MEMORANDUM CIRCULAR NO. VPT-2013-1744

TO : The Regional Directors
Assistant Regional Directors
LES and TAS Directors,
Chiefs, Operation Division/District/Extension Offices
Other Officials & Employees Concerned

SUBJECT : Interim procedure for the Imposition of Fines/Penalties Relative to the Implementation of Memorandum Circular No. VPT-2012-1714

DATE : 08 February 2013

In compliance with Memorandum Circular No. VPT-2012-1714 dated 18 October 2012 re: Guidelines in the Enforcement of Violations Relative to the Mandatory Wearing of Standard Protective Motorcycle Helmets by all Motorcycle Riders while Riding, all concerned officials and employees are hereby directed to implement the following interim procedures, to wit:

1. Upon receipt of the TOP at the LETAS Encoding Unit, the encoder shall enter the violation at the Alarm Database with the details of ALARM SUMMARY, “TOP No. (TOP No.) dated (date of apprehension): no ICC sticker, DL (confiscated item); (nth offense) offense; AO (Apprehending Officer) NOTE: System Limitation”.

2. Before the settlement of apprehension, the violator/driver shall proceed to the Chief, LETAS Encoding Unit for the screen shot of the alarm wherein a note indicating that the transaction shall be paid manually is specified in the print out, copy of a sample screen shot is hereto attached.

3. Violator/driver shall proceed to the Traffic Adjudication Service (TAS)/Operations Division and the Evaluator/Hearing Officer shall issue a Payment Order Slip (POS) indicating the appropriate fines/penalties:

   a. For the 1st Offense
   - P/ 1,500.00
   b. For the 2nd Offense
   - P/ 3,000.00
c. For the 3rd Offense - P/5,000.00

d. For the 4th Offense and succeeding offenses - P/10,000.00

This violation does not have an accessory penalty, i.e., seminar/examination; hence, the collection of seminar/examination fee is not required.

4. Violator/driver shall proceed to the Collection Unit/Cashier for the payment of the appropriate fines/penalties. Cashier shall issue a manual OR.

5. Violator/driver shall return to the TAS/Operations Division, present the OR and other pertinent documents as basis for the lifting of alarm. The TAS/Operations Division in-charge shall update the status of Alarm and update the REMARKS/SOURCE "PAID under MR No. [MR No.]".

6. Violator/Driver shall proceed to the LETAS Releasing Unit for the redemption of the confiscated item/s.

For immediate and strict compliance.

VIRGINIA P. TORRES
Assistant Secretary