

ISSUANCE OF CERTIFICATE OF INSPECTION FOR MOTOR FRANCHISE VEHICLE

MUNICIPAL ENGINEERING OFFICE
Monday – Friday (8:00am – 5:00pm)

Requirements:

1. Documents from the Sangguniang Bayan.

Procedure:

No.	Applicant/s	Service Provider	Duration	Concern Person	Fees	Form
1.	Present the tricycle to be inspected.	Inspection	5 min.	M.E.O Staff	None	
2.	Present all the documents from Sangguniang Bayan.	Review documents	2 min.	Building Official	None	
3.	Sign Logbook for release.	Grant / Issue Certificate	1 min.	M.E.O Staff / S.B	None	