



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

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**MEMORANDUM CIRCULAR**  
**NUMBER 2023 - 029**

**SUBJECT: OPERATIONAL GUIDELINES ON THE APPROVED LOCAL PUBLIC TRANSPORT ROUTE PLAN (LPTRP) OF THE MUNICIPALITY OF SANTA FE, ROMBLON**

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**WHEREAS**, the Department of Transportation (DOTr) Department Order No. 2017 – 011 also known as the *“Omnibus Guidelines on the Planning and Identification of the Public Road Transportation Services and Franchise Issuance,”* was issued adopting the rules and procedures for the issuance of the franchises for public transport routes and services;

**WHEREAS**, pursuant to Section 5(a) of Executive Order No. 202, the Board has the power to prescribe and regulate routes of service, economically viable capacities and zones or areas of operation of public land transportation services provided by motorized vehicles;

**WHEREAS**, the Local Government Unit (LGU) was empowered under the OFG and Joint Memorandum Circular No. 001, series of 2017, executed by and between the DOTr and the Department of Interior and Local Government (DILG) to establish their local public transportation routes and the corresponding mode of service;

**WHEREAS**, under the OFG, the LTFRB shall have the authority to review and evaluate the LPTRP submitted by the LGU and to deliberate and take appropriate action on proposed routes;

**WHEREAS**, in the view of the above power and authority, the Board, through its Regional Franchising and Regulatory Office No. 4-B, has issued the Notice of Compliance on the Local Public Transport Route Plan (LPTRP) of Santa Fe, Romblon on 17 February 2022, and further requested the Sangguniang Bayan to pass an Ordinance adopting the said LPTRP;

**WHEREAS**, on 11 April 2022, the Sangguniang Bayan of Santa Fe, Romblon enacted and approved Municipal Ordinance No. 178, s. 2022: *“An Ordinance adopting the Santa Fe, Romblon Local Public Transport Route Plan (LPTRP) 2019-2023, Subject to Full Compliance with All Applicable Laws, Rules, and Regulations.”*;

**WHEREAS**, prior to the implementation of LPTRP which was initially approved under Municipal Ordinance No. 178, the Sanggunian Bayan of Santa Fe, Romblon subsequently passed Ordinance No. 195, series of 2023 entitled *“An Ordinance Incorporating Minor Amendments on Section 5 and Section 6 of Municipal Ordinance No. 178 s. 2022”*, 05 June 2023;

**WHEREAS**, pursuant to said Ordinances, a total of five (5) new routes have been approved;

**NOW THEREFORE**, in view of the foregoing and in order to operationalize the approved routes under the LPTRP of the Municipality of Santa Fe, Romblon, the following five (5) new routes with corresponding Route Survey Information are hereby **APPROVED AND THE ROUTES CLASSIFIED AS NEW/DEVELOPMENTAL** are hereby **OPENED** for selection process for the issuance of New Certificate of Public Convenience:

**I. FOR NEW/DEVELOPMENTAL ROUTES:**

	<b>ROUTE (Detailed Route Structure)</b>	<b>ROUTE LENGTH (KM)</b>	<b>AUTHORIZED MODE</b>	<b>NO. OF AUTHORIZE D UNITS</b>
1	<b>POBLACION - AGMANIC</b> Via P. Condes Jr. St., Regional Highway 301/ Malbog Port-Santa Fe- Guinbirayan Road, and vice versa	6.64	PUJ Class 1	15
2	<b>POBLACION - CANYAYO</b> Via R. Gomez St., Regional Highway 301/ Malbog Port- Santa Fe-Guinbirayan Road, and vice versa	3.66	PUJ Class 1	15
3	<b>POBLACION - GUINBIRAYAN</b> Via P. Condes Jr. St., Regional Highway 301/ Malbog Port-Santa Fe- Guinbirayan Road, P. Madrid St., and vice versa	8.33	PUJ Class 1	15
4	<b>POBLACION - MAT-1</b> Via R. Gomez St., Regional Highway 301/ Malbog Port- Santa Fe-Guinbirayan Road, and vice versa	8.45	PUJ Class 1	15
5	<b>POBLACION - TABUGON</b> Via P. Condes Jr. St., Regional Highway 301/ Malbog Port-Santa Fe- Guinbirayan Road, and vice versa	8.25	PUJ Class 1	15
	<b>TOTAL NUMBER OF ROUTES</b>	<b>5</b>	<b>TOTAL NUMBER OF UNITS</b>	<b>75</b>

**II. CONSULTATION**

In case there are affected Transport Service Entities (TSEs), due to the results of the LPTRP study, LTFRB-RFRO No. 4-B shall conduct a stakeholders' consultation meeting to discuss the Transfer Plan and Social Support mechanism, in coordination with the concerned local government unit.

