



Releasing of Confiscated Items

ABOUT THE SERVICE

For monitoring/applying of the city ordinances.

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		
• Valid I.D.				
• Proof of Ownership		• Government agency		
• Transient Vendor Permit				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Vendor goes to the TF C.O.M.E.T office to identify their confiscated goods	2. Clerk gives a citation ticket to the vendor	P	3 minutes	MA. SHARON A. AYCARDO Clerk (Job Order)
3. Vendor goes to the PSO Admin division to present the citation ticket.	4. Clerk issue an order of payment stating the exact amount to be paid.		3 minutes	WENNIE BATALLA Administrative Aide I (Casual) ORLANDO TOMENEZ JR. Administrative Aide I (Casual)
5. The vendor will bring the order of payment to the City Treasurer's Office for payment of penalty	6. An official receipt will be issued by the City Treasurer for the settlement of the violation/s.	P300.00		Local Revenue Collection Officer CITY TREASURER'S OFFICE
7. The official receipt will be presented back to the TF C.O.M.E.T.	8. The confiscated items will be released to the vendor once it's recorded at the TF C.O.M.E.T. logbook.		5 minutes	MA. SHARON A. AYCARDO Clerk (Job Order)
TOTAL		P300.00	11 minutes	



LIST OF VIOLATIONS AND FINES

Violation	Fines
1. No OR/CR /License Plate	300.00
2. Non Compliance to Traffic Sign	200.00
3. No Left Turn / U Turn	200.00
4. Arrogant/Excessive Fare/refusal	300.00
5. Unregistered Trimobile / Padyak / Bicycle	300.00
6. Wearing of Slippers / Short Pants / Sando	200.00
7. Loading/Unloading	200.00
8. Driving Against One Way	200.00
9. Expired License	300.00
10. Student Permit	200.00
11. Driving w/out License	300.00
12. Illegal Parking / Obstruction (Ord.2001-086 sec.7(18))	1,000.00 / 300.00
13. No Trash Can	500.00
14. Colorum	1,000.00
15. No Crash Helmet	1,000.00
16. Driving Under the Influence of Liquor	1,000.00
17. Plying Outside Specific Route	200.00
18. Illegal Vending	300.00
19. Illegal Parking/Obstruction/Wheel Clamp (Ord.2018-068)	1,000.00 / 300.00
20. Smoking Ban	2,000.00
21. Habal-habal	3,000.00
COVID-19 ORDINANCES	
22. No Face Mask	2,000.00
23. Group Drinking	3,000.00
24. Curfew	1,000.00
25. Overloading (E-trike, Trike, Taxicle, Padyak, Motorcycle)	2,000.00
26. Failure to Register E-Salvar Private Office/ Establishment	1,000.00
27. No Thermal Scanner, Disinfectant Alcohol, Foot Bath	2,000.00

PUBLIC SAFETY OFFICE

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

For more information, please contact:

Renne F. Gumba – City Government Department Head I / PSO Head

Tel No. (054) 205-2980 loc 3080

E-mail: psso@naga.gov.ph