

Public Order and Safety Office – Civil Security Unit Internal Services

1. Security Assistance to Events

Provision of assistance to the other departments of the Local Government that needs security/crowd control in their particular event or project.

Office or Division:	Public Order and Safety Office - Civil Security Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Departments of the LGU of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy, 1 Receiving Copy)		Requesting Department		
2. Request Form (1 Original Copy)		POSO – Civil Security Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter containing the exact location of the event, date, and time, and type of service needed, as well as the form.	1. Evaluate the request and determine manpower and logistical requirements.	None	5 minutes	<i>Administrative Assistant Or Clerk</i> POSO-CSU
	1.1 Check availability of personnel and resources.	None	5 minutes	<i>Administrative Assistant Or Clerk</i> POSO-CSU
	1.2 Indicate details on the form and present the same to the requesting party for acknowledgment	None	5 minutes	<i>Administrative Assistant Or Clerk</i> POSO-CSU
2. Acknowledge the agency action by affixing signature on the designated portion of the form.	2. Prepare and issue deployment order and notify all concerned personnel	None	5 minutes	<i>Security Officer</i> / POSO-CSU
	2.1 Deploy personnel concerned.	None	5 minutes	<i>Security Officer</i> / POSO-CSU
3. Acknowledge	3. File the form.	None	5 minutes	<i>Personnel on</i>

service rendered on the form.				Duty POSO-CSU
	TOTAL:	None	30 Minutes	

2. Acceptance of Impounding of Vehicle

If motorists are violating provisions in accordance with the City Traffic Code, their vehicle could be impounded. These impounded vehicles are to be surrendered to the Civil Security Unit at the designated impounding area, care of the Traffic Management Unit, which is also under the Public Order and Safety Office.

Office or Division:	Civil Security Unit – POSO			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	POSO Traffic Enforcer / PNP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Ordinance Violation Receipt (1 Original Copy)		POSO Enforcer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Turn over the vehicle to be impounded and the corresponding Ordinance Violation Receipt (OVR).	1. Inspect the vehicle in the presence of the enforcer 1.1 Document the impounding details including picture and inventory of accessories of the impounded vehicle	None	5 minutes	<i>Personnel on Duty</i> POSO-CSU
		None	10 minutes	<i>Personnel on Duty</i> POSO-CSU
2. Sign the monitoring sheet and CSU logbook	2. Secure the document and impounded vehicle	None	5 minutes	<i>Personnel on Duty</i> POSO-CSU
	TOTAL:	None	20 Minutes	

Public Order and Safety Office – Civil Security Unit External Services

1. Claiming of Impounded Vehicle

Vehicles that are impounded due to violation of the provisions of City laws and ordinances can be claimed, provided that the corresponding fees are paid.

Office or Division:	Civil Security Unit – POSO			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Violators of the City Traffic Code			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Ordinance Violation Receipt (1 Photocopy)	Redeeming Officer			
2. Impound Release Form (1 Original Copy)	Redeeming Officer			
3. Official Receipt (1 Original Copy)	City Treasurer's Office			
For violators of the City Anti-Muffler Ordinance:				
1. Factory-installed muffler	Client			
2. Muffler Clearance (1 Original Copy)	POSO – Civil Security Unit			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to impounding area and repair or restore factory-installed muffler	1. Document the repair or restoration and issue Muffler Clearance	None	10 minutes	<i>Personnel on Duty</i> POSO-CSU
2. Submit the Muffler Clearance to the Redeeming Section	2. Verify and encode data, and issue Order of Payment.	None	5 minutes	<i>Redeeming Officer</i>
3. Pay the required fees at the City Treasury Office and receive the Official Receipt (OR).	3. Receive payment and issue Official Receipt (O.R.)	Php 1,000.00	5 minutes	<i>Revenue Collection Clerk</i> City Treasury Office
4. Present the O.R. to the Redeeming Section	4. Verify OR and issue Impound Release Form	None	5 minutes	<i>Redeeming Officer</i>
5. Present the Impound Release Form, sign the monitoring sheet and logbook, and claim the impounded	5. Release the impounded vehicle after verification of the Impound Release Form and document the	None	10 minutes	<i>Personnel on Duty</i> POSO-CSU

vehicle	transaction.			
	TOTAL:	Php 1,000.00	35 Minutes	
For violation of other provisions in the City Traffic Code:				
1. Submit the Ordinance Violation Receipt (OVR) to the Redeeming Section	1. Receive OVR and issue order of payment	None	10 minutes	<i>Redeeming Officer</i>
2. Pay the required fees at the City Treasury Office and receive the Official Receipt (OR).	2. Receive payment and issue Official Receipt (O.R.)	Refer to current fees as declared in the 2017 Traffic Code	5 minutes	<i>Revenue Collection Clerk</i> City Treasury Office
3. Present the O.R. to the Redeeming Section	3. Verify the OR and Issue Impound Release Form	None	5 minutes	<i>Redeeming Officer</i>
4. Present the Impound Release Form to the CSU personnel at the Impounding Area, sign the monitoring sheet and CSU logbook, and claim the impounded vehicle	4. Release the impounded vehicle after verification of the Impound Release Form and document the transaction	None	10 minutes	<i>Personnel on Duty</i> POSO-CSU
	TOTAL:	Refer to current fees as declared in the 2017 Traffic Code	25 Minutes	

