



Internal/External

15.SERVICENAME: PAYMENT OF TRAFFIC VIOLATION/OPLAN VISA

Description of the Service: This service enables motorists with recorded traffic violations, including those apprehended under **Oplan Visa or other special enforcement operations**, to **settle fines and penalties** with the LGU. Upon payment, violators may **clear their records, retrieve confiscated licenses or documents**, and ensure compliance with local traffic regulations.

Office or Division:	CITY TREASURER'S OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C-Government to Client
Who may avail:	Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Ticket Issued for specific violation	1. City Treasurer's Office
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to window 2 and 4 and pay the corresponding fee.	1. Receive the payment. 1.1 Issue the Official Receipt.	Oplan Visa P 200.00 As per Traffic Violation Fee	2 minutes	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III
2. Return to the Traffic Officer and claim the	2. Assist and instruct the client to return	None	1 minute	Lyka A. Dupo Admin. Aide I Ruben S. Calimag



documents confiscated.	to the Traffic Officer.			RCC III
TOTAL			3 minutes	