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CENTRAL LUZON STATE UNIVERSITY

Science City of Muñoz, Nueva Ecija Philippines
Tel. No. (6344) 940-7406; Fax (6344) 456-0107
E-mail Address: oubs@clsu.edu.ph
URL: <https://clsu.edu.ph>

Manila Office:
No. 7B, Nueva Ecija Street
Bago Bantay, Quezon City
Philippines

Office of the University and Board Secretary

EXCERPTS FROM THE MINUTES OF THE 232nd REGULAR MEETING OF THE BOARD OF REGENTS (2022 FOURTH QUARTER MEETING) HELD ON 16 JANUARY 2023 VIA ZOOM

On motion duly seconded, the Board passed –

Resolution No. 7-2023

Approving the proposed **Revised Guidelines for University Transport Services (UTS)** subject to full and strict compliance with relevant government rules and regulations.

These guidelines amend certain provisions of the one approved by the Board of Regents on 16 November 2001. Provisions on the registration of tricycle operators and drivers, maximum number of units, fees, violations and penalties, fares, and management and supervision, among others are contained in the proposal.

APPROVED.

I hereby certify to the correctness of the foregoing.

JAYPEE S. DE GUZMAN
University and Board Secretary



“Excellent service to humanity is our commitment.”



PROPOSED REVISED GUIDELINES FOR UNIVERSITY TRANSPORT SERVICES

The guidelines for the University Transport Service was crafted and approved by the CLSU Board of Regents last November 16, 2001. It was implemented effective January 2, 2002 under the office of the Recreational and Allied Support Services of the University Business Affairs Program.

There were two organizations who are operating in the campus; 1) the New Association of Tricycle Operators (NATO) and 2) Night Duty Tricycle operators. The former operates during daytime while the latter operates at night.

The NATO entered into a Memorandum of Agreement with the University during the incumbency of the then President Rodolfo C. Undan in January 1, 2002 and it lasted until January 1, 2022. For the past 20 years, evidence of sale and transfer of right to operate of the individual member had been rampant without the knowledge and permission of the university. Sale of rights to operate went as high as 450 thousand pesos.

With these premises and the expiry of the previous MOA, there is therefore a need to change the mode of agreement and revise the implementing rules and regulations including the payment scheme to protect the interest of the university.

1. REGISTRATION

- 1.1. Each tricycle operator and driver (TOD) engaged in transport business inside the University reservation shall execute a contract to render tricycle transportation service with the university.
- 1.2. Each TOD of the transport business shall pay a right to operate fee which shall be paid to the University Cashier's Office to be accounted under Fund Code 161-648-429 of the UBAP Office.
- 1.3. Unregistered TODs shall not be allowed to operate inside the University reservation. The Office of the University Security Force (USF) in coordination with the Director of Business Development Division (BDD) shall impose this policy.
- 1.4. Requirements to be accomplished by individual TOD before being allowed to provide transport services in the University are the following:
 - 1.4.1. Individual application letter
 - 1.4.2. A contract to render tricycle transportation services
 - 1.4.3. Registration of motor vehicle and tricycle (photocopy)
 - 1.4.4. Professional Driver's License (photocopy)
 - 1.4.5. Police clearance
 - 1.4.6. Barangay clearance
 - 1.4.7. ID with picture
 - 1.4.8. Drug test result
 - 1.4.9. Copy of OR/CR or deed of sale in the name of the authorized operator

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BOR Res. No. 7-2023

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2. NUMBER OF TRICYCLE OPERATORS TO PROVIDE TRANSPORT SERVICE

- 2.1. The number of TODs to provide transport services inside the CLSU reservation shall be determined by the University Business Development Council and endorsed to the university president.
- 2.2. The TODs will be allowed to operate from Monday to Sunday between 6 am to 8 pm.
- 2.3. Any request for addition or reduction in the number of TODs inside the University campus shall be coursed through the Office of BDD-UBAP to be deliberated by the UBDC and for final approval of the university president. Selling or transfer of the right to operate is strictly prohibited. Only the CLSU administration duly represented by the university president has the authority to determine and award the privilege to operate transport service inside the university.

