

**DTI-DOTC JOINT ADMINISTRATIVE ORDER NO. 01  
Series of 2001**

**SUBJECT: GUIDELINES FOR ACCREDITATION AND  
AUTHORIZATION OF MOTOR VEHICLE EMISSION TESTING  
CENTERS**

**ARTICLE I**

**GENERAL PROVISIONS**

**Section 1. General Principles**

*WHEREAS*, the State shall protect and advance the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature;

*WHEREAS*, the State shall attain and maintain a balance between development and environmental protection;

*WHEREAS*, the State shall maintain a quality of air that protects human life and welfare;

*WHEREAS*, the State shall protect the interests of the consumer, promote his general welfare and to establish standards of conduct for business and industry;

*WHEREAS*, pursuant to Executive Order No. 292, series of 1987, the Department of Trade and Industry is empowered to formulate and implement policies, plans and programs relative to the development, expansion, promotion and regulation of trade, industry, and investment; further, it is mandated to protect consumers from trade malpractice;

*WHEREAS*, pursuant to Chapter VII, Title III of Republic Act No. 7394, otherwise known as the *Consumer Act of the Philippines*, DTI is mandated to implement accreditation of repair and service firms or establishments and their technical personnel in order to protect the interest of the consumers availing of their services;

*WHEREAS*, the Department of Trade and Industry (DTI), pursuant to Sec. 21 of Republic Act No. 8749, otherwise known as the *Philippine Clean Air Act of 1999*, is mandated to develop and implement standards and

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procedures of the licensing of qualified private service centers and their technicians as prerequisite for performing the testing, servicing, repair and the required adjustment to the vehicle emission system;

*WHEREAS*, the Department of Transportation and Communication (DOTC), pursuant to Sec. 21 of Republic Act No. 8749, is mandated to implement the emission standards for motor vehicles as provided in the Act, authorize private emission testing centers duly accredited by DTI and formulate, together with DTI, a national motor vehicle inspection and maintenance program that will promote efficient and safe operation of all motor vehicles;

*WHEREFORE*, the following order is hereby prescribed and promulgated for the information, guidance, and compliance of all concerned.

## **Section 2 Objectives**

This order shall have the following objectives:

- i. To evolve and implement an accreditation and authorization scheme for private emission testing centers that is transparent, competent, efficient and effective consistent with DTI and LTO's mandate under RA 8749.
- ii. To promote, develop and professionalize the emission testing business to the end that consumers are assured of reliable, ethical and competent services conformable with the standards set forth herein.
- iii. To lay down minimum requirements and standards under which emission testing centers may legally engage in the business.
- iv. To upgrade the quality of services, expertise and facilities of emission testing centers consistent with international standards and practice.

## **Section 3 Scope and Coverage**

The following rules shall apply to accreditation and authorization of private emission testing centers nationwide.

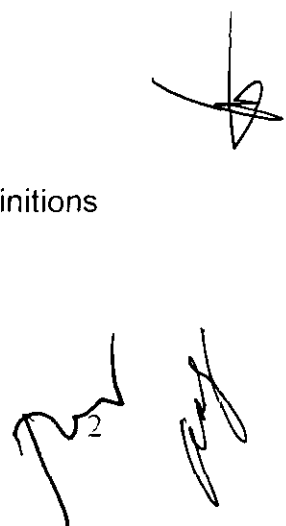
## **ARTICLE II**

### **DEFINITION OF TERMS**

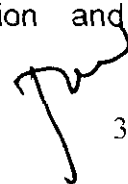
#### **Section 4 Definition of terms**

For purposes of this Order and as used herein, the following definitions are hereby adopted:

- a) *DTI*: Department of Trade and Industry
- b) *DOTC*: Department of Transportation and Communication

