



Land Transportation Office

CITIZEN'S CHARTER 2025 1ST EDITION

Agency Details

I. Mandate

The Land Transportation Office (LTO), a sectoral agency of the Department of Transportation (DOTr) by virtue of Executive Order (E.O) No. 125 and 125A dated 13 April 1987 and E.O No. 266 dated 25 July 1987, is tasked to register motor vehicles, issue driver's/conductor's licenses and permits, enforce transportation laws, rules and regulations and adjudicate apprehension cases.

II. Vision

A frontline government agency showcasing fast and efficient public service for a progressive land transport sector.

III. Mission

Rationalize the land transportation services and facilities and to effectively implement the various transportation laws, rules and regulations. It is the responsibility of those involved in the public service to be more vigilant in their part in the over-all development scheme of the national leadership. Hence, promotion of safety and comfort in land travel is a continuing commitment of the LTO.

IV. Service Pledge

We commit to:

- Register roadworthy and emission compliant motor vehicles.
- Issue driver's/conductor's licenses and permits to qualified applicants.
- Put order on the road through proper enforcement of land transportation laws, rules and regulations.
- Attend to all clients who are within LTO office premises prior to the end of official working hours and during noon breaks.
- Serve the public with utmost courtesy and respect.
- Do the above for our country and for the Glory of God.

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Driver's License Transactions

External Services

STUDENT-DRIVER'S PERMIT (WALK IN)

Authority issued to a person who desires to learn to operate motor vehicles.

Office or Division:	All Regional Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	1. Must be a Filipino citizen [sixteen (16) years old and above]; or 2. Foreign citizen at least eighteen (18) years old and must have been in the Philippines for at least one (1) month, with proof of stay for at least six (6) months 3. Must be physically and mentally fit to drive 4. Must be able to read and write in Filipino or English 5. Must not have unsettled traffic violation 6. Must have completed Theoretical Driving Course
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Duly accomplished Application for Permits and Licenses (APL) Form
(1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -

2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate
(1) Original Copy And (1) Photo Copy

Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -

3. Presentation of the original and submission of one (1) photocopy of any of the following: a. PSA/NSO Certificate of Birth b. Philippine Identification Card c. Passport d. Local Civil Registry (for areas where there is no PSA) e. PSA Certificate of Marriage

(1) Photo Copy And (1) Original Copy

Agency - Division: Philippine Statistics Authority (PSA) - formerly NSO Office of the Local Civil Registry Department of Foreign Affairs - -

4. For applicants below 18 years old, one (1) parent's consent or a person having custody/care or supervision over the minor applicant authorizing the applicant to secure a student permit, with presentation of one (1) original and submission of one (1) photocopy of any valid government issued ID of the parent/guardian with photo and signature

(1) Original Copy And (1) Photo Copy

Agency - Division: Parents or Guardian For ID: Any issuing government agency - -

5. Presentation of the original and submission of one (1) copy of any issued ID with photo and signature of the applicant

(1) Original Copy And (1) Photo Copy

Agency - Division: Any issuing government agency, school, company - -

6. In addition, for foreign nationals, presentation of the original and submission of one (1) photocopy of passport with entry date of at least one (1) month and visa duration of six (6) months from date of application, and if born in the Philippines, presentation of the original and submission of one (1) photocopy of birth certificate duly authenticated by Philippine Statistics Authority (PSA).

(1) Original Copy And (1) Photo Copy

Agency - Division: For passport and Visa: Country of Origin, Bureau of Immigration and Deportation (BID) For birth certificate: Philippine Statistics Authority (PSA) - -

7. Presentation of original and submission of one (1) photocopy of Electronically transmitted Certificate of Completion of the 15-hours Theoretical Driving Course

(1) Original Copy And (1) Photo Copy

Agency - Division: LTO Accredited Driving School, LTO Driver Education Centers (DECs), LTO Accredited TESDA Training Center - -

8. LTO Client ID

(1) Electronic Copy

Agency - Division: LTO Public Portal - -

For Situational Requirement

A. Taxpayer's Identification Number (TIN), if employed

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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1. Gets queue number Location: Client Service Assistant (CSA) Window	1. Issues APL form (if necessary), queue number, and checklist of requirements	None	1 minute/s	• Client Service Assistant (CSA) (Window); All Licensing Offices
2. Waits for number/name to be called Location: Client Service Assistant (CSA) Window	2. Calls out number/name of applicant	None	1 minute/s	• Client Service Assistant (CSA) (Window); All Licensing Offices
3. Proceeds to the Client Service Officer (CSO) window and submits accomplished APL form and all the requirements Location: Client Service Officer (CSO) Window	3. Calls out the applicant and receives and evaluates the completeness and authenticity of requirements 3.2 Encodes the data of the applicant 3.3 Uploads the documentary requirements 3.4. Advises the applicant to wait for name to be called	None	30 minute/s	• Client Service Officer (CSO) (Window); All Licensing Offices
4. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment Location: Cashier Window	4. Calls out the applicant, receives payment and issues Official Receipts	Standard Fees Breakdown: Student Driver's Permit Fee: PHP 150 Application Fee: PHP 100 Total: PHP 250	50 minute/s	• Cashier; All Licensing Offices
5. Receives OR Location: Cashier Window	5. Advises applicant to wait for name to be called for biometric capturing	None	1 minute/s	• Cashier; All Licensing Offices

6. Waits for name to be called for biometric capturing Location: Client Service Officer (CSO) Window	6. Calls out the applicant and captures the fingerprints, photo and signature 6.2. Prints the Student- Driver's permit	None	15 minute/s	Client Service Officer (CSO) (Window); All Licensing Offices
7. Waits for name to be called by the releasing officer, signs in the log sheet and claims the printed Student-Driver's permit. Location: Releasing Window	7. Calls out the applicant and issues the Student-Driver's permit.	None	15 minute/s	Releasing Officer; All Licensing Offices

General Remarks

Note:

a. Government issued ID's - Philippine Identification (PhilID) Card,Philippine passport, Social Security System (SSS) Card, UMID Card, PhilHealth ID, TIN Card, Postal ID, Voter's ID, Barangay ID, Professional Regulation Commission (PRC) ID, Senior Citizen ID, OFW ID, Overseas Workers Welfare Administration (OWWA) ID, National Council of Disabled Affairs (NCDA) ID, Solo Parent ID,Voter's Certification, Government Services and Insurance System (GSIS) e-Card, Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID, Home Development Mutual Fund (HDMF) ID, Department of Social Welfare and Development (DSWD) Certification, Integrated Bar of the Philippines (IBP) ID.

b. Processing time includes waiting time and starts upon the submission of complete requirements.

c. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day.

d. For settlement of penalties due to traffic violations, only the basic fee shall be collected for the renewal of SP after the expiry date.

Validity:

1. The Student Permit shall be valid for one (1) year from the date of its issuance. After one (1) year, it cannot be used for purposes of the practical driving course. However, it can be used to apply for Non-Professional Driver's License if the practical driving course has been completed within the one (1) year validity period.

2. After two (2) years from the date of issuance of Student Permit, the holder shall be required to acquire a new student permit bearing the same Student Permit number and undergo the required apprenticeship period reckoned from the date of issuance of the new Student Permit. All records of training courses shall be retained.

3. Student Permit may be renewed on or before the expiry date if the holder is not ready to apply for the Non-

Professional Drivers License. Except for settlement of penalties due to traffic violations, only the basic fee shall be collected for the renewal of Student Permit after the expiry date.
(Pursuant to MC 2020-2194 dated 29 June 2020, all holders of SP that have expired and was issued prior to 03 August 2020 shall be required to complete the TDC.)

Total Processing Time:	Working Days: 1 hour/s, 53 minute/s
Total Processing Fee:	Total Standard Fee: PHP 250

STUDENT-DRIVER'S PERMIT (PORTAL)

Authority issued to a person who desires to learn to operate motor vehicles

Office or Division:	All Regional Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	1. Must be a Filipino citizen [sixteen (16) years old and above]; or 2. Foreign citizen at least eighteen (18) years old and must have been in the Philippines for at least one (1) month, with proof of stay for at least six (6) months 3. Must be physically and mentally fit to drive 4. Must be able to read and write in Filipino or English 5. Must not have unsettled traffic violation 6. Must have completed Theoretical Driving Course
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Application for Permits and Licenses (APL) Form (1) Original Copy	Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate (1) Original Copy And (1) Photo Copy	Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -
3. Presentation of the original and submission of one (1) photocopy of any of the following: a. PSA/NSO Certificate of Birth b. Philippine Identification Card c. Passport d. Local Civil Registry (for areas where there is no PSA) e. PSA Certificate of Marriage (1) Photo Copy And (1) Original Copy	Agency - Division: Philippine Statistics Authority (PSA) - formerly NSO Office of the Local Civil Registry Department of Foreign Affairs - -

4. For applicants below 18 years old, one (1) parent's consent or a person having custody/care or supervision over the minor applicant authorizing the applicant to secure a student permit, with presentation of one (1) original and submission of one (1) photocopy of any valid government issued ID of the parent/guardian with photo and signature
(1) Original Copy And (1) Photo Copy

Agency - Division: Parents or Guardian For ID:
Any issuing government agency - -

5. Presentation of the original and submission of one (1) copy of any issued ID with photo and signature of the applicant
(1) Original Copy And (1) Photo Copy

Agency - Division: Any issuing government agency, school, company - -

6. In addition, for foreign nationals, presentation of the original and submission of one (1) photocopy of passport with entry date of at least one (1) month and visa duration of six (6) months from date of application, and if born in the Philippines, presentation of the original and submission of one (1) photocopy of birth certificate duly authenticated by Philippine Statistics Authority (PSA).
(1) Original Copy And (1) Photo Copy

Agency - Division: For passport and Visa: Country of Origin, Bureau of Immigration and Deportation (BID) For birth certificate: Philippine Statistics Authority (PSA) - -

7. Presentation of original and submission of one (1) photocopy of Electronically transmitted Certificate of Completion of the 15-hours Theoretical Driving Course
(1) Original Copy And (1) Photo Copy

Agency - Division: LTO Accredited Driving School, LTO Driver Education Centers (DECs), LTO Accredited TESDA Training Center - -

8. LTO Client ID
(1) Electronic Copy

Agency - Division: LTO Public Portal - -

For Situational Requirement

A. Taxpayer's Identification Number (TIN), if employed

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Logs-in to the LTO public portal and fills-out the required fields in the profile page Location: Portal account	1. None	None	1 minute/s	None; All Licensing Offices
2. Applies for Student-Driver's Permit Location:	2. None	None	1 minute/s	None; All Licensing Offices

Portal account				
3. Selects appointment location/agency, date and time Location: Portal Account	3. None	None	1 minute/s	• None; All Licensing Offices
4. Selects payment mode Location: Portal account	4. None	None	1 minute/s	• None; All Licensing Offices
5. Receives application confirmation and proceeds to the selected payment channel Location: Portal account	5. None	None	1 minute/s	• None; All Licensing Offices
6. Pays the application fee and receives the Official Receipt via email Location: Portal account	6. None	Standard Fees Breakdown: Application Fee: PHP 100 Total: PHP 100	1 minute/s	• None; All Licensing Offices
7. Shows up to the Client Service Officer (CSO) of the preferred location/agency and presents paid transaction with the Location: Client Service Officer (CSO)	7. Verifies transaction details and submitted documents	None	15 minute/s	• Client Service Officer (CSO); All Licensing Offices
8. Gets queue number Location: Client Service Officer (CSO)	8. Issues queue number to the applicant	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Proceeds to the Client Service Officer (CSO) window for biometric	9. Captures the fingerprints, photo and signature, then issues	None	10 minute/s	• Client Service Officer (CSO);

capturing Location: Client Service Officer (CSO)	queue number to the applicant			All Licensing Offices
10. Proceeds to the cashier for the payment of the student-driver's permit fee Location: Cashier Window	10. Receives payment and issues Official Receipts	Standard Fees Breakdown: Student- Driver's Permit Fee: PHP 150 Total: PHP 150	10 minute/s	Cashier; All Licensing Offices
11. Receives OR Location: Cashier Window	11. Receives payment and issues Official Receipts	None	1 minute/s	Cashier; All Licensing Offices
12. Waits for name to be called by the releasing officer Location: Releasing Window	12. Prints the Student- Driver's permit	None	1 minute/s	Releasing Officer; All Licensing Offices
13. Signs in the logsheet and claims the printed Student-Driver's permit Location: Releasing Window	13. Calls out the applicant and issues the Student-Driver's permit	None	5 minute/s	Releasing Officer; All Licensing Offices

General Remarks

Note:

a. Government issued ID's - Philippine Identification (PhilID) Card, Philippine passport, Social Security System (SSS) Card, UMID Card, PhilHealth ID, TIN Card, Postal ID, Voter's ID, Barangay ID, Professional Regulation Commission (PRC) ID, Senior Citizen ID, OFW ID, Overseas Workers Welfare Administration (OWWA) ID, National Council of Disabled Affairs (NCDA) ID, Solo Parent ID, Voter's Certification, Government Services and Insurance System (GSIS) e-Card, Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID, Home Development Mutual Fund (HDMF) ID, Department of Social Welfare and Development (DSWD) Certification, Integrated Bar of the Philippines (IBP) ID.

Validity:.

1. The Student Permit shall be valid for one (1) year from the date of its issuance. After one (1) year, it cannot be used for purposes of the practical driving

course. However, it can be used to apply for Non-Professional Driver's License if the practical driving course has been completed within the one (1) year validity period.

2. After two (2) years from the date of issuance of Student Permit, the holder shall be required to acquire a new student permit bearing the same Student Permit number and undergo the required apprenticeship period reckoned from the date of issuance of the new Student Permit. All records of training courses shall be retained.

3. Student Permit may be renewed on or before the expiry date if the holder is not ready to apply for the Non-Professional Drivers License. Except for settlement of penalties due to traffic violations, only the basic fee shall be collected for the renewal of Student Permit after the expiry date.

(Pursuant to MC 2020-2194 dated 29 June 2020, all holders of SP that have expired and was issued prior to 03 August 2020 shall be required to complete the TDC.)

Total Processing Time:	Working Days: 49 minute/s
Total Processing Fee:	Total Standard Fee: PHP 250

NEW DRIVER'S LICENSE (NON-PROFESSIONAL) (WALK-IN)

A privilege granted by the LTO to a qualified person to operate motor vehicles under DL Codes A, A1, B, B1, B2.

Office or Division:	All Authorized District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	QUALIFICATIONS: 1. Must be at least seventeen (17) years old. For foreigners, at least eighteen (18) years old. 2. Must be able to read and write in Filipino and/or English 3. Must be a holder of Student-Driver's Permit for at least one (1) month from issuance 4. Must have attended and passed the Practical Driving Course (PDC) from LTO Driver's Education Center (DEC) / LTO accredited Driving School / LTO accredited TESDA Training Center 5. Must be physically and mentally fit to operate a motor vehicle 6. Must not have unsettled traffic violation 7. Must have passed the Automated Theoretical Examination and Practical Driving Test
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Application for Permits and Licenses (APL) Form (1) Original Copy	Applicant / Client
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one(1) photocopy and presentation of original medical certificate (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Presentation of original and submission of one (1) photocopy of Practical Driving Course	Applicant / Client

**(PDC) Certificate. Electronically transmitted
Practical Driving Course (PDC) Certificate**
(1) Original Copy And (1) Photo Copy

**4. Valid Student-Driver's Permit (Refer to
validity of SP)**
(1) Original Copy

Applicant / Client

**5. .Parental or guardian's consent (with valid
government I.D. with photo and signature) if
applicant is seventeen (17) years old.**
(1) Original Copy

Applicant / Client

For Situational Requirement

A. Tax Identification Number (TIN), if employed

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets queue number Location: Client Service Officer (CSO)	1. Issues APL form (if necessary), queue number, and checklist of requirements	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices
2. Waits for number/name to be called Location: Client Service Officer (CSO) (Window)	2. Calls out number/name of applicant	None	1 minute/s	Client Service Officer (CSO) ; All Licensing Offices
3. Proceeds to the Client Service Officer (CSO) window and submits accomplished APL form and all the requirements Location: Client Service Officer (CSO)	3. Receives and evaluates completeness and authenticity of requirements Uploads documentary requirements and/or updates the applicant's details, if necessary	None	55 minute/s	Client Service Officer (CSO); All Licensing Offices
4. Applies for Driver's License Location: LTO Licensing Section	4. Prints the clients application and advises applicant to proceed to the waiting area and wait for his/her name to be called out Forwards the application to the cashier	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices

5. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of Location: Cashier	5. Calls out the applicant, receives payment and issues Official Receipts	Standard Fees Breakdown: Application Fee: PHP 100 Total: PHP 100	25 minute/s	• Cashier; All Licensing Offices
6. Receives Original Receipt Location: Cashier	6. Advises applicant to wait for name to be called for biometric capturing	None	1 minute/s	• Cashier; All Licensing Offices
7. Proceeds to the Client Service Officer (CSO) window for biometric capturing Location: Client Service Officer (CSO)	7. Calls out applicant and captures the fingerprints, photo and signature, then issues queue number to the applicant for the examination	None	20 minute/s	• Client Service Officer (CSO); All Licensing Offices
8. Proceeds to the Examination area for theoretical exam Location: Examination Administrator	8. Verifies the applicant's details	None	1 hour/s, 40 minute/s	• Examination Administrator; All Licensing Offices
9. Waits for the queue in examination area and review for the exam Location: Examination Administrator	9. Calls out and orients the applicant of the examination proper	None	1 minute/s	• Examination Administrator; All Licensing Offices
10. Takes the exam Location: Examination Administrator	10. Monitors the examination, generates and issues examination results to the applicant	None	1 minute/s	• Examination Administrator; All Licensing Offices
11. IF PASSED THE THEORETICAL EXAM (Proceed to Practical Driving Exam Area) Location:	11. Orients the applicant and conducts the practical examination	None	1 hour/s, 20 minute/s	• Driving Skills Rater (Practical Exam); All Licensing Offices

Driving Skills Area (Practical Exam) Notes/Instruction: <i>IF FAILED THE THEORETICAL EXAM</i> <i>Receives the examination result and may re-apply the following regular working day or any day at his/her convenience provided that the SP has not expired two (2) years from the date of issuance.</i>				
12. IF PASSED THE PRACTICAL EXAM - Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the DL Location: Cashier Notes/Instruction: <i>IF FAILED THE PRACTICAL EXAM</i> <i>Receives the examination result and re-take of practical exam after 7 calendar days from the date of last practical examination provided SP has not expired two (2) years from the date of issuance provided the application fee of P 100.00 is paid</i>	12. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the DL	Standard Fees Breakdown: Driver's License Fee: PHP 585 Total: PHP 585 Formula Fees Breakdown: Additional Fee	25 minute/s	Cashier; All Licensing Offices
13. Receives Official Receipt Location: Cashier	13. Issues Official Receipt	None	1 minute/s	Cashier; All Licensing Offices

14. Returns to the Client Service Officer (CSO) window and presents the OR Location: Releasing Area	14. Prints and issues the DL card	None	25 minute/s	Releasing Officer; All Licensing Offices
15. Signs in the logsheet and claims he DL card Location: Releasing Area	15. Verifies client via fingerprint scan	None	1 minute/s	Releasing Officer; All Licensing Offices

General Remarks

Note: a. Processing time includes waiting time and starts upon the submission of complete requirements.

b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.

c. Foreigners applying for conversion of Foreign Driver's License to Philippine Driver's License shall receive their Driver's License via registered mail thru the Philippine Postal Service. (Memorandum dated 27 February 2019)

Total Processing Time:	Working Days: 5 hour/s, 38 minute/s
Total Processing Fee:	Total Standard Fee: PHP 685 See other fees below

Formula / Schedule of Fees

Additional Fee

(Refer to the License Schedule of fees and charges)

CONDUCTOR'S LICENSE (WALK-IN)

An authority issued to a qualified person to work or perform the duties and responsibilities of a conductor.

Office or Division:	License Section
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	QUALIFICATIONS: 1. Must be at least eighteen (18) years old 2. Must be physically and mentally fit to work and no contagious disease 3. Must be able to read and write in Filipino and/or English 4. Must have passed the theoretical examination - New CL and those not renewed for more than two (2) years from the expiry date 5. Must not have unsettled traffic violation 6. Must have completed the Conductor's Theoretical Course (CTC) from LTO Driver's Education Center (DEC)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Duly accomplished Application for Permits and Licenses (APL) Form

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -

2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate

(1) Original Copy And (1) Photo Copy

Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -

3. Presentation of the original and submission of one (1) photocopy of any of the following: a. PSA Certificate of Birth b. Philippine Identification Card c. Passport d. PSA Certificate of Marriage for married women
(1) Original Copy And (1) Photo Copy

Agency - Division: Philippine Statistics Authority (PSA) - formerly NSO Office of the Local Civil Registry Department of Foreign Affairs - -

4. Taxpayer's Identification Number (TIN)
(1) Original Copy

Agency - Division: Bureau of Internal Revenue (BIR) - -

5. Presentation of original and submission of one (1) photocopy of Conductor's Theoretical Course (CTC) Certificate
(1) Original Copy And (1) Photo Copy

Agency - Division: LTO Driver's Education Center (DEC) - -

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets queue number Location: Client Service Officer (CSO) Window	1. Issues APL form (if necessary), queue number, and checklist of requirements	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices
2. Waits number/name to be called Location: Client Service Officer Window	2. Calls out number/name of applicant	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices
3. Proceeds to the Client Service Officer (CSO) window and submits the required documents Location: Client Service Officer (CSO) Window	3. Receives and evaluates completeness and authenticity of requirements	None	55 minute/s	Client Service Officer (CSO); All Licensing Offices
4. Applies for Conductor's License Location: Client Service Officer (CSO) Window	4. Uploads documentary requirements and/or updates the applicant details, if necessary	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices

5. Waits for name to be called out Location: Client Service Officer Window Notes/Instruction: <i>Forwards the application to the cashier</i>	5. Prints the client's application and advises applicant to proceed to the waiting area and wait for name to be called out.	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
6. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of application fee Location: Cashier Window	6. Calls out name of the applicant and collects payment	Standard Fees Breakdown: Application Fee: PHP 100 Total: PHP 100	25 minute/s	• Cashier; All Licensing Offices
7. Receives OR Location: Cashier Window	7. Issues Official Receipt and advises applicant to wait for name to be called by the Client Service Officer (CSO)	None	1 minute/s	• Cashier; All Licensing Offices
8. Proceeds to the Client Service Officer (CSO) window for biometric capturing Location: Client Service Officer (CSO) Window	8. Calls out applicant and captures the fingerprints, photo and signature, then issues queue number to the applicant for the examination proper	None	20 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Proceeds to the Examination area for theoretical exam Location: Examination area	9. Verifies the applicant's details	None	1 hour/s, 40 minute/s	• Examination Administrator; All Licensing Offices
10. Waits for the queue in examination area and review for the exam Location: Examination area	10. Calls out the name of the applicant and orients him/her of the examination proper	None	1 minute/s	• Examination Administrator; All Licensing Offices

11. Takes the exam Location: Examination area	11. Monitors the examination, generates and issues examination results to the applicant	None	1 minute/s	• Examination Administrator; All Licensing Offices
12.RESULTS OF THE THEORETICAL EXAM				
IF FAILED THE THEORETICAL EXAM 12.A.Receives the examination result and may re-apply on the next regular working day or any day at his/her convenience. Location: Examination Area	12.A. Advises the applicant to reapply the following regular working day or any day at his/her convenience.	None	1 minute/s	• Examination Administrator; All Licensing Offices
IF PASSED THE THEORETICAL EXAM 12.B.Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the CL fee. Location: Cashier Window	12.B. Calls out name of the applicant and collects payment	Standard Fees Breakdown: Conductor's License Fee: PHP 585 Total: PHP 585	25 minute/s	• Cashier; All Licensing Offices
13. Receives Official Receipt Location: Cashier Window	13. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices
14. Returns to the Client Service Officer (CSO) window and presents the OR Location: Releasing Window	14. Prints and issues the CL card	None	25 minute/s	• Releasing Officer; All Licensing Offices
15. Signs in the logsheet and claims the CL card Location: Releasing Officer Window	15. Verifies client via fingerprint scan	None	1 minute/s	• Releasing Officer; All Licensing Offices
General Remarks				

Note:

- a. Processing time includes waiting time and starts upon the submission of complete requirements.
- b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.

Total Processing Time:	
*For IF FAILED THE THEORETICAL EXAM	Working Days: 3 hour/s, 55 minute/s
*For IF PASSED THE THEORETICAL EXAM	Working Days: 4 hour/s, 19 minute/s
Total Processing Fee:	
*For IF FAILED THE THEORETICAL EXAM	Total Standard Fee: PHP 100
*For IF PASSED THE THEORETICAL EXAM	Total Standard Fee: PHP 685

CONDUCTOR'S LICENSE (PORTAL)

An authority issued to a qualified person to work or perform the duties and responsibilities of a conductor.

Office or Division:	All Authorized District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	QUALIFICATIONS: 1. Must be at least eighteen (18) years old 2. Must be physically and mentally fit to work and no contagious disease 3. Must be able to read and write in Filipino and/or English 4. Must have passed the theoretical examination - New CL and those not renewed for more than two (2) years from the expiry date 5. Must not have unsettled traffic violation 6. Must have completed the Conductor's Theoretical Course (CTC) from LTO Driver's Education Center (DEC)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Duly accomplished Application for Permits and Licenses (APL) Form

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -

2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate

(1) Original Copy And (1) Photo Copy

Agency - Division: Medical clinics - Accredited by Land Transportation Office (LTO)

3. Presentation of the original and submission of one (1) photocopy of any of the following: a. PSA Certificate of Birth b. Philippine Identification Card c. Passport d. PSA Certificate of Marriage for married women
(1) Original Copy And (1) Photo Copy

Agency - Division: Philippine Statistics Authority (PSA) - formerly NSO Office of the Local Civil Registry Department of Foreign Affairs - -

4. Taxpayer's Identification Number (TIN)
(1) Original Copy

Agency - Division: Bureau of Internal Revenue (BIR) - -

5. Presentation of original and submission of one (1) photocopy of Conductor's Theoretical Course (CTC) Certificate
(1) Original Copy And (1) Photo Copy

Agency - Division: LTO Driver's Education Center (DEC) - -

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Logs-in to the LTO public portal and fills-out the required fields in the profile page Location: Portal Account	1. None	Standard Fees Breakdown: Application Fee: PHP 100 Total: PHP 100	1 minute/s	None; All Licensing Offices
2. Applies for Conductor's License Location: Portal Account	2. None	None	1 minute/s	None; All Licensing Offices
3. Selects appointment location/agency, date and time Location: Portal Account	3. None	None	1 minute/s	None; All Licensing Offices
4. Selects payment mode Location: Portal Account	4. None	None	1 minute/s	None; All Licensing Offices
5. Receives application confirmation and proceeds to the selected	5. None	None	1 minute/s	None; All Licensing Offices

payment channel Location: Portal Account				
6. Pays the application fee and receives the Official Receipt via email Location: Portal Account	6. None	None	1 minute/s	• None; All Licensing Offices
7. Shows up to the Client Service Officer (CSO) of the preferred location/agency and presents paid transaction with the required documents Location: Client Service Officer Window	7. Verifies transaction details and submitted documents, then issues queue number to the applicant and proceed to the waiting area and wait for name to be called out for biometric capturing	None	10 minute/s	• Client Service Officer (CSO); All Licensing Offices
8. Gets queue number Location: Client Service Officer Window	8. Verifies transaction details and submitted documents, then issues queue number to the applicant and proceed to the waiting area and wait for name to be called out for biometric capturing	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Proceeds to the Client Service Officer (CSO) window for biometric capturing Location: Client Service Officer Window	9. Calls out applicant and captures the fingerprints, photo and signature, then issues queue number to the applicant for the examination proper	None	20 minute/s	• Client Service Officer (CSO); All Licensing Offices
10. Proceeds to the Examination area for theoretical exam Location: Examination area	10. Verifies the applicant's details	None	1 minute/s	• Examination Administrator; All Licensing Offices
11. Waits for the queue in examination area and review for the exam Location:	11. Waits for the queue in examination area and review for the exam	None	1 minute/s	• Examination Administrator; All Licensing Offices

Examination area				
12. Takes the exam Location: Examination area	12. Monitors the examination, generates and issues examination results to the applicant	None	1 hour/s, 40 minute/s	• Examination Administrator; All Licensing Offices
13.RESULT OF THE THEORETICAL EXAM				
IF FAILED THE THEORETICAL EXAM 13.A.Receives the examination result and may re-apply on the next regular working day or any day at his/her convenience. Location: Examination Area Notes/Instruction: -	13.A. Advises the applicant to re-apply the following regular working day or any day at his/her convenience.	None	1 minute/s	• Examination Administrator; All Licensing Offices
IF PASSED THE THEORETICAL EXAM 13.B.Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the CL fee. Location: Examination Area Notes/Instruction: -	13.B. Calls out name of the applicant and collects payment	Standard Fees Breakdown: Conductors License Fee: PHP 585 Total: PHP 585	25 minute/s	• Examination Administrator; All Licensing Offices
14. Receives Official Receipt Location: Cashier Window	14. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices

15. Returns to the Client Service Officer (CSO) window and presents the OR Location: Releasing Officer Window	15. Prints and issues the CL card	None	25 minute/s	• Releasing Officer; All Licensing Offices
16. Sign in the Log sheet and claim the CL Card. Location: Releasing Officer Window	16. Verifies client via fingerprint scan.	None	1 minute/s	• Releasing Officer; All Licensing Offices

General Remarks

Note:

In areas where there is no PSA (formerly NSO) branch, presentation of the original and submission of one (1) photocopy of birth certificate validated by the Office of the Local Civil Registry with attached Official Receipt. (For ease of doing business, NSO may be accepted).

Processing time includes waiting time and starts upon the submission of complete requirements and if the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.

Validity:

A new Conductor's License (CL) shall be valid for five (5) years reckoned from the date of birth of the licensee, unless sooner revoked or suspended. A holder of CL who has not committed any violation/s during the five (5) year period preceding its expiration shall be entitled to renewal of such license valid for ten (10) years.

Total Processing Time:

*For IF FAILED THE THEORETICAL EXAM	Working Days: 2 hour/s, 47 minute/s
*For IF PASSED THE THEORETICAL EXAM	Working Days: 3 hour/s, 11 minute/s

Total Processing Fee:

*For IF FAILED THE THEORETICAL EXAM	Total Standard Fee: PHP 100
*For IF PASSED THE THEORETICAL EXAM	Total Standard Fee: PHP 685

PLAIN OR ADVANCE RENEWAL OF DRIVER'S/CONDUCTOR'S LICENSE- WALK IN

The process of extending the privilege given to holders of Driver's and Conductor's License without theoretical examination.

Office or Division:	License Section
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	QUALIFICATIONS: 1. Must be a holder of Driver's License or Conductor's License not expired for more than two (2) years including advance renewal for those who intend to leave the country within one (1) year before expiry date. 2. Must be physically and mentally fit to operate a motor vehicle 3. Must not have unsettled traffic violation 4. Must have completed the Comprehensive Driver's Education (CDE) prior to initial renewal of the five (5) years DL 5. For DL holders with accumulated five (5) to nine (9) demerit points must have completed the Driver's Reorientation Course and its examination 6. For DL holders with ten (10) or more but less than forty (40) demerit points, must have passed both the Driver's Reorientation Course and its examination, and the automated Theoretical Examination
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Duly accomplished Application for Permits and Licenses (APL) Form
(1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -

2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate

(1) Original Copy And (1) Photo Copy

Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -

3. Electronically Transmitted Certificate of Completion of Comprehensive Driver's Education (CDE) for the initial renewal of DL with five (5) years validity (The CDE shall no longer be required for the renewal of all driver's license holders that were issued with Student-driver's Permit on or after 03 August 2020, and those who have renewed to their current driver's license on or after 28 October 2021)

(1) Original Copy

Agency - Division: LTO Public Portal - E-Learning, LTO District Office (DO), Extension Office (EO), Driver's License Renewal Office (DLRO), or DEC - -

4. Presentation of original Driver's or Conductor's License

(1) Original Copy And (1) Photo Copy

Applicant / Client

5. Submission of Certificate of Completion of Driver's Reorientation Course for applicants with five (5) to nine (9) and ten (10) or more but less than forty (40) demerit points

(1) Original Copy

Agency - Division: LTO Driver's Education Center (DEC) - -

6. Plane ticket (for advance renewal only)

(1) Original Copy Or (1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets queue number Location: Client Service Officer (CSO) Window	1. Issues APL form (if necessary), queue number, and checklist of requirements	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices
2. Waits for number/name to be called Location: Client Service Officer (CSO) window	2. Calls out number/name of applicant	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices
3. Proceeds to the Client Service Officer (CSO) window and submits the required documents Location:	3. Receives and evaluates completeness and authenticity of requirements	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices

Client Service Officer (CSO) Window				
Notes/Instruction: <i>Uploads documentary requirements and/or updates the applicant details, if necessary</i>				
4. Applies for Renewal Location: Client Service Officer (CSO) Window	4. Prints the client's application and advises applicant to proceed to the waiting area and wait for name to be called out	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
5. Waits for name to be called out Location: Client Service Officer (CSO) Window	5. Forwards the application to the cashier	None	55 minute/s	• Client Service Officer (CSO); All Licensing Offices
6. Proceeds to the waiting area and waits for the name to be called out by the cashier for the payment Location: Waiting area	6. Calls out name of the applicant and collects payment	Standard Fees Breakdown: Fee: PHP 585 Total: PHP 585	25 minute/s	• Cashier; All Licensing Offices
7. Receives OR Location: Client Service Officer (CSO) (Window)	7. Issues Official Receipt and advises applicant to wait for his/her name to be called by the Client Service Officer (CSO)	None	1 minute/s	• Cashier; All Licensing Offices
8. Proceeds to the Client Service Officer (CSO) window for biometric capturing Location: Client Service Officer (CSO) Window	8. Captures the fingerprints, photo and signature	None	20 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Returns to the Client Service Officer (CSO) window and presents the OR Location:	9. Prints and issues the DL card	None	25 minute/s	• Releasing Officer; All Licensing Offices

Releasing Officer Window				
10. Signs in the logsheet and claims the printed DL card Location: Releasing Officer Window	10. Verifies client via fingerprint scan	None	1 minute/s	Releasing Officer; All Licensing Offices
General Remarks Note: a. Processing time includes waiting time and starts upon the submission of complete requirements. b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped. c. Storage of Driver's License prior to its expiry date shall mean no collection of penalties upon reactivation. Government issued ID's - Philippine Identification (PhilID) Card, Philippine passport, Social Security System (SSS) Card, UMID Card, PhilHealth ID, TIN Card, Postal ID, Voter's ID, Barangay ID, Professional Regulation Commission (PRC) ID, Senior Citizen ID, OFW ID, Overseas Workers Welfare Administration (OWWA) ID, National Council of Disabled Affairs (NCDA) ID, Solo Parent ID, Voter's Certification, Government Services and Insurance System (GSIS) e-Card, Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID, Home Development Mutual Fund (HDMF) ID, Department of Social Welfare and Development (DSWD) Certification, Integrated Bar of the Philippines (IBP) ID				
Total Processing Time:		Working Days: 2 hour/s, 11 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 585		

PLAIN OR ADVANCE RENEWAL OF DRIVER'S/CONDUCTOR'S LICENSE - PORTAL

The process of extending the privilege given to holders of Driver's and Conductor's License without theoretical examination.

Office or Division:	All Licensing Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	QUALIFICATIONS: 1. Must be a holder of Driver's License or Conductor's License not expired for more than two (2) years including advance renewal for those who intend to leave the country within one (1) year before expiry date 2. Must be physically and mentally fit to operate a motor vehicle 3. Must not have unsettled traffic violation 4. Must have completed the Comprehensive Driver's Education (CDE) prior to initial renewal of the five (5) years DL 5. For DL holders with accumulated five (5) to nine (9) demerit points must have completed the Driver's Reorientation Course and its examination 6. For DL holders with ten (10) or more but less than forty (40) demerit points, must have passed both the Driver's Reorientation Course and its examination, and the automated Theoretical Examination
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Duly accomplished Application for Permits and Licenses (APL) Form
(1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -

2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate

(1) Original Copy And (1) Photo Copy

Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -

3. Electronically Transmitted Certificate of Completion of Comprehensive Driver's Education (CDE) for the initial renewal of DL with five (5) years validity (The CDE shall no longer be required for the renewal of all driver's license holders that were issued with Student-driver's Permit on or after 03 August 2020, and those who have renewed to their current driver's license on or after 28 October 2021)

(1) Original Copy

Agency - Division: LTO Public Portal - E-Learning, LTO District Office (DO), Extension Office (EO), Driver's License Renewal Office (DLRO), or DEC - -

4. Presentation of original Driver's or Conductor's License

(1) Original Copy And (1) Photo Copy

Applicant / Client

5. Submission of Certificate of Completion of Driver's Reorientation Course for applicants with five (5) to nine (9) and ten (10) or more but less than forty (40) demerit points

(1) Original Copy

Agency - Division: LTO Driver's Education Center (DEC) - -

6. Plane ticket (for advance renewal only)

(1) Original Copy Or (1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Logs-in to the LTO public portal and fills-out the required fields in the profile page Location: Portal Account	1. None	None	1 minute/s	None; All Licensing Offices
2. Applies for Renewal of License Location: Portal Account	2. None	None	1 minute/s	None; All Licensing Offices

3. Selects appointment location/agency, date and time Location: Portal Account	3. None	None	1 minute/s	• None; All Licensing Offices
4. Selects payment mode Location: Portal Account	4. None	None	1 minute/s	• None; All Licensing Offices
5. Receives application confirmation and proceeds to the selected payment channel Location: Portal Account	5. None	None	1 minute/s	• None; All Licensing Offices
6. Pays the necessary fee and receives the Official Receipt via email Location: Portal Account	6. None	Formula Fees Breakdown: Refer to License Schedule of Fees and Charges	1 minute/s	• None; All Licensing Offices
7. Shows up to the Client Service Officer (CSO) of the preferred location/agency and presents paid transaction with the required documents Location: Client Service Officer (CSO) Window	7. Verifies transaction details and submitted documents	None	10 minute/s	• Client Service Officer (CSO); All Licensing Offices
8. Gets queue number Location: Client Service Officer (CSO) Window	8. Issues queue number to the applicant	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Proceeds to the Client Service Officer (CSO) window for biometric capturing Location:	9. Captures the fingerprints, photo and signature	None	10 minute/s	• Client Service Officer (CSO); All Licensing Offices

Client Service Officer (CSO) Window				
10. Returns to the Client Service Officer (CSO) window and presents the OR Location: Releasing Office Window	10. Prints and issues the DL card	None	10 minute/s	Releasing Officer; All Licensing Offices
11. Signs in the logsheet and claims the DL card Location: Releasing Officer Window	11. Verifies client via fingerprint scan	None	1 minute/s	Releasing Officer; All Licensing Offices

General Remarks

Note:

- a. Processing time includes waiting time and starts upon the submission of complete requirements.
- b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.
- c. Storage of Driver's License prior to its expiry date shall mean no collection of penalties upon reactivation.

Government issued ID's - Philippine Identification (PhilID) Card, Philippine passport, Social Security System (SSS) Card, UMID Card, PhilHealth ID, TIN Card, Postal ID, Voter's ID, Barangay ID, Professional Regulation Commission (PRC) ID, Senior Citizen ID, OFW ID, Overseas Workers Welfare Administration (OWWA) ID, National Council of Disabled Affairs (NCDA) ID, Solo Parent ID, Voter's Certification, Government Services and Insurance System (GSIS) e-Card, Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID, Home Development Mutual Fund (HDMF) ID, Department of Social Welfare and Development (DSWD) Certification, Integrated Bar of the Philippines (IBP) ID

Total Processing Time:	Working Days: 38 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

Refer to License Schedule of Fees and Charges

Refer to License Schedule of Fees and Charges

RENEWAL OF STUDENT-DRIVER'S PERMIT- WALK IN

Authority issued to a person who desires to learn to operate motor vehicles.

Office or Division:	All Licensing Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	1. Must be a Filipino citizen [sixteen (16) years old and above]; or 2. Foreign citizen at least eighteen (18) years old and must have been in the Philippines for at least one (1) month, with proof of stay for at least six (6) months 3. Must be physically and mentally fit to drive 4. Must be able to read and write in Filipino or English 5. Must not have unsettled traffic violation 6. Must have completed Theoretical Driving Course
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Application for Permits and Licenses (APL) Form (1) Original Copy	Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate (1) Original Copy And (1) Photo Copy	Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -
3. Presentation of the Student Driver's Permit (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. Taxpayer's Identification Number (TIN), if employed	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets queue number Location: Client Service Assistant (CSA) Window	1. Issues APL form (if necessary), queue number, and checklist of requirements	None	1 minute/s	• Client Service Assistant (CSA) (Window); All Licensing Offices
2. Waits for number/name to be called Location: Client Service Assistant (CSA) Window	2. Calls out number/name of applicant	None	1 minute/s	• Client Service Assistant (CSA) (Window); All Licensing Offices
3. Proceeds to the Client Service Officer (CSO) window and submits accomplished APL form and all the requirements Location: Client Service Officer (CSO) Window	3. Calls out the applicant and receives and evaluates the completeness and authenticity of requirements 3.2 Encodes the data of the applicant 3.3 Uploads the documentary requirements 3.4. Advises the applicant to wait for name to be called	None	30 minute/s	• Client Service Officer (CSO) (Window); All Licensing Offices
4. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment Location: Cashier Window	4. Calls out the applicant, receives payment and issues Official Receipts	Standard Fees Breakdown: Student Driver's Permit Fee: PHP 150 Total: PHP 150	50 minute/s	• Cashier; All Licensing Offices
5. Receives OR Location: Cashier Window	5. Advises applicant to wait for name to be called for biometric capturing	None	1 minute/s	• Cashier; All Licensing Offices
6. Waits for name to be called for biometric capturing Location:	6. Calls out the applicant and captures the fingerprints, photo and signature 6.2. Prints the Student- Driver's permit	None	15 minute/s	• Client Service Officer (CSO) (Window); All Licensing Offices

Client Service Officer (CSO) Window				
7. Waits for name to be called by the releasing officer, signs in the log sheet and claims the printed Student-Driver's permit. Location: Releasing Window	7. Calls out the applicant and issues the Student-Driver's permit.	None	15 minute/s	Releasing Officer; All Licensing Offices

General Remarks

Note:

a. Government issued ID's - Philippine Identification (PhilID) Card, Philippine passport, Social Security System (SSS) Card, UMID Card, PhilHealth ID, TIN Card, Postal ID, Voter's ID, Barangay ID, Professional Regulation Commission (PRC) ID, Senior Citizen ID, OFW ID, Overseas Workers Welfare Administration (OWWA) ID, National Council of Disabled Affairs (NCDA) ID, Solo Parent ID, Voter's Certification, Government Services and Insurance System (GSIS) e-Card, Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID, Home Development Mutual Fund (HDMF) ID, Department of Social Welfare and Development (DSWD) Certification, Integrated Bar of the Philippines (IBP) ID.

b. Processing time includes waiting time and starts upon the submission of complete requirements.

c. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day.

d. For settlement of penalties due to traffic violations, only the basic fee shall be collected for the renewal of SP after the expiry date.

Validity:

1. The Student Permit shall be valid for one (1) year from the date of its issuance. After one (1) year, it cannot be used for purposes of the practical driving course. However, it can be used to apply for Non-Professional Driver's License if the practical driving course has been completed within the one (1) year validity period.

2. After two (2) years from the date of issuance of Student Permit, the holder shall be required to acquire a new student permit bearing the same Student Permit number and undergo the required apprenticeship period reckoned from the date of issuance of the new Student Permit. All records of training courses shall be retained.

3. Student Permit may be renewed on or before the expiry date if the holder is not ready to apply for the Non-Professional Drivers License. Except for settlement of penalties due to traffic violations, only the basic fee shall be collected for the renewal of Student Permit after the expiry date.

(Pursuant to MC 2020-2194 dated 29 June 2020, all holders of SP that have expired and was issued prior to 03 August 2020 shall be required to complete the TDC.)

Total Processing Time:

Working Days: 1 hour/s, 53 minute/s

Total Processing Fee:

Total Standard Fee:

PHP 150

RENEWAL OF STUDENT-DRIVER'S PERMIT (Portal)

Authority issued to a person who desires to learn to operate motor vehicle.

Office or Division:	All Licensing Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	1. Must be a Filipino citizen [sixteen (16) years old and above]; or 2. Foreign citizen at least eighteen (18) years old and must have been in the Philippines for at least one (1) month, with proof of stay for at least six (6) months 3. Must be physically and mentally fit to drive 4. Must be able to read and write in Filipino or English 5. Must not have unsettled traffic violation 6. Must have completed Theoretical Driving Course
Operating Hours:	8:00 AM - 5:00 PM
Statute:	R.A 4136
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Duly accomplished Application for Permits and Licenses (APL) Form

(1) Original Copy

Remarks:

N/A

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -

2. Presentation of the Student Driver's Permit

(1) Original Copy

Applicant / Client

Remarks:

N/A

3. Electronically transmitted medical certificate from Land Transportation Office (LTO) accredited medical clinic. Submission of

Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -

one (1) photocopy and presentation of original medical certificate

(1) Original Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Logs-in to the LTO public portal and fills-out the required fields in the profile page. Location: Portal Account	1. None	Standard Fees Breakdown: Student-Permit's Fee: PHP 100 Total: PHP 100	1 minute/s	• None; All Licensing Offices
2. Applies for Student Driver's Permit Location: Portal Account	2. None	None	1 minute/s	• None; All Licensing Offices
3. Selects appointment location/agency, date and time. Location: Portal Account	3. None	None	1 minute/s	• None; All Licensing Offices
4. Selects payment mode. Location: Portal Account	4. None	None	1 minute/s	• None; All Licensing Offices
5. Receives application confirmation and proceeds to the selected payment channel. Location: Portal Account	5. None	None	1 minute/s	• None; All Licensing Offices

6. Pays the application fee and receives the Official Receipt via email. Location: Portal Account	6. None	None	1 minute/s	• None; All Licensing Offices
7. Shows up to the Client Service Officer (CSO) of the preferred location/agency and presents paid transaction with the required. Location: Client Service Officer Window	7. Verifies transaction details and submitted documents.	None	15 minute/s	• Client Service Officer (CSO); All Licensing Offices
8. Gets queue number Location: Client Service Officer Window	8. Issues queue number to the applicant.	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Proceeds to the Client Service Officer (CSO) window for biometric capturing. Location: Client Service Officer window. Notes/Instruction: <i>For settlement of penalties due to traffic violations, only the basic fee shall be collected for the renewal of Students Permit (SP) after the expiry date.</i>	9. Captures the fingerprints, photo and signature, then issues queue number to the applicant.	None	10 minute/s	• Client Service Officer (CSO); All Licensing Offices

10. Proceeds to the cashier for the payment of the student-driver's permit fee. Location: Cashier Window Notes/Instruction: <i>Receives Official Receipt (OR) after payment.</i>	10. Receives payment and issues Official Receipts	Standard Fees Breakdown: Students Permit Fee: PHP 150 Total: PHP 150	10 minute/s	• Cashier; All Licensing Offices
11. Waits for name to be called by the releasing officer Location: Releasing window.	11. Prints the Student Driver's (SP) permit.	None	5 minute/s	• Releasing Officer; All Licensing Offices
12. Signs in the log sheet and claims the printed Student-Driver's permit. Location: Releasing Window	12. Calls out the applicant and issues the Student-Driver's permit.	None	1 minute/s	• Releasing Officer.; All Licensing Offices

General Remarks

Note:

Government issued ID's - Philippine Identification (PhilID) Card, Philippine passport, Social Security System (SSS) Card, UMID Card, PhilHealth ID, TIN Card, Postal ID, Voter's ID, Barangay ID, Professional Regulation Commission (PRC) ID, Senior Citizen ID, OFW ID, Overseas Workers Welfare Administration (OWWA) ID, National Council of Disabled Affairs (NCDA) ID, Solo Parent ID, Voter's Certification, Government Services and Insurance System (GSIS) e-Card, Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID, Home Development Mutual Fund (HDMF) ID, Department of Social Welfare and Development (DSWD) Certification, Integrated Bar of the Philippines (IBP) ID

Validity:

1. The Student Permit shall be valid for one (1) year from the date of its issuance. After one (1) year, it cannot be used for purposes of the practical driving course. However, it can be used to apply for Non-Professional Driver's License if the practical driving course has been completed within the one (1) year validity period.
2. After two (2) years from the date of issuance of Student Permit, the holder shall be required to acquire a new student permit bearing the same Student Permit number and undergo the required apprenticeship period reckoned from the date of issuance of the new Student Permit. All records of training courses shall be retained.

3. Student Permit may be renewed on or before the expiry date if the holder is not ready to apply for the Non-Professional Drivers License. Except for settlement of penalties due to traffic violations, only the basic fee shall be collected for the renewal of Student Permit after the expiry date.
(Pursuant to MC 2020-2194 dated 29 June 2020, all holders of SP that have expired and was issued prior to 03 August 2020 shall be required to complete the TDC.)

Total Processing Time:	Working Days: 48 minute/s
Total Processing Fee:	Total Standard Fee: PHP 250

RENEWAL OF DRIVER'S LICENSE

The process of extending the privilege given to holders of Driver's and Conductors License without theoretical examination.

Office or Division:	Operations Division - Central Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	1. Must be a holder of Driver's License or Conductor's License not expired for more than two (2) years including advance renewal for those who intend to leave the country within one (1) year before expiry date 2. Must be physically and mentally fit to operate a motor vehicle 3. Must not have unsettled traffic violation 4. Must have completed the Comprehensive Driver's Education (CDE) prior to initial renewal of the five (5) years DL 5. For DL holders with accumulated five (5) to nine (9) demerit points must have completed the Driver's Reorientation Course and its examination 6. For DL holders with ten (10) or more but less than forty (40) demerit points, must have passed both the Driver's Reorientation Course and its examination, and the automated Theoretical Examination
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 19, R.A 4136
CHECKLIST OF REQUIREMENTS WHERE TO SECURE	

For Standard Requirement

1. Duly accomplished Application for Permits and Licenses (APL) Form

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - Licensing Office

2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate

(1) Original Copy

Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - N/A

3. Electronically Transmitted Certificate of Completion of Comprehensive Driver's Education (CDE) for the initial renewal of DL with five (5) years validity (The CDE shall no longer be required for the renewal of all driver's license holders that were issued with Student-driver's Permit on or after 03 August 2020, and those who have renewed to their current driver's license on or after 28 October 2021)

(1) Original Copy

Agency - Division: LTO Public Portal - E-Learning, LTO District Office (DO), Extension Office (EO), Driver's License Renewal Office (DLRO), or DEC - N/A

4. Presentation of original Driver's or Conductor's License

Old Driver's License Card

5. Submission of Certificate of Completion of Driver's Reorientation Course for applicants with five (5) to nine (9) and ten (10) or more but less than forty (40) demerit points

(1) Original Copy

Agency - Division: LTO Driver's Education Center (DEC) - Land Transportation Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets queue number Location: LTO Licensing	1. Issues APL form (if necessary), queue number, and checklist of requirements	None	1 minute/s	Client Service Officer; License Section
2. Waits for number/name to be called Location: LTO Licensing	2. Calls out number/name of applicant	None	1 minute/s	Client Service Officer; License Section
3. 2.1. Proceeds to the Client Service Officer (CSO) window and submits the required documents 2.2. None 2.3. Applies for Renewal 2.4. Waits for name to be called out Location: LTO Licensing	3. 2.1. Receives and evaluates completeness and authenticity of requirements 2.2. Uploads documentary requirements and/or updates the applicant details, if necessary 2.3. Prints the client's application and advises applicant to proceed to the waiting area and wait for name to be called out 2.4. Forwards the application to the cashier	None	55 minute/s	Client Service Officer ; License Section

4. 3.1. Proceeds to the waiting area and waits for the name to be called out by the cashier for the payment 3.2. Receives OR Location: LTO Licensing Notes/Instruction: <i>PENALTY FOR ONE (1) DAY TO ONE (1) YEAR EXPIRED : Php 75.00</i> <i>PENALTY FOR MORE THAN ONE (1) YEAR TO TWO (2) YEARS EXPIRED : Php 150.00</i> <i>PENALTY FOR MORE THAN TWO (2) YEARS; Php 225.00 (Requires examination. Proceed to renewal of driver's/conductor's license with examination)</i>	4. 3.1. Calls out name of the applicant and collects payment 3.2. Issues Official Receipt and advises applicant to wait for his/her name to be called by the Client Service Officer (CSO)	Standard Fees Breakdown: License Renewal: PHP 585 Total: PHP 585	25 minute/s	Cashier; License Section
5. 4. Proceeds to the Client Service Officer (CSO) window for biometric capturing Location: LTO Licensing	5. 4. Captures the fingerprints, photo and signature	None	20 minute/s	Client Service Officer;
6. 5.1. Returns to the Client Service Officer (CSO) window and presents the OR 5.2. Signs in the logsheet and claims the printed DL card Location: LTO Licensing	6. 5.1. Prints and issues the DL card 5.2. Verifies client via fingerprint scan	None	25 minute/s	Releasing Officer; License Section
Total Processing Time:		Working Days: 2 hour/s, 7 minute/s		
Total Processing Fee:		Total Standard Fee:		

RENEWAL OF DRIVER'S LICENSE FOR OFW AND FILIPINOS LIVING ABROAD

The process of extending the privilege given to holders of Driver's and Conductor's License without theoretical examination.

Office or Division:	Operations Division - Central Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	QUALIFICATIONS: 1. Must be a holder of Driver's License or Conductor's License not expired for more than two (2) years including advance renewal for those who intend to leave the country within one (1) year before expiry date. 2. Must be physically and mentally fit to operate a motor vehicle 3. Must not have unsettled traffic violation 4. Must have completed the Comprehensive Driver's Education (CDE) prior to initial renewal of the five (5) years DL 5. For DL holders with accumulated five (5) to nine (9) demerit points must have completed the Driver's Reorientation Course and its examination 6. For DL holders with ten (10) or more but less than forty (40) demerit points, must have passed both the Driver's Reorientation Course and its examination, and the automated Theoretical Examination
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Duly accomplished Application for Permits and Licenses (APL) Form
(1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -

2. Presentation of one (1) photocopy of passport (first page, visa page and departure from the Philippines and latest arrival overseas)

Applicant / Client

(1) Original Copy And (1) Photo Copy

3. Presentation of original Letter of Authority of authorized representative

Applicant / Client

(1) Original Copy

4. The licensee shall present himself/herself within 30 days upon arrival to the same office where the renewal was made for photo-taking and submit the following:

(1) Original Copy Or (1) Photo Copy

Agency - Division: Applicant, Medical Clinic accredited by LTO, LTO Public Portal, LTO Driver's Education Center (DEC) - LTO

Remarks:

a. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate.

b. Presentation of original and submission of one (1) photocopy of passport (first and arrival pages)

c. Presentation of original Official Receipt (OR) which serves as temporary DL

d. Electronically Transmitted Certificate of Comprehensive Driver's Education (CDE) for the initial renewal of DL with five (5) years validity

e. Certificate of Completion of Driver's Reorientation Course for applicants with five (5) to nine (9) and ten (10) or more but less than forty (40) demerit points

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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1. 1. Presents requirements 1.1 Gets queue number Location: Client Service Officer (CSO) Window	1. Assigns queue number to the applicant's authorized representative	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
2. 2. Authorized representative submits all requirements Location: Client Service Officer (CSO) window	2. Receives and evaluates completeness and authenticity of requirements 2.2. Encodes applicant details	None	30 minute/s	• Client Service Officer (CSO); All Licensing Offices
3. None Location: Client Service Officer (CSO) Window	3. Reviews and approves transaction. The approving officer should reflect on the remarks field that the transaction is an absentee renewal	None	35 minute/s	• Client Service Officer (CSO); All Licensing Offices
4. Proceeds to the waiting area and waits for the name to be called out by the cashier for the payment 4.2. Receives OR Location: Cashier Window	4. Calls out name of the applicant and collects payment 4.2. Issues Official Receipt and advises applicant to wait for his/her name to be called by the Client Service Office (CSO)	Possible Fees Breakdown: Renewal without penalty: PHP 585 Renewal with Penalty (Refer to License schedule of fees and charges): PHP 0	1 hour/s	• Cashier; All Licensing Offices
5. Receives OR which serves as temporary driver's license Location: Releasing Window	5. Stamps a marginal note to the OR as temporary DL. Releases the OR	None	15 minute/s	• Releasing Officer; All Licensing Offices

6. END OF TRANSACTION Location: LTO LICENSING	6. END OF TRANSACTION	None	1 minute/s	• NONE; All Licensing Offices
7. Within 30 days upon return to the Philippines, Licensee must submit all requirements for renewal including electronically transmitted medical certificate from an LTO accredited clinic Location: Client Service Officer (CSO) (Window)	7. Receives and evaluates the completeness and authenticity of requirements	None	30 minute/s	• Client Service Officer (CSO); All Licensing Offices
8. Licensee waits for his/her name to be called for photo taking and biometric capturing Location: Client Service Officer (CSO) Window	8. Captures biometric, photo and signature 8.2. Prints DL Card	None	30 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Receives the DL Card 9.2. Signs in the log sheet Location: Releasing Officer Window	9. Issues DL Card 9.2. Requires the applicant to sign in the log sheet	None	15 minute/s	• Releasing Officer; All Licensing Offices

General Remarks

Note:

- Processing time includes waiting time and starts upon the submission of complete requirements.
- If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.
- Storage of Driver's License prior to its expiry date shall mean no collection of penalties upon reactivation.

Government issued ID's - Philippine Identification (PhilID) Card, Philippine passport, Social Security System (SSS) Card, UMID Card, PhilHealth ID, TIN Card, Postal ID, Voter's ID, Barangay ID, Professional Regulation Commission (PRC) ID, Senior Citizen ID, OFW ID, Overseas Workers Welfare Administration (OWWA) ID, National Council of Disabled Affairs (NCDA) ID, Solo Parent ID, Voter's

Certification, Government Services and Insurance System (GSIS) e-Card, Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID, Home Development Mutual Fund (HDMF) ID, Department of Social Welfare and Development (DSWD) Certification, Integrated Bar of the Philippines (IBP) ID

Total Processing Time:	Working Days: 3 hour/s, 37 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below
Possible Fees Renewal without penalty : 585 Renewal with Penalty (Refer to License schedule of fees and charges) : 0	

MISCELLANEOUS LICENSE TRANSACTIONS (REVISION OF RECORDS/ DUPLICATE DRIVER'S LICENSE AND/OR STUDENTS PERMIT/ STORAGE OF DRIVER'S LICENSE/CONDUCTORS LICENSE..

Other Driver's License Transactions specifically re-activation of Driver's License, updating of Conductor's or Driver's License holder's details and application for duplicate Student Permit, Conductor's License and Driver's License.

Office or Division:	License Section		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2C (Government to Citizen)		
Who may avail:	1. Must be a holder of Driver's License or Conductor's License not expired for more than two (2) years 2. Must be a holder of Driver's License or Conductor's License who intends to leave the country and license is due for renewal within one (1) year 3. FOR REACTIVATION OF STORED DRIVER'S LICENSE (Holder of a Stored Driver's License) 4. FOR STORAGE OF DRIVER'S LICENSE (Must be a holder of valid driver's license & Must not have unsettled traffic violation)		
Operating Hours:	8:00 AM - 5:00 PM		
Statute:	R.A 4136 AND R.A 10930		
<table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		

For Standard Requirement

1. WITH REVISION OF RECORDS

Any of the following:

1.A. Duly accomplished Application for Permits and Licenses (APL) Form

(1) Original Copy And (1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -

1.B. Presentation of original Driver's / Conductor's License

(1) Original Copy And (1) Photo Copy

Agency - Division: Applicant - -

2. Change name

Any of the following:

2.A. Presentation of original copy and submission of one (1) photocopy of the Court Order authorizing the change of name

(1) Original Copy And (1) Original Copy

Agency - Division: Court / Philippine Statistics Authority (PSA) / Office of the Local Civil Registry - -

2.B. If widow, presentation of original and submission of one (1) photocopy of death certificate of the deceased husband

(1) Original Copy And (1) Original Copy

Agency - Division: Court / Philippine Statistics Authority (PSA) / Office of the Local Civil Registry - -

2.C. Authenticated Birth certificate or Philippine Identification Card and/or marriage contract, with annotation if applicable . In areas where there is no PSA branch, presentation of the original and submission of one (1) photocopy of birth certificate and marriage contract validated by the Office of the Local Civil Registry with attached Official Receipt.

(1) Original Copy And (1) Photo Copy

Agency - Division: Court / Philippine Statistics Authority (PSA) / Office of the Local Civil Registry - -

3. Correction of Name / Birthdate

(1) Original Copy And (1) Original Copy

Agency - Division: Presentation of the original and submission of one (1) photocopy of any of the following: a. PSA Certificate of Birth b. Philippine Identification Card c. Passport - Philippine Statistics Authority (PSA) - formerly NSO Department of Foreign Affairs

4. Change Civil Status

Any of the following:

4.A. Presentation of the original and submission of one (1) photocopy of Marriage Contract. If marriage contract is

Agency - Division: Philippine Statistics Authority (PSA) / The local embassy of the

not in English or Filipino, submit official English translation. In areas where there is no PSA branch, presentation of the original and submission of one (1) photocopy of birth certificate and marriage contract validated by the Office of the Local Civil Registry with attached Official Receipt or Philippine Identification Card
(1) Original Copy And (1) Photo Copy

issuing country / Office of the Local Civil Registry - -

4.B. . If annulled, presentation of original and submission of one (1) photocopy court order or marriage contract with annotation
(1) Original Copy And (1) Original Copy

Agency - Division: Court, Philippine Statistics Authority (PSA) - -

4.C. Certificate of No Marriage (CENOMAR), if applicable
(1) Original Copy And (1) Photo Copy

Agency - Division: Philippine Statistics Authority (PSA) - -

4.D. . If married abroad, presentation of original and submission of one (1) photocopy of passport showing married name or copy of the "report of marriage" submitted at the Philippine Consular Office where the marriage took place
(1) Original Copy And (1) Photo Copy

Agency - Division: Applicant - -

5. Change in Citizenship

Any of the following:

5.A. Presentation of original and submission of one (1) photocopy of Passport (first page, visa page and departure from the Philippines and latest arrival overseas)
(1) Original Copy And (1) Photo Copy

Agency - Division: Bureau of Immigration and Deportation (BID) - -

5.B. Certificate of Re-acquisition of Citizenship, Identification Certificate or Oath of Allegiance
(1) Original Copy And (1) Photo Copy

Agency - Division: Embassy, Consular Office - -

5.C. . Foreign passport
(1) Original Copy And (1) Photo Copy

Agency - Division: Issuing country/government - -

6. Change Address

(1) Original Copy And (1) Photo Copy

Agency - Division: Submission of one (1) photocopy of Barangay Certification of Residency /Clearance or Proof of Billing - Barangay/Meralco/Maynilad/PLDT/others

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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				(Designation; Office)
1. Proceeds to the Client Service Officer (CSO) window and submits the required documents Location: Licensing Section	1. Receives and evaluates completeness and authenticity of requirements	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
2. Applies for Revision of record Location: Licensing Section	2. Uploads documentary requirements and/or updates the applicant details, if necessary.	None	13 minute/s	• Client Service Officer (CSO); All Licensing Offices
3. None Location: Licensing Section	3. Prints the client's application and advises applicant to proceed to the waiting area and wait for name to be called out	None	13 minute/s	• Client Service Officer (CSO) ; All Licensing Offices
4. Waits for name to be called out Location: Licensing Section	4. Forwards the application to the cashier	None	20 minute/s	• Client Service Officer (CSO); All Licensing Offices
5. Proceeds to the waiting area and waits for the name to be called out by the cashier for the payment Location: Licensing Section	5. Calls out name of the applicant and collects payment	Standard Fees Breakdown: Revision of record fee: PHP 325 Total: PHP 325 Formula Fees Breakdown: If applicable	15 minute/s	• Cashier; All Licensing Offices
6. Receives Original Receipt (OR) Location: Licensing Section	6. Issues Official Receipt and advises applicant to wait for his/her name to be called by the Client Service Officer (CSO)	None	1 minute/s	• Cashier; All Licensing Offices
7. Proceeds to the Client Service Officer (CSO) window for biometric	7. Captures the fingerprints, photo and signature	None	20 minute/s	• Client Service Officer (CSO) ;

capturing and check the requested revision of record Location: Licensing Section				All Licensing Offices
8. Proceeds to the waiting area and waits for the name to be called out by the releasing officer Location: Licensing Section	8. Print the Driver's License card	None	20 minute/s	Releasing officer; All Licensing Offices
9. Signs in the log sheet and claims the printed DL card Location: Licensing Section	9. Issues the DL Card and Verifies the client via finger print	None	5 minute/s	Releasing Officer; All Licensing Offices
General Remarks Note: a. Government issued ID's - Philippine Identification (PhilID) Card,Philippine passport, Social Security System (SSS) Card, UMID Card, PhilHealth ID, TIN Card, Postal ID, Voter’s ID, Barangay ID, Professional Regulation Commission (PRC) ID, Senior Citizen ID, OFW ID, Overseas Workers Welfare Administration (OWWA) ID, National Council of Disabled Affairs (NCDA) ID, Solo Parent ID,Voter’s Certification, Government Services and Insurance System (GSIS) e-Card, Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID, Home Development Mutual Fund (HDMF) ID, Department of Social Welfare and Development (DSWD) Certification, Integrated Bar of the Philippines (IBP) ID				
Total Processing Time:		Working Days: 1 hour/s, 48 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 325 See other fees below		
Formula / Schedule of Fees If applicable If for renewal - Php 585.00 + 100 (for Revision Fee)				

RENEWAL OF DRIVER'S / CONDUCTOR'S LICENSE WITH EXAMINATION [EXPIRED FOR MORE THAN TWO (2) YEARS] AND/OR WITH TEN (10) OR MORE BUT LESS THAN FORTY (40) DEMERIT POINTS- WALK-IN..

