

Sangguniang Panlungsod

External

Issuance of Motorized Tricycle Operators Permit (MTOP)

City Ordinance No. 11, Series of 2008 regulates the operation of motorized tricycles and grants franchise to operate the same with the city. It provides that all tricycles plying the areas within the territorial jurisdiction of Silay must secure a Motorized Tricycle Operator's Permit (MTOP). The MTOP is the document issued to a natural or juridical person which grants franchise or conveys license to operate tricycle for hire over specified zones, pursuant to Section 458, paragraph 3, sub-paragraph (vi) of the Local Government Code of 1991.

Office or Division:	Sangguniang Panlungsod, MTOP
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Tricycle Operators
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For Application for Transfer to Another Zone/Route</p> <ul style="list-style-type: none"> • Duly Notarized Petition to Change Authorized Route • Photocopy of MTOP with conversion/verification form • Original and photocopy of the most recent LTO Certificate of Registration (CR) and Official Receipt (OR) • Photocopy of Insurance Policy (for passengers, third parties and qualified driver for the current year) • Photocopy of Business Permit for the current year • Photocopy of recent Barangay Certificate • Photocopy of current Community Tax certificate • Official Receipt of Payment made at the City Treasurer's Office • Certificate of Inspection from the Police Traffic Division <p>For Application for Change of Ownership</p> <ul style="list-style-type: none"> • Duly Notarized Joint Petition for Change of Ownership of the old and the new owners • Photocopy of the Deed of Sale • Original and photocopy of the most recent 	<ul style="list-style-type: none"> • Sangguniang Panlungsod • Sangguniang Panlungsod • Sangguniang Panlungsod • Sangguniang Panlungsod • Permits and License Division • Barangay of Applicant • City Treasurer's Office / Barangay • City Treasurer's Office • Traffic Division • Sangguniang Panlungsod • Registered Tricycle Owner • Land Transportation Office

<p>LTO Certificate of Registration (CR) and Official Receipt (OR)</p> <ul style="list-style-type: none"> • Photocopy of the MTOP with conversion/verification form • Photocopy of Insurance Policy (for passengers, third parties and qualified driver for the current year) • Photocopies of the Barangay certifications of the old and new owners • Photocopies of current Community Tax certificate of the old and new owners <ul style="list-style-type: none"> • Photocopy of the latest Business Permit • Official Receipt of Payment made at the City Treasurer's Office • Certificate of Inspection from the Police Traffic Division <p>For Application for Change of Unit</p> <ul style="list-style-type: none"> • Duly Notarized Petition for Change old and Dilapidated Unit • Three (3) copies of pictures/photos of old and dilapidated unit showing the motor number, chassis number and the whole body of the tricycle. • Duly Notarized Certificate / Affidavit of a registered mechanic • Original and photocopy of the most recent LTO Certificate of Registration (CR) and Official Receipt (OR) • Photocopy of Insurance Policy (for passengers, third parties and qualified driver for the current year) • Photocopy of Barangay certification • Photocopy of current Community Tax certificate • Photocopy of the latest Business Permit • Official Receipt of Payment made at the City Treasurer's Office • Certificate of Inspection from the Police Traffic Division <p>For Application for Change of Name</p> <ul style="list-style-type: none"> • Original and photocopy of the most recent LTO Certificate of Registration (CR) and Official Receipt (OR) • Photocopy of MTOP with conversion/verification form • Photocopy of Insurance Policy (for passengers, third parties and qualified driver for the current year) <ul style="list-style-type: none"> • Photocopy of the latest Business Permit 	<ul style="list-style-type: none"> • Registered Tricycle Owner • Registered Tricycle Owner • Barangay of Applicant • City Treasurer's Office / Barangay • Permits and License Division • City Treasurer's Office • Traffic Division <ul style="list-style-type: none"> • Sangguniang Panlungsod • Registered Tricycle Owner <ul style="list-style-type: none"> • Mechanic • Land Transportation Office <ul style="list-style-type: none"> • Registered Tricycle Owner • Barangay of Applicant • City Treasurer's Office / Barangay • License and Permit Division • City Treasurer's Office • Traffic Division <ul style="list-style-type: none"> • Land Transportation Office • Sangguniang Panlungsod • Registered Tricycle Owner <ul style="list-style-type: none"> • Permits and License Division • Barangay of Applicant
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<ul style="list-style-type: none"> • Photocopy of Barangay certification • Photocopy of current Community Tax certificate • Official Receipt of Payment made at the City Treasurer's Office • Certificate of Inspection from the Police Traffic Division • Photocopy of the Death Certificate of the original owner of MTOP and conversion • Original and Photocopy of Waiver of Rights and Declaration of Heirship executed by the heirs of the original owner of MTOP and Conversion/Verification Form 	<ul style="list-style-type: none"> • City Treasurer's Office / Barangay • City Treasurer's Office • Traffic Division • Civil Registrar • Surviving Heirs of Deceased MTOP Owner
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Checklist and Filing of Application Form, Submission of Requirements	1. Verify completion of required documents	None	10 minutes/ Client	Legislative Staff Assistant/Utility Worker
2. Pays the necessary Fee	2. Refers to the City Treasurer's Office for payment of fees	<ul style="list-style-type: none"> • Business Permit P150.00 • Franchise Fee P187.50 	30 minutes/ Client	City Treasurer's Office
3. Submits tricycle for inspection	3. Stencil of Motor and Chassis Number	None	30 minutes	Utility Worker
4. Waits for approval of the Sangguniang Panlungsod	4. Sangguniang Panlungsod deliberates and holds Committee Hearings	None	3 weeks	Sangguniang Panlungsod
5. None	5. Prepares the Resolution after approval of the Sanggunian	None	1 day	Legislative Staff Assistant
6. None	6. Submits the draft resolution to the Committee Chairman for checking	None	1 day	Legislative Staff Assistant / Technical Assistant/ SP Chairman of Committee on Transportation
7. None	7. Finalizes the Resolution and have	None	1 hour	Legislative Staff Assistant

