



## **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. 2024-22, otherwise known as the "2024 Traffic Ordinance of the City of San Pedro, Laguna".

<b>Office or Division:</b>	Public Order and Safety Office - Transportation Regulatory Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	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	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>New Franchise:</b>		
1. Duly-accomplished Application form (1 Original Set)	POSO-TRU	
2. Barangay Business Clearance certifying availability of a garage (1 Original Copy)	Barangay Hall where the applicant resides	
3. Latest Certificate of Registration and Official Receipt of the vehicle (1 Photocopy)	Land Transportation Office	
4. Insurance Coverage for Third Party Liability (1 Photocopy)	Insurance Company	
5. Professional Driver's License (1 Photocopy)	Land Transportation Office	
6. 2 x 2 I.D. pictures wearing TODA uniform (2 Original Copies)	Applicant	
7. TODA Uniform	TODA where the applicant applied for membership	
8. TODA roof color coding	Applicant	
9. Trash can	Applicant	



10. Certificate of Membership		TODA where the applicant applied for membership		
11. Roof Number Tagging		Applicant		
12. Deed of Sale or Deed of Conveyance/Transfer (1 Photocopy)		Applicant		
13. Official Receipt (1 Original Copy and 1 Photocopy)		City Treasurer's Office		
For renewal of franchise:				
1. All requirements previously listed (1-13 except #11)		Applicant		
2. Previous franchise or its official receipt (1 Photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure requirements	1. Shall provide application form and list of requirements	None	3 minutes	Applicant
2. Submit the application form and documentary requirements.	2. Receive the submitted documents.	None	3 minutes	Admin Staff POSO-TRU
3. Evaluation and validation of requirements	3. CTRU Personnel shall evaluate and validate submitted requirement before the applicant proceed to the next step	None	3 minutes	Admin Staff POSO-TRU
4. Assessment	4.CTRU Personnel shall assess the fees and Application of Franchise based on the approved fees by the	None	3 minutes	Admin Staff POSO-TRU



	Sangguniang Panlungsod in accordance with the traffic code.			
5. Approval of the applicant's submitted requirements	5. Shall approve and sign the evaluated franchise application to proceed for the payment of fees.	None	5 minutes	<i>CTRU OIC Head</i>
6. Pay the required fee/s at the City Treasurer's Office and receive the Official Receipt	6. Receive payment and Issue OR.	<b>(Renewal)</b> Franchise fee - ₱150.00  ID TODA - ₱ 50.00 Mayor's Permit - ₱ 100.00 City Sticker - ₱ 60.00  <b>(New)</b> Franchise fee - ₱150.00  ID TODA - ₱ 50.00 Mayor's Permit - ₱ 120.00 City Sticker - ₱ 60.00	3 minutes	<i>Revenue Collection Clerk</i>  City Treasurer's Office
7. Encoding and recording of data	7. Shall encode the information on the system to generate the franchise certificate.	None	10 minutes	<i>CTRU Personnel</i>



8. Approval of the applicant's encoded Special Authority (Franchise Certificate)	8. Shall recommend the approval of the processes document and forward them to the Office of the Mayor	None	5 minutes	<i>CTRU OIC Head</i>
	8.1 Shall approve and sign the processed documents for the renewed franchise	None	5 minutes	<i>Office of the Mayor</i>
9. Present the OR and the tricycle unit for inspection installation of sticker and other franchise-related material.	9. Shall assist in the inspection of unit, and placement of stickers	None	3 minutes	<i>Admin Staff POSO-TRU</i>
10. Receive franchise, fare matrix guide and Identification Card (I.D.) and sign the vehicle sticker releasing logbook.	10. Shall release the Operator's ID, Special Authority to Operate Body Plate Number and City Sticker and record to franchise releasing logbook.	None	5 minutes	<i>CTRU Personnel</i>
	<b>TOTAL:</b>	<b>Based on Schedule of Fees (City Ordinance 2024-22)</b>	<b>48 Minutes</b>	



## POSO-TRU REGULATIONS ON TRICYCLE OPERATIONS

### Fees on Tricycle Operations (Renewal and New Application):

Particulars	Fees Per Annum
1. Franchise fee	₱ 150.00
2. ID TODA	₱ 50.00
3. Mayor's Permit (Renew)	₱ 100.00
4. Mayor's Permit (New)	₱ 120.00
5. City Sticker	₱ 60.00
6. City Plate	₱ 450.00
7. Dropping	₱ 150.00



## 2. Service/ Private Motorized Tricycle Operator's Permit (Franchise)

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.

