

REPUBLIC OF THE PHILIPPINES
Department of Transportation and Communications
LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD
East Avenue, Quezon City

MEMORANDUM CIRCULAR NO. 87-0004

TO : ALL DIVISION CHIEFS
This Board

DATE : 24 August 1987

To enable the Board to respond properly to queries on matters involving official policies, rules and regulations and to act officially on the requests of those with pending matters awaiting appropriate action and in order that queries and requests on matters within the Board's jurisdiction may be referred with dispatch to the personnel concerned, the Board's personnel are directed to ENCOURAGE those seeking information, clarification or elucidation, to write the Board, directing their queries and/or requests to the Office of the Executive Director.

Official communications with the Board, apart from enabling the Chairman, the Board Members and the Executive Director to refer the matters to the proper personnel and pinpoint responsibility, make the public's dealing with the Board official.

For immediate compliance.

Remedios A. Solazar-Fernando
REMEDIOS A. SOLAZAR-FERNANDO
Chairman

cc:
Board Member Juan L. Kilayko
Board Member Dante M. Lantin
Executive Director Linda M. Atayde
All Division Chiefs