



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

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**BOARD RESOLUTION NO. 122**  
**SERIES OF 2020**

**WHEREAS**, on May 14, 2020, the Board issued Memorandum Circular No. 2020-019 which provided guidelines for the operations of PUBs during the period of general community quarantine (GCQ) in Metro Manila, and established an initial 31 rationalized bus routes;

**WHEREAS**, upon the start of operations of PUBs, a monitoring and reporting system of the rationalized routes will be established by the LTFRB Franchise Planning and Monitoring Division (FPMD) and Technical Division (TD) to gather indicators on each route and gather feedback from the operator as well;

**WHEREAS**, these monitoring reports on the rationalized routes shall be among the bases for assessment by the Board as to the operator's compliance to the terms and conditions of the special permit issued;

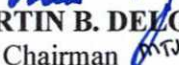
**WHEREAS**, in relation to the aforementioned and pursuant to the guidelines set forth by the DOTr, the Board, in the exercise of its power and functions to "promulgate rules and regulations governing proceedings before the Board and the Regional Franchising and Regulatory Offices; as provided under Section 5(i) of Executive Order No. 202, deems it appropriate to set certain guidelines to be observed in the operation of Public Transportation in areas under GCQ;

**NOW THEREFORE**, for and in consideration of the foregoing, the board hereby sets and adopt the following guidelines on the submission of reports:

1. The Consortium/Operator shall designate key personnel who will consolidate data, generate the reports, and submit the same on a daily basis. The names of the key personnel and contact details (e-mail, mobile number) shall be submitted to FPMD via e-mail at [fpm�@ltfrb.gov.ph](mailto:fpm�@ltfrb.gov.ph). Should there be a need for follow-up, FPMD personnel will contact the key personnel.
2. Reports shall be accomplished in softcopy format using the template attached to this Resolution as **Annex A** hereof. In the course of accomplishing, the report template shall be renamed according to the mode, operator, route plied, and last date covered. The naming convention is as follows:  
  
{BUS}\_ {Consortium/Operator Name or Shortname}\_ {Name of Route}\_ {Date Covered}.xlsx
3. The Consortium/Operator shall provide the required data and strictly accomplish the template of the report.
4. In the "Critical Incidences/Concerns" column, indicate critical incidences experienced by your crew and operational concerns on the route. A separate narrative report may be submitted along with the monitoring report.
5. Accomplished daily reports shall be e-mailed to [fpm�@ltfrb.gov.ph](mailto:fpm�@ltfrb.gov.ph) by 10:00AM every day during the week, covering up to previous day's operations (from start of dispatch until return of last trip). For operations on weekends, report may be submitted on the Monday thereafter also at 10:00AM.

6. Failure to regularly submit reports and/or reporting grossly inaccurate data (as determined by LTFRB field personnel) shall be considered deliberate attempts to conceal operations along a route and shall be dealt with accordingly by the Board.

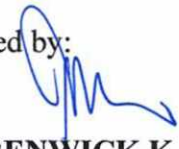
**ADOPTED AND APPROVED** by the undersigned Chairman and Members of the Board, this day 8th of July, 2020 at Quezon City, Philippines.

  
**ATTY. MARTIN B. DELGRA III**  
Chairman

  
**ENGR. RONALDO F. CORPUS**  
Board Member

(ON OFFICIAL LEAVE)  
**P/Maj. Gen. ANTONIO N. GARDIOLA JR. (Ret.)**  
Board Member

Attested by:

  
**Col. RENWICK K. RUTAQUIO (Ret.)**  
OIC-Executive Director