VIOLATIONS, FINES & PENALTY CHARGES ON THE NEW CITY TRAFFIC ORDINANCE SCHEME (based on City Ordinance 2019-30)

a. Defacing, Unlawful Removal of Traffic Signs – Any person who removes damages or destroys the traffic signs shall be penalized as follows:

- First Offense - 1,000.00
- Second Offense - 2,000.00
- Third Offense - 3,000.00 and/or three (3) days imprisonment at the discretion of the proper court

b. Disregarding Closed Door Policy – Any Bus Driver who disregards/violates the “Close Door Policy” shall be fined in the amount of P1,000.00.

c. Disregarding One-Way Road/No Entry – Any vehicle disregarding the one-way road or enters on a “No Entry” signed area shall be fined as follows:

- First Offense - 1,000.00
- Second Offense - 2,000.00
- Third Offense - 3,000.00

d. Disregarding Traffic Signs – Any person who disregards traffic signs installed within the city shall be fined as follows:

- First Offense - 1,000.00
- Second Offense - 2,000.00
- Third Offense - 3,000.00

e. Illegal/Unauthorized Terminal – Any “For Hire” vehicle assembling a group of vehicles to form a terminal not prescribed by this Ordinance is illegal and therefore shall be *fin*ed P2,000.00 or imprisonment for fifteen(15) days or upon the discretion of the proper court.

f. No Jaywalking – violation of this Ordinance shall be fined as follows:

- First Offense - 200.00
- Second Offense - 300.00
- Third Offense - 500.00 and community service

g. No Loading/Unloading – All vehicles violating shall be fined as follows:

- First Offense - 500.00
- Second Offense - 1,000.00
- Third Offense - 1,500.00

h. No Parking Zone – violators shall be fined as follows:

- First Offense - 1,000.00
- Second Offense - 2,000.00
- Third Offense - 3,000.00

i. No Right Turn on Red Signal – Violators shall be fined as follows:

- First Offense - 300.00
- Second Offense - 500.00
- Third Offense - 1,000.00

j. No U-Turn Allowed – Violators shall be fined as follows:

- First Offense - 300.00
- Second Offense - 500.00
- Third Offense - 1,000.00

k. Obstruction – Any vehicle that willfully block, obstructs or closes up with an obstacle(s) or hindrance(s) from other vehicle(s), establishment(s) or something, shall be penalized as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

l. Reckless Driving – Any person who drives any vehicle with willful or wanton disregard for the safety of persons or property is guilty of reckless driving. It includes but not limited to counter flowing, beating the red light, and disregarding traffic lights. Violation of this section is a gross misdemeanor punishable by **fine of P1,500.00 and/or imprisonment of not more than three (3) days at the discretion of the proper court.** If accidents happen resulting to damage to property, physical injuries, or death, this is without prejudice to the crime committed as defined and punished under the Revised Penal Code and/or Land Transportation Code.

m. Noise Pollution – violation of this ordinance shall be fined as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

n. Maximum Speed Limit of Single Motorcycle – violation of this ordinance shall be fined as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

o. Illegal Use of Franchise – violators shall be fined accordingly as follows:

First Offense	-	2,000.00
Second Offense	-	3,000.00
Third Offense	-	5,000.00 or imprisonment at the discretion of the proper court

p. Out of Line – violation of this Ordinance shall be penalized as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

q. Prohibition of Multi-Riders in a Single Motorcycle – violation of this Ordinance shall be fined as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

r. Unauthorized/Uniformed Barkers for PUJ and TODA – violation of this Ordinance shall be fined with the following:

First Offense	-	500.00
Second Offense	-	1,000.00
Third Offense	-	1,500.00

Public Order and Safety Office – Closed-Circuit Television (CCTV) Unit External Services

1. Request for CCTV footage

Concerned Citizens may request from the Public Order and Safety Office (POSO) – Closed Circuit Television (CCTV) Unit for whatever purpose it may serve.

Office or Division:	Public Order and Safety Office – Closed Circuit Television (CCTV)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Request Form		CCTV Operations		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish request form	1. Assess the request	None	3 minutes	CCTV Personnel POSO-CCTV
2. Submit a request form to the CCTV personnel on duty for review.	2. Assess Request to Secure CCTV Footage Form, Particularly Reason of Request, and Affix signature on the request to secure CCTV Footage Form.	None	10 minutes	CCTV Personnel POSO-CCTV
3. Receive and secure footage of CCTV.	3. Generate a copy of the footage.	None	1 day	CCTV Personnel POSO-CCTV
TOTAL:		None	1 Day and 13 Minutes	

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:	<ol style="list-style-type: none"> Any tricycle unit owner who meets the qualifications and requirements to be an operator of a tricycle for hire 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 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	Admin Staff 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	Revenue Collection Clerk 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. 3.1 Encode the data and update records. 3.2 Print the franchise and route it to signatories. 3.3 Release the franchise	None	3 minutes 3 minutes 5 minutes	<i>Admin Staff</i> POSO-TRU

	certificate			
	TOTAL:	Based on Schedule of Fees of City Ordinance 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) Tonnages 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:	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. 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.
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	Admin Staff 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	Admin Staff POSO-TRU
TOTAL:		None	20 Minutes	