

CITY OF IMUS TASK FORCE FOR ROAD CLEARING EXTERNAL SERVICES

1. RELEASING OF CLAMPED VEHICLES AND ROAD OBSTRUCTIONS

Issuance of road obstruction citation ticket and releasing of clamped vehicle and road obstructions

OFFICE OR DIVISION	City of Imus Task Force for Road Clearing			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizens, G2B – Government to Business, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Violation Form		Received by Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Surrender the violation form to the secretariat on duty.	1.1 Check and validate the violation form. 1.2 Release Order of Payment.	None	(insert time)	Releasing Team
2. Pay the necessary charges.	2. Receive payment and release Official Receipt	Motor Cycles, E-Bicycles, Tricycles & E – tricycles (2-3 Wheels) PhP 500.00 fine. Light Motor Vehicles (4 wheels) – PhP 2,000.00 fine. Medium Motor Vehicles (6 wheels) – PhP 3,000.00 fine. Heavy Motor Vehicles (8- 10 wheels) – PhP 4,000.00 fine. Super Heavy Motor Vehicles (12- 20 wheels) – PhP 5,000.00 fine	10 minutes	City Treasurer's Office
3. Present the Official Receipt of Payment to the CITF secretariat on duty for release the clamp on vehicle.	3. Release vehicle.	None	(insert time)	Releasing Team
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on assessment	(insert total time)	

NOTE: Releasing of clamped vehicle is until 5:00 PM only at (insert location)