



PHILIPPINE NATIONAL POLICE MANUAL

CITIZEN'S CHARTER
2023 (2nd Edition)



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Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City

MESSAGE

Along with the 227,000 strong Philippine National Police (PNP) personnel, I humbly present to the Republic of the Philippines and our countrymen, the PNP Citizen's Charter, which highlights our commitment of providing quality, honest, and time-efficient services in accordance with the provisions set forth by Republic Act No. 11032 entitled, "Ease of Doing Business and Efficient Government Service Delivery Act of 2018". As one of the leading law enforcement agencies, it is imperative for us to further enhance our organization's public image and credibility through initiating various management and systems reforms, as well as re-engineering all regulatory services.



While bureaucratic red tape, flawed work process, and unethical practices are persistent problems in many organizations and industries, these issues are brought about by other factors such as outdated policies, unclear regulations, level of enforcement, and the values and ethical standards of individuals and organizations. Thus, the continuous implementation and improvement of the PNP Citizen's Charter aims to bring about immense reform in bureaucratic systems and procedures, thus, flourishing integrity, transparency, and accountability in the PNP organization and its delivery of public services.

It is noteworthy to mention that the success of the PNP Citizen's Charter was built upon the cooperation and productive discussions among various PNP units and offices, external stakeholders, and the community, leading to valuable insights and innovative solutions for improving public safety and frontline services.

Lastly, this Citizen's Charter marks another milestone for the PNP organization in our pursuit of upholding our mandated functions and upright values. Let us use this as a tool to promote state policy of efficient government service by setting a benchmark of efficiency in our own police frontline services to the Filipino people.

Lagi't-Lagi Para sa Bayan, Team PNP!


RODOLFO S AZURIN, JR
Police General
Chief, PNP



I. Mandate:

Republic Act 6975 entitled An Act Establishing the Philippine National Police (PNP) under a reorganized Department of the Interior and Local Government and Other Purposes as amended by RA 8551 PNP Reform and Reorganization Act of 1998 and further amended by RA 9708.

II. Vision:

Imploring the aid of the Almighty, by 2030, We shall be a highly capable, effective and credible police service working in partnership with a responsive community towards the attainment of a safer place to live, work and do business.

III. Mission:

The PNP shall enforce the law, prevent and control crimes, maintain peace and order, and ensure public safety and internal security with the active support of the community.

IV. Service Pledge

Anchored on the provisions set forth by the Philippine Constitution, through the enactment of Republic Act No. 6975, we, the personnel of the Philippine National Police, by this solemn Oath, embody our philosophy of “Service, Honor and Justice” in every public safety initiative we deem important to address the diverse concerns of the Filipino people. As a law enforcement agency, we shall indulge ourselves to promote and reflect on our core values whilst upholding the vision and mission of the police organization.

Likewise, we adhere to Republic Act No. 11032 entitled, “Ease of Doing Business and Efficient Government Service Delivery Act of 2018” by implementing measures to foster apt, convenient, innovative, and client-friendly process flow of various frontline services offered by the agency within the specified processing time. In doing so, we guarantee less rigid transactions and flexible payment options to guarantee customer satisfaction that will elicit feedback for further service improvement.

Thereafter, we shall realize our end goal of empowering police-community partnership that is responsive and resilient towards the joint pursuit of attaining a safer Philippines to live, work and do business.



LIST OF SERVICES

National Headquarters	
External Frontline Services	16
1. Permit to Carry Firearms Outside of Residence (PTCFOR) Secretariat	17
2. Directorate for Intelligence (DI)	25
PNP DI Clearance	25
3. FORENSIC GROUP	29
a. DNA Examination (Non-Criminal)	29
b. Macro-Etching of Motor Vehicle Applying for PNP Motor Vehicle Clearance at Highway Patrol Group (HPG)	31
c. Macro-Etching of Motor Vehicle for Purpose of PNP Motor Lifting ___ of Alarm /Verification /Re-stamping	33
d. Fingerprinting Services	35
e. Handwriting Identification	40
f. Altered or Erased Identification	42
g. Counterfeit Documents/Bills Identification	44
h. Imprint Document Examination	46
i. Firearms Stenciling and Testing	48
j. Autopsy (Non-Criminal)	51
k. Semen Determination (Non-Criminal)	54
l. Blood Determination (Non-Criminal)	56
m. Drug Test (PNP Drug Test and Civilian Drug Test)	58
n. Drug Test (LTOFP/ PTCFOR)	61
o. Polygraph Examination	65
4. HIGHWAY PATROL GROUP	70
Motor Vehicle Clearance Division	70
Processing And Issuance Of Motor Vehicle	70
Clearance Certificate:	70
a. Transfer of Ownership	70
b. Change of Engine/ Motor	71
c. Change of Chassis/Vin/Frame	72
d. Change of Color	73
e. Change of Body Design	73
f. Record Check	73
g. Permit to Assemble	74



h. New Registration of Brand New Locally Manufactured Motor Vehicle – Four Wheels And Above	74
i. New Registration of Brand New Locally Manufactured Motorcycle	75
j. New Registration of Brand New Imported Manufactured Motor Vehicle – Four Wheels And Above	75
k. New Registration of Brand New Imported Manufactured Motorcycle	76
l. New Registration Of Imported Second-Hand Motor Vehicle – Four Wheels And Above	77
m. New Registration Of Imported Second-Hand Motorcycle	77
n. New Registration Of Imported Completely Knocked Down Motor Vehicle	78
o. New Registration Of Imported Voluntary Payment Category	78
p. New Registration Of Assembled/Rebuilt Motor Vehicle	79
q. New Registration Of Acquired Through Bidding	80
5. Police Community Affairs and Development Group	102
a. Walk-In Complaint Management Process	102
b. Ireport mo kay Tsip (SMS) 0917-8475757 Complaint Management Process	105
6. PNP Retirement and Benefits Administration Service	108
a. Commutation of Accumulated Leave (CAL) Claim	108
b. Lump Sum Claim	113
c. Activation of First Pension	116
d. PNP Transfer of Pension (TOP) Claim	118
e. INP Transfer of Pension Claim	127
f. Activation of INP Pension	131
g. Back-Earned Pension Claim (Retiree/beneficiaries of INP Personnel)	133
7. FIREARMS LICENSING DIVISION	141
a. License to Own and Possess Firearms (LTOPF) – Individual	141
b. Firearms Registration – Individual	146
c. License to Own and Possess Firearms (LTOPF) – Juridical (New and Renewal)	149
d. Firearms Registration-Juridical (New Purchase or Transfer)	157
e. Renewal Firearms Registration (Licensed Juridical/ Government Agencies, etc)	161



f. Warehouse Receiving Of Newly Manufactured Locally-Made Firearms	164
g. Warehouse Receiving of Imported Firearms	166
h. Authority to Transport Firearms and Ammunition (ATTFA) & Withdrawal of Newly Purchased Firearms	169
i. Issuance of Certification to Law Enforcement Agencies, Prosecutors, Public Attorney's Offices and Firearm Licensees relative to letter request.	170
j. Issuance of Firearms Certification for various competent courts relative to Subpoena/order	171
k. Issuance of Firearms Record Verification (FRV) for CGF's PSAs	172
l. Issuance of Computer printout of firearms license for renewal (FIMS)	173
m. License to Manufacture (New-Main & Additional Site)	174
n. License to Deal – (New- Main & Branch)	179
o. License to Deal in (Renewal/Amendment)	185
p. Gunsmith's License – New (Main/Branch)	189
q. Gunsmith's License – (RENEWAL/AMENDMENT-MAIN/BRANCH):	192
r. Permit to Import firearms and its parts, ammunition and its components, airgun/airsoft, bullet proof vest/vestment and other regulated items	195
s. Permit to export firearms and its parts, ammunition and its components, air gunoneirsoft, bullet proof vest/vestment and other regulated items	203
t. Certificate of Balance	207
u. Registration of Bullet Proof Vest/Vestment	209
v. SEC Endorsement	211
w. Printing ID for License to Own and Possess Firearms (LTOPF)	212
x. Printing ID for Firearms Registration (FR) - Individual	213
y. Alteration and Correction of Record Entry - Individual	213
z. Alteration and Correction of Record Entry - Individual	214
aa. Tagging CCSDAF – Individual and Juridical Entities	216
bb. Alteration and Correction of Record Entry – Juridical Entities	217
<u>EDUCATION AND ENFORCEMENT MANAGEMENT DIVISION</u>	219
a. Permit to Transport Firearms for Individual	219



b. Permit to Transport Firearms for Licensed Sports Shooter (Local Competition)	220
c. Permit to Transport Firearms for Licensed Local Sports Shooter (Going Outside the Country)	223
d. Permit to Transport Firearms for Licensed Foreign Sports Shooters (Entering the Country)	225
e. Permit to Transport Firearms for Foreign Diplomats/Dignitaries or their Security Forces	227
f. Permit to Transport Firearms for Gov't Entities: National Government Agencies/ Law Enforcement Agencies/ Local Government Units/ Government Owned and Controlled Corporations	229
g. Permit to Transport Firearms for Private Entities: Private Security Agencies (PSAs)	231
h. Permit to Transport Firearms for Private Entities: Licensed Dealer/ Manufacturer (Local Transport)	233
i. Permit to Transport Firearms for Private Entities: Licensed Dealer/ Manufacturer (Import/ Export)	235
j. Conduct Sports Shooting Competition	237
k. Authority for Gun Club to Conduct Gun Safety & Responsible Gun Ownership Seminar (GSRGOS)	239
l. Gun Club Accreditation	241
m. Shooting Range Accreditation (New/Amendment)	245
n. Shooting Range Accreditation (Renewal)	248
o. Shooting Range Accreditation For Government-Owned/Operated (New)	251
p. Shooting Range Accreditation for Government-Owned/Operated	253
q. Shooting Range Accreditation for Colleges/Universities (New)	256
r. Shooting Range Accreditation for Colleges/ Universities (Renewal)	259
s. Shooting Range Accreditation for Security Training Centers (New)	261
t. Shooting Range Accreditation for Security Training Centers (Renewal)	265
u. Gun Club and Shooting Range Accreditation (New)	268
v. License to Own and Operate Reloading Machine	272
w. Airsoft/Air Gun Registration	275
x. Validation of Gun Safety and Responsible Gun Ownership Seminar Certificate	277
y. Certificate of Inspection	279
z. Request for Tagging of Wanted Lost	281
aa. Request for Change of FA Status from License Blocked "LB"/License Revoked "LR" (thru System Automation because of Non-renewal) to Firearms to Licensee "FL"	283



bb. Request for Change of FA Status from License Revoked "LR (because of FLRRB Resolution or Pendency of Case) to Firearms to Licensee "FL"	285
cc. Request for Change of FA Status from Under Investigation "UI" to Firearms to Licensee "FL"	287
dd. Request for Correction of Entry	289
ee. Request for Revocation of License	291
ff. Request for Classification of Firearms	293
gg. Request for Denial of Ownership/Cancellation of Registration	295
EXPLOSIVES MANAGEMENT DIVISION	297
Application of Licenses and Permits for Controlled Chemicals (CCs)	297
a. Manufacturer's License (new)	297
b. Dealer's License (new)	301
c. Purchaser's License (new)	304
d. Manufacturer's License (Renewal)	308
e. Dealer's License (Renewal)	310
f. Purchaser's License (Renewal)	312
g. Manufacturer's License (Amendment)	314
h. Dealer's License (Amendment)	319
i. Purchaser's License (Amendment)	323
j. Purchaser's License for Accredited DTI-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals (New)	328
k. Purchaser's License for Accredited DTI-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals (Renewal)	331
l. Purchaser's License for Accredited DTI-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals (Amendment)	334
m. Purchaser's License for DTI-Micro Enterprises and Barangay Certified Farmers (New)	336
n. Purchaser's License for DTI-Micro Enterprises and Barangay Certified Farmers (Renewal)	338
o. Purchaser's License for DTI-Micro Enterprises and Barangay Certified Farmers (Amendment)	340
p. Permit to Import Controlled Chemicals (PICC) for Manufacturer	342
q. Permit to Import Controlled Chemicals (PICC) for Dealer	344
r. Permit to Import Controlled Chemicals (PICC) for Purchaser	347



s. Permit to Export Controlled Chemicals (PECC) for Manufacturer	349
t. Permit to Purchase and Move Controlled Chemicals (PPMCC)	351
u. Permit to Transfer Controlled Chemicals (PTCC)	353
v. Permit To Transport Controlled Chemicals (PTTCC)	355
w. Permit To Unload Controlled Chemicals (PTUCC)	357
x. Special Permit to Purchase and Move Controlled Chemicals (SPPMCC)	359