<b>Office or Division:</b>	Public Order and Safety Office - Transportation Regulatory Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	1. Any qualified tricycle unit owner who meets the qualifications and requirements to be an operator of a tricycle 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	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>New Service Franchise:</b>		
1. Duly-accomplished Application form (1 Original Set)	POSO-TRU	
2. Barangay Business Clearance certifying availability of a garage (1 Original Copy)	Barangay Hall where the applicant resides	
3. Latest Certificate of Registration and Official Receipt issued by the LTO (1 Photocopy)	LTO	
4. Insurance Coverage for Third Party Liability (1 Photocopy)	Insurance Company	
5. 2 x 2 I.D. picture wearing TODA uniform (2 Original Copies)	Applicant	
6. Copy of Previous Franchise/ MTOP	Applicant	
7. School Permit (For School Service)	From school where the student studies	
8. Certificate of Membership	TODA where the applicant applied for membership	
9. Professional Driver's License (Photocopy)	LTO	



10. I.D with specific time and route of service	Applicant			
11. Color Code (roof should be painted with yellow and black stripes)	Applicant			
12. Trash can				
13. Official Receipt (1 Original Copy and 1 Photocopy)	City Treasurer's Office			
For school service:				
1. All requirements previously listed (1-13)	Applicant			
2. School Permit (1 Photocopy)	School			
For business service:				
1. All requirements previously listed (1-13)	Applicant			
2. Business Permit (1 Photocopy)	BPLO			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure requirements	1. Shall provide application form and list of requirements	None	3 minutes	Applicant
2. Submit the application form and documentary requirements.	2. Receive the submitted documents.	None	3 minutes	Admin Staff POSO-TRU
3. Evaluation and validation of requirements	3. CTRU Personnel shall evaluate and validate submitted requirement before the applicant proceed to the next step	None	3 minutes	Admin Staff POSO-TRU
4. Assessment	4. CTRU Personnel shall assess the fees and Application of Franchise	None	3 minutes	Admin Staff POSO-TRU





	based on the approved fees by the Sangguniang Panlungsod in accordance with the traffic code			
5. Approval of the applicant's submitted requirements	5.Shall approve and sign the evaluated franchise application to proceed for the payment of fees.	None	5 minutes	<i>CTRU OIC Head</i>
6. Pay the required fee/s at the City Treasurer's Office and receive the Official Receipt	6. Receive payment and Issue OR.	Franchise fee - ₱300.00 ID TODA - ₱ 50.00 Mayor's Permit - ₱ 120.00 City Sticker - ₱ 60.00	3 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
7. Encoding and recording of data	7.Shall encode the information on the system to generate the franchise certificate.	None	10 minutes	<i>CTRU Personnel</i>
8. Approval of the applicant's encoded Special Authority (Franchise Certificate)	8. Shall recommend the approval of the processes document and forward them to the Office of the Mayor	None	5 minutes	<i>CTRU OIC Head</i>



	8.2 Shall approve and sign the processed documents for the renewed franchise	None	5 minutes	<i>Office of the Mayor</i>
9. Present the OR and the tricycle unit for inspection installation of sticker and other franchise-related material.	9. Shall assist in the inspection of unit, and placement of stickers	None	3 minutes	<i>Admin Staff POSO-TRU</i>
10. Receive franchise, fare matrix guide and Identification Card (I.D.) and sign the Vehicle Franchising Releasing Logbook/Vehicle Sticker Releasing Logbook.	10. Shall release the Operator's ID, Special Authority to Operate Body Plate Number and City Sticker and record to franchise releasing logbook	None	5 minutes	<i>CTRU Personnel</i>
	<b>TOTAL:</b>	<b>Based on Schedule of Fees (City Ordinanc e 2024- 22)</b>	<b>48 Minutes</b>	



## POSO-TRU REGULATIONS ON TRICYCLE OPERATIONS

### Fees on Service/Private Motorized Tricycle/Unit (Renewal and New Application):

Particulars	Fees Per Annum
Specific Franchise	₱ 300.00
City Sticker	₱ 60.00
Mayor's Permit	₱ 120.00
Identification Card	₱ 50.00