The process of granting the privilege given to holders of more than two (2) years expired Driver's / Conductor's License.

Office or Division:	License Section
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	QUALIFICATIONS: FOR DRIVER'S LICENSE 1. Must be physically and mentally fit to operate a motor vehicle. 2. Must not have unsettled traffic violation. 3. Must have passed the Automated Theoretical Examination and Practical Driving Test. 4. Must have completed the Comprehensive Driver's Education (CDE) prior to initial renewal of the five (5) years DL. 5. For DL holders with accumulated five (5) to nine (9) demerit points, must have completed the Driver's Reorientation Course. 6. For DL holders with ten (10) or more but less than forty (40) demerit points, must have passed both the Driver's Reorientation Course and its examination, and the automated Theoretical Examination. FOR CONDUCTOR'S LICENSE 1. Must be physically and mentally fit to work as conductor. 2. Must not have unsettled traffic violation. 3. Must have passed the Automated Theoretical Examination. 4. For CL holders with accumulated five (5) to nine (9) demerit points, must have completed the Conductor's Re-orientation Course. 5. For CL holders with ten (10) or more but less than forty (40) demerit points, must have completed the Conductor's Re-orientation Course and passed the Theoretical Examination.

Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 4136			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Duly accomplished Application for Permits and Licenses (APL) Form. (1) Original Copy		Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -		
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate (1) Original Copy And (1) Photo Copy		Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -		
3. Presentation of original Driver's/Conductor's License (expired for more than two (2) years) (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets queue number Location: Client Service Officer (CSO) Window	1. Issues APL form (if necessary), queue number, and checklist of requirements.	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
2. Waits for number/name to be called Location: Client Service Office Window	2. Calls out number/name of applicant.	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
3. Proceeds to the Client Service Officer (CSO) window and submits accomplished APL form and all the requirements Location: Client Service Officer (CSO) Window	3. Receives and evaluates completeness and authenticity of requirements.	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices

Notes/Instruction: <i>Uploads documentary requirements and/or updates the applicant's details, if necessary</i>				
4. Applies for Driver's License Location: Client Service Officer (CSO) Window	4. Prints the clients application and advises applicant to proceed to the waiting area and wait for his/her name to be called out.	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
5. Waits for name to be called out Location: Client Service Officer (CSO) Window	5. Forwards the application to the cashier.	None	55 minute/s	• Client Service Officer (CSO); All Licensing Offices
6. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of application fee Location: Waiting area	6. Calls-out the applicant, receives payment and issues Official Receipts.	Standard Fees Breakdown: Application Fee: PHP 100 Total: PHP 100	25 minute/s	• Cashier; All Licensing Offices
7. Receives OR Location: Cashier Window	7. Advises applicant to wait for name to be called for biometric capturing.	None	1 minute/s	• Cashier; All Licensing Offices
8. Proceeds to the Evaluator window for biometric capturing Location: Client Service Officer (CSO) Window	8. Calls out applicant and captures the fingerprints, photo and signature, then issues queue number to the applicant for the examination.	None	20 minute/s	• Client Service Officer (CSO) ; All Licensing Offices
9. Proceeds to the Examination area for theoretical exam Location: Examination area	9. Verifies the applicant's details.	None	1 minute/s	• Examination Administrator; All Licensing Offices

10. Waits for the queue in examination area and review for the exam Location: Examination area	10. Calls out the name of the applicant and orients him/her of the examination proper.	None	1 minute/s	Examination Administrator; All Licensing Offices
11. Takes the exam Location: Examination area	11. Monitors the examination, generates and issues examination results to the applicant.	None	1 hour/s, 40 minute/s	Examination Administrator; All Licensing Offices
12. IF PASSED THE THEORETICAL EXAM - Proceeds to actual driving test Location: Examination Area Notes/Instruction: <i>IF FAILED THE THEORETICAL EXAM - Receives and advises the applicant to reapply the following regular working day or any day at his/her convenience.</i>	12. Orients the applicant and conducts the practical examination	None	1 minute/s	Driving Skills Rater (Practical Exam);
13. Takes the actual driving test Location: Driving test Area Notes/Instruction: <i>Informs the applicant of the result and Encodes the result of practical exam</i>	13. Evaluates the driving ability of the applicant and Accomplishes the Road Test Score Sheet Accomplishes the Road Test Score Sheet. Informs the applicant of the result. Encodes the result of practical exam.	None	1 hour/s, 20 minute/s	Driving Skills Rater (Practical Exam); All Licensing Offices
14. IF PASSED THE PRACTICAL EXAM- Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the DL Location: Waiting area	14. Calls out name of the applicant and collects payment	Standard Fees Breakdown: Fee: PHP 585 Total: PHP 585	25 minute/s	Cashier; All Licensing Offices

Notes/Instruction: IF FAILED THE PRACTICAL EXAM - <i>Receives and Advises the applicant to take practical exam after 7 calendar days from the date of last practical examination provided the application fee of P 100.00 is paid.</i>				
15. Receives OR Location: Cashier window	15. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices
16. Returns to the Client Service Officer (CSO) window and presents the OR Location: Client Service Officer (CSO) Window	16. Prints and issues the DL card	None	25 minute/s	• Releasing Officer; All Licensing Offices
17. Signs in the logsheet and claims the printed DL card Location: Client Service Officer (CSO) Window	17. Verifies client via fingerprint scan	None	1 minute/s	• Releasing Officer; All Licensing Offices
General Remarks Note: a. Processing time includes waiting time and starts upon the submission of complete requirements. b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.				
Total Processing Time:		Working Days: 5 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 685		

RENEWAL OF DRIVER'S / CONDUCTOR'S LICENSE WITH EXAMINATION [EXPIRED FOR MORE THAN TWO (2) YEARS] AND/OR WITH TEN (10) OR MORE BUT LESS THAN FORTY (40) DEMERIT POINTS- PORTAL..

The process of granting the privilege given to holders of more than two (2) years expired Driver's / Conductor's License.

Office or Division:	All Licensing Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	QUALIFICATIONS: FOR DRIVER'S LICENSE 1. Must be physically and mentally fit to operate a motor vehicle. 2. Must not have unsettled traffic violation. 3. Must have passed the Automated Theoretical Examination and Practical Driving Test. 4. Must have completed the Comprehensive Driver's Education (CDE) prior to initial renewal of the five (5) years DL. 5. For DL holders with accumulated five (5) to nine (9) demerit points, must have completed the Driver's Reorientation Course. 6. For DL holders with ten (10) or more but less than forty (40) demerit points, must have passed both the Driver's Reorientation Course and its examination, and the automated Theoretical Examination. FOR CONDUCTOR'S LICENSE 1. Must be physically and mentally fit to work as conductor. 2. Must not have unsettled traffic violation. 3. Must have passed the Automated Theoretical Examination. 4. For CL holders with accumulated five (5) to nine (9) demerit points, must have completed the Conductor's Re-orientation Course.

	5. For CL holders with ten (10) or more but less than forty (40) demerit points, must have completed the Conductor's Re-orientation Course and passed the Theoretical Examination.			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 4136			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Duly accomplished Application for Permits and Licenses (APL) Form. (1) Original Copy		Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -		
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate (1) Original Copy And (1) Photo Copy		Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -		
3. Presentation of original Driver's/Conductor's License (expired for more than two (2) years) (1) Original Copy And (1) Photo Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Logs-in to the LTO public portal and fills-out the required fields in the profile page Location: Portal Account	1. None	None	1 minute/s	None; All Licensing Offices
2. Applies for the Renewal of expired Driver's License or Conductors License Location: Potal Account	2. None	None	1 minute/s	None; All Licensing Offices

3. Selects appointment location/agency, date and time Location: Portal Account	3. None	None	1 minute/s	• None; All Licensing Offices
4. Selects payment mode Location: Portal Account	4. None	None	1 minute/s	• None; All Licensing Offices
5. Receives application confirmation and proceeds to the selected payment channel Location: Portal Account	5. None	None	1 minute/s	• None; All Licensing Offices
6. Pays the application fee and receives the Official Receipt via email Location: Portal Account	6. None	Standard Fees Breakdown: Application Fee:: PHP 100 Total: PHP 100	1 minute/s	• None; All Licensing Offices
7. Shows up to the Client Service Officer (CSO) of the preferred location/agency and presents paid transaction with the required documents Location: Client Service Officer (CSO) Window	7. Verifies transaction details and submitted documents, then issues queue number to the applicant	None	10 minute/s	• Client Service Officer (CSO); All Licensing Offices
8. Gets queue number Location: Client Service Officer (CSO) Window	8. 2. Verifies transaction details and submitted documents, then issues queue number to the applicant	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices

9. Proceeds to the Client Service Officer (CSO) window for biometric capturing Location: Client Service Officer (CSO) Window	9. Captures the fingerprints, photo and signature, then issues queue number to the applicant.	None	20 minute/s	Client Service Officer (CSO); All Licensing Offices
10. Proceeds to Examination area for theoretical exam Location: Examination area	10. Verifies the applicant's details	None	1 minute/s	Examination Administrator; All Licensing Offices
11. Waits for the queue in examination area Location: Examination area	11. Calls out and orients the applicant of the examination proper	None	1 minute/s	Examination Administrator; All Licensing Offices
12. Takes the exam Location: Examination area	12. Monitors the examination, generates and issues examination results to the applicant.	None	1 hour/s, 40 minute/s	Examination Administrator; All Licensing Offices
13. IF PASSED THE THEORETICAL EXAM- Proceeds to actual driving test Location: Examination Area Notes/Instruction: <i>IF FAILED THE THEORETICAL EXAM</i> - <i>Receives the examination result and may re-apply the following regular working day or any day at his/her convenience and Advises the applicant to reapply the following regular working day or any day at his/her convenience</i>	13. Orients the applicant and conducts the practical examination	None	1 minute/s	Driving Skills Rater (Practical Exam); All Licensing Offices

14. Takes the actual driving test Location: Driving test area Notes/Instruction: <i>Informs the applicant of the result and encodes the result of practical exam</i>	14. Evaluates the driving ability of the applicant and Accomplishes the Road Test Score Sheet	None	1 hour/s, 20 minute/s	• Driving Skills Rater (Practical Exam); All Licensing Offices
15. IF PASSED THE PRACTICAL EXAM- Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the Drivers License (DL) Location: Cashier window Notes/Instruction: <i>IF FAILED THE PRACTICAL EXAM -</i> <i>Receives and advise the applicant to re-take practical exam after 7 calendar days fromn the date of last practical examination provided the application fee of P 100.00 is paid</i>	15. Calls out name of the applicant and collects payment.	Standard Fees Breakdown: Fee: PHP 585 Total: PHP 585	25 minute/s	• Cashier; All Licensing Offices
16. Receives OR Location: Cashier window	16. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices

17. Returns to the Client Service Officer (CSO) window and presents the OR Location: Releasing Officer Window	17. Prints and issues the DL card.	None	25 minute/s	• Releasing Officer; All Licensing Offices
18. Signs in the logsheet and claims the DL card Location: Releasing Officer Window	18. Verifies client via fingerprint scan.	None	1 minute/s	• Releasing Officer; All Licensing Offices
General Remarks Note: a. Processing time includes waiting time and starts upon the submission of complete requirements. b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.				
Total Processing Time:		Working Days: 4 hour/s, 32 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 685		

CHANGE CLASSIFICATION FROM NON-PROFESSIONAL DRIVER'S LICENSE CODE TO PROFESSIONAL DRIVER'S LICENSE CODE WITH SAME DRIVER'S LICENSE CODE-WALK IN..

The process of upgrading the privilege granted to drive a certain type of vehicle from purely private use to getting authority to operate a vehicle, of similar category, for compensation. This also enables a driver to operate a public utility vehicle of same category.

Office or Division:	License Section	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	QUALIFICATIONS: 1. Must be at least eighteen (18) years old. 2. Must be able to read and write in Filipino and/or English. 3. Must be physically and mentally fit to operate a motor vehicle. 4. Must not have unsettled traffic violation. 5. For applicants with the following demerit points, the period of prohibition for change classification shall apply from the date of settlement of fines and penalties: 1 - 2 demerit points - 3 months 3 - 4 demerit points - 6 months 5 or more demerit points - 1 year 6. For valid NPDL, must have passed the Automated Theoretical Examination. 7. For expired NPDL, must have passed the Automated Theoretical Examination and Practical Driving Test. 8. For RC 1 / DL Codes A and A1, must be a holder of a valid NPDL for at least six (6) months from the date of issuance. 9. For RC 2 or 4 / DL Codes B, B1 and B2, must be a holder of a valid NPDL for at least one (1) year from the date of issuance.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	RA 4136	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

1. Duly accomplished Application for Permits and Licenses (APL) Form

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -

2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate

(1) Original Copy And (1) Photo Copy

Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -

3. Presentation of original valid / expired NPDL

(1) Original Copy

Applicant / Client

4. Taxpayer's Identification Number (TIN)

(1) Original Copy

Agency - Division: Bureau of Internal Revenue (BIR) - -

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets queue number Location: Client Service Officer (CSO) Window	1. Issues APL form (if necessary), queue number, and checklist of requirements.	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
2. Waits for number/name to be called Location: Waiting area	2. Calls out number/name of applicant.	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
3. Proceeds to the Client Service Officer (CSO) window and submits accomplished APL form and all the requirements Location: Client Service Officer (CSO) Window Notes/Instruction: <i>Uploads documentary requirements and/or</i>	3. Receives and evaluates completeness and authenticity of requirements.	None	55 minute/s	• Client Service Officer (CSO); All Licensing Offices

<i>updates the applicant's details, if necessary</i>				
4. Applies for Driver's License Location: Client Service Officer (CSO) Window	4. Prints the clients application and advises applicant to proceed to the waiting area and wait for his/her name to be called out.	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
5. Waits for name to be called out Location: Waiting area	5. Forwards the application to the cashier.	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
6. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of application fee Location: Waiting area	6. Calls-out the applicant, receives payment and issues Official Receipts.	Standard Fees Breakdown: Application Fee: PHP 100 Total: PHP 100	25 minute/s	• Cashier; All Licensing Offices
7. Receives OR Location: Cashier Window	7. Advises applicant to wait for name to be called for biometric capturing.	None	1 minute/s	• Cashier; All Licensing Offices
8. Proceeds to the Evaluator window for biometric capturing Location: Client Service Officer (CSO) (Window)	8. Calls out applicant and captures the fingerprints, photo and signature, then issues queue number to the applicant for the examination.	None	20 minute/s	• Client Service Officer (SCO) ; All Licensing Offices
9. Proceeds to the Examination area for theoretical exam Location: Examination area	9. Verifies the applicant's details.	None	1 minute/s	• Examination Administrator; All Licensing Offices
10. Waits for the queue in examination area and review for the exam Location: Examination area	10. Calls out the name of the applicant and orients him/her of the examination proper.	None	1 minute/s	• Examination Administrator; All Licensing Offices

11. Takes the exam Location: Examination Area	11. Monitors the examination, generates and issues examination results to the applicant	None	1 hour/s, 40 minute/s	• Examination Administrator; All Licensing Offices
12. IF PASSED THE PRACTICAL EXAM - Proceeds to the Driving Skills Rater for validation of existing DL codes Location: Examination Area Notes/Instruction: <i>IF FAILED THE THEORETICAL EXAM - Receives and Advise the applicant to reapply the following regular working day or any day at his/her convenience</i>	12. Validates and encodes existing DL codes	None	20 minute/s	• Driving Skills Rater (Practical Exam); All Licensing Offices
13. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the DL Location: Cashier Window	13. Calls out name of the applicant and collects payment	Standard Fees Breakdown: License Fee: PHP 585 Total: PHP 585	25 minute/s	• Cashier; All Licensing Offices
14. Receives OR Location: Cashier window	14. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices
15. Returns to the Client Service Officer (CSO) window and presents the OR Location: Releasing Officer Window	15. Prints and issues the DL card	None	25 minute/s	• Releasing Officer; All Licensing Offices
16. Signs in the logsheet and claims the printed DL card Location:	16. Verifies client via fingerprint scan	None	1 minute/s	• Releasing Officer; All Licensing Offices

Releasing Officer Window				
General Remarks Note: a. Processing time includes waiting time and starts upon the submission of complete requirements. b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.				
Total Processing Time:		Working Days: 4 hour/s, 39 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 685		

CHANGE CLASSIFICATION FROM NON-PROFESSIONAL DRIVER'S LICENSE CODE TO PROFESSIONAL DRIVER'S LICENSE CODE WITH SAME DRIVER'S LICENSE CODE-PORTAL..

The process of upgrading the privilege granted to drive a certain type of vehicle from purely private use to getting authority to operate a vehicle, of similar category, for compensation. This also enables a driver to operate a public utility vehicle of same category.

Office or Division:	License Section
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	QUALIFICATIONS: 1. Must be at least eighteen (18) years old. 2. Must be able to read and write in Filipino and/or English. 3. Must be physically and mentally fit to operate a motor vehicle. 4. Must not have unsettled traffic violation. 5. For applicants with the following demerit points, the period of prohibition for change classification shall apply from the date of settlement of fines and penalties: 1 - 2 demerit points - 3 months 3 - 4 demerit points - 6 months 5 or more demerit points - 1 year 6. For valid NPD, must have passed the Automated Theoretical Examination. 7. For expired NPD, must have passed the Automated Theoretical Examination and Practical Driving Test. 8. For RC 1 / DL Codes A and A1, must be a holder of a valid NPD for at least six (6) months from the date of issuance. 9. For RC 2 or 4 / DL Codes B, B1 and B2, must be a holder of a valid NPD for at least one (1) year from the date of issuance.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	

1. Duly accomplished Application for Permits and Licenses (APL) Form

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -

2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate

(1) Original Copy And (1) Photo Copy

Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -

3. Presentation of original valid / expired NPDL

(1) Original Copy

Applicant / Client

4. Taxpayer's Identification Number (TIN)

(1) Original Copy

Agency - Division: Bureau of Internal Revenue (BIR) - -

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Logs-in to the LTO public portal and fills-out the required fields in the profile page Location: Portal Account	1. None	None	1 minute/s	None; All Licensing Offices
2. Applies for the Renewal of expired Driver's License or Conductors License Location: Portal Account	2. None	None	1 minute/s	None; All Licensing Offices
3. Selects appointment location/agency, date and time Location: Portal Account	3. None	None	1 minute/s	None; All Licensing Offices

4. Selects payment mode Location: Portal Account	4. None	None	1 minute/s	• None; All Licensing Offices
5. Receives application confirmation and proceeds to the selected payment channel Location: Portal Account	5. None	None	1 minute/s	• None; All Licensing Offices
6. Pays the application fee and receives the Official Receipt via email Location: None	6. None	Standard Fees Breakdown: Application Fee:: PHP 100 Total: PHP 100	1 minute/s	• None; All Licensing Offices
7. Shows up to the Client Service Officer (CSO) of the preferred location/agency and presents paid transaction with the required documents Location: Client Service Officer (CSO) Window	7. Verifies transaction details and submitted documents, then issues queue number to the applicant	None	10 minute/s	• Client Service Officer (CSO); All Licensing Offices
8. Gets queue number Location: Client Service Officer (CSO) Window	8. 2. Verifies transaction details and submitted documents, then issues queue number to the applicant	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Proceeds to the Client Service Officer (CSO) window for biometric capturing Location: Client Service Officer (CSO) Window	9. Captures the fingerprints, photo and signature, then issues queue number to the applicant.	None	20 minute/s	• Client Service Officer (CSO); All Licensing Offices
10. Proceeds to Examination area for	10. Verifies the applicant's details	None	1 minute/s	• Examination Administrator;

theoretical exam Location: Examination area				All Licensing Offices
11. Waits for the queue in examination area Location: Examination area	11. Calls out and orients the applicant of the examination proper	None	1 minute/s	• Examination Administrator; All Licensing Offices
12. Takes the exam Location: Examination Area	12. Monitors the examination, generates and issues examination results to the applicant	None	1 hour/s, 40 minute/s	• Examination Administrator; All Licensing Offices
13. IF PASSED THE PRACTICAL EXAM - Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the DL Location: Examination Area Notes/Instruction: <i>IF FAILED THE PRACTICAL EXAM - Receives and Advise the applicant to re-take practical exam after 7 calendar days from the date of last practical examination provided the application fee of P 100.00 is paid.</i>	13. Calls out name of the applicant and collects payment	Standard Fees Breakdown: License Fee: PHP 585 Total: PHP 585	25 minute/s	• Driving Skills Rater (Practical Exam);
14. Receives OR Location: Cashier window	14. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices

15. Returns to the Client Service Officer (CSO) window and presents the OR Location: Client Service Officer (CSO) (Window)	15. Prints and issues the DL card.	None	25 minute/s	• Releasing Officer; All Licensing Offices
16. Signs in the logsheet and claims the DL card Location: Client Service Officer (CSO) (Window)	16. Verifies client via fingerprint scan.	None	25 minute/s	• Releasing Officer; All Licensing Offices
General Remarks Note: a. Processing time includes waiting time and starts upon the submission of complete requirements. b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.				
Total Processing Time:		Working Days: 3 hour/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 685		

ADDITIONAL DRIVER'S LICENSE CODE/S (WALK-IN)

The process of including other type of vehicles which the holder of a driver's license may operate.

Office or Division:	All Licensing Offices										
Category:	External Service										
Classification:	Simple										
Type of Transaction:	G2C (Government to Citizen)										
Who may avail:	QUALIFICATIONS: 1. Must be at least eighteen (18) years old 2. Must be able to read and write in Filipino and/or English 3. Must be physically and mentally fit to operate a motor vehicle 4. Must not have unsettled traffic violation 5. For applicants with the following demerit points, the period of prohibition for additional DL codes shall apply from the date of settlement of fines and penalties: 1 - 2 demerit points - 3 months 3 - 4 demerit points - 6 months 5 or more demerit points - 1 year 6. Must have passed the Automated Theoretical Examination and Practical Driving Test 7. For RC 1 / DL Codes A or A1, must be a holder of DL 8. For RC 2 or 4 / DL Codes B, B1 or B2, must be a holder of DL 9. For RC 3 or 5 / DL Codes C, must be a holder of PDL Code B2 (RC 2) for at least four (4) years 10. For RC 3 or 5 / DL Codes D, must be a holder of PDL Code B1 (RC 2) for at least four (4) years 11. For RC 6 or 7 / DL Codes BE, must be a holder of B, B1, or B2 (RC 2) for at least three (3) years 12. For RC 8 / DL Codes CE, must be holder of C or D (RC 3) for at least six (6) months For Special Purpose Vehicles Must be a holder of a professional driver's license corresponding to the type of DL Code he/she operates and must comply with the required training every renewal of DL <table> <tr> <td>Vehicle Type</td><td>Certificate of Training and Institutions</td></tr> <tr> <td>Ambulance</td><td>Tesda or Accredited TESDA Training Centers</td></tr> <tr> <td>Firetruck</td><td>National Fire Training Institute</td></tr> <tr> <td>Armored Car Other Related Association</td><td>Armored Services Association of the Philippines or Other Related Association</td></tr> <tr> <td>School Service</td><td>Land Transportation Office(LTO) or Land Transportation Franchising and Regulatory Board (LTFRB)</td></tr> </table>	Vehicle Type	Certificate of Training and Institutions	Ambulance	Tesda or Accredited TESDA Training Centers	Firetruck	National Fire Training Institute	Armored Car Other Related Association	Armored Services Association of the Philippines or Other Related Association	School Service	Land Transportation Office(LTO) or Land Transportation Franchising and Regulatory Board (LTFRB)
Vehicle Type	Certificate of Training and Institutions										
Ambulance	Tesda or Accredited TESDA Training Centers										
Firetruck	National Fire Training Institute										
Armored Car Other Related Association	Armored Services Association of the Philippines or Other Related Association										
School Service	Land Transportation Office(LTO) or Land Transportation Franchising and Regulatory Board (LTFRB)										

	Carrier of Hazardous Cargo	Tesda or Accredited TESDA Training Centers
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	RA 4136	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished Application for Permits and Licenses (APL) Form (1) Original Copy		Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - LTO
2. Electronically transmitted medical certificate from LTO accredited medial clinic. Submission of one (1) photocopy and presentation of original medical certificate (1) Original Copy And (1) Photo Copy		Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -
3. Presentation of original NPDL/PDL (1) Original Copy		Applicant / Client
4. For DL Code A or A1, if holder of A / A1, no PDC required (1) Original Copy		Agency - Division: LTO Driver's Education Center (DEC), LTO Accredited Driving Schools, LTO Accredited TESDA Training Center - -
5. For DL Code B, B1 or B2, if holder of B, B1 /B2, no PDC required (1) Original Copy		Agency - Division: LTO Driver's Education Center (DEC), LTO Accredited Driving Schools, LTO Accredited TESDA Training Center - -
6. For DL Code C, must have equivalent training from LTO accredited TESDA Training Center for Driving (Straight Truck/Passenger Bus) NC III or PDC from Driving School prior to application (1) Original Copy		Agency - Division: LTO Driver's Education Center (DEC), LTO Accredited Driving Schools, LTO Accredited TESDA Training Center - -
7. For DL Code D, must have equivalent training from LTO accredited TESDA Training Center for Driving (Straight Truck/Passenger Bus) NC III or PDC from Driving School prior to application (1) Original Copy		Agency - Division: LTO Driver's Education Center (DEC), LTO Accredited Driving Schools, LTO Accredited TESDA Training Center - -

8. For DL Code BE, must have equivalent training from LTO accredited TESDA Training Center or PDC from Driving School prior to application or holder of CE (RC 8)

(1) Original Copy

Agency - Division: LTO Driver's Education Center (DEC), LTO Accredited Driving Schools, LTO Accredited TESDA Training Center - -

9. For DL Code CE, must have equivalent training from LTO accredited TESDA Training Center for Driving (articulated) NC III or PDC Driving School prior to application

(1) Original Copy

Agency - Division: LTO Driver's Education Center (DEC), LTO Accredited Driving Schools, LTO Accredited TESDA Training Center - -

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets queue number Location: Client Service Officer (CSO)	1. Issues APL form (if necessary), queue number, and checklist of requirements	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices
2. Waits for number/name to be called Location: Client Service Officer (CSO) (Window)	2. Calls out number/name of applicant	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices
3. Proceeds to the Client Service Officer (CSO) window and submits accomplished APL form and all the requirements Location: Client Service Officer (CSO) (Window)	3. Receives and evaluates completeness and authenticity of requirements	None	55 minute/s	Client Service Officer (CSO); All Licensing Offices
4. None Location: Client Service Officer (CSO) (Window)	4. Uploads documentary requirements and/or updates the applicant's details, if necessary	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices
5. Applies for Driver's License Location: Client Service Officer (CSO) (Window)	5. Prints the clients application and advises applicant to proceed to the waiting area and wait for his/her name to be called out	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices

6. Waits for name to be called out Location: Client Service Officer (CSO) (Window)	6. Forwards the application to the cashier	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
7. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of application fee Location: Cashier	7. Calls-out the applicant, receives payment and issues Official Receipts	Standard Fees Breakdown: Application Fee: PHP 100 Total: PHP 100	25 minute/s	• Cashier; All Licensing Offices
8. Receives OR Location: Cashier	8. Advises applicant to wait for name to be called for biometric capturing	None	1 minute/s	• Cashier; All Licensing Offices
9. Proceeds to the Evaluator window for biometric capturing Location: Client Service Officer (CSO) (Window)	9. Calls out applicant and captures the finger prints, photo and signature, then issues queue number to the applicant for the examination	None	20 minute/s	• Client Service Officer (CSO); All Licensing Offices
10. Proceeds to the Examination area for theoretical exam Location: Examination Administrator	10. Verifies the applicant's	None	1 hour/s, 40 minute/s	• Examination Administrator; All Licensing Offices
11. Waits for the queue in examination area and review for the exam Location: Examination Administrator	11. Calls out the name of the applicant and orients him/her of the examination proper	None	1 minute/s	• Examination Administrator; All Licensing Offices
12. Takes the exam Location: Examination Administrator	12. Monitors the examination, generates and issues examination results to the applicant	None	1 minute/s	• Examination Administrator; All Licensing Offices

13. RENEWAL WITH EXAMINATION AND/OR ADDITIONAL DL CODES - IF PASSED THE THEORETICAL EXAM (Proceeds to actual driving test) Location: Driving Skills Area (Practical Exam)	13. Orients the applicant and conducts the practical examination	None	1 hour/s, 20 minute/s	• Driving Skills Rater (Practical Exam); All Licensing Offices
14. RENEWAL WITH EXAMINATION AND/OR ADDITIONAL DL CODE - IF PASSED THE THEORETICAL EXAM (Takes the actual driving test) Location: Driving Skills Area (Practical Exam)	14. Orients the applicant and conducts the practical examination Evaluates the driving ability of the applicant Accomplishes the Road Test Score Sheet Informs the applicant of the result Encodes the result of practical exam	None	1 minute/s	• Driving Skills Rater (Practical Exam); All Licensing Offices
15. CHANGE CLASSIFICATION WITH VALID NPD L FOR SAME DL CODES Location: Driving Skills Area (Practical Exam) Notes/Instruction: <i>IF PASSED THE THEORETICAL EXAM</i> Proceeds to the Driving Skills Rater for validation of existing DL codes <i>IF FAILED THE THEORETICAL EXAM</i> Receives the examination result and may re-apply the following regular working day or any day at his/her convenience	15. Validates and encodes existing DL codes	None	20 minute/s	• Driving Skills Rater (Practical Exam); All Licensing Offices
16. CHANGE CLASSIFICATION	16. Calls out name of the applicant and collects	Standard Fees	25 minute/s	• Driving Skills Rater (Practical

WITH DELINQUENT LICENSE, RENEWAL WITH EXAMINATION AND/OR ADDITIONAL DL CODES Location: Driving Skills Area (Practical Exam) Cashier Notes/Instruction: IF PASSED THE PRACTICAL EXAM <i>Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the DL</i> IF FAILED THE PRACTICAL EXAM <i>Receives the examination result and re-take of practical exam after 7 calendar days from the date of last practical examination provided the application fee of P100.00 is paid</i>	payment	Breakdown: Driver's License Fee: PHP 585 Total: PHP 585 Formula Fees Breakdown: Additional Fee		Exam); All Licensing Offices Cashier; All Licensing Offices
17. Receives Original Receipt (OR) Location: Cashier	17. Issues Official Receipts	None	1 minute/s	Cashier; All Licensing Offices
18. Returns to the Client Service Officer (CSO) window and presents the OR Location: Releasing Area	18. Prints and issues the DL card	None	25 minute/s	Releasing Officer; All Licensing Offices
19. Signs in the logsheet and claims the printed DL card Location: Releasing Area	19. Verifies client via fingerprint scan	None	1 minute/s	Releasing Officer; All Licensing Offices

General Remarks

Note: a. Processing time includes waiting time and starts upon the submission of complete requirements.

b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.

Total Processing Time:	Working Days: 6 hour/s, 1 minute/s
Total Processing Fee:	Total Standard Fee: PHP 685 See other fees below

Formula / Schedule of Fees

Additional Fee

(Refer to the License Schedule of fees and charges)

CONVERSION OF FOREIGN DRIVER'S LICENSE TO PHILIPPINE DRIVER'S LICENSE (VALID FOREIGN DRIVER'S LICENSE AND RENEWAL OF EXPIRED PHILIPPINE DRIVER'S LICENSE WITH A VALID FOREIGN DRIVER'S LICENSE - WALK IN

A process of adopting a foreign driver's license into a Philippine Driver's License.

Office or Division:	All Licensing Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	1. Must be physically and mentally fit to operate a motor vehicle 2. Must be able to read and write in English, Filipino and/or any major dialect 3. Must be a holder of a valid foreign driver's license, in case of expired foreign Driver's License, the applicant must have passed the Theoretical Examination and Practical Driving Test. 4. Must not have unsettled traffic violation. 5. Must have passed the practical examination for applicants (Foreigners and Filipinos) from countries operating right hand drive vehicles. 6. Must have a valid visa for at least 120 days upon the date of arrival.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Application for Permits and Licenses (APL) Form. (1) Original Copy	Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate (1) Original Copy And (1) Photo Copy	Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -

3. Presentation of original and submission of one (1) photocopy of valid foreign Driver's License. If the foreign Driver's License is not in English language, original official English translation

(1) Original Copy And (1) Photo Copy

Agency - Division: For valid foreign DL:
Applicant For English translation of foreign DL:
Local embassy of the issuing country - -

4. Presentation of original and submission of one (1) photocopy of valid passport showing the first page, visa page and latest date of entry in the Philippines

(1) Original Copy And (1) Photo Copy

Agency - Division: For passport and visa: Country of Origin, Bureau of Immigration and Deportation (BID) - -

5. Presentation of Foreign Driver's License

(1) Original Copy And (1) Photo Copy

Applicant / Client

6. TIN, if employed

(1) Original Copy And (1) Photo Copy

Agency - Division: Bureau Internal Revenue - -

For Situational Requirement

A. Situational Requirement

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets queue number Location: Client Service Officer (CSO) Window	1. Issues APL form (if necessary), queue number, and checklist of requirements	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
2. Waits for number/name to be called Location: Client Service Officer (CSO) window	2. Calls out number/name of applicant	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
3. Proceeds to the Client Service Officer (CSO) window and submits accomplished APL form and all the requirements Location: Client Service Officer (CSO) window Notes/Instruction:	3. Receives and evaluates completeness and authenticity of requirements	None	55 minute/s	• Client Service Officer (CSO); All Licensing Offices

<i>Uploads documentary requirements and/or updates the applicant's details, if necessary</i>				
4. Applies for Conversion of Foreign Driver's License Location: Client Service Officer (CSO) window	4. Prints the clients application and advises applicant to proceed to the waiting area and wait for his/her name to be called out	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
5. Waits for name to be called out Location: Client Service Officer (CSO) window	5. Forwards the application to the cashier	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
6. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of application fee Location: Cashier window	6. Calls-out the applicant, receives payment and issues Official Receipts	Standard Fees Breakdown: application fee: PHP 100 Total: PHP 100	25 minute/s	• Cashier; All Licensing Offices
7. Receives OR Location: Cashier Window	7. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices
8. Proceeds to the Evaluator window for biometric capturing Location: Client Service Officer (CSO) Window	8. Calls out applicant and captures the fingerprints, photo and signature, then issues queue number to the applicant for the examination	None	20 minute/s	• Client Service Officer (CSO); All Licensing Offices

9. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the DL Location: Cashier Window	9. Calls out name of the applicant and collects payment	Standard Fees Breakdown: License Fee: PHP 685 Total: PHP 685	25 minute/s	• Cashier; All Licensing Offices
10. Receives OR Location: Cashier Window	10. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices
11. Returns to the Evaluator window and presents the OR Location: Releasing Officer Wwindow	11. Prints and issues the DL card	None	25 minute/s	• Releasing Officer; All Licensing Offices
12. Signs in the log sheet and claims the printed DL card Location: Releasing Officer Window	12. Verifies client via fingerprint scan	None	1 minute/s	• Releasing Officer; All Licensing Offices
General Remarks Note: a. Heavy or Articulated Vehicles for Foreigners – Foreigners shall only be allowed to operate DL Code BE, C, CE or D upon submission of DOLE Alien Employment Permit (AEP) and stating therein that the applicant is required or authorized to operate such and must comply with the experience and training requirements stated in the Supplemental IRR of R.A. No. 10930 Table 6. b. For renewal of invalid or expired Philippine DL with valid FDL and additional DL Code, the applicant should pass the theoretical and practical examination (not required if vehicle category in the Philippine DL is found in the FDL). c. The DL category in the FDL should serve as PDC for the equivalent Philippine DL Code being applied for. d. If the issuing country practices left hand traffic, the applicant must undergo practical driving test.				
Total Processing Time:		Working Days: 2 hour/s, 37 minute/s		

Total Processing Fee:

Total Standard Fee:

PHP 785

CONVERSION OF FOREIGN DRIVER'S LICENSE TO PHILIPPINE DRIVER'S LICENSE (VALID FOREIGN DRIVER'S LICENSE AND RENEWAL OF EXPIRED PHILIPPINE DRIVER'S LICENSE WITH A VALID FOREIGN DRIVER'S LICENSE)

A process of adopting a foreign driver's license into a Philippine Driver's License.

Office or Division:	All Licensing Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	1. Must be physically and mentally fit to operate a motor vehicle 2. Must be able to read and write in English, Filipino and/or any major dialect 3. Must be a holder of a valid foreign driver's license, in case of expired foreign Driver's License, the applicant must have passed the Theoretical Examination and Practical Driving Test. 4. Must not have unsettled traffic violation. 5. Must have passed the practical examination for applicants (Foreigners and Filipinos) from countries operating right hand drive vehicles. 6. Must have a valid visa for at least 120 days upon the date of arrival.
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Duly accomplished Application for Permits and Licenses (APL) Form.

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -

2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate

(1) Original Copy And (1) Photo Copy

Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - -

3. Presentation of original and submission of one (1) photocopy of valid foreign Driver's License. If the foreign Driver's License is not in English language, original official English translation (1) Original Copy And (1) Photo Copy	Agency - Division: For valid foreign DL: Applicant For English translation of foreign DL: Local embassy of the issuing country - -
4. Presentation of original and submission of one (1) photocopy of valid passport showing the first page, visa page and latest date of entry in the Philippines (1) Original Copy And (1) Photo Copy	Agency - Division: For passport and visa: Country of Origin, Bureau of Immigration and Deportation (BID) - -
5. Presentation of Foreign Driver's License (1) Original Copy And (1) Photo Copy	Applicant / Client
6. TIN, if employed (1) Original Copy And (1) Photo Copy	Agency - Division: Bureau Internal Revenue - -

For Situational Requirement				
A. Situational Requirement				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Logs-in to the LTO public portal and fills-out the required fields in the profile page Location: Portal Account	1. None	None	1 minute/s	-; All Licensing Offices
2. Applies for Conversion of Valid Foreign Driver's License or Renewal of Expired Philippine driver's License with Valid Foreign driver's license Location: Portal Account	2. None	None	1 minute/s	-; All Licensing Offices

3. Selects appointment location/agency, date and time Location: Portal Account	3. None	None	1 minute/s	• -; All Licensing Offices
4. Selects payment mode Location: -Portal Account	4. None	None	1 minute/s	• -; All Licensing Offices
5. Receives application confirmation and proceeds to the selected payment channel Location: -Portal Account	5. None	Standard Fees Breakdown: Conversion Fee: PHP 100 Total: PHP 100	1 minute/s	• -; All Licensing Offices
6. Shows up to the Client Service Officer (CSO) of the preferred location/agency and presents paid transaction with the required documents. Location: Client Service Officer (CSO) Window Notes/Instruction: <i>Gets queue number</i>	6. Verifies transaction details and submitted documents, then issues queue number to the applicant.	None	10 minute/s	• Client Service Officer (CSO); All Licensing Offices
7. Proceeds to the Client Service Officer (CSO) window for biometric capturing Location: Client Service Officer (CSO) Window	7. Captures the fingerprints, photo and signature, then issues queue number to the applicant	None	20 minute/s	• Client Service Officer (CSO); All Licensing Offices
8. . Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the DL Location:	8. Calls out name of the applicant and collects payment	Standard Fees Breakdown: Conversion Fee: PHP 685 	25 minute/s	• Cashier; All Licensing Offices

Cashier Window		Total: PHP 685		
9. Receives OR Location: Cashier Window	9. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices
10. Returns to the Client Service Officer (CSO) window and presents the OR Location: Releasing Officer Window	10. Prints and issues the DL card	None	25 minute/s	• Releasing Officer; All Licensing Offices
11. Signs in the log sheet and claims the DL card Location: Releasing Officer Window	11. Verifies client via fingerprint scan	None	1 minute/s	• Releasing Officer; All Licensing Offices
General Remarks Note: a. Heavy or Articulated Vehicles for Foreigners – Foreigners shall only be allowed to operate DL Code BE, C, CE or D upon submission of DOLE Alien Employment Permit (AEP) and stating therein that the applicant is required or authorized to operate such and must comply with the experience and training requirements stated in the Supplemental IRR of R.A. No. 10930 Table 6. b. For renewal of invalid or expired Philippine DL with valid FDL and additional DL Code, the applicant should pass the theoretical and practical examination (not required if vehicle category in the Philippine DL is found in the FDL). c. The DL category in the FDL should serve as PDC for the equivalent Philippine DL Code being applied for. d. If the issuing country practices left hand traffic, the applicant must undergo practical driving test.				
Total Processing Time:		Working Days: 1 hour/s, 27 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 785		

CONVERSION OF FOREIGN DRIVER'S LICENSE TO PHILIPPINE DRIVER'S LICENSE (EXPIRED FOREIGN DRIVER'S LICENSE AND/OR FROM COUNTRIES OPERATING RIGHT HAND DRIVE VEHICLES) (WALK-IN)..

A process of adopting a foreign driver's license into a Philippine Driver's License

Office or Division:	All Licensing Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	QUALIFICATIONS: 1. Must be physically and mentally fit to operate a motor vehicle 2. Must be able to read and write in English, Filipino and/or any major dialect 3. Must be a holder of a valid foreign driver's license in case of expired foreign Driver's License, the applicant must have passed the Theoretical Examination and Practical Driving Test 4. Must not have unsettled traffic violation 5. Must have passed the practical examination for applicants (Foreigners and Filipinos) from countries operating right hand drive vehicles 6. Must have a valid visa for at least 120 days upon the date of arrival
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly Accomplished Application for Permits and Licenses (APL) Form (1) Original Copy	Applicant / Client
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Presentation of original and submission of one (1) photocopy of valid foreign Driver's License. If the foreign Driver's License is not in	Applicant / Client

English language, original official English translation

(1) Original Copy And (1) Photo Copy

4. Presentation of original and submission of one (1) photocopy of valid passport showing the first page, visa page and latest date of entry in the Philippines.

Applicant / Client

(1) Original Copy And (1) Photo Copy

5. Presentation of Foreign Driver's License

(1) Original Copy

Applicant / Client

For Situational Requirement**A. TIN, if employed**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets queue number Location: Client Service Officer (CSO) (Window)	1. Issues APL form (if necessary), queue number, and checklist of requirements	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices
2. Waits for number/name to be called Location: Client Service Officer (CSO) (Window)	2. Calls out number/name of applicant	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices
3. Proceeds to the Client Service Officer (CSO) window and submits accomplished APL form and all the requirements Location: Client Service Officer (CSO) (Window)	3. Receives and evaluates completeness and authenticity of requirements Uploads documentary requirements and/or updates the applicant's details, if necessary	None	55 minute/s	Client Service Officer (CSO); All Licensing Offices
4. Applies for Conversion of Foreign Driver's License Location: Client Service Officer (CSO) (Window)	4. Prints the clients application and advises applicant to proceed to the waiting area and wait for his/her name to be called out	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices

5. Waits for name to be called out Location: Client Service Officer (CSO) (Window)	5. Forwards the application to the cashier	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
6. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of application fee Location: Cashier	6. Calls-out the applicant, receives payment and issues Official Receipts	Standard Fees Breakdown: Application Fee: PHP 100 Total: PHP 100	25 minute/s	• Cashier; All Licensing Offices
7. Receives OR Location: Cashier	7. Advises applicant to wait for name to be called for biometric capturing	None	1 minute/s	• Cashier; All Licensing Offices
8. Proceeds to the Evaluator window for biometric capturing Location: Client Service Officer (CSO) (Window)	8. Calls out applicant and captures the fingerprints, photo and signature, then issues queue number to the applicant for the examination	None	20 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Proceeds to the Examination area for theoretical exam Location: Examination Area	9. Verifies the applicant's details	None	1 hour/s, 40 minute/s	• Examination Administrator; All Licensing Offices
10. Waits for the queue in examination area and review for the exam Location: Examination Area	10. Calls out the name of the applicant and orients him/her of the examination proper	None	1 minute/s	• Examination Administrator; All Licensing Offices
11. Takes the exam Location: Examination Area	11. Monitors the examination, generates and issues examination results to the applicant	None	1 minute/s	• Examination Administrator; All Licensing Offices
12. IF PASSED THE THEORETICAL EXAM Orients the applicant and	12. Orients the applicant and conducts the practical examination	None	1 hour/s, 20 minute/s	• Driving Skills Rater (Practical

conducts the practical examination Proceeds to the actual driving test Location: Driving Skills Area (Practical Exam) Notes/Instruction: <i>IF FAILED TO THE THEORETICAL EXAM Receives the examination result and may re-apply the following regular working day or any day at his/her convenience</i>				Exam); All Licensing Offices
13. Takes the actual driving test Location: Driving Skills Area (Practical Exam)	13. Evaluates the driving ability of the applicant Accomplishes the Road Test Score Sheet Informs the applicant of the result Encodes the result of practical exam	None	1 minute/s	• Driving Skills Rater (Practical Exam; All Licensing Offices)
14. IF PASSED THE PRACTICAL EXAM Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the DL Location: Cashier Notes/Instruction: <i>IF FAILED THE PRACTICAL EXAM Receives the examination result and re-take of practical exam after 7 calendar days from the date of last practical examination</i>	14. Calls out name of the applicant and collects payment	Standard Fees Breakdown: Driver's License Fee: PHP 585 Total: PHP 585 Formula Fees Breakdown: Additional fee	25 minute/s	• Cashier; All Licensing Offices
15. Receives OR Location: Cashier	15. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices

16. Returns to the Evaluator window and presents the OR Location: Releasing Area	16. Prints and issues the DL card	None	25 minute/s	• Releasing Officer; All Licensing Offices
17. Signs in the logsheet and claims the printed DL card Location: Releasing Area	17. Verifies client via fingerprint scan	None	1 minute/s	• Releasing Officer; All Licensing Offices

General Remarks

Note:

a. Processing time includes waiting time and starts upon the submission of complete requirements.

b. If the clients arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.

C. Foreigners applying for conversion of Foreign Driver's License to the Philippine Driver's License shall receive their Driver's License via registered mail thru the Philippine Postal Service. (Memorandum date 27 February 2019)

*Due to adverse conditions brought by the COVID-19 pandemic, applicant may opt to have his/her driver's license delivered by chosen courier at his/her expense.

Total Processing Time:	Working Days: 5 hour/s, 40 minute/s
Total Processing Fee:	Total Standard Fee: PHP 685 See other fees below

Formula / Schedule of Fees

Additional fee

Refer to License Schedule of Fees and Charges

CHANGE CLASSIFICATION FROM PROFESSIONAL DRIVER'S LICENSE CODE TO NON-PROFESSIONAL DRIVER'S LICENSE CODE, CHANGE CLUTCH TYPE, DROPPING OF DL CODE/S AND/OR UPDATING OF DRIVING CONDITION/S/ DROPPING OF CODES AND/OR UPDATING DRIVING CONDITION (WALK-IN).

The process of changing classification when the Driver' License holder shall only be operating a vehicle for private use.

Office or Division:	All Licensing Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Must be a holder of Philippine Driver's License
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Duly accomplished Application for Permits and Licenses (APL) Form

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - LTO

2. If applicable, electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate

(1) Original Copy And (1) Photo Copy

Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - LTO

3. Presentation of original Driver's License

(1) Original Copy

Applicant / Client

4. Notarized affidavit or written request

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets queue number Location: Client Service Officer (CSO) (Window)	1. Issues APL form (if necessary), queue number, and checklist of requirements	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
2. Waits for number/name to be called Location: Client Service Officer (CSO) (Window)	2. Calls out number/name of applicant	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
3. Proceeds to the Client Service Officer (CSO) window and submits accomplished APL form and all the requirements Location: Client Service Officer (CSO) (Window)	3. Receives and evaluates completeness and authenticity of requirements Uploads documentary requirements and/or updates the applicant's details, if necessary	None	55 minute/s	• Client Service Officer (CSO); All Licensing Offices
4. Applies for Change Classification Location: Client Service Officer (CSO) (Window)	4. Prints the clients application confirmation and advises applicant to proceed to the waiting area and wait for his/her name to be called out	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
5. Waits for name to be called out Location: Client Service Officer (CSO) (Window)	5. Forwards the application to the cashier	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
6. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment	6. Calls out name of the applicant and collects payment	Possible Fees Breakdown: if due for	25 minute/s	• Cashier; All Licensing Offices

of the DL Location: Cashier		renewal: PHP 785 if not due for renewal: PHP 425		
7. Receives OR Location: Cashier	7. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices
8. Proceeds to the Evaluator window for biometric capturing Location: Client Service Officer (CSO) (Window)	8. Calls out applicant and captures the fingerprints, photo and signature	Standard Fees Breakdown: Application Fee: PHP 685 Total: PHP 685	20 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Returns to the Evaluator window and presents the OR Location: Releasing Area	9. Prints and issues the DL card	None	25 minute/s	• Releasing Officer; All Licensing Offices
10. Signs in the logsheet and claims the printed DL card Location: Releasing Area	10. Verifies client via fingerprint of facial scan	None	1 minute/s	• Releasing Officer; All Licensing Offices
General Remarks Note: a. Processing time includes waiting time and starts upon the submission of complete requirements. b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.				
Total Processing Time:		Working Days: 2 hour/s, 11 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 685		

	See other fees below
Possible Fees if due for renewal : 785 if not due for renewal : 425	

CHANGE CLASSIFICATION FROM PROFESSIONAL DRIVER'S LICENSE CODE TO NON-PROFESSIONAL DRIVER'S LICENSE CODE, CHANGE CLUTCH TYPE, DROPPING OF DL CODE/S AND/OR UPDATING OF DRIVING CONDITION/S (PORTAL).

The process of changing classification when the Driver' License holder shall only be operating a vehicle for private use.

Office or Division:	All Licensing Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Must be a holder of Philippine Driver's License
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Duly accomplished Application for Permits and Licenses (APL) Form

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA)/PACD of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - LTO

2. If applicable, electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate

(1) Original Copy And (1) Photo Copy

Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - LTO

3. Presentation of original Driver's License

(1) Original Copy

Applicant / Client

4. Notarized affidavit or written request

(1) Original Copy

Applicant / Client

5. If applicable, electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate

Agency - Division: Medical clinics accredited by Land Transportation Office (LTO) - LTO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Logs-in to the LTO public portal and fills-out the required fields in the profile page Location: None	1. None	None	1 minute/s	None; All Licensing Offices
2. Applies for Change Classification Location: None	2. None	None	1 minute/s	None; All Licensing Offices
3. Selects appointment location/agency, date and time Location: None	3. None	None	1 minute/s	None; All Licensing Offices
4. Receives application confirmation and proceeds to the selected payment channel Location: None	4. None	None	1 minute/s	None; All Licensing Offices
5. Pays the application fee and receives the Official Receipt via email Location: None	5. None	Standard Fees Breakdown: Application Fee: PHP 100 Total: PHP 100	1 minute/s	None; All Licensing Offices
6. Shows up the Client Service Officer (CSO) of the preferred location/agency and presents paid transaction with the required documents Location:	6. Verifies transaction details and submitted documents, then issues queue number to the applicant	None	10 minute/s	Client Service Officer (CSO); All Licensing Offices

Client Service Officer (CSO) (Window)				
7. Gets queue number Location: Client Service Officer (CSO) (Window)	7. None	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
8. Proceeds to the Client Service Officer (CSO) window for biometric capturing Location: Client Service Officer (CSO) (Window)	8. Captures the fingerprints, photo and signature, then issues queue number to the applicant	None	20 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the DL Location: Cashier	9. Calls out name of the applicant and collects payment	Possible Fees Breakdown: if due for renewal: PHP 785 if not due for renewal: PHP 425	25 minute/s	• Cashier; All Licensing Offices
10. Receives OR Location: Cashier	10. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices
11. Returns to the Client Service Officer (CSO) window and presents the OR Location: Releasing Area	11. Prints and Issues the DL card	None	25 minute/s	• Releasing Officer; All Licensing Offices
12. Signs in the logsheet and claims the DL card Location: Releasing Area	12. Verifies client via fingerprint/facial scan	None	1 minute/s	• Releasing Officer; All Licensing Offices

General Remarks

Note:

a. Processing time includes waiting time and starts upon the submission of complete requirements.

b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.

Total Processing Time:	Working Days: 1 hour/s, 28 minute/s
Total Processing Fee:	Total Standard Fee: PHP 100 See other fees below
Possible Fees if due for renewal : 785 if not due for renewal : 425	

ENHANCEMENT OF DRIVER'S LICENSE- WALK-IN

The process of updating a Driver's License with the old format, using Restriction Codes, to the new layout in LTMS. Transitioning the Restriction Codes to its equivalent DL Codes.

Office or Division:	License Section			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Must be a holder of a valid Philippine Driver's License			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 4136			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Duly accomplished Application for Permits and Licenses (APL) Form (1) Original Copy		Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA) of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -		
2. Presentation of original Driver's License (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets queue number Location: Client Service Officer (CSO) Window	1. Issues APL form (if necessary), queue number, and checklist of requirements	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices
2. Waits for number/name to be called Location:	2. Calls out number/name of applicant	None	1 minute/s	Client Service Officer (CSO); All Licensing Offices

Client Service Officer (CSO) Window				
3. Proceeds to the Client Service Officer (CSO) window and submits accomplished APL form and all the requirements Location: Client Service Officer (CSO) Window Notes/Instruction: <i>Uploads documentary requirements and/or updates the applicant's details, if necessary</i>	3. Receives and evaluates completeness and authenticity of requirements Uploads documentary requirements and/or updates the applicant's details, if necessary	None	55 minute/s	• Client Service Officer (CSO); All Licensing Offices
4. Applies for Enhancement of Driver's License Location: Client Service Officer (CSO) Window	4. Prints the clients application confirmation and advises applicant to proceed to the waiting area and wait for his/her name to be called out	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
5. Waits for name to be called out Location: Client Service Officer (CSO) Window	5. Forwards the application to the cashier	None	1 minute/s	• Client Service Officer (CSO); All Licensing Offices
6. Proceeds to the waiting area and waits for the name to be called out by the cashier for payment of the DL Location: Cashier window	6. Calls out name of the applicant and collects payment	Standard Fees Breakdown: Application Fee: PHP 225 Total: PHP 225	25 minute/s	• Cashier; All Licensing Offices
7. Receives OR Location: Cashier window	7. Issues Official Receipts	None	1 minute/s	• Cashier; All Licensing Offices

8. Proceeds to the Evaluator window for biometric capturing Location: Client Service Officer (CSO) Window	8. Calls out applicant and captures the fingerprints, photo and signature	None	20 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Returns to the Evaluator window and presents the OR Location: Releasing officer window	9. Prints and issues the DL card	None	25 minute/s	• Releasing Officer; All Licensing Offices
10. Signs in the logsheet and claims the printed DL card Location: Releasing officer window	10. Verifies client via fingerprint or face scan	None	1 minute/s	• Releasing Officer ; All Licensing Offices
General Remarks Note: a. Processing time includes waiting time and starts upon the submission of complete requirements. b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.				
Total Processing Time:		Working Days: 2 hour/s, 11 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 225		

ENHANCEMENT OF DRIVER'S LICENSE-PORTAL

The process of updating a Driver's License with the old format, using Restriction Codes, to the new layout in LTMS. Transitioning the Restriction Codes to its equivalent DL Codes.

Office or Division:	All Licensing Offices			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Must be a holder of a valid Philippine Driver's License			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 4136			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Duly accomplished Application for Permits and Licenses (APL) Form (1) Original Copy		Agency - Division: Land Transportation Office (LTO) Official Website (www.lto.gov.ph) and Client Service Assistant (CSA) of License Section - Central Office, Licensing Centers / Licensing Extension Offices, District Offices / Extension Offices, DLROs and E-Patrol - -		
2. Presentation of original Driver's License (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Logs-in to the LTO public portal and fills-out the required fields in the profile page Location: Portal Account	1. None	None	1 minute/s	None; All Licensing Offices

2. Applies for Enhancement of Driver's License Location: Portal Account	2. None	None	1 minute/s	• None; All Licensing Offices
3. Selects appointment location/agency, date and time Location: Portal Account	3. None	None	1 minute/s	• None; All Licensing Offices
4. Selects payment mode Location: Portal Account	4. None	Standard Fees Breakdown: License Fee: PHP 225 Total: PHP 225	1 minute/s	• None; All Licensing Offices
5. Receives application confirmation and proceeds to the selected payment channel Location: Portal Account	5. None	None	1 minute/s	• None; All Licensing Offices
6. Shows up to the Client Service Officer (CSO) of the preferred location/agency and presents paid transaction with the required documents Location: Client Service Officer (CSO) Window Notes/Instruction: <i>Gets queue number</i>	6. Verifies transaction details and submitted documents, then issues queue number to the applicant	None	10 minute/s	• Client Service Officer (CSO); All Licensing Offices
7. Gets queue number Location:	7. None	None	1 minute/s	• Client Service Officer (CSO) ;

Client Service Officer (CSO) (Window)				All Licensing Offices
8. Proceeds to the Client Service Officer (CSO) window for biometric capturing Location: Client Service Officer (CSO) Window	8. Captures the fingerprints, photo and signature, then issues queue number to the applicant	None	25 minute/s	• Client Service Officer (CSO); All Licensing Offices
9. Returns to the Client Service Officer (CSO) window and presents the OR Location: Releasing officer window	9. Prints and issues the DL card and calls out the name of the applicant	None	25 minute/s	• Releasing Officer; All Licensing Offices
10. Signs in the logsheet and claims the DL card Location: Releasing officer window	10. Verifies client via fingerprint or face scan	None	1 minute/s	• Releasing Officer; All Licensing Offices
General Remarks Note: a. Processing time includes waiting time and starts upon the submission of complete requirements. b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.				
Total Processing Time:		Working Days: 1 hour/s, 7 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 225		

LICENSE CERTIFICATION.

Driver's License Certification requested for DFA Authentication and for other purposes locally or abroad.

Office or Division:	Operations Division - Central Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Driver's License holders, Law Enforcement Agencies, Courts, Private and other government entities (with consent of the driver's license holder)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	R.A 4136, Section 19
CHECKLIST OF REQUIREMENTS WHERE TO SECURE	

For Standard Requirement

1. One (1) photocopy of the Driver's License and/or Official Receipt (OR)

(1) Photo Copy

Applicant / Client

Remarks:

For Local Employment and other purposes

1.1 Original letter request 1.1 Requesting Officer (Employer)

2.1 Presentation of original and submission of one (1) photocopy of any valid 2.1 Any issuing government agency
government issued ID with photo and signature of the requesting officer

3.1 If representative, original authorization letter with one (1) photocopy of any valid 3.1 For Authorization letter: Driver's License holder
government/company issued ID with photo and signature of the applicant and For IDs of Representative and Driver's License holder:
representative

government

agency/company

2. . In case of lost Driver's License, original affidavit of loss. If the Driver's License holder is out of the country, one (1) photocopy of valid passport showing the first page, visa page and latest date of arrival and departure
 (1) Original Copy

Applicant / Client

3. If representative, authorization letter with one (1) photocopy of any valid government/company issued ID with photo and signature of the applicant and representative
 (1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Secures Request Form for the application of license certification and accomplishes the same Location: LTO Licensing	1. Issues Request Form	None	1 minute/s	• Customer Service Representative; All Licensing Offices
2. Submits requirements Location: LTO Licensing	2. Receives Requirements	None	5 minute/s	• Receiving Clerk; All Licensing Offices
3. None Location: LTO Licensing	3. Verifies license from the database and prepares Pay Order Slip (POS)	None	20 minute/s	• Verifier; All Licensing Offices
4. Proceeds to the cashier for payment of fees Location: LTO Licensing	4. Accepts payment and issues Official Receipt (OR)	Standard Fees Breakdown: Certification Fee: PHP 100 Total: PHP 100	20 minute/s	• Cashier; All Licensing Offices
5. None Location: LTO Licensing	5. Issues claim stub to applicant	None	10 minute/s	• Releasing Clerk; All Licensing Offices

6. None Location: LTO Licensing	6. Types and prints details of Driver's License (DL) to standard certification form	None	30 minute/s	• Certification Officer; All Licensing Offices
7. None Location: LTO Licensing	7. Signs DL Certification	None	30 minute/s	• Approving Officer; All Licensing Offices
8. Presents claim stub and OR Receives DL Certification and OR, and signs in the duplicate copy of the DL Certification Location: LTO Licensing	8. Releases DL Certification Requires the applicant to sign in the duplicate copy of the DL Certification	None	5 minute/s	• Certification Officer; All Licensing Offices
Total Processing Time:		Working Days: 2 hour/s, 1 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 100		

LICENSE HISTORY.

Driver's License Certification requested for DFA Authentication and for other purposes locally or abroad.

Office or Division:	License Section			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Driver's License holders, Law Enforcement Agencies, Courts, Private and other government entities (with consent of the driver's license holder)			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	R.A 4136, Section 19			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. One (1) photocopy of the Driver’s License and/or Official Receipt (OR) (1) Photo Copy		Applicant / Client		
2. .Original Letter Request (1) Original Copy		Applicant / Client		
3. If representative, authorization letter with one (1) photocopy of any valid government/company issued ID with photo and signature of the applicant and representative (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Secures Request Form for the application of license certification and accomplishes the same 1 Location: LTO Licensing Notes/Instruction:	1. Issues Request Form	None	1 minute/s	• Customer Service Representative; All Licensing Offices

<i>For Government to government transactions proceed directly to releasing window.</i>				
2. Submits requirements Location: LTO Licensing	2. Receives Requirements	None	10 minute/s	• Receiving Clerk; All Licensing Offices
3. None Location: LTO Licensing	3. Verifies license from the database and prepares Pay Order Slip (POS)	None	20 minute/s	• Verifier; All Licensing Offices
4. Proceeds to the cashier for payment of fees Location: LTO Licensing Notes/Instruction: <i>No fees will be collected to G2G- Government to Government Transactions.</i>	4. Accepts payment and issues Official Receipt (OR)	Standard Fees Breakdown: Certification Fee: PHP 100 Total: PHP 100	20 minute/s	• Cashier; All Licensing Offices
5. None Location: LTO Licensing	5. Issues claim stub to applicant	None	10 minute/s	• Releasing Clerk; All Licensing Offices
6. None Location: LTO Licensing Notes/Instruction: <i>For Certifications and Transaction History with volominous Transaction (Ten (10) Or more)coming from Government agencies, Insurance Companies and Driving Schools, the processing time is 7 working days or more.</i>	6. Verification and validation of Transaction history and prints the Driver's License History to standard certification form	None	30 minute/s	• Certification Officer; All Licensing Offices

7. None Location: LTO Licensing	7. Signs DL Certification	None	30 minute/s	• Approving Officer; All Licensing Offices
8. Presents claim stub and OR Receives DL Certification and OR, and signs in the duplicate copy of the DL Certification Location: LTO Licensing	8. Releases DL Certification Requires the applicant to sign in the duplicate copy of the DL Certification	None	5 minute/s	• Certification Officer; All Licensing Offices
Total Processing Time:		Working Days: 2 hour/s, 6 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 100		



Other Licensing-Related Transactions

External Services

INITIAL APPLICATION FOR ACCREDITATION AS A DRIVING SCHOOL

An official authorization issued by the Land Transportation Office (LTO) to a private institution, allowing it to conduct lectures for the Theoretical Driving Course (TDC) and provide hands-on training for the Practical Driving Course (PDC), by the standards and regulations set by the LTO.

