

APPLICATION FOR CHANGE VENUE OF REGISTRATION

WHO CAN AVAIL OF THE SERVICE

Holder of valid Certificate of Public Convenience (CPC) who intends to change Land Transportation Office (LTO) location in which his unit/s is/are registered.

Notes:

1. *For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative is allowed upon presentation of Special Power of Attorney (SPA) and valid identification documents.*
2. *For corporations/cooperatives/others, please see corresponding requirements below*

REQUIREMENTS

General:

1. 4 copies of Verified Petition
2. Original and copy of Valid Government-Issued Identification Card with photograph of Applicant/Petitioner and current address (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, or Voter's ID)

Additional Requirements:

For Cooperatives:

1. Original and Copy of the Board Resolution authorizing the change venue of registration.
2. Original and Copy of the Board Resolution authorizing the representative to file petition, follow-up, appear in the hearing, receive order on decision, and sign paper on document to the realization of the aforesaid matters.

For Corporations:

1. Original and Copy of Board Resolution authorizing the change venue of registration.
2. Original and Copy of Board Resolution/ Secretary's certificate of authorized representative/s

SCHEDULE OF THE AVAILABILITY OF SERVICE

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

No Lunch Break

FEES

Filing Fee:

Php 250.00 per case number

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	Person-in-Charge
1	Download Application Form template, Requirement 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 Janet Zuñiga Emma Mirano
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 Daquiwig
5	Proceed to TED (Window-6), present original OR and submit photocopy of OR and application documents	TED Officially receive application documents and provide applicant with duplicate copy of PSF	*10 min	Violeta Berdos
6	Secure PSF then return on scheduled date	Forward application documents to MID for franchise verification (FV) Forward duplicate copy of PSF to the Office of the Chairman	10 min	Verbo Laquindanum
7		MID Prepare franchise verification Forward FV and application docs to TED	3 days	Josefina De Guzman Maria Pilar Adecera Elsa Navarro

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
8		TED Assess fees and prepare POS	5 days	<i>Assessors:</i> 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	Anthony Paras
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 - end - <i>Note: Applicant will receive LTFRB Order relative to the Application via Registered Mail. He/She will also be notified via SMS</i>	TED Receive copy of OR Stamp clearance of accounts Evaluate authenticity of application documentary requirements Prepare Order Review and recommend Order for approval/denial Forward Order to the Office of the Executive Director for review	7 days	William Montales <i>Assessors</i> Esperanza Cruz Dionicia Atanacio Loida Balido Marites Peñas Elisa Divina Flora Sodusta Lilia Coloma Elisa Divina
12		ED Review the Order Forward to the Board for signature	*30 min	Dir. Francisco Mendoza Nilda Vergara
13		Board Majority of the Board sign the Order Record and forward Order 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.

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
14		ED Affix Dry Seal, countersign, and record the signed Order Forward the Order to Docket Section	*15 min	Roel Antonio Alsisto
15		Docket Section Docket the Order Record and forward Order to MID for release	*10 min	Maricel Victorio Petronila Gallero Mariza Llavore Arnel Yabut Melchor Mosarta
16		MID Release copy of Order to applicant via Registered Mail Notify applicant that Order has already been released through SMS 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) In case of unforeseen events beyond the control of LTFRB, please be informed that there will be an extension of another two (2) days before the requested document could be released to the requesting party.
- 2) For inquiries, recommendations on improving the process or other concerns, please coordinate with:

ATTY. ROBERTO P. CABRERA III
Executive Director