



Applying for/ Renewal of Trimobile Franchise

ABOUT THE SERVICE

Per Ordinance No. 93-049 or the Transport and Traffic Code of Naga City, all motorized tricycles or trimobiles operating in the city as public utility must possess a valid franchise and Mayor's Permit to Operate.

The Sanggunian has a limited number of trimobile franchises for regular routes to 1,500 units. Only Naga City residents are allowed to hold a trimobile franchise.

The trimobile franchise shall be valid for 3 years and Mayor's permit has to be secured annually.

TAXES AND FEES

- Franchise Fee
 - Regular – P 450.00/unit
 - Special Route – P 450.00/unit
- Substitution of Unit – P 450.00
- Research Fee – P 75.00/unit

Department / Office:		SANGGUNIANG PANLUNGSOD		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses		
Who may avail		Trimobile Operators		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Franchise Application Form		• Trimobile Task Force		
• Photocopy of Birth Certificate		• City Civil Registrar's Office		
• Voter's ID or COMELEC Certification		• Commission on Election		
• Barangay Residency Certification		• Barangay Hall		
• Community Tax Certificate		• Barangay Hall / City Hall		
• Driver's ID / Accreditation		• Public Safety Office		
• BIR Clearance		• Bureau of Internal Revenue		
• SSS Clearance		• Social Security System		
• Insurance Coverage of P50,000.00		• Any Insurance Company		
• Inspection Report – 3 copies		• Sangguniang Panlungsod Secretariat		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and Submit Application Form Secure Application Form and list of requirements from the Trimobile Task Force (TTF).	2. Release form and list of requirements.	P	1 minute	MARILOU B. PALMARIA Administrative Assistant II
3. Accomplish the form and submit the same to the Trimobile Task Force (TTF).	4. Receives and reviews accomplished forms.			
5. Request for Unit Inspection Proceed and present				City Environment and Natural Resources Office Personnel



trimobile unit to the City Environment and Natural Resources Office (CENRO) for emission test, noise level and presence of garbage bin.				
6. Proceed to PSO for inspection of road worthiness and Driver First Aid Training.				Public Safety Office Personnel Naga City Community First Responders Program Management Office
7. Submit Inspection Report. Submit to TTF the inspection report and all other requirements for assessment.	8. Evaluate the inspection reports and completeness of documents.		3 minutes	MARILOU B. PALMARIA Administrative Assistant II
9. Assessment for Mayor's Permit and Franchise Fee. Present the original LTO OR and CR to the TTF for the assessment and payment of fees.	10. Verify correctness of the submitted documents.		3 minutes	
11. Payment of Fees Pay the required fees at the City Treasurer's Office.		See Tax Fee above		Local Revenue Collection Officer CITY TREASURER'S OFFICE
	12. Preparation of Franchise Agreement TTF staff prepares the trimobile franchise for the Mayor's Permit.		3 minutes	MARILOU B. PALMARIA Administrative Assistant II
	13. Approval of Franchise The City Mayor signs the trimobile franchise.			NELSON S. LEGACION City Mayor (or Authorized Signatories)
14. Receives original copy of franchise.				MARILOU B. PALMARIA Administrative Assistant II
	15. Posting of Sticker			ALBERT I.



	TTF do final inspection and posts the sticker on the trimobile unit.		3 minutes	GREGORIO Administrative Aide I
TOTAL		P	13 minutes	

SANGUNIANG PANLUNGSOD

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For more information, please contact:

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