

**CITY MAYOR'S OFFICE
BACOLOD TRAFFIC AUTHORITY OFFICE (BTAO)**

The BTAO is responsible for the effective traffic management and administration in Bacolod City. It formulates traffic policies which govern the standards for compliance by the city motorists and pedestrians. It undertakes programs of work feasible within available resources and traffic concerns affecting the community.

Location:	Bacolod City Police Office Compound Magsaysay Ave., Bacolod City
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Phone Number:	
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a. Issuance of City Stickers (renewal & application)

ABOUT THE SERVICE: As per Ordinance No. 43 Series of 1961, all TPU trucks, buses, jeepneys or AC Car plying exclusively within the city limits must possess a Certificate of Public Convenience or City sticker must be renewed annually.

WHO MAY AVAIL OF THE SERVICE:

- * Operators of public utility vehicles (jeepneys, buses)**
- * Owners of private vehicles (light & heavy vehicles)**

REQUIREMENTS:

Please bring the original documents and two (2) photocopies of each:

- Certificate of Registration/Official Receipt (OR/CR)**
- Franchise Documents and Confirmation**
- LTFRB Decision**
- Smoke Emission Test Result**
- Business Permit**

FEES:

For Gasoline Engine:

P 335.50

For Diesel Engine:

P 385.50

- **Amount is subject to surcharge for late renewal.**

NOTES:

- Payments of all fee(s) should be made at the Cashier located at the ground floor of the City Hall.
- Renewal must be made before January 20 of each year or on a date specified by the local government unit. After January 20 or after the due date laid down by the local government unit, shown rates would be subjected to 25% surcharge and an interest of 2% per month after the due date.

HOW TO AVAIL OF THE SERVICE:

	STEPS	Time Frame	Person(s) In-Charge
1.	Secure Business Permit at city hall.	1-3 days	CTO – Permits and Licensing Division
2.	For Smoke Emission Testing (Diesel Engines), present your unit to the Smoke Belching Task-Force for smoke emission testing.	1 Day	ENRO
3.	For checking / verification of original documents, proceed to BTAO and present required documents.	1 hour	Checker

4.	<p>For issuance of Certification & Inspection Slip, present all checked documents for verification against the LTFRB database. If all documents are found to be in order, Certification and Inspection Slip will be issued.</p>	<p>1 to 4 hours</p>	<p>Encoder / Archive Personnel</p>
5.	<p>To request for unit inspection, present vehicle to the Traffic Management Unit for inspection as to road-worthiness.</p>	<p>4 hours</p>	<p>Traffic Management Unit</p>
6.	<p>For the issuance of Certificate of Public Convenience, take note of body number to be assigned by TMU and receive Certificate of Public Convenience.</p>	<p>1 day</p>	<p>Traffic Management Unit</p>
7.	<p>For the signing of city sticker, present issued Certificate of Public Convenience and supporting documents to the following Signatories:</p> <ul style="list-style-type: none"> • City Mayor/Chief of License & Permits Office • City Police Director • City Treasurer/OIC-CTO License Division 	<p>2 to 5 days</p>	<p>The persons / offices enumerated hereunder</p> <hr/> <p>City Mayor's Office</p> <hr/> <p>BCPO</p> <hr/> <p>CTO- License Division</p>

b. Issuance of City Sticker & MTOP for Tricycles (application & conversion)

ABOUT THE SERVICE: City Ordinance 185 regulates the operation of motorized tricycles and grants franchise in the city. It provides that all tricycles plying areas within the territorial jurisdiction must secure a Motorized Tricycle Operator's Permit (MTOP). The MTOP is the document, issued to a natural or juridical person, which grants franchise or conveys license to operate tricycle for hire over specified zones.

Tricycle can only be allowed to operate on routes/ areas where no regular PUJs are servicing the route or areas.

WHO MAY AVAIL:

- All bona-fide residents of the City of Bacolod as certified to by their perspective
Punong Barangays
- Partnership or a corporation with sixty (60) percent Filipino equity are qualified to be operators or tricycles within the territorial jurisdiction of the City of Bacolod, subject to the authorized routes in the Motorized Tricycle Operator's Permit.

