NATIONAL ADMINISTRATIVE REGISTER · MARCH 3, 2003

RULES AND REGULATIONS CONCERNING THE ISSUANCE OF DTI ACCREDITATION OF MOTOR VEHICLE PRIVATE EMISSION TESTING CENTERS (PETCs)

DTI ADMINISTRATIVE ORDER NO. 03, s. 2002, March 03, 2003

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Whereas, pursuant to Sec. 21(d) of Republic Act No. 8749, otherwise known as the Philippine Clean Air Act of 1999, the DTI is mandated to develop and implement standards and procedures on the licensing of qualified private service centers and their technicians prerequisite for performing the testing, servicing, repair and the required adjustment to the vehicle emission system;

Whereas, Article 24 Section 21(b)(3) of R.A. 8749 states that the DOTC shall "authorize private emission testing centers duly accredited by the DTI;"

Whereas, pursuant to Presidential Decree No. 1572, the DTI is mandated to implement accreditation of repair and service firms or establishments and their technical personnel in order to protect the interest of the consumers availing of their services;

Whereas, pursuant to Executive Order No. 292, Series of 1987, the Department of Trade and Industry is empowered to formulate and implement policies, plans and programs relative to the development, expansion, promotion and regulation of trade, industry, and investment; and is mandated to protect consumers from trade malpractice;

Now wherefore, and in pursuance thereto, the following rules and regulations governing the issuance of accreditation of PETCs is hereby prescribed and promulgated for the compliance, information and guidance of all concerned.

1.0
SCOPE

1.1 This Department Administrative Order (DAO) promulgates the rules and regulations for the implementation of the DTI-DOTC Joint Administrative Order No. 01 Series of 2001, Guidelines for Accreditation and Authorization of Motor Vehicle Emission Testing Centers (PETCs) as mandated in the Republic Act No. 8749, otherwise known as "The Philippine Clean Air Act of 1999".

1.2 The rules and regulations describe the objectives, structure, guidelines and procedures designed to ensure the efficient and effective implementation of the DTI nationwide Accreditation Program for PETCs.

2.0
DEFINITION OF TERMS

The following definitions shall apply to acronyms, words and phrases that are used in this DAO:

2.1 DTI — Department of Trade and Industry

2.2 BTRCP — Bureau of Trade Regulation and Consumers Protection

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2.3 DTI RO/PO — Refers to DTI Regional Office or Provincial Office

2.4 TESDA — Technical Education and Skills Development Authority

2.5 DOTC — Department of Transportation and Communications

2.6 Accreditation — A formal recognition by DTI of an motor vehicle private emission testing center as competent to carry out the task on motor vehicle emission testing.

2.7 Applicant — A person, natural or juridical, seeking accreditation to engage in emission testing business.

2.8 Approved Signatory — Any officer nominated/designated by the applicant/grantee competent to evaluate test results critically and occupying a position involving responsibility for adequacy of test results, eligible for approval as signatory of endorsed test documents.

2.9 Authorized Representative — A person duly authorized by the applicant/grantee to represent the PETC in matters relating to the accreditation. He is the official contact person of the PETC.

2.10 Assessment — A process of determining whether an organization, individual, process or service meets the requirements of standards or guides.

2.11 Assessment Procedural Manual — A document which contains guidelines, objectives, structure and procedures for the efficient and effective implementation of the accreditation of PETCs.

2.12 Assessment Team — A group of two or more assessors designated by the DTI who assesses the applicant's conformance to the requirements for accreditation.

2.13 Bond — An amount issued in favor of the Republic of the Philippines which, shall guarantee the faithful and honest performance of the job done by the accredited PETC.

2.14 Private Emission Testing Center (PETC) — A private facility engaged in testing the level of opacity and/or the analysis of the gaseous emission of a motor vehicle.

2.15 Private Emission Testing Center Advisory Committee — A body designated by the Secretary of the Department of Trade and Industry that shall formulate and review policies pertaining to accreditation of motor vehicle emission testing centers.

2.16 Grantee — A PETC formally recognized under established procedures for its competence to carry out motor vehicle emission testing.

2.17 PNS ISO/IEC 17025 — The International Standard promulgated by the Bureau of Product Standards (BPS) as Philippine National Standard (PNS), containing the general requirements for the competence of testing and calibration laboratories.

