

2. REQUEST FOR TRANSPORTATION ASSISTANCE OR SERVICES

The Department of Public Order and Safety (DPOS) provides transportation services during significant events organized by the Quezon City Local Government Unit (QC LGU), National Government Agencies (NGAs), and Non-Governmental Organizations (NGOs). Additionally, this office provides “Libreng Sakay” during transport strikes.

OFFICE / DIVISION:		Department of Public Order and Safety, Green Transport Division, Administrative Division		
CATEGORY:		External Service		
CLASSIFICATION:		Simple		
TYPE OF TRANSACTION:		G2C - Government to Citizen G2G - Government to Government		
WHO MAY AVAIL:		City Government Offices, National Government Agencies (NGAs) and Non-Governmental Organizations (NGOs)		
OPERATING HOURS:		8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>1. Request letter (1) Original Copy and (1) Photocopy</p> <p>Remarks: The request letter should include:</p> <ul style="list-style-type: none"> a. Event location, date, and time of event; a. Purpose of the request; b. Number of e-trikes needed; c. 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
<p>1. Submits request letter for e-trike services</p> <p>Location: Receiving Counter, Ground Floor, Department of Public Order and Safety (DPOS) Building</p>	1.1. Checks and records the request letter, then forwards it to the Chief Administrative Officer for initial review	None	10 minutes	Administrative Officer I; Administrative Division
	1.2. Reviews and routes the request letter to Green Transport Division	None	30 minutes	Chief Administrative Officer; Administrative Division
	1.3. Reviews and evaluates the request letter and instructs the Administrative Officer V / Housing and Homesite Regulation Officer	None	20 minutes	Chief Transportation Development Officer; Green Transport Division

	III for complete staff work			
	1.4. Allocates e-trike unit/s and driver/s for the requested event	None	30 minutes	Administrative Officer V; Green Transport Division Traffic Aide II; Green Transport Division Housing and Homesite Regulation Officer III; Green Transport Division
	1.5. Prepares letter order	None	30 minutes	Traffic Aide II; Green Transport Division
	1.6. Signs the letter order, then recommends it to the Chief Administrative Officer and Department Head	None	30 minutes	Chief Transportation Development Officer; Green Transport Division
	1.7. Affixes initials 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. Receives the requested e-trike services as scheduled Location: Ground Floor, Green Transport Division Office, Department of Public Order and Safety (DPOS) Building	2.1. Dispatches the e-trike to the designated area	None	20 minutes	Housing and Homesite Regulation Officer III; Green Transport Division
TOTAL PROCESSING TIME:			1 day, 2 hours, and 50 minutes	