



Registration of Pedicab for Hire

ABOUT THE SERVICE

To ensure that the pedicab for hire within the city are duly registered.

Department / Office:		PUBLIC SAFETY OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Any citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Barangay clearance (operator and driver)		• Barangay where the applicants reside		
• Cedula (operator and driver)		• City treasurer or barangay		
• Insurance		• Any Insurance company		
• NACIPODRIF official receipt		• NACIPODRIF association president		
• BLS certificate of training		• Naga City Community First Responder Program Management Office (NCCFRPMO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant asks for application forms at the PSO Tesar Division.	2. Clerk will give the application form and list of requirements to be attach by the applicant.	P	1 minute	RODEL Q. BALMES (Job Order) LARA A. MANDIGMA Administrative Aide I (Casual)
3. Submit filled-up application forms & requirements, and bring the pedicab to be inspected.	4. Clerk inspects the application form & other requirements and the pedicab unit.		10 minutes	RODEL Q. BALMES (Job Order) LARA A. MANDIGMA Administrative Aide I (Casual)
	5. Clerk gives assessment for registration payments.		3 minutes	LARA A. MANDIGMA Administrative Aide I (Casual)
6. Proceed to the City Treasurer's Office for payments.	7. An official receipt will be issued by the City Treasurer for the settlement of the violation/s.	P115.00		Revenue Collection Officer CITY TREASURER'S OFFICE
8. Present official receipt to PSO Tesard Padyak Inspector.	9. Clerk will issue the registered sticker to the applicant.		1 minute	LARA A. MANDIGMA Administrative Aide I (Casual)
TOTAL		P115.00	15 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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