

IMPLEMENTING GUIDELINES IN THE AUTHORIZATION OF FARE MEASURING DEVICE (TAXIMETER) CALIBRATION FIRMS/ INDIVIDUALS

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Pursuant to Department Order 2004- 50, Re: TAXIMETER AND RESEALING dated September 29, 2004, and the recommendation of Interim Authorization Panel dated October 13, 2004, the Board hereby promulgates policies and guidelines for the authorization of calibration firms/individuals.

1. Procedures- In applying for authorization, the following are the procedures for application for authorization:

- a) Filing of the application for authorization with the requirements as provided for in the next succeeding number;
- b) Evaluation by the Interim Authorization Panel of all the requirements submitted by the applicant;
- c) Approval of the Interim Authorization Panel of the Application which complied with all the requirements prescribed;
- d) Confirmation of the Chairperson and Board Member of the approval of the application, and
- e) Payment of Performance Bond as prescribed hereunder.

2. Documentary Requirements - In applying for the authorization as duly authorized calibration firms or individual, the following documents shall be submitted upon filing of duly accomplished and notarized application for authorization:

- a) Department of Trade and Industry Business Name Registration, in case of individuals;
- b) In case of corporations or partnerships, Securities and Exchange Commission Registration and Articles of Incorporation;
- c) Mayors Permit for the past two (2) years;
- d) Tax Identification Number;
- e) BIR Registration for the last two (2) years;
- f) SSS Membership of the employer and employees;
- g) Audited Financial Statement and ITR for the last 2 years duly stamped/received by Bureau of Internal Revenue;
- h) Location map of shop and parking with complete address;
- i) Picture of applicant/ individual and picture of the establishment showing permanent signboard, classification and address;
- j) Organizational Chart;
- k) National Bureau of Investigation Clearance of personnel/ technicians;
- l) Company policy and procedure for resolution of complaints;
- m) Warranty of Taximeter after calibration, which shall be six (6) months for chips, and one (1) year for meter;
- n) Undertaking to comply with the provisions of PNS ISO/ IEC 17025, within three (3) years from authorization.

3. Fees- a filing fee in the amount of ONE THOUSAND FIVE HUNDRED PESOS (P1,500.00) shall be collected upon filing of the application for authorization;

4. Validity of Authorization Permit - The Authorization Permit shall be valid for a period of one (1) year from the approval of application for authorization and shall be renewed on or before the expiry date of the authorization permit

5. Reports - Authorized calibrators shall update reporting to the Board of all available stocks of meters and no meter will be installed unless a dealer's report and payment of customs dues pursuant to existing laws are submitted to the Board.

6. Penal Provisions- An authorized calibration firm/s or individual shall be penalized in the amount of ONE HUNDRED THOUSAND PESOS (P100,000.00) for the first offense, a fine in the amount of TWO HUNDRED THOUSAND PESOS (P200,000.00) for the second offense, and THREE HUNDRED THOUSAND PESOS and CANCELLATION OF AUTHORITY for third offense, for any of, but not limited to the following violations:

- a) Non-compliance with the standard requirements herein provided and other pertinent laws, rules and regulations;
- b) Submission of spurious documents in relation to the prescribed requirement by the Board;
- c) Misrepresentation in the filing of the application for authorization;
- d) Involvement in illegal operations.

7. Performance Bond - Every authorized calibration firm/s or individuals shall post a bond in the amount of TWO HUNDRED FIFTY THOUSAND PESOS (P250,000.00) in the form of performance bond issued by a reputable bonding company that is not blacklisted to guarantee proper performance of its obligations and responsibilities under these guidelines and other laws, rules and regulations pertinent thereto.

All issuances or parts hereof which are inconsistent herewith are modified and/or revoked accordingly.

This Memorandum Circular shall take effect immediately.

Adopted: 14 Oct. 2004

(SGD.) MARIA ELENA H. BAUTISTA
Chairperson

(SGD.) FELIX S. RACADIO
Board Member

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