



15. Releasing of Confiscated Items

Process of releasing of confiscated items

Office or Division:	City Administrator's Office - Operation of City Public Market			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Stallholders of City Public Market			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Issued Citation Ticket		1. Violator's copy		
2. Office Receipt (Proof of Payment)		2. City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Check the requirements	Depends on the violation committed (per City Ordinance No. 11 s 2013, Ord 27, s 2002, Ordinance 01, s 1996	1 minute	<i>Administrative Aide I</i> (City Public Market Office)
	1.1 Forward the requirements for verification	None	1 minute	<i>Market Inspector;</i> <i>Market Implementer</i> (City Public Market Office)
2. Received confiscated items	2. Release confiscated items	Depends on violation	5 minutes	<i>Market Inspector;</i> <i>Market Implementer</i> (City Public Market Office)
	Total	Depends on violation committed	7 minutes	
END OF TRANSACTION				