

BACCOOR CITY TRANSPORTATION AND FRANCHISING OFFICE

All motorized Tricycles for hire, E- Trikes for hire and Pedicabs for hire exclusively operating within the City of Bacoor shall be required to secure a legitimate franchise decision for the approved route where they intended to operate. The procedure for securing such a franchise decision shall be in accordance with the rules and regulations to be set and promulgated by the Bacoor City Transportation and Franchising Board.

BACCOOR CITY TRANSPORTATION AND FRANCHISING OFFICE PERSONNEL

- 1. ROMMEL A. BUNAG**
- 2. ETELYN U. JAMOLIN**
- 3. JORLYN A. GERONIMO**
- 4. DANNY BOY G. FAJADO**

Ready to serve and transact with you
as authorized and properly identified personnel from
Mondays to Fridays
8:00 AM to 5:00 PM

Contact Nos.: **(046)481-4118, 481-4100 local 211**
Ground Floor, Bacoor Government Center, Bayanan, City of Bacoor, Cavite

**FLOW CHART FOR
ISSUANCE OF NEW MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOPI)
NEW TRICYCLE OPERATORS AND DRIVERS ASSOCIATION (TODA)**

STEP 1

RECEIVING OF APPLICATION AND REQUIREMENTS FOR MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOPI) FOR NEW TODA

Receiving and preliminary review of application and requirements for Motorized Tricycle Operator's Permit (MTOPI) i.e. Endorsement from Federation of Tricycle Operators and Drivers Association of Bacoor (FETODAB), SEC Registration of TODA, Map of TODA Route, Endorsement from Barangay Captain, Endorsement from Homeowners Association and RMC from BTMD in preparation for endorsement to Bacoor Transportation and Franchising Board (BCTFB) and Approval of Bacoor City Transportation and Franchising Board

ROMMEL A. BUNAG

STEP 2

EVALUATION OF REQUIREMENTS (If Application for the New Motorized Tricycle Operator's Permit (MTOPI)

If documents (step 1) are complete, applicant/s is/are directed to comply with the following requirements: Photocopy of Certificate of Registration (CR) and latest official Receipt (OR) of Motorized Tricycle, Inspection Report of the Vehicle, Certification from Federation of Tricycle Operators and Drivers Association of Bacoor (FETODAB), Certification from Local Tricycle Operators and Drivers Association (TODA), Bacoor Voter's ID of Operator, Barangay Clearance of Operator, Community Tax Certificate (Sedula) of operator, Drug Test result of Driver, Photocopy of Driver's License with restriction code 1&2, Long Folder and Issuance of Order of Payment

Jorlyn Geronimo / Danny Boy Pajado
5 minutes

STEP 3

Payment of New Motorized Tricycle Operator's Permit (MTOPI) at Treasury Department – P1,000.00

(Window 3 ,4, 5, 6)

STEP 4

Preparation of Motorized Tricycle Operator's Permit (MTOPI) Form

Etelyn U. Jamolin
5 minutes

STEP 5

Final Review of Motorized Tricycle Operator's Permit (MTOPI) Form and Supporting Documents / Encoding of MTOPI Data in the system

ROMMEL A. BUNAG
5 minutes

STEP 6

Recommending Approval of Motorized Tricycle Operator's Permit (MTOPI) Form

BCTFB Chairman

STEP 7

Final Approval of Motorized Tricycle Operator's Permit (MTOPI) Form

City Mayor

STEP 8 (END)

Releasing of Motorized Tricycle Operator's Permit (MTOPI) Form

Jorlyn Geronimo / Danny Boy Pajado

**FLOW CHART FOR
ISSUANCE OF NEW MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOPI)
TRICYCLE UNIT AND MEMBERSHIP RIGHTS WITH FRANCHISE BEING BOUGHT OR SOLD**

STEP 1

EVALUATION OF REQUIREMENTS (If Application for the New Motorized Tricycle Operator's Permit (MTOPI))

