

## 2. DPOS CLEARANCE FOR PRIVATE SECURITY AGENCY, TRAINING CENTERS, DEALER OF AMMUNITION & FIREARMS

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.

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|---|---|
| <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>                                  |
| <b>SECURITY AGENCY (NEW)</b>                        |   |
| 1. Business Permit Application Form                 | BPLD  |
| 2. Barangay Clearance                               | Barangay of Business Location                           |
| 3. License to Operate from PNP                      | PNP   |
| 4. SEC Registration (Corp)                          | SEC   |
| 5. DTI (Single)                                     | DTI   |
| <b>SECURITY AGENCY (RENEWAL)</b>                    |   |
| 1. Previous Business Permit                         | BPLD  |
| 2. Official Receipt (Business Tax - Current Year)   | CTO   |
| 3. License to Operate                               | PNP   |
| 4. Monthly Disposition of Guards                    |   |
| <b>SECURITY TRAINING CENTER (NEW)</b>               |   |
| 1. Business Permit Application Form                 | BPLD  |
| 2. Barangay Clearance                               | Barangay of Business Location                           |
| 3. Accreditation from TESDA/PNP                     | TESDA/PNP   |
| 4. SEC Registration (Corp)                          | SEC   |
| 7. DTI (Single)                                     | DTI   |
| <b>SECURITY TRAINING CENTER (RENEWAL)</b>           |   |
| 1. Previous Business Permit                         | BPLD  |
| 2. Accreditation from TESDA/PNP                     | TESDA/PNP   |
| 3. Official Receipt (Business Tax - Current Year)   | CTO   |
| <b>RETAILER OF FIREARMS AND AMMUNITIONS (NEW)</b>   |   |
| 1. Business Permit Application Form                 | BPLD  |
| 2. Barangay Clearance                               | Barangay of Business Location                           |
| 3. License to Operate to Deal in Firearm/Ammunition | PNP   |
| 4. SEC Registration (Corp)                          | SEC   |
| 5. DTI (Single)                                     | DTI   |

| <b>RETAILER OF FIREARMS AND AMMUNITIONS (RENEWAL)</b> |   |                                     |                        |                           |
|---|---|-------------------------------------|------------------------|---------------------------|
| 1. Previous Business Permit                           |   | BPLD                                |                        |                           |
| 2. License to Operate to Deal in Firearm/Ammunition   |   | PNP                                 |                        |                           |
| 3. Official Receipt (Business Tax - Current Year)     |   | CTO                                 |                        |                           |
| <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 Evaluates and reviews all requirements                | NONE                                | 20 minutes             | SID Personnel             |
|   | 1.5 Prepares DPOS Clearance                               | NONE                                | 15 minutes             | SID Personnel             |
|   | 1.6 Recommends approval                                   | NONE                                | 10 minutes             | Chief, SID                |
|   | 1.7 Affixes initials for the approval of clearance        | NONE                                | 30 minutes             | Chief, Admin              |
|   | 1.8 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 25 Minutes</b> |                        |                           |