

1. DPOS CLEARANCE FOR PRIVATE SECURITY GUARD

The DPOS Clearance is issued to private security guards securing occupational permit in compliance with the Quezon City Ordinance No. SP-942, S-2000 "An Ordinance regulating the operation and activity of security, detective or watchman agencies and its security guards or officers, detectives, or watchman deployed in Quezon City and imposing penalties for violation thereof."

Office / Division:	Security and Intelligence Division			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Private Security Guards			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Community Tax Certificate			City Treasurer's Office	
2. Official Receipt (Mayor's Permit and Health Cert.)			City Treasurer's Office	
3. NBI /Police Clearance			NBI / Police Office	
4. 1x1 Picture				
5. Security Guard License			PNP Sosia	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents required documents	1. Issues DPOS Clearance Form	NONE	5 minutes	SID Personnel
2. Accomplishes DPOS Clearance form	2. Receives and Records DPOS Clearance Form with supporting documents and assigns control number	NONE	10 minutes	SID Personnel
	2.1 Recommends /affixes initials for Approval of DPOS Clearance	NONE	5 minutes	Chief, SID
	2.2 Affixes initials on the DPOS Clearance	NONE	5 minutes	Chief, Admin
	2.3 Approves Clearance	NONE	5 minutes	Head, DPOS
3. Secures approved DPOS Clearance	3. Releases DPOS Clearance	NONE	5 minutes	SID Personnel
TOTAL:			35 Minutes	

2. DPOS CLEARANCE FOR PRIVATE SECURITY AGENCY, TRAINING CENTERS, DEALER OF AMMUNITION & FIREARMS, RETAILER OF FIRECRACKERS AND FIREWORKS DISPLAY PYROTECHNICS

The DPOS Clearance is one of the requirements for securing Business Permit. This is in the compliance of the Quezon City Ordinance SP-942, S-2000 "An Ordinance regulating the operation and activity of security, detective or watchman agencies.

Office / Division:	Security and Intelligence Division		
Classification:	Simple		
Type of Transaction:	G2B		
Who may avail:	Individuals applying for New/Renewal of Business Permit		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
SECURITY AGENCY (NEW)			
1. Business Permit Application Form		BPLD	
2. Barangay Clearance		Barangay of Business Location	
3. Fire Safety Inspection Certificate		BFD	
4. License to Operate from PNP		PNP	
5. SEC Registration (Corp)		SEC	
6. DTI (Single)		DTI	
SECURITY AGENCY (RENEWAL)			
1. Previous Business Permit		BPLD	
2. Official Receipt (Business Tax - Current Year)		CTO	
3. Locational Clearance		CPDO	
4. License to Operate		PNP	
5. Bgy. Clearance		Barangay of Business Location	
6. Monthly Disposition of Guards			
7. Fire Safety Inspection Certificate		BFD	
SECURITY TRAINING CENTER (NEW)			
1. Business Permit Application Form		BPLD	
2. Barangay Clearance		Barangay of Business Location	
3. Fire Safety Inspection Certificate		BFD	
4. Accreditation from TESDA/PNP		TESDA/PNP	
5. SEC Registration (Corp)		SEC	
6. DTI (Single)		DTI	
SECURITY TRAINING CENTER (RENEWAL)			
1. Business Permit Application Form		BPLD	
2. Barangay Clearance		Barangay of Business Location	
3. Fire Safety Inspection Certificate		BFD	
4. Accreditation from TESDA/PNP		TESDA/PNP	
5. Official Receipt (Business Tax - Current Year)		CTO	
RETAILER OF FIREARMS AND AMMUNITIONS (NEW)			
1. Business Permit Application Form		BPLD	
2. Barangay Clearance		Barangay of Business Location	
3. Fire Safety Inspection Certificate		BFD	
4. License to Operate to Deal in Firearm/Ammunition		PNP	
5. SEC Registration (Corp)		SEC	
6. DTI (Single)		DTI	
RETAILER OF FIREARMS AND AMMUNITIONS (RENEWAL)			
1. Business Permit Application Form		BPLD	