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- c) *BTRCP*: Bureau of Trade Regulation and Consumer Protection of DTI
- d) *LTO*: Land Transportation Office of DOTC
- e) *DTI/DOTC RO*: Refers to DTI/DOTC Regional Offices
- f) *TESDA*: Technical Education and Skills Development Authority
- g) *Accreditation*: A formal recognition by DTI of an emission testing center as competent to carry out specific tasks.
- h) *Authorization*: A formal recognition by LTO/DOTC of a motor vehicle emission testing center as competent to carry out emission testing activities.
- i) *Applicant*: A person, natural or juridical, seeking accreditation and/or authorization to engage in emission testing business under this Order.
- j) *Assessment*: A process that determines whether an organization, individual, process or service meets the requirements of standards or guides.
- k) *Assessment Procedure Manual*: A document embodying the standards and procedures for the accreditation of emission testing centers.
- l) *Assessment Team*: A group of technical persons constituted by the DTI/DOTC RO for the primary purpose of evaluating and assessing the applicant's eligibility to be accredited and to engage in emission testing business.
- m) *Bond*: Bond issued in favor of the Republic of the Philippines which shall guarantee the faithful and honest performance of the job done by the accredited enterprise. The bond shall remain in full force and effect until cancelled or released by the DTI Regional Office.
- n) *Private Emission Testing Center (PETC)*: A private facility engaged in the determination of the level of the opacity and/or the analysis of the content of the gaseous emission of a motor vehicle.
- o) *Private Emission Testing Center - Accreditation and Authorization Committee (PETC-AAC)*: A body to be constituted by the Secretaries of DTI and DOTC to review and formulate policies pertaining to accreditation of PETC.
- p) *One Stop Processing Center (OSPC)*: The center designated by DTI and DOTC to receive application for accreditation and authorization of PETC.

  
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- q) *Grantee*: A PETC formally recognized by DTI and DOTC under established procedures for its competence to carry out vehicle emission testing activity.
- r) *PNS ISO/IEC 17025*: The standards promulgated by the Bureau of Product Standard (BPS) relative to the general requirements for the competence of testing laboratories/centers.
- s) *Motor vehicle emission system*: For diesel engine, this is the assembly of the air induction and fuel systems of the engine of a motor vehicle. For gasoline engine, this is the assembly of the ignition and fuel systems of the engine of a motor vehicle.
- t) *Third Party Inspection*: The conduct of emission test by an accredited/authorized emission testing center of a vehicle maintained and/or repaired by another repair shop.
- u) *Third Party Assessors*: Independent assessors duly recognized by the DTI to audit and evaluate the accredited and authorized PETC in accordance with standards under PNS ISO/ IEC 17025.

### ARTICLE III

#### APPLICATION REQUIREMENTS

##### **Section 5. Qualifications of an Applicant**

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 vehicle emission testing activity is qualified to apply for accreditation provided that the following requirements are complied with.

A center duly accredited by DTI as an emission testing center may apply for DOTC authorization provided that no DTI and/or DOTC/LTO personnel, his/her spouse, or his relative by consanguinity or affinity within the third civil degree shall have ownership of or financial interest therein.

##### **Section 6 Documentary Requirements**

- a) A duly accomplished application form, under oath.
- b) A certified true copy of the following:
  - i) For sole proprietorship, Certificate of Business Name Registration
  - ii) For corporation/partnership, Securities and Exchange Commission Certificate of Registration and Articles of Incorporation/Partnership and Board Resolution, issued by the Board Secretary, specifying

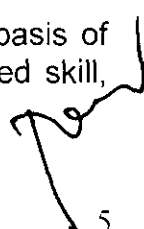

- the name of authorized representative who must be an officer of the corporation/partnership
- iii) For cooperative, Cooperative Development Authority Certificate of Registration and Articles of Cooperation and Board Resolution, issued by the Board Secretary, specifying the name of authorized representative who must be an officer of the cooperative
- c) Permit to operate business issued by the proper local government unit
  - d) BIR Registration and TIN
  - e) SSS Membership Certificate
  - f) 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 it to operate for at least one (1) year.
  - g) Location map of the center and layout of the center, including dimensions
  - h) Chart of organizational structure showing the relationship between the center and other operations of the firm, when applicable, and of the enter showing its personnel and its functions.
  - i) List of personnel involved with the operation of the center including their job descriptions, responsibilities and qualifications, including the Certificate of Competency as Motor Vehicle Emission Control Technician issued by TESDA
  - j) List of all equipment, including manuals, reference materials required for the calibrations and tests, manual of the test procedures, and personnel.
  - k) Such other documents that the DTI and DOTC may require from time to time to protect the interest of the government and the public.

#### ARTICLE IV

#### GENERAL AND MINIMUM REQUIREMENTS

##### Section 7. Personnel

- a) A technician shall be certified as a Vehicle Emission Control Technician by TESDA
- b) Personnel performing specific tasks shall be qualified on the basis of appropriate education, training, experience and/or demonstrated skill, as required.

