



11. Issuance of Official Receipts on the Citation Tickets for the implementation of Municipal Ordinances (Traffic Violations, Anti-Smoking, Modified Muffler, and New Normal Policy)

The issuance of official receipts for the implementation of Municipal Ordinances:

A. Municipal Ordinance No. 261- An Ordinance approving the Municipal Tricycle-for-Hire Franchising and Regulatory Code in the municipality of Midsayap.

B. Municipal Ordinance No. 365 – An Ordinance approving the Revised Traffic Code of the municipality of Midsayap.

C. Municipal Ordinance No. 334- An ordinance regulating smoking in the municipality of Midsayap and providing penalties for violations.

D. Municipal Ordinance No. 333- An ordinance regulating the use, and operation of motor vehicles with Noisy Modified Mufflers within the municipality of Midsayap, and prescribing penalties thereof.

E. Municipal Ordinance No. 441- An ordinance adapting the applicable provisions of ordinance no. 647 of the province of Cotabato for the mandatory use of face mask and stringent social and physical distancing, no hand shaking policy, liquor ban and observance of curfew hours.

F. Municipal Ordinance No. 451- An ordinance adopting the New Normal Policy against COVID-19 of the municipality and for other purposes.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Citation Ticket (1 copy)	Personal Copy issued by Apprehending Officer			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present citation ticket at the Office of the Municipal Treasurer- Business Section (Windows 1-6)	1. Accept and verify the citation ticket.	None	2 Minutes	<i>Local Treasury Operation Officer I Revenue Collection Clerk II Office of the Municipal Treasurer</i>



2. Pay the Citation Ticket at the Office of the Municipal Treasurer- Business Tax Section (Windows 1-6)	2. Receive payment and issue official receipt.	Please refer to the table fees	3 Minutes	<i>Local Treasury Operation Officer I Revenue Collection Clerk II Office of the Municipal Treasurer</i>
	TOTAL	Please refer to table of fees	5 Minutes	

Traffic Violations- Municipal Ordinance No. 261 (First Offense)

- | | |
|------------------------------|----------|
| 1. No Prof. Driver's License | P 150.00 |
| 1. No MTH Drivers ID | P 150.00 |
| 2. Dress Code | P 150.00 |
| 3. Arrogant driver | P 150.00 |
| 4. Disregarding traffic sign | P 150.00 |
| 5. No body number | P 150.00 |
| 6. Refuse to sign | P 150.00 |
| 7. OR & CR not carried | P 250.00 |
| 8. No franchise | P 500.00 |
| 9. Obstruction of traffic | P 500.00 |
| 10. Reckless driving | P 500.00 |
| 11. Out of line | P 500.00 |
| 12. No garbage receptacle | P 150.00 |

Traffic Violations- Municipal Ordinance No. 365 (First Offense)

- | | |
|---------------------------|-----------|
| 1. Truck Ban | P 500.00 |
| 2. SUV - Illegal Parking | P 500.00 |
| 3. Obstruction of traffic | P 500.00 |
| 4. Illegal terminal | P 500.00 |
| 5. Illegal attachment | P1,000.00 |
| 6. Modified mufflers | P1,000.00 |
| 7. Illegal entry | P1,000.00 |
| 8. MC - No PDL | P 500.00 |

Anti-Smoking- Municipal Ordinance No. 334 (First Offense)

- | | |
|-----------------|------------|
| 1. Anti-smoking | P 1,000.00 |
|-----------------|------------|



Modified Mufflers- Municipal Ordinance No. 333 (First Offense)

1. For motorist violations P 1,000.00
2. For establishments that sell, manufacture or distribute modified mufflers P 1,000.00

Face Mask- Municipal Ordinance No. 441 (First Offense)

1. No face mask, no social distancing and others. P 1,000.00

New Normal Policy- Ordinance No. 451

1. Mandatory use of face masks and face shields
2. Private Transportation- passenger load not to exceed 50% or half of the vehicle's capacity
3. Mandatory Disinfection and Sanitary procedures First Offense- P 1,000.00 fine or 8 hours community service
4. Mandatory logbook for Contact Tracing
5. Stringent Social and Physical Distancing Second offense- P 2,000 fine or 12 hours community service
6. Mass Gathering of People- 50% of venue capacity for all activities that require gathering of people Third Offense- P 2,500 fine and shall be strictly prohibited from leaving his or her residence (not more than 30 days)
7. No handshaking/Fist Bump
8. Sale and Consumption of Liquor
9. Department of Tourism (DOT) Certificate of Authority to Operate
10. Procedure for application for DOT Certificate of Authority to Operate
11. Non- discrimination of patients, their relatives or any person acting on their behalf and from the workers



12. Issuance of Official Receipts for Fees on Sealing and Licensing of Weights and Measures

Every person using instrument of weights and measures within this municipality shall first have them sealed and licensed annually and pay the corresponding fees at the Office of the Municipal Treasurer.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Weighing Scales for Sealing and Licensing	Client			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present instrument of weights and measures at the Office of the Municipal Treasurer- Real Property Tax section (Windows 2-4)	1. Accept the instrument of weights and measures for sealing and licensing.	None	2 Minutes	<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
2. Pay the fees for sealing and licensing of instrument of weights and measures at the Office of the Municipal Treasurer- Real Property Tax section (Windows 2-4)	2. Receive the payment and issue official receipt.	Please refer to the table of fees.	3 Minutes	<i>Local Revenue Collection Officer I</i> <i>Local Treasury Operation Assistant</i> <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	TOTAL	Please refer to the table of fees.	5 Minutes	