MEMORANDUM CIRCULAR NO. 2021- 2290

SUBJECT: RULES ON LTO FITTERS AND FITTING STATIONS UNDER REPUBLIC ACT NO. 11229 OR THE "CHILD SAFETY IN MOTOR VEHICLES ACT"

Pursuant to Republic Act (R.A.) No. 4136 or the "Land Transportation and Traffic Code" and in consonance with R.A. No. 11229 or the "Child Safety in Motor Vehicles Act" and its Implementing Rules and Regulations (IRR), this Memorandum Circular is issued for the establishment of fitting stations within the Land Transportation Office (LTO), and training and certification of LTO fitters.

ARTICLE I
GENERAL PROVISIONS

Section 1. Objectives

This Memorandum Circular shall have the following objectives:

1. To establish uniform standards for the establishment and operations of LTO fitting stations, and certification of LTO fitters; and
2. To provide a standardized training program and certification system for LTO fitters.

Section 2. Coverage

These rules shall apply to all LTO personnel engaged in the provision of fitting services as Type 1 fitters; the establishment and operation of fitting stations within LTO; and the conduct of trainings for LTO Type 1 fitters and trainers.

The provision of Type 2 fitting services, the establishment and operation of fitting stations where such Type 2 fitting services are provided, and the conduct of trainings and accreditation for Type 2 fitters shall be covered by a separate issuance.

Section 3. Definition of Terms

A. Fitting service refers to the service provided by Type 1 and Type 2 fitters and fitting stations on the proper use and installation of child restraint systems (CRS).
B. **Fitting station** refers to any agency, office, organization or institution that offers fitting services through a duly trained fitter. A fitting station may be stationary or fixed at a location designated for the purpose, such as in the motor vehicle inspection area, or mobile to move from place to place to provide fitting services in different locations.

C. **Trainer** refers to any individual who has acquired the necessary knowledge and skills to conduct training programs for fitters on the proper use and installation of CRS.

D. **Type 1 fitter** refers to any LTO personnel, preferably trained to conduct motor vehicle inspection services, who is knowledgeable and has been duly trained to engage in and perform Type 1 fitting services.

E. **Type 2 fitter** refers to any person who is knowledgeable and has been duly trained to engage in and perform Type 2 fitting services.

F. **Type 1 fitting service** refers to fitting services relating to:
   1. offering advice, instruction and consumer information regarding the proper use and installation of CRS;
   2. identifying correct attachment of the CRS to the vehicle;
   3. identifying whether the CRS fits the child correctly;
   4. identifying appropriate anchorages;
   5. making minor adjustments to correct the attachment and fit of the CRS; and
   6. similar services.

G. **Type 2 fitting service** refers to fitting services relating to:
   1. identifying and installing appropriate CRS anchorages points in the vehicle;
   2. retrofitting proper anchorages, and
   3. similar services.

**ARTICLE II**

**ESTABLISHMENT OF LTO FITTING STATIONS**

Section 4. LTO Fitting Stations at the Regional and District Offices

All LTO Regional and District Offices shall establish fitting stations within their respective jurisdictions. Nothing in this Memorandum Circular shall prevent the LTO from entering into partnerships with or consulting healthcare institutions and/or medical professionals, law enforcement agencies, local government units (LGUs), and other institutions for the conduct of fitting services through mobile fitting stations.

Section 5. General Requirements for LTO Fitting Stations

Fitting stations established by the LTO shall:
   - comply with the operational guidelines and standards under Section III; and
   - be operated only by fitters who are certified in accordance with Section IV.
ARTICLE III
GUIDELINES FOR OPERATIONS OF LTO FITTING STATIONS

Section 6. Personnel and Workplace Standards

A. Personnel requirement
All LTO fitting stations must designate at least one (1) certified Type 1 fitter.

B. Child-friendly workplace
1. The LTO officer in charge of the fitting station shall ensure that the fitting station is a child-friendly workplace that is suitable to the needs, interests, and safety of children.

2. All LTO personnel in the fitting station must exercise due diligence in relating to children, and should only directly address and/or handle children when expressly authorized by the parent, carer, guardian, driver or adult companion.

C. Specifications
Whether stationary or mobile, a fitting station should have the following:

1. Proper signage for visibility, including traffic cones;
2. Space approximately equivalent to at least two (2) standard parking lots, which should be sufficient to allow the opening and closing of doors on all sides of the vehicle;
3. A one (1)-way access for vehicles for proper traffic management and, for mobile fitting stations, adequate space to ensure that the fitting station operations will not obstruct the flow of traffic;
4. A roof or tent to provide protection from inclement weather to LTO fitters and the parent, carer, guardian, driver or any person availing of fitting services.

