

**OFFICE OF THE
SANGGUNIANG PANLUNGSOD
(CITY TRANSPORTATION
FRANCHISING AND
REGULATORY BOARD)**

External Services

PEDICAB SERVICES

1. CHANGE PLATE/REQUISITION OF PLATE

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Pedicab franchise operators/drivers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original franchise copy		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Original franchise copy)	1.1 Receive the requirements. 1.2 Prepare order of payment.	None	10 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) Ms. Knicole M. Macugay Secretary I (Job Order)
2. Payment of change plate fee Payment Fee: Plate (Bike) Plate (Sidecar)	2.1 Receive payment. 2.2 Issuance of Official Receipt.	PHP 100.00 PHP 75.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II (Treasurer's Office) Or Ms. Knicole M. Macugay Secretary I (Job Order)

3. Receiving of bike and side car plate and official receipt.	3.1 Issuance of bike and sidecar plate, official receipt.			Ms. Knicole M. Macugay Secretary I (Job Order)
Receiving Updated Franchise copy	3.2 Reassessing and signing of updated franchise by the supervisor and the CCTFRB Chairman.	None	5 Minutes	Mr. Christopher M. Paredes Bookbinder II/ CCTFRB Designate
	3.3 Issuance of Updated Franchise.			Mr. Eduardo G. Novero Jr. City Councilor/CCTFRB Chairman
TOTAL:		PHP 175.00	20 Minutes	

2. ISSUANCE OF PEDICAB DRIVER ID CARD

Office or Division:	Transportation office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Pedicab franchise operators/driver
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Franchise copy for verification	Personal copy of Applicant
One (1) 1x1 or 2x2 photo of the requestor	

CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Franchise copy, one (1) photo)	1.1 Receive the requirements. 1.2 Prepare order of payment.	None	10 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) Ms. Knicole M. Macugay Secretary I (Job Order)
2. Payment of pedicab driver ID card	2.1 Prepare official receipt.	PHP 25.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II (Treasurer's Office) Or Ms. Knicole M. Macugay Secretary I (Job Order)
3. Receiving of pedicab driver ID card	3.1 Reassessing and signing pedicab ID by the supervisor and the CCTFRB Chairman. 3.2 Release pedicab driver ID card.	None	15 minutes	Ms. Knicole M. Macugay Secretary I (Job Order) Eser F. Dionisio Messenger I (Job Order) Allan Pacion Messenger I (Job Order)
TOTAL:		PHP 25.00	30 minutes	

3. REGISTRATION AND ISSUANCE OF FRANCHISE TO PEDICAB OPERATORS

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Pedicab franchise operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay clearance		Personal copy of Applicant		
Deed of sale				
One (1) 2x2 picture of operator/owner				
Proof of purchase				
CLIENTS’ STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Barangay Clearance, Deed of sale or proof of purchase One (1) 2x2 picture of operator/owner)	1.1 Receive the requirements. 1.2 Assess requirement upon receiving. 1.3 Prepare order of payment.	None	10 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) Ms. Knicole M. Macugay Secretary I (Job Order)
2. Payment of fees: Mayor’s permit	2.1 Prepare official receipt.	PHP 40.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II (Treasurer’s Office)

Operator's permit		PHP 50.00		Or Ms. Knicole M. Macugay Secretary I (Job Order)
Plate (Bike)		PHP 100.00		
Plate (Sidecar)		PHP 75.00		
Supervision fee		PHP 10.00		
3. Receiving of Official Receipt Receiving of Franchise Copy	3.1 Issuance of Official Receipt. 3.2 Reassessing and signing of updated franchise by the supervisor and the CCTFRB Chairman. 3.3 Issuance of Updated Franchise.	None	10 minutes	Ms. Knicole M. Macugay Secretary I (Job Order) Mr. Christopher M. Paredes Bookbinder II/ CCTFRB Designate Mr. Eduardo G. Novero Jr. City Councilor/CCTFRB Chairman
TOTAL:		PHP 275.00	25 Minutes	

4. RENEWAL OF FRANCHISE FOR PEDICAB OPERATORS

Office or Division:	Transportation office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Pedicab franchise operators

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original franchise copy		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1.1 Receive the requirements. 1.2 Assess the Requirements given. 1.3 Prepare order of payment.	None	10 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) Or Ms. Knicole M. Macugay Secretary I (Job Order)
2. Payment of fees: Franchise fee Plate (Bike) Plate (Sidecar)	2.1 Prepare the Official Receipt.	PHP 100.00 PHP 100.00 PHP 75.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II (Treasurer's Office) Or Ms. Knicole M. Macugay Secretary I (Job Order)
3. Receiving Official Receipt Receiving of renewed franchise copy	3.1 Issuance of Official Receipt. 3.2 Reassessing and signing of renewed franchise by the supervisor	None	5 minutes	Ms. Knicole M. Macugay Secretary I (Job Order) Mr. Christopher M. Paredes

	and the CCTFRB Chairman. 3.3 Issuance of Renewed Pedicab Franchise.			Bookbinder II/ CCTFRB Designate Mr. Eduardo G. Novero Jr. City Councilor/CCTFR B Chairman
TOTAL:		PHP 275.00	20 Minutes	

5. RENEWAL OF PEDICAB DRIVER ID CARD

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Pedicab franchise operators/driver			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Franchise copy for verification Previous pedicab ID card		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Franchise copy, previous ID card)	1.1 Receive the requirements. 1.2 Assess the requirement given.	None	10 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) Or

	1.3 Prepare order of payment.			Ms. Knicole M. Macugay Secretary I (Job Order)
2. Payment of pedicab driver ID card	2.1 Prepare Official Receipt.	PHP 25.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II (Treasurer's Office) Or Ms. Knicole M. Macugay Secretary I (Job Order)
3.Receiving Official Receipt Receiving of pedicab driver ID card	3.1 Issuance of Official Receipt. 3.2 Reassessing and signing of Pedicab ID by the supervisor and the CCTFRB Chairman. 3.3 Release pedicab driver ID card.	None	15 minutes	Allan Pacion Messenger I (Job Order) Or Eser F. Dionisio Messenger I (Job Order)
TOTAL:		PHP 25.00	30 minutes	

TRICYCLE SERVICES

6. CHANGE MOTOR/DROPPING

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Tricycle franchise operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
O.R./C.R. photo copy Original franchise Official receipt of the new engine Deed of Sale		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (O.R./C.R., Original Franchise, Deed of Sale)	1.1 Receive the requirements. 1.2 Assess the Requirement given. 1.3 Issuance of order of payment.	None	10 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) or Ms. Knicole M. Macugay Secretary I (Job Order) or Ms. Criselda T. Delos Santos (Honoraria)
2. Payment of change engine fee	2.1 Prepare Official Receipt.	PHP 130.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II (Treasurer's Office) Or

Payment of dropping		PHP 130.00		Ms. Knicole M. Macugay Secretary I (Job Order)
3. Receiving of Official Receipt Receiving of updated franchise copy	3.1 Issuance of Official Receipt. 3.2 Reassessing and signing of certificate of dropping by the supervisor and the CCTFRB Chairman. 3.3 Issuance of Certificate of Change Motor and Dropping.	None	5 minutes	Ms. Criselda T. Delos Santos (Honoraria) Or Mr. Christopher M. Paredes Bookbinder II/ CCTFRB Designate or Mr. Eduardo G. Novero Jr. City Councilor/CCTFRB Chairman
TOTAL:		PHP 260.00	20 Minutes	

7. CHANGE OF OWNERSHIP

Office or Division:	Transportation office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Tricycle franchise operators

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Deed of Sale/Deed of Assignment Original franchise copy One (1) 2x2 photo of the new owner O.R./C.R.		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements (Deed of Sale, Deed of Assignment original franchise copy, one (1) photo)	1.1 Receive the requirements. 1.2 Assess the Requirements given. 1.3 Issuance of order of payment.	None	10 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) or Ms. Knicole M. Macugay Secretary I (Job Order) or Ms. Criselda T. Delos Santos (Honoraria)
2. Payment of change of ownership fee	2.1 Prepare Official Receipt.	PHP 500.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II (Treasurer's Office) Or Ms. Knicole M. Macugay Secretary I (Job Order)
3. Receiving of Official Receipt	3.1 Issuance of Official Receipt.	None	5 minutes	

Receiving of updated franchise copy	3.2 Reassessing and signing of updated franchise by the supervisor and the CCTFRB Chairman. 3.3 Issuance of Updated Franchise.			Ms. Criselda T. Delos Santos (Honoraria) or Mr. Christopher M. Paredes Bookbinder II/ CCTFRB Designate or Mr. Eduardo G. Novero Jr. City Councilor/CCTFRB Chairman
TOTAL:		PHP 500.00	20 Minutes	

8. ISSUANCE OF ANNUAL STICKER

Office or Division:	Transportation office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Tricycle franchise operators
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Photocopy of Tricycle franchise Updated O.R./C.R.	Personal copy of Applicant

CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Photocopy of Tricycle Franchise, Updated O.R./C.R.)	1.1 Receive the requirements. 1.2 Assess the Requirements presented. 1.3 Prepare the order of payment.	None	5 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) or Ms. Knicole M. Macugay Secretary I (Job Order) or Ms. Criselda T. Delos Santos (Honoraria)
2. Payment of annual sticker fee	2.1 Prepare the Official Receipt.	PHP 30.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II (Treasurer's Office) Or Ms. Knicole M. Macugay Secretary I (Job Order)
3. Presentation of Official Receipt	3.1 Attachment of the annual sticker to the tricycle.	None	5 minutes	Allan Pacion Messenger I (Job Order) Or Eser F. Dionisio Messenger I (Job Order)
TOTAL:		PHP 30.00	15 minutes	

9. REGISTRATION AND ISSUANCE OF FRANCHISE FOR TRICYCLE OPERATORS

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Tricycle franchise operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
O.R./C.R. Barangay Clearance Cedula Xerox copy of Driver's License 2X2 picture Police Clearance Proof of Purchase or Deed of Sale		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Barangay Clearance, Residence Certificate (Cedula), One (1) 2x2 picture of operator/owner,	1.1 Receive the requirements. 1.2 Assess the requirements Presented. 1.3 Prepare the order of payment.	None	10 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) Or Ms. Knicole M. Macugay Secretary I (Job Order) Or

Police clearance, Deed of sale/Proof of purchase				Ms. Criselda T. Delos Santos (Honoraria)
2. Payment of fees: Franchise fee Supervision fee Confirmation fee Mayor's fee	2.1 Prepare Official Receipt.	PHP 350.00 PHP 100.00 PHP 10.00 PHP 40.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II Treasurer's Office Or Ms. Knicole M. Macugay Secretary I (Job Order)
3. Receiving of Official Receipt Receiving of Franchise Copy	3.1 Issuance of Official Receipt. 3.2 Reassessing and signing of updated franchise by the supervisor and the CCTFRB Chairman. 3.3 Issuance of Updated Franchise.	None	5 minutes	Ms. Criselda T. Delos Santos (Honoraria) or Mr. Christopher M. Paredes Bookbinder II/ CCTFRB Designate or Mr. Eduardo G. Novero Jr. City Councilor/CCTFRB Chairman
TOTAL:		PHP 500.00	20 Minutes	

10. RENEWAL OF FRANCHISE FOR TRICYCLE OPERATORS

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Tricycle franchise operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Owner's copy of franchise Photocopy of O.R./C.R.		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1.1 Receive the requirements. 1.2 Assess the requirements Presented. 1.3 Prepare the order of payment.	None	10 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) Or Ms. Knicole M. Macugay Secretary I (Job Order) Or Ms. Criselda T. Delos Santos (Honoraria)
2. Payment of fees: Franchise fee Supervision fee	2.1 Prepare Official Receipt.	PHP 350.00 PHP 100.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II (Treasurer's Office) Or

Confirmation fee		PHP 10.00		Ms. Knicole M. Macugay Secretary I (Job Order)
Mayor's fee		PHP 40.00		
3. Receiving of Official Receipt	3.1 Issuance of Official Receipt.			Ms. Criselda T. Delos Santos (Honoraria)
Receiving of Franchise Copy	3.2 Reassessing and signing of updated franchise by the supervisor and the CCTFRB Chairman.	None	5 minutes	or Mr. Christopher M. Paredes Bookbinder II/ CCTFRB Designate
	3.3 Issuance of Updated Franchise.			or Mr. Eduardo G. Novero Jr. City Councilor/CCTFRB Chairman
TOTAL:		PHP 500.00	20 Minutes	

11. JEEPNEY SERVICES

Office or Division:	Transportation office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Jeepney Operators
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Copy of Franchise	Personal copy of Applicant

Copy of Official Receipt and Copy of Registration				
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Copy of Franchise, Copy of Official Receipt and Copy of Registration)	1.1 Receive the requirements. 1.2 Assess the requirements Presented. 1.3 Prepare the order of payment.	None	10 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) or Ms. Knicole M. Macugay Secretary I (Job Order) or Ms. Criselda T. Delos Santos (Honoraria)
2. Payment of fees: Annual Sticker	2.1 Prepare the Official Receipt.	PHP 30.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II (Treasurer's Office) Or Ms. Knicole M. Macugay Secretary I (Job Order)
3. Presentation of Official Receipt	3.1 Attachment of the annual sticker to the tricycle.	None	5 minutes	Allan Pacion Messenger I (Job Order) Or Eser F. Dionisio

				Messenger I (Job Order)
TOTAL:		PHP 30.00	20 minutes	

12. MINI-BUS SERVICES

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Mini-bus Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Owner's copy of franchise Copy of Official Receipt and Copy of Registration		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Copy of Franchise, Copy of Official Receipt and Copy of Registration)	1.1 Receive the requirements. 1.2 Assess the requirements Presented. 1.3 Prepare the order of payment.	None	10 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) or Ms. Knicole M. Macugay Secretary I (Job Order) or Ms. Criselda T. Delos Santos (Honoraria)
2. Payment of fees: Annual Sticker	2.1 Prepare the Official Receipt.	PHP 30.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II (Treasurer's Office)

				Or Ms. Knicole M. Macugay Secretary I (Job Order)
3. Presentation of Official Receipt	3.1 Attachment of the annual sticker to the tricycle.	None	5 minutes	Allan Pacion Messenger I (Job Order) Or Eser F. Dionisio Messenger I (Job Order)
TOTAL:		PHP 30.00	20 minutes	

13. TRAFFIC VIOLATION SERVICES

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Traffic Violators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Citation Ticket		Ticket issued to Violators		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the requirement.	1.1 Receive the requirements.	None	5 minutes	Ms. Raejean E. Vasquez (Bookbinder IV)

	1.2 Encoding of information and violation in PTMS.			or Ms. Knicole M. Macugay Secretary I (Job Order)
2.Payment of fees	2.1 Prepare Official Receipt.	PHP 200.00	5 minutes	Ms. Felicisima C. Angeles Revenue Collection Clerk II (Treasurer's Office) Or Ms. Knicole M. Macugay Secretary I (Job Order)
3. Receiving of Official Receipt	3.1 Issuance of Official Receipt. 3.2 Returning of Motorcycle Key if Impounded.	None	5 minutes	Ms. Raejean E. Vasquez (Bookbinder IV) or Ms. Knicole M. Macugay Secretary I (Job Order)
TOTAL:		PHP 200.00	15 minutes	