



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

MEMORANDUM CIRCULAR
NUMBER 2009-030

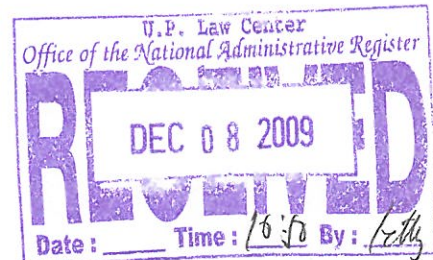
**SUBJECT : REITERATION OF AND SUPPLEMENTAL TO MC NOS. 94-007
& 94-007A ON SUBMISSION OF ACCIDENT REPORTS**

As a means of monitoring the performance of grantees of Certificate of Public Convenience to operate public land-based transport service pursuant to Section 5(k) of Executive Order No. 202, and in line with the Board's Road Safety Program (particularly on the development of accident database), **all operators are hereby ordered to report to the Board all accidents involving any of their authorized units on or before the 10th day of the month following the date of accident.**

However, in case of accidents resulting in death or physical injuries, the incident should be reported to the Board within twenty-four (24) hours from their occurrence.

The Report shall contain the following details:

- **OPERATOR'S INFORMATION**
- Name
- Address
- Contact Number
- **FRANCHISE INFORMATION**
- Case No.
- Expiry Date
- Origin
- Via
- Destination
- Type of Service
- **DRIVER'S INFORMATION**
- License No.
- Name
- Address
- Birthday
- **VEHICLE/UNIT INFORMATION**
- Make
- Chasis No.
- Plate No.
- Motor No.
- Model
- **ACCIDENT INFORMATION**
- Date Filed
- Date of Accident
- Time of Accident
- Place of Accident
- Remarks (additional info)
- Nature of Accident
 - Accident Type
 - No. of Victims
 - Estimated Damage
 - Remarks (additional info)
- **INSURANCE INFORMATION**
- Policy No.
- Insurer
- Claim No.
- Claim Date
- Claim Status – whether settled or unsettled





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- Period of Insurance
 - From
 - To

Failure to comply with the foregoing, the operator shall be penalized as follows:

- First Offense P3,000.00
- Second Offense P5,000.00
- Third Offense P10,000.00
- Fourth Offense Suspension of CPC for 60 days
- Fifth Offense Revocation/Cancellation of CPC

All Accident Reports shall be submitted to the Board through the Legal Division of the Central Office, which shall maintain a database for this purpose. Accident Reports and monitoring of operator's performance shall form part in the evaluation and hearing process of all applications submitted to the Board for resolution/decision.

All other issuances or parts thereof inconsistent herewith are hereby modified, amended, or superseded accordingly.

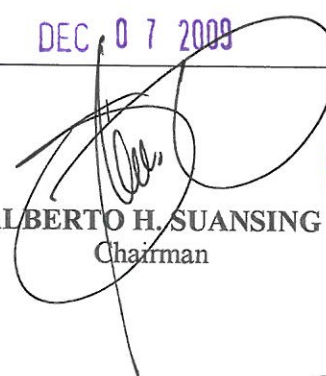
This Memorandum Circular shall take effect fifteen (15) days immediately following its publication in a newspaper of general circulation and filing of three (3) copies hereof with the UP Law Center pursuant to Presidential Memorandum Circular No. 11, dated 09 October 1992.

SO ORDERED.


Quezon City, Philippines,

DEC 07 2009

EFFECTIVITY DATE:
DECEMBER 24, 2009


ALBERTO H. SUANSING
Chairman




GERARDO A. PINILI
Board Member


MARIA ELLEN DIRIGE-CABATU
Board Member