Application of Licenses and Permits for Explosives/Explosive

Ingredients (EEIs)	361
a. Manufacturer's License (new)	361
b. Dealer's License (New)	366
c. Purchaser's License (New)	370
d. Manufacturer's License (Renewal)	374
e. Dealer's License (Renewal)	377
f. Purchaser's License (Renewal)	380
g. Manufacturer's License (Amendment)	383
h. Dealer's License (Amendment)	387
i. Purchaser's License (Amendment)	392
j. Foreman Blaster's License (New)	396
k. Foreman Blaster's License (Renewal)	399
l. Permit to Import (Manufacturer)	401
m. Permit to Import (Dealer)	404
n. Permit to Import (Purchaser)	407
o. Permit to Export (Manufacturer or dealer)	410
p. Permit to Purchase/Transfer and Move Explosives/Explosive Ingredients (PPME)	413
q. Permit to Unload Explosive/Explosive Ingredients (PTUE)	416
r. Special Permit to Purchase and Move Explosive/Explosive Ingredients (SPPME)	418
Application of Licenses and Permits for Firecrackers and Pyrotechnic Devices (FCPDs)	420
s. Manufacturer's License (New)	420
t. Manufacturer's License (Renewal)	423
u. Dealer's License (New)	426
v. Dealer's License (Renewal)	429



w. Fireworks Display Operator's License (New)	432
x. Fireworks Display Operator's License (Renewal)	434
y. Permit to Import (Manufacturer only)	436
z. Permit to Import (Theatrical Effects)	439
aa. Permit to Purchase and Move Explosive Ingredients (PPMEIs)	441
bb. Permit to Unload Explosive Ingredients (PTUEIs)	443
cc. Permit to Transport (PTT)	445
dd. Special Permit for Fireworks Display (SPFD)	447
Request verification and Certification (for court purposes)	449
Request verification of explosives, military ordnance (for law enforcement agencies)	450
Request for comprehensive evaluation and analysis report	451
Issuance of Radio Message (Memo type) re Transportation and movement of explosive/explosives ingredients and/or controlled chemicals.	453
8. SUPERVISORY OFFICE FOR SECURITY AND INVESTIGATION AGENCIES	456
1. Application for Certificate of Registration (CR) for Government Guard Units (GGU)	456
2. Application for License to Exercise Security Profession (LESP) New and Renewal (Online)	459
3. Authority to Purchase Firearms (ATPF)	462
4. Cease to Operate (CTO) for PSSPs with Regular LTO	464
5. Cease to Operate (CTO) for PSSPs with Temporary LTO	466
6. Change of Business Status from Single Proprietorship to	467
7. Change of Licensee/Business Address and/or Business Name	470
8. Extension/Validity License to Operate (LTO) for CSU	473
9. Extension/Validity License to Operate (LTO) for PDA	476
10. Extension/Validity License to Operate (LTO) for PSA	480
11. New License to Operate (LTO) for CSU (Temporary)	483
12. New License to Operate (LTO) for PDA (Temporary)	487
13. New License to Operate (LTO) for PSA (Temporary)	491
14. New Regular License to Operate (LTO) for CSU	496
15. New Regular License to Operate (LTO) for PDA	501
16. New Regular License to Operate (LTO) for PSA	506
17. Renewal of Regular License to Operate (LTO) for CSU	511
18. Renewal of Regular License to Operate (LTO) for PDA	515
19. Renewal of Regular License to Operate (LTO) for PSA	519
20. SEC/DTI Endorsement for PSA/PDA	523
21. Voluntary Cease to Operate (CTO) for PSSPs with Regular LTO	527



22. Voluntary Cease to Operate (CTO) for PSSPs with Temporary	530
23. Accreditation of Armored Vehicle Security Service Provider	532
24. Accreditation of Private Security Agency (PSA) to Deploy	534
25. Authority to Deploy Protection Agents (PAs)	536
26. Authority to Wear Special Set of Uniform (SSU)	538
27. Conduct of Administrative Inspections to PSSPs	539
28. Conduct of Post to Post Inspection to Deployed Private	541
29. Issuance of Certificate of Non-Pending Case	542
30. Issuance of Special Duty Detail Order (SDDO) with 15 Day validity	544
31. Issuance of Special Duty Detail Order (SDDO) with 30 Days validity	545
32. Issuance of Accreditation of Private Security Training Institute for Specialized Course and Regular	546
33. Issuance of Accreditation of Training Director, Training Officer, Training Instructor	547
34. Issuance Administration Inspection for PSTIs New/Renewal	549
35. Issuance of Letter of Authority	549
36. Accreditation of Private Canine Security Service Provider	550
37. Accreditation of Private Security Canine Training	552
39. Change of Licensee/Business Name/Address Of Private Security Canine Service Provider	555
40. Change of Licensee/Business Name/Address of	557
National Headquarters	562
Internal Frontline Services	562
1. Directorate for Personnel and Records Management	563
a. Issuance of Notice of Step Increment (NOSI) and implementing orders Issuance of NOSI	563
b. Preparation of Notice of Salary Adjustment (NOSA)	563
c. Updating of both web-based DBM Personal Services Itemization and Plantilla of Personnel (PSIPOP) and CSC Inventory of Government Human Resource System (IGHRS)	564
d. Issuance of Implementing Orders for Separated NUP (Crame-based)	565
e. Evaluation of submitted folders from the different Human Resource Merit Promotion and Selection Board (HRMPSB)	567
f. 1 st Salary of PNP Recruits of Police Regional Offices and National Support Units	569
g. Salary Differential Claims of PNP Personnel	570
h. Longevity Pay or Long Pay Differential Claims of PNP Personnel	572
i. Backwages (Salary and Allowances) of PNP Personnel	573
j. Reimbursement of Hospitalization Expenses (RHE) of PNP Personnel (For NHQ and claims more than Php60,000.00)	574
k. Replacement Clothing Allowance (RCA) of PNP Personnel	575



I. Other Collateral Allowances (Specific Units) of PNP Personnel	576
m. Renewal of expired and updating of PNP ID for newly promoted PNP personnel thru online application using personal dashboard	578
n. Processing of application form of walk-in applicant	579
o. Processing of Lost PNP/Dependent ID	580
p. Processing of Dilapidated PNP/Dependent ID	581
q. Application for Local Leave of PNP Personnel	582
r. Issuance of Breakdown of Leave Credits (BLC) for Compulsorily Retired, Optionally Retired and other mode of separation	583
s. Issuance of Commutation of Accumulated Leave (CAL) order	584
t. Application for Leave Abroad	585
u. Issuance of Travel Order	586
v. Application For Study Leave of PNP personnel	587
w. Issuance of Long Term Leave	588
x. Request Authentication of BLC	589
y. Updating and Issuance of Personal Data Sheet (PDS) General Information Sheet (GIS).	590
z. Verification of Personnel Record/Data from Different PNP Units/ Offices, Government Agencies such as NAPOLCOM, OMBUDSMAN, NBI, Courts etc. and Private Institutions.	591
aa. Generation and Issuance of PNP Statistical Report/Data	593
bb. Issuance of Order of Longevity Pay to NHQ PNP Personnel	594
cc. Monitoring/Validation/Updating of Unit Compliances	595
dd. Generation and Submission on PNP Alpha List and other data for Salary System.	597
ee. Generation and Submission of Agency Remittance Advice (ARA) to GSIS	598
ff. GSIS request for Service Record of Former PNP personnel	599
gg. Monitoring and Validation of Uploaded/Encoded Orders of PNP Offices/Units	601
hh. Monitoring and Validation of Rejected Orders of Longevity Pay	602
ii. Authentication and Production of SALN and PPF/201 Files	603
jj. Authentication and Production of General and Special Orders	604
kk. Correction of Entry and changing of Birth Records of PNP personnel	607
ll. Processing of Walk-in applicants	609
mm. Processing of Certification of DLB to inactive personnel	611
nn. Processing of CDLB of NHQ/NASU/NOSU Personnel	612
oo. Preparation, Issuance, and Publication NHQ orders / Verification of issued orders from different PNP Units/Personnel	614
pp. Issuance of Service Record to Active Personnel	615



qq. Issuance of Compulsory Retirement Order	617
rr. Issuance of Optional Retirement Order for Uniform ____ Personnel	618
ss. Process and Issuance of Optional Retirement for Non- ____ uniform personnel	620
tt. Conversion of Letters of Commendation to Medalya Ng Papuri of National Headquarters Offices/Units Personnel	621
uu. Confirmation/Conversion of Awards to Service Credits Of ____ National Headquarters Offices/Units Personnel	622
vv. Issuance of Minor Awards of National Headquarters Offices/Units	624
ww. Issuance of Presidential Social Fund-Special Financial Assistance for Killed and Wounded in Police Operation	626
xx. Housing Benefit for Personnel Killed in Police Operations under the Comprehensive Social Benefits Program	628
yy. Presidential Grant of Dependents Educational Assistance Program (DEAP)	630
zz. Grant Of Reward Educational Assistance Program (REAP)	632
aaa. Grant of Special Educational Assistance Program (SEAP) For KIPO/WIPO, TPPD, and Active PNCO	634
bbb. Issuance of Major Awards to PNP Personnel	636
ccc. Special Promotion of PNP Uniformed Personnel	638
ddd. Issuance of DLOD Clearance	640
eee. Promotion Process for Third Level Officers	641
fff. Placement to Third Level Position	645
ggg. Placement to Third Level Position	647
hhh. Promotion Process for Third-Level Officers	648
iii. Placement to Third Level Position	652
kkk. Endorsement of Foreign Travel Authority to be approved by C, PNP and NAPOLCOM	653
III. Attestation of Promotional Appointment of All PNP Uniformed Personnel PNCOs of NHQ and All PCOs (PLT-PLTCOL)	654
mmm. Reassignment and Detail of 2 nd Level PNP Uniformed Personnel	656
nnn. Detail Outside PNP Organization of 2 nd Level PNP Uniformed Personnel	657
ooo. Promotion of PNP Uniformed Personnel	658
ppp. Termination Proceedings for Newly Appointed Police Commissioned Officers in Temporary Status	660
2. DIRECTORATE FOR HUMAN RESOURCE	669
General Doctrine Development Division (GDDD) Internal Services	669
Doctrine Development	669
Availment of Mandatory Career Course for Police Commissioned Officers (PCOs) and Police Non-Commissioned Officers (PNCOs)	679



Processing of Foreign Travel Authority	680
Processing of In-Country Sponsored Training	682
3. HEALTH SERVICE	685
GENERAL HOSPITAL	685
a. Psychiatric and Psychological Examination (PPE) for Recruitment	685
c. Psychiatric and Psychological Examination (PPE) for Clinical Consultation	690
d. Psychiatric and Psychological Examination (PPE) for License to Own and Possess Firearm (LTOPF) Applicants	693
e. Psychosocial Services - Psychiatric and Psychological Examination (PPE) for PNP Mental Health Program "Bantay Kaisipan"	695
f. Psychosocial Services – Stress Management and Anger Management Lectures	698
g. Psychosocial Services – Stress Debriefing/Psychotherapy	700
h. Psychosocial Services – Counseling/Tele-Counseling	702
4. FINANCE SERVICES	707
a. Issuance of Certificate of Firearms/Property Accountability Deduction from Retirement Benefits	707
b. Issuance of Certificate of Non-Payment of Reimbursement of Hospitalization Expenses (RHE)	708
c. Issuance of Certificate of Compensation	710
d. Issuance of Certificate of Last Payment	711
e. Authentication of Certificate of Last Payment	713
f. Submission of correct and complete requirements for Request Letter for the Refund of Loan Deduction and Capital Contribution Overpayment (walk-in)	714
g. Authentication of Payslip	716
h. Financial History	716
i. Issuance of Official Receipts	717
j. Issuance of Certificate of PhilHealth Remittance	719
k. Issuance of Certificate of PAG-IBIG Remittance	720
l. Issuance of Certificate of GSIS Remittance	721
m.Reprinting and Authentication of BIR form No. 2316	722
m.Releasing of BIR Form No 2307	723



National Headquarters

External Frontline Services



1. Permit to Carry Firearms Outside of Residence (PTCFOR) Secretariat

Issuance of Permit to Carry Firearms Outside of Residence (PTCFOR) shall be issued by the Chief of the PNP or his/her duly authorized representative to a licensed citizen whose life is under actual threat or his/her life is in imminent danger due to the nature of his/her profession, occupation, or business.

