

102. ASSISTANCE IN THE DISMISSAL OF ANTI-LITTERING CASES***DESCRIPTION OF THE SERVICE :***

The City Environment and Natural Resources Office (CENRO) prepares documents for the absolution of the case of the violators who received a subpoena issued by the court.

REQUIREMENTS :

- * Subpoena issued
- * Official receipt of the violation fee

FEE:

- * No fee

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
1. Receives the official receipt and prepares the documents of Motion to Revive and to Dismiss and the Affidavit of Desistance	10 minutes	THELMA DIMAANO <i>Administrative Aide VI</i>
2. Signs and forwards the documents to the City Fiscal's Office	10 minutes	THELMA DIMAANO <i>Administrative Aide VI</i> ELLA LACORTE <i>Supervising Environmental Management Specialist</i>
3. Deletes the name of violator from the list	5 minutes	ELLA LACORTE <i>Supervising Environmental Management Specialist</i>