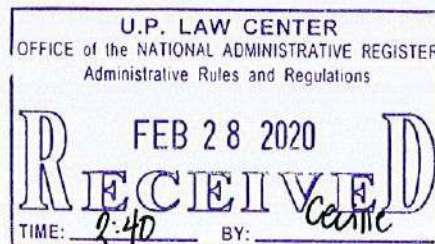




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
OFFICE OF TRANSPORTATION COOPERATIVES



MEMORANDUM CIRCULAR NO. 2020 -01-002 *ang*

**FOR :** ALL ACCREDITED TRANSPORT SERVICE COOPERATIVES  
ALL OTHERS CONCERNED

**SUBJECT :** ESTABLISHMENT OF TRANSPORT COOPERATIVE'S OFFICIAL E-MAIL ADDRESS

**DATE :** 27 January 2020

WHEREAS, it is the policy of the state to promote accountability, proper management of public affairs and public property as well as to establish practices aimed at efficient turnaround of the delivery of government services;

WHEREAS, the Office of Transportation Cooperatives (OTC) currently has 1,030 accredited Transport Cooperatives in the country;

WHEREAS, the OTC has no Regional Offices and TCs documents and various requests are submitted through regular mail and it takes time before the OTC can receive the same for disposition and appropriate action;

WHEREAS, these rules will resolve said matters with expediency and promote autonomy and independence of transport cooperatives;

NOW THEREFORE, premises considered, the Board hereby adopts the following rules:

Section 1. Title. – Establishment and Maintenance of TC official E-Mail Address

Section 2. All CDA registered Transport Cooperatives (TCs) with pending application for accreditation and accredited TCs, thru a board resolution shall have an official Electronic Mailing Address which shall be maintained by its authorized representative/s.

Section 3. TC applicant shall not be accredited and no Certificate of Good Standing shall be issued to existing TCs, who shall fail to comply with Section 1 hereof.

Section 4. All formal communications and requests shall only be recognized by the Office of Transportation Cooperatives thru personal service or transmittal thereof thru the aforementioned official E-mail address of the TC with the necessary attachments as may be required by existing OTC Rules and Regulations, memorandum, or order.



Provided: That, if personal service and e-mail are not economically feasible, registered or other postal services may be availed of.

The necessary attachments shall include but are not limited to the following:

- a. Official documents from government agencies, i.e. Certificate of Registration from the Cooperative Development Authority, copy of decision on dropping and substitution of the Land Transportation Franchising and Regulatory Board, and other similar documents;
- b. Board Resolutions, Notices, Special Power of Attorney, and other documents of the Transport Cooperatives;
- c. Letters: request, assistance, opinion, endorsements, and etc.; and
- d. Of similar nature or kind.

If for any reason/s, any portion or provision of these Rules shall be held unconstitutional or invalid, all other parts or provisions not affected shall thereby continue to remain in full force and effect.

These rules shall take effect immediately following its posting in the Office of Transportation Cooperatives' website, conspicuous places in the office, and the filing of three (3) copies hereof with the UP Law Center pursuant to Presidential Memorandum Circular No. 11, dated 09 October 1992.

Approved by the OTC Board on December 12, 2019.

So Ordered.

  
**MEDEL H. AFALLA**

Officer in Charge, Office of the Chairman