Office/Division	Office of the Chief, PNP - PTCFOR Secretariat
Classification	Simple
Type of Transaction	G2C – Government to Citizen / G2G – Government to Government Employee
Who may avail:	Any licensed citizen whose life is under actual threat or in imminent danger.
CHECKLIST OF REQUIREMENT	WHERE TO SECURE
<u>General Requirements</u> 1) PTCFOR Application Form (1 original copy and duly notarized) 2) LTOPF Certification or ID (1 certified true copy) 3) Firearm Registration Certificate or ID (1 certified true copy) 4) Threat Assessment – should be recent to the date of application for PTCFOR (1 original copy) 5) National Police Clearance – if LTOPF is one year or more from date of issuance (1 original copy) 6) Drug Test - if LTOPF is one year or more from date of issuance (1 original copy) <u>Additional Requirements for Each Classification of a Licensed Citizen:</u>	PTCFOR Secretariat Office or download at pnp.gov.ph PNP Firearms and Explosives Office (FEO) or download at feo-system.com PNP Firearms and Explosives Office (FEO) or download at feo-system.com Intelligence Unit of the PNP nearest to the applicant's residence PNP National Police Clearance System (NPCS) (www.pnpclearance.ph) PNP Forensic Group or any Department of Health (DOH)-accredited and authorized drug testing laboratory or clinic
a. Law Enforcement Agencies (LEAs) – Active Members	



1) Appointment/Enlistment Order (1 certified true copy)	Concerned Agency of Applicant
2) Duty Status (1 certified true copy)	Concerned Agency of Applicant
3) Non-pending Case (1 certified true copy)	Concerned Agency of Applicant
4) Agency ID (1 certified true copy)	Concerned Agency of Applicant
b. Law Enforcement Agency - Retired Members	
1) Retirement Order (1 certified true copy)	Concerned Agency of Applicant
2) Retiree ID (1 certified true copy)	Concerned Agency of Applicant
c. Government Employees (Active)	
1) Appointment Order (KSS) (1 certified true copy)	Human Resource/Personnel Department/Office of the government employee
2) Office ID (1 certified true copy)	Human Resource/Personnel Department/Office of the government employee
d. Government Employees (Retired)	
1) Retirement Order (1 certified true copy)	Concerned Office/Agency of Applicant
2) Retiree Identification Card (1 certified true copy)	Concerned Office/Agency of Applicant
e. Elected Officials	
1) Oath of Office (1 certified true copy)	Government Office/Agency of the officer administering the oath
2) Office ID (1 certified true copy)	Administrative office of the elected official
f. Senior Citizen	
1) Senior Citizen ID (1 photocopy)	Senior Citizen's Affairs Office (OSCA)
g. Military Reservists	
1) Annual Active Duty Training (1 certified true copy)	Concerned Office/Agency of Applicant
2) J9 Clearance (1 certified true copy)	Concerned Office/Agency of Applicant
3) Reservist Identification Card (1 certified true copy)	Concerned Office/Agency of Applicant



h. Businessman	
1) Business Documents: SEC/DTI Registration	Securities and Exchange (SEC) and Department of Trade and Industry (DTI)
2) Business Permit	Mayor's Office
3) Recent Income Tax Return (ITR) with Receipt of Payment (1 certified copy)	Bureau of Internal Revenue (BIR)
4) Government-issued Identification Card (1 certified true copy)	Bureau of Internal Revenue (BIR), Post Office, Department of Foreign Affairs (DFA), Philippine Statistics Authority (PSA), Land Transportation Office (LTO), Social Security System (SSS), Government Service Insurance System (GSIS), Commission on Elections (COMELEC), Professional Regulatory Commission (PRC)
i. Civilian	
1) Government-issued Identification Card (1 certified true copy)	Bureau of Internal Revenue (BIR), Post Office, Department of Foreign Affairs (DFA), Philippine Statistics Authority (PSA), Land Transportation Office (LTO), Social Security System (SSS), Government Service Insurance System (GSIS), Commission on Elections (COMELEC), Professional Regulatory Commission (PRC)
j. Religious Leaders	
1) Certificate of Ordination (1 certified true copy)	Appropriate issuing office of recognized religious organizations
2) Government-issued Identification Card (1 certified true copy)	Bureau of Internal Revenue (BIR), Post Office, Department of Foreign Affairs (DFA), Philippine Statistics Authority (PSA), Land Transportation Office (LTO), Social Security System (SSS), Government Service Insurance System (GSIS), Commission on Elections (COMELEC), Professional Regulatory Commission (PRC)
Note:	
Exempted from Submission of Threat Assessment	
Members of the Philippine Bar (Integrated Bar of the Philippines Identification Card);	Integrated Bar of the Philippines (IBP)
Certified Public Accountants	Professional Regulation Commission (PRC)



(Professional Regulation Commission Identification Card);				
- Accredited Media Practitioners from recognized media institutions (Kapisanan ng mga Brodkaster ng Pilipinas Identification Card); - Cashiers, Bank Tellers (Certificate of Employment & Company ID); - Priests, Ministers, Rabbi, Imams (Certificate of Ordination);		Kapisanan ng mga Brodkaster ng Pilipinas (KBP) Concerned Office/Company of the Applicant Appropriate issuing office of recognized religious organizations		
- Physicians, Dentists and Nurses (Professional Regulation Commission Identification Card); - Engineers (Professional Regulation Commission Identification Card); - Businessmen (Business Documents) (Active members of LEA (Appointment Order/Enlistment, Duty Status, Non-pending Case, Agency ID); - Retired members of LEA (Retirement Order and Retiree ID); and - Incumbent and former elected officials from City/Municipal Chief Executive up to the highest elective position (Oath of Office and Agency ID)		Professional Regulation Commission (PRC) Professional Regulation Commission (PRC) Securities and Exchange (SEC) Department of Trade and Industry (DTI), Mayor's Office, Bureau of Internal Revenue (BIR) Concerned Agency of Applicant Concerned Agency of Applicant Government agency/office of the officer administering the oath Administrative office of the elected official		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly filled-up and notarized application	Check the completeness of the application/documentary	None	5 minutes	Chief, Receiving and Evaluation Section, PTCFOR Secretariat



form and other documentary requirements to Receiving and Evaluation Section	requirements			
2. Wait for the result of the application.	Verify and check the authenticity and validity of the documents through the online PTCFOR System database.	None	5 minutes	Chief, Verification Section, PTCFOR Secretariat
3. Wait for the result of the application.	Approval and signature.	None	10 minutes	Chief, PTCFOR Secretariat Chief, PNP Office of the Chief, PNP
4. Wait for the result of the application.	Encoding and scanning of applicant's data/documents in the PTCFOR System.	None	10 minutes	Chief, Encoding Section, PTCFOR Secretariat
5. Wait for the result of the application.	Printing of PTCFOR ID Card	None	2 minutes	Chief, Printing Section PTCFOR Secretariat
6. Pay for the corresponding fees and receive the PTCFOR card	Receive payment from client and release the PTCFOR card	Php200.00 for the card fee Php6,000.00 for the PTCFOR application fee	8 minutes	Chief, Finance and Releasing Section, PTCFOR Secretariat
Total		*Php6,200.00	40 minutes	

* All government employees, retirees from government service, military reservists, and senior citizens shall only pay for the PTCFOR card fee of Php200.00. They are not required to pay for the PTCFOR Application fee of Php 6,000.00.

Feedback and Complaints Mechanism



FEEDBACK AND COMPLAINTS MECHANISMS

How to send a feedback	Answer the client feedback form and drop it at the designated drop box in front of the PTCFOR Secretariat office. Contact info: 0935-208-6115 / 7230401 local 7431 / ptcforsec@pnp.gov.ph / Facebook Page: Permit to Carry Firearms Outside of Residence Secretariat
How feedback is processed	The Chief Clerk checks the drop box every Friday and compiles all feedback submitted. All information gathered from the customers' feedback will be evaluated and consolidated. If the feedback requires an answer, the Secretariat will send a reply to the concerned customer through his/her address and phone number provided. For received calls or messages sent via phone numbers, the Secretariat shall give an answer upon call or message. For feedbacks received via email, the Secretariat responds using the email address provided. For feedbacks received through Facebook page, the Secretariat replies through comments or private messages. For inquiries and follow-ups, clients may contact the following telephone number: 0935-208-6115 / 7230401 local 7431 or email: ptcforsec@pnp.gov.ph / Facebook Page: Permit to Carry Firearms Outside of Residence Secretariat
How to file a complaint	Answer the Customer's Complaint Form and drops it at the designated drop box in front of the office. Complaints can also be filed via telephone, email or Facebook page. Make sure to provide the following information: Name of person being complained; Incident; Date and Time; and Evidence (if any). For inquiries and follow-ups, clients may contact the following telephone numbers: 0935-208-6115 / 7230401 local 7431 or email: ptcforsec@pnp.gov.ph / Facebook Page: Permit to Carry Firearms Outside of Residence Secretariat
How complaints are processed	Upon receipt of the complaint, the Chief, Clerk will evaluate the same for proper disposition and will inform the client of the status of his/her complaint



	and the actions taken. For inquiries and follow-ups, clients may contact the following telephone number: 0935-208-6115 / 7230401 local 7431 or email: ptcforsec@pnp.gov.ph / Facebook Page: Permit to Carry Firearms Outside of Residence Secretariat
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph :1-ARTA (2182) PCC : 8888 CCB : 0908-881-6565 (SMS)



List of Offices

Office	Address	Contact Information
Permit to Carry Firearms Outside of Residence (PTCFOR) Secretariat	Office of the Chief, PNP PTCFOR Secretariat Bldg. Camp Crame, Quezon City	For inquiries and follow-ups, clients may contact the following telephone numbers: 0935-208-6115 / 7230401 local 7431 /email: ptcforsec@pnp.gov.ph / Facebook Page: Permit to Carry Firearms Outside of Residence Secretariat



2. Directorate for Intelligence (DI)

PNP DI Clearance

Issuance of PNP DI Clearance to all concerned citizens

Office:	Directorate for Intelligence			
Classification:	Simple			
Type of Transaction :	G2C (Government to Citizen)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) valid government - issued ID and one (1) photocopy of the government-issued valid ID		Issuing government agency		
2. One (1) Duly accomplished application information form (CSD-ODI Form 1)		-Download CSD-ODI Form at the PNP Website (www.pnp.gov.ph/ downloadable forms) -DI Clearance Main Office, Near Pedestrian lane, Gate 2, Camp BGen Rafael T Crame, Quezon City -Office of the Regional Intelligence Division of PROs		
3. Original Official Receipt from Finance Service		Finance Service Booth beside DI Clearance Main Office, Near Pedestrian, Gate 2, Camp BGen Rafael T Crame, Quezon City		



1a. Completely fill-out the CSD-ODI Form 1. 1b. Pay Php 80.00 to the Finance Service Booth, claim your Official Receipt and wait for your turn at the DI Clearance Waiting Area. For senior citizens, pregnant women and PWD, please proceed directly to DI Clearance window after paying.	1. Process payment and issue Official Receipt.	Php 80.00 per copy	1 minute	Finance Service NUP Collection Teller Immediate Supervisor: Chief Collection Officer, FSO14
2. Present the following at DI Clearance window: a. Accomplished Application Information Form (CSD-ODI Form 1); b. Official Receipt; and c. Any valid government-	2.1 Receives and reviews correctness and completeness of accomplished Application Information Form and validity of ID 2.2 Takes a digital photo of the applicant. 2.3 Encodes and process applicant's information to	None	3 minutes	DI Clearance Action PNCO/NUP Encoder Immediate Supervisor: Chief, Clearance Desk, Counterintelligence Security Division



issued ID. d. Photocopy of the valid government- issued ID.	the system. 2.4 Prints DI Clearance Certificate			
3. Receive and review your information on your DI Clearance before leaving the window. Affix signature and thumb mark on the DI Clearance.	3.1 Releases the DI Clearance	None	1 minute	DI Clearance Action PNCO/NUP/ Project- Based Employee Immediate Supervisor: Chief, Clearance Desk, Counterintelligence Security Division
	TOTAL	Php 80.00	5 minutes	

NOTE: Applicants who are found to have derogatory record shall be reprocessed by the Intelligence Research Center.

