

REQUEST FOR CORRECTION OF ENTRY

WHO CAN AVAIL OF THE SERVICE

Holder of valid Certificate of Public Convenience (CPC) who is requesting for correction of entry (limited to typographical error, omission/addition of letter/s, numbers, symbol/s such as hyphen, or inclusion/lack of spacing) on decision, resolution, order, or other official issuances from the Board.

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 authorization letter and valid identification documents.*
- 2. For corporations/cooperatives/others, please see corresponding requirements below.*

REQUIREMENTS

General:

1. 4 copies of Request for Correction 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. Original and copy of the Decision, Resolution, Order, or other LTFRB issuance for correction
4. Original and copy of valid OR/CR issued by LTO as basis for correction
5. Stencil of motor and chassis numbers of the unit

Additional Requirements:

For Cooperatives:

1. Copy of the Board Resolution authorizing the Correction of Entry
2. 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. Copy of Board Resolution authorizing the Correction of Entry
2. 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

Correction Fee:

Php 50.00

*Note: For error/s committed by LTFRB, **no fee** will be collected*

HOW TO AVAIL OF THE SERVICE

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in- Charge
1	Download Request for Correction Form and Processing Schedule			

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
2	Present Request for Correction Form with corresponding requirements to TED (Window-3)	TED Check the completeness of submitted documentary requirements and determine validity of request and if error is committed by LTFRB or from the side of the applicant Provide call number to applicant		
3	Secure call number and wait to be called	If submission is complete and: a) Error is committed by LTFRB – sign relevant section in the Request for Correction Form, give application documents back to applicant and refer to MID (Window-8) b) Error is caused by applicant -- Prepare POS, call out applicant and issue POS and give back application documents <i>Note: Application with incomplete requirements will not be processed.</i>	*15 min	Glenda Ofiana Janet Zuñiga Emma Mirano
4	Present call number, 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 MID (Window-8), present original OR, submit photocopy of OR and application documents	MID Officially receive application documents and provide copy of PSF to applicant	*10 min	Rowena Yalong
6	Secure PSF and come back on scheduled date	Modify/Update records Sign 4 copies of the Request for Correction/Certificate of Correction of Entry and attached it to the original mother document (Decision, Resolution, Order, etc.) Forward Applicant's copy of Certificate of Correction of Entry attached to the mother document to Help Desk for Release (cc TED, OCHM)	*3 days	Rene Villaseñor Nida Quibic Elsa Navarro

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
7	Proceed to Help Desk, show OR as well as PSF and get Confirmation Certificate	Help Desk Issue Applicant's copy of Request for Correction/ Certificate of Correction of Entry certified by MID Chief attached to the mother document	5 min	Arlene Noble

**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 recommendations, inquiries, suggestions or other concerns, please coordinate with:

ATTY. ROBERTO P. CABRERA III
Executive Director