

11. FILING OF PROTEST

All apprehended violators are given the options to pay the fines or to file protest at the Protect Adjudication Board of the DPOS and a scheduled hearing will be set where the violator and the apprehending officer will present their opinion/side.

Office / Division:	Security and Intelligence Division
Classification:	Highly Technical
Type of Transaction:	Enforcement of Health Protocols

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

Ordinance Violation Receipt

CLIENT STEPS	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES TO BE PAID	FORM
1. Violator or duly authorized representative presents documents to PAB	1.1 Verifies if violation can be amended	10 mins	PAB Personnel	NONE	NONE
	1.2 Reviews and amends violations (if applicable)	10 mins	PAB Head	NONE	NONE
	1.3 Prepares Resolution Form for signature of at least 2 PAB members	10 mins	PAB Personnel/PAB Members	NONE	NONE
2. Violator/duly authorized Representative secures approved resolution	2.1 Releases resolution to violators with amend health protocol violation	5 mins	PAB Personnel	NONE	NONE
3. Violator/duly authorized representative proceeds to OVR Redemption Center to pay penalties	3.1 Releases resolution to violators with amended health protocol violation	5 mins	Cashier, CTO Main Building	Depends on the violation meted	NONE
4. Submits Official Receipt and receives stamped Assessment Form (duplicate)	4.1 Receives payment and issues Official Receipt	10 mins	OVR Releasing Cleark at Window 6 or 7	NONE	NONE
TOTAL:		50 Minutes			