



Public Order and Safety Office – Transportation Regulatory Unit

External Services



1. Application for Public Motorized Tricycle Operator’s Permit

This service involves issuance, by the city government, of a franchise to a qualified operator applying for a permit to operate a tricycle unit for hire within a designated route and area in the territorial jurisdiction of the City of San Pedro, both for new franchises and renewed franchises, provided that they meet the qualifications and requirements as stipulated in City Ordinance No. 2017-23, otherwise known as the “2017 Traffic Ordinance of the City of San Pedro, Laguna”.

Office or Division:	Public Order and Safety Office - Transportation Regulatory Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	1. Any tricycle unit owner who meets the qualifications and requirements to be an operator of a tricycle for hire 2. Any operator whose Public Motorized Tricycle Operator’s Permit’s validity period has expired and who shall meet the requirements			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
New Franchise:				
1. Duly-accomplished Application form (1 Original Set)	POSO-TRU			
2. Inspection Clearance and/or Certificate of Noise Emission Compliance (1 Original Copy)	POSO-TRU			
3. Professional Driver’s License (1 Photocopy)	LTO			
4. Latest Certificate of Registration and Official Receipt of the vehicle (1 Photocopy)	LTO			
5. Deed of Sale or Deed of Conveyance/Transfer (1 Photocopy)	Applicant			
6. Insurance Coverage for Third Party Liability (1 Photocopy)	Insurance Company			
7. Barangay Business Clearance certifying availability of a garage (1 Original Copy)	Barangay Hall where the applicant resides			
8. 2 x 2 I.D. pictures wearing TODA uniform (2 Original Copies)	Applicant			
9. Official Receipt (1 Original Copy and 1 Photocopy)	City Treasurer’s Office			
For renewal of franchise:				
1. All requirements previously listed (1-9)	Applicant			
2. Previous franchise or its official receipt (1 Photocopy)	Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit the application form and documentary requirements.	1. Receive and evaluate the submitted documents, assess the fees to be paid, and issue order of payment.	None	3 minutes	<i>Admin Staff</i> POSO-TRU
2. Pay the required fee/s at the City Treasurer's Office and receive the Official Receipt	2. Receive payment and Issue OR.	Based on Schedule of Fees (City Ordinance 2019-30)	5 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Present the OR and the tricycle unit for installation of sticker and other franchise-related material, and receive franchise, fare matrix guide and Identification Card (I.D.)	3. Verify the Official Receipt and receive the Photocopy.	None	3 minutes	<i>Admin Staff</i> POSO-TRU
	3.1 Encode the data		3 minutes	<i>Admin Staff</i> POSO-TRU
	3.2 Print the franchise and route to signatories (TRU Head, City Mayor)		5 minutes	<i>Admin Staff</i> POSO-TRU
	3.3 Install the sticker and other franchise-related material on their designated spot.		3 minutes	<i>Admin Staff</i> POSO-TRU
	3.4 Release the franchise, fare matrix guide and I.D.		3 minutes	<i>Admin Staff</i> POSO-TRU
	TOTAL:	Based on Schedule of Fees (City Ordinance 2019-30)	24 Minutes	



POSO-TRU REGULATIONS ON TRICYCLE OPERATIONS

Public Motorized Tricycle/annum

1. Franchise Fee	- 150.00
2. Supervision Fee	- 100.00
3. Annual Registration Fee	- 100.00
4. Mayor's Permit	
New	- 150.00
Renewal	- 120.00
5. Annual City Sticker	- 150.00
6. Annual Safety Inspection Fee	- 50.00
7. I.D.	- 50.00
8. City Plate	- 250.00
9. Dropping	- 150.00

Other Fees on Tricycle Operations:

Particulars	Fees Per Annum
1. Filing Fee	
For the First Five (5) Units	1,000.00
For each additional Unit	100.00
2. Fare adjustment fee for fare increase	500.00
3. Filing fee for amendment of MTOP	100.00



2. Private Motorized Tricycle Operator's Permit

This service involves issuance, by the city government, of a franchise to a qualified operator applying for a permit to operate a tricycle unit for private use or for service within the territorial jurisdiction of the City of San Pedro.

