



## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

NAME OF DEPARTMENT/AGENCY/LGU: TRAFFIC ENFORCEMENT AND MANAGEMENT OFFICE (TEAM) LGU - ORMOC

SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020:     Yes             No

LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS:

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Traffic Management	Ordinance No. 005, Series of 2016	Section 4 Ordinance 005	Creation Of The Ormoc City Traffic Enforcement And Management (Team) Office	September 7, 2016	None
Border Security and Control	E.O No. 200, Series of 2021	Public Health Emergencies	Revised Guidelines On Covid-19 Response In Lgu Ormoc	August 11-31, 2021	None



## SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>INSUANCE OF CITATION TICKET</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Citation Ticket	Ormoc City Traffic Code 130-A	Traffic violators shall present the citation ticket and pay for the corresponding violation at City Treasurer's Office	Ormoc City Traffic Code 130-A	15 Minutes	Depends on the violation
<b>TOTAL</b>				<b>15 Minutes</b>	

LIST OF VIOLATIONS	
1. Accessories, Headlight/Breaklight/Signal Light/Plate Light/Interior Light/Side Mirror	PhP 300.00
2. Allow Another To Use Driving License	Php 300.00
3. Allowing Passenger On Running Board	Php 300.00
4. Allowing Passenger On Top Of Motor Vehicle	Php 300.00
5. Allowing Unlicense Driver To Drive	Php 300.00
6. Alterarion Or Installation Of Road Signs	Php 2,000.00
7. Anti-Distracted Driving	Php 2,000.00
8. Arrogance or Discourtesy	Php 300.00
9. Breach of Franchise	Php 300.00
10. Colorum Tricycle	Php 2,000.00
11. Colorum/Unfranchised Operation	Php 300.00
12. CR/OR Not Carried	Php 50.00
13. Disregarding Traffic Officer	Php 300.00
14. Disregarding Traffic Sign (City streets) (No Parking), (No Left Turn), (No Entry)	Php 500.00
15. Disregarding Traffic Sign (Pedestrian Lane Public Market/Real St. / Aviles St.	Php 300.00
16. Disregarding Traffic Sign (Pedestrian Lane City Streets)	Php 500.00
17. Disregarding Traffic Sign (Public Market/Real St. Aviles St.) (No Parking)	Php 300.00
18. Drinking in Public	Php 1,000.00
19. Driver Under Influence of Drugs	Php 2,000.00
20. Driving Against Traffic Flow	Php 2,000.00



21. Drunk Driver	Php 2,000.00
22. Failure to Dim Headlights	Php 300.00
23. Failure to Give Proper Signal	Php 300.00
24. Failure to Maintain the Vehicle Design Standards for Tricycles	Php 2,000.00
25. Refuse to Show DL	Php 300.00
26. Failure to give way overtaking mv	Php 300.00
27. Fake License/ID/Permit	Php 300.00
28. Helmet/Unstap/Not Wearing Helmet/Not Shield	Php 1,000.00
29. Hitching	Php 300.00
30. Illegal Overtaking	Php 300.00
31. Illegal Transfer of Plate/Sticker/Tag	Php 300.00
32. Unlicensed Driver	Php 300.00
33. Motor Vehicle Accessory	Php 500.00
34. No Capacity Markings	Php 300.00
35. No Drivers License	Php 300.00
36. No Early Warning Device	Php 300.00
37. No Faceshield or Improper Wearing of Faceshield	Php 1,000.00
38. No Helmet	Php 1,000.00
39. No Interior Light	Php 300.00
40. No Mask or Improper Wearing of Facemask	Php 1, 000.00
41. No Rear View/Mirror	Php 300.00
42. No Red Flag on Tail End	Php 300.00
43. No Spare Tire	Php 300.00
44. No Yielding to Emergency	Php 300.00
45. No/Defective Hand Brakes	Php 300.00
46. No/Defective Wind Shield/Wiper	Php 300.00
47. Not Carrying DL	Php 50.00
48. Not Issuing Fare Ticket	Php 300.00
49. Not wearing of Gloves	Php 300.00
50. Not Wearing of Seatbelts	Php 500.00
51. Obstruction	Php 300.00
52. Open Door	Php 300.00
53. Out of Line	Php 300.00
54. Over Speeding	Php 2,000.00
55. Overcharging/Undercharging	Php 300.00



