

Transportation Regulation Division

CITIZEN'S CHARTER

HOW TO AVAIL OF SERVICES

A. NEW APPLICATION FOR MOTORIZED TRICYCLES

STEPS	RESPONSE TIME	PERSON TO APPROACH	OFFICE
1. Checking of all required documents/encode the application form and let the applicant sign	5 mins.	JONATHAN BON	TRD SECTION
2. Forward to Mayor's Office	3 mins.	MA. DANDEL CARBUNGCO	MAYOR'S OFFICE
3. Forward to TRD office all the signed application	2-3 mins.	JONATHAN BON	TRD SECTION
4. Inspection of unit and signature of assigned inspector and assigned TRD personnel	5 mins.	ROBERTO BORROMEO	CITY ENGINEERING OFFICE
5. Assessment/order of payment	5 mins.	JOHANNA MARIE SABARIZA	TRD SECTION
6. Payment of fees	15 mins.	RENATO BORIDOR MARICEL CONSUELO	CITY TREASURER'S OFFICE
7. Signature of assigned engineer	5-10 mins.	ENGR. DINDO BONGALOSA	CITY ENGINEERING OFFICE
8. Submission of Official Receipt to TRD	3 mins.	JOHANNA MARIE SABARIZA	TRD SECTION
9. Signature of OIC-Public Safety Office	3 mins.	HON. ALFREDO ADALLA SR.	PSO OFFICE
10. Mayor's permit for signature of the City Mayor	30 mins.	JOEL BONGON EDWARD JASON JOERS	PERMITS AND LICENSING UNIT
11. Release of Certificate of Franchise	3 mins	EDELYN BROSAS	TRD SECTION

HOW TO AVAIL OF SERVICES

B. NEW APPLICATION FOR PEDALLED TRICYCLES

STEPS	RESPONSE TIME	PERSON TO APPROACH	OFFICE
1. Checking of all required documents/encode the application form and let the applicant sign	5 mins.	JONATHAN BON	TRD SECTION
2. Forward to Mayor's Office	3 mins.	MA. DANDEL CARBUNGO	MAYOR'S OFFICE
3. Forward to TRD office all the signed application	2-3 mins.	JONNATHAN BON	TRD SECTION
4. Inspection of unit and signature of assigned inspector and assigned TRD personnel	5 mins.	ANGEL BREVA ROBERTO BORROMEO	CITY ENGINEERING OFFICE
5. Assessment/Order of Payment	5 mins.	JOHANNA MARIE SABARIZA	TRD SECTION
6. Payment of fees	15 mins.	RENATO BORIDOR MARICEL CONSUELO	CITY TREASURER'S OFFICE
7. Signature of assigned engineer	5-10 mins.	ENGR. DINDO BONGALOSA	CITY ENGINEERING OFFICE
8. Submission of Official Receipt to TRD	3 mins.	JOHANNA MARIE SABARIZA	TRD SECTION
9. Release of Driver's Permit	2 mins.	SHIRLEY BODUAN	
10. Signature of OIC-Public Safety Office	3 mins.	HON. ALFREDO ADALLA SR.	PUBLIC SAFETY OFFICE
11. Mayor's Permit for signature of the City Mayor	30 mins.	JOEL BONGON EDWARD JASON JOERS	PERMITS AND LICENSING UNIT

HOW TO AVAIL OF SERVICES

C. APPLICATION FOR RENEWAL OF MOTORIZED TRICYCLES

STEPS	RESPONSE TIME	PERSON TO APPROACH	OFFICE
1. Inspection of unit and signature of assigned inspector and assigned TRD personnel	5 mins.	ANGEL BREVA ROBERTO BORROMEO	CITY ENGINEERING OFFICE
2. Checking of all required documents and assessment/order of payment	5 mins.	JOHANNA MARIE SABARIZA	TRD SECTION
3. Payment of fees	15 mins.	RENATO BORIDOR MARICEL CONSUELO	CITY TREASURER'S OFFICE
4. Signature of assigned engineer	5-10 mins.	ENGR. DINDO BONGALOSA	CITY ENGINEERING OFFICE
5. Submission of Official Receipt to TRD	3 mins.	JOHANNA MARIE SABARIZA	TRD SECTION
6. Signature of OIC Public Safety Office	3 mins.	HON. ALFREDO ADALLA SR.	PUBLIC SAFETY OFFICE
7. Mayor's Permit for signature of the City Mayor	30 mins.	JOEL BONGON EDWARD JASON JOERS	PERMITS AND LICENSING UNIT
8. Release of Certificate of Franchise	3 mins.	EDELYN BROSAS	TRD SECTION

