

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

	MAIN OFFICE	BRANCH	DEP Training Center
NEW			
RENEWAL			

(Kindly check (✓) the category applied for.)

APPLICATION FORM

Pursuant to MC No. 2019-2176

Accreditation Control No.:  
DATE:

NAME OF DRIVING SCHOOL/TRAINING CENTER:

ADDRESS:  
REGION: OWNER: CONTACT NO.:

VEHICLE CATEGORY: ☐ MOTORCYCLE A, A1 ☐ LIGHT VEHICLE B, B1, B2 ☐ HEAVY VEHICLE BE, C, CE, D

A. KIOSKS

ADDRESS
1.
2.
3.
4.

B. MOTOR VEHICLES (registered under the name of the Driving School/Center exclusively used for practical driving lesson)

Brand/Make/Model	Plate No.	OR Date & OR No.

C. APPLICANT/ACCREDITED DRIVING INSTRUCTORS

NAME	DL NO.	REMARKS	CONTROL NO.	VALIDITY

\*For items A, B, and C, attach extra sheet if required.  
\*See list of documentary requirements and qualifications at the back.

I hereby certify that the foregoing statements and information are true and correct, and accomplished in my own handwriting. I understand that I will be liable for perjury for any false statement or entries and the driving school will be permanently disqualified as a result thereof.

IN WITNESS WHEREOF, I have here unto set my hand this at

SIGNATURE OVER PRINTED NAME  
AFFIANT

Subscribed and sworn to me this day of affiant exhibit to me his/her Residence Certificate No. issued on at.

Doc. No. ;  
Page No. ;  
Book No. ;  
Series of .

QUALIFICATIONS
<ul style="list-style-type: none"><li>The dimension of maneuvering site should be at least fourteen (14) meters in length and in width. In case the designated maneuvering site is public property, it must have a written permit from the local government unit concerned;</li><li>The minimum dimension of a classroom must not be less than twenty-four (24) square meters;</li><li>Fully airconditioned or well-ventilated classroom;</li><li>Audio-visual materials and display, updated set of traffic signs, signals and pavement markings;</li><li>For students intending to apply for a light vehicle professional driver's license, the school must have in the classrooms automotive components and parts assemblies which may be used as aids in teaching basic automotive servicing;</li><li>All classrooms used for theoretical instruction must be equipped with closed circuit television (CCTV) system with built-in date and time recording features;</li><li>Driving school library facilities must have the following:<ul style="list-style-type: none"><li>Republic Act (R.A.) No. 4136, as amended and R.A. No. 10930</li><li>Letters of Instructions, Administrative Orders/ Memorandum Circulars of the Department of Transportation, Land Transportation Office, Land Transportation Franchising and Regulatory Board, and city/municipal ordinance relative to land transportation and traffic rules and regulations</li><li>Filipino Driver's Manual, defensive driving manual, and automotive mechanics manual to be provided to student-drivers</li><li>R.A. 8749 - Philippine Clean Air Act of 1999</li><li>R.A. 8750 - Seat Belts Use Act of 1999</li><li>R.A. 8794 - An Act Imposing a Motor Vehicle User's Charge on All Types of Motor Vehicles and for Other Purposes</li><li>R.A. 10054 - Motorcycle Helmet Act of 2009</li><li>R.A. 10586 - Anti-Drunk and Drugged Driving Act of 2013</li><li>R.A. 10666 - Children's Safety on Motorcycle Act of 2015</li><li>R.A. 10913 - Anti-Distracted Driving Act</li><li>R.A. 10916 - Road Speed Limiter Act of 2016</li><li>R.A. 11229 - Child Safety in Motor Vehicle's Act</li><li>R.A. 11235 - Motorcycle Crime Prevention Act</li></ul></li><li>The schools must have at least two (2) light 4-wheeled motor vehicles (with manual and automatic transmissions), and at least two (2) motorcycles (manual and automatic).<ul style="list-style-type: none"><li>Must not be more than seven (7) years old</li><li>Must be roadworthy, operational, equipped with front and rear-view dashboard recording camera, and currently registered in the name of the driving school or proprietor</li><li>Must be modified to include a separate brake pedal for the instructor</li><li>Shall bear markings "CAUTION – STUDENT-DRIVER" in white capital letters at least eight (8) inches in height with red background, and readable from the back of the motor vehicle.</li></ul></li></ul>

