



### 6.3. SERVICE NAME: REGISTRATION OF PEDICABS WITH FRANCHISE

Pedicab operators and franchise holders are required to register in this office to be duly recognize individual.

<b>Office or Division:</b>	Tricycle Regulation Division (TRD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail:</b>	Pedicab Operator / Franchise Holder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Copy of Pedicab Operators Permit (POP) – 1 copy (photocopy)		TRD		
2. Barangay Certificate – 1 copy		Barangay		
3. PODA Certificate – 1 copy		PODA President		
4. Other requirements as needed		TRD		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring PC Unit at TRD together with CR and POP for Physical Inspection	1.1. Checks documents presented, inspects, tests and takes picture of PC Unit.	None	5 minutes	Inspection and Monitoring Section TF-TTM Office
2. Presents all the requirements needed for PC Franchise Registration	2. 1. Receives / reviews / records documents submitted for PC Franchise Registration	None	5 minutes	Receiving Clerk TF-TTM Office
	2.2. Verifies latest Annual Payments	None	5 minutes	Computer Encoder / Files & Records Clerk / Verifier TF-TTM Office
3. Proceeds to Assessment Window, receives Order of Payments	3.1. Evaluates / Assesses and issues Order of Payment	None	5 minutes	Processing and Research Section TF-TTM Office
4. Pays pedicabs fees at the Miscellaneous Section of the City Treasurer's Office and receives Official Receipt.	4.1. Accepts payment and issues Official Receipt	Annual Pedicabs Registration of ₱600.00 (Utility)	20 minutes	Cashier, CTO

<b>5. Submits Official Receipt at TRD</b>	<b>5.1. Receives Official Receipts and stamps Schedule of Release</b>	None	5 minutes	Processing and Research Section TF-TTM Office
	<b>5.2. Encodes / Updates records of all applicants within a day</b>	None	8 hours	<i>Encoder / Record Section</i> TF-TTM Office
	<b>5.3. Prints all necessary documents of applicants within a day</b>	None	8 hours	<i>Encoder / Typing Clerks</i> TF-TTM Office
	<b>5.4. Checks / reviews / validates the documents and affixes initial forward to the Office of the Asst. Head for initial</b>	None	1 hour	<i>Chief, TRD</i> TF-TTM Office
	<b>5.5. Reviews the documents for completeness and compliance to existing ordinance/s and laws, transmit to the Head, TFTTM for signature</b>	None	1 hour	<i>Asst. Dept. Head,</i> TF-TTM Office
	<b>5.6. Approves / Signs documents for registration of Tricycle unit; release the documents to the Releasing Section</b>	None	1 hour	<i>Head,</i> TF-TTM Office
<b>6. Secures Pedicabs Operators Permit (POP) and TRD Registration of Pedicab unit/s.</b>	<b>6.1 Issues Annual Sticker, POP, QC Official Receipt</b>	None	5 minutes	<i>Releasing Clerk</i> Processing and Research Section TF-TTM Office
<b>TOTAL:</b>		Annual PC Registration (₱600.00)	2 Days, 3 Hours, 50 Minutes	