

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

<b>Office or Division:</b>	Tricycle Regulations Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail:</b>	Tricycle Operators and Drivers Association (TODA)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	1.2. Prepares Letter Order	None	10 minutes	TRD Clerk
	1.3. Approves / Signs Letter Order	None	10 minutes	Chief, TRD
	1.4. Implements Letter Order and Conducts ocular inspection of TC terminal/s.	None	8 hours	TRD Field Inspector



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