

TRAFFIC AND PARKING MANAGEMENT OFFICE

5. SINGLE TICKETING SYSTEM (STS)

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 Single Ticketing System (STS)			
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)				
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 - Cash		3 minutes	OVCT Secretariat
	- Online		5 minutes	TPMO Personnel
3. Payment	Issuance of payment receipt	Depending on the committed traffic violation	5 minutes	Cashier Treasury Department TPMO Personnel
4. Present proof of payment	Prepare all necessary documents for clearance		5 minutes	OVCT Secretariat or TPMO Personnel

END OF TRANSACTION: Transaction time: 18 - 20 minutes