



## MEMORANDUM

FOR : **The Directors**  
Policy and Planning Service  
Legal Affairs Service  
Climate Change Service

**The Bureau Directors**  
Environmental Management Bureau  
Land Management Bureau  
Biodiversity Management Bureau

**The Regional Executive Directors**  
NCR, Region I, II, V, VI, XII, XIII

FROM : **The Director**  
Legislative Liaison Office

SUBJECT : **INVITATION AND REQUEST FOR COMMENTS FROM THE  
COMMITTEE ON TRANSPORTATION OF THE HOUSE OF  
REPRESENTATIVES**

DATE : 06 March 2023

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In reference to the electronic mail received by our office on 03 March 2023, the Committee on Transportation of the House of Representatives is inviting the Department to a Regular Committee Meeting (Hybrid) on **09 March 2023 (Thursday) 9:00am Andaya Hall, House of Representatives Quezon City** for the Initial deliberation on Local Bills (Establishment/Conversion of LTO Offices) as follows:

1. House Bill No. 6711: AN ACT CONVERTING THE NAGA, CAMARINES SUR DISTRICT OFFICE OF THE LAND TRANSPORTATION OFFICE (LTO) INTO A REGULAR LTO CLASS "A" DISTRICT OFFICE TO BE LOCATED IN THE CITY OF NAGA, PROVINCE OF CAMARINES SUR (Rep. Gabriel Bordado)
2. House Bill No. 6712: AN ACT CREATING A REGULAR LTO DISTRICT OFFICE IN THE MUNICIPALITY OF PILI, CAMARINES SUR TO BE KNOWN AS THE LTO LICENSING CENTER OF PILI, CAMARINES SUR, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES (Rep. Gabriel Bordado)
3. House Bill No. 6768: AN ACT ESTABLISHING A DISTRICT OFFICE OF THE LAND TRANSPORTATION OFFICE (LTO) IN THE MUNICIPALITY OF PANDAN, PROVINCE OF ANTIQUE, TO BE KNOWN AS THE "NORTHERN ANTIQUE LTO CENTER," AND APPROPRIATING FUNDS THEREFOR (Rep. Felimon Espares)

4. House Bill No. 6812: AN ACT PROVIDING FOR THE CONVERSION OF THE LAND TRANSPORTATION OFFICE (LTO) EXTENSION OFFICE IN THE MUNICIPALITY OF TRENTO, PROVINCE OF AGUSAN DEL SUR TO BE KNOWN AS THE LTO DISTRICT OFFICE OF TRENTO, AGUSAN DEL SUR AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES (Reps. Eddiebong Plaza and Alfelito Bascug)
5. House Bill No. 7061: AN ACT CONVERTING THE LTO SAN CARLOS DISTRICT OFFICE INTO A "CLASS B" DISTRICT OFFICE AND APPROPRIATING FUNDS THEREFOR (Rep. Maria Rachel J. Arenas)
6. House Bill No. 7073: AN ACT UPGRADING THE LTO ROSALES DISTRICT OFFICE INTO A "CLASS A" LTO DISTRICT OFFICE LOCATED IN ROSALES, PANGASINAN, AND APPROPRIATING FUNDS THEREFORE (Rep. Robert Raymund Estrella)
7. House Bill No. 7172: AN ACT ESTABLISHING A DISTRICT OFFICE OF THE LAND TRANSPORTATION OFFICE IN THE MUNICIPALITY OF ILOG, PROVINCE OF NEGROS OCCIDENTAL, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES (Rep. Mercedes Alvarez)
8. House Bill No. 7211: AN ACT CONVERTING THE LAND TRANSPORTATION OFFICE (LTO) EXTENSION OFFICE LOCATED IN TAGUIG CITY INTO A REGULAR LTO DISTRICT OFFICE AND APPROPRIATING FUNDS THEREFOR (Rep. Amparo Maria Zamora)
9. House Bill No. 7238: AN ACT ESTABLISHING A REGULAR LAND TRANSPORTATION OFFICE (LTO) DISTRICT OFFICE IN BRGY. POBLACION, MUNICIPALITY OF KALAMANSIG IN THE PROVINCE OF SULTAN KUDARAT, AND APPROPRIATING FUNDS THEREFOR (Rep. Horacio Suansing)
10. House Bill No. 7291: AN ACT CONVERTING THE LAND TRANSPORTATION OFFICE (LTO) TUGUEGARAO LICENSING CENTER LOCATED IN TUGUEGARAO CITY, PROVINCE OF CAGAYAN INTO A REGULAR LTO LICENSING OFFICE AND APPROPRIATING FUNDS THEREFOR (Rep. Joseph Lara)

