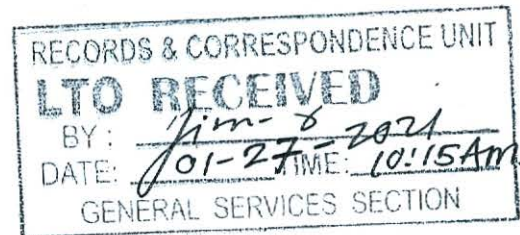




Republic of the Philippines
DEPARTMENT OF TRANSPORTATION



SUPPLEMENTAL IMPLEMENTING RULES AND REGULATIONS
of
REPUBLIC ACT NO. 10930

**GUIDELINES AND PROCEDURES GOVERNING THE
ISSUANCE OF STUDENT-DRIVER'S PERMIT, CONDUCTOR'S
LICENSE AND DRIVER'S LICENSE**

In accordance with the provisions of Republic Act No. 10930, an act rationalizing and strengthening the policy regarding driver's license by extending the validity period of drivers' licenses and penalizing acts in violation of its issuances and application, amending for those purposes Section 23 of Republic Act No. 4136, otherwise known as the Land Transportation and Traffic Code, as amended by Batas Pambansa Blg. 398 and Executive Order 1011, the following Guidelines and Procedures in the issuance of Student-driver's Permit, Conductor's License and Driver's License are hereby prescribed and promulgated for the information, compliance and guidance of all concerned.

**ARTICLE I
COVERAGE**

SECTION 1. COVERAGE

This supplemental Implementing Rules and Regulation of R.A. No. 10930 revises the guidelines and procedures governing the issuance of Student-driver's Permit, Conductor's License and Driver's License, their qualifications, requirements, procedures and validity in order to ensure the efficient implementation of the same.

**ARTICLE II
DEFINITION OF TERMS**

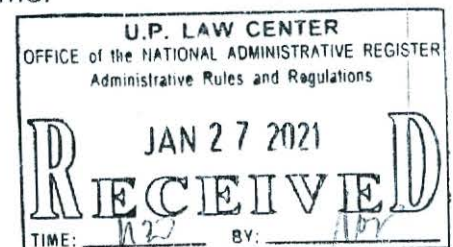
SECTION 2. DEFINITION OF TERMS

Application for Student-driver's Permit/License (APL) – form issued by LTO for application of Student-driver's Permit, Driver's License and Conductor's License and other miscellaneous transactions. *See Annex A.*

Conductor's License (CL) – an authority granted by the LTO to a qualified person to assist the driver of a public utility vehicle in fare collection and/or ensuring the safety of the passengers and/or cargo while the said vehicle is in operation.

Driver – shall mean any person duly licensed to operate a motor vehicle.

Driver's License (DL) – an authority granted by the LTO to a qualified person to operate motor vehicle stating therein the Driver's License Code (DL Code) and conditions, among others.



DL Classification – Driver's License Classification may either be Non-professional or Professional based on the approved DL Code/s

- a. Nonprofessional Driver's License (NPDL) – an authority in the form prescribed by the LTO granted to a person to operate a private motor vehicle; or
- b. Professional Driver's License (PDL) – an authority in the form prescribed by the LTO granted to any driver hired or paid for driving or operating a motor vehicle whether for private or for hire to the public.

DL Code – refers to the collective code representing the vehicle category/ies that a licensed person is allowed to operate.




Vehicle Category – refers to motor vehicle category as specified in the Philippine National Standard on Road Vehicles-Classification and Definition.

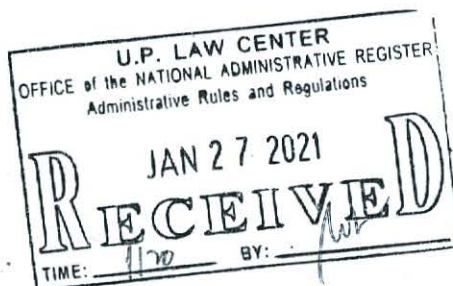
Restriction Code – refers to previous code representing the vehicle category/ies that a licensed person is allowed to operate.

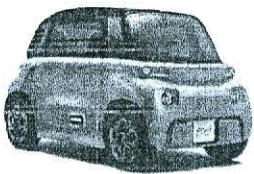


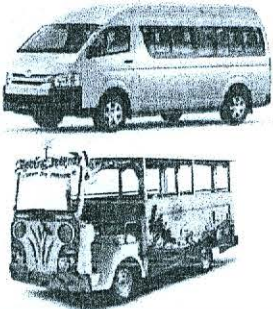



Table 1

DRIVER'S LICENSE CODE AND ITS EQUIVALENT RESTRICTION CODES

LEGEND: RC – Restriction Code VC – Vehicle Category


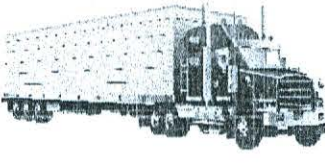
RC	DL CODE	VC	DESCRIPTION	SAMPLE IMAGE
1	A	L1	A two-wheeled vehicle with a maximum design speed not exceeding 50 kph	
		L2	A three-wheeled vehicle with a maximum design speed not exceeding 50 kph	
		L3	A two-wheeled vehicle with a maximum design speed exceeding 50 kph	
	A1	L4	A vehicle with three wheels asymmetrically arranged in relation to the longitudinal median plane with a maximum design speed exceeding 50 kph (Motorcycle with sidecar)	
		L5	A vehicle with three wheels symmetrically arranged in relation to the longitudinal median plane with a maximum design speed exceeding 50 kph	



		L6	A vehicle with four wheels whose unladen mass is not more than 350kg, not including the mass of the batteries in case of electric vehicles, whose maximum design speed is not more than 45 kph	
		L7	A vehicle with four wheels, other than that classified for the category L6, whose unladen mass is not more than 400kg (550kg for vehicles intended for carrying goods), not including the mass of batteries in the case of electric vehicles, whose maximum design speed is not more than 45 kph	
2/4	B	M1	Vehicles used for the carriage of passengers and comprising not more than 8 seats in addition to the driver's seat, and having a gross vehicle weight not exceeding 5000kg	
	B1	M2	Vehicles used for the carriage of passengers, comprising more than 8 seats in addition to the driver's seat, and having a gross vehicle weight not exceeding 5000kg	
	B2	N1	Vehicles used for the carriage of goods and having a maximum gross vehicle weight not exceeding 3500kg	
3/5	C	N2	Vehicles used for the carriage of goods and having a maximum gross vehicle weight exceeding 3500kg but not exceeding 12000kg	
		N3	Vehicles used for the carriage of goods and having a maximum gross vehicle weight exceeding 12000kg	
	D	M3	Vehicles used for the carriage of passengers, comprising more than 8 seats in addition to the driver's seat and having a maximum gross vehicle weight exceeding 5000kg	

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6	BE	O1	Trailers with a maximum gross vehicle weight not exceeding 750kg	
7		O2	Trailers with a maximum gross vehicle weight exceeding 750kg but not exceeding 3500kg	
8	CE	O3	Trailers with a maximum gross vehicle weight exceeding 3500kg but not exceeding 10000kg	
		O4	Trailers with a maximum gross vehicle weight exceeding 10000kg	

Driving Enhancement Program (DEP) – a seminar designed by Land Transportation Office (LTO) for driver's license holders that covers road safety and updated land transportation laws, rules and regulations. It includes the re-orientation course for drivers during renewal of their licenses under Section 14 of the Implementing Rules and Regulations (IRR) of Republic Act No. 10930, the intervention program as provided for under Section 15 of the said IRR, and the comprehensive driver's education under Section 27 thereof.

