

4.3. SERVICE NAME: ISSUANCE OF TEMPORARY TERMINAL PERMIT

Office or Division:	Engineering Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Transport Associations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		TTMD		
2. Letter Request Addressed to Head, TTMD		Transport Association		
3. Barangay Certificate (Original Copy)		Barangay where the Business is Addressed		
4. Security Exchange Commission (SEC) Registration / Cooperative Development Authority (CDA)		Transport Association		
5. Latest Vehicle Official Receipt (OR) / Certificate Registration (CR) with decision		Transport Association		
6. Least of Contract or Authorization (For Application Using Private or Government Lots/Areas as Terminal, Depot or Staging Areas)		Transport Association		
7. List of Units Indicating Plate Numbers		Transport Association		
8. Sketch of Terminal		Transport Association		
9. Close Circuit Television (CCTV Camera) - Ordinance No. SP-2695, S-2018 - 70 degree wide angle - Minimum of 4 mega pixel		Transport Association		
10. Waiting Area with Chair for Passengers		Transport Association		
11. Clean Comfort Rooms for Passengers		Transport Association		
12. List of Franchise from LTFRB		Transport Association		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients prepare requests	1.1 Receives and records for new or renewal of Temporary Terminal Permit	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



	1.4 Prepares Letter Order for ocular inspection/coordination.	None	10 minutes	Engineering Section Personnel (Terminal Clerk)
	1.5 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 Head, TTMD for signature.	None	10 minutes	Engineering Section-OIC & Receiving/Releasing Clerk
	1.6 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	Head, TTMD & Receiving/Releasing Clerk
	1.7 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 Head, TTMD for signature.	None	24 hours (3 working days)	Section OIC, Engineering Section Personnel, Terminal Clerk & Receiving/Releasing Clerk
2. Pays the given amount to the City Treasurer's Office (Miscellaneous Section)	2.1 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.	None	10 minutes	Section OIC, Engineering Section Personnel, (Terminal Clerk) & CTO



	2.2 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 Head, TTMD for signature.	None	10 minutes	Section OIC & Receiving / Releasing Clerk
	2.3 Approves and signs Temporary Terminal Permit. Receive and recorded by the Receiving/ Releasing Clerk, forwards file of documents to the Engineering Section.	None	10 minutes	Head, TTMD & Receiving/ Releasing Clerk
3. Receive the Temporary Terminal Permit	3.1 Releases the document / Temporary Terminal Permit.	None	5 minutes Note: (Approved request) 26 hours (Disapproved request) 26 hours	Clerk (Receiving & Releasing Section, Administrative Division)
TOTAL:			25 Hours 35 Minutes	