And DOTr Briefing/Update on the Public Utility Vehicle Modernization Program (PUVMP)

In this regard, may we request **comments/recommendations**, in preparation for the upcoming Committee meeting. Kindly send your comments via email at [denrlo@denr.gov.ph](mailto:denrlo@denr.gov.ph) on or before **08 March 2023, 5 PM**. Further, kindly inform us of the name/s of the representative/s from your office who will participate in the meeting so we may include him/her/them as resource person/s. Attached herewith are the invitation letter and agenda. The copies of the bills could be accessed through this link <https://bit.ly/3ZpVM7g>.

For information and action, please.

**ROMIROSE B. PADIN**

cc: Undersecretary for Special Concerns and Legislative Affairs



Republic of the Philippines  
HOUSE OF REPRESENTATIVES  
Quezon City

**COMMITTEE ON TRANSPORTATION**

**Regular Committee Meeting (Hybrid)**  
09 March 2023 (Thursday) 9:00am  
Andaya Hall, House of Representatives  
Quezon City

**A G E N D A**

- I. CALL TO ORDER
- II. INVOCATION
- III. ROLL CALL
- IV. READING AND APPROVAL OF THE MINUTES OF THE MEETINGS HELD ON JANUARY 10, 2023; JANUARY 18, 2023; AND FEBRUARY 16, 2023
- V. ACKNOWLEDGEMENT OF MEMBERS AND GUESTS
- VI. OPENING REMARKS OF THE COMMITTEE CHAIRMAN  
**HON. ROMEO M. ACOP**
- VII. MEETING PROPER:
  - A. Initial deliberation on Local Bills (Establishment/Conversion of LTO Offices)
    1. House Bill No. 6711: AN ACT CONVERTING THE NAGA, CAMARINES SUR DISTRICT OFFICE OF THE LAND TRANSPORTATION OFFICE (LTO) INTO A REGULAR LTO CLASS "A" DISTRICT OFFICE TO BE LOCATED IN THE CITY OF NAGA, PROVINCE OF CAMARINES SUR (Rep. Gabriel Bordado)
    2. House Bill No. 6712: AN ACT CREATING A REGULAR LTO DISTRICT OFFICE IN THE MUNICIPALITY OF PILI, CAMARINES SUR TO BE KNOWN AS THE LTO LICENSING CENTER OF PILI, CAMARINES SUR, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES (Rep. Gabriel Bordado)
    3. House Bill No. 6768: AN ACT ESTABLISHING A DISTRICT OFFICE OF THE LAND TRANSPORTATION OFFICE (LTO) IN THE MUNICIPALITY OF PANDAN, PROVINCE OF ANTIQUE, TO BE KNOWN AS THE "NORTHERN ANTIQUE LTO CENTER," AND APPROPRIATING FUNDS THEREFOR (Rep. Felimon Espares)
    4. House Bill No. 6812: AN ACT PROVIDING FOR THE CONVERSION OF THE LAND TRANSPORTATION OFFICE (LTO) EXTENSION OFFICE IN THE

**MUNICIPALITY OF TRENTO, PROVINCE OF AGUSAN DEL SUR TO BE KNOWN AS THE LTO DISTRICT OFFICE OF TRENTO, AGUSAN DEL SUR AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES (Reps. Eddiebong Plaza and Alfelito Bascug)**

