

**MODIFICATION OF ROUTE (CHANGE BASE AND/OR AREA OF OPERATION)**

**DO No. 2010-022, MC Nos. 2012-21 and 2013-01**

**WHO CAN AVAIL OF THE SERVICE/PURPOSE:** CPC holder (applicable to TH, Tourist Transport, Taxi, School Transport Service and Shuttle Service) who intends to change base and/or change the area of their operation, or make other substantial changes on their authorized routes.

*For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative who is a lawyer or a relative (re: direct ascendant/descendants) is allowed upon presentation of duly notarized Special Power of Attorney (SPA), valid IDs and proof why petitioner is not physically present;*

*For corporations/cooperatives/others, please see corresponding below.*

**REQUIREMENTS:**

Note: Photocopies should be submitted upon filing of application while originals are to be presented during the hearing.

**I. FOR SUBMISSION UPON APPLICATION:**

1. Four (4) copies of Verified Application Form;
2. LTO OR/CR of authorized unit/s with year model;
3. Authorization from the Department of Transportation (DOTr) for applicable types of service.

TD	LEGAL	OBMC	OED	OCHM

**Additional Requirements:**

*For Tourist Transport Service:*

1. Endorsement from Department of Tourism (DOT) Central Office on proposed change area of operation.

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*For School Service:*

1. Valid Parent-Teacher Association or School Certification/Endorsement Letter Authorizing/Accrediting the School Service; The Certification or Endorsement Letter should contain the following information:
  - a. Name of School;
  - b. Complete School address;
  - c. School Contact Person with contact details;
  - d. Full name of Applicant;
  - e. Number of units endorsed;
  - f. Area of Coverage.

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*For Truck-for-Hire:*

1. Proof of public need. (Valid Hauling Contract specifying Area of Operation).

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*For Shuttle Service:*

1. Notarized Shuttle Service Contract with duration;
2. Time schedule of travel to and from company premises to designated pick-up/drop-off points and vice versa;
3. Number of units to be authorized.


*For Taxi:*

1. Refer to Memorandum Circular 2012-021

TD	LEGAL	OBMC	OED	OCHM

*For Cooperatives:*

1. Endorsement from the Office of Transportation Cooperatives (OTC);
2. Board Resolution authorizing the change base and/or area of operation and designating the authorized representative/s to file application.


*For Corporations:*

1. Board Resolution/Secretary's Certificate authorizing the change base and/or area of operation and designating the authorized representative/s to file application.

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**II. FOR SUBMISSION DURING THE HEARING:**

Note: Originals must be presented during the hearing for comparison.

1. Proof of Publication:

- a. Affidavit of publication by the publisher;
- b. Copies of publication.


**DURATION:** Within 15 days from the date the Application is submitted for resolution, the Legal Division/RFROs shall transmit the case folder to the Board through the Office of the Executive Director for signature.

**OUTPUT:** DECISION/ORDER approving or dismissing the application

**FEE:**

**Filing Fee:** Php 610.00 first two (2) units (*Includes Clearance of Accounts, Franchise Verification and Legal Research Fee*)  
 Php 70.00 per unit in excess of two (2) units

**NOTE:**

*\*If unit is intra-regional route, submit Decision/Order, Franchise Verification & Clearance of Accounts from originating RFRO with proof of payment.*