



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS  
**LAND TRANSPORTATION OFFICE**  
 East Avenue, Quezon City  
 E-mail Address: ltombbox@lto.gov.ph • Website: www.lto.gov.ph

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 BY: *Loa/2*  
 DATE: *11-4-12* TIME: *3:20 pm*  
 GENERAL SERVICES SECTION

9 November 2012

**MEMORANDUM**


**TO :** All Regional Directors, Assistant Regional Directors,  
 PETC Regional Authorization Committee;  
 Regional Inspection Team;  
 All Private Emission Testing Centers;  
 All PETC IT Service Providers;  
 All Concerned Employees

**SUBJECT :** FORMS FOR PETC AUTHORIZATION APPLICATIONS

Pursuant to Memorandum Circular No. VPT-2012-1710 dated 16 October 2012 on the implementation of the DOTC Department Order No. 2012-10 re: "Revised Rules and Regulations on the Authorization and Monitoring of Motor Vehicle Private Emission Testing Centers (PETCs), PETC IT Providers and Motor Vehicle Emission Control Technicians and Rules of Procedure Governing Appealed Cases before the DOTC Secretary from Decisions or Resolutions of the LTO Assistant Secretary", the attached forms for PETC Authorizations shall be used for uniformity and monitoring purposes, to wit;

1. Application Form for New applications;
2. Application Form for Renewal of authorizations;
3. Application Form for Motor Vehicles Emission Control Technicians (MVECT);
4. Application Form for authorization of IT Providers;
5. Inspection Report Forms for PETC authorization (new/renewal);
6. Regional Quarterly Monitoring Report

For information and guidance.

  
**ATTY. ALFONSO V. TAN, JR.**  
 Executive Director/  
 Chairman, PETC Authorization Committee

OFFICE OF THE NATIONAL  
 ADMINISTRATIVE REGISTER  
 (ONAR)  
 ADMINISTRATIVE RULES & REGULATIONS  
**RECEIVED**  
 15 NOV 2012 *Loa*

CERTIFIED TRUE COPY  
 (NOT VALID IN CASES OF FORGERY)  
*Josiem M. Borja*  
 JOSIEM M. BORJA  
 RECORDS OFFICER III  
 GEN. SERVICES SECTION  
 LTO



Department of Transportation & Communications  
**LAND TRANSPORTATION OFFICE**  
 East Avenue, Quezon City



**Application for New Authorization of PETC IT Service Provider**

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

**Documentary Requirements (Please present the originals)**

- 1. Duly accomplished application form, under oath;
- 2. Certified true copy/ies of the following;
  - a. For sole proprietorship, Certificate of Business Name Registration (DTI);
  - b. For corporation/partnerships, Securities and Exchange Commission Certificate of Registration, Articles of Incorporation/Partnership and By-Laws and Board Resolution certified by the Corporate Secretary, specifying the name of the authorized representative who must be an officer of the corporation/partnership;
  - c. For Cooperatives, Cooperative Development Authority Certificate of Registration, Articles of Cooperation and By-Laws, and Board Resolution, certified by the Corporate Secretary, specifying the name of the authorized representative who must be an officer of the cooperative.
- 3. Certified true copy of the Business Permit (Mayor's Permit);
- 4. Bureau of Internal Revenue (BIR) Registration and Tax Identification Number (TIN);
- 7. SSS Membership Certificate;
- 8. Audited Financial Statement for the two (2) years or a Pre-operating Financial Statement, whichever is applicable, showing that the owner-applicant shall be of such financial capacity to operate for at least one (1) year;
- 9. Organizational structure showing the relationship between the center and other operation of the firm when applicable, and the structure of the center showing its personnel and their functions;
- 10. List of personnel involved in the operation of the center with their job descriptions, responsibilities and qualifications;
- 11. List of all equipment, including manuals, reference materials;
- 12. Procedure for handling of complaints;
- 13. Picture of the Establishment;
- 14. Oath of undertaking that the PETC IT Service Provider;
  - a. has no DOTC/LTO official/personnel, his/her spouse, or relative by consanguinity or affinity within the third (3<sup>rd</sup>) civil degree with ownership of or any beneficial and/or financial interest therein;
  - b. that his/her spouse, or relative by consanguinity or affinity within the third (3<sup>rd</sup>) civil degree has no ownership of or any beneficial and/or financial interest with the PETC and LTO IT System Provider.

