



Traffic Enforcement and Management Office

External Services



1. Issuance of Citation Tickets

Citation tickets issued by traffic enforcers to violators of the traffic code

Office Or Division:	Traffic Enforcement and Management Office			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	To all violators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Citation Ticket (1 Original)		Traffic Enforcement and Management Office		
Carbonized Citation Ticket Color Pink (1 Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Enforcers must indorse the citation tickets within twenty-four (24) Hours from the date and time of apprehension and submit the used citation ticket to the TEAM Apprehension Custodian	None	10 Minutes	<i>Traffic Operation Officer IV- Traffic and Management Office</i>
2. None	2. Encode the Citation and give the Miscellaneous assessment number to the client.	None	5 Minutes	<i>Traffic Operation Officer IV- Traffic and Management Office</i>
3. Traffic violators shall present the citation ticket and pay for the corresponding violation at City Treasurer's Office	3. City Treasurer's Office shall receive the payment for the issued citation tickets from the violator	All fees and charges for shall apply in accordance with City Ordinance No. 2003-103-A	10 Minutes	<i>Personnel In-charge- City Treasurer Office</i>



	3.1 City Treasurer's Office shall indorse the paid citation tickets back to City Transport and Traffic Management Office	All fees and charges for shall apply in accordance with City Ordinance No. 2003-103-A	5 Minutes	Traffic Operation Officer IV Traffic and Management Office
TOTAL:		See table below	30 Minutes	

ANNEX 1 LIST OF VIOLATIONS

1. Accessories, Headlight/Breaklight/Signal Light/Plate Light/Interior Light/Side Mirror	Php 300.00
2. Allow Another To Use Driving License	Php 300.00
3. Allowing Passenger On Running Board	Php 300.00
4. Allowing Passenger On Top Of Motor Vehicle	Php 300.00
5. Allowing Unlicense Driver To Drive	Php 300.00
6. Alterarion Or Installation Of Road Signs	Php 2,000.00
7. Anti-Distracted Driving	Php 2,000.00
8. Arrogance or Discourtesy	Php 300.00
9. Breach of Franchise	Php 300.00
10. Colorum Tricycle	Php 2,000.00
11. Colorum/Unfranchised Operation	Php 300.00
12. CR/OR Not Carried	Php 50.00
13. Disregarding Traffic Officer	Php 300.00
14. Disregarding Traffic Sign (City streets) (No Parking), (No Left Turn), (No Entry)	Php 500.00
15. Disregarding Traffic Sign (Pedestrian Lane Public Market/Real St. / Aviles St.	Php 300.00
16. Disregarding Traffic Sign (Pedestrian Lane City Streets)	Php 500.00
17. Disregarding Traffic Sign (Public Market/Real St. Aviles St.) (No Parking)	Php 300.00



18. Drinking in Public	Php 1,000.00
19. Driver Under Influence of Drugs	Php 2,000.00
20. Driving Against Traffic Flow	Php 2,000.00
21. Drunk Driver	Php 2,000.00
22. Failure to Dim Headlights	Php 300.00
23. Failure to Give Proper Signal	Php 300.00
24. Failure to Maintain the Vehicle Design Standards for Tricycles	Php 2,000.00
25. Refuse to Show DL	Php 300.00
26. Failure to give way overtaking mv	Php 300.00
27. Fake License/ID/Permit	Php 300.00
28. Helmet/Unstap/Not Wearing Helmet/Not Shield	Php 1,000.00
29. Hitching	Php 300.00
30. Illegal Overtaking	Php 300.00
31. Illegal Transfer of Plate/Sticker/Tag	Php 300.00
32. Unlicensed Driver	Php 300.00
33. Motor Vehicle Accessory	Php 500.00
34. No Capacity Markings	Php 300.00
35. No Drivers License	Php 300.00
36. No Early Warning Device	Php 300.00
37. No Faceshield or Improper Wearing of Faceshield	Php 1,000.00
38. No Helmet	Php 1,000.00
39. No Interior Light	Php 300.00
40. No Mask or Improper Wearing of Facemask	Php 1, 000.00
41. No Rear View/Mirror	Php 300.00
42. No Red Flag on Tail End	Php 300.00
43. No Spare Tire	Php 300.00
44. No Yielding to Emergency	Php 300.00
45. No/Defective Hand Brakes	Php 300.00
46. No/Defective Wind Shield/Wiper	Php 300.00
47. Not Carrying DL	Php 50.00
48. Not Issuing Fare Ticket	Php 300.00
49. Not wearing of Gloves	Php 300.00



