



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

8th Flr. Ben-Lor Building, 1184 Quezon Avenue, Brgy. Pailgsahan, Quezon City 1103  
Tel. Nos.: 332-9311 • 332-9313 Telefax Nos.: 332-9312 • 3329315



**MEMORANDUM CIRCULAR NO. 2015-02-004**

**FOR :** FOR ALL ACCREDITED TRANSPORT SERVICE COOPERATIVES IN THE NATIONAL CAPITAL REGION AND OTHER IDENTIFIED PROVINCIAL AREAS

**SUBJECT :** SUPPLEMENTAL FEATURES/REQUIREMENTS FOR THE "KABUHAYAN PARA SA BARANGAY" (KPSB) PROGRAM OF THE MANILA WATER FOUNDATION

**DATE :** 16 FEBRUARY 2015

As part of our continuing coordination and partnership with the **Manila Water Foundation (MWF)**, a corporate social responsibility arm of Manila Water Company, its special financial assistance package dubbed as the "**KABUHAYAN PARA SA BARANGAY**" (KPSB) PROGRAM, is still in effect and progressing. In fact, around seventeen (17) of our accredited transport service cooperatives (TSCs) have already benefitted from this Program the previous year and effective this year, it is still open to all prospective/qualified TSCs **within the selected expanded areas of the country**. As provided in our Memorandum Circular No. 2014-07-11 dated 25 July 2014 plus the added/expanded MWF's showcase, enumerated below are the features/requirements for the new and improved KPSB Program:

1. Maximum Loanable Amount of Php100,000.00 with "NO INTEREST";
2. One (1) Year Loan Payment Term with Three (3) Months Grace-Period;
3. The loan shall be used as starting working capital or additional investment for current or new business projects/economic undertakings of the transport cooperative (except re-lending/credit services); and
4. With still existing and the new or expanded loan coverage areas (details presented in the table below).

Original and Still Existing Areas	New and Expanded/Added Areas
<ul style="list-style-type: none"><li>• All areas within the National Capital Region (NCR)</li><li>• Rizal Province</li></ul>	<ul style="list-style-type: none"><li>• Selected parts of Luzon – Laguna Province, Municipality of Silang and Tagaytay City in Cavite, Pampanga Province including San Fernando City and Angeles City, Bataan Province, Benguet Province including Baguio City</li><li>• Selected parts of Visayas – Iloilo Province, Aklan Province, Roxas City of Capiz Province, Cebu Province and Bohol Province</li><li>• Selected parts of Mindanao – Zamboanga City of Zamboanga del Sur Province and Tagum City of Davao del Norte Province</li></ul>

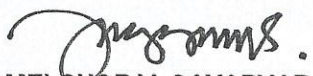
For transport service cooperatives operating/located within the above-cited coverage areas and are interested to avail of this special micro short-term loan assistance program, please be advised to prepare and submit the following pertinent documentary requirements:

1. Letter of Intent/Application Letter;
2. Brief Write-Up on the Transport Service Cooperative's Background/Other Information;
3. Business Plan that will highlight business viability, strategies and execution;
4. Financial Plan that will showcase fund utilization and repayment scheme strategy;
5. Duly certified/acknowledge photocopies of CDA (Cooperative Performance Report – Financial Component) for the past 3 years;
6. Certificates or documents that will show proof of your existence and status as legitimate transport service cooperative such as Certificate of CDA Registration, Certificate of OTC Accreditation, Certificate of Good Standing, etc.;
7. Most recent Audited Financial Statements;
8. Photocopies of two (2) valid Identification Cards of all key officers of the TSC (Government-Issued ID/TC ID); and
9. Location Map of the TSC's Office/Place of Business;

Official checklist of requirements and other documentary form templates for the above-cited first four (4) primary program requisites may be secured from [www.facebook.com/manilawaterfoundation](http://www.facebook.com/manilawaterfoundation) (click the KPSB Program application forms and follow the link to downloadable forms) or <https://drive.google.com/file/d/0B9JT57kIEmcRWehXU0FIMjZXdGc/view?usp=sharing>. Hardcopies of these forms are also available at our Office.

OTC is open to all who may be requesting for some technical guidance/assistance in the preparation and compliance with the required documents and other supporting needs/details for the availment of this Program. Should you have queries or needing some clarifications about the same, you may also get in touch with the OTC-Office of the Executive Director, Special Project Implementation Team and look for Messrs. Rommel E.C. Laurena and/or Ramil H.S. Urrera at contact numbers (02) 332-93-11 to 12 and/or Manila Water Foundation's Ms. Janie I. Alfonso at contact numbers (02) 917-59-00 loc. 1025 (landline) 0917-504-21-84 (cellular phone).

For the information and response of all interested and qualified transport service cooperatives.

  
**MELCHOR V. CAYABYAB**  
Chairperson