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	Fill - out appropriate feedback form,
How feedback is processed	Feedbacks are recorded, analyzed and appropriate measures to improve the service is considered and implemented.
How to file a complaint	Talk to the head of the office. Send complaint to email address csd.di@pnp.gov.ph
How complaints are processed	Your written/verbal complaints shall immediately be attended by the head of this office.



Contact Information of CCB, PCC, ARTA	ARTA Email: info@arta.gov.ph or complaints@arta.gov.ph Tel, Nos, 84785091, 84785093

List of Offices

Office	Address	Contact Information
DI Clearance Main Office	Near Pedestrian Gate, Gate 2, Camp BGen Rafael T Crame, Quezon City	Tel. No. 87230401 local 3332



3. FORENSIC GROUP

a. DNA Examination (Non-Criminal)

Provides the highest quality of forensic services that meet customer needs by providing highly reliable, timely and accurate scientific analysis of evidential material and court testimonies.

Office or Division:		DNA Laboratory Division		
Classification:		Highly Technical		
Type of Transaction:		G2B, G2C, G2G		
Who may avail:		PNP, other investigative agencies and civilians		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request or Court Order (3 copies)		Requesting Party/Concerned Court		
Proof of Identification of the requester or any authorized representative (3 copies)		Requesting Party/Concerned Court		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request to DNA Laboratory Division.	1.1 Assess and check completeness of documentary requirements. 1.2 Issue an Order of Payment. 1.3 Receive the Letter Request. 1.4 Record and assign Case Number.	None	1 hour	<i>Client; and</i> <i>DNA Laboratory Receiving Personnel Designated by C, DLD</i>



2. Pay necessary fee at the nearest Landbank of the Philippines (LBP) branch.	LBP is an entity outside of the PNP organization (work time is not included).	PHP 20,000.00 per specimen	None	Action Officer LBP
3. Present the Special Bank Receipt.	Receive the SBR.	None	5 minutes	Client; and DNA Laboratory Receiving Personnel Designated by C, DLD
4. Fill-in the Consent Form.	Evaluate the Consent Form.	None	20 minutes	Client; and DNA Laboratory Receiving Personnel Designated by C, DLD
5. Submit individual for collection of biological specimens.	Collect biological specimen for analysis.	None	20 minutes	Client; and DNA Laboratory Staff Designated by C, DLD
	6.1 Conduct DNA examination. 6.2 Analyze and interpret the result of DNA examination. 6.3 Prepare, encode, review, print and sign the DNA Laboratory Report.	None	Thirty (30) working days from the start of conducting the DNA examination	Chief, DNA Laboratory Forensic Group; and DNA Analyst Designated by C, DLD
	7 Sign the DNA Laboratory Report.	None	1 day	Director, Forensic Group or his/her authorized representatives
8. Present Requesting Party's copy of stamped letter request to claim the DNA	8 Release the DNA Laboratory Report.	None	20 minutes	Records Custodian Designated by C, DLD



Laboratory Report.				
TOTAL:		PHP 20,000 per specimen	250.08 hours (10.42 working days)	

Personnel-in-Charge: PCOL REYNALDO T CALAOA
C, DLD

b. Macro-Etching of Motor Vehicle Applying for PNP Motor Vehicle Clearance at Highway Patrol Group (HPG)

Test performed on engine/chassis/ number of motor vehicle for transfer of ownership, change, color, change body design, change engine/chassis and record check.

Office or Division:		Physical Identification Division		
Classification:		Complex		
Type of Transaction:		G2B, G2C, G2G		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Special Bank Receipt		HPG		
2. Endorsement for Macro-etching Examination		HPG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the referral slip and photocopies of Special Bank Receipt (SBR), Official Receipt and	1.1 Check completeness of the documentary requirements.	None	20 minutes	<i>Duty Physical Identification (PI) Examiner designated by Chief, PID</i>



the motor vehicle's Certificate of Registration.				
2. Submit motor vehicle for macro-etching examination.	2.1. Conduct stencil of engine and chassis number of motor vehicle.	None	2.25 hours	
	2.2 Photograph the subject vehicle.			
	2.3 Apply chemical on the metal surface where the engine and chassis number is located.			
	2.4 Prepare and sign the Macro-Etching Certificate.			
	2.2. Review and approve the Macro-Etching Certificate.	None	15 minutes	<i>Chief, PID Forensic Group;</i> <i>or</i> <i>Station Head Designated by C, PID</i>
3. Claim the Macro-Etching Certificate.	Release the Macro-Etching Certificate.	None	10 minutes	<i>Duty Macro-Etching Examiner Designated by C, PID</i>



TOTAL:	None	3 hours for NOT TAMPERED RESULT	
		120 hours for TAMPERED RESULT	

Personnel-in-Charge: PCOL PINKY S ACOG
C, PID

C. Macro-Etching of Motor Vehicle for Purpose of PNP Motor Lifting of Alarm /Verification /Re-stamping

Examination performed for the restoration/determination of tampered engine/chassis number for lifting of alarm, verification and re-stamping.

Office or Division:		Physical Identification Division		
Classification:		Complex		
Type of Transaction:		G2B, G2C, G2G		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Special Bank Receipt		FG PID		
2. Letter Request (4 copies)		HPG		
3. Police Report or Spot Report		Investigating Agency/HPG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request and photocopies of Special Bank Receipt (SBR), Official Receipt (OR) and Certificate of Registration of the motor	1.1. Check and assess the completeness and sufficiency of the documentary requirements 1.2. Issue an order of payment	None	25 minutes	<i>Duty Personnel, PID Designated by C, PID</i>



vehicle				
2. Pay necessary fee at nearest Landbank of the Philippines (LBP) branch.	LBP is an entity outside of the PNP organization (worktime not included).	PHP 200.00 per specimen	None	Action Officer LBP
3. Submit the following: a. Special Bank Receipt (SBR); b. Photocopy of Official Receipt; and c. Certificate of Registration of motor vehicle.	Receive documents, records and assign a case number. Return one (1) copy of stamped Letter Request	None	20 minutes	Duty Physical Identification Div/Sec Designated by C, PID
4. Submit the motor vehicle for macro-etching examination.	5.1. Conduct stencil of engine and chassis number of motor vehicle. Photograph the subject vehicle. Apply chemical on the metal surface where the engine and chassis number is located. Prepare and signs the Final Laboratory Report.	None	31 hours	Duty Examiner Designated by C, PID



	5.2. Review and approve the Final Laboratory Report.	None	24 hours	<i>Chief, Physical Identification Div/Sec Forensic Group</i>
	5.3. Sign the Final Laboratory Report.	None	24 hours	<i>Regional Chief/District Chief/Chief of Office Forensic Group</i>
5. Present Requesting Party's copy of stamped letter request to claim the laboratory report.	Release the Final Laboratory Report.	None	24 hours	<i>Duty Personnel, PID Designated by C, PID</i>
TOTAL:		PHP 200.00 per specimen	103.75 hours	

**Personnel-in-Charge: PCOL PINKY S ACOG
C, PID**

d. Fingerprinting Services

Fingerprint services apply to PNP, AFP, other investigative agencies, courts, judicial entity private individual or company.

Office or Division:	Fingerprint Identification Division
Classification:	Simple
Type of Transaction:	G2B, G2C, G2G
Who may avail:	PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Copy of letter request/ endorsement letter from government agencies	Requesting Party
2. Copy of fingerprint card (provided by FPID)	FG FPID
3. Copy of fingerprint card from concerned foreign embassy (if provided)	Concerned Foreign Embassy
4. 2x2 recent colored pictures (2pieces)	Client



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and register online at PNCFG website and pay necessary fee through online payment application or at nearest Landbank of the Philippines (LBP) branch using the generated transaction reference number.	LBP is an entity outside of the PNP organization (work time is not included)	PHP 200.00	None	Action Officer LBP
2. Proceed to FPID Fingerprinting Area. Fill-out fingerprint card.	Check online application, payment and provide fingerprint card	None	15 minutes	FPID Fingerprint Examiner/ Personnel Designated by C, FPID
3. Submit the filled-out request form and accomplished fingerprint card with two (2) pieces 2x2 recent colored picture to FPID. Submit also accomplished copy of fingerprint	3.1 Conduct fingerprinting.	None	20 minutes	FPID Fingerprint Examiner/ Personnel Designated by C, FPID



card from concerned embassy (if provided).				
4. Claim Fingerprint Card	Release one (1) copy of accomplished fingerprint card	None	10 minutes	
TOTAL:		Fixed PHP 200.00	45 minutes	

Personnel-in-Charge: PLTCOL MA JASMELUNA O ALMASA
OIC, FPID



Signature Identification

Examination performed to determine the authenticity of signature in a document.

Office or Division:		Questioned Document Examination Division		
Classification:		Highly Technical		
Type of Transaction:		G2B, G2C, G2G		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (4 copies)		Requesting Party		
2. Original copy of the questioned document.		Requesting Party		
3. Original copy of at least five (8) different documents bearing similar writing style and standard signatures which were executed 5-years before and after the execution of the questioned signature.		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Questioned Document Examination Division.	1. Accept, assess, received and record the letter request/ court order and specimen for examination 2. Assign case member and Chief, QDED designate examiner for the case	None	20 minutes	QDED Duty Receiving Personnel
2. Examination proper.	1. Conducts preliminary examination and scientific examination 2. Taking photograph of specimen, prints and charting	None	80 hours may be extended depend on the volume of documents	QDED Examiner Technical report reviewer



	3. Prepare the report (draft and worksheet) 4. Pass the report to Technical Report Reviewer for review and correction			
	5. Review and approved the final laboratory Report 6. Sign the final Laboratory report	None	20 minutes	C, QDED
3. Pay necessary fees at the nearest Land Bank of the Philippines (LBP) Branch	Land Bank of the Philippines is an entity inside the PNP organization (work time is set included)	PHP 2000 for 10 Signatures/ Documents	None	<i>Land Bank of the Philippines admin officer/ Personnel</i>
4. Present Requesting Party's copy of letter request to claim the laboratory report.	Release the Final Laboratory Report.	None	15 minutes	QDED Duty Personnel
TOTAL:		PHP 2000 for 10 Signature/ Documents	80.90 hours Note: Duration of examination maybe extended depending on the volume of documents submitted for examination	

Personnel-in-Charge: NUP LEYNET V AGUILA
C, QDED



e. Handwriting Identification

Examination performed to determine the authenticity of handwriting in a document.

Office or Division:		Questioned Document Examination Division		
Classification:		Highly Technical		
Type of Transaction:		G2B, G2C, G2G		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request or Court Order (4 copies)		Requesting Party		
2. Original copy of the questioned document.		Requesting party		
3. Original copy of at least five (5) different documents bearing similar writing style and standard signatures which were executed 5-years before and after the execution of the questioned signature.		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Questioned Document Examination Division	1. Accept, assess, received and record the letter request/ court order and specimen for examination 2. Assign case member and Chief, QDED designate examiner for the case	None	20 minutes	QDED Duty Personnel
2. Examination proper	1. Conducts preliminary examination and scientific examination 2. Taking photograph of specimen, prints and charting 3. Prepare the	None	120 hours may be extended depend on the volume of documents	<i>QDED Examiner Technical report reviewer</i>



	report (draft and worksheet) 4. Pass the report to Technical Report Reviewer for review and correction			
	5. Review and approved the final laboratory Report 6. Sign the final Laboratory report	None	20 minutes	Chief, QDED
3. Pay necessary fees at the nearest Land Bank of the Philippines (LBP) Branch	Land Bank of the Philippines is an entity inside the PNP organization (work time is set included)	PHP 3500 for 5 pages	None	Land Bank of the Philippines admin officer/ Personnel
4. Present copy of Letter request for release of Laboratory report and withdrawal of documents	Release the Final Laboratory Report.	None	30 minutes	QDED Duty Personnel
TOTAL:		PHP 3,500.00 per 5 pages	121.16 hours Note: Duration of examination maybe extended depending on the volume of documents submitted for examination	

**Personnel-in-Charge: NUP LEYNET V AGUILA
C, QDED**



f. Altered or Erased Identification

Examination performed to determine if there are changes made in a document.

