

## 1. DPOS CLEARANCE FOR PRIVATE SECURITY GUARD

This clearance from the Department of Public Order and Safety (DPOS) is mandatory for private security guards seeking an occupational permit in Quezon City. It ensures compliance with Ordinance No. SP-942, S-2000, which regulates the operations of security, detective, or watchman agencies within the city. This ordinance also outlines the responsibilities and penalties for security personnel deployed in Quezon City.

<b>OFFICE / DIVISION:</b>		Department of Public Order and Safety, Security, Intelligence and Investigation Division		
<b>CATEGORY:</b>		External Service		
<b>CLASSIFICATION:</b>		Simple		
<b>TYPE OF TRANSACTION:</b>		G2C - Government to Citizen		
<b>WHO MAY AVAIL:</b>		Private Security Guards		
<b>OPERATING HOURS:</b>		8:00 AM - 5:00 PM		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 1x1 ID Picture (2) Pieces		Applicant / Client		
2. Occupational Permit Official Receipt (1) Original and (1) Photocopy		<b>Agency - Division:</b> City Treasurer's Office (CTO) - Miscellaneous Section		
3. Security Guard License (1) Original and (1) Photocopy		<b>Agency - Division:</b> Philippine National Police (PNP) - Supervisory Office for Security and Investigation Agencies (SOSIA), Security Training Management Division (STMD)		
4. Government Clearances  Any of the following:  A. National Bureau of Investigation (NBI) Clearance (1) Original and (1) Photocopy  <b>Remarks:</b> Apply NBI Clearance through online registration <a href="https://nbiclearance-online.com">https://nbiclearance-online.com</a>  B. National Police Clearance (NPC) (1) Original and (1) Photocopy  <b>Remarks:</b> Apply National Police Clearance through online registration <a href="https://pnpclearance.ph">https://pnpclearance.ph</a>		<b>Agency - Division:</b> Any NBI Satellite Office - Clearance Section  <b>Agency - Division:</b> Any Police Station – Clearance Section		
<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	1.1 Evaluates requirements	None	15 minutes	Security Guard II; Security,

documents				Intelligence, and Investigation Division
<b>Location:</b> Receiving Counter, 3rd Floor, Security Investigation and Intelligence Division (SIID) Office, Department of Public Order and Safety (DPOS) Building	1.2 Issues DPOS clearance form upon validation of requirements	None	3 minutes	Security Guard II; Security, Intelligence, and Investigation Division
2. Accomplishes the DPOS clearance form  <b>Location:</b> Receiving Counter, 3rd Floor, Security Investigation and Intelligence Division (SIID) Office, Department of Public Order and Safety (DPOS) Building	2.1 Receives and records DPOS clearance form, assigning a control number for evaluation	None	20 minutes	Security Guard II; Security, Intelligence, and Investigation Division
	2.2 Affixes initials for the DPOS clearance approval	None	1 hour	Chief; Security, Intelligence and Investigation Division
	2.3 Reviews and signs DPOS clearance	None	30 minutes	City Government Department Head III; Department of Public Order and Safety
3. Secures approved DPOS clearance  <b>Location:</b> Receiving Counter, 3rd Floor, Security Investigation and Intelligence Division (SIID) Office, Department of Public Order and Safety (DPOS) Building	3.1 Releases DPOS clearance to the applicant	None	15 minutes	Security Guard II; Security, Intelligence, and Investigation Division
<b>General Remarks:</b> This clearance is valid for one (1) year from the date of issuance.				
<b>TOTAL PROCESSING TIME:</b>			<b>2 hours and 23 minutes</b>	