



4. Issuance of Renewal of Tricycle Franchise

The Municipal Tricycle Franchising & Regulatory Board issues the renewal of tricycle franchise in accordance to Motorized Tricycle for Hire Code of this municipality.

Office or Division	Office of the Secretary to the Sangguniang Bayan- Municipal Tricycle Franchising & Regulatory Board			
Classification	Highly-Technical			
Type of Transaction	G2C-Government to Citizen			
Who may avail	Qualified Applicants with Tricycle Unit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application Form for Tricycle Franchise (1 original copy)		Municipal Tricycle Franchising & Regulatory Board		
Current Franchise (1 original copy)		Client / Franchise Owner		
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		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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	PHP 1,000.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer



3. Proceed to any Law Office for the notarization of the application form	3. Notarization of the application form	None		any LAW office
4. Present Official Receipt and notarized application form to the Office of the Secretary to the SB-MTFRB	4. Receive notarized application form and official receipt	None	2 Minutes	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
	4.1 Conduct of MTFRB meeting on the review of the application for tricycle franchises & preparation of resolution of MTOP approval and recommendation to the Office of the Sangguniang Bayan	None	4 Hours	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
	4.2 Submit the MTFRB Resolution to the Office of the Sangguniang Bayan	None	1 Minute	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
	4.3 Conduct of SB Regular Session and other SB actions	None	14 days	<i>Secretary to the SB</i> Office of the Sangguniang Bayan



	4.4 Prepare the MTOP Cards for signature	None	5 Minutes	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
	4.5 Review the approved Franchise	None	2 Minutes	<i>Secretary to the Sangguniang Bayan</i> Office of the Secretary to the Sangguniang Bayan
	4.6 Endorse MTOP Cards to the Vice Mayor for signature	None	5 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
	4.7 Endorse the approved Franchise to the Office of the Municipal Treasurer	None	1 Hour	<i>Administrative Aide II</i> Office of The Secretary to the Sangguniang Bayan
	4.8 Receive the approved MTOP Card & application form for verification and forward to the Municipal Mayor for signature	None		<i>Administrative Assistant I</i> Office of the Municipal Treasurer <i>Municipal Mayor</i> Office of the Mayor
5. Claim approved MTOP Card at the Office of the Municipal Treasurer	5. Record & release approved MTOP Card	None		<i>Administrative Assistant I</i> Office of the Municipal Treasurer
	TOTAL	PHP 1,000.00	14 Days, 5 Hours and 25 Minutes	

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