



## Inspection and Registration of Trimobile for Hire

### ABOUT THE SERVICE

Inspection of trimobile for hire registration is mandated at the Public Safety Office.

<b>Department / Office:</b>		<b>PUBLIC SAFETY OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Any citizen		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Driver's license		• Land Transportation Office		
• Clearance for PSO (violation)		• Public Safety Office (Admin Section)		
• Driver's ID		• Public Safety Office (Admin Section)		
• BLS Training Certificate and ID		• Naga City Community First Responder Program Management Office (NCCFRPMO)		
• Community Tax Certificate		• City Treasury / Barangay Hall		
• Barangay Clearance		• Barangay where the applicant resides		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the application forms from the Sangguniang Panlungsod Office Task Force Trimobile & other requirements to the PSO Admin Clerk.	2. Clerk inspects the application form & other requirements if it's complete.	P	3 minutes	ROLANDO S. FRANCIA Administrative Aide I
3. Applicant shows where the tricycle to be inspected.	4. Clerk inspect the trimobile for hire		5 minutes	
<b>TOTAL</b>		P	8 minutes	

### PUBLIC SAFETY OFFICE

G/F Roco Library Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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