

10. PROVISION OF SECURITY PERSONNEL TO SPECIAL EVENTS / ACTIVITIES WITHIN QUEZON CITY

The Department of Public Order and Safety (DPOS) facilitates the coordination and provision of security personnel for public events in Quezon City to ensure effective crowd control and safety management.

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| 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 Client G2G - Government to Government | | | |
| WHO MAY AVAIL: | Event Organizers, Governmental Entities, and Business Representatives Operating Within Quezon City | | | |
| OPERATING HOURS: | 8:00 AM - 5:00 PM | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| <p>1. Request Letter (1) Original Copy</p> <p>Remarks: The request letter should include:</p> <ul style="list-style-type: none"> a. Name and contact information of the organizer/representative; b. Event name; c. Location, date, and time of event; d. Nature of event; e. Expected crowd size; f. Nature of assistance requested; 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 | | | |
| <p>2. Event Coordination Form (1) Original Copy and (1) Photocopy</p> | Agency - Division: Department of Public Order and Safety - Administrative Division | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| <p>1. Submits a request letter</p> <p>Location:</p> <p>If Walk-in: Receiving Counter, Ground Floor, Department of Public Order and</p> | <p>1.1. Checks and records the request for routing</p> | None | 10 minutes | Administrative Officer I; Administrative Division |
| | <p>1.2. Receives and evaluates the request, then instructs the Special Operations Section for</p> | None | 30 minutes | Chief Administrative Officer; Administrative Division |

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| Safety (DPOS) Building If Online: Send through email: DPOS@quezoncity.gov.ph Phone-in: 8734-9991 | complete staff work | | | |
| | 1.3. Reviews and prepares a memorandum letter for a scheduled meeting with the client and Law and Order cluster members | | 1 hour | Security Officer I; Security, Intelligence, and Investigation Division |
| | 1.4. Affixes initials on the memorandum, then recommends it to the Department Head for approval | None | 30 minutes | Chief Administrative Officer; Administrative Division |
| | 1.5. Approves and signs the memorandum | None | 1 day | City Government Department Head III; Department of Public Order and Safety |
| 2. Confirms attendance on the scheduled coordination meeting Location: Phone-in: 8734-9991 | 2.1. Informs the client regarding the scheduled coordination meeting | None | 30 minutes | Security Officer I; Security, Intelligence, and Investigation Division |
| 3. Attends the scheduled coordination meeting Location: Receiving Counter, Ground Floor, Department of Public Order and Safety (DPOS) Building | 3.1. Conducts a coordination meeting with the client, Law and Order Cluster, and other concerned agencies to discuss the details of the activity | None | 4 hours | Security Officer I; Security, Intelligence, and Investigation Division Chief Administrative Officer; Administrative Division |
| | 3.2. Creates a work calendar and assigns available personnel for deployment | None | 1 day | Security Officer I; Security, Intelligence, and Investigation Division |

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| | 3.3. Prepares letter order | None | 30 minutes | Security Officer I; Security, Intelligence, and Investigation Division |
| | 3.4. Affixes initials on the letter order, then recommends it to the Department Head for approval | None | 30 minutes | Chief Administrative Officer; Administrative Division |
| | 3.5. Approves and signs the letter order for deployment of personnel | None | 1 day | City Government Department Head III; Department of Public Order and Safety |
| 4. Acknowledges and confirms the deployment of the security personnel Location: Requested event site or through official communication channels | 4.1. Deploys security personnel as per approved letter order | None | 1 day | Security Officer III; Security, Intelligence, and Investigation Division |
| TOTAL PROCESSING TIME: | | | 4 days, 7 hours, and 40 minutes | |