Flowchart on How to Apply for Student Motorcycle Pass

Responsibility	Steps	Document
	START	
Applicant	File an application online and print the Postal Giro Deposit Slip	
Applicant	Go to the post office to pay the application fee	Postal Giro Deposit Slip
Safety Section	Verify documents and certificates submitted by the applicant	Student ID Card, Motorcycle License, Driver's License, Postal Giro Deposit Receipt & Compulsory Liability Insurance Card
Safety Section	Issue the pass and barcode stickers	
Safety Section	Keep the application form on file	
	END	