**III. SELECTION PROCESS**

For **NEW** routes, the procedures in the selection of the operator under Section V-B of MC 2019-013 shall apply except Item No. 6 thereof. In which case, the provisions under MC No. 2021-021 Item I.A.1.v. regarding the compliance period of the compliant units shall apply, which shall be within the following period:

- 6 months - 25% of the total number of authorized units
- 9 months - 50% of the total number of authorized units
- 12 months - 100% of the total number of authorized units

*"The Board shall issue a Certificate of Public Convenience to the applicant when the latter complies with the following required number of units:*

- *If the number of authorized units (NAU) is more than fifteen (15), the applicant shall have at least fifteen (15) OFG - compliant units;*
- *If the number of authorized units (NAU) is fifteen (15) or less, the applicant shall comply with all the NAU."*

For selected entities qualified to apply for the new/developmental routes, only those units compliant with the OFG and DTI-PNS shall be required.

Once an operator has been selected and issued a Notice of Selection (NOS), the corresponding Provisional Authority shall be subsequently issued after the submission of the required documents, subject to existing policies of the Board. No units shall be allowed to operate without the required Provisional Authority.

Failure to comply with the abovementioned timeline shall automatically cause the revocation of the NOS and shall result in the commencement of a new selection process for the route involved following the applicable provisions of MC 2019-013 and MC 2022-033.

**IV. SELECTION PROCESS TIMELINE**

The pre-qualification conferences shall be held at **LTFRB Regional Office No. 4-B, Calapan City, Oriental Mindoro.**

Letters of Intent and qualification documents shall be submitted **NOT LATER THAN** the allotted timeline below:

<b>Route/s Opened</b>	<b>Activity</b>	<b>Alloted Time / Timeline</b>
New/Developmental Routes	1. Posting of Notices of Selection Process	No later than 2 days after the publication of the Memorandum Circular
	2. Pre-qualification Conference	1 day

	3. Deadline for submission of the letter of intent and qualification documents	15 working days after the pre-qualification conference
	4. Opening of sealed documents	Afternoon of the deadline of submission
	5. Reposting of dates of the selection process	1 day after the failure of the selection process

In case of failure on the initial qualification process, the Selection Committee shall issue a Resolution declaring the failure on the selection process, with the corresponding date for the resubmission of the Letters of Intent and qualification documents by the interested applicants, which Resolution shall be posted or published in the official website of the LTFRB.

For the rationalized routes, pursuant to Section 1 (c) of MC 2019-013, qualified existing operator/s shall retain the franchise privileges on the route they are currently plying or rationalized routes (i.e., existing routes modified by the approved LPTRP or DOTr rationalization study). Qualified existing operators are those which consolidated into a single legal entity (i.e., cooperative or corporation), passed the minimum legal, technical, and financial requirements, and satisfied pertinent requirements for consolidation.

Should there be two or more existing consolidated entities on particular rationalized route, the number of units shall be proportionately divided among them.

**V. EFFECTIVITY**

This Memorandum Circular shall take effect immediately following its publication in a newspaper of general circulation and the filing of three (3) copies hereof with the U.P. Law Center pursuant to Presidential Memorandum Circular No. 11 dated 09 October 1992.

**SO ORDERED.**

**APPROVED** this 22nd day of AUGUST 2023, Quezon City, Metro Manila.

**EFFECTIVITY**  
 DATE: 24 AUG 2023

  
**ATTY. TEOFILO E. GUADIZ III, CESO V**  
 Chairman



  
**ENGR. RIZA MARIE T. PACHES, MNSA**  
 Board Member 1.

  
**ATTY. MERCY JANE PARAS-LEYNES, LLM**  
 Board Member

Attested by:

  
**ATTY. ROBERT D. PEIG, CESO V**  
 Executive Director