



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 of application form	<ul style="list-style-type: none"> • Angelito Tapang • Joel Ongoco 	20 mins.	Pedicab drivers and operators	1. Application forms (2 copies) 2. Police Clearance 3. Barangay Clearance 4. Cedula 5. 2 pcs. 1X1 picture (driver) 6. PODA Certificate (if any)	P230.00 Driver Operator	5 days if there are pending requirements
2. Screen / Evaluate application	<ul style="list-style-type: none"> • Luz Bautista • Daisy Baldonado 	1 day			P199.00 Operator	
3. Prepare permit to operate (PTO) and order of payment	<ul style="list-style-type: none"> • Rhodora Romero • Angelito Tapang 	2 hours			P75.00 Driver	
4. Payment of necessary fees	CITY TREASURER <ul style="list-style-type: none"> • Melissa Santos (Window 2) • Syra Matito (Window 3) 	3 mins.				
5. Record and encode data / information	<ul style="list-style-type: none"> • Flordeliza Angeles • Rutchel Camacho 	2 hours				
6. Approve Permit to Operate	<ul style="list-style-type: none"> • Roderick Tongol (OIC-PSTMO) 	1 hour				
7. Releasing of PTO	<ul style="list-style-type: none"> • Daisy Baldonado • Flordeliza Angeles 	1 hour (Maximum of 1 to 2 days)				