D. Resources
All LTO fitting stations should also be equipped with the following:

1. Information, education, and communications materials whether in the form of brochures, flyers, posters, etc. for parents, carers, guardians, drivers or any other person seeking instruction on child safety and the importance of CRS use;
2. Proper signage indicating the process flow of Type 1 fitting services;
3. Access to relevant documentation such as the CRS Fitting Service Certificate and the CRS Clearance Certificate as provided under [LTO Memorandum Circular No. ___ or Guidelines for the Clearance of Previously Acquired CRS], etc.;

4. Copies of sample CRS manufacturers’ instruction manuals and vehicle manufacturers’ instruction manuals;
5. Copy of most updated list of approved CRS by the Department of Trade and Industry (DTI);
6. A basic toolkit composed of a height chart, a pair of scissors, a utility knife, screw driver, a flashlight, etc.;
7. Stationery materials such as paper, pens and pencils; and
8. First aid kit.

Section 7. Fees for Fitting Services

Type 1 fitting services at any LTO fitting station shall be offered without any fees or charges to the public.

Section 8. Schedule of Availability of Fitting Services

All LTO fitting stations shall post their regular schedule of operations and operating hours, and inform the public whether fitting services are provided on a first-come, first-served basis or appointment basis.

Section 9. Installation of the CRS

A. Pre-installation

Prior to the installation of the CRS, the Type 1 fitter must:
1. Request for and review the vehicle instruction manual and CRS instruction manual;
2. Check whether the CRS is in good condition and has no signs of damage;
3. Check whether the CRS has labels indicating compliance with the standards approved by the DTI and the PS mark and/or ICC sticker;
4. If the CRS has an expiration date, check that the CRS is not expired; and
5. If the child is present, make sure that the CRS is appropriate for the child’s height, weight, and age.

If a CRS is damaged, substandard, expired, or inappropriate for the child, the Type 1 fitter shall advise the parent, carer, guardian, driver or any other person seeking instruction and provide information on accredited sellers or distributors of CRS and direct them to the list published by the DTI.

If the vehicle requires installation of appropriate anchorage points or retrofitting of proper anchorages for CRS installation, the Type 1 fitter must refer the parent, carer, guardian, driver or any other person seeking instruction to a Type 2 fitter who shall conduct an assessment and make the necessary installation of anchorage points or retrofitting of anchorages. In all cases, the Type 1 fitter shall further instruct the parent, carer, guardian, driver or any person seeking instruction to ensure compliance with Republic Act No. 8750 and the retrofitting of seatbelt devices and anchorage points.
B. Manufacturer-provided instruction manuals
Type 1 fitters must install the CRS strictly in accordance with the manufacturer’s instructions as set out in the CRS instruction manual and vehicle instruction manual. In the absence of an instruction manual, Type 1 fitters may refer to a manual for Type 1 fitters as approved by the LTO-TSD.

C. Issuance of fitting service certificate
After the installation or adjustment of the CRS, the Type 1 fitter shall issue a fitting service certificate, which must be dated and duly signed, and signify that the CRS has been installed in the vehicle in accordance with this Memorandum Circular.

D. Record of fitting service certificates
The LTO officer in charge shall maintain a monthly record of the fitting services provided by the fitters to every parent, carer, guardian, driver or any person seeking instruction. He/she shall ensure to keep record of the following relevant information:

1. LTO Fitting Service Certificate Details
   a. LTO RO/DO;
   b. LTO fitter’s name;
   c. Date; and
   d. Certificate no.

2. Motor Vehicle Information
   a. Plate no.; and
   b. Vehicle make, type, and year.

3. CRS Device Information
   a. CRS type (i.e., rear-facing, front-facing, and booster seat);
   b. Brand name;
   c. Manufacturer’s name, initials, or trademark;
   d. Date of production;
   e. Expiration date (if any);
   f. Country of origin; and
   g. Serial/Batch no.

ARTICLE IV
TRAINING AND CERTIFICATION OF TYPE 1 FITTERS

Section 10. General Provisions

A. LTO program of instruction
The LTO shall develop a Training Program for Type 1 fitters on the proper installation, use, and maintenance of CRS. The training program for Type 1 fitters shall include, but not be limited to, the following:
1. General road safety principles;
2. Relevant Philippine laws and regulations on child safety in motor vehicles;
3. Proper installation and use of CRS;
4. Types of CRS and anchorage systems; and
5. Proper inspection of CRS.

B. Requirement for LTO fitters
No Type 1 fitter shall be permitted to offer or perform fitting services, without undergoing training and obtaining a certification from the LTO.

