

ROAD SAFETY DIVISION



PROVISION FOR ESCORT SERVICES

Office or Division:	ROAD SAFETY DIVISION			
Classification:	Simple			
Type of Transaction:	Government to Government; Government to Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request. (walk-in, electronic mail, SMS or Call) rsdcavite@gmail.com	1.1 Receive or download and print letter of request.	none	1 minute	Administrative Staff
	1.2 Record the pertinent information in the logbook.	none	7 minutes	Administrative Staff
	1.3 Evaluate the request.	none	5 minutes	Administrative Staff/In-Charge
	1.4 Approve the request.	none	1 minute	OIC/Admin. In-Charge
	1.5 Inform the client of the approval of request.	none	1 minute	Administrative Staff
	1.6 Endorse the details of approved request to the operations division.	none	5 minutes	Administrative Staff
	1.7 Acknowledge the request.	none		Operations Head/Assistant
	1.8 Prepare the traffic management route plan and assign personnel	none		Operations Head/Assistant
	1.9 Facilitate the request.	none		Assigned personnel
2. Evaluate the service provided.	2.1 Provide the service evaluation form to the client	none		Assigned personnel
3. Return the service evaluation form to the assigned personnel who rendered the service.	3.1 Received and collate data of the evaluation	none		Administrative Staff
TOTAL			20 minutes	



PROVISION OF EXEMPTION FROM PROVINCIAL NUMBER CODING SCHEME

Office or Division:		ROAD SAFETY DIVISION		
Classification:		Simple		
Type of Transaction:		Government to Citizens		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form and requirements Approved application form Official Receipt Sticker		Online/Forms (www.cavite.gov.ph) or at the PGC office Approval, payment and sticker at the office.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download and/or fill-out and submit Application Form	1.1 Receive and evaluate the application form and the attached requirements.	None	7 minutes	Assigned personnel
	1.2 Approve the application.	None	5 minutes	OIC / assigned personnel
2. Payment for sticker	2.1 Issue official receipt	Php 300.00	5 minutes	Provincial Treasurer's Office/Cashier
3. Return to the Evaluator	3.1 Issue PNCSE Sticker	None	2 minutes	Assigned personnel
	3.2 Place the PNCSE sticker on the right side of the windshield of the vehicle.	None	5 minutes	Assigned personnel
TOTAL			24 minutes	



CLAIMING AND RELEASING OF CONFISCATED LICENSE

Office or Division:	ROAD SAFETY DIVISION			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Traffic Citation Ticket (Yellow Copy) Official Receipt Claiming and releasing of monitoring form			PGC Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present yellow copy of Traffic Citation Ticket (TCT)	1.1 Check the details of the TCT and verify details compared on the confiscated license.	None	5 minutes	Assigned personnel
2. Payment of penalty.	2.1 Issue official receipt.	Php 300.00	3 minutes	Provincial Treasurer's Office/Cashier
3. Present official receipt.	3.1 Release of confiscated license.	None	2 minutes	Assigned personnel
4. Received the license and sign at the monitoring form.	4.1 Sign at the release portion of the monitoring form.	None	2 minutes	Assigned personnel
TOTAL			12 minutes	

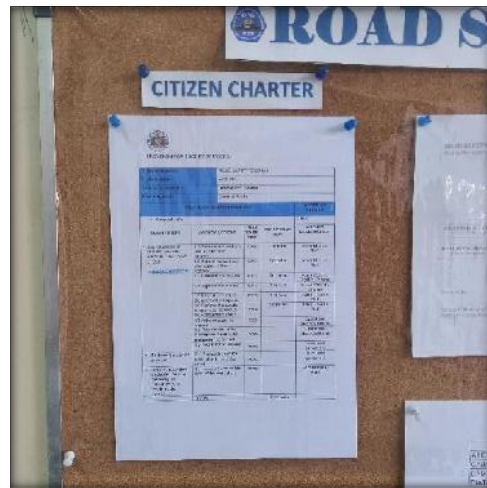


PROVISION OF TRAFFIC MANAGEMENT EDUCATION

Office or Division:		ROAD SAFETY DIVISION		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Local Government Units		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Request Letter				Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request. (walk-in, electronic mail, SMS or Call) rsdcavite@gmail.com	1.1 Receive or download and print letter of request.	none	1 minute	Administrative Staff
	1.2 Record the pertinent information in the logbook.	none	7 minutes	Administrative Staff
	1.3 Evaluate the request.	none	5 minutes	Administrative Staff/In-Charge
	1.4 Approve the request.	none	1 minute	OIC/Admin. In-Charge
	1.5 Inform the client of the approval of request.	none	1 minute	Administrative Staff
	1.6 Endorse the details of approved request to the Trainor.	none	5 minutes	Assigned Staff
	1.7 Acknowledge the request.	none		Operations Head/Assistant
	1.8 Prepare the training module.	none		Operations Head/Assistant
	1.9 Facilitate the request.	none		Assigned personnel
2. Evaluate the training provided.	2.1 Provide the training evaluation form to the client	none		Assigned personnel
3. Return the training evaluation form to the assigned personnel who facilitated the request.	3.1 Received and collate data of the evaluation	none		Administrative Staff
TOTAL			20 minutes	



PROOF OF POSTING



ROAD SAFETY DIVISION Citizen's Charter Posted at the Bulletin Board.

COMMUNICATION PLAN

The Citizen's Charter of the Road Safety Division was displayed at the noticeable places within the premises of the office. As planned to effectively communicate our services to the public, we will be posting these services at the Road Safety Division Facebook page and will seek assistance with the Provincial Information and Communications Technology Office to be posted at the Cavite's website.

CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Road Safety Division (RSD)	3 rd Floor, Provincial Capitol Building, Brgy. San Agustin, Trece Martires City, Cavite 4109	Telephone: (046) 410-9349 Email Address: rsdcavite@gmail.com