

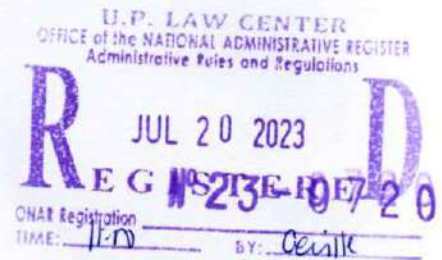


REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
**OFFICE OF TRANSPORTATION COOPERATIVES**

July 17, 2023

MEMORANDUM CIRCULAR NO.

2023-07-605f



TO : **ALL TRANSPORT COOPERATIVES**

SUBJECT : **2023 GUIDELINES IN THE APPOINTMENT OF TRANSPORT COOPERATIVE LIAISON OFFICER**

Whereas, the OTC Board had passed Resolution No. 2014-02-02, in accordance with the Office of Transportation Cooperatives Memorandum of Agreement with certain Government Agencies, on 26 February 2014 setting the guidelines for the appointment of Transport Cooperative Liaison Officer to transact business with LTFRB, LTO, and other concerned government agencies and prohibition to any member of the TC Board of Directors to act as such pursuant to the provision of R.A. 9520 otherwise known as the Philippine Cooperative Code of 2008;

Whereas, item 1 of the said guidelines provides that the TC Liaison Officer duly appointed/designated by the TC Board of Directors through a Resolution and duly endorsed by OTC shall be the only one allowed to transact business with LTFRB, LTO and other concerned government agencies in relation to its day to day operations;

Whereas, the OTC through Resolution No. 2020-11-03 dated 05 November 2020 resolved to no longer endorses to transact with the LTFRB as long as it is a holder of a Certificate of Good Standing issued by this Office. This is in part of OTC's to simplify government requirements and procedures and in compliance with the Ease of Doing Business Law;

Whereas, the OTC Board passed resolution 2023-04-02 for the 2023 Guidelines on the Appointment of Liaison Officers;

Whereas, the board subsequently issued Board Resolution No. 2023-07-02 setting the deadline on August 31, 2023.

Hence, the guidelines below:

*Sec. 1. The Chairman and/or the Vice-Chairman of a transport cooperative as designated by its Board of Directors through a Resolution shall represent/s their respective TC organization in all fora, conferences, dialogues/meetings, and hearings called for the purpose by the concerned government agencies, i.e. OTC, LTO, LTFRB, DOTr, among others.*

**OFFICE OF TRANSPORTATION COOPERATIVES**  
Certified True Copy on Personnel Section Files  
Not Valid With Erasures

Certified by:

Nelin R. Friles

2-20-2023



*Sec. 2. Any member of the Board of Directors is hereby prohibited to act as a cooperative liaison officer. The TC liaison officer duly appointed/designated by the Board of Directors through a Resolution shall be the only one allowed to transact business with LTFRB, LTO, DOTr, and other concerned government agencies in relation to its day-to-day operations.*

*Sec. 3. All Transport Cooperatives are hereby enjoined to submit a copy of the said resolution **on or before August 31, 2023**. The said resolution shall be consolidated and OTC shall establish a list of official liaison officers. The said list shall be accessible to the concerned government agencies.*

*Sec. 4. Non-compliance to this guideline shall be a ground for the cancellation or non-issuance of a Certificate of Good Standing.*


*Sec. 5. If for any reason/s, any portion or provision of this guideline be held unconstitutional or invalid, all other parts or provisions not affected thereby continue to remain in force and effect.*

*Sec. 6. Transport Cooperatives with Intra-cooperative dispute/s during the validity of said resolution, shall remain valid unless an order from a competent authority suspends or invalidates the same, or the dispute was resolved by the said authority;*

*Sec. 7. This guideline repeals OTC Board Resolution No. 2014-02-09, and all issuances inconsistent herewith are hereby revoked or amended accordingly.*

*Sec. 8. This Resolution shall take effect immediately following its posting on 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.*

For compliance.

  
**JESUS FERDINAND D. ORTEGA**  
Chairperson

OFFICE OF TRANSPORTATION COOPERATIVES  
Certified True Copy on Personnel Section Files  
Not Valid With Erasures

Certified by: Nelin R. Friman

Date: 7-20-2023