### 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.

<b>Office or Division:</b>	Public Order and Safety Office - Transportation Regulatory Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Any Franchisee who intends to change his/ her motorcycle unit to change his/her motorcycle unit and/or sidecar but with the intention of keeping the franchise.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>New Franchise:</b>		
1. Duly-accomplished Dropping Application form (1 Original Set)	POSO-TRU	
2. Barangay Business Clearance certifying availability of a garage (1 Original Copy)	Barangay Hall where the applicant resides	
3. Latest Certificate of Registration and Official Receipt of the vehicle (1 Photocopy)	Land Transportation Office	
4. Insurance Coverage for Third Party Liability (1 Photocopy)	Insurance Company	
5. Professional Driver's License (Photocopy)	Land Transportation Office	
6. 2 x 2 I.D. pictures wearing TODA uniform (2 Original Copies)	Applicant	
7. TODA Uniform	TODA where the applicant applied for membership	
8. TODA roof color coding	Applicant	
9. Trash can	Applicant	
10. Certificate of Membership	TODA where the applicant applied for membership	
11. Roof Number Tagging	Applicant	
12. Deed of Sale or Deed of Conveyance/Transfer (1 Photocopy)	Applicant	



13. Official Receipt (1 Original Copy and 1 Photocopy)		City Treasurer's Office		
14. Copy of Previous Franchise/ MTOP		Applicant		
For renewal of franchise:				
1. All requirements previously listed (1-15 except #11)		Applicant		
2. Previous franchise or its official receipt (1 Photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure requirements	1. Shall provide application form and list of requirements	None	3 minutes	<i>Applicant</i>
2. Submit the application form and documentary requirements.	2. Receive the submitted documents.	None	3 minutes	<i>Admin Staff</i> POSO-TRU
3. Evaluation and validation of requirements	3. CTRU Personnel shall evaluate and validate submitted requirement before the applicant proceed to the next step	None	3 minutes	<i>Admin Staff</i> POSO-TRU
4. Assessment	4. CTRU Personnel shall assess the fees and Application of Franchise based on the approved fees by the Sangguniang Panlungsod in accordance with the traffic	None	3 minutes	<i>Admin Staff</i> POSO-TRU



	code.			
5. Approval of the applicant's submitted requirements	5.Shall approve and sign the evaluated franchise application to proceed for the payment of fees.	None	5 minutes	<i>CTRU OIC Head</i>
6. Pay the required fee/s at the City Treasurer's Office and receive the Official Receipt	6. Receive payment and Issue OR.	<b>(Renewal)</b> Franchise fee - ₱150.00  ID TODA - ₱ 50.00 Mayor's Permit - ₱ 100.00 City Sticker - ₱ 60.00  <b>(New)</b> Franchise f fee - ₱150.00  ID TODA - ₱ 50.00 Mayor's Permit - ₱ 120.00 City Sticker - ₱ 60.00  Dropping Certificate - ₱150.00	3 minutes	<i>Revenue Collection Clerk</i>  City Treasurer's Office
7. Encoding and recording of data	7.Shall encode the information on the system to generate the franchise certificate.	None	10 minutes	<i>CTRU Personnel</i>
8. Approval of the	8. Shall	None	5 minutes	<i>CTRU OIC</i>



applicant's encoded Special Authority (Franchise Certificate)	recommend the approval of the processes document and forward them to the Office of the Mayor  8.1 Shall approve and sign the processed documents for the renewed franchise	None	5 minutes	<i>Head</i>  <i>Office of the Mayor</i>
9. Present the OR and the tricycle unit for inspection, installation of sticker and other franchise-related material.	9. Shall assist in the inspection of unit, and placement of stickers	None	3 minutes	<i>Admin Staff</i> <i>POSO-TRU</i>
10. Receive franchise, fare matrix guide and Identification Card (I.D.) and sign the vehicle franchise releasing logbook/vehicle sticker releasing logbook.	10. Shall release the Operator's ID, Special Authority to Operate Body Plate Number and City Sticker and record to franchise releasing logbook.	None	5 minutes	<i>CTRU</i> <i>Personnel</i>
	<b>TOTAL:</b>	<b>Based on Schedule of Fees (City Ordinance 2024-22)</b>	<b>48 Minutes</b>	



## POSO-TRU REGULATIONS ON TRICYCLE OPERATIONS

### Fees on Tricycle Operations (Dropping)

Particulars	Fees Per Annum
1. Franchise fee	₱ 150.00
2. ID TODA	₱ 50.00
3. Mayor's Permit (Renew)	₱ 100.00
4. Mayor's Permit (New)	₱ 120.00
5. City Sticker	₱ 60.00
6. City Plate	₱ 300.00
7. Dropping	₱ 150.00





