



Republic of the Philippines
Province of Ilocos Norte

MUNICIPALITY OF MARCOS

email Address: sbofficemarcosin@gmail.com

OFFICE OF THE SANGGUNIANG BAYAN

HEAD: HON. HILARIO B. LORENZO – Municipal Vice Mayor

SANGGUNIANG BAYAN MEMBERS	
Hon. Noel R. Calaoagan	Hon. Richard M. Nuval
Hon. Marietta G. Casco	Hon. Helen B. Abrigado
Hon. Eduard T. Mendoza	Hon. Telwin B. Tapaoan
Hon. James C. Gacula	Hon. Samuel G. Coloma – ABC President
Hon. Sherwin R. Tamayo	Hon. Merry Kay V. Yrawda – PPSK President
STAFF: Marites S. Bumanglag Secretary to the Sanggunian	
Amelia E. Cabuntocan – Computer Operator I	
Cherry Ann S. Sta. Monica – Local Legislative Staff Employee II	
(COS) Legislative Assistants, Legislative Aides, Data Encoders, Utility/Messenger	
For more information, contact	
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The Sangguniang Bayan, as legislative body of the Municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of the Local Government Code and in the proper exercise of the corporate powers of the municipality as provided in Rule IX of the Rules and Regulations implementing the said code.

FRONTLINE SERVICES:

- A. ISSUANCE OF CERTIFIED TRUE COPY (CTC) OF LEGISLATIVE DOCUMENT/S.
- B. ISSUANCE OF FRANCHISE TO OPERATE MOTORIZED TRICYCLE-FOR-HIRE.
- C. CHANGE OF MOTOR/UNIT OF FRANCHISED TRICYCLE-FOR-HIRE.
- D. REPLACEMENT OF LOST FRANCHISE.
- E. TRANSFER OF FRANCHISE TO OPERATE MOTORIZED TRICYCLE-FOR-HIRE.
- F. DROPPING OF FRANCHISE TO OPERATE TRICYCLE-FOR-HIRE.

SCHEDULE OF SERVICE:

MONDAY – FRIDAY

8:00 A.M. – 5:00 P.M.

A. ISSUANCE OF CERTIFIED TRUE COPY (CTC) OF LEGISLATIVE DOCUMENTS.

REQUIREMENT : Written request/form specifying the document/s needed.

Fee : **Secretary's Fee - ₱ 100.00 per page**

The Clients shall	The Service Provide shall	It will take	Responsible Persons
1. Submit a written request/request form.	Receive the written request/request form. Submit written request/request form for approval Research on the requested document/s. Issue Order of Payment.	3 minutes 3 days	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
2. Present the Official Receipt	Receive the Official Receipt. Prepare the Certified True Copy (CTC) of the requested document/s.	3 minutes 1 hour	Secretary to the Sanggunian Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
3. Receive the CTC of the requested document/s.	Issue the CTC of the requested document/s. Let it be received in a logbook.	3 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
Accomplish the Client Feedback Form.			
TOTAL RESPONSE TIME : 3 days, 1 hour & 9 minutes			

B. ISSUANCE OF FRANCHISE TO OPERATE MOTORIZED TRICYCLE-FOR-HIRE:

THE SERVICE: The Franchise to Operate Motorized Tricycle-for-Hire is provided to residents of Marcos, Ilocos Norte who wish to operate tricycle/s-for-hire within the municipality.



REQUIREMENTS:

Fees:

<i>With 1 unit tricycle and no other income</i>	<i>With 2 or more units or with other income</i>
<ul style="list-style-type: none"> ➤ Application Form ➤ Inspection Form ➤ Barangay Clearance ➤ Mayor's Clearance ➤ BIR Clearance ➤ Birth Certificate ➤ Certificate of Registration (Xerox) ➤ LTO Official Receipt (Xerox) ➤ Insurance Policy (Xerox) ➤ Driver's License (Xerox) ➤ MTODA Clearance (optional) ➤ Long Folder 	<ul style="list-style-type: none"> ➤ Application Form ➤ Inspection Form ➤ Barangay Clearance ➤ Mayor's Clearance ➤ PhilHealth Clearance ➤ SSS Clearance ➤ BIR Clearance ➤ Birth Certificate ➤ Certificate of Registration (Xerox) ➤ LTO Official Receipt (Xerox) ➤ Insurance Policy (Xerox) ➤ Driver's License (Xerox) ➤ MTODA Clearance (optional) ➤ Long Folder

➤ Franchise Fee per Unit	-	₱	400.00
➤ Filing Fee per Unit	-		300.00
➤ Inspection Fee per Unit	-		75.00
➤ Fare Adjustment Fee per unit	-		300.00
➤ Motorized Tricycle Operations Permit per unit			300.00
➤ Police Clearance	-		100.00
➤ Mayor's Clearance			100.00
➤ Governor's Permit Fee (if new)	-		20.00
➤ Sworn Statement Fee			20.00
➤ Sticker	-		25.00
➤ Business Plate (for new Unit only)	-		220.00
➤ Fare Guide	-		50.00

The Clients shall	The Service Provide shall	It will take	Responsible Persons
1. Inquire about the services.	Provide checklist of requirements	3 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
2. Submit required documents.	Assess/Evaluate documents submitted. Issue Order of Payment	10 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder

3. Present Official Receipt and the tricycle unit for inspection.	Inspect the unit and accommodate the applicant for hearing. <i>Submit complete documents for legislation. Inform client immediately upon completion of the process.</i>	15 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
	Prepare the Franchise to be signed by the Secretary to the Sanggunian, Vice Mayor, and the Municipal Mayor.	5 Minutes	Computer Operator I LLSE II Legislative Assistant
4. Receive the Franchise.	Issue the Franchise. Let it be received by the client in the duplicate copy and the logbook.	3 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
Accomplish the Client Feedback Form.			
TOTAL RESPONSE TIME : 36 minutes			

C. CHANGE MOTOR/UNIT OF FRANCHISED TRICYCLE-FOR-HIRE:

THE SERVICE: Change of motor/unit is a service extended to franchise holder who wishes to change his motor/unit during the duration of his franchise.