Comply with the following requirements: Photocopy of Certificate of Registration (CR) and latest official Receipt (OR) of Motorized Tricycle, Inspection Report of the Vehicle, Certification from Federation of Tricycle Operators and Drivers Association of Bacoor (FETODAB), Certification from Local Tricycle Operators and Drivers Association (TODA), Bacoor Voter's ID of Operator, Barangay Clearance of Operator, Community Tax Certificate (Sedula) of operator, Drug Test result of Driver, Photocopy of Driver's License with restriction code 1&2, Long Folder, Deed of Sale of motor vehicle and membership rights with franchise (If the said unit have a membership rights in TODA) and Issuance of Order of Payment

Jorlyn Geronimo / Danny Boy Pajado
5 minutes

STEP 2

Payment of New Motorized Tricycle Operator's Permit (MTOPI) at Treasury Department – P1,000.00

(Window 3 ,4, 5, 6)

STEP 3

Preparation of Motorized Tricycle Operator's Permit (MTOPI) Form

Etelyn U. Jamolin
5 minutes

STEP 4

Final Review of Motorized Tricycle Operator's Permit (MTOPI) Form and Supporting Documents / Encoding of MTOPI Data in the system

ROMMEL A. BUINAG
5 minutes

STEP 5

Recommending Approval of Motorized Tricycle Operator's Permit (MTOPI) Form

BCTFB Chairman

STEP 6

Final Approval of Motorized Tricycle Operator's Permit (MTOPI) Form

City Mayor

STEP 7 (END)

Releasing of Motorized Tricycle Operator's Permit (MTOPI) Form

Jorlyn Geronimo / Danny Boy Pajado

**FLOW CHART FOR
RENEWAL OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOPI)**

STEP 1

EVALUATION OF REQUIREMENTS

Receiving and Evaluation of the following requirements: Photocopy of Certificate of Registration (CR) and latest official Receipt (OR) of Motorized Tricycle, Inspection Report of the Vehicle, Certification from Federation of Tricycle Operators and Drivers Association of Bacoor (FETODAB), Certification from Local Tricycle Operators and Drivers Association (TODA), Bacoor Voter's ID, Barangay Clearance of Operator, Community Tax Certificate (Sedula) of operator, Drug Test result of Driver, Photocopy of Driver's License with restriction code 1&2, Long Folder and Issuance of Order of Payment

Jorlyn Geronimo / Danny Boy Pajado
5 minutes

STEP 2

Payment of Motorized Tricycle Operator's Permit (MTOPI) at
Treasury Department – P350.00
(Window 3 ,4, 5, 6)

STEP 3

Preparation of Motorized Tricycle Operator's Permit (MTOPI)
Etelyn U. Jamolin
5 minutes

STEP 4

Final Review of Motorized Tricycle Operator's Permit (MTOPI) and
Supporting Documents /Encoding of MTOPI data in the system
Rommel A. Bunag
5 minutes

STEP 5

Recommending Approval of Motorized Tricycle Operator's Permit
(MTOPI)
BCTFB Chairman

STEP 6

Final Approval of Motorized Tricycle Operator's Permit (MTOPI)
City Mayor

STEP 7 (END)

Releasing of Motorized Tricycle Operator's Permit (MTOPI)
Jorlyn Geronimo / Danny Boy Pajado

**FLOW CHART FOR
DROPPING OF MOTORCYCLE**

STEP 1

Receiving and Evaluation of the following requirements: Photocopy of Certificate of Registration (CR) and latest Official Receipt (OR) of Motorized Tricycle, Franchise Copy, Community Tax Certificate, Affidavit of Dropping (Notarized), Valid ID and Issuance of Order of Payment

Jorlyn Geronimo / Danny Boy Pajado
5 minutes

STEP 2

Payment of Dropping Fee at
Treasury Department - P200.00

(Window 3 ,4, 5, 6)

STEP 3

Preparation of Dropping Form

Etelyn U. Jamolin
5 minutes

STEP 4

Review of Dropping Form and Supporting Documents

ROMMEL A. BUNAG
5 minutes

STEP 5

Approval of Certificate of Dropping

City Mayor

STEP 6 (END)

Releasing of Certificate of Dropping

Jorlyn Geronimo / Danny Boy Pajado