

9. ISSUANCE OF CCTV CLEARANCE FOR THE IMPLEMENTATION OF QC ORD. NO. SP-2965, S-2018

The Dept. of Public Order and Safety is tasked to assist the Business Permit and Licensing Department in the implementation of QC Ordinance No. SP-2695, S-2018 "An Ordinance AMENDING Ordinance No. SP-2139, S2012, otherwise known as an Ordinance mandating business establishments operating within the territorial jurisdiction of Quezon City to install Closed Circuit Television System (CCTV) and prescribing penalties for violations thereof providing for this purpose, the Minimum Technical Standards and Specifications as per DILG Memorandum Circular. The DPOS is tasked to inspect and determine the compliance of the Ordinance and issue CCTV Clearance for business operating within Quezon City.

Office / Division:	Security and Intelligence Division				
Classification:	Highly Technical				
Type of Transaction:	G2B				
Who may avail:	Individuals applying for New/Renewal of Business Permit				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
NEW					
1. Official Receipt					
2. Business Permit					
3. Affidavit of Undertaking					
RENEWAL					
1. Previous Business Permit					
2. Official Receipt					
3. Business Tax (Current Year)					
CLIENT STEPS	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES TO BE PAID	FORM
1. Submits all the necessary requirements	1.1 Checks/ Receives all the requirements for routing slip	10 minutes	Receiving Personnel	NONE	NONE
	1.2 Reviews and evaluates documents	10 minutes	Asst. Dept. Head	NONE	NONE
	1.3 Refers to division-in-charge for complete staff work	10 minutes	DPOS, Head	NONE	NONE
	1.4 Evaluates and reviews all requirements	10 minutes	SID Personnel	NONE	NONE
	1.5 Prepares DPOS Clearance for CCTV	15 minutes	SID Personnel	NONE	DPOS Clearance
	1.6 Chief, SID recommend for approval	10 minutes	Chief, SID	NONE	NONE
	1.7 Affix initials for the CCTV clearance	20 minutes	Asst. Dept. Head	NONE	NONE
	1.8 Approves/Signs CCTV clearance	30 minutes	DPOS, Head	NONE	DPOS Clearance
2. Secures approved DPOS clearance	2.1 Approves and signs documents	10 minutes	Releasing Personnel	NONE	DPOS Clearance
TOTAL:		1 Hour and 5 Minutes			