Office or Division:	Central Accreditation Committee on Driving Institutions (CACDI)	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Any individual, partnership, corporation, or other legal entity—whether natural or juridical—seeking to establish, manage, and operate a driving school to provide formal instruction and training in both theoretical and practical aspects of driving, per the rules and regulations set forth by the Land Transportation Office (LTO) and other relevant governing bodies.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

For Standard Requirement

1. Duly accomplished Application Form (Annex G of MC No. VDM-2023-2460)

Applicant / Client

(1) Original Copy

Remarks:

- The application form may be acquired from the LTO Official Website, or downloaded [HERE](#)
- Must be notarized and signed by the owner

2. CERTIFIED TRUE COPY

Any of the following:

2.A. CERTIFICATE OF BUSINESS NAME REGISTRATION

Applicant / Client

(1) Certified True Copy Or (1) Photo Copy

Remarks:

- For single proprietorship
- Get at the Department of Trade and Industry (DTI)

**2.B. CERTIFICATE OF REGISTRATION
AND ARTICLES OF INCORPORATION /
PARTNERSHIP AND BOARD
RESOLUTION**

Applicant / Client

(1) Certified True Copy Or (1) Photo Copy

Remarks:

- For partnership/corporation
- Get at the Securities and Exchange Commission (SEC)
- Issued by the Board Secretary, specifying the name of authorized representatives who must be an officer of the partnership/corporation.

**2.C. CERTIFICATE OF REGISTRATION
AND ARTICLES OF COOPERATION
AND BOARD RESOLUTION**

Applicant / Client

(1) Original Copy And (1) Photo Copy

Remarks:

- For cooperative
- Get at the Cooperative Development Authority (CDA)
- Issued by the Board Secretary, specifying the name of authorized representatives who must be an officer of the cooperative

3. VALID BUSINESS PERMIT

(1) Original Copy Or (1) Photo Copy

Applicant / Client

Remarks:

concerned Local Government Unit (LGU)

**4. BUREAU OF INTERNAL REVENUE (BIR)
REGISTRATION & TAXPAYER'S
IDENTIFICATION NUMBER (TIN)**

Applicant / Client

(1) Original Copy Or (1) Photo Copy

Remarks:

- Get at the Bureau of Internal Revenue (BIR)

**5. PRE-OPERATING FINANCIAL
STATEMENT**

Applicant / Client

(1) Original Copy Or (1) Photo Copy

Remarks:

- It must show that the owner-applicant shall be in such financial condition as to reasonably expect it to operate for at least (1) one year.
-

**6. BANK CERTIFICATE OR CREDIT LINE
IN THE NAME OF THE PROPRIETOR OF
THE DRIVING SCHOOL IN CASE OF SOLE
PROPRIETORSHIP, OR THE NAME OF
PARTNERSHIP OR CORPORATION,
WHICHEVER IS APPLICABLE**

Applicant / Client

(1) Original Copy Or (1) Photo Copy

Sub Requirement

6.A. BANK CERTIFICATE OR CREDIT LINE

*6.A.1. Three Million Pesos (P3,000,000)
for the main office branch*

Applicant / Client

(1) Original Copy Or (1) Photo Copy

Remarks:

- Get from the issuing bank

*6.A.2. One Million Five Hundred
Thousand Pesos (P1,500,000) for every
additional driving school*

Applicant / Client

(1) Original Copy Or (1) Photo Copy

Remarks:

- Get from the issuing bank

**7. APPLICATION OF DRIVING SCHOOL
INSTRUCTORS**

Applicant / Client

(1) Original Copy And (1) Photo Copy

Remarks:

Applications of at least one (1) theoretical driving instructor (TDC) and one (1) practical driving instructor (PDC) complete with their documentary requirements.

**8. LOCATION PLAN AND SKETCH OF THE
MANEUVERING SITE AND/OR TEST
TRACK**

Applicant / Client

(1) Original Copy Or (1) Certified True Copy

Remarks:

- For **MC vehicles** at least within 5 km radius away from registered business address of the driving school and at has a size of at least 300 sqm with proportional dimension appropriate for obstacle courses like Figure 8, maneuver straight line riding, cone serpentine and 30-degree ramp, bearing standard traffic signs and pavement markings.
- For **Light vehicles** at least within 5 km radius away from registered business address of the driving school and at has a size of at least 14 x 14 sqm in length and width, bearing standard traffic signs and pavement markings.

- For **Heavy vehicles** at least within 10 km radius away from registered business address of the driving school and at has a size of at least 31 x 31 sqm in length and width, bearing standard traffic signs and pavement markings.

9. OFFICIAL RECEIPT (OR) AND CERTIFICATE OF REGISTRATION (CR) OF THE VEHICLES

Applicant / Client

(1) Original Copy Or (1) Photo Copy

Remarks:

- Must be registered under the NAME OF PROPRIETOR or NAME OF DRIVING SCHOOL in case of sole proprietorship; or the NAME OF PARTNERSHIP OR CORPORATION.
- For corporations, motor vehicles registered under the name/s of the incorporator/s shall not be allowed.
- Vehicles under a lease contract agreement with the driving school may be authorized, provided it shall be limited to one (1) manual and one (1) automatic MC and light vehicle per driving school branch

10. NON-REFUNDABLE APPLICATION FEE

(Sample: Php 1,000.00 pesos)

Applicant / Client

11. NON-REFUNDABLE ACCREDITATION FEE

(Sample: Php 5,000.00 pesos)

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application requirements, 1.2 Receive Endorsement Letter for payment of the Application Fee Location: LTO CENTRAL OFFICE	1.1. Receives the application and evaluate the completeness of the requirements	None	20 minute/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
	1.2. Issue an Endorsement Letter to Finance Division for the payment of the Application Fee		3 minute/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
2. Pay the application fee; 2.1 Receive the Official Receipt (OR) Location:	2. Collects the payment and issues Official Receipt (OR)	Standard Fees Breakdown: Application	30 minute/s	CASHIER; Financial Division

LTO CENTRAL OFFICE		Fee : PHP 1000 LRF: PHP 10 Total: PHP 1010		
3. Submit a copy of the Official Receipt (OR) of Application Fee Location: LTO CENTRAL OFFICE Notes/Instruction: <i>*The applicant Driving School shall be notified when an inspection schedule date is established</i>	3. Receives the copy of the Application Fee Official Receipt (OR), forwards the application, and notifies the CACDI INSPECTORS of the scheduled date of inspection	None	1 working day/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
4. NONE Location: LTO CENTRAL OFFICE Notes/Instruction: <i>*The client is requested to make the following facilities and items available in preparation for the onsite inspection: the classroom, library, test vehicles, and the test track or maneuvering area.</i>	4.1. Receive and review the application from the CACDI Secretariat	None	1 hour/s, 5 minute/s	• CACDI INSPECTORS; Central Accreditation Committee on Driving Institutions (CACDI)
	4.2. Inspect according to the scheduled date		1 working day/s	• CACDI INSPECTORS; Central Accreditation Committee on Driving Institutions (CACDI)
	4.3. Prepare the Post-Inspection Report		1 working day/s	• CACDI INSPECTORS; Central Accreditation Committee on Driving Institutions (CACDI)
	4.4. Submit the Post-Inspection Report to the CACDI Secretariat		1 minute/s	• CACDI INSPECTORS; Central Accreditation Committee on Driving Institutions (CACDI)

5. NONE Location: LTO CENTRAL OFFICE	5. Receive and evaluate the Inspection Report	None	1 hour/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
6.AFTER THE OCULAR INSPECTION				
If found compliant 6.A.Receive Endorsement Letter to Financial Division Location: LTO CENTRAL OFFICE Notes/Instruction: <i>*The Applicant will be notified when to pay the Accreditation Fee</i>	6.A. Issue an Endorsement Letter to the for the payment of the Accreditation Fee	None	3 minute/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
If found non-compliant to the requirements 6.B.Comply with the deficiency within a non- extendible ten (10) working days from the receipt of the notice Location: LTO CENTRAL OFFICE	6.B. Notify the applicant to comply through a letter for any deficiencies or nonconformity in the submitted requirements and recorded findings after the inspection	None	10 working day/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
Failed to comply after the given timeline 6.C.Receive Rejection Letter Location: LTO CENTRAL OFFICE	6.C. Issue a Rejection Letter if still found non- compliant after the given grace period	None	10 working day/s, 1 hour/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
7. Pays the Accreditation Fee; 7.1 Receives Official Receipt (OR) Location: LTO CENTRAL OFFICE	7. Collects payment and issues Official Receipt (OR)	Standard Fees Breakdown: ACCREDITATION FEE: PHP 5000 LRF: PHP 10	30 minute/s	• CASHIER; Financial Division

		Total: PHP 5010		
8. Submit a copy of the Official Receipt (OR) of the Accreditation Fee Location: LTO CENTRAL OFFICE	8.1. Receives the Official Receipt (OR) of the Accreditation Fee and prepares the Summary of Evaluation and Certificate of Accreditation	None	1 working day/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
	8.2. Route the Summary of Evaluation and Accreditation Certificate to the CACDI Members and Chairman for signature then forward to the Office of the Secretary		1 working day/s	- CACDI Secretariat; Central Accreditation Committee on Driving Institutions (CACDI) - CACDI Chairman; Office of the Executive Director
9. NONE Location: LTO CENTRAL OFFICE Notes/Instruction: <i>** The Assistant Secretary will approve or disapprove the accreditation applications endorsed by the CACDI within fifteen (15) working days of receipt.</i>	9.1. Approve and sign the Summary of Evaluation and Certificate of Accreditation	None	7 working day/s	ASSISTANT SECRETARY; Central Accreditation Committee on Driving Institutions (CACDI)
	9.2. Forward the Approved Summary of Evaluation and Certificate of Accreditation back to the CACDI Secretariat		1 working day/s	ASSISTANT SECRETARY; Office of the Assistant Secretary
10. NONE Location: LTO CENTRAL OFFICE	10.1. Receive the approved Certificate of Accreditation and register the details of the Driving School in the Land Transportation Management System (LTMS)	None	1 hour/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
	10.2. Scan and email the copy of the Certificate of Accreditation and Summary of Evaluation to the RACDI Secretariat for dissemination to the concerned driving		1 hour/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving

	school/s or driving instructor/s			Institutions (CACDI)
11. Receive the approved Certificate of Accreditation Location: LTO CENTRAL OFFICE Notes/Instruction: <i>*RACDI or CACDI notifies the Applicant if the certificate/s is ready for claim and must present an authorization letter on behalf of the driving school or individual whose certificate they are claiming.</i>	11. Releasing of the approved and signed Certificate of Accreditation to the applicant	None	15 minute/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
General Remarks NOTE: Based on Memorandum Circular No. VDM-2023-2460 a. Applicants seeking accreditation as a driving school must file their application with the Office of the Executive Director through the Central Accreditation Committee on Driving Institutions (CACDI). b. Applications with incomplete documents or requirements shall not be accepted. c. A Certificate of Accreditation, once issued, shall be valid for a period of two (2) years, reckoned from the date of the accreditation fee. ----- ----- a. Driving school accreditation follows a multi-stage process, with the duration of each stage contingent upon applicant compliance and availability. b. Processing time, including any waiting period, commences upon submission of complete requirements. c. Applicants will be notified in writing of any deficiencies or nonconformities and must comply within ten (10) working days, without extension. d. The Assistant Secretary shall act on accreditation applications endorsed by the CACDI within fifteen (15) working days of receipt.				
Total Processing Time:				
*For If found compliant		Working Days: 13 working day/s, 5 hour/s, 47 minute/s		

*For If found non-compliant to the requirements	Working Days: 23 working day/s, 5 hour/s, 44 minute/s
*For Failed to comply after the given timeline	Working Days: 23 working day/s, 6 hour/s, 44 minute/s
Total Processing Fee:	
*For If found compliant	Total Standard Fee: PHP 6020
*For If found non-compliant to the requirements	Total Standard Fee: PHP 6020
*For Failed to comply after the given timeline	Total Standard Fee: PHP 6020

RENEWAL APPLICATION FOR ACCREDITATION AS A DRIVING SCHOOL

A renewed official authorization issued by the Land Transportation Office (LTO) to a private institution, allowing it to conduct lectures for the Theoretical Driving Course (TDC) and provide hands-on training for the Practical Driving Course (PDC), by the standards and regulations set by the LTO.

Office or Division:	Regional Accreditation Committee on Driving Institutions (RACDI)
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Driving schools that are currently established and operational and have previously been accredited to operate.
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. DULY ACCOMPLISHED APPLICATION FORM (ANNEX H OF MC NO. VDM-2023-2460)

(1) Original Copy

Applicant / Client

Remarks:

The application form may be acquired in LTO Regional Offices, LTO Official Website, or downloaded [HERE](#).

2. LATEST AUDITED FINANCIAL STATEMENT FILED WITH THE BUREAU OF INTERNAL REVENUE (BIR)

(1) Original Copy Or (1) Photo Copy

Applicant / Client

3. VALID BUSINESS PERMIT

(1) Original Copy Or (1) Photo Copy

Applicant / Client

Remarks:

To procure in the concerned Local Government Unit

4. LIST OF ACCREDITED INSTRUCTORS WITH THEIR VALID DRIVER'S LICENSE AND THEIR CERTIFICATE OF ACCREDITATION AS THEORETICAL

Applicant / Client

**AND/OR PRACTICAL DRIVING
INSTRUCTORS**

(1) Original Copy Or (1) Photo Copy

**5. OFFICIAL RECEIPT (OR) AND
CERTIFICATE OF REGISTRATION (CR) OF
THE VEHICLES REGISTERED UNDER THE
NAME OF THE PROPRIETOR OF THE
DRIVING SCHOOL OR IN THE NAME OF
THE DRIVING SCHOOL IN CASE OF A
SOLE PROPRIETORSHIP, OR IN THE
NAME OF PARTNERSHIP OR
CORPORATION, WHICHEVER IS
APPLICABLE.**

Applicant / Client

(1) Original Copy And (1) Electronic Copy

Remarks:

For a corporation, motor vehicles registered under the name/s of the incorporator/s shall not be allowed. Vehicles under a lease contract agreement with the driving school may be authorized, provided it shall be limited to one (1) manual and one (1) automatic for motorcycle and light vehicle per driving school branch

**6. PREVIOUS CERTIFICATE OF
ACCREDITATION OF THE DRIVING
SCHOOL APPLICANT**

Applicant / Client

(1) Original Copy Or (1) Photo Copy

7. NON-REFUNDABLE APPLICATION FEE

(Sample: P1,000.00 pesos)

Applicant / Client

**8. NON-REFUNDABLE ACCREDITATION
FEE**

(Sample: P3,000.00 pesos)

Applicant / Client

Remarks:

****For late renewal, a fee of Five Thousand Pesos
(Php 5,000.00)**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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1. Submit the application requirements, 1.2 Receive Endorsement Letter for payment of the Application Fee Location: LTO REGIONAL OFFICE	1.1. Receives the application and evaluate the completeness of the requirements	None	10 minute/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
	1.2. Issue an Endorsement Letter to the Finance Division for the payment of the Application Fee		3 minute/s	RACDI Secretariat; Regional Accreditation Committee on Driving Institutions (RACDI)
2. Pay the application fee; 2.1 Receive the Official Receipt (OR) Location: LTO REGIONAL OFFICE	2. Collects the payment and issues the Official Receipt (OR)	Standard Fees Breakdown: Application Fee: PHP 1000 LRF: PHP 10 Total: PHP 1010	30 minute/s	CASHIER; Financial Division
3. Submit a copy of the Official Receipt (OR) of the Application Fee Location: LTO REGIONAL OFFICERACDI SECRETARIAT	3.1. Receives a copy of the Application Fee Official Receipt (OR)	None	1 minute/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
	3.2. Forward the application and notify the RACDI INSPECTORS of the scheduled date of inspection		1 working day/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
4. NONE Location: LTO REGIONAL OFFICE / DRIVING SCHOOL AREA Notes/Instruction: <i>*The client is requested to make the following facilities and items</i>	4.1. Receive and review the application from the RACDI Secretariat	None	1 hour/s	RACDI INSPECTORS; Regional Accreditation Committee on Driving Institutions (RACDI)
	4.2. Inspect according to the scheduled date		1 working day/s	RACDI INSPECTORS; Regional

<i>available in preparation for the onsite inspection: the classroom, library, test vehicles, and the test track or maneuvering area.</i>				Accreditation Committee on Driving Institutions (RACDI)
	4.3. Prepare the Post-Inspection Report		1 working day/s	• RACDI INSPECTORS; Regional Accreditation Committee on Driving Institutions (RACDI)
	4.4. Submit the Post-Inspection Report to the RACDI Secretariat		1 minute/s	• RACDI INSPECTORS; Regional Accreditation Committee on Driving Institutions (RACDI)
5. NONE Location: LTO REGIONAL OFFICE	5. Receives and Evaluate the Inspection Report	None	1 hour/s	• RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
6.AFTER OCULAR INSPECTION				
If found compliant 6.A.Receive Endorsement Letter for the payment of the Accreditation Fee Location: LTO REGIONAL OFFICE Notes/Instruction: <i>*The Applicant will be notified when to pay the Accreditation Fee</i>	6.A. Notify the applicant to comply through a letter for any deficiencies or nonconformity in the submitted requirements and recorded findings after the inspection	None	3 minute/s	• RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)

If found non-compliant to the requirements 6.B. Comply with the deficiency within a non-extendible seven (7) working days from the receipt of the notice Location: LTO REGIONAL OFFICE	6.B. Notify the applicant to comply through a letter for any deficiencies or nonconformity in the submitted requirements and recorded findings after the inspection	None	7 working day/s	• RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
Failed to comply after given timeline 6.C. Receives Rejection Letter Location: LTO REGIONAL OFFICE	6.C. Issues a Rejection Letter if found non-compliant based on the result of the inspection report.	None	7 working day/s, 1 hour/s, 3 minute/s	• RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
7. Pays the Accreditation Fee; 7.1 Receives Official Receipt (OR) Location: LTO REGIONAL OFFICE Notes/Instruction: <i>*for late renewals:</i> Late Renewal Fee- P5,000.00	7. Collects payment and issues Official Receipt (OR)	Standard Fees Breakdown: Accreditation Fee: PHP 3000 LRF: PHP 10 Total: PHP 3010	30 minute/s	• CASHIER; Financial Division
8. Submit a copy of the Official Receipt (OR) of the Accreditation Fee Location: LTO REGIONAL OFFICE	8.1. Receive the Official Receipt (OR) of the Accreditation Fee	None	1 minute/s	• RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
	8.2. Prepare the Summary of Evaluation and Certificate of Accreditation		1 working day/s	• RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
	8.3. Route the Summary of Evaluation and		1 working day/s	• RACDI SECRETARIAT;

	Accreditation Certificate to the RACDI Members for signature, then forward to the Office of the Regional Director			Regional Accreditation Committee on Driving Institutions (RACDI)
9. NONE Location: LTO Regional Office- Office of the Regional Director Notes/Instruction: <i>** The Regional Director will approve or disapprove the accreditation applications endorsed by the RACDI within five (5) working days upon receipt.</i>	9.1. Approve and sign the Summary of Evaluation and Certificate of Accreditation	None	5 working day/s	• LTO REGIONAL DIRECTOR; Regional Accreditation Committee on Driving Institutions (RACDI)
	9.2. Forward the Approved Summary of Evaluation and Certificate of Accreditation back to the RACDI Secretariat		1 working day/s	• LTO REGIONAL DIRECTOR; Regional Accreditation Committee on Driving Institutions (RACDI)
10. NONE Location: LTO REGIONAL OFFICE	10. Receive the approved Certificate of Accreditation and register the details of the Driving School in the Land Transportation Management System (LTMS)	None	1 hour/s	• RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
11. Receive the approved Certificate of Accreditation (Renewal) Location: LTO REGIONAL OFFICE Notes/Instruction: <i>RACDI notifies the Applicant if the certificate/s is ready for claim and must present an authorization letter on behalf of the driving school or individual whose certificate they are claiming.</i>	11. Releasing the approved and signed Certificate of Accreditation to the applicant	None	15 minute/s	• RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
General Remarks				

a. The applicant seeking a renewal in accreditation as a driving school must submit their application to the Office of the Regional Director, through the Regional Accreditation Committee on Driving Institutions (RACDI) that has jurisdiction over the area where the driving school is located.

b. Applicants are given **thirty (30) working days** prior to the expiration of their current accreditation to file for renewal. Failure to do so within this period may result in the lapse of accreditation.

c. Applications that are submitted with incomplete documentary or procedural requirements shall not be accepted for processing.

d. The Certificate of Renewal of Accreditation shall remain valid for two (2) years, commencing from the date of payment of the required accreditation fee.

Total Processing Time:

*For If found compliant	Working Days: 11 working day/s, 4 hour/s, 34 minute/s
*For If found non-compliant to the requirements	Working Days: 18 working day/s, 4 hour/s, 31 minute/s
*For Failed to comply after given timeline	Working Days: 18 working day/s, 5 hour/s, 34 minute/s

Total Processing Fee:

*For If found compliant	Total Standard Fee: PHP 4020
*For If found non-compliant to the requirements	Total Standard Fee: PHP 4020
*For Failed to comply after given timeline	Total Standard Fee: PHP 4020

INITIAL APPLICATION FOR ACCREDITATION AS A DRIVING SCHOOL INSTRUCTOR

An official authorization issued by the Land Transportation Office (LTO) to a driving school employee, permitting them to serve as an instructor for the Theoretical Driving Course (TDC) or Practical Driving Course (PDC)

Office or Division:	Central Accreditation Committee on Driving Institutions (CACDI)	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	GENERAL QUALIFICATIONS OF DRIVING SCHOOL INSTRUCTORS • Must be at least twenty-three (23) years old; • For Theoretical Driving Course (TDC) Instructor - Must be a graduate of any 4-year course. • For Practical Driving Course (PDC) Instructor - Must have earned at least seventy-two (72) academic units leading to a degree, OR has completed a two (2) year collegiate or technical course. • Must be a holder of a: ◦ Valid TESDA NC II in Motorcycle/Small Engine Servicing for PDC of Motorcycles/Tricycles ◦ Valid TESDA NC II in Driving and TESDA NC II Automotive Servicing- Engine Repair for PDC of Light Vehicles ◦ Valid TESDA NC III in Driving for PDC of Heavy Vehicles • Must be a holder of a valid professional driver's license and allowed to operate a motor vehicle with a manual transmission. The DL Code must also correspond to the vehicle category offered by his/her driving school. The applicant must have held a driver's license for the last five (5) years, regardless of when his/her professional driver's license was acquired. • Must not have any traffic violations for the past twelve (12) months before application as an instructor; • Must not have a history of suspension or revocation of driver's license for any cause; • Must take and pass the neuropsychiatric test from a government-accredited entity; • Must have undergone a mandatory drug test performed by a DOH-accredited drug testing center, and results must show that he/she is free from the use of dangerous drugs; • Must have passed a written examination given by the LTO; • Must have completed the LTO Trainer's Training for the conduct of TDC; • Must not have been convicted by final judgment of a crime involving moral turpitude, or of a crime punishable by imprisonment under the Revised Penal Code;	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

For Standard Requirement

1. NEW DRIVING INSTRUCTOR VDM-2023-2460 APPLICATION FORM (Annex K)
(1) Original Copy

Applicant / Client

Remarks:

- Must be duly accomplished, notarized, and signed by the DS owner before submitting

- The form is available at the LTO Central Office, LTO Regional Offices, the LTO Official website, or download [HERE](#)

2. DIPLOMA or CERTIFICATION OF UNITS EARNED

Applicant / Client

(1) Certified True Copy

Remarks:

For the Theoretical Driving Course (TDC) Instructor

- Must be a graduate of any 4-year course
- The diploma must be certified by the school or university registrar

For the Practical Driving Course (PDC) Instructor

- Must have earned at least seventy-two (72) academic units leading to a degree OR has completed a two (2) year collegiate or technical course
- The diploma or certificate must be certified by the school or university registrar

3. COPY OF A VALID DRIVER'S LICENSE

Applicant / Client

(1) Photo Copy

Remarks:

- Must be a holder of a valid professional driver's license allowed to operate a motor vehicle with manual transmission. The DL code must also correspond to the vehicle category offered by his/her driving school.

4. CERTIFICATE OF NEUROPSYCHIATRIC TEST RESULT

Applicant / Client

(1) Original Copy

Remarks:

- Must take and pass the neuropsychiatric test from a government-accredited entity
- Validity varies from 6mos or 12mos depending on the issuing clinic

5. VALID DRUG TEST RESULT FROM A DOH-ACCREDITED DRUG TESTING CENTER

Applicant / Client

(1) Original Copy

Remarks:

- Must have undergone a mandatory drug test performed by a DOH-accredited drug testing center, and results must show that he/she is free from the use of dangerous drugs

- Validity is 12 months from the transaction date

6. VALID NATIONAL BUREAU OF INVESTIGATION (NBI) CLEARANCE

Applicant / Client

(1) Photo Copy

Remarks:

- Obtain from NATIONAL BUREAU OF INVESTIGATION (NBI)
- 1 year validity

7. VALID CERTIFICATE OF NO APPREHENSION

Applicant / Client

(1) Original Copy Or (1) Photo Copy

Remarks:

- The applicant must procure this certificate from their LTMS account.
- Valid up to **30 days** from the date of application.

8. CERTIFICATE OF DRIVER'S LICENSE HISTORY

Agency - Division: Land Transportation Office - Licensing Section

(1) Original Copy Or (1) Photo Copy

Remarks:

- The applicant must have held a driver's license for the last **five (5) years**, regardless of when his/her professional driver's license was acquired.

9. QUALIFYING EXAM CERTIFICATE

Agency - Division: Land Transportation Office-Central - Traffic Safety Division- CACDI

(1) Original Copy

Remarks:

- The driving instructor applicant must pass the written exam with a score of **85 POINTS** and above.
- All exam dates are scheduled accordingly. NO WALK-INS ALLOWED.

10. LTO TRAINER'S TRAINING CERTIFICATE OF COMPLETION

Agency - Division: Land Transportation Office-Central - Traffic Safety Division- CACDI

(1) Original Copy

Remarks:

- Must have completed the LTO's 2-day Trainer's Training for the conduct of TDC

11. NON-REFUNDABLE APPLICATION FEE (Sample: Php 500 pesos)

Applicant / Client

12. NON-REFUNDABLE EXAMINATION FEE

(Sample: PHP 200.00 Pesos)

Applicant / Client

Remarks:

- An examination fee must be paid for each exam taken

13. NON-REFUNDABLE ACCREDITATION FEE

(Sample: Php 1,000.00 Pesos)

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application and the documentary requirements 1.2 Receives the Letter of Endorsement for Application Fee payment Location: LTO CENTRAL Notes/Instruction: Incomplete or non-compliant applications shall not be accepted.	1.1. Receives applications and evaluates the completeness of the requirements	None	20 minute/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
	1.2. Issue the Letter of Endorsement for Application Fee payment		3 minute/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
2. Payment of the Application Fee 2.1 Receives the Official Receipt (OR) Location: LTO CENTRAL	2. Collects payment and issues Official Receipt (OR)	Standard Fees Breakdown: Application Fee: PHP 500 LRF : PHP 10 Total: PHP 510	30 minute/s	CASHIER; Financial Division
3. Submit a copy of the Application Fee Original Receipt (OR) Location: Land Transportation Office- Central- CACDI Notes/Instruction:	3. Receives a copy of the Application Fee Original Receipt (OR) and issues an appointment slip for a schedule of the examination schedule	None	5 minute/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)

* The CACDI will contact the instructor applicant three (3) days before the scheduled examination to confirm their attendance				
4. Applicant attends the scheduled exam date and receives the Letter of Endorsement for the payment of the Examination Fee Location: LTO CENTRAL	4. Issue the Letter of Endorsement for the payment of the Examination Fee	None	3 minute/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
5. Payment of the Examination Fee 5.1 Receives the Official Receipt (OR) Location: LTO CENTRAL Notes/Instruction: <i>The applicant shall pay the fee for each exam taken.</i>	5. Collects payment and issues Official Receipt (OR)	Standard Fees Breakdown: Exam Fee: PHP 200 LRF: PHP 10 Total: PHP 210	30 minute/s	• CASHIER; Financial Division
6. Submit a copy of the Examination Fee Official Receipt (OR) and take the Qualifying Examination Location: LTO CENTRAL	6. Receive a copy of the Examination Fee Official Receipt (OR), and administer and proctor the examination	None	2 hour/s, 1 minute/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
7.CHECKING OF EXAMINATION				
If the applicant FAILED the examination 7.A.Receives the Letter of Endorsement to the Finance Division 8.2 Payment of the Examination Fee 8.3 Submit a copy of the Official Receipt to the CACDI 8.4 Retake of examination 8.5 Receives Rejection Letter (Disqualified)	7.A.1. Issues the Letter of Endorsement to the Finance Division for the payment of the examination fee	Standard Fees Breakdown: Exam Fee: PHP 200 LRF: PHP 10 Total: PHP 210	3 minute/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
	7.A.2. Collects payment and issues Official Receipt (OR)		30 minute/s	• CASHIER; Financial Division

Location: LTO CENTRAL Notes/Instruction: <i>The applicant shall be allowed to take the examination a maximum of three (3) times following the schedule of the CACDI. The Instructor-applicant shall be allowed to have a maximum of three (3) exam retakes.</i> <i>After the fourth failed examination, the applicant shall be DISQUALIFIED to apply as an Instructor nationwide.</i>	7.A.3. Receives the copy of the OR and issues an appointment slip for a schedule of the examination		1 minute/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
	7.A.4. Administer and Proctor the retake examination		2 hour/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
	7.A.5. Issue a Rejection Letter for the disqualified applicant and provide a copy to the RACDI through email.		1 working day/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
	7.A.6. Upload the list of disqualified applicants along with the test scores in a viewing facility after every examination which may be accessed by the RACDI Proctors for counterchecking of examination attempts.		10 minute/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
If the applicant PASSED the examination 7.B.NONE Location: LTO CENTRAL	7.B. Issues an Instructor's Qualifying Examination Certificate and uploads the exam result and score to the LTO LTMS Proctor Facility	None	1 working day/s	• CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
8. Attends the Trainer's Training for the conduct of the Theoretical Driving Course Location: LTO CENTRAL Notes/Instruction: <i>Only those who have PASSED the qualifying exam are eligible to</i>	8.1. Conducts the Trainer's Training	None	2 working day/s	• CACDI SECRETARIAT / Guest Lecturer; Central Accreditation Committee on Driving Institutions (CACDI)

<i>attend the trainer's training.</i> <i>Training schedules may vary depending on the number of participants.</i>	8.2. Prepares Trainer's Training Certificate of Completion		1 working day/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
9. Receives the Letter of Endorsement for Accreditation Fee payment Location: LTO CENTRAL Notes/Instruction: <i>*Applicants will be notified when to pay the Accreditation Fee</i>	9. Issues the Letter of Endorsement for Accreditation Fee payment	None	3 minute/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
10. Payment of the Accreditation Fee 11.1 Receives the Official Receipt (OR) Location: LTO CENTRAL	10. Collects payment and issues Official Receipt (OR)	Standard Fees Breakdown: Accreditation Fee: PHP 1000 LRF : PHP 10 Total: PHP 1010	30 minute/s	CASHIER; Financial Division
11. Submit a copy of the Accreditation Fee Official Receipt (OR) Location: LTO CENTRAL	11.1. Receive a copy of the Accreditation Fee Official Receipt (OR) and prepare a Summary of Evaluation and Certificate of Accreditation	None	1 working day/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
	11.2. Route the Summary of Evaluation and Certificate of Accreditation to the CACDI Members and Chairman, then forward to the Office of the Assistant Secretary		1 working day/s	EXECUTIVE DIRECTOR; Office of the Executive Director
12. NONE Location:	12.1. Approve the Summary of Evaluation	None	7 working day/s	ASSISTANT SECRETARY; Central

LTO CENTRAL Notes/Instruction: <i>** The Assistant Secretary shall approve or disapprove the accreditation applications endorsed by the CACDI within fifteen (15) working days of receipt.</i>	and sign the Certificate of Accreditation			Accreditation Committee on Driving Institutions (CACDI)
	12.2. Forward the Approved Summary of Evaluation and Certificate of Accreditation to the CACDI Secretariat		1 working day/s	ASSISTANT SECRETARY; Central Accreditation Committee on Driving Institutions (CACDI)
13. NONE Location: LTO CENTRAL	13.1. Receives the approved Certificate of Accreditation and registers the details of the Driving School to the Land Transportation Management System (LTMS)	None	30 minute/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)
	13.2. Scan and email a copy of the Certificate of Accreditation and Summary of Evaluation to the RACDI Secretariat for dissemination to the concerned driving school or driving instructor.		1 hour/s	CACDI Secretariat; Central Accreditation Committee on Driving Institutions (CACDI)
14. Receive the approved certificate of accreditation Location: LTO CENTRAL Notes/Instruction: <i>Proxy claimants must present their ID along with an authorization letter and the ID of the person whose certificate they are claiming</i>	14. Release the approved certificate of accreditation to the applicant	None	20 minute/s	CACDI SECRETARIAT; Central Accreditation Committee on Driving Institutions (CACDI)

General Remarks

NOTE: Based on Memorandum Circular No. VDM-2023-2460

- The applicant for accreditation as a driving school instructor shall apply with the CACDI Secretariat at LTO Central.
- Applications with incomplete requirements shall not be accepted.
- Certificate of Accreditation shall be valid for two (2) years from the date of payment of the accreditation fee.

Total Processing Time:	
*For If the applicant FAILED the examination	Working Days: 15 working day/s, 39 minute/s
*For If the applicant PASSED the examination	Working Days: 14 working day/s, 5 hour/s, 55 minute/s
Total Processing Fee:	
*For If the applicant FAILED the examination	Total Standard Fee: PHP 1940
*For If the applicant PASSED the examination	Total Standard Fee: PHP 1730

RENEWAL APPLICATION FOR ACCREDITATION AS A DRIVING SCHOOL INSTRUCTOR

A renewed official authorization issued by the Land Transportation Office (LTO) to a driving school employee, permitting them to serve as an instructor for the Theoretical Driving Course (TDC) or Practical Driving Course (PDC)

Office or Division:	Regional Accreditation Committee on Driving Institutions (RACDI)
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	A renewed official authorization issued by the Land Transportation Office (LTO) to a driving school employee, permitting them to serve as an instructor for the Theoretical Driving Course (TDC) or Practical Driving Course (PDC)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. RENEWAL DRIVING INSTRUCTOR VDM-2023-2460 APPLICATION FORM (Annex K)

(1) Original Copy

Applicant / Client

Remarks:

- Must be duly accomplished, notarized, and signed by the DS owner before submitting
- The form is available at the LTO Central Office, LTO Regional Offices, the LTO Official website, or download [HERE](#)

2. COPY OF A VALID DRIVER'S LICENSE

(1) Photo Copy

Applicant / Client

Remarks:

- Must be a holder of a valid professional driver's license and allowed to operate a motor vehicle with a manual transmission. The DL code must also correspond to the vehicle category offered by his/her driving school.

3. COPY OF A VALID COMPANY ID

(1) Photo Copy

Applicant / Client

4. VALID NATIONAL BUREAU OF INVESTIGATION (NBI) CLEARANCE

Applicant / Client

(1) Original Copy Or (1) Photo Copy

Remarks:

- Obtain from the NATIONAL BUREAU OF INVESTIGATION (NBI)
- 1 year validity

5. VALID LTO CERTIFICATE OF NO APPREHENSION

Applicant / Client

(1) Original Copy Or (1) Photo Copy

Remarks:

- The applicant must procure this certificate from their LTMS account.
- Valid up to **30 days** from the date of application.

6. PREVIOUS CERTIFICATE OF ACCREDITATION

Applicant / Client

(1) Photo Copy

7. NON-REFUNDABLE RENEWAL APPLICATION FEE

Applicant / Client

(Sample: 500 PESOS)

8. NON-REFUNDABLE RETOOLING FEE

Applicant / Client

(Sample: 200 PESOS)

9. NON-REFUNDABLE RENEWAL ACCREDITATION FEE

Applicant / Client

(Sample: 500 PESOS)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application and the documentary requirements 1.2 Receives the Letter of Endorsement for the payment of the Application Fee Location:	1.1. Receives application and evaluates the completeness of the requirements	None	10 minute/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
LTO REGIONAL OFFICE Notes/Instruction:	1.2. Issue the Letter of Endorsement for the payment of the Application Fee		3 minute/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving

<i>Incomplete or non-compliant applications shall not be accepted.</i>				Institutions (RACDI)
2. Payment of the Application Fee 2.1 Receives the Official Receipt (OR) Location: LTO REGIONAL OFFICE	2. Collects payment and issues Official Receipt (OR)	Standard Fees Breakdown: Application Fee: PHP 500 LRF: PHP 10 Retooling Fee: PHP 200 Total: PHP 710	30 minute/s	CASHIER; Financial Division
3. Submit a copy of the Application Fee Original Receipt (OR) Location: LTO REGIONAL OFFICE	3. Receives a copy of the Application Fee Original Receipt (OR) and schedules the applicant for the Retooling Seminar	None	5 minute/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
4. Attend the Retooling Seminar Location: LTO REGIONAL OFFICE	4.1. Conducts the Retooling Seminar	None	1 working day/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
	4.2. Issue a Retooling Certificate of Completion		1 working day/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
5. Receives the Letter of Endorsement for the payment of the Accreditation Fee Location: LTO REGIONAL OFFICE	5. Issues the Letter of Endorsement to the Letter of Endorsement for the payment of the Accreditation Fee	None	3 minute/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
6. Payment of the Accreditation Fee 11.1 Receive the Official Receipt (OR) Location:	6. Collects payment and issues Official Receipt (OR)	Standard Fees Breakdown: Renewal Accreditation	30 minute/s	Cashier; Financial Division

LTO Regional Office		Fee: PHP 500 LRF: PHP 10 Total: PHP 510		
7. Submit a copy of the Accreditation Fee Original Receipt (OR) Location: LTO REGIONAL OFFICE	7. Receives a copy of the Accreditation Fee Original Receipt (OR)	None	1 minute/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
8. NONE Location: LTO REGIONAL OFFICE	8.1. Receive a copy of the Accreditation Fee Original Receipt (OR) and prepare a Summary of Evaluation and renewed Certificate of Accreditation	None	1 working day/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
	8.2. Route the Summary of Evaluation and Certificate of Accreditation to the RACDI Members and forward to the Office of the Regional Director		1 working day/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
9. NONE Location: LTO REGIONAL OFFICE Notes/Instruction: <i>** The Regional Director shall approve or disapprove the accreditation applications endorsed by the RACDI within fifteen (15) working days of receipt.</i>	9.1. Approve the Summary of Evaluation and sign the Certificate of Accreditation	None	15 working day/s	REGIONAL DIRECTOR; Regional Accreditation Committee on Driving Institutions (RACDI)
	9.2. Forward the Approved Summary of Evaluation and Certificate of Accreditation to the RACDI Secretariat		1 working day/s	REGIONAL DIRECTOR; Regional Accreditation Committee on Driving Institutions (RACDI)

10. NONE Location: LTO Regional Office	10. Receives the approved Certificate of Accreditation and registers the details of the Driving School to the Land Transportation Management System (LTMS)	None	30 minute/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
11. Receive the renewed Accreditation Certificate Location: LTO REGIONAL OFFICE Notes/Instruction: <i>*Proxy claimants must present their ID along with an authorization letter and the ID of the person whose certificate they are claiming</i>	11. Releasing the renewed Accreditation Certificate to the client	None	20 minute/s	RACDI SECRETARIAT; Regional Accreditation Committee on Driving Institutions (RACDI)
General Remarks a. The applicant for driving school instructor accreditation shall submit their application to the Office of the Regional Director through the Regional Accreditation Committee (RAC) with jurisdiction over the driving school's location. b. Applicants are granted thirty (30) working days to file for renewal of accreditation, with the deadline set at least twenty (20) working days prior to the certificate's expiration. c. The RAC shall not accept renewal applications from suspended instructors until the full suspension period has been served. d. Applications with incomplete requirements shall not be accepted. e. The Certificate of Accreditation shall be valid for one (1) year from the date of payment. Based on performance during the previous accreditation period and upon recommendation of the RAC and CODIAC, instructors in good standing with no violations or suspensions may be granted a two (2)-year renewal. f. Attendance in a retooling program is required before accreditation renewal. g. The RACDI may update an instructor's captured biometrics as necessary.				
Total Processing Time:		Working Days: 20 working day/s, 2 hour/s, 12 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1220		

ACCREDITATION OF MEDICAL CLINICS - NEW

An authority granted to the Medical Clinics relative to the issuance of Medical Certificates to Student-driver's Permit and Driver's/Conductor's License Applicants.

Office or Division:	Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	1. Private Medical Clinics or Health Facilities owned by any person or group of persons, natural or juridical, Filipino citizen; a domestic partnership or association; or a corporation organized under Philippine laws with at least sixty percent (60%) Filipino ownership who/which is not otherwise disqualified by any existing law or regulation 2. Government Clinics or Health Facilities
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Letter of Intent

(1) Original Copy

Applicant / Client

2. Duly Accomplished Application form under oath and signed by the Owner of the medical clinic or Head of Agency of government health facility

(1) Original Copy

Agency - Division: Land Transportation Office
Central Office - Central Accreditation Committee on Medical Clinics and Physicians (CACMP),
Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)

3. Health Facility Geographic Form (location map) and Layout of the Clinic, including dimensions

(1) Original Copy

Applicant / Client

4. Data Sharing Agreement with the System Integrator

(1) Certified True Copy

Applicant / Client

5. Photographs of the Exterior and Interior of the Medical Clinic

Applicant / Client

(1) Original Copy

6. List of all equipment, including manuals, reference materials required for its calibration

Applicant / Client

(1) Original Copy Or (1) Photo Copy

7. Inspection Report

(1) Original Copy

Agency - Division: LTO Regional Office -
Regional Accreditation Committee on Medical
Clinics & Physicians (RACMP)

For Situational Requirement

A. Additional Requirements For Private Medical Clinics:

A.1. Valid Mayor's Business Permit indicating the type of ownership (Sole Proprietorship/Corporation or Partnership/ Cooperative)

Agency - Division: Local/City Government
Unit (LGU) - N/A

(1) Certified True Copy

A.2. Audited Financial Statement for the last two (2) years or a Pre-operating Financial Statement whichever is applicable, showing that the owner-applicant shall be in such financial condition as to reasonably expect the clinic to operate for at least one (1) year

Applicant / Client

(1) Original Copy Or (1) Certified True Copy

A.3. Chart of organizational structure showing the relationship between the clinic and other operations of the firm, when applicable, and of the clinic showing its personnel and their functions

Applicant / Client

(1) Original Copy

A.4. . List of personnel involved with the operation of the clinic including their job descriptions, responsibilities and qualifications, including the Certificate of Registration duly issued by the Board of Medical Examiners to physician/s employed therein

Applicant / Client

(1) Original Copy

B. Additional Requirements For Government Clinics or Health Facilities:

B.1. Chart of organizational structure showing its personnel and their positions

Applicant / Client

(1) Original Copy

B.2. List of personnel involved with the operation of the clinic including their job descriptions, responsibilities and

Applicant / Client

qualifications including the certified true copy of their approved appointments or certificates of employment
 (1) Original Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits documentary requirements Location: Concerned LTO Regional Office	1.1. Receives application and evaluates completeness and authenticity of the requirements.	None	10 minute/s	• Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	1.2. Issues Payment Order Slip.		5 minute/s	• Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
2. Process payment Location: Cashier - Operations Division, Regional Office Notes/Instruction: <i>Government health facilities and clinics are exempted from the payment of the accreditation fee.</i>	2.1. Accepts payment and issues manual receipt.	Standard Fees Breakdown: Application Fee: PHP 5000 Legal Research fee: PHP 10 Total: PHP 5010	10 minute/s	• Cashier; Cashier Operations Division - Regional Office
	2.2. Furnishes the RACMP with the file copy of the receipt.		5 minute/s	• Cashier; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)

3. None Location: N/A Notes/Instruction: <i>In the event of findings of deficiency or non-conformity, the applicant shall be given within thirty (30) days to comply with the corrective measures from the conducted inspection.</i>	3.1. Evaluates the application and conducts an ocular inspection.	None	3 working day/s	Inspection Team; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	3.2. Submits the application and inspection report to the RACMP Chairman for review.		5 minute/s	Inspection Team; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	3.3. Informs the applicant of the deficiency or nonconformity, if any, through formal writing.		3 hour/s	- Chairperson; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP) - Inspection Team; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
4. None Location: N/A	4.1. Review and evaluate the application and inspection report.	None	1 working day/s	- Chairperson; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP) - Vice-Chairperson; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP) - Members; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	4.2. Recommends approval of application to the Regional Director.		10 minute/s	Chairperson; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)

5. None Location: N/A	5. Approves the application for endorsement to the CACMP.	None	10 minute/s	Regional Director; All Regional Offices
6. None Location: N/A	6.1. Evaluates and encodes submitted application.	None	5 minute/s	Secretariat; Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
	6.2. Prints the Evaluation Summary and Certificate of Accreditation (CoA) to be forwarded to the CACMP Members for initial review.		15 minute/s	Secretariat; Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
7. None Location: N/A	7.1. Review the application.	None	1 hour/s	- Vice-Chairperson; Central Accreditation Committee on Medical Clinics and Physicians (CACMP) - Members; Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
	7.2. Forwards the complete application together with the CoA to the CACMP Chairperson/ Executive Director for initial and final review.		5 minute/s	Vice-Chairperson; Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
8. None Location: N/A	8. Recommends approval of application to the Assistant Secretary.	None	10 minute/s	Chairperson; Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
9. None Location: N/A	9. Approves and signs the CoA.	None	10 minute/s	Assistant Secretary; Office of the Assistant Secretary

10. None Location: N/A	10. Forwards the approved CoA to the Regional Office.	None	2 working day/s	• Secretariat; Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
11. Receives the Certificate of Accreditation. Location: Concerned LTO Regional Office	11. Releases the Certificate of Accreditation.	None	15 minute/s	• Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 5010		

ACCREDITATION OF MEDICAL CLINICS - RENEWAL

A yearly authority granted to Medical Clinics on the issuance of Medical Certificates to Student-Driver's Permit and Driver's/Conductor's License Applicants after Initial Accreditation.

Office or Division:	Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	All Previously Accredited Private and Government Clinics or Health Facilities
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Application form under oath and signed by the Owner of the medical clinic or Head of Agency of Government health facility
(1) Original Copy

Agency - Division: Land Transportation Office (LTO) - Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)

Remarks:

Duly accomplished

2. Previous Certificate of Accreditation (CoA)
(1) Photo Copy

Applicant / Client

3. Inspection Report
(1) Original Copy

Agency - Division: LTO Regional Office - Regional Accreditation Committee on Medical Clinics & Physicians (RACMP)

4. Updated Organizational chart showing its personnel and their functions.
(1) Original Copy

Applicant / Client

5. Duly accomplished Health Facility Geographic Form (location map) and layout of the clinic, including dimensions

Applicant / Client

(1) Original Copy

Remarks:

In case of transfer of location

For Situational Requirement

A. Additional Requirements for Private Medical Clinics:

A.1. Valid Mayor's Business Permit / Proof of application for renewal of permit

(1) Certified True Copy

Agency - Division: Local/City Government
Unit (LGU) - N/A

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements to the Regional Office where the medical clinic is accredited. Location: Concerned LTO Regional Office Notes/Instruction: <i>If the application is submitted after the expiration of the accreditation, the CoA is temporarily suspended.</i>	1.1. Receives application and check the completeness of the requirements.	None	5 minute/s	Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	1.2. Issues the Payment Order Slip (POS).		5 minute/s	Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
2. Pays renewal fee and/or other applicable fees. Location: Cashier - Operations Division, Regional Office Notes/Instruction:	2.1. Accepts payment and issues the manual Official Receipt (OR).	Standard Fees Breakdown: Renewal Fee: PHP 3000 Legal Research Fund: PHP 10	10 minute/s	Cashier; Cashier Operations Division - Regional Office

Total:
PHP 3010

Government health facilities and clinics are

<i>exempted from payment of application fee.</i>	2.2. Furnishes the RACMP Secretariat with the File Copy of the OR.	Possible Fees Breakdown: Penalty Fee: PHP 1000	5 minute/s	Cashier; Cashier Operations Division - Regional Office
3. None Location: N/A	3. Evaluates the application and schedule an ocular inspection.	None	15 minute/s	Members; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
4. None Location: N/A	4.1. Conducts ocular inspection	None	3 working day/s	Inspection Team; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	4.2. Informs the applicant of the deficiency or non-conformity, if there is any, through formal writing.		3 hour/s	Inspection Team; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	4.3. Submits the assessment and inspection report to the Chairperson of the RACMP for approval.		5 minute/s	Inspection Team; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
5. None Location: N/A	5.1. Recommends the approval of the application.	None	10 minute/s	Chairperson; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	5.2. Prepares the Certificate of Accreditation (CoA).		10 minute/s	Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)

	5.3. Endorses the CoA to the Regional Director.		5 minute/s	Chairperson; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
6. None Location: None	6. Approves and signs the CoA.	None	10 minute/s	Regional Director; All Regional Offices
7. Receives the CoA. Location: Concerned LTO Regional Office	7. Releases the CoA	None	5 minute/s	Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
General Remarks a. Accreditation of Medical Clinics is under multi-stage processing. b. Renewal of Certificate of Accreditation shall be filed to the LTO Regional Office having jurisdiction of the area where the medical clinic is located within ninety (90) days before its expiration. c. Processing time starts upon the submission of complete requirements.				
Total Processing Time:		Working Days: 3 working day/s, 4 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 3010 See other fees below		
Possible Fees Penalty Fee : 1000				

ACCREDITATION OF PHYSICIANS - NEW

An authority granted to Physicians relative to the issuance of Medical Certificates to Student-driver's Permit and Driver's/Conductor's License Applicants.

Office or Division:	Central Accreditation Committee on Medical Clinics and Physicians (CACMP)	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	All Qualified Private and Government Physicians	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 4136	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form, endorsed and signed by the owner of the clinic or head of the government health facility / agency or the authorized representative (1) Original Copy		Agency - Division: Land Transportation Office - N/A
2. 2x2 photo with name tag (taken within the last three months prior to the date of application for registration) (2) Original Copy		Applicant / Client
3. Certificate of Registration duly issued by the Board of Medical Examiners or proof of application pending the release of Certificate (1) Certified True Copy		Agency - Division: Professional Regulation Commission (PRC) - N/A
4. Certificate of Membership and Good Standing from the Philippine Medical Association (PMA) or its component society (1) Original Copy		Agency - Division: Philippine Medical Association (PMA) or its component society - N/A
5. Certificate of Good Standing from the Professional Regulation Commission (PRC) (1) Original Copy		Agency - Division: Professional Regulation Commission (PRC) - N/A
6. Photocopy of Valid Professional Regulation Commission license card Professional Regulation Commission (PRC) license card		

Remarks:

Original PRC License card must be presented during submission of application.

7. Valid government issued identification card (other than PRC) with photo and signature

- Philippine Identification (PhilID) Card
- Philippine passport
- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID
- Voter's ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

Remarks:

Original ID must be presented during submission of application.

8. Taxpayer's Identification Number (TIN) card

Taxpayer's Identification Number (TIN) card

Remarks:

Original TIN Card must be presented during submission of application.

For Situational Requirement

A. For private physicians

A.1. Current Professional Tax Receipt (PTR)

(1) Photo Copy

Agency - Division: Local Government Unit (LGU) concerned - N/A

Remarks:

Original PTR must be presented during submission of application.

B. For Government Physicians

B.1. Approved appointment or Certificate of Employment issued by the agency

(1) Certified True Copy

Agency - Division: Government Health Facility concerned - N/A

Sub Situational Requirement/s

B.a. For government physicians who desire to engage in private practice

B.a.1. Authority to Engage in the Private Practice of Profession approved by the Head of Agency where he/she is employed
(1) Original Copy

Agency - Division: Government Health Facility concerned - N/A

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements to the Regional Office where the medical clinic is accredited. Location: Regional Office concerned	1.1. Receives application and checks completeness of the requirements.	None	5 minute/s	Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	1.2. Verifies professional license through the PRC website.		5 minute/s	Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	1.3. Evaluates the application and interviews the physician-applicant.		30 minute/s	RACMP Member; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)

	1.4. Registers the information, digital photograph and biometric fingerprint of the physician-applicant in the system then issues Payment Order Slip (POS) to the client.		40 minute/s	Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
2. Processes payment. Location: Cashier Window, concerned Regional Office	2.1. Accepts payment and issues Official Receipt (OR).	Standard Fees Breakdown: Accreditation Fee: PHP 3000 Total: PHP 3000	10 minute/s	Cashier; Cashier Operations Division - Regional Office
	2.2. Furnishes the RACMP Secretariat with the file copy of Official Receipt (OR).		5 minute/s	Cashier; Cashier Operations Division - Regional Office
	2.3. Prepares endorsement letter and Resolution of approval, attaches the documentary requirements and forwards to the RACMP members for approval and decision.		10 minute/s	Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	2.4. Reviews and signs the resolution of approval. Forwards the documents to the Secretariat.		3 working day/s	RACMP Members; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	2.5. Forwards the application to the Regional Director for review and approval.		5 minute/s	Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	2.6. Reviews and approves the application and signs the endorsement letter to the CACMP.		15 minute/s	Regional Director; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	2.7. Forwards the complete application to		5 working day/s	Secretariat; Regional Accreditation Committee on

	the CACMP LTO Central Office.			Medical Clinics and Physicians (RACMP)
3. None Location: N/A	3.1. Receives application from RACMP and encodes the information in the system. Prints Certificate of Accreditation.	None	15 minute/s	• Secretariat; Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
	3.2. Forwards the application to the Vice Chairman of CACMP for initial review.		5 minute/s	• Secretariat; Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
	3.3. Reviews application and forwards to the Chairman of CACMP.		15 minute/s	• Vice Chairman; Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
	3.4. Reviews the application and recommends approval to the Assistant Secretary for signature of the Certificate of Accreditation.		20 minute/s	• Chairman; Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
	3.5. Approves the application and signs the Certificate of Accreditation and endorsement to the RACMP. Forwards the Certificate to the Secretariat for dissemination.		10 minute/s	• Assistant Secretary; Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
	3.6. Forwards the approved Certificate of Accreditation to the RACMP.		5 working day/s	• Secretariat; Central Accreditation Committee on Medical Clinics and Physicians (CACMP)
	3.7. Releases the Certificate of Accreditation to the accredited physician.		10 minute/s	• Secretariat; Regional Accreditation Committee on Medical Clinics

				and Physicians (RACMP)
Total Processing Time:		Working Days: 13 working day/s, 3 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 3000		

ACCREDITATION OF PHYSICIANS - RENEWAL

A renewed authority granted to Physicians to continue access the medical IT facility on the issuance of Medical Certificates to Student-Driver's Permit and Driver's/Conductor's License Applicants.

Office or Division:	Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)	
Who may avail:	All Existing or Previously Accredited Private and Government Physicians	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

For Standard Requirement

1. Application form, endorsed by the owner of the clinic or head of the government health facility/agency or the authorized representative

Applicant / Client

(1) Original Copy

Remarks:

Duly accomplished

2. 2x2 photo with name tag (taken within the last three months prior to the date of application for registration)

Applicant / Client

(2) Original Copy

3. Valid Professional Regulation Commission license card

Agency - Division: Professional Regulation Commission (PRC) - N/A

(1) Photo Copy

Remarks:

Original copy to be presented.

4. Current Professional Tax Receipt (PTR)

Agency - Division: Local Government Unit (LGU) - N/A

(1) Photo Copy

Remarks:

- Original copy to be presented.

- Government physicians engage in private medical practice are required to submit their current PTR.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the duly accomplished form together with the requirements where the physician is accredited Location: Concerned LTO Regional Office	1. Receives application and checks the completeness of the requirements. Verifies the professional license through the PRC website	None	10 minute/s	Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
2. None Location: N/A	2.1. Evaluates the application and its attachments to ascertain and verify the correctness and truth of	None	15 minute/s	Members; Regional Accreditation Committee on Medical Clinics

	the information contained in the application.			and Physicians (RACMP)
	2.2. Approves the application and issues Payment Order Slip (POS)		5 minute/s	- Member; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP) - Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
3. Pays renewal accreditation fee. Location: Cashier-Operations Division, Regional Office	3.1. Accepts payment and issues manual Official Receipt (OR).	Standard Fees Breakdown: Renewal Fee: PHP 1000 Total: PHP 1000	10 minute/s	Cashier; Cashier Operations Division - Regional Office
	3.2. Furnishes the RACMP Secretariat with the File Copy of the OR.		5 minute/s	Cashier; Cashier Operations Division - Regional Office
4. None Location: N/A	4.1. Prepares the CoA.	None	10 minute/s	Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
	4.2. Recommends approval of application to the Regional Director.		5 minute/s	Chairperson; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)
5. None Location: N/A	5. Approves and signs CoA.	None	10 minute/s	Regional Director; All Regional Offices
6. Receives the CoA. Location: Concerned LTO Regional Office	6. Releases the CoA.	None	5 minute/s	Secretariat; Regional Accreditation Committee on Medical Clinics and Physicians (RACMP)

General Remarks

Processing time starts upon the submission of complete requirements.

Total Processing Time:

Working Days: 1 hour/s, 15 minute/s

Total Processing Fee:

Total Standard Fee:

PHP 1000



**Manufacturers,
Assemblers,
Importers,
Rebuilders, Dealers,
and Other Entities
(MAIRDOEs)**

External Services

ACCREDITATION OF MANUFACTURERS, ASSEMBLERS, IMPORTERS, REBUILDERS, DEALERS (MAIRDs) - NEW

An authority granted to MAIRDs to transact business with LTO.

Office or Division:	MAIRD Accreditation Committee
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Manufacturers, Assemblers, Importers, Rebuilders, and/or Dealers of Motor Vehicles and/or components (Any natural person who is at least 18 years of age or any juridical person who is not disqualified by any existing law or regulation to engage in the manufacturing, assembly, importation, sale and rebuilding, dealership of motor vehicles and/or components).
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Mayor's Permit

(1) Electronic Copy

Agency - Division: Concerned Municipal or City Government Office - Business Permits and Licensing

Remarks:

Mayor's Permit/s specifying the classification of business or Business Permit applying for: a. Plant, if applying as manufacturer or assembler b. Warehouse, if applying as importer c. Display Center, if applying as Dealer d. Rebuilding Center, if applying as Rebuilder

2. Affidavit of Undertaking

(1) Electronic Copy

Applicant / Client

Remarks:

Notarized Affidavit of Undertaking by sole proprietor or highest ranking company official that all stocks to be reported are compliant with all Philippine laws, rules and regulations relating to manufacture, assembly, importation, registration and use in the Philippines.

3. Certificate of Completion of Orientation

(1) Electronic Copy

Remarks:

Certification that the applicant has undergone the Orientation on Accreditation

Agency - Division: Land Transportation Office - Central / Regional Office concerned - Central / Regional Office / Operations Division

4. Inspection Report

(1) Electronic Copy

Remarks:

The MAIRD's establishment shall undergo inspection and will be given an inspection report upon completion.

Agency - Division: LTO Regional Office - Regional Office / Operations Division

5. Photos of Establishment

(1) Electronic Copy

Agency - Division: Applicant - N/A

For Situational Requirement

A. Rebuilder

A.1. Certificate of Accreditation as Rebuilding Center

(1) Electronic Copy

Agency - Division: Department of Trade and Industry (DTI) - Fair Trade and Enforcement Bureau (FTEB)

B. Dealer

B.1. Sales Invoice approved by BIR

(1) Electronic Copy

Agency - Division: Bureau of Internal Revenue (BIR) - BIR

C. Assembler

C.1. Certificate of Membership

(1) Electronic Copy

Agency - Division: Department of Trade and Industry (DTI) - Board of Investment (BOI)

D. Importer

D.1. Certificate of Registration

(1) Electronic Copy

Agency - Division: Bureau of Customs (BOC) - N/A

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Presents documentary requirements except Certificate of Orientation and Inspection Report to the concerned Regional Office - Operations Division Location: LTO Regional Office	1. Initial evaluation of documentary requirements and schedules orientation and site inspection	None	1 hour/s	MAIRDs Secretariat; Operations Division - Regional Office
2. Undergoes orientation (owner / authorized representative / manager) and presents the actual establishment Location: LTO Regional Office	2.1. Conducts orientation regarding rules and regulations on accreditation and conducts inspection.	None	2 working day/s, 7 hour/s, 30 minute/s	- Designated Personnel; Operations Division - Central Office - Designated Personnel; Operations Division - Regional Office
	2.2. Advises applicant of the findings		30 minute/s	- Designated Personnel ; Operations Division - Central Office - Designated Personnel; Operations Division - Regional Office
3. Creates Portal account, uploads the documentary requirements including the Certificate of Orientation and Inspection Report and pays application fee online Location: LTO MAIRDOE Portal	3. Evaluates application	Standard Fees Breakdown: Application Fee: PHP 510 Total: PHP 510	1 hour/s	- Evaluator; MAIRD Accreditation Committee - Evaluator; Operations Division - Central Office

4. None Location: N/A	4. Approves application and forwards to the Central Office thru LTMS	None	1 hour/s	• Approving Officer; MAIRD Accreditation Committee • Approving Officer; Operations Division - Regional Office
5. None Location: N/A	5. Evaluates and approves the forwarded application	None	1 hour/s	• Approving Officer; Operations Division - Central Office
6. Pays accreditation fee online and print system-generated certificate of accreditation Location: LTO MAIRDOE Portal	6. None	Standard Fees Breakdown: Accreditation Fee (per classification): PHP 3000 Legal Research Fee: PHP 10 Total: PHP 3010	5 minute/s	• None; Operations Division Central Office
General Remarks The MAIRD shall likewise be required to have access on LTMS MAIRDOE Portal (Business/Client ID).				
Total Processing Time:		Working Days: 3 working day/s, 4 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 3520		

ACCREDITATION OF MANUFACTURERS, ASSEMBLERS, IMPORTERS, REBUILDERS, DEALERS (MAIRDs) - RENEWAL

Annual authority granted to MAIRDs to transact business with the LTO

Office or Division:	MAIRDs Accreditation Committee	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Accredited Manufacturers, Assemblers, Importers, Rebuilders, and/or Dealers of Motor Vehicles and/or components	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished Application Form, under oath (1) Original Copy		Applicant / Client
2. Permit Any of the following:		
2.A. Latest Mayor's Permit/s of the establishment/s in the place/s where it is doing business, if available (1) Certified True Copy		Agency - Division: Concerned Municipal or City Government Office - N/A
2.B. Affidavit of undertaking (1) Original Copy		Applicant / Client
Remarks: stating their submission of updated business permit within ninety (90) days from submission of the said Affidavit.		
3. Duly Notarized Affidavit (1) Original Copy		Applicant / Client
Remarks:		

Attesting to their continuing compliance with all the requirements for accreditation, stock and sales reporting and registration, unless there are changes thereto in which the applicant shall submit the applicable documents

4. Estimate of annual production, importation (for MAI) and inventory of unsold motor vehicles (for Dealers) as of December 31 of the immediately preceding year
(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates/logs-in to the LTMS Portal account and submits scanned application and requirements to the Operations Division - Central Office / concerned Regional Office and pays the application fee Location: LTMS	1. Retrieves application and evaluates the completeness of the requirements	Standard Fees Breakdown: Application fee: PHP 510 Total: PHP 510	1 hour/s	- MAIRDs Secretariat; Operations Division - Central Office - MAIRDs Secretariat; Operations Division - Regional Office
If non-compliant 2.A. None Location: LTMS	2.A. Advises applicant of the findings	None	1 hour/s	- Designated Personnel; Operations Division - Central Office - Designated Personnel; Operations Division - Regional Office

Compliant 2.B.After approval, pays the accreditation Location: LTMS	2.B.1. Endorses application to the approving officer	Standard Fees Breakdown: Legal Research Fee: PHP 10 Accreditation (per classification): PHP 1000 Total: PHP 1010	1 hour/s	- MAIRDs Accreditation Committee; Operations Division - Central Office - MAIRDs Accreditation Committee; Operations Division - Regional Office
	2.B.2. Evaluates and approves application	Possible Fees Breakdown: Penalty (per year): PHP 1000 Change Address: PHP 500	1 hour/s	- Approving Officer; Operations Division - Central Office - Approving Officer; Operations Division - Regional Office
3. Prints the Certificate of Accreditation Location: LTMS	3. None	None	5 minute/s	- MAIRDs Accreditation Committee; Operations Division - Central Office - MAIRDs Accreditation Committee; Operations Division - Regional Office
General Remarks - LTO Client ID/Business ID should be available upon the application. - Companies with more than five (5) branches having the same owner can file their application for renewal with the Central Office for all branches offices. In this case, the applicant should indicate in their application the branch whose accreditation they intend to renew.				
Total Processing Time:				
*For If non-compliant		Working Days: 2 hour/s, 5 minute/s		
*For Compliant		Working Days: 3 hour/s, 5 minute/s		
Total Processing Fee:				
*For If non-compliant		Total Standard Fee:		

	PHP 510 See other fees below
*For Compliant	Total Standard Fee: PHP 1520 See other fees below
Possible Fees Penalty (per year) : 1000 Change Address : 500	

ENROLLMENT AND STOCK REPORTING OF OTHER ENTITIES

This governs the enrollment of Other Entities into the LTMS in order to process Stock Reporting.

