

3. DPOS CLEARANCE FOR PRIVATE SECURITY TRAINING CENTERS (NEW/RENEWAL)

The Department of Public Order and Safety (DPOS) issues this required clearance for private security training centers applying for or renewing a business permit in Quezon City. This clearance ensures adherence to the standards outlined in Quezon City Ordinance SP-942, S-2000, which governs the operations and activities of security, detective, and watchman services. It also outlines the obligations and penalties for any violations by these agencies.

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 Training Centers		
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. Mayor's Permit (1) Photocopy or (1) Electronic Copy		Agency - Division: Business Permits and Licensing Department (BPLD) - Business Permit Division (BPD)		
5. 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 Location: If Walk-in: Receiving Counter, Ground Floor, Department of Public Order and	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	None	30 minutes	Chief Administrative Officer; Administrative Division

<p>Safety (DPOS) Building</p> <p>If Online: Send email through siid.dpos@quezoncity.gov.ph</p>	Investigation Division			
	1.3. Prepares 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 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 Administrative Officer and Department Head	None	10 minutes	Chief; Security, Intelligence, and Investigation Division
	1.9. Affixes initials on the clearance	None	1 day	Chief Administrative

	for approval, followed by the signature of the Department Head			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	