

[LTO MEMORANDUM CIRCULAR NO. VPT-2013-1756, April 12, 2013]

REIMPOSITION OF LTO ACCOUNTABLE FORM CERTIFICATE EMISSION COMPLIANCE (CEC)

Pursuant to the provisions of the DENR-DTI-DOTC Joint Administrative Order No. 01 Series of 2007 and DOTC Department Order No. 2012-10 Series of 2012, the use of accountable form Certificate of Emission Compliance is hereby reimposed as one of the mandatory documents for motor vehicle registration.

To ensure the proper issuance/distribution of the CEC forms, the following procedures/guidelines are hereby promulgated for the compliance, information and guidance of all concerned, to wit:

1. The issuance of CEC forms shall be at the concerned LTO Regional Offices;
2. Initial number of CEC forms to be issued per PETC lane is equal to the capping or maximum number of tests conducted per day multiply by twenty two days (80 capping per day X 22 days = **1760**);
3. Replenishment of the CEC forms shall be based on the total number of uploads or the total number of CEC used by concerned PETC;
4. For any cancelled/void and invalid CECs, the PETC shall attach the said CEC before replenishment;
5. The serial number of CEC forms assigned to one PETC shall not be used by another PETC branch;
6. No CEC form shall be issued to revoked, suspended and expired authorization;
7. The Property Section, Administrative Division, Central Office shall submit the serial number allocated to each Regional Offices to the PETC Authorization Committee through PETC Database Administrator Unit for proper recording and monitoring; and
8. The Regional Office shall submit a report on the number of CEC forms allocated to PETCs to the Central Office PETC Authorization Committee through PETC Database Administrator Unit. (attached is the template of the report to be submitted monthly)

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

All orders/memoranda in conflict herewith are deemed superseded.

This order shall take effect immediately.

For strict compliance.

(SGD.) VIRGINIA P. TORRES
Assistant Secretary
