

CITY TRANSPORTATION & TRAFFIC MANAGEMENT & DEVELOPMENT OFFICE

Aquillina Street corner Gil Fernando Street Barangay Sto. Nino Marikina City

Department Head/OIC: RAMON B. SANTOS

Tel. Nos: 948-1208

Services Offered: Window 3 Transaction flow/Redemption of Licences & Impounded Vehicles

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1.Pumila at ipakita ang orihinal na ticket sa window 3 (present original ticket to window 3)	Olga Veloso	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	1 minute
2.Maghintay sa ibibigay na order of payment (Wait for order of payment)	Olga Veloso	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	1 minute
3.Pagkakuha ng order of payment tumungo sa cashier sa 2nd floor upang magbayad.(Proceed to cashier @ 2nd floor for payment)	Cashier-in-charge	2nd .floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	5 minutes
4.Bumalik sa pila sa window 2 at ipakita ang resibo para mairecord ang OR number(Proceed to window 2 and present receipt for recording of official receipt number)	Catherine Marcaida	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	1 minute
5.Pagbibigay at pagkuha ng lisensya (Release of kicense)	Catherine Marcaida	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	1 minute

REQUIREMENTS:

Para sa nakaimpond(window 3 requirement)

1.Ipakita ang OR/CR

2.ipakita ang valid ID ng rehistradong may ari ng sasakyan o ng taong nakapangalan sa ticket

Para sa pagkuha ng impounded vehicles (Impounding Guard)

Impounding area requirement after payment

1.Ibigay at ipakita ang release order sa impounding guard (present release order to impounding guard)

2.Paglabas ng unit (Release of unit)

Pauunawa: Pumila ng maayos

Services Offered: Window 2 Transaction flow (renewal and application of CTMDO driver's ID)

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1.Humingi ng application form sa window 2 (Get application form from window 2)	Catherine Marcaida	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	1 minute
2. Kumpletuhin ang mga req. (Complete the following req.)at ipasa sa application form kasama ang mga dokumentong nakasaad.(Submit application form with attached documents)	Applicant	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	2 minutes
3.Hintayin ang order of payment galling sa window 2 (wait for order for payment)	Catherine Marcaida	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	1 minute
4. Magbayad sa cashier sa 2nd floor (proceed to cashier @ 2nd floor for payment)	Cashier-in-charge	2nd .floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	5 minutes
5.Pagkatapos magbayad bumalik sa window 2 Para mairecord ang OR number (after payment, proceed to window 2 and present receipt for recordingof official receipt number)	Catherine Marcaida	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	2 minutes
7.Pagbibigay ng ID (releasing of ID)	Catherine Marcaida	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	1 minute

REQUIREMENTS:

Renewal: (TODA)

- 1.Kopya ng lisensya
- 2.Kopya ng may bisang sedula (type b)
- 3.Lumang CTMDO ID
- 4.Orihinal na katibayan ng pagiging kasapi sa PUV association
- 5.Isang (1) pirasong 2x2 na larawan

Renewal: (PODA)

- 1.Medical certificate
- 2.Kopya ng may bisang cedula (type b)
- 3.Lumang CTMDO ID
- 4.Orihinal na katibayan ng pagiging kasapi gling sa PUV association
- 5.Isang (1) pirasong 2x2 na larawan

New Applicant: (TODA)

- 1.Kopya ng lisensya
- 2.Kopya ng may bisang cedula (type b)
- 3.Kopya ng resulta ng blood typing
- 4.Isang (1) pirasong 2x2 na larawan
- 5.Kopya ng katibayan ng pagseseminar

New Applicant: (PODA)

1. Medical certificate
- 2.Kopya ng may bisang cedula (type b)
3. Isang (1) pirasong 2x2 na larawan
4. Kopya ng resulta ng blood typing
5. Original na katibayan ng pagiging kasapi gling sa PUV association
- 6.Kopya ng katibayan na dumalo ng PUV drivers seminar

Paunawa: Para sa mga bagong aplikante ang release ng ID ay pagkatapos ng SEMINAR

Services Offered: Window 1 transaction flow (Renewal of franchise, change motor, change ownership, cancellation, change route, and renewal of sticker for private franchised)

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1.Humingi ng application form sa window 1 (get application form from window 1)	Riza Pasingca	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	1 minute
2.Kumpletuhin ang mga detalyeng nakasaad sa application form (Fillout all the details in the application form at kumpletuhin ang mga dokumentong hinihingi (complete the documents required)	Applicant	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	5 minutes
3.Iproseso ang dokumento sa window 1(process document at window 1)	Riza Pasingca	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	3 minutes
4.Pagkatapos iproseso iinspeksyunin ang unit (inspection of unit)	Charly Palomer	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	3 minutes
5.Pagkatapos mainpeksyon ang unit bumalik sa window 1 upang mabigyan ng order of payment (After inspection, proceed to window 1 for order of payment)	Riza Pasingca	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	1 minute
6.Magbayad sa cashier sa 2nd floor (proceed to cashier @ 2nd floor for payment)	Cachier in charge	2nd .floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	5 minutes
7.Pagkatapos magbayad bumalik sa pila sa window 2 at ipakita ang resibo upang mairecord (after payment, proceed to window 1 and present receipt for recording of official receipt number)	Riza Pasingca	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	1 minute
8.Pagbibigay at pagkuha ng sticker (Release of sticker)	Riza Pasingca	Grd.floor engineering bldg. AGORA complex cor. G Fernando ave. sto.niño Marikina	10 minutes

FEES:

Franchise Renewal	Php. 200	Motor Change	Php. 70
Change Ownership	Php. 70	Change Route	Php. 70
Cancellation	Php. 75	Stiker Renewal	Php. 70

REQUIREMENT:

Renewal ng Prangkisa

- 1.Application form na nakanotaryo
- 2.Orihinal na prangkisa
- 3.Kopya ng OR/CR
- 4.Kopya ng 2 may bisang ID
- 5.Kopya ng cedula (type b)
- 6.Orihinal na katibayan ng pagiging kasapi na nanggaling sa asosasyon

Charge Ownership (Pagpapalipat ng pangalan)

1. Application form na nakanotaryo
- 2.Orihinal na prangkisa
- 3.Kopya ng OR/CR
4. Orihinal na katibayan ng pagiging kasapi na nanggaling sa asosasyon
5. Kopya ng 2 may bisang ID
6. Kopya ng cedula

Change Motor

1. Application form na nakanotaryo
- 2.Orihinal na prangkisa
- 3.Kopya ng OR/CR
4. Orihinal na katibayan ng pagiging kasapi na nanggaling sa asosasyon
5. Kopya ng 2 may bisang ID
6. Kopya ng cedula

STICKER RENEWAL

1. Two (2) valid IDs of operator
- 2.Clear photocopy of OR/CR
3. Cedula (type b) of operator
4. Original TODA certification
5. Original photocopy of ARTS
- 6.Accomplished application form

Private

- Delivery Type
- 1.Accomplished application form
 - 2.Xerox OR/CR
 - 3.Business clearance
 - 4.Barangay clearance
 - 5.2 Valid ID
 - 6.Cedula (type b)

- Passenger Type
- 1.Accomplished application form
 - 2.Photocopy OR/CR
 3. 2 Valid ID
 4. Cedula type

Paunawa: Ang proseso ng prangkisa ay humigit kumulang sa loob ng isang buwan.

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.