



## Issuance of Motorized Tricycle Operator's Permit

Motorized Tricycle Operator's Permit (MTOP) is a document granting franchise or license to a person, natural or juridical, allowing him to operate a tricycle-for-hire over a specified zone/route.

<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Owners/Operators of tricycles wishing to operate in the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>New Applicants</b>				
Certificate of Registration		Operators		
2x2 Picture		Operators		
Contact Number		Operators		
<b>Renewal Applicants</b>				
Old MTOP		Operators/ MTOP Personnel In-Charge		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Complete Requirements	1. Check Requirements and Inspect Motorcycle	None	5 Minutes	<i>Administrative Aide</i> Sangguniang Bayan Office
	1.1 Prepare MTOP Confirmation Forms and Issue Order of Payment	None	5 Minutes	<i>Administrative Aide</i> Sangguniang Bayan Office
2. Pay amount due	2. Accept payment and issue Official Receipt	Mun. Franchise Fee - PHP 100.00 MTOP Filing Fee- PHP 200.00 MTOP Confirmation - PHP 30.00 MTOP Sticker - PHP 50.00	5 Minutes	<i>Revenue Collection Clerk</i> Treasury Office
3. Present Official Receipt	3. Approve MTOP Application	None	5 Minutes	<i>Municipal Mayor</i> Mayor's Office
4. Claim MTOP	4. Log and record data and Release MTOP	None	2 Minutes	<i>Administrative Aide</i> Sangguniang Bayan Office
<b>TOTAL:</b>		<b>PHP 380.00</b>	<b>22 Minutes</b>	