

2. Issuance of City Plates and Stickers for Jeepney

The Traffic and Parking Management Office is in charge of evaluating of all the documents / requirements needed for the registration of Jeepney for City Plates and Stickers.

Office or Division:	The Traffic and Parking Management Office			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Operators / legitimate franchise holder of Jeepney.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of the Franchise Decision		LTFRB		
2. Terminal Clearance		JODA		
3. O.R and C.R		LTO		
4. Drug Test		CADAC / Accredited Drug Test Laboratory		
5. Xerox Copy of Driver's License (all registered / member of JODA driver/s)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents/requirements	1. Verification of all submitted requirements if complete		5 minutes	TPMO office Staff TPMO Personnel TPMO office Staff
	1.2 Inspection of the features of the Public Utility Jeepney (PUJ devices and color scheme)		3 minutes	
	2.3 Prepare order of payment		2 minutes	
2. Payment	2. Receive payment and issue receipt	P 900.00	5 minutes	Treasury Department
3. Present proof of payment	3.1 Prepare all necessary documents for the issuance of City		15 minutes	TPMO office Staff Chief of Traffic and Parking Management Office
	3.2 Plates and Sticker		1 day	
	3.3 Recommendation for approval of the TPMO Chief		5 minutes	
	3.4 Submission of document to the City Administrator for approval.		1 day	
	3.5 For approval of the City Administrator		5 minutes	

4. Receipt of Plates and stickers	4. Release of City Plates and Stickers			
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END OF TRANSACTION: Transaction time: 2 days and 40 minutes