Office or Division:	Public Order and Safety Office - Transportation Regulatory Unit	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	1. Any qualified tricycle unit owner for private use or service. 2. Any operator whose Private Motorized Tricycle Operator's Permit's validity period has expired and who shall meet the requirements	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New Franchise:		
1. Duly-accomplished Application form (1 Original Set)	POSO-TRU	
2. Inspection Clearance and/or Certificate of Noise Emission Compliance (1 Original Copy)	POSO-TRU	
3. Professional Driver's License (1 Photocopy)	LTO	
4. Latest Certificate of Registration and Official Receipt issued by the LTO (1 Photocopy)	LTO	
5. Deed of Sale or Deed of Conveyance/Transfer (1 Photocopy)	Applicant	
6. Insurance Coverage for Third Party Liability (1 Photocopy)	Insurance Company	
7. Barangay Business Clearance certifying availability of a garage (1 Original Copy)	Barangay Hall where the applicant resides	
8. 2 x 2 I.D. picture wearing TODA uniform (2 Original Copies)	Applicant	
9. Official Receipt (1 Original Copy and 1 Photocopy)	City Treasurer's Office	
For renewal of franchise:		
1. All requirements previously listed (1-9)	Applicant	
2. Previous franchise or its official receipt (1 Photocopy)	POSO-TRU	
For school service:		
1. All requirements previously listed (1-9)	Applicant	
2. School Permit (1 Photocopy)	School	
For business service:		



1. All requirements previously listed (1-9)		Applicant		
2. Business Permit (1 Photocopy)		BPLO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements	1. Receive and evaluate the submitted documents, assess the fees to be paid, and issue order of payment.	None	3 minutes	<i>Admin Staff</i> POSO-TRU
2. Pay the required fee/s at the City Treasurer's Office and receive the Official Receipt	2. Receive payment and issue OR.	Based on Schedule of Fees (City Ordinance 2019-30)	5 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Present the O.R. and submit its Photocopy, present the tricycle unit for installation of sticker, and receive franchise	3. Verify the Official Receipt and receive the Photocopy	None	3 minutes	
	3.1 Encode the details.		3 minutes	
	3.2 Print the franchise and route to signatories (TRU Head, City Mayor)		5 minutes	
	3.3 Install the sticker and other franchise-related material on their designated spot		3 minutes	
	3.4 Release the franchise, fare matrix guide and I.D.		3 minutes	
	TOTAL:	Based on Schedule of Fees (City Ordinance 2019-30)	25 Minutes	



POSO-TRU REGULATIONS ON TRICYCLE OPERATIONS

Services/Private Motorized Tricycles/unit

1. Specific Franchise - 600.00/year
2. Supervision - 150.00/year
3. City Sticker - 250.00/year
4. Mayor's Permit - 200.00/year
5. Annual Registration Fee - 100.00
6. TRU Identification Card (I.D.) - 100.00

Other Fees on Tricycle Operations:

Particulars	Fees Per Annum
1. Filing Fee	
For the First Five (5) Units	1,000.00
For each additional Unit	100.00
2. Fare adjustment fee for fare increase	500.00
3. Filing fee for amendment of MTOP	100.00



3. Petition for Dropping and Substitution of Motorcycle and/or Sidecar

This service involves updating the franchise of a qualified operator whenever there is a change in his/her motorcycle unit and/or sidecar.

Office or Division:	Public Order and Safety Office - Transportation Regulatory Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any franchisee who intends to change his/her motorcycle unit and/or sidecar but with the intention of keeping the franchise			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly-accomplished Petition for Dropping and Substitution Form (1 Original Set)		TRU		
2. Current franchise (1 Original Copy)		Applicant		
3. Inspection Clearance and/or Certificate of Noise Emission Compliance (in case of change in motorcycle) (1 Original Copy)		TRU		
4. Latest Certificate of Registration and Official Receipt of the vehicle (1 Photocopy)		LTO		
5. Deed of Sale or Deed of Conveyance/Transfer (1 Photocopy)		Applicant		
6. Insurance Coverage for Third Party Liability (1 Photocopy)		Insurance company		
7. 2 x 2 I.D. picture wearing TODA uniform (2 Original Copies)		Applicant		
8. Official Receipt (1 Original Copy and 1 Photocopy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements, present the old motorcycle unit and/or sidecar for removal of sticker and other franchise-related material	1. Receive and evaluate the submitted requirements, assess the fees to be paid, remove the sticker and other franchise-related materials from the old unit, and issue order of payment.	None	3 minutes	<i>Admin Staff</i> POSO-TRU
2. Pay the required fee/s at	2. Receive payment and	Php 150.00	5 minutes	<i>Revenue</i> <i>Collection Clerk</i>



the City Treasurer's Office and receive the Official Receipt	issue Official Receipt			City Treasurer's Office
3. Present the Official Receipt and submit its Photocopy, present the new tricycle unit for	3. Verify the Official Receipt and receive the Photocopy	None	3 minutes	<i>Admin Staff</i> POSO-TRU
	3.1 Encode the data, cancel the old franchise and update the records.		3 minutes	
	3.2 Print the updated franchise and route it to signatories.		5 minutes	
	3.3 Install the sticker and other franchise-related material on their designated spot.		5 minutes	
	3.4 Release the updated franchise and I.D.		3 minutes	
	TOTAL:	Php 150.00	27 Minutes	



