

11. Registration of Trisikad

The Municipal Treasurer's Office offers licensing permits to perspective trisikad owners to be used as primary source of business or livelihood.

Office or Division:	Municipal Treasurer's Office			
Classification:	Complex Transaction			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All Transacting Public of Tagoloan Misamis Oriental			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents to frontline personnel	1.1 Receive the requires documents and check for completeness.	None	5 Minutes	<i>Revenue Collectors</i>
	1.2 Assess fees and charges	None	5 Minutes	
2. Pay required fees	1. Accepts payment	OPERATOR -135.00 HEALTH CERT. - 100.00 MAYOR'S	5 Minutes	<i>Revenue Collectors</i>

	2 Start processing Trisikad permit	PERMIT - 100.00 DST - 30.00 Total P 365.00	5 Minutes	
3. Receive Official Receipts and permit and proceed to the Office of the Mayor for Permit Approval	1. Issue Official Receipts	None	5 Minutes	<i>Revenue Collectors</i>
	2 Issue Permit	None	5 Minutes	
Accomplish the Client Satisfaction Survey and drop it to the feedbox box	Request clients accomplish satisfaction survey			
		Total	30 Minutes	