

4. Issuance of Motorized Trisikad Operators Permit (MTOPO)

The Motorized Trisikad Operators Permit is a mandatory document mandated by local ordinance, serving as a vital record and reference tool. This permit is essential for operators of motorized trisikads, providing official documentation for regulatory and administrative purposes within the municipality.

Office or Division:	Municipal Planning and Development Office			
Classification:	Complex Transaction			
Type of Transaction:	G2B – Government to Business; G2C – Government to Client; G2G – Government to Government			
Who may avail:	All transacting public, business entities and other government agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certification from the President of the Organization (2 Copies)			Organization where the applicant is a member	
2. Barangay Clearance (2 Copies)			Barangay Hall where the applicant/s reside	
3. Police Clearance (2 Copies)			Tagoloan Municipal Police Station	
4. Photocopy of Insurance Policy of Motor Vehicle (2 Copies)			Issuing Agency	
5. Photocopy of Deed of Sale of Motor Vehicle (2 Copies)			Issuing Agency	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit Notarized Application Form and the complete required documents to the receiving officer for initial assessment and verification and secure the Order of Payment.	1. Provide the Log Book to the Client	None	5 Minutes	<i>Draftsman II/Administrative Aide I</i> Municipal Planning and Development Office
	2. Receive and record the Application Form and the complete required documents.	None	5 Minutes	<i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office

	3. Review, assess, and evaluate the submitted documents	None	15 Minutes	<i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office
	4. Issue the Assessment and Order of Payment	None	10 Minutes	
	5. Conduct inspection on the standard accessories of motor vehicle	None	25 Minutes	<i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office
	6. Start processing the request	None	10 Minutes	<i>Draftsman III/Draftsman II</i> Municipal Planning and Development Office
	7. Approved the Permit	None	1 Day	<i>Municipal Planning and Development</i> <i>Coordinator/Draftsman III/</i> <i>Planning Staff-Designate</i> Municipal Planning and Development Office <i>Municipal Mayor</i> Municipal Mayor's Office

2. Pay the required fees at the Municipal Treasurer's Office and secure Official Receipt	1. Accept the payment based on the Order of Payment	P500.00 (for no penalty)	5 Minutes	<i>Revenue Collection Clerk III/ Ticker Checker/Data Controller III Municipal Treasurer's Office</i>
	2. Issue the Official Receipt		5 Minutes	<i>Revenue Collection Clerk III/ Ticker Checker/Data Controller III Municipal Treasurer's Office</i>
3. Claim the Permit at the Office of the Municipal Planning and Development Coordinator	1. Check the Official Receipt and record the transaction in the releasing logbook	None	5 Minutes	<i>Draftsman III/Planning Staff- Designate/ Administrative Aide I Municipal Planning and Development Office</i>
	2. Release the Approved Motorized Trisikad Operators Permit (MTO) to the client	None	5 Minutes	<i>Draftsman III/Planning Staff- Designate Administrative Aide I Municipal Planning and Development Office</i>
4. Accomplish the Client Satisfaction Survey (CSS) and drop in the Feedback Box	1. Request the client to accomplish the Client Satisfaction Survey (CSS)	None	10 Minutes	<i>Planning Staff-Designate/ Administrative Aide III/ Administrative Aide I Municipal Planning and Development Office</i>
	TOTAL	P500.00	1 Day, 1 Hour, and 40 Minutes	