



6. SERVICE NAME: FILING OF PROTEST/CONTEST AGAINST THE ISSUED VIOLATION ON THE OVR TICKET AND/OR MULTIPLE VIOLATIONS/ APPREHENSIONS

Office or Division:	Traffic Adjudication Board (TAB)			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Apprehended Motorist Contesting the Issued Violation/s Cited in OVR Ticket/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid identification card of the driver with picture – 1 valid ID		Driver and/or motorist		
2. Copy of Ordinance Violation Receipt (OVR) – 1 copy (original)		Driver and/or motorist		
3. Copy of Assessment Form, indicating the amount of fines and/or penalties to be paid – 1 copy (photocopy)		OVR Redemption Center		
4. Copy of LTO – OR/CR (if necessary) – 1 copy (photocopy)		Driver and/or motorist		
5. Copy of LTFRB Franchise (if necessary) – 1 copy (photocopy)		Driver and/or motorist		
6. Affidavit of Loss (if necessary) – 1 copy (original)		Driver and/or motorist		
7. Police Report/Blotter (if necessary) – 1 copy (photocopy)		PNP (QCPD)		
8. Other documents pertinent to the issue		Driver and/or motorist		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	DURATION OF ACTIVITY	PERSON RESPONSIBLE
1. Presents documents for evaluation	1.1. Receives and Records applications or referrals, attaches routing slip and forwards to the office of Chief Administrative Officer	None	10 minutes	TAB Clerk
2. Accomplishes Complaint Sheet Form	2.1. Schedules the date and time of hearing The date of hearing is schedule 2-5 working days after the filing of protest	None	10 minutes	TAB Clerk



<p>3. Submits the accomplished Complaint Sheet Form and receives the Complaint Action Sheet Form indicating the scheduled date and time of hearing</p>	<p>3.1. Prepares summon/s to the concerned Apprehending Officer/s</p>	<p>None</p>	<p>10 minutes</p>	<p>TAB Clerk</p>
	<p>3.2. Serves summon/s to apprehending officer/s</p>	<p>None</p>	<p>10 minutes</p>	<p>TAB Clerk</p>
<p>HEARING</p>				
<p>4. Driver and Apprehending Officer/s attend the scheduled hearing</p>	<p>4.1. Conducts Hearing with both parties</p>	<p>None</p>	<p>45 minutes</p>	<p>Hearing Officer/TAB Clerk</p>
	<p>if case is resolved: 4.2. Prepares Resolution Form for signatures of a Board Member</p>	<p>None</p>	<p>30 minutes</p>	<p>Hearing Officer/TAB Clerk</p>
	<p>if there is a sanction to be meted to the apprehending Officer, 4.3. Prepares Memorandum concerning the result of the investigation conducted by the Hearing Officer or Board Members reference to Quezon City Management Code</p>	<p>None</p>	<p>30 minutes</p>	<p>TAB Clerk</p>
	<p>4.4. Prepares Memorandum for review/initial of Head, TTMD</p>	<p>None</p>	<p>10 minutes</p>	<p>TAB Clerk</p>
	<p>4.5. Serve Approved Memorandum to apprehending Officer/s</p>	<p>None</p>	<p>10 minutes</p>	<p>TAB Clerk</p>



	if case not settled: 4.6. Schedule hearing with the Board for final disposition within 2 working days and prepares summon/s to the concerned Apprehending Officer/s.	None	10 minutes	TAB Clerk
	4.7. Serves summon/s to Apprehending Officer/s	None	10 minutes	TAB Clerk
5. Lifting of Suspension Order to Apprehending Officer/s meted the prescribed order of suspension, submits the copy of Memorandum for Suspension of OVR Booklet and/or request letter for Lifting of Suspension Order	5.1. Receives and evaluates the submitted copy of Memorandum for Suspension of Booklet and appeal letter.	None	10 minutes	TAB Clerk
	5.2. Prepares Memorandum of Lifting of Suspension for review/initial of Head, TTMD	None	10 minutes	Head, TTMD
6. Apprehending Officer/s secures the approved Memorandum of Lifting of Suspension	6.1. Releases approved Memorandum of Lifting of Suspension	None	10 minutes	TAB Clerk
BOARD HEARING				
7. Driver and Apprehending Officer/s attend the scheduled Board Hearing	7.1. Conducts hearing with both parties	None	45 minutes	Board Members/TAB Clerk
	7.2. Prepares Resolution Form for signatures of a Board Members	None	30 minutes	Hearing Officer/TAB Clerk



<p>8. Secures the Approved Resolution</p>	<p>8.1. Releases approved appropriate Resolution Form (Proceed to Step 8)</p> <p>If driver failed to settle the amount of fines and/or penalties, refer to Step 8.2</p>	<p>None</p>	<p>10 minutes</p>	<p>TAB Clerk</p>
	<p>8.2. Prepares request letter to Land Transportation Office (LTO) with reference Re: RA-4136 (Land Transportation and Traffic Code) Chapter III, Article I, Section 29, Quezon City Traffic Management Code</p>	<p>None</p>	<p>10 minutes</p>	<p>Hearing Officer/TAB Clerk</p>
	<p>8.3. Request letter to Land Transportation Office (LTO) for review/initial of Head, TTMD</p>	<p>None</p>	<p>10 minutes</p>	<p>Head, TTMD</p>
	<p>8.4. Serve Request Letter to Land Transportation Office (LTO)</p>	<p>None</p>	<p>10 minutes</p>	<p>TAB Clerk</p>
<p>9. Proceeds to OVR Redemption Center for process (OVR ticket redemption for confiscated driver's license/vehicle plates/impounded vehicles)</p>				
<p>TOTAL:</p>		<p>None</p>	<p>5 hours 30 minutes</p>	