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:

\[
2013\underline{00000000001}
\]

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

CERTIFIED TRUE COPY
(ACTUAL NO. OF ERASURES OR ALTERATION)
JOSHDUBA M. ORJAS
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

<table>
<thead>
<tr>
<th>Number of CEC Issued</th>
<th>Series Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
</tr>
</tbody>
</table>

Issued by : ____________________

LTO Employee