

## 1. DPOS CLEARANCE FOR PRIVATE SECURITY GUARD

The DPOS Clearance is issued to private security guards securing occupational permit in compliance with the Quezon City Ordinance No. SP-942, S-2000 "An Ordinance regulating the operation and activity of security, detective or watchman agencies and its security guards or officers, detectives, or watchman deployed in Quezon City and imposing penalties for violation thereof."

<b>OFFICE / DIVISION:</b>		Security Intelligence and Investigation Division		
<b>CLASSIFICATION:</b>		Simple		
<b>TYPE OF TRANSACTION:</b>		G2B		
<b>WHO MAY AVAIL:</b>		Private Security Guards		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 1x1 Picture				
2. Official Receipt (Mayor's Permit and Health Certificate)		City Treasurer's Office		
3. Security Guard License		PNP Sosia		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents requirements	1. Issues DPOS Clearance Form	NONE	2 minutes	SID Personnel
2. Accomplishes DPOS Clearance form	2. Receives and Records DPOS Clearance Form with requirements and assigns control number	NONE	3 minutes	SID Personnel
	2.1 Recommends /affixes initials for Approval of DPOS Clearance	NONE	1 minute	Chief, SID
	2.2 Approves Clearance	NONE	3 minutes	Head, DPOS
3. Secures approved DPOS Clearance	3. Releases DPOS Clearance	NONE	1 minute	SID Personnel
<b>TOTAL:</b>			<b>10 Minutes</b>	