Office or Division:		Questioned Document Examination Division		
Classification:		Complex		
Type of Transaction:		G2B, G2C, G2G		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request or Court Order (4 copies)		Requesting Party		
2. Original copy of the altered or erased document		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Questioned Document Examination Division	1. Accept, assess, received and record the letter request/ court order and specimen for examination 2. Assign case member and Chief, QDED designate examiner for the case	None	20 minutes	QDED Duty Personnel
2. Examination proper	1. Conducts preliminary examination and scientific examination 2. Taking photograph of specimen, prints and charting 3. Prepare the report (draft and worksheet) 4. Pass the report to	None	72 hours may extend depend on the volume of documents	QDED Examiner Technical report reviewer



	Technical Report Reviewer for review and correction			
	5. Review and approved the final laboratory Report 6. Sign the final Laboratory report	None	20 minutes	Chief, QDED
3. Pay necessary fees at the nearest Land Bank of the Philippines (LBP) Branch	Land Bank of the Philippines is an entity inside the PNP organization (work time is set included)	PHP 2000	None	Land Bank of the Philippines admin officer/ Personnel
4. Present copy of Letter request for release of Laboratory report and withdrawal of documents	Release the Final Laboratory Report.	None	15 minutes	QDED Duty Personnel
TOTAL:		PHP 2,000.00	72.92 hours Note: Duration of examination maybe extended depending on the volume of document's/specimen submitted and the degree of alteration.	

**Personnel-in-Charge: NUP LEYNET V AGUILA
C, QDED**



g. Counterfeit Documents/Bills Identification

Examination performed to determine the bills are counterfeit or not.

Office or Division:		Questioned Document Examination Division		
Classification:		Complex		
Type of Transaction:		G2B, G2C, G2G		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request or Court Order (4 copies)		Requesting Party		
2. Original copy of the counterfeited bill		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Questioned Document Examination Division	1. Accept, assess, received and record the letter request/ court order and specimen for examination 2. Assign case member and Chief, QDED designate examiner for the case	None	20 minutes	QDED Duty Personnel
2. Examination proper	1. Conducts preliminary examination and scientific examination 2. Taking photograph of specimen, prints and charting 3. Prepare the report (draft and worksheet) 4. Pass the report to Technical Report Reviewer for review and correction	None	72 hours may extend depend on the volume of documents	QDED Examiner Technical report reviewer



	5. Review and approved the final laboratory Report 6. Sign the final Laboratory report	None	20 minutes	Chief, QDED
3. Pay necessary fees at the nearest Land Bank of the Philippines (LBP) Branch	Land Bank of the Philippines is an entity inside the PNP organization (work time is set included)	PHP 2000	None	Land Bank of the Philippines admin officer/ Personnel
4. Present copy of Letter request for release of Laboratory report and withdrawal of documents	Release the Final Laboratory Report.	None	15 minutes	QDED Duty Personnel
TOTAL:		PHP 2,000.00	72.86 hours Note: Duration of examination maybe extended depending on volume and kinds of document's/bills submitted.	

**Personnel-in-Charge: NUP LEYNET V AGUILA
C, QDED**



h. Imprint Document Examination

Examination performed to determine if there is imprint tampering to document.

Office or Division:		Questioned Document Examination Division		
Classification:		Highly Technical		
Type of Transaction:		G2B, G2C, G2G		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request or Court Order (4 copies)		Requesting party		
2. Original copy of the altered or erased document		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Questioned Document Examination Division	1. Accept, assess, received and record the letter request/ court order and specimen for examination 2. Assign case member and Chief, QDED designate examiner for the case	None	20 Minutes	<i>QDED Duty Personnel</i>
2. Examination proper.	1. Conducts preliminary examination and scientific examination 2. Taking photograph of specimen, prints and charting 3. Prepare the report (draft and worksheet) 4. Pass the report to Technical Report Reviewer for review and correction	None	120 hours may be extended depend on the volume of documents	QDED Examiner Technical report reviewer



	5. Review and approved the final laboratory Report 6. Sign the final Laboratory report	None	20 minutes	Chief, QDED
3. Pay necessary fees at the nearest Land Bank of the Philippines (LBP) Branch	Land Bank of the Philippines is an entity inside the PNP organization (work time is set included)	PHP 2000		Land Bank of the Philippines admin officer/ Personnel
4. Present Requesting Party's copy of letter request to claim the laboratory report.	Release the Final Laboratory Report.	None	30 minutes	QDED Duty Personnel
TOTAL:		PHP 2,000.00 Per specimen	120 hours Note: Duration of examination maybe extended depending on volume and kinds of document's/bills submitted.	

Personnel-in-Charge: NUP LEYNET V AGUILA C, QDED



representative; 2. Photocopy of LTOPF of the applicant; 3. Photocopy of firearms license of previous owner; 4. Photocopy of Deed of Sale or Absolute Deed of Donation;		2. Applicant 3. Previous Owner 4. Previous Owner		
c. New Firearm for Registration (Firearms and Ammunition Dealer) 1. Letter request from C, FEO or his authorized representative; 2. List of firearms and its serial number, caliber, make, model and type of firearm.		1. FEO, CSG 2. Dealer		
d. Firearms from Gunsmith 1. Letter request from gunsmith; 2. Photocopy of approval of the CPNP for repair; 3. Photocopy of certificate for repair of firearm/s (work order) from gunsmith; 4. Photocopy of firearm license/registration;		1. Gunsmith 2. FEO, CSG 3. Applicant 4. Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Firearms Identification Division/Section and present the requirement. s base on the type of request listed above.	1.1. Check completeness of documentary requirements and receive and record request	None	30 minutes	<i>Duty Firearms Identification Div/Sec</i>
	1.2. Issue an Order of Payment.	None		<i>Designated by C, FAID</i> <i>Chief, Firearms Identification or his/her authorized personnel</i> <i>Forensic Group</i>
2. Pay necessary fee at	Receive payment and issue special bank receipt (SBR).	Pay the necessary fees based	Work time not included	<i>Action Officer LBP</i>



nearest Landbank of the Philippines (LBP) branch.		on the type Firearms to be stenciled and testing		
3. Present SBR to FAID/FAIS.	3.1. Receive SBR and assign the ballistics stenciling and testing control number.	None	2.83 hours per firearm	<i>Firearms Examiners/ Firearms Technician Designated by C, FAID</i>
	3.2. Conduct stencil tracing of FA.			
	3.3. Prepare standard cartridges and testing tube/ bullet water recovery system.			
	3.4. Conduct test firing.			<i>Chief, FAID and Chief, Firearms Testing & Stenciling Section Forensic Group</i>
	3.5. Prepare and signs the firearms ballistics testing and stencil certificate.			
	3.6. Review and approve the ballistics testing and stencil certificate.			
	3.7. Sign the ballistics testing and stencil certificate.			
4. Present requesting party's copy of stamped letter request to claim certificate.	Release the ballistic testing and stencil certificate	None	5 minutes	<i>Duly assign personnel from stencil and testing section</i>
TOTAL:		None	3.41 hours	

Personnel-in-Charge: PLTCOL ARMIN A GUERRERO
OIC, FAID



j. Autopsy (Non-Criminal)

An autopsy is a comprehensive study of a dead body, performed by a trained physician employing recognized dissection procedure and techniques.

Office or Division:		Medico-Legal Division MELO (RFU, PFU, DFU)		
Classification:		Simple		
Type of Transaction:		G2C, G2G		
Who may avail:		Family or immediate relative of the victim Concerned embassy in case of foreign national		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (3 copies)		Requesting Party		
2. Certification of Identification and Consent for Autopsy from the family		Requesting Party		
3. Clinical Abstract (if it is a hospital death) to be submitted before the release of report		Concerned Physician/Hospital		
4. Special Bank Receipt (SBR)		Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request.	Check completeness of documentary requirements and receive the Letter Request.	None	5 minutes	<i>Receiving Duty Personnel</i>
2. Proceed to Medico-Legal Division/ Section and present other copies of Letter of Request.	Assess, accept requirements and issue an Order of Payment.	None	10 minutes	<i>Duty Medico-Legal Officer Designated by C, MLD</i>
3. Pay necessary fee at any nearest Landbank	LBP is an entity outside of the PNP organization (work time is not included).	PHP 1,200.00	None	<i>LBP Action Officer</i>



of the Philippines (LBP) branch.				
4. Present Special Bank Receipt (SBR).	Record and assign a Case Number.	None	10 minutes	<i>Duty Medico-Legal Officer Designated by C, MLD</i>
5. Fill out and sign the certification of identification, consent for autopsy and provide other documents such as Clinical Abstract or hospital records in case of hospital death.	Inform the requesting party on the procedure to be conducted to include, if necessary, the Histopathological Exam (or microscopic exam of tissues collected from different body organs of the cadaver) in which case the requesting party will be informed that the final report will be released after 28 working days while Autopsy Exam requiring Toxicological Exam, report will be released after 1 month.	None	40 minutes	<i>Duty Medico-Legal Officer Designated by C, MLD</i>
	Conduct autopsy.		2 hours minutes	<i>Duty Medico-Legal Officer Designated by C, MLD</i>
6. Claim the Death Certificate	Prepare, sign and issue the death certificate.	None	1 hour	<i>Duty Medico-Legal Officer Designated by C, MLD</i>
7. Claim Official Autopsy Report (Return after 7	7.1. If With Histopathological Examination and/or Toxicological Examination	None	720 hours	<i>Duty Medico-Legal Officer Designated by C, MLD</i>
	7.2. Review autopsy		8 hours	



working days)	documents and photographs			
	7.3. Prepare Draft Autopsy Report		8 hours	
	7.4. Encode, review, revise, and sign Final Autopsy Report		2 hours	
	7.5. Evaluate, approve, and sign Final Autopsy Report		8 hours	C, MLD
	7.6. Notation of Final Autopsy Report		8 hours	Regional / District / Chief of Staff, FG
8. Present the stamped letter request and Special Bank Receipt (SBR).	Release the Final Autopsy Report		20 minutes	MLD Records Custodian
TOTAL:		Fixed PHP 1,200.00	5 hours (processing time only) *5 hours per cadaver. The time is extended when there are two (2) or more clients served at a time. ** Release of official plain autopsy exam report is after 168 hours. ** Release of official autopsy report with Histopath exam is after 720 hours. ** Release of official autopsy report with Toxicological exam is after 720 hours.	



Personnel-in-Charge: NUP HECTOR F SORRA, C, MLD

k. Semen Determination (Non-Criminal)

The examination is useful in the detection for the presence of semen.

Office or Division:		Medico-Legal Division MELO (RFU, PFU, DFU)		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		Private Individual		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (3 copies)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request/Court Order.	Check completeness of documentary requirements and receive the Letter Request.	None	10 minutes	<i>Message Center Forensic Group</i>
2. Present copies of Letter of Request.	Assess, accept requirements and issue an Order of Payment.	None	15 minutes	<i>Duty Medico-Legal Officer Designated by C, MLD</i>
3. Pay necessary fee at any nearest Landbank of the Philippines (LBP) branch.	LBP is an entity outside of the PNP organization (work time is not included).	PHP 500.00 per specimen	None	<i>Assess, accept documentary requirement and issue an Order of Payment</i>
4. Present Special Bank Receipt (SBR).	4.1. Record and assign a Case Number.	None	15 minutes	<i>Duty Serologist Designated by C, MLD</i>
	4.2. Inform the requesting party of the procedure to be conducted.		2.5 hours	
	4.3. Specimen documentation and sampling.			



	4.4. Perform the immune-chromatographic test.			
	4.5. Prepare the final laboratory report.		120 hours	
	4.6. Review and approve the final report.		10 minutes	Chief, Medico-Legal Forensic Group
	4.7. Sign the final report.		15 minutes	Chief of Staff/ Regional Chief/ District Chief/ Provincial Chief Forensic Group
5. Present the stamped letter request and Special Bank Receipt (SBR).	Release the final laboratory report.	None	20 minutes	MLD Records Custodian
TOTAL:		Fixed PHP 500.00	96 hours *The four hours per processing time is for one subject being served one at a time. The time is extended when there are two or more clients. ** Release of official Semen Determination report is after 125 hours.	

Personnel-in-Charge: NUP HECTOR F SORRA C, MLD



I. Blood Determination (Non-Criminal)

The determination of human blood is accomplished through screening and confirmatory test.