#### 4. Petition for Dropping of Franchise

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

<b>Office or Division:</b>	Public Order and Safety Office-City Transportation Regulatory Unit (CTRU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who can avail:</b>	Any franchisee who intends to drop, terminate or relinquish his/her franchise			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Petition for Dropping of Franchise Form (1 Original Set)		CTRU Office		
2.Current Franchise (1 Original Copy)		Applicant		
3.Official Receipt of payment of fees (1 original Copy and 1 Photocopy)		City Treasurer's Office (CTO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit the complete documentary requirements, present the tricycle unit for removal of sticker and other franchise related material	1. Receive and evaluate the submitted documents,	None	2 minutes	Admin Staff CTRU
	1.1 Assess the fees to be paid	None	2 minutes	Admin Staff CTRU
				Admin Staff



	<p>1.2 Issue order of payment</p> <p>1.3 Remove the sticker and other franchise-related materials from the tricycle unit</p>	<p>None</p> <p>None</p>	<p>2 minutes</p> <p>10 minutes</p>	<p>CTRU</p> <p>Admin Staff CTRU</p>
2.Pay the required fees at the City Treasurer's Office and receive the official Receipt	2.Receive payment and Issue Official Receipt (O.R)	Php 200.00	3 minutes	<i>Revenue Collection Clerk Treasury Office</i>
3.Present the O.R and  Receive the Certificate of Dropping of Franchise	<p>3. Verify the Official Receipt and receive the Photocopy</p> <p>3.1 Encode the data, cancel the franchise and update the records</p> <p>3.2 Print the CDF and route to signatories</p>	<p>None</p> <p>None</p> <p>None</p>	<p>2 minutes</p> <p>10 minutes</p> <p>10 minutes</p>	<p><i>Admin Staff POSO-CTRU</i></p> <p><i>Admin Staff POSO-CTRU</i></p> <p><i>Admin Staff POSO-CTRU</i></p>



	3.3 Approve and sign the processed documents for the cancel of franchise	None	4 minutes	<i>CTRU Head/OIC</i> <i>POSO Head</i> <i>Office of the Mayor</i>
	3.5 Release the CDF	None	3 minutes	<i>Admin Staff</i> <i>POSO-CTRU</i>
	<b>TOTAL:</b>	<b>Php 200.00</b>	<b>48 Minutes</b>	



## 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.

<b>Office or Division:</b>	Public Order and Safety Office-City Transportation Regulatory Unit (CTRU)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Any pedicab unit owner who meets the qualifications and requirements, set forth by the City Government, for an operator of a pedicab unit for hire within a designated route and area in the territorial jurisdiction of the City of San Pedro
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Duly-accomplished Application Form (1 Original Set)	POSO-CTRU Office
2. Barangay Clearance (Certifying availability of garage ) (1 Original Copy)	Barangay Hall where the applicant resides
3. Insurance Coverage for Third Party Liability (1 Photocopy)	Insurance Company
4. 2x2 I.D picture wearing PODA uniform (2 Original Copy)	Applicant
5. Official Receipt of payment of fees (1 original Copy and 1 Photocopy	City Treasurer’s Office (CTO)
<b>For renewal of Franchise:</b>	
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 the complete documentary requirements, present the tricycle unit for removal of sticker and other franchise related material	1. Receive and evaluate the submitted documents,	None	2 minutes	<i>Admin Staff CTRU</i>
	1.1 Assess the fees to be paid	None	2 minutes	<i>Admin Staff CTRU</i>
	1.2 Issue order of payment	None	2 minutes	<i>Admin Staff CTRU</i>
2. Pay the required fees at the City Treasurer's Office and receive the official Receipt (O.R)	2. Receive payment and Issue Official Receipt (O.R)	Refer to Schedule of Fees for the Computation (Ref. City Ord. 2017-23/Traffic Code	3 minutes	<i>Revenue Collection Clerk  Treasury Office</i>
3. Present the 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)	3. Verify the Official Receipt and receive the Photocopy	None	2 minutes	<i>Admin Staff/ POSO-CTRU</i>
	3.1 Print the franchise and route to signatories	None	10 minutes	<i>Admin Staff/ POSO-CTRU</i>
	3.2 Encode the data	None	10 minutes	<i>Admin Staff/ POSO-CTRU</i>
	3.3 Install the sticker and plate on their designated spot	None	10 minutes	<i>Admin Staff/ POSO-CTRU</i>