  
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- c) The center shall maintain current job descriptions for managerial, technical and key support personnel involved in testing.
- d) The center's management shall authorize specific personnel to perform particular sampling, tests, to issue test reports, to give opinions and interpretations and to operate the emission testing equipment.

### **Section 8. Accommodation and Environmental Conditions**

- a) The work area shall be within a permanent site and shall have a maneuvering area/site of at least 6 m wide x 6 m long per proposed number of vehicle to be inspected at any given time where the driver can pair for off-highway emission testing.
- b) The facility for testing and/or calibration, including but not limited to energy sources, lighting and environmental conditions shall be such as to facilitate correct performance of the tests and/or calibrations.
- c) The area in which the test will be undertaken shall not invalidate the results or adversely affect the required accuracy of measurement.
- d) Measures shall be undertaken to ensure good housekeeping in the facility. Special procedures shall be prepared where necessary.

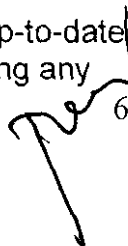

### **Section 9. Test Parameters to be Measured**

The following test parameters to be measured are as follows:

- a) For gasoline vehicles : hydrocarbon (HC) and carbon monoxide (CO), NOx and other pollutants as may be specified by law
- b) For diesel vehicles : opacity and/or particulate matters

### **Section 10 Equipment**

- a) The center shall have the minimum test equipment required in the test procedures, as follows:
  - i) For testing of gasoline vehicles: gas analyzer
  - ii) For testing of diesel vehicles : opacimeter
- b) All emission testing equipment shall conform to the specifications of the appropriate Philippine National Standards (PNS). These equipment shall be properly calibrated and have reference/operating manuals.
- c) The equipment and its software used for testing, and sampling shall be capable of achieving the accuracy required and shall comply with specifications relevant to the tests.
- e) Authorized personnel shall operate the equipment. Up-to-date instructions on the use and maintenance of equipment (including any

  
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relevant manuals provided by the manufacturer of the equipment) shall be readily available for use by the appropriate personnel.

### **Section 11 Test Methods/Procedures**

The test methods/procedures shall be those specified by the DENR.

### **Section 12 Test Reports/Certificates**

A test report shall be issued by the center, which shall contain at least the following information:

- a) Title (e.g. "Test Report" or "Test Certificate");
- b) Name and address of the center, and location where the test was carried out, if different from the address of the center;
- c) Unique identification of the test report or certificate (such as a serial number)
- d) Name and address of the client
- e) Identification of the test method used;
- f) Description, condition, and unambiguous identification, of the vehicles tested;
- g) Date of test
- h) Test results with the units of measurement of actual test as compared to standard;
- i) Names(s) function(s) and signature(s) or equivalent identification of person(s) authorizing the test report;
- j) Statement to the effect that the results relate only to the items tested

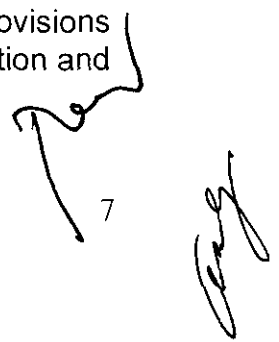
### **Section 13 Complaints**

The center shall have a policy and procedure for the resolution of complaints received from clients or other parties. Records shall be maintained of all complaints and of the investigations and corrective actions taken by the center.

### **Section 14 Compliance with PNS ISO/IEC 17025**

In recognition of the need to upgrade the accreditation and authorization scheme motor vehicle emission testing centers in accordance with international standards for competence of testing laboratories (centers), all PETCs shall comply with PNS ISO/IEC 17025.

Upon issuance of certificate of accreditation and authorization, the grantee shall execute an oath of undertaking. The undertaking shall contain the PETC's commitment through an action plan to comply with the provisions of PNS ISO/IEC 17025 within one (1) year from grant of accreditation and authorization.

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## ARTICLE V

### ACCREDITATION PROCEDURE

#### **Section 15 Where to File**

Applications for Accreditation shall be filed with the designated one-stop processing center (OSPC) or in a DTI-Provincial Office (DTI-PO) where the PETC is located when such OSPC is not available.

#### **Section 16 Evaluation of Application**

Upon receipt of the application documents, the DTI-PO shall within three (3) working days evaluate the completeness of the application.

