



Republic of the Philippines

Municipality of Matnog



APPLICATION FOR CERTIFICATE OF PUBLIC CONVENIENCE

STEP	APPLICANT/CLIENT	ACTION OFFICER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCES)	PERSON IN-CHARGE	FEES	FORM
1	Submit photo copy of the following: Letter of Intent Passenger Ship Safety Certificate Certificate of Ownership Certificate of Compliance	Receive documents and submit to the SB Secretary for inclusion in the agenda for the next regular session.	2 minutes	Romeo S. Gata Jr.	N/A	
2		Inclusion in the Agenda	On Thursday of the week the same was submitted	SB Chairman, Committee on Transportation		Agenda
3		Referral to the Committee on Transportation	During regular session (Monday at 2:00PM on the following week any application was submitted)	Presiding Officer		
4		Coduct of Committee Hearing	Thursday on the same week	Committee on Transportation Jerelyn Ubaldo as Committee Secretary		
5		Submit Committee Report for inclusion in the agenda for the next regular session	Friday of the same week	Committee on Transportation		
6		Deliberation and endorsement of the application	Regular session on the following week	Sangguniang Bayan		
7		Approval of the Minutes of the previous session	Regular session on the following week	Sangguniang Bayan		
8		Release of the Resolution endorsing the application for the CPC	Tuesday following the regular session	Gabriel Aaron Jamot		
9						