



Settlement of Traffic Violation/s

ABOUT THE SERVICE

Within three (3) working days, citation ticket / traffic violation must be paid by the violators to the City Treasurer's Office, which the PSO Admin will issue order of payment.

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"> 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
1. The traffic violator will present the citation ticket to PSO personnel in charge	2. Assessment order will be issued stating the exact amount to be paid.	* see attached list (last page)	3 minutes	WENNIE B. BATALLA Administrative Aide I (Casual) ORLANDO B. TOMENEZ JR. Administrative Aide I (Casual)
3. The traffic violator will bring the order of payment to the City Treasurer's Office for payment of penalty	4. An official receipt will be issued by the City Treasurer for the settlement of the violation/s.			Local Revenue Collection Officer CITY TREASURER'S OFFICE
5. The official receipt will be presented back to the administrative division for cancellation of the citation ticket.	6. Pertinent data will be encoded for database management.		3 minutes	WENNIE B. BATALLA Administrative Aide I (Casual) ORLANDO B. TOMENEZ JR. Administrative Aide I (Casual)
TOTAL		P	6 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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