5. **House Bill No. 7061: AN ACT CONVERTING THE LTO SAN CARLOS DISTRICT OFFICE INTO A "CLASS B" DISTRICT OFFICE AND APPROPRIATING FUNDS THEREFOR (Rep. Maria Rachel J. Arenas)**
6. **House Bill No. 7073: AN ACT UPGRADING THE LTO ROSALES DISTRICT OFFICE INTO A "CLASS A" LTO DISTRICT OFFICE LOCATED IN ROSALES, PANGASINAN, AND APPROPRIATING FUNDS THEREFORE (Rep. Robert Raymund Estrella)**
7. **House Bill No. 7172: AN ACT ESTABLISHING A DISTRICT OFFICE OF THE LAND TRANSPORTATION OFFICE IN THE MUNICIPALITY OF ILOG, PROVINCE OF NEGROS OCCIDENTAL, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES (Rep. Mercedes Alvarez)**
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10. **House Bill No. 7291: AN ACT CONVERTING THE LAND TRANSPORTATION OFFICE (LTO) TUGUEGARAO LICENSING CENTER LOCATED IN TUGUEGARAO CITY, PROVINCE OF CAGAYAN INTO A REGULAR LTO LICENSING OFFICE AND APPROPRIATING FUNDS THEREFOR (Rep. Joseph Lara)**

**B. DOTr Briefing/Update on the Public Utility Vehicle Modernization Program (PUVMP)**

**VIII. OTHER MATTERS**

**IX. ADJOURNMENT**

**INVITED GUESTS:**

**Part A**

Department of Transportation (DOTr)  
Land Transportation Office (LTO)  
Department of Budget and Management (DBM)

**Part B**

Department of Transportation (DOTr)  
Land Transportation Office (LTO)  
Land Transportation Franchising and Regulatory Board (LTFRB)  
Office of the Transportation Cooperatives (OTC)  
Department of Budget and Management (DBM)  
Department of Finance (DOF)  
Department of Labor and Employment (DOLE)  
Department of Trade and Industry (DTI)  
Department of the Interior and Local Government (DILG)  
Department of Environment and Natural Resources (DENR)  
Development Bank of the Philippines (DBP)  
Land Bank of the Philippines (LBP)  
Technical Education and Skills Development Authority (TESDA)  
Climate Change Commission (CCC)  
Union of Local Authorities of the Philippines (ULAP)  
League of Provinces  
League of Cities  
League of Municipalities



Republic of the Philippines  
**HOUSE OF REPRESENTATIVES**  
Quezon City

## **COMMITTEE ON TRANSPORTATION**

March 3, 2023

**HON. MARIA ANTONIA YULO LOYZAGA**  
Secretary  
Department of Environment and Natural Resources

Dear **Secretary LOYZAGA:**

*Warmest greetings!*

The Committee on Transportation will be holding a regular meeting on March 9, 2022 (Thursday), 09:00 A.M. at the Speaker Andaya Hall, Main Building, House of Representatives, Quezon City to discuss the briefing/update by the Department of Transportation (DOTr) on the Public Utility Vehicle Modernization Program (PUVMP).

In this regard, we respectfully extend our invitation and request for your physical presence in the said meeting. Your attendance would surely provide for a robust and informative discussion on the matter.

If the head of the agency cannot attend, the Committee requests the presence of a representative duly authorized to report and/or answer queries on behalf of the agency and he/she must be prepared to provide us with the data and information relative to the items in the agenda that concerns with their offices. In the absence of any representative, the head of the agency must write the COTr Chairman of the reason/s for their non-attendance before the scheduled hearing.

**Please be guided of the health protocols of the House of Representatives that require visitors to strictly comply with the attached Memorandum of the House Secretary-General regarding the implementation of the Housepass Visitor Management Module. Please follow the step-by-step instructions set forth in the aforementioned memorandum.**

Attached herewith is the Agenda of the Meeting for your reference.

Kindly confirm your attendance through the contact information provided below and/or through our Committee Staff: Ms. Aurora Zuasola at 09298893348 and Mr. Dinijuhn Ledonio at 09271347922.

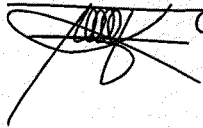
Thank you very much.

Very truly yours, .

**ATTY. ROMEO M. ACOP, MNSA**  
*Chairman*

*For the Chairman:*

**ATTY. JOHN FRANCIS PANONCILLO**  
*Committee Secretary*





Republic of the Philippines  
**House of Representatives**  
Quezon City, Metro Manila

*Reginald S. Velasco*  
Secretary General

**MEMORANDUM**

**TO :** ALL CONCERNED

**SUBJECT :** IMPLEMENTATION OF THE HOUSEPASS VISITOR MANAGEMENT MODULE

**DATE :** 24 January 2023

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This is to inform everyone that the HousePass Visitor Management Module shall be officially launched on 30 January 2023. The said module is integrated under the HousePass System and its primary purpose is to manage and control the access of visitors in the House of Representatives (HRep).

