

2. DPOS CLEARANCE FOR PRIVATE SECURITY AGENCY (NEW/RENEWAL)

The Department of Public Order and Safety (DPOS) provides clearance for private security agencies applying for new or renewing their business permits. This clearance ensures that the agencies comply with Quezon City Ordinance SP-942, S-2000, which regulates security services. The ordinance mandates operational standards for agencies and their personnel, including security guards, detectives, or watchmen to ensure they meet the city's requirements and uphold legal standards.

OFFICE / DIVISION:		Department of Public Order and Safety, Security, Intelligence and Investigation Division, Administrative Division		
CATEGORY:		External Service		
CLASSIFICATION:		Complex		
TYPE OF TRANSACTION:		G2B - Government to Business G2C - Government to Citizen		
WHO MAY AVAIL:		Private Security Agencies		
OPERATING HOURS:		8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. License to Operate (LTO) (1) Photocopy or (1) Electronic Copy		Agency - Division: Philippine National Police (PNP) - Civil Security Group (CSG), Supervisory Office for Security and Investigation Agencies (SOSIA), Licensing Section		
2. CCTV Clearance (1) Photocopy		Agency - Division: Department of Public Order and Safety (DPOS) - Inspection and Monitoring Division (IMD)		
3. Current Official Tax Receipt (1) Photocopy or (1) Electronic Copy		Agency - Division: City Treasurer's Office (CTO) - Payment Lounge Section		
4. Latest Guard Count Stationed in Quezon City (1) Photocopy or (1) Electronic Copy		Applicant / Client		
5. Mayor's Permit (1) Photocopy or (1) Electronic Copy		Agency - Division: Business Permits and Licensing Department (BPLD) - Business Permit Division (BPD)		
6. Business Tax Bill (1) Photocopy or (1) Electronic Copy A. If New Applicant:		Agency - Division: Business Permits and Licensing Department (BPLD) - Business Permit Division (BPD)		
B. If Renewal:		Agency - Division: City Treasurer's Office (CTO) - Assessment Business Renewal Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all required documents	1.1 Checks and records all required documents for routing	None	10 minutes	Administrative Officer I; Administrative Division

Location: If Walk-in: Receiving Counter, Ground Floor, Department of Public Order and Safety (DPOS) Building If Online: Send email through siid.dpos@quezoncity.gov.ph	1.2 Reviews and routes the documents to the Security, Intelligence, and Investigation Division	None	30 minutes	Chief Administrative Officer; Administrative Division
	1.3. Prepares the letter order for inspection	None	1 hour	Security Guard II; Security, Intelligence, and Investigation Division
	1.4. Affixes initials on the letter order for approval, followed by the signature of the Department Head	None	1 day	Chief; Security, Intelligence, and Investigation Division Chief Administrative Officer; Administrative Division City Government Department Head III; Department of Public Order and Safety
	1.5. Conducts an on-site inspection and evaluates requirements	None	2 days	Security Agent I; Security, Intelligence, and Investigation Division
	1.6. Creates and submits an inspection report in preparation for DPOS clearance	None	1 hour	Security Agent I; Security, Intelligence, and Investigation Division
	1.7. Prepares the DPOS clearance	None	30 minutes	Security Guard II; Security, Intelligence, and Investigation Division
	1.8. Signs the clearance, then recommends it to the Chief	None	10 minutes	Chief; Security, Intelligence, and

	Administrative Officer and Department Head			Investigation Division
	1.9. 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 Location: Receiving Counter, Ground Floor, Department of Public Order and Safety (DPOS) Building	2.1 Records and releases DPOS clearance to the applicant	None	10 minutes	Administrative Officer I; Administrative Division
General Remarks: This clearance is valid for one (1) year from the date of issuance.				
TOTAL PROCESSING TIME: 4 days, 3 hours, and 30 minutes				