



## PROCESS FLOW

### ADMINISTRATIVE DIVISION

#### 1) ISSUANCE OF TRAFFIC CLEARANCE FOR TRUCKS PASSING ALABANG VIADUCT (PER CITY ORDINANCE 11-022)

STEP	CLIENT	PROCEDURE	PERSON-IN-CHARGE	TIME FRAME	FORM/DOCUMENTS NEEDED	FEES
1	TRUCKING COMPANY OWNERS	SUBMIT TRAFFIC CLEARANCE REQUEST FORM			TRAFFIC CLEARANCE REQUEST FORM (QF/MTMB/A003) UPDATED PHOTOCOPY: OR/CR - DTI REGISTRATION OR BUSINESS PERMIT - MAYORS PERMIT - OLD TRAFFIC CLEARANCE IF FOR RENEWAL	
2		CHECKING AND PREPARATION OF ORDER OF PAYMENT	FRONTLINER 1 (ASSESSOR)	1 MINUTE		
3		PAYMENT OF REQUIRED FEES/ISSUANCE OF OFFICIAL RECEIPT	CASHIER			6 WHEELS/P150.00 10 WHEELS & ABOVE P250
4		PREPARATION OF TRAFFIC CLEARANCE	ADMIN OFFICER 11	1 MINUTE		
5		RECORDING AND RELEASING	FRONT LINER 2	1 MINUTE		





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2) ISSUANCE OF TRAFFIC CLEARANCE FOR THE PURPOSE OF SECURING BUSINESS PERMIT SUCH AS JUNKSHOP, VULCANIZING AUTO & MOTOR REPAIR SHOP, TRANSPORT GROUP (ACCREDITATION/RENEWAL) AND THE LIKES (AS PER CITY BORDINANCE NO. 09-89)

STEP	CLIENT	PROCEDURE	PERSON-IN-CHARGE	TIME FRAME	FORM/DOCUMENTS NEEDED	FEES
1	*BUSINESS ESTABLISHMENT * COMPANY * TRANSPORT GROUP	SUBMIT TRAFFIC CLEARANCE REQUEST FORM WITH CHECKLIST REQUIREMENTS			TRAFFIC CLEARANCE REQUEST FORM (QF/MTMB/A003) ESC CLEARANCE BRGY. CLEARANCE SKETCH/ LOCATION OF BUSINESS	
2		VERIFICATION OF THE COMPLETENESS OF THE REQUIREMENTS	ADMIN. ASST 1	1 MINUTE		
3		SCHEDULE INSPECTION OF THE ESTABLISHMENT/TERMINAL ETC/ PREPARATION OF REPORT	TRAFFIC ENGINEERING DIVISION STAFF	1 MINUTE		
4		PREPARATION OF TRAFFIC CLEARANCE AND ORDER PAYMENT	ADMIN ASST 1	2 MINUTE		
5		PAYMENT / ISSUANCE OF OR	CASHIER	1 MINUTE		PURSUANT TO THE SCHEDULE OF FEES UNDER CITY ORDINANCE (09-89)
6		RECORDING & RELEASING	ADMIN ASST1	1 MINUTE		



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### 3) REDEMPTION OF CONFISCATED DRIVER'S LICENSE, CAR PLATE AND OTHER RELATED DOCUMENT

STEP	CLIENT	PROCEDURE	PERSON-IN-CHARGE	TIME FRAME	FORM/DOCUMENTS NEEDED	FEES
1	DRIVER/ VIOLATOR	SUBMISSION OF ORDINANCE VIOLATION RECEIPT (OVR) WHITE COPY. * IN CASE OF LOSS AFFIDAVIT OF LOSS * IF INVOLVED IN AN ACCIDENT PNP CERTIFICATION			OVR ( WHITE COPY)	
2		RECEIPT OF OVR/ ASSESSMENT OF VIOLATION/FINES/PENALTIES AND ISSUANCE OF ORDER PAYMENT	FRONT LINER 1	1 MINUTE		
3		PAYMENT AND ISSUANCE OF OFFICIAL RECEIPT	CASHIER	1 MINUTE		BASED ON THE METRO MANILA HARMONIZED FINES & PENALTIE S CITY ORD.15-135
4		RETREVAL OF DRIVERS LICENSE/ CAR PLATE	ADMIN ASST. 11	1 MINUTE		
5		RECORDING & RELEASING	FRONTLINER 2	1 MINUTE		



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#### 4) MOTORCYCLE ESCORT ASSISTANCE ( MOTORCADE, FUNERAL AND OTHER SPECIAL OCCASIONS)

STEP	CLIENT	PROCEDURE	PERSON-IN-CHARGE	TIME FRAME	FORM/DOCUMENTS NEEDED	FEES
1	<ul style="list-style-type: none"><li>* BUSINESS ESTABLISHMENT</li><li>* COMPANY</li><li>* CONSTITUENTS OF MUNTI NLUPA</li><li>* LGU'SS AND NON-LGU'S</li></ul>	SUBMIT LETTER REQUEST FOR ESCORT ASSISTANCE			<ul style="list-style-type: none"><li>- SULAT KAHILINGAN- FUNERAL(QF/ MTMB/A015)</li><li>- LETTER REQUEST FROM COMPANY FOR MOTORCADE/ FUN RUN ETC.</li></ul>	NONE
2		EVALUATION/ VERIFICATION OF THE INFORMATION/ SCHEDULING & PREPARATION OF TASKING TO MOTORRCYCLE UNIT.	ADMIN. ASST 1	2 MINUTES		