50. Not Wearing of Seatbelts	Php 500.00
51. Obstruction	Php 300.00
52. Open Door	Php 300.00
53. Out of Line	Php 300.00
54. Over Speeding	Php 2,000.00
55. Overcharging/Undercharging	Php 300.00
56. Overloading (Excess Passenger for Hire)	Php 300.00
57. Overloading (Tricycle)	Php 500.00
58. Overtaking On Caution Sign	Php 300.00
59. Plates Different From Body Number	Php 300.00
60. Plates not attached	Php 300.00
61. Prohibited Against Use of Sidewalk By Motor Vehicle	Php 2,000.00
62. Prohibited Parking 6 Meters Intersection, 4 Meters Fire Hydrant	Php 300.00
63. Prohibited Parking Sidewalk	Php 500.00
64. Prohibition Against Blocking The Yellow Box	Php 2,000.00
65. Prohibition Against Street Racing	Php 2,000.00
66. Reckless Driving	Php 300.00
67. Refusal to Convey Passengers	Php 300.00
68. Refusal to Render Public Service	Php 300.00
69. Smoke Belching	Php 300.00
70. Smoking in Public	Php 1,000.00
71. Social Distancing	Php 1,000.00
72. Student Driver Unaccompanied By License Driver	Php 100.00
73. Trip Cutting	Php 300.00
74. Truck Ban	Php 3,000.00
75. Unlicensed Conductor	Php 300.00
76. Unregister Motor Vehicle	Php 300.00
77. Unsafe Cargo	Php 300.00
78. Unsigned Driver's License	Php 300.00
79. Violation of Curfew Hours	Php 1,000.00
80. Wearing Slippers	Php 100.00



2. Releasing of Impounded Motor Vehicle Unit

Releasing of Motor Vehicle Units that are impounded by the office

Office Or Division:	Traffic Enforcement and Management Office			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Owner of Vehicles or Drivers of the Vehicle			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt and Certificate of Registration of the Motor Vehicle Unit (1 original copy)		Land Transportation Office		
Valid ID of Driver (1 original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present OR/CR of the MV Unit and valid ID of Driver or Owner	1. Verify documents 1.1 Releasing of motor vehicle	None	20 Minutes	<i>Traffic Operation Officer IV- Traffic and Management Office</i>
TOTAL		None	20 Minutes	



3. Releasing of Impounded Tricycle

Releasing of tricycle that are impounded by the office

Office Or Division:	Traffic Enforcement and Management Office			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	To all violators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(OR)Original of Receipt / (CR) Certificate of Registration (1 photocopy)		Traffic Enforcement and Management Office		
Mayors Permit (1 Original Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Certificate of Registration issued by the BPLO - Traffic Group and Proof of Payment from the City Treasurer's Office	1. Issue Payment Order by the BPLO -In Charge, to be paid at the City Treasurer's Office		20 Minutes	<i>Traffic Operation Officer IV- Traffic and Management Office</i>
2. Present Proof of Payment from the Traffic Office with photocopies of Certificate of Registration and Receipt and submit a copy to the Traffic Personnel In Charge	2. Evaluate and check the documents. If found satisfactory, release the tricycle.			<i>Traffic Operation Officer IV- Traffic and Management Office</i>
TOTAL		None	20 minutes	



4. Request for Pedestrian Lane, Road Marking or any Road Signage

A service provided to requesting client or agencies for painting of pedestrian lanes or any road marking using thermoplastic paint.

Office Or Division:	Traffic Enforcement and Management Office			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request or Indorsement (1 original copy, 1 photocopy)		Traffic Enforcement and Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a formal letter-request to CTTMO Officer In-Charge	1.1 Assess the request	None	10 Minutes	<i>Traffic Operation Officer IV- Traffic and Management Office</i>
	1.2 Check the availability of the materials (If the requesting party will shoulder the materials)	None	30 Minutes	<i>Chief Construction and Maintenance Engineer V- City Engineering Office</i>
	1.3 Inspect the area where pedestrian lane or road markings will be installed and also the road signage.	None	30 Minutes	<i>Chief Construction and Maintenance Engineer V- City Engineering Office</i>
	1.4 Approval or Disapproval of Request (Depending if the said request is prioritized or not)	None	1 Day	<i>Chief Construction and Maintenance Engineer V- City Engineering Office</i>
	1.6 Application of the road markings in the area/s	None	3 Days	<i>Chief Construction and Maintenance Engineer V- City Engineering Office</i>
TOTAL		None	4Days and 1hour 10 mins	



5. Request for Traffic Assistance

A service provided by traffic enforcers to assist in the traffic flow during events or activities

Office Or Division:	Traffic Enforcement and Management Office			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Special Mayor's Permit (1 original copy)		Business Permit and Licensing Office		
Letter request (1 original copy and 3 photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a formal letter-request to the City Mayor's Office Staff. Requirements will depend on what activity is requested for assistance.	1.1 Assess the request (Motorcade, Fun Run, Parade, and Rally will require Special Mayor's Permit)	None	10 Minutes	<i>Receiving Officer-City Mayor's Office</i>
	1.2 Indorse to the Traffic Enforcement and Management Office.	None	10 Minutes	<i>Traffic Operation Officer IV-Traffic and Management Office</i>
	1.3 Proceed to the BPLO for approval of the Mayor's Permit.	None	20 Minutes	<i>Receiving Officer-Business Permits and Licensing Office</i>
	1.4 Submit the approved Mayor's Permit to the Traffic Office.	None	5 Minutes	<i>Traffic Operation Officer IV-Traffic and Management Office</i>
TOTAL		None	45 minutes	



6. Public Assistance Counter

A service provided by the Traffic Personnel In-charge.

Office Or Division:	Traffic Enforcement and Management Office			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Riding Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Traffic Enforcement and Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach public assistance counter	1. Assist or instruct client regarding concern/ problem and question	None	30 Minutes	<i>Traffic Operation Officer IV</i> Traffic and Management Office
2. Proceed according to instruction given	2. Accommodate other clients	None	10 Minutes	<i>Traffic Operation Officer IV)</i> Traffic and Management Office
TOTAL		None	40 minutes	