



# SCHEDULE OF MTOP RENEWAL 2025

## **BUSINESS PERMIT AND LICENSING OFFICE**

City Hall Compound, Rizal Street, Legazpi City



<b>PARADA - 1 (BROWN)</b>	<b>January 2-6</b>
<b>PARADA - 2 (NAVY BLUE)</b>	<b>January 7-10</b>
<b>PARADA - 3 (GOLDEN YELLOW)</b>	<b>January 11-17</b>
<b>PARADA - 4 (MAROON)</b>	<b>January 18-23</b>
<b>PARADA - 5 ( ORANGE)</b>	<b>January 23-27</b>
<b>PARADA - 6/7 (PINK)</b>	<b>January 28 - February 1</b>
<b>PARADA - 8/9 (WHITE)</b>	<b>February 3</b>
<b>PARADA - 10 (MINT GREEN)</b>	<b>February 4</b>
<b>PARADA - 11 (DARK BLUE)</b>	<b>February 5</b>
<b>PARADA - 12 (DARK GREEN)</b>	<b>February 5</b>
<b>PARADA - 1A ( LIGHT GREEN)</b>	<b>February 6</b>
<b>PARADA - 2A/3A (MANDARIN RED)</b>	<b>February 7-13</b>
<b>PARADA - 4A (BIEGE)</b>	<b>February 14</b>
<b>PARADA - 5A (VIOLET)</b>	<b>February 14</b>
<b>TAXICLE - WHITE (ESTANZA) - BLUE (EMBARCADERO)</b>	<b>February 14</b>
<b>PEDICAB</b>	<b>February 15</b>



# PROCEDURE FOR YEAR 2025 MAYOR'S TRICYCLE OPERATORS PERMIT APPLICATION (MTOPI) IN LEGAZPI CITY

**JANUARY 2, 2025 – FEBRUARY 15, 2025**



## REQUIREMENTS:

- 1 APPLICATION FORM**
- 2 UPDATED FRANCHISE CERTIFICATE**
- 3 COMMUNITY TAX CERTIFICATE/ CEDULA**
- 4 DROPPING & SUBSTITUTION (IF CHANGE MOTOR)**



## PROCEDURE:



**1**

**Secure application form**



**2**

**Submit duly filled out application form (in the name of the franchise holder) together with the requirements**

- Verification of Documents
- Inspection of Unit
- Assessment



**3**

**Payment of Taxes & Fees**

- Encode MTOPI
- BPLO Head & Mayor's Signature



**4**

**Claim MTOPI & Sticker**