4. Petition for Dropping of Franchise

This service involves processing of petition, filed by a franchisee, to drop, terminate or relinquish his/her franchise.

Office or Division:	Public Order and Safety Office - Transportation Regulatory Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any franchisee who intends to drop, terminate or relinquish his/her franchise			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Petition for Dropping of Franchise form (1 Original Set)		POSO-TRU		
2. Current franchise (1 Original Copy)		Applicant		
3. Official Receipt (1 Original Copy and 1 Photocopy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements, present the tricycle unit for removal of sticker and other franchise-related materials.	1. Receive and evaluate documentary requirements.	None	3 minutes	<i>Admin Staff</i> POSO-TRU
	1.1 Assess the fees to be paid	None	3 minutes	
	1.2 Issue order of payment.	None	3 minutes	
	1.3 Remove sticker and other franchise-related materials from the tricycle unit.	None	5 minutes	
2. Pay the required fee/s at the City Treasurer's Office and receive the Official Receipt.	2. Receive payment and issue Official Receipt.	Php 150.00	5 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Present the OR and receive the Certificate of Dropping of Franchise (CDF).	3. Verify Official Receipt and receive the photocopy.	None	3 minutes	<i>Admin Staff</i> POSO-TRU
	3.1 Encode the data, cancel the		3 minutes	



	franchise and update records.			
	3.2 Print the CDF and route it to signatories.		5 minutes	
	3.3 Release the CDF.		3 minutes	
	TOTAL:	Php 150.00	33 Minutes	



5. Non-motorized Tricycle Operator’s Permit

This service involves issuance, by the city government, of a franchise to a qualified operator applying for a permit to operate a pedicab unit for hire within a designated route and area in the territorial jurisdiction of the City of San Pedro.

Office or Division:	Public Order and Safety Office - Transportation Regulatory Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any qualified pedicab unit owner for hire within a designated route and area in the territorial jurisdiction of the City of San Pedro.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
New Franchise:				
1. Duly-accomplished Application Form (1 Original Set)	POSO-TRU			
2. Inspection Clearance (1 Original Copy)	POSO-TRU			
3. Barangay Business Clearance certifying availability of garage (1 Original Copy)	Barangay Hall where the applicant resides			
4. Insurance Coverage for Third Party Liability (1 Photocopy)	Insurance Company			
5. 2x2 I.D. picture wearing PODA uniform (2 Original Copies)	Applicant			
6. Official Receipt of payment of fees (1 Original Copy and 1 Photocopy)	City Treasurer’s Office			
For renewal of franchise:				
1. All requirements previously listed	Applicant			
2. Previous franchise or its Official Receipt (1 Photocopy)	Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	1. Receive and evaluate submitted documentary requirements, assess the fees to be paid, and issue order of payment.	None	5 minutes	<i>Admin Staff</i> POSO-TRU
2. Pay the required fee/s at the City Treasurer’s Office and receive the Official Receipt	2. Receive payment and issue OR	Php 100.00	5 minutes	<i>Revenue Collection Clerk</i> City Treasurer’s Office
3. Present the	3. Verify the	None	3 minutes	<i>Admin Staff</i>



O.R. and submit its Photocopy, present the pedicab unit for installation of sticker and plate, and receive franchise, fare matrix guide and Identification Card (I.D.)	Official Receipt and receive the Photocopy.			POSO-TRU
	3.1 Print the franchise and route it to signatories.		5 minutes	
	3.2 Encode the data.		3 minutes	
	3.3 Install the sticker and plate on their designated spot		3 minutes	
	3.4 Release the franchise, fare matrix guide and I.D.		5 minutes	
	TOTAL:	Php 100.00	27 Minutes	

Note: Plate is subject to change every five (5) years regardless of the date of its issuance to the operator.



6. City Sticker for Public Utility Jeepney, Bus, Van and other similar vehicle for hire

This service involves issuance, by the city government, of City Sticker to Public Utility Jeepney, Bus, Van and other similar vehicle for hire with a fixed and authorized terminal located in the territorial jurisdiction of the City of San Pedro.

