Annex K

REPUBLIC OF THE PHILIPPINES
Department of Transportation
Land Transportation Office

APPLICATION FORM
NEW DRIVING SCHOOL INSTRUCTOR

Pursuant to MC No. JMT-2023-2390

2x2 ID PICTURE

APPLIED FOR:

☐ Theoretical Driving Course Instructor

☐ Practical Driving Course Instructor

(If PDC Instructor, DL code/s applied for:)

☐Motorcycle	☐Light	☐Heavy
☐ A ☐ A1	☐ B ☐ B1 ☐ B2 ☐ BE	☐ C ☐ CE ☐ D

DATE OF APPLICATION: _____

NAME OF APPLICANT:

_____
(Surname) (First Name) (Middle Name)

ADDRESS: _____ CONTACT NO.: _____

DATE OF BIRTH: _____SEX:_____CITIZENSHIP: _____CIVIL STATUS: _____

DRIVER'S LICENSE NO.: _____ EXPIRATION: _____RC/DL CODE: _____

EMAIL ADDRESS: _____ TIN: _____

NAME OF DRIVING SCHOOL: _____

ACCREDITATION CONTROL NO. _____

Documentary Requirements:

Theoretical Driving Course Instructor
1. Application Fee
2. Examination Fee
3. Certified true copy of the Diploma
4. Certified true copy of whichever of the following is applicable: A. TESDA National TVET Trainer's Certificate (NTTC) in Driving NC II; or B. Automotive Vocational Training Certificate and valid NC I in Automotive Servicing
5. Trainer's Training Certificate (TESDA Trainer's Methodology I / Method of Teaching / any equivalent private trainer's training)
6. Copy of valid professional driver's license
7. Original Certificate of neuropsychiatric test result
8. Original copy of the valid drug test result from a DOH-accredited drug testing center
9. Valid National Bureau of Investigation (NBI) Clearance
10. Valid Certificate of No Apprehension
11. Certificate of Driver's License History
12. Qualifying Examination Certificate
13. LTO Trainer's Training Certificate of Completion
14. Accreditation Payment Receipt

Practical Driving Course Instructor
1. Application Fee
2. Examination Fee
3. Certified true copy of the Diploma
4. Certified true copy of whichever of the following is applicable: A. TESDA National TVET Trainer's Certificate (NTTC) in Driving NC II; or B. Automotive Vocational Training Certificate and valid NC II in Automotive Servicing – Engine Repair
5. Trainer's Training Certificate (TESDA Trainer's Methodology I / Method of Teaching / any equivalent private trainer's training)
6. Copy of valid professional driver's license
7. Original Certificate of neuropsychiatric test result
8. Original copy of the valid drug test result from a DOH-accredited drug testing center
9. Valid National Bureau of Investigation (NBI) Clearance
10. Valid Certificate of No Apprehension
11. Certificate of Driver's License History
12. Certified true copy of whichever of the following is applicable: A. For Motorcycle PDC Instructor – Valid TESDA Motorcycle/Small Engine Servicing NC II; or B. For Light PDC Instructor– Valid NC II in Automotive Servicing – Engine Repair; or C. For Heavy Vehicle PDC Instructor: 1. Valid NC III in Driving; and 2. Valid NC III in Automotive Servicing; and 3. Valid TESDA National TVET Trainer's Certificate (NTTC) in Driving NC II;
13. Qualifying Examination Certificate
14. LTO Trainer's Training Certificate of Completion
15. Accreditation Payment Receipt

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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 perjury for any false statement or entry in this form and the driving school will 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 here unto set my hand this _____ at _____.

_____
SIGNATURE OVER PRINTED NAME
AFFIANT

Conforme:

_____
SIGNATURE OVER PRINTED NAME
DRIVING SCHOOL OWNER

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

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

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THIS PORTION IS FOR THE LTO COMMITTEE ON ACCREDITATION ONLY	
Received by:	**Evaluated by:**
_____ _____ Signature over printed name Date	_____ _____ Signature over printed name Date