

## Issuance of Motorized Tricycle Operator's Permit (MTO- Franchise)

All motorized tricycles operating in the Municipality of Burgos, La Union must apply for valid franchise and has to be renewed annually (January). Failure to renew would mean cancellation of franchise.

<b>Office or Division:</b>	Office of the Municipal Vice Mayor	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Citizen	
<b>Who may avail:</b>	All residents of the municipality who is in possession of a unit with valid registration papers from the Land Transportation Office	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. One (1) original and (1) photocopy of Barangay Clearance.</li> <li>2. One (1) original and 1 photocopy of Police Clearance .</li> <li>3. One (1) Photocopy of SSS Certificate of membership.</li> <li>4. One (1) Original and 1 Photocopy of Philhealth Certificate.</li> <li>5. One (1) Original and 1 Photocopy of Official Receipt (OR).</li> <li>6. One (1) Original and 1 photocopy of Certificate of Registration (CR) of Motorized Tricycle for Hire (MTH)/Tricycle</li> </ol>	<ol style="list-style-type: none"> <li>1. Office of the Barangay where the client resides.</li> <li>2. Burgos Police Station</li> <li>3. SSS Office</li> <li>4. Philhealth Office</li> <li>5. Treasury Office</li> <li>6. LTO</li> </ol>

7. One (1) Original and 1 Photocopy of Driver's License.		7. LTO		
8. Tricycle Unit for inspection Stencils of motor and chassis number		8. Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register on the Log Book	1. Request client to register on the Log Book	None	2 minutes	<i>Administrative Aide VI/ SB Secretary Office of the Vice-Mayor</i>
2. Fill up application form	2. Verify correctness of application form	None	3 minutes	<i>Administrative Aide VI/ SB Secretary Office of the Vice-Mayor</i>
3. Submit required documents	3. Receive and verify documents as to completeness of requirements\  3.1Schedule for the inspection of unit	None	5 minutes	<i>Administrative Aide VI/ SB Secretary  Office of the Vice-Mayor</i>
4. Bring Tricycle for inspection and stenciling of the motor and engine	4. Inspect unit (it must be in conformity with the rules and regulations in applying for MTOP)	None	20 minutes	<i>Municipal Treasurer  Office of the Mun. Treasurer  SB Chair on Transportation</i>

	4.1 Supervise stenciling of the motor and engine			<i>SB Office Adm. Aide VI/SB Secretary Office of the Vice-Mayor</i>
5. Proceed to Treasury Office for the payment of required fees	5. Compute and receive payment of required fees	See table below	10 minutes	<i>Rev. Collection Clerk II/Municipal Treasurer Treasury Office</i>
6. Return to the Office of the Mun. Vice-Mayor and present official receipt of payment	6. Verify official receipt  6.1 Certifies that client is authorized to operate a tricycle	none	10 minutes	<i>Administrative Aide VI/ SB Secretary/Mun. Vice Mayor Office of the Vice-Mayor</i>
7. Proceed to the Mayor's Office and present completed documents	7. Receive documents  7.1 For signature of the Mun. Mayor	none	10 minutes	<i>Adm. Aide VI  Mun. Mayor Office of the Mun. Mayor</i>
8. Bring documents back to SB Office to receive copy of MTOP	8. Issue MTOP copy of client	none	5 minutes	<i>Administrative Aide VI/ SB Secretary Office of the Vice-Mayor</i>
	TOTAL	P2,570.00	1 hr, 5 minutes	

Mayor's Permit	P200.00
Annual Franchise Fee	P720.00
Filing Fee	P200.00
Confirmation Fee	P150.00
Occupational Fee	P150.00
Regulatory Fee	P100.00
Certification Fee	P 50.00
Parking Fee	P600.00
Application Fee	P 50.00
Business Plate	P200.00
Fare Matrix	P100.00
Subscription Fee	P50.00
TOTAL	P2,570.00