

Tricycle and Pedicab Regulatory Office

FUNCTIONAL STATEMENT: Ensure public safety and orderly traffic operations in the city and regulate the use of private and public utility tricycle and pedicab units in public streets and places as well as the issuance of Certificate of Franchises and Mayor's Permit.



FRONTLINE SERVICE	ISSUANCE OF FRANCHISE AND MAYOR'S PERMIT
STEP 1	Submit requirements for evaluation
SERVICE PROVIDER	WILFREDO MENDIOLA
TIME FRAME	2 minutes
STEP 2	Verify records and issue Notarized Application to franchise applicant
SERVICE PROVIDER	LYCA TUMALAD
TIME FRAME	5 minutes
STEP 3	Approval and public hearing of Application for Franchise
SERVICE PROVIDER	FRANCHISING BOARD, SANGGUNIANG PANLUNGSOD
TIME FRAME	Conducted Thursdays within the week of filing
STEP 4A	Issue Order of Payment to approved franchise applications
STEP 4B	Advise client to pay the required amount of fees at the Cashier/ City Treasurer's Office Collection Clerk
SERVICE PROVIDER	DANILO SY
TIME FRAME	5 minutes
STEP 5	Receive Official Receipt and encode data, print Franchise and Mayor's Permit, and issue identification card (ID) and sticker
SERVICE PROVIDER	CARLITO SAGUID
TIME FRAME	Dependent on the number of documents to be processed
STEP 6	Signature and Approval
SERVICE PROVIDER	EMMANUEL S. DE LEON (TPRS CHIEF) RODRIGO RESURRECCION (ASST. CHIEF - ALTERNATE SIGNATORY)
TIME FRAME	5 minutes
STEP 7	Release Franchise and Mayor's Permit
SERVICE PROVIDER	TPRS PERSONNEL
TIME FRAME	1 hour
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> 1. Copy of Official Receipt/ Certificate of Registration 2. Barangay Clearance/ Certificate 3. Certificate of No Objection signed by the President and Officers of the Tricycle Operators and Drivers Association (TODA)

FRONTLINE SERVICE	ISSUANCE OF FRANCHISE AND MAYOR'S PERMIT (cont.)	
	4. Road Worthiness Clearance from TPRS Inspection Team 5. Copy of old/ previous franchise issued by the Traffic and Pedicab Regulatory Services (Renewal)	
REQUIRED FEES	<u>Tricycle</u>	
	Franchise fee	PhP 175.00
	Mayor's Permit	100.00
	Annual Sticker	50.00
	Certificate of Road Worthiness	25.00
	Validation Sticker	25.00
	Identification Card	30.00
	TOTAL	PhP 405.00
	<u>Pedicab</u>	
	Franchise fee	PhP 150.00
Mayor's Permit	100.00	
Identification Card	30.00	
Sticker	50.00	
TOTAL	PhP 330.00	
REQUIRED FEES	Annual Fees	
	Mayor's Permit	PhP 500.00
	Sticker	50.00
	Identification Card	30.00
TOTAL	PhP 580.00	

FEEDBACK AND COMPLAINTS MECHANISM

Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:

Email Address: ***dpstmsouth@gmail.com***

Telephone Numbers: **(02) 310 – 4712**
(02) 288 – 8811 loc. 2303