Office or Division:	Operations Division - Central Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Diplomats, Tax-Exempt, Returning Resident under the No Dollar Importation, Government Agencies, Individual Person/Entity (for personal use)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Certificate of Payment

(1) Electronic Copy

Agency - Division: Bureau of Customs - N/A

Remarks:

Electronically transmitted by the BOC to LTMS

2. Authorization Letter

(1) Electronic Copy

Applicant / Client

3. ID of the authorizing official and of the representative

- Philippine Identification (PhilID) Card
- Philippine passport
- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID
- Voter's ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID

- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

For Situational Requirement

A. For brand new motor vehicles

A.1. Certificate of Conformity (COC)

(1) Original Copy

Agency - Division: Department of Environment and Natural Resources (DENR) - N/A

Sub Requirement

A.1.A. If electric/hybrid vehicles

*A.1.A.1. DOE Recognition as electric and/or hybrid vehicles
(1) Original Copy*

Agency - Division: Department of Energy (DOE) - N/A

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates account as Other Entity using LTMS Online Portal Location: LTMS Online Portal (https://portal.lto.gov.ph)	1. None	None	5 minute/s	
2. Receives LTO email for username and password for MAIRDOE Portal Location: Online	2. None	None	5 minute/s	• ; Operations Division - Central Office
3. Log-in to MAIRDOE Portal Location:	3. None	None	5 minute/s	• ; Operations Division - Central Office

MAIRDOE Portal (https://mairdoe.lto.direct)				
4. Uploads documents Location: MAIRDOE Portal	4. Evaluates and approves the uploaded documents	None	30 minute/s	Approving Officer; Operations Division - Central Office
5. Process payment online Location: Online	5. Reviews and approves the application	Standard Fees Breakdown: Legal Research Fee: PHP 10 Total: PHP 10 Possible Fees Breakdown: Enrollment Fee for Diplomat/Government/Tax-Exempt: PHP 100 Enrollment Fee for Individual: PHP 1000	30 minute/s	Approving Officer; Operations Division - Central Office
6. Please refer to notes/instructions below Location: Online Notes/Instruction: <i>6.1. Logs-in to MAIRDOE Portal</i> <i>6.2. Search for Certificate of Payment (CP) number</i> <i>6.3. Open Stock Report Module</i> <i>6.4. Import data from CP</i> <i>6.5. Verifies the correctness and completeness of data</i>	6. Enters/Validates the DENR COC number (for brand new vehicles)	None	1 hour/s	Approving Officer; Operations Division - Central Office

6.6. Notify LTO to encode the corresponding Certificate of Conformity (COC) (for brand new vehicles)				
7. Process payment online Location: Online	7. None	Standard Fees Breakdown: Certificate of Stock Report: PHP 30 Legal Research Fee: PHP 10 Total: PHP 40	5 minute/s	• ; Operations Division - Central Office
8. Generates/Prints CSR and OR Location: Online	8. None	None	5 minute/s	• ; Operations Division - Central Office
Total Processing Time:		Working Days: 2 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 50 See other fees below		
Possible Fees Enrollment Fee for Diplomat/Government/Tax-Exempt : 100 Enrollment Fee for Individual : 1000				

STOCK REPORTING OF MANUFACTURERS, ASSEMBLERS, REBUILDERS, AND/OR IMPORTERS

Certification pertaining to reporting of stocks of motor vehicle / components (new and used) by accredited Manufacturers, Assemblers, Rebuilders and/or Importers

Office or Division:	CLIENT'S LTMS PORTAL, DIY FACILITY	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Accredited Manufacturers, Assemblers, Rebuilders, and/or Importers	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Certificate of Payment (CP) (Owner's copy to be presented) (1) Original Copy And (1) Electronic Copy		Agency - Division: Bureau Of Customs (BOC) - n/a
2. Stock template (1) Original Copy And (1) Electronic Copy		Applicant / Client
For Situational Requirement		
A. For brand New		
Sub Situational Requirement/s		
A.a. For Gas/Hybrid/Diesel		
<i>A.a.1. Certificate of Conformity (COC)</i> (1) Original Copy And (1) Electronic Copy		<i>Agency - Division:</i> Department of Environment and Natural Resources (DENR) - n/a

A.b. For Electric and Hybrid

A.b.1. DOE Recognition

(1) Original Copy And (1) Electronic Copy

Agency - Division: Department of Energy (DOE) - n/a

B. For Rebuilt

B.1. DTI endorsement

(1) Original Copy And (1) Electronic Copy

Agency - Division: Department of Trade and Industry (DTI) - n/a

C. Incase the owner is not present to process and receives Certificate of Stock Report (CSR) and Official Receipt (OR)

C.1. Authorization Letter

(1) Original Copy

Applicant / Client

C.2. Any ID with photo and signature of the authorizing official and the representative

- Company ID
 - Philippine Identification (PhilID) Card
 - Philippine passport
 - Social Security System (SSS) Card
 - UMID Card
 - PhilHealth ID
 - TIN Card
 - Postal ID
 - Voter's ID
 - Professional Regulation Commission (PRC) ID
 - Senior Citizen ID
 - OFW ID
 - Overseas Workers Welfare Administration (OWWA) ID
 - National Council of Disabled Affairs (NCDA) ID
 - Solo Parent ID
 - Voter's Certification
 - Government Services and Insurance System (GSIS) e-Card
 - Seaman's Book
 - Government Owned and/or Controlled Corporations (GOCC) ID
 - Home Development Mutual Fund (HDMF) ID
 - Department of Social Welfare and Development (DSWD) Certification
 - Integrated Bar of the Philippines (IBP) ID
-

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
LTMS 1.A.Please refer to notes/instructions below: Location: MAIRDOE Portal (https://mairdoe.lto.direct) Notes/Instruction: <i>1.1 Logs-in to MAIRDOE Portal</i> <i>1.2 Search for Certificate of Payment (CP) number</i> <i>1.3 Open Stock Report Module</i> <i>1.4 Import data from CP individually or by batch using the template</i> <i>1.5 Verifies the correctness and completeness of data</i> <i>1.6 Enters / validates the DENR COC number (not applicable for used/imported vehicle)</i> <i>1.7 Process payment online</i> <i>1.8 Generates / Prints CSR and OR</i>	1.A. N/A	Standard Fees Breakdown: Certificate of Stock Report: PHP 30 Legal Research Fee: PHP 10 Total: PHP 40	6 minute/s	• ; CLIENT'S LTMS PORTAL / DIY FACILITY
LTO IT (REGISTRATION SECTION - OPERATIONS DIVISION : USED IMPORTED / COMPONENTS) 1.B.Please refer to notes/instructions below:	1.B.1. Retrieves and verifies Motor Vehicle (MV) records in the system/file	Standard Fees Breakdown: Application Fee: PHP 40 IT Fee: PHP 169.06	5 minute/s	• Receiving Clerk / Evaluator; Registration Section

Location: Registration Section - Operations Division Notes/Instruction: <i>1.B.1. Submits application form</i> <i>1.B.2 None</i> <i>1.B.3. Receives POS</i> <i>1.B.4 Proceeds to the cashier for payment of fees</i> <i>1.B.5 Submits OR and receives CSR and OR</i>	1.B.2. Uploads stocks into the LTO IT, scan stencils of engine / chassis, validates scanned images of engine and chassis numbers vis-a-vis documents submitted	Total: PHP 209.06	30 minute/s	Receiving Clerk / Evaluator; Registration Section
	1.B.3. Reviews and approves transaction, prints Pay Order Slip (POS) and issues the same		15 minute/s	Approving Officer; Registration Section
	1.B.4. Accepts payment and issues Official Receipt (OR)		5 minute/s	Cashier; Registration Section
	1.B.5. Receives OR, prints Certificate of Stock Reported (CSR), and releases CSR and OR		5 minute/s	Evaluator / Releasing Officer; Registration Section
LTO IT: DIY FACILITY (BRAND NEW MOTOR VEHICLES) 1.C. Please refer to notes/instructions below. Location: DIY Facility Notes/Instruction: <i>1.C.1 Uploads stocks into the LTO IT, scan stencils of engine / chassis, validates scanned images of engine and chassis numbers vis-a-vis documents submitted</i> <i>1.C.2 Reviews and approves transaction, prints Pay Order Slip (POS) and issues the same</i> <i>1.C.3 Proceeds to the Cashier for payment and receives OR</i>	1.C.1. N/A	Standard Fees Breakdown: Application Fee: PHP 40 IT Fee: PHP 169.09 Total: PHP 209.09	6 minute/s	DIY Facility; Registration Section
	1.C.2. N/A		6 minute/s	DIY Facility;
	1.C.3. Accepts payment and issues Official Receipt (OR)		10 minute/s	Cashier; Registration Section

I.C4. Receives OR, prints Certificate of Stock Reported (CSR) and releases CSR and OR				
Total Processing Time:				
*For LTMS		Working Days: 6 minute/s		
*For LTO IT (REGISTRATION SECTION - OPERATIONS DIVISION : USED IMPORTED / COMPONENTS)		Working Days: 1 hour/s		
*For LTO IT: DIY FACILITY (BRAND NEW MOTOR VEHICLES)		Working Days: 22 minute/s		
Total Processing Fee:				
*For LTMS		Total Standard Fee: PHP 40		
*For LTO IT (REGISTRATION SECTION - OPERATIONS DIVISION : USED IMPORTED / COMPONENTS)		Total Standard Fee: PHP 209.06		
*For LTO IT: DIY FACILITY (BRAND NEW MOTOR VEHICLES)		Total Standard Fee: PHP 209.09		



Motor Vehicle Registration Transactions

External Services

SALES REPORTING AND INITIAL REGISTRATION OF MOTOR VEHICLES

One of the core mandates of the LTO pursuant to Republic Act No. 4136 and other special laws is to register roadworthy and emission compliant motor vehicles.

Office or Division:	All New Registration Unit (NRU)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Accredited dealers, MV Owner
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Certificate of Stock Report

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Accredited
Manufacturer/Assembler/Importer/Rebuilder/Other
Entities - N/A

2. Appropriate Insurance Certificate of Cover (Third Party Liability)

(1) Electronic Copy And (1) Original Copy

Agency - Division: Accredited insurance companies
by the Insurance Commission / Government Service
Insurance SystemSIS - N/A

Remarks:

Requires proof of electronic transmission

3. Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle (MV) Clearance Certificate and Special Bank Receipt (SBR)

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Philippine National Police -
Highway Patrol Group - MV Clearance Division

4. Notarized Affidavit of Undertaking stated therein that all scanned copies are authentic reproduction of the original

(1) Electronic Copy Or (1) Original Copy

Applicant / Client

5. LTO Client/Business ID

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation
Management System (LTMS) - N/A

For Situational Requirement

A. Brand New Locally Assembled / Manufactured Completely Built Units (CBU) / Imported CBUs / Brand new locally imported trailer Requirement

A.1. Sales Invoice

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Accredited Dealer - N/A

B. Brand new motorcycle with sidecar (TC)

B.1. Affidavit of Attachment for sidecar executed by the owner stating among other the date of completion

(1) Electronic Copy Or (1) Original Copy

Applicant / Client

B.2. Sales Invoice of Sidecar

(1) Electronic Copy Or (1) Original Copy

Applicant / Client

C. Tax Exempt

C.1. Duly accomplished Motor Vehicle Inspection Report (MVIR)

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office
- N/A

C.2. DOF Indorsement (Mabuhay Lane)

(1) Electronic Copy Or (1) Photo Copy

Agency - Division: Department of Finance
(DOF) - N/A

C.3. Commercial Invoice

(1) Electronic Copy Or (1) Photo Copy

Agency - Division: Country of Origin - N/A

Sub Situational Requirement/s

C.a. For Diplomatic Vehicles

C.a.1. DFA Endorsement

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Department of Foreign
Affairs - Protocol Office

C.b. For used imported motor vehicles

C.b.1. Release Certificate

(1) Electronic Copy Or (1) Certified True Copy

Agency - Division: Department of Trade and Industry (DTI) - Fair Trade Enforcement Bureau (FTEB)

C.b.2. Certificate of Emission Compliance (CEC)

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Accredited Private Emission Testing Center (PETC) - N/A

C.b.3. Certificate of Title with English translation authenticated by the Embassy

(1) Electronic Copy Or (1) Photo Copy

Agency - Division: Country of Origin - N/A

C.b.4. Certificate of Compliance to Emission Standards (CCES)

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office - Regional Office

D. Used-Imported

Sub Situational Requirement/s

D.a. Exempted from EO 156/877-A : a.Trucks, excluding pick-ups with GVW above 6 tons; b. Buses with GVW above 12 tons; and c. Special purpose vehicles enumerated under Section 2. Article 2 of the EO 156

D.a.1. Proof of ownership

Any of the following:

D.a.1.A. Commercial invoice of Motor Vehicle
(1) Electronic Copy Or (1) Photo Copy

Agency - Division: Country of Origin - N/A

D.a.1.B. Certificate of Title with English translation authenticated by the Embassy
(1) Electronic Copy Or (1) Photo Copy

Agency - Division: Country of Origin - N/A

D.a.2. Inspection

Any of the following:

D.a.2.A. Motor Vehicle Inspection System Report (MVISR)
(1) Electronic Copy

Agency - Division: Private Motor Vehicle Inspection Center (PMVIC) - N/A

*D.a.2.B. Motor Vehicle Inspection
Report (MVIR)
(1) Electronic Copy Or (1) Original
Copy*

*Agency - Division: Land
Transportation Office - District Office
/ Extension Office*

Remarks:

*This document must be accompanied
with Certificate of Emission
Compliance (CEC) (with electronic
transmission simultaneously) from
Accredited Private Emission Testing
Center (PETC) (except for Electric
Vehicles)*

*D.a.3. Certificate of Compliance to Emission
Standards (CCES)
(1) Electronic Copy Or (1) Original Copy*

*Agency - Division: Land Transportation
Office - Regional Office*

**D.b. 1.1.4.2. Owned and for personal use of a returning resident or immigrant / Trucks excluding
pick-up trucks with GVW of 2.5- 6.0 tons / Buses with GVW of 6- 12 tons**

D.b.1. Proof of ownership

Any of the following:

*D.b.1.A. Commercial Invoice of Motor
Vehicle
(1) Electronic Copy Or (1) Photo
Copy*

*Agency - Division: Country of Origin -
N/A*

*D.b.1.B. Certificate of Title with
English translation authenticated by
the Embassy
(1) Electronic Copy Or (1) Photo
Copy*

*Agency - Division: Country of Origin -
N/A*

D.b.2. Inspection

Any of the following:

*D.b.2.A. Electronically transmitted
Motor Vehicle Inspection System
Report (MVISR)
(1) Electronic Copy*

*Agency - Division: Accredited Private
Motor Vehicle Inspection Center
(PMVIC) - N/A*

*D.b.2.B. Motor Vehicle Inspection
Report (MVIR)
(1) Electronic Copy Or (1) Original
Copy*

*Agency - Division: Land
Transportation Office - District Office
/ Extension Office*

Remarks:

*This document must be accompanied
with Certificate of Emission
Compliance (CEC) (with electronic
transmission simultaneously) from
Accredited Private Emission Testing
Center (PETC) (except for Electric
Vehicles)*

*D.b.3. Release Certificate
(1) Electronic Copy Or (1) Certified True
Copy*

*Agency - Division: Department of Trade and
Industry (DTI) - Fair Trade Enforcement
Bureau (FTEB)*

*D.b.4. Certificate of Compliance to Emission
Standards (CCES)
(1) Electronic Copy Or (1) Original Copy*

*Agency - Division: Land Transportation
Office - Regional Office*

D.c. Through the no dollar importation

D.c.1. Proof of ownership

Any of the following:

*D.c.1.A. Commercial Invoice of Motor
Vehicle
(1) Electronic Copy Or (1) Photo
Copy*

*Agency - Division: Country of Origin -
N/A*

*D.c.1.B. Certificate of Title with
English translation authenticated by
the Embassy
(1) Electronic Copy Or (1) Photo
Copy*

*Agency - Division: Country of Origin -
N/A*

*D.c.2. Authority under the No Dollar
Importation*

(1) Electronic Copy Or (1) Original Copy Or
(1) Certified True Copy

Agency - Division: Department of Trade and
Industry (DTI) - Fair Trade Enforcement
Bureau (FTEB)

Remarks:

If no authority, Seizure Proceedings and
Notice of Award

D.c.3. Affidavit of first and last importation

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Bureau of Customs
(BOC) - N/A

D.c.4. Inspection

Any of the following:

*D.c.4.A. Motor Vehicle Inspection
System Report (MVISR)
(1) Electronic Copy*

Agency - Division: Private Motor
Vehicle Inspection Center (PMVIC) -
N/A

*D.c.4.B. Motor Vehicle Inspection
Report (MVIR)
(1) Electronic Copy Or (1) Original
Copy*

Agency - Division: Land
Transportation Office - District Office
/ Extension Office

Remarks:

*This document must be accompanied
with Certificate of Emission
Compliance (CEC) (with electronic
transmission simultaneously) from
Accredited Private Emission Testing
Center (PETC) (except for Electric
Vehicles).*

D.c.5. Release Certificate

(1) Electronic Copy Or (1) Certified True
Copy

Agency - Division: Department of Trade and
Industry (DTI) - Fair Trade Enforcement
Bureau (FTEB)

*D.c.6. Certificate of Compliance to Emission
Standards (CCES)*

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation
Office - Regional Office

E. Rebuilt trucks and buses

Sub Situational Requirement/s

E.a. With new or used imported engine and/or chassis

E.a.1. Commercial / Sales Invoice

(1) Electronic Copy Or (1) Photo Copy

Agency - Division: Country of Origin - N/A

E.a.2. Affidavit of Rebuilt executed by the accredited rebuilder, stating among others the date of completion

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Accredited rebuilder - N/A

E.a.3. Certificate of Stock Reported (CSR) of rebuilt truck / bus

(1) Electronic Copy Or (1) Original Copy

Agency - Division: LTO Central Office / Regional Office - Operations Division

E.a.4. DTI – FTEB Endorsement

(1) Electronic Copy Or (1) Certified True Copy

Agency - Division: Department of Trade and Industry (DTI) - Fair Trade Enforcement Bureau (FTEB)

E.a.5. Inspection

Any of the following:

E.a.5.A. Motor Vehicle Inspection System Report (MVISR) (1) Electronic Copy

Agency - Division: Private Motor Vehicle Inspection Center (PMVIC) - N/A

E.a.5.B. Motor Vehicle Inspection Report (MVIR) (1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office - District Office / Extension Office

Remarks:

This document must be accompanied with Certificate of Emission Compliance (CEC) (with electronic transmission simultaneously) from Accredited Private Emission Testing Center (PETC) (except for Electric Vehicles).

E.a.6. Certificate of Compliance to Emission Standards (CCES)

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation
Office - Regional Office

F. Imported motor vehicles acquired through public bidding

F.1. Certificate of Payment (CP)

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Bureau of Customs (BOC) -
N/A

F.2. Official Receipt evidencing payment of acquisition cost

(1) Electronic Copy Or (1) Certified True Copy

Agency - Division: Bureau of Customs (BOC) -
N/A

F.3. Notice of Award

(1) Electronic Copy Or (1) Certified True Copy

Agency - Division: Bureau of Customs (BOC) -
N/A

F.4. Inspection

Any of the following:

F.4.A. Motor Vehicle Inspection System Report (MVISR)

(1) Electronic Copy

Agency - Division: Private Motor Vehicle
Inspection Center (PMVIC) - N/A

F.4.B. Motor Vehicle Inspection Report (MVIR)

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation
Office - District Office / Extension Office

Remarks:

This document must be accompanied with Certificate of Emission Compliance (CEC) (with electronic transmission simultaneously) from Accredited Private Emission Testing Center (PETC) (except for Electric Vehicles).

G. Unregistered Conveyances Confiscated Pursuant to Section 77-A of Presidential Decree No. 705, as Amended

G.1. Final Order or Decision, Certificate of Finality of Order or Decision and Writ of Execution attesting to the confiscation or forfeiture of the subject conveyance

(1) Electronic Copy Or (1) Certified True Copy

Agency - Division: Department of Environment
and Natural Resources (DENR) - N/A

G.2. Motor Vehicle Inspection Report (MVIR)

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office / Motor
Vehicle Inspection Center (MVIC)

G.3. Proof of publication of the approved application for registration for three consecutive weeks in any newspaper of general circulation

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Department of Environment
and Natural Resources (DENR) - N/A

G.4. Certificate of Emission Compliance (CEC)

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Private Emission Testing
Center (PETC) - N/A

H. Unregistered Vehicles Seized and Forfeited in Favor to the Bureau of Customs (BOC)

H.1. Certificate of Payment (CP)

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Bureau of Customs (BOC) -
N/A

H.2. Seizure/Forfeiture Order

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Bureau of Customs (BOC) -
N/A

H.3. Motor Vehicle Inspection Report (MVIR)

(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office / Motor
Vehicle Inspection Center (MVIC)

I. Imported vintage vehicles with source documents which are not yet registered

I.1. Presentation of original and submission of one (1) photocopy of any of the following valid Philippine government issued ID of the motor vehicle owner

- Philippine Identification (PhilID) Card
- Philippine passport
- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID
- Voter's ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID

- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

I.2. Certificate of Title issued by the country of origin or Commercial Invoice

(1) Electronic Copy Or (1) Original Copy

Applicant / Client

I.3. Duly accomplished LTO application form for registration as a vintage vehicle under Republic Act No. 11698

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
Land Transportation Management System (LTMS) 1.A.Please refer to notes/instructions below. Location: LTMS Portal Notes/Instruction: <i>1.A.1. Logs-in to MAIRDOE Portal and open Sales Invoice Report module</i> <i>1.A.2. Uploads Original Sales Invoice and encodes Invoice details</i> <i>1.A.3. Enters Certificate of Stock Report (CSR) Number and Engine or Chassis Number</i> <i>1.A.4. Enters Buyer details (Client ID/Business ID)</i>	1.A.1. None.	Standard Fees Breakdown: Legal Research Fund: PHP 10 Transfer Fee: PHP 50 Total: PHP 60	1 minute/s	• N/A;
	1.A.2. None.		1 minute/s	• N/A;
	1.A.3. None.		1 minute/s	• N/A;
	1.A.4. None.		1 minute/s	• N/A;
	1.A.5. None.	Formula Fees Breakdown: For Electric/Hybrid & Delinquent RegistrationPRIVATE & GOVERNMENT CARS - Based on Gross Vehicle Weight (GVW) and Year ModelFOR HIRE - Based	1 minute/s	• N/A;
	1.A.6. Approves documentary requirements		30 minute/s	• Approving Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.A.7. None.		1 minute/s	• N/A;

<i>1.A.5. Opens Sales Reporting and Initial Registration Module</i> <i>1.A.6. Enters CSR Number and uploads documentary requirements</i> <i>1.A.7. Processes payment online</i> <i>1.A.8. None</i> <i>1.A.9. None</i>	1.A.8. Prints Certificate of Registration (CR) and RFID Sticker	on Gross Vehicle Weight (GVW) VEHICLE CATEGORY, TYPE, DEFINITION AND ITS CORRESPONDING MOTOR VEHICLE USER'S CHARGE (MVUC) Convenience FeeCost of Plate	1 hour/s	Releasing Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.A.9. Releases Plates and RFID Sticker		30 minute/s	Releasing Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
LTO IT 1.B.Please refer to notes/instructions below. Location: NRU / Authorized DO/EO Notes/Instruction: <i>1.B.1. Submits requirements</i> <i>1.B.2. None</i> <i>1.B.3. None</i> <i>1.B.4. None</i> <i>1.B.5. Proceeds to Cashier for payment of fees.</i> <i>1.B.6. Receives OR.</i> <i>1.B.7. None</i> <i>1.B.8. None</i> <i>1.B.9. Presents OR</i> <i>1.B.10. Receives OR, CR, sticker, plates and RFID sticker.</i>	1.B.1. Receives requirements and evaluates the completeness and authenticity of the requirements.	Standard Fees Breakdown: Computer Fee: PHP 169.06 Legal Research Fund: PHP 10 Total: PHP 179.06 Formula Fees Breakdown: Registration/Transaction Fees	10 minute/s	Evaluator; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.2. Retrieves Motor Vehicle (MV) information from the system and generates transaction ID.		10 minute/s	Evaluator; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.3. Encodes / supplies details not cascaded from MAIDRs.		10 minute/s	Input Clerk; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.4. Approves transaction.		30 minute/s	Approving Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.5. For the payments made through e-PAT, verifies Payment Reference Number through the Merchant Payment Inquiry Facility		50 minute/s	Cashier; All New Registration Units (NRU) and Authorized District/Extension Offices

	under process payment module.			
	1.B.6. Prints and issues Official Receipt (OR).		10 minute/s	Cashier; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.7. Prints Certificate of Registration (CR).		15 minute/s	Supply Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.8. Reviews transaction and signs CR.		30 minute/s	Chief of Office; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.9. Tags as released plates and sticker.		15 minute/s	Supply Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.10. Issues OR, CR, sticker, plates and RFID sticker.		15 minute/s	Releasing Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
Other Entities 1.C.Please refer to notes/instructions below. Location: LTMS Portal Notes/Instruction: <i>1.C.1. Logs-in to MAIRDOE Portal and open Sales Reporting and Initial Registration Module.</i>	1.C.1. None.	Standard Fees Breakdown: Legal Research Fund: PHP 10 Total: PHP 10 Formula Fees Breakdown: Registration /	1 minute/s	N/A;
	1.C.2. Evaluates and approves documentary requirements.		30 minute/s	Evaluator; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.C.3. Approves initial registration application and creates CSV.		15 minute/s	Chief or Designated Approving Officer; All New

<i>1.C.2. Enters Certificate of Stock Report (CSR) Number and uploads documentary requirements.</i>		Transaction Fees		Registration Units (NRU) and Authorized District/Extension Offices
<i>1.C.3. None.</i>	1.C.4. None.		1 minute/s	• N/A;
<i>1.C.4. Processes payment online.</i> <i>1.C.5. Receives OR/CR, plates and RFID Sticker.</i>	1.C.5. Prints Certificate of Registration (CR) and Releases of Plates and RFID Sticker.		1 hour/s	• Releasing Officer; All New Registration Units (NRU) and Authorized District/Extension Offices

General Remarks

For Diplomat Motor Vehicles (MVs): Diliman District Office Only

For Used Imported: New Registration Units and Authorized District Offices/Extension Offices which has jurisdiction in its port of entry

For Imported vintage vehicles with source documents which are not yet registered: New Registration Unit - Central Office only

Total Processing Time:

*For Land Transportation Management System (LTMS)	Working Days: 2 hour/s, 6 minute/s
*For LTO IT	Working Days: 3 hour/s, 15 minute/s
*For Other Entities	Working Days: 1 hour/s, 47 minute/s

Total Processing Fee:

*For Land Transportation Management System (LTMS)	Total Standard Fee: PHP 60 See other fees below
*For LTO IT	Total Standard Fee: PHP 179.06 See other fees below
*For Other Entities	Total Standard Fee:

Formula / Schedule of Fees

For Electric/Hybrid & Delinquent Registration

For Electric Vehicles - 30% discount for MVUC

For Hybrid Vehicles - 15% discount for MVUC

50% penalty shall be collected for delinquent registration

PRIVATE & GOVERNMENT CARS - Based on Gross Vehicle Weight (GVW) and Year Model

PASSENGER CARS

A. Light Vehicles up to 1,600 kgs.

1. Year 2001 Onwards (Regardless of Year Model) - P1,600.00

2. Year 1995 to 2000 - P2,000.00

3. Year 1994 & Below - P1,400.00

B. Medium Vehicles 1,600 to 2,300 kgs.

1. Year 2001 Onwards - P3,600.00

2. Year 1997 to 2000 - P6,000.00

3. Year 1995 & 1996 - P4,800.00

4. 1994 and below - P2,400.00

C. Heavy Vehicles 2,301 kgs. & Up

1. Year 2001 Onwards - P8,000.00

2. Year 1995 to 2000 - P12,000.00

3. Year 1994 & Below - P5,600.00

D. Motor Cycles

1. Without Sidecar - P240.00

2. With Sidecar (including three-wheeled vehicle -cargo type) - P300.00

UTILITY VEHICLES AND SUV MODELS 1990 & EARLIER

A. GVW up to 2,700 kgs. - P2,000.00

B. GVW over 2,700 kgs. - P2,000.00 + [(GVW^b - 2,700 kgs.)x 0.40]

SPORTS UTILITY VEHICLE (SUV)

A. GVW up to 2,700 kgs. - P2,300.00

B. GVW over 2,700 kgs. - P2,300.00 + [(GVW^b - 2,700 kgs.) x 0.46]

TRUCKS/BUSES

A. GVW up to 2700 kgs. - P1,800.00

B. GVW over 2,700 kgs. - P1,800.00 + [GVW^b - 2,700 kgs.) x 0.24]

TRAILERS

GVW^b x 0.24

Weekly Surcharge for (1) MC/TC - 100.00

FOR HIRE - Based on Gross Vehicle Weight (GVW)

PASSENGER CARS

A. Light Vehicles up to 1,600 kgs. - P900.00

B. Medium Vehicles 1,601 to 2,300 kgs. - P1,800.00

Note: All For Hire Passenger Cars are Ageless

UTILITY VEHICLES (UV)

GVW up to 4,500 kgs. - GVW^b x 0.30

SPORTS UTILITY VEHICLE (SUV)

a. GVW up to 2,700 kgs. - P2,300.00

b. GVW in excess of 2,700 kgs. - P2,300.00 + [(GVW^b - 2,700 kgs) x 0.46]

MOTORCYCLES/MOPEDS/TRICYCLES

A. Without Sidecar - P240.00

B. With Sidecar - P300.00

TRUCKS

A. GVW up to 2,700 kgs - P1,800.00

B. GVW over 2,700 kgs. - P1,800.00 + [(GVW^b - 2,700 kgs) x 0.30]

TRUCKS/BUSES

GVW over 4,500 kg. - GVW^b x 0.30

TRAILERS

GVW^b x 0.24

Note:

1. Cross over is defined as having an engine of a light car and a body of a Utility Vehicle or a Sports Utility Vehicle.

2. b. Any uneven weight of less than 100 kilograms, shall be taken and considered as equivalent to 100 kilograms for purposes of computing the collectible MVUC. (Section 5c of MC No. BGC-MC-01328-A dated 01 February 2001)

VEHICLE CATEGORY, TYPE, DEFINITION AND ITS CORRESPONDING MOTOR VEHICLE USER'S CHARGE (MVUC)

VEHICLE CATEGORY, TYPE, DEFINITION AND ITS CORRESPONDING MOTOR VEHICLE USER'S CHARGE (MVUC)				
VEHICLE CATEGORY	VEHICLE TYPE	DEFINITION	MVUC FEE	
			PRIVATE AND GOVERNMENT	FOR HIRE
L1	Mopeds	2-Wheeled vehicle, engine cylinder capacity not	P240.00	-

		exceeding 50cm ³ Speed not exceeding 50 km/h		
L2	Mopeds	3-Wheeled vehicle, engine cylinder capacity not exceeding 50cm ³ Speed not exceeding 50 km/h	P240.00	-
L3	Motorcycle w/o Sidecar	2-Wheeled vehicle, engine cylinder capacity exceeding 50cm ³ Speed exceeding 50 km/h	P240.00	-
L4	Motorcycle w/ Sidecar	3-Wheeled asymmetrically, engine cylinder capacity exceeding 50cm ³ Speed exceeding 50 km/h	P300.00	P300.00
L5	Three Wheeled Vehicle	3-Wheeled symmetrically, engine cylinder capacity exceeding 50cm ³ Speed exceeding 50 km/h	P1,600.00	P900.00
L6	Quadricycle	4-Wheeled, engine cylinder capacity not exceeding 50cm ³ Speed not exceeding 45 km/h Unladen mass is not more than 350kgs	P1,600.00	-
L7	Quadricycle	4-Wheeled, other than classified for Category L6, unladen mass not more than 400kgs (550kgs for vehicles intended for carrying goods)	P1,600.00	-
M1	Passenger Car, Utility Vehicle, or Sports Utility Vehicle	Vehicles used for the carriage of passengers and comprising not more than 8 seats in addition to the driver's seat	Passenger Car A. Light Vehicles up to 1,600kgs a. Year 2001 onwards - P1600.00 b. Year 1995 to 2000 - P2,000.00 c. Year 1994 & Below - P1,400.00 B. Medium Vehicles 1,600 to 2,300kgs a. Year 2001 Onwards - P3,600.00 b. Year 1997 to 2000 - P6,000.00 c. Year 1995 & 1996 - P4,800.00 d. 1994 and Below - P2,400.00 C. Heavy Vehicles 2,301kgs and Up a. Year 2001 Onwards - P8,000 b. Year 1995 to 2000 - P12,000 c. Year 1994 & Below - P5,600	Passenger Car A. Up to 1,600kgs - P900.00 B. 1,601 to 2,300kgs - P1,800.00

			UV and SUV Models 1990 and Earlier A. GVW up to 2,700kgs - P2,000.00 B. GVW over 2,700kgs - P2,000.00 + [(GVW^b - 2,700kgs) x 0.40] Example: GVW = 2,820kgs P2,000.00 + [(2,900-2,700) x 0.40] = P2,080.00	UV GVW up to 4,500kgs - GVW^b x 0.30 Example: 4,300 x 0.30 = P1,290.00
			SUV A. GVW up to 2,700kgs - P2,300.00 B. GVW over 2,700kgs - P2,300.00 + [(GVW^b - 2,700kgs) x 0.46] Example: GVW = 2,800kgs P2,300.00 + [(2,800-2,700) x 0.46] = P2,346.00	SUV A. GVW up to 2,700kgs - P2,300.00 B. GVW over 2,700kgs - P2,300.00 + [(GVW^b - 2,700kgs) x 0.46] Example: GVW = 2,800kgs P2,300.00 + [(2,800-2,700) x 0.46] = P2,346.00
M2	Utility Vehicle	Vehicles used for the carriage of passengers and comprising more than 8 seats in addition to the driver's seat. Maximum mass not exceeding 5 tonnes	As UV A. GVW up to 2,700kgs - P2,000.00 B. GVW 2,700 to 4,500kgs - P2,000 + [(GVW^b - 2,700kgs) x 0.40] Example: GVW = 2,820kgs P2,000.00 + [(2,900-2,700) x 0.40] = P2,080.00	As UV GVW up to 4,500kgs - GVW^b x 0.30 Example: GVW = 4,350 4,400 x 0.30 = P1,320.00
			As Bus GVW 4,501 to 5,000kgs - P1,800.00 + [(GVW^b - 2,700kgs) x 0.24] Example: GVW = 5,000kgs P1,800.00 + [(5,000-2,700) x 0.24] = P2,352.00	As Bus GVW 4,501 to 5000kgs - GVW^b x 0.30 Example: GVW = 5,000kgs 5,000kgs x 0.30 = P1,500.00
M3	Bus	Vehicles used for the carriage of passengers and comprising more than 8 seats in addition to the driver's seat. Maximum mass exceeding 5 tonnes	A. GVW up to 2,700kgs - P1,800.00 B. GVW over 2,700kgs - P1,800.00 + [(GVW^b - 2,700kgs) x 0.24] Example: GVW = 4,600kgs P1,800.00 + [(4,600-2,700) x 0.24] = P2,256.00	GVW^b x 0.30 Example: GVW = 6,000kgs 6,000kgs x 0.30 = P1,800.00
N1	Utility Vehicle or Truck (Vehicle type depends on body configuration)	Vehicles used for the carriage of goods and having a maximum mass not exceeding 3.5 tonnes	A. GVW up to 2,700kgs - P2,000.00 B. GVW over 2,700kgs - P2,000.00 + [(GVW^b - 2,700kgs) x 0.40] Example: GVW = 3,500kgs P2,000.00 + [(3,500-2,700) x 0.24] = P2,192.00	GVW up to 4,500kgs - GVW^b x 0.30 Example: 3,500 x 0.30 = P1,050.00

N2	Utility Vehicle or Truck (Vehicle type depends on body configuration)	Vehicles used for the carriage of goods and having a maximum mass exceeding 3.5 tonnes but not exceeding 12 tonnes	UV A. GVW up to 2,700kgs - P2,000.00 B. GVW over 2,700kgs - P2,000.00 + [(GVW ^b - 2,700kgs) x 0.40] Example: GVW = 4,500kgs P2,000.00 + [(4,500-2,700) x 0.24] = P2,192.00	UV GVW up to 4,500kgs - GVW ^b x 0.30 Example: 4,500 x 0.30 = P1,350.00
			Truck P1,800.00 + [(GVW ^b - 2,700kgs) x 0.24] Example: GVW = 5,000kgs P1,800.00 + [(5,000-2,700) x 0.24] = P2,352.00	Truck P1,800.00 + [(GVW ^b - 2,700kgs) x 0.24] Example: GVW = 5,000kgs P1,800.00 + [(5,000-2,700) x 0.24] = P2,352.00
N3	Trucks	Vehicles used for the carriage of goods and having a maximum mass exceeding 12 tonnes	GVW over 4,500kgs - P1,800.00 + [(GVW ^b - 2,700kgs) x 0.24] Example: GVW = 15,000kgs P1,800.00 + [(15,000-2,700) x 0.24] = P4,752.00	A. GVW up to 2,700kgs - P1,800.00 B. GVW over 2,700kgs - P1,800.00 + [(GVW ^b - 2,700kgs) x 0.30]
O1	Trailers	Trailers with a maximum mass not exceeding 0.75 tonnes	GVW ^b x 0.24 Example: 750kgs x 0.24 = P180.00	GVW ^b x 0.24 Example: 750kgs x 0.24 = P180.00
O2	Trailers	Trailers with a maximum mass exceeding 0.75 tonnes, but not exceeding 3.5 tonnes	GVW ^b x 0.24	GVW ^b x 0.24
O3	Trailers	Trailers with a maximum mass exceeding 3.5 tonnes, but not exceeding 10 tonnes	GVW ^b x 0.24	GVW ^b x 0.24
O4	Trailers	Trailers with a maximum mass exceeding 10 tonnes	GVW ^b x 0.24	GVW ^b x 0.24
Special Purpose Vehicle				
Motor Caravan	UV, Bus, Truck	A special purpose M1 category vehicle constructed to include accommodation space which contains at least seats and table, sleeping accommodation which may be converted from the seats, cooking facilities and storage facilities. This equipment shall be rigidly fixed to the living compartment; however, the table may be designed to be easily removable	SAME COMPUTATION WITH THE CORRESPONDING VEHICLE TYPE ABOVE	
Armored Vehicle	UV	Vehicle intended for the protection of conveyed passengers and/or goods and complying with armour		

		plating anti-bullet requirements
Ambulance	UV	Motor Vehicle of category M intended for the transport of sick or injured people and having special equipment for such purpose
Hearse	Passenger Car	Motor vehicle intended for the transport of deceased people and having special equipment for such purpose

Convenience Fee

Varies on the Payment Channel

Cost of Plate

Cost of Plate - Motor Vehicle - Php 450.00

Cost of Plate - Trailer - Php 224.00

Cost of Plate - MC - Php 120.00

Registration/Transaction Fees

Please refer to the schedule of fees above.

Registration / Transaction Fees

Please refer to schedule of fees above.

RENEWAL OF MOTOR VEHICLE (MV) REGISTRATION

Pursuant to Republic Act No. 4136 and other special laws, one of the core mandates of the LTO is to register roadworthy and emission compliant motor vehicles for the current year depending on the plate ending.

Office or Division:	Registration Section
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Official Receipt/Certificate of Registration OR/CR
(for initial renewal in MVIRS only) not applicable Applicant / Client
for online renewal
 (1) Photo Copy

2. Insurance

Any of the following:

2.A. Electronically Authenticated Insurance
Certificate of Cover (COC)
 (1) Electronic Copy

Agency - Division: Accredited insurance companies by the Insurance Commission - N/A

2.B. Certificate of Cover (COC) issued by GSIS,
if interconnectivity is not yet available (for
government vehicles)
 (1) Original Copy

Agency - Division: Government Service Insurance System (GSIS) - N/A

3. Inspection

Any of the following:

3.A. Electronically transmitted Motor Vehicle
Inspection System Report (MVISR)
 (1) Electronic Copy

Agency - Division: Private Motor Vehicle Inspection Center (PMVIC) - N/A

3.B. Motor Vehicle Inspection Report (MVIR)
not applicable for online renewal
(1) Original Copy

Agency - Division: Land Transportation Office
District Office / Extension Office - N/A

Sub Requirement

3.B.A. Electronically transmitted Certificate of Emission Compliance (CEC)

***3.B.A.1. Certificate of Emission
Compliance (CEC) for MVs/MCs not
inspected at PMVICs (except for Electric
Vehicles) not applicable for online
renewal***
(1) Electronic Copy

Agency - Division: Private Emission
Testing Center (PETC) - N/A

For Situational Requirement

A. Diplomat

A.1. Endorsement with control number
(1) Original Copy

Agency - Division: Department of Foreign Affairs
(DFA) Protocol's Office - N/A

B. Other Exempt Vehicle (OEV) under Special Economic Zones

**B.1. Certification that the Motor Vehicle is still
classified as Other Exempt Vehicle (OEV)**
(1) Original Copy

Agency - Division: Concerned special economic
zones - N/A

C. For Hire

C.1. Franchise Confirmation

Any of the following:

***C.1.A. Electronically transmitted franchise
confirmation***
(1) Electronic Copy

Agency - Division: Land Transportation
Franchising and Regulatory Board (LTFRB) -
N/A

C.1.B. b
(1) Original Copy

Applicant / Client

**C.2. Certified Copy of the valid Motorized
Tricycle Operator's Permit with Official Receipt
(MTOP) (For Tricycles only)**
(1) Original Copy

Agency - Division: Concerned municipal or city
government office - N/A

D. Stolen and Recovered

D.1. Lifting of General Alarm

(1) Original Copy And (1) Photo Copy

Agency - Division: Philippine National Police (PNP), other law enforcement agencies - N/A

D.2. Report of Recovery

(1) Original Copy And (1) Photo Copy

Agency - Division: Philippine National Police (PNP), other law enforcement agencies - N/A

D.3. Alarm Sheet

(1) Original Copy And (1) Photo Copy

Agency - Division: Philippine National Police (PNP), other law enforcement agencies - N/A

D.4. Report

Any of the following:

D.4.A. PNP Crime Laboratory (macro etching report)

(1) Original Copy

Agency - Division: Philippine National Police (PNP) - N/A

D.4.B. National Bureau of Investigation (NBI) report

(1) Original Copy

Agency - Division: National Bureau of Investigation (NBI) - N/A

D.5. Certificate of re-stamping in case of tampered engine / chassis

(1) Original Copy

Agency - Division: Land Transportation Office - Concerned Regional Office

E. Reactivation of Storage**E.1. Receipt of Return Plate and Licenses (RRPL)**

(1) Original Copy

Applicant / Client

E.2. If For-Hire

Any of the following:

E.2.A. Confirmation of Valid Franchise

(1) Electronic Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB) - N/A

E.2.B. Motorized Tricycle Operator's Permit (MTOP) with valid Official Receipt (OR)

(1) Original Copy

Agency - Division: Concerned Local Government Unit (LGU) - N/A

F. Online Renewal

F.1. With previous LTMS renewal transaction
(1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
Individual (Portal) 1.A.Please refer to notes/instructions below. Location: LTMS Portal Notes/Instruction: <i>1.A.1. Log-in to Public Portal</i> <i>1.A.2. Validates requirements (scan and upload franchise for for-hire and GSIS insurance for government)</i> <i>1.A.3. Clicks Proceed to Payment</i> <i>1.A.4. Selects payment channel and clicks proceed to summary</i> <i>1.A.5. Saves application confirmation</i> <i>1.A.6. Pays necessary fees</i> <i>1.A.7. Receives Official Receipt via Email</i>	1.A. None.	Standard Fees Breakdown: Legal Research Fund: PHP 10 Total: PHP 10 Formula Fees Breakdown: PRIVATE & GOVERNMENT CARS - Based on Gross Vehicle Weight (GVW) and Year Model FOR HIRE - Based on Gross Vehicle Weight (GVW) VEHICLE CATEGORY, TYPE, DEFINITION AND ITS CORRESPONDING MOTOR VEHICLE USER'S CHARGE (MVUC) Science Tax (For Motorcycle and Tricycle Only) Cost of Plate	1 minute/s	N/A;

Individual (Walk-in) 1.B.Please refer to notes/instructions below. Location: Authorized District / Extension Offices Notes/Instruction: <i>1.B.1. Submits Client ID number</i> <i>1.B.2. None.</i> <i>1.B.3. None.</i> <i>1.B.4. Pays necessary fees.</i>	1.B.1. Receives Client ID number and validates requirements	Formula Fees Breakdown: Registration / Transaction Fees	3 minute/s	• Evaluator; All Authorized District Offices
	1.B.2. Print Application Confirmation		5 minute/s	• Evaluator; All Authorized District Offices
	1.B.3. Approves uploaded requirements (GSIS insurance - for government, franchise - for hire)		7 minute/s	• Approving Officer; All Authorized District Offices
Organization/Company (Portal) 1.C.Please refer to notes/instructions below. Location: LTMS Portal Notes/Instruction: <i>1.C.1. Logs-in to Public Portal</i> <i>1.C.2. Validates requirements (scan and upload franchise for for-hire and GSIS insurance for government)</i> <i>1.C.3. Clicks Proceed to Payment</i> <i>1.C.4. Selects payment channel and clicks proceed to summary</i> <i>1.C.5. Saves application confirmation</i> <i>1.C.6. Pays necessary fees</i> <i>1.C.7. Receives Official Receipt via Email</i>	1.C.1. Logs-in to Internal Portal	Formula Fees Breakdown: Registration / Transaction Fees	1 minute/s	• Client Service Officer; All Authorized District Offices
	1.C.2. Encode Client's Transaction Code.		3 minute/s	• Client Service Officer; All Authorized District Offices
	1.C.3. Acknowledges client's payment and prints Official Receipt.		2 minute/s	• Client Service Officer;
	1.C.4. Encodes the Transaction Code provided by the client.		1 minute/s	• Client Service Officer; All Authorized District Offices
	1.C.5. Validates and approves the uploaded requirements.		2 minute/s	• Client Service Officer; All Authorized District Offices
	1.C.6. Proceed to Registration Record.		3 minute/s	• Client Service Officer; All Authorized District Offices
	1.C.7. Proceeds to Releasing Items and issues Official Receipt.		3 minute/s	• Client Service Officer; All Authorized District Offices

Organization/Company (Walk-in) 1.D.Please refer to notes/instructions below. Location: Authorized District / Extension Office Notes/Instruction: <i>1.B.1. Submits Client ID number</i> <i>1.B.2. None.</i> <i>1.B.3. None.</i> <i>1.B.4. Pays necessary fees.</i>	1.D.1. Receives Client ID number and processes the transaction.	Formula Fees Breakdown: Registration / Transaction Fees	15 minute/s	• Client Service Officer; All Authorized District Offices
	1.D.2. Receives payment and issues Official Receipt.		10 minute/s	• Cashier;

General Remarks

A. Registration Section, Central Office (Government, Diplomatic, Vehicles owned by Government Employees/OFW or other Vehicles as may be deemed necessary)

B. LTO District Offices (DOs) / Extension Offices (EOs) / E-Patrols / Vehicle Renewal Extension Facility (VREF)

C. For Tax Exempt (Diplomat): Diliman District Office / Central Office

D. For Tax Exempt (Exempt Private or Government): Any District/Extension Office

E. For Other Exempt Vehicles (OEVs): LTO DO / EO nearest to the Special Economic Zone

F. For "For-Hire" MVs in NCR: Public Utility Registration Center (PUVRC) and Public Utility Vehicle Registration Extension Center (PUVREC)

G. For "For-Hire" MC - District/Extension Office within/nearest to the concerned LGU which issued the franchise

H. For Online Renewal: LTMS Portal

I. For Reactivation of Stored Vehicle: LTO Office where storage was transacted

J. For Stolen and Recovered Motor Vehicles: First Renewal after Recovery - Authorized District Offices nearest to the Regional Office / Central Office ; For Succeeding Renewals - Any LTO District Offices (DOs) / Extension Offices (EOs) / E-Patrols / Vehicle Renewal Extension Facility (VREF)

Total Processing Time:

*For Individual (Portal)

Working Days: 1 minute/s

*For Individual (Walk-in)

Working Days: 15 minute/s

*For Organization/Company (Portal)

Working Days: 15 minute/s

*For Organization/Company (Walk-in)

Working Days: 25 minute/s

Total Processing Fee:

*For Individual (Portal)	Total Standard Fee: PHP 10 See other fees below
*For Individual (Walk-in)	Total Standard Fee: None See other fees below
*For Organization/Company (Portal)	Total Standard Fee: None See other fees below
*For Organization/Company (Walk-in)	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

PRIVATE & GOVERNMENT CARS - Based on Gross Vehicle Weight (GVW) and Year Model

PASSENGER CARS

A. Light Vehicles up to 1,600 kgs.

1. Year 2001 Onwards (Regardless of Year Model) - P1,600.00
2. Year 1995 to 2000 - P2,000.00
3. Year 1994 & Below - P1,400.00

B. Medium Vehicles 1,600 to 2,300 kgs.

1. Year 2001 Onwards - P3,600.00
2. Year 1997 to 2000 - P6,000.00
3. Year 1995 & 1996 - P4,800.00
4. 1994 and below - P2,400.00

C. Heavy Vehicles 2,301 kgs. & Up

1. Year 2001 Onwards - P8,000.00
2. Year 1995 to 2000 - P12,000.00
3. Year 1994 & Below - P5,600.00

D. Motor Cycles

1. Without Sidecar - P240.00
2. With Sidecar (including three-wheeled vehicle -cargo type) - P300.00

UTILITY VEHICLES AND SUV MODELS 1990 & EARLIER

A. GVW up to 2,700 kgs. - P2,000.00

B. GVW over 2,700 kgs. - P2,000.00 + [(GVW^b - 2,700 kgs.)x 0.40)]

SPORTS UTILITY VEHICLE (SUV)

A. GVW up to 2,700 kgs. - P2,300.00

B. GVW over 2,700 kgs. - P2,300.00 + [(GVW^b - 2,700 kgs.) x 0.46]

TRUCKS/BUSES

A. GVW up to 2700 kgs. - P1,800.00

B. GVW over 2,700 kgs. - P1,800.00 + [GVW^b - 2,700 kgs.) x 0.24]

TRAILERS

GVW^b x 0.24

Weekly Surcharge for (1) MC/TC - 100.00

FOR HIRE - Based on Gross Vehicle Weight (GVW)

PASSENGER CARS

A. Light Vehicles up to 1,600 kgs. - P900.00

B. Medium Vehicles 1,601 to 2,300 kgs. - P1,800.00

Note: All For Hire Passenger Cars are Ageless

UTILITY VEHICLES (UV)

GVW up to 4,500 kgs. - GVW^b x 0.30

SPORTS UTILITY VEHICLE (SUV)

a. GVW up to 2,700 kgs. - P2,300.00

b. GVW in excess of 2,700 kgs. - P2,300.00 + [(GVW^b - 2,700 kgs) x 0.46]

MOTORCYCLES/MOPEDS/TRICYCLES

A. Without Sidecar - P240.00

B. With Sidecar - P300.00

TRUCKS

A. GVW up to 2,700 kgs - P1,800.00

B. GVW over 2,700 kgs. - P1,800.00 + [(GVW^b - 2,700 kgs) x 0.30]

TRUCKS/BUSES

GVW over 4,500 kg. - GVW^b x 0.30

TRAILERS

GVW^b x 0.24

Note:

1. Cross over is defined as having an engine of a light car and a body of a Utility Vehicle or a Sports Utility Vehicle.

2. b. Any uneven weight of less than 100 kilograms, shall be taken and considered as equivalent to 100 kilograms for purposes of computing the collectible MVUC. (Section 5c of MC No. BGC-MC-01328-A dated 01 February 2001)

VEHICLE CATEGORY, TYPE, DEFINITION AND ITS CORRESPONDING MOTOR VEHICLE USER'S CHARGE (MVUC)

VEHICLE CATEGORY	VEHICLE TYPE	DEFINITION	MVUC FEE	
			PRIVATE AND GOVERNMENT	FOR HIRE
L1	Mopeds	2-Wheeled vehicle, engine cylinder capacity not exceeding 50cm ³ Speed not exceeding 50 km/h	P240.00	-
L2	Mopeds	3-Wheeled vehicle, engine cylinder capacity not exceeding 50cm ³ Speed not exceeding 50 km/h	P240.00	-
L3	Motorcycle w/o Sidecar	2-Wheeled vehicle, engine cylinder capacity exceeding 50cm ³ Speed exceeding 50 km/h	P240.00	-
L4	Motorcycle w/ Sidecar	3-Wheeled asymmetrically, engine cylinder capacity exceeding 50cm ³ Speed exceeding 50 km/h	P300.00	P300.00
L5	Three Wheeled Vehicle	3-Wheeled symmetrically, engine cylinder capacity exceeding 50cm ³ Speed exceeding 50 km/h	P1,600.00	P900.00
L6	Quadricycle	4-Wheeled, engine cylinder capacity not exceeding 50cm ³ Speed not exceeding 45 km/h Unladen mass is not more than 350kgs	P1,600.00	-
L7	Quadricycle	4-Wheeled, other than classified for Category L6, unladen mass not more than 400kgs (550kgs for vehicles intended for carrying goods)	P1,600.00	-
M1	Passenger Car, Utility Vehicle, or Sports Utility Vehicle	Vehicles used for the carriage of passengers and comprising not more than 8 seats in addition to the driver's seat	Passenger Car A. Light Vehicles up to 1,600kgs a. Year 2001 onwards - P1600.00 b. Year 1995 to 2000 - P2,000.00 c. Year 1994 & Below - P1,400.00 B. Medium Vehicles 1,600 to 2,300kgs a. Year 2001 Onwards - P3,600.00 b. Year 1997 to 2000 - P6,000.00 c. Year 1995 & 1996 - P4,800.00 d. 1994 and Below - P2,400.00 C. Heavy Vehicles 2,301kgs and Up a. Year 2001 Onwards - P8,000 b. Year 1995 to 2000 - P12,000 c. Year 1994 & Below - P5,600	Passenger Car A. Up to 1,600kgs - P900.00 B. 1,601 to 2,300kgs - P1,400.00
			UV and SUV Models 1990 and Earlier A. GVW up to 2,700kgs - P2,000.00 B. GVW over 2,700kgs - P2,000.00 + [(GVW ^b -2,700kgs) x 0.40]	UV GVW up to 4,500kgs - GVW x 0.30

			SUV A. GVW up to 2,700kgs - P2,300.00 B. GVW over 2,700kgs - P2,300.00 + [(GVW ^b -2,700kgs) x 0.46]	SUV A. GVW up to 2,700kgs - P2,300.00 B. GVW over 2,700kgs - P2,300.00 + [(GVW ^b -2,700kgs) x 0.46]
M2	Utility Vehicle	Vehicles used for the carriage of passengers and comprising more than 8 seats in addition to the driver's seat. Maximum mass not exceeding 5 tonnes	As UV A. GVW up to 2,700kgs - P2,000.00 B. GVW 2,700 to 4,500kgs - P2,000 + [(GVW ^b -2,700kgs) x 0.40]	As UV GVW up to 4,500kgs - GV 0.30
			As Bus GVW 4,501 to 5,000kgs - P1,800.00 + [(GVW ^b -2,700kgs) x 0.24]	As Bus GVW 4,501 to 5000kgs - x 0.30
M3	Bus	Vehicles used for the carriage of passengers and comprising more than 8 seats in addition to the driver's seat. Maximum mass exceeding 5 tonnes	A. GVW up to 2,700kgs - P1,800.00 B. GVW over 2,700kgs - P1,800.00 + [(GVW ^b -2,700kgs) x 0.24]	GVW ^b x 0.30
N1	Utility Vehicle or Truck (Vehicle type depends on body configuration)	Vehicles used for the carriage of goods and having a maximum mass not exceeding 3.5 tonnes	A. GVW up to 2,700kgs - P2,000.00 B. GVW over 2,700kgs - P2,000.00 + [(GVW ^b -2,700kgs) x 0.40]	GVW up to 4,500kgs - GV 0.30
N2	Utility Vehicle or Truck (Vehicle type depends on body configuration)	Vehicles used for the carriage of goods and having a maximum mass exceeding 3.5 tonnes but not exceeding 12 tonnes	UV A. GVW up to 2,700kgs - P2,000.00 B. GVW over 2,700kgs - P2,000.00 + [(GVW ^b -2,700kgs) x 0.40]	UV GVW up to 4,500kgs - GV 0.30
			Truck P1,800.00 + [(GVW ^b -2,700kgs) x 0.24]	Truck P1,800.00 + [(GVW ^b -2,700kgs) x 0.24]
N3	Trucks	Vehicles used for the carriage of goods and having a maximum mass exceeding 12 tonnes	GVW over 4,500kgs - P1,800.00 + [(GVW ^b -2,700kgs) x 0.24]	A. GVW up to 2,700kgs - P1,800.00 B. GVW over 2,700kgs - P1,800.00 + [(GVW ^b -2,700kgs) x 0.30]
O1	Trailers	Trailers with a maximum mass not exceeding 0.75 tonnes	GVW ^b x 0.24	GVW ^b x 0.24
O2	Trailers	Trailers with a maximum mass exceeding 0.75 tonnes, but not exceeding 3.5 tonnes	GVW ^b x 0.24	GVW ^b x 0.24
O3	Trailers	Trailers with a maximum mass exceeding 3.5 tonnes, but not exceeding 10 tonnes	GVW ^b x 0.24	GVW ^b x 0.24
O4	Trailers	Trailers with a maximum mass exceeding 10 tonnes	GVW ^b x 0.24	GVW ^b x 0.24
Special Purpose Vehicle				
Motor Caravan	UV, Bus, Truck	A special purpose M1 category vehicle constructed	SAME COMPUTATION WITH THE CORRESPONDING	SAME COMPUTATION WITH THE CORRESPONDING

		to include accommodation space which contains at least seats and table, sleeping accommodation which may be converted from the seats, cooking facilities and storage facilities. This equipment shall be rigidly fixed to the living compartment; however, the table may be designed to be easily removable	VEHICLE TYPE ABOVE	VEHICLE TYPE ABOVE
Armored Vehicle	UV	Vehicle intended for the protection of conveyed passengers and/or goods and complying with armour plating anti-bullet requirements	SAME COMPUTATION WITH THE CORRESPONDING VEHICLE TYPE ABOVE	SAME COMPUTATION WITH THE CORRESPONDING VEHICLE TYPE ABOVE
Ambulance	UV	Motor Vehicle of category M intended for the transport of sick or injured people and having special equipment for such purpose	SAME COMPUTATION WITH THE CORRESPONDING VEHICLE TYPE ABOVE	SAME COMPUTATION WITH THE CORRESPONDING VEHICLE TYPE ABOVE
Hearse	Passenger Car	Motor vehicle intended for the transport of deceased people and having special equipment for such purpose	SAME COMPUTATION WITH THE CORRESPONDING VEHICLE TYPE ABOVE	SAME COMPUTATION WITH THE CORRESPONDING VEHICLE TYPE ABOVE

Science Tax (For Motorcycle and Tricycle Only)

For motorcycles with engine displacement of 200 cc and below which validity of initial registration is 1 year only

Php { 15.00 - [(Current year – year initial registration) or 7 whichever is lower] * 1.50 } or 4.5 whichever is greater

For motorcycles with engine displacement above 200 cc which validity of initial registration is 3 years

Php { 15.00 - [(Current year – year initial registration + 2) or 7 whichever is lower] * 1.50 } or 4.5 whichever is greater

Cost of Plate

Cost of Plate - Motor Vehicle - Php 450.00

Cost of Plate - Trailer - Php 224.00

Cost of Plate - MC - Php 120.00

Registration / Transaction Fees

Please refer to schedule of fees above.