Office or Division:		Medico-Legal Division Serology Section (RFU, PFU, DFU)		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		Private Individual		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (3 copies)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request.	Check completeness of documentary requirement and receive the Letter Request.	None	10 minutes	Message Center Forensic Group
2. Proceed to Medico-Legal Division/ Section and present other copies of Letter Request.	Assess, accept documentary requirement and issue an Order of Payment.	None	15 minutes	Duty Serologist Designated by C, MLD
3. Pay necessary fee at any nearest Landbank of the Philippines (LBP) branch.	LBP is an entity outside of the PNP organization (work time is not included).	PHP 500.00 per specimen	None	Action Officer LBP
4. Present Special Bank Receipt (SBR).	4.1. Record and assign a Case Number.	None	2.5 hours	Duty Serologist Designated by C, MLD
	4.2. Inform the requesting party of the			



	procedure to be conducted .			
	4.3. Specimen documentation and sampling.			
	4.4. Perform the screening test for the presence of blood. a. If the result is NEGATIVE, final laboratory report is prepared. b. If the result is POSITIVE, the confirmatory test, immunochromatographic test is performed .		120 hours	
	4.5. Prepare the final laboratory report.			
	4.6. Review and approve the final report.		10 minutes	Chief, Medico-Legal Forensic Group
	4.7. Sign the final report.		15 minutes	Chief of Staff/ Regional Chief/ District Chief/ Provincial Chief Forensic



				Group
5. Present the stamped letter request and Special Bank Receipt (SBR).	Release the final laboratory report.	None	15 minutes	MLD Records Custodian
TOTAL:		PHP 500.00 per specimen	96 hours *The four hours processing time is for one subject being served one at a time. The time is extended when there are two or more clients. ** Release of official Blood Determination report is after 120 hours.	

Personnel-in-Charge: NUP HECTOR F SORRA C, MLD

m. Drug Test (PNP Drug Test and Civilian Drug Test)

Examination performed to determine the presence of certain illegal drugs for purposes of schooling, training, re-assignment, restoration and entry to government agency.

Office or Division:	Chemistry Division
Classification:	Simple – NEGATIVE Drug Test Complex – POSITIVE Drug Test
Type of Transaction:	G2C, G2G
Who may avail:	Members of the PNP and AFP and Other Law Enforcement Agencies Civilians who are applicants for PNP NUP Position
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Unit/Office Endorsement (3 copies)	Unit/Office
2. Valid Identification Card	Requesting party



(government issued)				
3. Voluntary Submission for the Conduct of Non-Criminal Drug Test Form		FG Drug Testing Area		
4. Special Bank Receipt		Landbank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request.	Check completeness of documentary requirements then receives Unit/ Office Endorsement and advises client to proceed to Chemistry Division.	None	10 minutes	Message Center Forensic Group
2. Proceed to the Chemistry Division Drug Testing Area and present documents.	Assess the requirements and issues order of payment (OP).	None	10 minutes	Duty Receiving Personnel Designated by C, Chemistry Division
3. Fill- up the issued Order of Payment, go to the Landbank of the Philippines (LBP) and pay the necessary fees.	LBP is an entity outside of the PNP organization (<i>work time not included</i>).	PHP 300.00	None	Action Officer LBP
4. Proceed to the	Guide client in accomplishing the Voluntary	None	10 minutes	Duty Receiving Personnel Designated by C,



Chemistry Division Drug Testing Area, fill up Voluntary Submission for the Conduct of Non-Criminal Drug Test Form and submit letter of request and SBR.	Submission for the Conduct of Non-Criminal Drug Test Form. Receive letter of request and SBR record request in appropriate logbook and assign control number.			Chemistry Division
5. Submit to urine collection procedures.	Provide specimen/ urine bottle and assists applicant/s for urine collection.	None	2 hours	<i>Duty Receiving Personnel/ Authorized Specimen Collector (ASC)</i> Designated by C, Chemistry Division
6. Get personal copy of Unit/Office Endorsement (Copy of Receipt) and SBR.	6.1. Release requesting party's/applicant's personal copy of the request (copy of receipt) and SBR.	None	5 minutes	<i>Duty Receiving Personnel</i> Designated by C, Chemistry Division
	6.2. Perform screening test.		2 hours	<i>Duty Forensic Chemist/ Forensic Chemical Officer (FOCO)/ Duty Forensic Examiner</i> Designated by C, Chemistry Division
	6.3.1 If Negative: Prepare laboratory		24 hours	<i>Duty Personnel</i> Designated by C, Chemistry



	report.			Division
	6.3.2 If Positive: Perform confirmatory test on submitted urine sample.		120 hours	<i>Duty Forensic Chemist/ Forensic Chemical Officer (FOCO)</i> Designated by C, Chemistry Division
	6.4. Prepare and sign final laboratory report.		18 hours	
	6.5. Review and approve final laboratory report		30 minutes	<i>Chief, Chemistry Division/Section Forensic Group</i>
	6.6. Sign laboratory report.		12 hours	<i>Command Group (NHQ) or District/Regional/ District Chief Forensic Group</i>
7. Claim laboratory report.	Releases laboratory report.	None	None	<i>Duty Personnel</i> Designated by C, Chemistry Division
TOTAL:		Fixed PHP 300.00	41.08 hours (IF NEGATIVE) 155.08 hours (IF POSITIVE)	

Personnel-in-Charge: PLTCOL ALBERT S ARTURO
Officer-In-Charge, Chemistry Division

n. Drug Test (LTOFP/ PTCFOR)

Examination performed to determine the presence of Methamphetamine and THC-metabolite to applicants for license to own and possess firearms and permit to carry firearms outside residence.

Office or Division:	Chemistry Division



Classification:		Simple – NEGATIVE Drug Test		
Type of Transaction:		Complex – POSITIVE Drug Test		
Who may avail:		Applicants for License to Own and Possess Firearms and Permit to Carry Firearms Outside Residence		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Identification Card (government issued)		Requesting Party		
2. Voluntary Submission for the Conduct of Non-Criminal Drug Test Form (2 copies)		FG Drug Testing/One-Stop-Shop (OSS)		
3. Original Official Receipt from PNP Finance Disbursing Office /Special Bank Receipt		Landbank of the Philippines/PNP Finance Service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay necessary fees.	Finance Disbursing Office is a separate office of the PNP/LBP is an entity outside of the PNP organization (Work time not included).	PHP 300.00	None	<i>Disbursing Officer</i> Finance Service; or <i>Action Officer</i> LBP
2. Proceed to the Drug Test Area, CSG, One-Stop-Shop.	Issue queueing number and Voluntary Submission for the Conduct on Non-Criminal Drug Test Form.	None	10 minutes	<i>Duty Personnel</i> Designated by C, Chemistry Division
3. Fill out the Voluntary Submission for the Conduct on Non-Criminal Drug Test	Assess submitted Voluntary Submission for the Conduct on Non-Criminal Drug Test Form	None	2 hours	<i>Duty Receiving Personnel</i> Designated by C, Chemistry Division



Form and wait for the queuing number to be called.	and drug test official receipt (OR), receive and record details in appropriate logbooks.			
4. Submit to urine collection procedures.	Provide specimen/urine bottle and assists applicant/s for urine collection.	None	2 hours	<i>Duty Receiving Personnel/ Authorized Specimen Collector (ASC)</i> Designated by C, Chemistry Division
5. Get personal copy of Voluntary Submission for the Conduct of Non-Criminal Drug Test Form (Copy of Receipt) and OR.	5.1. Release requesting party's/ applicant's personal copy of the request (copy of receipt) and OR.	None	5 minutes	<i>Duty Receiving Personnel</i> Designated by C, Chemistry Division
	5.2. Performs screening test.		2 hours	<i>Duty Forensic Chemist/ Forensic Chemical Officer (FOCO)/ Duty Forensic Examiner</i> Designated by C, Chemistry Division
	5.3.1 If Negative: Prepare laboratory report (For PTCFOR) /		24 hours	<i>Duty Forensic Chemist/ Forensic Chemical Officer (FOCO)/ Duty Forensic Examiner</i> Designated by C, Chemistry Division
	For Updating/ Clicking (LTOPF)		16 hours	<i>Drug Test Personnel</i> Designated by C, Chemistry Division



	5.3.2 If Positive: Perform confirmatory test on submitted urine sample.		120 hours	<i>Duty Forensic Chemist/ Forensic Chemical Officer (FOCO) Designated by C, Chemistry Division</i>
	5.4 Prepare and sign final Laboratory report		18 hours	<i>Chief, Chemistry Division/Section Forensic Group</i>
	5.5. Review and approves final laboratory report.		30 minutes	<i>Chief, Chemistry Division/Section Forensic Group</i>
6. Claim laboratory report.	Release laboratory report.	None	None	<i>Duty Personnel Designated by C, Chemistry Division</i>
TOTAL:		Fixed PHP 300.00	22.25 hours (IF NEGATIVE - LTOPF) 30.75 hours (IF NEGATIVE - PTCFOR) 144.75 hours (IF POSITIVE)	

Personnel-in-Charge: PLTCOL ALBERT S ARTURO
Officer-In-Charge, Chemistry Division



o. Polygraph Examination

The polygraph examiner conducts examination on victim/suspect/complainant/witness to confirm or refute conflicting statements involving any suspicious activity or wrongdoing.

Office or Division:		Polygraph Division		
Classification:		Simple		
Type of Transaction:		G2B, G2C, G2G		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (3 copies)		Requesting Party		
2. Initial Investigation Report/Facts of the Case		Requesting Party/ Investigative Bodies		
3. Notarized Affidavit of Consent, Examinee Suitability Info Sheet and valid ID of the Examinee		Requesting Party and Examinee		
5. Authorization Letter and Valid ID (<i>for representative</i>)		Examinee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter Request A. Personal B. Teleconference (email)	Receive Letter request, issue an Order of Payment, and schedule of examinee. -Conduct teleconference and set schedule of the examinee -Receive original copies of requests submitted through email	None	40 minutes	<i>Duty Polygraphy Personnel</i>
2. Pay necessary fee at nearest Landbank of the Philippines (LBP) branch.	LBP is an entity outside of the PNP organization (work time is not included).	PHP 600.00	None	<i>Action Officer LBP</i>



FEEDBACK AND COMPLAINTS MECHANISM	
How to Send Feedback	Filling-up of Client Satisfaction Survey
How Feedbacks are Processed	Consolidated, Reviewed and Evaluated
How to File a Complaint	Walk-in, text 2920, Letter complaint
How Complaints are Processed	Evaluated if found with probable cause endorsed to the Investigation Office for subsequent conduct of investigation.

3-Present Affidavit of Consent, Examinee Suitability, and collect examinee information Present the examinee for polygraph examination	- Record SBR # - Conduct pre-test interview	None	5 hours	<i>Polygraph Examiner</i>
	- Conduct polygraph examination - Evaluate and score polygraph data. - Prepare and sign polygraph report.			
4. Present online satisfaction survey	- Conduct Online Client Satisfaction Survey (OCSS).	None	30 minutes	<i>Duty Polygraphy Personnel</i>
TOTAL:		PHP 600.00	6.17 hours	



Contact Information of CCB, PCC, ARTA	Contact Center ng Bayan (CCB) 0908-881-6565 Presidential Complaint Center (PCC): +63(2)-8736-8645/ +63(2)-8736-8603 +63(2)-8736-8629 +63(2)-8736-8621 Anti-Red Tape Authority complaints@arta.gov.ph 8478-5093

**Personnel-in-Charge: PCOL GORGONIA A SIA
C, Polygraph Division**



LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
National Headquarters Forensic Group	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 local 4216 cl@pnp.gov.ph
Medico-Legal Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 loc. 7241
Chemistry Division / Section	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 local 7244
DNA Laboratory Branch	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 local 7249
Questioned Document Examination Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 loc. 7243
Fingerprint Identification Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 loc. 7247
Physical Identification Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 loc. 7250
Polygraph Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 loc. 7251
Firearms Identification Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 loc. 7238
Quezon City Police District Forensic Unit	QCPD Stn 10, EDSA Quezon City	352-33-37/ qcpdcrimelab@yahoo.com
Eastern Police District Forensic Unit	Nueve de Pebrero St., Mauway, Mandaluyong City	(02) 571-29-09/ epdcl@yahoo.com
Northern Police District Forensic Unit	Caloocan City PS, Samson Road, Sangandaan	937-7563/ npdclo98@gmail.com
Southern Police District Forensic Unit	Camp Bagong Diwa, Lower Bicutan, Taguig City	812-3781/ spdclo@yahoo.com
Manila Police District Forensic Unit	HQS MPD Office, UN Avenue, Ermita, Manila	310-7527/ wpd_clo@yahoo.com
Regional Forensic Unit	Camp Bagong Diwa, Lower Bicutan, Taguig	09924650234 ncr_clo@yahoo.com