3. FEES

- 3.1. Each TODs of transport business shall pay to the University a yearly right to operate fee of six thousand pesos (P6,000.00) or five hundred pesos (500.00) per month with an escalation of five percent (5%) per year. Furthermore, each TOD shall pay a parking fee of one hundred pesos (100.00) per month. The fees shall be paid every first working day of the month.
- 3.2. Any TOD who fails to pay the monthly fees for two (2) consecutive months will automatically rescind his contract and be barred from entering the University reservation to operate the tricycle.
- 3.3. A copy of the original receipt (OR) of monthly fees shall be submitted to BDD for monitoring purposes.

4. PROHIBITED DRUGS AND LIQUOR

- 4.1. All TODs shall strictly inhibit themselves from using, possessing and/or distributing illegal drugs within the CLSU reservation. Any TOD who violates this policy shall be expelled from operating inside the University.
- 4.2. No TOD shall be allowed to operate his/her tricycle while under the influence of liquor. Anyone found to be violating this provision shall be subject to the following penalties:
 - First offense: suspension for two weeks
 - Second offense: suspension for one month
 - Third offense: termination of contract with the University as tricycle operator

5. CRIME AGAINST ANY CLSU CONSTITUENT AND/OR PROPERTY

- 5.1. Any TOD who commits any crime/injury or any untoward physical injury inimical to the health of any CLSU constituent shall be expelled or terminated to operate inside the University reservation.
- 5.2. Any TOD who gets involved in any crime against CLSU property and property of any CLSU constituent within CLSU shall be expelled or terminate inside the University reservation.



6. GAMBLING

All TODs are not allowed to do gambling of any kind inside the University. Anyone found to have violated this provision shall be subject to the following penalties:

First offense: suspension for two weeks

Second offense: suspension for one month

Third offense: termination of contract with the University as tricycle operator

7. SPEED LIMIT AND TRIP CUTTING

7.1. All TODs are required to strictly follow posted speed limits at any point in the University. Any TOD who violates this policy shall be subject to the following penalties:

First offense: suspension for two weeks

Second offense: suspension for one month

Third offense: termination of contract with the University as tricycle operator

7.2. Trip cutting is strictly prohibited among all TODs. Any TOD who violates this provision shall be subject to the following penalties:

First offense: suspension for two weeks

Second offense: suspension for one month

Third offense: termination of contract with the University as tricycle operator

8. PRESCRIBED FARES

8.1. Fares shall be promulgated by the University President upon consultation with the Business Development Council and representative(s) of the TODs engaged in transport business, Presidents of NASA and Faculty Association Inc., and Chairperson of USSC.

8.2. All TODs must strictly follow the allowable fares issued by the University. Anyone who over-charges his/her passengers will be subject to the following penalties:

First offense: suspension for two weeks

Second offense: suspension for one month

Third offense: termination of contract with the University as tricycle operator

9. REFUSAL TO LOAD PASSENGERS

9.1. TODs who refuse to load any CLSU constituents shall be punishable by suspension for one week (7 days).

9.2. Discourtesy to any passenger by any TOD shall be punishable by suspension for one week (7 days).

10. ILLEGAL PARKING

TODs shall properly park their vehicles in designated parking areas. The TOD shall shoulder the costs incurred by the injured person and the damaged vehicles due to illegally parked tricycles. The TOD shall also be suspended for two weeks (14 days) in operating his/her tricycle inside the University Campus.

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BOR Res. No. 7-2023

Office of the University and Board Secretariat

11. HEALTH PROTOCOL AND NUMBER OF ALLOWED PASSENGERS

11.1. The operation of the University Transport Services shall adhere to the health protocol issued by the CLSU-IATF for COVID-19 and other emerging communicable diseases. Under Level 1, TODs shall follow the instruction in the table below:



LEVEL 1: CODE BLUE

	CLSU EMPLOYEES	RESIDENTS	STUDENTS	OTHERS
CLSU QR Code	Required	Required	Required	Required
Regy. Health Clearance/ Quarantine Clearance	Required (To be presented every Monday)	Not Required	Required	NA
Antigen Test Results within 72 hours	NA	NA	NA	Required
Maximum Work force	70% Capacity	NA	NA	NA
Work Arrangement	Non-Academic staff may report regularly. Faculty are on WFH scheme.	NA	NA	NA
Gatherings	Allowed at 50% seating/venue capacity	NA	NA	NA
Work-Related Travel Restrictions	Not Restricted	NA	NA	NA
Movement Restriction/ Access to University	No limit. Minimum health protocol must be observed.	No limit. Minimum health protocol must be observed.	Access is limited to the purpose of the visit.	Access is limited to the purpose of the visit.

