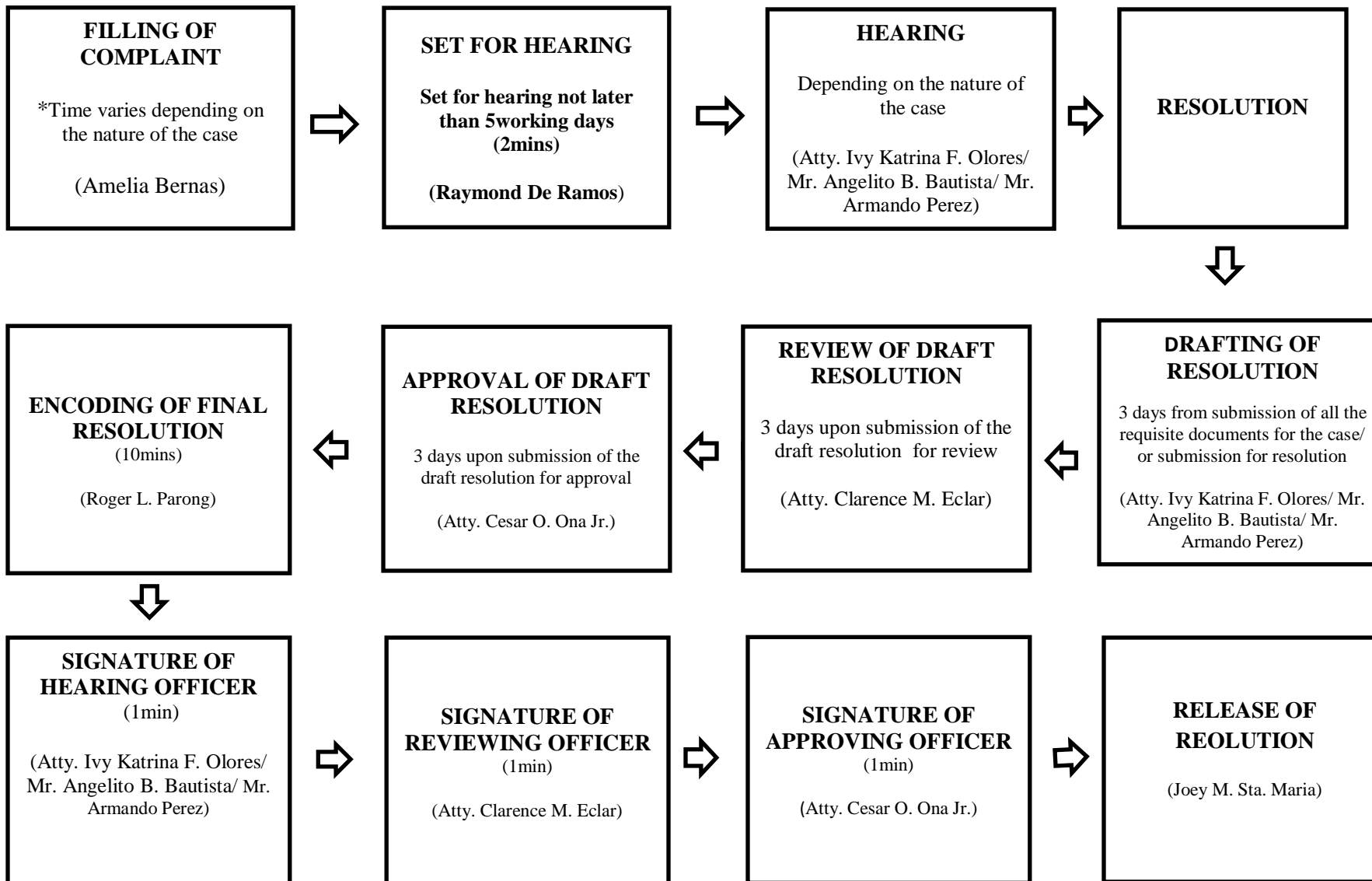


**TRAFFIC DISCIPLINE OFFICE (TDO)  
CITIZENS CHARTER**

**TRAFFIC ADJUDICATION DIVISION (TAD)**



Requirements:  
(Present originals during hearing)  
I. Private Vehicle  
a. Clearance/ Verification  
b. MRRES  
c. Certificate of Registration  
d. Official Receipt  
e. And other documents as may be required

II. Public Utility/Vehicle  
a. Clearance/ Verification  
b. MRRES  
c. Certificate of Registration  
d. Official Receipt  
e. Decision/Franchise  
f. Franchise/ Unit Verification  
g. Application for Extension of Validity of CPC(if applicable)  
h. PAMI  
i. and such other documents as may be required by the hearing officer.

\*Please note that as may be deemed necessary, documents submitted to the office, relative to the complaint, may be verified for authenticity and/or further clarification with concerned government agencies like the LTFRB and LTO

Clarifications/queries on pending issues may likewise be done with concerned government agencies when necessary

\*In case of unfavorable resolution, one may file a **MOTION FOR RECONSIDERATION** addressed to the head of Traffic Adjudication Division

\* In case of unfavorable resolution of the Motion for reconsideration, one may file an **APPEAL** with the Office of the Chairman