MEMORANDUM CIRCULAR
NUMBER 87-0014

DATE: 05 October 1987

SUBJECT: GUIDELINES ON DROPPING AND
           SUBSTITUTION OF UNITS

For a faster and efficient processing of petitions for dropping and/or substitution of units, the following guidelines are hereby issued:

A. Petitions for Dropping of Units

1. No petition for dropping of units shall be accepted by the Board unless supported by the following documents:
   a) certificate of registration and official receipt for the current year of the unit to be dropped;
   b) official receipt for the surrender of plate of the unit to be dropped;
   c) for substitution of PUJ's, an affidavit that no application for "kabit" legalization has been filed for the unit to be dropped;
   d) pink computerized certificate or in case no pink computerized certificate was issued, a certification from the MID of the Board to that effect.

2. No petition for dropping of units from any Transport Cooperative Group shall be accepted unless accompanied by a written endorsement of the Transport Cooperative Committee.

B. Combined Petition for Dropping and Substitution of Units

1. No petition for dropping and substitution of units shall be accepted by the Board unless supported by the following:
   a) certificate of registration and official receipt for the current year of the unit to be dropped;
   b) certificate of registration and official receipt for the current year, or Deed of Sale or commercial sales invoice for the unit proposed for substitution;
c) Inspection Report for roadworthiness of the unit proposed for substitution if the same is not brand-new;

d) official receipt for the surrender of plate of the unit to be dropped;

e) pink computerized certificate or in case no pink computerized certificate was issued, a certification from the MID of the Board to that effect;

f) for substitution of PUT's, an affidavit that no application for "kabit" legalization has been filed for the unit to be dropped.

2. No substitution will be authorized under any of the following circumstances:

a) for units already authorized to be dropped in accordance with issued orders for dropping and substitution and for which replacement units have not been registered within sixty (60) days from receipt of the Board’s orders authorizing a substitution of units;

b) for units not registered for the immediately preceding year notwithstanding payment of the corresponding penalty;

c) for units placed in storage without proper authority from the Board.

After acceptance of the petitions covered by this memorandum circular, the personnel of the Board charged with the acceptance and processing of the said petitions are directed and enjoined to process the petitions and release the corresponding orders approving the petitions within twelve (12) days from acceptance of the petitions.

Parties whose petitions have been accepted by the Receiving and Assessment Section shall be informed of the date when they can claim copies of the orders approving their petitions by slips of paper indicating the date of release of the orders.

Those whose orders approving their petitions are not released on the dates given to them are requested to write Board Member Dante M. Lantin so that the Board can take the necessary measures in the premises.
This memorandum circular shall take effect immediately and repeals all existing circulars inconsistent thereto.

REMEDIOS A. SALAZAR-FERNANDO
Chairman

JUAN L. KILASIKO
Board Member

DANTE M. LANTIN
Board Member