



Securing Compliance Certificate for Public Utility Vehicles for Franchise Renewal

ABOUT THE SERVICE

All public utility tricycles are required to undergo sound level test and trash bin inspection before the issuance of franchise from the City Government of Naga

| Department / Office: | | CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE | | |
|---|--|---|------------------------|--|
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Citizens G2B - Government to Businesses | | |
| Who may avail | | Owner of Public Utility Vehicles | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Endorsement from the Sangguniang Panlungsod | | <ul style="list-style-type: none"> • Sangguniang Panlungsod Secretariat | | |
| <ul style="list-style-type: none"> • Sound level test of the engine (80 decibels and below) | | <ul style="list-style-type: none"> • City Environment and Natural Resources Office | | |
| <ul style="list-style-type: none"> • Trash bin | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the inspection report from the PSO | | | 2 minutes | CARLOS SHERWIN SP. ESTANISLAO III Metro Aide I |
| | 2. Inspection and physical assessment of the unit's engine and trash bin | | 5 minutes | EDGARDO S. PEÑA Administrative Aide III / Inspector ROBERTO I. SANCHEZ, JR. Administrative Aide I / Inspector (Casual) VICTOR M. FAUSTO Metro Aide I / PWMD Inspector |
| 3. Payment of Inspection Fee Proceed to the City Treasurer's Office to pay the required amount and ask for an official receipt | | P 100.00 | 5 minutes | Local Revenue Collection Officer CITY TREASURER'S OFFICE |
| | 4. Recording of official receipt of certification | | 2 minutes | CARLOS SHERWIN SP. ESTANISLAO III Metro Aide I |
| | 5. Preparation of Compliance Certificate | | 5 minutes | JAYSON T. VARGAS Administrative Officer II / |



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|--------------|---------------------------------------|----------|------------|--|
| | | | | OIC Pollution and Waste Management Division |
| | 6. Approval / Issuance of certificate | | 2 minutes | ENGR. ALEXANDER N. CANING CGDH I City ENRO |
| TOTAL | | P 100.00 | 21 minutes | |

CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Room 115, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

Pequeña, Naga City

For more information, please contact:

Engr. Alexander N. Caning, City Government Department Head I / City ENRO

Tel No. (054) 205-2980 loc 1140

E-mail: enro@naga.gov.ph