

**Office of the Sangguniang Bayan  
External Services**

**1. REGISTRATION FOR OPERATION OF MOTORIZED TRICYCLES FOR HIRE**

<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Tricycle Operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Barangay Hall		
Police Clearance		Police Station		
LTO Certificate of Registration (CR) and latest Official Receipt of Registration Payment (OR) issued in the name of the applicant		Land Transportation Office		
Community Tax Certificate		Municipal Treasurer's Office/Barangay Hall		
TODA Certification		TODA President		
Stencils of chassis and engine numbers of the motor vehicle		Can be accomplished by the applicant himself		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplishes/Fills-up application form and presents complete requirements  (For new applicant, please inquire re availability of tricycle franchise)	Accepts and evaluates the documents as to the correctness and completeness. If all requirements have already been complied, inform the client to pay Mayor's Permit and Other Regulatory Fees	None	5 mins.	SB Staff
2. Pays Mayor's Permit Fee and Other Regulatory Fees	Issues Official Receipt	Php 450	10 mins	MTO Staff
3. Submits completed documents to SB	Affixes signatures on the Application for MTOP by TRU Head and TRB Chairman  Records entry to logbook  Forwards documents to the Office of the Mayor for signature in the Mayor's Permit	None	30 mins.	Chairman, SB Committee on Public Utility  Mun. Vice Mayor  SB Staff
4. Receives MTOP and Mayor's Permit	Releases MTOP and Mayor's Permit  Posting of tricycle sticker	None	10 mins.	SB Staff

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(Tricycle Franchising)