



Internal/External

3. SERVICENAME: APPROVAL OF TRICYCLE FRANCHISE

Descriptive of the Service: Approval Franchise to the client/s in accordance with the existing laws, rules and regulation.

Office or Division:	SANGGUNIANG PANLUNGSOD OFFICE			
Classification:	SIMPLE			
Type of Transaction:	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. Apply Franchise at BPLO	1. Validate Application for approval			Ms. Helen Quesada (Adm. Asst. V) & Ms. Rosalina Bumangag (Adm. Aide III)
2. Present the documents to be signed.	2. Sign document/s	None	2 minutes	Ms. Rosario I. Yumul (SP Secretary)
	3. Releasing the signed document/s.	None	2 minutes	Ms. Helen Quesada (Adm. Asst. V) & Ms. Rosalina Bumangag (Adm. Aide III)
TOTAL			4 minutes	