

APPLICATION FOR CHANGE OF PARTY

WHO CAN AVAIL OF THE SERVICE

Applicant is limited to descendant of deceased holder of Certificate of Public Convenience (CPC) who is requesting for re-assignment of CPC.

Notes:

1. *Applicant is required to personally appear upon submission of application. For succeeding process steps, authorized representatives are allowed upon presentation of Special Power of Attorney (SPA) and valid identification documents.*
2. *For applicant corporations/cooperatives/others, authorized representative should present valid Board Resolution Authorization for this purpose and identification documents.*
3. *There shall be no monetary transaction for the assignment of CPC or change of party.*

REQUIREMENTS**

***Photocopies should be submitted upon filing of application while originals are to be presented during the hearing*

1. 5 copies of Verified Application Form
2. Original and copy of Valid Government-Issued Identification Card with photograph of Applicant (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport).
3. 2 copies of Operator's Data Sheet with recent 2x2 photograph
4. ****Certificate of Registration (CR) or Official Receipt (OR) authorized units with year model duly issued by the Land Transportation Office (LTO)**
5. Proof of Publication of Notice of Hearing (Original Affidavit of Publication or Copy of Notice as published) - *To be submitted during actual hearing*
6. ****Death Certificate of franchisee**
7. ****Deed of Extrajudicial Settlement of Estate or Affidavit of Adjudication as Sole Heir**
8. ****Affidavit of Publication issued by the publisher (including the actual copies of each issue) relative to the publication of the Extrajudicial Settlement of Estate or Affidavit of Adjudication as Sole Heir that was published once a week for 3 consecutive weeks**

SCHEDULE OF THE AVAILABILITY OF SERVICE

Monday – Friday,
8:00 a.m. to 5:00 p.m.

No Lunch Break

FEES

Filing Fee:

Php 510.00

Franchise Verification Fee:

Php 40.00

Legal Research Fee:

Php 10.00

HOW TO AVAIL OF THE SERVICE

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Officer-In-Charge
1	Download Application Form template, Requirement Form, Statement of Financial Capability Form and Processing Schedule Forms (PSF) in the LTFRB website or Get the forms from the LTFRB Help Desk			
2	Present verified Application Form/Petition with corresponding requirements to TED (Window-4) and secure call number	TED Check the completeness of Application particularly submitted documentary requirements and authenticate copies from original Provide call number to applicant	*5 min	William Montales
3		TED If submission is complete, prepare POS to include fees for the following: <ul style="list-style-type: none"> ▪ Filing ▪ Franchise Verification ▪ Legal Research Fee Call out applicant and issue POS together with application documents. <i>Note: Application with incomplete requirements will not be received.</i>	*10 min	Glenda Ofiana
4	Receive POS and application documents and proceed to cashier to give POS and settle payment	Cashier Receive POS and payment and issue Official Receipt (OR) and copy of POS	5 min	Mario Reyes, Jr. Mark Winston Dia Lucia Daquiwag
5	Proceed to TED (Window-6), present original OR and submit photocopy of OR and application documents including accomplished PSF	TED Officially receive application documents and provide applicant with PSF	*10 min	Violeta Berdos

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Officer-In- Charge
6	Receive PSF then return on scheduled date	TED Forward application documents to MID for franchise verification (FV) Forward duplicate copy of PSF to the Office of the Chairman	Within 3 days	Verbo Laquindanum
7		MID Prepare FV Forward FV and application docs to TED		Josefina De Guzman Maria Pilar Adecer Elsa Navarro
8		TED Assess fees and prepare POS	*5 days	Assessors Ana Loreta Infante Marian Garcia Evelyn Calub Glenda Ofiana Janet Zuñiga Purissima Mirano Lourdes Dolar Ester Marian Rosimo
9	Proceed to TED (Window-7), present PSF, and retrieve POS	TED Give POS to applicant	5 min	Eymard Calub
10	Proceed to Cashier, give POS, and settle payment	CASHIER Receives payment and issue OR and POS	5 min	Mario Reyes, Jr. Mark Winston Dia Lucia Daquiwig
11	Proceed to TED (Window-4) and present original OR and submit copy of the same Receive PSF from TED and come back on scheduled date	TED Receive OR and issue PSF to applicant indicating schedule when to come back to claim Notice of Hearing	*5 min	William Montales
12		Stamp clearance of accounts to the application form Forward application documents to Legal Division	*10 min	Assessors Verbo Laquindanum Violeta Berdos