Gross Vehicle Weight (GVW) – refers to the maximum operating weight of a vehicle as specified by the manufacturer including the vehicle's chassis, body, engine, engine fluids, fuel, accessories, driver, passengers and cargo but excluding that of any trailers.

Medical Certificate – a certification issued by a registered physician of an LTO accredited medical clinic stating the result of applicant's medical examination and shall be valid for a period of sixty (60) days from the date of issuance. See *Annex B for Conditions and Driving Indications*.

Motor Vehicle – refers to any vehicle propelled by any power other than muscular power using the public highways but excepting road rollers, trolley cars, street-sweepers, sprinklers, lawn mowers, bulldozers, graders, forklifts, amphibian trucks and cranes if not used on public highways, vehicles which run only on rails or tracks, and tractors, trailers and traction engines of all kinds used exclusively for agricultural products. Motor vehicles are classified as:

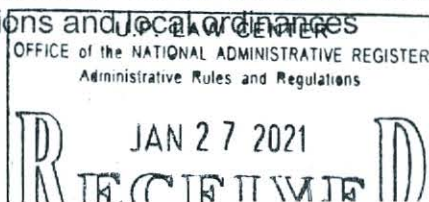
Private Vehicle – a motor vehicle duly registered with LTO and allowed for private use only.

For Hire Vehicle – a motor vehicle duly authorized to be used as a public utility by virtue of a Certificate of Public Convenience (CPC).

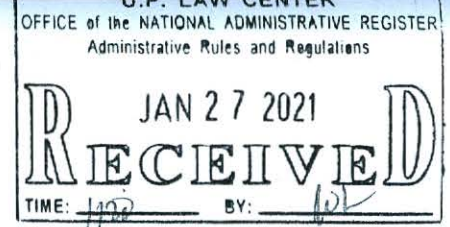
Physician – refers to any practicing doctor of medicine duly licensed to practice medicine in the Philippines and duly registered in the online medical certificate submission system used by the LTO, who examines applicants and issues medical certificates as proof thereof.

Student-driver's Permit (SP) – an authority granted by the LTO to a person who desires to learn to operate a motor vehicle. The student-driver must be accompanied by a duly licensed driver, acting as driving instructor, possessing the appropriate license code/s for the desired type of motor vehicle.

Traffic Violations – an act and omission, whether intentional or unintentional, prohibited and penalized by traffic laws, rules, regulations and local ordinances.



**ARTICLE III
STUDENT-DRIVER'S PERMIT**



SECTION 3. APPLICATION FOR STUDENT-DRIVER'S PERMIT

The qualifications and documentary requirements for the application of Student-driver's Permit (SP) and miscellaneous transactions are the following:

Table 2

Item	Qualifications	Requirements	NEW	MISC
1	Filipinos at least 16 years old	PSA/Local Civil Registry Authenticated Certificate of Birth or Passport and PSA Certificate of Marriage for married women For applicants below 18 years of age, parental or guardian's consent (with any valid government issued ID with photo and signature)	✓	n/a
	Foreigners at least 18 years old and must have been in the Philippines for at least one (1) month and proof of stay for at least six (6) months	Passport and Valid Visa for at least six months or, PSA /Local Civil Registry Authenticated Certificate of Birth if born in the Philippines	✓	n/a
2	Physically and mentally fit to drive	Medical Certificate from Accredited Medical Clinic	✓	n/a
3	Able to read and write in Filipino, English or any major dialect		✓	✓
4	No unsettled traffic violation		✓	✓
5	Completed a 15-hour Theoretical Driving Course		✓	n/a
6		Other Requirements:		
		TIN, if employed	✓	✓
		Duly Accomplished APL Form	✓	✓

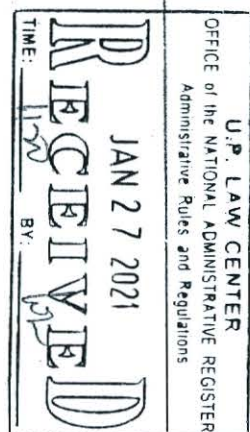
7	Miscellaneous Transactions – Additional			
	Change of Civil Status	PSA Authenticated Marriage Contract In case of women whose marriage is annulled, Court Order with decree of finality; if widow, death certificate of deceased spouse	n/a	✓
	Change of Address	Barangay clearance stating the complete address and/or proof of billing statement	n/a	✓
	Change of Driving Conditions	Medical Certificate from Accredited Medical Clinic	n/a	✓
	Change of Other Personal Details	PSA Authenticated Certificate of Birth In case of change in citizenship, Passport or Reacquisition of Citizenship/ Identification Certificate issued by Bureau of Immigration and Deportation	n/a	✓
	Lost/Replacement	Affidavit of Loss/Mutilation	n/a	✓

For item number four (4) of Table 2, there shall be a Driver's Licensing System – Law Enforcement and Traffic Adjudication System (**DLS-LETAS**) interface to auto-check violation/s committed and demerit points incurred.

The Theoretical Driving Course Certificate of Completion shall be auto-uploaded in the DLS.

SECTION 4. VALIDITY OF STUDENT-DRIVER'S PERMIT (SP)

- 4.1. The SP shall be valid for one (1) year from the date of its issuance. After one (1) year, it cannot be used for purposes of the practical driving course. However, it can be used to apply for NPDL if the practical driving course has been completed within the one (1) year validity period.
- 4.2. After two (2) years from the date of issuance of SP, the holder shall be required to acquire a new SP bearing the same SP number and undergo the required apprenticeship period reckoned from the date of issuance of the new SP. All records of training courses shall be retained.
- 4.3. SP may be renewed on or before the expiry date if the holder is not ready to apply for the DL. Except for settlement of penalties due to traffic violations, only the basic fee shall be collected for the renewal of SP after the expiry date.