MISCELLANEOUS REGISTRATION TRANSACTIONS - TRANSFER OF OWNERSHIP

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All Authorized District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance certificate

(1) Original Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Division - N/A

2. Duly accomplished Motor Vehicle Inspection Report

(1) Original Copy

Agency - Division: Land Transportation Office - Land Transportation Office District Office/Extension Office

3. Proof of electronically transmitted appropriate insurance Certificate of Cover (Third Party Liability)

(1) Original Copy

Agency - Division: Accredited insurance companies - N/A

4. Presentation of an original copy and submission of a photocopy of any valid Government issued ID of the vendor and vendee

- Philippine Identification (PhilID) Card
- Philippine passport
- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID
- TIN Card

- Postal ID
- Voter's ID
- Barangay ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

5. Confirmation of Certificate of Registration (CR) If issued by another agency outside the Regional Office
(1) Photo Copy

Agency - Division: Land Transportation Office - Land Transportation Office District Office/Extension Office

Remarks:

Requires Presentation of Original Copy

For Situational Requirement

A. Under bond Motor Vehicle

A.1. Electronically transmitted Certificate of Payment (CP)
(1) Electronic Copy

Agency - Division: Bureau of Customs (BOC) - N/A

A.2. Deed Of Sale
(1) Original Copy

Applicant / Client

A.3. Board Resolution and Secretary's Certificate indicating authority of signatory to sell or dispose the motor vehicle (If registered under the name of partnership/sole proprietorship or Corporation/ Organization)
(1) Original Copy

Applicant / Client

B. Motor Vehicles acquired through a Sheriff's Certificate of Sale issued under an Extra-Judicial Foreclosure Sale

B.1. Sheriff's Certificate of Sale
(1) Original Copy

Agency - Division: Appropriate court - N/A

B.2. Cancellation of Chattel Mortgage duly stamped and signed by the Registry of Deeds
(1) Original Copy

Agency - Division: Financial Institution - N/A

B.3. Certificate of Registration - Encumbered (CRE)

Any of the following:

B.3.A. Certificate of Registration - Encumbered (CRE)
(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financing institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

B.3.B. Certification that the original copy was not turned over at the time of sale
(1) Original Copy

Agency - Division: Sheriff - N/A

Remarks:

In the absence of the original CRE

C. Motor Vehicles acquired through a Sheriff's Certificate of Sale through a Judicial Foreclosure Sale

C.1. Sheriff's Certificate of Sale
(1) Original Copy

Agency - Division: Appropriate court - N/A

C.2. Cancellation of Chattel Mortgage duly stamped and signed by the Registry of Deeds
(1) Original Copy

Agency - Division: Financial Institution - N/A

C.3. Certificate of Registration - Encumbered (CRE)

Any of the following:

C.3.A. Certificate of Registration - Encumbered (CRE)
(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financing institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

C.3.B. Certification that the original copy was not turned over at the time of sale
(1) Original Copy

Agency - Division: Sheriff - N/A

Remarks:

In the absence of the original CRE

D. Motor Vehicles acquired through an Extra-Judicial Foreclosure Sale conducted before a notary public

D.1. Certificate of Sale

(1) Original Copy

Agency - Division: Notary Public - N/A

D.2. Cancellation of Chattel Mortgage duly stamped and signed by the Registry of Deeds

(1) Original Copy

Agency - Division: Financial Institution - N/A

D.3. Certificate of Registration - Encumbered (CRE)

Any of the following:

D.3.A. Certificate of Registration - Encumbered (CRE)

(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financing institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

D.3.B. Certification that the original copy was not turned over at the time of sale

(1) Original Copy

Agency - Division: Sheriff - N/A

Remarks:

In the absence of the original CRE

E. Motor Vehicles acquired through Sheriff's Certificate of Sale Pursuant to a Money Judgment which has become final and executory

E.1. Sheriff's Certificate of Sale

(1) Original Copy

Agency - Division: Appropriate court - N/A

E.2. Certificate of Registration - Encumbered (CRE)

Any of the following:

E.2.A. Certificate of Registration - Encumbered (CRE)

(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financing institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

E.2.B. Certification that the original copy was not turned over at the time of sale

(1) Original Copy

Agency - Division: Sheriff - N/A

Remarks:

In the absence of the original CRE

F. Private Motor Vehicles / Motor Cycles

F.1. Deed of Sale / Transfer / Conveyance

(1) Original Copy

Applicant / Client

F.2. Original Certificate of Registration

(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

G. Motor Vehicles acquired through public bidding conducted by government office/entity

G.1. Certificate of Sale/Notice of Award

(1) Original Copy

Agency - Division: Concerned government office - N/A

G.2. Inventory and Inspection Report

(1) Original Copy

Agency - Division: Other government agencies - N/A

G.3. Official Receipt of payment

(1) Original Copy

Agency - Division: Other government agencies - N/A

G.4. Certificate of Registration (CR)

Any of the following:

G.4.A. Certificate of Registration (CR)

(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financing institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

G.4.B. Certification that the original copy

was not turned over at the time of sale

(1) Original Copy

Agency - Division: Government office/entity that conducted the public bidding - N/A

Remarks:

In the absence of the original Certificate of Registration (CR)

H. Motor Vehicles acquired at public auction before a notary public by virtue of a mechanic's lien

H.1. Certificate of Sale

(1) Original Copy

Agency - Division: Notary Public - N/A

H.2. Affidavit who conducted the public bidding as proof of compliance to the above requirements

(1) Original Copy

Agency - Division: Notary Public - N/A

H.3. Certificate of Registration (CR)

Any of the following:

H.3.A. Certificate of Registration (CR)

(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financing institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

H.3.B. Certification that the original copy was not turned over at the time of sale

(1) Original Copy

Agency - Division: Government office / entity that conducted the public bidding - N/A

Remarks:

In the absence of the original Certificate of Registration (CR)

I. Motor Vehicles acquired through Extra-Judicial Settlement of Estate of Deceased Person**I.1. Certificate of Registration (CR)**

(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, Issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

I.2. Affidavit of publication of the Deed in any newspaper of general circulation for three (3) consecutive weeks with clippings

(1) Original Copy

Agency - Division: Newspaper Publisher - N/A

I.3. Death Certificate, Birth Certificate and/or Marriage Certificate

(1) Photo Copy

Agency - Division: Philippine Statistics Authority (PSA) / National Statistics Office (NSO) - N/A

I.4. Presentation of original and submission of a photocopy of any valid Philippine Government issued ID

- Philippine Identification (PhilID) Card
- Philippine passport
- Social Security System (SSS) Card

- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID
- Voter's ID
- Barangay ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

Sub Situational Requirement/s

I.a. in case the deceased is survived by two (2) or more heirs

I.a.1. Deed of Extra Judicial Settlement of Estate
(1) Original Copy

Agency - Division: Surviving heirs - N/A

I.b. In case the deceased is survived by only one (1) heir

I.b.1. Sole Adjudication
(1) Original Copy

Agency - Division: Surviving heir - N/A

J. Motor Vehicles acquired through Judicial Settlement of Estate of Deceased Person

J.1. Certificate of Registration (CR) or affidavit of loss
(1) Original Copy

Applicant / Client

J.2. Court Decision
(1) Certified True Copy

Agency - Division: Appropriate court - N/A

J.3. Death Certificate, Birth Certificate and/or Marriage Certificate
(1) Photo Copy

Agency - Division: Philippine Statistics Authority (PSA) / National Statistics Office (NSO) - N/A

J.4. Presentation of the original copy and submission of a photocopy of any Philippine government issued ID

- Philippine Identification (PhilID) Card
- Philippine passport

- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID
- Voter's ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

K. Motor Vehicles acquired through Public Bidding conducted by Land Transportation Office under Presidential Decree No. 1729

K.1. Inventory and Inspection Report

(1) Original Copy

Agency - Division: Committee on Disposal of Unclaimed Impounded Motor Vehicles (CDUIMV) - N/A

K.2. Approved Committee Resolution

(1) Original Copy

Agency - Division: Committee on Disposal of Unclaimed Impounded Motor Vehicles (CDUIMV) - N/A

K.3. Notice of Award and Certificate of Sale

(1) Original Copy

Agency - Division: Committee on Disposal of Unclaimed Impounded Motor Vehicles (CDUIMV) - N/A

K.4. Official Receipt of Payment

(1) Original Copy

Agency - Division: Committee on Disposal of Unclaimed Impounded Motor Vehicles (CDUIMV) - N/A

K.5. Registry Receipt of Registered Mail

(1) Original Copy

Agency - Division: Committee on Disposal of Unclaimed Impounded Motor Vehicles (CDUIMV) - N/A

L. Government -owned vehicles to another government office

L.1. Certificate of registration (CR)

(1) Original Copy

Agency - Division: Registered Motor Vehicle Owner, Financing institution, issuing Land Transportation Office (LTO) District Office/Extension Office - N/A

L.2. Deed of Sale / Transfer / Conveyance

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: Land Transportation Office Notes/Instruction: <i>If the transaction is in the Mother File, confrimation is not required.</i>	1.1. Receives and evaluates the completeness of requirements.	None	5 minute/s	Evaluator; All Authorized District and Extension Offices
	1.2. Process the application in the system		15 minute/s	Evaluator; All Authorized District and Extension Offices
	1.3. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	Records Officer; All Authorized District and Extension Offices
2. None Location: N/A	2.1. Log in to the LTMS Portal	None	6 minute/s	Evaluator; All Authorized District and Extension Offices
	2.2. Selects application		6 minute/s	Evaluator; All Authorized District and Extension Offices
	2.3. Input Client ID or Business ID of the owner and other details		6 minute/s	Evaluator; All Authorized District and Extension Offices
	2.4. Uploads documentary requirements		6 minute/s	Evaluator; All Authorized District and Extension Offices

	2.5. Generates transaction ID		6 minute/s	Evaluator; All Authorized District and Extension Offices
3. Proceeds to the Cashier for payment of fees Location: Land Transportation Office Notes/Instruction: <i>Receives Official Receipt</i>	3. Accepts payment and issues Official Receipt (OR)	Standard Fees Breakdown: Legal Research Fund: PHP 10 Transfer of Ownership: PHP 50 Total: PHP 60 Possible Fees Breakdown: Late Application (Deed of Sale - exceeds one (1) month): PHP 150	1 hour/s	Cashier; All Authorized District and Extension Offices
4. None Location: N/A	4. Reviews and approves the transaction	None	30 minute/s	Approving Officer; All Authorized District and Extension Offices
5. None Location: N/A	5. Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE)	None	30 minute/s	Supply Officer; All Authorized District and Extension Offices
6. None Location: N/A	6. signs Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE)	None	30 minute/s	Chief of Office; All Authorized District and Extension Offices
7. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE) and signs in the Certificate of Registration	7. Dockets and issues Certificate of Registration (CR) / Certificate of Registration-Encumbered (CRE)	None	15 minute/s	Releasing Officer; All Authorized District and Extension Offices

logbook Location: Land Transportation Office				
Total Processing Time:		Working Days: 4 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 60 See other fees below		
Possible Fees Late Application (Deed of Sale - exceeds one (1) month) : 150				

MISCELLANEOUS REGISTRATION TRANSACTIONS - REVISION OF RECORDS

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136 and Republic Act No. 10930
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Situational Requirement

A. Change Name

Sub Situational Requirement/s

A.a. For Individual

A.a.1. For individuals

Any of the following:

*A.a.1.A. Court Order authorizing the change of name
(1) Photo Copy*

Agency - Division: Court - N/A

Remarks:

Requires presentation of original

*A.a.1.B. Death certificate of the deceased husband
(1) Photo Copy*

Agency - Division: Philippine Statistics Authority (PSA), National Statistics Office (NSO) - N/A

Remarks:

- *For widow*

- Requires presentation of original

*A.a.1.C. Authenticated Birth certificate and/or marriage contract, with annotation if applicable . In areas where there is no PSA branch, presentation of the original and submission of one (1) photocopy of birth certificate and marriage contract validated by the Office of the Local Civil Registry with attached Official Receipt.
(1) Original Copy*

Agency - Division: Court / Philippine Statistics Authority (PSA) / Office of the Local Civil Registr - N/A

A.a.1.D. Presentation of original and submission of one (1) photocopy of any of the following valid Philippine government issued ID:

- Philippine Identification (PhilID) Card
- Philippine passport
- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID
- Voter's ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

A.b. Corporations

*A.b.1. Certificate of Registration
(1) Original Copy*

Agency - Division: Securities and Exchange Commission (SEC) - N/A

A.c. Sole proprietorship or Partnership

*A.c.1. Certificate of Business Name
Registration
(1) Photo Copy*

*Agency - Division: Department of Trade and
Industry - N/A*

A.d. Cooperatives

*A.d.1. Certification of Registration
(1) Photo Copy*

*Agency - Division: Cooperative
Development Authority (CDA) - N/A*

B. Change Address

B.1. Whichever is applicable

Any of the following:

*B.1.A. Barangay Certification of Residency
/ Clearance
(1) Photo Copy*

Applicant / Client

Remarks:

Requires Presentation of Original Copy

*B.1.B. Proof of Billing
(1) Photo Copy*

Applicant / Client

Remarks:

Requires Presentation of Original Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: Land Transportation Office	1.1. Evaluates the completeness and authenticity of the requirements. - Assigns queue number to applicant.	None	20 minute/s	Evaluator; All District and Extension Offices
	1.2. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	Records Officer; All District and Extension Offices

	1.3. Reviews and approves transaction		30 minute/s	Approving Officer; All District and Extension Offices
2. Proceeds to the Cashier for payment of fees Location: District Office / Extension Office	2. Accepts payment and issues Official Receipt (OR)	Standard Fees Breakdown: Certificate of Registration : PHP 30 Legal Research fee: PHP 10 Total: PHP 40	1 hour/s	Cashier; All District and Extension Offices
3. None Location: Land Transportation Office	3.1. Creates and submit tickets to Management Information Division	None	1 hour/s	Chief; All District and Extension Offices
	3.2. Receives and evaluates tickets		20 minute/s	Designated personnel; Management Information Division
	3.3. Reviews and approves transaction		30 minute/s	Approving Officer; Management Information Division
	3.4. Implements revision of records		2 working day/s	Designated personnel; Management Information Division
	3.5. Notifies the Transacting District or Extension Office regarding the implementation of the request		1 hour/s	Designated personnel; Management Information Division

	3.6. Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE)		30 minute/s	Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE); All District and Extension Offices
	3.7. Signed CR/CRE		30 minute/s	Chief ; All District and Extension Offices
4. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE) and signs in the Certificate of Registration logbook Location: Land Transportation Office	4. Dockets and issues Certificate of Registration (CR) / Certificate of Registration-Encumbered (CRE)	None	15 minute/s	Releasing Officer; All District and Extension Offices
Total Processing Time:		Working Days: 2 working day/s, 6 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 40		

Miscellaneous Registration Transactions - Annotation of Mortgage and other liens or Encumbrances

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136 and Republic Act No. 10930
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Situational Requirement

A. Annotation of Mortgage and other Liens or Encumbrances

A.1. Certificate of Registration (CR)

(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

A.2. duly annotated chattel mortgage contract with Official Receipt (OR) duly stamped and signed

(1) Photo Copy

Agency - Division: Registry of Deeds - N/A

B. Cancellation of Mortgage or other Liens and Encumbrances

B.1. Certificate of Registration - Encumbered (CRE)

(1) Original Copy

Remarks:

Agency - Division: Registered Motor Vehicle owner, financial institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

* In the absence of original CRE, original copy of Affidavit of Loss

B.2. cancellation or release of Chattel Mortgage duly stamped and signed by the Registry of Deeds
(1) Certified True Copy

Agency - Division: Financial Institution - N/A

B.3. Official Receipt (OR) of recording fee
(1) Original Copy

Agency - Division: Registry of Deeds - N/A

B.4. Duly accomplished Motor Vehicle Inspection Report
(1) Original Copy

Agency - Division: Land Transportation Office
- Land Transportation Office District Office/Extension Office

C. Cancellation of Mortgage when the financing company (mortgagee) no longer exists and the release Mortgage Contract is missing

C.1. Certificate of Registration - Encumbered (CRE)
(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financial institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

Remarks:

* In the absence of original CRE, original copy of Affidavit of Loss

C.2. Affidavit of Undertaking
(1) Original Copy

Applicant / Client

C.3. Certification stating that the financing company is no longer in existence
(1) Original Copy

Agency - Division: Securities and Exchange Commission (SEC) / Bangko Sentral ng Pilipinas (BSP) - N/A

C.4. Surety Bond based on the fair market value of the motor vehicle valid for one (1) year
(1) Original Copy

Agency - Division: Accredited insurance companies - N/A

C.5. Affidavit of Publication
(1) Original Copy

Agency - Division: Newspaper of general circulation - N/A

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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1. Submits requirements Location: Land Transportation Office	1.1. Evaluates the completeness and authenticity of the requirements. - Assigns queue number to applicant.	None	20 minute/s	Evaluator; All District and Extension Offices
	1.2. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	Records Officer; All District and Extension Offices
2. None Location: Land Transportation Office	2.1. Log in to the LTMS Portal	None	6 minute/s	Evaluator; All District and Extension Offices
	2.2. Selects application		6 minute/s	Evaluator; All District and Extension Offices
	2.3. Uploads documentary requirements		6 minute/s	Evaluator; All District and Extension Offices
	2.4. Generates transaction ID		6 minute/s	Evaluator; All District and Extension Offices
3. Proceeds to the Cashier for payment of fees Location: Land Transportation Office Notes/Instruction: <i>Receives Official Receipt</i>	3.1. Accepts payment and issues Official Receipt (OR)	Standard Fees Breakdown: Legal Research Fund: PHP 10 Annotation / Cancellation of Mortgage: PHP 100 Total: PHP 110	1 hour/s	Cashier; All District and Extension Offices
	3.2. Reviews and approves the transaction		30 minute/s	Approving Officer; All District and Extension Offices
	3.3. Prints Certificate of Registration (CR) / Certificate of Registration -Encumbered (CRE)		30 minute/s	Supply officer; All District and Extension Offices
	3.4. Signs Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE)		30 minute/s	Chief; All District and Extension Offices
4. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of	4. Dockets and issues Certificate of Registration (CR) / Certificate of	None	15 minute/s	Releasing Officer; All District and Extension Offices

Registration-Encumbered (CRE) and signs in the Certificate of Registration logbook Location: Land Transportation Office	Registration-Encumbered (CRE)			
Total Processing Time:		Working Days: 3 hour/s, 59 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 110		

MISCELLANEOUS REGISTRATION TRANSACTIONS - CHANGE CLASSIFICATION

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136 and Republic Act No. 10930
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Proof of electronically transmitted appropriate insurance Certificate of Cover (Third Party Liability)

(1) Original Copy

Agency - Division: Accredited insurance companies - N/A

2. Duly accomplished approved Motor Vehicle Inspection Report

(1) Original Copy

Agency - Division: Concerned Land Transportation Office (LTO) District Office / Extension Office / Motor Vehicle Inspection Center (MVIC) - N/A

Remarks:

For Private / Government / Diplomatic to Private-Vintage / Government-Vintage/Diplomatic-Vintage:
Authorized LTO Inspectors

3. Certificate of Registration (CR)

Any of the following:

3.A. Certificate of Registration (CR)

(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

3.B. certification that the original Certificate of Registration - Encumbered (CRE) is with the financing company and that it interposes no objection on the application for change classification (Private to For Hire)
(1) Original Copy

Agency - Division: Financing Institution - N/A

For Situational Requirement

A. Private to For Hire

A.1. Whichever is applicable

Any of the following:

A.1.A. Decision or valid Motorized Tricycle Operator's Permit (MTOP)
(1) Photo Copy

Agency - Division: Concerned municipal / city government office - N/A

Remarks:

Requires Presentation of Original Copy

A.1.B. Electronically transmitted Certificate of Franchise Confirmation (CFC)
(1) Photo Copy And (1) Electronic Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB) - N/A

Remarks:

Requires Presentation of Original Copy

B. For Hire to Private

B.1. Dropping Order

Any of the following:

B.1.A. Dropping Order with Official Receipt (OR)
(1) Original Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB), Concerned municipal / city government office - N/A

B.1.B. Certification in case of No Records of Certificate of Public Convenience (CPC)
(1) Original Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB) - N/A

B.2. Certificate of Registration (CR)

Any of the following:

B.2.A. Certificate of Registration (CR)

(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

B.2.B. Certification that the Original is still in their possession

(1) Original Copy

Agency - Division: Financing Institution - N/A

B.3. Return of Plate

Any of the following:

B.3.A. Receipt of Return Plate and Licenses (RRPL)

(1) Original Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB) - N/A

B.3.B. Certification that no yellow plate was issued

(1) Original Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB) - N/A

C. Private to Government

C.1. Deed of Sale/Deed of Donation and Acceptance/Seizure Order or Forfeiture Order

(1) Original Copy

Applicant / Client

C.2. Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Certificate

(1) Original Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Division - N/A

C.3. Presentation of original and submission of one (1) photocopy of any of the following valid Philippine government issued ID of the transferer and transferee

- Philippine Identification (PhilID) Card
- Philippine passport
- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID

- Voter's ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

C.4. Private Plate

(1) Original Copy

Applicant / Client

C.5. Certificate of Payment (if applicable)

(1) Photo Copy

Agency - Division: Bureau of Customs (BOC) - N/A

Remarks:

Requires Presentation of Original Copy

C.6. SEC/DTI Certificate

(1) Original Copy

Agency - Division: Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) - N/A

Sub Situational Requirement/s

C.a. Private to Government (DENR Confiscated and Forfeited Motor Vehicles)

C.a.1. In the absence of OR/CR, certification from the DENR that the original copy was not turned over at the time of confiscation

(1) Original Copy

Agency - Division: Department of Environment and Natural Resources (DENR) - N/A

C.a.2. Cancellation of the Chattel Mortgage and Official Receipt of payment from the Register of Deeds, if the conveyance is subject of such

(1) Original Copy

Agency - Division: Registry of Deeds - N/A

C.a.3. Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance certificate

(1) Original Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Division - N/A

C.a.4. Proof of publication of the approved application for registration for three consecutive weeks in any newspaper of general circulation
(1) Original Copy

Agency - Division: Department of Environment and Natural Resources (DENR) - N/A

C.a.5. Duplicate Copy or Certified True Copy of the Final Order or Decision/ Certificate of Finality of Order or Decision and Writ of Execution attesting to the confiscation or forfeiture of the subject conveyance
(1) Original Copy

Agency - Division: Department of Environment and Natural Resources (DENR) - N/A

D. Private to Diplomatic

D.1. Endorsement Letter

(1) Photo Copy

Remarks:

Requires Presentation of Original Copy

Agency - Division: Department of Foreign Affairs (DFA) - Protocol Office

D.2. Deed of Sale / Deed of Donation and Acceptance
(1) Original Copy

Applicant / Client

D.3. Receipt of Return Plate and Licenses (RRPL)
(1) Original Copy

Agency - Division: Land Transportation Office - Concerned Land Transportation Office (LTO) District Office

E. Diplomatic to Private

E.1. Indorsement Letter

(1) Photo Copy

Remarks:

Requires Presentation of Original Copy

Agency - Division: Department of Foreign Affairs (DFA) - Protocol Office

E.2. Certificate of Payment (if applicable)
(1) Photo Copy

Remarks:

Requires Presentation of Original Copy

Agency - Division: Bureau of Customs (BOC) / Bureau of Internal Revenue (BIR) - N/A

E.3. Receipt of Return Plate and Licenses (RRPL)

(1) Original Copy

Agency - Division: Land Transportation Office
- Plate Unit

F. Diplomatic to Diplomatic

F.1. Endorsement Letter

(1) Photo Copy

Agency - Division: Department of Foreign Affairs (DFA) - Protocol Office

Remarks:

Requires Presentation of Original Copy

F.2. Receipt of Return Plate and Licenses (RRPL)

(1) Original Copy

Agency - Division: Land Transportation Office
- Plate Unit

F.3. Certificate of Payment (if applicable)

(1) Photo Copy

Agency - Division: Bureau of Customs (BOC) /
Bureau of Internal Revenue - N/A

Remarks:

Requires Presentation of Original Copy

G. Government to Private

G.1. Certificate of Registration (CR)

(1) Original Copy

Agency - Division: Concerned government
office - N/A

G.2. Notice of Award

(1) Original Copy

Agency - Division: Concerned government
office - N/A

G.3. Inventory and Inspection Report

(1) Photo Copy

Agency - Division: Concerned government
office - N/A

Remarks:

Requires Presentation of Original Copy

G.4. Receipt of Bid Payment

(1) Original Copy

Agency - Division: Concerned government
office - N/A

G.5. Surrender Red Plate

(1) Original Copy

Agency - Division: Land Transportation Office
- N/A**G.6. Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Certificate**

(1) Original Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Division - N/A**Sub Situational Requirement/s****G.a. If Exempt:***G.a.1. Certificate of Payment*

(1) Original Copy

Agency - Division: Bureau of Customs
(BOC) - N/A*G.a.2. Mabuhay Lane indorsement*

(1) Original Copy

Agency - Division: Department of Finance -
N/A**H. Other Exempt (Economic Zone) to Private****H.1. Receipt of Return Plate and Licenses (RRPL)**

(1) Original Copy

Agency - Division: Land Transportation Office
- Plate Unit**H.2. Certificate of Payment (if applicable)**

(1) Photo Copy

Agency - Division: Bureau of Customs (BOC) /
Bureau of Internal Revenue - N/A

Remarks:

Requires Presentation of Original Copy

I. Exempt Private to Private**I.1. Mabuhay Lane Indorsement**

(1) Electronic Copy

Agency - Division: Department of Finance
(DOF) - N/A**I.2. Certificate of Payment (CP)**

(1) Photo Copy

Agency - Division: Bureau of Customs (BOC) /
Bureau of Internal Revenue - N/A**I.3. Certificate of Registration**

(1) Original Copy

Applicant / Client

Sub Situational Requirement/s

J.a. For applicants who have previously or are currently registered with the LTO and possess their original Official Receipt and Certificate of Registration Requirement

J.a.1. Duly accomplished LTO application form for registration as a vintage vehicle under Republic Act No. 11698
(1) Original Copy

Applicant / Client

J.a.2. Receipt and Certificate of Registration Receipt of Return Plate and Licenses (RRPL)
(1) Original Copy

Agency - Division: Land Transportation
Office - Plate Unit

Remarks:

For vintage vehicles with stored plates

J.b. For applicants whose vintage vehicles have lost its original ORCR

J.b.1. Duly accomplished LTO application form for registration as a vintage vehicle under Republic Act No. 11698
(1) Original Copy

Applicant / Client

J.b.2. Receipt of Return Plate and Licenses (RRPL)
(1) Original Copy

Agency - Division: Land Transportation
Office - Plate Unit

Remarks:

For vintage vehicles with stored plates

J.b.3. Presentation of original and submission of one (1) photocopy of any of the following valid Philippine government issued ID:

- Philippine Identification (PhilID) Card
- Philippine passport
- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID
- Voter's ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID

- Solo Parent ID
 - Voter's Certification
 - Government Services and Insurance System (GSIS) e-Card
 - Seaman's Book
 - Government Owned and/or Controlled Corporations (GOCC) ID
 - Home Development Mutual Fund (HDMF) ID
 - Department of Social Welfare and Development (DSWD) Certification
 - Integrated Bar of the Philippines (IBP) ID
-

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: Land Transportation Office	1.1. Receives and evaluates the completeness and authenticity of the requirements. - Assigns queue number to applicant.	None	20 minute/s	• Evaluator; All District and Extension Offices
	1.2. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	• Records Officer; All District and Extension Offices
2. None Location: Land Transportation Office	2.1. Log in to the LTMS Portal	None	6 minute/s	• Evaluator; All District and Extension Offices
	2.2. Selects application		6 minute/s	• Evaluator; All District and Extension Offices
	2.3. Uploads documentary requirements		6 minute/s	• Evaluator; All District and Extension Offices
	2.4. Generates transaction ID		6 minute/s	• Evaluator; All District and Extension Offices
3. Proceeds to the Cashier for payment of fees Location:	3. Accepts payment and issues Official Receipt (OR)	Standard Fees Breakdown: Legal Research Fund: PHP 10	1 hour/s	• Cashier; All District and Extension Offices

Land Transportation Office Notes/Instruction: <i>Receives Official Receipt</i>		Change Classification: PHP 30 Clearance Fee: PHP 30 Total: PHP 70 Formula Fees Breakdown: License Plate		
4. None Location: Land Transportation Office	4. Reviews and approves the transaction	None	30 minute/s	Approving Officer; All District and Extension Offices
5. None Location: Land Transportation Office	5. Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE)	None	30 minute/s	Supply Officer; All District and Extension Offices
6. None Location: Land Transportation Office	6. signs Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE)	None	30 minute/s	Chief of Office; All District and Extension Offices
7. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE) and signs in the Certificate of Registration logbook Location: Land Transportation Office	7. Dockets and issues Certificate of Registration (CR) / Certificate of Registration-Encumbered (CRE)	None	15 minute/s	Releasing Officer; All District and Extension Offices
General Remarks - Change classification of Private to Diplomatic, and Diplomatic to Diplomatic (eg. Consular Corps to Private / Diplomatic and vice versa) can be transacted only at Diliman District Office - Change classification of Private / Government/ Diplomatic to Private - Vintage / Government-Vintage / Diplomatic - Vintage can be transacted only at LTO Central Office				

Total Processing Time:	Working Days: 3 hour/s, 59 minute/s
Total Processing Fee:	Total Standard Fee: PHP 70 See other fees below
Formula / Schedule of Fees License Plate For Motor Vehicles: P450.00 Motorcycle: P120.00 Trailer: P225.00	

MISCELLANEOUS REGISTRATION TRANSACTIONS - CHANGE BODY/BODY DESIGN/ENGINE/COLOR

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136 and Republic Act No. 10930
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Certificate of Registration (CR) / Certificate of Registration - Encumbered (CRE) with SEC Certificate

(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financing institution, Securities and Exchange Commission (SEC) - N/A

2. Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Certificate (except for Motorcycle with sidecar)

(1) Original Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Division - N/A

3. Proof of Electronically transmitted appropriate insurance Certificate of Cover (Third Party Liability)

(1) Electronic Copy And (1) Original Copy

Agency - Division: Accredited insurance companies - N/A

Remarks:

Copy of proof of electronically transmitted appropriate insurance Certificate of Cover (Third Party Liability)

4. Duly accomplished Motor Vehicle Inspection Report (MVIR)

(1) Original Copy

Agency - Division: Land Transportation Office -
Land Transportation Office (LTO) District Office /
Extension Office, Motor Vehicle Inspection Center

For Situational Requirement

A. Change Body/Body Design

**A.1. Affidavit of Change Body/Body Design
indicating source of body**

(1) Original Copy

Applicant / Client

**A.2. Sales Invoice / Certificate of Registration
(CR) of the source of body**

(1) Original Copy

Applicant / Client

Sub Situational Requirement/s

A.a. If For-Hire

A.a.1. LTFRB Confirmation

(1) Original Copy

Agency - Division: Land Transportation
Franchising Regulatory Board (LTFRB) -
N/A

B. Change Color

B.1. Affidavit of Change Color

(1) Original Copy

Applicant / Client

C. Change Engine

**C.1. Certificate of Stock Reported (CSR) and
Sales Invoice / Certificate of Registration
(CR) of the source of engine**

(1) Photo Copy

Agency - Division: Dealer, Previously
registered owner - N/A

Remarks:

Requires of Presentation of Original Copy

**C.2. Deed of Sale/Deed of Donation of engine
if sourced from previously registered motor
vehicles acquired from different persons or
entities**

(1) Original Copy

Agency - Division: Vendor, Donor - N/A

C.3. Joint Affidavit of Change Engine

(1) Original Copy

Applicant / Client

Sub Situational Requirement/s**C.a. If For-Hire***C.a.1. LTFRB Confirmation*

(1) Original Copy

Agency - Division: Land Transportation
Franchising Regulatory Board (LTFRB) -
N/A

D. Change Chassis (Private Only)**D.1. Certificate of Stock Reported (CSR) and Sales Invoice or OR/CR of the source MV**

(1) Photo Copy

Agency - Division: Dealer, Regional Office and
Central Office - N/A

Remarks:

Requires Presentation of Original Copy

D.2. Affidavit of Change Chassis

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: Land Transportation Office	1. Receives and evaluates the completeness of requirements	None	5 minute/s	Evaluator; All District and Extension Offices
2. None Location: Land Transportation Office	2.1. Evaluates the completeness and authenticity of the requirements. - Assigns queue number to applicant.	None	15 minute/s	Evaluator; All District and Extension Offices

	2.2. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	Records Officer; All District and Extension Offices
3. None Location: Land Transportation Office	3.1. Log in to the LTMS Portal	None	6 minute/s	Evaluator; All District and Extension Offices
	3.2. Selects application		6 minute/s	Evaluator; All District and Extension Offices
	3.3. Uploads documentary requirements		6 minute/s	Evaluator; All District and Extension Offices
	3.4. Generates transaction ID		6 minute/s	Evaluator; All District and Extension Offices
4. Proceeds to the Cashier for payment of fees Location: Land Transportation Office Notes/Instruction: <i>Receives Official Receipt</i>	4. Accepts payment and issues Official Receipt (OR)	Standard Fees Breakdown: Legal Research Fund: PHP 10 Total: PHP 10 Formula Fees Breakdown: Change in Body Design/Color/Chassis and Engine	1 hour/s	Cashier; All District and Extension Offices
5. None Location: Land Transportation Office	5. Reviews and approves the transaction	None	30 minute/s	Approving Officer; All District and Extension Offices
6. None Location: Land Transportation Office	6. Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE)	None	30 minute/s	Supply Officer; All District and Extension Offices

7. None Location: Land Transportation Office	7. signs Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE)	None	30 minute/s	Chief of Office; All District and Extension Offices
8. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE) and signs in the Certificate of Registration logbook Location: Land Transportation Office	8. Dockets and issues Certificate of Registration (CR) / Certificate of Registration-Encumbered (CRE)	None	15 minute/s	Releasing Officer; All District and Extension Offices
Total Processing Time:		Working Days: 3 hour/s, 59 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 10 See other fees below		
Formula / Schedule of Fees Change in Body Design/Color/Chassis and Engine For change in body design: P100.00 Change in Engine/Chassis/Color: P30.00				

MISCELLANEOUS REGISTRATION TRANSACTIONS - DUPLICATE CERTIFICATE OF REGISTRATION / CERTIFICATE OF REGISTRATION - ENCUMBERED

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Affidavit of Lost Certificate of Registration (CR) (If encumbered, to be executed by the financing institution)
(1) Original Copy

Applicant / Client

2. Duly accomplished Motor Vehicle Inspection Report (MVIR)
(1) Original Copy

Agency - Division: Land Transportation Office -
Land Transportation Office (LTO) District Office /
Extension Office, Motor Vehicle Inspection Center

3. Presentation of original and submission of one (1) photocopy of any of the following valid Philippine government issued ID:

- Philippine Identification (PhilID) Card
- Philippine passport
- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID
- Voter's ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID

- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: Land Transportation Office	1.1. Evaluates the completeness and authenticity of the requirements. - Assigns queue number to applicant.	None	15 minute/s	• Evaluator; All District and Extension Offices
	1.2. Retrieves and verifies Motor Vehicle (MV) records in the system/file		1 hour/s, 30 minute/s	• Records Officer ; All District and Extension Offices
	1.3. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	• Records Officer; All District and Extension Offices
2. None Location: Land Transportation Office	2.1. Log in to the LTMS Portal	None	6 minute/s	• Evaluator; All District and Extension Offices
	2.2. Selects application		6 minute/s	• Evaluator; All District and Extension Offices
	2.3. Uploads documentary requirements		30 minute/s	• Evaluator; All District and Extension Offices
	2.4. Generates transaction ID		6 minute/s	• Evaluator; All District and Extension Offices

3. Proceeds to the Cashier for payment of fees Location: Land Transportation Office Notes/Instruction: <i>Receives Official Receipt</i>	3. Accepts payment and issues Official Receipt (OR)	Standard Fees Breakdown: Legal Research Fund: PHP 10 Duplicate Certificate of Registration : PHP 30 Duplicate Official Receipt: PHP 30 Total: PHP 70	1 hour/s	Cashier; All District and Extension Offices
4. None Location: Land Transportation Office	4. Reviews and approves the transaction	None	30 minute/s	Approving Officer; All District and Extension Offices
5. None Location: Land Transportation Office	5. Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE)	None	30 minute/s	Supply Officer; All District and Extension Offices
6. None Location: Land Transportation Office	6. signs Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE)	None	30 minute/s	Chief of Office; All District and Extension Offices
7. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE) and signs in the Certificate of Registration logbook Location: Land Transportation Office	7. Dockets and issues Certificate of Registration (CR) / Certificate of Registration-Encumbered (CRE)	None	15 minute/s	Releasing Officer; All District and Extension Offices
Total Processing Time:		Working Days: 5 hour/s, 48 minute/s		

Total Processing Fee:

Total Standard Fee:

PHP 70

MISCELLANEOUS REGISTRATION TRANSACTIONS - LOST OR REPLACEMENT PLATE / RADIO FREQUENCY IDENTIFICATION (RFID) STICKER

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136 and Republic Act No. 10930

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Affidavit of loss or mutilated plate/RFID sticker

Applicant / Client

(1) Original Copy

2. Presentation of original and submission of one (1) photocopy of any of the following valid Philippine government issued ID:

- Philippine Identification (PhilID) Card
- Philippine passport
- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID
- Voter's ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book

- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

3. Duly accomplished Motor Vehicle Inspection Report (MVIR)
(1) Original Copy

Agency - Division: Land Transportation Office -
Land Transportation Office (LTO) District Office /
Extension Office, Motor Vehicle Inspection Center

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: Land Transportation Office	1. Receives and evaluates the completeness of requirements	None	5 minute/s	• Evaluator; All District and Extension Offices
2. None Location: Land Transportation Office	2.1. Evaluates the completeness and authenticity of the requirements. - Assigns queue number to applicant.	None	15 minute/s	• Evaluator; All District and Extension Offices
	2.2. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	• Records Officer; All District and Extension Offices
3. None Location: Land Transportation Office	3.1. Log in to the LTMS Portal	None	6 minute/s	• Evaluator; All District and Extension Offices
	3.2. Selects application		6 minute/s	• Evaluator; All District and Extension Offices
	3.3. Uploads documentary requirements		6 minute/s	• Evaluator; All District and Extension Offices
	3.4. Generates transaction ID		6 minute/s	• Evaluator; All District and Extension Offices

4. Proceeds to the Cashier for payment of fees Location: Land Transportation Office Notes/Instruction: <i>Receives Official Receipt</i>	4. Accepts payment and issues Official Receipt (OR)	Standard Fees Breakdown: Legal Research Fund: PHP 10 Total: PHP 10 Formula Fees Breakdown: Duplicate Plate (Production Fee)	1 hour/s	Cashier; All District and Extension Offices
5. None Location: Land Transportation Office	5. Reviews and approves the transaction	None	30 minute/s	Approving Officer; All District and Extension Offices
6. None Location: Land Transportation Office	6. Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE)	None	30 minute/s	Supply Officer; All District and Extension Offices
7. None Location: Land Transportation Office	7. signs Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE)	None	30 minute/s	Chief of Office; All District and Extension Offices
8. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE) and signs in the Certificate of Registration logbook Location: Land Transportation Office	8. Dockets and issues Certificate of Registration (CR) / Certificate of Registration-Encumbered (CRE)	None	15 minute/s	Releasing Officer; All District and Extension Offices
Total Processing Time:		Working Days: 3 hour/s, 59 minute/s		

Total Processing Fee:	Total Standard Fee: PHP 10 See other fees below
Formula / Schedule of Fees Duplicate Plate (Production Fee) For Motor vehicle: P150.00 Trailer: P450.00 Motorcycle: P225.00 Clearance Fee, applicable to all types/verification/document request: P30.00	

MOTOR VEHICLE INSPECTION

Test conducted to ensure the road worthiness of motor vehicles

Office or Division:	Motor Vehicle Inspection Centers
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor Vehicle Owner
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Official Receipt (OR) / Certificate of Registration (CR)

(1) Original Copy Or (1) Photo Copy

Agency - Division: Registered Motor Vehicle owner, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

For Situational Requirement

A. For Renewal of Motor Vehicle Registration

A.1. If for hire

Any of the following:

A.1.A. Certificate of Public Convenience (CPC)

(1) Original Copy Or (1) Photo Copy

Agency - Division: Land Transportation Franchising Regulatory Board - Information System Management Division

A.1.B. Order for dropping and substitution (Change Classification)

(1) Original Copy Or (1) Photo Copy

Agency - Division: Land Transportation Franchising Regulatory Board - Information System Management Division

B. All applicable miscellaneous registration transactions registration requirement

B.1. Original Deed of Sale (Transfer of Ownership)

(1) Original Copy

Applicant / Client

B.2. Philippine National Police- Highway Patrol Group (PNP-HPG) clearance (for transfer of ownership and change engine, chassis, color and body configuration) and corresponding affidavit

(1) Original Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Division**C. Apprehended motor vehicles requiring inspection****C.1. Driver's copy of Temporary Operators Permit (TOP)**

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
Motor Vehicle Inspection Center (MVIC) 1.A. Please refer to notes/instructions below. Location: Land Transportation Office Motor Vehicle Inspection Center (MVIC) Notes/Instruction: <i>1.A.1 Submits required documents</i> <i>1.A.2 Proceeds to the Cashier for payment of fees and receives O.R</i> <i>1.A.3 Presents the motor vehicle for inspection</i> <i>1.A.4 None</i> <i>1.A.5 Receives inspection report and requirements</i> <i>Note: a. Processing time includes waiting time and starts upon the submission of complete</i>	1.A.1. . Receives requirements and evaluates completeness based on applicable checklist	Formula Fees Breakdown: MOTOR VEHICLE INSPECTION SCHEDULE OF FEES AND CHARGES	5 minute/s	Public Assistance and Complaint Desk (PACD); Motor Vehicle Inspection Centers
	1.A.2. Accepts payment from applicant and issues Official Receipt (OR)		5 minute/s	Cashier; Motor Vehicle Inspection Centers
	1.A.3. Inspects motor vehicle /conducts emission tests and fills out the inspection report		57 minute/s	Inspector; Motor Vehicle Inspection Centers
	1.A.4. Approves/disapproves inspection report		10 minute/s	Approving Officer; Motor Vehicle Inspection Centers

requirements. <i>b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.</i>	1.A.5. Issues inspection report/returns requirements to the applicant. If failed, advises the applicant to correct the defect/s and return for re-inspection.		10 minute/s	Releasing Clerk; Motor Vehicle Inspection Centers
LTMS District Office (LTMS) 1.B.None Location: Land Transportation Office District / Extension Office Notes/Instruction:	1.B. Log in to Motor Vehicle Inspection Report System (MVIRS) Inspection and process	None	15 minute/s	Inspector; All Authorized District and Extension Offices
Walk-In District Office 1.C. Please refer to notes/instructions below. Location: Land Transportation Office District / Extension Office Notes/Instruction: <i>1.C.1 Submits required documents</i> <i>1.C.2 Presents Motor Vehicle</i> <i>Note: a. Processing time includes waiting time and starts upon the submission of complete requirements.</i> <i>b. If the client arrives at</i>	1.C.1. Receives required documents 1.C.2. Conducts ocular inspection	None	5 minute/s 40 minute/s	- Inspector; All Authorized District and Extension Offices - Inspector; All Authorized District and Extension Offices

<i>the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.</i>	1.C.3. Fills-out inspection report. If failed, advises the applicant to correct the defect/s and return for re-inspection		10 minute/s	Inspector; All Authorized District and Extension Offices
LTO IT- Motor Vehicle Inspection Center (MVIC) 1.D. Please refer to notes/instructions below. Location: Land Transportation Office Motor Vehicle Inspection Center (MVIC) Notes/Instruction: <i>1.D.1 Submits requirements</i> <i>1.D.2. Proceeds to the cashier for payment of fees and receives O.R</i> <i>1.D.3. Presents the motor vehicle for inspection</i> <i>1.D.4 None</i> <i>1.D.5 Receives inspection report and requirements</i> <i>Note: a. Processing time includes waiting time and starts upon the submission of complete requirements.</i> <i>b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day</i>	1.D.1. Receives requirements and evaluates the completeness and authenticity of the requirements, stamps “received” the receiving copy of the application and issues Payment Order Slip (POS	Formula Fees Breakdown: MOTOR VEHICLE INSPECTION SCHEDULE OF FEES AND CHARGES INSPECTION FEE FOR RENEWAL APPREHENSION SOTHER MISCELLANEOUS FEES SCHEDULE OF MOTOR VEHICLE INSPECTION	5 minute/s	Receiving Clerk; Motor Vehicle Inspection Centers
	1.D.2. Accepts payment from applicant and issues Official Receipt (OR)		5 minute/s	Cashier; Motor Vehicle Inspection Centers
	1.D.3. Inspects motor vehicle /conducts emission tests and fills out the inspection report		30 minute/s	Inspector; Motor Vehicle Inspection Centers
	1.D.4. Approves inspection report		10 minute/s	Approving Officer; Motor Vehicle Inspection Centers
	1.D.5. Issues inspection report/returns requirements to the applicant . If failed, advise the applicant to correct the defect/s and return for re-inspection If failed, advises the applicant to correct the		10 minute/s	Releasing Clerk; Motor Vehicle Inspection Centers

and be prioritized at the step where he/she stopped.	defect/s and return for re-inspection			
LTO IT - District Offices 1.E. Please refer to notes/instructions below. Location: Land Transportation Office District / Extension Office Notes/Instruction: <i>1.E.1 Submits required documents</i> <i>1.E.2 Presents motor vehicle for inspection</i> <i>Note: a. Processing time includes waiting time and starts upon the submission of complete requirements.</i> <i>b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.</i>	1.E.1. Receives required documents	None	5 minute/s	Inspector; All Authorized District and Extension Offices
	1.E.2. Conducts ocular inspection		5 minute/s	Inspector; All Authorized District and Extension Offices
	1.E.3. Fills-out inspection report. If failed, advises the applicant to correct the defect/s and return for re-inspection		10 minute/s	Inspector; All Authorized District and Extension Offices
Total Processing Time:				
*For Motor Vehicle Inspection Center (MVIC)		Working Days: 1 hour/s, 27 minute/s		
*For LTMS District Office (LTMS)		Working Days: 15 minute/s		
*For Walk-In District Office		Working Days: 55 minute/s		
*For LTO IT- Motor Vehicle Inspection Center (MVIC)		Working Days: 1 hour/s		
*For LTO IT - District Offices		Working Days: 20 minute/s		
Total Processing Fee:				
*For Motor Vehicle Inspection Center (MVIC)		Total Standard Fee: None		

	See other fees below
*For LTMS District Office (LTMS)	Total Standard Fee: None See other fees below
*For Walk-In District Office	Total Standard Fee: None See other fees below
*For LTO IT- Motor Vehicle Inspection Center (MVIC)	Total Standard Fee: None See other fees below
*For LTO IT - District Offices	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

MOTOR VEHICLE INSPECTION SCHEDULE OF FEES AND CHARGES

MOTOR VEHICLE TYPE	SMOKE EMISSION TEST	MOTOR VEHICLE INSPECTION FEE	TOTAL
Motor Vehicle with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs	P 40.00	P 50.00	P 90.00
Motor Vehicle with Gross Vehicle Weight (GVW) more than 4,500kgs	P 40.00	P 75.00	P 115.00
Tricycles/For Hire	P 40.00	P 50.00	P 90.00
For Dropping Vehicle with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs			P 80.00

For Dropping Vehicle with Gross Vehicle Weight (GVW) more than 4,500kgs			P 105.00
Motor Vehicles with Miscellaneous Transactions			
with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs			P 50.00
with Gross Vehicle Weight (GVW) more than 4,500kgs			P 75.00

1. A penalty of fifty pesos (P50.00) shall be collected for every vehicle that fails to meet the hereunder schedule for inspection/testing.
2. Re-inspection fee is collected when a motor vehicle fails the first inspection. Re-inspection of the vehicle shall cover only the item where it previously failed.
3. Should a motor vehicle fails any or both smoke emission tests and motor vehicle inspection, applicable fee or fees shall be collected accordingly during re-inspection.

INSPECTION FEE FOR RENEWAL

Weekly penalty for smoke emission test of For Hire, Government and Diplomatic Vehicles: P50.00

TYPE OF VEHICLE	FEE
PUJ	P 90.00
Taxi / TNVS	P 90.00
Garage Service	P 90.00
Government Vehicle	P 90.00
Diplomatic Vehicle	P 90.00
UV Express	P 90.00
Vehicle for Hire	P 90.00
Rent-A-Car	P 90.00
Tricycles for Hire	P 90.00
School Service (Below 4,500kgs GVW)	P 90.00
Re-Stamping Purposes	P 90.00

School Bus (Above 4,500kgs GVW)	P 115.00
TH / Trucks	P 115.00
Buses	P 115.00
Trailers	P 50.00
Stolen Recovered Vehicle / Carnapped	
For Hire	P 50.00
Private	P 50.00
Private Vehicles (Below 4,500kgs GVW)	P 50.00
Private Vehicles (Above 4,500kgs GVW)	P 75.00

APPREHENSIONS

Apprehended for Hire Vehicle (Below 4,500kgs GVW) Set	P 90.00
Apprehended for Hire Vehicle (Above 4,500kgs GVW) Set	P 115.00
Apprehended Vehicle (Correction of Defects)	
Below 4,500kgs	P 50.00
Above 4,500kgs	P 75.00

OTHER MISCELLANEOUS FEES

OTHER MISCELLANEOUS FEES	Below 4,500kgs GVW	Above 4,500kgs GVW
Dropping Purpose	P 80.00	P 105.00
Transfer of Ownership	P 50.00	P 75.00
Duplicate of R/C R/Plate	P 50.00	P 75.00
Annotation / Cancellation of Mortgage	P 50.00	P 75.00
Change Engine / Color / Route	P 50.00	P 75.00
Change Chassis / Rebuilt	P 90.00	P 115.00
Change Body Design	P 50.00	P 75.00
Substitution (For LTFRB Use)	P 90.00	P 115.00
Change Denomination / Classification (CD/CC)	P 90.00	P 115.00
Set (Re-Test if Failed)	P 40.00	
Set (Voluntary Test)	P 40.00	
Revision of Gross Vehicle Weight (GVW)		
Vehicle Below 4,500kgs GVW	P 50.00	

Vehicle Above 4,500kgs GVW

P 75.00

SCHEDULE OF MOTOR VEHICLE INSPECTION

LAST DIGIT OF PLATE NO.	MIDDLE DIGIT OF PLATE NO.	WEEKLY INSPECTION
1 - January	1, 2, 3	1st Week
2 - February		
3 - March		
4 - April	4,5,6	2nd Week
5 - May		
6 - June		
7 - July	7,8	3rd Week
8 - August		
9 - September	9,0	4th Week
0 - October		

1. Re-inspection fee is collected when a motor vehicle fails the first inspection. Re-inspection of the vehicle shall cover only the item where it previously failed.

2. Should a motor vehicle fail any or both smoke emission tests and motor vehicle inspection, applicable fee or fees shall be collected accordingly during re-inspection.

STORAGE OF MOTOR VEHICLE

Refers to the transaction where the Motor Vehicle (MV) / Motorcycle (MC) plates, Certificate of Registration (CR) and Official Receipt (OR) are surrendered to the LTO and the vehicle shall not be operated for a period of time until reactivated.

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor Vehicle Owners
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Certification of Registration

Any of the following:

1.A. Certificate of Registration (CR)

(1) Original Copy

Applicant / Client

1.B. Affidavit of Loss

(1) Original Copy

Applicant / Client

Remarks:

In the absence of CR

2. Motor Vehicle / Motorcycle plate

Any of the following:

2.A. Motor Vehicle / Motorcycle plate

(1) Original Copy

Applicant / Client

2.B. Affidavit of Loss

(1) Original Copy

Applicant / Client

2.C. Certification

(1) Original Copy

Agency - Division: Land Transportation Office
- Plate Unit

Remarks:

For non-availability of Plate

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submits requirements Location: Land Transportation Office	1.1. 1. Receives requirements	None	35 minute/s	Receiving Clerk / Evaluator; All District and Extension Offices
	1.2. Issues queue number		5 minute/s	Receiving Clerk / Evaluator; All District and Extension Offices
2. Receives queue number Location: Land Transportation Office	2. Retrieves Motor Vehicle information from the system and generates transaction ID	None	5 minute/s	Receiving Clerk / Evaluator; All District and Extension Offices
3. Proceeds to the cashier for payment of fees and receives OR Location: Cashier	3. Accepts payment and issues Official Receipt (OR)	Standard Fees Breakdown: Storage of Plate: PHP 45 Legal Research Fund: PHP 10 Total: PHP 55 Formula Fees Breakdown: Surcharge	1 hour/s	Cashier; All District and Extension Offices

4. Presents OR Location: Land Transportation Office	4. Issues Receipt of Returned Plate and Licenses (RRPL)	None	15 minute/s	• Supply Officer; All District and Extension Offices
Total Processing Time:		Working Days: 2 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 55 See other fees below		
Formula / Schedule of Fees Surcharge If applicable				

REQUEST FOR MOTOR VEHICLE VERIFICATION

Request of motor vehicle information for investigation and other legal purposes.

Office or Division:	Management Information Division		
Category:	External Service		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	Law enforcement and other government agencies, private entities, bank, foreign embassies, and financial institutions.		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Situational Requirement			
A. Request from Authorized Government Agency			
A.1. Letter Request			
(1) Original Copy		Applicant / Client	

A.2. Support Legal Documents			
(1) Original Copy			
Remarks:			
Police Report, Court Order, Subpoena, Proceeding Filed or consent from the Motor Vehicle owner		Agency - Division: Philippine National Police (PNP), Ombudsman, Court, Bureau of Internal Revenue (BIR), Anti-Money Laundering Agency (AMLA), and other Government Agencies exercising investigative, enforcement and quasi-judicial functions - N/A	

Sub Situational Requirement/s

A.a. Requesting Party is Not Available

A.a.1. Authorization Letter

(1) Original Copy

Applicant / Client

A.a.2. Company Issued ID with Photo and Signature

Company Issued ID

B. Request from Private Entities, Bank, Foreign Embassies, and Financial Institutions

B.1. Waiver from the Motor Vehicle Owner

(1) Original Copy

Agency - Division: Motor Vehicle Owner - N/A

B.2. Authorization Letter from Private Entities, Bank, Foreign Embassies, and Financial Institutions

(1) Original Copy

Applicant / Client

B.3. Any issued ID with Photo and Signature of the Requesting Party and the Motor Vehicle Owner

a. Government issued ID's - Philippine Identification (PhilID) Card, Philippine passport, Social Security System (SSS) Card, UMID Card, PhilHealth ID, TIN Card, Postal ID, Voter's ID, Barangay ID, Professional Regulation Commission (PRC) ID, Senior Citizen ID, OFW ID, Overseas Workers Welfare Administration (OWWA) ID, National Council of Disabled Affairs (NCDA) ID, Solo Parent ID, Voter's Certification, Government Services and Insurance System (GSIS) e-Card, Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID, Home Development Mutual Fund (HDMF) ID, Department of Social Welfare and Development (DSWD) Certification, Integrated Bar of the Philippines (IBP) ID

b. Company Issued ID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements. Location: Records Section, Management Information Division	1.1. Receives requirements.	None	10 minute/s	• Receiving Clerk; Records Section
	1.2. Verifies motor vehicle information from LTO-IT database and prints screenshot.		30 minute/s	• Records Officer; Records Section
	1.3. Prepares Reply Letter and Verification Result (even with no record)		10 minute/s	• Records Officer; Records Section
2.Verification				
Outright Verification - For Private Individual / Entity 2.A.Pays verification fee. Location: Collection Unit, Financial Division	2.A. Accepts payment.	Standard Fees Breakdown: Verification Fee: PHP 40 Total: PHP 40	1 hour/s	• Cashier; Collection Unit
Outright Verification - For Government 2.B.None. Location: N/A	2.B. N/A	None	1 minute/s	• N/A; Records Section
With Certified True Copies of Registration Documents - For Private Individual / Entity 2.C.Please refer to notes/instruction below. Location: 2.C.1. Records Section, Management Information Division	2.C.1. Request of Certified True Copies of Registration Documents will be endorsed to the concerned LTO Field Office for their appropriate action.	Standard Fees Breakdown: Verification Fee: PHP 40 Total: PHP 40	15 working day/s	• Records Officer; Records Section

2.C.2. Collection Unit, Financial Division	2.C.2. Accepts payment.		1 hour/s	Cashier; Collection Unit
Notes/Instruction: 2.C.1. None. 2.C.2. Pays verification fee. 2.C.3. Receives verification result.	2.C.3. Releases the verification result and the Certified True Copy of Registration Documents.		10 minute/s	Releasing Officer; Records Section
With Certified True Copies of Registration Documents - For Government 2.D.Please refer to notes/instruction below. Location: Records Section, Management Information Division	2.D.1. Request of Certified True Copies of Registration Documents will be endorsed to the concerned LTO Field Office for their appropriate action.	None	15 working day/s	Records Officer; Records Section
Notes/Instruction: 2.D.1. None. 2.D.2. Receives verification result.	2.D.2. Releases the verification result and the Certified True Copy of Registration Documents.		10 minute/s	Releasing Officer; Records Section
Total Processing Time:				
*For Outright Verification - For Private Individual / Entity		Working Days: 1 hour/s, 50 minute/s		
*For Outright Verification - For Government		Working Days: 51 minute/s		
*For With Certified True Copies of Registration Documents - For Private Individual / Entity		Working Days: 15 working day/s, 2 hour/s		
*For With Certified True Copies of Registration Documents - For Government		Working Days: 15 working day/s, 1 hour/s		
Total Processing Fee:				
*For Outright Verification - For Private Individual / Entity		Total Standard Fee: PHP 40		

*For Outright Verification - For Government	Total Standard Fee: None
*For With Certified True Copies of Registration Documents - For Private Individual / Entity	Total Standard Fee: PHP 40
*For With Certified True Copies of Registration Documents - For Government	Total Standard Fee: None

RE-STAMPING OF ENGINE/CHASSIS NUMBER

Re-stamping is done on motor vehicles with defaced engine/chassis number.

Office or Division:	All Regional Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Motor Vehicle Owner
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Certificate of Registration (CR)

(1) Original Copy

Applicant / Client

2. Affidavit of Owner stating the reason/s or need for re-stamping

(1) Original Copy

Applicant / Client

3. Duly accomplished Motor Vehicle Inspection Report (MVIR)

(1) Original Copy

Agency - Division: Land Transportation Office - LTO District Office / Extension Office, Motor Vehicle Inspection Center (MVIC)

4. Findings and recommendation

(1) Original Copy

Agency - Division: Land Transportation Office - LTO District Office that issued the latest CR

5. Endorsement to PNP-HPG Crime Laboratory

(1) Original Copy

Agency - Division: Land Transportation Office - Concerned LTO Regional Office

6. PNP-HPG Crime Laboratory Recommendation, macro-etching report and Official Receipt endorsed to LTO

(1) Original Copy

Agency - Division: Philippine National Police - Highway Patrol Group Motor Vehicle Clearance Division

7. Certificate of re-stamping

(1) Original Copy

Agency - Division: Land Transportation Office -
Regional Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits application for re-stamping Location: Land Transportation Office	1.1. 1. Receives application for re-stamping	None	10 minute/s	• Receiving Clerk; All Authorized District Offices
	1.2. Endorses to the District Office (DO) concerned		5 minute/s	• Receiving Clerk; All Authorized District Offices
	1.3. Confirmation of CR if the issuing District Office is from other Region		5 minute/s	• Receiving Clerk; All Authorized District Offices
2. None Location: None	2.1. Inspect motor vehicle	None	1 hour/s	• MV Inspector; All Regional Offices
	2.2. Endorses back to the regional office		1 hour/s	• Records Officer; All Authorized District Offices
3. None Location: None	3. Prepares endorsement to PNP for laboratory examination	None	20 minute/s	• Regional Director (RD) / Assistant Regional Director (ARD)/ Chief, Operations Division; All Regional Offices
4. None Location: None Notes/Instruction: <i>4.1 Receives endorsement and proceeds to PNP for Laboratory Examination of the MV</i>	4. Issues endorsement and instruct applicant to proceed to PNP for Laboratory Examination of the MV	None	5 minute/s	• Operations Division; Operations Division - Regional Office

5. Submits PNP Laboratory Report and other documents to Transacting DO Location: Land Transportation Office	5.1. Receives and evaluates PNP/TMG Crime Laboratory Report and other documents	None	10 minute/s	Evaluator; All Authorized District Offices
	5.2. Prepares endorsement to the Regional Office for approval of the re-stamping		10 minute/s	Evaluator; All Authorized District Offices
6. None Location: None	6. Approves Endorsement	None	5 minute/s	Evaluator; Operations Division - Regional Office
7. None Location: None	7. Recommends approval for re-stamping of engine/chassis number	None	5 minute/s	Chief; Operations Division - Regional Office
8. None Location: None	8. Approves re-stamping	None	10 minute/s	Regional Director (RD) / Assistant Regional Director (ARD); All Regional Offices
9. Proceeds to the LTO accredited manufacturer/rebuilder to effect re stamping Location: Cashier	9. none	None	1 minute/s	Cashier; Operations Division - Regional Office
10. Submits the stencils of the re-stamped engine/chassis and pay for the re-stamping fee. Location: Land Transportation Office Notes/Instruction: <i>1. A penalty of fifty pesos (P 50.00) shall be collected for every vehicle that falls to meet the hereunder schedule for inspection/testing</i>	10. Issues certificate of re-stamping with official receipt	Standard Fees Breakdown: Re-stamping Fee: PHP 30 Legal Research Fee: PHP 10 Total: PHP 40 Formula Fees Breakdown: Motor Vehicle with Gross Vehicle Weight	19 minute/s	Cashier; All Authorized District Offices

2. Re-inspection fee is collected when a motor vehicle falls the first inspection. Re-inspection of the vehicle shall cover only the item where it previously failed. 3. Should a motor vehicle fail any or both smoke emission tests and motor vehicle inspection, applicable fee or fees shall be collected accordingly during reinspection.		(GVW) equal to or less than 4,500kgs Motor Vehicle with Gross Vehicle Weight (GVW) more than 4,500kgs Tricycles/For Hire For Dropping Vehicle with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs For Dropping Vehicle with Gross Vehicle Weight (GVW) more than 4,500kgs Motor Vehicles with Miscellaneous Transactions with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs Motor Vehicles with Miscellaneous Transactions with Gross Vehicle Weight (GVW) more than 4,500kgs		
General Remarks Note: Processing time starts upon the submission of complete documentary requirements under normal situations.				
Total Processing Time:		Working Days: 3 hour/s, 45 minute/s		

Total Processing Fee:

Total Standard Fee:

PHP 40

See other fees below

Formula / Schedule of Fees**Motor Vehicle with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs**

- a. Smoke Emission P 40.00
- b. Motor Vehicle Inspection 50.00

Total: P 90.0

Motor Vehicle with Gross Vehicle Weight (GVW) more than 4,500kgs

- a. Smoke Emission P 40.00
- b. Motor Vehicle Inspection 75.00

Total: P 115.00

Tricycles/For Hire

- a. Smoke Emission P 40.00
- b. Motor Vehicle Inspection 75.00

Total: P 115.00

For Dropping Vehicle with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs

P 80.00

For Dropping Vehicle with Gross Vehicle Weight (GVW) more than 4,500kgs

P 105.00

Motor Vehicles with Miscellaneous Transactions with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs

P 50.00

Motor Vehicles with Miscellaneous Transactions with Gross Vehicle Weight (GVW) more than 4,500kgs

P 75.00

ISSUANCE OF MOTOR VEHICLE CONDUCTION STICKER SERIES

Application for the issuance of Motor Vehicle Conduction Sticker Series

Office or Division:	Technical Evaluation Section	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)	
Who may avail:	Manufacturer, Importer, Assembler	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Batas Pambansa Bilang 43 and 74 and R.A. 4136	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form For Conduction Sticker Series Assignment (1) Original Copy Remarks: Under Oath		Applicant / Client
2. Letter Request (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Additional Request for Assignment of Conduction Sticker Series		

A.1. Conduction Sticker Series Utilization Report

(1) Original Copy

Applicant / Client

Remarks:

Manufacturer / Importer / Assembler shall only be allowed to request for new Conduction Sticker Series if they have utilized ninety percent (90%) of their previous request.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Office of the Chief, Operations Division Location: Operations Division - Central Office	1.1. Receives and evaluate the submitted requirements	None	10 minute/s	• Receiving Officer; Operations Division - Central Office
	1.2. Forwards the documents to the Evaluator		2 minute/s	• Receiving Officer; Operations Division - Central Office
2. None Location: N/A	2. Assigns conduction sticker series and prepares letter of approval	None	30 minute/s	• Evaluator; Technical Evaluation Section
3. None Location: N/A	3. Affixes initial in the Letter of Approval and endorses the same to the Office of the Executive Director	None	20 minute/s	• Chief; Operations Division - Central Office • Chief; Technical Evaluation Section
4. None Location: N/A	4. Recommends approval of application to the Assistant Secretary	None	10 minute/s	• Executive Director; Office of the Executive Director
5. None Location: N/A	5. Approves Letter of Approval and forwards the same to the Office of the Operations Division	None	10 minute/s	• Assistant Secretary; Office of the Assistant Secretary

6. Receives Payment Order Slip (POS) Location: Technical Evaluation Section - Operations Division, LTO Central Office	6. Issues Payment Order Slip (POS)	None	5 minute/s	• Evaluator; Technical Evaluation Section
7. Pays fees and receives Official Receipt (OR) Location: Financial Division - Central Office	7. Receives payment and issues OR	Standard Fees Breakdown: Application Fee: PHP 500 LRF: PHP 10 Total: PHP 510	15 minute/s	• Cashier; Financial Division
8. Receives Letter of Approval Location: Operation Division - Central Office	8. Release Letter of Approval	None	5 minute/s	• Releasing Officer; Operations Division - Central Office
Total Processing Time:		Working Days: 1 hour/s, 47 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 510		

VERIFICATION OF CONDUCTION STICKER

To provide authenticated information of motor vehicles using the conduction sticker.

