



3. 3. SERVICE NAME: ISSUANCE OF PERMIT (TRUCKBAN EXEMPTION, TO PASS KALAYAAN AVENUE, TO MOVE HEAVY EQUIPMENT

The permit for truck ban exemption, to pass Kalayaan Avenue, and to move heavy equipment within the specified route allowed by this office is issued to owners of company.

Office or Division:	Engineering Section			
Classification:	Simple			
Type of Transaction:	Government to Business (G2B)			
Who may avail:	Owners of Company Having Project with The Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request – 1 copy	Company Owner			
2. Duly Accomplished Application Form	TF-TTM Receiving Area			
3. Notice of Award – 1 copy (photo copy)	Government Agency having Project with			
4. Notice to Commence – 1 copy (photo copy)	Government Agency having Project with			
5. Payment to the CTO – 1 copy (photo copy)	CTO			
6. Comprehensive Insurance – 1 copy (photo copy)	Insurance Company			
7. List of Franchise for Trucking/Hauling, w/ Delivery Vehicle Business & Transport Business – 1 set (photo copy)	Land Transportation, Franchise and Regulatory Board (LTFRB)			
8. Official Receipt (OR) & Certificate of Registration (CR) of each vehicle for Trucking/Hauling, w/ Delivery Vehicle Business & Transport Business – 1 set (photo copy)	Land Transportation Office (LTO)			
9. Vehicle Route – 1 copy	Company			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request with filled out form and requirements (all Xerox)	1.1. Receives, check and records submitted documents and attach routing slip to the documents. To be forwarded to the office of OIC, TF-TTM	None	10 minutes	<i>Receiving and Releasing Clerk</i> TF-TTM Office

	1.2. Gives instruction to Engineering Section-OIC. Received and recorded by the Receiving/ Releasing Clerk forwards the documents to the	None	10 minutes	<i>OIC, TF-TTM & Receiving/ Releasing Clerk TF-TTM Office</i>
	1.3. Evaluates and review the documents and gives instruction to the Engineering Personnel relative to the action taken (Letter Order for ocular inspection/coordi nation or reply letter).	None	10 minutes	<i>Engineering Section – OIC TF-TTM Office</i>
	1.4. Prepares Letter Order (ocular inspection/coordi nation) or Letter Reply (approval/denial)	None	10 minutes	<i>Engineering Section Personnel TF-TTM Office</i>
	1.5. Evaluates and check the Letter Order or the Letter Reply, affixes its initial for the OIC, TF-TTM signature. Received and recorded by the Receiving/ Releasing Clerk and to be forwarded to the office of TFTTM-OIC for signature.	None	10 minutes	<i>Engineering Section- OIC & Receiving/ Releasing Clerk TF-TTM Office</i>

	<p>1.6. Implements Letter Order; then prepares After Inspection Report with recommendation for approval or denial of the request and prepares Permit. Section OIC, affixes initial to the document. Received and recorded by the Receiving/ Releasing Clerk and to be forwarded to the office of OIC, TF-TTM for signature.</p>	None	<p>24 hours (3 working days)</p>	<p><i>Engineering Section Personnel & Receiving/ Releasing Clerk TF-TTM Office</i></p>
	<p>1.7. Receiving/ Releasing Clerk Releases Denied request after the OIC, TF-TTM affixes his signature.</p>	None	10 minutes	<p><i>OIC, TF-TTM & Receiving/ Releasing Clerk TF-TTM Office</i></p>
<p>2. Pays given amount to the CTO (Miscellaneous Section)</p>	<p>2.1. Gives instruction to the Engineering Personnel to issue Order of Payment, the business owner pays the given amount to the City Treasurer's Office (as soon as it was payed). The Engineering Personnel, will make the Traffic Clearance.</p>	None	30 minutes	<p><i>Section OIC, Engineering Section Personnel & CTO TF-TTM Office</i></p>

	<p>2.2. Reviews evaluates and check the Traffic Clearance (with payment) attach its initial to the document. The Receiving/ Releasing Clerk forwards the Traffic Clearance (with payment) to the office of OIC, TF-TTM for signature.</p>	None	10 minutes	<i>Section OIC & Receiving/ Releasing Clerk TF-TTM Office</i>
	<p>2.3. Approves and signs Traffic Clearance (with payment). Received and recorded by the Receiving/ Releasing Clerk, forwards file of documents to the Engineering Section</p>	None	10 minutes	<i>OIC, TF-TTM & Receiving/ Releasing Clerk TF-TTM Office</i>
3. Receives TF-TTM Traffic clearance	3.1 Releases Traffic Clearance	None	5 minutes	<i>Releasing Clerk TF-TTM Office</i>
TOTAL:		None	3 Days, 1 Hour, 15 Minutes (1 Day, 1 Hour if denied)	