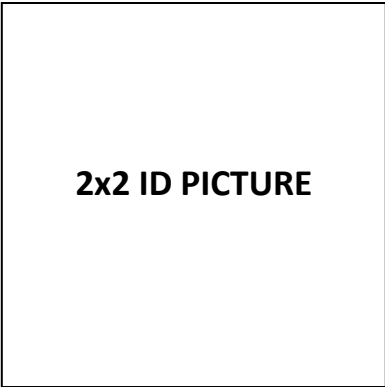


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE
East Avenue, Quezon City

APPLICATION FORM
(Driving School Instructor)
Pursuant to MC No. 2019-2176



☐ NEW ☐ RENEWAL Accreditation Control No.: _____

APPLIED FOR: ☐ PRACTICAL DRIVING INSTRUCTOR
☐ CLASSROOM INSTRUCTOR
☐ BOTH

DATE: _____

NAME OF APPLICANT: _____
(Surname) (First Name) (Middle Name)

ADDRESS: _____ CONTACT NO.: _____

DATE OF BIRTH: _____ SEX: _____ CITIZENSHIP: _____ CIVIL STATUS: _____

DRIVER'S LICENSE NO.: _____ EXPIRATION: _____ DL CODE: _____

NAME OF DRIVING SCHOOL: _____

REGION: _____ DS ACCREDITATION CONTROL NO. _____

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

HIGHEST EDUCATIONAL ATTAINMENT:

Name of School	Inclusive Dates of Attendance	Degree Earned

SEMINAR/TRAININGS (for the last five years):

Training Course	Name of Training Center	Date Acquired

EXPERIENCE AS DRIVING SCHOOL INSTRUCTOR:

Inclusive Dates		Name of School
From	To	

* Please read the qualifications and requirements at the back of this application.

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	DOCUMENTARY REQUIREMENTS	N	R
1. At least 23 years of age;	- Duly accomplished application form	✓	✓
2. Must be a holder of professional driver's license for the vehicle category to be lectured for at least five (5) years;	- Copy of valid Professional Driver's License (Original to be presented) - Certificate of Driver's License History	✓	✓
3. Must be a holder of relevant four-year degree course or of automotive vocational training course;	- Certified True Copy of Diploma	✓	
4. Must be holder of TESDA National TVET Trainer's Certificate (NTTC) or have completed a Trainer's Training National Certificate (NC) II in Driving and Automotive Servicing; *For existing instructors, as required in Section 22 of Memorandum Circular No. 2019-2176, a testimonial eligibility may be considered provided the following circumstances are present: A. Teaching as driving instructor for more than five (5) years; B. Cited for outstanding performance; and C. No record of traffic violation for the past five (5) years.	- Valid TESDA National TVET Trainer's Certificate (NTTC) or Trainer's Training Certificate - Valid National Certificate (NC) II in Driving and Automotive Servicing	✓	✓
5. Must not have any traffic violations for the past twelve (12) months prior to application as instructor;	- Testimonial Eligibility		✓
6. Must not have a history of suspension or revocation of driver's license for any cause;	- Valid LTO Certificate of No Apprehension	✓	✓
7. Must have passed the neuropsychiatric test from a government accredited entity;	- Original Certificate of Neuropsychiatric test result	✓	✓
8. 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;	- Original copy of valid drug test result from a DOH accredited testing center;	✓	✓
9. Must not have been convicted by final judgment of a crime involving moral turpitude, or of a crime punishable by prison correccional under the Revised Penal Code; and	- Copy of valid NBI/Police Clearance	✓	✓
10. Must have passed a written examination given by LTO	- Examination Result	✓	✓
11. Must attend and pass the retooling program for renewal applicant.	- Copy of Certificate of Completion (Original to be presented) - Copy of Certificate of Accreditation of the previous year (Original to be presented)		✓
12. No applicant shall be processed without the indorsement of accredited driving school.	- Indorsement from accredited driving school	✓	✓

PROCEDURE:

For New Applicants:

1. Submit to Accreditation Committee the application together with valid documentary requirements.
2. Upon initial evaluation, receive PAY ORDER SLIP from the secretariat for payment of Written Examination. Payment shall be made one week before the actual exam.
3. Proceed to cashier to pay examination fee. Furnish a copy of Official Receipt to Secretariat and get a schedule for written examination.
4. Proceed to LTO Central/Regional Office to take the written examination.
5. Wait for the result of exam within 15 working days. Passed applicants shall be given notice of examination result.
6. Receive PAY ORDER SLIP from the secretariat for payment of Accreditation.
7. Proceed to cashier to pay accreditation fee.
8. Submit a copy of Official Receipt to the Secretariat for the release of Certificate of Accreditation.
9. Receive Certificate of Accreditation.

For Renewal Applications:

1. Submit all valid requirements to the Accreditation Committee.
2. After initial evaluation, get from the secretariat the schedule of Retooling Program for Driving Instructors.
3. Attend and pass the Retooling Program.
4. Secure PAY ORDER SLIP from the secretariat for payment of Accreditation.
5. Proceed to cashier to pay accreditation fee.
6. Submit a copy of Official Receipt to the Secretariat for the release of Certificate of Accreditation.
7. Receive Certificate of Accreditation.