Office or Division:	Technical Evaluation Section			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	• PNP and Other Law Enforcement Agencies • The Courts • Quasi-Judicial Bodies • Authorized Government Agencies • Private Individuals and/or Entities			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Letter Request. (1) Original Copy		Applicant / Client		
2. Valid Government ID of the requesting party and/or representative of the entity (1) Photo Copy		Applicant / Client		
For Situational Requirement				
A. Additional Requirement for Private Individual and/or Entity				
A.1. Supporting documents proving legitimacy of purpose such as Police Report, Court Order, Waiver from the owner of the vehicle, and/or other related documents. (1) Certified True Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Office of the Chief,	1. Receives and evaluate the submitted requirements	None	5 minute/s	• Receiving Officer; Operations Division - Central Office

Operations Division Location:				
Operations Division - Central Office				
2. None Location: None	2. Forwards the documents to the Evaluator	None	2 minute/s	Receiving Officer; Operations Division - Central Office
3. None Location: None	3. Verifies Conduction Sticker number in the system.	None	15 minute/s	Evaluator; Technical Evaluation Section
4. Receives the verification documents Location: Operations Division - Technical Evaluation Section	4. Prints and provides verified information to the client	None	10 minute/s	Evaluator; Technical Evaluation Section
Total Processing Time:		Working Days: 32 minute/s		
Total Processing Fee:		Total Standard Fee: None		

REQUEST FOR DATA TAKE-ON (thru email)

Updating of Motor Vehicle details which was transacted manually.

Office or Division:	Records Section
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor Vehicle owners
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Duly accomplished original Data Take-On (DTO) Form

(1) Original Copy

Agency - Division: Land Transportation Office -
Originating / Transacting District Office

2. Initial Certificate of Registration (CR) and latest Official Receipt (OR)

(1) Certified True Copy

Agency - Division: Land Transportation Office -
Originating / Transacting District Office

Remarks:

In case of no Certified True Copy of initial Certificate of Registration (CR), one (1) Certified True Copy of Registry File Book or Plate Monitoring Report is required

3. Duly accomplished original Motor Vehicle Inspection Report (MVIR) (latest) and Official Receipt (OR)

(1) Original Copy

Agency - Division: Land Transportation Office -
Motor Vehicle Inspection Center (MVIC)

4. Sales Invoice

(1) Certified True Copy

Agency - Division: Land Transportation Office -
Originating District Office

5. Stock Report (CSR) or Confirmation Certificate

(1) Certified True Copy

Agency - Division: Land Transportation Office -
Originating District Office

6. Philippine National Police - Highway Patrol Group (PNP-HPG) Clearance

(1) Certified True Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG)

7. Government issued ID with photo and signature of the owner

(any valid government issued ID)

8. Confirmation reply

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating District Office

Remarks:

(If requesting District Office is not the Originating District Office)

For Situational Requirement

A. Transfer of Ownership

A.1. Deed of Sale

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

B. Change Engine/Chassis and Rebuilt

B.1. Sales Invoice for Engine/Chassis, Deed of Sale for Rebuilt

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

B.2. Affidavit of Change Engine/Chassis Number or Rebuilt

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

B.3. Philippine National Police - Highway Patrol Group (PNP-HPG) Clearance for Change Engine/Chassis Number or Rebuilt

(1) Photo Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG)

B.4. Sales Invoice of Newly Acquired Engine and Chassis Number

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating District Office

B.5. Certificate of Stock Reported (CSR) for Engine/Chassis/Confirmation Certificate for Engine/Chassis

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating District Office

C. Auctioned Motor Vehicles

C.1. Certificate of Sale

(1) Certified True Copy

Agency - Division: Land Transportation Office
- Central Office / Regional Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: None	1. Prepares request for Data Take On and attaches requirements	None	1 working day/s	• Receiving Officer; Any of requesting office / division
2. None Location: None	2. District Office forwards request to MID-Records thru email	None	30 minute/s	• Site Support; Any of requesting office / division
3. None Location: None	3.1. MID-Records Section receives from courier or e-mail and prints DTO request	None	30 minute/s	• Receiving Officer - Records Section; Management Information Division
	3.2. MID-Records Section evaluates the submitted documents		1 hour/s	• Evaluator - Records Section; Management Information Division
	3.3. MID-Records encodes the MV details in the system		30 minute/s	• Records Officer; Management Information Division
	3.4. For request with incomplete requirements, MID-Records Site Support notifies the concerned District Office of the lacking requirements		1 hour/s	• Site Support - Records Section; Management Information Division
4. None Location: None	4. District Office informs MV owner on the implemented DTO request	None	10 minute/s	• Records Officer; Any of requesting office / division

General Remarks

- If the requirement is not found in the originating District Office. The Motor Vehicle owner shall have the burden of proof in presenting the requirement.
- Processing time does not include the waiting time for the submission of complete requirements by the MV owner.

Total Processing Time:	Working Days: 1 working day/s, 3 hour/s, 40 minute/s
Total Processing Fee:	Total Standard Fee: None

REQUEST FOR DATA TAKE-ON (thru courier)

Updating of Motor Vehicle details which was transacted manually.

Office or Division:	Records Section
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor Vehicle owners
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Duly accomplished original Data Take-On (DTO) Form

(1) Original Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

2. Initial Certificate of Registration (CR) and latest Official Receipt (OR)

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

Remarks:

In case of no Certified True Copy of initial Certificate of Registration (CR), one (1) Certified True Copy of Registry File Book or Plate Monitoring Report is required

3. Duly accomplished original Motor Vehicle Inspection Report (MVIR) (latest) and Official Receipt (OR)

(1) Original Copy

Agency - Division: Land Transportation Office - Motor Vehicle Inspection Center (MVIC)

4. Sales Invoice

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating District Office

5. Certificate of Stock Report (CSR) or Confirmation Certificate

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating District Office

6. Philippine National Police - Highway Patrol Group (PNP-HPG) Clearance

(1) Certified True Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG)

7. Valid government issued ID with photo and signature of the owner

(any valid government issued ID)

8. Confirmation Reply

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating District Office

Remarks:

If requesting District Office is not the Originating District Office

For Situational Requirement

A. Transfer of Ownership

A.1. Deed of Sale

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

B. Change Engine/Chassis and Rebuilt

B.1. Sales Invoice for Engine/Chassis, Deed of Sale for Rebuilt

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

B.2. Affidavit of Change Engine/Chassis Number or Rebuilt

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

B.3. Philippine National Police - Highway Patrol Group (PNP-HPG) Clearance for Change Engine/Chassis Number or Rebuilt

(1) Photo Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG)

B.4. Sales Invoice of Newly Acquired Engine and Chassis Number

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating District Office

B.5. Certificate of Stock Reported (CSR) for Engine/Chassis/Confirmation Certificate for Engine/Chassis

(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating District Office

C. Auctioned Motor Vehicles

C.1. Certificate of Sale

(1) Certified True Copy

Agency - Division: Land Transportation Office
- Central Office / Regional Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: None	1. Prepares request for Data Take On and attaches requirements	None	1 working day/s	• Receiving Officer; Any of requesting office / division
2. None Location: None	2. District Office forwards request to MID-Records thru courier	None	3 working day/s	• Site Support; Any of requesting office / division
3. None Location: None	3.1. MID-Records Section receives from courier or e-mail and prints DTO request	None	30 minute/s	• Receiving Officer; Management Information Division
	3.2. MID-Records Section evaluates the submitted documents		1 hour/s	• Evaluator; Management Information Division
	3.3. MID-Records encodes the MV details in the system		30 minute/s	• Records Officer; Management Information Division
	3.4. For request with incomplete requirements, MID-Records Site Support notifies the concerned District Office of the lacking requirements		1 hour/s	• Site Support; Management Information Division
4. None Location: None	4. District Office informs MV owner on the implemented DTO request	None	10 minute/s	• Records Officer; Any of requesting office / division

General Remarks

- If the requirement is not found in the originating District Office. The Motor Vehicle owner shall have the burden of proof in presenting the requirement.
- Processing time does not include the waiting time for the submission of complete requirements by the MV owner.

Total Processing Time:	Working Days: 4 working day/s, 3 hour/s, 10 minute/s
Total Processing Fee:	Total Standard Fee: None



Law Enforcement and Traffic Adjudication Service (LETAS)

External Services

ADJUDICATION OF SIMPLE APPREHENSION CASES

Inherent with its mandate to enforce traffic laws, rules and regulations, the LTO is vested with quasi-judicial functions to adjudicate simple apprehension cases (simple transactions)

Office or Division:	Traffic Adjudication Service		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2C (Government to Citizen)		
Who may avail:	Apprehended Driver / Operator / Conductor / Registered Owner		
Operating Hours:	8:00 AM - 5:00 PM		
Statute:	Republic Act No. 4136, Executive Order No. 266 dated July 25, 1987, JAO 2014-01, 2024 LTO Rules of Procedure in the Adjudication of Land Transportation and Traffic Cases		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1. Pink copy of the Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (e-TOP) (1) Original Copy		Applicant / Client	
For Situational Requirement			
A. In case of Absence or Unavailability of Traffic Violator			
A.1. Authorization Letter or Special Power of Attorney (1) Original Copy		Applicant / Client	
A.2. Government - Issued ID			
- Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - Philippine Identification (PhilID) Card - Passport - Social Security System (SSS) Card - UMID Card - PhilHealth ID - TIN Card - Postal ID - Voter's ID - Barangay ID - Senior Citizen ID - OFW ID - Overseas Workers Welfare Administration (OWWA) ID - National Council on Disability Affairs (NCDA) ID - Solo Parent ID - Voter's ID - Government Services and Insurance System (GSIS) e-Card - Seaman's Book			

- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID

Sub Situational Requirement/s

A.a. Situational Requirement For Lost TOP / e-TOP

A.a.1. Photocopy of Temporary Operator's Permit
(1) Photo Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements to Receiving Clerk Location: Traffic Adjudication Service / Regional Adjudication Office / District Adjudication Office	1.1. 1. Checks and receives the requirement/s or document/s	Standard Fees Breakdown: Legal Research Fund : PHP 10 Total: PHP 10 Formula Fees Breakdown: JAO-20014-01	2 minute/s	• Clerk; Any of requesting office / division
	1.2. 3. Evaluates the requirement/s or document/s received		5 minute/s	• Administrative Assistant; Any of requesting office / division
	1.3. Issues Resolution		5 minute/s	• Hearing Officer; Any of requesting office / division
	1.4. 5. Collects the payment of fines and issues Official Receipt		10 minute/s	• Cashier; Any of requesting office / division
Total Processing Time:		Working Days: 22 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 10 See other fees below		

Formula / Schedule of Fees

JAO-20014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1a		Driving without valid driver's license/ conductor's permit This includes driving with an expired, revoked, suspended, inappropriate driver's license	3,000.00	NONE	3,000.00	NONE	Disqualification from granting of driver's license and driving a Motor Vehicle for a period of one (1) year.

		restriction code, inappropriate driver's license classification, fake driver's license, tourist driving a motor vehicle with a valid foreign driver's license beyond the 90-day maximum allowable period and a student driver driving without being accompanied by a duly licensed driver.					
	4-8	Allowing an unauthorized driver to drive PUV or allowing a driver to drive PUV without bringing his/her driver's license	NONE	NONE	3,000.00		
		1st Offense				5,000.00	Disqualification from granting of driver's license and driving a Motor Vehicle for a period of one (1) year
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd and subsequent Offenses				15,000.00	Cancellation of CPC
1b		Driving a Motor Vehicle used in the commission of a crime upon conviction by a regular court of competent jurisdiction	10,000.00	NONE	10,000.00	NONE	- Confiscation and revocation of driver's license upon conviction and disqualification from granting of driver's license and driving a Motor Vehicle - Impoundment of Motor Vehicle until ordered to be released by a regular court of competent jurisdiction
1c		Commission of a crime in the course of Apprehension upon conviction by a regular court of competent jurisdiction	10,000.00	NONE	10,000.00	NONE	- Confiscation and revocation of driver's license upon conviction and disqualification from granting of driver's license for a period of 5 years - Impoundment of Motor Vehicle until ordered to be released by a regular court of competent jurisdiction.
1d		Driving while under the influence of alcohol and/or prohibited drugs	Refer to Sec. 12 (a,b,c), RA No. 10586		Refer to Sec. 12 (a,b,c), RA No. 10586		For Non-Professional DL First Conviction – confiscation and suspension of driver's license for twelve (12) months Second Conviction – revocation of driver's license For Professional DL First Conviction – confiscation and perpetual revocation

1e		Reckless Driving		NONE		NONE	
		1st Offense	2,000.00		2,000.00		
		2nd Offense	3,000.00		3,000.00		- Suspension of driver's license for three (3) months
		3rd Offense	10,000.00		10,000.00		- Suspension of driver's license for six (6) months
		4th and Subsequent Offenses	10,000.00		10,000.00		- Revocation
	4-7	Employing reckless, insolent, discourteous or arrogant driver	NONE	NONE	NONE		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	- Impoundment of Unit for thirty (30) days
		3rd Offense				15,000.00	- Cancellation of CPC where the unit is authorized
1f R.A no. 10930 Sec. 4b		Submission of fake documents in driver's license application (new/renewal)		NONE		NONE	- Driver's license shall be put on alarm, revocation and disqualification of granting license and driving for a period of one (1) year.
		a. Commission of the violation prior to R.A 10930	3,000.00		3,000.00		- Driver's license shall be revoked and the applicant shall be prohibited from applying for a period of two (2) years.
		b. Commission of the violation upon the effectivity of Republic Act 10930 on July 20, 2019	20,000.00		20,000.00		- The repetition of such offense shall warrant the perpetual disqualification from being granted driver's license in addition to the fine.
1g1 R.A 8750 (Sec.12-1a)		Failure to wear the prescribed seatbelt device and/or failure to require the front seat passenger to wear seatbelt		NONE		NONE	This includes allowing a 6 years old and below to be seated in front passenger seat
		1st Offense	1,000.00		1,000.00		
		2nd Offense	2,000.00		2,000.00		
		3rd Offense and subsequent Offense	5,000.00		5,000.00		Suspension of driver's license for one (1) week from the payment of fine for the third and each succeeding offense.
1g2 R.A 8750		Failure to require his/her passenger/s to wear the prescribed seatbelt/ post appropriate seatbelt signage (for PUV)	NONE	NONE	3,000.00	3,000.00	For PUV's both the operator and the driver are liable to pay the said fine for every violation.

1h R.A 10054		Failure to wear the standard protective Motorcycle helmet or failure to require the back rider to wear standard protective Motorcycle helmet (R.A 10054)		NONE	NONE	NONE	NONE
		1st Offense	1,500.00				
		2nd Offense	3,000.00				
		3rd Offense	5,000.00				
		Subsequent Offense	10,000.00				
R.A 10054		Wearing substandard helmet or without ICC sticker (R.A 10054 Sec. 7c)		NONE	NONE	NONE	NONE
		1st Offense	3,000.00				
		2nd Offense	5,000.00				
1i		- Failure to carry Driver’s License - Failure to carry Certificate of Registration or Official Receipt (OR/CR) while driving.	1,000.00		1,000.00		NONE
		All other violations of traffic rules and regulations:					
1j1		Illegal Parking a. In an intersection b. Within 5 meters of the intersection c. 4 meters from the driveway entrance d. Within 4 meters from a fire hydrant e. In front of a private driveway f. On the roadway side of any unmoving or parked MV at the curb or edge of the highway g. At any place where signs of prohibitions have been installed	1,000.00	NONE	1,000.00	NONE	NONE
1j2		Disregarding Traffic Signs	1,000.00	NONE	1,000.00	NONE	NONE
1j3		Allowing passengers on top or cover of a motor vehicle except in a truck helper	1,000.00	NONE	1,000.00	NONE	NONE
1j4		Failure to provide canvass cover to cargos or freight of trucks requiring the same	1,000.00	NONE	1,000.00	NONE	NONE
1j5		Permitting passenger to ride on running board, step-board or mudguard of Motor Vehicle while in motion	1,000.00	NONE	1,000.00	NONE	NONE
1j6		Failure to dim headlights when approaching another vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j7		Driving in a place not intended for traffic or into	1,000.00	NONE	1,000.00	NONE	NONE

		place not allowed for parking					
1j8		Hitching or permitting a person or a bicycle, motorcycle, tricycle or skate roller to hitch to a Motor Vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j9		Driving against traffic - failure to pass to the right when meeting persons or vehicles coming towards him	1,000.00	NONE	1,000.00	NONE	NONE
1j10		Illegal turn - failure to conduct the motor vehicle to the right of the intersection of the highway when turning to the left in going from one highway to another	1,000.00	NONE	1,000.00	NONE	NONE
1j11		Illegal overtaking - failure to pass to the left when overtaking persons or vehicles going to the same direction except when there are two or more lanes for the movement of traffic in one direction	1,000.00	NONE	1,000.00	NONE	NONE
1j12		Overtaking at unsafe distance - failure to pass at a safe distance to the left of another motor vehicle when overtaking that vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j13		Cutting an overtaken vehicle - driving to the right side of the highway after overtaking before his motor vehicle is safely clear of such overtaken vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j14		Failure to give way to an overtaking vehicle - failure to give way to another vehicle approaching from the rear that wishes to overtake his vehicle when the former has given suitable and audible signal	1,000.00	NONE	1,000.00	NONE	NONE
1j15		Increasing speed when being overtaken - increasing the speed of the motor vehicle before the overtaking vehicle has completely passed	1,000.00	NONE	1,000.00	NONE	NONE

1j16		Overtaking when left side is not visible or clear of oncoming traffic - driving to the left side of the center line of a highway in overtaking or passing another vehicle proceeding in the same direction where the left side is not clearly visible and is not free of oncoming traffic for a sufficient distance to pass in safely	1,000.00	NONE	1,000.00	NONE	NONE
1j17		Overtaking upon crest of a grade - a overtaking or passing another vehicle proceeding in the same direction when approaching the crest of a grade	1,000.00	NONE	1,000.00	NONE	NONE
1j18		Overtaking upon a curve - overtaking or passing another vehicle proceeding in the same direction upon a curve in a highway where the driver's view along the highway is obstructed within a distance of 500 feet ahead	1,000.00	NONE	1,000.00	NONE	NONE
1j19		Overtaking at any railway grade crossing - overtaking or passing another vehicle proceeding in the same direction at any railway grade crossing	1,000.00	NONE	1,000.00	NONE	NONE
1j20		Overtaking at an intersection - overtaking or passing another vehicle in the same direction at any intersection of highways except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake another vehicle on the right	1,000.00	NONE	1,000.00	NONE	NONE
1j21		Overtaking on "men working" or "caution" signs - overtaking or passing or attempting to overtake or pass another vehicle proceeding in the same direction between warning or caution signs indicating that men are working on a highway	1,000.00	NONE	1,000.00	NONE	NONE
1j22		Overtaking at no overtaking zone - overtaking or passing or attempting to overtake or pass another vehicle proceeding in the same direction in any "no passing or overtaking zone	1,000.00	NONE	1,000.00	NONE	NONE
1j23		Failure to yield the right of way - failure of the vehicle on the left to yield the right	1,000.00	NONE	1,000.00	NONE	NONE

		of way to the vehicle on the right when these vehicles approach or enter Intersection at an approximately the same time					
1j24		Failure to yield the right of way - failure of a vehicle approaching but not having entered an intersection to yield the right of way to a vehicle within such intersection or turning therein to the left across the line of travel of the first mentioned vehicle when such vehicle has given a plainly visible signal of intention to turn	1,000.00	NONE	1,000.00	NONE	NONE
1j25		Failure to yield the right of way - failure of the driver of any vehicle upon a highway within a business or residential district to yield the right of way to a pedestrian crossing such highway within a crosswalk except at Intersection where the movement of traffic is regulated by a peace officer or by traffic signal	1,000.00	NONE	1,000.00	NONE	NONE
1j26		Failure to stop before traversing a "through highway" or railroad crossing - failure of the driver of a vehicle upon a highway to bring to a full stop such vehicle before traversing any "through highway or railroad crossing	1,000.00	NONE	1,000.00	NONE	NONE
1j27		Failure to yield right of way - failure of a vehicle entering a highway from a private road or driver upon a highway to yield the right of way to all vehicles approaching on such highway	1,000.00	NONE	1,000.00	NONE	NONE
1j28		Failure to yield right of way to ambulance, police or fire department vehicles - failure of a driver upon a highway to yield the right of way to police or fire department vehicles and ambulances when such vehicles are operated on official business and the drivers thereof sound audible signal or their approach	1,000.00	NONE	1,000.00	NONE	NONE
1j29		Failure to yield right of way at a "through highway" or a "stop intersection" - failure of a vehicle entering a "through highway" or a "stop	1,000.00	NONE	1,000.00	NONE	NONE

		intersection" to yield right of way to all vehicles approaching in either direction on such "through highway"					
1j30		Failure to give proper signal - failure to give the appropriate signal before starting, stopping or turning from a direct line	1,000.00	NONE	1,000.00	NONE	NONE
1j31		Illegal turn - failure of the driver of a motor vehicle intending to run to the right at an intersection to approach such intersection in the lane for traffic nearest to be right-hand side of the highway and, in turning, to keep as close as possible to the right-hand curve or edge of the highway	1,000.00	NONE	1,000.00	NONE	NONE
1j32		Illegal turn - failure of the driver of a vehicle intending to turn to the left, to approach such intersection in the lane for traffic to the right of and nearest to the center line of the highway, and in, turning to pass to the left of the center of the intersection except upon highway laned for traffic and upon one-way highway	1,000.00	NONE	1,000.00	NONE	NONE
1j33		Failure to stop motor and notch handbrake of motor vehicle when unattended - failure to turn off the ignition switch and stop the motor and notch effectively the handbrake when parking a motor vehicle unattended on any highway	1,000.00	NONE	1,000.00	NONE	NONE
1j34		Unsafe towing	1,000.00	NONE	1,000.00	NONE	NONE
1j35		Obstruction - obstructing the free passage of other vehicles on the highway while discharging or taking passengers or loading and unloading freight, or driving a motor vehicle in such a manner as to obstruct or impede the passage of any vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j36		MC carrying more passengers other than the back rider or cargo other than the saddle bags and luggage carriers	1,000.00	NONE	NONE	NONE	NONE
1j37	4-2	Refusal to render service to the public or convey passenger to destination	NONE	NONE	1,000.00		

		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j38	4-3	Overcharging/Undercharging of fare					
		1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j39	4-5	No franchise/CPC or evidence of franchise presented					
		1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j40	4-6	Fraud and falsities of fake and spurious CPC, OR/CR, plates, stickers and tags	NONE	NONE	1,000.00	Please refer to the appropriate fine	Revocation/Cancellation of the franchise/CPC (Note: Without prejudice to the imposition of the applicable fine for the specific violation(s) committed)
1j41	4-9	Operating the unit/s with defective parts and accessories	Please refer to 2d		1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j42	4-10	Failure to provide fare discount					
		1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j43	4-13	Fast, tampered, defective taximeter or operating without or with an old seal taximeter	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days

		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j44	4-14	Tampered, broken, joined, reconnected, fake or altered sealing wire	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j45	4-18	No sign board	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j46	4-19	Pick and drop of passengers outside terminal	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j47	4-20	Carrying of illegal and/or prohibited cargoes	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j48	4-21	Failure to provide fire extinguisher and required STOP and GO signage	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j49	4-22	Trip Cutting	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j50	4-23	Failure to display fare matrix	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days

		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j51	4-25	Breach of franchise conditions under LTFRB MC No. 2011-004 (Revised Terms and Conditions of CPC not otherwise herein provided	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
RA 10913		Violations of the Provisions of the Anti-Distracted Driving Act		NONE		NONE	
		1st Offense	5,000.00		5,000.00		
		2nd Offense	10,000.00		10,000.00		
		3rd Offense	15,000.00		15,000.00		Suspension of driver's license for three (3) months
		Subsequent offense	20,000.00		20,000.00		Revocation of driver's license.
RA 10666		Violations of the Provisions of the Children's Safety on Motorcycles Act		NONE	NONE	NONE	
		1st Offense	3,000.00				
		2nd Offense	5,000.00				
		3rd Offense and subsequent Offense	10,000.00				Suspension of driver's license for one (1) month and revocation of driver's license for the succeeding offense.
1e	2a	Unregistered Motor Vehicle (to include reckless driving)	2,000.00	10,000.00	2,000.00	10,000.00	- Impoundment of Motor Vehicle, in case of non-registration and the violation has exceeded one (1) month, and shall be released upon valid registration and payment of fine. - Impoundment of Motor Vehicle for one (1) year, in case undocumented engines, undocumented engines shall be confiscated.
	2b	Unauthorized Motor Vehicle Modification	NONE	5,000.00	NONE	5,000.00	Impoundment of motor vehicle upon inspection, correction of defect and payment of fine.

	2c	Operating a right-hand drive Motor Vehicle	NONE	50,000.00	NONE	50,000.00	Impoundment of motor vehicle until defect is corrected and deemed road worthy upon inspection and payment of fine.
1j41	2d	Motor Vehicle operating with defective/ improper/unauthorized accessories, devices, equipment and parts	NONE	5,000.00	1,000.00	Please refer to 4-9	- Impoundment of motor vehicle until accessory device, equipment or part is properly installed, corrected or removed as the case may and payment of fine. - Confiscation of unauthorized plate, accessory and/or device.
	2e	Failure to attach or improper attachment/tampering of Motor Vehicle license plates and/or third plate sticker.	NONE	5,000.00	NONE	5,000.00	Removal and confiscation of unauthorized plate, accessory and/or device in favor of government.
RA 8749	2f	Smoke Belching	NONE		NONE		
		1st Offense		2,000.00		2,000.00	
		2nd Offense		4,000.00		4,000.00	
		3rd Offense and subsequent Offense		6,000.00		6,000.00	Suspension of MV Registration for one (1) year.
	2g	Fraud in MV Registration/Renewal	NONE	3,000.00	NONE	3,000.00	Impoundment and barred of MV from registration period for one (1) year.
	2h	All other violations in connection with Motor Vehicle Registration / Renewal / Operation	NONE	2,000.00	NONE	2,000.00	NONE
3a		Load extending beyond projected width without permit	1,000.00	NONE	1,000.00	NONE	Fines shall be imposed upon the driver of the Motor Vehicle for operating a Motor Vehicle with any part of the load extending beyond the projected width of the vehicle without special permit.
3b R.A. 8794 Sec. 6		Axle Overloading	NONE	An amount equivalent to 25% of MVUC	NONE	An amount equivalent to 25% of MVUC	- An amount equivalent to 25% of Motor Vehicle User's Charge at the time of infringement on owner/operator or driver of trucks and trailers for loading beyond their registered gross weight, vehicle weight. - The penalty shall be waived for loads exceeding the registered Gross Vehicle Weight by a tolerance of less than 5%

							- No Motor Vehicle shall be allowed to proceed on the roadway if either a dual-wheel axle load shall exceed of the maximum allowable gross weight.
3c		Operating a passenger bus / truck with cargo exceeding 160kg	NONE	NONE	1,000.00	NONE	Fine shall be imposed upon the driver and conductor of the motor vehicle
	4-1	Colorum Violation; MV operating a) without proper authority from LTFRB; b) outside its approved route; c) differently from its authorized route; d) with expired CPC and without application for extension of validity			NONE		
		1 st Offense:					
		Bus	1,000,000.00			1,000,000.00	- Impoundment for three (3) months Status of CPC - Revocation of the ENTIRE CPC where the apprehended vehicle belongs (except when apprehended vehicle is with private/green plate) - Blacklisting of the apprehended vehicle and all other authorized units included in the CPC from being used as a PUV - Revocation of the registration of the apprehended vehicle and all other authorized units included in the franchise
		Trucks	200,000.00			200,000.00	
		Jeepney	50,000.00			50,000.00	
		Vans	200,000.00			200,000.00	
		Sedan	120,000.00			120,000.00	
		MC/TC	6,000.00			6,000.00	
		2 nd Offense	NONE			NONE	- Revocation of ALL CPCs (entire fleet) of the operator - Disqualification of the operator - Blacklisting of ALL authorized units (entire fleet) of the operator from being used as PUV - Revocation of the registration of ALL authorized units (entire fleet) of the operator
	4-4	Failure to provide proper body markings	NONE	NONE	NONE		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days

		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-8	Allowing unauthorized driver to drive PUV or allowing driver to drive PUV without bringing his/her driver's license	NONE	NONE	NONE		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-11	Failure to provide the Board with complete, correct, and updated operator's information and other forms of misrepresentation	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-12	Failure to display "No smoking" signage and/or allowing personnel or passenger to smoke inside the vehicle.	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-15	Violation of color scheme or design/ Adoption or new color design without authority from the Board (PUB and TX only)	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-16	Unregistered or unauthorized trade/business name (PUB and TX only)	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days

		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-17	No panel route (PUJ, PUB, UV)	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-24	Failure to display the International Symbol of Accessibility inside the units and/or failure to designate seats specifically for the use of Persons with Disability or Failure or refusal to transport PWDs (PUJ, PUB, TTS, UV)	NONE	NONE	1,000.00		
		1st Offense				50,000.00	
		2nd Offense				75,000.00	Impoundment of unit for at least forty-five (45) days. An impounding fee of 500.00 per day.
		3rd Offense and subsequent Offense				100,000.00	Cancellation of CPC where the unit is authorized
		Impounding Fee		100.00			
		Storage Fee		15.00/day			
A Temporary Operator's Permit (TOP) shall authorize a driver to operate a motor vehicle for a period of seventy-two (72) hours only. Further, all apprehensions are deemed admitted unless contested by filing a written contest within five (5) days from date of apprehension. However, failure of the driver to pay the corresponding penalty within fifteen (15) days shall cause the automatic suspension of his driver's license for a period of thirty (30) days from the date of apprehension in addition to the fines and penalties prescribed hereunder. The Land Transportation Office (LTO) shall resolve a contested case within five (5) days from receipt of said written contest. NOTE: Fines and penalties of all violations prior to implementation of Joint Administrative Order No.2014 (JAO) dated 02 June 2014 shall be based on Department Order No. 2008-39 dated 26 August 2008.							

ADJUDICATION OF AUTO-CONTESTED APPREHENSION CASES

Inherent with its mandate to enforce traffic laws, rules and regulations, the LTO Traffic Adjudication Service is vested with quasi-judicial functions to adjudicate auto-contested apprehension cases (complex transactions)

Auto-contested cases include allowing unauthorized driver to drive PUV or allowing a driver to drive PUV without bringing his/her driver's license, driving a motor vehicle used in the commission of a crime upon conviction by a regular court of competent jurisdiction, failure to carry driver's license, certificate of registration or official receipt while driving, unregistered motor vehicle, unauthorized motor vehicle modification, operating a right-hand drive motor vehicle, motor vehicle operating with defective/improper/unauthorized accessories, devices, equipment and parts, all other violations with impounding penalty

Office or Division:	Traffic Adjudication Service
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Apprehended Driver / Operator / Conductor / Registered Owner
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136, Executive Order No. 266 dated July 25, 1987, JAO 2014-01, 2024 LTO Rules of Procedure in the Adjudication of Land Transportation and Traffic Cases

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit and Impounding Receipt (for impounded motor vehicles)

(1) Original Copy

Applicant / Client

For Situational Requirement

A. In case of absence or unavailability of traffic violator

A.1. Authorization Letter or Special Power of Attorney

(1) Original Copy

Applicant / Client

A.2. Government - Issued ID

- Professional Regulation Commission (PRC) ID
- Integrated Bar of the Philippines (IBP) ID
- Philippine Identification (PhilID) Card
- Passport
- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID

- TIN Card
- Postal ID
- Voter's ID
- Barangay ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council on Disability Affairs (NCDA) ID
- Solo Parent ID
- Voter's ID
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID,
- Home Development Mutual Fund (HDMF) ID

Sub Situational Requirement/s

A.a. Situational requirement for lost TOP / e TOP

A.a.1. Photocopy of Temporary Operator's Permit (TOP) or Electronic Temporary Operator's Permit (e TOP)
(1) Photo Copy

Applicant / Client

B. If Auto-Contested

B.1. Certificate of Registration and latest Official Receipt of the apprehended motor vehicle
(1) Photo Copy

Applicant / Client

B.2. Driver's License (For driver's license-related violation)
(1) Photo Copy

Applicant / Client

B.3. Certificate of Public Convenience (CPC) / Provisional Authority / Special Permit and franchise verification from LTFRB (for franchise-related violation)
(1) Original Copy And (1) Photo Copy

Applicant / Client

B.4. Smoke Emission Test Result (for smoke belching violation)
(1) Original Copy

Applicant / Client

B.5. Motor Vehicle Inspection Report (MVIR) (for violation requiring inspection)
(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirement/s or document/s Location:	1.1. 1. Receives the requirement/s or document/s	Standard Fees Breakdown: Legal Research Fund: PHP 10	2 minute/s	• Clerk; Any of requesting office / division
	1.2. 2. Evaluates the requirement/s or		5 minute/s	• Clerk; Any of requesting office /

Traffic Adjudication Service / Regional Operations Division / District Office	document/s received	Total: PHP 10 Formula Fees Breakdown: JAO-2014-01		division
	1.3. 3. Adjudicates the case and imposes fines and penalties through the issuance of a Resolution		10 minute/s	• Hearing Officer; Any of requesting office / division
	1.4. 4. Approves / Disapproves the Resolution		10 minute/s	• TAS Director / Operations Division Chief / District Office Chief; Any of requesting office / division
	1.5. 5. Collects the payment of fines and issues Official Receipt		10 minute/s	• Cashier; Any of requesting office / division
Total Processing Time:		Working Days: 37 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 10 See other fees below		

Formula / Schedule of Fees

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1a		Driving without valid driver's license/ conductor's permit This includes driving with an expired, revoked, suspended, inappropriate driver's license restriction code, inappropriate driver's license classification, fake driver's license, tourist driving a motor vehicle with a valid foreign driver's license beyond the 90-day maximum allowable period and a student driver driving without being accompanied by a duly licensed driver.	3,000.00	NONE	3,000.00	NONE	Disqualification from granting of driver's license and driving a Motor Vehicle for a period of one (1) year.
	4-8	Allowing an unauthorized driver to drive PUV or allowing a driver to drive PUV without bringing his/her driver's license	NONE	NONE	3,000.00		
		1st Offense				5,000.00	Disqualification from granting of driver's

							license and driving a Motor Vehicle for a period of one (1) year
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd and subsequent Offenses				15,000.00	Cancellation of CPC
1b		Driving a Motor Vehicle used in the commission of a crime upon conviction by a regular court of competent jurisdiction	10,000.00	NONE	10,000.00	NONE	- Confiscation and revocation of driver's license upon conviction and disqualification from granting of driver's license and driving a Motor Vehicle - Impoundment of Motor Vehicle until ordered to be released by a regular court of competent jurisdiction
1c		Commission of a crime in the course of Apprehension upon conviction by a regular court of competent jurisdiction	10,000.00	NONE	10,000.00	NONE	- Confiscation and revocation of driver's license upon conviction and disqualification from granting of driver's license for a period of 5 years - Impoundment of Motor Vehicle until ordered to be released by a regular court of competent jurisdiction.
1d		Driving while under the influence of alcohol and/or prohibited drugs	Refer to Sec. 12 (a,b,c), RA No. 10586		Refer to Sec. 12 (a,b,c), RA No. 10586		For Non-Professional DL First Conviction – confiscation and suspension of driver's license for twelve (12) months Second Conviction – revocation of driver's license For Professional DL First Conviction – confiscation and perpetual revocation
1e		Reckless Driving		NONE		NONE	
		1st Offense	2,000.00		2,000.00		
		2nd Offense	3,000.00		3,000.00		- Suspension of driver's license for three (3) months
		3rd Offense	10,000.00		10,000.00		- Suspension of driver's license for six (6) months
		4th and Subsequent Offenses	10,000.00		10,000.00		- Revocation
	4-7	Employing reckless, insolent, discourteous or arrogant driver	NONE	NONE	NONE		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	- Impoundment of Unit for thirty (30) days

		3rd Offense				15,000.00	- Cancellation of CPC where the unit is authorized
1f R.A no. 10930 Sec. 4b		Submission of fake documents in driver's license application (new/renewal)		NONE			- Driver's license shall be put on alarm, revocation and disqualification of granting license and driving for a period of one (1) year.
		a. Commission of the violation prior to R.A 10930	3,000.00		3,000.00	NONE	- Driver's license shall be revoked and the applicant shall be prohibited from applying for a period of two (2) years.
		b. Commission of the violation upon the effectivity of Republic Act 10930 on July 20, 2019	20,000.00		20,000.00		- The repetition of such offense shall warrant the perpetual disqualification from being granted driver's license in addition to the fine.
1g1 R.A 8750 (Sec.12-1a)		Failure to wear the prescribed seatbelt device and/or failure to require the front seat passenger to wear seatbelt		NONE			This includes allowing a 6 years old and below to be seated in front passenger seat
		1st Offense	1,000.00		1,000.00		
		2nd Offense	2,000.00		2,000.00	NONE	
		3rd Offense and subsequent Offense	5,000.00		5,000.00		Suspension of driver's license for one (1) week from the payment of fine for the third and each succeeding offense.
1g2 R.A 8750		Failure to require his/her passenger/s to wear the prescribed seatbelt/ post appropriate seatbelt signage (for PUV)	NONE	NONE	3,000.00	3,000.00	For PUV's both the operator and the driver are liable to pay the said fine for every violation.
1h R.A 10054		Failure to wear the standard protective Motorcycle helmet or failure to require the back rider to wear standard protective Motorcycle helmet (R.A 10054)		NONE	NONE	NONE	NONE
		1st Offense	1,500.00				
		2nd Offense	3,000.00				
		3rd Offense	5,000.00				
		Subsequent Offense	10,000.00				
R.A 10054		Wearing substandard helmet or without ICC sticker (R.A 10054 Sec. 7c)		NONE	NONE	NONE	NONE
		1st Offense	3,000.00				

		2nd Offense	5,000.00				
1i		- Failure to carry Driver's License - Failure to carry Certificate of Registration or Official Receipt (OR/CR) while driving.	1,000.00		1,000.00	NONE	
		All other violations of traffic rules and regulations:					
1j1		Illegal Parking a. In an intersection b. Within 5 meters of the intersection c. 4 meters from the driveway entrance d. Within 4 meters from a fire hydrant e. In front of a private driveway f. On the roadway side of any unmoving or parked MV at the curb or edge of the highway g. At any place where signs of prohibitions have been installed	1,000.00	NONE	1,000.00	NONE	NONE
1j2		Disregarding Traffic Signs	1,000.00	NONE	1,000.00	NONE	NONE
1j3		Allowing passengers on top or cover of a motor vehicle except in a truck helper	1,000.00	NONE	1,000.00	NONE	NONE
1j4		Failure to provide canvass cover to cargos or freight of trucks requiring the same	1,000.00	NONE	1,000.00	NONE	NONE
1j5		Permitting passenger to ride on running board, step-board or mudguard of Motor Vehicle while in motion	1,000.00	NONE	1,000.00	NONE	NONE
1j6		Failure to dim headlights when approaching another vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j7		Driving in a place not intended for traffic or into place not allowed for parking	1,000.00	NONE	1,000.00	NONE	NONE
1j8		Hitching or permitting a person or a bicycle, motorcycle, tricycle or skate roller to hitch to a Motor Vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j9		Driving against traffic - failure to pass to the right when meeting persons or vehicles coming towards him	1,000.00	NONE	1,000.00	NONE	NONE
1j10		Illegal turn - failure to conduct the motor vehicle to the right of the intersection of the highway when turning	1,000.00	NONE	1,000.00	NONE	NONE

		to the left in going from one highway to another					
1j11		Illegal overtaking - failure to pass to the left when overtaking persons or vehicles going to the same direction except when there are two or more lanes for the movement of traffic in one direction	1,000.00	NONE	1,000.00	NONE	NONE
1j12		Overtaking at unsafe distance - failure to pass at a safe distance to the left of another motor vehicle when overtaking that vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j13		Cutting an overtaken vehicle - driving to the right side of the highway after overtaking before his motor vehicle is safely clear of such overtaken vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j14		Failure to give way to an overtaking vehicle - failure to give way to another vehicle approaching from the rear that wishes to overtake his vehicle when the former has given suitable and audible signal	1,000.00	NONE	1,000.00	NONE	NONE
1j15		Increasing speed when being overtaken - increasing the speed of the motor vehicle before the overtaking vehicle has completely passed	1,000.00	NONE	1,000.00	NONE	NONE
1j16		Overtaking when left side is not visible or clear of oncoming traffic - driving to the left side of the center line of a highway in overtaking or passing another vehicle proceeding in the same direction where the left side is not clearly visible and is not free of oncoming traffic for a sufficient distance to pass in safely	1,000.00	NONE	1,000.00	NONE	NONE
1j17		Overtaking upon crest of a grade - a overtaking or passing another vehicle proceeding in the same direction when approaching the crest of a grade	1,000.00	NONE	1,000.00	NONE	NONE
1j18		Overtaking upon a curve - overtaking or passing another vehicle proceeding in the same direction upon a curve in a highway where the driver's view along the highway is obstructed within a distance of 500 feet ahead	1,000.00	NONE	1,000.00	NONE	NONE
1j19		Overtaking at any railway grade crossing - overtaking	1,000.00	NONE	1,000.00	NONE	NONE

		or passing another vehicle proceeding in the same direction at any railway grade crossing					
1j20		Overtaking at an intersection - overtaking or passing another vehicle in the same direction at any intersection of highways except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake another vehicle on the right	1,000.00	NONE	1,000.00	NONE	NONE
1j21		Overtaking on "men working" or "caution" signs - overtaking or passing or attempting to overtake or pass another vehicle proceeding in the same direction between warning or caution signs indicating that men are working on a highway	1,000.00	NONE	1,000.00	NONE	NONE
1j22		Overtaking at no overtaking zone - overtaking or passing or attempting to overtake or pass another vehicle proceeding in the same direction in any "no passing or overtaking zone	1,000.00	NONE	1,000.00	NONE	NONE
1j23		Failure to yield the right of way - failure of the vehicle on the left to yield the right of way to the vehicle on the right when these vehicles approach or enter Intersection at an approximately the same time	1,000.00	NONE	1,000.00	NONE	NONE
1j24		Failure to yield the right of way - failure of a vehicle approaching but not having entered an intersection to yield the right of way to a vehicle within such intersection or turning therein to the left across the line of travel of the first mentioned vehicle when such vehicle has given a plainly visible signal of intention to turn	1,000.00	NONE	1,000.00	NONE	NONE
1j25		Failure to yield the right of way - failure of the driver of any vehicle upon a highway within a business or residential district to yield the right of way to a pedestrian crossing such highway within a crosswalk except at Intersection where the movement of traffic is	1,000.00	NONE	1,000.00	NONE	NONE

		regulated by a peace officer or by traffic signal					
1j26		Failure to stop before traversing a "through highway" or railroad crossing - failure of the driver of a vehicle upon a highway to bring to a full stop such vehicle before traversing any "through highway or railroad crossing	1,000.00	NONE	1,000.00	NONE	NONE
1j27		Failure to yield right of way - failure of a vehicle entering a highway from a private road or driver upon a highway to yield the right of way to all vehicles approaching on such highway	1,000.00	NONE	1,000.00	NONE	NONE
1j28		Failure to yield right of way to ambulance, police or fire department vehicles - failure of a driver upon a highway to yield the right of way to police or fire department vehicles and ambulances when such vehicles are operated on official business and the drivers thereof sound audible signal or their approach	1,000.00	NONE	1,000.00	NONE	NONE
1j29		Failure to yield right of way at a "through highway" or a "stop intersection" - failure of a vehicle entering a "through highway" or a "stop intersection" to yield right of way to all vehicles approaching in either direction on such "through highway"	1,000.00	NONE	1,000.00	NONE	NONE
1j30		Failure to give proper signal - failure to give the appropriate signal before starting, stopping or turning from a direct line	1,000.00	NONE	1,000.00	NONE	NONE
1j31		Illegal turn - failure of the driver of a motor vehicle intending to run to the right at an intersection to approach such intersection in the lane for traffic nearest to be right-hand side of the highway and, in turning, to keep as close as possible to the right-hand curve or edge of the highway	1,000.00	NONE	1,000.00	NONE	NONE
1j32		Illegal turn - failure of the driver of a vehicle intending to turn to the left, to approach such intersection in the lane for traffic to the right of and nearest to the	1,000.00	NONE	1,000.00	NONE	NONE

		center line of the highway, and in, turning to pass to the left of the center of the intersection except upon highway laned for traffic and upon one-way highway					
1j33		Failure to stop motor and notch handbrake of motor vehicle when unattended - failure to turn off the ignition switch and stop the motor and notch effectively the handbrake when parking a motor vehicle unattended on any highway	1,000.00	NONE	1,000.00	NONE	NONE
1j34		Unsafe towing	1,000.00	NONE	1,000.00	NONE	NONE
1j35		Obstruction - obstructing the free passage of other vehicles on the highway while discharging or taking passengers or loading and unloading freight, or driving a motor vehicle in such a manner as to obstruct or impede the passage of any vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j36		MC carrying more passengers other than the back rider or cargo other than the saddle bags and luggage carriers	1,000.00	NONE	NONE	NONE	NONE
1j37	4-2	Refusal to render service to the public or convey passenger to destination	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j38	4-3	Overcharging/Undercharging of fare	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j39	4-5	No franchise/CPC or evidence of franchise presented	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j40	4-6	Fraud and falsities of fake and spurious CPC, OR/CR,	NONE	NONE	1,000.00	Please refer to the	Revocation/Cancellation of the franchise/CPC

		plates, stickers and tags				appropriate fine	(Note: Without prejudice to the imposition of the applicable fine for the specific violation(s) committed)
1j41	4-9	Operating the unit/s with defective parts and accessories	Please refer to 2d		1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j42	4-10	Failure to provide fare discount	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j43	4-13	Fast, tampered, defective taximeter or operating without or with an old seal taximeter	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j44	4-14	Tampered, broken, joined, reconnected, fake or altered sealing wire	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j45	4-18	No sign board	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j46	4-19	Pick and drop of passengers outside terminal	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC

1j47	4-20	Carrying of illegal and/or prohibited cargoes	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j48	4-21	Failure to provide fire extinguisher and required STOP and GO signage	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j49	4-22	Trip Cutting	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j50	4-23	Failure to display fare matrix	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j51	4-25	Breach of franchise conditions under LTFRB MC No. 2011-004 (Revised Terms and Conditions of CPC not otherwise herein provided	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
RA 10913		Violations of the Provisions of the Anti-Distracted Driving Act	NONE	NONE			
		1st Offense			5,000.00		
		2nd Offense			10,000.00		
		3rd Offense			15,000.00		Suspension of driver's license for three (3) months
		Subsequent offense			20,000.00		Revocation of driver's license.
RA 10666		Violations of the Provisions of the Children's Safety on		NONE	NONE	NONE	

		Motorcycles Act					
		1st Offense	3,000.00				
		2nd Offense	5,000.00				
		3rd Offense and subsequent Offense	10,000.00				Suspension of driver's license for one (1) month and revocation of driver's license for the succeeding offense.
1e	2a	Unregistered Motor Vehicle (to include reckless driving)	2,000.00	10,000.00	2,000.00	10,000.00	- Impoundment of Motor Vehicle, in case of non-registration and the violation has exceeded one (1) month, and shall be released upon valid registration and payment of fine. - Impoundment of Motor Vehicle for one (1) year, in case undocumented engines, undocumented engines shall be confiscated.
	2b	Unauthorized Motor Vehicle Modification	NONE	5,000.00	NONE	5,000.00	Impoundment of motor vehicle upon inspection, correction of defect and payment of fine.
	2c	Operating a right-hand drive Motor Vehicle	NONE	50,000.00	NONE	50,000.00	Impoundment of motor vehicle until defect is corrected and deemed road worthy upon inspection and payment of fine.
1j41	2d	Motor Vehicle operating with defective/ improper/unauthorized accessories, devices, equipment and parts	NONE	5,000.00	1,000.00	Please refer to 4-9	- Impoundment of motor vehicle until accessory device, equipment or part is properly installed, corrected or removed as the case may and payment of fine. - Confiscation of unauthorized plate, accessory and/or device.
	2e	Failure to attach or improper attachment/tampering of Motor Vehicle license plates and/or third plate sticker.	NONE	5,000.00	NONE	5,000.00	Removal and confiscation of unauthorized plate, accessory and/or device in favor of government.
RA 8749	2f	Smoke Belching	NONE		NONE		
		1st Offense		2,000.00		2,000.00	
		2nd Offense		4,000.00		4,000.00	
		3rd Offense and subsequent Offense		6,000.00		6,000.00	Suspension of MV Registration for one (1) year.
	2g	Fraud in MV Registration/Renewal	NONE	3,000.00	NONE	3,000.00	Impoundment and barred of MV from registration period for one (1) year.

	2h	All other violations in connection with Motor Vehicle Registration / Renewal / Operation	NONE	2,000.00	NONE	2,000.00	NONE
3a		Load extending beyond projected width without permit	1,000.00	NONE	1,000.00	NONE	Fines shall be imposed upon the driver of the Motor Vehicle for operating a Motor Vehicle with any part of the load extending beyond the projected width of the vehicle without special permit.
3b R.A. 8794 Sec. 6		Axle Overloading	NONE	An amount equivalent to 25% of MVUC	NONE	An amount equivalent to 25% of MVUC	- An amount equivalent to 25% of Motor Vehicle User's Charge at the time of infringement on owner/operator or driver of trucks and trailers for loading beyond their registered gross weight, vehicle weight. - The penalty shall be waived for loads exceeding the registered Gross Vehicle Weight by a tolerance of less than 5% - No Motor Vehicle shall be allowed to proceed on the roadway if either a dual-wheel axle load shall exceed of the maximum allowable gross weight.
3c		Operating a passenger bus / truck with cargo exceeding 160kg	NONE	NONE	1,000.00	NONE	Fine shall be imposed upon the driver and conductor of the motor vehicle
	4-1	Colorum Violation; MV operating a) without proper authority from LTFRB; b) outside its approved route; c) differently from its authorized route; d) with expired CPC and without application for extension of validity			NONE		
		1 st Offense:					
		Bus					1,000,000.00 - Impoundment for three (3) months Status of CPC
		Trucks					200,000.00 - Revocation of the ENTIRE CPC where the apprehended vehicle belongs (except when apprehended vehicle is with private/green plate)
		Jeepney					50,000.00 - Blacklisting of the apprehended vehicle and all other authorized
		Vans					200,000.00

							units included in the CPC from being used as a PUV - Revocation of the registration of the apprehended vehicle and all other authorized units included in the franchise
		Sedan	120,000.00			120,000.00	
		MC/TC	6,000.00			6,000.00	
		2 nd Offense	NONE			NONE	- Revocation of ALL CPCs (entire fleet) of the operator - Disqualification of the operator - Blacklisting of ALL authorized units (entire fleet) of the operator from being used as PUV - Revocation of the registration of ALL authorized units (entire fleet) of the operator
	4-4	Failure to provide proper body markings					
		1st Offense				5,000.00	
		2nd Offense	NONE	NONE	NONE	10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-8	Allowing unauthorized driver to drive PUV or allowing driver to drive PUV without bringing his/her driver's license					
		1st Offense	NONE	NONE	NONE	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-11	Failure to provide the Board with complete, correct, and updated operator's information and other forms of misrepresentation					
		1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-12	Failure to display "No smoking" signage and/or allowing personnel or passenger to smoke inside the vehicle.	NONE	NONE	1,000.00		
		1st Offense				5,000.00	

		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-15	Violation of color scheme or design/ Adoption or new color design without authority from the Board (PUB and TX only)					
		1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-16	Unregistered or unauthorized trade/business name (PUB and TX only)					
		1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-17	No panel route (PUJ, PUB, UV)					
		1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-24	Failure to display the International Symbol of Accessibility inside the units and/or failure to designate seats specifically for the use of Persons with Disability or Failure or refusal to transport PWDs (PUJ, PUB, TTS, UV)					
		1st Offense	NONE	NONE	1,000.00	50,000.00	
		2nd Offense				75,000.00	Impoundment of unit for at least forty-five (45) days. An impounding fee of 500.00 per day.
		3rd Offense and subsequent Offense				100,000.00	Cancellation of CPC where the unit is authorized
		Impounding Fee		100.00			
		Storage Fee		15.00/day			

A Temporary Operator's Permit (TOP) shall authorize a driver to operate a motor vehicle for a period of seventy-two (72) hours only. Further, all apprehensions are deemed admitted unless contested by filing a written contest within five (5) days from date of apprehension. However, failure of the driver to pay the corresponding penalty within fifteen (15) days shall cause the automatic suspension of his driver's license for a period of thirty (30) days from the date of apprehension in addition to the fines and penalties prescribed hereunder. The Land Transportation Office (LTO) shall resolve a contested case within five (5) days from receipt of said written contest.

NOTE:

Fines and penalties of all violations prior to implementation of Joint Administrative Order No.2014 (JAO) dated 02 June 2014 shall be based on Department Order No. 2008-39 dated 26 August 2008.

ADJUDICATION OF CONTESTED APPREHENSION CASES

Inherent with its mandate to enforce traffic laws, rules and regulations, the LTO is vested with quasi-judicial functions to adjudicate simple admitted apprehension cases (simple transaction), auto contested cases (complex transaction), and contested apprehension cases (highly technical transaction) including cases under appeal/motion for reconsideration

Office or Division:	Traffic Adjudication Service	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Apprehended driver / operator / conductor / registered owner	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (e-TOP) and Impounding Receipt of Motor Vehicle (IRMV) if motor vehicle is impounded (1) Original Copy Or (1) Photo Copy		Applicant / Client
For Situational Requirement		
A. In case of absence or unavailability of the traffic violator		
A.1. Authorization Letter or Special Power of Attorney (1) Original Copy		Applicant / Client
A.2. Any government-issued ID of the absent traffic violator (1) Photo Copy		Applicant / Client
B. Contested Cases		
B.1. Notarized Affidavit of Protest / Contest with mobile or phone number and email address (1) Original Copy		Applicant / Client
B.2. Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (e-TOP) (2) Photo Copy		Applicant / Client
C. If motor vehicle is impounded, include the following documents		

C.1. Impounding Receipt of Motor Vehicle (IRMV)

(1) Photo Copy

Applicant / Client

Remarks:

In case of lost IRMV, request a photocopy from Traffic Adjudication Service - Custodial Section / Regional Operations Division / District Office

C.2. Inspection Report and Payment Receipt of Inspection Report

(1) Original Copy Or (1) Photo Copy

Applicant / Client

Remarks:

Obtain the Inspection Report from the nearest Land Transportation Office Inspection Center where the motor vehicle was impounded and the Payment Receipt from the Land Transportation Office Cashier

D. Late Filing of Contest

D.1. Motion to Accept Late Filing of Contest

(1) Original Copy

Applicant / Client

Remarks:

In case the five-day period or the period determined by the adjudication office has lapsed, a Motion to Accept Late Filing may be filed and the same shall be resolved first before filing a written Contest. In any case of contest, the driver or any authorized representative shall provide his or her email address and contact number. The Resolution of such motion shall state the period when the contest should be filed. (Rule V, Section 2 (a) of Memorandum Circular No. VDM-2024-2812 of the 2024 LTO Rules of Procedure in the Adjudication of Land Transportation and Traffic Cases)

In the Motion to Accept Late Filing of Contest, indicate the facts of the case and the reason for the late filing of the contest. Attach all relevant documents including the photocopy of the Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (e-TOP), and photocopy of Impounding Receipt of Motor Vehicle (IRMV) if motor vehicle is impounded.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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1. Submit the required documents Location: Traffic Adjudication Service / Regional Operations Division / District Office	1. Receives the required documents	None	2 minute/s	• Clerk; Any of requesting office / division
2. Wait until the documents are evaluated Location: Traffic Adjudication Service / Regional Operations Division / District Office	2. Evaluates the documents submitted	None	5 minute/s	• Clerk; Any of requesting office / division
3. Adjudication of case Location: Traffic Adjudication Service / Regional Operations Division / District Office	3. Adjudicates the case	None	6 working day/s	• Hearing Officer; Any of requesting office / division
4. Approval of Decision / Resolution / Order Location: Traffic Adjudication Service / Regional Operations Division / District Office	4. Approves Decision / Resolution / Order	None	8 working day/s	• Approving Officer; Any of requesting office / division
5. Obtain the Decision / Resolution / Order Location: Traffic Adjudication Service / Regional Operations Division / District Office	5. Releases the Decision / Resolution / Order	None	2 minute/s	• Clerk; Any of requesting office / division
6. If respondent is found to have committed traffic violation/s, pay the corresponding fine/s Location: Cashier Notes/Instruction: <i>Refer to Joint Administrative Order No.</i>	6. Collects the payment of fines and issues the corresponding Official Receipt	Standard Fees Breakdown: Legal Research Fund: PHP 10 Total: PHP 10 Formula Fees	10 minute/s	• Cashier; Any of requesting office / division

2014-01 for the schedule of fines and penalties		Breakdown: JAO-2014-01		
Total Processing Time:		Working Days: 14 working day/s, 19 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 10 See other fees below		

Formula / Schedule of Fees

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1a		Driving without valid driver's license/ conductor's permit This includes driving with an expired, revoked, suspended, inappropriate driver's license restriction code, inappropriate driver's license classification, fake driver's license, tourist driving a motor vehicle with a valid foreign driver's license beyond the 90-day maximum allowable period and a student driver driving without being accompanied by a duly licensed driver.	3,000.00	NONE	3,000.00	NONE	Disqualification from granting of driver's license and driving a Motor Vehicle for a period of one (1) year.
	4-8	Allowing an unauthorized driver to drive PUV or allowing a driver to drive PUV without bringing his/her driver's license	NONE	NONE	3,000.00		
		1st Offense				5,000.00	Disqualification from granting of driver's license and driving a Motor Vehicle for a period of one (1) year
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd and subsequent Offenses				15,000.00	Cancellation of CPC
1b		Driving a Motor Vehicle used in the commission of a crime upon conviction by a regular court of competent jurisdiction	10,000.00	NONE	10,000.00	NONE	- Confiscation and revocation of driver's license upon conviction and disqualification from granting of driver's license and driving a Motor Vehicle - Impoundment of

								Motor Vehicle until ordered to be released by a regular court of competent jurisdiction
1c		Commission of a crime in the course of Apprehension upon conviction by a regular court of competent jurisdiction	10,000.00	NONE	10,000.00	NONE		- Confiscation and revocation of driver's license upon conviction and disqualification from granting of driver's license for a period of 5 years - Impoundment of Motor Vehicle until ordered to be released by a regular court of competent jurisdiction.
1d		Driving while under the influence of alcohol and/or prohibited drugs	Refer to Sec. 12 (a,b,c), RA No. 10586		Refer to Sec. 12 (a,b,c), RA No. 10586			For Non-Professional DL First Conviction – confiscation and suspension of driver's license for twelve (12) months Second Conviction – revocation of driver's license For Professional DL First Conviction – confiscation and perpetual revocation
1e		Reckless Driving		NONE		NONE		
		1st Offense	2,000.00		2,000.00			
		2nd Offense	3,000.00		3,000.00			- Suspension of driver's license for three (3) months
		3rd Offense	10,000.00		10,000.00			- Suspension of driver's license for six (6) months
		4th and Subsequent Offenses	10,000.00		10,000.00			- Revocation
	4-7	Employing reckless, insolent, discourteous or arrogant driver	NONE	NONE	NONE			
		1st Offense				5,000.00		
		2nd Offense				10,000.00		- Impoundment of Unit for thirty (30) days
		3rd Offense				15,000.00		- Cancellation of CPC where the unit is authorized
1f R.A no. 10930 Sec. 4b		Submission of fake documents in driver's license application (new/renewal)		NONE		NONE		- Driver's license shall be put on alarm, revocation and disqualification of granting license and driving for a period of one (1) year.
		a. Commission of the violation prior to R.A 10930	3,000.00		3,000.00			- Driver's license shall be revoked and the applicant shall be prohibited from

							applying for a period of two (2) years.
		b. Commission of the violation upon the effectivity of Republic Act 10930 on July 20, 2019	20,000.00		20,000.00		- The repetition of such offense shall warrant the perpetual disqualification from being granted driver's license in addition to the fine.
1g1		Failure to wear the prescribed seatbelt device and/or failure to require the front seat passenger to wear seatbelt					This includes allowing a 6 years old and below to be seated in front passenger seat
R.A 8750 (Sec.12-1a)		1st Offense	1,000.00	NONE	1,000.00	NONE	
		2nd Offense	2,000.00		2,000.00		
		3rd Offense and subsequent Offense	5,000.00		5,000.00		Suspension of driver's license for one (1) week from the payment of fine for the third and each succeeding offense.
1g2		Failure to require his/her passenger/s to wear the prescribed seatbelt/ post appropriate seatbelt signage (for PUV)	NONE	NONE	3,000.00	3,000.00	For PUV's both the operator and the driver are liable to pay the said fine for every violation.
1h		Failure to wear the standard protective Motorcycle helmet or failure to require the back rider to wear standard protective Motorcycle helmet (R.A 10054)		NONE	NONE	NONE	NONE
R.A 10054		1st Offense	1,500.00				
		2nd Offense	3,000.00				
		3rd Offense	5,000.00				
		Subsequent Offense	10,000.00				
R.A 10054		Wearing substandard helmet or without ICC sticker (R.A 10054 Sec. 7c)		NONE	NONE	NONE	NONE
		1st Offense	3,000.00				
		2nd Offense	5,000.00				
1i		- Failure to carry Driver's License - Failure to carry Certificate of Registration or Official Receipt (OR/CR) while driving.		1,000.00		1,000.00	NONE
		All other violations of traffic rules and regulations:					
1j1		Illegal Parking a. In an intersection b. Within 5 meters of the intersection c. 4 meters from the	1,000.00	NONE	1,000.00	NONE	NONE

		driveway entrance d. Within 4 meters from a fire hydrant e. In front of a private driveway f. On the roadway side of any unmoving or parked MV at the curb or edge of the highway g. At any place where signs of prohibitions have been installed					
1j2		Disregarding Traffic Signs	1,000.00	NONE	1,000.00	NONE	NONE
1j3		Allowing passengers on top or cover of a motor vehicle except in a truck helper	1,000.00	NONE	1,000.00	NONE	NONE
1j4		Failure to provide canvass cover to cargos or freight of trucks requiring the same	1,000.00	NONE	1,000.00	NONE	NONE
1j5		Permitting passenger to ride on running board, step-board or mudguard of Motor Vehicle while in motion	1,000.00	NONE	1,000.00	NONE	NONE
1j6		Failure to dim headlights when approaching another vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j7		Driving in a place not intended for traffic or into place not allowed for parking	1,000.00	NONE	1,000.00	NONE	NONE
1j8		Hitching or permitting a person or a bicycle, motorcycle, tricycle or skate roller to hitch to a Motor Vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j9		Driving against traffic - failure to pass to the right when meeting persons or vehicles coming towards him	1,000.00	NONE	1,000.00	NONE	NONE
1j10		Illegal turn - failure to conduct the motor vehicle to the right of the intersection of the highway when turning to the left in going from one highway to another	1,000.00	NONE	1,000.00	NONE	NONE
1j11		Illegal overtaking - failure to pass to the left when overtaking persons or vehicles going to the same direction except when there are two or more lanes for the movement of traffic in one direction	1,000.00	NONE	1,000.00	NONE	NONE
1j12		Overtaking at unsafe distance - failure to pass at a safe distance to the left of another motor vehicle when overtaking that vehicle	1,000.00	NONE	1,000.00	NONE	NONE

