**10.3. Granting of a new or the renewal of Tricycle Franchise Certification**

ABOUT THE SERVICE: Franchise on Tricycles is given by the Municipal government to tricycle owners/operators to operate as a means of livelihood and/or additional income. The franchise is renewable every two (2) years.

CLIENT GROUPS:

 Tricycle owners/drivers/operators

REQUIREMENTS:

* Official receipt LTO (photocopy)
* Certificate of registration
* Community Tax certificate

SERICE SCHEDULES:

 Monday –Friday

 8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES: P

TOTAL PROCESSING TIME: 45 minutes

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Submit to the MTO all the requirements for the new/renewal of tricycle franchise  | Secures and verifies submitted requirements | 5 minutes | Armeda C. ManlapazBlesilda Bagalihog |
| 2. Pay at the MTO the corresponding fee. Ask for official receipt | Issues OR | 10 minutes | Janeth C. EscototoCarlo B. MarcaidaMelody T. CApellan |
|  3. Wait for the preparation of the new/renewal of franchise. Submit the MTOP to the mayor’s office for approval | Prepares papers for new/renewal. Advises client to bring the MTOP to Mayor’s Office for signature | 25 minutes  | Armeda C. ManlapazBlesilda Bagalihog |
| 4. Receive the duly approved new/renewal franchise  | Releases tricycle franchise | 5 minutes | Armeda C. ManlapazBlesilda Bagalihog |