



1. Inspection of Registration Documents for Single Motorcycle

The Transportation & Traffic Management Section conducts inspection of registration documents of single motorcycles travelling within the municipality to check/verify for any discrepancies in the registration documents.

Office or Division	Transportation & Traffic Management Section			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	All Single Motorcycle Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Registration Form (1 original copy)		Land Transportation Office - Midsayap Branch		
Valid OR CR of motor vehicle (1 photocopy)		Owner/Client		
1 pc 2x2 latest photo of owner		Owner/Client		
Driver's License (1 photocopy)		Owner/Client		
Official Receipt (1 original copy)		Office of the Municipal Treasurer (Windows 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit filled up application form and complete requirements at the receiving area.	1. Receive filled up application form and complete requirements	None	3 Minutes	<i>Traffic Aide II</i> Transportation & Traffic Management Section
	1.1 Evaluate and verify documents as to completeness and advise client to pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	None	5 Minutes	<i>Traffic Aide III</i> Transportation & Traffic Management Section



2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6) and present the Official Receipt at the Traffic Transportation Management Section	2. Issuance of Official Receipt	PHP 50.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
3. Claim Registration Sticker	3. Record and release the registration sticker	None	2 Minutes	<i>Traffic Aide II</i> Transportation & Traffic Management Section
	TOTAL:	PHP 50.00	10 Minutes	