Section 11. Examination and certification of Type 1 fitters

A. Eligibility and documentary requirements
Applicants for certification as Type 1 fitters shall comply with the qualifications and documentary requirements set out in Annex A of this Memorandum Circular.

B. Conduct of training
Applicants for certification as Type 1 fitters must undergo a training program approved by the LTO-Traffic and Safety Division (TSD) to be conducted by the LTO Regional Office. The relevant LTO office or trainer shall issue the certificate of completion of the training.

C. Conduct of examinations
The LTO-TSD and/or the Law Enforcement Service (LES) shall administer the examinations as often as needed to meet the demand.

D. Standardized examinations for Type 1 fitters
The LTO shall develop and administer standardized examinations for Type 1 fitters on the installation, use, and maintenance of CRS, which shall have written and practical components.

1. An applicant must pass both written and practical examinations to be considered as “Passed.” The applicant must have a rating of at least eighty (80%) percent in the written examination, and a rating of “Passed” in the practical examination. The examination results shall be released within fifteen (15) working days from the date of examination.

2. In case of failure to pass either or both examinations, a retake may be allowed for up to three (3) times. Upon failure for the third time, the applicant shall be required to undergo the training program again before being allowed to retake the examination.

E. Issuance of Type 1 fitter’s certificate
1. The Type 1 fitter’s certificate shall be issued to an applicant who has completed the training program and passed the examinations.

2. The Type 1 fitter’s certificate issued shall be valid for a lifetime, provided that Type 1 fitters shall be required to attend mandatory retooling program every five (5) years to maintain good standing.
3. The continued possession of the requirements set out in Annex A shall be a condition for the validity of the Type 1 fitter’s certificate. Any disqualification including serious violation of the CRS Fitters’ Code of Conduct as provided under Annex D may be a ground for revocation of the Type 1 fitter’s certificate, without prejudice to any administrative sanction that may be imposed upon said Type 1 fitter.

ARTICLE V
CERTIFICATION OF TRAINERS FOR TYPE 1 FITTERS

Section 12. General Provisions

A. Requirement for trainers
No LTO personnel shall be authorized to conduct training programs for Type 1 fitters without training and certification from the LTO or its certified trainers.

B. Training-of-trainers program
The LTO shall develop a training-of-trainers program for applicants for certification as trainers. For this purpose, the LTO shall capacitate trainers and examiners from the LTO-TSD and/or LES as well as each LTO Regional Office who shall conduct the training-of-trainers program for each region.

Section 13. Examination and certification of trainers

A. Eligibility and documentary requirements
Applicants for certification as trainers shall comply with the qualifications and documentary requirements set out in Annex B of this Memorandum Circular.

B. Standardized examinations for trainers
The LTO shall develop and administer standardized examinations for trainers, which shall have written and practical components.

C. Issuance of trainer’s certificate
1. The trainer’s certificate shall be issued to an applicant who has (i) completed the training-of-trainers program, and (ii) passed the examinations.
2. The trainer’s certificate shall be valid for three (3) years. Applications for renewal of the trainer’s certificate shall be submitted sixty (60) days prior to the expiration of the certificate.

Section 14. Training modules, facilities, and equipment

A. Coverage of the training module
All LTO trainers must deliver the Training Program for Type 1 fitters on the proper installation, use, and maintenance of CRS developed by LTO-TSD. The training module shall have components of classroom and practical instruction and shall include, but shall not be limited to, the following topics:
1. General road safety principles;
2. Relevant Philippine laws and regulations on child safety in motor vehicles;
3. Proper installation and use of CRS;
4. Types of CRS and anchorage systems; and
5. Proper inspection of child restraint systems.

B. Facilities and equipment
All trainings must be conducted with the following resources:

1. **CRS** - at least one (1) combination type CRS or one (1) of each type of CRS (i.e., rear-facing, front-facing, and booster seat) to be used for practical instruction;
2. **Motor vehicle** - at least one (1) 4-wheeled motor vehicle with seat belt anchorage, and one (1) 4-wheeled vehicle with [ISOFIX] anchorage, to be used for practical instruction;
3. **Instruction site** - adequate space for practical demonstration on proper installation.

Section 15. CRS Fitters Code of Conduct

All fitters must, in the performance of their duties and responsibilities, adhere to the Code of Conduct set out in Annex C.

ARTICLE VI
FINAL PROVISIONS

Section 16. Funding Requirement

As provided under Section 14 of R.A. No. 11229 and Section 33 of its Implementing Rules and Regulations, the fines and fees collected from the implementation of the Republic Act No. 8750 may be used to augment the initial funding requirement of the Law. The fines and fees that may be collected in the enforcement of R.A. No. 11229 shall be used exclusively for their implementation.

