

## 5. DPOS CLEARANCE FOR RETAILER OF FIRECRACKERS AND PYROTECHNIC DEVICES

All retailers and wholesalers of firecrackers and pyrotechnic devices must obtain a clearance from the Department of Public Order and Safety (DPOS) to operate in Quezon City. This clearance ensures compliance with Ordinance SP-3233, S-2023, which regulates the sale, use, and prohibits the manufacturing of firecrackers and pyrotechnic devices within the city. The ordinance aims to ensure public safety by controlling these activities according to specified legal standards.

<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>	Businesses Applying for a New / Renewal of Business Permit as a Retailer of Firecrackers and Pyrotechnic Devices
<b>OPERATING HOURS:</b>	8:00 AM - 5:00 PM
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Letter of complaint or request (1) Original Copy  <b>Remarks:</b> Letter of complaint or request should include:  a. Name of retailer; a. Location of the stall; b. List of firecrackers and pyrotechnic devices to be sold; c. Address the letter to: <b>ELMO DG.SAN DIEGO, Ph.D.</b> Police Brigadier General (Ret.) City Government Dept. Head III Department of Public Order and Safety Quezon City	Applicant / Client
2. Barangay Clearance (1) Photocopy	<b>Agency - Division:</b> Barangay Hall - Clearance Section
3. Unified Business Permit Application Form (1) Photocopy	<b>Agency - Division:</b> Business Permits and Licensing Department (BPLD) - Business Permit Division (BPD)
4. Special Permit (1) Photocopy	<b>Agency - Division:</b> Business Permits and Licensing Department (BPLD) -Business Permit Division (BPD)
5. Permit to Sell Firecrackers and Pyrotechnic Devices (1) Photocopy	<b>Agency - Division:</b> Philippine National Police (PNP) - Firearms and Explosives Office (FEO)
6. Fireworks Safety Training Certificate (1) Photocopy	<b>Agency - Division:</b> Philippine National Police (PNP) - Firearms and Explosives Office (FEO)

7. Fire Safety Inspection Certificate (1) Photocopy	<b>Agency - Division:</b> Bureau of Fire Protection (BFP) - Quezon City Fire District (QCFD)			
8. Lease Contract Agreement for Selling (1) Photocopy	<b>Agency - Division:</b> Establishment - Property Owner			
9. Photos of the location (1) Original Copy	Applicant / Client			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits all required documents  <b>Location:</b> Receiving Counter, Ground Floor, Department of Public Order and Safety (DPOS) Building	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	None	1 day	Security Agent I; Security,

	and evaluates the requirements			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 for only until December 31 of the current year it was applied for.				
<b>TOTAL PROCESSING TIME: 3 days, 3 hours, and 55 minutes</b>				