



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

MEMORANDUM CIRCULAR
NO. 2020-018

**SUBJECT : GUIDELINES FOR THE OPERATIONS OF TNVS AND TAXIS
DURING THE PERIOD OF GCQ**

WHEREAS, in December 2019, the World Health Organization was alerted of several respiratory cases which were later on attribute to what is now known as the “Corona Virus Disease (Covid-19)”;

WHEREAS, President Rodrigo Roa Duterte signed Proclamation No. 922 entitled “*Declaring a State of Public Health Emergency Throughout the Philippines*” on 08 March 2020;

WHEREAS, on 24 April 2020, Resolution No. 29 Series of 2020 was issued by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, and which was adopted and approved by President Rodrigo Duterte;

WHEREAS, under said Resolution, areas in the country, which have been identified to be placed under GCQ, shall allow public transportation to operate under limited number and reduced capacity to ensure social distancing per recommendation of Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID), which category may change based on affected areas or period of effectivity of GCQ;

WHEREAS, on 1 May 2020, the IATF-EID has reclassified some areas as GCQ and the National Capital Region (NCR) and Cebu City from Enhanced Community Quarantine (ECQ) to Modified ECQ (MECQ) which will allow limited public transport;

WHEREAS, while public transportation in areas under GCQ is still limited and in reduced capacity, there is a still a need to provide passengers who are allowed to travel an alternative mode of public transport that would provide them with door to door transport service taking into consideration security, convenience, and exclusivity given this period of public health emergency;

WHEREAS, in relation to the aforementioned and pursuant to the guidelines set forth by the DOTr, the Board, in the exercise of its power and functions to “promulgate rules and regulations governing proceedings before the Board and the Regional Franchising and Regulatory Offices; as provided under Section 5(i) of Executive Order No. 202, deems it appropriate to set certain guidelines to be observed in the operation of Public Transportation in areas under GCQ;

NOW THEREFORE, for and in consideration of the foregoing, the Board hereby sets and adopts the following guidelines in areas under GCQ:

1. COVERAGE AND RESUMPTION OF OPERATIONS:

This Circular shall cover holders of valid and existing Provisional Authority (PA) or grantees of Certificate of Public Convenience (CPC) for Transport Network Vehicle Service (TNVS) and Taxi Transport Service.

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

Resumption of operations for TNVS and Taxi Transport Service shall be implemented in areas declared under GCQ in the country, the number of units to be deployed will be based on demand as determined by the Regional Franchising Regulatory Offices (RFROs) where these services are operating pursuant to the guidelines of the IATF-EID.

In the case of NCR, resumption of operations for TNVS and Taxi Transport Service shall depend on the directive of the IATF-EID at an allowable number of units based on demand, which schedule demand requirement shall be subsequently issued by the Board. Meanwhile, there shall be no operation of TNVS and Taxi service in Metro Manila, Cebu City and other areas declared under Modified Enhanced Community Quarantine (MECQ).

2. CONDITIONS:

In order to be allowed to operate operators of TNVS and TAXI service are directed to follow the following conditions:

- a. For TNVS operators
 1. Must be holders of valid CPC or existing PA issued by the Central Office and RFROs with TNVS operation or that an Extension of Validity has been duly filed. Holders of expired PA or CPC covered by Board Resolution No. 062, Series of 2020 dated 29 April 2020 may likewise apply.
 2. Bookings and payments must be done strictly through an online facility or electronic payment only (cashless/contactless payment) provided by a duly accredited Transport Network Company.
 3. Units must be currently registered and with valid Personal Passenger Insurance Policy.
- b. For Taxi Operators
 1. Must be holders of valid CPC issued either by the Central Office or RFROs or that an Extension of Validity has been duly filed. Holders of expired PA or CPC covered by Board Resolution No. 062, Series of 2020 dated 29 April 2020 may likewise apply.
 2. Taxi units must be equipped with an internet/web-based Apps provided by an accredited TNC, for purposes of booking and online payment transactions.
 3. Taxi units must be compliant with the requirements under Memorandum Circular No. 2017-026 [*i.e.*, installation of GNSS, dashboard camera, CCTV, online digital platform(apps)].
 4. Units must be currently registered with valid Personal Passenger Insurance Policy
 5. Taxi meter of the Units must be calibrated and the fare is through cashless transaction. In case of street-hailed transactions, operators/drivers are directed to enroll/register with available electronic payment providers for this purpose.

ADDITIONAL CONDITIONS DURING THE OPERATION in compliance with Public Healthy Safety Protocols set by the IATF-EID to promote public health and ensure that the risk of exposure to the covid-19 virus is minimized, if not avoided:

- a. Drivers shall wear masks and gloves at all times.
- b. Commuters are required to wear masks in order to be allowed to board the vehicle (*No Face Mask, No Ride*).

