

## 7. 2. SERVICE NAME: REGISTRATION OF PEDICABS WITH FRANCHISE

<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	15 minutes	Inspection and Monitoring Section
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
	2.2. Verifies latest Annual Payments	None	5 minutes	Computer Encoder / Files & Records Clerk / Verifier
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
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 ₱275.00 (Utility)	5 minutes	Cashier, CTO
5. Submits Official Receipt at TRD	5.1. Receives Official Receipts and stamps Schedule of Release	None	5 minutes	Processing and Research Section



	<b>5.2.</b> Encodes / Updates records of all applicants within a day	None	8 hours	Encoder / Record Section
	<b>5.3.</b> Prints all necessary documents of applicants within a day	None	8 hours	Encoder / Typing Clerks
	<b>5.4.</b> Checks / reviews / validates the documents and affixes initial forward to the Office of the Asst. Head for initial	None	1 hour	Chief, TRD
	<b>5.5.</b> Reviews the documents for completeness and compliance to existing ordinance/s and laws, transmit to the Head, TTMD for signature	None	1 hour	Asst. Dept. Head, TTMD
	<b>5.6.</b> Approves / Signs documents for registration of Tricycle unit; release the documents to the Releasing Section	None	1 hour	Head, TTMD
<b>6.</b> Secures Pedicabs Operators Permit (POP) and TRD Registration of Pedicab unit/s.	<b>6.1</b> Issues Annual Sticker, POP, QC Official Receipt	None	5 minutes	Preleasing Clerk Processing and Research Section
	<b>TOTAL:</b>	Annual PC Registration (₱275.00)	19 hours 45 minutes	