

## TRAFFIC AND PARKING MANAGEMENT OFFICE

### 2. APPLICATION FOR TRUCK ENTRY PERMIT

The TPMO is in-charge for the processing permit/s for Truck Exemption under the City Ordinance No. 37, Series of 2004 (Section 139)

<b>Office or Division:</b>	Traffic and Parking Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Application for Truck Entry Permit			
<b>Who may avail:</b>	Business Owner and Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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. Proof of Payment of filling fee		Treasury Department, City hall		
5. Document in support of request exemption				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents / requirements	Verification of all submitted requirements if complete		5 minutes	Jonard B. Estipona (TPMO Staff)
2. Order of payment	Issuance of order of payment		3 minutes	Jonard B. Estipona (TPMO Staff)
3. Payment	Issuance of payment receipt	P 800.00	5 minutes	Cashier Treasury Department
4. Present proof of payment	Prepare all necessary documents for the issuance of franchise		5 minutes	Jonard B. Estipona (TPMO Staff)
	Recommendation for approval of TPMP 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 Truck Permit		5 minutes	Jonard B. Estipona (TPMO Staff)

**END OF TRANSACTION: Transaction time: 1 day and 31 minutes**