

## FRONTLINE SERVICE

Office : Sangguniang Bayan Secretariat Office  
 Name of the Service : Provision of Franchising Tricycle  
 Schedule : Monday, Tuesday, Wednesday & Friday (8:00A.M.-5:00 P.M.)  
 Concerned : Bona fide residents of the municipality

### HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Proceed to the Sangguniang bayan Secretariat Office	Provide the client with short briefing and its requirements and inspection on tricycle.  <b>2 minutes</b>	Mr. Nicandro M. Palisoc
2	Secure a Community Tax Certificate (Cedula) and pay Secretary's Fee at the Treasury	Issue the Community Tax Certificate (cedula) and receipt of payment for Secretary's Fee  <b>3 minutes</b>	Solly de Vera Sheila L. Licuanan Wilma P. Salomon
3	Return to the SB Secretariat Office and present the cedula, OR/CR and receipt of the payment for the Secretary's Fee	Formulate the franchise permit and attach the cedula and receipt  <b>10 minutes</b>	Gloria B. Canilang
4	Get the prepared permit		
5	Proceed to the office of the Municipal Mayor for the "notary" of the permit	Notarization by the Municipal Mayor and dry seal.  <b>4 minutes</b>	Mrs. Babelyn M. Mondero Mrs. Maricel D. Marance
<b>Total Service Time per Client: 19 minutes</b>			
<b>E N D O F T R A N S A C T I O N</b>			