

**CITY TRANSPORTATION
FRANCHISING AND
REGULATORY BOARD
External Services**

PEDICAB SERVICES

1. CHANGE PLATE/REQUISITION OF PLATE

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Pedicab franchise operators/drivers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original franchise copy		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Original franchise copy)	1.1 Receive the requirements. 1.2 Prepare order of payment.	None	10 minutes	Secretary 1/ Messenger 1 CCTFRB
2. Payment of change plate fee Payment Fee: Plate (Bike) Plate (Sidecar)	2.1 Receive payment. 2.2 Issuance of Official Receipt.	PHP 100.00 PHP 75.00	5 minutes	Secretary I/ Revenue Collection Clerk II Treasurer's Office
3. Receiving of bike and side car plate and official receipt. Receiving Updated Franchise copy	3.1 Issuance of bike and sidecar plate, official receipt. 3.2 Reassessing and signing of updated	None	5 Minutes	Secretary 1/ Messenger 1 CCTFRB

	franchise by the supervisor and the CCTFRB Chairman. 3.3 Issuance of Updated Franchise.			
TOTAL:		PHP 175.00	20 Minutes	

2. ISSUANCE OF PEDICAB DRIVER ID CARD

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Pedicab franchise operators/driver			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Franchise copy for verification One (1) 1x1 or 2x2 photo of the requestor		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Franchise copy, one (1) photo)	1.1 Receive the requirements. 1.2 Prepare order of payment.	None	10 minutes	Secretary I/ Messenger I CCTFRB
2. Payment of pedicab driver ID card	2.1 Prepare official receipt.	PHP 25.00	5 minutes	Secretary I/ Revenue Collection Clerk II (Treasurer's Office)

3. Receiving of pedicab driver ID card	3.1 Reassessing and signing pedicab ID by the supervisor and the CCTFRB Chairman. 3.2 Release pedicab driver ID card.	None	15 minutes	Secretary 1/ Messenger 1 CCTFRB
TOTAL:		PHP 25.00	30 minutes	

3. REGISTRATION AND ISSUANCE OF FRANCHISE TO PEDICAB OPERATORS

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Pedicab franchise operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay clearance Deed of sale One (1) 2x2 picture of operator/owner Proof of purchase		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1.1 Receive the requirements.	None	10 minutes	

<p>(Barangay Clearance, Deed of sale or proof of purchase One (1) 2x2 picture of operator/owner)</p>	<p>1.2 Assess requirement upon receiving. 1.3 Prepare order of payment.</p>			<p>Secretary I/ Messenger I CC CCTFRB</p>
<p>2. Payment of fees: Mayor's permit Operator's permit Plate (Bike) Plate (Sidecar) Supervision fee</p>	<p>2.1 Prepare official receipt.</p>	<p>PHP 40.00 PHP 50.00 PHP 100.00 PHP 75.00 PHP 10.00</p>	<p>5 minutes</p>	<p>Secretary I/ Revenue Collection Clerk II (Treasurer's Office)</p>
<p>3. Receiving of Official Receipt Receiving of Franchise Copy</p>	<p>3.1 Issuance of Official Receipt. 3.2 Reassessing and signing of updated franchise by the supervisor and the CCTFRB Chairman. 3.3 Issuance of Updated Franchise.</p>	<p>None</p>	<p>10 minutes</p>	<p>Secretary I/ Messenger I CCTFRB</p>

TOTAL:		PHP 275.00	25 Minutes	
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4. RENEWAL OF FRANCHISE FOR PEDICAB OPERATORS

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Pedicab franchise operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original franchise copy		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1.1 Receive the requirements. 1.2 Assess the Requirements given. 1.3 Prepare order of payment.	None	10 minutes	Secretary I/ Messenger I CCTFRB
2. Payment of fees: Franchise fee Plate (Bike) Plate (Sidecar)	2.1 Prepare the Official Receipt.	PHP 100.00 PHP 100.00 PHP 75.00	5 minutes	Secretary I/ Revenue Collection Clerk II (Treasurer's Office)
3. Receiving Official Receipt	3.1 Issuance of Official Receipt. 3.2 Reassessing and signing of		5 minutes	

Receiving of renewed franchise copy	renewed franchise by the supervisor and the CCTFRB Chairman. 3.3 Issuance of Renewed Pedicab Franchise.	None		Secretary I/ Messenger I CCTFRB
TOTAL:		PHP 275.00	20 Minutes	

