

9. 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 Intelligence and Investigation Division			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Violators of QC Ordinances			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Ordinance Violation Receipt				
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Violator or duly authorized representative presents documents to PAB	1.1 Verifies if violation can be amended	NONE	10 mins	PAB Personnel
	1.2 Reviews and amends violations (if applicable)	NONE	10 mins	PAB Head
	1.3 Prepares Resolution Form for signature of at least 2 PAB members	NONE	10 mins	PAB Personnel/PAB Members
2. Violator/duly authorized Representative secures approved resolution	Releases resolution to violators with amended QC Ordinance violation	NONE	5 mins	PAB Personnel
3. Violator/duly authorized representative proceeds to OVR Redemption Center to pay penalties	Releases resolution to violators with amended QC Ordinance violation	Depends on the violation meted	5 mins	Cashier, CTO Main Building
4. Submits Official Receipt and receives stamped Assessment Form (duplicate)	Receives payment and issues Official Receipt	NONE	10 mins	OVR Releasing Clerk at Window 6 or 7
TOTAL:			50 Minutes	