

6. PROCEDURE IN THE CONDUCT OF CLEARING OPERATION

One of the objectives of the Department of Public Order and Safety is the strict implementation and enforcement of all laws and ordinances mandated for clearing road obstructions, encroachments, street, alleys and illegal structures and construction based on the complaints received by this department.

Office / Division:		Security Intelligence and Investigation Division		
Classification:		Highly Technical		
Type of Transaction:		G2C		
Who may avail:		Complainants		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of complaint/request				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files letter of complaint	1. Receives and records complaint/request for routing slip	NONE	10 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 the request/complaint	NONE	5 minutes	Chief, SIID
	1.3 Prepares Letter Order for inspection operation	NONE	5 minutes	SIID Personnel
	1.4 Conducts Inspection	NONE	3 days	SIID Personnel
	1.5 Prepares Inspection Report/Recommendations	NONE	1 day	SIID Personnel
	1.6 Issues Notice of Violation	NONE	1 day	SIID Personnel
	1.7 Prepares Letter Order for clearing operation	NONE	10 minutes	SIID Personnel
	1.8 Coordinates and collaborates with external partner agencies/offices for joint clearing operation	NONE	1 day	SIID, External Agencies, and other offices
	1.9 Conducts clearing operation	NONE	1 day	SIID, External Agencies, and other offices

	1.10 Prepares After operation report	NONE	3 hours	SIID Personnel
	1.11 Submits Report to the Mayor's Office	NONE	1 day	Receiving/ Releasing Clerk
TOTAL:			8 Days and 4 hours	