

## 10. ENFORCEMENT AND IMPLEMENTATION OF ORDINANCES PERTAINING TO HEALTH PROTOCOLS

Relative to its mandate to provide security and safety to residents in QC and responsible to implement all laws, rules and regulations of the city. The DPOS is tasked to enforce existing City Ordinances to combat COVID-19 as provided under the issued memorandum guidelines of the City Mayor in relation to the declared alert levels for Quezon City.

<b>Office / Division:</b>	Security and Intelligence Division				
<b>Classification:</b>	Highly Technical				
<b>Type of Transaction:</b>	Enforcement of Health Protocols				
<b>CLIENT STEPS</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY</b>	<b>PERSON IN CHARGE</b>	<b>FEES TO BE PAID</b>	<b>FORM</b>
1. Scheduled Operation	1.1 Coordinate to all concern units	10 minutes	DPOS Personnel	NONE	NONE
	1.2 Prepares Letter Order for Operation	20 minutes	DPOS Head	NONE	NONE
	1.3 Approves and signs documents	20 minutes	Dept. Head	NONE	NONE
	1.4 Personnel Briefing before actual Operation	10 minutes	Security Officer	NONE	NONE
	1.5 Actual Operation	6 hours	Operatives	NONE	DPOS Clearance
	1.6 Prepares After Operation Report	1 hour	Respective Assigned Personnel	NONE	NONE
	1.7 Reviews Reports and affixes initial to the Report	30 minutes	Chief, Admin	NONE	NONE
	1.8 Approve and sign documents	20 minutes	DPOS Head	NONE	DPOS Clearance
	1.9 Submits report to the Mayor's Office	1 day	DPOS Personnel	NONE	NONE
<b>TOTAL:</b>		1 Day 8 Hours and 50 Minutes			