

**3. Service Name: ISSUANCE OF TRICYCLE FRANCHISE**

**Description of Service: Issuance of approved Tricycle Franchise to the client/s in accordance with the existing laws, rules and regulations.**

|  |                                   |                 |   |  |
|--|-----------------------------------|-----------------|---|--|
| Office or Divisions                          | SANGGUNIANG PANLUNGSOD            |                 |   |  |
| Classification                               | Simple                            |                 |   |  |
| Type of Transactions                         | Government to Client              |                 |   |  |
| Who may avail                                | All client                        |                 |   |  |
| CHECKLIST OF REQUIREMENTS                    |                                   |                 | WHERE TO SECURE                                 |  |
| 1. Document to be signed by the SP Secretary |                                   |                 | Sangguniang Panlungsod – Administrative Section |  |
| CLIENT STEPS                                 | AGENCY ACTION                     | FEES TO BE PAID | PROCESSING TIME                                 | PERSON RESPONSIBLE                     |
| 1. Sign-in to client logbook.                | 1. Give the logbook to the client | None            | 2 minutes                                       | Helen S. Quesada,<br>Adm. Asst. V      |
| 2. Present the document to be signed.        | 2. Sign the document/s.           | None            | 2 minutes                                       | Maria Rosario Yumul,<br>SP Secretary   |
|  | 3. Release the signed document/s. | None            | 2 minutes                                       | Helen S. Quesada<br>Records Officer II |
| TOTAL:                                       |                                   |                 | 6 minutes                                       |  |