



Republic of the Philippines
Department of Transportation
LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD
East Avenue, Quezon City

MEMORANDUM CIRCULAR
NUMBER: 2020-016

**SUBJECT: MANDATORY ON-LINE FILING OF REQUEST FOR SELECTED
TRANSACTIONS WHILE THE GENERAL COMMUNITY QUARANTINE IS
STILL IN PLACED IN LOW OR MODERATE-RISK AREAS**

WHEREAS, on March 16, 2020, President Rodrigo Roa Duterte declared the entire Luzon under enhanced community quarantine (ECQ), thereby restricting the movement of population in response to the growing pandemic of corona virus disease 2019 (COVID-19) in the country;

WHEREAS, the restrictions likewise mandated the temporary closure of non-essential shops, businesses, private and public offices, including activities with mass gathering of people, with the end view to contain the virus and capacitate the efficacy of the country's health system;

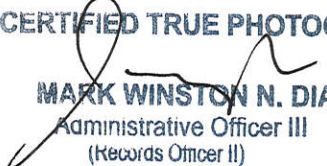
WHEREAS, recently, or on April 24, 2020, the President has again extended (for the second time) the duration of ECQ which is due to end on April 30, 2020 to until May 15, 2020 in selected areas in Luzon and included some parts in the Visayas and Mindanao which were determined to have high risk of COVID-19 infections, and however, reduced the quarantine level in other areas in Luzon to general community quarantine (GCQ);

WHEREAS, notwithstanding the lowering of the level of quarantine from ECQ to GCQ to some areas, the Inter-Agency Task Force for the Management of Emerging Infectious Disease (AITF-EID) has urged that minimum health standards such as wearing of masks, taking of body temperature, handwashing protocols and of social/physical distancing rules shall still be observed and followed.

WHEREAS, the Board has determined transactions in the agency where stakeholders normally converge and where social distancing may not be properly implemented due to limited office area, thus, the Board had devised means in order to continuously serve our stakeholders without however, violating the above health standards, particularly the social distancing rules;

NOW THEREFORE, the Board **RESOLVES** as it hereby **RESOLVED** that it shall only accept and process the following simple transactions through online/electronic filing namely:

1. Request for Special Permit;
2. Request for Confirmation of Unit/s
3. Request for Franchise Verification
4. Correction of Typographical Error
5. Request for Issuance or Extension Provisional Authority

CERTIFIED TRUE PHOTOCOPY

MARK WINSTON N. DIA
Administrative Officer III
(Records Officer II)

Forms for the above said requests are downloadable via the LTFRB website at www.ltfrb.gov.ph. Requests and required attachments may be filed/sent online through the dedicated email addresses in the Central Office and Regional Franchising and Regulatory Office (RFROs), the list of which is hereto attached as ANNEX "A".

No transaction shall be entertained over the counter at the Central Office or any Regional Franchising Regulatory Office.

RESOLVED, further, that applicants are dispensed from payment of filing fee/s for the said transactions while the General Community Quarantine is still in full force and effect. List of approved/disapproved requests shall be posted in the LTFRB website and/or social media account.



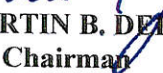
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Any person discovered to be in possession and using fake and spurious documents in connection to the above transactions shall be dealt with accordingly by the Board

In view of the urgency of the matter and given the current emergency situation in the country, this Memorandum Circular shall take effect on **01 May 2020**. 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.

Adopted and Approved Through Teleconference
on 29 April 2020, Quezon City, Philippines


ATTY. MARTIN B. DELGRA III
Chairman




ENGR. RONALDO F. CORPUS
Board Member

P/MAJ. GEN. ANTONIO N. GARDIOLA JR. (Ret.)
Board Member

Attested by:


COL. RENWICK R. RUTAQUIO (Ret.)
Regional Director/OIC-Executive Director

CERTIFIED TRUE PHOTOCOPY


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(Records Officer II)



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ANNEX "A"
LIST OF DEDICATED EMAIL ADDRESSES
FOR ONLINE TRANSACTIONS

OFFICE	TRANSACTION TYPE	EMAIL ADDRESS
CENTRAL OFFICE	SPECIAL PERMIT CONFIRMATION OF UNIT/S FRANCHISE VERIFICATION CORRECTION OF TYPO ERROR PROVISIONAL AUTHORITY	online.td@ltfrb.gov.ph online.ismd@ltfrb.gov.ph
NCR	SPECIAL PERMIT CONFIRMATION OF UNIT/S FRANCHISE VERIFICATION CORRECTION OF TYPO ERROR PROVISIONAL AUTHORITY	sp.ncr@ltfrb.gov.ph confirmation.ncr@ltfrb.gov.ph verification.ncr@ltfrb.gov.ph correction.ncr@ltfrb.gov.ph pa.ncr@ltfrb.gov.ph
REGION 1		r1@ltfrb.gov.ph
REGION 2		r2@ltfrb.gov.ph
REGION 3		r3@ltfrb.gov.ph
REGION 4		r4@ltfrb.gov.ph
REGION 5		r5@ltfrb.gov.ph
REGION 6		r6@ltfrb.gov.ph
REGION 7		r7@ltfrb.gov.ph
REGION 8		r8@ltfrb.gov.ph
REGION 9		r9@ltfrb.gov.ph
REGION 10		r10@ltfrb.gov.ph
REGION 11		r11@ltfrb.gov.ph
REGION 12		r12@ltfrb.gov.ph
CAR		car@ltfrb.gov.ph
CARAGA		caraga@ltfrb.gov.ph

CERTIFIED TRUE PHOTOCOPY


MARK WINSTON N. DIA
Administrative Officer III
(Revenue Officer II)