



Public Order and Safety Office – Civil Security Unit External Services



1. Claiming of Impounded Vehicle

Vehicles that are impounded due to violation of the provisions of City laws and ordinances can be claimed, provided that the corresponding fees are paid.

Office or Division:	Civil Security Unit – POSO			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Violators of the City Traffic Code			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Ordinance Violation Receipt (1 Photocopy)		Redeeming Officer		
2. Impound Release Form (1 Original Copy)		Redeeming Officer		
3. Official Receipt (1 Original Copy)		City Treasurer's Office		
For violators of the City Anti-Muffler Ordinance:				
1. Factory-installed muffler		Client		
2. Muffler Clearance (1 Original Copy)		POSO – Civil Security Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to impounding area and repair or restore factory-installed muffler	1. Document the repair or restoration and issue Muffler Clearance	None	10 minutes	<i>Personnel on Duty POSO-CSU</i>
2. Submit the Muffler Clearance to the Redeeming Section	2. Verify and encode data, and issue Order of Payment.	None	5 minutes	<i>Redeeming Officer</i>
3. Pay the required fees at the City Treasury Office and receive the Official Receipt (OR).	3. Receive payment and issue Official Receipt (O.R.)	Php 1,000.00	5 minutes	<i>Revenue Collection Clerk City Treasury Office</i>
4. Present the O.R. to the Redeeming Section	4. Verify OR and issue Impound Release Form	None	5 minutes	<i>Redeeming Officer</i>
5. Present the Impound Release Form, sign the monitoring sheet and logbook, and claim the impounded vehicle	5. Release the impounded vehicle after verification of the Impound Release Form and document the transaction.	None	10 minutes	<i>Personnel on Duty POSO-CSU</i>
TOTAL:		Php	35 Minutes	



		1,000.00		
For violation of other provisions in the City Traffic Code:				
1. Submit the Ordinance Violation Receipt (OVR) to the Redeeming Section	1. Receive OVR and issue order of payment	None	10 minutes	<i>Redeeming Officer</i>
2. Pay the required fees at the City Treasury Office and receive the Official Receipt (OR).	2. Receive payment and issue Official Receipt (O.R.)	Refer to current fees as declared in the 2017 Traffic Code	5 minutes	<i>Revenue Collection Clerk City Treasury Office</i>
3. Present the O.R. to the Redeeming Section	3. Verify the OR and Issue Impound Release Form	None	5 minutes	<i>Redeeming Officer</i>
4. Present the Impound Release Form to the CSU personnel at the Impounding Area, sign the monitoring sheet and CSU logbook, and claim the impounded vehicle	4. Release the impounded vehicle after verification of the Impound Release Form and document the transaction	None	10 minutes	<i>Personnel on Duty POSO-CSU</i>
	TOTAL:	Refer to current fees as declared in the 2017 Traffic Code	25 Minutes	



VIOLATIONS, FINES & PENALTY CHARGES ON THE NEW CITY TRAFFIC ORDINANCE SCHEME (based on City Ordinance 2019-30)

a. Defacing, Unlawful Removal of Traffic Signs – Any person who removes damages or destroys the traffic signs shall be penalized as follows:

First Offense	-	1,000.00	
Second Offense	-	2,000.00	
Third Offense	-	3,000.00	and/or three (3) days imprisonment at the discretion of the proper court

b. Disregarding Closed Door Policy – Any Bus Driver who disregards/violates the “Close Door Policy” shall be fined in the amount of P1,000.00.

c. Disregarding One-Way Road/No Entry – Any vehicle disregarding the one-way road or enters on a “No Entry” signed area shall be fined as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

d. Disregarding Traffic Signs – Any person who disregards traffic signs installed within the city shall be fined as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

e. Illegal/Unauthorized Terminal – Any “For Hire” vehicle assembling a group of vehicles to form a terminal not prescribed by this Ordinance is illegal and therefore shall be ***fined P2,000.00 or imprisonment for fifteen(15) days or upon the discretion of the proper court.***



f. No Jaywalking – violation of this Ordinance shall be fined as follows:

First Offense	-	200.00
Second Offense	-	300.00
Third Offense	-	500.00 and community service

g. No Loading/Unloading – All vehicles violating shall be fined as follows:

First Offense	-	500.00
Second Offense	-	1,000.00
Third Offense	-	1,500.00

h. No Parking Zone – violators shall be fined as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

i. No Right Turn on Red Signal – Violators shall be fined as follows:

First Offense	-	300.00
Second Offense	-	500.00
Third Offense	-	1,000.00

j. No U-Turn Allowed – Violators shall be fined as follows:

First Offense	-	300.00
Second Offense	-	500.00
Third Offense	-	1,000.00



k. Obstruction – Any vehicle that willfully block, obstructs or closes up with an obstacle(s) or hindrance(s) from other vehicle(s), establishment(s) or something, shall be penalized as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

l. Reckless Driving – Any person who drives any vehicle with willful or wanton disregard for the safety of persons or property is guilty of reckless driving. It includes but not limited to counter flowing, beating the red light, and disregarding traffic lights. Violation of this section is a gross misdemeanor punishable by **fine of P1,500.00 and/or imprisonment of not more than three (3) days at the discretion of the proper court.** If accidents happen resulting to damage to property, physical injuries, or death, this is without prejudice to the crime committed as defined and punished under the Revised Penal Code and/or Land Transportation Code.

m. Noise Pollution – violation of this ordinance shall be fined as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

n. Maximum Speed Limit of Single Motorcycle – violation of this ordinance shall be fined as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

o. Illegal Use of Franchise – violators shall be fined accordingly as follows:

First Offense	-	2,000.00
Second Offense	-	3,000.00
Third Offense	-	5,000.00 or imprisonment at the discretion of the proper court



p. Out of Line – violation of this Ordinance shall be penalized as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

q. Prohibition of Multi-Riders in a Single Motorcycle – violation of this Ordinance shall be fined as follows:

First Offense	-	1,000.00
Second Offense	-	2,000.00
Third Offense	-	3,000.00

r. Unauthorized/Uniformed Barkers for PUJ and TODA – violation of this Ordinance shall be fined with the following:

First Offense	-	500.00
Second Offense	-	1,000.00
Third Offense	-	1,500.00