



Republic of the Philippines
City of Lapu-Lapu 6015



Office of the City Attorney

Tel No.: (032) 384 - 2124

19 March 2026

FRONTLINE SERVICES OFFERED:

- A. ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTO) (OLANGO ISLAND)
- B. RENEWAL OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTO)
- C. AMENDMENT/REVISION (CHANGE OF OWNERSHIP) MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTO)
- D. AMENDMENT/REVISION/CHANGE OF MOTORCYCLE UNIT

A. ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTO) (OLANGO ISLAND)

→ **Who may avail of the service:**

1. Filipino Citizens
2. Partnership or Corporation with Sixty Percent (60%) Filipino Equity/Ownership

→ **Requirements:**

1. Certificate of Registration (CR) of Motor Vehicle from the Land Transportation Office (LTO)
2. Certificate of Residency issued by the Office of the Barangay Chairman
3. 1 (one) Valid Government ID
4. Official Receipt of Annual Franchise Fee, Filing Fee, Certification Fee-CTMS, Mayor's Permit, Supervision Fee, Tricycle Sticker/s, and Body Plate Fee

→ **Fees and Charges:**

		Amount to be paid
1.	Annual Mayor's Permit (per unit)	PHP 50.00
2.	Supervision Fee	PHP 40.00
3.	Annual Franchise Fee	PHP 60.00
4.	Filing Fee	
	a. First 5 (five) units	PHP 450.00
	b. Each additional unit	PHP 50.00
5.	Person's with Disability (PWD) Sticker	PHP 100.00

→ **Schedule of Service Availability**

Monday to Friday, 8:00 AM to 5:00 PM, subject to holidays or government sanctioned activities.

HOW TO AVAIL OF THE SERVICE (PROCESS)

Steps	Follow these steps		It Will Take You	Please Approach
	Client	Staff		
1	Submit Requirements to City Attorney's Office	Receive, check/verify, assign body number and give instructions to client	30 minutes	-Ma. Kristine Ymbong-Ongco -Romeo B. Tampus -Nora P. Ymbong
2	Pay corresponding fee to the CTO	Collect payment & issue O.R.	5 minutes	Revenue Collection Officer on Duty
3	Fill up application form and submit O.R. and C.R. and fill-up PWD Sticker form	Receive O.R. & assist client in filling up of application form	30 minutes	-Ma. Kristine Ymbong-Ongco -Romeo B. Tampus -Nora P. Ymbong -Marven R. Lauron -Alex G. Cosep
4		Review and Signing for endorsement of MTOP application approval	1 day	Salud Beberly F. Lauron-Reyes and Meriam Consuelo B. Fernandez
5	Claim MTOP	Release of MTOP	5 minutes	-Ma. Kristine Ymbong-Ongco -Romeo B. Tampus -Nora P. Ymbong -Marven R. Lauron -Alex G. Cosep

B. RENEWAL OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP)

→ **Who may avail of the service:**

1. Clients with old or existing MTOP

→ **Requirements:**

1. **Original copy** of old or existing MTOP
2. 1 (one) Valid Government ID
3. Official Receipt of Annual Franchise Fee, Filing Fee, Certification Fee-CTMS, Mayor's Permit, Supervision Fee, and Tricycle Sticker/s

→ **Fees and Charges:**

		Amount to be paid
1.	Annual Mayor's Permit (per unit)	PHP 50.00
2.	Supervision Fee	PHP 40.00
3.	Annual Franchise Fee	PHP 60.00
4.	Filing Fee	
	a. First 5 (five) units	PHP 450.00
	b. Each additional unit	PHP 50.00
5.	Person's with Disability (PWD) Sticker	PHP 100.00

→ **Schedule of Service Availability**

Monday to Friday, 8:00 AM to 5:00 PM, subject to holidays or government sanctioned activities.

HOW TO AVAIL OF THE SERVICE (PROCESS)

Steps	Follow these steps		It Will Take You	Please Approach
	Client	Staff		
1	Submit Requirements to City Attorney's Office	Authenticate the copy of MTOP submitted & verify ownership of MTOP from existing office files and give instructions incidental to the payment of fees	30 minutes	-Ma. Kristine Ymbong-Ongco -Romeo B. Tampus -Nora P. Ymbong
2	Pay corresponding fee to the CTO	Collect payment & issue O.R.	5 minutes	Revenue Collection Officer on Duty
3	Fill up application form and submit O.R. and C.R. and fill-up PWD Sticker form	Receive duly accomplished application form & provide instructions to secure CTMS clearance	20 minutes	-Ma. Kristine Ymbong-Ongco -Romeo B. Tampus -Nora P. Ymbong -Marven R. Lauron -Alex G. Cosep
4	Secure CTMS Clearance & bring tricycle for inspection	Receive copy of old or existing MTOP & O.R., inspect tricycle & issue clearance	30 minutes	CTMS Personnel on duty
5	Submit CTMS Clearance	Receive CTMS clearance and prepare renewed MTOP for approval	30 minutes	-Ma. Kristine Ymbong-Ongco -Romeo B. Tampus