8. None	it signed by the Secretary and the Vice-Mayor	None	1-10 days	Clerk Secretary to the Sanggunian City Vice-Mayor
9. Receives the Motorized Tricycle Operator's Permit and sticker	8. Endorsed the resolution to the City Mayor for approval 9. Releases the Motorized Tricycle Operator's Permit and sticker to the concerned tricycle operator a	None	15 minutes	Secretary to the Sanggunian City Mayor Clerk Utility Worker
	TOTAL	P187.00	33 days, 2 hours, and 25 minutes	

Issuance of Resolutions and Ordinances

The SangguniangPanlungsod, as a legislative body of the City shall enact ordinances, approve resolutions and appropriate finds for the general welfare of the city and its inhabitants.

The office of the SangguniangPanlungsod issues certified copies of the Sanggunian documents, enacted and approved ordinances and resolutions.

With the Covid-19 threat still present, the Sangguniang Panlungsod Office implements the 2020 Silay City Covid 19 Countermeasures Ordinance which includes wearing of face mask and social distancing. "NO FACE MASK, NO ENTRY"

Office or Division:	Sangguniang Panlungsod			
Classification:	Simple			
Type of Transaction:	G2C / G2B			
Who may avail:	Anyone with purpose			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		SANGGUNIANG PANLUNGSOD OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request form as to Specific Request	1. Receives the Request Form and locates the requested resolution / ordinance from the archive	Certified copies of original official documents. (First page P20.00, succeeding page P5.00 per page)	10 minutes/client	Clerk LSO III
2. Pay the Secretary's Fees	2. Request the requesting party to pay the fees at the CTO.		10 minutes	Clerk City Treasurer's Office

<p>3. Presents the Official Receipt and receives the copy of the requested documents</p>	<p>3. Inspects the official receipt and releases the certified copy of the requested document</p>		<p>5 minutes Note: ● Documents dated 1946 to 1980 - Seven (7) working calendar days ● Documents dated 1981-2010 - Three (3) calendar days ● Documents dated 2011 to present - Ten (10) minutes</p>	<p>Secretary to the Sanggunian</p>
	<p>TOTAL</p>	<p>Minimum of P20.00</p>	<p>10 minutes – 7days</p>	