SECTION 5. CONTENTS OF STUDENT-DRIVER'S PERMIT

The Student-driver's Permit shall contain the following information:

1. Complete Name of the Student-driver
2. SP Number, Date of Issuance, Expiry Date and Issuing Agency
3. Photo and Signature
4. Sex, Blood Type, Date of Birth, Nationality, Height, Weight, Eyes Color
5. Complete Address
6. Contact Person in case of Emergency
7. Driving Conditions
8. SP shall include the phrases:

"Pursuant to Section 18 of the IRR of R.A. No. 10930, incurring at least five (5) demerit points during the validity of this student-driver's permit shall cause the confiscation and revocation after due notice thereof, and bar the student driver from applying for another student-driver's permit for one (1) year from the date of revocation. In no case shall a person whose student-driver's permit has already been revoked for the third time be allowed to apply for a student-driver's permit."

"The holder must be accompanied by a duly licensed driver, accredited by LTO as driving instructor, possessing the appropriate license codes with respect to the motor vehicle category applied for."

"Prior to application of DL, the holder shall present a Certification that he/she has undergone the Driving Course conducted by LTO Accredited TESDA Training Center or Driving School."



ARTICLE IV CONDUCTOR'S LICENSE

SECTION 6. APPLICATION FOR NEW, RENEWAL AND MISCELLANEOUS (MISC.) TRANSACTIONS FOR CONDUCTOR'S LICENSE

The qualifications and documentary requirements for application of all transactions for Conductor's License are the following:

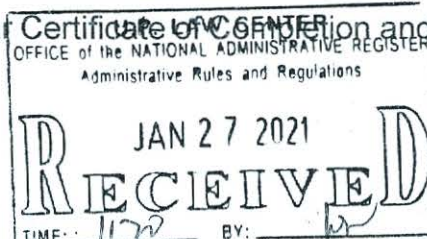
Table 3

Item	Qualifications	Requirements	NEW	RENEWAL	MISC
1	Age - at least 18 years old	PSA/Local Civil Registry Authenticated Certificate of Birth or Passport and PSA Certificate of Marriage for married women	✓	n/a	n/a
2	Physically and mentally fit to work and no contagious disease	Medical Certificate from Accredited Medical Clinic	✓	✓	n/a

3	Able to read and write in Filipino, English, or any major dialect		✓	✓	✓
4	Passed the Examination – New CL and those not renewed for more than two (2) years from the expiry date		✓	✓	n/a
5	No unsettled traffic violation		✓	✓	✓
6	Attended and passed the Conductor's Theoretical Course from LTO Driver's Education Center, or LTO accredited Driving School/LTO Accredited TESDA Training Center		✓	✓	n/a
7	Completed the DEP for conductor's re-orientation prior to initial renewal of five (5) year CL		n/a	✓	n/a
8		Other Requirements:			
		TIN	✓	✓	✓
		Duly Accomplished APL Form	✓	✓	✓
	Miscellaneous Transactions				
9	Change of Civil Status	PSA Authenticated Marriage Contract	n/a	✓	✓
	Change of Address	Barangay clearance stating the complete address and/or proof of billing statement	n/a	✓	✓
	Change of Other Personal Details	PSA/Local Civil Registry Authenticated Certificate of Birth	n/a	✓	✓
	Lost/Replacement	Affidavit of Loss/Mutilated CL	n/a	✓	✓

For item number five (5) of Table 3, there shall be a DLS-LETAS interface to auto-check violation/s committed and demerit points incurred.

The Theoretical Course, Road Safety Seminar and examination results shall be auto-uploaded in the DLS.



SECTION 7. VALIDITY OF CONDUCTOR'S LICENSE

- 7.1 A new CL shall be valid for five (5) years reckoned from the date of birth of the licensee, unless sooner revoked or suspended. A holder of CL who has not committed any violation/s during the five (5) year period preceding its expiration shall be entitled to renewal of such license valid for ten (10) years.
- 7.2 Renewal of CL after the expiry date shall require payment of penalty in addition to the basic fee.
- 7.3 Renewal of CL after two (2) years from the expiry date shall require the holder to take and pass the written examination and pay the corresponding penalty in addition to the basic fee.
- 7.4 Any conductor who desires to discontinue using his/her valid license may surrender the same to LTO to avoid payment of penalty. Upon reactivation, the validity shall be extended for the duration of the unexpired portion.

SECTION 8. CONTENTS OF CONDUCTOR'S LICENSE

The Conductor's License shall contain the following information:

1. Complete Name of the Holder
2. CL Number, Date of Issuance, Expiry Date and Issuing Agency
3. Photo and Signature
4. Sex, Blood Type, Date of Birth, Nationality, Height, Weight, Eyes Color
5. Complete Address
6. Contact Person in case of Emergency
7. Organ Donor (specify part/s)

ARTICLE V DRIVER'S LICENSE



SECTION 9. TYPE OF LICENSE APPLICATION/ TRANSACTIONS

- 9.1 **Application for NEW DRIVER'S LICENSE** – The qualifications and documentary requirements for the issuance of new Driver's License to qualified applicants are as follows:

Table 4

Item	Qualifications	Requirements	Non-Professional DL A, A1, B, B1, B2
1	At least 17 years old	Valid SP	✓
		Parental or guardian's consent (with valid government ID with photo and signature) if applicant is 17 years old	✓
	Foreigners At least 18 years old	Valid SP	✓

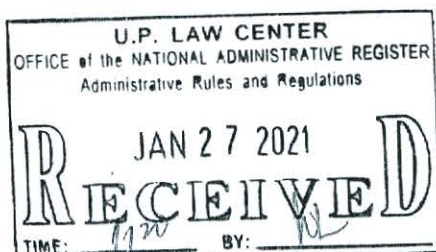
2	Able to read and write in Filipino, English or any major dialect		✓
3	SP holder for at least one (1) month	Valid SP	✓
4	Attended and passed the practical driving course (PDC) from LTO accredited licensed driver, LTO Driver's Education Center or LTO accredited Driving School/LTO Accredited TESDA Training Center		✓
5	Physically and Mentally Fit to drive	Medical Certificate from Accredited Medical Clinic	✓
6	No unsettled Traffic Violation		✓
7	Passed the Automated Theoretical Examination		✓
8	Passed the Practical Driving Test		✓
		Other Requirements:	
9		TIN, if employed	✓
10		Duly accomplished APL Form	✓

For item number six (6) of Table 4, there shall be a DLS-LETAS interface to auto-check violation/s committed and demerit points incurred.

The PDC Certificate of Completion and examination/test results shall be auto-uploaded in the DLS.

9.2 Enhancement of Driver's License from Restriction Code (RC) to DL Code

Holder of DL having the old format or using Restriction Code may apply for enhancement to the new format upon payment of replacement fee. Refer to Table 1 for the equivalent DL Code/s allowed in the transition from RC to DL Code.



