

8. PROVISION OF SECURITY PERSONNEL TO DIFFERENT GOVERNMENT FACILITIES TO ENSURE SECURITY AND SAFETY

The Department of Public Order and Safety, as one of their vital functions is to provide/assign as Physical Security Personnel to all facilities under the supervision of Quezon City Government. Their functions and objectives are to protect the assets inside and outside facilities including the safeguard of all employees, residents/clients and to deter or discourage all possible malicious intent and escapees to maintain a peaceful environment.

Office / Division:		Security Intelligence and Investigation Division		
Classification:		Highly Technical		
Type of Transaction:		G2G		
Who may avail:		Government Facilities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request for Security				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files Request letter	1.1 Receives and records the letter /request for routing slip	NONE	10 minutes	Receiving Personnel
	1.2 Reviews document and Refers to division-in-charge for complete staff work	NONE	10 minutes	Chief Admin/ Head DPOS
	1.3 Evaluate request letter and give instruction to Security Officer	NONE	10 minutes	Chief, SIID
	1.3 Conducts security survey and report with recommendation	NONE	2 days	Security Officer
	1.4 Prepare Duty Detailed Order for deployment of Security Personnel	NONE	20 minutes	SIID Personnel
	1.5 Reviews DDO and affixes his initial on the documents	NONE	10 minutes	Chief, SIID
	1.6 Affixes initial to DDO	NONE	20 minutes	Chief Admin
	1.7 Approves and signs documents	NONE	1 day	Dept. Head
TOTAL:			3 Days 1 Hours and 20 Minutes	