3.0
DTI ACCREDITATION PROGRAM

3.1 The DTI-DOTC Joint Administrative Order (JAO) No. 01 Series of 2001, Guidelines for Accreditation and Authorization of Motor Vehicle Emission Testing Centers was issued by the DTI and DOTC to harmonize the accreditation and authorization of motor vehicle private emission testing centers (PETCs).

3.2 By virtue of R.A. No. 8749, the accreditation is mandatory and is open to all existing and potential investors of motor vehicle private emission testing centers, provided that they meet the requirements of the DTI Accreditation Program. However, the accreditation of PETCs program shall be operated in a non-discriminatory

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manner.

3.3 The DTI Accreditation Program shall be implemented nationwide.

3.4 For guidance, applicants shall be provided with the Checklist of Requirements (See Annex A, PETC Form 01) and the DTI-DOTC Joint Administrative Order (JAO) No. 01 Series of 2001, Guidelines for the Accreditation and Authorization of Motor Vehicle Emission Testing Centers.

3.5 All applicants shall however, comply with the requirements as provided in JAO No. 01, Series of 2001. Documentary requirements shall be accomplished by the applicant and submitted to DTI including the applicants' letter of intent.

3.6 Assessment of PETCs shall be based on the requirements specified in the JAO No. 01, Series of 2001.

3.7 A Certificate of Accreditation shall be issued to a PETC that meets all the requirements of the DTI accreditation program.

4.0
MANAGEMENT OF THE DTI ACCREDITATION PROGRAM

4.1 The BTRCP shall be the lead agency in the management of the DTI Accreditation Program for PETCs.

4.2 All Regional and Provincial Directors shall be responsible for the implementation of the accreditation program in their jurisdictions. They shall designate a permanent staff (Accreditation Officer) who shall be in charged of all accreditation matters.

5.0
DUTIES AND RESPONSIBILITIES

5.1 DTI-BTRCP

The DTI, through the BTRCP, shall oversee the implementation of the accreditation program for PETC. It shall have the following functions:

5.1.1 Formulate and prescribe policy guidelines for the transparent, efficient and effective implementation of the accreditation program for PETC;

5.1.2 Exercise visitorial powers over the applicants and accredited PETCs;

5.1.3 Maintain a Registry of Accredited Motor Vehicle Private Emission Testing Centers and of accredited technicians for each center.

5.1.4 Develop and maintain an Assessment Procedural Manual;

5.1.5 Maintain a registry of qualified assessors;

5.1.6 Enter into agreement with other government agencies and private sector in the implementation of the accreditation program;

5.1.7 Represent DTI in various interagency activities like consultative meetings, seminars/workshops geared towards the improvement of the accreditation program;

5.1.8 Coordinate closely with the DOTC and other DTI agencies on the accreditation, authorization of PETCs; and

5.1.9 Undertake such other appropriate measures as may be deemed necessary to improve the accreditation

program.

5.2 DTI REGIONAL OFFICE (RO)

5.2.1 The Regional Director shall sign the Certificate of Accreditation of PETCs endorsed by the Provincial Director.

5.2.2 Exercises visitorial power over the facilities of applicants and accredited PETC for purposes of determining compliance with the conditions of accreditation and to ensure the quality and effectiveness of the tests conducted.

5.2.3 Regularly furnish BTRCP of all information of every motor vehicle private emission testing centers accredited.

5.2.4 Ensures adequate and appropriate staff resources who shall implement the accreditation program.

5.3 DTI PROVINCIAL OFFICE (PO)

5.3.1 The Provincial Director shall endorse to the Regional Director the Certificate of Accreditation for his signature.

5.3.2 Accepts, reviews and processes applications for accreditation of applicants operating within their jurisdiction.

5.3.3 Grants and releases the Certificate of Accreditation to applicants that comply with all the requirements of the accreditation program.

5.3.4 Assists in the assessment of PETCs in the DTI RO or PO through its trained and qualified assessors.

5.3.5 Represents DTI and participates in meetings, conferences, seminars, training courses and other events related to the PETC accreditation in their area of jurisdiction.

