

5. DPOS CLEARANCE FOR FIRING RANGE

All firing range business is required to secure Order of Payment to DPOS for firing range fee in compliance with Art. 41-QC Revenue Code.

Office / Division:	Security Intelligence and Investigation Division			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Individuals applying for New/Renewal of Business Permit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SECURITY AGENCY (NEW)				
1. FED Gun Club Accreditation		PNP		
2. FED Firing Range Accreditation		PNP		
SECURITY AGENCY (RENEWAL)				
1. Previous Business Permit		BPLD		
2. Official Receipt (Business Tax Current Year		City Treasurer`s Office		
1. FED Gun Club Accreditation		PNP		
2. FED Firing Range Accreditation		PNP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all the necessary requirements	1. Receives and records all documents for routing slip	NONE	5 minutes	Receiving/ Releasing Clerk
	1.1 Reviews document and Refers to division-in-charge for complete staff work	NONE	30 minutes	Chief Admin/ Head DPOS
	1.2 Evaluates and reviews all requirements	NONE	5 minutes	SIID Personnel
	1.3. Prepares Letter Order for inspection	NONE	5 minutes	SIID Personnel
	1.4. Inspection	NONE	2 days	SIID Personnel
	1.5. Submit inspection report	NONE	3 hours	SIID Personnel
	1.6. Issues Order of Payment	NONE	2 minutes	SIID Personnel
2. Pays Corresponding Fees	2. Receives payment and issues Official Receipt	1-5 Ranges Php1000 6-10 Ranges Php2000 More than 10 Ranges Php 4000	1 hour	Cashier/CTO
3. Applicants submits Official	3. Prepares DPOS clearance	NONE	5 minutes	SIID Personnel

Receipt				
	3.1 Recommends for approval	NONE	5 minutes	Chief, SID
	3.2 Affixes initial for approval of clearance	NONE	10 minutes	Chief, Admin
	3.3 Approves/signs clearance	NONE	1 Day	Head, DPOS
4. Secures approved DPOS Clearance	4. Releases approved clearance	NONE	2 minutes	Receiving/ Releasing Clerk
TOTAL:			3 Days 5 Hours and 9 Minutes	