



Republic of the Philippines  
Department of Education  
**REGION I**  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 257, s.2024

**PROMOTING THE USE OF VEHICLE PASS IN SCHOOLS**

To: Office of the Assistant Schools Division Superintendent  
CES, SGOD  
CES, CID  
Section and Unit Heads  
All School Heads (Elementary & Secondary)  
All SDO Proper Personnel

1. The Department of Education in Vigan City aims to ensure the safety of students inside the schools in line with the mandate of DepEd Order No. 40 s. 2012 or the Child Protection Policy.
2. Pursuant to this, this Office establishes and promotes the use of vehicle passes in all schools for all entering or parking vehicles.
3. Each school shall adopt a vehicle pass sticker bearing the logo of the school, a control number for purposes of identification, and should not require additional expense to students or parents.
4. The following requirements for a vehicle pass shall be uniform to all schools:
  - a. 1 clear photocopy of OR/CR bearing the name of the registered owner of the vehicle;
  - b. 1 clear photocopy of Driver's License bearing the name of the person who will operate the vehicle; and
  - c. 1 signed Undertaking (ANNEX B)
5. For electronic motor vehicles, reference to LTO Administrative Order No. 2021-039 dated 11 May 2021 provides that:
  - a. **Category L2b** or those capable of propelling the unit to a maximum speed of 26-50km/hr **requires a driver's license and registration.**
  - b. **Category L3** requires the use of **appropriate motorcycle helmet and driver's license.**
  - c. **Category L4 and L5** or e-Tricycle/Three Wheeled Vehicle requires a **driver's license.**



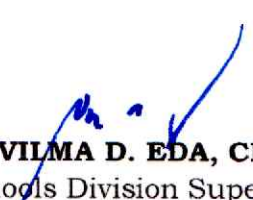
Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: [vigan.city@deped.gov.ph](mailto:vigan.city@deped.gov.ph)  
Website: [www.depedviganity.com](http://www.depedviganity.com)





Republic of the Philippines  
Department of Education  
**REGION I**  
SCHOOLS DIVISION OF VIGAN CITY

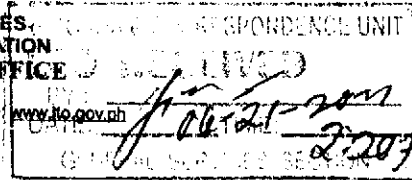
6. A copy of LTO Administrative Order No. 2021-039 is attached as ANNEX A for reference.
7. All school heads must maintain a list of the issued vehicle passes with their corresponding owners for ready reference.
8. Vehicles without a vehicle pass shall only be allowed to drop off students/personnel on designated drop off points near the gate of the schools.
9. A transitory period of two months from the publication of this memorandum shall be given for all concerned in order to secure the needed documents.
10. Wide and immediate dissemination of this memorandum is desired.

  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
LAND TRANSPORTATION OFFICE  
East Avenue, Quezon City  
E-mail Address: [lto@mailbox@dfto.gov.ph](mailto:lto@mailbox.dfto.gov.ph) • Website: [www.lto.gov.ph](http://www.lto.gov.ph)



**ADMINISTRATIVE ORDER NO. 2021-039**  
11 May 2021

**SUBJECT: CONSOLIDATED GUIDELINES IN THE CLASSIFICATION, REGISTRATION AND OPERATION OF ALL TYPES OF ELECTRIC MOTOR VEHICLES**

**WHEREAS**, pursuant to Republic Act No. 4136, the Land Transportation Office (LTO) is mandated to register roadworthy motor vehicles prior to its use or operation on or upon any highway of the Philippines, and may issue rules and regulations which no specific provision is provided under the said Act;

**WHEREAS**, Administrative Order No. 2006-01 dated 31 March 2006 on the Guidelines in the Registration of Light Electric Vehicles (LEV) and its Implementing Rules and Regulations through Memorandum Circular No. 721-2006 dated 23 May 2006, Administrative Order No. AHS-2008-014 dated 24 March 2008 on the Guidelines in the Registration of Low Speed Vehicles (LSV) and its Implementing Rules and Regulations through Memorandum Circular No. AHS-2008-070 dated 12 May 2008, and Memorandum Circular No. AVT-2015-1983 dated 02 December 2015 on the Classification and Registration of Electric Tricycle also known as E-Trike have been issued as guidelines in the registration of the aforementioned types of electric vehicles;

