

OFFICE OF THE SANGGUNIANG PANLUNGSOD

LOCATION : SP Bldg., Generoso Gamboa St., Silay City
TEL. NO. : (034) 495-4998 / 4956636
HEAD OF OFFICE : Gil E. Parreño, Jr.

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

ISSUANCE OF SANGGUNIANG PANLUNGSOD DOCUMENTS AND RELATED CEERTIFICATIONS

ABOUT THE SERVICE

The Office of the Sangguniang Panlungsod issues certified copies of the Sanggunian documents, enacted and approved ordinances and resolutions.

REQUIREMENTS

- Request Form filled up by the requesting party

FEES

- For every page of any record or document, typewritten (not including the certification and notation)
P20.00
- 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 clearance 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 entitled to demand and receive a copy (in connection with judicial / administrative proceedings:
 - First page P20.00
 - For additional copy P 5.00
- Certified Xerox or any other copy produced by copying machine
 - First page P20.00
 - For additional copy P 5.00
- Certified photocopy per page P20.00

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Fill-Up Request Form as to Specific Request	10 minutes/client	Legislative Staff Officer
2. Payment of Secretary's Fees		City Treasurer's Office
3. Issuance of requested documents with corresponding Official Receipt of Payment	10 minutes	Secretary to the Sanggunian

ISSUANCE OF CITY STICKER AND MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOPO) **(Renewal / Change of Unit / Transfer of Ownership / Change of Name)**

ABOUT THE SERVICE

City Ordinance No. 11, Series of 2008 regulates the operation of motorized tricycles and grants franchise to operate the same within the city. It provides that all tricycles plying the areas within the territorial jurisdiction of Silay must secure a Motorized Tricycle Operator's Permit (MTOPO). The MTOPO is the document issued to a natural or juridical person which grants franchise or conveys license to operate tricycle for hire over specified zones.

REQUIREMENTS

- For Application for Transfer to Another Zone/Route:
 - Duly Notarized Petition to Change Authorized Route
 - Photocopy of MTOPO 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

- For Application for Change of Ownership:
 - 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 MTOPO with conversion / verification form
 - Photocopy of Insurance Policy (for passengers, third parties and qualified driver for the current year)
 - Photocopies of the barangay certifications of the old and the new owners
 - Photocopies of the current Community Tax Certificates of the old and the 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 to 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 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 current MTOP with Conversion / Verification Form
 - Photocopy of Insurance Policy (for passengers, third parties and qualified driver for the current year)
 - Photocopy of latest Business Permit
 - Photocopy of the Barangay Certification
 - Photocopy of the current Community Tax Certificate
 - 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

FEES

- Business Permit P150.00
- Franchise Fee P187.50

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Request for Checklist and Filing of Application Form, Submission of Requirements	10 minutes/client	Utility Worker II
2. Payment of Fee		City Treasurer's Office
3. Inspection of Unit	30 minutes/client	Utility Worker II
4. Inclusion on MTOP applicants for Calendar of Business	1 week	Legislative Staff Officer III
5. Posting of MTOP applications	2 weeks	Utility Worker II

6. Committee Hearing	4 hours	Chairman and Members, SP Committee on Transportation / Legislative Staff Officer III / Utility Worker II
7. Inclusion of MTOP applicants in the SP agenda for approval	1 week	Legislative Staff Officer III
8. Preparation of Resolution	1 hour	Legislative Staff Assistant
9. Releasing of Approved MTOP Resolution	10-12 days	Office of the Vice-Mayor / Office of the City Mayor
10. Releasing of Approved MTOP and stickers	15 minutes	Legislative Staff Officer III / Utility Worker II