



Request for Terminal Pass

ABOUT THE SERVICE

All buses entering the Bicol Central Station have to secure a Terminal Pass before it can go out of the terminal. Originating buses and pick-up buses have to pay a terminal fee taking into consideration the following schedule of fees:

Department / Office:		BICOL CENTRAL STATION		
Classification:		Simple		
Type of Transaction:		G2B - Government to Businesses		
Who may avail		Bus Driver/Conductor		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
none				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Assessment of the Bus Proceed to the Route Checkers and claim the terminal pass	2. Route Checker assess and issue a terminal pass		15 seconds	ROUTE CHECKERS
3. Payment of Fees Present Terminal Pass and payment to BCS Collector	4. Cashier receives payment and issue an Official Receipt.	see table below	1 minute	BCS Collector
5. Leaving the Terminal Present your Receipt for verification and final departure	5. Exit Gate Keeper verifies the receipt and receives terminal pass issued by route checker		1 minute	EXIT GATE KEEPER
TOTAL		P	2 minutes	

Rates

TYPE OF SERVICE	TERMINAL FEE	
	AIRCON	ORDINARY
Manila Bound Buses		
Pass Thru Buses	P20.00	P20.00
Pick-up Buses (to or from Manila)	P150.00 for Legazpi, Tabaco, Sorsogon, and outside the Bicol Region, or P90.00 and P65.00 depending upon the number of picked-up passengers	
Pick-up Buses (Extension Fees)	P150.00 for every fifteen (15) minutes and a fraction thereof by limited to only two (2) extensions per trip	
Originating Buses (Manila Bound)	P1,500.00	P750.00
Originating Buses (Quezon Bound)	P200.00	P150.00
Dispatcher's Fee (for buses without a registered dispatcher)	P100.00	
Provincial Bound Buses		
Naga – Legazpi	P140.00	P140.00
Naga – Daet	P140.00	P140.00
Naga – Caramoan/Garchitorena	P140.00	P140.00



Naga – Iriga	P100.00	P90.00
Naga - Lagonoy	P90.00	P65.00
Sleep Buses	P10.00 per bus	

BICOL CENTRAL STATION

Ninoy-Cory Aquino Ave., Barangay Triangulo, Naga City

For more information, please contact:

Roderick D. Reforsado, Supervising Administrative Officer / Terminal Manager

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