

APPLICATION FOR CONSOLIDATION OF CASES

WHO CAN AVAIL OF THE SERVICE

Holder of valid Certificate of Public Convenience (CPC) who intend to apply for a single case number assignment (consolidated case) for his franchise with units having identical or parallel routes; applicable for single type of denomination.

Notes:

1. *For individuals, personal appearance of petitioner is required. However, should it not be possible for applicant/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.*
3. *Consolidation of cases shall be applicable if an Operator has two or more Case Numbers.*

REQUIREMENTS

General:

1. 5 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 of the Certificate of Registration (CR) and Official Receipt (OR) of authorized units with year model duly issued by the Land Transportation Office (LTO)

Additional Requirements:

For Cooperatives:

1. Original and Copy of the Management Agreement between the Cooperative and the member
2. Original and Copy of the Board Resolution authorizing the consolidation of cases.
3. Original and Copy of the Board Resolution authorizing the representative to file petition, follow-up, receive order on decision, and sign paper on document to the realization of the aforesaid matters.

For Corporations:

1. Original and Copy of Board Resolution authorizing the consolidation of cases
2. Original and Copy of Board Resolution/ Secretary's certificate of authorized representative/s

SCHEDULE OF THE AVAILABILITY OF SERVICE

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

FEES

Filing Fee:

Php 510.00 first two (2) case numbers
Php 510.00 in excess of two (2) case numbers

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 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 ▪ Franchise Verification ▪ Legal Research Fee Call out applicant and issue POS together with application documents. <i>Note: Application with incomplete requirements will not be received.</i>	*10 min	Swilbeny J. Baybayan
4	Receive POS and application documents 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 and application documents including accomplished PSF	Receiving Section Officially receive application documents and provide applicant with PSF	*10 min	Linda J. Mohammad
6	Receive PSF then return on scheduled date	Forward application documents to Record Section for franchise verification (FV)	10 min	Linda J. Mohammad

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-In- Charge
7		Records Section Prepare FV Forward FV and application docs to TED	*10 min	Linda J. Mohammad
11	Proceed to TED and present original OR and submit a copy of the same - end - <i>Note: Applicant will receive LTFRB Decision/Resolution relative to the Application via Registered Mail. He/She will also be notified via SMS</i>	TED Receive OR Stamp clearance of accounts to the application form Forward application documents to Legal Division	*10 min	Swilbeny J. Baybayan
12		LEGAL DIVISION Receive application docs Evaluate authenticity and content of application documents Prepare Decision/Resolution Review Decision/Resolution and recommend for approval/denial Forward Decision/Resolution to the Regional Director for signature	*6 days	Maria Luisa B. Lahaman / Milagros M. Toribio Zerita F. Climaco
14		Regional Director Signs the Decision/Resolution	*1 day	Atty. Abdulgafar A. Mohammad
16		Docket Section Docket the Decision/Resolution Record and forward Decision/Resolution to Record Section for release	*20 min	Linda J. Mohammad
17		Record Section Release copy of Decision/Resolution 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
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