National Capital Region	City	
Regional Forensic Unit 1	Camp Florendo, San Fernando City	(072) 607-64-65/ rclo1@yahoo.com.ph
Regional Forensic Unit 2	Camp Adduru, Tuguegarao City	(078) 3049-442/ rclo02@yahoo.com
Regional Forensic Unit 3	Camp Olivas, San Fernando City, Pampanga	(045) 860-2931 rclo_three@yahoo.com
Regional Forensic Unit 4A (CALABARZON)	Camp Vicente Lim, Canlubang, Laguna	(049) 827-0693/ rclo_4a@yahoo.com
Regional Forensic Unit 4B (MIMAROPA)	Camp Efigenio C Navarro, Brgy Suqui, Calapan City	(043) 441-6405/ pnp_rclo4b@yahoo.com
Regional Forensic Unit 5	Camp Simeon Ola, Legazpi City	(052) 0998-598-8078/ rclo5soco@yahoo.com.ph
Regional Forensic Unit 6	Camp Martin Delgado, Iloilo City	(033) 509-9444/ pnp_rclo6@yahoo.com.ph
Regional Forensic Unit 7	Camp Sotero Cabahug, Gorordo Ave, Cebu City	(032) 232-6997/ pnp.rclo7@gmail.com
Regional Forensic Unit 8	Camp Ruperto Kangleon, Palo, Leyte	(053) 323-7730/ 0905-457-7336/pnprclo8@yahoo.com
Regional Forensic Unit 9	Camp Batalla, Justice RT Lim Blvd, Zamboanga City	(062) 992-1449/ regionalcl9@yahoo.com
Regional Forensic Unit 10	Camp Evangelista, Cagayan de Oro City	(088) 850-7911/ pnprclo10@yahoo.com.ph
Regional Forensic Unit 11	Ecoland, Davao City	(082) 297-8646/ crimelab_davao@yahoo.com
Regional Forensic Unit 12	Camp Fermin Lira, Gen. Santos City	(083) 552-2911/ pnp.rclo12@gmail.com
Regional Forensic Unit 13	Camp Col. Rafael C Rodriguez, Libertad, Butuan City	(085) 816-0502/ 0999-9459-424 rclo13caraga@yahoo.com
Regional Forensic Unit COR	Camp Bado Dangwa, La Trinidad	(074) 09-3903/ crimelab_car@yahoo.com
Regional Forensic Unit ARMM	PC Hill, Cotabato City	(064) 421-2588/ rclo.armm@gmail.com / rclo.armm@yahoo.com

Prepared by:

Elizer M Ananayo

Patrolman
Plans PNCO

Checked by:

JUDYCEL A MACAPAGAL

Police Lieutenant Colonel
Asst. C, OMD

Noted by:

CONSTANCIO T CHINAYOG

Police Brigadier General
Director, FG

JR



4. HIGHWAY PATROL GROUP MOTOR VEHICLE CLEARANCE DIVISION

PROCESSING AND ISSUANCE OF MOTOR VEHICLE CLEARANCE CERTIFICATE:

a. Transfer of Ownership

Processing and issuance of Motor Vehicle Clearance Certificate for Transfer of Ownership of one second-hand motor vehicle or motorcycle.

Office/Division:	Highway Patrol Group Motor Vehicle Clearance Division
Classification:	Simple
Type of Transaction:	G2C, G2B, & G2G
Who may avail:	All person of legal age
TRANSFER OF OWNERSHIP	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Deed of Absolute Sale or Writ of Execution from court authorizing the transfer (NOTARY PUBLIC). (1 original & 1 photocopy)	Notary Public or Regional Trial Court
2. LTO Certificate of Registration (CR) and Official Receipt (OR) (LTO). (1 original & 1 photocopy)	Land Transportation Office
3. If vehicle is mortgaged, submit Cancellation/Release/Assumption of Mortgage original copies (from the company dealer of MV/Bank). (1 original copy & 1 photocopy per Cancellation/Release/Assumption of Mortgage)	From the company dealer of motor vehicle or bank institution
4. If vehicle was acquired from a company/ corporation, submit Secretary's Certificate original copy. (1 original & 1 photocopy)	Company Secretary Board
5. If the sale was made through a representative, submit Special Power of Attorney, original copy. (1 original & 1 photocopy)	Notary Public



6. If MV was acquired from insurance company, certification from insurance company that subject MV was not declared a total loss/wrecked prior to sale. (1 original & 1 photocopy)	Insurance Company
7. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
8. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy).	Land Bank of the Philippines – Cashier

b. Change of Engine/ Motor

Processing and issuance of Motor Vehicle Clearance Certificate for Change of Engine/Motor of one second-hand motor vehicle or motorcycle.

CHANGE OF ENGINE/MOTOR	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Sales Invoice of the engine (1 original& 1 photocopy)	From the Engine Shop/Store
2. LTO Certificate of Stock Reported of the engine (1 original & 1 photocopy)	Land Transportation Office
3. Affidavit of Change Engine (duly notarized and to be executed by the owner and mechanic) (1 original & 1 photocopy)	Notary Public
4. If engine was acquired from a private person or company/corporation, submit Deed of Sale of the engine (1 original & 1 photocopy)	Company Secretary Board
5. LTO Certificate of Registration (CR) and Official Receipt (OR) covering the acquired engine (1 original & 1 photocopy)	Land Transportation Office
6. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division



7. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

c. Change of Chassis/Vin/Frame

Processing and issuance of Motor Vehicle Clearance Certificate for Change of Chassis/Frame of one second-hand motor vehicle or motorcycle.

CHANGE OF CHASSIS/VIN/FAME	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Sales Invoice of the chassis (1 original & 1 photocopy)	From the Engine Shop/Store
2. LTO Certificate of Stock Reported of the chassis (1 original & 1 photocopy)	Land Transportation Office
3. Affidavit of Change Chassis (duly notarized and to be executed by the owner and mechanic) (1 original & 1 photocopy)	Notary Public
4. If chassis was acquired from a private person or company/corporation, submit Deed of Sale of the chassis (1 original & 1 photocopy)	Company Secretary Board
5. LTO Certificate of Registration (CR) and Official Receipt (OR) covering the acquired chassis (1 original & 1 photocopy)	Land Transportation Office
6. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
7. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier



d. Change of Color

Processing and issuance of Motor Vehicle Clearance Certificate for Change of Color of one second-hand motor vehicle or motorcycle.

CHANGE OF COLOR	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Affidavit for Change Color (duly notarized and to be executed/signed by the owner and painter) (1 original & 1 photocopy)	Notary Public
2. LTO Certificate of Registration (CR) and Official Receipt (OR) (1 original & 1 photocopy)	Land Transportation Office
3. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

e. Change of Body Design

Processing and issuance of Motor Vehicle Clearance Certificate for Change Body Design of one second-hand motor vehicle or motorcycle.

CHANGE OF BODY DESIGN	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Affidavit for Change Body Design (duly notarized and to be executed/signed by the owner and builder (1 original & 1 photocopy)	Notary Public
2. Certificate of Registration (CR) and LTO Official Receipt (OR) (1 original & 1 photocopy)	Land Transportation Office
3. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

f. Record Check

Processing and issuance of Motor Vehicle Clearance Certificate for Record Check of one second-hand motor vehicle or motorcycle.



RECORD CHECK	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. LTO Certificate of Registration (CR) and Official Receipt (OR) (1 original & 1 photocopy)	Land Transportation Office
2. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
3. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

g. Permit to Assemble

Processing and issuance of Motor Vehicle Clearance Certificate for Permit to Assemble of one second-hand motor vehicle or motorcycle is in compliance with the New Registration – Assembled/Rebuilt.

PERMIT TO ASSEMBLE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Statement under oath by the owner containing the type, make and serial numbers of the engine and chassis and body, if any. (1 original & 1 photocopy)	Notary Public
2. Complete list of the spare parts of the motor vehicle to be assembled or rebuilt together with the name/s and address/ess of the sources thereof (1 original & 1 photocopy)	Auto Shop/Store
3. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

h. New Registration of Brand New Locally Manufactured Motor Vehicle – Four Wheels And Above

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Brand New Locally Manufactured Motor Vehicle – four wheels and above.



NEW REGISTRATION OF BRAND NEW LOCALLY MANUFACTURED MOTOR VEHICLE – FOUR WHEELS AND ABOVE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Sales Invoice (1 original & 1 photocopy)	Car Dealer
2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original & 1 photocopy)	Land Transportation Office
3. Stencil of both engine and chassis numbers. (1 original)	Car Dealer
4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

i. New Registration of Brand New Locally Manufactured Motorcycle

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Brand New Locally Manufactured Motor Vehicle – Motorcycle.

NEW REGISTRATION OF BRAND NEW LOCALLY MANUFACTURED MOTORCYCLE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Sales Invoice (1 original & 1 photocopy)	Motorcycle Dealer
2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original & 1 photocopy)	Land Transportation Office
3. Stencil of both engine and chassis numbers (1 original)	Motorcycle Dealer
4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

j. New Registration of Brand New Imported Manufactured Motor Vehicle – Four Wheels And Above

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Brand New Imported Manufactured Motor Vehicle – four wheels and above.



NEW REGISTRATION OF BRAND NEW IMPORTED MANUFACTURED MOTOR VEHICLE – FOUR WHEELS AND ABOVE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BOC Certificate of Payment (1 original & 1 photocopy)	Bureau of Customs
2. Informal Entry (1 original & 1 photocopy)	Bureau of Customs
3. Bill of Lading (1 original & 1 photocopy)	Bureau of Customs
4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original & 1 photocopy)	Land Transportation Office
5. Stencil of both engine and chassis numbers (1 original)	Car Dealer
6. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

k. New Registration of Brand New Imported Manufactured Motorcycle

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Brand New Imported Manufactured Motor Vehicle – Motorcycle.

NEW REGISTRATION OF BRAND NEW IMPORTED MANUFACTURED MOTORCYCLE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BOC Certificate of Payment (1 original, 1 photocopy)	Bureau of Customs
2. Informal Entry (1 original, 1 photocopy)	Bureau of Customs
3. Bill of Lading (1 original, 1 photocopy)	Bureau of Customs
4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original, 1 photocopy)	Land Transportation Office
5. Stencil of both engine and chassis numbers (1 original)	Motorcycle Dealer
6. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier



**l. New Registration Of Imported Second-Hand Motor Vehicle
– Four Wheels And Above**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Imported Second-Hand Motor Vehicle – four wheels and above.

NEW REGISTRATION OF IMPORTED SECOND-HAND MOTOR VEHICLE – FOUR WHEELS AND ABOVE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BOC Certificate of Payment (1 original, 1 photocopy)	Bureau of Customs
2. Informal Entry (1 original, 1 photocopy)	Bureau of Customs
3. Bill of Lading (1 original, 1 photocopy)	Bureau of Customs
4. LTO Confirmation Certificate or Certificate of Stock Report (CSR)	Land Transportation Office
5. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
6. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

m. New Registration Of Imported Second-Hand Motorcycle

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Imported Second-Hand Motor Vehicle – Motorcycle.

NEW REGISTRATION OF IMPORTED SECOND-HAND MOTORCYCLE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BOC Certificate of Payment (1 original, 1 photocopy)	Bureau of Customs
2. Informal Entry (1 original, 1 photocopy)	Bureau of Customs
3. Bill of Lading (1 original, 1 photocopy)	Bureau of Customs
4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original, 1 photocopy)	Land Transportation Office
5. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
6. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier



n. New Registration Of Imported Completely Knocked Down Motor Vehicle

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Imported Completely Knocked Down Motor Vehicle.

NEW REGISTRATION OF IMPORTED COMPLETELY KNOCKED DOWN MOTOR VEHICLE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BOC Certificate of Payment (1 original, 1 photocopy)	Bureau of Customs
2. Informal Entry (1 original, 1 photocopy)	Bureau of Customs
3. Bill of Lading (1 original, 1 photocopy)	Bureau of Customs
4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original, 1 photocopy)	Land Transportation Office
5. Affidavit of Rebuilt (duly notarized and to be executed by the owner and rebuilder) (1 original, 1 photocopy)	Notary Public
6. Macro Etching Certificate for MV with Gross Weight of 4,500 kg. & below	PNP-Forensic Service – Physical Identification Division
7. Macro Etching Certificate of engine and chassis numbers if Gross Weight is more than 4,500 kg.	PNP-Forensic Service – Physical Identification Division
8. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

o. New Registration Of Imported Voluntary Payment Category

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Imported Voluntary Payment Category.



