

APPLICATION FOR AUTHORITY TO INSTALL ADVERTISING SIGNS ON AUTHORIZED UNITS

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) who intend to install advertising signs to their authorized unit/s.

Notes:

1. For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative is allowed upon presentation of Special Power of Attorney (SPA) and valid identification documents..
2. For corporations/cooperatives/others, please see corresponding requirements below

REQUIREMENTS

General:

1. 4 copies of Verified Application Petition
2. Original and copy of Valid Government-Issued Identification Card with photograph of Applicant/Petitioner (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport).
3. Original and copy OR/CR of authorized unit/s with year model
4. Original and copy of Contract between operator and advertising agency.
5. Copy of the details of the design, dimension, material, and mounting.

Additional Requirements:

For Cooperatives:

1. Original and copy of Board Resolution authorizing the installation of the advertisement.
2. Original and copy of Board Resolution authorizing the representative to file petition, follow-up, receive order or decision, and sign paper or document to the realization of the aforesaid matters.

For Corporations:

1. Original and copy of Board Resolution authorizing the installation of the advertisement.
2. Original and Copy of Board Resolution/ Secretary's certificate of authorized representative/s

Notes:

1. All advertisements to be installed shall conform to the standards relative to morality, decency, and public safety (LTFRB MC 2007-008)
2. The advertisement shall only be installed upon release of Order by the LTFRB.

SCHEDULE OF THE AVAILABILITY OF SERVICE

Monday – Friday,
8:00 a.m. to 5:00 p.m.

FEES

Filing Fee:

Php 600.00 first two (2) units

Php 200.00 per unit in excess of two (2) units

Bus: Php 10,000.00 – first five (5) units

Php 1,000.00 – per succeeding unit/s per year

Taxi: Php 7,500.00 – first five (5) units

Php 500.00 – per succeeding unit/s per year

PUJ and other Modes: Php 5,000.00 – first five (5) units

Php 400.00 – per succeeding unit/s per year

Inspection Fee:

Php 50.00 – small PUV

Php 100.00 – buses and trucks

Franchise Verification Fee:

Php 40.00

Legal Research Fee:

Php 10.00

HOW TO AVAIL OF THE SERVICE

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in- Charge
1	Download Application Form template, Requirement Form, and Processing Schedule Forms (PSF) in the LTFRB website or Get the forms from the LTFRB Help Desk			
2	Present verified Application Form/Petition with corresponding requirements To Receiving Section and secure call number	Receiving Section Check the completeness of Application particularly submitted documentary requirements and authenticate copies from original Provide call number to applicant	*5 min	Linda J. Mohammad
3		TED If submission is complete, prepare POS to include fees for the following: <ul style="list-style-type: none"> ▪ Filing ▪ Advertising Fee ▪ Franchise Verification ▪ Inspection Fee ▪ Legal Research Fee Call out applicant and issue POS <i>Note: Application with incomplete requirements will not be received.</i>	*10 min	Swilbeny J. Baybayan
4	Receive POS and application documents from TED and proceed to cashier to give POS and settle payment	Cashier Receive POS and payment and issue Official Receipt (OR) and copy of POS	5 min	Zerita F. Climaco
5	Proceed to Receiving Section, present original OR and submit photocopy of OR Secure copy of PSF and come back on scheduled date	Receiving Section Officially receive application documents Provide a copy of PSF to applicant containing schedule of inspection of unit	*10 min	Linda J. Mohammad

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
6		Receiving Section Forward application documents to Records Section for Franchise Verification (FV)	10 min	Linda J. Mohammad
7		Records Section Prepare FV Forward FV and application documents to TED	15 min	Linda J. Mohammad
8		TED Evaluate application documents Conduct inspection of unit and prepare Inspection Report Legal Section Prepare Order Review and Recommend Order for approval/denial Forward Order to the Regional Director for signature	2 days	Zerita F. Climaco Aykinal O. Abdulgafur Maria Luisa B. Lahaman or Milagros M.Toribio Zerita F. Climaco Zerita F. Climaco
9		Regional Director Signs the Order	1 day	Atty. Abdulgafar A. Mohammad
10		Docket Section Docket the Order Forward Order to Record Section for release	*20 min	Linda J. Mohammad
11		Record Section Release copy of Order to applicant	*15 min	Linda J. Mohammad

**Time may vary depending on the volume of applications/documents received on the day*

Notes:

- 1) In case of unforeseen events beyond the control of LTFRB, please be informed that there will be an extension of another two (2) days before the requested document could be released to the requesting party.
- 2) For inquiries, recommendations on improving the process or other concerns, please coordinate with:

ZERITA F. CLIMACO
OIC, CTDO
Contact Number: 991-4130
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