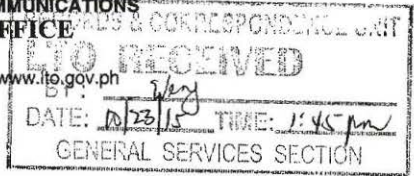




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS  
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City  
E-mail Address: ltombbox@lto.gov.ph • Website: www.lto.gov.ph



**ADMINISTRATIVE ORDER No. AVT-2015-030**

22 September 2015

**Subject: REVISED RULES AND REGULATIONS GOVERNING THE  
ISSUANCE OF STUDENT DRIVER'S PERMIT**

In accordance with the provisions of Republic Act No. 4136, otherwise known as the Land Transportation and Traffic Code, as amended by Batas Pambansa Blg. 398, the following rules and regulations governing the issuance of Student Driver's Permit are hereby prescribed and promulgated for the compliance, information and guidance of all concerned.

**I. COVERAGE**

This Order revises the rules and regulations governing the issuance of Student Driver's Permit, its qualifications, requirements, procedures and validity in order to ensure the efficient and effective implementation of the laws, rules and regulations implementing the same.

**II. DEFINITION OF TERMS**

- A. **Driver** - shall mean any licensed operator of a motor vehicle.
- B. **Student Driver's Permit (SP)** – is an authority embodied in a form prescribed by the Land Transportation Office (LTO) to a person who desires to learn to operate a motor vehicle when accompanied by a duly licensed driver, whether a Non-Professional or Professional, possessing the appropriate restriction code/s for the type of motor vehicle driven.
- C. **Non-Professional Driver's License (NPD)** – is an authority embodied in a form prescribed by the LTO to a person to operate a private motor vehicle.
- D. **Professional Driver's License (PDL)** – is an authority embodied in a form prescribed by the LTO to a person to operate a private or public utility vehicle.



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- E. **Motor Vehicle (MV)** - refers to any vehicle propelled by any power other than muscular power using the public highways but excepting road rollers, trolley cars, street-sweepers, sprinklers, lawn mowers, bulldozers, graders, forklifts, amphibian trucks and cranes if not used on public highways, vehicles which run only on rails or tracks, and tractors, trailers and traction engines of all kinds used exclusively for agricultural products.
- F. **Restriction Code (RC)** – is a specification in the driver's license as to the type of MV a licensed driver is allowed to operate.
- G. **Accredited Physician** - refers to any practicing doctor of medicine duly licensed to practice medicine in the Philippines, who examines applicants for driver's and conductors' licenses and issue medical certificates as proof thereof.
- H. **Medical Certificate** – is a statement from a physician that attests to the result of a medical examination done on an applicant.

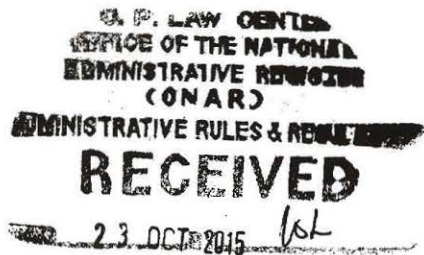
### III. QUALIFICATIONS, REQUIREMENTS AND PROCEDURE

#### A. **Qualifications:**

1. Must be at least seventeen (17) years old;
2. Must be physically and mentally fit to operate a motor vehicle;
3. Must be able to read and write Filipino, English or the applicable local dialect; and
4. In addition, for foreigners, the applicant must be eighteen (18) years old and must have been in the Philippines for at least one (1) month with proof that he/she will stay in the country for at least one (1) year from date of application.

#### B. **Documentary Requirements:**

1. Duly accomplished Application for Driver's License (ADL);
2. Original and photocopy of birth certificate duly authenticated by National Statistics Office (NSO);
3. If below eighteen (18) years of age, original copy of parental/guardian's consent with original and photocopy of one (1) valid government issued Identification Card containing the signature of the consenting parent/guardian.