#### **Section 17 Assessment/ Reassessment**

An on-site assessment in accordance with the review criteria set forth in the Assessment Procedural Manual shall be conducted by the Assessment Team, upon findings of completion of all the documentary requirements.

In the event of findings of deficiency or non-conformity, the applicant shall be informed of those areas in which the PETC failed to meet the requirements/standards, and shall be given a specified period but in no case more than thirty (30) days within which the corrective measures shall be performed.

Within the prescribed period, the applicant may submit evidence of corrective action and request in writing that the area/s in question be reassessed, when warranted. Otherwise, the application shall be deemed abandoned and the corresponding fee shall be forfeited.

#### **Section 18 Assessment Report**

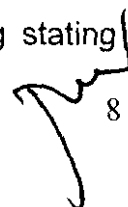
An Assessment Report, in a prescribed form, shall be prepared and submitted to the DTI-RO after completion of the assessment. The Report shall contain the findings of the Assessment Team.

#### **Section 19 Approval/Disapproval of Application**

Based on the findings of the Team, the DTI RO Director shall either issue a Certificate of Accreditation or disapprove the application.

The Certificate of Accreditation shall be issued upon payment of the prescribed fees and posting of the required bond in the amount of One Hundred Thousand Pesos (PhP100,000.00).

In cases of disapproval the applicant shall be notified in writing stating therein the grounds why the application was disapproved.



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**Section 20 Appeal**

An applicant aggrieved by the final decision of the DTI RO Director may, within fifteen (15) days from receipt of such decision, file an appeal to the Office of the DTI Secretary. The decision shall be immediately executory.

The grounds for appeal are limited to grave abuse of discretion and serious errors in the findings of fact, which may cause grave or irreparable injury to the aggrieved applicant.

**ARTICLE VI**

**CONDITIONS OF ACCREDITATION**

Following grant of accreditation, the PETC shall abide by the following commitments:

**Section 21 Maintenance and Calibration of Equipment**

All adjusting, servicing and testing equipment shall be maintained in good condition. Instruments and equipment requiring calibration or adjustment shall be calibrated and adjusted in accordance with the instructions of the manufacturer and the requirements of the Bureau.

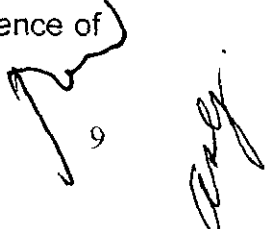
**Section 22 Inspection**

The Assessment Team or a third party assessor shall conduct an on-site inspection within six (6) months after the initial Certificate of Accreditation and Authorization has been granted, at least once a year, thereafter. In this regard, the Team shall be afforded reasonable access during business hours to the PETC's premises to allow them to inspect the equipment, facilities and documents pertaining to their operation and to verify compliance by its personnel with the standards set herein.

**Section 23 Records**

The PETC shall maintain and make available for inspection and reproduction, on request of the DTI- RO Director or his authorized representatives, records of PETC's transactions for a period of not less than three (3) years after completion of any transaction. Records required to be maintained shall include copies of the following:

- a) Vehicle inspection reports generated either manually or by test analyzer system
- b) Emission test results
- c) Calibration records and copies of calibration certificates, including the identity of personnel involved in the preparation and calibration
- d) Records of relevant qualifications, training, skills, and experience of the technical personnel

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- e) Records of all equipment, including number of units, date acquired, location and condition

## **Section 24 Display**

All accredited PETCs shall display the following in a place and manner conspicuous to their customers:

- a) **Official Signboard.** A PETC signboard shall be worded exactly as shown in Figure 1 in Annex "A" which is made an integral part of this Order. Other specifications such as dimensions, font/print and color shall be in accordance with the standards set by BTRCP. It shall contain the DTI and DOTC/LTO Seal.

The DTI-RO Director may require replacement of any sign, which fails to meet the outlined specifications, or which is no longer visible.

- b) **Certificate of Accreditation.** The Certificate of Accreditation of the PETC and that of its technician/s shall be posted prominently in an area frequented by the customers.

- c) **Prices.** The PETC shall post conspicuously in an area frequented by customers and make available upon request by the customer, a list of prices for specific activities for which it is licensed. Such posted prices shall include, but not limited to:

- i) Price charged for testing and of re-testing, if any.
- ii) Price charged for each type of vehicle, if such prices differ.