9.3 Validity of Driver's License

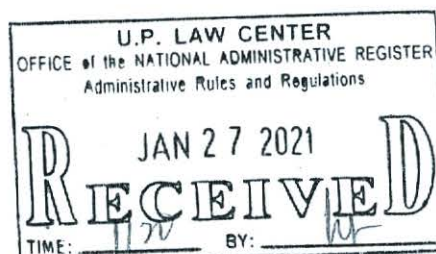
- 9.3.1 A DL shall be valid for five (5) years reckoned from the date of birth of the licensee, unless sooner revoked or suspended. A DL holder who has not committed any violation/s during the five (5) years period preceding its expiration shall be entitled to a renewal of such license valid for ten (10) years.

9.4 Renewal of Driver's License

- 9.4.1 Renewal of DL after the expiry date shall require payment of penalty in addition to the basic fee.
- 9.4.2 Renewal of DL after two (2) years from the expiry date shall require the holder to take and pass the theoretical and practical examination and pay the corresponding penalty in addition to the basic fee.
- 9.4.3 Any driver who desires to discontinue using his/her valid license may surrender the same to LTO to avoid payment of penalty. Upon reactivation, the validity shall be extended for the duration of the unexpired portion.
- 9.4.4 Absentee renewal of valid DL – Filipinos working/living abroad may renew their DL on-line or through their authorized representative upon presentation of photocopies of passport (first page, visa page and departure in the Philippines and latest arrival overseas), letter of authority and photocopy of DL. The licensee shall present him/herself to LTO upon arrival in the Philippines for capture of photo and presentation of Official Receipt and submission of medical certificate.
- 9.4.5 Renewal of Philippine DL after two (2) years from the expiry date but with valid Foreign DL – DL Code shall be retained for Philippine DL if the valid Foreign DL has the same DL Code.
- 9.4.6 Qualifications and documentary requirements for renewal of Driver's License are the following:

Table 5

Item	Qualifications	Requirements	NPDL	PDL	PDL
			A, A1, B, B1, B2		C, CE, D, BE
1	Holder of DL	Driver's License	✓	✓	✓
2	Physically and Mentally Fit to drive	Medical Certificate from Accredited Medical Clinic	✓	✓	✓
3	No unsettled Traffic Violation		✓	✓	✓



4	DL not renewed for more than two (2) years after the expiry date - Passed the Automated Theoretical Examination and Practical Driving Test		✓	✓	✓
5	Completed the Driving Enhancement Program (DEP) prior to initial renewal of the five (5) year DL		✓	✓	✓
		Other Requirements:			
6		Duly accomplished APL Form	✓	✓	✓
7		Foreigners - Valid Working Visa	n/a	✓	✓
8	Completed training in the operation of Special Purpose Vehicle	Certificate of Completion (COC) issued by an office, association or institution recognized by the govt. to issue said COC. See Table 8	n/a	✓	✓

For item number three (3) of Table 5, there shall be a DLS-LETAS interface to auto-check violation/s committed and demerit points incurred.

Sections 11 to 15 of the IRR of R.A. No. 10930 shall apply in the renewal of DL with demerit points.

The DEP and examination/test results shall be auto-uploaded in the DLS.

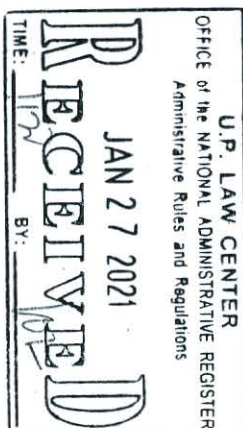
9.5 Miscellaneous Transactions

The qualifications and documentary requirements are prescribed on the attached *Annex C*.

9.5.1 Change of DL Classification - Changing of Driver's License Classification from nonprofessional to professional or vice-versa.

Holder of DL under RC 1 / DL Codes A, A1 who is at least eighteen (18) years old may apply for change of classification from NPDL to PDL after being a holder for six (6) months of NPDL with the same RC/DL Codes.

Holder of DL under RC 2 / DL Codes B, B1, B2 who is at least eighteen (18) years old may apply for change of classification from NPDL to PDL after being a holder for one (1) year of NPDL with the same RC/DL Codes.



For other DL Codes under Section 9.5.2 (Table 6), holder of a Non-professional DL shall be allowed to change his/her DL Classification provided that said holder meets the minimum qualifications and requirements stated therein. Refer to Annex C of this supplementary rules for other requirements in the application for change DL classification.

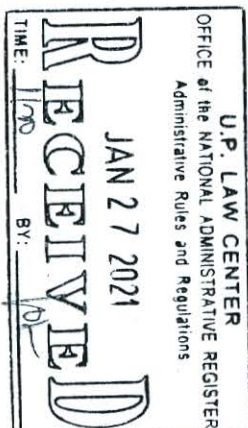
Holders of PDL may apply for a vehicle category and/or change DL classification from PDL to NPDL provided that such DL is valid.

A driver who has accumulated a particular number of Traffic Violation Demerit Points (TVDP) from the date of issuance of his/her driver's license shall not be allowed to apply for change classification from non-professional driver's license to professional driver's license within the period specified under section 9.5.2 (Table 7).

- 9.5.2 **Additional DL Code** - Inclusion of a new DL Code in the driver's license for holders who have acquired skill and knowledge in operating other types of motor vehicle must comply with the qualifications below:

Table 6

Vehicle Category	RC	DL Code	Qualifications
L1, L2, L3, L4, L5, L6, L7	1	A, A1	Holder of DL
M1, M2, N1	2 or 4	B, B1, B2	Holder of DL
N2 N3	3 or 5	C	Must be a holder of PDL Code B2 (RC 2) for at least four (4) years; and Must have equivalent Training from LTO accredited TESDA Training Center for NC III or PDC from Driving School prior to application
M3	3 or 5	D	Must be a holder of PDL Code B1 (RC 2) for at least four (4) years; and Must have equivalent Training from LTO accredited TESDA Training Center for NC III or PDC from Driving School prior to application



ARTICULATED PASSENGER CARS with trailers			Either of the following: Holder of B, B1 or B2 (RC 2) for at least three (3) years and equivalent Training from LTO Accredited TESDA Training Center or PDC from Driving School prior to application Holder of CE (RC 8)
O1 O2	6 or 7	BE	
HEAVY ARTICULATED VEHICLES			Holder of C or D (RC 3) for at least six (6) months; and Must have equivalent Training from LTO Accredited TESDA NC III Training Center or PDC from Driving School prior to application
O3 O4	8	CE	

A DL holder is allowed to learn and operate a motor vehicle with a DL Code other than what he/she is allowed to operate. Provided, that the said holder is accompanied by a duly licensed driver accredited by LTO as driving instructor, possessing the appropriate license code for the desired type of motor vehicle. Refer to Annex C.

A DL holder with automatic transmission (AT) DL Code who intends to operate manual transmission (MT) must take and pass the practical driving test.

A driver who accumulated a particular number of Demerit Points shall not be allowed to apply for additional DL code/s, whether professional or nonprofessional, within the period specified below, counted from the date of settlement of fines and penalties.