5.3.6 Determines and informs potential investors of PETCs of the supply and demand situation in his area of jurisdiction. However, he shall not prohibit them from filing applications anytime if they are interested in the PETC accreditation.

5.4 ACCREDITATION OFFICER(S)

5.4.1 The Regional and Provincial Directors shall designate a permanent Accreditation Officer, who shall have technical background, and who shall be responsible for the accreditation activities within their jurisdiction. The Accreditation Officer(s) shall report directly to the Regional or Provincial Director and shall have the following functions:

a. Acts as contact and liaison officer between the Regional or Provincial Office and its clients by providing information and advice on DTI accreditation procedures, criteria for accreditation, fees and services and on other technical matters.

b. Schedules, coordinates and controls all assessments, review visits and special assessments relating to the relevant field, ensuring that they are carried out in accordance with the Assessment Procedural Manual and within the time schedule.

c. Ensures that application for accreditation, review, or re-assessments are acted upon in accordance with the requirements of this DAO.

d. Accepts and reviews reports on surveillance visits and assessments and takes action on the recommendations of such reports.

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e. Maintains relevant client files and database records ensuring that information contained therein is accurate, up-to-date, legible, relevant and sufficient to demonstrate full compliance with the DTI accreditation procedures and criteria.

f. Ensures that clients are billed for all assessment activities.

g. Ensures that the procedures described in the Assessment Procedural Manual are followed.

h. Monitors and reviews assessment activities to ensure that all the relevant expenses are presented to the Administrative Finance Unit for action.

5.5 ADMINISTRATIVE SUPPORT STAFF

The Administrative Support Staff shall be designated by the Regional or Provincial Director who shall be responsible for providing administrative support to the PETC accreditation scheme. His functions are as follows:

5.5.1 Processes application for accreditation.

5.5.2 Maintains database records including scope of accreditation, assessment schedules and conditions clearance dates.

5.5.3 Answers program-related customer queries.

5.5.4 Maintains availability of standard forms and other documents.

5.5.5 Dispatches relevant information materials to prospective clients and records client information for future follow-up.

5.5.6 Performs general administrative activities including client file maintenance, photocopying, organization of program mail-outs and upkeep of program booklets.

5.5.7 Ensures that clients have paid outstanding debts and arrearages prior to the awarding of accreditation and continued accreditation.

5.6 ADVISORY BODY

5.6.1 The DTI Accreditation Program for PETC shall have an Advisory Body in all matters pertaining to accreditation of PETC.

5.7 ASSESSMENT TEAM AND ACCREDITATION COMMITTEE

5.7.1 The Provincial Director shall designate an Assessment Team which, shall be composed of qualified DTI assessors and technical experts/assessors from the DOTC/LTO or private experts duly recognized by the BTRCP.

5.7.2 The Assessment Team shall have the following functions:

a. Review and evaluate the application and other documentary requirements; and

b. Conduct on-site assessment of the applicant and/or the accredited DTI PETCs; and c. Submit to the Accreditation Committee its assessment report within one week after an on-site assessment thereof.

5.7.3 The Accreditation Committee shall be composed of an Accreditation Officer as Chairman, assessment Team Leader, and DOTC/LTO or private sector experts.

5.7.4 The Accreditation Committee shall submit within 1 week an evaluation report to the Provincial Director for

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his approval/disapproval of the accreditation.

5.8 CONFIDENTIALITY

5.8.1 All information received by the DTI in the processing, granting, maintenance and renewal of accreditation by motor vehicle emission testing centers shall be treated confidential so as not to prejudice the activities of their clients and the privacy of other individuals.

5.8.2 All DTI staff involved in the accreditation activities like the staff, assessors, technical experts and members of committees shall sign a confidentiality agreement.

5.8.3 Only authorized staff shall have access to client information and files. DTI staff shall be aware at all times of their obligation to maintain confidentiality of all files, reports and other documents in their care. They shall be used, stored and handled in secure manner so as to ensure that no breach of confidentiality occurs.

