

TRAFFIC AND PARKING MANAGEMENT OFFICE

1. CITY PLATES, STICKERS AND PERMIT TO OPERATE OF PUBLIC UTILITY JEEPNEYS

The TPMO is in-charge of the processing of application for City Plates and Sticker and Permit to Operate of Public Utility Jeepneys.

Office or Division:	Traffic and Parking Management Office			
Classification:	Complex			
Type of Transaction:	Application for City plates, Stickers and Permit to Operate of Public Utility Jeepneys.			
Who may avail:	Operators / Legitimate franchise holder of Jeepneys			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled up form		Traffic and Parking Management Office		
2. Updated LTO Official Receipt of Registration (OR)		Land Transportation Office (LTO)		
3. LTO Certificate of Registration (CR)		Land Transportation Office (LTO)		
4. Original and photo copy of decision from the Land Transportation and Franchising Regulatory Board (LTFRB)		Land Transportation and Franchising Regulatory Board (LTFRB)		
5. Substitution of Unit (in case of changes motor vehicle)		Land Transportation and Franchising Regulatory Board (LTFRB)		
6. Certificate of Convenience		Land Transportation and Franchising Regulatory Board (LTFRB)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents / requirements	Verification of all submitted requirements if complete		5 minutes	Mariz Mendoza – Macalinao Julios A. Sagadal (TPMO Staff)
2. Inspection of Unit	Physical inspection of Jeepney/s		5 minutes	Julios A. Sagadal (TPMO Staff)
3. Order of payment	Issuance of order of payment		3 minutes	Mariz Mendoza – Macalinao Julios A. Sagadal (TPMO Staff)
4. Payment	Issuance of payment receipt	P 400.00 City plate P 200.00 City Sticker P 300.00	5 minutes	Cashier Treasury Department

		Permit to Operate Transport Service for a Fee		
5. Present proof of payment	Prepare all necessary documents for the issuance of franchise		15 minutes	Mariz Mendoza – Macalinao Julios A. Sagadal (TPMO Staff)
	Recommendation for approval of TPMO Chief		3 minutes	Noel P. Del Rosario RCrim (TPMO Chief)
	Submission of document to the city Administrator for approval		5 minutes	Mariz Mendoza – Macalinao Julios A. Sagadal (TPMO Staff)
	For approval of the City Administrator		1 day	Atty. Dennis Albert S. Pamintuan (City Administrator)
	Release of City Plates, Stickers and Permit to Operate Transport Service for a Fee		5 minutes	Mariz Mendoza – Macalinao Julios A. Sagadal (TPMO Staff)

END OF TRANSACTION: Transaction time: 1 day and 51 minutes