REQUIREMENTS:

- Accomplished Application Form
- Original Franchise
- Original and photocopies of CR and latest OR of the old and new motorcycle.
- Two (2) valid ID's of the applicant – photocopies attached to the application.
- Other documents that may be required as necessary in case of changes, such as deed of sale or extrajudicial settlements with the of rights with the waiver of rights if the applicant is a transferee of a franchised tricycle.

The Clients shall	The Service Provide shall	It will take	Responsible Persons
1. Inquire about the service.	Provide Checklist of requirements.	3 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder

2. Submit required documents.	Assess/Evaluate documents submitted. Prepare the amended Franchise to be duly signed by the Secretary to the Sangunian, Vice Mayor and the Municipal Mayor	10 minutes 15 Minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
3. Receive the amended Franchise.	Issue the amended Franchise. Let it be received by the client in the duplicate copy and the logbook.	3 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
Accomplish the Client Feedback Form.			
TOTAL RESPONSE TIME : 31 minutes			

D. REPLACEMENT OF LOST FRANCHISE:

THE SERVICE: Replacement of Lost Franchise (CTC of the original) is a service rendered to franchise holder who lost the original copy of his franchise.

REQUIREMENT : Request for replacement

FEE : Replacement Fee - ₱ 100.00

The Clients shall	The Service Provide shall	It will take	Responsible Persons
1. Inquire about the service.	Brief client of the requirement.	3 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
2. Submit letter request for replacement.	Receive letter request for replacement. Issue Order of Payment	3 minutes	Computer Operator I LLSE II Legislative Assistant
3. Present Official Receipt.	Prepare replacement copy (Certified Copy of the Original).	5 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide

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			Data Encoder
4. Receive the replacement copy.	Issue the replacement copy.	3 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
Accomplish the Client Feedback Form.			
TOTAL RESPONSE TIME : 14 minutes			

E. TRANSFER OF FRANCHISE TO OPERATE MOTORIZED TRICYCLE-FOR-HIRE:

THE SERVICE: Transfer of Franchise is a service provided only legitimate spouse, parents, children, brother/sister, or of relatives by consanguinity or affinity within the fourth civil degree of the franchise holder. The amended Franchise shall only serve the unexpired term.

REQUIREMENTS:

- An affidavit executed by the transferor to the effect of Tricycle Franchise was from the original franchise grantee;
- Original copy of duly executed Deed of Absolute Sale or Deed of Absolute Sale or Deed of Transfer;
- A duly executed Affidavit of Undertaking of the Transferee/Vendee, categorically declaring that no subsequent transfer or disposition of the unit and franchise shall be executed, and that violation of the same shall mean automatic cancellation of the Franchise;
- Original Franchise;
- Community Tax Certificate of the Transferee;
- Original and Photocopies of the Certificate of Registration (CR) and latest Official Receipt (OR) of the motorcycle/tricycle issued by the Land Transportation Office (LTO);
- Two (2) valid identification of the applicant.

FEE : Transfer Fee - ₱ 250.00

The Clients shall	The Service Provide shall	It will take	Responsible Persons
1. Inquire about the service.	Brief client of the lone requirement.	3 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder





2. Submit required documents.	Assess/Evaluate documents submitted. Issue Order of Payment.	15 minutes	Computer Operator I LLSE II Legislative Assistant
3. Present Official Receipt	Prepare the amended Franchise to be duly signed by the Secretary to the Sanggunian, Vice Mayor and the Municipal Mayor.	15 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
4. Receive the amended Franchise	Issue the amended Franchise. Let it be received by the client in the duplicate copy and logbook.	3 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
Accomplish the Client Feedback Form.			
TOTAL RESPONSE TIME : 36 minutes			

F. DROPPING OF FRANCHISE TO OPERATE MOTORIZED TRICYCLE-FOR-HIRE:

THE SERVICE: Dropping of Franchise is a service extended to franchise holder who wishes to totally stop his operation.

REQUIREMENTS:

- Original Copy of unexpired Franchise
- Tricycle Unit with removed sidecar number

FEE:

- Secretary's Fee : ₱ 100.00

The Clients shall	The Service Provide shall	It will take	Responsible Persons
1. Inquire about the service.	Provide short briefing and inform about the necessary requirements.	5 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
2. Submit required document and	Assess/Evaluate documents submitted.	15 minutes	Computer Operator I

present unit for inspection.	Inspect the unit. Issue Order of Payment		LLSE II Legislative Assistant
3. Present Official Receipt	Prepare the Certification of Dropping, to be signed by the Secretary to the Sanggunian.	15 minutes	Computer Operator I LLSE Legislative Assistant
4. Receive the Certification of Dropping.	Issue the amended Franchise. Let it be received in the duplicate copy by the client.	5 minutes	Computer Operator I LLSE II Legislative Assistant Legislative Aide Data Encoder
Accomplish the Client Feedback Form.			
TOTAL RESPONSE TIME : 40 minutes			



