

2 REDEMPTIONS OF IMPOUNDED VEHICLE

The process involves verification of the Ticket Violation Receipt (TVR) issued by the apprehending traffic enforcer police officer and Timely release of confiscated vehicle key/s. client is then referred to the vehicle impound facility for redemption of confiscated vehicle/s.

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 HAS NO DRIVERS LICENSE AND/OR does not carry with him/her the vehicles registration papers			
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		
Impound release Receipt		Issued by the POSMO 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.	CTO Staff receives the payment and issues an official Receipt based on the presented Order of Payment	Applicable fee/penalty will depend nature of the traffic violations assessed by POSMO releasing group	4 minutes	Carina Theresa Bulan Clerk II  Albert Maddara RCC III Ruben Calimag RCC III
3 Present the Official to the POSMO Releasing Group	3.1 Record the or details and issue the impounding Release Receipt;	None	1 minute	Officer in charge Impounding area

	<p>3.2 Prepare the order of release based on the documents for approval by the POSMO head</p> <p>3.3 Direct guide the client on how to claim the vehicle at the city impounding area</p>			
<p>4 Proceed to the city impounding area and show the order and show the order of release</p> <p>4.2 Retrieve the vehicle</p>	<p>4 Release impounded vechicle</p>	<p>none</p>	<p>30 minutes</p>	<p>Officer in charge Impounding area</p>
<p><b>TOTAL</b></p>		<p><b>Total amount of fee/penalty as assessed by the POSMO releasing group</b></p>	<p><b>38 MINUTES</b></p>	