



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

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		TTMD 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 – 1set (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 – 1set (photo copy)		Land Transportation Office (LTO)		
9. Vehicle Route – 1 copy		Company		
10. Picture of truck		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 Head, TTMD	None	10 minutes	Receiving and Releasing Clerk
	1.2 Gives instruction to Engineering Section-OIC. Received and recorded by the Receiving/Releasing Clerk forwards the documents to the Engineering Section.	None	10 minutes	Head, TTMD & Receiving/ Releasing Clerk



	1.3 Evaluates and review the documents and gives instruction to the Engineering Personnel relative to the action taken.	None	10 minutes	Engineering Section-OIC
2. Pays given amount to the CTO (Miscellaneous Section)	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 permit.	None	10 minutes	Section OIC, Engineering Section Personnel
	2.2 After the business owner pays the given amount the Engineering Personnel Prepare Permits.	None	10 minutes	Engineering Personnel
	2.3 Approves and signs the permits. Received and recorded by the Receiving/Releasing Clerk, forwards file of documents to the Engineering Section.	None	10 minutes	Head, TTMD
3. Receives TTMD traffic clearance	3.1 Releases Permit	None	5 minutes	Releasing Clerk
TOTAL:		None	1 hour and 5 minutes	