Table 7

Demerit Points from Date of Issuance	Period of Prohibition
1-2	3 months
3-4	6 months
5 or more	1 year

Driver for Special-purpose vehicle must be a holder of a professional driver's license corresponding to the type of DL Code he/she operates and must comply with the required training every renewal of DL specified below:

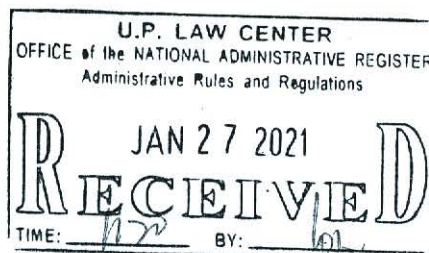


Table 8

Vehicle Type	Certificate of Training from Training Institutions
Ambulance	TESDA or Accredited TESDA Training Centers
Firetruck	National Fire Training Institute
Armored Car	Armored Services Association of the Philippines or other related association
School Service	Land Transportation Office (LTO) or Land Transportation Franchising and Regulatory Board (LTFRB)
Carrier of Hazardous Cargo	TESDA or Accredited TESDA Training Centers

9.5.3 Conversion of Valid Foreign Driver's License - the driver's license issued from another country may be used and could be converted into Philippine Driver's License limited to motorcycle/tricycle and/or light motor vehicles. For other vehicle categories, refer to Annex C.

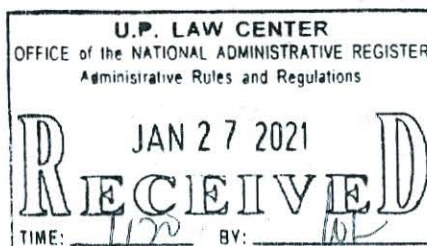
Bona fide tourist and similar transients who are duly licensed to operate motor vehicles in their respective countries may be allowed to operate motor vehicles during but not after ninety (90) days of their sojourn in the Philippines.

If any accident involving such tourist or transient occurs, which upon investigation by the LTO indicates that the said tourist or transient is incompetent to operate motor vehicles, the LTO shall immediately inform the said tourist or transient in writing that he/she shall no longer be permitted to operate a motor vehicle.

Members of the Diplomatic missions, agencies of the United Nations and Other International Organizations with valid Foreign Driver's License may be given appropriate Student-driver's Permit or Driver's License upon compliance of the following:

- a. Duly accomplished APL;
- b. Endorsement letter from the DFA, Office of the Protocol;
- c. Original and photocopy of valid Foreign Driver's License;
- d. Theoretical Examination and Practical Driving Test, if FDL is no longer valid;
- e. Medical Certificate issued by Embassy clinics/in-house physician or LTO accredited clinic; and
- f. Personal appearance at LTO Office for biometrics purposes.

Heavy or Articulated Vehicles for Foreigners – Foreigners shall only be allowed to operate DL Code BE, C, CE or D upon submission of DOLE Alien Employment Permit (AEP) and stating therein that the applicant is required or authorized to operate such and must comply with the experience and training requirements stated in Table 6.



9.5.4 **Lost, stolen or mutilated Driver's License** shall be applied for replacement.

9.5.5 **Dropping of DL Code or Removal/Addition of Driving Conditions** - Removal of DL Code/s or inclusion or removal of Driving Conditions for DL holders who have lost expertise in operating certain DL Code or has acquired a driving condition as attested by a medical specialist.

9.5.6 **Revision of Records** - Updating of driver's information on the LTO Database and DL Card.

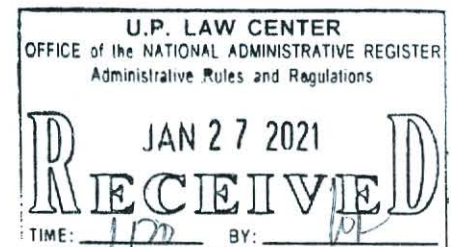
SECTION 10. CONTENTS OF DRIVER'S LICENSE

Front

1. Complete Name of the DL Holder
2. DL Number, Date of Issuance, Expiry Date and Issuing Agency
3. Photo and Signature
4. Citizenship, Sex, Date of Birth, Weight, Height, Eyes Color, Blood Type
5. Complete Address
6. DL Code/s and Driving Conditions

Back

1. DL Code, Brief Description and DL Classification
2. Driving Conditions – Brief Description
3. Organ Donation Specifications
4. Name and Address of Person in Case of Emergency
5. Biometrics



SECTION 11. EXAMINATIONS

11.1 Theoretical Examination

- 11.1.1. The theoretical examination for DL shall be according to DL Classification, DL Code and Vehicle Description which the applicant intends to operate:

Table 9

Vehicle General Description	DL Code	
	Nonprofessional	Professional
Motorcycle/ Tricycle	A, A1	A, A1
Light Vehicles	B, B1, B2	B
Light Vehicles	-	B1
Light Vehicles	-	B2
Light or Heavy / Articulated Vehicles	-	BE, C, CE
Heavy Passenger Vehicles	-	D

- 11.1.2. A total of twenty-five (25) questions for Conductor's License, and sixty (60) questions for DL theoretical examination will be drawn from the bank of questions.

- 11.1.3. An applicant for DL has the option to apply for any combinations of classification and DL Code provided that the random questions shall have a total of sixty (60) with passing rate of eighty percent (80%) or forty-eight correct answers out of sixty (60) questions.
- 11.1.4. Applicants for DL Code CE shall have an additional ten (10) questions intended for heavy articulated vehicles with a passing rate of eighty percent (80%) or eight (8) correct answers out of ten (10) questions exclusive of the score acquired from the sixty (60) basic questions.
- 11.1.5. Failed applicants for new CL/new DL/additional DL Code/Change classification and DL not renewed for more than two (2) years from expiry date shall be given a Rejection letter including the submitted documents stating therein the result of examination and may re-apply on the following regular working day.

11.2 Practical Driving Test

- 11.2.1. The LTO personnel shall conduct the Practical Driving Test which shall be done within the LTO authorized test route. Any test conducted outside of the designated test route shall be declared null and void.
- 11.2.2. The authorized Driving Skills Rater shall indicate the desired DL Code/s and attest to the result of the examination by affixing his/her signature which shall be subject to the approval/disapproval of the Chief of Office.
- 11.2.3. Failed applicants for new DL/additional DL Code/Change Classification and DL not renewed for more than two (2) years from expiry date shall be given a Rejection Letter, with the submitted documents, stating therein the result and remarks of the driving skill rater and may re-apply after seven (7) calendar days.

