

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Issuance of Tricycle Franchise	Sec. 447 (a) (3) (vi) of RA 7160 Municipal Ordinance No. 2020-24		Issuance of Tricycle Franchise	2024	
Cancellation of Franchise	Municipal Ordinance No. 2020-24		Cancellation of Franchise	2024	
Requisition of copies of minutes/resolutions/ordinances	RA 9470 Sec. 7, Art. 3, 1987 Phil. Constitution		Copy of minutes/resolutions/ordinances	2020	
Filing of Administrative Case Against Barangay elected Officials	RA 7160 Municipal Ordinance No. 2024-05		Quasi-Judicial Function	1992	

¹ Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

² Cite section number and quote provision identified in the governing law

(1) SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: <u>ISSUANCE OF DOCUMENTS</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Application for NEW tricycle franchise requirements: 1) Copy of Official Receipt (O.R.) and Certificate of Registration (C.R.) issued by the Land Transportation Office (LTO). 2) Certificate of road worthiness. 3) Certificate of good moral character or membership from TODA. 4) Community Tax Certificate (Cedula). 5) Photocopy of Driver's License.	Sec. 447 (a) (3) (vi) of RA 7160 Municipal Ordinance No. 2020-24 Municipal Ordinance No. 2024-06	1) Secure and fill up application form. (Office of the Vice Mayor) 2) Payment of Filing fee/Franchise Fee/Reg. Fee. (Municipal Treasurer Office) 3) Issuance of Certificate of road worthiness. (Office of the Municipal Mayor) 4) Issuance of Franchise. (Office of the Vice Mayor)		5 mins. 5 mins. 10 mins.	P2,500.00
Application for RENEWAL tricycle franchise requirements: 1) Copy of Official Receipt (O.R.) and Certificate of Registration (C.R.) issued by the Land Transportation Office (LTO). 2) Certificate of road worthiness 3) Copy of Motorized Tricycle Operators Permit (M.T.O.P.).	Sec. 447 (a) (3) (vi) of RA 7160 Municipal Ordinance No. 2020-24	1) Secure and fill up application form. (Office of the Vice Mayor) 2) Payment of Filing fee/Franchise Fee/Reg. Fee. (MTO) 3) Issuance of Certificate of road worthiness. (Office of the Municipal Mayor) 4) Issuance of Franchise. (Office of the Vice Mayor)		5 mins. 5 mins. 10 mins.	P1,500.00

4) Laminated Tricycle Fare Matrix. 5) Community Tax Certificate (Cedula). 6) Photocopy of Driver's License.	Municipal Ordinance No. 2024-06				
Cancellation of Franchise 1) Copy of Franchise	Sec. 447 (a) (3) (vi) of RA 7160 Municipal Ordinance No. 2020-24	1) Surrender copy of franchise. (Office of the Vice Mayor) 2) Payment of Certification of dropping/cancellation of franchise. (MTO) 3) Issuance of Certification for dropping/cancellation of franchise. (Office of the Vice Mayor)		5 mins. 5 mins. 10 mins.	P800.00
Requisition of copies of minutes/resolutions/ ordinances 1) Written Request	RA 9470 Municipal Ordinance No. 2020-24	1) Payment (MTO) 2) Issuance of certified xerox copies. (Office of the Sec. to the S. B.)		5 mins. 10 mins.	P75.00/page
Filing of Administrative Case 1) Verified complain (see format Header) 2) 13 copies	RA 7160	1) Checking of requirements (Office of the Sec. to the SB) 2) Payment of filing fee (MTO) 3) Received (Office of the Sec. to the SB)		10 mins.	P2500.00
TOTAL					

¹Please note that one table is to be filled-up per Government Service.

To fill up:

- List down all requirements applicable to the government service
- Per requirement, cite legal basis/rationale why requirement is essential
- Steps/Procedures should be listed in the Client's perspective
- If applicable, legal basis of each step/procedure may be indicated in column 4
- Input the total processing time for the service in working days and/or hours
- Input the sum of all fees paid for the service