

1. REDEMPTION OF DRIVER'S LICENSE

The process involves verification of the Ticket Violation Receipt (TVR) issued by the apprehending traffic enforcer and Timely release of confiscated Driver's License

OFFICE OR DIVISION	PUBLIC ORDER AND SAFETY MANAGEMENT OFFICE			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2C- Government to Citizens;			
WHO MAY AVAIL THE SERVICE	All traffic violator who have been issued the TVR for specific violator of traffic law/s and or city ordinance/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PINK Copy to TVR		Issued by the Apprehending Officer		
Order of payment		Issued by the Treasury Department		
Official Receipt of payment		Issued by the Treasury Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Present the Pink copy of the TVR to the CTO 1.2 Receive the order of payment (op)	1.1 Releasing officer verifies if the original COPY OF THE TVR and the documents are already transmitted by the issuing/apprehending officer/unit; assess the applicable fee/penalty based on the indicated violation; 1.2 Releasing officer issues the order of payment (op)	NONE	3 minutes	Officer in charge
2. Pay the necessary fees.	2. CTO Staff receives the payment and issues an official Receipt based on the presented Order of Payment	Based on assessment	4 minutes	Carina Theresa Bulan Clerk II Albert Maddara RCC III Ruben Calimag RCC III
3. Present the Official to the POSMO Releasing Group	3 Releasing officer records the details of the OR and releases the driver's license and/or vehicle plate	None	1 minute	Officer in charge
TOTAL		PER VIOLATION TOTAL INDICATED ON THE TVR PINK COPY	8 MINUTES	