

1. Availing of Truck Exemption Permit

The Traffic and Parking Management Office is in charge of evaluating of all the documents / requirements needed for availing Truck Exemption Permit.

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| Office or Division: | Traffic and Parking Management Office | | | |
| Classification: | Complex | | | |
| Type of Transaction: | Government to citizen | | | |
| Who may avail: | Any Representative of any company that will use trucks on their business | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Formal Letter that addressed to the City Mayor/City Administrator, copy furnished the TPMO | | | | |
| 2. Barangay Certificate | | Barangay Hall | | |
| 3. Business Permit | | San Juan City Hall | | |
| 4. O.R and C.R | | LTO | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit complete documents/requirements | 1. 1 Verification of all submitted requirements if complete | | 5 minutes | TPMO office Staff |
| | 1.2 Prepare order of payment | | 2 minutes | TPMO office Staff |
| 2. Payment | 2. Receive payment and issue receipt | P 800.00 | 5 minutes | Treasury Department |
| 3. Present proof of payment | 3.1 Prepare all necessary documents for the truck permit | | 15 minutes | TPMO office Staff |
| | 3.2 Recommendation for approval of the TPMO Chief | | 1 day | Chief of Traffic and Parking Management Office |
| | 3.3 Submission of document to the City Administrator for approval. | | 5 minutes | TPMO office Staff |
| | 3.4 For approval of the City Administrator | | 1 day | Administrator's Office |
| 4. Receipt of Permit | 4. Release of Truck Permit | | 2 minutes | TPMO office Staff |

END OF TRANSACTION: Transaction time: 2 days and 35 minutes