



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
OFFICE OF TRANSPORTATION COOPERATIVES

April 28, 2023

MEMORANDUM CIRCULAR NO. 2023-04-004

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U.P. LAW CENTER  
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
Administrative Orders and Regulations

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REGISTERED 23-0481  
ONLINE registration  
TIME: 10:10 BY: [signature]

TO : NEW TRANSPORT COOPERATIVE APPLICANTS FOR ACCREDITATION

SUBJECT : Amendments to the Revised Guidelines on the Issuance of Endorsement for the Registration of Proposed Transportation Cooperatives (TCs) to CDA and TC accreditation processing and requirements.

In order to cater individual transport operators who wished to participate with the industry consolidation component of the PUV Modernization Program but are unable to comply with the required Php 300,000.00 minimum capitalization for TSCs operating PUJ Service, and the vehicle/franchise requirements, the OTC Board of Directors in its meeting on April 24, 2023 hereby approved following amendments to the OTC guidelines in Accreditation:

1. **Provisional Accreditation for TC -applicant with less than the required capitalization.**

Existing Guidelines
<p>Sec. 4. Accreditation of Transport Cooperatives</p> <ol style="list-style-type: none"><li>1. Full Accreditation - If the TC-applicant has fully complied with the basic documentary requirements and other conditions herein set.</li><li>2. Provisional Accreditation - If the TC-applicant is lacking in terms of meeting the required minimum number of units, CPC requirements, and still has been accepted by the Board, subject to the condition that the minimum number of units, and CPCs, be complied within one (1) year period upon its approval.</li></ol> <p><b>Provided, for TCs operating PUJ, their initial capitalization requirement should not be lower than P30,000, the remaining and full paid-up capital amount of P300,000.00 should be complied within a one (1) year period upon its approval.</b></p> <ol style="list-style-type: none"><li>3. Deferred - If additional requirement/s and/or other condition/s are required/imposed by the OTC Board to the TC-applicant.</li><li>4. Disapproved - If the application is totally turned down as determined by the OTC Board with an option for an appeal to be filed within 30 days upon receipt of the notice of disapproval.</li></ol>

For the purpose of OTC Endorsement of TC application for registration with the Cooperative Development Authority (CDA), the TCs minimum paid-up capital shall not be lower than the prescribed capitalization as provided in Rule V, Sec. 5 of the Revised Rules and Regulations Implementing Certain and Special Provisions of the Philippine Cooperative Code of 2008.

CRESCENCIA E.S. GALVEZ  
Chief, Operations Division

Date: MAY 11 2023 Time: 8:40am

**2. Full Accreditation for TC-applicant on route with less than 15 authorized units.**

**Sec. 4 Accreditation of Transport Cooperatives**  
(Documentary Requirements for TC applicant with CPCs)

1. Copy of CDA Certificate of Registration with copies of Registered Articles of Cooperation and By-Laws
2. Copy of OR/CR of the following modes:
  - At least 15 units (PUJs, UV, Filcabs/Multi-Cab, and Bus/Mini-Bus) *per route*.  
*"Provided", in case the number of authorized units (NAU) in a route is less than Fifteen (15), the TC applicant shall submit a certification on the matter from the LTFRB Office with jurisdiction over the concerned route.*
  - 15 for tricycles per service area
  - 2 for Trucks for hire - For individually-owned units with valid CPC.
  - 10 for Tourist Transport Services
  - Taxis, OR/CR of the minimum required units for issuance of CPC or Franchise.
3. Summary Profile of individual franchise/s (pro-forma) with a copy of individual CPC that are subject to consolidation.
4. Bank Certificate of Deposit representing the paid-up capital of the cooperative and/or the Latest Audited Financial Statements.

**Other Conditions**

1. To ascertain the financial capability of the TC-applicant, the following capitalization requirement per type of unit shall be observed:

**1.1 Capitalization Requirements**

**PUJs / Multi-cabs (15 Units)**

Authorized Capital Stock - Php 4,800,000.00  
Subscribed Capital Stock - Php 1,200,000.00  
Paid-Up Capital - Php 300,000.00

**Vans-UV Express (15 Units) Taxis (5 Units)**

Authorized Capital Stock - Php 12,000,000.00  
Subscribed Capital Stock - Php 3,000,000.00  
Paid-Up Capital - Php 750,000.00

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Not Valid With Erasures

**CRESENCIANA E.S. GALVEZ**  
Chief, Operations Division

Date: **MAY 11 2023** Time: **8:40am**

Tourist Cars/Vans (10 units)

Authorized Capital Stock - Php 12,000,000.00  
Subscribed Capital Stock - Php 3,000,000.00  
Paid-Up Capital - Php 750,000.00

Buses/Mini-Buses(15 Units)

Authorized Capital Stock - Php 16,000,000.00  
Subscribed Capital Stock - Php 4,000,000.00  
Paid-Up Capital - Php 1,000,000.00

Trucks for Hire (2 Units)

Authorized Capital Stock - Php 3,000,000.00  
Subscribed Capital Stock - Php 800,000.00  
Paid-Up Capital - Php 200,000.00

Motorized Banca (1 Unit)

Authorized Capital Stock - Php 1,600,000.00  
Subscribe Capital Stock - Php 400,000.00  
Paid-Up Capital - Php 100,000.00

Tricycles (15 units)

Authorized Capital Stock - Php 240,000.00  
Subscribed Capital Stock - Php 60,000.00  
Paid-Up Capital - Php 15,000.00

2. To ascertain the financial capability of the TC-applicant for Provisional Accreditation, the following initial capitalization requirement for PUJ/Multi-Cabs shall be observed:

2.1 Capitalization Requirements - Provisional Accreditation

Authorized Capital Stock - Php 480,000.00  
Subscribed Capital Stock - Php 120,000.00  
Paid-Up Capital - Php 30,000.00

For information and compliance.

  
JESUS FERDINAND D. ORTEGA  
Chairperson

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CRESENCIANA E.S. GALVEZ  
Chief, Operations Division

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