5.9 MANAGEMENT REPORTING

Provincial Directors shall submit to the Director of the BTRCP monthly reports containing the following:

5.9.1 Summary of new applications received for every month;

5.9.2 Summary of initial assessments, review visits, or re-assessments undertaken every month;

5.9.3 Summary of accreditation granted, withdrawn or suspended;

5.9.4 Summary of significant forthcoming events or activities; and

5.9.5 Other matters of relevance.

6.0
DTI ACCREDITATION PROGRAM DOCUMENTARY REQUIREMENTS

Application requirements shall be those specified in Article III of JAO No. 01 Series of 2001, as follows:

6.1 Every branch office of a PETC shall apply for a separate accreditation. It shall be subject to the same requirements and processing procedure for accreditation and charged with the same fees as that of the main facility of the PETC.

6.2 Qualifications of an Applicant

6.2.1 Any natural person who is at least 18 years of age or any juridical person who is not disqualified by any existing law or regulation to engage in vehicle emission testing activity is qualified to apply for accreditation provided, that the following requirements are complied with.

6.2.2 A center duly accredited by DTI as a motor vehicle emission testing center may apply for DOTC authorization provided it meets the requirements of the DOTC authorization requirements.

6.3 Documentary Requirements (see Annex A[*]: PETC Form 01)

6.3.1 A duly accomplished application form, under oath. 6.3.2 A certified true copy of the following:

a. For sole proprietorship, Certificate of Business Name Registration

b. For corporation/partnership, Securities and Exchange Commission Certificate of Registration and Articles of Incorporation/Partnership and Board Resolution, issued by the Board Secretary, specifying the name of authorized representative who must be an officer of the corporation/partnership

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c. For cooperative, Cooperative Development Authority Certificate of Registration and Articles of Cooperation and Board Resolution, issued by the Board Secretary, specifying the name of authorized representative who must be an officer of the cooperative

6.3.3 Mayor's permit

6.3.4 BIR Registration and TIN

6.3.5 SSS Membership Certificate

6.3.6 Audited Financial Statement for the last two (2) years or a Pre-operating Financial Statement whichever is applicable, showing that the owner-applicant shall be in such financial condition as to reasonably expect it to operate for at least one (1) year.

6.3.7 Location map of the center and layout of the center, including dimensions, proximity/location to the nearest LTO District Office.

6.3.8 Organizational structure showing the relationship between the center and other operations of the firm, when applicable, and the structure of the center showing its personnel and its functions.

6.3.9 List of personnel involved with the operation of the center including their job descriptions, responsibilities and qualifications, including the Certificate of Competency as Motor Vehicle Emission Control Technician (MVECT) issued by TESDA.

6.3.10 List of all equipment, including manuals, reference materials required for the calibrations and tests, manual of the test procedures, and personnel. 6.3.11 Such other documents that the DTI may require from time to time to protect the interest of the government and the public.

7.0
GENERAL REQUIREMENTS FOR PETCs

General and minimum requirements shall be those specified in Article IV of DTI-DOTC JAO 01 Series of 2001, as follows:

7.1 PERSONNEL

7.1.1 A technician shall be certified as a Vehicle Emission Control Technician (MVECT) by TESDA.

7.1.2 Personnel performing specific tasks shall be qualified on the basis of appropriate education, training, experience and/or demonstrated skill, as required.

7.1.3 The testing center shall maintain current job descriptions for managerial, technical and key support personnel involved in testing.

7.1.4 The PETC management shall authorize specific personnel to perform particular sampling, tests, to issue test reports, to give opinions and interpretations and to operate the emission testing equipment.

7.2 ACCOMMODATION AND ENVIRONMENTAL CONDITIONS

7.2.1 The work area shall be within a permanent site and shall have a maneuvering area/site of at least 6 m wide x 6 m long per proposed number of vehicle to be inspected at any given time where the driver can park for off-highway emission testing.

7.2.2 The facility for testing and/or calibration, including but not limited to energy sources, lighting and environmental conditions shall be such as to facilitate correct performance of the tests and/or calibrations.

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7.2.3 The area in which the test will be undertaken shall not invalidate the results or adversely affect the required accuracy of measurement.

7.2.4 Measures shall be undertaken to ensure good housekeeping in the facility. Special procedures shall be prepared where necessary.