Section 17. Information, Education, and Communications (IEC) Campaign

The LTO shall launch an education and information campaign to raise awareness of the appropriate types of CRS, the proper installation, use, and maintenance of CRS, and the availability of fitting services. All LTO Regional and District Offices shall, as part of its road safety awareness campaigns, disseminate information on the availability of fitting services in the regional and district offices.

Section 18. Reporting of complaints

The LTO shall establish a reporting mechanism for receiving and addressing complaints about any fitter and/or fitting station in the provision of fitting services or any other...
circumstance relevant to the conduct of their duties and responsibilities. The LTO shall publish the reporting mechanism on its website and other information platforms, including the premises of LTO offices and fitting stations.

Section 19. Updating of Qualifications, Requirements, and Fees

The LTO shall review and update the qualifications and documentary requirements provided under this Memorandum Circular and its Annexes as necessary from time to time.

Section 20. Transitory Provisions

Type 1 fitters that have been trained and duly certified as such by a training service provider formally recognized by the LTO prior to the enactment of this Memorandum Circular shall be exempt from complying with the requirements for initial certification as set forth in this Memorandum Circular.

Section 21. Repealing Clause

All Department Orders, Memoranda, Circulars and other issuances in conflict with this Memorandum Circular are hereby deemed revoked, amended, or revised accordingly.

Section 22. Separability Clause

In the event that any provision shall be held or declared void, invalid or unenforceable by a court of competent jurisdiction or by legislation or regulation, the remainder of the Memorandum Circular shall be fully valid and effective.

Section 23. Effectivity

This Memorandum Circular shall take effect fifteen (15) days following its publication in two (2) newspapers of general circulation.

Approved this November 8, 2021

EDGAR C. GALVANTE
Assistant Secretary
Land Transportation Office
**Annex A**

**Requirements for Certification of Type 1 Fitters**

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Fitters for LTO and other deputized law enforcement officers | i. Must be a Filipino citizen of legal age;  
ii. Must be authorized by the Regional Director to undergo certification as Type 1 fitter;  
iii. Must have completed a training program for fitters;  
iv. Must have passed a written and practical examination for fitters administered by LTO. | i. Duly accomplished application form;  
ii. Certified true copy of CRS training certificate/s; and  
iii. Office order signed and issued by the Regional Director. |
Annex B

Requirements for Certification of Trainers of Type 1 Fitters

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Must be a Filipino citizen of legal age;</td>
<td>i. Duly accomplished application form;</td>
</tr>
<tr>
<td>ii. Must be authorized by the Regional Director to undergo certification as Type 1 fitter;</td>
<td>ii. Certified true copy of CRS training certificate/s including a copy of the certification as Type 1 fitter;</td>
</tr>
<tr>
<td>iii. Must be a certified fitter;</td>
<td>iii. Office order signed and issued by the Regional Director.</td>
</tr>
<tr>
<td>iv. Must attend and complete a training program for trainers; and</td>
<td></td>
</tr>
<tr>
<td>v. Must pass the written and practical examination for trainers of fitters administered by LTO.</td>
<td></td>
</tr>
</tbody>
</table>
Annex C

Fitters' Code of Conduct

All fitters must, in the performance of their duties and responsibilities, adhere to this Code of Conduct.

A. Compliance with rules and regulations

1. A fitter must stay informed of and adhere to all applicable laws, rules, and regulations in relation to child car restraints and their use, installation, and inspection, and laws relevant to child safety in motor vehicles.
2. A fitter must adhere to all relevant rules and regulations issued by LTO in the conduct of his/her services.

B. Education and training

1. A fitter shall ensure that he/she is knowledgeable of the most up-to-date information regarding CRS and their use, installation, and inspection.
2. A fitter shall regularly consult LTO for updates on relevant training programs, manuals, and other knowledge products.

C. Personal Behavior

1. A fitter shall exercise due diligence in addressing and handling children.
2. A fitter shall, at all times, maintain integrity and professionalism in performing his/her duties and responsibilities.
3. A fitter shall treat any person seeking instruction with respect and courtesy.
4. A fitter shall not bully or discriminate against any colleague or member of the public.

