

1. PAGBABAYAD NG TRAFFIC CITATION TICKET

Ang Traffic Citation Ticket ay ibinibigay ng mga Traffic Enforcers sa mga motoristang lumabag sa traffic rules ng Pamahalaang Bayang ng Guiguinto. Kinukumpiska ang kanilang Driver's License/plaka or susi ng sasakyan.

Office:	TRAFFIC MANAGEMENT GROUP			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen			
Who may avail:	Mga kliyenteng nabigyan ng Traffic Citation Ticket (Violators)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Pink copy ng Traffic Citation Ticket (1 original)		1. File ng Kliyente		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipakita ang pink copy ng Traffic Citation Ticket sa TMG staff	1.I-verify ang Traffic Citation Ticket, tignan kung ano ano ang mga violations at katumbas na multa	Wala	3 minute/s	Administrative Aide I
	2. I-record ang mga impormasyon ng violator at TCT number sa Traffic Violation Logbook	Wala	2 minute/s	Administrative Aide I
2. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang hawak na number sa tv screen bago pumunta sa Window 4	3. Pindutin ang queuing system para lumabas sa tv screen ang number	Wala	2 minute/s	Administrative Aide I
3. Magbayad ng multa na nakasaad sa Window 4	4. Suriin ang TCT galing TMG, tanggapin ang bayad;	Halagang Nakasaad sa MO NO. 366 S-2021	2 minute/s	Cashier I Treasurer's Office
4. Bumalik sa TMG Office upang ma-claim ang Driver's License/plaka/ORCR	5. I-record and Official Receipt upang ma-clear ang record ng violator	Wala	2 minute/s	Administrative Aide I
	6. I-release ang Driver's License/plaka/ORCR	Wala	2 minute/s	Administrative Aide I
TOTAL		Halagang Nakasaad sa MO NO. 366 S-2021	13 minute/s	

Prepared by:

MARY JOYCE DC. TOLEDO
Administrative Aide I

Noted by:

PLTCOL. ARTURO C. PALILEO
TMG Head

Approved by:

ATTY. AGATHA PAULA A. CRUZ
Municipal Mayor

2. PAG-ISSUE NG TRAFFIC CITATION TICKET SA VIOLATORS

Ang Traffic Citation Ticket ay ibinibigay ng mga Traffic Enforcers sa mga motoristang lumabag sa traffic rules ng Pamahalaang Bayang ng Guiguinto. Kinukumpiska ang kanilang Driver's License/plaka or susi ng sasakyan.

Office:	TRAFFIC MANAGEMENT GROUP			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen			
Who may avail:	Mga kliyenteng nabigyan ng Traffic Citation Ticket (Violators)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Driver's License (Original) o		1. LTO		
2. Official Receipt/Certificate of Registration (1 photocopy)		1. LTO		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hintaying bigyan ng pink copy ng Traffic Citation Ticket mula sa Traffic Enforcer	1. Bigyan ng pink copy ng Traffic Citation Ticket ang violator. Kumpiskahin ang Driver's License o ORCR o plaka ng saksakyan o nakaraang TCT.	Wala	5 minute/s	Traffic Enforcer
	2. Bago matapos ang araw, ibibigagay sa TMG Office ang lahat ng white copy Traffic Citation Ticket at Driver License ng violators.	Wala	1 minute/s	Traffic Enforcer
	3. I-record ang impormasyon at TCT number ng violators sa Traffic Violation Logbook	Wala	minute/s 1 kada ticket	Administrative Aide I
	4. Itago ang mga nakumpiskang Driver's License o ORCR o plaka ng saksakyan o nakaraang TCT.	Wala	2 minute/s	Administrative Aide I
TOTAL		Wala	9 minute/s	

Prepared by:

MARY JOYCE DC. TOLEDO
Administrative Aide I

Noted by:

PLTCOL. ARTURO C. PALILEO
TMG Head

Approved by:

ATTY. AGATHA PAULA A. CRUZ
Municipal Mayor

3. PAG-ISSUE NG TRAFFIC CITATION TICKET BOOKLET SA TRAFFIC ENFORCERS O PULIS GUIGUINTO

Ang Traffic Citation Ticket Booklet ay ibinibigay sa mga Traffic Enforcers at Pulis Guiguinto sa mga motoristang lumabag sa traffic rules ng Pamahalaang Bayang ng Guiguinto. Kinukumpiska ang kanilang Driver's License/plaka or susi ng sasakyan.

Office:	TRAFFIC MANAGEMENT GROUP			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government			
Who may avail:	Traffic Enforcers/Police Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Ubos na booklet (Original)		1. File ng Traffic Enforcer/Pulis Guiguinto		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Dalin ang pinag-ubusan Traffic Citation Booklet sa TMG Office	1. I-record sa logbook ang ticket control number ng naubos na booklet at bagong booklet sa Ticket Logbook	Wala	3 minute/s	Administrative Aide I
2. Lumagda sa Ticket Logbook katunayan na natanggap nila ang bagong Traffic Citation Ticket booklet	2. Ibigay ang bagong Traffic Citation Ticket booklet sa Traffic Enforcer o Pulis Guiguinto	Wala	3 minute/s	Administrative Aide I
TOTAL		Wala	6 minute/s	

Prepared by:

Noted by:

Approved by:

MARY JOYCE DC. TOLEDO
Administrative Aide I

PLTCOL. ARTURO C. PALILEO
TMG Head

ATTY. AGATHA PAULA A. CRUZ
Municipal Mayor