- c. All oftenly-touched areas or surfaces of the vehicle (such as but not limited to seats, armrests, door handles) shall be disinfected (disinfecting wipes) after each trip.
- d. Vehicles units shall be sprayed with disinfecting agent once every two (2) hours if the vehicle is in continuous operation.
- e. Operators/Drivers should provide appropriate flooring/matting protection to ensure that sanitary requirements are complied with (such as disposable paper to cover flooring for each trip);
- f. The driver compartment should be sealed off from passenger area using non-permeable, transparent material.
- g. Passenger Capacity per DOTr Guidelines should be strictly observed. No multiple bookings shall be allowed. Passenger load should not exceed three passengers (*i.e.*, two passengers at the back row and one passenger in the front row).
- h. For Taxi and TNVS Operators, prior to dispatch, ensure the fitness of drivers to work by checking their body temperature and screening/detecting any symptoms of COVID-19. Only those allowed outside of residence under the IATF guidelines are allowed to drive. Should a driver show symptoms of COVID-19, he/she shall be prohibited to report to work and shall be subjected to quarantine immediately.
- i. Operators/Drivers shall comply with all the IATF-EID resolutions in relation to the Covid-19 pandemic in order to prevent the spread of the virus.

3. PROCEDURE:

a. For TNVS Operators:

- i. Must coordinate with their accredited Transport Network Company (TNC) and submit the following to the TNC :
 - a. Photocopy of Certificate of Registration .
 - b. Photocopy of Current LTO Official Receipt
 - c. Photocopy of Latest Personal Passenger Accident Insurance Policy (subject to the provisions of Board Resolution No. 062, Series of 2020, dated 29 April 2020)
- ii. The TNC shall submit to the LTFRB the list of **qualified** TNVS Operator, indicating therein the following information via email to: online.ismd@ltfrb.gov.ph within **five (5) days from issuance of this Circular.**
 - a. Name of TNVS Operator
 - b. Case Number
 - c. Plate Number
 - d. Chassis Number
- iii. Upon submission of the list, the LTFRB shall process and validate the list submitted by the TNC. A corresponding email shall be sent to the TNC for those qualified to operate under this MC, and said list shall also be posted in the LTFRB website and social media account. Only those included in the list shall be allowed to operate during the period of GCQ.

b. For Taxi Operators:

- i. All taxi units with valid CPCs and PAs issued by Central Office and RFROs or that an Extension of Validity has been duly filed for an expired CPC, as well as those covered under Board Resolution No. 62, Series of 2020 dated 29 April 2020, will be allowed to operate provided they have to comply the conditions stated in the preceding provisions of this Memorandum Circulars (particularly *Item 2.b.2*)

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Administrative Officer III
(Revenue Office II)



- ii. TNCs shall submit the list of taxi operators that have been integrated in their system pursuant to Memorandum Circular No. 2017-026, dated 17 November 2017. The TNC must also submit the following information via email to: **online.ismd@ltfrb.gov.ph** **within five (5) days from issuance of this Circular** :
 - a. Name of Taxi Operator
 - b. Case Number
 - c. Plate Number
 - d. Chassis Number
 - e. Type of Electronic Payment (in case of street-hailed passengers)

Only taxi operators submitted by the TNCs within the above period shall be allowed to operate for the duration of the GCQ.

- iii. Upon submission of the list, the LTFRB shall process and validate the list submitted by the TNCs. A corresponding email shall be sent to the TNC for those qualified to operate under this MC, and said list shall also be posted in the LTFRB website and social media account. Only those included in the list shall be allowed to operate during the period of GCQ.

4. FARE:

The existing policy of the Board for fare setting for TNVS and Taxi shall apply. **Fare collection shall strictly be through cashless payment or through online payment facility only.**

5. CONTACT TRACING:

For purposes of Contact Tracing, all drivers shall maintain a daily passenger manifest or logbook to record pertinent information of the commuters who utilized the vehicle (such as name, address, contact number). Said manifest/logbook shall be submitted to and kept by the Transport Network Company (TNC) or taxi operator for future reference. Said data/record shall be made available to the Board or any government agency should the need arise during the period of GCQ.

6. PENALTY:

Failure to comply with any of the conditions set forth herein may warrant the imposition of fines and/or cancellation or suspension of the Certificate of Public Convenience or Provisional Authority of the concerned operator as the Board may determine and as provided under Joint Administrative Circular (JAO) No. 2014-001.

In the case of the Transport Network Companies (TNC) failure to comply with the provisions herein, such as but not limited to the inclusion in the applications/internet facility of TNVS and Taxi operators who do not have the appropriate CPC or PA, shall cause the imposition of fines and/or suspension or cancellation of their accreditation as the Board may determine.

The guidelines set forth herein are consistent with issuances of the IATF on Emerging Infectious Diseases and the DOTr.

Deliberate failure to comply with any of the provisions herewith shall be construed as a violation to the terms and conditions of their CPC and shall be dealt with accordingly. The Board, its Regional

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(Records Officer II)


Offices and authorized representatives shall strictly monitor the compliance of all PUV drivers, conductors and operators to this MC.


All issuances inconsistent herewith are hereby superseded and amended accordingly.


In view of the declaration of National Public Health Emergency under Proclamation No. 922, dated 8 March 2020, this Memorandum Circular shall be effective starting **MAY 16, 2020**. Let a certified copy of this Circular be posted in the LTFRB Official website and/or social media account and submitted as well to the Office of the National Administrative Register (UP Law Center) through onar_law.upd@up.edu.ph.

SO ORDERED.

**ADOPTED AND APPROVED THROUGH TELECONFERENCE
ON 14 May 2020.**


ATTY. MARTIN B. DELGRA III
Chairman




ENGR. RONALDO F. CORPUS
Board Member

(on Official Leave)
P/Maj. GEN. ANTONIO N. GARDIOLA JR. (Ret.)
Board Member

Attested by:


Col. RENWICK K. RUTAQUIO (Ret.)
OIC-Executive Director

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