

17. TRAFFIC MANAGEMENT OFFICE

EXTERNAL SERVICE

A. GRANTING OF FRANCHISE FOR PUBLIC MOTORIZED TRICYCLE FOR HIRE (TODA)



All public motorized tricycles for hire operating within the territorial jurisdiction of Pulilan shall apply for a Franchise with the Municipal Council, through Traffic Management Office.

All utility motorized tricycles utilized to convey specific goods to and from a particular destination shall register and apply for a Franchise with the Municipal Council, through Traffic Management Office.

Office or Division:	TRAFFIC MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	Government to TODA Members			
Who may avail:	All tricycle drivers for hire who are operating in the jurisdiction of Pulilan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Documents attesting to the applicant's Filipino Citizenship (NEW) (1 Photo copy)		Local Civil Registry		
2. TODA Clearance issued by their respective Presidents (1 Photo copy)		TODA President		
3. Certification of Registration (CR) and latest Official Receipt (OR)		Land Transportation Office		
4. Community Tax Clearance		Municipal Treasure' Office		
5. Driver's License		Land Transportation Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client ready his/her tricycle for proper inspection and submit required documents	1. Check all necessary requirements if complied	none	10 minutes	Clerk (TMO)
2. Pay amount due	2. Record and verify TODA affiliation and issue order of payment 3. Payment received by the Treasury Office	P 350.00 (new member) P 150.00 (old member)	5 minutes 2 minutes	Clerk (TMO) RCC I (Treasury Office)
3. Secure MTOP	4. Release MTOP	none	2 minutes	Clerk (Mayor's Office)
	TOTAL:	P 350.00 (new member) P 150.00 (old member)	19 Minutes	