



Internal/External

4. SERVICE NAME: TRICYCLE PERMIT / FRANCHISE REGISTRATION

Description of the Service: Provision of Mayor’s Permit to individuals to operate Tricycles -For-Hire including Jeepneys, Van, Bus, and Mini-Bus within designated zones in the city. Operators/Drivers from the previous year are mandated to renew their permits annually in order for them to continue with normal course of operations.

Office or Division:	BUSINESS PERMITS AND LICENSING OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	ALL OPERATOR OF TRICYCLE, JEEPNEYS, VAN, BUS, MINI-BUS ETC. (FOR HIRE)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW TRICYCLE FRANCHISE REGISTRATION	1 From the store where you purchased your motorcycle
DELIVERY RECEIPT	2 Land Transportation Office, Osmena, City of Ilagan, Isabela
LTO'S O.R./C.R.	3 From seller of your motorcycle unit.
DEED OF SALE	4 From donor of your motorcycle unit
DEED OF MORTGAGE	5 From the store where you purchased your motorcycle
DEED OF DONATION	6 Land Transportation Office, Osmena, City of Ilagan, Isabela
CERTIFICATE OF ASSUMPTION	7 COMELEC Office, City Hall of Ilagan
CANCELLATION OF FRANCHISE/CERT. OF NO FRANCHISE9.	8 Land Transportation Office, Osmena, City of Ilagan, Isabela
COMELEC REGISTRATION	1. Land Transportation Office, Osmena, City of Ilagan, Isabela 2. BARANGAY



<p>PROFESSIONAL DRIVER'S LICENSE/ GOVERNMENT ISSUED ID</p> <p>RENEWAL OF TRICYCLE FRANCHISE/ PERMIT AND PUV PERMIT REGISTRATION</p> <p>LTO'S O.R. (FOR HIRE) AND C.R.</p> <p>PROOF OF RESIDENCY</p> <p>PROFESSIONAL DRIVER'S LICENSE</p> <p>VALID I.D.</p>	<p>3. Land Transportation Office, Osmena, City of Ilagan, Isabela</p> <p>4. Any Government issued ID</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. VALIDATION & ENCODING at "Counter A" or "Counter B"</p>	<p>Validate documents, encode information, and assessment of fees and charges, actual inspection of tricycle</p>	<p>None</p>	<p>5 minutes</p>	<p>PETER PAUL A. LUGO Administrative Aide III</p> <p>SHERWIN M. BALMACEDA Watchman I</p> <p>ALLAN C. QUITOLA Administrative Aide I</p> <p>JOMAR S. DELA CRUZ Administrative Aide I</p>



2. PAY at "Counter C"	Accepts payment of fees and charges, issue Official Receipt	Based on Tax Order of Payment (TOP) issued by the Transpo Division of the BPLO	2 minutes	LAURENCIA L. MANIBOG Revenue Collection II JANESSA L. DOMINGO Casual	
		<u>MOTORIZE</u> <u>D</u> <u>TRICYCLE:</u> New Franchise - P3,800.00 Renewal Franchise -- P2,550.00 Mayor's Permit – P1,800.00 Outsiders – P2,150.00 *Outsiders are those tricycle registered in the Municipality			



			<p>of Gamu but given authority to ply within the Baligatan Public Market – Gamu only</p> <p>PUJ/ PUV – P2,050.00</p> <p>MINI-BUS - P3,200.00</p> <p>BUS - P4,200.00</p> <p>*Arrears not paid are computed per year plus 25% penalty</p> <p>None</p>		
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CLAIM of stickers & fare matrix, permit, franchise, MTOP plate at "Counter E" Or "Counter F"	Recording of Permits/Franchise details and Issuance of Driver's ID Sticking of Stickers to tricycle, issue franchise, permits, MTOP plate, fare matrix		3 minutes	JASON F. CAYABA ADMINISTRATIVE ASSISTANT V PRINCE ISAIAH J. ALAMO Casual EDWARDSON S. SIGUA Casual
TOTAL			10 minutes	

NOTE: ALLOWABLE PERIOD OF EXTENSION WITHIN THE PRESCRIBED PROCESSING TIME OF SERVICES

- 1. SIMPLE TRANSACTION – three (3) working days; (Applications or Requests require ministerial action on the part of the LGU, or that which present only inconsequential issues for resolution.)**



2. **COMPLEX TRANSACTIONS** – seven (7) working days; (Applications or Requests which necessitates evaluation in the resolution of complicated by an officer or employee of the LGU.)
3. **HIGHLY TECHNICAL TRANSACTION** – twenty (20) working days; (Applications or Requests which require the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation.)