

APPLICATION FOR UPGRADE/ DOWNGRADE OF UNIT

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) who intend to request for authorization to convert specifications of units under certain types of denomination.

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.*
3. *The upgrading of unit shall mean upgrading a unit from regular/ ordinary to air-conditioned PUV.*
4. *The downgrading of unit shall mean downgrading a unit from air-conditioned to regular/ordinary PUV.*

REQUIREMENTS

General:

1. 4 copies of Verified 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 Land Transportation Office Certificate of Registration (CR) and Official Receipt (OR) of authorized unit with year model

Additional Requirements:

For Cooperatives:

1. Original and Copy of the Board Resolution authorizing the upgrading/ downgrading unit/s.
2. 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 upgrading/ downgrading unit/s.
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:

(Upgrading)	Php 520.00 first two (2) units Php 70.00 per unit in excess of two (2) units
(Downgrading)	Php 250.00 first two (2) units Php 70.00 per unit in excess of two (2) units

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 ▪ Franchise Verification ▪ Inspection of Unit ▪ 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 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, application documents, including accomplished PSF	Receiving Section Officially receive application documents and provide applicant with duplicate copy of PSF ¹	*10 min	Linda J. Mohammad

¹ PSF will include schedule of inspection as well as date of return to the office to complete the process

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
6	Secure copy of PSF then return on scheduled date	TED Conduct inspection of substitute unit/s and prepare Motor Vehicle Inspection Report Forward application documents to Records Section for franchise verification (FV)	Within 5 days	Swilbeny J. Baybayan
7		Records Section Prepare franchise verification Forward FV and application docs to TED		Linda J. Mohammad
8	Proceed to TED and present original OR and submit copy of the same - end -	TED Receive copy of OR Stamp clearance of accounts Legal Section Evaluate authenticity of application documentary requirements Prepare Order Review and recommend Order for approval/denial Forward Order to the CTDO for review	6 days	Swilbeny J. Baybayan Maria Luisa B. Lahaman / Milagros M. Toribio
9		CTDO Review the Order Forward Order to the Regional Director for signature	*30 min	Zerita F. Climaco
10		Regional Director Regional Director signs the Order	*1 day	Atty. Abdulgafar A. Mohammad
11		Docket Section Docket the Order Record and forward Order to Records Section for release	*20 min	Linda J. Mohammad
12		Records 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
E-mail: jaelle46@yahoo.com