

8. PROVISION OF SECURITY PERSONNEL TO DIFFERENT GOVERNMENT FACILITIES TO ENSURE SECURITY AND SAFETY

The Department of Public Order and Safety (DPOS) assigns security personnel to safeguard government facilities in Quezon City. This service involves deploying trained security officers from the Security Intelligence and Investigation Division (SIID) to protect government assets, employees, clients, and visitors. Their main goal is to prevent and respond to any threats or unauthorized activities, thereby maintaining a safe and secure environment. Availability of security personnel determines the extent of service provision.

OFFICE / DIVISION:		Department of Public Order and Safety, Security, Intelligence and Investigation Division, Administrative Division		
CATEGORY:		External Service		
CLASSIFICATION:		Complex		
TYPE OF TRANSACTION:		G2G - Government to Government		
WHO MAY AVAIL:		Quezon City Local Government Facilities		
OPERATING HOURS:		8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1) Original Copy Remarks: Request letter should include: <ul style="list-style-type: none"> a. Name of requesting party; b. Name and address of facility; c. Number of employees; d. Number of clients served; e. Purpose of request; f. Number of requested security personnel; g. Address the letter to: ELMO DG.SAN DIEGO, Ph.D. Police Brigadier General (Ret.) City Government Dept. Head III Department of Public Order and Safety Quezon City 		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits a request letter Location: Receiving Counter, Ground Floor, Department of Public Order and Safety (DPOS) Building	1.1. Checks and records the request letter for routing	None	10 minutes	Administrative Officer I; Administrative Division
	1.2. Reviews and routes the letter to the Security, Intelligence, and Investigation Division	None	30 minutes	Chief Administrative Officer; Administrative Division
	1.3. Receives and evaluates the request and instructs the Security Officer for staff work	None	10 minutes	Chief, Security, Intelligence, and Investigation Division

	1.4. Conducts security survey and prepares report for recommendation	None	2 days	Security Officer II; Security, Intelligence, and Investigation Division
	1.5. Prepares Duty Detailed Order (DDO) for deployment of security personnel	None	1 hour and 30 minutes	Security Guard II; Security, Intelligence, and Investigation Division
	1.6. Reviews and signs the Duty Detailed Order (DDO), then recommends it to the Chief Administrative Officer and Department Head	None	30 minutes	Chief, Security, Intelligence, and Investigation Division
	1.7. Affixes initials on the Duty Detailed Order (DDO) 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. Acknowledges and confirms the deployment of the security personnel Location: Requested deployment site or through official communication channels	2.1. Deploys security personnel as per approved Duty Detailed Order (DDO)	None	1 day	Security Officer III; Security, Intelligence, and Investigation Division
TOTAL PROCESSING TIME:			4 days, 2 hours, and 50 minutes	