Legend: NA - Not Applicable
WFH - Work-From-Home

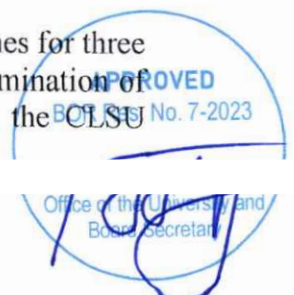


11.2. Increase in the alert level status will temporarily suspend the operation of the University transport service to protect the health and safety of the CLSU community.

11.3. Under Alert Level 1, only a maximum of two (2) passengers are allowed to be ferried by the TOD. It can be increased to three (3) once the University is under Alert Level 0.

12. PENALTY

Any TOD who violates any provision of this implementing guidelines for three instances and consequently penalized thereto shall be subjected to the termination of his/her contract with the University and shall be barred from entering the reservation to provide transport services.



13. UNIFORM AND COLOR OF TRICYCLE

13.1. All TODs shall wear the proper attire while providing transport service inside the University reservation. The attire shall be prescribed by UBAP upon consultation with the TODs and the BDD Director. Any violation of this provision shall be subject to the following penalties:

First offense: suspension for one week

Second offense: suspension for one month

Third offense: termination of contract as TOD inside the University campus

13.2. Tricycle shall have a uniform appearance and shall carry the official color of CLSU (green and gold) for proper identification and branding.

13.3. UBAP shall issue an identification board containing the following

13.3.1. Name of the TOD

13.3.2. Photo of the operator or his/her designated driver

13.3.3. Designated Number

13.4. The Identification board shall be placed in the conspicuous place

14. SMOKE BELCHING AND EXHAUST WITHOUT SILENCER

14.1. To protect the University environment from air pollution, smoke coming from motor vehicles should be minimized. TODs must ensure that the smoke emitted by their tricycles is within the allowable amount/value. Tricycles which are found to be smoke belchers shall be subject to the following penalties:

First offense: suspension for one week

Second offense: suspension for one month

Third offense: termination of contract with the University as tricycle operator

14.2. Students and other CLSU constituents should be free from too much noise which disturbs them from academic and extra-curricular activities, and moments of silence and sleeping. Henceforth, vehicles used in transport business with noisy exhaust shall be subject to the following penalties:

First offense: suspension for one week

Second offense: suspension for one month

Third offense: termination of contract with the University as tricycle operator

15. OTHER VEHICLES ENTERING THE UNIVERSITY RESERVATION

All modes of conveyance shall pass through the gates, and must be checked and recorded by the security guards. The guards shall get the driver's license and return the same after the visit.

16. OFFICE TO HANDLE THE CLSU TRANSPORT SERVICES

16.1. The transport services shall be under the Business Development Division (BDD) of the University Business Affairs Program (UBAP).

16.2. UBAP designates BDD to directly manage the day-to-day operation of the University Transport Services (UTS).



- 16.3. The Director of BDD shall coordinate with the Office of the University Security Force (USF) in matters concerning the implementation of the rules and regulations governing UTS.
- 16.4. All complaints/violations committed by any TOD shall be reported to the BDD Director who in turn shall recommend penalties to the Office of the Vice President for Business Affairs for appropriate action. The composition of the team who will investigate and decide on the merits of the complaints including the penalty to be imposed therein are the presidents of NASA and FAI, chairperson of USSC, and the UBDC members.
17. Habitual commission of any provisions of this implementing guidelines promulgated by the University shall be a ground for the termination of the contract of the erring tricycle operator(s).
18. These policies/guidelines shall take effect upon the approval of the Board of Regents.