7.3 TEST PARAMETERS TO BE MEASURED

The following test parameters to be measured are as follows:

7.3.1 For gasoline vehicles: hydrocarbon (HC) and carbon monoxide (CO), NOx and other pollutants as may be specified by law

7.3.2 For diesel vehicles: opacity and/or particulate matters

7.4 EQUIPMENT

7.4.1 The center shall have the minimum test equipment required in the test procedures, as follows:

a. For testing of gasoline-fuelled vehicles: gas analyzer
b. For testing of diesel-fuelled vehicles: opacimeter

7.4.2 The equipment shall be certified by the Department of Environment and Natural Resources (DENR).

7.4.3 All emission testing equipment shall conform to the specifications of the appropriate Philippine National Standards (PNS). The equipment shall be properly calibrated and have reference/operating manuals.

7.4.4 The equipment and its software used for testing, and sampling shall be capable of achieving the accuracy required and shall comply with specifications relevant to the tests.

7.4.5 Authorized personnel shall operate the equipment. Up-to-date instructions on the use and maintenance of equipment (including any relevant manuals provided by the manufacturer of the equipment) shall be readily available for use by the appropriate personnel.

7.5 TEST METHODS/PROCEDURES

The test methods/procedures that shall be followed shall be those specified in the Clean Air Act and its Implementing Guidelines as follows:

7.5.1 Annex B: Emission Test Procedure for In-Use Motor Vehicles Equipped with Spark Ignition Engines

7.5.2 Annex C: Free Acceleration Test for In-Use Compression-Ignition Motor Vehicles

7.6 TEST REPORTS/CERTIFICATES

A test report shall be issued by the PETC, which shall contain at least the following information:

7.6.1 Title (e.g. "Test Report" or "Test Certificate");

7.6.2 Name and address of the center, and location where the test was carried out, if different from the address of the center;

7.6.3 Unique identification of the test report or certificate (such as a serial number)

7.6.4 Name and address of the client;

7.6.5 Identification of the test method used;

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7.6.6 Description, condition, and unambiguous identification, of the vehicles tested;

7.6.7 Date test was conducted;

7.6.8 Test results with the units of measurement of actual test as compared to standard;

7.6.9 Names(s) function(s) and signature(s) or equivalent identification of person(s) authorizing the test report; and

7.6.10 Statement to the effect that the results relate only to the items tested.

7.7 HANDLING OF COMPLAINTS

The PETC shall have a policy and procedure for the resolution of complaints received from clients or other parties. Records shall be maintained of all complaints and of the investigations and corrective actions undertaken by the center.

7.8 COMPLIANCE WITH PNS ISO/IEC 17025

In recognition of the need to upgrade the accreditation scheme in accordance with international standards for competence of testing laboratories (centers), all PETCs shall comply with PNS ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories.

Upon issuance of certificate of accreditation, the PETC shall execute an oath of undertaking that shall contain the PETC's commitment through an action plan to comply with the provisions of PNS ISO/IEC 17025 within one (1) year from grant of accreditation.

8.0
FEES AND CHARGES; AND BOND REQUIREMENT

8.1 Fees and charges for accreditation shall depend on the PETC's size in terms of its assets and the number of hours and assessors for each assessment as indicated in DTI-DOTC JAO 01 Series of 2001.

Fees and Charges	Amount in Philippine Peso, PhP
Application fee (non-transferable, payable upon filing of application)	300.00
Assessment fee (includes document review, follow- up and verification visits, payable within 15 days)	

Small

8,000.00

Medium

16,000.00

Large

24,000.00

Reassessment fee (applicable only in cases of verification visit)

Small

4,000.00

Medium

8,000.00

Large

12,000.00

Accreditation certificate

Small

3,000.00

Medium

4,000.00

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Large

5,000.00

Annual accreditation fee

Small

1,000.00

Medium

2,000.00

Large

3,000.00

Other fees

Certifications or additional copy of certificate

500.00

Note: Small: PhP 1M – 15M; Medium: PhP 15M – 100M; Large: Over PhP 100M

8.2 A bond in the amount of One Hundred Thousand Pesos (PhP100,000.00) shall be posted before the issuance of the certificate of accreditation.

9.0 ACCREDITATION PROCESS
(See Annex B[*] for Accreditation Process Flowchart)

9.1 INQUIRIES RELATING TO ACCREDITATION

Inquiries relating to accreditation of PETC shall be addressed to the BTRCP and/or to the DTI Regional Office (RO) and Provincial Office (PO). Records of such inquiries shall be maintained by the DTI Office concerned.