Office or Division:	Public Order and Safety Office - Transportation Regulatory Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any operator of a Public Utility Jeepney, Bus, Van and other similar vehicle for hire with a fixed and authorized terminal located in the territorial jurisdiction of the City of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly-accomplished Application Form (1 Original Set)		POSO-TRU		
2. Certificate of Noise Emission Compliance (1 Original Copy)		POSO-TRU		
3. Barangay Business Clearance certifying availability of garage (1 Original Copy)		Barangay Hall		
4. Latest Certificate of Registration and Official Receipt of the vehicle (1 Photocopy Each)		LTO		
5. Current franchise (1 Photocopy)		LTFRB		
6. 2 x 2 I.D. picture (1 Original Copy)		Client		
7. Official Receipt (1 Original Copy and 1 Photocopy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	1. Receive and evaluate documentary requirements, assess the fees to be paid, and issue order of payment.	None	5 minutes	<i>Admin Staff</i> POSO-TRU
2. Pay the fee/s at the City Treasurer's Office	2. Receive payment and issue OR.	PUJ Fee – Php 350.00 AFP – Php 100.00 FX/VAN Fee – Php	5 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office



		350.00 AFP – 1 Php 50.00 BUS Fee – Php 600.00 AFP – Php 150.00		
3. Present the O.R. and receive the city sticker <i>* Operator shall install the sticker on its designated spot</i>	3. Verify the Official Receipt and receive the Photocopy. 3.1 Encode the data. 3.2 Route the application form to signatories. 3.3 Release the city sticker.	None	3 minutes 3 minutes 5 minutes 5 minutes	<i>Admin Staff</i> POSO-TRU
		PUJ Fee – Php 350.00 AFP – Php 100.00 FX/VAN Fee – Php 350.00 AFP – 1 Php 50.00 BUS Fee – Php 600.00 AFP – Php 150.00	26 Minutes	



7. Replacement of Franchise

This service involves re-issuance or replacement of the franchise certificate.

Office or Division:	Public Order and Safety Office - Transportation Regulatory Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any franchisee who lost his/her original franchise certificate			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled-out Application form (1 Original Set)		POSO-TRU		
2. Official Receipt (1 Original Copy and 1 Photocopy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	1. Receive and evaluate submitted documentary requirements, assess the fees to be paid, and issue order of payment.	None	5 minutes	<i>Admin Staff</i> POSO-TRU
2. Pay the required fee/s at the City Treasurer's Office and receive the Official Receipt (OR).	2. Receive payment and issue OR.	Based on Schedule of Fees (City Ordinance 2019-30)	5 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Present the O.R. and receive the franchise certificate	3. Verify the Official Receipt and receive the Photocopy.	None	3 minutes	<i>Admin Staff</i> POSO-TRU
	3.1 Encode the data and update records.		3 minutes	
	3.2 Print the franchise and route it to signatories.		5 minutes	
	3.3 Release the franchise			



	certificate			
	TOTAL:	Based on Schedule of Fees (City Ordinanc e 2019- 30)		

POSO-TRU REGULATIONS ON TRICYCLE OPERATIONS

A. Public Motorized Tricycle/annum

- | | |
|---------------------------------|----------|
| 1. Franchise Fee | - 150.00 |
| 2. Supervision Fee | - 100.00 |
| 3. Annual Registration Fee | - 100.00 |
| 4. Mayor's Permit | |
| New | - 150.00 |
| Renewal | - 120.00 |
| 5. Annual City Sticker | - 150.00 |
| 6. Annual Safety Inspection Fee | - 50.00 |
| 7. I.D. | - 50.00 |
| 8. City Plate | - 250.00 |
| 9. Dropping | - 150.00 |

B. Services/Private Motorized Tricycles/unit

- | | |
|-----------------------------------|---------------|
| 1. Specific Franchise | - 600.00/year |
| 2. Supervision | - 150.00/year |
| 3. City Sticker | - 250.00/year |
| 4. Mayor's Permit | - 200.00/year |
| 5. Annual Registration Fee | - 100.00 |
| 6. TRU Identification Card (I.D.) | - 100.00 |



8. Application for Permit to Operate a Motorized Fishing Vessel Weighing Three (3) Tonnes and Below

This service involves issuance, by the city government, of a permit to a qualified operator applying for a license to operate a motorized fishing vessel weighing three (3) tonnage or below within the territorial jurisdiction of the City of San Pedro.