**WHEREAS**, electric vehicle technology has significantly advanced such that other types of electric vehicles are being manufactured and made available in the market thus, making the current prescribed specifications of Light Electric Vehicles (LEVs) and Low Speed Vehicles (LSV) no longer applicable;

**WHEREAS**, in order to cope with advancements in electric vehicle technology, there is a need to consolidate and update the LTO's current issuances and guidelines in recording, registration and operation of electric vehicles;

**WHEREAS**, for reasons of safety and sound public policy, operation of certain electric vehicles will be limited to specific type of road and some types will not be required to be registered;

**WHEREAS**, in support to the thrust of the Government towards low carbon urban mobility, the use of electric vehicle is encouraged to save the Dollar reserve from importing fossil fuel and to curb down environmental pollution and the disastrous impacts of climate change;

**NOW, THEREFORE**, premises considered, the following rules and regulations governing the classification, registration and operation of electric vehicles are hereby prescribed and promulgated for the compliance, information and guidance of all concerned.

## **SECTION 1. COVERAGE**

This Order shall apply for classification, registration and operation of all types of electric powered motor vehicles.

## **SECTION 2. DEFINITION OF TERMS**

- 2.1. Electric Vehicle** - a motor vehicle powered by electric motors with power storage charge directly from external sources. The definition excludes hybrid vehicles.
- 2.2. Curb Weight** – total unloaded mass of a vehicle with standard equipment and all necessary operating consumables such as fluids, oils, coolant, refrigerant and batteries in the case of electric vehicles.
- 2.3. Unladen Weight** – unloaded weight of the vehicle. In the case of electric vehicles, it excludes the weight of the battery.
- 2.4. Category** – shall refer to vehicle category as specified in the Philippine National Standards (PNS) on Road Vehicles-Classification and Definition PNS 1891:2008 (UN ECE Published 2017) ICS 43.040.01
- 2.5. Electric Mobility Scooter** - a two, three or four wheeled vehicle, with or without operable pedals, powered by electrical energy with less than 300 wattage capable of propelling the unit up to a maximum speed of 12.5 km/hr.
- 2.6. Category L Electric Vehicle**– a motor vehicles with less than four wheels and including 4 wheeled vehicles with restrictions on maximum speed, maximum mass and maximum rated power as in the case of L6 and L7.
- 2.7. Category L1 (e-Moped 2w)** – a two wheeled vehicle, with or without pedals, powered by electrical energy capable of propelling the unit up to a maximum speed of 50 km/hr. For regulation purposes, they are further classified into Category L1a and L1b. E-bikes fall under this category.

- 2.8. **Category L2 (e-Moped 3w)** – a three wheeled vehicle, with or without pedals, powered by electrical energy capable of propelling the unit up to a maximum speed of 50 km/hr. For regulation purposes, they are further classified into Category L2a and L2b.
- 2.9. **Category L3 (e-Motorcycle)** - a two wheeled vehicle, powered solely by electrical energy capable of propelling the unit more than 50 km/hr.
- 2.10. **Category L4 and L5 (e-Tricycle/e-Three Wheeled Vehicle)** - a three wheeled motor vehicle powered solely by electrical energy with a minimum rated power of 1000 W capable of propelling the unit to no more than 50 km/hr and having a maximum curb weight of 600 kg. It is designed for the carriage of goods, cargoes, freights and passengers. They could be symmetrically or asymmetrically arranged in relation to the longitudinal median plain. Categories L4 and L5 refers to the asymmetrical and symmetrical versions respectively.
- 2.11. **Category L6 and L7 (e-Quad)** – a four wheeled microcar with limited weight, power and speed. They are further classified into light electric quadricycles and heavy electric quadricycles.  
**Category L6** - an e-Quad having an unladen mass of not more than 350 kg powered solely by electrical energy of up to 4000 W capable of propelling the unit to a maximum of 45 km/hr.  
**Category L7** – an e-Quad having an unladen mass of not more than 550 kg powered solely by electrical energy of up to 15000 W capable of propelling the unit to more than 45 km/hr.
- 2.12. **Category M Electric Vehicles** – at least four wheeled electric vehicles solely powered by electric energy and designed to carry heavier passenger loads than quadricycles. They are further classified into M1, M2 and M3.
- 2.13. **Category M1** – a category M electric vehicle design to carry no more than eight (8) seats in addition to the driver and having a maximum gross weight not exceeding 3.5 tons. Common examples under this category include most models of electric cars (e-cars), electric SUVs (e-SUV) and electric vans (e-vans).
- 2.14. **Category M2** – a category M electric vehicle designed to carry more than eight (8) seats in addition to the driver and having a maximum gross weight more than 3.5 tons but not exceeding 5 tons. A common example under this category includes public utility e-jeepneys.
- 2.15. **Category M3** – a category M electric vehicle designed to carry more than eight (8) seats in addition to the driver and having a maximum gross weight exceeding 5 tons. A common example under this category includes e-buses.