Below are the guidelines for the implementation of the HousePass Visitor Management Module.

**I. RESPONSIBILITIES OF VARIOUS HOUSE PASS USERS**

**A. VISITOR MANAGER**

- The Visitor Manager (VM) shall be responsible for the nomination of the visitors and ensure that all requirements are complete prior to submission to the Visitor Approver.

**B. VISITOR APPROVER**

- The Visitor Approver (VA) shall review and approve nominations submitted by the VMs.

**C. COVID-19 TEST RESULT VALIDATOR (TRV)**

- The COVID-19 Test Result Validator shall be responsible for the accurate review of test results based on the approved list of DOH-accredited testing centers and FDA-approved test kits.

**D. MEDICAL AND DENTAL SERVICE**

- The Medical and Dental Service (MDS) personnel assigned to the Antigen Testing Area shall be responsible for the careful encoding of antigen test results in the HousePass System.

#### E. SECURITY PERSONNEL ON DUTY

- The Security Personnel shall be provided an access control feature of the HousePass System to verify the nomination status of the visitors.

### II. STEP-BY-STEP PROCEDURE IN NOMINATING A VISITOR

1. Each Office shall have an assigned Visitor Manager to nominate the visitors and encode the necessary details to the HousePass system. This includes the name, date, duration of the visit, and valid ID, which shall be submitted to the Visitor Approver.

Please note that the nominations of visitors must be done 24 hrs prior to the date and time of the visit.

2. Once the Visitor Manager submits the nominations, the Visitor Approver shall assess the list of visitors.
3. The Visitor Managers shall be able to check the status of the requested nomination on the HousePass System. The HousePass Credentials of approved visitors shall be provided through email and shall be forwarded to the visitors. On the other hand, denied visitors shall be informed of the reason for denial and the action needed to address the situation for resubmission and reapproval of the nomination.

### III. STEP-BY-STEP PROCEDURE FOR THE APPROVED VISITORS DURING THEIR VISIT

1. The approved visitor must access their account at <https://housepass.hrep.online> using the eight (8) character Visitor HREP ID number and the password provided by the Visitor Manager.
2. Once logged in, the system will display the visitor's dashboard and QR code. The QR code will be scanned in the HRep entry points to determine the identification and access status.
3. The Visitor must accomplish and submit the Health Declaration Form (HDF) in the HousePass System. If the visitor's HDF indicates a condition that should prevent them from visiting, the MDS and the VM shall be duly notified through email.
4. The Visitor may submit a negative antigen test result to the visitor manager prior to their visit provided that the Test result is:
  - Administered by a DOH-accredited laboratory, clinic, or government health facility, or
  - Test kit is FDA-approved and the result is certified by a medical doctor. The list of FDA-approved test kits is accessible on the Official HRep website at <https://www.congress.gov.ph/>

**Note: Only antigen test results taken within 24 hours prior to the date and time of the visit will be deemed valid.**

If the Visitor does not have an Antigen test result yet, they may bring their FDA-approved test kit or they can purchase it at HRep for 350 pesos.

Test results shall be submitted to the TRV for validation. If the test result is invalid, visitation will be denied.



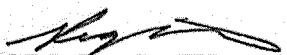
5. Visitors who intend to arrive by personal vehicle must register it on the HousePass System for verification of entry at the North Gate entrance. The visitor may add companions, provided they are also approved visitors.

To ensure efficient implementation, only approved visitors with submitted HDF indicating no restrictive conditions, and having a valid negative COVID-19 antigen test result shall be allowed entry into the buildings of the HRep.

Furthermore, the January 27, 2023 event will be taken as an opportunity to conduct our trial run for the new HousePass System, where dependents will be processed by the respective offices' Visitor Managers.

Should you have any concerns or queries, you may call 8931-5001 loc. 7444 or email us at [info@house.gov.ph](mailto:info@house.gov.ph).

For everyone's guidance.

  
**REGINALD S. VELASCO**  
*Secretary General*