

6.1. SERVICE NAME: ISSUANCE OF TEMPORARY TRICYCLE LOADING / UNLOADING AREA

Issuance of Temporary Tricycle Loading / Unloading Area is given to Tricycle Operators and Drivers Association (TODA) who wish to avail the said service subject for inspection and approval of this office.

Office or Division:	Tricycle Regulations Division			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Tricycle Operators and Drivers Association (TODA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Tricycle Terminal – 1 copy		Tricycle Regulatory Division (TRD)		
2. Vicinity Map / Terminal Location Plan – 1 copy (original)		Barangay		
3. Barangay Endorsement Letter – 1 copy (original)		Barangay		
4. SEC Registration – 1 copy (photocopy)		Security and Exchange Commission (SEC)		
5. Lists of Officers and members with franchise – 1 copy (photocopy)		Tricycle Operators and Drivers Association (TODA)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Application for Temporary Terminal Permit Form with required documents	1.1. Receives / reviews / records documents submitted for Temporary Terminal Permit	None	10 minutes	Inspection and Monitoring Section TF-TTM Office
	1.2. Prepares Letter Order	None	10 minutes	TRD Clerk TF-TTM Office
	1.3. Approves / Signs Letter Order	None	1 hour	Chief, TRD TF-TTM Office
	1.4. Implements Letter Order and Conducts ocular inspection of TC terminal/s.	None	8 hours	TRD Field Inspector TF-TTM Office

	1.5. Field Inspector prepares inspection report and recommends for approval or denial of TC Terminal	None	2 hours	TRD <i>Field Inspector</i> TF-TTM Office
	1.6. Prepares Temporary Tricycle Terminal Permit or Letter of Denial	None	30 minutes	Inspection and Monitoring Section TF-TTM Office
	1.7. Checks, reviews document and affixes initial for approval of the Head	None	10 minutes	<i>Chief</i> , TRD TF-TTM Office
	1.8. Approves Permit or signs Letter of Denial	None	2 hours	<i>Head</i> , TF-TTM Office
2. Receives the Temporary Tricycle Terminal Permit	2.1. Issues Tricycle Terminal Permit	None	10 minutes	<i>Releasing Clerk /</i> Inspection and Monitoring Section TF-TTM Office
TOTAL:		None	1 Day, 6 Hours, 10 Minutes	