



Public Order and Safety Office – Traffic Management Unit

External Services



1. Recording of documents of apprehension (Operational Procedure)

Violators of provisions in the City Traffic Code are charged fees depending on the violation committed, and must pay fees in accordance with the said Code.

Office or Division:	POSO – Traffic Management Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official violation receipt (OVR) (1 Original Copy)		POSO Enforcer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present OVR for assessment and order of payment	1. Receive OVR and assess cost of Violation	None	5 minutes	<i>Redeeming Officer</i> POSO-TMU
2. Proceed to the Treasury Office for the payment of fees and receive the official receipt.	2. Receive payment and issue official receipt.	Refer to current fees as declared in the 2017 Traffic Code	5 minutes	<i>Revenue Collection Clerk</i> Treasury Office
3. Receive Driver's License and/or other pertinent documents confiscated	3. Release license and other confiscated documents.	None	10 minutes	<i>Redeeming Officer</i> POSO-TMU
TOTAL:		None	20 Minutes	



VIOLATIONS, FINES & PENALTY CHARGES ON THE NEW CITY TRAFFIC ORDINANCE SCHEME

- 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



2. Arbitration Procedure of Complaints (Apprehension)

Complaints are welcomed in the POSO-TMU, where in an investigation is carried out.

Office or Division:	POSO – Traffic Management Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complaint Form (1 Original Copy)		POSO-TMU Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File query of complaint at the TMU helpdesk with full details using Complaint Form	1. Investigate on complaint.	None	20 minutes on first visit	<i>Administrative Aide</i> POSO-TMU
2. Interview with the Officer in Charge (TMU)	2. Gather details of complaint.	None	15 minutes	<i>TMU Administrator</i> POSO-TMU
3. Be advised on the result/settlement	3. Clear out details of conclusion with compliant.	None	15 minutes	<i>TMU Administrator</i> POSO-TMU
TOTAL:		None	50 Minutes	



3. Community Assistance

Assistance is welcomed in the POSO-TMU, where in services are carried out. This includes Clearing, Road Crashes, Alarming Public Scandal, among others.

Office or Division:	POSO – Traffic Management Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy, 1 Receiving Copy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File request of assistance letter at the TMU helpdesk with full details	1. Investigate on request (Clearing, Road Crash, Alarming Public Scandal, etc)	None	5 minutes	<i>Administrative Aide</i> POSO-TMU
2. Advise on result of the request	2. Investigator clears out details of the assistance	None	10 minutes	<i>TMU Administrator</i> POSO-TMU
TOTAL:		None	15 Minutes	



4. Public Assistance Request

Various forms of assistance are welcomed in the POSO-TMU, where in services are carried out. This includes Funerals, Motorcades, Events, and escorting VIPs, among others.

Office or Division:	POSO – Traffic Management Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy, 1 Receiving Copy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request with a contact number	1. Investigate on request.	None	5 minutes on first visit	<i>Administrative Aide</i> POSO-TMU
2. Advise on the approval of request	2. Clear out details of the request.	None	5 minutes	<i>TMU Administrator</i> POSO-TMU
TOTAL:		None	10 Minutes	