Office or Division:	Public Order and Safety Office - Transportation Regulatory Unit	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<p>1. Any owner of a fishing vessel weighing three (3) tonnage and below who meets the qualifications and requirements to be an operator of said watercraft as stipulated in Municipal Ordinance No. 2006-07.</p> <p>2. Any operator of a fishing vessel weighing three (3) tonnage and below whose permit's validity period has expired and who shall meet the qualifications and requirements to be an operator of said watercraft as stipulated in Municipal Ordinance No. 2006-07.</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For fishing vessel:		
1. Application form (1 Original Set)	POSO-TRU	
2. Inspection Clearance (1 Original Copy)	TRU (by schedule)	
3. 2 x 2 I.D. picture (2 Original Copies)	Applicant	
4. BFARMC Clearance	City Agriculture Office	
5. CFARMC Accreditation	City Agriculture Office	
6. Barangay Clearance (1 Original Copy)	Barangay	
7. Business Permit (For fish cage)	BPLO	
8. LLDA Certification	LLDA	
9. Official Receipt (1 Original Copy and 1 Photocopy)	City Treasurer's Office	
For service/private vessel:		
1. Application form (1 Original Set)	POSO-TRU	
2. Inspection Clearance (1 Original Copy)	POSO-TRU	
3. 2 x 2 I.D. picture (2 Original Pieces)	Applicant	
4. Barangay Clearance (1 Original Copy)	Barangay Hall	
5. Certificate of Registration and Official Receipt of the vessel (1 Photocopy)	Applicant	
6. Official Receipt (1 Original Copy and 1 Photocopy)	City Treasurer's Office	
For government-issued vessel:		
1. Application form (1 Original Set)	POSO-TRU	
2. Inspection Clearance (1 Original	POSO-TRU	



Copy)				
3. 2 x 2 I.D. picture (2 Original Copies)		Applicant		
4. Barangay Clearance (1 Original Copy)		Barangay Hall		
5. Official Receipt (1 Original Copy and 1 Photocopy)		City Treasurer's Office		
For renewal of permit:				
1. All aforementioned requirements (depending on the type of vessel)		See previous		
2. Previous Permit (1 Photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly-accomplished application form/s and complete documentary requirements	1. Receive and evaluate the application and other documentary requirements, assess the fees to be paid, and issue order of payment.	None	5 minutes	<i>Admin Staff</i> POSO-TRU
2. Pay the required fee/s at the City Treasurer's Office and receive the Official Receipt (OR).	2. Receive payment and issue OR.	Refer to Schedule of Fees (City Ordinance 2019-30)	5 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Present the OR and receive permit.	3. Verify the Official Receipt and receive the Photocopy.	None	3 minutes	<i>Admin Staff</i> POSO-TRU
	3.1 Encode the data.		3 minutes	
	3.2 Print the permit and route it to signatories.		5 minutes	
	3.3 Release the permit.		3 minutes	
	TOTAL:	Refer to Schedule of Fees (City Ordinance 2019-30)	24 Minutes	



PERMIT FOR REGISTRATION FEE ON FISHING BOATS AND FISHING GEARS

- For each fishing boat of Non-Motorized - 200.00
- For each fishing boat of three (3) gross tons or less Motorized with 10 horse power engine or less - 500.00
- More than 10 horse power - 1,000.00



9. Inspection and/or Noise Emission Test Service

This service involves inspection of sidecar, motorcycle, tricycle, pedicab and motorized fishing vessel weighing three (3) tonnage and below, and noise emission test for motorcycle/tricycle units and public utility jeepneys.

Office or Division:	Public Order and Safety Office - Transportation Regulatory Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any operator of a tricycle, pedicab, jeepney and fishing vessel weighing three (3) tonnage and below who will apply for a franchise, renewal of franchise, petition for dropping and substitution, city sticker or permit to operate a fishing vessel weighing three (3) tonnage and below			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit for inspection and/or noise emission test with complete and functioning accessories listed below		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the unit for inspection and/or noise emission test at the designated area	1. Inspect the unit (tricycle, pedicab, fishing vessel, etc.)	None	10 minutes	<i>Admin Staff</i> POSO-TRU
	1.1 Conduct Noise Emission Test.		5 minutes	
2. Receive Inspection Clearance and/or Certificate of Noise Emission Compliance	2. Release the Inspection Clearance and/or Certificate of Noise Emission Compliance	None	5 minutes	<i>Admin Staff</i> POSO-TRU
TOTAL:		None	20 Minutes	