- 2.16. **Category N Electric Vehicles** – at least four wheeled electric vehicles solely powered by electric energy and designed to carry heavier goods. They are further classified into N1, N2 and N3.
- 2.17. **Category N1** – a category N electric vehicle having a maximum gross weight not exceeding 3.5 tons. A common example includes light trucks and light cargo vans.
- 2.18. **Category N2** – a category N electric vehicle having a maximum gross weight more than 3.5 tons but not exceeding 12 tons and used for carriage of goods.
- 2.19. **Category N3** – a category N electric vehicle comprising no more than eight (8) seats in addition to the driver and having a maximum gross weight exceeding 12 tons. A common example includes heavy trucks.
- 2.20 **Accreditation** – shall refer to the authority granted by LTO for Manufacturer, Assembler, Importer, Rebuilder and/or Dealer to transact with former relative to stock reporting, sales reporting and registration of motor vehicles and/or its component/s.

### SECTION 3. TYPE, CATEGORY OF ELECTRIC VEHICLES

#### 3.1. Personal Mobility Scooter

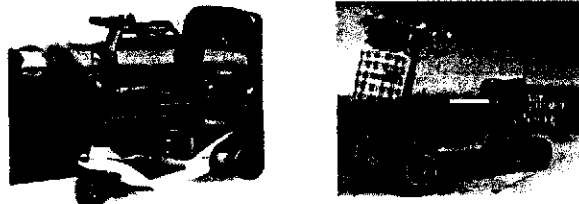


Figure 1 Examples of Electric Mobility Scooters

Designed for shorter trips and within communities. Their operation shall be limited within private roads subject to internal regulations on private roads. They may be operated on pedestrian walkways and bicycle lanes or on similar lanes designated by proper authorities with the rider required to wear a protective helmet similar to those designed for a bicycle rider. Driver's license and registration are not required.

### 3.2. Electric Kick Scooter



Figure 2 Examples of Electric Mobility Scooters

The operation of electric kick scooter shall be limited within barangay roads only. They may be operated on bicycle lanes or similar lanes designated by proper authorities. Driver/rider of this vehicle is required to wear protective helmet similar to those designed for a motorcycle riders. Driver's license and registration are not required.

### 3.3. Category L1a - Capable of propelling the unit up to a maximum speed of 25 km/hr.



Figure 3 Examples of Category L1a vehicles

The operation shall be limited within barangay local roads only. It can pass national roads and other type of roads for purposes of crossing only when the road/lane it is allowed to traverse is divided by the former.

They may be operated on bicycle lanes and similar lanes designated by proper authorities. Driver/rider of this vehicle is required to wear a protective helmet similar to those designed for bicycle riders, when driven on the road. These shall not be used for public transport purposes. Driver's license and registration are not required.

### 3.4. Category L1b - Capable of propelling the unit to maximum of 26 to 50 km/hr.



Figure 4 Examples of Category L1b vehicles

The operation of these vehicles may be allowed to go beyond barangay roads to cover other local roads provided that it will take the outermost part of the road close to the edge. It can pass main thoroughfares and national roads for purposes of crossing only when the road it is allowed to traverse is divided by the former and shall yield the right of way to all oncoming traffic that constitute an immediate hazard. Drivers/riders of these units are required to wear motorcycle protective helmet. This type shall not be used for public transport purposes due to their lighter construction. Driver's license and registration are not required.

