

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	1.1 Issues DPOS Clearance Form	NONE	5 minutes	SID Personnel
2. Accomplishes DPOS Clearance form	2.1 Receives and Records DPOS Clearance Form with supporting documents and assigns control number	NONE	10 minutes	SID Personnel
	2.2 Recommends /affixes initials for Approval of DPOS Clearance	NONE	5 minutes	Chief, SID
	2.3 Approves Clearance	NONE	5 minutes	Head, DPOS
3. Secures approved DPOS Clearance	3.1 Releases DPOS Clearance	NONE	5 minutes	SID Personnel
TOTAL:			35 Minutes	