

3. DPOS CLEARANCE FOR RETAILER OF FIRECRACKERS

All retailers/wholesalers of firecrackers and pyrotechnics devices is required to secure clearance at the Dept. of Public Order and Safety 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 pyrotechnics devices in all public places in Quezon City during festivity.

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		
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	1.1 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
TOTAL:			1 Day 2 Hours and 25 Minutes	