



Sangguniang Panlungsod

External



I. Issuance of Motorized Tricycle Operators Permit (MTO)

City Ordinance No. 11, Series of 2008 regulates the operation of motorized tricycles and grants franchise to operate the same with the city. It provides that all tricycles plying the areas within the territorial jurisdiction of Silay must secure a Motorized Tricycle Operator's Permit (MTO). The MTO is the document issued to a natural or juridical person which grants franchise or conveys license to operate tricycle for hire over specified zones, pursuant to Section 458, paragraph 3, sub-paragraph (vi) of the Local Government Code of 1991.

Office or Division:	Sangguniang Panlungsod, MTO
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Tricycle Operators
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<p>For Application for Transfer to Another Zone/Route</p> <ul style="list-style-type: none"> • Duly Notarized Petition to Change Authorized Route • Photocopy of MTO with conversion/verification form • Original and photocopy of the most recent LTO Certificate of Registration (CR) and Official Receipt (OR) • Photocopy of Insurance Policy (for passengers, third parties and qualified driver for the current year) • Photocopy of Business Permit for the current year • Photocopy of recent Barangay Certificate • Photocopy of current Community Tax certificate • Official Receipt of Payment made at the City Treasurer's Office • Certificate of Inspection from the Police Traffic Division <p>For Application for Change of Ownership</p> <ul style="list-style-type: none"> • Duly Notarized Joint Petition for Change of Ownership of the old and the new owners • Photocopy of the Deed of Sale • Original and photocopy of the most recent LTO Certificate of Registration (CR) and Official Receipt (OR) • Photocopy of the MTO with conversion/verification form 	<ul style="list-style-type: none"> • Sangguniang Panlungsod • Sangguniang Panlungsod • Sangguniang Panlungsod • Sangguniang Panlungsod • Permits and License Division • Barangay of Applicant • City Treasurer's Office / Barangay • City Treasurer's Office • Traffic Division • Sangguniang Panlungsod • Registered Tricycle Owner • Land Transportation Office • Registered Tricycle Owner



- Photocopy of Insurance Policy (for passengers, third parties and qualified driver for the current year)
- Photocopies of the Barangay certifications of the old and new owners
- Photocopies of current Community Tax certificate of the old and new owners
- Photocopy of the latest Business Permit
- Official Receipt of Payment made at the City Treasurer's Office
- Certificate of Inspection from the Police Traffic Division

For Application for Change of Unit

- Duly Notarized Petition for Change old and Dilapidated Unit
- Three (3) copies of pictures/photos of old and dilapidated unit showing the motor number, chassis number and the whole body of the tricycle.
- Duly Notarized Certificate / Affidavit of a registered mechanic
- Original and photocopy of the most recent LTO Certificate of Registration (CR) and Official Receipt (OR)
- Photocopy of Insurance Policy (for passengers, third parties and qualified driver for the current year)
- Photocopy of Barangay certification
- Photocopy of current Community Tax certificate
- Photocopy of the latest Business Permit
- Official Receipt of Payment made at the City Treasurer's Office
- Certificate of Inspection from the Police Traffic Division

For Application for Change of Name

- Original and photocopy of the most recent LTO Certificate of Registration (CR) and Official Receipt (OR)
- Photocopy of MTOP with conversion/verification form
- Photocopy of Insurance Policy (for passengers, third parties and qualified driver for the current year)
- Photocopy of the latest Business Permit
- Photocopy of Barangay certification
- Photocopy of current Community Tax certificate

- Registered Tricycle Owner
- Barangay of Applicant
- City Treasurer's Office / Barangay
- Permits and License Division
- City Treasurer's Office
- Traffic Division

- Sangguniang Panlungsod
- Registered Tricycle Owner

- Mechanic
- Land Transportation Office

- Registered Tricycle Owner
- Barangay of Applicant
- City Treasurer's Office / Barangay
- License and Permit Division
- City Treasurer's Office
- Traffic Division

- Land Transportation Office
- Sangguniang Panlungsod
- Registered Tricycle Owner

- Permits and License Division
- Barangay of Applicant
- City Treasurer's Office / Barangay



