

MUNICIPAL TRAFFIC MANAGEMENT OFFICE



1. IMPLEMENTATION / ENFORCEMENT OF TRAFFIC LAWS, REGULATIONS AND ORDINANCE
2. VERIFICATION AS TO THE DOCUMENTARY COMPLETENESS OF TRICYCLES FOR FRANCHISING AND BUSINESS PERMIT
3. ISSUANCE OF DOCUMENTS IN VIOLATION OF TRAFFIC ORDINANCE FOR PAYMENT



I. IMPLEMENTATION / ENFORCEMENT OF TRAFFIC LAWS, REGULATIONS AND ORDINANCE

Service Information:

The Task Force for Traffic Management Office – Enforcement Section enforce the implementation of the Municipality of Daanbantayan Traffic Code Ordinances and other relative laws, ordinances and regulations

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| OFFICE OR DIVISION | MUNICIPAL TRAFFIC MANAGEMENT OFFICE | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2G – Government to Government | | | |
| WHO MAY AVAIL | Drivers / Motorist, Pedestrians and Concerned Citizens | | | |
| CHECKLIST OF REQUIREMENTS | | Where to Secure | | |
| Letter – Complainant | | Complainant | | |
| Email | | Web Portal | | |
| Txt/Phone In Cpmplaint | | Web Portal | | |
| Walk In-Traffic Management Office | | Office of the Traffic Management | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Clients prepare Complaints / Request | Receives and Records complaints / requests, attaches routing slip | None | 10 min | Staff |
| | Inspection and operation; prepare After Inspection Report or After Operation Report, prepare reply / endorsement to the concerned department / agency / party or individual | None | (3 working days) | ROMMEL MONTERDE |
| 2. Receive the letter reply and/or copy of endorsement to office concern | Releases the document (endorsement / reply letter) to the concerned department / agency, copy furnish the complainant | None | 10 min | ROMMEL MONTERDE |
| END OF TRANSACTION | | | | |



VERIFICATION AS TO THE DOCUMENTARY COMPLETENESS OF TRICYCLES FOR FRANCHISING AND BUSINESS PERMIT.

Service Information:

Tricycle operators and franchise holder are required to present the documents needed for franchising and business permit.

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| OFFICE OR DIVISION | MUNICIPAL TRAFFIC MANAGEMENT OFFICE | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2G – Government to Government | | | |
| WHO MAY AVAIL | Tricycle Operator / Franchise Holder | | | |
| CHECKLIST OF REQUIREMENTS | Where to Secure | | | |
| Duly Accomplished Application Form | Traffic Management Office | | | |
| Picture of Tricycle Unit with trash can- 3 copies | Land Transportation Office (LTO) | | | |
| Copy of Motorized Tricycle Operators Permit (MTO) – 3 copy (photocopy) | Land Transportation Office (LTO) | | | |
| LTO OR / CR – 3 copies (photocopy) | Owner of the Tricycle Unit | | | |
| Barangay Clearance 3 copies | Barangay where the Business is Addressed | | | |
| Community Tax Certificate- 3 copies | Land Transportation Office (LTO) | | | |
| Business Permit with Official Receipt – 3 copies (photo copy) | Business Permit and Licensing Department (BPLO) | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | | | | |
| 1. Bring Tricycle Unit with trash can together with the required documents for Physical Inspection | Checks documents presented, inspects, tests and takes picture of TC unit | None | 10 min | Staff Rommel Monterde |
| 2. Presents all the requirements needed | Receives / reviews / records documents | None | 30min | ROMMEL MONTERDE |
| | Issued Certification as to "Road Worthiness | None | 10min | ROMMEL MONTERDE |
| END OF TRANSACTION | | | | |



ISSUANCE OF DOCUMENTS IN VIOLATION OF TRAFFIC ORDINACE FOR PAYMENT

Service Information:

Apprehended drivers/motorist who violated traffic laws and ordinances therefor issued with Ordinance Violation Receipt are directed under the Municipality of Daabantayan Traffic Code, Law and Ordinances

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| OFFICE OR DIVISION | MUNICIPAL TRAFFIC MANAGEMENT OFFICE | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2G – Government to Government | | | |
| WHO MAY AVAIL | Pedicab Operator / Franchise Holder | | | |
| CHECKLIST OF REQUIREMENTS | | Where to Secure | | |
| ffidavit of Loss (if original was lost) – 1 copy (photo copy) Driver/Motorist | | Driver/Motorist | | |
| LTO Certificate of Registration and Official Receipt – 1 copy(photocopy) Driver/Motorist | | Driver/Motorist | | |
| Photocopy of ID (for representative and apprehended) – | | Driver/Motorist | | |
| Photocopy of ID (for representative and apprehended) – | | Driver/Motorist | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Submit the above documents | Receives and review documents as required | None | 10 min | Traffic Staff |
| Receive the Order of Payment (Citation Ticket) | Prepares and issues Order of Payment (Citation Ticket) on violation of Traffic Ordinance | None | 10 min | ROMMEL MONTERDE |
| Pay the fines and penalties and receives Official Receipts | Receives payment and issues Official Receipt | Fines and Penalties cited in the Traffic Ordinance | 5 min | Office of the Treasurer |
| END OF TRANSACTION | | | | |