GENERAL INFORMATION SHEET (GIS)

NON-STOCK CORPORATION
FOR THE YEAR 2020

2016 Record Book

FEB 04 2020

JULI

GENERAL INSTRUCTIONS:

1. FOR USER CORPORATION: THIS GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE ANNUAL MEMBERS' MEETING AS STATED IN THE BY-LAWS. **DO NOT LEAVE ANY ITEM BLANK.** WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE TO THE CORPORATION OR "NONE" IF THE INFORMATION IS NON-EXISTENT. IF THE ANNUAL MEMBERS' MEETING IS HELD ON A DATE OTHER THAN THAT STATED IN THE BY-LAWS, THE GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS AFTER THE ELECTION OF THE DIRECTORS, TRUSTEES AND OFFICERS OF THE CORPORATION AT THE ANNUAL MEMBERS' MEETING.
2. IF NO MEETING IS HELD, THE CORPORATION SHALL SUBMIT THE GIS NOT LATER THAN JANUARY 30 OF THE FOLLOWING YEAR. HOWEVER, SHOULD AN ANNUAL MEMBERS' MEETING BE HELD THEREAFTER, A NEW GIS SHALL BE SUBMITTED/FILED.
3. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE **CORPORATE SECRETARY** OF THE CORPORATION.
4. ALL CHANGES ARISING BETWEEN ANNUAL MEETINGS AND AFFECTING THE INFORMATION STATED IN THE GIS, SUCH AS THE DEATH, RESIGNATION OR CESSATION OF HOLDING OF OFFICE OF A DIRECTOR, TRUSTEE, OR OFFICER, SHALL BE REFLECTED IN AN AMENDED GIS LABELED AS SUCH AND THE CHANGES CLEARLY HIGHLIGHTED. THE AMENDED GIS SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS AFTER SUCH CHANGES OCCURRED OR BECAME EFFECTIVE.
5. SUBMIT FOUR (4) COPIES OF THE GIS TO THE RECEIVING SECTION AT THE SEC MAIN OFFICE, OR TO SEC SATELLITE OFFICES OR EXTENSION OFFICES. ALL COPIES SHALL UNIFORMLY BE ON A4 OR LETTER-SIZED PAPER. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE.
6. **ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS COMPLIANT WITH EXISTING RULES AND REGULATIONS.**
7. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE CORPORATION AND ITS RESPONSIBLE DIRECTORS/TRUSTEES/OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME:	NEW ASSOCIATION OF TRICYCLE OPERATORS, INC.	DATE REGISTERED:	FEBRUARY 6, 1989
BUSINESS/TRADE NAME	NEW ASSOCIATION OF TRICYCLE OPERATORS, INC.	FISCAL YEAR END:	DECEMBER 31
SEC REGISTRATION NUMBER:	159793	CORPORATE TAX IDENTIFICATION NUMBER (TIN):	238-524-799-000
DATE OF ANNUAL MEETING PER BY-LAWS:	LAST SATURDAY OF JANUARY	WEBSITE/URL ADDRESS:	
DATE OF ACTUAL MEETING:	JANUARY 25, 2020	EMAIL ADDRESS:	
COMPLETE PRINCIPAL OFFICE ADDRESS:	CLSU COMPOUND, SCIENCE CITY OF MUÑOZ, NUEVA ECIJA	TELEPHONE NUMBER(S):	
COMPLETE BUSINESS ADDRESS:	CLSU COMPOUND, SCIENCE CITY OF MUÑOZ, NUEVA ECIJA	FAX NUMBER(S):	
PRIMARY PURPOSE ENGAGED IN:	TRANSPORT FACILITIES/SERVICES		
NAME OF EXTERNAL AUDITOR & SIGNING PARTNER:		SEC ACCREDITATION NUMBER:	TELEPHONE NUMBER(S):
IF ENGAGED IN MICROFINANCE BUSINESS, CHECK SERVICES		TO BE FILLED UP BY SEC PERSONNEL:	
<input type="checkbox"/> Deposits <input type="checkbox"/> Insurance Products <input type="checkbox"/> Loans <input type="checkbox"/> Payment Services <input type="checkbox"/> Money Transfer <input type="checkbox"/> Others	INDUSTRY	NATIONAL GEOGRAPHICAL	
	CLASSIFICATION CODE:	CODE (NGC):	

GENERAL INFORMATION SHEET

NON-STOCK CORPORATION

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME: NEW ASSOCIATION OF TRICYCLE OPERATORS, INC.

