



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
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RECORDS & CORRESPONDENCE UNIT  
**LTO RECEIVED**  
BY: Juan B. Borja  
DATE: 7-06-2022 TIME: 8:40 pm  
GENERAL SERVICES SECTION

**MEMORANDUM**

**TO :** All Regional Directors/ Assistant Regional Directors/ Operations Division Chiefs/ Regional Accreditation Committee (RAC) on Driving Schools and Other Concerned Personnel This Office

**SUBJECT :** Cascading/Deployment of Standard Modules for Conductor's Theoretical Course (CTC), Conductor's Reorientation Course (CRC), and Driver's Reorientation Course (DRC)

**DATE :** 25 April 2022

In consonance and in conformity to the implementation of the rules and regulations of the Republic Act No. 10930 and its Implementing Rules and Regulations (IRR) and provisions of the Memorandum Circular No. 2019-2284 Re: Revised Rules and Regulations on the Accreditation, Supervision, and Control of Driving Institutions and the Standardization of Driver's Education, you are hereby directed to carry out the following tasks:

1. Cascade /deploy to the Driver's Education Centers (DECs), Accredited Driving Schools, and Institutions the following standard modules:
  - a. Driver's Re-Orientation Course (DRC)
    - for those who had incurred demerit points on traffic violations.
  - b. Conductor's Theoretical Course (CTC)
    - for new applicants for Conductor's License
  - c. Conductor's Re-Orientation Course (CRC)
    - for renewal of Conductor's License
2. Ensure that all Driver's Education Centers (DECs) Driver's Education Centers (DECs), Accredited Driving Schools, and Institutions are implementing Driver's Re-Orientation Course (DRC), Conductor's Theoretical Course (CTC), and Conductor's Re-Orientation Course (CRC);
3. The Traffic Safety Division (TSD) shall provide the instructional materials for the said undertaking through your accredited Gmail (google drive) account

**CERTIFIED TRUE COPY**  
(NOT VALID IN CASES OF ALTERATION)  
Juan B. Borja  
JESSIE J. BORJA  
ADMINISTRATIVE OFFICER V  
GEN. SERVICES SECTION  
LTO

For immediate and strict compliance.

Edgar C. Galvanne  
EDGAR C. GALVANNE  
Assistant Secretary



U.P. LAW CENTER  
OFFICE OF THE NATIONAL ADMINISTRATIVE REGISTRAR  
Administrative Rules and Regulations

**RECEIVED**  
JUN 22 2022  
TIME: 10:30 BY: 102