2. Barangay Clearance		Barangay of Business Location		
3. Fire Safety Inspection Certificate		BFD		
4. License to Operate to Deal in Firearm/Ammunition		PNP		
5. Official Receipt (Business Tax - Current Year)		CTO		
RETAILER OF FIRECRACKERS				
1. Filled-up MDAD Application Form		MDAD		
2. Barangay Clearance		Barangay of Business Location		
3. License to Deal Firecrackers and Pyrotechnic Devices Clearance		PNP		
4. Authorization from the Manufacturer				
5. Police Clearance		PNP		
6. RTC/MTC/ Prosecutor's Clearance		RTC/MTC/Prosecutor's Office		
7. Mayor's Clearance		Mayor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all the necessary requirements	1. Checks/Receives all the requirements for routing slip	NONE	10 minutes	Receiving/Releasing Clerk
	1.1. Reviews and evaluates documents	NONE	30 minutes	Chief, Admin
	1.2. Refers to division-in-charge for complete staff work	NONE	20 minutes	DPOS, Head
	1.3. Evaluates and reviews all requirements	NONE	20 minutes	SID Personnel
	1.4. Prepares DPOS Clearance	NONE	15 minutes	SID Personnel
	1.5. Recommends approval	NONE	10 minutes	Chief, SID
	1.6. Affixes initials for the approval of clearance	NONE	30 minutes	Chief, Admin
	1.7. Approves/Signs clearance	NONE	1 Day	Head, DPOS
2. Secures Approved DPOS Clearance	2. Releases clearance to the applicant	NONE	10 minutes	Receiving/Releasing Clerk
TOTAL:			1 Day 2 Hours and 25 Minutes	

3. DPOS CLEARANCE FOR FIREWORKS DISPLAY PYROTECHNICS

The Department of Public Order and Safety (DPOS) is responsible in issuing clearance for the use or display of firecrackers and pyrotechnics devices.

Office / Division:	Security and Intelligence Division			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Individuals applying for New/Renewal of Business Permit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FIREWORKS DISPLAY AND PYROTECHNICS				
1. Request letter		Requesting Party		
2. Barangay Clearance		Concerned Barangay where the fireworks will be displayed		
3. Fire Safety Certificate		BFD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all the necessary requirements	1. Checks/Receives all the requirements for routing slip	NONE	10 minutes	Receiving/Releasing Clerk
	1.2 Reviews and evaluates documents	NONE	30 minutes	Chief, Admin
	1.3 Refers to division-in-charge for complete staff work	NONE	20 minutes	DPOS, Head
	1.4 Prepares DPOS Clearance	NONE	15 minutes	SID Personnel
	1.5 Recommends Approval	NONE	10 minutes	Chief, SID
	1.6 Affixes initials for the approval of clearance	NONE	30 minutes	Chief, Admin
	1.7 Approves/signs clearance	NONE	1 Day	Head, DPOS
2. Secures Approved DPOS Clearance	2. Releases clearance to the applicant	NONE	10 minutes	Receiving/Releasing Clerk
TOTAL:			1 Day 2 Hours and 5 Minutes	

4. DPOS CLEARANCE FOR FIRING RANGE

The DPOS Clearance is one of the requirements for securing Business Permit. This is in the compliance of the Quezon City Ordinance SP-942, S-2000 "An Ordinance regulating the operation and activity of security, detective or watchman agencies.

Office / Division:	Security and Intelligence Division
Classification:	Simple
Type of Transaction:	G2B
Who may avail:	Individuals applying for New/Renewal of Business Permit

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
SECURITY AGENCY (NEW)	
1. Application Form	BPLD
2. Barangay Clearance	Barangay of Business Location
3. Fire Safety Inspection Certificate	BFD
4. FED Gun Club Accreditation	PNP
5. FED Firing Range Accreditation	PNP
6. DTI (Single)	DTI
7. SEC (Corp)	SEC
8. Locational Clearance	CPDO
SECURITY AGENCY (RENEWAL)	
1. Previous Business Permit	
2. Barangay Clearance	Barangay of Business Location
3. Fire Safety Inspection Certificate	BFD
4. FED Gun Club Accreditation	PNP
5. FED Firing Range Accreditation	PNP
6. Official Receipt (Business Tax - Current Year)	CTO
7. Official Receipt of Payment (Art. 41-QC Revenue Code)	DPOS
8. Locational Clearance	CPDO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all the necessary requirements	1. Receives and records all documents for routing slip	NONE	10 minutes	Receiving/Releasing Clerk
	1.1 Reviews and evaluates documents	NONE	30 minutes	Chief, Admin
	1.2 Reviews and refers to division-in-charge for complete staff work	NONE	30 minutes	DPOS, Head
	1.3 Evaluates and reviews all requirements	NONE	20 minutes	SID Personnel
	1.4 Issues Order of Payment	NONE	5 minutes	SID Personnel
2. Pays Corresponding Fees	2. Receives payment and issues Official Receipt	1-5 Ranges Php1000 6-10 Ranges Php2000 More than 10 Ranges Php 4000	1 hour	Cashier/CTO