				-Nora P. Ymbong
6		Review and Signing for endorsement of MTOP application approval	1 day	Salud Beberly F. Lauron-Reyes and Meriam Consuelo B. Fernandez
7	Claim renewed MTOP	Release renewed MTOP	5 minutes	-Ma. Kristine Ymbong-Ongco -Romeo B. Tampus -Nora P. Ymbong -Marven R. Lauron -Alex G. Cosep

C. AMENDMENT/REVISION (CHANGE OF OWNERSHIP) MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP)

→ Who may avail of the service:

1. Clients who are MTOP holders

→ Requirements:

1. **Original copy** of old or existing MTOP
2. **Original copy** of the notarized Deed of Sale, Extrajudicial Settlement, Waiver of Rights, or any other proof of conveyances
3. Certificate of Residency
4. 1 (one) Valid Government ID
5. Official Receipt of Annual Franchise Fee, Transfer Fee, Filing Fee, Certification Fee-CTMS, Mayor's Permit, Supervision Fee, and Tricycle Sticker/s

→ Fees and Charges:

		Amount to be paid
1.	Annual Mayor's Permit (per unit)	PHP 50.00
2.	Supervision Fee	PHP 40.00
3.	Annual Franchise Fee	PHP 60.00
4.	Filing Fee	
	a. First 5 (five) units	PHP 450.00
	b. Each additional unit	PHP 50.00
5.	Person's with Disability (PWD) Sticker	PHP 100.00
6.	Transfer Fee	PHP 100.00

→ Schedule of Service Availability

Monday to Friday, 8:00 AM to 5:00 PM, subject to holidays or government sanctioned activities.

HOW TO AVAIL OF THE SERVICE (PROCESS)

Steps	Follow these steps		It Will Take You	Please Approach
	Client	Staff		
1	Submit Requirements to City Attorney's Office	Authenticate the copy of MTOP submitted & ownership MTOP from existing office files Examine the documents in support of the amendment/revision or change of ownership (e.g. Deed of Sale, Extrajudicial Settlement, Waiver of Rights, and the like)	30 minutes	-Ma. Kristine Ymbong-Ongco -Romeo B. Tampus -Nora P. Ymbong
2	Pay corresponding fee to the CTO	Collect payment & issue O.R.	5 minutes	Revenue Collection Officer on Duty
3	Fill up application form and submit O.R. and C.R. and fill-up PWD Sticker form	Receive duly accomplished application form & provide instructions to secure CTMS clearance	20 minutes	-Ma. Kristine Ymbong-Ongco -Romeo B. Tampus -Nora P. Ymbong -Marven R. Lauron -Alex G. Cosep
4	Secure CTMS Clearance & bring tricycle for inspection	Receive copy of old or existing MTOP & O.R., inspect tricycle & issue clearance	30 minutes	CTMS Personnel on duty
5	Submit CTMS Clearance	Receive CTMS clearance and prepare renewed MTOP in the name of the new owner; & enter into the roster of registered MTOP holders	25 minutes	-Ma. Kristine Ymbong-Ongco -Romeo B. Tampus -Nora P. Ymbong
6		Review and Signing for endorsement of MTOP application approval	1 day	Salud Beberly F. Lauron-Reyes and Meriam Consuelo B. Fernandez
7	Claim renewed MTOP	Release renewed MTOP	5 minutes	-Ma. Kristine Ymbong-Ongco -Romeo B. Tampus

				-Nora P. Ymbong -Marven R. Lauron -Alex G. Cosep
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D. AMENDMENT/REVISION/CHANGE OF MOTORCYCLE UNIT

→ **Who may avail of the service:**

1. Clients who are bona fide MTOP holders

→ **Requirements:**

1. **Original copy** of old or existing MTOP
2. Certificate of Registration of New Unit/Motorcycle
3. 1 (one) Valid Government ID
4. Affidavit of Change of Unit
5. Official Receipt of Change Unit Fee

→ **Fees and Charges:**

		Amount to be paid
1.	Amendment of Motorcycle Unit	PHP 100.00
2.	Transfer Fee	PHP 100.00

→ **Schedule of Service Availability**

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HOW TO AVAIL OF THE SERVICE (PROCESS)

Steps	Follow these steps		It Will Take You	Please Approach
	Client	Staff		
1	Submit Requirements to City Attorney's Office	Receive requirements, check, check, and authenticate the copy of MTOP submitted & ownership of MTOP from existing office files	30 minutes	-Ma. Kristine Ymbong-Ongco
2	Pay corresponding fee to the CTO	Receive payment & issue O.R.	5 minutes	Revenue Collection Officer on Duty
3	Submit O.R. to CAO personnel in-charge	Receive O.R. & assist client	5 minutes	-Ma. Kristine Ymbong-Ongco
4		Perform necessary file revision and amendments incidental to the change of unit, e.g. delete from existing MTOP datum of unit/motorcycle to be replaced and reflect on	30 minutes	-Ma. Kristine Ymbong-Ongco

		MTOP the desired unit/motorcycle's specification per CR and Affidavit of Change of Unit		
5		Review and Signing for endorsement of MTOP application approval	1 day	Salud Beberly F. Lauron-Reyes and Meriam Consuelo B. Fernandez
6	Claim MTOP	Release MTOP to Client	5 minutes	-Ma. Kristine Ymbong-Ongco -Romeo B. Tampus -Nora P. Ymbong -Marven R. Lauron -Alex G. Cosep

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