

## 6. 2. SERVICE NAME: REGISTRATION OF TRICYCLES WITH FRANCHISE

Registration of tricycle operators and franchise holder to Tricycle Regulation Division are required to present the documents needed in order to be duly registered within this City.

<b>Office or Division:</b>	Tricycle Regulation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail:</b>	Tricycle Operator / Franchise Holder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Copy of Motorized Tricycle Operators Permit (MTO) – 1 copy (photocopy)		TRD		
2. LTO OR / CR – 1 copy (photocopy)		LTO, Owner of Tricycle		
3. Barangay Certificate – 1 copy		Barangay		
4. TODA Certificate – 1 copy (photocopy)		TODA President		
5. 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 TC Unit at TRD together with OR/CR and MTO for Physical Inspection	1.1. Checks documents presented, inspects, tests and takes picture of TC Unit.	None	5 minutes	Inspection and Monitoring Section TF-TTM Office
2. Presents all the requirements needed for TC Franchise Registration	2. 1. Receives / reviews / records documents for TC 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 Window, receives Order of Payment	None	5 minutes	Processing and Research Section TF-TTM Office

<p><b>4.</b> Pays tricycle fees at the Miscellaneous Section of the City Treasurer's Office and receives Official Receipt.</p>	<p><b>4.1.</b> Accepts payment and issues Official Receipt</p>	<p>Annual TC Registration of ₱400.00 (FOR HIRE) and ₱600.00 (UTILITY) plus surcharges if applicable of 25% of Franchise Fee &amp; Supervision Fee plus 2% Interest monthly but not to exceed 36 mos. Cross Reference: (Ord. No. SP-2337, S-2014)</p>	<p>20 minutes</p>	<p><i>Cashier, CTO</i></p>
<p><b>5.</b> Submits Official Receipt at TRD</p>	<p><b>5.1.</b> Receives Official Receipts and stamps Schedule of Release</p>	<p>None</p>	<p>5 minutes</p>	<p>Processing and Research Section TF-TTM Office</p>
	<p><b>5.2.</b> Encodes / Updates records of all applicants within a day</p>	<p>None</p>	<p>8 hours</p>	<p><i>Encoder / Record Section</i> TF-TTM Office</p>
	<p><b>5.3.</b> Prints all necessary documents of applicants within a day</p>	<p>None</p>	<p>8 hours</p>	<p><i>Encoder / Typing Clerks</i> TF-TTM Office</p>
	<p><b>5.4.</b> Checks / reviews / validates the documents and affixes initial forward to the Office of the Asst. Head for initial</p>	<p>None</p>	<p>1 hour</p>	<p><i>Chief, TRD</i> TF-TTM Office</p>

	<b>5.5.</b> Reviews the documents for completeness and compliance to existing ordinance/s and laws, transmit to the Head, TFTTM for signature	None	1 hour	<i>Asst. Dept. Head,</i> TF-TTM Office
	<b>5.6.</b> Approves / Signs documents for registration of Tricycle unit; release the documents to the Releasing Section	None	1 hour	<i>Head,</i> TF-TTM Office
<b>6.</b> Receives TRD Transaction Request Form and Schedule of LTO Transmittal	<b>6.1.</b> Issues Transaction Request and Schedule of Transmittal to LTO Agency	None	5 minutes	<i>Releasing Clerk</i> TF-TTM Office
	<b>6.2.</b> Prepares Transmittal to LTO	None	1 hour	Processing and Research Section TF-TTM Office
	<b>6.3.</b> Signs / approves Transmittal Letter	None	30 minutes	<i>Head,</i> TF-TTM Office
<b>7.</b> Registers tricycle unit for current year at LTO Agency	<b>7.1.</b> Transmits to LTO; secures and file Transmittal Letter Received by LTO	None	3 hours	<i>TRD Liaison Officer</i> TF-TTM Office
<b>8.</b> Presents the latest / current Registration of tricycle unit/s.	<b>8.1.</b> Issues Annual Sticker, MTOP, QC Official Receipt	None	5 minutes	<i>Releasing Clerk</i> Processing and Research Section TF-TTM Office
	<b>TOTAL:</b>	Annual TC Registrati on	3 Days, 25 Minutes	