



### 3. Issuance of Motorized Tricycle Permit

The Municipal Tricycle Franchising & Regulatory Board issues permits to motorized tricycles in accordance to Motorized Tricycle for Hire Code of this municipality.

<b>Office or Division</b>	Office of the Secretary to the Sangguniang Bayan- Municipal Tricycle Franchising & Regulatory Board			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C-Government to Citizen			
<b>Who may avail</b>	Qualified Applicants with Tricycle Unit			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished application Form for Tricycle Permit to Operate (1 original copy)		Municipal Tricycle Franchising & Regulatory Board		
Current Franchise (1 original copy)		Municipal Tricycle Franchising & Regulatory Board		
Barangay Clearance (1 original copy)		Client / Franchise Owner		
Community Tax Certificate (1 original copy)		Client / Franchise Owner		
Official Receipt and /Or Certificate of Registration (1 original copy)		Client / Franchise Owner		
Attendance to Traffic Management Seminar		Municipal Tricycle Franchising & Regulatory Board		
1 pc "2x2" Picture		Client / Franchise Owner		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit the complete and the accomplished application form at the Office of the Secretary to the SB - MTFRB	1. Received and verify the accomplished application form and the complete requirements and availability of Franchise	None	10 Minutes	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	P 255.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer



3. Present Official Receipt to the Office of the Secretary to the SB-MTFRB	3. Receive the official receipt and complete documents	None	2 Minutes	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
	3.1 Prepare the MTOP Card	None	5 Minutes	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
	3.2 Review the approved Franchise	None	2 Minutes	<i>Secretary to the Sangguniang Bayan</i> Office of the Secretary to the Sangguniang Bayan
	3.3 Endorse the MTOP Cards to the Vice Mayor for signature	None	3 Minutes	<i>Administrative Aide II</i> Office of The Secretary to the Sangguniang Bayan  <i>Municipal Vice Mayor</i> Office of the Municipal Vice Mayor
	3.4 Endorse the MTOP Cards to the Office of the Municipal Treasurer	None	5 Minutes	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
	3.5 Received MTOP Cards & application form for verification and forward to the Municipal Mayor for signature	None		<i>Administrative Assistant I</i> Office of the Municipal Treasurer
4.Claim the approved MTOP Card at the Office of the Municipal Treasurer	4. Record & issue approved MTOP card	None		<i>Administrative Assistant I</i> Office of the Municipal Treasurer
	<b>TOTAL:</b>	<b>PHP 255.00</b>	<b>27 Minutes</b>	

Note: Time duration in processing the transaction in other offices is excluded.