	3.4 Release the franchise, fare matrix guide and I.D	None	5 minutes	<i>Admin Staff/ POSO-CTRU</i>
	<b>TOTAL:</b>	<b>Based on Schedule of Fees (City Ordinance 2024-22)</b>	<b>46 Minutes</b>	

**NOTE:** Plate is subject to change every 3 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.

<b>Office or Division:</b>	Public Order and Safety Office-City Transportation Regulatory Unit (CTRU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Duly-accomplished Application Form (1 Original Set)		CTRU Office		
2.Barangay Clearance (Certifying availability of garage ) (1 Original Copy)		Barangay Hall where the applicant resides		
3.Latest Certificate of Registration and Official Receipt of the vehicle (1 Photocopy)		LTO		
4. 2x2 I.D picture wearing PODA uniform (2 Original Copy)		Applicant		
5.Official Receipt of payment of fees (1 original Copy and 1 Photocopy)		City Treasurer's Office (CTO)		
6. Current franchise (1 Photocopy)		LTFRB		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESsing TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit the complete documentary requirements	1. Receive and evaluate the submitted documents,	None	2 minutes	<i>Admin Staff/ CTRU</i>
	1.1 Assess the fees to be paid	None	2 minutes	<i>Assessment Officer Or Admin Staff CTRU</i>
	1.2 Issue order of payment	None	2 minutes	<i>Admin Staff/ CTRU</i>
2. Pay the required fees at the City Treasurer's Office and receive the official Receipt (O.R)	2. Receive payment and Issue Official Receipt (O.R)	Refer to Schedule of Fees for the Computation  Amended  (Ref. City Ord.2024-44/Traffic Code  PUJ-Fee-450 Php  FX/VAN-Fee-450Php  BUS-Fee-500 Php	3 minutes	<i>Revenue Collection Clerk Treasury Office</i>





3. Present the O.R and  Receive the City Sticker	3.1 Verify the Official Receipt and receive the Photocopy	None	2 minutes	<i>Admin Staff/ POSO-CTRU</i>
	3.2 Encode the data	None	10 minutes	<i>Admin Staff/ POSO-CTRU</i>
	3.3 Route the application form to signatories	None	10 minutes	<i>Admin Staff/ POSO-CTRU</i>
	3.4 Release the city sticker and place it on designated spot	None	5 minutes	<i>Admin Staff/ POSO-CTRU</i>
	<b>TOTAL:</b>	<b>Based on Schedule of Fees (City Ordinance 2024-22)</b>	36 minutes	



## 7. Replacement/Re-print of Franchise

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

<b>Office or Division:</b>	Public Order and Safety Office-City Transportation Regulatory Unit (CTRU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Any franchisee/operator who lost his/her original franchise certificate			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Duly-accomplished Application Form (1 Original Set)		POSO-CTRU Office		
2.Official Receipt of payment of fees (1 original Copy and 1 Photocopy)		City Treasurer's Office (CTO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit the complete documentary requirements	1. Receive and evaluate the submitted documents,	None	2 minutes	<i>Admin Staff/CTRU</i>
	1.1 Assess the fees to be paid	None	2 minutes	<i>Admin Staff/CTRU</i>
	1.2 Issue order of payment	None	2 minutes	<i>Admin Staff/CTRU</i>



2. Pay the required fees at the City Treasurer's Office and receive the official Receipt (O.R)	2. Receive payment and Issue Official Receipt (O.R)	Refer to Schedule of Fees for the Computation (Ref. City Ord.2017 - 23/Traffic Code	3 minutes	<i>Revenue Collection Clerk Treasury Office</i>
3.Present the O.R and receive the City Sticker	3. Verify the Official Receipt and receive the Photocopy	None	2 minutes	<i>Admin Staff/ POSO-CTRU</i>
	3.1 Encode the data	None	10 minutes	<i>Admin Staff/ POSO-CTRU</i>
	3.2 Print the franchise and Route it to signatories	None	10 minutes	<i>Admin Staff/ POSO-CTRU</i>
	3.3 Release the franchise certificate	None	5 minutes	<i>Admin Staff/ POSO-CTRU</i>
	TOTAL	<b>Based on Schedule of Fees (City Ordinance 2024-22)</b>	35 minutes	



## 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      |