



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

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Administrative Rules and Regulations	
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MEMORANDUM CIRCULAR NO. 2021-2265

SUBJECT : GUIDELINES ON THE ACCREDITATION OF ONLINE THEORETICAL DRIVING COURSE (OTDC) PROVIDERS

DATE : 30 April 2021

In compliance with the amended *Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines* with *IATF Resolution No. 108* adopting such revisions to harmonize prevailing guidelines of the IATF and member-agencies pertaining to community quarantine and in consideration of the probable risk of spread and transmission of the COVID '19 virus due to continuous operations of businesses engaging further exposure of the people to said virus, the following guidelines on the Accreditation of Online Theoretical Driving Course (OTDC) Providers shall be adopted:

I. Objectives:

1. To establish an accreditation system for Online TDC Providers with the prescribed driver education standards consistent with *Memorandum Circular No. 2019-2176: "Rules and Regulations on Accreditation, Supervision and Control of Driving Institutions, and on Standardization of Driver Education"*;
2. To ensure uniformity of the online driver education course components (topics and time requirements per subject) with the existing TDC for Student Driver's Permit Applicants of Accredited/ Authorized Driving Schools; and
3. To provide an alternative medium of instruction despite of the current global pandemic and to develop road safety consciousness and safe driving attitude to mitigate the number of road crash incidents.

II. General Requirements:

1. The OTDC Provider shall be an entity duly registered with the Security and Exchange Commission (SEC).
2. The OTDC Provider should have existed at least one (1) year.
3. The OTDC Provider shall provide a comprehensive Online Theoretical Driving Course, which shall be offered to student driver applicants through the LTO accredited driving schools to ensure that the latter's identification is validated at all times.

4. The OTDC Provider must offer the online TDC via website and via mobile app. The mobile app should be available in both Google Play and the Apple App Store.

III. Theoretical Instructions:

1. The provider must create video presentations or video clips that communicate and impart theoretical concepts of driving, aligned to the existing LTO – TDC module for student permit applicants.
2. All video presentations must be contextualized to the Philippine setting.
3. The total time of the Online TDC shall be equivalent to fifteen hours; inclusive of the video presentations as well as the review and module quizzes.
4. The video presentations shall be divided into modules according to prescribed topics.
5. The video presentations should cover the following topics/ fields of study in accordance with *MC No. 2019-2176*:
 - a. Background/ evolution of land transportation and its role in development;
 - b. Basic organization and functions of LTO;
 - c. Driver's license and motor vehicle registration requirements and processes;
 - d. Traffic rules and regulations including traffic signs, signals, pavement markings and right of way;
 - e. Special laws and administrative issuances related to Land Transportation;
 - f. Hazard scanning and recognition, road crash risk reduction;
 - g. Functions of automotive assemblies and accessories;
 - h. Cockpit drill and driving maneuvers;
 - i. Parking techniques such as the three-point turn, parallel, reverse and angle parking;
 - j. Fuel conservation tips and techniques;
 - k. Vehicle safety checks and basic trouble shooting cum practicum;
 - l. Road courtesy, discipline and defensive driving practices; and
 - m. Detailed topics/concepts for the safe operation of motorcycle and light motor vehicles
6. All video presentations should provide the necessary photos or clips pertaining to the road signs and other important elements. All audio-visuals should be clear and comprehensible.
7. There shall be automated quizzes and tests after every video and after every module.
8. The content shall be primarily in any of the following languages: English, Tagalog-English, and Bisaya-English or all other major dialects in the Philippines.



9. The concept of "ROAD SAFETY" in relation to traffic laws/rules should prevail throughout the course.

IV. Interconnectivity and Technical Requirements:

1. Driving Schools and Instructors' profile must be tagged and interconnected to the Land Transportation Office IT System.
2. Student drivers should be able to create their own account with facial recognition, unique username, and password for security and identification purposes.
3. The delivery of the course should be asynchronous or self-paced, meaning students should be able to view the videos in his or her own time.
4. Quizzes and tests shall be automated and should be in multiple choice and/or true-or-false formats.
5. The student must pass all current quizzes and tests before he/she can advance to the next video. Passing rate should be at **eighty percent (80%)**.
6. Students must be able to review the video and retake the quizzes and tests as many times needed.
7. Software should be able to randomize quiz questions and tests.
8. The software should be able to give certificates of completion, which should be printable.
9. Private entity should employ the use of Digital Rights Management (DRM) encryption to protect the content or the altering of the content.
10. The student driver applicants shall incur no additional/extra charge in availing the online TDC instead of the standard face to face TDC setting.

If any provision or part hereof shall be invalid or unconstitutional, the remainder of the *Memorandum Circular* or provisions not otherwise affected shall remain valid and subsisting.

For strict and immediate compliance.


EDGAR C. GALVANTE
Assistant Secretary