**3.5. Category L2a** - Capable of propelling the unit up to a maximum speed of 25 km/hr.

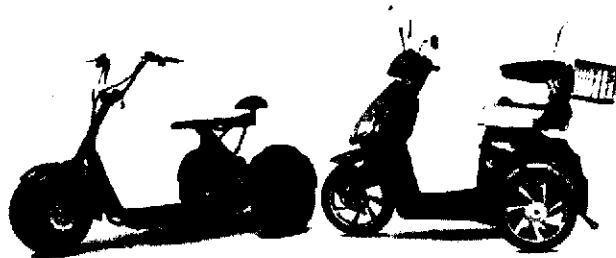


Figure 5 Examples of Category L2a vehicles

The operation shall be limited within or along private and barangay roads only. It can pass main thoroughfares and national road and other type of roads for purposes of crossing only when the road/lane it is allowed to traverse is divided by the former and shall yield the right of way to all oncoming traffic that constitute an immediate hazard. They may be operated on bicycle lanes considering their limited speed. Drivers/riders of this vehicle are required to wear protective helmet, similar to those designed for bicycle riders, when driven on the road. They shall not be used for public transport purposes. Driver's license and registration are not required.

**3.6. Category L2b** - Capable of propelling the unit to a maximum speed of 26 to 50 km/hr.

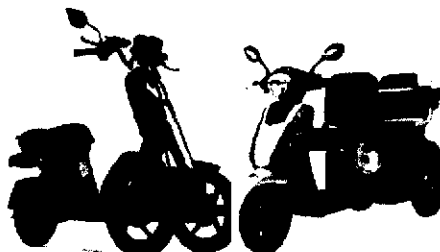


Figure 6 Examples of Category L2b vehicles

other local roads and tertiary national roads and the driver is a bearer of appropriate driver's license. It can pass main thoroughfares and national roads for purposes of crossing only when the road it is allowed to traverse is divided by the former and shall yield the right of way to all oncoming traffic that constitute an immediate hazard. Concerned Local Government Units (LGUs) may authorized these type of vehicles, whether private or "for hire", to traverse national highways or main thoroughfares thru the passage of an ordinance but shall be constrained to the outermost lane/part of the



highway. Both are prohibited along limited access highways. Similar to a regular motorcycle-tricycle, helmet is not required.

**3.9. Category L6 and L7 Electric Vehicle (e-Quad)**



Figure 10 Examples of Category L6 & L7



The operation of these vehicles may be allowed to go beyond private and barangay roads to cover other local roads and tertiary national roads and the driver is a bearer of appropriate driver's license. It can pass main thoroughfares and national roads for purposes of crossing only when the road it is allowed to traverse is divided by the former and shall yield the right of way to all oncoming traffic that constitute an immediate hazard. Concerned Local Government Units (LGUs) may authorized these type of vehicles, whether private or "for hire", to traverse national highways or main thoroughfares thru the passage of an ordinance but shall be constrained to the outermost lane/part of the highway. Both are prohibited along limited access highways. Similar to a regular motorcycle-tricycle, helmet is not required.

**3.10. Category M1 Electric Vehicle (e-Car, e-SUV), Category M2 Electric Vehicle (e-Utility Vehicle, e-Jeepney) and Category M3 Electric Vehicle (e-Bus)**

Existing rules and regulations governing the operation of Category M and N vehicles with diesel/gas fuel type shall be adopted for the electric vehicle counterpart.

**3.11. Category N1, N2, N3 Electric Vehicle (e-Truck)**

Existing rules and regulations governing the operation of Category N vehicles with diesel/gas fuel type shall be adopted for the electric vehicle counterpart.

**SECTION 4. MOTOR VEHICLE USER'S CHARGE**

Vehicle Type/Category	MVUC Rate
Category L2b and L3	▪ Motorcycle without Sidecar
Category L4	▪ Motorcycle with Sidecar
Category L5, L6 and L7	▪ Similar to Car "Light"
Category M and N	- Similar to Conventional Counterparts

## **SECTION 5. REQUIREMENTS FOR CLASSIFICATION AND INITIAL REGISTRATION OF NEW MODEL ELECTRIC VEHICLE**

To ensure compliance to the standards prescribed above and for proper classification pursuant to Section 5 of Republic Act No. 8794, all manufacturers, assemblers and/or importers of electric vehicles shall, not later than three (3) months prior to the introduction of any new model in the market, submit the specifications of such model to the LTO which shall determine the classification and the rate of MVUC which the new model shall fall.

The requirements for classification of new model electric vehicle and initial registration shall be in accordance with the requirements per existing policies, rules and regulations on the registration of motor vehicles except for emission requisites.