3. Applicants submits Official Receipt	3. Prepares DPOS clearance	NONE	10 minutes	SID Personnel
	3.1 Recommends for approval	NONE	10 minutes	Chief, SID
	3.2 Affixes initial for approval of clearance	NONE	10 minutes	Chief, Admin
	3.3 Approves/signs clearance	NONE	1 Day	Head, DPOS
4. Secures approved DPOS Clearance	4. Releases approved clearance	NONE	10 minutes	Receiving/Releasing Clerk
TOTAL:			1 Day 3 Hours and 15 Minutes	

5. PROCEDURE IN THE CONDUCT OF CLEARING OPERATION

One of the objectives of the Department of Public Order and Safety is the strict implementation and enforcement of all laws and ordinances mandatted for clearing road obstructions, encroachments, street, alleys and illegal structures and construction based on the complaints received by this department.

Office / Division:	Security and Intelligence Division			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Complainants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of complaint/request				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files letter of complaint	1. Receives and records complaint/request for routing slip	NONE	20 minutes	Receiving/Releasing Clerk
	1.1 Refers complaint/request to SID for Action	NONE	30 minutes	Head, DPOS
	1.2 Evaluates the request/complaint	NONE	10 minutes	Chief, SID
	1.3 Prepares Letter Order for inspection operation	NONE	10 minutes	SID Personnel
	1.4 Conducts Inspection	NONE	3 days	SID Personnel
	1.5 Prepares Inspection Report/Recommendations	NONE	1 day	SID Personnel
	1.6 Issues Notice of Violation	NONE	1 day	SID Personnel
	1.7 Prepares Letter Order for clearing operation	NONE	10 minutes	SID Personnel
	1.8 Coordinates and collaborates with external partner agencies/offices for joint clearing operation	NONE	1 day	SID, External Agencies and other offices
	1.9 Conducts clearing operation	NONE	1 day	SID, External Agencies and other offices
	1.10 Prepares After operation report	NONE	4 hours	SID Personnel
	1.11 Submits Report to the Mayor's Office	NONE	1 day	Receiving/Releasing Clerk
TOTAL:			8 Days 5 Hours and 20 Minutes	

6. INSPECTION/VERIFICATION OF VARIOUS PUBLIC SAFETY AND SECURITY RELATED COMPLAINTS

The Department of Public Order and Safety, one of its functions is to conduct monitoring/inspection and verification of all complaints received by this office either letter request, walk in and/or phone-in.

Office / Division: Security and Intelligence Division

Classification: Highly Technical

Type of Transaction: G2C

Who may avail: Complainants

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

1. Letter of complaint/request

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files letter of complaint	1. Receives and records complaint/request for routing slip	NONE	20 minutes	Receiving/Releasing Clerk
	1.1 Reviews and evaluates documents	NONE	20 minutes	Chief, Admin
	1.2 Reviews documents and refers complaint to SID for complete staff action	NONE	20 minutes	DPOS, Head
	1.3 Evaluates the complaints and gives instruction to section-in-charge	NONE	10 minutes	Chief, SID
	1.4 Prepares Letter Order for Inspection of Complaints or Endorsements to other concerned office if the request is not within the jurisdiction of DPOS authority.	NONE	1 hour	SID Personnel
	1.5 Recommends approval of Letter Order/ Endorsements	NONE	15 minutes	Chief, SID
	1.6 Affixes initials to Letter Order or Endorsements	NONE	10 minutes	Chief, Admin
	1.7 Approves/Signs of Letter Order/ Endorsements	NONE	1 day	Head, DPOS
	1.8 Conducts ocular Inspection/ Clearing Operation (E.O. 12)	NONE	7 days	SID Personnel
	1.9 Prepares After Operation Report, endorsement to concerned offices and Letter to Complainant for the action taken	NONE	4 hours	SID Personnel

	1.10 Reviews reports/ Endorsements/ Letter and affixes his initial on the documents	NONE	15 minutes	Chief, SID
	1.11 Reviews reports and affixes initials to Endorsements and Letter reply to Complainant	NONE	20 minutes	Chief, Admin
	1.12 Approves and signs documents	NONE	1 day	Head, DPOS
	1.13 Records and Files	NONE	20 minutes	Receiving/Releasing Clerk
	1.14 Releases Endorsement/ Letter to concerned offices	NONE	30 minutes	Receiving/Releasing Clerk
TOTAL:			10 Days	