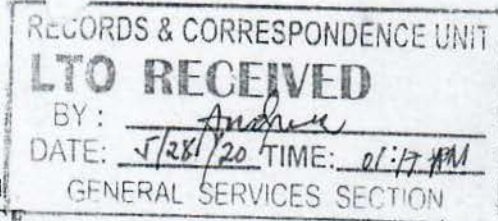




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City

E-mail Address: [lto@mailbox@lto.gov.ph](mailto:lto@mailbox@lto.gov.ph) • Website: [www.lto.gov.ph](http://www.lto.gov.ph)

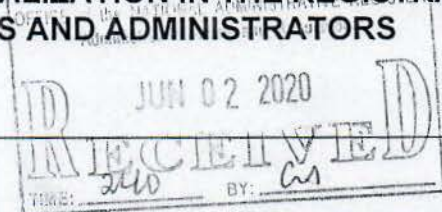


MEMORANDUM CIRCULAR: 2020-2136

**TO :** Traffic Safety Division (TSD)  
All Regional Directors  
All Regional Accreditation Committees (RACs)  
All Officials and Employees Concerned  
All Driving Schools  
Stradcom Corporation

**SUBJECT :** LTO AUTOMATED CERTIFICATION AND EDUCATION FOR STUDENT-DRIVERS (ACES) – SUPPLEMENTAL GUIDELINES IN THE ACCREDITATION AND REGISTRATION OF DRIVING SCHOOLS, AND DECENTRALIZATION IN THE REGISTRATION OF DRIVING INSTRUCTORS AND ADMINISTRATORS

**DATE :** 19 May 2020



In light of the on-going activities in the enrollment of Driving Schools and Instructors being conducted by the Traffic Safety Division (TSD) and the Regional Accreditation Committees (RACs) to the LTO Automated Certification and Education for Student-Drivers (ACES) Accreditation System, and pursuant to the directives and measures being undertaken by this Office to contain the effects of the COVID-19 pandemic, the decentralization to the Regional Offices of the application for accreditation and registration of Driving Institutions, and the application for registration of Driving School Instructors and Administrators is hereby mandated pursuant to the following guidelines:

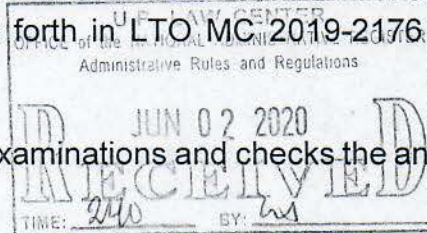
1. Accreditation and Registration of Driving Institutions
  - a. The RACs receives the requirements for the accreditation of Driving Institutions.
  - b. The RAC evaluates the requirements and conduct the required inspection of the site for the Driving School.
  - c. The RAC, upon a favorable evaluation of the applicant Driving School, registers the Driving School using the ACES Accreditation System.

- d. The Regional Director issues a Provisional Authority valid for six (6) months after registration in the system.
- e. The Certificate of Accreditation shall be issued upon complete review and assessment of all concerned.

## 2. Registration of Driving School Instructors

As a requirement to decentralize the registration of Instructors, the RACs shall first nominate and have their respective Proctor/s registered in the ACES System. The Regional Proctors shall be responsible for securing the examination questionnaires from the TSD, evaluating the Instructor requirements, administering Instructor qualifying examinations, and encoding the scores to the LTO Proctor facility.

- a. The RAC receives the requirements of an applicant for Driving School Instructor for evaluation.
- b. The RAC endorses the aforesaid requirements to the Regional Proctor for the scheduling of examinations. Instructors' theoretical examinations in the regions shall follow the schedules set forth in LTO MC 2019-2176 or as needed.
- c. The Regional Proctor administers the examinations and checks the answers immediately.
- d. The Regional Proctor notifies the Instructors of the results of the qualifying examinations:
  - i. Instructors who successfully passed the examinations proceeds to the LTO Regional Office in order to secure their qualifying examination certificate.
  - ii. Instructors who failed the examinations may re-take the examinations. To ensure the integrity and efficiency of the driver licensing system using Instructors, only a maximum of three (3) retakes is allowed. After the 4<sup>th</sup> examination, the Instructor-applicant will no longer be allowed to apply as Instructor.
- e. The Proctor encodes the results of the qualifying examinations in the ACES Proctor facility and issues the qualifying examination certificate to the Instructor who obtains a passing score.




- f. The RAC receives the qualifying examination certificate submitted by the Instructor in order to complete the registration requirements.
- g. The RAC registers the Driving School Instructor's pertinent personal information details and biometrics in the ACES Accreditation System.

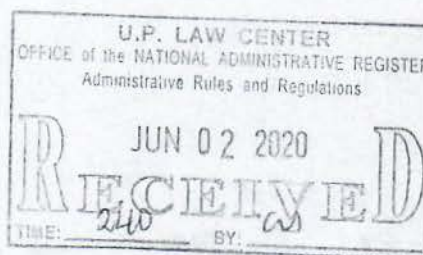
3. Registration of Driving School Administrators

- a. The RAC accepts for processing the requirements for the registration of Driving School Administrators.
- b. The RAC, using the ACES Accreditation System, registers the pertinent personal information details and the biometrics of the Driving School Administrators.

The TSD and RACs are directed to expedite the processes for the above-mentioned guidelines in preparation for the upcoming nationwide implementation of the ACES Project.

For immediate and strict compliance.

  
**EDGAR C. GALVANTE**  
Assistant Secretary



**CERTIFIED TRUE COPY:**

  
Marie Pauline Villar R. Malantic  
OIC, GENERAL SERVICES SECTION