1j13		Cutting an overtaken vehicle - driving to the right side of the highway after overtaking before his motor vehicle is safely clear of such overtaken vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j14		Failure to give way to an overtaking vehicle - failure to give way to another vehicle approaching from the rear that wishes to overtake his vehicle when the former has given suitable and audible signal	1,000.00	NONE	1,000.00	NONE	NONE
1j15		Increasing speed when being overtaken - increasing the speed of the motor vehicle before the overtaking vehicle has completely passed	1,000.00	NONE	1,000.00	NONE	NONE
1j16		Overtaking when left side is not visible or clear of oncoming traffic - driving to the left side of the center line of a highway in overtaking or passing another vehicle proceeding in the same direction where the left side is not clearly visible and is not free of oncoming traffic for a sufficient distance to pass in safely	1,000.00	NONE	1,000.00	NONE	NONE
1j17		Overtaking upon crest of a grade - a overtaking or passing another vehicle proceeding in the same direction when approaching the crest of a grade	1,000.00	NONE	1,000.00	NONE	NONE
1j18		Overtaking upon a curve - overtaking or passing another vehicle proceeding in the same direction upon a curve in a highway where the driver's view along the highway is obstructed within a distance of 500 feet ahead	1,000.00	NONE	1,000.00	NONE	NONE
1j19		Overtaking at any railway grade crossing - overtaking or passing another vehicle proceeding in the same direction at any railway grade crossing	1,000.00	NONE	1,000.00	NONE	NONE
1j20		Overtaking at an intersection - overtaking or passing another vehicle in the same direction at any intersection of highways except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake another vehicle on the right	1,000.00	NONE	1,000.00	NONE	NONE

1j21		Overtaking on "men working" or "caution" signs - overtaking or passing or attempting to overtake or pass another vehicle proceeding in the same direction between warning or caution signs indicating that men are working on a highway	1,000.00	NONE	1,000.00	NONE	NONE
1j22		Overtaking at no overtaking zone - overtaking or passing or attempting to overtake or pass another vehicle proceeding in the same direction in any "no passing or overtaking zone	1,000.00	NONE	1,000.00	NONE	NONE
1j23		Failure to yield the right of way - failure of the vehicle on the left to yield the right of way to the vehicle on the right when these vehicles approach or enter Intersection at an approximately the same time	1,000.00	NONE	1,000.00	NONE	NONE
1j24		Failure to yield the right of way - failure of a vehicle approaching but not having entered an intersection to yield the right of way to a vehicle within such intersection or turning therein to the left across the line of travel of the first mentioned vehicle when such vehicle has given a plainly visible signal of intention to turn	1,000.00	NONE	1,000.00	NONE	NONE
1j25		Failure to yield the right of way - failure of the driver of any vehicle upon a highway within a business or residential district to yield the right of way to a pedestrian crossing such highway within a crosswalk except at Intersection where the movement of traffic is regulated by a peace officer or by traffic signal	1,000.00	NONE	1,000.00	NONE	NONE
1j26		Failure to stop before traversing a "through highway" or railroad crossing - failure of the driver of a vehicle upon a highway to bring to a full stop such vehicle before traversing any "through highway or railroad crossing	1,000.00	NONE	1,000.00	NONE	NONE
1j27		Failure to yield right of way - failure of a vehicle entering a highway from a private road or driver upon a	1,000.00	NONE	1,000.00	NONE	NONE

		highway to yield the right of way to all vehicles approaching on such highway					
1j28		Failure to yield right of way to ambulance, police or fire department vehicles - failure of a driver upon a highway to yield the right of way to police or fire department vehicles and ambulances when such vehicles are operated on official business and the drivers thereof sound audible signal or their approach	1,000.00	NONE	1,000.00	NONE	NONE
1j29		Failure to yield right of way at a "through highway" or a "stop intersection" - failure of a vehicle entering a "through highway" or a "stop intersection" to yield right of way to all vehicles approaching in either direction on such "through highway"	1,000.00	NONE	1,000.00	NONE	NONE
1j30		Failure to give proper signal - failure to give the appropriate signal before starting, stopping or turning from a direct line	1,000.00	NONE	1,000.00	NONE	NONE
1j31		Illegal turn - failure of the driver of a motor vehicle intending to run to the right at an intersection to approach such intersection in the lane for traffic nearest to be right-hand side of the highway and, in turning, to keep as close as possible to the right-hand curve or edge of the highway	1,000.00	NONE	1,000.00	NONE	NONE
1j32		Illegal turn - failure of the driver of a vehicle intending to turn to the left, to approach such intersection in the lane for traffic to the right of and nearest to the center line of the highway, and in, turning to pass to the left of the center of the intersection except upon highway laned for traffic and upon one-way highway	1,000.00	NONE	1,000.00	NONE	NONE
1j33		Failure to stop motor and notch handbrake of motor vehicle when unattended - failure to turn off the ignition switch and stop the motor and notch effectively the handbrake when parking a motor vehicle unattended on any highway	1,000.00	NONE	1,000.00	NONE	NONE

1j34		Unsafe towing	1,000.00	NONE	1,000.00	NONE	NONE
1j35		Obstruction - obstructing the free passage of other vehicles on the highway while discharging or taking passengers or loading and unloading freight, or driving a motor vehicle in such a manner as to obstruct or impede the passage of any vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j36		MC carrying more passengers other than the back rider or cargo other than the saddle bags and luggage carriers	1,000.00	NONE	NONE	NONE	NONE
1j37	4-2	Refusal to render service to the public or convey passenger to destination	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j38	4-3	Overcharging/Undercharging of fare	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j39	4-5	No franchise/CPC or evidence of franchise presented	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j40	4-6	Fraud and falsities of fake and spurious CPC, OR/CR, plates, stickers and tags	NONE	NONE	1,000.00	Please refer to the appropriate fine	Revocation/Cancellation of the franchise/CPC (Note: Without prejudice to the imposition of the applicable fine for the specific violation(s) committed)
1j41	4-9	Operating the unit/s with defective parts and accessories	Please refer to 2d		1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days

		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j42	4-10	Failure to provide fare discount	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j43	4-13	Fast, tampered, defective taximeter or operating without or with an old seal taximeter	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j44	4-14	Tampered, broken, joined, reconnected, fake or altered sealing wire	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j45	4-18	No sign board	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j46	4-19	Pick and drop of passengers outside terminal	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j47	4-20	Carrying of illegal and/or prohibited cargoes	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j48	4-21	Failure to provide fire extinguisher and required STOP and GO signage	NONE	NONE	1,000.00		

		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j49	4-22	Trip Cutting					
		1st Offense				5,000.00	
		2nd Offense	NONE	NONE	1,000.00	10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j50	4-23	Failure to display fare matrix					
		1st Offense				5,000.00	
		2nd Offense	NONE	NONE	1,000.00	10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j51	4-25	Breach of franchise conditions under LTFRB MC No. 2011-004 (Revised Terms and Conditions of CPC not otherwise herein provided)					
		1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
RA 10913		Violations of the Provisions of the Anti-Distracted Driving Act					
		1st Offense	5,000.00		5,000.00		
		2nd Offense	10,000.00		10,000.00		
		3rd Offense	15,000.00		15,000.00		Suspension of driver's license for three (3) months
		Subsequent offense	20,000.00		20,000.00		Revocation of driver's license.
RA 10666		Violations of the Provisions of the Children's Safety on Motorcycles Act					
		1st Offense	3,000.00				
		2nd Offense	5,000.00				
		3rd Offense and subsequent Offense	10,000.00				Suspension of driver's license for one (1) month and revocation of driver's license for the succeeding offense.
1e	2a	Unregistered Motor Vehicle (to include reckless driving)	2,000.00	10,000.00	2,000.00	10,000.00	- Impoundment of Motor Vehicle, in case of non-registration and

							the violation has exceeded one (1) month, and shall be released upon valid registration and payment of fine. - Impoundment of Motor Vehicle for one (1) year, in case undocumented engines, undocumented engines shall be confiscated.
	2b	Unauthorized Motor Vehicle Modification	NONE	5,000.00	NONE	5,000.00	Impoundment of motor vehicle upon inspection, correction of defect and payment of fine.
	2c	Operating a right-hand drive Motor Vehicle	NONE	50,000.00	NONE	50,000.00	Impoundment of motor vehicle until defect is corrected and deemed road worthy upon inspection and payment of fine.
1j41	2d	Motor Vehicle operating with defective/ improper/unauthorized accessories, devices, equipment and parts	NONE	5,000.00	1,000.00	Please refer to 4-9	- Impoundment of motor vehicle until accessory device, equipment or part is properly installed, corrected or removed as the case may and payment of fine. - Confiscation of unauthorized plate, accessory and/or device.
	2e	Failure to attach or improper attachment/tampering of Motor Vehicle license plates and/or third plate sticker.	NONE	5,000.00	NONE	5,000.00	Removal and confiscation of unauthorized plate, accessory and/or device in favor of government.
RA 8749	2f	Smoke Belching	NONE		NONE		
		1st Offense		2,000.00		2,000.00	
		2nd Offense		4,000.00		4,000.00	
		3rd Offense and subsequent Offense		6,000.00		6,000.00	Suspension of MV Registration for one (1) year.
	2g	Fraud in MV Registration/Renewal	NONE	3,000.00	NONE	3,000.00	Impoundment and barred of MV from registration period for one (1) year.
	2h	All other violations in connection with Motor Vehicle Registration / Renewal / Operation	NONE	2,000.00	NONE	2,000.00	NONE
3a		Load extending beyond projected width without permit	1,000.00	NONE	1,000.00	NONE	Fines shall be imposed upon the driver of the Motor Vehicle for operating a Motor Vehicle with any part of the load extending beyond the projected width of the vehicle without special permit.

3b	R.A. 8794 Sec. 6	Axle Overloading	NONE	An amount equivalent to 25% of MVUC	NONE	An amount equivalent to 25% of MVUC	- An amount equivalent to 25% of Motor Vehicle User’s Charge at the time of infringement on owner/operator or driver of trucks and trailers for loading beyond their registered gross weight, vehicle weight. - The penalty shall be waived for loads exceeding the registered Gross Vehicle Weight by a tolerance of less than 5% - No Motor Vehicle shall be allowed to proceed on the roadway if either a dual-wheel axle load shall exceed of the maximum allowable gross weight.
3c		Operating a passenger bus / truck with cargo exceeding 160kg	NONE	NONE	1,000.00	NONE	Fine shall be imposed upon the driver and conductor of the motor vehicle
	4-1	Colorum Violation; MV operating a) without proper authority from LTFRB; b) outside its approved route; c) differently from its authorized route; d) with expired CPC and without application for extension of validity			NONE		
		1 st Offense:					
		Bus	1,000,000.00			1,000,000.00	- Impoundment for three (3) months Status of CPC - Revocation of the ENTIRE CPC where the apprehended vehicle belongs (except when apprehended vehicle is with private/green plate) - Blacklisting of the apprehended vehicle and all other authorized units included in the CPC from being used as a PUV - Revocation of the registration of the apprehended vehicle and all other authorized units included in the franchise
		Trucks	200,000.00			200,000.00	
		Jeepney	50,000.00			50,000.00	
		Vans	200,000.00			200,000.00	
		Sedan	120,000.00			120,000.00	
		MC/TC	6,000.00			6,000.00	
		2 nd Offense	NONE			NONE	

							- Blacklisting of ALL authorized units (entire fleet) of the operator from being used as PUV - Revocation of the registration of ALL authorized units (entire fleet) of the operator
	4-4	Failure to provide proper body markings					
		1st Offense				5,000.00	
		2nd Offense	NONE	NONE	NONE	10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-8	Allowing unauthorized driver to drive PUV or allowing driver to drive PUV without bringing his/her driver's license					
		1st Offense	NONE	NONE	NONE	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-11	Failure to provide the Board with complete, correct, and updated operator's information and other forms of misrepresentation					
		1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-12	Failure to display "No smoking" signage and/or allowing personnel or passenger to smoke inside the vehicle.					
		1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-15	Violation of color scheme or design/ Adoption or new color design without authority from the Board (PUB and TX only)	NONE	NONE	1,000.00		
		1st Offense				5,000.00	

		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-16	Unregistered or unauthorized trade/business name (PUB and TX only)					
		1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-17	No panel route (PUJ, PUB, UV)					
		1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized
	4-24	Failure to display the International Symbol of Accessibility inside the units and/or failure to designate seats specifically for the use of Persons with Disability or Failure or refusal to transport PWDs (PUJ, PUB, TTS, UV)					
		1st Offense	NONE	NONE	1,000.00	50,000.00	
		2nd Offense				75,000.00	Impoundment of unit for at least forty-five (45) days. An impounding fee of 500.00 per day.
		3rd Offense and subsequent Offense				100,000.00	Cancellation of CPC where the unit is authorized
		Impounding Fee		100.00			
		Storage Fee		15.00/day			

A Temporary Operator's Permit (TOP) shall authorize a driver to operate a motor vehicle for a period of seventy-two (72) hours only. Further, all apprehensions are deemed admitted unless contested by filing a written contest within five (5) days from date of apprehension. However, failure of the driver to pay the corresponding penalty within fifteen (15) days shall cause the automatic suspension of his driver's license for a period of thirty (30) days from the date of apprehension in addition to the fines and penalties prescribed hereunder. The Land Transportation Office (LTO) shall resolve a contested case within five (5) days from receipt of said written contest.

NOTE:

Fines and penalties of all violations prior to implementation of Joint Administrative Order No.2014 (JAO) dated 02 June 2014 shall be based on Department Order No. 2008-39 dated 26 August 2008.

APPEAL IN CONTESTED APPREHENSION CASES

Inherent with its mandate to enforce traffic laws, rules and regulations, the LTO is vested with quasi-judicial functions to adjudicate simple admitted apprehension cases (simple transactions), auto-contested apprehension cases (complex transactions), and contested apprehension cases (highly-technical transactions) including cases under appeal/motion for reconsideration

Office or Division:	Traffic Adjudication Service			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Apprehended drivers / operators / conductors / registered owners			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Notarized Memorandum of Appeal (2) Original Copy		Applicant / Client		
2. Official Receipt for Payment of Appeal Fee (1) Original Copy And (1) Photo Copy Remarks: Php 500.00		Agency - Division: Land Transportation Office - Cashier		
3. Decision / Resolution / Order Subject of Appeal (1) Original Copy And (1) Certified True Copy Or (2) Certified True Copy		Agency - Division: Land Transportation Office - Traffic Adjudication Service / Regional Operations Division / District Office		
4. Complete records and other documents relevant to the Appeal (2) Photo Copy		Agency - Division: Land Transportation Office - Traffic Adjudication Service / Regional Operations Division / District Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. File the Appeal with the adjudication office which rendered the Decision / Resolution / Order subject of the Appeal within fifteen (15) calendar days from receipt of the said Decision / Resolution / Order Location: Adjudication Office which rendered the Decision / Resolution / Order	1. Receives the documents required for the filing of the Appeal	None	2 minute/s	• Clerk; Any of requesting office / division
2. Pay the Appeal fee Location: Traffic Adjudication Service / Regional Operations Division / District Office	2. Prepares Pay Order Slip (POS) for the payment of the Appeal fee	Standard Fees Breakdown: Appeal fee: PHP 500 Total: PHP 500	2 minute/s	• Clerk; Any of requesting office / division
3. Wait for the Appeal to be endorsed to the Appellate Adjudication Office Location: Traffic Adjudication Service, Regional Operations Division, District Office	3. Endorsement of the Appeal to the Appellate Adjudication Office	None	30 minute/s	• Clerk; Any of requesting office / division
4. Wait for the Resolution of the Appeal Location: Traffic Adjudication Service / Office of the Assistant Secretary Notes/Instruction: <i>All appealed cases shall be resolved within sixty (60) calendar days from receipt of the complete records of the case unless otherwise</i>	4. Appeal shall be resolved by the Traffic Adjudication Service / Office of the Assistant Secretary	None	60 working day/s	• Director of the Traffic Adjudication Service / LTO Assistant Secretary; Any of requesting office / division

<i>extended for justifiable and meritorious grounds</i>				
5. Obtain copy of Decision / Resolution / Order in the Appealed Case Location: Traffic Adjudication Service / Office of the Assistant Secretary	5. Releases Decision / Resolution / Order in the Appealed Case	None	2 minute/s	• Clerk; Any of requesting office / division
Total Processing Time:		Working Days: 60 working day/s, 36 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 500		

MOTION FOR RECONSIDERATION IN CONTESTED APPREHENSION CASES

Inherent with its mandate to enforce traffic laws, rules and regulations, the LTO is vested with quasi-judicial functions to adjudicate simple admitted apprehension cases (simple transactions), auto-contested apprehension cases (complex transactions), and contested apprehension cases (highly-technical transactions) including cases under appeal/motion for reconsideration

Office or Division:	Traffic Adjudication Service		
Category:	External Service		
Classification:	Highly Technical		
Type of Transaction:	G2C (Government to Citizen)		
Who may avail:	Apprehended Driver / Operator / Conductor / Registered Owner		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1. Pink copy of the Temporary Operator's Permit (TOP)/e-TOP receipt, Impounding Receipt (for impounded MV) (1) Original Copy And (1) Photo Copy		Applicant / Client	
2. Notarized Affidavit of Protest/Contest (with Phone number) (1) Original Copy And (1) Photo Copy		Applicant / Client	
3. Certificate of Registration and latest Official Receipt of the apprehended motor vehicle (1) Original Copy And (1) Photo Copy		Agency - Division: Land Transportation Office (LTO) - Land Transportation Office- Registration	
4. Certificate of Public Convenience (CPC)/Special Authority and franchise verification from LTFRB (for franchise related violation) (1) Original Copy And (1) Photo Copy		Agency - Division: Land Transportation Franchising and Regulatory Board (LTFRB) - Land Transportation Franchising and Regulatory Board (LTFRB)	
5. Motor Vehicle Inspection Report (MVIR) (for violations requiring inspection) (1) Original Copy And (1) Photo Copy		Agency - Division: Land Transportation Office (LTO) - LTO North Motor Vehicle Inspection Center	
For Situational Requirement			
A. Situational Requirement			

A.1. Lost Temporary Operator's Permit (TOP) or Electronic Temporary Operator's Permit (e-TOP)
(1) Photo Copy

Applicant / Client

Remarks:

Obtain photocopy of TOP or e-TOP from LTO Custodial Section or person having custody of the same

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The apprehended driver/operator/registered owner shall file a Motion for Reconsideration within fifteen (15) days from the date of receipt of the Decision / Resolution / Order Location: Adjudication Office which rendered the Decision / Resolution / Order Notes/Instruction: <i>a. The processing time commences upon submission of the complete documents required by the adjudication office which includes the period of waiting time.</i> <i>b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized.</i>	1.1. The receiving clerk shall receive the Motion for Reconsideration and other documents filed by the apprehended driver/operator/registered owner	None	2 minute/s	Clerk; Any of requesting office / division
	1.2. 2. The Director of the Traffic Adjudication Service, Chief of Operations Division, or Chief of District Office shall assign the Motion for Reconsideration to a Hearing Officer		5 minute/s	Director of the Traffic Adjudication Service, Chief of Operations Division, or Chief of District Office; Any of requesting office / division
	1.3. 3. The Hearing Officer shall prepare the Resolution on the Motion for Reconsideration		6 working day/s	Attorney / Adjudicator; Any of requesting office / division
	1.4. 4. The Resolution shall be approved by the Approving Officer		8 working day/s	Director of the Traffic Adjudication Service, Chief of Operations Division, or Chief of District Office; Any of requesting office / division

2. The apprehended driver/operator/registered owner who filed the Motion for Reconsideration shall receive the approved Resolution from the Records Officer Location: Adjudication Office which rendered the Resolution of the Motion for Reconsideration Notes/Instruction:	2. The records officer shall release the approved Resolution to the apprehended driver/operator/registered owner who filed the Motion for Reconsideration	None	30 minute/s	Records Officer; Any of requesting office / division
Total Processing Time:		Working Days: 14 working day/s, 37 minute/s		
Total Processing Fee:		Total Standard Fee: None		

RELEASE OF CONFISCATED DRIVER'S LICENSE (MOTOR VEHICLE WAS IMPOUNDED FOR IMPOUNDABLE OFFENSE)

Transactions relative to the process in the release of confiscated driver's license where motor vehicle was impounded for impoundable offense

Office or Division:	Traffic Adjudication Service	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Motor Vehicle Operators / Owners / Driver	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (e-TOP) and Impounding Receipt of Motor Vehicle (1) Original Copy		Applicant / Client
2. Decision / Resolution (1) Original Copy		Agency - Division: Land Transportation Office - Traffic Adjudication Service / Regional Operations Division / Authorized District Offices
3. Official Receipt of payment of fines / penalties (O.R.) (1) Original Copy		Agency - Division: Land Transportation Service - Cashier's Office / Online payment
4. Secretary's Certificate / Board Resolution (1) Original Copy Remarks: (if MV is under the name of the company / Corporation)		Agency - Division: Owner / Operator - Corporate Secretary of the Company / Corporation

5. Certificate of Completion (Driving Enhancement Program - Drivers Orientation Course)

(1) Original Copy

Agency - Division: Land Transportation Office - Traffic Safety Division (TSD), Central Office / Regional Office

Remarks:

Drivers with 10 Demerit points or more

6. Certificate of Registration and latest Official Receipt (O.R. / C.R.)

(1) Photo Copy

Applicant / Client

7. MVIC Inspection Report with Official Receipt (O.R.) for apprehensions of motor vehicles requiring correction of defects

(1) Original Copy

Agency - Division: Motor Vehicle Inspection Center - Motor Vehicle Inspection Center (MVIC)

8. Lifting Order / Resolution / Decision in the Letter of Appeal / Request regarding automatic 30-day suspension of Driver's License for failure to settle the apprehension within fifteen (15) days from the date of apprehension

(1) Original Copy

Agency - Division: Land Transportation Office - Office of the LTO Assistant Secretary / Traffic Adjudication Service

Remarks:

Applicable only if there is a request to lift driver's license suspension

9. Lifting Order / Resolution / Decision in the Letter of Appeal / Request regarding automatic suspension of Driver's License / MV Plates pursuant to JAO 2014-01

(1) Original Copy

Agency - Division: Land Transportation Office - Office of the LTO Assistant Secretary/ Traffic Adjudication Service

Remarks:

Applicable only if there is a Letter of Appeal / Request for lifting of suspension of driver's license or MV plates

For Situational Requirement

A. In Case Represented

A.1. Authorization Letter / Special Power of Attorney (SPA)

(1) Original Copy

Agency - Division: Apprehended Driver / Owner / Operator - Authorized Representative

A.2. Valid government issued I.D of the Driver/ Registered MV Owner and the Representative with 3 specimen

Government - Issued ID that can be presented:

- Professional Regulation Commission (PRC) ID
- Integrated Bar of the Philippines (IBP) ID
- Philippine Identification (Philsys) ID Card - National ID
- Passport
- Social Security System (SSS) Card - UMID ID Card
- PhilHealth ID Card
- TIN Card
- Postal ID Card
- Voter's ID Card
- Barangay ID Card
- Senior Citizen ID Card
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council on Disability Affairs (NCDA) ID
- Solo Parent ID Card
- Voter's ID
- Government Service Insurance System (GSIS) e-Card - UMID ID Card
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID

Sub Situational Requirement/s

A.a. If No Valid Government I.D was presented

*A.a.1. Photocopy of a Valid NBI Clearance
of the Authorized Person
(1) Photo Copy*

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (e-TOP), Impounding Receipt of Motor Vehicle (IRMV), Official Receipt of payment of fines (O.R.), Decision / Resolution, and proof of payment of additional Storage Fee (if required) Location: Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Offices	1.1. Receive and evaluate the documents submitted if complete	None	2 minute/s	• Clerk in Clearance and Custodial Section / Regional Operations Division / All Authorized District Offices; Any of requesting office / division
	1.2. Verify from the LTO IT System the demerit points of the driver and accessory penalties such as seminar and suspension (if there is any) If there is no accessory penalty, the clerk stamps the word		5 minute/s	• Clerk in Clearance and Custodial Section / Regional Operations Division / All Authorized District Offices; Any of requesting office / division

	verified in the O.R. of payment of fines			
	1.3. If with accessory penalty of seminar, generate print-out of apprehension details and demerit history		2 minute/s	Clerk in Clearance and Custodial Section / Regional Operations Division / All Authorized District Offices; Any of requesting office / division
	1.4. If with accessory penalty of suspension, stamp the date of release of the confiscated driver's license		2 minute/s	Clerk in Clearance and Custodial Section / Regional Operations Division / District Office; Any of requesting office / division
2. Undergo biometrics Location: Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Office	2. Record the biometrics of the apprehended driver / operator / owner	None	10 minute/s	Clerk in Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Office; Any of requesting office / division
3. Wait for name to be called Location: Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Office	3.1. Review and approve the documents or release papers submitted by apprehended driver / owner / operator	None	5 minute/s	Chief, Clearance and Custodial Section / Regional Operations Division / District Office; Any of requesting office / division
	3.2. Retrieve the confiscated driver's license		2 minute/s	Clerk in Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Office; Any of requesting office / division
4. Provide contact number and sign in the	4. Record the name of the driver / owner / operator, TOP or e-TOP	None	2 minute/s	Clerk in the Traffic Adjudication

logbook Location: Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Office	number, and the confiscated item/s in the logbook			Service - Clearance and Custodial Section / Regional Operations Division / District Office; Any of requesting office / division
5. Get the driver's license Location: Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Office	5. Release the confiscated driver's license	None	2 minute/s	• Clerk in Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Office; Any of requesting office / division
Total Processing Time:		Working Days: 32 minute/s		
Total Processing Fee:		Total Standard Fee: None		

RELEASE OF CONFISCATED DRIVER'S LICENSE / MOTOR VEHICLE PLATES (NO IMPOUNDED MOTOR VEHICLE)

Transactions relative to the release of confiscated driver's license / motor vehicle plates

Office or Division:	Traffic Adjudication Service	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Apprehended Driver / Operator / Conductor / Registered Owner	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Pink copy of the Temporary Operator's Permit (TOP) and Impounding Receipt of Motor Vehicle (IRMV) or white copy of Electronic Temporary Operator's Permit (eTOP) (1) Original Copy		Agency - Division: Applicant/Client - Applicant/Client
2. Resolution / Decision (1) Original Copy		Agency - Division: Land Transportation Office - Traffic Adjudication Service / Regional Operations Division / Authorized District Offices
3. Official Receipt (O.R.) of payment of fines / penalties (1) Original Copy		Agency - Division: Land Transportation Office - Cashier
4. Certificate of Registration (C.R.) and latest Official Receipt (O.R.) (1) Photo Copy		Applicant / Client
5. Secretary's Certificate / Board Resolution if motor vehicle is under the name of the company or corporation (1) Original Copy		Applicant / Client
6. Certificate of Completion (Driving Enhancement Program - Driver's Orientation) (1) Original Copy		Agency - Division: Land Transportation Office - Traffic Safety Division / Regional Operations Division / District Offices

7. Certificate of Emission Compliance with Official Receipt

(1) Original Copy

Agency - Division: Land Transportation Office - Accredited Private Emission Testing Center (PETC)

Remarks:

(For Private Motor Vehicles) - Smoke Belching violations

8. MVIC Inspection Report (for violations requiring correct defects)

(1) Original Copy

Agency - Division: Motor Vehicle Inspection Center - Inspection Center

9. MVIC Inspection Report (for-hire motor vehicles) - Smoke Belching violations

(1) Original Copy

Agency - Division: Inspection Center - Motor Vehicle Inspection Center

10. If accessory penalty of suspension was appealed, Resolution / Order regarding the suspension of driver's license

(1) Original Copy

Agency - Division: Land Transportation Office - Office of the LTO Assistant Secretary / Traffic Adjudication Service

11. If suspension of MV plates pursuant to JAO 2014-01 was appealed, Resolution / Order regarding the suspension of MV plates

(1) Original Copy

Agency - Division: Land Transportation Office - Office of the LTO Assistant Secretary / Traffic Adjudication Service

12. If revocation of driver's license was appealed, Resolution / Order regarding the revoked driver's license due to 40 or more demerit points and 4th offense of reckless driving

(1) Original Copy

Agency - Division: Land Transportation Office - Office of the LTO Assistant Secretary / Traffic Adjudication Service

For Situational Requirement

A. In case of absence or unavailability of apprehended Driver / Operator / Conductor / Registered Owner

A.1. Authorization Letter / Special Power of Attorney (SPA)

(1) Original Copy

Applicant / Client

A.2. Valid I.D of the Driver/ Registered MV Owner and The Representative with 3 specimen

Government - Issued ID

- Professional Regulation Commission (PRC) ID
- Integrated Bar of the Philippines (IBP) ID
- Philippine Identification (Philsys) ID Card-National ID
- Passport
- Social Security System (SSS) Card
- UMID Card

- PhilHealth ID
- TIN Card
- Postal ID Card
- Voter's ID Card
- Barangay ID Card
- Senior Citizen ID Card
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council on Disability Affairs (NCDA) ID
- Solo Parent ID Card
- Voter's ID
- Government Services and Insurance System (GSIS) UMID IDCard
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID

Sub Situational Requirement/s

A.a. In case no valid Government I.D was presented

*A.a.1. Photocopy of a Valid NBI Clearance
of the Authorized Person
(1) Photo Copy*

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (e-TOP) Location: Traffic Adjudication Service - Custodial Section / Regional Operations Division / District Office	1.1. Receive and evaluate the documents submitted if complete	None	2 minute/s	• Clerk in Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Office; Any of requesting office / division
	1.2. Verify from the LTO IT System the demerit points of the driver and accessory penalties such as seminar and suspension (if there is any). If there is no accessory penalty, stamp the word verified in the O.R. of payment of fines		2 minute/s	• Clerk in Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Office; Any of requesting office / division
	1.3. If with accessory penalty of seminar, generate print-out of		2 minute/s	• Clerk in Traffic Adjudication Service - Clearance and Custodial Section

	apprehension details and demerit history			/ Regional Operations Division / District Office; Any of requesting office / division
	1.4. If with accessory penalty of suspension, stamp the date of release of the confiscated driver's license / motor vehicle plates		2 minute/s	• Clerk in Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Office; Any of requesting office / division
2. Present Official Receipt (O.R.) of payment of fines Location: Traffic Adjudication Service - Custodial/Releasing Unit / Regional Operations Division / District Office	2. Receive and verify the Official Receipt (O.R.) of payment of fines	None	2 minute/s	• Clerk in Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Office; Any of requesting office / division
3. Submit Certificate of Completion (Driving Enhancement Program - Driver's Reorientation Course) Location: Traffic Adjudication Service - Custodial Section / Regional Operations Division / District Office Notes/Instruction: <i>Drivers with 10 Demerit Points or more (if required)</i>	3. Retrieve the confiscated driver's license / motor vehicle plates	None	5 minute/s	• Clerk in Traffic Adjudication Service - Clearance and Custodial Section / Regional Operations Division / District Office; Any of requesting office / division

4. Write contact number and sign in the logbook Location: Traffic Adjudication Service - Custodial Section / Regional Operations Division / District Office	4. Record the name of the driver / owner / operator, TOP or e-TOP number, and the confiscated item/s in the logbook	None	2 minute/s	Clerk in Traffic Adjudication Service - Custodial Section / Regional and Operations Division / District Office; Any of requesting office / division
5. Get the driver's license / motor vehicle plates Location: Traffic Adjudication Service - Custodial Section / Regional Operations Division / District Office	5. Release the confiscated driver's license / motor vehicle plates	None	5 minute/s	Clerk in Traffic Adjudication Service - Custodial and Clearance Section / Regional Operations Division / District Office; Any of requesting office / division
Total Processing Time:		Working Days: 22 minute/s		
Total Processing Fee:		Total Standard Fee: None		

ORIENTATION AND DEPUTATION TRAINING WORKSHOP - NEW (NON-ORGANIC PERSONNEL)

Prior to field deployment, all LTO Deputized Agents need to undergo and pass the Orientation and Deputation training to ensure that they are knowledgeable, skillful and with the right attitude in implementing the provisions of the Land Transportation Laws, Rules, and Regulations as well as the stringent procedures and protocols in the conduct of law enforcement activities.

Office or Division:	Traffic Safety Division
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	1. Offices of Deputized Agents: Management of Toll Roads 2. Airport Police Department - Manila International Airport Authority (APD - MIAA) 3. Department of Transportation - Special Action and Intelligence Committee for Transportation (DOTr - SAICT) - Philippine Coast Guard (PCG) 4. Philippine National Police - Highway Patrol Group (PNP-HPG) 5. Metropolitan Manila Development Authority (MMDA) 6. Department of Environment and Natural Resources (DENR) 7. Department of Public Works and Highways (DPWH) 8. Local Government Units (LGUs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	REPUBLIC ACT NO. 4136 AND OTHER LTO RELATED LAWS, RULES AND REGULATIONS AND MEMORANDUM CIRCULAR (MC) NO. VDM-2024-2919

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Letter Request from the Requesting Agency / Office (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Letter Request from requesting Agency / Office Location:	1.1. Receives and records the request	None	10 minute/s	• Designated / Assigned TSD Personnel; Traffic Safety Division

Traffic Safety Division,
LTO Central Office, East
Avenue, Quezon City

	1.2. Confirmation on the availability of schedule for the conduct of Orientation and Deputation Training Workshop.		1 working day/s	Designated / Assigned TSD Personnel; Traffic Safety Division
2. Preparation for the scheduled training workshop. Location: Traffic Safety Division, LTO Central Office, East Avenue, Quezon City	2.1. Prepares documentary requirements for the training such as Project Profile, Program of Instruction, Office Order and etc.	None	3 working day/s	Designated / Assigned TSD Personnel; Traffic Safety Division
	2.2. Assigns topic to the participants and prepares letter invitation to Learning Service Providers (LSPs).		1 working day/s	Designated / Assigned TSD Personnel; Traffic Safety Division
3. Attends in the workshop and actual operation and takes the written examination on the last day of the training workshop. Location: Traffic Safety Division, LTO Central Office, East Avenue, Quezon City	3. Conducts and facilitate the Orientation and Deputation Training Workshop which includes lecture, discussion, field practicum and written examination.	None	3 working day/s	Designated / Assigned TSD Personnel; Traffic Safety Division
4. Wait for the result of written examination and issuance of Certificate of Completion. Location: Law Enforcement Service - Office of the Director and Traffic Safety Division	4.1. Check, evaluate written examination answer sheet and prepare the examination results and Certificate and Completion, for approval.	None	2 working day/s	Designated / Assigned TSD Personnel; Traffic Safety Division
	4.2. Approval of written examination result and Certificate of Completion.		1 working day/s	Director, Law Enforcement Service; Law Enforcement Service
5. Receives the approved / signed written examination result and Certificate of Completion. Location: Traffic Safety Division	5. Issues the approved / signed written examination result and Certificate of Completion and forward a copy of the same to Deputized Agents Affairs Section - FED for the processing and issuance of Deputation	None	20 minute/s	Designated / Assigned TSD Personnel; Traffic Safety Division

	order and other Paraphernalia.			
General Remarks Processing time includes waiting time and starts upon the submission of complete requirements.				
Total Processing Time:		Working Days: 11 working day/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

RETOOLING / REORIENTATION PROGRAM - REFRESHER (NON-ORGANIC PERSONNEL)

The refresher is intended to re-orient LTO Deputized Agents of their enforcement duties and responsibilities and serves as venue to be updated on Land Transportation Laws, Rules and Regulations including personal developments in their field. Likewise, it is an opportunity for the Law Enforcement Officers to relearn what they had assimilated before, to learn new issuances and policies and unlearn old practices they previously acquired which are not already applicable.

Office or Division:	Traffic Safety Division			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	1. Offices of Deputized Agents: Management of Toll Roads 2. Airport Police Department - Manila International Airport Authority (APD - MIAA) 3. Department of Transportation - Special Action and Intelligence Committee for Transportation (DOTr - SAICT) - Philippine Coast Guard (PCG) 4. Philippine National Police - Highway Patrol Group (PNP-HPG) 5. Metropolitan Manila Development Authority (MMDA) 6. Department of Environment and Natural Resources (DENR) 7. Department of Public Works and Highways (DPWH) 8. Local Government Units (LGUs)			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	REPUBLIC ACT NO. 4136 AND OTHER LTO RELATED LAWS, RULES AND REGULATIONS AND MEMORANDUM CIRCULAR (MC) NO. VDM-2024-2919			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Letter Request from the Requesting agency / office (1) Original Copy				
Applicant / Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Letter Request from requesting Agency / Office. Location:	1.1. Receives and records the request	None	10 minute/s	• Designated / Assigned TSD Personnel; Traffic Safety Division

Traffic Safety Division, LTO Central Office, East Avenue, Quezon City	1.2. Confirmation on the availability of schedule for the conduct of Re- tooling / Reorientation Program.		1 working day/s	Designated / Assigned TSD Personnel; Traffic Safety Division
2. Preparation for the schedule of Re-tooling / Reorientation Program. Location: Traffic Safety Division, LTO Central Office, East Avenue, Quezon City	2.1. Prepares documentary requirements for the training such as Project Profile, Program of Instruction and Office Order and etc.	None	3 working day/s	Designated / Assigned TSD Personnel; Traffic Safety Division
	2.2. Assigns topic to the participants and prepares letter invitation to Learning Service Providers (LSPs).		1 working day/s	Designated / Assigned TSD Personnel; Traffic Safety Division
3. Attends in the workshop and actual operation, takes the diagnostic written examination before (Pre- test) and after (Post-test) the Re-tooling / Reorientation Program. Location: Traffic Safety Division, LTO Central Office, East Avenue, Quezon City	3. Conducts and facilitates the Re-tooling / Reorientation Program which includes lectures, discussions, diagnostic written examination (pre-test and post-test) and field practicum.	None	1 working day/s	Designated / Assigned TSD Personnel; Traffic Safety Division
4. Wait for the result of the written examination and issuance of Certificate of Completion. Location: Law Enforcement Service - Office of the Director and Traffic Safety Division	4.1. Check, evaluate written examination answer sheets and prepares examination result and Certificate of Completion, for approval.	None	2 working day/s	Designated / Assigned TSD Personnel; Traffic Safety Division
	4.2. Approval of written examination result and Certificate of Completion.		1 working day/s	Director, Law Enforcement Service; Law Enforcement Service
5. Receives the approved / signed written examination result and Certificate of Completion. Location: Traffic Safety Division, LTO Central Office, East	5. Issues the approved / signed written examination result and Certificate of Completion and forward a copy of the same to Deputized Agents Affairs Section - FED for the processing and	None	20 minute/s	Designated / Assigned TSD Personnel; Traffic Safety Division

Avenue, Quezon City	issuance of the Deputation Order and other Paraphernalia.			
General Remarks Processing time includes waiting time and starts upon the submission of complete requirements.				
Total Processing Time:		Working Days: 9 working day/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

DRIVER'S REORIENTATION COURSE (DRC)

A course designed in compliance with Section 14 of the Implementing Rules and Regulations (IRR) of Republic Act No. 10930 as a requirement for the renewal of a driver's license with at least five (5) demerit points during the accumulation period; and with Section 15 as a requirement for every ten (10) accumulated demerit points or whenever the same violation is committed for at least three (3) times during the validity of the Driver's License (DL).

Office or Division:	LTO Traffic Safety Division (TSD) - Central Office (CO) or Driver's Education Centers (DECs) - LTO Regional Offices (ROs)			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Traffic violator			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Republic Act (RA) No. 10930 and its Impementing Rules and Regulations (IRR)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. LTO Client ID in LTO LTMS Portal (1) Electronic Copy		Agency - Division: LAND TRANSPORTATION OFFICE (LTO) - Land Transportation Management System (LTMS) Portal		
2. Apprehension details/Demerit Points History (1) Photo Copy		Agency - Division: LAND TRANSPORTATION OFFICE (LTO) - DL/MV Plate Custodial and Releasing Section - Traffic Adjudication Service (TAS) / Traffic Safety Division		
3. Identification Card Any Valid Identification (ID) Card with Photo				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Proceed to the Traffic Safety Division (TSD) and submit the documentary requirements and do the following tasks. - Fill out the Driver's Information Sheet. - Present Valid Identification (ID) card with Photo. - Register in the DRC Attendance Sheet. - Proceed to Photo capturing area. Location: LTO Traffic Safety Division (TSD) - LTO Central Office (CO) at the LTO IT Training Hub Building, East Avenue, Quezon City Notes/Instruction: <i>processing time may depends on the volume / numbers of DRC attendees at the maximum at one (1) minute per attendee.</i>	1. Registration process: - Evaluate and check the completeness of the Driver's Information Sheet. - Check drivers / Client ID with photo for identification. - Registration on the DRC Attendance Sheet. - Capture Client / Driver photo	None	10 minute/s	• Designated / Assigned TSD Personnel; Traffic Safety Division
2. Attend the Driver's Reorientation Course (DRC) Location: LTO Traffic Safety Division (TSD) - LTO Central Office (CO) at the LTO IT Training Hub Building, East Avenue, Quezon City	2. Conduct Driver's Reorientation Course (DRC) which includes, lecture, discussion and viewing of Audio-Visual Presentation (AVP)	None	2 hour/s, 30 minute/s	• Designated / Assigned TSD Personnel; Traffic Safety Division
3. Take diagnostic written examination Location: LTO Traffic Safety Division (TSD) - LTO Central Office (CO) at the LTO IT Training Hub Building, East Avenue, Quezon City	3. Administer written examination: - If passed, prepare a DRC Certificate of Completion - If failed, the designated officer advises the applicant to retake the said exam on the same session if there is enough time or any	None	45 minute/s	• Designated / Assigned TSD Personnel ; Traffic Safety Division

	day at his/her convenience.			
4. If passed the written examination, client waits for the issuance of the Certificate of Completion. Location: LTO Traffic Safety Division (TSD) - LTO Central Office (CO) at the LTO IT Training Hub Building, East Avenue, Quezon City	4. Upload in the LTO IT facility LTMS - LETAS System - Seminar Penalties to settle the DRC requirement.	None	15 minute/s	Designated / Assigned TSD Personnel; Traffic Safety Division
5. Receive the DRC Certificate of Completion. Location: LTO Traffic Safety Division (TSD) - LTO Central Office (CO) at the LTO IT Training Hub Building, East Avenue, Quezon City	5. Issue the approved DRC Certificate of Completion to the Clients / Drivers DRC Attendees.	None	5 minute/s	Designated / Assigned TSD Personnel; Traffic Safety Division
6. Submission of DRC Certificate of Completion - For Apprehension Case Settlement Location: LTO DL/MV Plate Custodial and Releasing Section - Traffic Adjudication Service (TAS)	6. For Apprehension Case Settlement	None	5 minute/s	LTO designated personnel; Any of requesting office / division
7. Submission of DRC Certificate of Completion - For Renewal of Driver's License Location: LTO Licensing Center / LTO Driver's License Renewal Office (DLRO)	7. For Renewal of Driver's License	None	5 minute/s	LTO designated officer; Any of requesting office / division
General Remarks				

1. The Driver's Reorientation Course (DRC) which is being conducted and facilitated by the t the LTO Traffic Safety Division,- LTO Central Office scheduled in two (2) sessions daily (Monday to Friday/ working days)

- On operationg Hours 8:00 a.m. to 5:00p.m. (At two (2) Sessions) AM Session (8:00 am to 12:00 nn) and PM Session (1:00p.m. to 5:00p.m.).

2. Attendees must be at the said venue at least fifteen (15) minutes prior to schedule with ciomplete requirements.

Total Processing Time:	Working Days: 3 hour/s, 55 minute/s
Total Processing Fee:	Total Standard Fee: None

IMPOUNDING UNIT OF FIELD ENFORCEMENT DIVISION

Impounding units help in ensuring public safety by removing vehicles that are deemed hazardous or pose a risk to others on the road. This could include vehicles involved in accidents, abandoned vehicles, or those that are unregistered or uninsured. Impounding units help in ensuring public safety by removing vehicles that are deemed hazardous or pose a risk to others on the road. This could include vehicles involved in accidents, abandoned vehicles, or those that are unregistered or uninsured.

Office or Division:	Law Enforcement Service	
Category:	External Service	
Classification:	Complex	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Registered Owner of Impounded Motor Vehicle	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. TAS Resolution (1) Original Copy		Agency - Division: Land Transportation Office - Traffic Adjudication Service
2. OR Payment of Fines (1) Original Copy		Agency - Division: Land Transportation Office - Cashier
3. Motion to release of MV and DL with undertaking (1) Original Copy Remarks: Original Copy of Motion to release of MV and DL		Applicant / Client
4. Manual TOP / Electronic TOP & IMPOUNDING RECEIPT (1) Original Copy Remarks:		Applicant / Client

One (1) Copy of Manual/E-TOP and One (1) Copy of Impounding Receipt / Apprehended Driver/Registered Owner

5. Photocopy of OR and CR

(1) Photo Copy

Applicant / Client

Remarks:

One (1) copy of OR and One (1) copy of CR / Apprehended Driver/Registered Owner

6. MVIR Form with OR

(1) Original Copy

Agency - Division: Land Transportation Office (NCR) - MVIS

Remarks:

One (1) copy of MVIR

7. LTFRB Order/CPC (applicable for For Hire MV)

(1) Original Copy

Agency - Division: Land Transportation Franchising and Regulatory Board - Legal Department

Remarks:

One (1) Copy of LTFRB Order/CPC

8. LTFRB Franchise Verification (applicable for For Hire MV)

(1) Original Copy

Agency - Division: Land Transportation Franchising and Regulatory Board (LTRFB) - Legal Department

Remarks:

One (1) Copy of LTFRB Franchise Verification

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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1. Submits Release Paper and other attachments Location: Law Enforcement Service	1. Evaluates submitted documents from Traffic Adjudication Service (TAS) 1.2 Determines if the MV is at the Central Office Compound or in the Tarlac Impounding Facility, and shall prepare the actual Release Paper and other attachments for the approval/signature of the LES Director.	None	1 hour/s	Impounding Receiving Clerk; Field Enforcement Division
2. Releasing of Actual Release Paper to the Registered Owner Location: Law Enforcement Service	2. The Impounding Officer shall evaluate all the documents, upon verification, the impounding Officer shall request the driver of the following: 2.1.2 Provide the valid IDs with signature. 2.2 If the MV is at the Central Office the Impounding Officer will prepare the Acknowledgment Receipt of Release of MV and will signed as witness by on duty impounding guard 2.3 If the MV is at the Tarlac Impounding facility the impounding officer will instruct the registered owner or authorized personnel to go Tarlac to claim the MV together with the Release Paper that was already evaluated by the over-all impounding officer of Central Office. 2.4 The assigned Impounding Officer at Tarlac Impounding Facility shall process the actual release paper of motor vehicle and prepare acknowledgment receipt of release of MV.	None	1 hour/s	Impounding Officer for Central Office and Impounding Officer for Tarlac Impounding Facility; Field Enforcement Division
General Remarks Note: a. Processing time includes waiting time and starts upon the submission of complete requirements.				

Total Processing Time:	Working Days: 2 hour/s
Total Processing Fee:	Total Standard Fee: None

CERTIFICATION OF NO PENDING APPREHENSION AND ALARM

Certification requested by driver's license holders or operators to ensure that the bearer has no pending record of apprehension/alarm.

Office or Division:	Law Enforcement Service
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Drivers, operators
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. 1. One (1) photocopy of Driver's License 2. One (1) letter request indicating the country and purpose
(1) Original Copy

Applicant / Client

2. 1. One (1) Letter Request 2. Affidavit of Loss Plate 3. One (1) photocopy of Official Receipt (OR) /Certificate of Registration (CR) 4. Presentation of the original and submission of one (1) photocopy of any issued ID with photo and signature of the applicant (ON SITE) 5. Original Copy of Police report
(1) Photo Copy

Applicant / Client

3. 1. Special Power of Attorney (for individual) 2. Secretary's Certificate (for corporation and other entities) 3. Presentation of original and submission of one (1) photocopy of any issued ID with photo and signature of the applicant and representative
(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. FOR LOST PLATE (ON LINE APPLICATION) * 1.1. Log-in on LTMS Portal	1.1. None	Standard Fees Breakdown:	5 minute/s	None; Any of requesting office / division

Account 1.2. Fill in the required fields and submit 2. Process payment online 3. Prints Official Receipt (OR) and Certificate of No Apprehension 4. Submit all supporting documents and requirement to Data Control Unit 5. Receive the approved Certificate of No Apprehension Location: Online Portal/ Data Conthrol Unit- Law enforcement Service	1.2. Evaluate and validate the submitted documents	Certification fee: PHP 100 Legal Research Fund: PHP 10 Total: PHP 110 Possible Fees Breakdown: GCASH payment: PHP 53.67	10 minute/s	• Evaluator; Law Enforcement Service
	1.3. Review and sign Certificate of No Apprehension		5 minute/s	• LES Director; Law Enforcement Service
	1.4. Release the approved Certificate of No Apprehension		5 minute/s	• Releasing Officer; Data Control Unit
2. CERTIFICATE OF NO PENDING APPREHENSION *1. Log-in on LTMS Portal Account. Fill in the required fields and submit 2. Process payment online 3. Prints Official Receipt (OR) and Certificate of No Apprehension and Alarm 4. Submit all supporting documents and requirement to Data Control Unit 5. Receive the approved Certificate of No Apprehension and Alarm Location: Online Portal/ Data Control Unit- Law Enforcement Service Notes/Instruction: <i>Note: Processing time includes waiting time and starts upon the submission of complete requirements.</i>	2.1. Evaluate and validate the submitted documents	Standard Fees Breakdown: Certification Fee: PHP 100 Legal Research Fund: PHP 10 Total: PHP 110 Possible Fees Breakdown: GCASH payment: PHP 53.67	10 minute/s	• Evaluator; Law Enforcement Service
	2.2. Review and sign Certificate of No Apprehension and Alarm		5 minute/s	• LES Director; Law Enforcement Service
	2.3. Release the approved Certificate of No Apprehension and Alarm		5 minute/s	• Releasing Officer; Data Control Unit
Total Processing Time:		Working Days: 45 minute/s		

Total Processing Fee:	Total Standard Fee: PHP 220 See other fees below
Possible Fees GCASH payment : 53.67 GCASH payment : 53.67	



Intelligence and Investigation Division

External Services

IID INVESTIGATIONS

1. Complaint against Driver's License Holders, Motor Vehicle Operators, and Motor Vehicle Owners in connection to Motor Vehicle operation
2. Complaint against irregularities in the issuance of Driver's License
3. Complaint Against irregularities in connection to Motor Vehicle registration

Office or Division:	Intelligence and Investigation Division			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	1. Private Complainants 2. Other Government Agencies			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Valid Complaint (1) Original Copy Applicant / Client Remarks: Written, complete and with substance				
2. Documentary Evidence (1) Original Copy Applicant / Client Remarks: Original, presentable and legible				
3. Video/s and Picture/s (1) Original Copy Applicant / Client Remarks: For Videos : in USB For Pictures : Printed				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Inquiry Location: Intelligence and Investigation Division, 2 nd Floor LETAS Building, LTO Central Office	1. Screens and responds to inquiries	None	30 minute/s	PACD Officer; Intelligence and Investigation Division
2. Submission of Documentary Evidence Location: Intelligence and Investigation Division, 2 nd Floor LETAS Building, LTO Central Office Notes/Instruction: <i>For the General Public:</i> <i>1. Submission of complete requirements.</i> <i>For other LTO Offices:</i> <i>1. Initial / Incident Report with endorsement for conduct of investigation.</i> <i>2. Other supporting documents/evidence.</i>	2. Submission of Pertinent or Necessary Evidentiary Documents/Requirements	None	30 minute/s	PACD Officer; Intelligence and Investigation Division
3. N/A Location: N/A	3.1. Investigation Proper - Evaluates Complaints, Issues appropriate Notice/s, Conducts Proceedings, and other necessary actions in pursuit of the investigation and resolution as the case requires	None	7 working day/s	IID Investigator; Intelligence and Investigation Division
	3.2. Conduct of Proceedings		1 working day/s, 3 hour/s	IID Investigator; Intelligence and

				Investigation Division
	3.3. Clarificatory Hearing		1 working day/s, 3 hour/s	• IID Investigator; Intelligence and Investigation Division
	3.4. Evaluation of Gathered Information; Drafting and Submission of Resolution, Investigation Report, and Others for approval of IID Chief		10 working day/s	• IID Investigator; Intelligence and Investigation Division
	3.5. Submission of Resolution, Order, Investigation Report, and Others for Approval by Executive Director and/or Assistant Secretary as applicable		1 hour/s	• Intelligence and Investigation Division; Intelligence and Investigation Division
General Remarks				
Waiting time for mailing, and for submission of requirements and other compliance of parties involved in the investigation is excluded				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

TAGGING OF ALARM - VEHICULAR ACCIDENT (MOTOR VEHICLES / MOTORCYCLES AND/OR DRIVER'S LICENSES)

Tagging of alarm on motor vehicles, motorcycles and driver's licenses involved in vehicular accidents to compel appearance at the concerned police station

Office or Division:	Intelligence and Investigation Division			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	1. Philippine National Police (PNP) 2. Complainant			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Letter Request (1) Original Copy		Agency - Division: Philippine National Police - Traffic Bureau / Sector		
2. Police Report (1) Original Copy Or (1) Certified True Copy		Agency - Division: Philippine National Police - Traffic Bureau / Sector		
3. Notice/s issued to the Registered Owner of the involved Motor Vehicle / Motorcycle and/or Driver's License Holder (1) Certified True Copy		Agency - Division: Philippine National Police - Traffic Bureau / Sector		
4. Proof of Service of notice/s issued to the Registered Owner of the involved Motor Vehicle / Motorcycle and/or Driver's License Holder (1) Photo Copy		Agency - Division: Philippine National Police - Traffic Bureau / Sector		
For Situational Requirement				
A.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Requesting party submits documentary requirements Location: Intelligence and Investigation Division, 2 nd Floor LETAS Building, LTO Central Office	1. Receives and checks completeness of the documentary requirements submitted by the requesting party	None	1 hour/s	• IID Receiving Clerk; Intelligence and Investigation Division
2. N/A Location: N/A	2.1. Dockets and assigns handling personnel	None	2 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.2. Evaluates and drafts Recommendation for Tagging of Alarm for approval of Chief, Intelligence and Investigation Division		4 working day/s	• IID Investigator; Intelligence and Investigation Division
	2.3. Approves and signs the Recommendation for Tagging of Alarm		3 hour/s	• IID Chief; Intelligence and Investigation Division
	2.4. Initiates tagging of alarm in the LTO Database System		1 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.5. Forwards to the Law Enforcement Service Director for final tagging of alarm		1 hour/s	• IID Outgoing Clerk; Intelligence and Investigation Division
General Remarks				
*Processing time per motor vehicles / motorcycles / driver's licenses				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

TAGGING OF ALARM - HIT AND RUN (MOTOR VEHICLES)

Tagging of alarm on motor vehicles involved in hit and run incidents to compel appearance at the concerned police station

Office or Division:	Intelligence and Investigation Division			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	1. Philippine National Police (PNP) 2. Complainant			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Letter Request (1) Original Copy		Agency - Division: Philippine National Police - Traffic Bureau / Sector		
2. Police Report (1) Original Copy Or (1) Certified True Copy		Agency - Division: Philippine National Police - Traffic Bureau / Sector		
3. Notice/s issued to the Registered Owner of the involved Motor Vehicle / Motorcycle (1) Certified True Copy		Agency - Division: Philippine National Police - Traffic Bureau / Sector		
4. Proof of Service of the notice/s issued to the Registered Owner of the involved Motor Vehicle / Motorcycle (1) Photo Copy		Agency - Division: Philippine National Police - Traffic Bureau / Sector		
For Situational Requirement				
A.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Requesting party submits documentary requirements Location: Intelligence and Investigation Division, 2 nd Floor LETAS Building, LTO Central Office	1. Receives and checks completeness of the documentary requirements submitted by the requesting party	None	1 hour/s	• IID Receiving Clerk; Intelligence and Investigation Division
2. N/A Location: N/A	2.1. Dockets and assigns handling personnel	None	2 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.2. Evaluates and drafts Recommendation for Tagging of Alarm for approval of Chief, Intelligence and Investigation Division		4 working day/s	• IID Investigator; Intelligence and Investigation Division
	2.3. Approves and signs the Recommendation for Tagging of Alarm		3 hour/s	• IID Chief; Intelligence and Investigation Division
	2.4. Initiates tagging of alarm in the LTO Database System		1 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.5. Forwards to the Law Enforcement Service Director for final tagging of alarm		1 hour/s	• IID Outgoing Clerk; Intelligence and Investigation Division
General Remarks *Processing time per motor vehicle / motorcycle				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

TAGGING OF ALARM - CARNAPPED MOTOR VEHICLES / MOTORCYCLES

Tagging of alarm on carnapped motor vehicles / motorcycles

Office or Division:	Intelligence and Investigation Division																
Category:	External Service																
Classification:	Simple																
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)																
Who may avail:	1. Philippine National Police - Highway Patrol Group (PNP-HPG) 2. Registered Owners of Motor Vehicles / Motorcycles 3. Owners / Possessors of Motor Vehicles / Motorcycles																
Operating Hours:	8:00 AM - 5:00 PM																
Statute:	REPUBLIC ACT NO. 10883 "AN ACT PROVIDING FOR A NEW ANTI-CARNAPPING LAW OF THE PHILIPPINES"; REPUBLIC ACT NO. 6539 "AN ACT PREVENTING AND PENALIZING CARNAPPING"																
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2"> For Standard Requirement </td></tr> <tr> <td> 1. PNP-HPG (formerly PNP-TMG) Letter or Endorsement (1) Original Copy </td><td> Agency - Division: Philippine National Police - Highway Patrol Group </td></tr> <tr> <td> 2. Official Receipt and Certificate of Registration (OR/CR) of motor vehicle from the issuing LTO Office (1) Original Copy Or (1) Certified True Copy </td><td> Agency - Division: Philippine National Police - Highway Patrol Group </td></tr> <tr> <td> 3. PNP-HPG Complaint Sheet (1) Original Copy Or (1) Certified True Copy </td><td> Agency - Division: Philippine National Police - Highway Patrol Group </td></tr> <tr> <td> 4. PNP-HPG Alarm Sheet (1) Original Copy Or (1) Certified True Copy </td><td> Agency - Division: Philippine National Police - Highway Patrol Group </td></tr> <tr> <td colspan="2"> For Situational Requirement </td></tr> <tr> <td colspan="2"> A. </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. PNP-HPG (formerly PNP-TMG) Letter or Endorsement (1) Original Copy	Agency - Division: Philippine National Police - Highway Patrol Group	2. Official Receipt and Certificate of Registration (OR/CR) of motor vehicle from the issuing LTO Office (1) Original Copy Or (1) Certified True Copy	Agency - Division: Philippine National Police - Highway Patrol Group	3. PNP-HPG Complaint Sheet (1) Original Copy Or (1) Certified True Copy	Agency - Division: Philippine National Police - Highway Patrol Group	4. PNP-HPG Alarm Sheet (1) Original Copy Or (1) Certified True Copy	Agency - Division: Philippine National Police - Highway Patrol Group	For Situational Requirement		A.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																
For Standard Requirement																	
1. PNP-HPG (formerly PNP-TMG) Letter or Endorsement (1) Original Copy	Agency - Division: Philippine National Police - Highway Patrol Group																
2. Official Receipt and Certificate of Registration (OR/CR) of motor vehicle from the issuing LTO Office (1) Original Copy Or (1) Certified True Copy	Agency - Division: Philippine National Police - Highway Patrol Group																
3. PNP-HPG Complaint Sheet (1) Original Copy Or (1) Certified True Copy	Agency - Division: Philippine National Police - Highway Patrol Group																
4. PNP-HPG Alarm Sheet (1) Original Copy Or (1) Certified True Copy	Agency - Division: Philippine National Police - Highway Patrol Group																
For Situational Requirement																	
A.																	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party submits documentary requirements Location: Intelligence and Investigation Division, 2nd Floor LETAS Building, LTO Central Office or Regional Operations Division	1. Receives and checks completeness of the documentary requirements submitted by the requesting party	None	1 hour/s	• IID Receiving Clerk; Intelligence and Investigation Division • Designated Personnel from Regional Operations Division (for requests filed at regional level); Operations Division - Regional Office
2. N/A Location: N/A	2.1. Dockets and assigns handling personnel	None	2 hour/s	• IID Investigator; Intelligence and Investigation Division • Designated personnel from LTO Regional Operations Division (for requests filed at regional level); Operations Division - Regional Office
	2.2. Evaluates and drafts Recommendation for Tagging of Alarm for approval of Chief, Intelligence and Investigation Division or designated Approving Officer at the regional level		2 working day/s	• IID Investigator; Intelligence and Investigation Division • Designated personnel at LTO Regional Office (for requests filed at the regional level); Operations Division - Regional Office
	2.3. Approves and signs the Recommendation for Tagging of Alarm		3 hour/s	• IID Chief; Intelligence and Investigation Division • Designated Approving Officer at the LTO Regional Office (for requests filed at the regional level); Operations

				Division - Regional Office
	2.4. Initiates tagging of alarm in the LTO Database System		1 hour/s	• IID Investigator; Intelligence and Investigation Division • Designated personnel at the LTO Regional Office (for requests filed at the regional level); Operations Division - Regional Office
	2.5. Forwards to the Law Enforcement Service Director or the designated personnel at the regional level for final tagging of alarm		1 hour/s	• IID Outgoing Clerk; Intelligence and Investigation Division • Designated personnel at the LTO Regional Office (for requests filed at the regional level); Operations Division - Regional Office
General Remarks *Processing time per motor vehicle / motorcycle				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

TAGGING OF ALARM - JUDICIAL AND QUASI-JUDICIAL BODIES (MOTOR VEHICLES)

Tagging of alarm on motor vehicle/s involved in criminal, civil and administrative cases

Office or Division:	Intelligence and Investigation Division			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	1. Judicial Authorities (Judge/s and Justice/s) 2. Quasi-Judicial Authorities (BIR, NLRC, SSS, DTI, DOLE, and etc.)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Judicial Court Order or Notice (Encumbrance or Levy) from Quasi-Judicial Bodies (1) Original Copy		Agency - Division: Courts or Quasi-Judicial Bodies - Courts or Quasi-Judicial Bodies		
2. Resolution or Decision (1) Certified True Copy		Agency - Division: Courts or Quasi-Judicial Bodies - Courts or Quasi-Judicial Bodies		
For Situational Requirement				
A.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party submits documentary requirements Location: Intelligence and Investigation Division,	1. Receives and checks completeness of the documentary requirements submitted by the requesting party	None	1 hour/s	• IID Receiving Clerk; Intelligence and Investigation Division

2 nd Floor LETAS Building, LTO Central Office				
2. N/A Location: N/A	2.1. Dockets and assigns handling personnel	None	2 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.2. Evaluates and drafts Recommendation for Tagging of Alarm for approval of Chief, Intelligence and Investigation Division		4 working day/s	• IID Investigator; Intelligence and Investigation Division
	2.3. Approves and signs the Recommendation for Tagging of Alarm		3 hour/s	• IID Chief; Intelligence and Investigation Division
	2.4. Initiates tagging of alarm in the LTO Database System		1 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.5. Forwards to the Law Enforcement Service Director for final tagging of alarm		1 hour/s	• IID Outgoing Clerk; Intelligence and Investigation Division
General Remarks				
*Processing time per motor vehicle/s				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

TAGGING OF ALARM - OTHER GOVERNMENT AGENCIES (MOTOR VEHICLES AND/OR DRIVER'S LICENSES)

Tagging of alarm on motor vehicles and/or driver's licenses as requested by other government agencies in relation to their official investigations

Office or Division:	Intelligence and Investigation Division			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Other Government Agencies			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Letter Request (1) Original Copy		Agency - Division: Other Government Agencies - Other Government Agencies		

2. Other Supporting Documents (1) Certified True Copy		Agency - Division: Other Government Agencies - Other Government Agencies		

