

# TRAFFIC AND PARKING MANAGEMENT OFFICE

## CLAMPING OPERATION

Traffic Violations in accordance of the Traffic Management Code and other related City Ordinances.

Office or Division:	Traffic and Parking Management Office			
Classification:	Simple			
Type of Transaction:	Clamping			
Who may avail:	Traffic Violators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Issued Notice of Immobilization		Traffic and Parking Management Office		
2. Authorization letter and two (2) valid Government I.D. of the violator and claimant (if violator is represented by another person)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
6. Present issued Notice of Immobilization	Verification of submitted notice		3 minutes	TPMO Personnel
7. Order of payment	Issuance of order of payment - Cash		3 minutes	OVCT Secretariat
	- Online		5 minutes	TPMO Personnel
8. Payment	Issuance of payment receipt	Depending on the committed traffic violation	5 minutes	Cashier Treasury Department
9. Present proof of payment	Prepare all necessary documents for clearance		5 minutes	OVCT Secretariat
	Unclamping of vehicle		5 minutes	TPMO Personnel

**END OF TRANSACTION: Transaction time: 21 - 23 minutes**