REQUIREMENTS:

- Certification from a tricycle operator's association signed by the president.
- Voter's Affidavit
- Original copy of insurance coverage showing a common carrier's insurance sufficient to answer for any liability it may incur to passenger and third parties in case of accident.
- Official Receipt/Certificate of Registration
- Applications for business permit form and conversion form to be secured from Permits and Licensing Division.

FEES/CHARGES:

Franchise and Retailer P 685.50

HOW TO AVAIL OF THE SERVICE:

	STEPS	Time Frame	Person(s) In-Charge
1	Get Application form for Business Permit and Conversion	1 day – 2 days	CTO – Permits and Licensing Division
2	Present all original documents to the TMU and receive inspection slip.	1 hour	Traffic Management Unit
3	Present the unit for road worthiness inspection.	4 hours – 1 day	Traffic Management Unit
4	Pay all necessary fees at the cashier. An unfilled City Sticker would be issued.	2 hours	Cashier City Treasurer’s Office
5	Proceed to Permits and Licensing Division to process MTOP	3-5 minutes	Permits and Licensing Division
6	Proceed to LTO to change status from “private” to “for hire,” Note: 30 days from the approval of the application, the franchisee must convert the registration of his motorcycle with the LTO from “private” to “for hire”	1 day – 5 days	Land Transportation Office
7	Present issued Certificate of Public Convenience and supporting documents to the following signatories: <ul style="list-style-type: none"> • City Mayor/Chief of License& Permits Office • City Police Director • City Treasure/OIC-CTO License Division 	1-2 days	The person / offices enumerated hereunder <hr/> City Mayor’s Office <hr/> BCPO <hr/> CTO – License Division

NOTES:

Operating Condition to be followed at all times:

- **For safety reasons, tricycles are restricted to operate on national highways. Only four-wheel and other light vehicles with normal speed of 40 kph are allowed to ply the national highway. However, the Sangguniang Panlungsod may provide exceptions if there is no alternative route. (sec. 5 par. B and Sec. 8 C.O 185). National Highways include:**
- **Araneta Highway – from Lizares Street to Bago boundary**
- **Lacson Street – from B. S. Aquino Drive Lacson up to Talisay Boundary**
- **Burgos, Street – from Lopez Jaena junction up to Granada**
- **B.S. Aquino Drive – from Burgos Junction up to drydock of Sto. Niño stop**
- **Within the area bounded from the East by circumferential road to the reclamation area; bounded by from the north by north drive and up to the south bounded by Magsaysay Avenue**
- **Along Bacolod – Alijis – Murcia road from the Araneta Junction up to boundary of Murcia.**
- **Tricycles shall ply only within their approved zones as authorized in their respective MTOP.**
- **Operators shall employ only drivers duly licensed by the LTO for tricycles.**
- **Tricycles should be allowed to carry not more than four (4) passengers.**

Issuance of a Trisikad Driver's License

ABOUT THE SERVICE: Article IV of City Ordinance No. 270 states that a trisikad driver shall first obtain a Trisikad Driver's License before driving the same. In cooperation with the Traffic Division, Bacolod Police Station, BTAO is empowered to qualify and grant trisikad Driver's License which shall be valid for two (2) years.

Note: Regular Driver's License issued by the Land Transportation Office Licensing Center cannot be used in lieu of a Trisikad Driver's License.

WHO MAY AVAIL OF THE SERVICE:

- Applicant must be at least 18 yrs. Old
- Filipino Citizen
- Of sound mind and physically healthy as certified by the City Health Officer (Certification from the City Health Office is FREE of charge)

REQUIREMENTS

- * Residence Certificate (latest)
- * Barangay Clearance
- * 2 pcs 2x2 picture
- * Police Clearance

FESS/CHARGES: Trisikad Driver's License Fee – P 100.00

Note: Payment of all fee(s) should be made at the Cashier located at the ground floor of the City Hall.

	STEPS	Time of Frame	Person(s) In-Charge
1	Proceed to the Traffic Management Unit Office located at the BCPO Compound and present all required documents. TMU issues an application form.	4 hours	Traffic Management Unit
2	Fill up the application form and pay the licensing fee at City Treasurer's Office.	2 hours	Cashier
3	Proceed to the Bacolod Traffic Authority Office to attend seminar.	2 to 4 hours	Seminar-in Charge

4	Receive TMU issued Trisikad Driver's License upon completion of seminar.	2 hours	Traffic Management Unit

**PSI LEVY G. PANGUE
OIC-BTAO**