

## TRAFFIC AND PARKING MANAGEMENT OFFICE

### 6. CLAMPING OPERATION

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

<b>Office or Division:</b>	Traffic and Parking Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Clamping			
<b>Who may avail:</b>	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>
1. Present issued Notice of Immobilization	Verification of submitted notice		3 minutes	TPMO Personnel
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
4. 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**