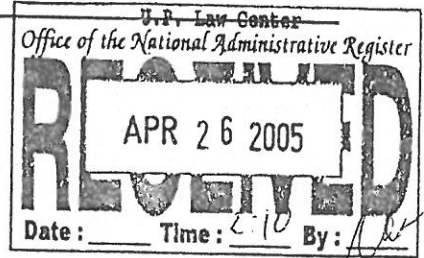




Republic of the Philippines
 Department of Transportation & Communications
LAND TRANSPORTATION FRANCHISING & REGULATORY BOARD



MEMORANDUM CIRCULAR
 NUMBER 2005-011

SUBJECT: **COLOR-CODED FOLDERS**

For the information and guidance of all operators and as a response to their clamor to expedite processing of documents, the Board hereby requires the use of color-coded folders for each type of Application so as to streamline procedures through easy identification of documents based on the types of application/s filed.

The following are the colors of the folders for each type of application:

Type of Application	Form Number	Color-coded Folder
1. New Certificate of Public Convenience (CPC)	LO1	Orange
2. Extension of Validity of CPC	LO2	Dark Blue
3. Sale and Transfer of CPC	LO3	Maroon
4. Amendment of Line	LO4	Mint Green
5. Consolidation of Case Numbers	LO5	Gray
6. Change of Party Applicant	LO6	Black
7. Conversion	LO7	Red
8. Fare Increase/Decrease	LO8	Blue Green
9. Dropping and Substitution of Unit	AO1	Lemon Yellow
10. Dropping of Unit	AO2	Dark Brown
11. Special Permit	AO3	Light Blue
12. Change of Engine	AO4	Dark Green
13. Correction of Entry	AO5	Baby Pink
14. Adoption of Color Scheme or Trade Name	AO6	Golden Yellow
15. Extension of Time to Register	AO7	Royal Blue
16. Installation of Advertisements	AO8	Lavender
17. Re-Registration of Unit	AO9	White
18. Registration-in-Lieu of Authorized Unit	AO10	Fuschia
19. Interchange of Units	AO11	Violet
20. Upgrading/Downgrading	AO12	Beige.

Handwritten notes:
 OCP - 4/26
 Admin - 4/26
 Finance - 4/26
 Legal - 4/26
 OED - 4/26
 NRE - 4/26
 Customer Center - 4/26

Large handwritten signature



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The Board and its Regional Offices shall provide the applicants color-coded Checklist of Requirements for different types of service:

Type of Service	Color-Coded Form
1. PUB Service	Blue
2. TH Service	Yellow
3. PUJ Service	Pink
4. Taxi Service	White
5. AUV Service	Green
6. Special Modes of Service	Lavender

It is further required that all documents must be fastened to the folder and all attachments must be properly marked and tabbed corresponding to the numbers on the Checklist/Requirement Form.

This Memorandum Circular supersedes any and all issuances inconsistent herewith, and takes effect on **01 May 2005** following the filing of three (3) copies hereof with the UP Law Center, pursuant to Presidential Memorandum Circular No. 11, dated 09 October 1992.


SO ORDERED.

APR 25 2005

Quezon City, Philippines. _____


MARIA ELEMA H. BAUTISTA
Chairperson


FELIX S. RACADIO
Board Member


GERARDO A. PINILI
Board Member