Prices may be stated as a fixed fee or an hourly rate.

## **Section 25 Reportorial Requirement**

The authorized representative of the PETC shall report in writing to the DTI-RO:

- a) Any change of information related to the PETC such as authorized representatives, personnel and equipment, within five (5) days prior effecting such change.
- b) Change of name or address of the PETC must be made known within five (5) days prior effecting such change. The BTRCP shall likewise be informed thereof within the specified period.
- c) Relevant statistics on their operation as PETC, such as number of motor vehicle tested, nature of complaints received and action taken in the manner and form the BTRCP will prescribe, to be submitted to the DTI-RO within five (5) days after the end of each month.

## ARTICLE VII

### AUTHORIZATION PROCEDURE

#### Section 26 Where to File

The Application for Authorization in a prescribed form shall be filed with the OSPC wherever available, or to the Assistant Secretary of the Land Transportation Office (LTO) or his duly designated representative. The application shall be accompanied with proof of compliance with the standard set forth herein. Applications outside of Metro Manila may be filed with the DOTC/LTO RO where the center is located.

#### Section 27 Interview

Upon receipt of the application, the LTO or its authorized representative shall cause the applicant to be interviewed in order to ascertain and verify the correctness and truth of the information contained in the application.

#### Section 28 Ocular Inspection

An ocular inspection of the center, equipment and facilities shall be forthwith conducted and evaluated to ascertain if the applicant met the requirements/standards set forth by the LTO. Such activity shall be done simultaneously with the on-site assessment for accreditation.

#### Section 29 Grant of Authorization/Permit to Operate as PETC

The LTO or its authorized representative, upon finding the application and other evidence satisfactory, may grant the required authorization/permit to operate and conduct as PETC, or if already established and operating, renew the same.

## ARTICLE VIII

### CONDITIONS OF AUTHORIZATION

#### Section 30 Third Party Inspection

To ensure objectivity in vehicle emission testing and promote third party inspection capability, the following shall be observed:

1. No emission test performed on the same vehicle repaired and/or maintained by a motor shop shall be considered except when the subject shop is PNS ISO/IEC 17025 certified.
2. Only inspection performed by an emission testing technician authorized by LTO and who has successfully completed a seminar/training on air pollution and operation of smoke emission testing devices conducted by TESDA shall be considered.

**Section 31 Authorization of Technicians**

Only technicians authorized by DOTC/LTO shall be employed by the PETC.

**ARTICLE IX**

**CERTIFICATE OF ACCREDITATION AND AUTHORIZATION (CAA)**

**Section 32 Validity of the Certificate**

The CAA is valid for a period of three (3) years unless sooner cancelled voluntarily or on grounds enumerated under Article XV.

**Section 33 Non-transferability of the Certificate**

The CAA is neither transferable nor alienable in whatever manner.

**Section 34 Replacement of Certificate**

In case the CAA is lost or destroyed, the accredited emission testing center may request for a certified true copy thereof based on the records, and upon payment of the prescribed fee.

**ARTICLE X**

**MONITORING AND INSPECTION**

**Section 35 Monitoring of Accredited and Authorized PETC**

DTI and DOTC/LTO shall undertake a joint monitoring and inspection activity on all accredited and authorized PETC.

**ARTICLE XI**

**RENEWAL**

**Section 36 Period to File Application for Renewal**

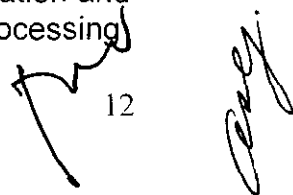
Application for renewal of accreditation and authorization shall be filed within three (3) months prior to its expiration.

**ARTICLE XII**

**BRANCH OFFICE OF PETC**

**Section 37 Branch Office**

Every branch office of a PETC shall apply for a separate accreditation and authorization. It shall be subject to the same requirements and processing



procedure for accreditation and charged with the same fees as that of its main PETC.

### ARTICLE XIII

#### SCHEDULE OF FEES

##### Section 38 Fees and Charges

Fees and charges to be paid for accreditation and authorization shall depend on PETC's size in terms of its assets and factors such as the number of man-hours spent in the evaluation and on-site assessment. The schedule of fees shall be as specified in Annex "B" which is made an integral part of this Order.

