

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

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.

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		Traffic Management Office		
Copy of Motorized Tricycle Operators Permit (MTO) – 3 copy (photocopy)		Traffic Management Office		
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		Traffic Management Office		
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

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				