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Officer-In- Charge
13		<p>LEGAL DIVISION</p> <p>Receive, log case folder and stamp schedule of hearing on the case folder</p> <p>Prepare 5 copies of Notice of Hearing and forward to Chief of Legal Division</p> <p>Sign 5 copies of Notice of Hearing</p>	*2 days	<p>Imelda Castro</p> <p>Judy Garcia</p> <p>Atty. Gonzalo Go, Jr.</p>
14	<p>Proceed to Legal (Window 16), present PSF, retrieve Notice of Hearing, and come back on scheduled hearing date</p> <p><i>Note: Notice of Hearing should be published and copies forwarded to affected parties. Proof of publication of the Notice of Hearing and originals of documentary requirements shall be presented during the Hearing.</i></p>	<p>LEGAL</p> <p>Release Notices of Hearing to recipients:</p> <ul style="list-style-type: none"> a. Applicant/Counsel b. Legal Division c. Case Folder d. LTO e. MID* 	*10 min	<p>Evangeline Binobo</p>
15		<p>MID</p> <p>Upon receipt, Post Notice of Hearing in the LTFRB website and provide advance information to the applicant and affected/concerned parties through SMS</p>	*15 min	<p>Alexander Macalaba</p>
16	<p>Attend Hearing on scheduled date</p> <p>- end -</p> <p><i>Note: Applicant will receive LTFRB Decision/ Resolution relative to the Application via Registered Mail. He/ She will also be notified via SMS</i></p>	<p>LEGAL</p> <p>Conduct hearing</p>	*45 min	<p><i>Legal Officers:</i></p> <p>Atty. Melchor Fronda Atty. Zona Russet Tamayo Atty. Leah Rojas</p>

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Officer-In- Charge
17		Prepare Decision/Resolution Review and recommend Decision/Resolution Forward Decision/Resolution to the Office of the Executive Director for review	*3 days	Legal Officers Atty. Gonzalo Go, Jr. Imelda Castro
18		ED Review the Decision/Resolution Forward Decision/Resolution to the Board for signature	*1 day	Dir. Francisco Mendoza Nilda Vergara
19		Board Majority of the Board sign the Decision/Resolution Record and forward Decision/Resolution to the Office of the Executive Director (OED)	*1 day	Chairman Jaime Jacob BM Manuel Iway BM Samuel Julius Garcia Nova Teresa Asor Jo-Ann Ramos Conrado Tobias, Jr. Numeriano Bautista, Jr.
20		ED Affix Dry Seal, countersign, and record the signed Order Forward the Order to Docket Section	*15 min	Roel Antonio Alsisto
21		Docket Section Docket the Decision / Resolution Record and forward Decision / Resolution to MID for release	*10 min	Maricel Victorio Petronila Gallero Mariza Llavore Arnel Yabut Melchor Mosarta
22		MID Release copy of Decision / Resolution to applicant via Registered Mail Notify applicant that Decision / Resolution has already been released and post copy in the website	*15 min	Margarita Iguiron Mary Jane Valle Alexander Macalaba

**Time may vary depending on the volume of applications/documents received on the day.*

Notes:

- 1) Re: Hearing – If the petitioner and counsel fail to appear on the initial scheduled hearing, the case shall be reset to another date. However, only a maximum of two (2) resetting within a period of one (1) month shall be allowed. Failure to appear on the third (3rd) scheduled hearing shall automatically dismiss the application for lack of interest.
- 2) For applications declared contested, a clarificatory conference or hearing before the Board en Banc will be set as the need arise.
- 3) In case of unforeseen events beyond the control of LTFRB, please be informed that there will be an extension of fifteen (15) days before the Decision/Resolution could be released to the requesting party.
- 4) For inquiries, recommendations on improving the process or other concerns, please coordinate with:

ATTY. ROBERTO P. CABRERA III
Executive Director