### ARTICLE XIV

#### ROLES AND RESPONSIBILITIES

##### Section 39 DTI

A. The DTI through the BTRCP shall oversee the implementation of the accreditation scheme for PETC and shall have the following functions:

- a) Formulate and prescribe policy guidelines for the transparent, efficient and effective implementation of the accreditation scheme for PETC.
- b) Exercise visitorial powers over the applicants and accredited centers.
- c) Maintain a Registry of Accredited Emission Testing Centers and of accredited technicians under its employ.
- d) Develop an Assessment Procedure Manual
- e) Maintain a registry of recognized and authorized assessors.
- f) Enter into agreement with other government agencies as well as with private sector in the implementation of this order.
- g) Represent DTI in various consultative meetings or workshops geared towards the upgrading and improvement of the accreditation scheme.
- h) Undertake such other measures as may be deemed necessary to improve the accreditation scheme.

B. The DTI-RO shall:

- a) Issue Certificate of Accreditation to applicants who comply with the requirements for accreditation;
- b) Exercise visitorial powers over the facilities of applicants and accredited PETC for purposes of determining compliance with the conditions of accreditation and to assure the quality and effectiveness of the tests conducted.

C. The DTI-PO shall:

- a) Accept , review and process applications for accreditation of applicants operating within their area of jurisdiction.
- b) Shall represent the DTI in the Assessment Team .

**Section 40 DOTC/LTO**

The DOTC/LTO or its duly authorized representatives has the following functions:

- a) Issue Certificate of Authorization to applicants that comply with the requirements for authorization;
- b) Ascertain that the PETC shall at all times comply with the applicable laws and implementing rules and regulations.
- d) Exercise visitorial powers over PETC.

**Section 41 Private Emission Testing Centers Accreditation and Authorization Committee (PETC-AAC)**

The Private Emission Testing Centers Accreditation and Authorization Committee herein after referred to as PETC-AAC, is hereby created. The PETC-AAC shall be composed of representatives from the following:

- a) DTI
- b) DOTC
- c) BTRCP
- d) LTO
- e) TESDA
- f) Private sector

The PETC-AAC shall function as an advisory body to on all matters pertaining to accreditation and authorization of PETC and its technicians. The members shall elect among themselves a Chairman.

**Section 42 Assessment Team**

An Assessment Team shall be constituted, composed of representatives from the DTI, DOTC/LTO and technical experts/assessors duly recognized and authorized by the BTRCP as members. The functions of the Assessment Team are:

- a) Review and evaluate the application and the documentary requirements and;
- b) Conduct on-site assessment of the applicant's and/or the accredited and authorized PETC's facility, personnel and equipment.

## ARTICLE XV

### ADMINISTRATIVE SANCTIONS AND GROUNDS

#### Section 43 Prohibited Acts

- a) Operating a PETC or engaging in emission testing business without proper accreditation and/or authorization;
- b) Violation of condition/s of accreditation and/or authorization;
- c) Misrepresentation for purposes of securing a license or renewal thereof, such as giving a material false statement in the application, or submitting falsified documents;
- d) Obstructing or attempting to obstruct inspection by the Assessment Team or visits by the authorized representative of DTI or DOTC/LTO;
- e) Engaging in activities outside the scope of the accreditation and/or authorization.
- f) Tampering of test result or entering any false information about the vehicle being tested.
- g) Any act similar or analogous to the foregoing.

#### Section 44 DTI Administrative Penalties and Sanctions

After due notice and hearing DTI shall impose, when warranted, any of the following applicable administrative penalties:

- a) A fine of not less than Thirty Thousand Pesos (P30,000.00) or
- b) Cancellation of license of both the technician and the center, or
- c) Both, as may be determined by DTI
- d) Forfeiture of Bond

Administrative actions arising from violation of this order shall be dealt with in accordance with the provisions of E.O. 913, s. 1983 and M.O. No. 69 s. 1983, as amended.

A pending administrative case shall not bar the filing of appropriate civil and/or criminal case against the grantee.

#### Section 45 DOTC/LTO Administrative Penalties and Sanctions

The DOTC/LTO after due notice and hearing shall cancel the authorization of any PETC found to have committed any of the acts provided under Section 44 hereof.