DIRECTORS / OFFICERS

NAME AND CURRENT RESIDENTIAL ADDRESS	NATIONALITY	INCORPORATOR	BOARD	SEX	OFFICER	TAX IDENTIFICATION NUMBER
1. GARY A. SANTOS BUCANEG ST., POB NORTH, SCIENCE CITY OF MUÑOZ, NUEVA ECJA	FILIPINO	N	C	M	PRES	450-386-593
2. GENARO P. ORDANZA JR. PUROK II-B CATALANACAN, SCIENCE CITY OF MUÑOZ, NUEVA ECJA	FILIPINO	N	M	M	VICE PRES	481-269-540
3. AUGUSTO D. SAMOY BRGY. BALANTE SCIENCE CITY OF MUÑOZ NUEVA ECJA	FILIPINO	N	M	M	CORP SEC	213-156-238
4. RICHARD P. FREMISTA BRGY. BANTUG SCIENCE CITY OF MUÑOZ, NUEVA ECJA	FILIPINO	N	M	M	TREAS	300-863-299
5. CHRIS B. MANABAT BRGY. BANTUG SCIENCE CITY OF MUÑOZ, NUEVA ECJA	FILIPINO	N	M	M	AUD	481-349-084
6. BIENVENIDO N. HABERVO BRGY. BANTUG SCIENCE CITY OF MUÑOZ, NUEVA ECJA	FILIPINO	N	M	M	BUS. MANAGER	239-058-495
7. ROMULO C. ADRIANO BRGY. BANTUG SCIENCE CITY OF MUÑOZ, NUEVA ECJA	FILIPINO	N	M	M	PRO	239-116-925
8. _____						
9. _____						
10. _____						
11. _____						
12. _____						
13. _____						
14. _____						
15. _____						

INSTRUCTIONS:

FOR SEX COLUMN, PUT "F" FOR FEMALE, "M" FOR MALE.
 FOR INCORPORATOR COLUMN, PUT "Y" IF AN INCORPORATOR, "N" IF NOT.
 FOR BOARD COLUMN, PUT "C" FOR CHAIRMAN, "M" FOR MEMBER.
 FOR OFFICER COLUMN, INDICATE PARTICULAR POSITION IF AN OFFICER, SUCH AS:

PRE - PRESIDENT	CEO - CHIEF EXEC. OFFICER	CFO - TREASURER
COO - CHIEF OPERATING OFFICER	CSO - CORPORATE SECRETARY	LEG - LEGAL COUNSEL
AUD - EXTERNAL AUDITOR	GOV - GOVERNMENT REPRESENTATIVE	OTR - OTHERS

N - NONE


I, AUGUSTO D. SAMOY, Corporate Secretary of NEW ASSOCIATION OF TRICYCLE OPERATORS, INC., declare under penalty of perjury that all matters set forth in this GIS have been made in good faith, duly verified by me and to the best of my knowledge and belief are true and correct.

I hereby attest that all the information in this GIS are being submitted in compliance with the rules and regulations of the Securities and Exchange Commission (SEC) the collection, processing, storage and sharing of said information being necessary to carry out the functions of public authority for the performance of the constitutionally and statutorily mandated functions of the SEC as a regulatory agency.

I further attest that I have been authorized by the Board of Directors/Trustees to file this GIS with the SEC.

I understand that the Commission may place the corporation under delinquent status for failure to submit the reportorial requirements three (3) times, consecutively or intermittently, within a period of five (5) years (Section 177, RA No. 11232).


Done this FEB 04 2020 day of _____, 20__ in PASAY CITY.


AUGUSTO D. SAMOY
(Signature over printed name)

SUBSCRIBED AND SWORN TO before me in PASAY CITY on FEB 04 2020 by affiant who personally appeared before me and exhibited to me his/her competent evidence of identity consisting of TIN: 213-156-238 issued at _____ on _____.

NOTARY PUBLIC

DOC NO. 477
PAGE NO: 33
BOOK NO: 1
SERIES OF 20 20


ATTY. JOVINO R. ANGEL
NOTARY PUBLIC
UNTIL DECEMBER 31/2020
SUITE 1 WHITE HOUSE
1700 MARCEL STREET, PASAY CITY
TEL NO. 7827889-1/7/20/PASAY
TEL NO. 405497-17/20/PASIG
MORNING OFFICE V. NO. 22244-4/4/19
BAR NO. OF ATTORNEYS NO. 28761
NOTARY COMMISSION NO. 19-37