

4. Traffic Incident Reports

Schedule of Availability:

Monday to Friday
8:00 am to 5:00 pm without noon break

Client / Requesting Party:

All Interested Parties

Documentary Requirements:

1. Valid Identification Card
2. Community Tax Certificate

Concerned Office:

Local Police Station

Duration: 3 hours

How to Avail the Service:							
Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time	
1	Manifest intent to the Desk Officer and fill out a request form	Provides the Request Form		Request Form		10 min	
2	Submit the form with the required documents to the Desk Officer	Records the request in the logbook and refers the client to the designated Action PNCO at the Traffic Section	Duty Desk Officer	None	None	10 min	
		Advises the client to pay the fee at the treasurers office	Action PNCO			15 min	
3	Pay the Traffic Incident Report fee at the treasurers office	Accepts the fee and gives an official receipt	Treasurers Office		None	Set by LGU	–
4	Submit official receipt to the Action PNCO	Verifies records and prepares the Traffic Incident Report	Action PNCO		None	None	1 hr
		Approves and signs the Traffic Incident Report	Chief of Police				20 min
5	Claim the Traffic Incident Report	Releases the document	Action PNCO				
END OF TRANSACTION				TOTAL = 2 hr, 5 min			

For inquiries, comments, and suggestion, please call 723-6983, 723-0401 local 4273 or text 0917-8475757 or e-mail us at tsip.pnp@gmail.com.