

5. THERMOPLASTIC REPAINTING / MARKINGS OF PEDESTRIAN LANES ON PUBLIC ROADS

The Clearing and Demolition Division (CDD) of the Department of Public Order and Safety (DPOS) offers thermoplastic repainting and marking for pedestrian lanes on public roads based on valid requests. This service is designed to enhance road safety by improving the visibility of pedestrian pathways.

OFFICE / DIVISION:		Department of Public Order and Safety, Clearing and Demolition Division, Administrative Division		
CATEGORY		External Service		
CLASSIFICATION:		Complex		
TYPE OF TRANSACTION:		G2C - Government to Citizen		
WHO MAY AVAIL:		Barangays, Schools, Requesters, and other Quezon City Stakeholders		
OPERATING HOURS:		8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1) Original Copy Remarks: The letter of request should include: a. Name (optional); b. Location for repainting / markings; c. Detailed description of the complaint or request; d. 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 letter of request for thermoplastic painting service Location: If Walk-in: Receiving Counter, Ground Floor, Department of Public Order and Safety (DPOS) Building If Online: Email at dpos@quezoncity.gov.ph and cdd.dpos@quezoncity.gov.ph	1.1. Checks and records the request letter for routing	None	10 minutes	Administrative Officer; Administrative Division
	1.2. Reviews and routes the letter to the CDD for complete staff work	None	30 minutes	Chief Administrative Officer; Administrative Division
	1.3. Reviews the validity of the request and assigns personnel to prepare a letter order for the inspection and installation of thermoplastic markings	None	30 minutes	Chief; Clearing and Demolition Division

	1.4. Prepares letter order	None	30 minutes	Administrative Aide; Administrative Division
	1.5. Signs the letter order, then recommends it to the Chief Administrative Officer and Department Head	None	30 minutes	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. Prepares thermoplastic paints and other necessary materials, then conducts the thermoplastic painting and markings on designated pedestrian lanes	None	1 day	Labor Foreman; Clearing and Demolition Division Laborer II; Clearing and Demolition Division
	1.8. Submits an after-operation report detailing the successful application of thermoplastic painting and markings	None	1 day	Labor Foreman; Clearing and Demolition Division Laborer II; Clearing and Demolition Division
	1.9. Signs the after-operation report, then recommends it to the Chief Administrative Officer and Department Head	None	30 minutes	Chief; Clearing and Demolition Division
	1.10 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 feedback from the filed request Location: If Walk-in: Receiving Counter, Ground Floor, Department of Public Order and Safety (DPOS) Building If Online: Email at dpos@quezoncity.gov.ph and cdd.dpos@quezoncity.gov.ph	2.1. Records and releases the after-operation report to the requester through their method of communication, and transmits the report to the City Mayor	None	10 minutes	Administrative Officer; Administrative Division
TOTAL PROCESSING TIME:			4 days, 2 hours and 50 minutes	