

4. Issuance of Pedicab Franchise

Per Municipal Ordinance No. 06-98, all pedicab owners are required to register and obtain a franchise from TCTFRO.

Driving Permit must be secured by a pedicab driver who is 18 years old and above which shall serve as driver's license of pedicab driver(s).

Permit must be conspicuously displayed in front of the passenger(s) seat.

Pedicab owner(s) must renew their pedicab franchise every year, same with their driving permit.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and Of legal age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance (1 original)		Barangay Hall		
Community Tax Certificate or Residence Certificate (1 photocopy)		Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire the list of requirements	1. Issue list of requirements	None	2 Minutes	<i>MPDC Staff</i> MPDO
2. Comply and submit the requirements and present the pedicab unit for inspection	2. Receive and check the submitted documents.	None	3 Minutes	<i>MPDC Staff</i> MPDO
3. Present pedicab for inspection	3. Conduct inspection of pedicab unit 3.1 Issue Order of Payment	None	5 Minutes	<i>MPDC Staff</i> MPDO
4. Proceed to the Treasurer's office, pay the required fee and secure official receipt	4. Accept the payment and Order of Payment 4.1 Issue Official Receipt	PHP200 New PHP120 Renewal	5 Minutes	<i>Collection Staff</i> Window 1, 2, 3, 4, or 5 Mun. Treasury Office
5. Go back to the MPDC Office and present the Official Receipt.	5. Check the Official Receipt 5.1 Issue pedicab permit to the client	None	3 Minutes	<i>MPDC Staff</i> MPDO

6.Present the pedicab unit for posting of sticker	6.Issue pedicab sticker to the client	None	5 Minutes	<i>MPDC Staff</i> MPDO
	TOTAL	PHP200 New	23 Minutes	

(Issuance of Pedicab Franchise) is covered under Municipal Ordinance No. 06-98.