

## 10. Issuance of Trisikad Drivers's Identification (ID)

The Municipal Treasurer's Office is the right agency to accept payments and issue official receipts in payment of various fees and charges of the different servicing offices of this Agency.

<b>Office or Division:</b>	Municipal Treasurer's Office			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C-Government To Client			
<b>Who may avail:</b>	All Transacting Public of Tagoloan Mis. Or.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Registration of permit from previous years		Personal file		
Traffic Certificate		Traffic Office		
Police Clearance		Philippine National Police-Municipal Police Station		
Certification of Trisikad Association		Trisikad Association		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present required documents to frontline personnel	1. Receive the required documents and check for completeness	None	5 Minutes	<i>Revenue Collectors</i>
2. Pay required fees	1. Accepts payment	P 30.00 None	5 Minutes 5 Minutes	<i>Revenue Collectors</i>

	2 Start processing Trisikad Driver's Identification (ID)			
3.Receive Official Receipt and Trisikad Driver's (ID) Identification Card and proceed to the Office of the Municipal Mayor for Identification (ID) Approval	1. Issue Official Receipts 2 Trisikad Drivers's Identification (I.D)	None None	5 Minute 5 Minute	<i>Revenue Collectors</i>
Accomplish the Client Satisfaction Survey and drop it to the feedbox box	Request clients accomplish satisfaction survey			
<b>TOTAL:</b>			25 Minutes	