<ul style="list-style-type: none"> • Official Receipt of Payment made at the City Treasurer's Office • Certificate of Inspection from the Police Traffic Division • Photocopy of the Death Certificate of the original owner of MTOP and conversion • Original and Photocopy of Waiver of Rights and Declaration of Heirship executed by the heirs of the original owner of MTOP and Conversion/Verification Form 		<ul style="list-style-type: none"> • City Treasurer's Office • Traffic Division • Civil Registrar • Surviving Heirs of Deceased MTOP Owner 		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Checklist and Filing of Application Form, Submission of Requirements	1. Verify completion of required documents	None	10 minutes/ Client	Legislative Staff Assistant/Utility Worker
2. Pays the necessary Fee	2. Refers to the City Treasurer's Office for payment of fees	<ul style="list-style-type: none"> • Business Permit P150.00 • Franchise Fee P187.50 	30 minutes/ Client	City Treasurer's Office
3. Submits tricycle for inspection	3. Stencil of Motor and Chassis Number	None	30 minutes	Utility Worker
4. Waits for approval of the Sangguniang Panlungsod	4. Sangguniang Panlungsod deliberates and holds Committee Hearings	None	3 weeks	Sangguniang Panlungsod
5. None	5. Prepares the Resolution after approval of the Sanggunian	None	1 day	Legislative Staff Assistant
6. None	6. Submits the draft resolution to the Committee Chairman for checking	None	1 day	Legislative Staff Assistant / Technical Assistant/ SP Chairman of Committee on Transportation
7. None	7. Finalizes the Resolution and		1 hour	



8. None	have it signed by the Secretary and the Vice-Mayor	None		Legislative Staff Assistant Clerk Secretary to the Sanggunian City Vice-Mayor
	8. Endorsed the resolution to the City Mayor for approval	None	1-10 days	Secretary to the Sanggunian City Mayor
9. Receives the Motorized Tricycle Operator's Permit and sticker	9. Releases the Motorized Tricycle Operator's Permit and sticker to the concerned tricycle operator a	None	15 minutes	Clerk Utility Worker
	TOTAL	P187.00	33 days, 2 hours, and 25 minutes	

II. Issuance of Resolutions and Ordinances

The SangguniangPanlungsod, as a legislative body of the City shall enact ordinances, approve resolutions and appropriate finds for the general welfare of the city and its inhabitants.

The office of the SangguniangPanlungsod issues certified copies of the Sanggunian documents, enacted and approved ordinances and resolutions.

With the Covid-19 threat still present, the Sangguniang Panlungsod Office implements the 2020 Silay City Covid 19 Countermeasures Ordinance which includes wearing of face mask and social distancing. "NO FACE MASK, NO ENTRY"

Office or Division:	Sangguniang Panlungsod			
Classification:	Simple			
Type of Transaction:	G2C / G2B			
Who may avail:	Anyone with purpose			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		SANGGUNIANG PANLUNGSOD OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request form as to Specific Request	1. Receives the Request Form	• For every page of any	For Resolutions	Clerk



<p>2. Pay the Secretary's Fees</p> <p>3. Presents the Official Receipt and receives the copy of the requested documents</p>	<p>and locates the requested resolution / ordinance from the archive</p> <p>2. Request the requesting party to pay the fees at the CTO.</p> <p>3. Inspects the official receipt and releases the certified copy of the requested document</p>	<p>record or document, typewritten (not including the certification and notation) P20.00</p> <ul style="list-style-type: none"> • For every page of record or document to be furnished in printed form in whole or in part (double this fee if there are 2 pages in a sheet) P20.00 • For certifying the official act of the city judge or other judicial certificate and clearances of the City Mayor, City Treasurer, City Assessor, City Legal Officer, City Planning and Development Officer, Local Civil Registrar, Secretary to the Sanggunian and other officials P30.00 • For certified copies of any paper, records, decrees, judgment and entry of which any person is 	<p>and Ordinances from 1946 to 1980 - 7 working days,</p> <p>1981-2000 - 3 working days</p> <p>2001 to present - 10 minutes</p>	<p>Secretary to the Sanggunian</p> <p>Clerk City Treasurer's Office</p> <p>Secretary to the Sanggunian</p>
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		<p>entitled to demand and receive a copy (in connection with judicial/administrative proceedings: FIRST PAGE P20.00 FOR ADDITIONAL COPY P5.00</p> <ul style="list-style-type: none"> • Certified Xerox or any copy produced by copying machine FIRST PAGE P20.00 FOR ADDITIONAL COPY P5.00 • Certified photocopy per page P20.00 		
	TOTAL	Minimum of P20.00	10 minutes – 7 days	