



7. 1. SERVICE NAME: REGISTRATION OF TRICYCLES WITH FRANCHISE

Office or Division:	Tricycle Regulation Division			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Tricycle Operator / Franchise Holder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	15 minutes	Inspection and Monitoring Section
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
	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 tricycle fees at the Miscellaneous Section of the City Treasurer's Office and receives Official Receipt.	4.1. Accepts payment and issues Official Receipt	Annual TC Registration of ₱400.00 (FOR HIRE) and ₱600.00 (UTILITY) plus surcharges if applicable of 25% of Franchise Fee & Supervision Fee plus 2% Interest monthly but not to exceed 36 mos. Cross Reference: (Ord. No. SP-2337, S-2014)	20 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
	5.2. Encodes / Updates records of all applicants within a day	None	8 hours	Encoder / Record Section
	5.3. Prints all necessary documents of applicants within a day	None	8 hours	Encoder / Typing Clerks
	5.4. Checks / reviews / validates the documents and affixes initial forward to the Chief, TRD for initial	None	1 hour	Chief, Processing and Research Section



	5.5. Reviews the documents for completeness and compliance to existing ordinance/s and laws, transmit to the Head, TTMD for signature	None	1 hour	Chief, TRD
	5.6. Approves / Signs documents for registration of Tricycle unit; release the documents to the Releasing Section	None	1 hour	Head, TTMD
6. Receives TRD Transaction Request Form and Schedule of LTO Transmittal	6.1. Issues Transaction Request and Schedule of Transmittal to LTO Agency	None	5 minutes	Releasing Clerk
	6.2. Prepares Transmittal to LTO	None	1 hour	Processing and Research Section
	6.3. Signs / approves Transmittal Letter	None	30 minutes	Head, TTMD
7. Registers tricycle unit for current year at LTO Agency	7.1. Transmits to LTO; secures and file Transmittal Letter Received by LTO	None	3 hours	TRD Liaison Officer
8. Presents the latest / current Registration of tricycle unit/s.	8.1. Issues Annual Sticker, MTOP, QC Official Receipt	None	5 minutes	Preleasing Clerk Processing and Research Section
	TOTAL:	Annual TC Registration	24 hours 35 minutes	