CITY TRANSPORTATION FRANCHISING AND REGULATORY BOARD

External Services

PEDICAB SERVICES

1. CHANGE PLATE/REQUISITION OF PLATE

Office or Divisio	Office or Division: Transportation		n office			
Classification:		Simple				
Type of Transaction:		G2C – Gover	nment to C	Citizens		
Who may avail:		Pedicab franc	chise opera	ators/drivers		
CHECKLIST OF	REQ	UIREMENTS		WHERE TO SE	ECURE	
Original franchise	сору		Personal	Personal copy of Applicant		
CLIENTS' STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
1. Submit the requirements. (Original franchise copy)	requ	Receive the irements. Prepare order ayment.	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	bike plate rece	Reassessing signing of	None	5 Minutes	Secretary 1/ Messenger 1 CCTFRB	

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

2. ISSUANCE OF PEDICAB DRIVER ID CARD

Office or Division	on:	Transportat	ion office		
Classification:		Simple			
Type of G2C – Gove		ernment to	o Citizens		
Who may avail:		Pedicab fra	nchise op	erators/driver	
CHECK REQUIF				WHERE TO	SECURE
Franchise copy f	or veri	fication	Persona	al copy of Applica	ınt
One (1) 1x1 or 2x2 photo of the requestor					
CLIENTS' STEPS		GENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Franchise copy, one (1) photo)	requi		None	10 minutes	Secretary I/ Messenger I CCTFRB
2. Payment of pedicab driver ID card		repare al 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	: Transportatio	Transportation office			
Classification:	Simple	Simple			
Type of Transaction:	G2C – Gover	nment to	Citizens		
Who may avail:	Pedicab franc	chise oper	ators		
CHECKLIST OF	REQUIREMENTS		WHERE TO	SECURE	
Barangay clearand	ce	Persona	l copy of Applica	nt	
Deed of sale					
One (1) 2x2 picture of operator/owner					
Proof of purchase					
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
Submit the requirements.	1.1 Receive the requirements.	None	10 minutes		

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

4. RENEWAL OF FRANCHISE FOR PEDICAB OPERATORS

Office or Division	n:	Transportation	tion office				
Classification:		Simple					
Type of Transaction:	• •		G2C – Government to Citizens				
Who may avail:		Pedicab fran	chise oper	ators			
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SE	CURE		
Original franchise	е сору		Personal	copy of Applicant			
CLIENTS' STEPS		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	None		Secretary I/
renewed	franchise by the			Messenger I
franchise copy	supervisor and			CCTFRB
	the CCTFRB			
	Chairman.			
	3.3 Issuance of			
	Renewed			
	Pedicab			
	Franchise.			
TOTAL:		PHP	20 Minutes	
IOIAL.		275.00	20 Williates	

5. RENEWAL OF PEDICAB DRIVER ID CARD

Office or Division	n:	Transportation	on office		
Classification:	Classification: Simple				
Type of Transaction:		G2C – Gove	rnment to	Citizens	
Who may avail:		Pedicab fran	chise oper	ators/driver	
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SE	CURE
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)	1.2 A require given	eceive the rements. ssess the rement . repare order yment.	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:	Transportatio	n office	
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizens		
Who may avail:	Tricycle franc	hise operators	
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE	
O.R./C.R. photo copy		Personal copy of Applicant	
Original franchise			
Official receipt of the new engine			
Deed of Sale			

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

7. CHANGE OF OWNERSHIP

Office or Division	on:	Transportation	on office		
Classification:		Simple			
Type of Transaction:		G2C – Gove	rnment to	Citizens	
Who may avail:		Tricycle fran	chise oper	ators	
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SE	CURE
Deed of Sale/De	ed of A	Assignment	Personal	copy of Applicant	
Original franchis	е сору				
One (1) 2x2 pho owner	to of th	e new			
O.R./C.R.					
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		suance of al Receipt.	None	5 minutes	

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

8. ISSUANCE OF ANNUAL STICKER

Office or Division	on: Transportation	Transportation office			
Classification:	Simple				
Type of Transaction:	G2C – Gove	G2C – Government to Citizens			
Who may avail:	Tricycle fran	chise oper	ators		
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE	
Photocopy of Tri	cycle franchise	Personal	copy of Applicant		
Updated O.R./C.	R.				
CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the requirements. (Photocopy of Tricycle Franchise,	1.1 Receive the requirements. 1.2 Assess the Requirements presented.	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 – Gove	rnment to Citizens			
Who may avail:	Tricycle fran	chise operators			
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE			
O.R./C.R.		Personal copy of Applicant			
Barangay Clearance					
Cedula					
Xerox copy of Driver's	License				
2X2 picture					
Police Clearance					
Proof of Purchase or D	eed of Sale				

CLIENTS' STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements. (Barangay Clearance, Residence Certificate (Cedula), One (1) 2x2 picture of operator/owner, Police clearance, Deed of sale/Proof of purchase	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: Franchise fee Supervision fee Confirmation fee Mayor's fee	2.1 Prepare Official Receipt.	PHP 350.00 PHP 100.00 PHP 10.00 PHP 40.00	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				Secretary I/
Franchise	3.2 Reassessing			Messenger I
Сору	and signing of updated franchise by the supervisor and the CCTFRB Chairman. 3.3 Issuance of Updated			CCTFRB
	Franchise.			
TOTAL:		PHP 500.00	20 Minutes	

10. RENEWAL OF FRANCHISE FOR TRICYCLE OPERATORS

Office or Division	on: Transportation	Transportation office			
Classification:	Simple				
Type of Transaction:	G2C – Gove	G2C – Government to Citizens			
Who may avail:	Tricycle fran	Tricycle franchise operators			
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE	
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.			
	order or payment.			
2. Payment of fees: Franchise fee Supervision fee Confirmation fee Mayor's fee	2.1 Prepare Official Receipt.	PHP 350.00 PHP 100.00 PHP 10.00 PHP 40.00	5 minutes	Secretary I/ Revenue Collection Clerk II (Treasurer's Office)
3. Receiving of Official Receipt Receiving of Franchise Copy	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.	None	5 minutes	Secretary I/ Messenger I CCTFRB
TOTAL:		PHP 500.00	20 Minutes	

11. **JEEPNEY SERVICES**

Office or Division	on:	Transportation office					
Classification:		Simple					
Type of Transaction:		G2C – Government to Citizens					
Who may avail:		Jeepney Ope	Operators				
CHECKLIST OF	REQ	JIREMENTS		WHERE TO SE	CURE		
Copy of Franchis	se		Personal	copy of Applicant			
Copy of Official For Registration	Receip	t and Copy					
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**

TOTAL:

Office or Division	nn•	Transportation office				
Classification:	JII.	Simple				
Type of Transaction:		G2C – Government to Citizens				
Who may avail:		Mini-bus Ope	Operators			
CHECKLIST OF	REQ	JIREMENTS		WHERE TO SE	CURE	
Owner's copy of Copy of Official I 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	the a	ttachment of nnual sticker tricycle.	None	5 minutes	Secretary I/ Messenger I CCTFRB	
TOTAL:		PHP 20 minutes				

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	JIREMENTS	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	