

#### 4. DPOS CLEARANCE FOR FIREWORKS DISPLAY PYROTECHNICS

The Department of Public Order and Safety (DPOS) is responsible in the issuance of clearance for the use or display of firecrackers and pyrotechnics devices in compliance with Section 1 of the Quezon City Ordinance SP-2618, S-2017 "An Ordinance imposing a total ban on the use or play of firecrackers and pyrotechnic devices in all public places of Quezon City during festivity or for any occasion.

<b>Office / Division:</b>	Security and Intelligence Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may avail:</b>	Individuals applying for New/Renewal of Business Permit			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter		Requesting Party		
2. Barangay Clearance		Concerned Barangay where the fireworks will be displayed		
3. Fire Safety Certificate		BFD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits all the necessary requirements	1.1 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	2.1 Releases clearance to the applicant	NONE	10 minutes	Receiving/Releasing Clerk
<b>TOTAL:</b>			<b>1 Day 2 Hours and 5 Minutes</b>	