



## PERMIT TO OPERATE IN MOTORIZED TRICYCLE

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"> <li>• Angelito Tapang</li> <li>• Joel Ongoco</li> </ul>	30 mins.	Motorized tricycle drivers and operators	1. Application forms (2 copies) 2. OR / CR from LTO 3. Barangay Clearance 4. Cedula 5. 2 pcs. 1X1 picture (driver) 6. TODA Certificate (if any) 7. Driver's License	P270.00 Motorized for-hire	5 days if there are pending requirements
2. Screen / Evaluate application	<ul style="list-style-type: none"> <li>• Luz Bautista</li> <li>• Daisy Baldonado</li> </ul>	1 day			P355.00 Supervision	
3. Prepare permit to operate (PTO) and order of payment	<ul style="list-style-type: none"> <li>• Rhodora Romero</li> <li>• Angelito Tapang</li> </ul>	2 hours			P355.00 Utility	
4. Payment of necessary fees	CITY TREASURER <ul style="list-style-type: none"> <li>• Melissa Santos (Window 2)</li> <li>• Syra Matito (Window 3)</li> </ul>	3 mins.			P355.00	
5. Record and encode data / information	<ul style="list-style-type: none"> <li>• Flordeliza Angeles</li> <li>• Rutchter Camacho</li> </ul>	1 hour				
6. Approve Permit to Operate	<ul style="list-style-type: none"> <li>• Roderick Tongol (OIC-PSTMO)</li> </ul>	1 hour				
7. Releasing of PTO	<ul style="list-style-type: none"> <li>• Daisy Baldonado</li> <li>• Flordeliza Angeles</li> </ul>	1 hour (Maximum of 1 to 2 days)				