D. Communication

1. A fitter must provide relevant and up-to-date information to parents, carers, guardians, drivers, or any other person seeking instruction on the use of CRS, appropriate types of CRS, and information necessary to protect children aboard motor vehicles.
2. A fitter shall ensure that his/her recommendations are based on gained knowledge and expertise after considering the specific needs of the child and his/her family.
Annex D

LTO Child Restraints System (CRS) Fitting Service Certificate

<table>
<thead>
<tr>
<th>LTO RO/DO</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitter Name</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Certificate No.</td>
<td></td>
</tr>
<tr>
<td>Fitting Service</td>
<td></td>
</tr>
<tr>
<td>□ Inspection</td>
<td></td>
</tr>
<tr>
<td>□ Installation</td>
<td></td>
</tr>
</tbody>
</table>

Motor Vehicle Information

<table>
<thead>
<tr>
<th>Plate No.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Make</td>
<td></td>
</tr>
<tr>
<td>Vehicle Type</td>
<td></td>
</tr>
<tr>
<td>Vehicle Year</td>
<td></td>
</tr>
<tr>
<td>Anchorage</td>
<td></td>
</tr>
<tr>
<td>No. of 3-point seat belts</td>
<td></td>
</tr>
<tr>
<td>No. of 2-point seat belts</td>
<td></td>
</tr>
<tr>
<td>No. of CRS top tether anchorage points</td>
<td></td>
</tr>
<tr>
<td>Does the vehicle have ISOFIX attachments? Yes/No</td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td></td>
</tr>
</tbody>
</table>

Note:
- Write down the number of 3-point-belts (3) & 2-point-belts (2) fitted in the vehicle by writing either a 3 or 2 on the diagram for the seating positions these relate to. The Drivers position is the
- Write down the number of top tether anchor points fitted in the vehicle by placing an “x” behind the seating position for each one on the diagram.
- Answer whether the vehicle is fitted with ISOFIX Points or not – if yes place an “I” on the diagram for each one.

CRS Device Information

<table>
<thead>
<tr>
<th>CRS Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Rear-facing</td>
<td></td>
</tr>
<tr>
<td>□ Forward-facing</td>
<td></td>
</tr>
<tr>
<td>□ Booster seat/cushion</td>
<td></td>
</tr>
<tr>
<td>□ Convertible seat</td>
<td></td>
</tr>
</tbody>
</table>

Brand

| Manufacturer’s name, initials, or trademark |  |
| Date of production |  |
| Expiration date (if any) |  |
| Country of origin |  |
| Serial/Batch No. |  |
Note: For inspection and/or correction of already installed CRS, proceed with Table A. For the installation of CRS or conversion from one type to another, proceed with Table B.

### A. Inspection
- ☐ Check
- ☐ Refit

(Only tick items corrected according to the manufacturer’s instructions)

<table>
<thead>
<tr>
<th>Installation and Anchorage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twists in the seat belt</td>
</tr>
<tr>
<td>Incorrect seat belt pathway used</td>
</tr>
<tr>
<td>Incorrect or no anchorage point used</td>
</tr>
<tr>
<td>Twists in the top tether</td>
</tr>
<tr>
<td>Incorrect extension strap connection point for top tether</td>
</tr>
<tr>
<td>Gated buckle incorrectly used or missing from seat belt</td>
</tr>
<tr>
<td>Insufficient clearance for rearward facing restraint</td>
</tr>
<tr>
<td>Others (Please state)</td>
</tr>
</tbody>
</table>

### B. Installation
- ☐ New fit
- ☐ Conversion

(Tick all items installed according to the manufacturer's instructions)

<table>
<thead>
<tr>
<th>Installation and Anchorage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No twists in the seat belt</td>
</tr>
<tr>
<td>Correct seat belt pathway</td>
</tr>
<tr>
<td>Correct anchorage point</td>
</tr>
<tr>
<td>Top tether is straight</td>
</tr>
<tr>
<td>Extension strap connection for tether straps (if required)</td>
</tr>
<tr>
<td>Gated buckle or locking clip fitted</td>
</tr>
<tr>
<td>Adequate clearance for rearward facing restraint</td>
</tr>
<tr>
<td>Others (Please state)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Harness Fitting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the child present?</td>
</tr>
<tr>
<td>Are the harness straps fitted firmly?</td>
</tr>
<tr>
<td>Are the harness at the correct shoulder level?</td>
</tr>
<tr>
<td>Are the harness straps straight?</td>
</tr>
</tbody>
</table>

This is to signify that the aforementioned CRS has been installed in the aforementioned vehicle in accordance with the CRS instruction manual and/or the LTO Manual of Instruction for CRS Fitters and the vehicle instruction manual.

Name and Signature of LTO fitter

I _____________________________, am satisfied with the fitting service provided and am aware that after leaving the fitting service, the LTO accepts no further responsibility with regard to the installation of the child car restraint.

Name and Signature of Client