

*Depfile*



Republic of the Philippines  
Department of Transportation & Communications  
**LAND TRANSPORTATION FRANCHISING & REGULATORY BOARD**  
East Avenue, Quezon City  
Tel. Nos. 922-9061 to 66

MEMORANDUM CIRCULAR  
NUMBER 91-001

TO : All Regional Directors  
This Board

SUBJECT : 1. Year End Reports, and  
2. Contingency Plans for any crisis

For the purpose of evaluating each region's performance for the year 1990, and to anticipate any crisis that may occur during the current year, you are hereby directed to submit to this office, not later than January 11, 1991, the following:

1. Year End Reports, to include operational and financial accomplishments, individual personnel evaluation, and problems encountered with your corresponding recommended solutions; and
2. Contingency Plans for any crisis that may occur. In this connection, you are hereby instructed to keep close track of the transport situation, and of the peace and order situation in your respective area of responsibility. For the purpose, you should create a Special Task Force composed of your personnel tasked to monitor, communicate and coordinate with other government agencies and non-governmental organizations.

During crisis/emergency situation, Regional Directors should be available in the office even during holidays and to make long distance calls to the Central Office, at least once a week, starting on the second week of January 1991, to monitor situation and to receive instructions.

All written reports should be directed to Board Member Nabor C. Gaviola, copy furnished the Officials of the Board and NCR Director Lind D. Lomongo. Long distance calls should be directed either to the Chairman, Board Members or to Director Lomongo.

For strict compliance and guidance.

Quezon City, January 2, 1991.

*Remedios A. Salazar-Fernando*  
REMEDIOS A. SALAZAR-FERNANDO  
Chairman

*Dante M. Lantín*  
DANTE M. LANTIN  
Board Member

*Nabor C. Gaviola*  
NABOR C. GAVIOLA  
Board Member

*1M NCG - ddtc 1/3/91*  
*1M DML - ddtc 1/3/91*  
*Legal - J 1/3*  
*BD/RAS - 1/3-91*  
*MID - 1/3*  
*Com. - 1/3/91*  
*Finance - 1-3-91*  
*NCR - memo 1-3-91*  
*1-12 (mailing)*  
*1/3*