

**1. SERVICE NAME: RENEWAL OF MOTORIZED TRICYCLE OPERATOR’S PERMIT (MTOPT)**

**Service Information:** MOTORIZED TRICYCLE OPERATOR’S PERMIT (MTOPT) MEANS A DOCUMENT GRANTING FRANCHISE OR LICENSE TO A PERSON, NATURAL OR JURIDICAL ALLOWING HIM TO OPERATE TRICYCLE-FOR HIRE WITHIN THE CITY PROPER WITHOUT A FIXED ORIGIN AND DESTINATION, IT SHALL BE GRANTED UNLESS THE APPLICANT IS IN POSSESSION AND CUSTODY OF THE TRICYCLE UNIT WITH VALID REGISTRATION PAPERS IN HIS/HER NAME FROM THE LAND TRANSPORTATION OFFICE (LTO). OPERATOR’S MAY RENEW HIS/HER MTOPT ONE (1) MONTH BEFORE ITS EXPIRATION DATE.

<b>OFFICE</b>	<b>CITY VICE MAYOR’S OFFICE (FRANCHISING SECTION)</b>
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	Government to Citizen
<b>WHO MAY AVAIL</b>	Franchise Holders, Drivers

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Official Receipt of Payment	CTO
Application Form	VMO (Franchising Section)
Original copy of OR/CR of Motor vehicle	LTO
Professional Driver’s License	LTO
Barangay Clearance of Franchise Holders	Respective Barangay
Community Tax Certificate (CTC)	Respective Barangay / City Treasurer’s Office

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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Fill out application form for Motorized Tricycle Operator's Permit (MTO) and submit requirements and Official Receipt	Accepts application form, verifies requirements and prepares Motorized Tricycle Operator's Permit (MTO) for approval		4 mins.	Rossel Ruiz Frederick Galigaro Vice Mayor Kristelle G. Singson
Receives the MTO and signs at the logbook	Issues Approved Motorized Tricycle Operator's Permit (MTO) and records at the logbook.		1 min.	Rossel Ruiz Frederick Galigaro

## 2. ISSUANCE OF FRANCHISE (NEW)

**Service Information:** FRANCHISE SHALL BE GRANTED FOR MOTORIZED TRICYCLE FOR HIRE OR A VEHICLE COMPOSED OF MOTORCYCLE FITTED WITH A SINGLE WHEELED SIDE CAR OR A MOTORCYCLE WITH A TWO WHEELED CAB USUALLY BEING OPERATED TO RENDER TRANSPORT SERVICES TO THE GENERAL PUBLIC WITH FEE.

<b>OFFICE</b>	CITY VICE MAYOR'S OFFICE (FRANCHISING SECTION)
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	Government to Citizen
<b>WHO MAY AVAIL</b>	Any bonafide resident of the City of Candon who wants to operate a tricycle for hire.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Endorsement letters both from respective TODA Pres., Punong Barangay and Fed. TODA Pres.	Respective Barangay / CCTODA Federated President
Original / Photocopy of OR/CR of Motor vehicle	LTO / Company where the unit was purchased
Professional Driver's License	LTO
Barangay Clearance	Respective Barangay
Community Tax Certificate (CTC)	Respective Barangay / City Treasurer's Office

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submits request with requirements	Accepts and verifies requirements	None	30 seconds	Rossel Ruiz Frederick Galigaro
Wait for approval / notification	Recommends for approval to the City Vice Mayor (CTFRB Chaiman) if there is an available franchise for issuance and if the applicant is qualified	None	Maximum of 15 days	Rossel Ruiz Frederick Galigaro Vice Mayor Kristelle G. Singson
Receives the approved franchise	Issues the approved request and advise clients to proceed to the following offices:  City Health Office – Sputum Test of Tricycle Driver  PSTMD – For inspection of the motorvehicle  City Business Permit and Licensing Office – For assessment of fees  Treasury – collect payment	None  Free  None  None  Based from assessment		Rossel Ruiz Frederick Galigaro  Lydia V. Pagaduan Michelle Bucalen Marites Cortes  Sonny Tagal Andres Gadia  Nora Galigaro Roy Taoaguen Alfie Gray Jero Edward Acance  Marissa Gabor Elvira Valdez CTO personnel

### **3. ISSUANCE OF CERTIFICATE OF DROPPED OUT /CLEARANCE FOR CANCELLED FRANCHISE**

**Service Information:** Franchise Holder who have cancelled franchise and register their tricycle for not for hire/private at Land Transportation Office (LTO) will secure a dropped out certificates.

<b>OFFICE</b>	<b>CITY VICE MAYOR’S OFFICE (FRANCHISING SECTION)</b>
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	Government to Citizen
<b>WHO MAY AVAIL</b>	Franchise Holders

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Original Copy of OR / CR of Motorvehicle	LTO
Official Receipt of payment (Certification Fee)	City Treasurer's Office

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Request for Clearance / Certification	Verifies record and advise client to pay Certification fee at the Treasurers' Office	P 80.00	30 seconds	Rossel Ruiz Frederick Galigaro
Present Official Request (OR)	Prepares the Certification and present to the City Vice Mayor for approval	None	5 mins.	Rossel Ruiz Frederick Galigaro Vice Mayor Kristelle G. Singson
Receives the certificate / Clearance	Records in the logbook and issues the Certificate / Clearance	None	1 min	Rossel Ruiz Frederick Galigaro