**ARTICLE XVI**

**TRANSITORY PROVISION**

**Section 46 Assessment Team**

An Interim Assessment Team shall be constituted to be composed of representatives from the following offices:

- a) DTI
- b) DOTC/LTO
- c) Technical Experts/Assessors

**ARTICLE XVII**

**REPEALING CLAUSE**

All laws, orders, issuance, rules and regulations pertaining to the accreditation of emission testing centers, which are inconsistent herewith, are hereby repealed and modified accordingly.

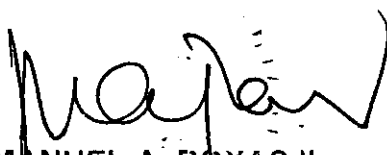
**ARTICLE XVIII**

**EFFECTIVITY**

This Order shall take effect sixty (60) days after its publication in two (2) newspapers of general circulation.

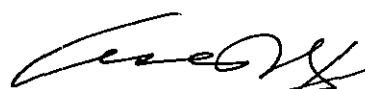
July 11, 2001, Mandaluyong City, Philippines.


APPROVED:

  
**MANUEL A. ROXAS II**  
Secretary, DTI

  
**PANTALEON D. ALVAREZ**  
Secretary, DOTC

RECOMMENDING APPROVAL:

  
**ADRIAN S. CRISTOBAL, JR.**  
DTI Undersecretary

  
**ARTURO T. VALDEZ**  
DOTC Undersecretary



**ANNEX "A"**

**Figure 1 Signage Content**

**THIS ESTABLISHMENT IS REGISTERED WITH THE DEPARTMENT  
OF TRADE AND INDUSTRY AND THE DEPARTMENT OF  
TRANSPORATATION AND COMMUNICATION**

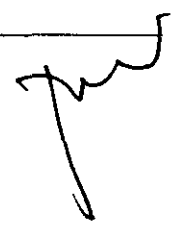
**NOTICE TO PUBLIC**

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- **ANY COMPLAINTS/QUESTIONS CONCERNING THE SERVICES RENDERED BY THIS FACILITY SHOULD BE DIRECTED TO THE MANAGER .**
  - **UNRESOLVED QUESTIONS REGARDING SERVICE WORK MAY BE REPORTED TO:**
- 

**DTI TEL. NO. 890-4943 OR DOTC/LTO HOTLINE: 7890  
MONDAY THRU FRIDAY**

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## Annex "B"

### FEES AND CHARGES

#### I. DTI Schedule of Fees

The following are the prescribed fees relative to the Accreditation of PETC which shall be payable to the DTI.

A.	Application Fee (Non-refundable, payable upon Issuance of application form)	PhP 300.00
B.	Assessment Fee : payable within 15 days after billing (Including document review, follow-up and review visits)	
	Small	PhP 8,000.00
	Medium	PhP 16,000.00
	Large	PHP 24,000.00
C.	Re-Assessment Fee	
	Small	PhP 4,000.00
	Medium	PhP 8,000.00
	Large	PHP 12,000.00
D.	Basic Accreditation Fee	
	Small	PhP 3,000.00
	Medium	PhP 4,000.00
	Large	PhP 5,000.00
E.	Annual Accreditation Fee	
	Small	PhP 1,000.00
	Medium	PhP 2,000.00
	Large	PhP 3,000.00
F.	Other Fees	
	Certified copy of certificate of accreditation	PhP 500.00
	Any other Certifications	PhP 100.00

#### II. DOTC/LTO Schedule of Fees

The following are the prescribed fees relative to the Authorization of DTI PETC which shall be payable to the DOTC/LTO:

A.	Application Fee	PhP 300.00
B.	Basic Authorization Fee	
	Small	PhP 3,000.00
	Medium	PhP 4,000.00
	Large	PhP 5,000.00
C.	Annual Authorization Fee	
	Small	PhP 1,000.00
	Medium	PhP 2,000.00
	Large	PhP 3,000.00
D.	Other Fees	
	Certified copy of certificate of authorization	PhP 500.00
	Any other Certifications	PhP 100.00

For purposes of computing the accreditation/authorization fees the following classification of enterprises shall be used based on asset size:

- A. A small PETC is one that has an asset of over One Million Pesos (PhP 1,000,000.00) up to Fifteen Million Pesos ( PhP 15,000,000.00)
- B. A Medium PETC is one that has an asset of over Fifteen Million Pesos (PhP15,000,000.00) up to One Hundred Million Pesos (PhP100,000,000.00)
- C. A Large PETC is one that has an asset of over One Hundred Million Pesos (PhP100,000,000).