HOW TO AVAIL OF SERVICES

D. APPLICATION FOR RENEWAL OF PEDALLED TRICYCLES

STEPS	RESPONSE TIME	PERSON TO APPROACH	OFFICE
1. Inspection of unit and signature of assigned inspector and assigned TRD personnel	5 mins.	ANGEL BREVA ROBERTO BORROMEO	CITY ENGINEERING OFFICE
2. Checking of all required documents, assessment /order of payment and Joint Application for franchise	5 mins.	GINA BALLARAN	TRD SECTION
3. Payment of fees	15 mins.	RENATO BORIDOR MARICEL CONSUELO	CITY TREASURER'S OFFICE
4. Signature of assigned engineer	5-10 mins.	ENGR. DINDO BONGALOSA	CITY ENGINEERING OFFICE
5. Submission of Official Receipt to TRD	3 mins.	GINA BALLARAN	TRD SECTION
6. Release of Driver's Permit	2 mins.	SHIRLEY BODUAN	
7. Signature of OIC Public Safety Office	3 mins.	HON. ALFREDO ADALLA SR.	PUBLIC SAFETY OFFICE
8. Mayor's Permit for signature of the City Mayor	30 mins.	JOEL BONGON EDWARD JASON JOERS	PERMITS AND LICENSING UNIT

Qualifications of applicants for Tricycle Franchise

(Section 4 of City Ordinance 022-2002)

- A Filipino Citizen, and if a juridical person, 100% of the capitalization of which shall be owned and held by Filipino Citizens;
- A bonafide resident of Tabaco City for not less than one (1) year at the time of filling of the application;
- Must not be less than eighteen (18) years old;
- Financially capable of maintaining the operation of tricycle(s) and answering or shouldering any liability that may arise in the course of the operation of the said tricycle(s);
- If a cooperative, a duly registered tricycle or transport cooperative,
- Must attend the seminar on traffic rules and regulations; and
- Certification from Punong Barangay attesting as to the existence of a space to be utilized as garage for the tricycle unit(s).

Requirements:

New Applicant for Motorized Tricycle

- Community Tax Certificate (cedula)
- Barangay Clearance – purpose: New Applicant
- Police Clearance – purpose: New Applicant
- Official Receipt of Motorcycle (O.R.)
- Certificate of Registration of Motorcycle (C.R.)
- Parada Certification
- Driver's license of permanent driver (clear photocopy)
- Certification of the company if the mode of payment for the motorcycle is instalment
- Authority from LTO (for using improvised plate number if no plate available)

Note: All documents should be original except for the driver's license.

Php. 865.00

New Applicant for Pedalled Tricycle

- Barangay Clearance – purpose: New Applicant
- Police Clearance – purpose: New Applicant
- Parada Certification

Note: All documents should be original.

Php. 430.00

Renewal of Motorized Tricycle

- O. R./C.R. of motorcycle
- Community Tax Certificate (cedula)
- Barangay Clearance – purpose: for renewal of franchise
- Police Clearance – purpose: for renewal of franchise
- Parade Certification
- Previous receipt
- Authorization Letter (if the operator can't process the renewal personally)
- Waiver for franchise (computerized and notarized)
 - Clearance from Traffic Management Group (TMG) if the current operator of the motorcycle is not the owner on the submitted documents.
- Last year's Inspection Report

Renewal of Pedalled Tricycle

- Community Tax Certificate (cedula)
- Barangay Clearance – purpose: for renewal of franchise
- Police Clearance – purpose: for renewal of franchise
- Parada Certification
- Previous receipt
- Authorization letter (if the operator can't process the renewal personally)
- Last year's inspection report
- If's:

Boundary Hulong System

- a. Waiver and transfer of rights
- b. Joint application for transfer of franchise

Donation/Inheritance

- a. Extrajudicial Settlement
- b. Waiver and transfer of rights

Sale

- a. Deed of sale
- b. Waiver and transfer of rights
- c. Joint application for transfer of franchise

Note: All applications should be notarized

Dropping of Tricycle with substitution

- O.R./ C.R. of tricycle (old and new unit)
- Community Tax Certificate (cedula)
- City Plate
- If the operator is deceased:
 - Death certificate
 - Deed of donation, waiver and transfer of rights
 - Joint application for transfer of franchise
- If change of unit:
 - Clearance from TMG /Highway Patrol Group, near Camp Ola

