

4. DPOS CLEARANCE FOR FIREWORKS DISPLAY PYROTECHNICS

The Department of Public Order and Safety (DPOS) is responsible in the issuance of clearance for the use or display of firecrackers and pyrotechnics devices in compliance with Section 1 of the Quezon City Ordinance SP-2618, S-2017 "An Ordinance imposing a total ban on the use or play of firecrackers and pyrotechnic devices in all public places of Quezon City during festivity or for any occasion.

Office / Division:	Security Intelligence and Investigation Division			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FIREWORKS DISPLAY AND PYROTECHNICS				
1. Request letter		Requesting Party		
2. Contract/ Agreement duly Notarized		Owner/ Contractor		
3. Manufacturers Licence and or Dealer's Licence		PNP-Fire and Explosive Division (FED)		
4. Fireworks Display Operators Licence		PNP-Fire and Explosive Division (FED)		
5. Special Bank Receipts Payment		Land Bank		
6. Special Permit for Fireworks Display		PNP-Fire and Explosive Division (FED)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all the necessary requirements	1. Checks/Receives all the requirements for routing slip	NONE	10 minutes	Receiving/ Releasing Clerk
	1.2 Reviews document and Refers to division-in-charge for complete staff work	NONE	30 minute	Chief, Admin/ Head DPOS
	1.3 Review and evaluate documents	NONE	10 minutes	SIID Personnel
	1.4 Prepares DPOS Clearance	NONE	5 minutes	SIID Personnel
	1.5 Recommends Approval	NONE	10 minutes	Chief, SIID
	1.6 Affixes initials for the approval of clearance	NONE	30 minutes	Chief, Admin
	1.7 Approves/ signs clearance	NONE	1 Day	Head, DPOS
2. Secures Approved DPOS Clearance	2. Releases clearance to the applicant	NONE	2 minutes	Receiving/ Releasing Clerk
TOTAL:			1 Day 1 Hour and 37 Minutes	