

PRE-DOCKETING OF APPLICATIONS/ PETITIONS

LTFRB MEMORANDUM CIRCULAR NO. 2004-033, September 30, 2004

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The Docket Book is the Board's case tracking system. It must contain the name of the applicant/petitioner, status, information, and history about all Applications/Petitions, both pending and decided. Thus, all changes made in the Certificate of Public Convenience (CPC), such as, but not limited to sale and transfer, dropping and substitution of unit/s, change of base of operation, correction of description of unit, must be reflected in the said Docket Book.

In view thereof and for the information and guidance of all employees of this Board and its Regional Offices, all Applications/Petitions for the Issuance of a CPC must be pre-docketed upon acceptance of the same specifying therein the following:

- 1) Name of the Applicant/Petitioner
- 2) Address of the Applicant/Petition
- 3) Case Number of the Application/Petition
- 4) Nature of the Application/Petition
- 5) Route Applied For
- 6) Number of Units Applied For
- 7) Date Filed
- 8) Filing Fee
- 9) Official Receipt Number.

No Notice of Hearing shall be released to the applicant/petitioner without having the Application/Petition pre-docketed. In addition hereto, all employees who are tasked to docket are required to sign over their printed names in every entry made in the Docket Book.

All other issuances or parts hereof which are inconsistent herewith, are therefore modified or superseded accordingly.

This Circular shall take effect immediately following the filing of three (3) copies hereof with the UP Law Center, pursuant to Presidential Memorandum Circular No. 11, dated 09 October 1992.

SO ORDERED.

Adopted: 30 Sept. 2004

(SGD.) MARIA ELENA H. BAUTISTA
Chairperson

(SGD.) FELIX S. RACADIO
Board Member

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