FARE RATES FOR TRICYCLE**As of JANUARY 2018****MOTORIZED**

PARADA	ROUTE	REGULAR RATE	DISCOUNTED RATE	COLOR OF PARADA
PARADA 1	GUINOBAT	10.00	8.00	RED
	MARIROC PUROK 2 CROSSING	10.00	8.00	
	PUROK 5 PATUKAD	11.00	9.00	
	SITIO NAGSIPIT			
	QUIJANO	12.22	9.00	
	PUROK 6 WAITING SHED	12.00	9.00	
	PUROK 6 CABRIA'S RESIDENCE	13.00	10.00	
	ST. MARTIN DE PORRES CHAPEL	15.00	10.00	
PARADA 2	PINAGBOBONG	11.00	9.00	BLUE
	TUBOG	10.00	8.00	
PARADA 3	BOGÑABONG	10.00	8.00	YELLOW
PARADA 4	SAN VICENTE	10.00	8.00	ORANGE
PARADA 5	SAN CARLOS	10.00	8.00	GREEN
PARADA 6	SAN LORENZO	10.00	8.00	PINK/BLUE
PARADA 7	SAN ROQUE	10.00	8.00	WHITE
PARADA 8	FATIMA	10.00	8.00	VIOLET
PARADA 9	CABAGÑAN	10.00	8.00	BROWN
	RELOCATION SITE	10.00	8.00	
PARADA 10	SALVACION	10.00	8.00	BLUE/VIOLET
PARADA 11	SAN ANTONIO ILAWOD	10.00	8.00	MAPLE BROWN
	SAN ANTONIO IRAYA	12.00	9.00	
	PARAPOTO	13.00	9.00	

PARADA	ROUTE	REGULAR RATE	DISCOUNTED RATE	COLOR OF PARADA
PARADA 12	BANKILINGAN	10.00	8.00	BLUE/GREEN
	ZIGA MEMORIAL DISTRICT	10.00	8.00	
	TABACO CITY WATER DISTRICT	10.00	8.00	
PARADA 13	TABACO NATIONAL HIGH SCHOOL	10.00	8.00	SKY BLUE
PARADA 14	MORAN ESTATE SUBD.	10.00	8.00	APPLE GREEN
	PARADA TO BLOCK 52 & 27	11.00	9.00	
	PANAL	10.00	8.00	
	MATAGBAC (PARADA TO PARADA)	10.00	8.00	
PARADA 15	BASAGAN PUROK 1 & 2	14.00	13.00	YELLOW/ORANGE
	PUROK 3, 4, 5, 6 & 7	15.00	14.00	
	PUROK 8 & 9	17.00	16.00	
	BONOT PUROK 4 & 5	20.00	18.00	
	PUROK 1, 2, 3 & 7	23.00	21.00	
	PUROK 6	25.00	23.00	
PARADA 16	SAN RAMON	10.00	8.00	GRAY
PARADA 17	BANTAYAN	15.00	12.00	RED/ORANGE
PARADA 18	ORAS	20.00	15.00	IVORY (CREAM)
PARADA 19	QUINASTILLOJAN	14.00	11.00	BROWN/RED
PARADA 20	SAN ISIDRO	15.00	12.00	CATERPILLAR YELLOW
	OSON	15.00	12.00	
PARADA 21	BUHIAN	20.00	15.00	MAROON
PARADA 22	COMON PUROK 1 & 2	12.00	10.00	YELLOW/MAROON
	PUROK 3 & 4	13.00	11.00	
	PUROK 5, 6 & 7	15.00	12.00	
PARADA 23	CORMIDAL	10.00	8.00	LIGHT YELLOW
PARADA 24	SUA-IGOT	30.00	25.00	MAROON/RED
PARADA 25	PAWA	10.00	8.00	RED/YELLOW

Note: The driver/operator is not authorized to change or increase any fare that are prescribed herein; that for every succeeding kilometre after the point of destination, an additional one peso (P1.00) shall be charged or added to the regular fare, and fifty centavos (P0.50) to the student fare, senior citizens and Person with Disability (PWD). Students shall pay regular fare during Sundays and Regular Holidays.

FARE RATES FOR TRICYCLE

As of JANUARY 2018

PEDALLED

PARADA	ROUTE	REGULAR RATE	DISCOUNTED RATE	COLOR OF PARADA
PARADA 1	BARANGHAWON	10.00	8.00	YELLOW
PARADA 2	PANAL	10.00	8.00	BLUE
PARADA 3	BANKILINGAN	10.00	8.00	LIGHT GREEN
PARADA 4	BACOLOD	10.00	8.00	GREEN
PARADA 5	CORMIDAL	10.00	8.00	LIGHT YELLOW
PARADA 6	SAN ROQUE	10.00	8.00	WHITE
PARADA 7	FATIMA	10.00	8.00	MAROON
PARADA 8	BASUD	10.00	8.00	CHOCO BROWN
PARADA 9	BOMBON	10.00	8.00	ORANGE
PARADA 10	TAYHI	10.00	8.00	DARK RED
PARADA 11	TAGAS	10.00	8.00	APPLE GREEN
PARADA 12	SAN JUAN	10.00	8.00	DARK GREEN
PARADA 13	BOMBON LLORENTE ST.	10.00	8.00	SKY BLUE