5. RENEWAL OF PEDICAB DRIVER ID CARD

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Pedicab franchise operators/driver			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Franchise copy for verification Previous pedicab ID card		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Franchise copy, previous ID card)	1.1 Receive the requirements. 1.2 Assess the requirement given. 1.3 Prepare order of payment.	None	10 minutes	Secretary I/ Messenger I CCTFRB

2. Payment of pedicab driver ID card	2.1 Prepare Official Receipt.	PHP 25.00	5 minutes	Secretary I/ Revenue Collection Clerk II (Treasurer's Office)
3.Receiving Official Receipt Receiving of pedicab driver ID card	3.1 Issuance of Official Receipt. 3.2 Reassessing and signing of Pedicab ID by the supervisor and the CCTFRB Chairman. 3.3 Release pedicab driver ID card.	None	15 minutes	Secretary I/ Messenger I CCTFRB
TOTAL:		PHP 25.00	30 minutes	

TRICYCLE SERVICES

6. CHANGE MOTOR/DROPPING

Office or Division:	Transportation office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Tricycle franchise operators	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
O.R./C.R. photo copy Original franchise Official receipt of the new engine Deed of Sale	Personal copy of Applicant	

CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the requirements.</p> <p>(O.R./C.R., Original Franchise, Deed of Sale)</p>	<p>1.1 Receive the requirements.</p> <p>1.2 Assess the Requirement given.</p> <p>1.3 Issuance of order of payment.</p>	None	10 minutes	Secretary I/ Messenger I CCTFRB
<p>2. Payment of change engine fee</p> <p>Payment of dropping</p>	2.1 Prepare Official Receipt.	<p>PHP 130.00</p> <p>PHP 130.00</p>	5 minutes	<p>Secretary I/ Revenue Collection Clerk II (Treasurer's Office)</p>
<p>3. Receiving of Official Receipt</p> <p>Receiving of updated franchise copy</p>	<p>3.1 Issuance of Official Receipt.</p> <p>3.2 Reassessing and signing of certificate of dropping by the supervisor and the CCTFRB Chairman.</p> <p>3.3 Issuance of Certificate of Change Motor and Dropping.</p>	None	5 minutes	Secretary I/ Messenger I CCTFRB
TOTAL:		PHP 260.00	20 Minutes	

7. CHANGE OF OWNERSHIP

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Tricycle franchise operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Deed of Sale/Deed of Assignment Original franchise copy One (1) 2x2 photo of the new owner O.R./C.R.		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements (Deed of Sale, Deed of Assignment original franchise copy, one (1) photo)	1.1 Receive the requirements. 1.2 Assess the Requirements given. 1.3 Issuance of order of payment.	None	10 minutes	Secretary I/ Messenger I CCTFRB
2. Payment of change of ownership fee	2.1 Prepare Official Receipt.	PHP 500.00	5 minutes	Secretary I/ Revenue Collection Clerk II (Treasurer's Office)
3. Receiving of Official Receipt	3.1 Issuance of Official Receipt.	None	5 minutes	

Receiving of updated franchise copy	3.2 Reassessing and signing of updated franchise by the supervisor and the CCTFRB Chairman. 3.3 Issuance of Updated Franchise.			Secretary I/ Messenger I CCTFRB
TOTAL:		PHP 500.00	20 Minutes	

8. ISSUANCE OF ANNUAL STICKER

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Tricycle franchise operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photocopy of Tricycle franchise Updated O.R./C.R.		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Photocopy of Tricycle Franchise, Updated O.R./C.R.)	1.1 Receive the requirements. 1.2 Assess the Requirements presented. 1.3 Prepare the order of payment.	None	5 minutes	Secretary I/ Messenger I CCTFRB

2. Payment of annual sticker fee	2.1 Prepare the Official Receipt.	PHP 30.00	5 minutes	Secretary I/ Revenue Collection Clerk II (Treasurer's Office)
3. Presentation of Official Receipt	3.1 Attachment of the annual sticker to the tricycle.	None	5 minutes	Secretary I/ Messenger I CCTFRB
TOTAL:		PHP 30.00	15 minutes	

9. REGISTRATION AND ISSUANCE OF FRANCHISE FOR TRICYCLE OPERATORS

Office or Division:	Transportation office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Tricycle franchise operators	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
O.R./C.R. Barangay Clearance Cedula Xerox copy of Driver's License 2X2 picture Police Clearance Proof of Purchase or Deed of Sale	Personal copy of Applicant	

CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the requirements.</p> <p>(Barangay Clearance, Residence Certificate (Cedula), One (1) 2x2 picture of operator/owner , Police clearance, Deed of sale/Proof of purchase</p>	<p>1.1 Receive the requirements.</p> <p>1.2 Assess the requirements Presented.</p> <p>1.3 Prepare the order of payment.</p>	None	10 minutes	Secretary I/ Messenger I CCTFRB
<p>2. Payment of fees:</p> <p>Franchise fee</p> <p>Supervision fee</p> <p>Confirmation fee</p> <p>Mayor's fee</p>	2.1 Prepare Official Receipt.	<p>PHP 350.00</p> <p>PHP 100.00</p> <p>PHP 10.00</p> <p>PHP 40.00</p>	5 minutes	Secretary I/ Revenue Collection Clerk II (Treasurer's Office)
3. Receiving of Official Receipt	3.1 Issuance of Official Receipt.	None	5 minutes	

Receiving of Franchise Copy	3.2 Reassessing and signing of updated franchise by the supervisor and the CCTFRB Chairman. 3.3 Issuance of Updated Franchise.			Secretary I/ Messenger I CCTFRB
TOTAL:		PHP 500.00	20 Minutes	

10. RENEWAL OF FRANCHISE FOR TRICYCLE OPERATORS

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Tricycle franchise operators			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Owner's copy of franchise Photocopy of O.R./C.R.			Personal copy of Applicant	
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1.1 Receive the requirements. 1.2 Assess the requirements Presented.	None	10 minutes	Secretary I/ Messenger I CCTFRB

	1.3 Prepare the order of payment.			
2. Payment of fees:	2.1 Prepare Official Receipt.			
Franchise fee		PHP 350.00	5 minutes	Secretary I/ Revenue Collection Clerk II (Treasurer's Office)
Supervision fee		PHP 100.00		
Confirmation fee		PHP 10.00		
Mayor's fee		PHP 40.00		
3. Receiving of Official Receipt	3.1 Issuance of Official Receipt.			
Receiving of Franchise Copy	3.2 Reassessing and signing of updated franchise by the supervisor and the CCTFRB Chairman.	None	5 minutes	Secretary I/ Messenger I CCTFRB
	3.3 Issuance of Updated Franchise.			
TOTAL:		PHP 500.00	20 Minutes	

11. JEEPNEY SERVICES

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Jeepney Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of Franchise Copy of Official Receipt and Copy of Registration		Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Copy of Franchise, Copy of Official Receipt and Copy of Registration)	1.1 Receive the requirements. 1.2 Assess the requirements Presented. 1.3 Prepare the order of payment.	None	10 minutes	Secretary I/ Messenger I CCTFRB
2. Payment of fees: Annual Sticker	2.1 Prepare the Official Receipt.	PHP 30.00	5 minutes	Secretary I/ Revenue Collection Clerk II (Treasurer's Office)
3. Presentation of Official Receipt	3.1 Attachment of the annual sticker to the tricycle.	None	5 minutes	Secretary I/ Messenger I CCTFRB
TOTAL:		PHP 30.00	20 minutes	

12. MINI-BUS SERVICES

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Mini-bus Operators			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Owner's copy of franchise Copy of Official Receipt and Copy of Registration			Personal copy of Applicant	
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Copy of Franchise, Copy of Official Receipt and Copy of Registration)	1.1 Receive the requirements. 1.2 Assess the requirements Presented. 1.3 Prepare the order of payment.	None	10 minutes	Secretary I/ Messenger I CCTFRB
2. Payment of fees: Annual Sticker	2.1 Prepare the Official Receipt.	PHP 30.00	5 minutes	Secretary I/ Revenue Collection Clerk II (Treasurer's Office)
3. Presentation of Official Receipt	3.1 Attachment of the annual sticker to the tricycle.	None	5 minutes	Secretary I/ Messenger I CCTFRB
TOTAL:		PHP 30.00	20 minutes	

13. TRAFFIC VIOLATION SERVICES

Office or Division:	Transportation office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Traffic Violators			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citation Ticket			Ticket issued to Violators	
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the requirement.	1.1 Receive the requirements. 1.2 Encoding of information and violation in PTMS.	None	5 minutes	Secretary CCTFRB
2.Payment of fees	2.1 Prepare Official Receipt.	PHP 200.00	5 minutes	Secretary I/ Revenue Collection Clerk II (Treasurer's Office)
3. Receiving of Official Receipt	3.1 Issuance of Official Receipt. 3.2 Returning of Motorcycle Key if Impounded.	None	5 minutes	Secretary CCTFRB
TOTAL:		PHP 200.00	15 minutes	