



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE
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RECORDS & CORRESPONDENCE UNIT
LTO RECEIVED
 BY: [Signature]
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 GENERAL SERVICES SECTION

MEMORANDUM CIRCULAR NO. VPT-2013-1766
 29 May 2013

TO : All Regional Directors, Assistant Regional Directors,
 District Heads and Officers-In-Charge
 Central Office Authorization Committee
 Regional Authorization Committee and Monitoring Team
 All Authorized Private Emission Testing Center (PETC) Operators
 All Authorized PETC IT Providers
 All Concerned

SUBJECT : **USE OF CERTIFICATE OF EMISSION COMPLIANCE (CEC) FORMS**

In reference to LTO Memorandum Circular No. VPT-2013-1756 dated 12 April 2013 entitled "Re-imposition of LTO Accountable Form Certificate of Emission Compliance (CEC)," the following additional guidelines on the issuance/distribution and use of the Certificate of Emission Compliance (CEC) is hereby adopted, to wit:

1. The nationwide implementation on the use of CEC Forms shall be on 17 June 2013, hence, all LTO District Heads and Officers-In-Charges shall **not accept** registration without the CEC accountable forms issued by authorized PETCs;
2. Authorized PETCs are allowed to use only the series number of CECs which were officially allocated or issued to them;
3. All authorized PETCs are hereby directed to input the value under the CEC Number field for uploading on emission records in the PETC-ITF, using the format below:

20130000000001

Where : **2013** : Current Year
 000 : Default numbers
 00000001 : CEC No. found in the CEC Form

4. Only CECs supported by the clear pictures of motor vehicles taken during testing with the following image details shall be accepted : (*Item 6.8.6 of DO No. 2012-10*)
 - a. Visible plate number from the rear side of the motor vehicle. If the motor vehicle carries an improvised plate number, a photocopy of the certification/authorization from LTO to use said plate number must be attached before conducting the emission test;
 - b. Visible test probe inserted at tailpipe;
 - c. Technician who conducted the test;
 - d. LTO logo in the upper right side of the CEC form; and

- e. If the color of the motor vehicle in the picture differs from the Certificate of Registration, the pertinent documents to justify the color change must be attached before conducting the emission test.



Example of valid pictures



Example of invalid pictures

5. The PETC shall provide copy of the CEC Serial Numbers allocated to them to their respective PETC IT Providers using the herein attached template; (CEC Issuance Slip).
6. The Certificate of Emission Compliance (CEC) Forms is free of charge.

All concerned found to be violating this Memorandum Circular should be dealt with accordingly.

For strict compliance.


VIRGINIA P. TORRES
 Assistant Secretary

NCR 93487

CERTIFIED TRUE COPY
 (NOT VALID W/ ERASURES OR ALTERATION)
Josie M. Borja 6/10/13
JOSIE M. BORJA
 RECORDS OFFICER III
 GEN. SERVICES SECTION
 LTO

LAND TRANSPORTATION OFFICE

Regional Office No. _____

CEC ISSUANCE SLIP

Date : _____

Authorization Number: _____ Number of Lane/s: _____

Name of PETC: _____

PETC Address: _____

Requested by: _____
PETC Owner/Representative

To be filled up by LTO Personnel

Number of CEC Issued	Series Numbers	
	From	To

Issued by : _____
LTO Employee