

TRAFFIC AND PARKING MANAGEMENT OFFICE

3. ISSUANCE OF OVR FOR FINES AND PENALTY

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:	Issuance of OVR for fines and Penalty			
Who may avail:	Traffic Violators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Issued Ordinance Violation Receipt (OVR)		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)				
3. TPMP Checklist for impounded vehicle				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present issued Ordinance Violation Receipt (OVR)	Verification of submitted OVR and other requirements		5 minutes	TPMO Personnel and OVCT Secretariat
2. Order of payment	Issuance of order of payment		3 minutes	Cashier Section Treasury Department
3. Payment	Issuance of payment receipt	Depending on the committed traffic violation	5 minutes	Cashier Treasury Department
4. Present proof of payment	Prepare all necessary documents for clearance		5 minutes	OVCT Secretariat
5. Present Checklist (if vehicle is impounded)	Released vehicle		5 minutes	TPMO Personnel

END OF TRANSACTION: Transaction time: 23 minutes