



DROP/CANCEL FRANCHISE ON MOTORIZED TRICYCLE AND PEDICAB PERMIT TO OPERATE

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Receiving / screening of requirements	<ul style="list-style-type: none"> • Daisy Baldonado • Luz Bautista 	20 mins.	Motorized tricycle / pedicab drivers or operators	<ol style="list-style-type: none"> 1. Original franchise 2. OR / CR of motor vehicle 3. Barangay Clearance 4. Cedula 5. 2 pcs. 1X1 picture (driver) 6. PODA Certificate (if any) 	P200.00	
2. Drop / Cancel of Franchise Certificate and prepare order of payment	<ul style="list-style-type: none"> • Daisy Baldonado 	20 mins.				
3. Pay necessary fees	CITY TREASURER <ul style="list-style-type: none"> • Melissa Santos (Window 2) • Syra Matito (Window 3) 	5 mins.				
4. Approval of the dropping / cancellation of franchise permit	<ul style="list-style-type: none"> • Roderick Tongol (OIC, PSTMO) 	20 mins.				
5. Issuance of Certificate of Cancellation	<ul style="list-style-type: none"> • Daisy Baldonado • Luz Bautista 	10 mins. Maximum of 1 day				