For Situational Requirement				
A.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party submits documentary requirements Location: Intelligence and Investigation Division,	1. Receives and checks completeness of the documentary requirements submitted by the requesting party	None	1 hour/s	• IID Receiving Clerk; Intelligence and Investigation Division

2 nd Floor LETAS Building, LTO Central Office				
2. N/A Location: N/A	2.1. Dockets and assigns handling personnel	None	2 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.2. Evaluates documents submitted and drafts Recommendation for the Approval and Signature of IID Chief		4 working day/s	• IID Investigator; Intelligence and Investigation Division
	2.3. Approval and Signature of IID Chief		3 hour/s	• IID Chief; Intelligence and Investigation Division
	2.4. Initiates tagging of alarm in the LTO Database System		1 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.5. Forwards to the Law Enforcement Service Director for final tagging of alarm		1 hour/s	• IID Outgoing Clerk; Intelligence and Investigation Division
General Remarks				
*Processing time per motor vehicle/s and/or driver's licenses				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

LIFTING OF ALARM - VEHICULAR ACCIDENT (MOTOR VEHICLES / MOTORCYCLES AND/OR DRIVER'S LICENSES)

Lifting of Alarm on motor vehicles, motorcycles and driver's licenses involved in vehicular accidents

Office or Division:	Intelligence and Investigation Division			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	1. Philippine National Police (PNP) 2. Complainant			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Letter Request (1) Original Copy Agency - Division: Philippine National Police - Traffic Bureau / Sector				
For Situational Requirement				
A.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party submits documentary requirements Location: Intelligence and Investigation Division, 2 nd Floor LETAS Building, LTO Central Office	1. Receives and checks completeness of the documentary requirements submitted by the requesting party	None	1 hour/s	• IID Receiving Clerk; Intelligence and Investigation Division

2. N/A Location: N/A	2.1. Dockets and assigns handling personnel	None	2 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.2. Evaluates and drafts Recommendation for Lifting of Alarm for approval of Chief, Intelligence and Investigation Division		2 working day/s	• IID Investigator; Intelligence and Investigation Division
	2.3. Approves and signs the Recommendation for Lifting of Alarm		3 hour/s	• IID Chief; Intelligence and Investigation Division
	2.4. Initiates Lifting of Alarm in the LTO Database System		1 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.5. Forwards to the Law Enforcement Service Director for final Lifting of Alarm		1 hour/s	• IID Outgoing Clerk; Intelligence and Investigation Division
General Remarks				
*Processing time per motor vehicles / motorcycles / driver's licenses				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

LIFTING OF ALARM - HIT AND RUN (MOTOR VEHICLES)

Lifting of alarm on motor vehicles involved in hit and run incidents

Office or Division:	Intelligence and Investigation Division			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	1. Philippine National Police (PNP) 2. Complainant			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement 1. Letter Request (1) Original Copy Agency - Division: Philippine National Police - Traffic Bureau / Sector				
For Situational Requirement A.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party submits documentary requirements Location: Intelligence and Investigation Division, 2 nd Floor LETAS Building, LTO Central Office	1. Receives and checks completeness of the documentary requirements submitted by the requesting party	None	1 hour/s	• IID Receiving Clerk; Intelligence and Investigation Division

2. N/A Location: N/A	2.1. Dockets and assigns handling personnel	None	2 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.2. Evaluates and drafts Recommendation for Lifting of Alarm for approval of Chief, Intelligence and Investigation Division		2 working day/s	• IID Investigator; Intelligence and Investigation Division
	2.3. Approves and signs the Recommendation for Lifting of Alarm		3 hour/s	• IID Chief; Intelligence and Investigation Division
	2.4. Initiates Lifting of Alarm in the LTO Database System		1 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.5. Forwards to the Law Enforcement Service Director for final Lifting of Alarm		1 hour/s	• IID Outgoing Clerk; Intelligence and Investigation Division
General Remarks				
*Processing time per motor vehicle / motorcycle				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

LIFTING OF ALARM - CARNAPPED MOTOR VEHICLES / MOTORCYCLES

Lifting of alarm on carnapped motor vehicles / motorcycles

Office or Division:	Intelligence and Investigation Division	
Category:	External Service	
Classification:	Complex	
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	1. Philippine National Police - Highway Patrol Group (PNP-HPG) 2. Registered Owners of Motor Vehicles / Motorcycles 3. Owners / Possessors of Motor Vehicles / Motorcycles	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	REPUBLIC ACT NO. 10883 "AN ACT PROVIDING FOR A NEW ANTI-CARNAPPING LAW OF THE PHILIPPINES"; REPUBLIC ACT NO. 6539 "AN ACT PREVENTING AND PENALIZING CARNAPPING"	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. PNP-HPG (formerly PNP-TMG) Letter or Endorsement (1) Original Copy		Agency - Division: Philippine National Police - Highway Patrol Group
2. Official Receipt and Certificate of Registration (OR/CR) of motor vehicle from the issuing LTO Office (1) Original Copy Or (1) Certified True Copy		Agency - Division: Philippine National Police - Highway Patrol Group
3. PNP Recovery or Disposition Report (1) Certified True Copy		Agency - Division: Philippine National Police - Highway Patrol Group
Sub Requirement		
3.A. Affidavit of Self Recovery Report		
4. PNP Macro Etching Certificate (1) Certified True Copy		Agency - Division: Philippine National Police - Highway Patrol Group

5. PNP-HPG Clearance Certificate

(1) Certified True Copy

Agency - Division: Philippine National Police - Highway Patrol Group**6. MV Inspection Report**

(1) Certified True Copy

Agency - Division: Philippine National Police - Highway Patrol Group**7. Certificate of Lifting of Alarm**

(1) Certified True Copy

Agency - Division: Philippine National Police - Highway Patrol Group**For Situational Requirement****A.**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party submits documentary requirements Location: Intelligence and Investigation Division, 2 nd Floor LETAS Building, LTO Central Office or Regional Operations Division	1. Receives and checks completeness of the documentary requirements submitted by the requesting party	None	1 hour/s	• IID Receiving Clerk; Intelligence and Investigation Division • Designated Personnel from Regional Operations Division (for requests filed at regional level); Operations Division - Regional Office
2. N/A Location: N/A	2.1. Dockets and assigns handling personnel	None	2 hour/s	• IID Investigator; Intelligence and Investigation Division • Designated personnel from LTO Regional Operations Division (for requests filed at regional level); Operations Division - Regional Office
	2.2. Evaluates and drafts Recommendation for		4 working day/s	• IID Investigator; Intelligence and

	Lifting of Alarm for approval of Chief, Intelligence and Investigation Division or designated Approving Officer at the regional level			- Investigation Division - Designated personnel at LTO Regional Office (for requests filed at the regional level); Operations Division - Regional Office
	2.3. Approves and signs the Recommendation for Lifting of Alarm		3 hour/s	- IID Chief; Intelligence and Investigation Division - Designated Approving Officer at the LTO Regional Office (for requests filed at the regional level); Operations Division - Regional Office
	2.4. Initiates Lifting of Alarm in the LTO Database System		1 hour/s	- IID Investigator; Intelligence and Investigation Division - Designated personnel at the LTO Regional Office (for requests filed at the regional level); Operations Division - Regional Office
	2.5. Forwards to the Law Enforcement Service Director or the designated personnel at the regional level for lifting of alarm		1 hour/s	- IID Outgoing Clerk; Intelligence and Investigation Division - Designated personnel at the LTO Regional Office (for requests filed at the regional level); Operations Division - Regional Office
General Remarks				
*Processing time per motor vehicle / motorcycle				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

LIFTING OF ALARM - JUDICIAL AND QUASI-JUDICIAL BODIES (MOTOR VEHICLES)

Lifting of alarm on motor vehicle/s involved in criminal, civil and administrative cases

Office or Division:	Intelligence and Investigation Division			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	1. Judicial Authorities (Judge/s and Justice/s) 2. Quasi-Judicial Authorities (BIR, NLRC, SSS, DTI, DOLE, and etc.)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Judicial Court Order or Notice from Quasi-Judicial Bodies for Lifting of Alarm (1) Original Copy		Agency - Division: Courts or Quasi-Judicial Bodies - Courts or Quasi-Judicial Bodies		
2. Resolution or Decision (1) Certified True Copy		Agency - Division: Courts or Quasi-Judicial Bodies - Courts or Quasi-Judicial Bodies		
For Situational Requirement				
A.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party submits documentary requirements Location: Intelligence and Investigation Division,	1. Receives and checks completeness of the documentary requirements submitted by the requesting party	None	1 hour/s	• IID Receiving Clerk; Intelligence and Investigation Division

2 nd Floor LETAS Building, LTO Central Office				
2. N/A Location: N/A	2.1. Dockets and assigns handling personnel	None	2 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.2. Evaluates and drafts Recommendation for Lifting of Alarm for approval of Chief, Intelligence and Investigation Division		4 working day/s	• IID Investigator; Intelligence and Investigation Division
	2.3. Approves and signs the Recommendation for Lifting of Alarm		3 hour/s	• IID Chief; Intelligence and Investigation Division
	2.4. Initiates Lifting of Alarm in the LTO Database System		1 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.5. Forwards to the Law Enforcement Service Director for final Lifting of Alarm		1 hour/s	• IID Outgoing Clerk; Intelligence and Investigation Division
General Remarks				
*Processing time per motor vehicle/s				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

LIFTING OF ALARM - OTHER GOVERNMENT AGENCIES
(MOTOR VEHICLES AND/OR DRIVER'S LICENSES)

Lifting of Alarm on motor vehicles and/or driver's licenses as requested by other government agencies in relation to their official investigations

Office or Division:	Intelligence and Investigation Division			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Other Government Agencies			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Letter Request (1) Original Copy		Agency - Division: Other Government Agencies - Other Government Agencies		
2. Other Supporting Documents (1) Certified True Copy		Agency - Division: Other Government Agencies - Other Government Agencies		
For Situational Requirement				
A.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party submits documentary requirements Location: Intelligence and Investigation Division,	1. Receives and checks completeness of the documentary requirements submitted by the requesting party	None	1 hour/s	• IID Receiving Clerk; Intelligence and Investigation Division

2 nd Floor LETAS Building, LTO Central Office				
2. N/A Location: N/A	2.1. Dockets and assigns handling personnel	None	2 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.2. Evaluates documents submitted and drafts Recommendation for the Approval and Signature of IID Chief		4 working day/s	• IID Investigator; Intelligence and Investigation Division
	2.3. Approval and Signature of IID Chief		3 hour/s	• IID Chief; Intelligence and Investigation Division
	2.4. Initiates Lifting of Alarm in the LTO Database System		1 hour/s	• IID Investigator; Intelligence and Investigation Division
	2.5. Forwards to the Law Enforcement Service Director for final Lifting of Alarm		1 hour/s	• IID Outgoing Clerk; Intelligence and Investigation Division
General Remarks				
*Processing time per motor vehicle/s and/or driver's licenses				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Administrative Division

External Services

PROCUREMENT OF GOODS, INFRASTRUCTURE AND CONSULTING SERVICES

Standardization and Regulation of the procurement activities of goods, infrastructure projects, and consulting services of the Government and other purposes.

Office or Division:	Administrative Division	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Bids and Awards Committee Members, prospect bidders/contractors	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Invitation to Bid/PhilGEPS-ITB (1) Original Copy		Agency - Division: Land Transportation Office - Bids and Awards Committee Secretariat / Philippine Government Electronic Procurement System (PhilGEPS) Website
2. Bidding Documents (1) Original Copy		Agency - Division: Land Transportation Office (LTO) - Bids and Awards Committee Secretariat
3. Bid Proposal (1) Original Copy		Applicant / Client
4. Eligibility Requirements/Bid Proposal/Checklist (1) Original Copy		Agency - Division: Land Transportation Office (LTO) - Technical Working Group
5. Abstract of Bids as Read/Abstract of Bids as Calculated (1) Original Copy		Agency - Division: Land Transportation Office (LTO) - Technical Working Group/Bids and Awards Committee Secretariat

6. Post-Qualification of the Lowest Calculated Bid and (LCB)

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) - Technical Working Group/Bids and Awards Committee Secretariat

7. Bid Evaluation Report

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) - Technical Working Group

8. BAC Resolution Declaring LCRB and Recommending Approval

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) - Bids and Awards Committee / Bids and Awards Committee Secretariat

9. BAC Resolution Declaring Winning Bidder

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) - Bids and Awards Committee / Bids and Awards Committee Secretariat

10. Notice of Award (NOA)

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) - Head of the Procuring Entity (HOPE) / Bids and Awards Committee Secretariat

11. Contract

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) - Head of the Procuring Entity (HOPE) / Bids and Awards Committee Secretariat

12. Approval of Contract by Higher authority

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) - Head of the Procuring Entity (HOPE)

13. Notice to Proceed (NTP)

(1) Original Copy

Agency - Division: Land Transportation Office (LTO) - Head of the Procuring Entity (HOPE) / Bids and Awards Committee Secretariat

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
PROCUREMENT OF GOODS 1.A.Please refer to the note/instruction below. Location: Land Transportation Office (LTO)	1.A.1. Advertises/Posts Invitation to Bid / Request for Expression of Interest at PhilGEPS	Standard Fees Breakdown: Refer to IRR of R.A. 9184: PHP 0	6 working day/s	BAC Secretariat; Bids and Awards Committee

Notes/Instruction: <i>1.A.1 Advertises/Posts Invitation to Bid / Request for Expression of Interest at PhilGEPS</i> <i>1.A.2 Issues Bidding Documents</i> <i>1.A.3 Receives payment for BD</i> <i>1.A.4 Conducts Pre-Bidding Conference</i> <i>1.A.5 Receives Bids and Conducts Bid Opening</i> <i>1.A.6 Conducts bid evaluation</i> <i>1.A.7 Conducts post-qualification of the Lowest Calculated Bid (LCB)</i> <i>1.A.8 Approves BAC Resolution; Issues NOA to the Lowest Calculated Responsive Bid (LCRB)</i> <i>1.A.9 Prepares contract and approves and signs the contract</i> <i>1.A.10 Issues the Notice to Proceed</i> NOTES: <i>a. In cases of two (2) failed biddings, as provided in Sec. 35 of R.A. 9184, Negotiated Procurement shall be allowed.</i> <i>b. There is a failure of bidding if:</i> - No bids are received; - No bid qualifies as the Lowest Calculated Responsive Bid; or	1.A.2. Issues Bidding Documents	Total: PHP 0	1 working day/s	• BAC Secretariat; Bids and Awards Committee
	1.A.3. Receives payment for BD		45 working day/s	• BAC Secretariat; Bids and Awards Committee
	1.A.4. Conducts Pre-Bidding Conference		1 working day/s	• BAC/BAC Secretariat/TWG; Bids and Awards Committee
	1.A.5. Receives Bids and Conducts Bid Opening		1 working day/s	• BAC / BAC Secretariat / TWG; Bids and Awards Committee
	1.A.6. Conducts bid evaluation		7 working day/s	• TWG; Bids and Awards Committee
	1.A.7. Conducts post-qualification of the Lowest Calculated Bid (LCB)		45 working day/s	• TWG; Bids and Awards Committee
	1.A.8. Approves BAC Resolution; Issues NOA to the Lowest Calculated Responsive Bid (LCRB)		15 working day/s	• BAC/HOPE/BAC Secretariat; Bids and Awards Committee

- Whenever the bidder with the lowest calculated responsive bid refuses, without justifiable cause to accept the award of contract. c. Agency action nos. 2 to 4 are already included in the 82-day period as indicated under agency action no. 1. Thus, the corresponding processing times for the mentioned agency action actions are not included in the total processing time for the entire procurement process.	1.A.9. Prepares contract and approves and signs the contract		10 working day/s	• BAC Secretariat/ BAC Chairman / HOPE; Bids and Awards Committee
	1.A.10. Issues the Notice to Proceed		7 working day/s	• BAC Secretariat/ HOPE; Bids and Awards Committee
PROCUREMENT OF INFRASTRUCTURE PROJECTS 1.B.Please refer to the note/instruction below. Location: Land Transportation Office (LTO) Notes/Instruction: <i>1.B.1 Advertises/Posts Invitation to Bid / Request for Expression of Interest at PhilGEPS</i> <i>1.B.2 Issues Bidding Documents</i> <i>1.B.3 Receives payment for BD</i> <i>1.B.4 Conducts Pre-Bidding Conference</i> <i>1.B.5 Receives Bid and Conducts Bid Opening</i> <i>1.B.6 Conducts bid evaluation</i> <i>1.B.7 Conducts post-qualification of the Lowest Calculated Bid (LCB)</i>	1.B.1. Advertises/Posts Invitation to Bid / Request for Expression of Interest at PhilGEPS	Standard Fees Breakdown: Refer to IRR of R.A. 9184: PHP 0 Total: PHP 0	6 working day/s	• BAC Secretariat; Bids and Awards Committee
	1.B.2. Issues Bidding Documents		1 working day/s	• BAC Secretariat; Bids and Awards Committee
	1.B.3. Receives payment for BD		58 working day/s	• BAC Secretariat; Bids and Awards Committee
	1.B.4. Conducts Pre-Bidding Conference		1 working day/s	• BAC / BAC Secretariat / TWG; Bids and Awards Committee
	1.B.5. Receives Bid and Conducts Bid Opening		1 working day/s	• BAC / BAC Secretariat / TWG; Bids and

<i>1.B.8 Approves BAC Resolution; Issues NOA to the Lowest Calculated Responsive Bid (LCRB)</i> <i>1.B.9 Prepares contract and Approves and signs the contract</i> <i>1.B.10 Issues the Notice to Proceed</i> NOTES: <i>a. In cases of two (2) failed biddings, as provided in Sec. 35 of R.A. 9184, Negotiated Procurement shall be allowed.</i> <i>b. There is a failure of bidding if:</i> - No bids are received; - No bid qualifies as the Lowest Calculated Responsive Bid; or - Whenever the bidder with the lowest calculated responsive bid refuses, without justifiable cause to accept the award of contract. <i>c. Agency action nos. 2 to 4 are already included in the 82-day period as indicated under agency action no. 1. Thus, the corresponding processing times for the mentioned agency action actions are not included in the total processing time for the entire procurement process.</i>				Awards Committee
	1.B.6. Conducts bid evaluation		7 working day/s	• TWG; Bids and Awards Committee
	1.B.7. Conducts post-qualification of the Lowest Calculated Bid (LCB)		45 working day/s	• TWG; Bids and Awards Committee
	1.B.8. Approves BAC Resolution; Issues NOA to the Lowest Calculated Responsive Bid (LCRB)		15 working day/s	• BAC/HOPE/BAC Secretariat; Bids and Awards Committee
	1.B.9. Prepares contract and Approves and signs the contract		10 working day/s	• BAC Secretariat/BAC Chairman /HOPE; Bids and Awards Committee
	1.B.10. Issues the Notice to Proceed		7 working day/s	• BAC Secretariat/HOPE; Bids and Awards Committee
PROCUREMENT OF CONSULTING SERVICES 1.C. Please refer to the note/instruction below.	1.C.1. Advertises/Posts Invitation to Bid / Request for Expression of Interest at PhilGEPS	Standard Fees Breakdown: Refer to IRR	6 working day/s	• BAC Secretariat; Bids and Awards Committee

Location:		of R.A. 9184: PHP 0		
Land Transportation Office (LTO)	1.C.2. Issues Bidding Documents	Total: PHP 0	1 working day/s	• BAC Secretariat; Bids and Awards Committee
Notes/Instruction: <i>1.C.1 Advertises/Posts Invitation to Bid / Request for Expression of Interest at PhilGEPS</i>	1.C.3. Receives payment for BD		75 working day/s	• BAC Secretariat; Bids and Awards Committee
<i>1.C.2 Issues Bidding Documents</i>	1.C.4. Conducts eligibility check and shortlisting		20 working day/s	• BAC/TWG; Bids and Awards Committee
<i>1.C.3 Receives payment for BD</i>	1.C.5. Conducts Pre- Bidding Conference		1 working day/s	• BAC/BAC Secretariat/TWG; Bids and Awards Committee
<i>1.C.4 Conducts eligibility check and shortlisting</i>	1.C.6. Receives Bids and Conducts Bid Opening		1 working day/s	• BAC/ BAC Secretariat/ TWG; Bids and Awards Committee
<i>1.C.5 Conducts Pre- Bidding Conference</i>	1.C.7. Conducts bid evaluation and ranking of bids		21 working day/s	• TWG; Bids and Awards Committee
<i>1.C.6 Receives Bids and Conducts Bid Opening</i>	1.C.8. Approves ranking of bids		2 working day/s	• HOPE;
<i>1.C.7 Conducts bid evaluation and ranking of bids</i>	1.C.9. Notifies the bidder for Negotiation		3 working day/s	• BAC/BAC Secretariat/TWG; Bids and Awards Committee
<i>1.C.8 Approves ranking of bids</i>	1.C.10. Conducts negotiation		10 working day/s	• BAC/BAC Secretariat/TWG;
<i>1.C.9 Notifies the bidder for Negotiation</i>				
<i>1.C.10 Conducts negotiation</i>				
<i>1.C.11 Conducts post- qualification of the HRB</i>				
<i>1.C.12 Approves BAC Resolution and issues NOA to the Highest Rated Responsive Bid (HRRB)</i>				
<i>1.C.13 Prepares contract and Approves and signs the contract</i>				
<i>1.C.14 Issues the Notice to Proceed</i>				
NOTES: a. In cases of two (2)				

<i>failed biddings, as provided in Sec. 35 of R.A. 9184, Negotiated Procurement shall be allowed.</i> <i>b. There is a failure of bidding if:</i> - No bids are received; - No bid qualifies as the Lowest Calculated Responsive Bid; or - Whenever the bidder with the lowest calculated responsive bid refuses, without justifiable cause to accept the award of contract. <i>c. Agency action nos. 2 to 4 are already included in the 82-day period as indicated under agency action no. 1. Thus, the corresponding processing times for the mentioned agency action actions are not included in the total processing time for the entire procurement process.</i>				Bids and Awards Committee
	1.C.11. Conducts post-qualification of the HRB		30 working day/s	• TWG; Bids and Awards Committee
	1.C.12. Approves BAC Resolution and issues NOA to the Highest Rated Responsive Bid (HRRB		15 working day/s	• BAC/HOPE/BAC Secretariat; Bids and Awards Committee
	1.C.13. Prepares contract and approves and signs the contract		10 working day/s	• BAC Secretariat/ BAC Chairman/ HOPE; Bids and Awards Committee
	1.C.14. Issues the Notice to Proceed		7 working day/s	• BAC Secretariat/ HOPE; Bids and Awards Committee
Total Processing Time:				
*For PROCUREMENT OF GOODS		Working Days: 138 working day/s		
*For PROCUREMENT OF INFRASTRUCTURE PROJECTS		Working Days: 151 working day/s		
*For PROCUREMENT OF CONSULTING SERVICES		Working Days: 202 working day/s		
Total Processing Fee:				
*For PROCUREMENT OF GOODS		Total Standard Fee: PHP 0		
*For PROCUREMENT OF INFRASTRUCTURE PROJECTS		Total Standard Fee: PHP 0		

***For PROCUREMENT OF CONSULTING
SERVICES**

Total Standard Fee:

PHP 0



Reporting of Incidents, Concerns, and/or Complaints

External Services

REPORTING OF INCIDENTS, CONCERNS AND/OR COMPLAINTS THROUGH PHONE CALL

Phone call - The hotline of LTO is available 24/7 to help citizens in their queries regarding LTO transactions.

Office or Division:	Central Command Center (C3)			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Public / Road Users			
Operating Hours:	24/7			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Name, Address and Contact Number (1) Original Copy Or (1) Electronic Copy Applicant / Client				
2. Driver's License Number / Plate Number / Engine Number / Chassis Number / MV File Number / Conduction Sticker, if applicable (1) Original Copy Or (1) Electronic Copy Applicant / Client				
3. Details of the incident/concern/complaint (1) Original Copy Or (1) Electronic Copy Applicant / Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Dials 1342-586 (LTO) Location: Nationwide coverage	1. Receives the call and asks the client to provide his/her information	None	5 minute/s	• Response and Dispatch Officer (RDO); Central Command Center (C3)
2. Provides name, address and location Location: Nationwide coverage	2.1. Encoding the provided information and create incident ticket.	None	10 minute/s	• Response and Dispatch Officer (RDO); Central Command Center (C3)
	2.2. Asks the client to provide the details of the		10 minute/s	• Response and Dispatch Officer (RDO); Central

	incident/concern/ complaint			Command Center (C3)
3. Provides the details of the incident/concern/complaint Location: Natiowide coverage	3. Evaluates the situation and advises the necessary action needed	None	10 minute/s	Response and Dispatch Officer (RDO); Central Command Center (C3)
Total Processing Time:		Working Days: 35 minute/s		
Total Processing Fee:		Total Standard Fee: None		

REPORTING OF INCIDENTS, CONCERNS AND/OR COMPLAINTS THROUGH E-MAIL

Email - The Citizens are empowered to report road crash, lodge complaints and inquiries on MV License Plate, Driver's License and Traffic Violations.

Office or Division:	Central Command Center (C3)			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Driver's License Holder & applicant, Motor vehicle Owners and Concerned Citizens			
Operating Hours:	24/7			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Provision of Name, Address and Contact Number (1) Electronic Copy		Applicant / Client		
2. Provision of Driver's License Number / TOP / E-TOP / Client I.D No. / Plate Number / Engine Number / Chassis Number / MV File Number / Conduction Sticker, if applicable (1) Electronic Copy Remarks: There is a SPIEL that is being followed by C3 Personnel in every client concern		Applicant / Client		
3. Details of the incident/concern/complaint (1) Photo Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Reports the incident/concern/complaint thru E-mail. Provides the complete details of the	1.1. Verify the report	None	3 minute/s	Response and Dispatch Officer(RDO); Central

incident/concern/complaint Location:				Command Center (C3)
LAW ENFORCEMENT SERVICE - CENTRAL COMMAND CENTER	1.2. Acknowledge the report		3 minute/s	Response and Dispatch Officer(RDO); Central Command Center (C3)
2. None Location:	2.1. Evaluates the incident/report/concern	None	10 minute/s	Response and Dispatch Officer(RDO); Central Command Center (C3)
LAW ENFORCEMENT SERVICE - CENTRAL COMMAND CENTER	2.2. Decides whether the incident needs additional information or to be forwarded to concern division for their further evaluation.		10 minute/s	Response and Dispatch Officer(RDO); Central Command Center (C3)
	2.3. Follow-up at the concerned Division of their appropriate action.		10 working day/s	Response and Dispatch Officer(RDO); Central Command Center (C3)
	2.4. If inquiries can be handled by Response and Dispatch Officer, information is provided to the client.		10 minute/s	Response and Dispatch Officer(RDO); Central Command Center (C3)
3. None Location:	3. Create incident ticket for reference/traceability.	None	10 minute/s	Response and Dispatch Officer(RDO); Central Command Center (C3)
LAW ENFORCEMENT SERVICE - CENTRAL COMMAND CENTER				
General Remarks Handling time depends on the update and appropriate solution or action provided by the Division/Office. 10 Days will commence from the date or from the time the concern/report was forwarded to the concern Division.				
Total Processing Time:		Working Days: 10 working day/s, 46 minute/s		
Total Processing Fee:		Total Standard Fee: None		

REPORTING OF INCIDENTS, CONCERNS AND/OR COMPLAINTS THROUGH CITISEND MOBILE APPLICATION

Citiseend Mobile Application - Created to promote road safety. The Citizens are empowered to report road crash, lodge complaints and inquiries on MV License Plate, Driver's License and Traffic Violations.

Office or Division:	Central Command Center (C3)			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Driver's License Holder & Applicant, Motor vehicle Owners and Concerned Citizens			
Operating Hours:	24/7			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Provision of Name, Address and Contact Number (1) Electronic Copy Applicant / Client				
2. Provision of Driver's License Number / TOP / E-TOP / Client I.D No. / Plate Number / Engine Number / Chassis Number / MV File Number / Conduction Sticker, if applicable (1) Electronic Copy Applicant / Client Remarks: There is a SPIEL that is being followed by C3 Personnel in every client concern				
3. Details of the incident/concern/complaint (1) Photo Copy Applicant / Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Reports the incident/concern/complaint using the CITIsend Application. Choose the	1.1. Verify the report	None	3 minute/s	Response and Dispatch Officer(RDO); Central

specific incident category. Provides the complete details of the incident/concern/complaint Location: LAW ENFORCEMENT SERVICE - CENTRAL COMMAND CENTER				Command Center (C3)
	1.2. Acknowledge the report		3 minute/s	• Response and Dispatch Officer(RDO); Central Command Center (C3)
2. None Location: LAW ENFORCEMENT SERVICE - CENTRAL COMMAND CENTER	2.1. Evaluates the situation	None	10 minute/s	• Response and Dispatch Officer(RDO); Central Command Center (C3)
	2.2. Decides whether the incident needs additional information or to be forwarded to concern division for their further evaluation.		10 minute/s	• Response and Dispatch Officer(RDO); Central Command Center (C3)
	2.3. Follow-up at the concerned Division of their appropriate action.		10 working day/s	• Response and Dispatch Officer(RDO); Central Command Center (C3)
	2.4. If inquiries can be handled by Response and Dispatch Officer, information is provided to the client.		10 minute/s	• Response and Dispatch Officer(RDO); Central Command Center (C3)
General Remarks Handling time depends on the update and appropriate solution or action provided by the Division/Office. 10 Days will commence from the date or from the time the concern/report was forwarded to the concern Division.				
Total Processing Time:		Working Days: 10 working day/s, 36 minute/s		
Total Processing Fee:		Total Standard Fee: None		



Management Information Division

External Services

GENERAL QUERIES

Clarifications on the new procedure, policy, checklist of requirements, and other concerns with regard to licensing and motor vehicle transactions.

Office or Division:	Client Care and Technical Support Section			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Client			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement 1. The email should include the following information (if applicable): 1) Full name of the client, 2) Active email address, and 3) Details of the concern (1) Original Copy Applicant / Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send the email thru the LTMS portal Contact Us or thru the official email of LTO client care (clientcare@lto.gov.ph) Location: None	1.1. Assign the ticket to the designated client care associate, record and send an acknowledgment email	None	1 minute/s	• Client Care Associate; Management Information Division
	1.2. Read and evaluate the details		1 minute/s	• Client Care Associate; Management Information Division
	1.3. Identify the nature of concern		1 minute/s	• Client Care Associate; Management Information Division

	1.4. Provide appropriate response		2 minute/s	Client Care Associate; Management Information Division
2. Verify completeness of concern, reply if it is answered or if further information is needed Location: None Notes/Instruction: <i>If the ticket has no reply within 3 days, the ticket will automatically be closed</i> <i>If there is additional concern, go back to step 1.2</i>	2. Close the ticket if client's concern is satisfied	None	5 minute/s	Client Care Associate; Management Information Division
General Remarks Processing time may vary depending on the client's concern and number of follow up.				
Total Processing Time:		Working Days: 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

HANDLING OF REQUEST FOR SYSTEM UPDATE (RSU) AT THE CENTRAL OFFICE

To address errors committed during transactions and to update customer details which are system limitations of the existing system. The RSU could be for the following: a) Motor Vehicle Registration System (MVRS), b) Driver's Licensing System (DLS), c) Law Enforcement and Adjudication System (LETAS), d) and Manufacturer, Assembler, Importer and Dealer Reporting System (MAIDRS).

Office or Division:	All Regional Offices
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Motor Vehicle Owners, Driver's License holder, Concerned LTO personnel
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Duly accomplished Request for System Update (RSU) Form ver. 3.1

(1) Original Copy

Agency - Division: Land Transportation Office
(District Office / Extension Office) - Law Enforcement Service (LES)

2. Screenshots of Errors/Customer details that needs to be updated (for MVRS, DLS, MAIDS & LETAS)

(1) Original Copy

Agency - Division: Land Transportation Office
(District Office / Extension Office) - Law Enforcement Service (LES)

For Situational Requirement

A. 1.1. For revision of Customer's Details

A.1. Valid ID

Any valid IDs

Remarks:

Motor Vehicle Owner

A.2. SEC Certificate of Registration (MV is under the name of corporation) or Certification that the trade name to be replaced and new name to be adapted are one and the same / court order (To be implemented at the RO)

(1) Photo Copy

Applicant / Client

Remarks:

Securities and Exchange Commission (SEC) /
Department of Trade and Industry (DTI) /
Cooperative Development Authority (CDA)

A.3. Authenticated marriage certificate if change in name due to marriage / annulment (To be implemented at the MID-CS)

(1) Photo Copy

Applicant / Client

Remarks:

Philippine Statistics Authority (PSA)

B. 1.2. For correction of engine/chassis number (MID-RS)

B.1. Duly accomplished Motor Vehicle Inspection Report (MVIR) with stencils of the engine /chassis number.

(1) Original Copy

Agency - Division: Land Transportation Office
- (District Office/Extension Office)

B.2. Official Receipt (OR) indicating change engine/chassis transaction (if manually transacted)

(1) Photo Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

Remarks:

Motor vehicle owner

B.3. Official Receipt (OR) /Certificate of Registration (CR)

(1) Certified True Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

Remarks:

Motor vehicle owner

B.4. Clearance from Philippine National Police - Highway Patrol Group (PNP-HPG)

(1) Photo Copy

Applicant / Client

Remarks:

Philippine National Police - Highway Patrol
Group (PNP-HPG)

B.5. Sales Invoice, when necessary

(1) Original Copy

Agency - Division: Initial registering Land
Transportation Office - District Office /
Extension Office

C. 1.3. For correction of plate/file number (RS)

**C.1. Justification from the Chief that there
was an error committed during encoding**

(1) Original Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

**C.2. Official Receipt (OR)/Certificate of
Registration (CR)**

(1) Certified True Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

Remarks:

Motor vehicle owner

**C.3. Motor Vehicle (MV) Registry Book, if
necessary**

(1) Photo Copy

Agency - Division: Initial registering Land
Transportation Office - District Office /
Extension Office

D. 1.4. For correction of year model (TEPS)

**D.1. Duly accomplished Motor Vehicle
Inspection Report (MVIR) with stencils of the
engine /chassis number**

(1) Original Copy

Agency - Division: Land Transportation Office
(District Office / Extension Office) - District
Office / Extension Office

D.2. Certificate of Payment (CP) if applicable

(1) Original Copy

Agency - Division: Land Transportation Office
(District Office / Extension Office) - District
Office / Extension Office

D.3. Sales Invoice if applicable

(1) Original Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

D.4. Official Receipt (OR)/Certificate of Registration (CR)

(1) Photo Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

Remarks:

Motor vehicle owner

E. 1.5. For double file number (TEPS)

E.1. Plate Monitoring Report/Certified copy of the Motor Vehicle (MV) Registry Book

(1) Original Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

E.2. Justification from the Chief that there was an error committed during manual encoding

(1) Original Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

E.3. Official Receipt (OR)/Certificate of Registration (CR)

(1) Photo Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

Remarks:

Motor vehicle owner

F. 1.6. For file number with Alphanumeric

F.1. Official Receipt (OR)/Certificate of Registration (CR), if necessary

(1) Photo Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

Remarks:

Motor vehicle owner

F.2. Plate monitoring report

(1) Original Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

G. 1.7. Update Insurance/Update COC Status

G.1. Latest COC

(1) Photo Copy

Applicant / Client

Remarks:

Motor Vehicle Owner

H. 1.8. Age Misrepresentation of the Licensee (LS)

H.1. Duly accomplished Application for Driver's License (ADL)

(1) Original Copy

Agency - Division: Land Transportation Office
- Public Assistance and Complaint Desk (PACD), Customer Service Representative (CSR) of License Section, Licensing Centers, District Office/Extension Office, Driver's License Renewal Office

H.2. Valid/expired Driver's License

Any valid IDs

Remarks:

Driver's License holder

H.3. Letter of Appeal

(1) Original Copy

Applicant / Client

Remarks:

Driver's License holder

H.4. Birth Certificate or any legal document proving the correctness of the information

(1) Photo Copy

Applicant / Client

Remarks:

Philippine Statistics Authority (PSA), court

I. 1.9. Double License (LS)

I.1. Duly accomplished Application for Driver's License (ADL)

(1) Original Copy

Agency - Division: Land Transportation Office
- Public Assistance and Complaint Desk (PACD), Customer Service Representative (CSR) of License Section, Licensing Centers, District Office/Extension Office, Driver's License Renewal Office

I.2. Previous Driver's License

Driver's License

Remarks:

Driver's License holder

J. 1.10. Deletion of Buyer's Information (TEPS)

J.1. Sales Invoice

(1) Original Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

Remarks:

Manufacturers, Assemblers, Importers,
Rebuilders and/or Dealers (MAIRDs)

J.2. Letter Request

(1) Original Copy

Applicant / Client

Remarks:

**Manufacturers, Assemblers, Importers,
Rebuilders and/or Dealers (MAIRDs)**

K. 1.11. Reactivation of MAIRD

K.1. Sales Invoice

(1) Original Copy

Applicant / Client

Remarks:

Buyer of Motor vehicle / components

K.2. Letter Request

(1) Original Copy

Applicant / Client

Remarks:

Buyer of Motor vehicle / components

L. 1.12. Cancellation of Motor Vehicle Record

L.1. Letter request

(1) Original Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

Remarks:

Motor Vehicle owner

L.2. OR/CR

(1) Certified True Copy

Agency - Division: Land Transportation Office
- District Office / Extension Office

Remarks:

Motor Vehicle owner

L.3. Sales Invoice

(1) Original Copy

Agency - Division: Initial registering Land Transportation Office - (District Office / Extension Office)**L.4. CSR**

(1) Original Copy

Agency - Division: Initial registering Land Transportation Office - (District Office / Extension Office)**L.5. Certification from the dealer**

(1) Original Copy

Applicant / Client

Remarks:

Dealer

M. 1.13. RSUs that do not require additional documentary requirements**M.1. Rollback transaction**

(1) Original Copy

Applicant / Client

M.2. Remove transaction ID of pending apprehension

(1) Original Copy

Applicant / Client

M.3. Delete apprehension record due to double encoding

(1) Original Copy

Applicant / Client

M.4. Revert status of apprehension from dismissed to pending

(1) Original Copy

Applicant / Client

N. 1.14. RSUs that are being implemented by the IT Provider after approval by the Records Section**N.1. Correction of Gross Vehicle Weight**

(1) Original Copy

Applicant / Client

N.2. Update plate number from TEMP to Special Plate or from Regular Plate to TEMP

(1) Original Copy

Applicant / Client

N.3. Update classification

(1) Original Copy

Applicant / Client

N.4. Duplicate motor vehicle record

(1) Original Copy

Applicant / Client

N.5. Reprinting of CR

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Registrant/ Apprehended Driver/License holder/MAIDR submits letter request stating the reason for the correction Location: None	1. Prepares corresponding RSU and attaches letter from registrant/ concerned LTO personnel/license holder/ MAIDR or attaches additional supporting document, if needed.	None	2 hour/s	Evaluator/Clerk Field office, Law Enforcement Service (LES) ;
2. None Location: None	2. Submits RSU and attachments to Customer Care thru file transfer, courier or email.	None	2 hour/s	Evaluator/Clerk Field office, LES;
3. None Location: None	3. Validates the RSU received from the district/extension office, Licensing Centers, DLRO, LES prior to the issuance of a Service Request Number (SR No.), prepares transmittal to LTO.	None	1 hour/s, 30 minute/s	LTO IT Provider ;
4. None Location: None	4. Receives RSU and attachments from CCare.	None	30 minute/s	Evaluator/Clerk Management Information Division (MID) / Operations Division;
5. None Location: None	5. Evaluates and approves RSU	None	4 hour/s	Chief/ Evaluator MID/OPS;
6. None Location: None	6. Implements the correction using the Customer Admin / RSU/ MAIDRS Maintenance Facility. For MVRS &	None	2 hour/s	Evaluator MID/ Operations Division;

	LETAS - MID to implement, For DLS - License Section For MAIDS - TEPS to implement			
7. None Location: None Notes/Instruction: <i>1 hour after verifying in the system that RSU is implemented</i>	7. Informs the registrant that the RSU is already implemented.	None	1 hour/s	• DO/EO personnel;
Total Processing Time:		Working Days: 1 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None		

HANDLING OF REQUEST FOR SYSTEM UPDATE (RSU) AT THE REGIONAL OFFICE

Transaction at the District Office/Extension Office/E-Patrol

Office or Division:	All Regional Offices
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Concerned District Office/Extension Office/E-patrol/Regional Office
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Situational Requirement

A. 2.1. CLOSE TRANSACTION

A.1. Screenshot Pending transaction

(1) Electronic Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

A.2. Certification from the concerned District Office that there is no available sticker/plate

(1) Original Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

A.3. Transaction ID Number

(1) Original Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

B. 2.2. CORRECTION OF PLATE CLASSIFICATION

B.1. Official Receipt (OR) and Certificate of Registration (CR)

(1) Certified True Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

Remarks:

Motor Vehicle owner

B.2. Justification, if necessary

(1) Original Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

C. 2.3. INSERT ENCUMBRANCE**C.1. Official Receipt (OR) and Certificate of Registration (CR)**

(1) Certified True Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

Remarks:

Motor Vehicle owner

C.2. Chattel Mortgage

(1) Original Copy

Applicant / Client

Remarks:

Motor Vehicle Owner

C.3. Screenshot of error

(1) Electronic Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

D. 2.4. DELETE ENCUMBRANCE**D.1. Official Receipt (OR) and Certificate of Registration (CR)**

(1) Certified True Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

Remarks:

Motor Vehicle owner

D.2. Proof of release of mortgage

(1) Original Copy

Applicant / Client

Remarks:

Motor Vehicle Owner

D.3. Screenshot of error

(1) Electronic Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

E. 2.5. CORRECTION OF GROSS VEHICLE WEIGHT

E.1. Official Receipt (OR) and Certificate of Registration (CR)

(1) Certified True Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

E.2. Reciept for revision of Gross Vehicle Weight

(1) Original Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

F. 2.6. CORRECTION OF THE FOLLOWING: Motor Vehicle Type, Make, Series, Body Type, Classification, Color, Fuel No. of Cylinder, Piston Displacement, Seating Capacity, Storage Date, Motor Vehicle Status, Aircon Refrigerant, Front Tire Size, Rare Tire Size, Last District Office, Leased to, Net Weight, Shipping Weight, Net Capacity, BIN, First Registration Date, First Registration OR, First Registration Amount, Last Registration Date and Next Registration date

F.1. Official Receipt (OR) and Certificate of Registration (CR)

(1) Certified True Copy

Agency - Division: Land Transportation Office
- (District Office / Extension Office)

Remarks:

Motor Vehicle owner

F.2. Original Motor Vehicle Inspection Report (MVIR)

(1) Original Copy

Applicant / Client

Remarks:

Motor Vehicle Owner

F.3. Certificate of Stock Reported (CSR) or Sales Invoice, if applicable

(1) Original Copy

Agency - Division: Initial registering Land Transportation Office - (District Office / Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements Location: District Office	1.1. Receives and evaluates the requirement/s.	None	30 minute/s	• Receiving Clerk/ Evaluator/ Head of the Requesting DO;
	1.2. Prepares and transmits the Request for System Update (RSU)		30 minute/s	• Receiving Clerk/ Evaluator/ Head of

	with the requirement/s thru email or file transfer			the Requesting DO;
2. None Location: None	2. Stamps received and checks the RSU as well as completeness of the requirement/s.	None	7 minute/s	Receiving Clerk, Office of the Regional Director;
3. The client and the requesting D.O. complies with the requirement, if there is any. Location: None	3. If the requirements are not complete, inform the requesting agency of the deficiency.	None	8 minute/s	Receiving Clerk, Office of the Regional Director;
4. None Location: None	4. Evaluates and approves the RSU	None	4 hour/s	Regional Director;
5. None Location: None	5.1. Implements the RSU through MAIRDs, MVRS or Customer RSU Facility	None	1 hour/s	Regional Director/Designated Staff, ORD;
	5.2. Advises the requesting D.O. on the implemented RSU.		1 hour/s	Regional Director/Designated Staff, ORD;
6. None Location: None	6. Informs the client of the implemented RSU.	None	15 minute/s	Receiving Clerk/Evaluator of the Requesting DO;
Total Processing Time:		Working Days: 7 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

USER ACCOUNT ENROLLMENT FOR THE DRIVER'S LICENSING SYSTEM AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS) FOR DRIVER'S LICENSE

All system users for the printing of the 5-year driver's license cards should be enrolled in the AFIS System to be able to have access to the system.

Office or Division:	Management Information Division			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Those who will be assigned to encode customer's details and print driver's license cards.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Application Form for User Account (1) Original Copy Remarks: approved by immediate supervisor				
Agency - Division: Land Transportation Office - District Office / Extension Office / Licensing Center / Driver's Licensing Renewal Office				
2. LTO ID (1) Photo Copy Remarks: Regular employee / Contractual / Job Order				
Agency - Division: Land Transportation Office - Management Information Division				
3. Contract of Service for contractual/Job Order (1) Photo Copy				
Agency - Division: Land Transportation Office - Human Resource Development Section of the Regional Office				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. None Location: None	1. Prepares and submits application form and applicable attachments through Viber / courier / Personal delivery	None	30 minute/s	Regular employee/ Contractual/Job Order; Management Information Division
2. None Location: None	2. Checks requesting agency if it has existing agency code. Else, appends district office name in the system (while waiting for the assigned code) or advises said site to transmit Office Order for the assignment of Code	None	2 hour/s	MID IT Support; Management Information Division
3. None Location: None	3. Creates User Account	None	10 minute/s	Administrative Aide VI/ Administrative Assistant V/MID IT Support; Management Information Division
4. None Location: None	4. Informs User on his username and default password through SMS	None	10 minute/s	Administrative Aide VI/ Administrative Assistant V/ MID IT Support; Management Information Division
5. None Location: None	5. Acknowledges text message through SMS	None	10 minute/s	AFIS LTO User; Management Information Division
6. None Location: None	6. Prints and files documents for reference	None	10 minute/s	Administrative Aide VI/ MID IT Support; Management Information Division
Total Processing Time:		Working Days: 3 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

LTMS RELATED ISSUES AND CONCERNS - CLIENTS

Request for personal LTMS portal account access including but not limited to; correction of email address and personal information, account verification, deletion of double portal account, linking of driver's license/student permit/conductor's license and medical certificate, and resending of email verification. In addition, cancellation of transaction and lifting of alarm is included.

Office or Division:	Client Care and Technical Support Section	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Client	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. The email should include the following information (if applicable): 1) Full name of Client, 2) Active email address, 3) Portal Client ID, and 4) Details of Concern (1) Original Copy		Applicant / Client
2. Government-issued valid ID with photo and signature (any government-issued valid ID)		
3. Selfie holding a government-issued valid ID (1) Original Copy		Applicant / Client
4. Authorization letter (depending on the client's request) (1) Original Copy		Applicant / Client
5. Motor Vehicle Official Receipt and Motor Vehicle Certificate of Registration (if applicable) (1) Original Copy		Agency - Division: Land Transportation Office - Motor Vehicle originating District Office
6. Medical Certificate (if applicable) (1) Original Copy		Agency - Division: Land Transportation Office - Accredited Medical Clinics

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send the email thru the LTMS portal Contact Us or thru the official email of LTO client care (clientcare@lto.gov.ph) Location: None	1.1. Assign the ticket to the designated client care associate, record and send an acknowledgment email	None	1 minute/s	Client Care associate; Management Information Division
	1.2. Read and evaluate the details		1 minute/s	Client Care associate; Management Information Division
	1.3. Identify the nature of concern		1 minute/s	Client Care associate; Management Information Division
	1.4. Provide appropriate response		2 minute/s	Client Care associate; Management Information Division
2. Submit the checklist of requirements Location: None	2.1. Evaluate the legitimacy of attachments and check the portal account	None	4 minute/s	Client Care Associate Technical Support; Management Information Division
	2.2. Forward the issue to the technical support		3 minute/s	Client Care Associate Technical Support; Management Information Division
	2.3. Perform necessary action		4 minute/s	Client Care Associate Technical Support; Management Information Division
	2.4. Send confirmation email that the issue is resolved		4 minute/s	Client Care Associate Technical Support; Management Information Division

3. Verify completeness of request, reply if the issue is resolved or if further action is needed Location: None Notes/Instruction: • <i>If the ticket has no reply within 3 days, the ticket will automatically be closed</i> • <i>If there is additional concern, go back to step 1.2</i>	3. Close the ticket if the issue is resolved	None	5 minute/s	• Client Care Associate; Management Information Division
General Remarks Processing time may vary depending on the client's concern and number of follow up.				
Total Processing Time:		Working Days: 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

REQUEST FOR MOTOR VEHICLE VERIFICATION

Request of motor vehicle information for investigation and other legal purposes.

Office or Division:	Management Information Division		
Category:	External Service		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	Law enforcement and other government agencies, private entities, bank, foreign embassies, and financial institutions.		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Situational Requirement			
A. Request from Authorized Government Agency			
A.1. Letter Request (1) Original Copy		Applicant / Client	
A.2. Support Legal Documents (1) Original Copy Remarks: Police Report, Court Order, Subpoena, Proceeding Filed or consent from the Motor Vehicle owner		Agency - Division: Philippine National Police (PNP), Ombudsman, Court, Bureau of Internal Revenue (BIR), Anti-Money Laundering Agency (AMLA), and other Government Agencies exercising investigative, enforcement and quasi-judicial functions - N/A	
Sub Situational Requirement/s			
A.a. Requesting Party is Not Available			
A.a.1. Authorization Letter (1) Original Copy		Applicant / Client	
A.a.2. Company Issued ID with Photo and Signature Company Issued ID			
B. Request from Private Entities, Bank, Foreign Embassies, and Financial Institutions			

B.1. Waiver from the Motor Vehicle Owner

(1) Original Copy

Agency - Division: Motor Vehicle Owner -
N/A**B.2. Authorization Letter from Private Entities, Bank, Foreign Embassies, and Financial Institutions**

(1) Original Copy

Applicant / Client

B.3. Any issued ID with Photo and Signature of the Requesting Party and the Motor Vehicle Owner

a. Government issued ID's - Philippine Identification (PhilID) Card, Philippine passport, Social Security System (SSS) Card, UMID Card, PhilHealth ID, TIN Card, Postal ID, Voter's ID, Barangay ID, Professional Regulation Commission (PRC) ID, Senior Citizen ID, OFW ID, Overseas Workers Welfare Administration (OWWA) ID, National Council of Disabled Affairs (NCDA) ID, Solo Parent ID, Voter's Certification, Government Services and Insurance System (GSIS) e-Card, Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID, Home Development Mutual Fund (HDMF) ID, Department of Social Welfare and Development (DSWD) Certification, Integrated Bar of the Philippines (IBP) ID

b. Company Issued ID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements. Location: Records Section, Management Information Division	1.1. Receives requirements.	None	10 minute/s	• Receiving Clerk; Records Section
	1.2. Verifies motor vehicle information from LTO-IT database and prints screenshot.		30 minute/s	• Records Officer; Records Section
	1.3. Prepares Reply Letter and Verification Result (even with no record)		10 minute/s	• Records Officer; Records Section
2.Verification				

Outright Verification - For Private Individual / Entity 2.A.Pays verification fee. Location: Collection Unit, Financial Division	2.A. Accepts payment.	Standard Fees Breakdown: Verification Fee: PHP 40 Total: PHP 40	1 hour/s	Cashier; Collection Unit
Outright Verification - For Government 2.B.None. Location: N/A	2.B. N/A	None	1 minute/s	N/A; Records Section
With Certified True Copies of Registration Documents - For Private Individual / Entity 2.C.Please refer to notes/instruction below. Location: 2.C.1. Records Section, Management Information Division 2.C.2. Collection Unit, Financial Division Notes/Instruction: <i>2.C.1. None.</i> <i>2.C.2. Pays verification fee.</i> <i>2.C.3. Receives verification result.</i>	2.C.1. Request of Certified True Copies of Registration Documents will be endorsed to the concerned LTO Field Office for their appropriate action.	Standard Fees Breakdown: Verification Fee: PHP 40 Total: PHP 40	15 working day/s	Records Officer; Records Section
	2.C.2. Accepts payment.		1 hour/s	Cashier; Collection Unit
	2.C.3. Releases the verification result and the Certified True Copy of Registration Documents.		10 minute/s	Releasing Officer; Records Section
With Certified True Copies of Registration Documents - For Government 2.D.Please refer to notes/instruction below. Location: Records Section, Management Information Division Notes/Instruction:	2.D.1. Request of Certified True Copies of Registration Documents will be endorsed to the concerned LTO Field Office for their appropriate action.	None	15 working day/s	Records Officer; Records Section
	2.D.2. Releases the verification result and the Certified True Copy		10 minute/s	Releasing Officer; Records Section

2.D.1. None.	of Registration Documents.			
2.D.2. Receives verification result.				
Total Processing Time:				
*For Outright Verification - For Private Individual / Entity		Working Days: 1 hour/s, 50 minute/s		
*For Outright Verification - For Government		Working Days: 51 minute/s		
*For With Certified True Copies of Registration Documents - For Private Individual / Entity		Working Days: 15 working day/s, 2 hour/s		
*For With Certified True Copies of Registration Documents - For Government		Working Days: 15 working day/s, 1 hour/s		
Total Processing Fee:				
*For Outright Verification - For Private Individual / Entity		Total Standard Fee: PHP 40		
*For Outright Verification - For Government		Total Standard Fee: None		
*For With Certified True Copies of Registration Documents - For Private Individual / Entity		Total Standard Fee: PHP 40		
*For With Certified True Copies of Registration Documents - For Government		Total Standard Fee: None		



Management Information Division

Internal Services

USER ACCOUNT ENROLLMENT FOR THE DRIVER'S LICENSING SYSTEM AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS) FOR DRIVER'S LICENSE

All system users for the printing of the 5-year driver's license cards should be enrolled in the AFIS System to be able to have access to the system.

Office or Division:	Management Information Division			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Those who will be assigned to encode customer's details and print driver's license cards.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Application Form for User Account (1) Original Copy Remarks: approved by immediate supervisor				
Agency - Division: Land Transportation Office - District Office / Extension Office / Licensing Center / Driver's Licensing Renewal Office				
2. LTO ID (1) Photo Copy Remarks: Regular employee / Contractual / Job Order				
Agency - Division: Land Transportation Office - Management Information Division				
3. Contract of Service for contractual/Job Order (1) Photo Copy				
Agency - Division: Land Transportation Office - Human Resource Development Section of the Regional Office				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. None Location: None	1. Prepares and submits application form and applicable attachments through Viber / courier / Personal delivery	None	30 minute/s	Regular employee/ Contractual/Job Order; Management Information Division
2. None Location: None	2. Checks requesting agency if it has existing agency code. Else, appends district office name in the system (while waiting for the assigned code) or advises said site to transmit Office Order for the assignment of Code	None	2 hour/s	MID IT Support; Management Information Division
3. None Location: None	3. Creates User Account	None	10 minute/s	Administrative Aide VI/ Administrative Assistant V/MID IT Support; Management Information Division
4. None Location: None	4. Informs User on his username and default password through SMS	None	10 minute/s	Administrative Aide VI/ Administrative Assistant V/ MID IT Support; Management Information Division
5. None Location: None	5. Acknowledges text message through SMS	None	10 minute/s	AFIS LTO User; Management Information Division
6. None Location: None	6. Prints and files documents for reference	None	10 minute/s	Administrative Aide VI/ MID IT Support; Management Information Division
Total Processing Time:		Working Days: 3 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

QUALITY ASSURANCE TESTING

The process of evaluating the system to ensure that the defined specifications have been met. This involves identifying and fixing defects to guarantee reliability and performance before the deployment to the Production Environment.

Office or Division:	Management Information Division		
Category:	Internal Service		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business)		
Who may avail:	N/A		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1. Signed Terms of Reference. (1) Original Copy Remarks: Vendor's Developer Team - MID counterpart		Agency - Division: Land Transportation Office - Management Information Division	
2. Signed Business Requirements Specifications/Functional Requirements Specifications/System Architectural Design based on TOR. (1) Original Copy Remarks: Vendor's Developer Team - MID counterpart		Agency - Division: Land Transportation Office - Management Information Division	
3. Signed and Approved Test Plan. (1) Original Copy Remarks: Vendor's Developer Team - MID counterpart		Agency - Division: Land Transportation Office - Management Information Division	
4. Documented Release Notes with System version. (1) Original Copy Remarks:		Agency - Division: Land Transportation Office - Management Information Division	

Vendor's Developer Team - MID counterpart**5. Advisory via email regarding the fix/update of any features/modules/applications affected.**

(1) Original Copy

Agency - Division: Land Transportation Office -
Management Information Division

Remarks:

Vendor's Developer Team - MID counterpart

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Deploys fixes and/or new functionalities to QA environment and informs LTO - QA via email. Location: None	1.1. Assigns tester.	None	10 minute/s	• MID – QA Lead; Management Information Division
	1.2. Performs the test cycle.		10 working day/s	• MID – QA Team; Management Information Division
	1.3. Sends test findings to the vendor via email.		30 minute/s	• MID – QA Team; Management Information Division
2. Checks the test findings sent via email. Provides fixes to the QA environment. Location: None	2.1. Validates the fixes deployed and determines if no other functionality has been affected.	None	4 hour/s	• MID – QA Team; Management Information Division
	2.2. Recommends to deploy the fixes to the Production Environment		30 minute/s	• MID – QA Lead; Management Information Division
Total Processing Time:		Working Days: 10 working day/s, 5 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

PRODUCTION ENVIRONMENT DEPLOYMENT

The deployment of hot fixes, new version of the system or a Change Request (CR) implementation to Production Environment or in the live environment.

Office or Division:	Management Information Division			
Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	N/A			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Documented Release Notes with System version. (1) Original Copy Remarks: Vendor's Developer Team - MID counterpart		Agency - Division: Land Transportation Office - Management Information Division		
2. Advisory via email regarding the fix/update of any features/modules/applications affected. (1) Original Copy Remarks: Vendor's Developer Team - MID counterpart		Agency - Division: Land Transportation Office - Management Information Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. None Location: None	1. Recommends to the Vendor's Development Team the deployment of fixes to the Production Environment	None	2 minute/s	MID – QA Lead / MID – QA Test Lead; Management Information Division

2. None Location: None	2. Informs Implementation Team about the fixes and/or new functions to be deployed along with the Release Notes	None	5 minute/s	MID – QA Lead / MID – QA Test Lead; Management Information Division
3. None Location: None	3. Implementation Team will furnish an advisory to be approved by the MID Chief	None	1 hour/s, 30 minute/s	MID - Implementation Lead / MID Chief; Management Information Division
4. None Location: None	4. Sends out Formal Advisory with release note as attachment	None	29 minute/s	MID - Implementation Team; Management Information Division
5. Deploys the fixes and/or new functionalities to the Production Environment Location: None	5. None	None	1 minute/s	Vendor's Developer Team - MID counterpart; Management Information Division
Total Processing Time:		Working Days: 2 hour/s, 7 minute/s		
Total Processing Fee:		Total Standard Fee: None		

COORDINATING REPORTED ISSUE FROM LTO OFFICES AND STAKEHOLDERS

Support given to Site Support, LTMS Focal Person and Stakeholders via LTO Official Viber Group Chat.

Office or Division:	Management Information Division			
Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	LTO Offices and Stakeholders			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement 1. Reported Issue via Viber Group Chat or Email (1) Original Copy Agency - Division: Land Transportation Office - Management Information Division				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends an email or message to seek guidance re their current concern via LTO Official Viber Group Chat or Call Location: None	1. None	None	1 minute/s	Site Support / Focal Person / Stakeholder Personnel; Any of requesting office / division
2. None Location: None	2.1. Replied back and acknowledge their concern	None	29 minute/s	Implementation Team - Regional Coordinators; Management Information Division

	2.2. If Domain Expert (DE) is NOT needed, they will provide answer, document and/or instructions if necessary		45 minute/s	Implementation Team - Regional Coordinators; Management Information Division
	2.3. If Domain Expert (DE) is needed, they will coordinate the issue/concern to DE via Viber or personally		30 minute/s	Implementation Team - Regional Coordinators; Management Information Division
	2.4. Domain Expert (DE) will provide answer, document and/or instructions if necessary		5 minute/s	Domain Expert (DE); Management Information Division
	2.5. Regional Coordinators will relay the captured response from Domain Expert (DE) to Site Support / Focal Person / Stakeholder Personnel		30 minute/s	Implementation Team - Regional Coordinators; Management Information Division
	2.6. If reported is NOT fixed, Regional Coordinators recommends to create a ticket in OTRS		10 minute/s	Implementation Team - Regional Coordinators; Management Information Division
3. If reported is NOT fixed, creates a ticket Location: None	3. None	None	5 minute/s	Site Support / Focal Person; Any of requesting office / division
4. If reported issue is fixed, confirms issue has been resolved to Implementation Team Location: None	4. None	None	5 minute/s	Site Support / Focal Person; Any of requesting office / division
Total Processing Time:		Working Days: 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

ISSUANCE OF FORMAL ADVISORY DUE TO REPORTED SYSTEM ISSUE/BUG

Support given to Site Support, LTMS Focal Person and Stakeholders via LTO Official Viber Group Chat.

Office or Division:	Management Information Division			
Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	N/A			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Reported Issue via Email or Viber (1) Original Copy Agency - Division: Land Transportation Office - Management Information Division				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. LTO Office reports an issue/bug via Email or thru LTO Official Regional Viber Group Chat Location: None	1. None	None	5 minute/s	• Site Support / Focal Person; Any of requesting office / division
2. Regional Coordinators (RC) received a report via Email or LTO Official Regional Viber Group Chat or Call Location: None	2. None	None	1 minute/s	• Implementation Team-Regional Coordinators; Management Information Division

3. Implementation team raises the bug to Vendor Location: None	3. None	None	28 minute/s	Implementation Team - Regional Coordinators; Management Information Division
4. None Location: None	4.1. Vendor received the reported issue/bug	None	5 minute/s	Vendor - Developer; Any of requesting office / division
	4.2. Vendor verifies the issue/bug and provides Estimated Time of Resolution (ETR)		59 minute/s	Vendor - Developer; Any of requesting office / division
	4.3. Vendor apply the necessary fixes		5 minute/s	Vendor - Developer; Any of requesting office / division
5. Once fixed, prepares and submit the Formal Advisory to MID Chief for review and approval Location: None Notes/Instruction: <i>None</i>	5. None	None	1 hour/s	Implementation Lead; Management Information Division
6. The MID Chief reviews and approve the advisory Location: None	6. None	None	30 minute/s	Chief; Management Information Division
7. If NOT approved, revise and resubmit the Formal advisory Location: None	7. None	None	30 minute/s	Implementation Lead; Management Information Division
8. If approved, sends out Formal Advisory Location: None	8. None	None	30 minute/s	Implementation Team; Management Information Division
Total Processing Time:		Working Days: 4 hour/s, 13 minute/s		

Total Processing Fee:	Total Standard Fee: None
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SITE PREPARATION (ACTIVATION) FOR NEW LTO OFFICE

Preparation process of Activating New LTO Office.

Office or Division:	Management Information Division			
Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Product Owner			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Office Order (1) Original Copy Agency - Division: Land Transportation Office - Office of the Assistant Secretary (OASEC)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Regional Office announce the LTO Office Go-Live Date Location: None Notes/Instruction: <i>Assumption:</i> • Office Order was already issued by the Office of the Assistant Secretary (OASEC) • Training is complete	1. None	None	1 minute/s	• Site Support / Focal Person; Any of requesting office / division
2. Creates ticket via OTRS to request to activate LTMS System and attach the Office Order Location:	2. None	None	5 minute/s	• Site Support / Focal Person; Any of requesting office / division

None				
3. None Location: None	3. Activates the requested LTMS Core system	None	17 minute/s	MID System Administrator; Management Information Division
4. LTO Office Go-Live Location: None	4. None	None	1 minute/s	LTO Office Personnel; Any of requesting office / division
5. None Location: None	5. Monitors and provides assistance to LTO Office	None	1 minute/s	Site Preparation Team; Management Information Division
Total Processing Time:		Working Days: 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		