

Issuance of Copies of Franchise Concerning to the Operation of Tricycle Operators Permit of the Municipality of Reina Mercedes

Office or Division:		Sangguniang Bayan Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Constituents of Reina Mercedes, Isabela		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt and Certificate of Registration (CR) Deed of Sale (if necessary) Picture of the Unit (tricycle)		LTO Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1. Verify the validity of the documents submitted 1. Advise client to pay required fees to Municipal Treasury Office 2.	None	10 Minutes	LLSE LLSO i LLSO li Sangguniang Bayan Office
2. Clients proceed to Municipal treasury Office for payment	2. Accept payment and issue official receipt	New- Php 650.00 with cedula Renewal – Php 650.00	2 Minutes	LTOO I Revenue Collection Clerk I Administrative Aide I Office of the Municipal Treasury
3. Present Official Receipt	3. Prepare the document to be printed	None	5 Minutes	LLSE LLSO I LLSO II Sangguniang Bayan Office
4. Receive the document and affix signature to the receiving copy	4. Issue the request document	None	1 Minute	LLSE LLSO I LLSO II Sangguniang Bayan Office
TOTAL:			18 Minutes	