OFFICE OF THE NATIONAL  
 ADMINISTRATIVE REGISTER  
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 ADMINISTRATIVE RULES & REGULATIONS  
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**Software and Hardware Requirements**

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

\_\_\_\_\_  
 Printed Name and Signature

\_\_\_\_\_  
 Designation

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

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_



NOTARY PUBLIC

Department of Transportation & Communications  
**LAND TRANSPORTATION OFFICE**  
 East Avenue, Quezon City

**Application for New Authorization of PETC**

Name of Business			
Business Address			
Contact Number		Owner/President	
Type of Organization (Please Check)		Category (Please Check)	
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Cooperative		<input type="checkbox"/> Small (Capital of 1 to 15 million) <input type="checkbox"/> Medium (Capital of 15 to 100 million) <input type="checkbox"/> Large (Capital of over 100 million)	
		Testing Equipment (Brand New)	
		Opacimeter                      Gas Analyzer	
		Brand: _____	
		Model: _____	
		S/N: _____	
		<i>Note: Continue on separate paper if more than one lane and/or if necessary</i>	
LTO Service Area		IT Service Provider	
DTI Accreditation Number		Number of lane/s applied for authorization	

**LIST OF MOTOR VEHICLE EMISSION CONTROL TECHNICIANS (MVECT)**

NAME OF TECHNICIAN	TESDA CERTIFICATE NO.	EXPIRATION DATE

**Documentary Requirements (Please present the originals)**

- 1. Duly accomplished application form, under oath;
- 2. Certified true copy/ies of the following;
  - a. For sole proprietorship, Certificate of Business Name Registration (DTI);
  - b. For corporation/partnerships, Securities and Exchange Commission Certificate of Registration, Articles of Incorporation/Partnership and By-Laws and Board Resolution certified by the Corporate Secretary, specifying the name of the authorized representative who must be an officer of the corporation/partnership;
  - c. For Cooperatives, Cooperative Development Authority Certificate of Registration, Articles of Cooperation and By-Laws, and Board Resolution, certified by the Corporate Secretary, specifying the name of the authorized representative who must be an officer of the cooperative.
- 3. Certified true copy of DTI Accreditation Certificate;
- 4. Certified true copy of the Business Permit (Mayor's Permit);
- 5. Bureau of Internal Revenue (BIR) Registration and Tax Identification Number (TIN);
- 6. SSS Membership Certificate;
- 7. Audited Financial Statement for the two (2) years or a Pre-operating Financial Statement, whichever is applicable, showing that the owner-applicant shall be of such financial capacity to operate for at least one (1) year;
- 8. Location map and layout of the center, including dimensions;
- 9. Organizational structure showing the relationship between the center and other operation of the firm when applicable, and the structure of the center showing its personnel and their functions;
- 10. List of personnel involved in the operation of the center with their job descriptions, responsibilities and qualifications, including the Certificates of Competency as an MVECT issued by TESDA;
- 11. List of all equipment, including manuals, reference materials required for the calibrations and test, manuals of the test procedures and personnel;
- 12. Procedure for handling of complaints;
- 13. Certificate of Conformity from the DENR that the testing equipment is in compliance with R.A. No. 8749;
- 14. Certificate showing that the testing equipment used is interfaced with the system of the PETC IT Service Provider;
- 15. Picture of the Establishment;
- 16. PETC Contract with an authorized IT Service Provider
- 17. Oath of undertaking that the PETC;
  - a. has no DOTC/LTO official/personnel, his/her spouse, or relative by consanguinity or affinity within the third (3<sup>rd</sup>) civil degree with ownership of or any beneficial and/or financial interest therein;
  - b. that his/her spouse, or relative by consanguinity or affinity within the third (3<sup>rd</sup>) civil degree has no ownership of or any beneficial and/or financial interest with the PETC IT Service Providers and LTO IT System Provider.

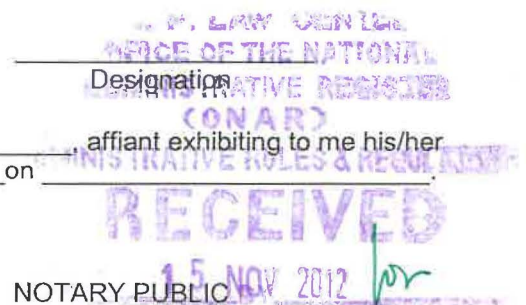
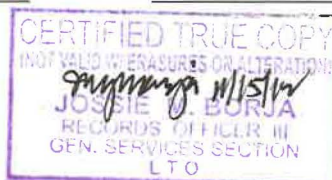
\_\_\_\_\_  
 Printed Name and Signature

