

| FRONTLINE SERVICES AND REQUIREMENTS | STEPS | RESPONSIBLE PERSON/S | PROCESSING TIME | TAXES AND FEES | |
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| <p>I. MCH</p> <p>a) Operators:</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. LTO O.R. & C.R. 2. RPT Clearance 3. Mayor`s Permit (Previous Year) 4. 2 X 2 I.D. Picture 5. COMELEC Voter's ID 6. MVCC Clearance(PNP/HPG) Transfer of Unit 7. Certification from PNP Traffic Division <p>b) Operator/Driver</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. Brgy. Clearance 2. Police Clearance 3. Residence Certificate 4. TOMECO Clearance <p>c) Driver</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. Health Card 2. Driver License I.D. | <p>Step 1.</p> <ol style="list-style-type: none"> a. Filled Business Application b. Pre-inspection <p>Step 2.</p> <ol style="list-style-type: none"> a. One-time Assessment & Payment b. Franchise & Police No. Issuance <p>Step 3.</p> <ol style="list-style-type: none"> a. Post Inspection b. Surrender Business permit application and release of Business Permit & Sticker | <p>Frontline Service Employee: HELEN MASDO</p> <p>Inspector: NANCY CABONG PABLITO VILLAJOS</p> <p>City Treasurer's Office RIA MAY SOLIVA NANCY CABONG RAYMART GONZALES HELEN MASDO</p> <p>Inspector: PABLITO VILLAJOS</p> <p>Frontline Service Employee: HELEN MASDO RIA MAY SOLIVA</p> | <p>Business Permit is released within 1 hour upon surrender of Business Permit Application.</p> | <p>New</p> <p>Re-new</p> | <p>P1,465.00</p> <p>P1,465.00</p> |

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| <p>II. PUJ & PUV</p> <p>a) Operator :</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. LTO O.R. & C.R. 2. RPT Clearance 3. Mayor's Business Permit (Previous Year) 4. 2 x 2 I. D Picture 5. Valid I.D. 6. Certification from PNP Traffic Division 7. LTFRB Franchise <p>b) Operator/Driver</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. Brgy. Clearance 2. Police Clearance 3. Residence Certificate 4. TOMEKO Clearance <p>c) Driver</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. Health Card 2. Driver License I.D. | <p>Step 1. Application</p> <ol style="list-style-type: none"> a. Filled Business b. Issuance of Police No. <p>Step 2. Payment</p> <ol style="list-style-type: none"> a. One-time Assessment & b. Post Inspection <p>Step 3. permit of Sticker</p> <ol style="list-style-type: none"> a. Surrender Business application and release Business Permit & | <p>Frontline Service Employee:</p> <p>HELEN MASDO NANCY CABONG</p> <p>City Treasurer's Office</p> <p>RAYMART GONZALES NANCY CABONG</p> <p>Inspector: PABLITO VILLAJOS</p> <p>Frontline Service Employee:</p> <p>HELEN MASDO NANCY CABONG</p> | <p>Business Permit is released within 1 hour upon surrender of business permit application.</p> | <p>New</p> | <p>P1,205 without coding P1,405 with coding</p> |
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| <p>III. PEDICAB</p> <p>a. Operator : Requirements:</p> <ol style="list-style-type: none"> 1. RPT Clearance 2. 2 X 2 I.D. Picture 3. Mayor's Business Permit (Previous Year) <p>b) Operator/Driver Requirements:</p> <ol style="list-style-type: none"> 1. Brgy. Clearance 2. Police Clearance 3. Residence Certificate 4. TOMEKO Clearance <p>c) Driver Requirements:</p> <ol style="list-style-type: none"> 1. Health Card | <p>Step 1. a. Filled Business Application</p> <p>b. Issuance of Police No.</p> <p>Step 2. a. One-time Assessment & Payment</p> <p>b. Post Inspection</p> <p>Step 3. a. Surrender Business permit application and release of Business Permit & Sticker</p> | <p>Frontline Service Employee: RIA MAY SOLIVA</p> <p>HELEN MASDO</p> <p>City Treasurer's Office RIA MAY SOLIVA</p> <p>Inspector: PABLITO VILLAJOS</p> <p>Frontline Service Employee: RIA MAY SOLIVA</p> | <p>Business permit is released within 1 hour upon surrender of business permit application.</p> | <p>New</p> | <p>P755.00</p> |
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