N – NEW		R – RENEWAL					
DOCUMENTARY REQUIREMENTS		MAIN OFFICE		BRANCH		DEP TRAINING CENTER	
		N	R	N	R	N	R
➤	Duly Accomplished Application Form	✓	✓	✓	✓	✓	✓
➤	For Single Proprietorship, the business name registration from DTI;	✓		✓		✓	
➤	For partnership or corporation, the business name registration, Articles of Incorporation/Constitution and By-Laws;	✓				✓	
➤	Certified True Copy of Valid Business Permit (Original to be presented) / any proof of application for renewal of business permit;	✓	✓	✓	✓	✓	✓
➤	Sworn Statement with documentary evidence of the adequacy of funds for annual operating expenses;	✓				✓	
➤	Bank certificate or Credit Line in the amount of Three Million Pesos (P3,000,000.00) in the name of the owner of driving school-applicant;	✓				✓	
➤	Secretary's Certificate of Authorized Representative for LTO transaction with complete name and address indicated, and attached valid company ID with picture;	✓				✓	
➤	Location plan and sketch of maneuvering site (with lease agreement if NOT owned);	✓		✓			
➤	Pictures of Driving School/Training Center (Interior and Exterior);	✓		✓		✓	
➤	Copy of latest OR/CR of the Motor Vehicles	✓	✓	✓	✓		
➤	Pictures of Motor vehicles with signage "CAUTION: STUDENT-DRIVER"	✓	✓	✓	✓		
➤	List of reading and training materials;	✓		✓		✓	
➤	Course Syllabus conforming to the standard course content;	✓		✓		✓	
➤	Audited financial statement prepared by a certified public accountant;		✓				✓
➤	List of accredited/applicant instructors with their driver's license number and other pertinent qualifications;	✓	✓	✓	✓	✓	✓
➤	Inspection Report (from LTO Central Office or Regional Accreditation Committee [RAC])	✓	✓	✓	✓	✓	✓
➤	Latest Certificate of Accreditation		✓		✓		✓

**DRIVING SCHOOLS FOR HEAVY VEHICLES SHALL COMPLY WITH THE FOLLOWING REQUIREMENTS:**

- \*The dimension of maneuvering site shall be at least thirty-one (31) meters in length and thirty-one (31) meters in width.
- \*The driving school must have at least one (1) heavy motor vehicle (e.g. bus, straight truck or articulated).
- \*The school must submit detailed course syllabus for the operation of heavy vehicles.
- \*Instructors must be a holder of TESDA NTTC and NC III Driving and Automotive Servicing for heavy vehicles, and must have passed the written examination administered by the LTO.
- \*The driver-applicant shall meet the qualifications mentioned under "Annex C"

**PROCEDURE FOR NEW APPLICANT:**

- \*Submit the application together with valid documentary requirements. In the event of findings of deficiency or non-conformity, the applicant shall be required to comply within five (5) days upon receipt of notice;
- \*Upon initial evaluation, get the schedule from the secretariat for the inspection of the facilities.
- \*In case of failure of initial inspection, the applicant shall be required to comply and set the date for re-inspection.
- \*After passing the inspection, receive PAY ORDER SLIP from the secretariat and pay Accreditation Fee;
- \*Proceed to cashier to pay accreditation fee;
- \*Submit a copy of Official Receipt to the Secretariat;
- \*LTO Central Office or Regional Accreditation Committee may issue Provisional Permit upon completion of documentary requirements.
- \*Receive Certificate of Accreditation.

**PROCEDURE FOR RENEWAL APPLICANT:**

- \*Submit the application together with valid documentary requirements. In the event of findings of deficiency or non-conformity, the applicant shall be required to comply within five (5) days upon receipt of notice;
- \*Upon initial evaluation, get the schedule from the secretariat for the re-inspection of the facilities.
- \*In case of failure of initial inspection, the applicant shall be required to comply and set the date for re-inspection.
- \*After passing the inspection, receive PAY ORDER SLIP from the secretariat and pay Accreditation Fee;
- \*Proceed to cashier to pay accreditation fee;
- \*Submit a copy of Official Receipt to the Secretariat;
- \*Receive Certificate of Accreditation.