

**Frontline Service #1:
ISSUANCE OF A MOTORIZED TRICYCLE OPERATORS PERMIT**

About the Service

Subject to the guidelines prescribed by the Department of Transportation and Communication, regulates the operations of tricycles and grant franchises for the operations thereof within the Territorial Jurisdiction of the municipality.

Requirements

A. Franchise and Mayor's Permit:

1. Barangay Clearance
2. Voter's ID
3. Certification from Association of Tricycle Operators and Drivers
4. Residence Certificate Number of Owner (Cedula)
5. Old Franchise and Mayor's Permit
6. SB Inspection
7. Registration of Ownership/Certification of Ownership
8. SSS/PHILHEALTH Clearance

Validity:

- Franchise : three (3) years.
- Mayor's Permit : until December 31 of the current year

B. Dropping of Franchise

1. Official Receipt
2. Certification of Ownership or Old Franchise

Fee

Transaction Type	Permit Type/Schedule of Payment	Amount
New	Franchise	P1,000.00
	Mayor's Permit	P350.00
Renew	Franchise: <ul style="list-style-type: none"> • on or before January 20 • after January 20 	P350.00 P437.50
	Mayor's Permit: <ul style="list-style-type: none"> • on or before January 31 • within February • within March • beyond March (confiscation of Body Number) 	P350.00 P425.00 P500.00 N/A

Availability of the Service

Day	Time
Monday – Friday (except holidays)	8:00 am – 12:00 nn 1:00 pm – 5:00 pm

How to Avail of the Service

Steps	Duration (under normal circumstances)	Employee-In-Charge (EIC)
1. Accept and verify application form (Application Form must be properly filled-up and all requirements are present)	5 minutes	Ryan Melchor
2. Inspection of Unit (for Mayor's Permit)	10 minutes	Ryan Melchor
3. Assess fees. (After assessment of fees, applicants must proceed to the Office of the Municipal Treasurer to pay the required fees)	5 minutes	Ryan Melchor
4. Receive the proof of payment and prepare documents	10 minutes	Ryan Melchor/
5. Concerned authorities sign the documents	30 minutes	Franchise: Hon. Coun. Ruel P. Sarmiento Permit: Hon. Mayor Jefferson F. Khonghun
6. Release of Franchise /Mayor's Permit	5 minutes	Ryan Melchor

Flowchart

Person Responsible

Client

Ryan Melchor

Ryan Melchor

Ryan Melchor

Client

Ryan Melchor

Franchise: Hon. Coun. Ruel P. Sarmiento
Permit: Hon. Mayor Jefferson F. Khonghun

Ryan Melchor

Procedure Flow

Submission of application form & requirements

Receiving & Verification

Inspection

Assessment of fees

Payment of fees

Preparation of Documents

Signing of Documents

Releasing