56. Overloading (Excess Passenger for Hire)	Php 300.00
57. Overloading (Tricycle)	Php 500.00
58. Overtaking On Caution Sign	Php 300.00
59. Plates Different From Body Number	Php 300.00
60. Plates not attached	Php 300.00
61. Prohibited Against Use of Sidewalk By Motor Vehicle	Php 2,000.00
62. Prohibited Parking 6 Meters Intersection, 4 Meters Fire Hydrant	Php 300.00
63. Prohibited Parking Sidewalk	Php 500.00
64. Prohibition Against Blocking The Yellow Box	Php 2,000.00
65. Prohibition Against Street Racing	Php 2,000.00
66. Reckless Driving	Php 300.00
67. Refusal to Convey Passengers	Php 300.00
68. Refusal to Render Public Service	Php 300.00
69. Smoke Belching	Php 300.00
70. Smoking in Public	Php 1,000.00
71. Social Distancing	Php 1,000.00
72. Student Driver Unaccompanied By License Driver	Php 100.00
73. Trip Cutting	Php 300.00
74. Truck Ban	Php 3,000.00
75. Unlicensed Conductor	Php 300.00
76. Unregister Motor Vehicle	Php 300.00
77. Unsafe Cargo	Php 300.00
78. Unsigned Driver's License	Php 300.00
79. Violation of Curfew Hours	Php 1,000.00
80. Wearing Slippers	Php 100.00



<b>GOVERNMENT SERVICE: <u>RELEASING OF IMPOUNDED MOTOR VEHICLE UNIT</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
Citation Ticket and OR (Original Receipt) and CR (Certificate of Registration)	Ormoc City Traffic Code 130-A	Present OR/CR of the MV Unit and valid ID of Driver or Owner	None Ormoc City Traffic Code 130-A	30 Minutes	Depends on the Violation
<b>TOTAL</b>				<b>30 Minutes</b>	

<b>GOVERNMENT SERVICE: <u>RELEASING OF IMPOUNDED TRICYCLE</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
Mayor's Permit and Registered Franchise and Registered Or and Cr (Updated Registration)	Ormoc City Traffic Code 130-A	For Hire Tricycle: Present the Certificate of Registration issued by the BPLO - Traffic Group and Proof of Payment from the City Treasurer's Office	Ormoc City Traffic Code 130-A	30 Minutes	None
Original Receipt and Certificate of Registration (Updated Registration)		Not for Hire: Present Proof of Payment from the Traffic Office with photocopies of Certificate of Registration and Receipt and submit a copy to the Traffic Personnel In Charge		30 Minutes	None
<b>TOTAL</b>				<b>30 Minutes</b>	



GOVERNMENT SERVICE: <u>REQUEST FOR PEDESTRIAN LANE, ROAD MARKING OR ANY ROAD SIGNAGE</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Letter Request or Indorsement	Ordinance no. 037, Series 2020	Send a formal letter-request to TEAM Officer In-Charge	Ordinance no. 037, Series 2020	5 Minutes	None
<b>TOTAL</b>				<b>5 Minutes</b>	

GOVERNMENT SERVICE: <u>REQUEST FOR PUBLIC ASSISTANCE</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Letter Request or Indorsement	None	Send a formal letter-request to the City Mayor's Office Staff. Requirements will depend on what activity is requested for assistance	None	5 Minutes	None
<b>TOTAL</b>				<b>5 Minutes</b>	

GOVERNMENT SERVICE: <u>PUBLIC ASSISTANCE COUNTER</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
None	None	Approach public assistance counter	None	30 Minutes	None
		Proceed according to instruction given		10 Minutes	
<b>TOTAL</b>				<b>40 Minutes</b>	