



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

**MEMORANDUM CIRCULAR**  
**NUMBER** 2012-021

**SUBJECT : CHANGE AREA OF OPERATION**

It has been observed by the Board that certain applications for Change Area of Operation, which have been previously approved, failed to result in the cancellation and transfer of the original CPC granted. This caused the duplicity of CPCs granted to a particular applicant (one from the existing CPC, and another from the Regional Office which granted the application for change area of operation).

In order to correct the procedure, the Board, pursuant to Section 5 (a), (b) and (k) of Executive Order No. 202 hereby issues the following guidelines/procedure for Applications for Change Area of Operation:

1. Applications for Change Area of Operation shall be allowed only under extraordinary circumstances as may be determined by the approving Office (Central or Regional).
2. An operator shall first file the corresponding Motion to be allowed to change his area of operation with the Office which originally granted the CPC, which motion shall be attached or incorporated to the main Application for Change Area of Operation.
3. If after evaluation the Motion shall be granted, the concerned Office shall clearly specify the reasons therefor in the Order.
4. Upon granting of the Motion and payment of fees/charges, the Office which originally granted the CPC shall issue the corresponding Clearance of Accounts and Franchise Verification (both to be attached to the application) and shall be the one responsible in transmitting the Application for Change Area of Operation to the Office which has jurisdiction over the new area of operation. The CPC involved shall also be cancelled from the record of the Office which originally granted the CPC.
5. Upon approval of the Application for Change Area of Operation, the approving Office shall provide a copy of the Order to the Office which originally granted the CPC for proper recording. The Order shall state the period of validity of the CPC which shall cover only the remaining period of validity of the original CPC.

All other issuances or parts thereof inconsistent herewith are hereby modified, amended, or superseded accordingly.

This Memorandum shall take effect fifteen (15) days following its publication in at least two (2) newspapers of general circulation. Let three (3) copies hereof be filed with the UP Law Center pursuant to Presidential Memorandum Circular No. 11, dated 09 October 1992.

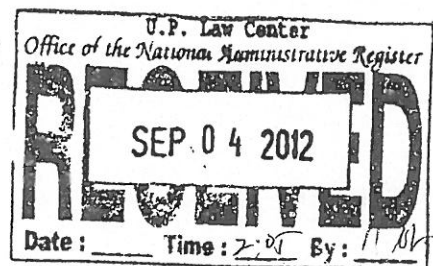
SO ORDERED.

Quezon City, Philippines SEP 03 2012

*[Signature]*  
**ATTY. JAIME D. JACOB**  
 Chairman

*[Signature]*  
**ENGR. RONALDO FRANCO CORPUS**  
 Board Member

*[Signature]*  
**ATTY. AL A. PARREÑO**  
 Board Member



**EFFECTIVITY DATE :** SEPTEMBER 20, 2012