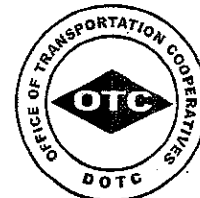




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS
OFFICE OF TRANSPORTATION COOPERATIVES
8th Flr. Ben-Lor Building, 1184 Quezon Avenue, Brgy. Paligsahan, Quezon City 1103
Tel. Nos.: 332-9311 • 332-9313 Telefax Nos.: 332-9312 • 332-9315



MEMORANDUM CIRCULAR NO. 2014-02-003

FOR : ALL OTC-ACCREDITED TRANSPORT COOPERATIVES
SUBJECT : GENERAL MONITORING/ADVISORY ON THE CONDUCT OF GENERAL ASSEMBLY MEETING OF TRANSPORT COOPERATIVES
DATE : 14 February 2014

General Assembly Meeting (GAM) is a vital yearly activity of a legitimate transport cooperative that supposed to create a venue where everybody from the entire organization are gathered to discuss its transport and cooperative related affairs and situation. It creates a common ground for reporting the current status of its general operation, discussing the work/financial plan and demonstrating their democratic rights and privileges, among others. Informing, discussing, deliberating and interacting are among the integral parts of the whole process of this important activity. It likewise directed to uphold the principles of GOOD GOVERNANCE and TRANSPARENCY.

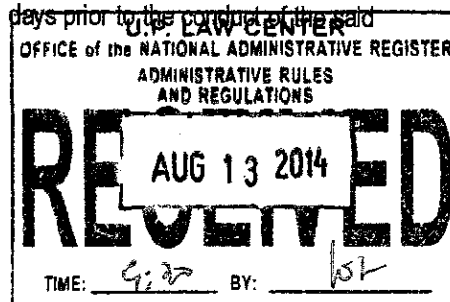
As part of the OTC's supervisory/monitoring functions and to preserve the General Assembly Meeting's sacred purpose, all transport cooperatives are hereby directed to inform this Office of their respective yearly GAM activities by submitting to us any of the following options:

1. Official Notice address to this Office incorporating therein the scheduled date, time and venue of the GAM activity plus the general agenda and/or official program of activities; or
2. Transmittal Letter of the Official published/posted Notice of General Assembly Meeting with the same information items.

Likewise, for those transport cooperatives intending to invite OTC representative/s to witness or observe their GAM proceedings, are advise to submit written-request, at least fifteen (15) days prior to the conduct of the said GAM activity.

For the information and guidance of all concerned.


MELCHOR V. CAYABYAB
Chairman



OFFICE OF TRANSPORTATION COOPERATIVES
CERTIFIED PHOTOCOPY OF DOCUMENT/S ON FILE
Not Valid With Erasures


Certified By: 
Date: 8/7/2014 Time: 