

## 6. DPOS CLEARANCE FOR FIREWORKS DISPLAY AND PYROTECHNIC DEVICES

The Department of Public Order and Safety (DPOS) is authorized to issue clearances for the use or display of fireworks and pyrotechnic devices. This process is governed by Quezon City Ordinance SP-3233, S-2023, which regulates the sale and use of these devices and bans their manufacture within the city. Specific sections of this ordinance, including Section 6 on Fireworks Display in Barangay-Designated and Exhibition Zones, Section 7 on Barangay-Designated Zones, and Section 8 on Clearance for Fireworks Displays, detail the guidelines and restrictions to ensure public safety during such events.

<b>OFFICE / DIVISION:</b>	Department of Public Order and Safety, Security, Intelligence and Investigation Division, Administrative Division
<b>CATEGORY:</b>	External Service
<b>CLASSIFICATION:</b>	Complex
<b>TYPE OF TRANSACTION:</b>	G2B - Government to Business G2C - Government to Citizen
<b>WHO MAY AVAIL:</b>	Business Owners, Establishments and Quezon City Residents
<b>OPERATING HOURS:</b>	8:00 AM - 5:00 PM
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Request Letter (1) Original Copy  <b>Remarks:</b> Request Letter should include: <ul style="list-style-type: none"> <li>a. Name of contractor</li> <li>b. Name of the event</li> <li>c. Location, date, and time of the event</li> <li>d. Address the letter to:  <b>ELMO DG. SAN DIEGO, Ph.D.</b>              City Government Dept. Head III              Department of Public Order and Safety,              Quezon City</li> </ul>	Applicant / Client
2. Contract of Agreement (1) Photocopy  <b>Remarks:</b> The contract of agreement should be duly notarized	Applicant / Client
3. Dealer's Licence (1) Photocopy	<b>Agency - Division:</b> Philippine National Police (PNP) - Firearms and Explosives Office (FEO), Explosive Management Division (EMD)
4. Fireworks Display Operators Licence (1) Photocopy	<b>Agency - Division:</b> Philippine National Police (PNP) - Firearms and Explosives Office (FEO), Explosive Management Division (EMD)
5. Special Bank Receipt/s Payment for Fireworks Display (1) Photocopy	<b>Agency - Division:</b> Land Bank - Counter
6. Special Permit for Fireworks Display (1) Photocopy	<b>Agency - Division:</b> Philippine National Police (PNP) - Firearms and Explosives Office (FEO), Explosive Management Division (EMD)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submits all required documents</p> <p><b>Location:</b> Receiving Counter, Ground Floor, Department of Public Order and Safety (DPOS) Building</p>	1.1 Checks and records all required documents for routing	None	10 minutes	Administrative Officer I; Administrative Division
	1.2. Reviews and routes the documents to the Security, Intelligence, and Investigation Division for complete staff work	None	30 minutes	Chief Administrative Officer; Administrative Division
	1.3. Evaluates and reviews all requirements	None	20 minutes	Security Guard II; Security, Intelligence, and Investigation Division
	1.4. Prepares letter order for inspection	None	1 hour	Security Guard II; Security, Intelligence, and Investigation Division
	1.5. Signs the letter order, then recommends it to the Chief Administrative Officer and Department Head	None	20 minutes	Chief; Security, Intelligence, and Investigation Division
	1.6. Affixes initials on the letter order for approval, followed by the signature of the Department Head	None	1 day	Chief Administrative Officer; Administrative Division  City Government Department Head III; Department of Public Order and Safety
	1.7. Conducts an on-site inspection and evaluates the requirements	None	1 day	Security Agent I; Security, Intelligence, and Investigation Division
	1.8. Creates and submits an inspection report in preparation for DPOS clearance	None	1 hour	Security Agent I; Security, Intelligence, and Investigation Division
	1.9. Prepares DPOS clearance	None	15 minutes	Security Guard II; Security, Intelligence, and

				Investigation Division
	1.10. Signs the DPOS clearance, then recommends it to the Chief Administrative Officer and Department Head	None	10 minutes	Chief; Security, Intelligence, and Investigation Division
	1.11. Affixes initials on the clearance for approval, followed by the signature of the Department Head	None	1 day	Chief Administrative Officer; Administrative Division  City Government Department Head III; Department of Public Order and Safety
2. Secures approved DPOS clearance  <b>Location:</b> Receiving Counter, Ground Floor, Department of Public Order and Safety (DPOS) Building	2. Records and releases the DPOS clearance to the applicant	None	10 minutes	Administrative Officer I; Administrative Division
<b>General Remarks:</b> This clearance is valid only on the approved dates.				
<b>TOTAL PROCESSING TIME:</b>			<b>3 days, 3 hours, and 55 minutes</b>	