

APPLICATION FOR UPGRADE/ DOWNGRADE OF UNIT

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) who intend to request for authorization to convert specifications of units under certain types of denomination.

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. *The upgrading of unit shall mean upgrading a unit from regular/ ordinary to air-conditioned PUV.*
4. *The downgrading of unit shall mean downgrading a unit from air-conditioned to regular/ordinary PUV.*
5. *Inspection of unit/s to be conducted after filing of 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 Land Transportation Office Certificate of Registration (CR) and Official Receipt (OR) of authorized unit with year model

Additional Requirements:

For Cooperatives:

1. Original and Copy of the Board Resolution authorizing the upgrading/ downgrading unit/s.
2. 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 upgrading/ downgrading unit/s.
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:

(Upgrading) Php 520.00 first two (2) units
 Php 70.00 per unit in excess of two (2) units

(Downgrading) 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:

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 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 Daquiwag
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

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
6	Secure copy of PSF then return on scheduled date	<p>TED Conduct inspection of substitute unit/s and prepare Motor Vehicle Inspection Report</p> <p>Forward application documents to MID for franchise verification (FV)</p> <p>Forward duplicate copy of PSF to the Office of the Chairman</p>	Within 5 days	<p>Team 1 EsperanzaCruz Dionicia Atanacio Jojie Castriciones Or Team 2 Ian Dominic Buenafe Joseph Lovel Malijan Nickbert Muncal</p> <p>Verbo Laquindanum</p>
7		<p>MID Prepare franchise verification and secure signature of MID Chief on the Petition and Order Form</p> <p>Forward FV and application docs to TED</p>		<p>Josefina De Guzman Maria Pilar Adecer</p> <p>Elsa Navarro</p>
8		<p>TED Assess fees and prepare POS</p>	*5 days	<p>Assessors: Ana Loreta Infante Marian Garcia Evelyn Calub Glenda Ofiana Janet Zuñiga Purissima Mirano Lourdes Dolar Ester Marian Rosimo</p>
9	Proceed to TED (Window 7), present PSF, and retrieve POS	<p>TED Give POS to applicant</p>	5 min	Anthony Paras
10	Proceed to Cashier, give POS, and settle payment	<p>CASHIER Receives payment and issue OR and POS</p>	5 min	Mario Reyes, Jr. Mark Winston Dia Lucia Daquiwag
11	<p>Proceed to TED (Window 4) and present original OR and submit copy of the same</p> <p>- end -</p> <p><i>Note: Applicant will receive LTFRB Order relative to the Application via Registered Mail. He/She will also be notified via SMS</i></p>	<p>TED Receive copy of OR</p> <p>Stamp clearance of accounts</p> <p>Evaluate authenticity of application documentary requirements</p> <p>Prepare Order</p>	6 days	<p>William Montales</p> <p>Assessors</p> <p>Esperanza Cruz Dionicia Atanacio Loida Balido Marites Peñas</p> <p>Elisa Divina Flora Sodusta</p>

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
12		ED Review the Order Forward Order 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.
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: