



Public Transportation and Terminal Division



Payment of Terminal Fee

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|--|--|----------------------------|------------------------|---------------------------|
| Office or Division: | Public Transportation and Terminal Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | | | | |
| Who may Avail: | Operator/Driver/Owner of any vehicle for hire who parks inside the public transport terminal and pick up | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Pays the required Terminal Fee before he can | Issue Official Receipt and terminal exit | 1-15 Passengers Jeepney | 1 minute | Market Supervisor I |
| Go out from PTT premises and present the | Check the terminal exit pass and fear it. | | 1 minute | Gatekeeper on duty |
| | Total | May vary | 1 minutes | |
| End of Transaction | | | | |



Payment of Terminal Fee

| | | | | |
|---|--|------------------------|------------------------|--|
| Office or Division: | Public Transportation and Terminal Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | | | | |
| Who may Avail: | Existing public transport terminal vendor with lease contract as of December 31 of the previous year. | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Sanitary permit of the current year Residence certificate for the current year | | | City Health Office | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Request for evaluation of Lease Contract | Fills up the name, stall number and authorized goods to be sold for the concern section | None | 3 minutes | Market Supervisor I |
| Approach PTT accountable officers for status of financial obligations | Indicates on the form: 1.Unpaid rental and extension accounts 2.Unpaid extension & etch. Accts. | None | 3 minutes | Market Supervisor I Revenue Collection Clerk II |
| Approach the PTT Supervisor | Evaluates client to compliance of public terminal laws and rules | None | 3 minutes | Public Services Officer IV |
| Leave the evaluation documents to PTT office. | Then recommend financial action for approval or disapproval of the renewal application. Head of the Public Market & Slaughterhouse Department | None | 3 minutes | City Government Department Head I |
| | Total | None | 12 minutes | |
| End of Transaction | | | | |



Payment of Entrance/Entry Fee

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|----------------------------------|---|------------------------|------------------------|---------------------------|
| Office or Division: | Public Transportation and Terminal Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | | | | |
| Who may Avail: | Private vehicle who wants to enter inside the cargoes or for any personal transaction. Public transport terminal premises to unload/load. | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Goes inside PTT premises and his | Approaches the driver and 10-wheeler trucks | 100 or 40 php | 2 minutes | Market Supervisor I |
| | Total | 100 or 40 php | 2 minutes | |
| End of Transaction | | | | |



Payment of Electric Services Fee

Electric Fees are collected to PMSD vendor's electric consumption

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|----------------------------------|---|--------------------------|------------------------|-----------------------------|
| Office or Division: | Public Transportation and Terminal Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Citizen | | | |
| Who may Avail: | PTT vendor with lease contract | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Electric Bill | | | Noneco | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Pays the bill as per electric | Issues official Receipt | Same as existing rate of | 2 minutes | Revenue Collection Clerk II |
| | Total | | 2 minutes | |
| End of Transaction | | | | |



Payment of CR Fees

CR fees are collected to those who use the public restroom at the public market.

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|--|---|------------------------|------------------------|----------------------------------|
| Office or Division: | Public Transportation and Terminal Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Citizen | | | |
| Who may Avail: | everyone | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Pays the CR tender and center the CR or vice versa | Issue cash ticket to the client | 5.00 php | 5 seconds | Assigned PTT CR tender job order |
| | Total | | 5 seconds | |
| End of Transaction | | | | |