

APPLICATION FOR CONSOLIDATION OF CASES

WHO CAN AVAIL OF THE SERVICE

Holder of valid Certificate of Public Convenience (CPC) who intend to apply for a single case number assignment (consolidated case) for his franchise with units having identical or parallel routes; applicable for single type of denomination.

Notes:

1. *For individuals, personal appearance of petitioner is required. However, should it not be possible for applicant/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.*
3. *Consolidation of cases shall be applicable if an Operator has two or more Case Numbers.*

REQUIREMENTS

General:

1. 5 copies of Verified Application/Petition
2. Original and copy of Valid Government-Issued Identification Card with photograph of Applicant/Petitioner (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport).

Additional Requirements:

For Cooperatives:

1. Original and Copy of the Management Agreement between the Cooperative and the member
2. Original and Copy of the Board Resolution authorizing the consolidation of cases.
3. Original and Copy of the Board Resolution authorizing the representative to file petition, follow-up, 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 consolidation of cases
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 510.00 first two (2) case numbers
Php 510.00 in excess of two (2) case numbers

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 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 Daquiwig
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	Person-In- Charge
6	Receive 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 FV Notify concerned parties of the application via SMS Forward FV and application docs to TED	*3 days	Josefina De Guzman Maria Pilar Adecer Alexander Macalaba Elsa Navarro
8		TED Assess fees and prepare POS	*3 days	Assessors Ana Loreta Infante Marian Garcia Evelyn Calub Glenda Ofiana Janet Zuñiga Purisma 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 a copy of the same - end - <i>Note: Applicant will receive LTFRB Decision/Resolution relative to the Application via Registered Mail. He/She will also be notified via SMS</i>	TED Receive OR Stamp clearance of accounts to the application form Forward application documents to Legal Division	*10 min	William Montales Assessors Verbo Laquindanum/ Violeta Berdos

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-In- Charge
12		<p>LEGAL DIVISION Receive application docs</p> <p>Review and assess the content of application documents</p> <p>Prepare Decision/Resolution</p> <p>Review Decision/Resolution and recommend for approval/denial</p> <p>Forward Decision/Resolution to the Office of the Executive Director for review</p>	*6 days	<p>Imelda Castro</p> <p>Jocelyn Tataro Concesa Patting Maria Victoria Refuerzo</p> <p>Atty. Melchor Fronda Atty. Zona Russet Tamayo Atty. Leah Rojas</p> <p>Atty. Gonzalo Go, Jr.</p> <p>Maria Victoria Refuerzo</p>
13		<p>ED Review the Decision/Resolution</p> <p>Forward Decision/Resolution to the Board for signature</p>	*1 day	<p>Dir. Francisco Mendoza</p> <p>Nilda Vergara</p>
14		<p>Board Majority of the Board sign the Decision/Resolution</p> <p>Record and forward Decision/Resolution to the Office of the Executive Director (OED)</p>	*1 day	<p>Chairman Jaime Jacob BM Manuel Iway BM Samuel Julius Garcia</p> <p>Nova Teresa Asor Jo-Ann Ramos Conrado Tobias, Jr. Numeriano Bautista, Jr.</p>
15		<p>ED Affix Dry Seal, countersign, and record the signed Order</p> <p>Forward the Order to Docket Section</p>	*15 min	Roel Antonio Alsisto
16		<p>Docket Section Docket the Decision/Resolution</p> <p>Record and forward Decision/Resolution to MID for release</p>	*30 min	<p>Maricel Victorio Petronila Gallero Mariza Llavore</p> <p>Arnel Yabut Melchor Mosarta</p>

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-In- Charge
17		MID Release copy of Decision/Resolution to applicant via Registered Mail Notify applicant that Decision/Resolution has already been released via 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:

DIRECTOR FRANCISCO M. MENDOZA

Executive Director

Contact Number: 9257194

E-mail: ltfrboed@gmail.com