



**MEMORANDUM CIRCULAR**  
**NUMBER** 2002-015

**Subject : POLICY GUIDELINES FOR ALL TRANSPORT  
COOPERATIVES TRANSACTING BUSINESS  
WITH LTFRB**

This Board receives complaints and counter complaints on cooperative in-fightings involving either cooperative officials, members, or both.

To address the problem, the following guidelines shall be observed by all transport cooperatives transacting business with this Board:

- a) Where a member is voluntarily dropping his membership/unit from the cooperative, the authorized official of the cooperative and the member concerned whose unit will be dropped shall appear before this Board to sign the petition prior to the filing thereof. The following documents, in addition to the other requirements, shall be required: Board Resolution approving the dropping of the unit, Board Resolution authorizing the official to represent the cooperative in the petition, deed of reconveyance of the unit covered by the franchise. In case of non-availability of member, a special Power of Attorney and ID of the member authorizing somebody to represent him may be honored;
- b) Where there is involuntary dropping of membership/unit from the Cooperative, only the authorized official of the cooperative is needed to appear before this Board to sign the petition prior to the filing thereof. The same documents enumerated in (a) above shall be required except deed of reconveyance. The Board Resolution shall include the original copy of the minutes of the grievance committee;
- c) Where there are two (2) or more sets of officials transacting business with this Board for the same cooperative, the one certified by the OTC shall be recognized as the official representative of the cooperative. In case where the set of officials is being contested, the Board will wait for the final resolution of the case before acting on the cooperative's petition pending before the Board;



Republic of the Philippines  
Department of Transportation & Communications  
**LAND TRANSPORTATION FRANCHISING & REGULATORY BOARD**

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d) Where a Cooperative is certified by the OTC to be either non-existing or non-operating, this Board may cancel the Certificate of Public Convenience/s of that Cooperative, after due notice and hearing. Thereafter, the individual members may be given the priority to apply on the route abandoned by the cooperative either as individual operators or under a newly-formed cooperative;

e) Only those armed with Board Resolution can transact business with this Board.

All issuances, or parts thereof, which are inconsistent herewith are hereby modified accordingly and/or superseded/revoked.

This Memorandum Circular shall take effect fifteen (15) days after the filing of three (3) copies hereof with the U.P. Law Center, in accordance with Presidential Memorandum Circular No. 11 dated October 9, 1992.

Quezon City, 31 July 2002.

Effectivity date : August 16, 2002

  
**DANTE M. LANTIN**  
Chairman

  
**FELIX S. RACADIO**  
Board Member

  
**REMEDIOS G. BELLEZA**  
Board Member

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