SECTION 12. OTHER PROVISIONS FOR STUDENT-DRIVER'S PERMIT, DRIVER'S LICENSE AND CONDUCTOR'S LICENSE

- 12.1 All licenses may be applied for renewal on or before but not earlier than sixty (60) days from the expiry date. Provided, however, that a license holder who can present any valid transportation ticket showing proof of imminent travel out of the country during the time such license must be renewed, shall be allowed to renew his/her license one (1) year in advance from expiry thereof.
- 12.2 Holders of DL with Manual Transmission Codes (MT) are allowed to operate/drive motor vehicles with Automatic Transmission. However, holders of DL with Automatic Transmission (AT) Codes are not allowed to operate motor vehicles with Manual Transmission.
- 12.3 Drivers with driving conditions "2" or "3" or "4" or "5" are not allowed to operate For-Hire/ Public Utility Vehicles or Commercial Vehicles, unless, expressly allowed, in writing, by a qualified medical specialist.
- 12.4 Upon application for storage, surrender of the license and after payment of the required fee, the license may be placed on storage at any LTO agency. The Return Receipt for Plate and License (RRPL) shall be the basis for the required fee and the storing agency shall tag said storage in the DLS.



ARTICLE VI GENERAL PROVISIONS

SECTION 13. PROCEDURES

The step-by-step procedures governing the transactions related to Student-driver's Permit, Conductor's License and Driver's License will follow the herein guidelines.

SECTION 14. FINES AND PENALTIES

The penalties, as provided in Section 4 of R.A. No. 10930, shall be imposed to any official or employee who, after due notice and hearing, is found guilty of committing any violations stated therein.

SECTION 15. TRANSITORY PROVISION

Upon the effectivity of this guidelines, all holders of DL and CL shall:

15.1 For DL, adopt the equivalent DL Codes during renewal and replacement subject to the qualifications, documentary requirements and procedures for renewal and miscellaneous transactions of Driver's License. However, holders of DL not renewed for more than two (2) years from the expiry date shall take the theoretical and practical driving test;

15.2 For holders of DL and CL issued starting 08 October 2016, be required to attend the DEP compliant to the IRR of R.A. No. 10930.

SECTION 16. SEPARABILITY CLAUSE

If any provision or part hereof is held invalid, the remainder of the guidelines or provisions or sections not otherwise affected shall remain valid and subsisting.

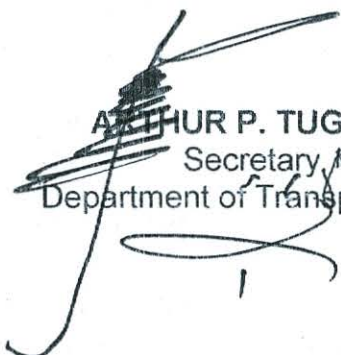
SECTION 17. REPEALING CLAUSE

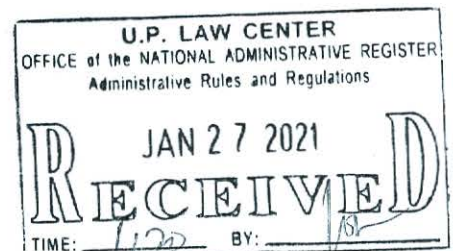
All orders, guidelines and memoranda which are in conflict herewith are deemed superseded.

SECTION 18. EFFECTIVITY

These guidelines shall take effect fifteen (15) days upon its publication in the Official Gazette or in a newspaper of general circulation, and upon registration with the Office of the National Administrative Register at the University of the Philippines Law Center, U.P. Diliman, Quezon City.

Approved this 13 JAN 2021.


ARTHUR P. TUGADE
Secretary, RRY
Department of Transportation





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE
East Avenue, Quezon City



LTO FORM NO. 21

No.

DISTRICT OFFICE

APPLICATION FOR

STUDENT DRIVER'S PERMIT / DRIVER'S LICENSE / CONDUCTOR'S LICENSE (APL)

INSTRUCTIONS

1. ACCOMPLISH THE FORM COMPLETELY
2. PRINT DATA LEGIBLY IN CAPITAL LETTERS

3. SUBMIT THIS FORM TO THE CSR/EVALUATOR TOGETHER WITH
THE REQUIRED SUPPORTING DOCUMENTS

NAME (Family Name, First Name, Middle Name)

PRESENT ADDRESS (No., Street, City/Municipality, Province)

TEL. NO. / CP NO.

TIN

NATIONALITY

SEX (M/F)

BIRTH DATE (YYYY/MM/DD)

HEIGHT (cm)

WEIGHT (kg)

LICENSE
NUMBER

BIRTHPLACE (City, Municipality, Province)

CIVIL STATUS (CS)

- ☐ 1. SINGLE ☐ 2. MARRIED ☐ 3. WIDOWED ☐ 4. SEPARATED

LICENSE CLASSIFICATION
APPLIED FOR (LCA)

DRIVING SKILL ACQUIRED FROM (FOR DL APPLICANTS ONLY)

HIGHEST EDUCATIONAL
ATTAINMENT (EA)

FATHER'S NAME (Family Name, First Name, Middle Name) (indicate even if deceased)

MOTHER'S NAME (Family Name, First Name, Middle Name) (indicate even if deceased)

SPOUSE NAME (Family Name, First Name, Middle Name) (indicate even if deceased)

EMPLOYER'S BUSINESS NAME

TEL. NO

EMPLOYER'S BUSINESS ADDRESS

TYPE OF APPLICATION (TOA)

EMERGENCY CONTACT PERSON

- ☐ A. NEW ☐ G. DUPLICATE ☐ I4. CHANGE BIRTH DATE
☐ B. RENEWAL ☐ H. DROPPING OF CATEGORY OR ADD'L OR
REMOVAL OF DRIVING CONDITIONS ☐ I5. Others
☐ C. CONVERSION OF FOREIGN DL ☐ I. REVISION OF RECORDS
☐ D. ADDITIONAL CODE OR CATEGORY ☐ I1. CHANGE ADDRESS ☐ J. ENHANCEMENT OF DL
☐ E. CHANGE OF DL CLASSIFICATION ☐ I2. CHANGE CIVIL STATUS ☐ K. CHANGE OF CLUTCH TYPE
☐ F. EXPIRED DL WITH VALID FDL ☐ I3. CHANGE NAME

EMERGENCY CONTACT ADDRESS

EMERGENCY CONTACT NO.

