



Sangguniang Panlungsod



Service Specifications

Issuance of Franchise of Motorized Tricycles for Hire

Office or Division:	SANGGUNIANG PANLUNGSOD
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may Avail:	1. Filipino Citizen, of legal age and a resident of San Carlos City, Negros Occidental; 2. Has the financial capacity to operate and maintain the service; 3. Willing to abide by whatever regulation/s that the Sangguniang Panlungsod may promulgate from time to time.

NEW APPLICANT

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly notarized Application Form	SP Office
2. Mayors Permit	City Treasurer's Office (CTO)
3. Sanitary Permit	City Health Office (CHO)
4. Parking Fee	Public Market & Slaughterhouse Dept. (PMSD)
5. Barangay Clearance	Barangay Hall
6. Police Clearance	Philippine National Police (PNP)
7. Certificate of Registration and Official Receipt of Motor Vehicle (Photocopy)	
8. Original and 1 photocopy of MVIR (for new applicant)	
9. Community Tax Certification	
10. Radiologic Report	
11. Fire Safety Inspection Certification	
12. Certification from TODA	
13. Photocopy of DRIVER'S LICENSE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the list of required documents from the SP Office	Gives the list of the required documents and application form to the client	NONE	5 minutes	SP Processor
2. Submits all requirements to SP Office	Checks all the documents submitted including ORs for payment of required fees and	NONE	5 minutes	SP Processor



	record in the logbook			
3.Presents the sidecar for inspection on color coding	Inspects the sidecar & checks its compliance with color coding and prepares the Provisional Authority to operate motorcycle for hire for the Vice Mayor's signature & approval of the SP;	NONE	10 minutes	SP Processor
4.Waits for the Sangguniang's approval through a resolution	Prepares the Franchise of the applicants after the SP's approval	NONE	3 days	SP
5.Goes to LTO	Changes the description of the motorcycle from Private to For Hire	NONE	1 DAY	LTO SP BPLO, CMO
	Total	None	4 days 20 mins	
End of Transaction				



AMENDMENT OF MTOP FOR CHANGE OF OWNERSHIP OR CHANGE OF ZONE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an application form from the SP Office	Provides application form for the client to fill out	NONE	2 minutes	<i>SP Processor</i>
2. Submits application form and presents MTOP documents	Checks the application form and process for SP approval	NONE	3 minutes	<i>SP Processor</i>
3. Waits for the Sangguniang's approval through a resolution	Provides client copy of resolution after SP approval	NONE	3 days	<i>SP Processor</i>
TOTAL: 3 days and 5 minutes				
End of Transaction				