

Collection of Traffic Violation

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2B/G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Traffic Violation Ticket	1. Prepare receipt for traffic violation ticket	None	3 Minutes	Revenue Collection Clerk - I Administrative Aide / Municipal Treasury Office
2. Pay the required amount	2. Receive payment and issue official receipt	First Offense = ₱ 500.00 per Violation Second Offense = ₱ 1,000.00 per Violation Third Offense = ₱ 2,500.00 per Violation	2 Minutes	Revenue Collection Clerk - I Administrative Aide / Municipal Treasury Office
TOTAL			5 Minutes	