

99. ASSISTANCE FOR THE GRANT OF FRANCHISE TO PUBLIC UTILITY JEEPNEYS (PUJs)

DESCRIPTION of the SERVICE :

Before the Land Transportation and Regulatory Board (LTFRB) issues franchise to PUJs with route in the city, the City Mayor/City Administrator endorses approval. The TMD under the CPOS conducts a study if additional franchise is needed and submits its recommendation report to the City Administrator.

REQUIREMENT:

- * Letter request

FEE:

- * ***No fee***

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON- IN-CHARGE
1. Receives and records letter request endorsed by the City Administrator	1 minute	REMEDIOS MARY <i>Admin. Aide</i>
2. Reviews submitted documents and evaluates qualification of the requesting party and serviceability of the vehicle	3 days	AMBROCIO REYES JR. <i>Traffic Operation Off.</i> /

STEPS	PROCESSING/ RESPONSE TIME	PERSON- IN-CHARGE
3. Prepares and signs letter of recommendation or a non-recommendation	15 minutes	TRANQUILINO GARCIA <i>Traffic Operation Off. IV</i> REMEDIOSMARRY <i>Admin. Aide</i>
4. Endorses back recommendation letter to the City Administrator	30 minutes	REMEDIOSMARRY <i>Admin. Aide</i>