



# TRICYCLE REGULATORY UNIT

1F, City Hall, Enrile Boulevard, Regional Government Center Carig Sur, Tuguegarao City  
(078) 304-2894 local 108

## FRONTLINE SERVICE: » 1. Applying/renewal of Tricycle Franchise

| STEP-BY-STEP PROCEDURE  | RESPONSIBLE PERSON/S OFFICE   | REQUIREMENTS/ SUPPORTING DOCUMENTS   | MAXIMUM WAITING TIME | FEES COLLECTED, IF ANY          |
|---|---|--|----------------------|---------------------------------|
| 1. Submit complete requirements based from the checklist given by the EIC<br>* Filing and recording of request<br>* Applicant present actual tricycle unit to authorized TRU inspector for inspection   | Carmelito Tungcul<br>Imelda Baccay  | For Renewal:<br>• Tricycle franchise owner's copy<br>• Certificate of Registration (CR) of Tricycle<br>• Latest Official Receipt from LTO        | 30 minutes           | • P400 for renewal of franchise |
| 2. Pay corresponding fees to the City Treasurers Office<br>* Preparation of Franchise Agreement<br>- Applicant signs the Franchise Agreement .<br>- EIC recommend to the City Franchising Board for appropriate action<br>- The City Franchising Board deliberates on and approves/disapproves the application for franchise. | Michael Callueng<br>Rey Respicio<br>Paul Bangayan<br>Pedro Casie<br>Carmelito Tungcul<br>Imelda Baccay<br>Ms. Ma Visitacion S. Carag<br>William G. Balao<br>Andres Baccay<br>City Franchising Board | • Barangay Clearance<br>• Voter's ID or Registration<br>• Tricycle Insurance<br>• TODA Clearance<br>• Inspection Report from the TRU<br>• Cedula | 1 minute             |                                 |
| 3. Claim approved franchise and sticker   | Ms. Marilou Dayag   |  | 3 days               |                                 |

*"NAPAFUTU NGA SERBISYU, PARA TA PAMMAKAPIANAN NA MAGARU."*

**FRONTLINE SERVICE: » 2. Transferring Tricycle Franchise**

| STEP-BY-STEP PROCEDURE  | RESPONSIBLE PERSON/S OFFICE  | REQUIREMENTS/ SUPPORTING DOCUMENTS   | MAXIMUM WAITING TIME                            | FEES COLLECTED, IF ANY  |
|---|--|--|---|---|
| <p>1. Submit complete requirements based from the checklist given by the EIC</p> <ul style="list-style-type: none"> <li>* Filing and recording of request</li> <li>* Applicant present actual tricycle unit to authorized TRU inspector for inspection</li> </ul> <p>2. Pay corresponding fees to the City Treasurers Office</p> <ul style="list-style-type: none"> <li>* Preparation of Franchise Agreement                             <ul style="list-style-type: none"> <li>- Applicant signs the Franchise Agreement</li> <li>- EIC verifies and process franchise application</li> <li>- OIC recommends to the City Franchising Board for appropriate action</li> <li>Legislative Action</li> <li>- The City Franchising Board deliberates on and approves/disapproves the application for franchise.</li> </ul> </li> </ul> <p>3. Claim approved franchise and sticker</p> | <p>CarmelitoTungcul<br/>Imelda Baccay</p> <p>Michael Callueng<br/>Rey Respicio<br/>Paul Bangayan<br/>Pedro Casie<br/>CarmelitoTungcul<br/>Imelda Baccay<br/>Ms. Ma Visitacion S. Carag<br/>William G. Balao</p> <p>Andres Baccay</p> <p>City Franchising Board</p> <p>Ms.Marilou Dayag</p> | <p>For Change of Ownership</p> <ul style="list-style-type: none"> <li>• Produce all the stated requirements for Renewal (all requirements must be in the name of the new owner, plus:</li> <li>• Deed of Sale/ Donation/ Adjudication with Extra Judicial Settlement</li> <li>• Inspection Report from the TRU</li> <li>• TMG Clearance</li> </ul> | <p>30 minutes</p> <p>1 minute</p> <p>3 days</p> | <ul style="list-style-type: none"> <li>• P1,000 for change of Ownership</li> <li>• P150 in case of death</li> </ul> |

**FRONTLINE SERVICE:**

**» 3. Applying for Change of Unit/ Tricycle**

| STEP-BY-STEP PROCEDURE   | RESPONSIBLE PERSON/S OFFICE   | REQUIREMENTS/ SUPPORTING DOCUMENTS   | MAXIMUM WAITING TIME                            | FEES COLLECTED, IF ANY  |
|--|---|--|---|---|
| <p>1. Submit complete requirements based from the checklist given by the EIC</p> <ul style="list-style-type: none"> <li>* Filing and recording of request</li> <li>* Applicant present actual tricycle unit to authorized TRU inspector for inspection</li> </ul> <p>2. Pay corresponding fees to the City Treasurers Office</p> <ul style="list-style-type: none"> <li>* Preparation of Franchise Agreement                             <ul style="list-style-type: none"> <li>- Applicant signs the Franchise Agreement .</li> <li>- EIC recommend to the City Franchising Board for appropriate action</li> <li>- Legislative Action</li> <li>- The City Franchising Board deliberates on and approves/disapproves the application for franchise.</li> </ul> </li> </ul> <p>3. Claim approved franchise and sticker</p> | <p>CarmelitoTungcul<br/>Imelda Baccay</p> <p>Michael Callueng<br/>Rey Respicio<br/>Paul Bangayan<br/>Pedro Casie<br/>CarmelitoTungcul<br/>Imelda Baccay<br/>Ms. Ma Visitacion S. Carag<br/>William G. Balao<br/>Andres Baccay</p> <p>City Franchising Board</p> <p>Ms.Marilou Dayag</p> | <p>For Change of Unit:</p> <ul style="list-style-type: none"> <li>• Produce all the stated requirements for Renewal</li> <li>• Plus:Affidavit of Substitution of Unit</li> <li>• CR , OR and insurance of new motor</li> </ul> | <p>30 minutes</p> <p>1 minute</p> <p>3 days</p> | <ul style="list-style-type: none"> <li>• P250 for change of unit</li> </ul> |

**IF YOUR REQUEST WAS NOT GRANTED, PLEASE FEEL FREE TO CALL (078) 304-2894 local 108 OR FILL UP THE FEEDBACK FORM AND DROP IT AT THE SUGGESTION BOX LOCATED AT THE INFORMATION DESK.**

*“NAPAFUTU NGA SERBISYU, PARA TA PAMMAKAPIANAN NA MAGARU.”*