



### 3. 4. SERVICE NAME: ISSUANCE OF TEMPORARY TERMINAL PERMIT

Temporary terminal permit can be granted to transport associations who wish to avail temporary terminal to serve as pick-up and drop-off location of passengers.

<b>Office or Division:</b>	Engineering Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail:</b>	Transport Associations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request - 1 copy		Transport Association		
2. Duly Accomplished Application Form – 1 Copy		TF-TTM Receiving Area		
3. Barangay Clearance – 1 copy (photo copy)		Barangay where the Business is Addressed		
4. Security Exchange Commission Registration / Department of Trade and Industry Certificate / Cooperative Development Authority / Certificate of Public Conveyance – 1 set (photo copy)		SEC/DTI/CDA/LTFRB		
5. Franchise Route 1 copy (photo copy)		LTFRB		
6. List of Officers 1 copy (photo copy)		Transport Association		
7. List of members (drivers & operators) and units with plate numbers of units – 1 copy (photo copy)		Transport Association		
8. Sketch of terminal and depot – 1 copy		Transport Association		
9. Picture of terminal and depot – 1 copy		Transport Association		
10. Lease of Contract if renting the terminal or the depot – 1 copy		Transport Association		
11. Picture of every unit of vehicle – 1 copy		Transport Association		
12. Official Receipt (OR) & Certificate of Registration (CR) (photo copy) of each vehicle for Trucking/Hauling, w/ Delivery Vehicle Business & Transport Business – 1 copy		Land Transportation Office (LTO)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transport Association submits the photo copy of all the requirements	1.1. Receives and records submitted documents and attach routing slip to the documents. To be forwarded to the office of TFTTM- OIC	None	10 minutes	Receiving and Releasing Clerk TF-TTM Office

	<b>1.2.</b> Gives instruction to Engineering Section-OIC. Received and recorded by the Receiving/ Releasing Clerk forwards the documents to the Engineering Section.	None	10 minutes	<i>OIC, TF-TTM &amp; Receiving/ Releasing Clerk TF-TTM Office</i>
	<b>1.3.</b> Evaluates and review the documents and gives instruction to the Engineering Personnel (Terminal Clerk) relative to the action taken (Letter Order for ocular inspection/coordination.	None	10 minutes	<i>Engineering Section- OIC TF-TTM Office</i>
	<b>1.4.</b> Prepares Letter Order for ocular inspection/coordination.	None	10 minutes	<i>Engineering Section Personnel (Terminal Clerk) TF-TTM Office</i>
	<b>1.5.</b> Evaluates and check the document, affixes initial to the Letter Order. Received and recorded by the Receiving/ Releasing Clerk and to be forwarded to the office of OIC, TF-TTM for signature.	None	10 minutes	<i>Engineering Section- OIC &amp; Receiving/ Releasing Clerk TF-TTM Office</i>
	<b>1.6.</b> Affixes his signature to the Letter Order. Received and recorded by the Receiving/ Releasing Clerk and forwards the Letter Order to the Engineering Section.	None	10 minutes	<i>OIC, TF-TTM &amp; Receiving/ Releasing Clerk TF-TTM Office</i>

	<p><b>1.7.</b> Implements Letter Order, then prepares After Inspection Report with recommendation for approval or denial of the request Temporary Terminal Permit. Engineering Section OIC, affixes initial to the documents. Received and recorded by the Receiving/ Releasing Clerk and to be forwarded to the office of OIC, TF-TTM for signature.</p>	None	24 hours (3 working days)	<p><i>Section OIC, Engineering Section Personnel, Terminal Clerk &amp; Receiving/ Releasing Clerk TF-TTM Office</i></p>
	<p><b>1.8.</b> Receiving/ Releasing Clerk for Releases of Denied request (for not passing the requirements of inspection: No terminal and/or depot) after the OIC, TF-TTM affixes his signature.</p>	None	10 minutes	<p><i>OIC, TF-TTM &amp; Receiving/ Releasing Clerk TF-TTM Office</i></p>
<p><b>2.</b> Pays the given amount to the City Treasurers Office (Miscellaneous Section)</p>	<p><b>2.1.</b> Gives instruction to the Engineering Personnel (Terminal Clerk) 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 Temporary Terminal Permit.</p>	None	30 minutes	<p><i>Section OIC, Engineering Section Personnel (Terminal Clerk) TF-TTM Office &amp; CTO</i></p>
	<p><b>2.2.</b> Reviews evaluates and check the Temporary Terminal Permit, attach its initial to the document. The Receiving/ Releasing Clerk forwards the Temporary Terminal Permit to the office of OIC, TF-TTM for signature.</p>	None	10 minutes	<p><i>Section OIC &amp; Receiving/ Releasing Clerk TF-TTM Office</i></p>

	<b>2.3.</b> Approves and signs Traffic Clearance (with payment). Received and recorded by the Receiving/ Releasing Clerk, forwards file of documents to the Engineering Section	None	10 minutes	<i>OIC, TF-TTM &amp; Receiving/ Releasing Clerk</i> TF-TTM Office
<b>3.</b> Receive the Temporary Terminal Permit	<b>3.1</b> Releases the document (endorsement / reply letter) to the concerned department / agency, copy furnish the complainant	None	5 minutes	<i>Clerk (Receiving and Releasing Section, Administrative Division)</i> TF-TTM Office
<b>TOTAL:</b>		None	(Approved request) 3 Days, 2 Hours, 5 Minutes / (Disapproved request) 3 Days, 1 Hour, 10 Minutes	