

5. DPOS CLEARANCE FOR FIRING RANGE

All firing range business is required to secure Order of Payment to DPOS for firing range fee in compliance with Art. 41-QC Revenue Code.

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. FED Gun Club Accreditation	PNP			
3. FED Firing Range Accreditation	PNP			
4. Official Receipt (Business Tax - Current Year)	CTO			
5. Official Receipt of Payment (Art. 41-QC Revenue Code)	DPOS			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all the necessary requirements	1.1 Receives and records all documents for routing slip	NONE	10 minutes	Receiving / Releasing Clerk
	1.2 Reviews and evaluates documents	NONE	30 minutes	Chief, Admin
	1.3 Reviews and refers to division-in-charge for complete staff work	NONE	30 minutes	DPOS, Head
	1.4 Evaluates and reviews all requirements	NONE	20 minutes	SID Personnel

	1.5 Issues Order of Payment	NONE	5 minutes	SID Personnel
2. Pays Corresponding Fees	2.1 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	3.1 Prepares DPOS clearance	NONE	10 minutes	SID Personnel
	3.2 Recommends for approval	NONE	10 minutes	Chief, SID
	3.3 Affixes initial for approval of clearance	NONE	10 minutes	Chief, Admin
	3.4 Approves/signs clearance	NONE	1 Day	Head, DPOS
4. Secures approved DPOS Clearance	4.1 Releases approved clearance	NONE	10 minutes	Receiving/Releasing Clerk
TOTAL:			1 Day 3 Hours and 15 Minutes	