

1. DISTRIBUTION AND AWARDING OF ELECTRIC TRICYCLES

The Green Transport Office of the DPOS was mandated to contribute measures relative to Clear Air Act. The office initiated the upgrading and modernization of the conventional tricycles. E-Trikes were also distributed to some barangays as means of livelihood

Office or Division	Green Transport Office
Classifications	Simple
Types of Transactions	G2C
Who May Avail	Indigent Constituents of Quezon City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Barangay Resolutions	Barangay
Voter's ID / Certification	Comelec
Professional Driver's License	Land Transportation Office
Barangay Clearance / Indigency	Barangay
Police Clearance	Quezon City Police District
Voter's ID	Comelec
Valid ID's	Any Gov't Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants submit letter request	1. Receives and records letter request	None	5 minutes	Receiving Clerk
	1.1 Reviews and evaluates documents	None	20 minutes	Chief, Admin
	1.2 Reviews documents and refers request to GTO for complete staff action	None	20 minutes	DPOS, Head
	1.3 Evaluates the request and gives instruction to section-in-charge	None	10 minutes	OIC, GTO
For qualified applicants	1.4 Informs applicants to submit all requirements if qualified;	None	30 minutes	GTO, Section Chief
For disqualified applicants:	Prepares letter of denial for disqualified applicants			
	Recommends and affixes initial on the letter of denial		10 minutes	OIC, GTO
	Affixes initial on letter of denial		10 minutes	Chief, Admin
	Approves letter of denial		30 minutes	DPOS, Head
	Releases / sends letter of denial to disqualified applicants		1 hour	Releasing Clerk
2. Applicants submit all documentary requirements for etrike application	2. Receives, evaluates and records documents submitted;	None	1 hour	GTO Clerk
	2.1 Assesses applicants based on the documents submitted and refers to the Selection Committee for evaluation.	None	1 Hour	Green Transport Staff

	2.2 Encodes the name and other personal data of the applicants in the master list of all applicants.	None	1 Hour	Green Transport Staff
	2.3 Sets the date for the interview of the selected recipients and availability of the DPOS Selection Committee	None	1 Hour	Chief Admin. Section
3. Interview and conduct training of selected etrike beneficiaries	3. Informs all selected applicants on the date and time of interview thru text message.	None	2 Hours	GTO Admin Clerk
	3.1 Interviews all selected applicants	None	1 Hour	Selection Committee
	3.2 Tabulates the result of the interview of the Selection Committee Members	None	1 Hour	Green Transport Staff
	3.3 Submits result to the Head, DPOS	None	30 minutes	OIC, GTO
	3.4 Reviews and evaluates results and recommends to Head, DPOS	None	20 minutes	Chief, Admin
	3.5 Approves application and instructs the OIC, GTO for complete staff work	None	20 minutes	DPOS, Head
	3.6 Informs all successful beneficiaries on the date and time of training thru text message.	None	1 Hour	GTO Admin Clerk
4. Attends training and orientation	4. Conducts training and Orientation for beneficiaries regarding etrike operation	None	3 hours	GTO Operations Section
	Prepares Memorandum of Agreement between the Quezon City Government and the Recipient	None	1 day	EVWealth
	Sets appointment with the Mayor for the signing of MOU and awarding of unit	None	1 day	GTO Admin Section
5. Reports to the Green Transport Office, DPOS on the specified date for contract signing	5. Signs Memorandum of Agreement	None	30 minutes	GTO Admin Section
	5.1 Distribution of E-Trikes to qualifies recipients	None	1 hour	Office of the Mayor and DPOS
TOTAL	For disqualified applicants		2 hours 15 mins	
	For qualified applicants		4 days 5 mins	

2. MONITORING/INSPECTION OF DISTRIBUTED ELECTRIC TRICYCLES

The Green Transport Office of the Department of Public Order and Safety monitors the operation of the E-Trikes which were distributed to the different beneficiaries. different beneficiaries of the city.

Office / Division:	Green Transport Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Quezon City Constituents

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

CLIENT STEPS	AGENCY ACTION	WHERE TO SECURE		
		FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Instructs to monitor/inspect the distributed E-Trikes.	None	15 minutes	OIC, GTO
	1.1 Prepares Letter Order for monitoring/inspection of E-Trikes	None	15 minutes	Admin Staff, GTO
	1.2 Recommends approval of Letter Order	None	20 minutes	Head, DPOS
	1.3. Affixes initials to Letter Order	None	5 minutes	OIC, Green Transport Office
	1.4 Approves/Signs Letter Order	None	15 minutes	Head, DPOS
	1.5 Conducts Monitoring / Inspection	None	6 hours	GTO Staff
	1.6 Prepares After Monitoring / Inspection Report	None	1 hour	GTO Staff
	1.7 Reviews Report and affixes initial	None	5 minutes	OIC GTO
	1.8 Review Report and affixes initial	None	15 minutes	Chief Admin, DPOS
	1.9 Approves and Signs the Report	None	15 minutes	Head, DPOS
	1.10 Records and Release Report to Concern Office	None	15 minutes	Receiving Clerk, DPOS
	1.11 Files Documents for Future Reference	None	5 minutes	GTO Clerk
TOTAL			2 hours and 25 minutes	

3. REGISTRATION OF BICYCLES AND OTHER ACTIVE MODE OF TRANSPORTATION

The Green Transport Office of the Department of Public Order and Safety will accept registration of Bikers and other active mode of transportation voluntarily.

Office / Division:	Green Transport Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Quezon City Constituents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Government Issued ID 2x2 Picture Proof of Purchase Picture of owner with Bike	Any Government Agency Bike Store

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-up registration form	1.Receives the filled- up registration form	None	15 minutes	GTO- IT personnel
2. Submits required documents	2.Receives the required documents	None	15 minutes	GTO- IT personnel
	3. Verifies/ Assessment of documents	None	20 minutes	GTO- IT personnel
	4. Issues Order of Payment	None	15 minutes	GTO- IT personnel
5. Pays registration fee at City Treasurer's Office and Present proof of payment to GTO office	5.Receives and encodes the official receipt number	Php 150.00	30 minutes	Cahier/ City Treasurer's Office
	6. Adds client to biker database	None	30 minutes	GTO- IT personnel
	7. Issues Stickers and Leaflet	None	20 minutes	GTO- IT personnel
TOTAL			2 hours and 25 minutes	