### **5.1. Requirements for Classification**

1. Letter-request for classification
2. Specification of the electric vehicle
3. Photos of the vehicle submitted for classification
4. Motor Vehicle Inspection Report from LTO Motor Vehicle Inspection Center (MVIC)

### **5.2. Requirements for Initial Registration**

1. Original Sales Invoice
2. Certificate of Stock Reported (CSR)  
**Note:** Certificate of Payment/Certification for component/s from the Bureau of Customs (BOC) is required prior to the application for CSR
3. Original PNP-HPG MV Clearance
4. Appropriate Insurance Certificate of Cover

## **SECTION 6. PLATE AND SPECIAL LANE FOR REGISTRATION AND RECORDING**

**6.1.** *Plates and stickers of electric vehicles shall follow the specifications to be adopted by the LTO.*

**6.2.** *The LTO shall designate special lanes for the registration of electric vehicles from the effectivity of this Order. In offices where designation of special lanes is not feasible, electric vehicle transactions shall be assigned at Senior Citizen/PWD lanes.*

**SECTION 7. MANUFACTURERS, ASSEMBLERS, IMPORTERS AND DEALERS (MAIDs) OF ELECTRIC VEHICLES**

All MAIDs of electric vehicles shall apply and comply with the accreditation requirements of the LTO per existing rules and regulations. MAIDs of electric vehicles which do not require registration shall not be accredited by the LTO.

**SECTION 8. PENALTIES**

- 8.1 . Not Wearing Helmet (driver/ rider/backrider) - Php 1,500.00
- 8.2. Operating in restricted roads (Obstruction) - Php 1,000.00
- 8.3. Failure to Carry OR/CR - Php 1,000.00
- 8.4. Unregistered / Expired Vehicle Registration - Php 10,000.00
- 8.5 Other applicable penalties under DOTC JAO 2014-01

**SECTION 9. REPEALING CLAUSE**

Administrative Order No. 2006-01 dated 31 March 2006, Memorandum Circular No. 721-2006 dated 23 May 2006, Administrative Order No. AHS-2008-014 dated 24 March 2008, Memorandum Circular No. AHS-2008-070 dated 12 May 2008, Memorandum Circular No. AVT-2015-1983 dated 02 December 2015, and all other prior orders, circulars, memoranda and issuances or part thereof, inconsistent with the provisions of this Order are hereby repealed or amended accordingly.

**SECTION 10. EFFECTIVITY**

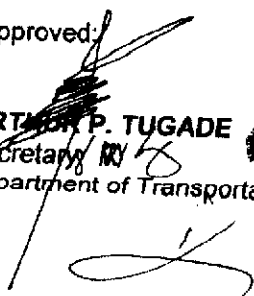
This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation or upon receipt hereof by the UP Law Center - Office of the National Administrative Register (ONAR).

Recommending Approval:

  
**EDGAR C. GALVANTE**  
Assistant Secretary



Approved:

  
**ARTHUR P. TUGADE**  
Secretary  
Department of Transportation

   
DOT-ORIG OUTGOING 21-000708



Republic of the Philippines  
Department of Education  
**REGION I**  
SCHOOLS DIVISION OF VIGAN CITY

**Annex B**

**AFFIDAVIT OF UNDERTAKING FOR AVAILMENT OF VEHICLE PASS**

I, \_\_\_\_\_ of legal age, residing at \_\_\_\_\_, do hereby depose and state:

1. I am the registered owner/user of the vehicle described as follows:
  - Make and Model: \_\_\_\_\_
  - Registration Number: \_\_\_\_\_
2. I am applying for a vehicle pass from DepEd Vigan **City** for the purpose of using the vehicle in \_\_\_\_\_ (name of school);
3. I undertake to use the vehicle pass in strict compliance with the rules and regulations set by LTO and/or DepEd;
4. I acknowledge that any misuse of the vehicle pass may result in its revocation and that I may be subject to penalties or other legal actions as determined by the authorities;
5. I accept full responsibility for any damages, liabilities, or penalties that may arise from the misuse of the vehicle pass;
6. I hereby indemnify and hold DEPED VIGAN harmless from any claims or actions that may arise from my use of the vehicle pass.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_ 2024  
at Vigan City, Ilocos Sur.

Signature and Full Name

\_\_\_\_\_



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: [vigan.city@dep.gov.ph](mailto:vigan.city@dep.gov.ph)  
Website: [www.dep.gov.ph](http://www.dep.gov.ph)



Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](https://bit.ly/SDOViganCityCSM)