

## 1. RENEWAL OF FRANCHISE

<b>Office or Division:</b>	TRICYCLE REGULATORY BOARD			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Owners of tricycles for hire			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Clearance		BARANGAY HALL		
2. Voter's Certificate		COMELEC		
3. 2X2 Picture				
4. Terminal Clearance		TODA		
5. Residence Certificate		SAN JUAN CITY HALL		
6. O.R and C.R		LTO		
<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	Check the completeness of submitted		10 minutes	TRB office Staff
	Validate requirements			
	Prepare order of payment			
2. Payment of fees	Receive payment and issuance of receipt	PHP 690	3 minutes	City Treasury
3. Present proof of payment	Recommendation of approval by Chief TRB signature		2 minutes	TRB Chairperson
	Prepare all necessary forms for the issuance of franchise and Submission of documents to the city Administrator for approval.		20 minutes	TRB office Staff
	Approval of Franchise		Within the day	City Administrator
	Release Franchise and sticker		1 minute	TRB office Staff

**END OF TRANSACTION**