



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
 Province of Pangasinan

ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP)
(at the Municipal Treasurer's Office)

Requirements to be submitted by the Client:

- a. Certificate of Registration
- b. Official Receipt
- c. Barangay Clearance
- d. Previous MTOP (for old operators only)

HOW TO AVAIL OF THE SERVICE

STEP	What the Client Should Do	What the Office Shall Do and Service Time	PERSON IN CHARGE
1	Submit all requirements to Collection Section and fill out application form.	Examine the veracity of the requirements 5 mins.	Edna V. Palisoc Ailien P. Mosada Freddie Palisoc
2	Seek approval from BFTODA President.		BFTODA President
3	Proceed back to Collection Section after step 2.	Conduct assessment of payment and recording. 5 mins.	Edna Palisoc Ailien P. Mosada Freddie Palisoc
4	Proceed to Municipal Treasurer's Office.	Sign the application if complete. 5 mins.	Luisita Danan or authorized representative
5	Proceed to PNP Station.	Sign the application if complete.	Chief of Police
6	Proceed to Municipal Planning and Development Office for signature.	Sign the application if complete.	Ma-Lene S. Torio OIC-MPDC
7	Proceed to the Office of the SB Secretary.	Inspect and attest documents.	Joel V. Camacho
8	Proceed to Vice Mayor's Office.	Sign the application if complete.	Raul R. Sabangan or his authorized representative
9	Proceed to Mayor's Office.	Approve if all officials have signed. 5 mins.	Hon. Mayor Cezar T. Quiambao or his authorized representative
10	Proceed back to Treasurer's Office.	Receive copy of permit, give copy to the applicant and retain copy for file. 5 mins.	Edna V. Palisoc Ailien P. Mosada Freddie Palisoc
Total Service Time per Client 25 mins.			
END OF TRANSACTION			

