

#### 4. SERVICE OF CEASE AND DESIST ORDER (CDO)

The Department of Public Order and Safety (DPOS) is mandated to assist the Quezon City Department of Building Official (QC-DBO) in the implementation or enforcement of a Cease and Desist Order (CDO) to prevent and/or stop the construction of buildings and structures found in violation of the National Building Code.

<b>OFFICE / DIVISION:</b>		Department of Public Order and Safety, Clearing and Demolition Division, Administrative Division		
<b>CATEGORY:</b>		External Service		
<b>CLASSIFICATION:</b>		Highly Technical		
<b>TYPE OF TRANSACTION:</b>		G2G - Government to Government		
<b>WHO MAY AVAIL:</b>		Department of Building Official (DBO)		
<b>OPERATING HOURS:</b>		8:00 AM - 5:00 PM		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Endorsement / Transmittal (1) Original Copy or (1) Photocopy		Agency - Division: Department of Building Official (DBO) - Investigation and Adjudication Division (IAD)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits endorsement for service of cease and desist order  <b>Location:</b> <b>If Walk-in:</b> Receiving Counter, Ground Floor, Department of Public Order and Safety (DPOS) Building  <b>If Online:</b> Email at <a href="mailto:dpos@quezoncity.gov.ph">dpos@quezoncity.gov.ph</a> and <a href="mailto:cdd.dpos@quezoncity.gov.ph">cdd.dpos@quezoncity.gov.ph</a>	1.1. Checks and records the endorsement for cease and desist order	None	10 minutes	Administrative Officer; Administrative Division
	1.2. Reviews and routes the endorsement / transmittal to the CDD for complete staff work	None	30 minutes	Chief Administrative Officer; Administrative Division
	1.3. Assigns the cease and desist order to the Officer-in-Charge of the district where the CDO is addressed	None	1 hour	Chief, Clearing and Demolition Division
	1.4. Prepares letter order	None	30 minutes	Administrative Aide; Clearing and Demolition Division
	1.5. Signs the letter order, then recommends it to the Chief Administrative Officer and Department Head	None	1 hour	Chief; Clearing and Demolition Division
	1.6. 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
	1.7. Enforces the cease and desist order	None	4 days	Housing and Homesite Regulation Officer I; Clearing and Demolition Division
	1.8. Prepares a report for Department of Building Official regarding the successful enforcement of cease and desist order		1 day	Housing and Homesite Regulation Assistant; Clearing and Demolition Division
	1.9. Reviews, recommends approval, and signs the after-operation report	None	30 minutes	Chief; Clearing and Demolition Division
	1.10. Affixes initials for approval, followed by the signature of the Department Head	None	1 days	City Government Department Head III; Department of Public Order and Safety
<p>2. Receives feedback from the endorsed cease and desist order service</p> <p><b>Location:</b>  <b>If Walk-in:</b>  Receiving Counter, Ground Floor, Department of Public Order and Safety (DPOS) Building</p> <p><b>If Online:</b> Email at <a href="mailto:dpos@quezoncity.gov.ph">dpos@quezoncity.gov.ph</a> and <a href="mailto:cdd.dpos@quezoncity.gov.ph">cdd.dpos@quezoncity.gov.ph</a></p>	2.1. Records the release of the documents and returns a copy of the cease and desist order to the DBO, informing them of its implementation	None	1 hour	Administrative Officer; Administrative Division
<b>TOTAL PROCESSING TIME:</b>			<b>7 days, 4 hours, and 40 minutes</b>	