AGENCY CODE

ISSUE DATE

EXPIRY DATE

DRIVER'S LICENSE VEHICLE CATEGORY

EXISTING	APPLIED FOR	VEHICLE CATEGORY	SV	NON PRO	PRO	CLUTCH TYPE
						AT MT
<input type="checkbox"/>	<input type="checkbox"/>	LIGHT A. MOTORCYCLE L1 Two wheels with a maximum design speed not exceeding 50 kph L2 Three wheels with a maximum design speed not exceeding 50 kph L3 Two wheels with a maximum design speed exceeding 50 kph		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	A1 TRICYCLE L4 Motorcycle with side cars with a maximum design speed exceeding 50 kph L5 Three wheels symmetrically arranged with a maximum design speed exceeding 50 kph L6 Four wheels whose unladen mass is not more than 350kg with maximum design speed not exceeding 45 kph L7 Four wheels whose unladen mass is not more than 550kg with maximum design speed not exceeding 45 kph		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	B. M1 Vehicles used for the carriage of passengers and comprising not more than 8 seats in addition to the driver's seat with GVW up to 5000kgs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	B1 M2 Vehicles used for the carriage of passengers, comprising more than 8 seats in addition to the driver's seat with GVW up to 5000kgs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	B2 LIGHT COMMERCIAL VEHICLES N1 Vehicles used for the carriage of goods and having a GVW up to 3500kgs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	HEAVY C. HEAVY COMMERCIAL VEHICLES N2 Vehicles used for the carriage of goods and having a maximum GVW exceeding 3500kgs but not exceeding 12000kgs N3 Vehicles used for the carriage of goods and having a maximum GVW exceeding 12000kgs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	D. BUSES, COACHES and OTHER PASSENGER VEHICLES M3 Vehicles used for the carriage of passengers, comprising more than 8 seats in addition to the driver's seat and having a maximum GVW exceeding 5000kgs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	BE ARTICULATED PASSENGER CARS - Vehicles with trailer GVW of no more than 3500kgs. O1 Trailers with a maximum GVW not exceeding 750kgs. O2 Trailers with a maximum GVW exceeding 750kgs, but not exceeding 3500kgs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	CE HEAVY ARTICULATED VEHICLES - Articulated Commercial Vehicles with trailer GVW of more than 3500kgs O3 Trailers with a maximum GVW exceeding 3500kgs, but not exceeding 10000kgs. O4 Trailers with a maximum GVW exceeding 10000kgs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONDITIONS

- ☐ 1 WEAR CORRECTIVE LENSES ☐ 2 DRIVE ONLY W/ SPECIAL EQUIPMENT FOR UPPER LIMBS/LOWER LIMBS
☐ 3 DRIVE CUSTOMIZED MOTOR VEHICLE ONLY ☐ 4 DAYLIGHT DRIVING ONLY ☐ 5 HEARING AID IS REQUIRED

FILL THIS UP ONLY IF YOUR
NAME ABOVE IS DIFFERENT
FROM YOUR NAME IN
PREVIOUS LICENSE

PREVIOUS NAME (Family Name, First Name, Middle Name)

U.P. LAW CENTER

OFFICE OF THE NATIONAL ADMINISTRATIVE APPEALS COMMISSION
Administrative Rules and Regulations

TO BE ACCOMPLISHED BY LTO PERSONNEL ONLY

THIS IS TO CERTIFY THAT I HAVE CAREFULLY EVALUATED THIS
APPLICATION INCLUDING THE SUPPORTING DOCUMENTS

THIS IS TO CERTIFY UNDER PENALTY
OF PERJURY THAT THE INFORMATION I
HAVE GIVEN IS TRUE AND CORRECT

BY SIGNING THIS FORM, I VOLUNTARILY AUTHORIZE LTO TO ALLOW DISCLOSURE OF THE ABOVE
PERSONAL INFORMATION TO ANY AUTHORIZED GOVERNMENT AGENCY

PRINTED NAME AND SIGNATURE

JAN 27 2021

PRINT NAME AND SIGNATURE
(EVALUATOR)

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BY: 101

ROAD TEST SCORE SHEET

I HEREBY RELIEVE THE LTO AND ITS DULY AUTHORIZED REPRESENTATIVE OF RESPONSIBILITIES ARISING FROM ANY DAMAGE OR ACCIDENTS DURING THE CONDUCT OF THIS ACTUAL DRIVING TEST, SUCH AS, BUT NOT LIMITED TO THE FOLLOWING:

1. STRIKING ANOTHER CAR
2. STRIKING A PEDESTRIAN
3. STRIKING ANY FIXED OBJECT
4. IMPROPER ACTION CAUSING COLLISION OR NEAR COLLISION OF OTHER VEHICLE

THE TEST WILL IMMEDIATELY BE DISCONTINUED AND COUNTED AS FAILURE.

PRINT NAME AND SIGNATURE
APPLICANT

NOTE: AN APPLICANT HAS 100 POINTS AT THE START OF THIS TEST. NUMBER OF POINTS IS DEDUCTED FOR ERRORS COMMITTED. PASSING SCORE IS 70. THE TEST WILL IMMEDIATELY BE DISCONTINUED AND COUNTED AS FAILURE UPON ACCUMULATION OF MORE THAN 30 DEMERIT POINTS.

VEHICLE CATEGORY
(REFER TO DRIVER'S LICENSE CLASSIFICATION)

PLATE NO. PLATE NO. PLATE NO.

APPLICANT				TOTAL POINTS	DEMERIT WEIGHT	DEMERIT	TOTAL	DEMERIT	TOTAL	DEMERIT	TOTAL
1. PRE DRIVING CHECK UP				10							
1.1 CHECK TIRES AND BATTERIES					2						
1.2 CHECK/CLEAN/ADJUST MIRRORS, LIGHT AND WINDSHIELD WIPER					2						
1.3 USE SEATBELT/HELMET					2						
1.4 CHECK HAND AND FOOT BRAKE					2						
1.5 DISENGAGE CLUTCH WHEN STARTING ENGINE					2						
2. DRIVING SKILLS				50							
2.1 STEERING	2.1.1	POSITION OF HANDS			2						
	2.1.2	SMOOTHNESS			2						
	2.1.3	TWO HAND GRIP			2						
	2.1.4	OVER STEERING			2						
2.2 ENGINE CONTROL	2.2.1	USE OF GEAR			2						
	2.2.2	CHOOSE OF GEARS			2						
	2.2.3	USE OF CLUTCH			2						
	2.2.4	USE OF ACCELERATOR			2						
2.3 USE OF BRAKES	2.3.1	APPLY SMOOTH BRAKING			3						
	2.3.2	REACTIONS TO HAZARDS			3						
	2.3.3	VEHICLE TURNING			3						
2.4 SPEED CONTROL	2.4.1	OBSERVANCE OF SPEED LIMIT			3						
	2.4.2	NEEDLESS STOPS			2						
	2.4.3	OBSERVANCE TO TRAFFIC RULES			4						
2.5 TURNING LEFT, TURNING RIGHT AND U-TURN	2.5.1	TAKES PROPER LANE			2						
	2.5.2	SIGNAL INTENTION			2						
	2.5.3	USE OF HAND AND LIGHT SIGNAL			2						
	2.5.4	SWINGS TO WIDE AND CUTS TOO SHORT			4						
2.6 BACKING	2.6.1	NUMBER OF ATTEMPTS			2						
	2.6.2	CONTROL OF VEHICLE/ TRAILER			2						
2.7 PARKING	2.7.1	NUMBER OF ATTEMPTS			2						
3. OBSERVANCE TO TRAFFIC RULES				40							
3.1 RIGHT OF WAY TO OTHER VEHICLES	3.1.1	WHILE APPROACHING INTERSECTION			5						
	3.1.2	IN CHANGING LANES			3						
	3.1.3	IN PASSING/BEING PASSED			3						
3.2 STOP LIGHTS/ SIGNALS & OTHERS	3.2.1	OBEY TRAFFIC SIGNS			4						
	3.2.2	POSITION AFTER STOPPING			4						
	3.2.3	MAKING FULL STOP WHEN NECESSARY			2						
	3.2.4	ANTICIPATING BEFORE SIGNAL CHANGES			3						
	3.2.5	EXERCISE DUE CARE FOR PEDESTRIAN			3						
3.3 RIGHT OF WAY	3.3.1	FOR OTHER VEHICLES			3						
	3.3.2	FOR PEDESTRIAN			3						
	3.3.3	FOR EMERGENCY			3						
	3.3.4	YIELDING OF RIGHT OF WAY			2						
	3.3.5	FOR BICYCLIST			2						
TOTAL				100	100						

