

APPLICATION FOR INTERCHANGE OF UNITS

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) who intend to seek authorization to re-assign two-units to interchanged case numbers.

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.*
3. *Inspection of substitute units to be conducted after filing the petition.*

REQUIREMENTS

General:

1. 4 copies of Verified 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).
3. Original and copy of the Certificate of Registration (CR) and Official Receipt (OR) of authorized units with year model duly issued by the Land Transportation Office (LTO)

Additional Requirements:

For Tourist Transport Service:

1. Original and Copy of Valid DOT Accreditation Certificate/Letter
2. Original and Copy of Valid MIAA Concessionaire Agreement (For TTS Coupon Taxi)
3. Original and Copy of Valid MIAA and/or hotel Concessionaire Agreement (For TTS Rent-a-Car)

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 interchange of units
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 interchange of units
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 first two (2) units
Php 70.00 per unit in excess of two (2) units

Inspection Fee:

Php 50.00 – small PUV
Php 100.00 – buses and trucks

Franchise Verification Fee:

Php 40.00

Legal Research Fee:

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 ▪ Inspection of Unit ▪ 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 Purísima Emma Mirano
4	Receive POS and application documents from TED (Window 3) 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, application documents, including accomplished PSF	TED Officially receive application documents and provide applicant with duplicate copy of PSF ¹	*10 min	Violeta Berdos

¹ PSF will include schedule of inspection as well as date of return to the office to complete the process

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
6	Secure copy of PSF then return on scheduled date	TED Conduct inspection of unit/s and prepare Motor Vehicle Inspection Report Forward application documents to MID for franchise verification (FV) Forward duplicate copy of PSF to the Office of the Chairman	Within 5 days	Team I Esperanza C. Cruz Dionicia B. Atanacio Jojie Castrisciones Or Team 2 Ian Dominic Buenafe Joseph Lovel Malijan Nickbert Muncal Verbo Laquindanum
7		MID Prepare franchise verification 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	Anthony Paras
10	Proceed to Cashier, give POS, and settle payment	CASHIER Receives payment and issue OR and POS	5 min	Mario Reyes Mark Winston Dia Lucia Daquiwag
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 Assessors Esperanza Cruz Dionicia Atanacio Loida Balidoy Maritess Peñas Elisa Divina Flora Sodusta Lilia Coloma Elisa Divina

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
12		ED Review the Order and forward to the Board for signature	*30 min	Dir. Francisco Mendoza
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
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	*20 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