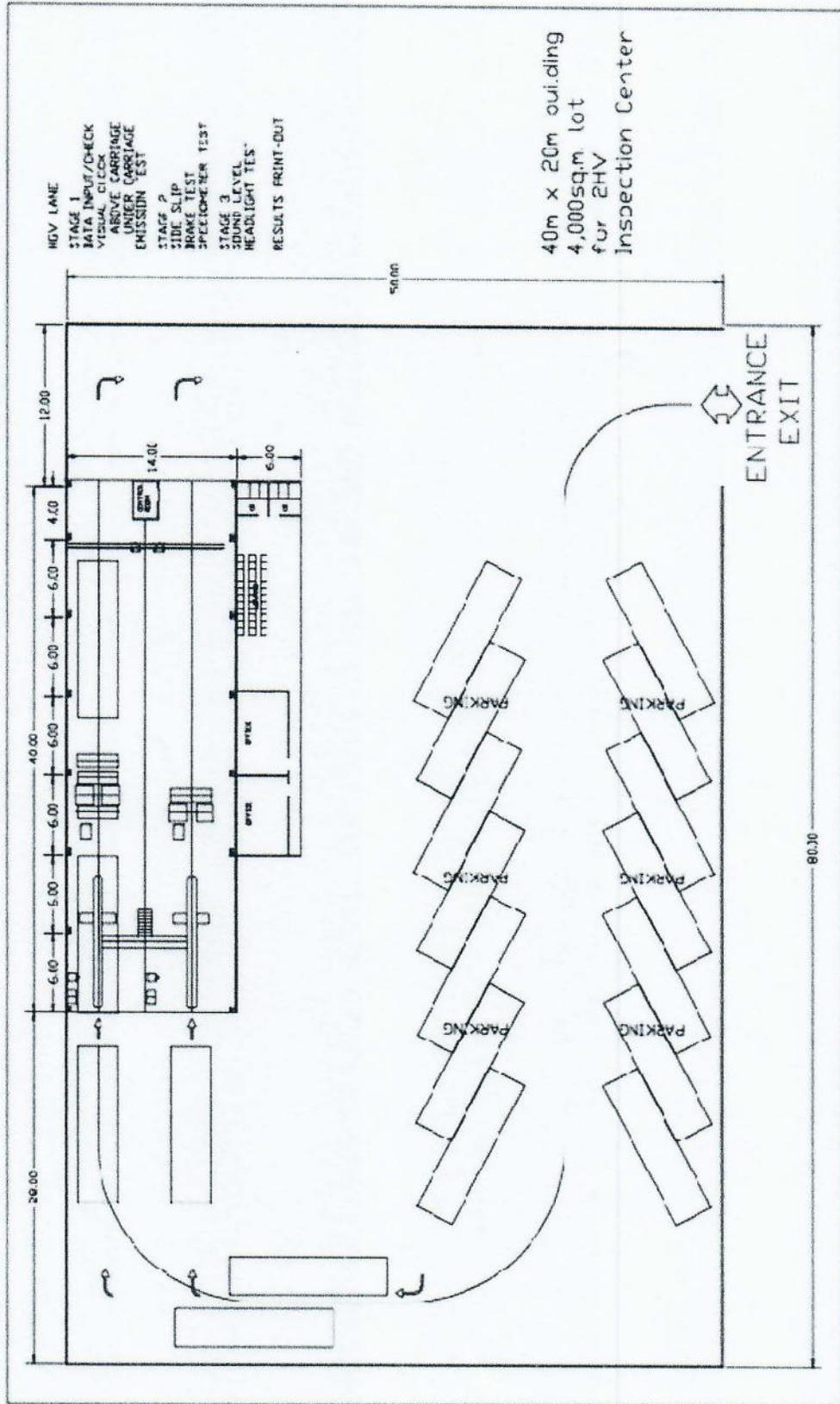
"ALIGNMENT/BRAKES/SPEEDOMETER TESTS"
"A-B-S" TEST

EMISSION TEST
UNDER CARRIAGE INSPECTION
ABOVE CARRIAGE INSPECTION
DATA INPUT/VERIFICATION

BUILDING: 40M X 20M
LOT: 4,000SQ.M.

2-LANE HV INSPECTION CENTER

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MAR 10 2022

TIME: 8:45 BY: lcty



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



MOTOR VEHICLE INSPECTION SYSTEM REPORT

MVISR No. _____
Name of PMVIC Operator _____
Address of PMVIC Operator _____

MVISR

M.V. File No.	Date Inspected	VIN No.				
Plate No.	Vehicle Type Category	Purpose of Inspection				
Owner	Owner's Address					
Source of Power [] Gas [] Diesel [] Auto-LPG [] CNG [] Electric [] Others						
ABOVE CARRIAGE	Result	UNDER CARRIAGE	Result	SIDE SLIP TEST		Result
1. Body Appearance		1. Radiator				
2. Chassis		2. Engine Bracket/Mounting				
3. Engine		3. Engine Oil Leakage		BRAKE TEST		Result
4. Handle Bars		4. Transmission Oil Leakage			Sum	Diff.
5. Wiper/Washer		5. Steering Ball Joints		FB		
6. Windshield/Window Glass		6. Steering Leakages/Gear Box Mounting		RB1		
7. Headlights		7. Steering Idler/Sector Shaft		PB1		
8. Signal Lights (front)		8. Front Shackle Eyes/Pins/Bushes		RB2		
9. Signal Lights (rear)		9. Rear Shackle Eyes/Pins/Bushes		PB2		
10. Parking Lights (front)		10. Stabilizer/Bushes		RB3		
11. Parking Lights (rear)		11. King Pins and Bearings		PB3		
12. Brake Lights		12. Front Suspension Joints/Bushes				
13. Back-up Lights		13. Rear Suspension Joints/Bushes		SPEEDOMETER TEST		Result
14. Clearance Lights		14. Rear Linkages				
15. Number Plate/Lights		15. Brake Hoses/Pipes/Cylinders		SUSPENSION TEST		Result
16. Hazard Lights		16. Fuel Hoses/Pipes				
17. Reflectors		17. Spring U Bolts/Nuts		HEADLIGHT TEST		Result
18. Interior Lights		18. Spring Clips			Lum.	L/R
19. Top Light (Taxi)		19. Shock Absorbers		LH		U/D
20. Seat Belts		20. Drive Shaft Bolts/Nut		RH		
21. Horn		21. Differential Oil Leakage				
22. Door/Hinges		22. Propeller Shaft Coupling		SOUND LEVEL TEST		Result
23. Floor Board		23. Exhaust Pipes and Silencer				
24. Side Mirror/Rear View		24. Chassis Frame		EMISSION TEST		Result
25. Clutch System		25. Chassis Cross Member			Opacity	
26. Brake System		26. Body Floor Board			HC	
27. Driver's/Passenger's Seat		27. Power Steering			CO	
28. Steering		28. Parking Brake Wire				
29. Tires/Wheels		29. Mobile Air Conditioner (MAC)				
30. Wheel Bolts/Nuts		30. Others				
31. Fuel Tank/Cap						
32. Panel Gauges						
Others						
1. EWD						
2. Color						
3. Diesel Fuel System Seal						
4. Speed Limiter						
5. Odometer Reading:						
REMARKS						
This is to certify that the motor vehicle described above has [] PASSED the MVIS Test. [] FAILED						
If FAILED, the vehicle should come back within 5 working days from the date of inspection for reinspection of failed item/s.						
Test Conducted By: _____ Signature over Printed Name MV Inspector						

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