



Republic of the Philippines
Department Of Transportation
LAND TRANSPORTATION OFFICE

**APPLICATION FORM FOR ACCREDITATION
AS A PRACTICAL DRIVING EXAMINATION CENTER (PDEC)**
Pursuant to MC No. VDM-2024-3102

NAME OF PDEC: _____

REGISTERED BUSINESS ADDRESS: _____

OWNER: _____ **CONTACT NO.:** _____

EMAIL ADDRESS: _____

DL CODE CORRESPONDING TO VEHICLE CATEGORY APPLIED FOR:

<input type="checkbox"/> Motorcycle <input type="checkbox"/> A <input type="checkbox"/> A1	<input type="checkbox"/> Light <input type="checkbox"/> B <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> BE	<input type="checkbox"/> Heavy <input type="checkbox"/> C <input type="checkbox"/> CE <input type="checkbox"/> D
--	---	--

LIST OF DOCUMENTARY REQUIREMENTS:

- ☐ Letter of Intent, including the address of the PDEC, addressed to the Assistant Secretary through the Central Accreditation Committee on Practical Driving Examination Centers (CAC-PDEC);
- ☐ Duly accomplished application form for initial accreditation under oath and signed by the owner
- ☐ Payment of a non-refundable application fee of Twenty Thousand Pesos (₱20,000.00):
- ☐ A Certificate of Title, Lease Agreement with a minimum lease period of five (5) years, or a Contract to Lease to be executed between the parties and to be converted to a Lease Agreement with a minimum lease period of five (5) years upon award of the Notice of Eligibility to the PDEC applicant. If the property owner authorizes the use of the property at no cost to the PDEC applicant, a Memorandum of Agreement (MOA) or Affidavit of No Rental Fee must be submitted. Should the landowner grant authorization to the PDEC applicant as a usufructuary, the applicant shall be required to provide a notarized Usufruct Agreement or Deed of Grant of Usufructuary Rights to formalize this authorization;
- ☐ An illustration or layout of the PDEC facility, including specific dimensions, certified by the applicant;
- ☐ Omnibus Sworn Statement stating the following:
 1. That the authorized signatory of the PDEC applicant is granted with full authority to file the application and sign any and all documents pertaining to the PDEC application;
 2. That the PDEC applicant or any partner or stockholder in the case of a partnership or corporation, is not related to any LTO employee;
 3. That the PDEC applicant or any partner or stockholder in the case of a partnership or corporation, has no pending accreditation-related cases before the DOTr or the LTO;
 4. That the PDEC applicant shall organize and register as a joint venture, partnership or a corporation, if applicable;
 5. That the applicant shall have authorized test vehicles for DL Codes applied for by an applicant driver;
 6. That the applicant ensures that it has sufficient and competent technical personnel and traffic management staff to cater to its clientele, as well as adequate security;

- 7. That the applicant shall ensure that the PDEC site has ample parking area for its clientele and shall not cause any blockage or obstruction to a public road;
- 8. That the PDEC facility shall comply with the allowable construction period and that the same will be fully operational within thirty (30) days following its accreditation;
- 9. That the PDEC applicant is fully aware and shall comply with its roles, duties and responsibilities under these guidelines including other provisions herein;
- 10. That the PDEC applicant has no ownership stake as a proprietor, partner, or stockholder in any existing or accredited driving schools;
- 11. That the applicant has a Bank Certificate or Credit Line issued by a recognized financial institution in the amount of Three Million Pesos (₱3,000,000.00) in the name of the proprietor of the PDEC in the case of a sole proprietorship, or in the name of the partnership or corporation, as applicable; and
- 12. That the PDEC applicant shall submit the remaining documentary requirements, as specified in Article III Section 7(B) of LTO MC No. VDM-2024-2564, upon issuance of the Notice of Eligibility.

I hereby certify that the foregoing statements and information are true and correct to the best of my knowledge. I understand that I will be liable for any false statement or entry in this form and the PDEC shall be permanently disqualified as a result thereof.

By signing this form, I consent to the collection, use, access, disclosure, processing, and disposal of my personal and sensitive personal data by the LTO in consonance with the agency's Data Privacy Notice and in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012.

IN WITNESS WHEREOF, I have hereunto set my hand this _____
at _____.

SIGNATURE OVER PRINTED NAME
OF AFFIANT

Subscribed and sworn to me this _____ day of _____ affiant exhibit to me his/
her ResidenceCertificate No. _____ issued on _____
at _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

THIS PORTION IS FOR THE CENTRAL ACCREDITATION COMMITTEE ON PRACTICAL DRIVING EXAMINATION CENTERS (CAC-PDEC) ONLY (Failure of the CAC-PDEC to fill out this part shall result in the disapproval of the application)	
Received by: Signature over printed name Date	Evaluated by: Signature over printed name Date