



Republic of the Philippines
Department of Transportation and Communications
LAND TRANSPORTATION FRANCHISING & REGULATORY BOARD
East Avenue, Quezon City

MEMORANDUM CIRCULAR
NUMBER 2016- 014

SUBJECT: AMENDMENT TO MEMORANDUM CIRCULAR No. 2015-008

In line with the government's policy to obviate and simplify processes that would benefit our stakeholders, this Board hereby amends and modifies Memorandum Circular No. 2015-008, Re: GUIDELINES GOVERNING THE ISSUANCE OF SPECIAL PERMITS dated March 13, 2015, particularly the following items:

1. Item I – SPECIAL PERMIT DURING SPECIAL OCCASIONS OR ACTIVITIES:

1.1 No. 5 thereof shall now read as:

“In cases where the proposed route of the Application for Special Trip that traverses two or more Regions, the Request may be filed at the LTFRB Regional Office where the operator is based, which will forward without delay the same to the LTFRB Central Office for the Board's approval through the Office of the Executive Director.”

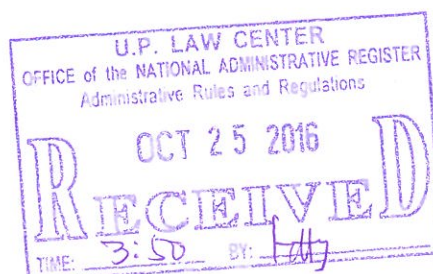
1.2 No. 6 thereof shall now read as follows:

“The duration of the Special Trip must not be more than six (6) days. In case of any unforeseen event which would require longer period of authority, the same can be filed at and approved by the nearest LTFRB Regional Office where the requesting party is based or may be found. The original permit shall be presented for the purpose of request for extension, covering a period not more than Three (3) days.”

1.3 No. 9 thereof shall now read as follows:

“The following documentary requirements shall be submitted upon filing of the Application:

- ID of Petitioner;
- Duly accomplished Request Form;
- Copy of CR/OR of authorized unit/s which must be currently registered; and





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LAND TRANSPORTATION FRANCHISING & REGULATORY BOARD
East Avenue, Quezon City

- Contract (For PUB, Tourist Bus, and Shuttle Bus Services only) or Affidavit of operator stating purpose of Special Trip (For PUJ, UV and ST);
- FV from Regional Office (Original) & OR of payment for units with Intra-Regional Routes;
- Original and copy of Passenger Accident Insurance Coverage for the Current Year.

Additional requirements for cooperatives and corporation are excluded.

1.4 Pursuant to Board Resolution No. 13, Series of 2016, the following requirements are included:

“13. Only 25% of the total number of units per month and per operator is allowed for Special Trip.”

2. Item II – SPECIAL PERMIT DURING SPECIAL HOLIDAYS:

2.1 No. 3 thereof shall now read as follows:

“The Petition should be filed not later than One (1) month from occurrence or date of Special Holiday subject in the Petition.”

2.2 No. 4 thereof shall now read as follows:

“If the proposed route of the Petition for Special Permit that traverses two or more Regions, the Petition may be filed at any LTFRB Regional Office where the operator is based, which will forward the same without delay to the LTFRB Central Office for the Board’s approval.”

2.3. No. 12 thereof shall now read as follows:

“The following documentary requirements shall be submitted upon filing of the Application:

- Four (4) copies of Verified Petition with Annexes and Verification and Certification of Non-Forum Shopping
- Copy of Valid Government-issued Identification Card with photograph of Applicant/Petitioner (Driver’s License, SSS, PAG-IBIG, Phil Health, Voter’s ID or Philippine Passport);



Republic of the Philippines
Department of Transportation and Communications
LAND TRANSPORTATION FRANCHISING & REGULATORY BOARD
East Avenue, Quezon City

- Original and Photocopy of current LTO CR/OR of authorized units which must be currently registered;
- Personal Passenger Accident Insurance;
- FV from Regional Office (Original) & OR of payment for units with Intra-Regional Routes.”

Additional requirements for cooperative and corporations shall remain.

2.3 2.4 Pursuant to Board Resolution No. 13, Series of 2016, the following requirements are included:

“14. The total number of Special Permit per operator shall not exceed 25% of the total number of its authorized units.

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

This Memorandum Circular shall take effect immediately following its publication in a newspaper of general circulation and 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.

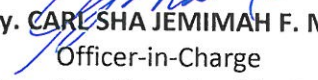
Quezon City, Philippines, September 15, 2016


ATTY. MARTIN B. DELGRA, III
Chairman


ENGR. RONALDO F. CORPUS
Board Member


ATTY. AILEEN LOURDES A. LIZADA
Board Member

Attested by:


Atty. CARL SHA JEMIMAH F. MARBELLA
Officer-in-Charge
Office of the Executive Director