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9.2 FILING OF APPLICATION

9.2.1 Application shall be filed at the Trade and Industry Building, 361 Sen. Gil J. Puyat Avenue, Makati City or to the appropriate DTI RO or PO, as the case may be.

9.2.2 A motor vehicle emission testing center seeking and maintaining accreditation is required to satisfy the requirements of the DTI Accreditation Program.

9.2.3 Applications for accreditation shall be made only by legally identifiable PETC and only by filing in the prescribed application form.

9.2.4 Each applicant is required to provide BTRCP/DTI RO/PO a copy of the PETC operations manual and other supporting documentation.

9.3 CHECKING AND RECORDING OF DOCUMENTARY REQUIREMENTS

9.3.1 Upon receipt of the documents by the Accreditation Officer, he shall check the documents submitted based on the Checklist of Requirements (PETC Form 01).

9.3.2 After all the required documents are submitted, the Accreditation Officer shall indicate receipt thereof in space provided in PETC Form 01.

9.3.3 The Accreditation Officer shall assign a specific number for each applicant. This shall be used as a reference relating to his application.

9.3.4 DTI personnel shall record in the logbook the following:

a. Name of applicant
b. Service area and the number of lanes applied for
c. Date of filling
d. Name and signature of the person who submitted the application
e. Signature of the DTI personnel who received the application

9.4 REVIEW AND EVALUATION PROCESS

9.4.1 All application/documents shall be reviewed and evaluated by the Assessment Team that will be designated by the Provincial Director. The Assessment Team shall evaluate the completeness of application based on the checklist of accreditation requirements, and evaluate the application based on financial capability to establish the PETC; nature and/or purpose of the business based on SEC or DTI records; and authenticity of documents submitted.

9.4.2 The Assessment Team shall determine the readiness of the applicant for an on-site assessment.

9.4.3 Applicants that are ready for an on-site assessment shall be informed officially of the schedule of the on-site assessment. Those not considered shall be notified accordingly.

9.5 ASSESSMENT PROCESS

9.5.1 The basic objective of the assessment is to confirm that the requirements of the DTI-DOTC accreditation and authorization guidelines are followed and to ensure that the PETC can competently perform the required motor vehicle emission testing.

9.5.2 Assessment is carried out by the Assessment Team which, shall initiate with an opening meeting. The Assessment Team shall be composed of a team leader and a Technical Expert, selected for the relevance of their expertise and freedom from conflict of interest. Assessors and Technical Experts must be qualified

according to the specified qualification requirements.

9.5.3 Assessments shall be conducted within a period depending on the size of the PETC. Assessments include detailed discussions with management and testing staff, inspection of equipment and premises, and examination of documentation and records. Assessors normally witness actual testing by the technicians.

9.5.4 A closing meeting is held at the completion of the assessment. The Authorized Representative is provided with a draft written report of the findings. These findings are discussed with the PETC's management during the closing meeting.

9.6 CORRECTIVE ACTIONS

9.6.1 The applicant PETC shall be informed of the deficiency or non-conformity if any, with the requirements based on the assessment done. The PETC shall be given a maximum period of thirty (30) days to make corrective actions on the deficiencies found therein.

9.6.2 Within the 30-day period, the applicant shall submit and implement its corrective actions. Otherwise, the application shall be deemed abandoned and the corresponding fee shall be forfeited in favor of the government.

9.7 REPORT OF ASSESSMENT

9.7.1 The Assessment Team Leader shall prepare a written report on the assessment findings which, will be presented in the closing meeting.

9.7.2 The Assessment Report shall be prepared and submitted by the Assessment Team to the Accreditation Committee.

9.7.3 The Accreditation Committee shall evaluate the results of assessment and submit the said results to the Provincial Director for approval/disapproval of the accreditation.

9.8 APPROVAL/DISAPPROVAL OF APPLICATION

9.8.1 Upon receipt of the evaluation result from the Accreditation Committee, the Provincial Director shall decide on the approval/disapproval of the accreditation.

9.8.2 In case of disapproval of accreditation, the Provincial Director shall notify the applicant in writing stating the ground for the disapproval.