4. Medical Certificate issued by any licensed practicing physician stating that the applicant is physically and mentally fit to operate a motor vehicle or otherwise stating his/her impairment; and
5. In addition, for foreigners, original and photocopy of passport with entry date of at least one (1) month and visa duration of at least one (1) year from date of application, or if born in the Philippines, present original and photocopy of birth certificate duly authenticated by the NSO.

**C. Procedure:**

1. Step 1 -

The applicant shall submit all the documentary requirements to the receiving personnel.

- Receiving personnel shall check only the completeness of the documents required and transmit the same to an evaluator.
- The evaluator shall evaluate the qualifications of the applicant and, if qualified, encode the application in the system.
- After encoding, the application shall be approved by the Approving Officer.

2. Step 2 -

Upon approval, the applicant shall be called for photo and signature taking.

3. Step 3 -

The applicant shall be called to pay the required fees to the Cashier.

4. Step 4 -

The SP Card with the Official Receipt shall be released to the applicant, who shall be required to write his/her name and affix his/her signature in the appropriate Release Form.

- A reviewer containing all possible questions in the examinations for issuance of an NPD, PDL and Conductor's License shall be given to the applicant together with the SP Card.

J. P. LAW CENTER  
OFFICE OF THE NATIONAL  
ADMINISTRATIVE REVIEWER  
(ONAR)  
ADMINISTRATIVE RULES & REGULATIONS  
**RECEIVED**  
23 OCT 2015

**IV. VALIDITY OF STUDENT DRIVER'S PERMIT**

- A. An SP shall be valid for one (1) year from date of issuance and may no longer be revised, modified or renewed. At any time thirty (30) days after the issuance, but not more than one (1) year therefrom, an SP holder may apply for the issuance of an NPDL or PDL, if qualified under applicable NPDL or PDL rules.
- B. An SP holder may only operate a private MV and only if he/she is accompanied by a duly licensed driver, whether a holder of an NPDL or PDL, with the appropriate RC for the type of MV driven by the SP holder.

**V. VENUE OF APPLICATION**

The application and issuance of an SP shall be done at any LTO Licensing Center and District/Extension Office.

**VI. ADMINISTRATIVE LIABILITY**

Any official or employee who, after due notice and hearing, is found guilty of committing any of the following acts, either willfully or through negligence, shall be administratively liable for offense(s) defined under the Civil Service Laws, rules and regulations:

- A. Issuing or causing the issuance of any SP in violation of any of the provisions of this Order;
- B. Reporting or certifying that an applicant met the qualifications; submitted the documentary requirements; and/or that the applicant is physically and mentally fit to operate a motor vehicle; when any or all of such statement(s) is not the case;
- C. Failure to file and certify any required report;
- D. Conspiring and/or assisting in the commission of any of the foregoing acts; and
- E. Violating or preventing, by his act or omission, the enforcement or implementation of any of the provisions of this Administrative Order.

**VII. REPEALING CLAUSE**

All prior orders, circulars and memoranda as well as any related issuances or part thereof inconsistent with these provisions are hereby repealed or amended accordingly.

**VIII. SEPARABILITY CLAUSE**

If any provisions of this Administrative Order or the application thereof to any person or circumstance are held invalid, the remainder of this Order, and the application of such provision to other persons or circumstances, shall not be affected thereby.

**IX. EFFECTIVITY**

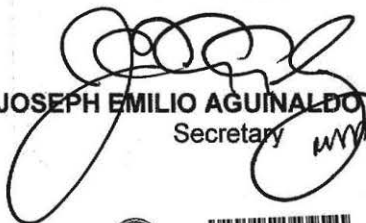
This Order shall take effect fifteen (15) days after publication in two (2) newspapers of general circulation in the Philippines.

**RECOMMENDING APPROVAL:**

  
**ATTY. ALFONSO V. TAN, Jr.**  
Assistant Secretary

CO 11311

**APPROVED BY:**

  
**JOSEPH EMILIO AGUINALDO ABAYA**  
Secretary *WYA*



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CERTIFIED TRUE COPY  
(NOT VALID IN BRASURES OR ALTERATION)  
*Josie M. Borja*  
**JOSIE M. BORJA**  
RECORDS OFFICER III  
GEN. SERVICES SECTION  
LTO