

## 8. PROVISION OF SECURITY PERSONNEL TO DIFFERENT GOVERNMENT FACILITIES TO ENSURE SECURITY AND SAFETY.

The Department of Public Order and Safety, as one of their vital function is to provide/assigned as Physical Security Personnel to al facilities under the supervision of Quezon City Government. Their functions and objectives is to protect the assets inside and outside facilities including the safeguard of all employees, residents/clients and to deter or discourage all possible malicious intent and escapees to maintain a peaceful environment.

| <b>Office / Division:</b>        | Security and Intelligence Division  |                               |                         |                        |
|----------------------------------|---|-------------------------------|-------------------------|------------------------|
| <b>Classification:</b>           | Highly Technical  |                               |                         |                        |
| <b>Type of Transaction:</b>      | G2C   |                               |                         |                        |
| <b>Who may avail:</b>            | Government Facilities   |                               |                         |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |   | <b>WHERE TO SECURE</b>        |                         |                        |
| 1. Letter of request             |   |                               |                         |                        |
| <b>CLIENT STEPS</b>              | <b>SERVICE PROVIDER</b>   | <b>DURATION OF ACTIVITY</b>   | <b>PERSON IN CHARGE</b> | <b>FEES TO BE PAID</b> |
| 1. Files Request letter          | 1.1 Receives and records the letter /request for routing slip                     | 10 minutes                    | Receiving Personnel     | NONE                   |
|                                  | 1.2 Reviews and evaluates documents   | 10 minutes                    | Asst. Dept. Head        | NONE                   |
|                                  | 1.3 Reviews document and refers request to SID for complete staff action          | 10 minutes                    | DPOS Head               | NONE                   |
|                                  | 1.4 Reviews and Evaluates the request and gives instructions to section-in charge | 10 minutes                    | Chief, SID              | NONE                   |
|                                  | 1.5 Conducts security survey  | 2 days                        | Security Officer        | NONE                   |
|                                  | 1.6 Prepares security survey report with recommendation/ remarks                  | 2 hours                       | Security Officer        | NONE                   |
|                                  | 1.7 Reviews reports and affixes his initial on the documents                      | 5 minutes                     | Chief, SID              | NONE                   |
|                                  | 1.8 Prepare Duty Detailed Order for deployment of Security Personnel              | 20 minutes                    | Security Officer        | NONE                   |
|                                  | 1.9 Approves and signs documents  | 20 minutes                    | Dept. Head              | NONE                   |
| <b>TOTAL:</b>                    |   | 2 Days 3 Hours and 25 Minutes |                         |                        |