9.8.3 The Provincial Director shall endorse the Certificate of Accreditation to the Regional Director for his signature.

9.9 ISSUANCE OF DTI CERTIFICATE OF ACCREDITATION

9.9.1 The DTI Regional Director shall sign the Certificate of Accreditation endorsed by the Provincial Director for approval.

9.9.2 The Regional Director shall send to the Provincial Director the signed Certificate of Accreditation.

9.9.3 The DTI, through the DTI-PO, shall issue an official letter informing the applicant of the granting of accreditation. The applicant shall be required to pay the prescribed fees and post the required bond in the amount of One Hundred Thousand Pesos (PhP100,000.00).

9.9.4 The Certificate of Accreditation shall include the following information:

- The name and address of the center

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- The scope of accreditation

- The effectivity of accreditation

- The accreditation number

- Service area and the number of accredited lanes

9.9.5 The Certificate of Accreditation shall be valid for 3 years unless the certificate of accreditation is sooner cancelled or withdrawn. After 3 years, a re-assessment shall be conducted if the PETC decides to continue its accreditation.

9.9.6 Accredited PETC that intends to renew its accreditation shall file application for renewal three (3) months before the validity expires. 9.9.7 In case the Certificate is lost or destroyed, the accredited PETC may request for a certified true copy based on the records and upon payment of the prescribed fee. 9.9.8 PETCs duly accredited by the DTI shall accordingly, be authorized by DOTC as provided for under Article 24 Section 21 of R.A. 8749.

9.10 APPEAL

9.10.1 An applicant aggrieved by the final decision of the DTI-RO Director may, within fifteen (15) days from receipt of such decision, file an appeal to the Office of the DTI Secretary. The decision of the Secretary shall be immediately executory.

9.10.2 The grounds for appeal shall be limited to grave abuse of discretion and serious errors in the findings of fact, which may cause grave or irreparable injury to the aggrieved applicant.

9.11 MONITORING INSPECTION OF ACCREDITED PETC

9.11.1 An accredited PETC shall continue to comply with the accreditation requirements.

The Authorized Representative is required to notify the DTI Regional Office at least five days before effecting change of:

- name of the PETC,
- authorized representative and personnel, and
- changes on accommodation and equipment (e.g. change in location, or physical layout).

9.11.2 DTI shall undertake monitoring and inspection activity of all accredited PETCs to check the consistent conformance to the accreditation requirements.

9.11.3 Surveillance visits of accredited PETCs shall be conducted at least once every 12 months after accreditation is granted.

9.12 WITHDRAWAL/CANCELLATION OF ACCREDITATION

9.12.1 Accreditation shall be withdrawn if the PETC,

a. fails to achieve full compliance;
b. declines to take appropriate corrective action on the conditions for accreditation within a reasonable period of time;
c. does not intend to renew its accreditation at the end of the accreditation period;
d. voluntarily declares non-interest in accreditation within the accreditation period; and
e. upon final decision of the DTI-RO revoking/cancelling PETC's accreditation on any of the grounds enumerated under Art. XV of the DTI-DOTC JAO No. 01, Series of 2001.

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11.0
PENALTIES

11.1 Any violation of this Order shall be subject to administrative actions under E.O. No. 913, Series of 1983 without prejudice to the criminal or civil actions under R.A. No. 4109 and/or R.A. 7394.

12.0
SEPARABILITY CLAUSE

12.1 If for any reason any article or provision of this Order or any portions thereof or the application of such section, provision or portion thereof to any person or group or circumstances is declared invalid or unconstitutional, the remainder of this Order shall not be affected by such declarations.

13.0
REPEALING CLAUSE

13.1 Any related orders or parts thereof which are inconsistent with provisions of this Administrative Order are hereby repealed or amended accordingly.

14.0
EFFECTIVITY

14.1 This Order shall take effect fifteen (15) days after its publication in the Official Gazette and in two newspapers of general circulation in the Philippines.

Date Filed: 03 March 2003

RECOMMENDING APPROVAL:

(SGD.) JESUS L. MOTOOMULL
Caretaker, BTRCP

(SGD.) ADRIAN S. CRISTOBAL, JR.
Undersecretary, CWTRG

APPROVED:

(SGD.) MAR ROXAS
Secretary

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[*] Not Included/Filed with ONAR

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