

**PETITION FOR THE ISSUANCE OF  
SPECIAL PERMIT DURING SPECIAL HOLIDAYS**

(MC Nos. 97-007 and 2015-008)

**WHO CAN AVAIL OF THE SERVICE/PURPOSE:** PUB CPC holder who intend to request for permission to make trips outside of their authorized routes during special holidays.

*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 duly notarized Special Power of Attorney (SPA), valid IDs and proof why petitioner is not physically present;  
For corporations/cooperatives/others, please see corresponding requirements below.*

**REQUIREMENTS:**

1. Four (4) copies of Verified Petition with annexes and verification and certification of Non-Forum Shopping;
2. 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 photocopy of current LTO OR/CR of authorized unit with year model;
4. Personal Passenger Accident Insurance.

TD	LEGAL	OBMC	OED	OCHM

**Additional Requirements:**

*For Cooperatives:*

1. Original and photocopy of the Board Resolution authorizing the application for special permit and designating the authorized representative/s to file petition.

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*For Corporations:*

1. Original and photocopy of the Board Resolution/Secretary's Certificate authorizing the application for special permit and designating the authorized representative/s to file petition.

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**DURATION:** Five (5) to Ten (10) days per unit but not exceeding fifteen (15) days per application.

**OUTPUT:** Order

**FEE:**

**Filing Fee:**

Php 350.00 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

**NOTES:**

- Limited to Public Utility Bus Service only, which should not be more than TEN (10) years old;
- Total number of special permit per operator not to exceed 25% of the total number of units in the CPC and/or route;
- Petition should be filed not later than one (1) month from occurrence or date of special holiday subject in the petition;
- Application for Inter-regional Special Permit will be filed in the region where the operator is based but approval will be done by the Board;
- If Applicant's base of operation is from the region and applicant applies for an inter-regional route, submit Clearance of Accounts, Franchise Verification and Decision from such region including proof of payment.