\_\_\_\_\_  
 Designation

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_  
 Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_

affiant exhibiting to me his/her

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Department of Transportation & Communications  
**LAND TRANSPORTATION OFFICE**  
 East Avenue, Quezon City

**APPLICATION FOR RENEWAL OF PETC**

Name of Business			
Business Address			
Contact Number		Owner/President	
Type of Organization (Please Check)		Category (Please Check)	
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Cooperative		<input type="checkbox"/> Small (Capital of 1 to 15 million) <input type="checkbox"/> Medium (Capital of 15 to 100 million) <input type="checkbox"/> Large (Capital of over 100 million)	
LTO Service Area		IT Service Provider	
DTI Accreditation Number		LTO Authorization Number	

LIST OF MOTOR VEHICLE EMISSION CONTROL TECHNICIANS (MVECT)

NAME OF TECHNICIAN	TESDA CERTIFICATE NO.	EXPIRATION DATE

CALIBRATION CERTIFICATE & EQUIPMENT INFORMATION

OPACIMENTER/BRAND/MODEL/SERIAL NO./ DATE CALIBRATED	GAS ANALYZER/BRAND/MODEL/SERIAL NO./ DATE CALIBRATED

DOCUMENTARY REQUIREMENTS (Please present the originals)

- 1. Duly accomplished application form, under oath;
- 2. Certified true copy of DTI Accreditation Certificate;
- 3. Original LTO Certificate of Authorization;
- 4. Original LTO Certificate of the MVETC;
- 5. TESDA Certificate of the MVETC;
- 6. Certified true copy of Mayor's Permit;
- 7. Income Tax Return for the current year, duly stamped and received by the BIR;
- 8. Duly sworn Affidavit attesting to its continuing compliance with all the requirements for authorization, unless there are changes thereto, in which case the applicant shall submit the applicable documents;
- 9. Picture of the establishment; and
- 10. Certificate of Calibration issued by DTI-BPS accredited calibration laboratories.
- 11. Oath of undertaking that the PETC;
  - a. has no DOTC/LTO official/personnel, his/her spouse, or relative by consanguinity or affinity within the third (3<sup>rd</sup>) civil degree with ownership of or any beneficial and/or financial interest therein;
  - b. that his/her spouse, or relative by consanguinity or affinity within the third (3<sup>rd</sup>) civil degree has no ownership of or any beneficial and/or financial interest with the PETC IT Service Providers and LTO IT System Provider.



Printed Name and Signature \_\_\_\_\_

Designation \_\_\_\_\_

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

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NOTARY PUBLIC

Department of Transportation & Communications  
Land Transportation Office  
**APPLICATION FOR NEW/ADDITIONAL /TRANSFER & RENEWAL**  
Motor Vehicle Emission Control Technician (MVECT)

Name of Requesting PETC Center : \_\_\_\_\_

Office Address: \_\_\_\_\_

Tel. No. / Mobile No.: \_\_\_\_\_

LTO Authorization No.: \_\_\_\_\_ DTI Accreditation NO.: \_\_\_\_\_

**List of Motor Vehicle Emission Control Technician (MVECT)**

NAME	TESDA CERTIFICATE NO.	EXPIRATION DATE

**DOCUMENTARY REQUIREMENTS (Pls. Present Originals):**

**TRANSFER OF MVECT**

- ( ) 1. Duly accomplished application form, under oath.
- ( ) 2. Letter request from the PETC Center with reason for transfer;
- ( ) 3. Certificate from the previous PETC Center allowing the MVECT to transfer with no pending case;
- ( ) 4. Original Certificate of Authorization of the MVECT from the previous Center;
- ( ) 5. TESDA Certificate of the Competency;
- ( ) 6. Authorization Certificate of the Center.

**ADDITIONAL OF MVECT**

- ( ) 1. Duly accomplished application form, under oath;
- ( ) 2. Letter request from the PETC Center with reason for additional;
- ( ) 3. Certification that the MVECT was not previously issued a Certificate of Authorization;
- ( ) 4. TESDA Certificate of the Competency;
- ( ) 5. Authorization Certificate of the Center.

**RENEWAL OF MVECT**

- ( ) 1. Duly Accomplished application form, under oath;
- ( ) 2. Letter requesting for the renewal of Authorization of the MVECT;
- ( ) 3. Authorization Certificate of the MVECT;
- ( ) 4. TESDA Certificate of the Competency
- ( ) 5. Authorization Certificate of the Center.



