



Settlement of Unsettled Traffic Violation/s

ABOUT THE SERVICE

After three (3) working days, unsettled traffic violation/s will be forwarded to the City Prosecutor's Office

Department / Office:		PUBLIC SAFETY OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Any citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Unsettled Citation Ticket 		<ul style="list-style-type: none"> The name, address and other information of the traffic violator are on the citation tickets written by the traffic enforcer. 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1. After the three (3) days grace period, unsettled violation/s will be transmitted to the City Prosecutor's Office for action.</p> <p><i>The City Prosecutor will file the case in court.</i></p> <p><i>The court will issue a subpoena for the traffic violator.</i></p>	P		<p>WENNIE B. BATALLA Administrative Aide I (Casual)</p> <p>ORLANDO B. TOMENEZ JR. Clerk (Job Order)</p>
2. The traffic violator will appear at the PSO Admin for assessment of penalty issued by the Court.			3 minutes	<p>WENNIE B. BATALLA Administrative Aide I (Casual)</p>
	3. Assessment order will be issued by the PSO Clerk stating the exact amount issued by the City Prosecutor to be paid.			<p>ORLANDO B. TOMENEZ JR. Clerk (Job Order)</p>
4. After payment of penalty at the City Treasurer's Office, the official receipt will be presented back to the PSO Admin for database encoding			10 minutes	<p>RENNE F. GUMBA CGDH I PSO Head</p> <p>WENNIE B. BATALLA Administrative Aide I (Casual)</p>
	5. A motion to withdraw of the case will be filed by with the Municipal Trial Court thru the City Prosecutor's Office			<p>ORLANDO B. TOMENEZ JR.</p>



				Clerk (Job Order)
TOTAL			P	13 minutes

PUBLIC SAFETY OFFICE

G/F Roco Library Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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