



Republic of the Philippines  
Province of Oriental Mindoro  
Municipality of Puerto Galera

**CITIZEN'S CHARTER**

**DEPARTMENT OF PUBLIC ORDER AND SAFETY**

<b>STEPS/PROCEDURES</b>	<b>REQUIREMENTS</b>	<b>TIME FRAME</b>	<b>EMPLOYEE IN CHARGE</b>
Issuance of Certificate of No Pending Violation	Updated Business Permit/ Driver's License/ Franchise	5-10 minutes	Robertito C. Macatangay - DPOS Head Mariane L. Magbuhos - Office Clerk
Releasing of Confiscated Driver's License and Impound Vehicles	Proof of Payment/ Official Receipt issued by the Municipal Treasurer	5-10 minutes	Robertito C. Macatangay - DPOS Head Mariane L. Magbuhos - Office Clerk