Printed Name & Signature of Authorized Representative \_\_\_\_\_

Designation \_\_\_\_\_

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

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Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



**NOTARY PUBLIC**



Department of Transportation & Communications  
**LAND TRANSPORTATION OFFICE**  
 East Avenue, Quezon City



**PETC AUTORIZATION COMMITTEE**  
**INSPECTION REPORT (PETC)**

Name of Business			
Business Address			
Contact Number		Owner/President	
LTO Service Area		Number of lane(s)	
IT Provider		Type of Application	

**DOCUMENTARY REQUIREMENTS**

- Complete
- Incomplete

**LIST OF MOTOR VEHICLE EMISSION CONTROL TECHNICIANS (MVECTs)**

NAME OF MVETC	TESDA CERTIFICATE NO.	REMARKS/FINDINGS

**TESTING EQUIPMENT(S)** *Continue on separate paper if more than two (2) lanes*

LANE 1	BRAND	MODEL	SERIAL NUMBER
Opacimeter			
Gas Analyzer			

LANE 2	BRAND	MODEL	SERIAL NUMBER
Opacimeter			
Gas Analyzer			

The testing equipments are certified by the DENR.

- Certified
- Not Certified

The testing equipments are interfaced with the PETC computer or workstation.

- Certified
- Not Certified

The equipments are calibrated by DTI-BPS accredited calibration laboratories.

- Calibrated
  - Not Calibrated
- Calibrated by: \_\_\_\_\_



Only brand new testing equipments shall be allowed for new applicants. Tampered serial numbers of the testing equipment shall be considered a violation of DENR-DTI-DOTC JAO No. 1, Series of 2007 and automatically disqualifies the application for authorization or its renewal and shall be a ground for the revocation of existing authorizations

- Testing Equipments
  - Brand new
  - Not Brand new
- Serial Numbers
  - Tampered
  - Not Tampered



**WORK ENVIRONMENT**

OFFICE AREA	WORKING AREA	HEIGHT

The work area shall be within a permanent site and shall have a maneuvering area/site of at least 6 meters wide by 6 meters long and minimum height of 4.5 meters per proposed number of vehicles to be inspected at any given time where the driver can park for off-highway emission testing. The center must be capable of inspecting all types of motor vehicles.

- Complied
  - Not Complied
- Remarks \_\_\_\_\_

**CLIENT APPLICATION PROGRAM**

APPLICATION PROGRAM	VERSION

The Client Application Program is automatically set to thirty-two (32) uploads per day for diesel and forty-eight (48) uploads per day for gas.

- Complied
  - Not Complied
- Remarks \_\_\_\_\_

The webcam has the following minimum specifications (image size = 320x240 pixels and outdoor and indoor capability)

- Complied
  - Not Complied
- Remarks \_\_\_\_\_

Picture of motor vehicles must be saved on the database format rather than directory format. No picture of motor vehicles shall be saved on USB or any external drive or discs.

- Complied
- Not Complied

Remarks \_\_\_\_\_

Interface cable must be one (1) per equipment and the client application program shall be capable of detecting a defective cable.

- Complied
- Not Complied

Remarks \_\_\_\_\_

No laptop computer and extra webcam shall be allowed inside PETC premises.

- Complied
- Not Complied

Remarks \_\_\_\_\_

No other application program (software) shall be installed in the computer which maybe contributory to the editing or tampering of information. (Refers to item no. 6.8.6 of DOTC Department Order No. 2012-10)

- Complied
- Not Complied

Remarks \_\_\_\_\_

Upon start-up of the computer, only the following application program icons shall be available on screen,

- IT Service Provider Client Application Program (Software)
- Interfacing Software

- Complied
- Not Complied

Remarks \_\_\_\_\_

The subsequent Windows Applications Program and Menu Items are disabled, removed and terminated. (Refers to item no. 6.8.9 of DOTC Department Order No. 2012-10)

- Complied
- Not Complied

Remarks \_\_\_\_\_

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

- Complied
- Not Complied

Remarks \_\_\_\_\_

Over all findings: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspected by:

\_\_\_\_\_  
Member, Inspection Team

\_\_\_\_\_  
Member, Inspection Team

\_\_\_\_\_  
Member, Inspection Team

\_\_\_\_\_  
Member, Inspection Team

Approve by:

\_\_\_\_\_  
Chairman, Regional Authorization Committee

CERTIFIED TRUE COPY  
 (NOT VALID W/ ERASURES OR ALTERATION)  
 \_\_\_\_\_  
 ROSSIE O. BORJA  
 RECORDS OFFICER III  
 GEN. SERVICES SECTION  
 LTO  
 RECEIVED  
 15 NOV 2012  
 [Signature]

