



TRICYCLE REGULATION UNIT



EXTERNAL SERVICES

1. Renewal of Tricycle Franchise

Service Description: Tricycle operating are required for renewal of Tricycle Franchise every after two (2) years to the authorize to operate.

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|--|--|---|------------------------|---------------------------|
| Office or Division: | Tricycle Regulation Unit | | | |
| Classification: | Highly Technical Application | | | |
| Type of Transaction: | G2C – Government to Private Clients | | | |
| Who may avail: | Private Client with Tricycle Franchise | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Certified Photocopy of OR/CR of motor | | Land Transportation Office | | |
| 2. Barangay Clearance | | Barangay Hall where applicant resides | | |
| 3. Compulsory Insurance of Motor | | Insurance Company | | |
| 4. Residence Certificate (Cedula) | | City Treasurer's Office | | |
| 5. TODA Certification | | TODA President where applicant resides and a member of TODA | | |
| 6. Tricycle Inspection Report | | Tricycle Regulation Unit | | |
| 7. Franchise Copy | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit complete requirements based from the checklist given by the EIC | 1. Issue checklist of requirements to client | None | 30 Minutes | <i>TRU Staff</i> |
| | 2. Filing and recording of request and advice client to present tricycle unit for inspection | None | | <i>TRU Staff</i> |
| 2. Applicant present actual tricycle unit to authorized TRU inspector for inspection | 1. Conduct inspection of the tricycle | None | | <i>TRU Staff</i> |
| 3. Present result of inspection | 1. Issue Order of Payment | None | | <i>TRU Staff</i> |
| 4. Pay corresponding fees to the City Treasurers Office | | Php 200 | 5 Mins. | City Treasurer's Office |
| | 1. Preparation of Franchise Agreement | None | 5 Mins. | <i>TRU Head</i> |



| CLIENT STEPS | AGENCY ACTIONS | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-------------------------|------------------------|-------------------------------|
| 5. Applicants signs the Franchise Agreement | | | | |
| | 1. EIC recommend to the City Franchising Board for appropriate action | | | <i>TRU Head</i> |
| | 2. The City Franchising Board deliberates on and approves/ disapproves the application for franchise | | | <i>City Franchising Board</i> |
| 6. Claim approved franchise and sticker | 1. Releasing of Approved Tricycle Franchise | | 20 days | <i>TRU Staff</i> |



2. Transfer of Ownership of Franchise

Service Description: Transfer of Ownership of Tricycle Franchise is required either upon sale, donation or in care of death of operator.

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|-----------------------------|--|---|
| Office or Division: | Tricycle Regulation Unit | |
| Classification: | Highly Technical Application | |
| Type of Transaction: | G2C – Government to Private Client | |
| Who may avail: | Private Clients with Tricycle Franchise | |
| | CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| | Deed of Absolute Sale (Original Copy) | Notary Public |
| | HPG Clearance | Highway Patrol Group Office |
| | Certified Photocopy of OR/CR of Motor | Land Transportation Office |
| | Barangay Clearance | Barangay Hall where applicant resides |
| | Voter's Registration Record (Original Copy) | COMELEC Office of Tuguegarao City |
| | Compulsory Insurance of Motor | Insurance Company |
| | Residence Certificate (Cedula) | City Treasurer's Office |
| | Photo picture of tricycle (Front,Rear,Side) | Photo Shop |
| | Photo picture of Operator (2x2 with nametag) | Photo Shop |
| | TODA Certification | TODA President where applicant resides and a member of TODA |
| | Letter of Intent (Buyer) | Notary |
| | Affidavit of Explanation (Seller) | Notary Public |
| | Tricycle Inspection Report | |
| | Franchise Copy | TRU or Owner |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|---|------------------------|-------------------------------|
| 1. Submit complete requirements based from the checklist given by the EIC | 1. Issue checklist of requirements to client | | 30 mins | <i>TRU Head Staff</i> |
| | 2. Filing and recording of request and advice client to present tricycle unit for inspection | | | <i>Staff</i> |
| 2. Applicant present actual tricycle unit to authorized TRU inspector for inspection | 1. Conduct inspection of the tricycle | | | <i>Staff</i> |
| 3. Present result of inspection | 1. Issue Order of Payment | | | <i>TRU Head Staff</i> |
| 4. Pay corresponding fees to the City Treasurers Office | | Php 1,000 Php 150 in case of death | 5 mins | City Treasurer's Office |
| | 1. Preparation of Franchise Agreement | | 5 mins | <i>TRU Head Staff</i> |
| | 2. EIC verifies and process franchise application | | | |
| | 3. EIC recommends to the City Franchising Board for appropriate action | | | <i>TRU Head Staff</i> |
| | 4. The City Franchising Board deliberates on and approves/disapproves the application for franchise | | | <i>City Franchising Board</i> |
| 5. Claim approved franchise and sticker | 1. Releasing of Approved Tricycle Franchise | | 20 days | <i>Staff</i> |



3. Change of Unit

Service Description: Change of Unit of Motor from Old Unit to New Unit.

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|---|--|----------------------------|------------------------|--------------------------------|
| Office or Division: | Tricycle Regulation Unit | | | |
| Classification: | Highly Technical Application | | | |
| Type of Transaction: | G2C – Government to Private Client | | | |
| Who may avail: | Private Clients with Tricycle Franchise | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Certified Photocopy of OR/CR of two motors (Old and New Unit) in Private Plate | | Land Transportation Office | | |
| 2. Compulsory Insurance of New Motor | | Insurance Company | | |
| 3. Dropping and Substitution | | Notary Public | | |
| 4. Old Franchise | | Owner /TRU | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Submit complete requirements based from the checklist given by the EIC | 1. Issue checklist of requirements to client | | 30 mins | <i>Staff</i> |
| | 2. Filing and recording of request and advice client to present tricycle unit for inspection | | | <i>TRU Staff</i> |
| Applicant present actual tricycle unit to authorized TRU inspector for inspection | Conduct inspection of the tricycle | | | <i>TRU Staff</i> |
| 3. Present result of inspection | Issue Order of Payment | | | <i>TRU Staff</i> |
| Pay corresponding fees to the City Treasurers Office | | Php 250 | 5 mins | <i>City Treasurer's Office</i> |
| | Preparation of Franchise Agreement | | | <i>TRU Head Staff</i> |
| | EIC verifies and process franchise application | | | <i>TRU Head Staff</i> |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------------------------------|---|-----------------|-----------------|-------------------------------|
| | The City Franchising Board deliberates on and approves/ disapproves the application for franchise | | | <i>City Franchising Board</i> |
| Claim approved franchise and sticker | Releasing of Approved Tricycle Franchise | | 20 Days | <i>TRU Staff</i> |