

2. DPOS CLEARANCE FOR PRIVATE SECURITY AGENCY, TRAINING CENTERS, DEALER OF AMMUNITION & FIREARMS

The DPOS Clearance is one of the requirements for securing Business Permit. This is in the compliance of the Quezon City Ordinance SP-942, S-2000 "An Ordinance regulating the operation and activity of security, detective or watchman agencies.

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|---|---|-------------------------|---|
| Office / Division: | Security Intelligence and Investigation Division | | |
| Classification: | Simple | | |
| Type of Transaction: | G2B | | |
| Who may avail: | Individuals applying for New/Renewal of Business Permit | | |
| ONLINE APPLICATION | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| SECURITY AGENCY (NEW / RENEWAL) | | | |
| 1. License to Operate from PNP | | PNP | |
| 2. Current Official Tax Receipt | | City Treasurer's Office | |
| 3. Monthly Deployment of Guards | | | |
| SECURITY TRAINING CENTER (NEW/ RENEWAL) | | | |
| 1. Accreditation from TESDA/PNP | | TESDA/PNP | |
| 2. Current Official Tax Receipt | | City Treasurer's Office | |
| RETAILER OF FIREARMS AND AMMUNITIONS (NEW / RENEWAL) | | | |
| 1. License to Operate to Deal in Firearm/Ammunition | | PNP | |
| 2. Current Official Tax Receipt | | City Treasurer's Office | |
| RETAILER OF FIREARMS AND AMMUNITIONS (NEW / RENEWAL) | | | |
| 1. License to Operate to Deal in Firearm/Ammunition | | PNP | |
| 2. Current Official Tax Receipt | | City Treasurer's Office | |
| AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Print all document submitted thru email | NONE | 5 minutes | Business One Stop Shop – SIID Personnel |
| 1.1 Check/receives all the requirement for routing slip (Walk-in) | NONE | 10 minutes | Receiving/ Releasing Clerk |
| 1.2. Reviews documents | NONE | 30 minutes | Chief, Admin |
| 1.3. Refers to division-in-charge for complete staff work | NONE | 20 minutes | DPOS, Head |

| | | | |
|--|------|------------|-------------------------------------|
| 1.4. Evaluates and reviews all requirements | NONE | 10 minutes | SIID Personnel |
| 1.5. Prepares Letter Order for inspection | NONE | 15 minutes | SIID Personnel |
| 1.6. Inspection | NONE | 2 days | Chief, SIID |
| 1.7. Submit inspection report | NONE | 1 day | Chief, Admin |
| 1.8. Recommend for approval | NONE | 10 minutes | Head, DPOS |
| 1.9. Prepares DPOS Clearance | NONE | 5 minutes | Chief, SIID |
| 1.9. Affixes initials for the approval of clearance | NONE | 10 minutes | Chief, Admin |
| 1.10. Approves/Signs clearance | NONE | 1 Day | Head, DPOS |
| 2. Email applicants for the availability of DPOS Clearance | NONE | 5 minutes | BOSS-SIID Personnel |
| 2.1. Releases clearance to the applicant(walk-in) | NONE | 2 minutes | BOSS-SIID Personnel |
| TOTAL: | | | 4 Days 2 Hours and 5 Minutes |