DRIVING SKILLS RATER	DATE	CHIEF PRACTICAL EXAMINER	APPROVED CATEGORY		APPROVED CATEGORY		APPROVED CATEGORY		
			VEHICLE CATEGORY	AT <input type="checkbox"/> MT <input type="checkbox"/>	VEHICLE CATEGORY	AT <input type="checkbox"/> MT <input type="checkbox"/>	VEHICLE CATEGORY	AT <input type="checkbox"/> MT <input type="checkbox"/>	
PRINT NAME/SIGNATURE		PRINT NAME/SIGNATURE							
COMMENTS / RECOMMENDATION			RECOMMENDED VEHICLE CATEGORY/IES		APPROVED / DISAPPROVED HEAD OF LICENSING CENTER				
					PRINT NAME/SIGNATURE				

note : Provide another form if needed.

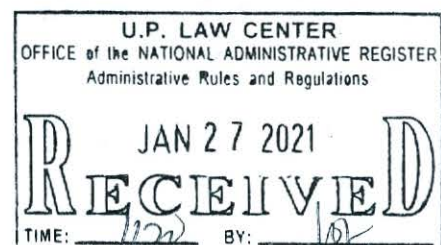
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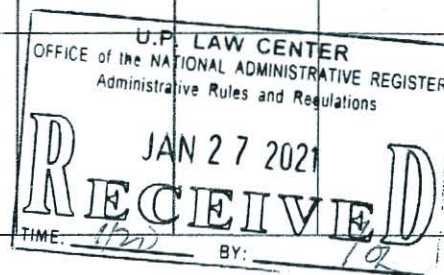
Conditions and Driving Indications

Condition	Indication/Driving Requirement
1	<u>Drive only with corrective lenses</u> <i>This is indicated in the driver's license of a licensee that he/she is certified by an accredited physician to be out of the 20/40 vision and will not be allowed to drive without wearing eyeglasses or corrective lenses.</i>
2	<u>Drive only with special equipment for upper limbs and/or lower limbs</u> <i>This is indicated in the driver's license of a licensee with impairment at the upper limb and/or lower limb.</i>
3	<u>Drive customized motor vehicle only</u> <i>This is indicated in the driver's license of a licensee to drive especially designed motor vehicles only and duly registered with LTO.</i>
4	<u>Drive only during daylight</u> <i>This is indicated in the driver's license of a licensee that he/she is only allowed to drive during daylight. This includes partially or totally blind in one eye.</i>
5	<u>Drive only with hearing aid</u> <i>This is indicated in the driver's license of a licensee with impaired hearing.</i>



			NPDL or PDL		From NPDL to PDL Change of DL Classification			NPDL or PDL				
Item	Qualifications	Requirements	Renewal of Invalid Phil. DL with valid FDL	Additional DL Code	A, A1	B, B1, B2	BE, C, CE, D	FDL Conversion	Lost/ Replacement	Dropping of DL Code	Change of Driving Conditions	Revision of Records
Section >>>			9.4.5	9.5.2	9.5.1			9.5.3	9.5.4	9.5.5		9.5.6
1	Physically and mentally fit to operate a motor vehicle	Certificate from Accredited Medical Clinic	✓	✓	✓	✓	✓	✓			✓	
2	Able to read and write in Filipino, English or any major dialect		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Holder of a Valid Foreign Driver's License	Valid FDL	✓					✓				
4	Holder of Valid DL or DL not renewed after two (2) years from the expiry date	Driver's License	✓	✓	✓	✓	✓			✓	✓	✓
		If Lost /Mutilated - Affidavit of Loss/ Mutilated DL							✓			
5	No unsettled traffic violation		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Passed the theoretical and practical examination (not required if vehicle category in the Philippine DL is found in the FDL)		✓	✓								
7	Passed the practical examination for applicants (foreigners and Filipinos) from countries operating right hand drive vehicles		✓					✓				
8	Foreign nationals must have a valid visa for at least 120 days upon the date of arrival. For PDL applicants must have valid working visa for at least 120 days	Valid visa						✓				

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			NPDL or PDL		From NPDL to PDL Change of DL Classification			NPDL or PDL				
Item	Qualifications	Requirements	Renewal of Invalid Phil. DL with valid FDL	Additional DL Code	A, A1	B, B1, B2	BE, C, CE, D	FDL Conversion	Lost/ Replacement	Dropping of DL Code	Change of Driving Conditions	Revision of Records
Section >>>			9.4.5	9.5.2	9.5.1			9.5.3	9.5.4	9.5.5		9.5.6
9	In case of invalid foreign DL, the applicant must have passed the theoretical examination and practical driving test							✓				
10	For Professional DL BE, C, CE and D, applicant must be eligible with the Minimum Experience/Training Requirements as enumerated in Table 6	NPDL/ PDL for BE PDL for C, CE, D		✓			✓					
11	Completed practical driving course from a qualified and authorized driving instructor for DL Code being applied for			✓			✓					
12	Passed the theoretical examination			✓	✓	✓	✓					
13	Passed the practical driving test for DL Code being applied for			✓			✓					
14	For professional DL, operating Special-purpose Vehicle (SPV), must have passed the Special Training Course	Training Certificate of Completion (Refer to Table 8)		✓	✓	✓	✓					
15		Duly accomplished APL Form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16		TIN (if employed)			✓	✓	✓	✓				

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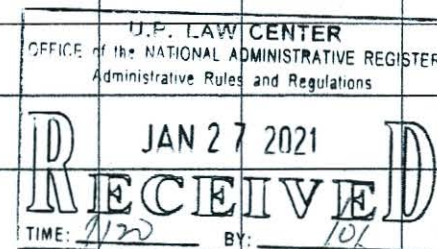
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NOTE: For dropping of DL Classification, other than APL, provided that such DL is valid, no other qualifications or documentary requirements are required.