NEW REGISTRATION OF IMPORTED VOLUNTARY PAYMENT CATEGORY	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BOC Certificate of Payment (1 original & 1 photocopy)	Bureau of Customs
2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original & 1 photocopy)	Land Transportation Office
3. Macro Etching Certificate (1 original)	PNP-Forensic Service – Physical Identification Division
4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

p. New Registration Of Assembled/Rebuilt Motor Vehicle

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Assembled/Rebuilt Motor Vehicle.

NEW REGISTRATION OF ASSEMBLED/REBUILT MOTOR VEHICLE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Sales Invoice of the engine and chassis (1 original & 1 photocopy)	Company or Dealer of engine and chassis
2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) of the Engine (1 original & 1 photocopy)	Land Transportation Office
3. LTO Confirmation Certificate or Certificate of Stock Report (CSR) of the Chassis (1 original & 1 photocopy)	Land Transportation Office
4. Affidavit of Rebuilt (duly notarized and to be executed by the owner and rebuilder) (1 original & 1 photocopy)	Notary Public
5. If engine and/or chassis was acquired from a private person or company, Deed of Sale of the engine and/or chassis or both (1 original & 1 photocopy)	Notary Public
6. Certificate of Registration (CR) and LTO Official Receipt (OR) covering the acquired engine/chassis (1 original & 1 photocopy)	Land Transportation Office



photocopy)	
7. Macro Etching Certificate for MV w/ Gross Weight 4,500 kg & below (1 original)	PNP-Forensic Service – Physical Identification Division
8. Macro Etching Certificate of engine and chassis numbers if gross weight is more than 4,500 kg (1 original)	PNP-Forensic Service – Physical Identification Division
9. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

q. New Registration Of Acquired Through Bidding

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Acquired Through Bidding.

NEW REGISTRATION OF ACQUIRED THROUGH BIDDING	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original copy of Sales Invoice (1 original, 1 photocopy)	Motor Vehicle and/or Motorcycle Company or Dealer
2. Certificate of Award (1 original, 1 photocopy)	Awarding Institution/Company/Organization
3. Macro Etching Certificate (1 original)	PNP-Crime Laboratory Group
4. Certificate of Assignment (1 original, 1 photocopy)	Land Transportation Office
5. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERS ON RESP ONSIB LE
1. Go to the HPG – Motor Vehicle	1.1 Check the completeness and authenticity	None	10 minutes	Administrative



Clearance Division/Office/Station - Receiving Section to submit the required documents. Fill up the HPG Motor Vehicle Clearance Application Form (Orange or Pink color).	of all the original documents presented by the applicant.			Officer HPG-MVCD
	1.2 If all documents presented are complete and genuine, give the applicant a copy of the application form and instruct him/her to accomplish it.	None	10 minutes	Administrative Officer HPG-MVCD
	1.3 Issue Order of Payment (OP) to the applicant. The fee or amount to be paid is indicated on the OP by the Receiving Officer. Instruct the applicant to pay the required fee indicated on the OP at any branches of the Land Bank of the Philippines Inc. (LBP)	None	5 minutes	Administrative Officer HPG-MVCD
2. Go to Land Bank of the Philippines (LBP) to pay the required fees indicated on the OP. The LBP will issue a Special Bank Receipt (SBR) as proof of payment.	2.1 Land Bank of the Philippines is an entity outside of the PNP organization (Work Time Not Included)		Land Bank of the Philippines (LBP) is an entity outside of the PNP organization (Work Time Not Included)	Cahier Staff Land Bank Philippines Inc (LBP)
	For the following transaction purpose:			
	a. Transfer of Ownership b. Change Engine/ Motor c. Change Chassis/VIN/Frame d. Change Color	Motor Vehicle Clearance Fee – PHP 300.00/ certificate Physical Inspection		



	e. Change Body Design f. Record Check	Fee – PHP 200.00 An additional fee of PHP 100.00 for every Deed of Sale/Transfer of Ownership		
	g. Permit to Assemble	Motor Vehicle Clearance Fee – PHP 150.00/ certificate (Physical Inspection Fee is included in the transaction of New Registration of Assembled/ Rebuilt Motor Vehicle as paired with PTA)		
	h. New Registration of Brand New Locally Manufactured Motor Vehicle – Four wheels and above i. New Registration of Brand New Imported Manufactured Motor Vehicle – Four wheels and above	Motor Vehicle Clearance Fee – PHP 200.00/ certificate		
	j. New Registration of Brand New	Motor Vehicle Clearance Fee – PHP		



	Locally Manufactured Motorcycle	100.00/ certificate		
	k. New Registration of Brand New Imported Manufactured Motorcycle			
	l. New Registration of Imported Second-Hand Motor Vehicle – Four Wheels and above	Motor Vehicle Clearance Fee – PHP 200.00/ certificate Physical Inspection Fee – PHP 200.00		
	m. New Registration of Imported Completely Knocked Down Motor Vehicle			
	n. New Registration of Imported Voluntary Payment Category			
	o. New Registration of Assembled/ Rebuilt Motor Vehicle			
p. New Registration of Acquired thru Bidding				
	q. New Registration of Imported Second-Hand Motorcycle	Motor Vehicle Clearance Fee – PHP 100.00/ certificate Physical Inspection Fee – PHP 200.00		
3. Go back to	3.1 Received	None	5 minutes	Admini



the Receiving Section MVCD – HPG and give the Receiving PNCO the original copy of the Special Bank Receipt (SBR) issued by LBP together with the accomplished application form and other documents.	from the applicant the copy of SBR, accomplished application form, and other documents and fill up an Action Slip. Put the Original SBR with the accomplished Action Slip inside a folder containing the application form and submitted documents of the applicant. Endorse to the next stage the applicant's Motor Vehicle and application folder containing the documents for Physical Inspection and Macro- etching examination.			strative Officer HPG-MVCD
4. Proceed to Motor Vehicle Inspection Section with the motor vehicle (MV) for the physical inspection and Macro-etching examination. Get claim stub from HPG MV Inspector. <i>Macro-Etching Examination</i>	4.1 Physical Inspection of MV and Verification through VIMS	None	5 Minutes or may take longer depending on the docs presented	Admini strative Officer HPG-MVCD
	4.2 Macro-Etching of the MV	None	20 Minutes or may take longer depending on the type and condition of the MV	Macro Etching Technicians/ Officers PNP Forensic Service
	4.3 Give the claim	None	5 Minutes	Admini



(Brand New motor vehicles and motorcycles, locally and imported manufactured, applying for original registration are not required to undergo macro-etching under V. Tasks Para (c) of PNP HPG SOP No. 2 (Series of 2021) - Streamlining PNP MV Clearance Procedure)	stub to the applicant			strative Officer HPG-MVCD
5. Applicant awaits for the result of the motor vehicle clearance application	5.1 Processing of application documents and records verification	None	20 Minutes	Administrative Officer HPG-MVCD
	5.2 Encoding and Printing of Motor Vehicle Clearance Certificate (MVCC)	None	15 Minutes	Administrative Officer HPG-MVCD
	5.3 Back to Processing for counter checking of printed Clearance Certificate	None	10 Minutes	Administrative Officer HPG-MVCD
	5.4 Motor Vehicle Clearance Certificate (MVCC) for signature	None	5 Minutes	Administrative Officer HPG-MVCD
6. The name of	6.1 Sorting and	None	5 Minutes	Admini



applicant will be called/announced once the MVCC is ready for release and the applicant shall present the claim stub at the Motor Vehicle Clearance Office – Releasing Section to receive the MVCC being applied	stamping of printed Motor Vehicle Clearance Certificate (MVCC)			strative Officer HPG-MVCD
	6.2 Issue/ give the approved and duly signed MVCC to its applicant	None	3 Minutes	Administrative Officer HPG-MVCD
	6.3 Record the release and issued Motor Vehicle Clearance Certificate (MVCC)	None	2 Minutes	Administrative Officer HPG-MVCD
TOTAL:		(Please refer to the “SCHEDULE OF TOTAL FEES TO BE PAID AND TOTAL PROCESSING TIME” Matrix/ Table)	(Please refer to the “SCHEDULE OF TOTAL FEES TO BE PAID AND TOTAL PROCESSING TIME” Matrix/ Table)	

SCHEDULE OF TOTAL FEES TO BE PAID AND TOTAL PROCESSING TIME

TRANSACTION PURPOSE	TOTAL FESS TO BE PAID	TOTAL PROCESSING TIME
Transfer of Ownership	PHP 500.00	2 Hours
Change of Engine/Motor	PHP 500.00	2 Hours
Change of Chassis/VIN/ Frame	PHP 500.00	2 Hours
Change of Color	PHP 500.00	2 Hours
Change of Body Design	PHP 500.00	2 Hours
Record Check	PHP 500.00	2 Hours
Permit to Assemble	PHP 150.00	2 Hours
New Registration of Imported 2 nd Hand Motor Vehicle – Four Wheels and above	PHP 400.00	2 Hours



New Registration of Imported Completely Knocked Down Motor Vehicle	PHP 400.00	2 Hours
New Registration of Imported Voluntary Payment Category	PHP 400.00	2 Hours
New Registration of Assembled/Rebuilt	PHP 400.00	2 Hours
New Registration of Acquired thru Bidding	PHP 400.00	2 Hours
New Registration of Imported Second Hand Motorcycle	PHP 300.00	2 Hours
New Registration of Brand New Local Manufactured Motor Vehicle – Four Wheels and above	PHP 200.00	1 Hour, 30 Minutes
New Registration of Brand New Imported Manufactured Motor Vehicle – Four Wheels and above	PHP 200.00	1 Hour, 30 Minutes
For New Registration of Brand New Local Manufactured Motorcycle	PHP 100.00	1 Hour, 30 Minutes
For New Registration of Brand New Imported Manufactured Motorcycle	PHP 100.00	1 Hour, 30 Minutes



Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	1. Answer the client feedback form and drop it at the designated drop box in front of the office. 2. Contact info: (02) 8723-0401 local 6296 or send e-mail at mvcdhpg@yahoo.com
How feedbacks are processed	Every day, the Admin Officer opens the drop box and compiles and records all feedback submitted. Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the feedback. The answer of the office is then relayed to the citizen. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8723-0401 local 6296 or send email: mvcdhpg@yahoo.com
How to file a complaint	Complaints can be filed via telephone. Make sure to provide the following information: - Name of person being complained - Incident - Evidence For inquiries and follow-ups, clients may contact the following telephone number: (02) 8723-0401 local 6296 or send email: mvcdhpg@yahoo.com
How complaints are processed	The Admin Officer shall check the email and telephone complaints on a daily basis and evaluates each complaint. Upon evaluation, the Admin Officer shall start the investigation and forward the complaint to the relevant office for their explanation. The Admin Officer will create a report after the investigation and shall submit it to the C, MVCD for appropriate action. The Admin Officer will give the feedback to the client. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8723-0401 local 6296 or email: mvcdhpg@yahoo.com
Contact Information of CCB, PCC, ARTA	<u>ARTA</u> (02) 8478-5093 complaints@arta.gov.ph <u>PCC</u> 8888 pcc@malacanang.gov.ph <u>CCB</u> 09088816565 email@contactcenterngbayan.gov.ph



List of Offices

Office	Address	Contact Information
NATIONAL CAPITAL REGION		
Head Office	Highway Patrol Group - Motor Vehicle Clearance Division Camp BGen Rafael T Crame, Quezon City	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8723-0401 local 6296 or email: mvcdhpg@yahoo.com
La Loma Motor Vehicle Clearance Station	#62 P. Florentino St., corner Banawe, Brgy. Lourdes, Quezon City	For inquiries and follow-ups, clients may contact the following telephone number: 09452104316 or email lalomastation@yahoo.com
Valenzuela Motor Vehicle Clearance Station	#13 Maysan Road, Malinta, Valenzuela City	For inquiries and follow-ups, clients may contact the following telephone number: 09065153887 or email valenzuelastation@gmail.com
Novaliches Motor Vehicle Clearance Station	2 nd floor Sayto Bldg., Quirino Highway, Novaliches, Quezon City	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8958-0440 or email novaliches.mvco.pnp@gmail.com or novaliches_mvco@yahoo.com
20 th Avenue Motor Vehicle Clearance Station	96 Mirasol St., Brgy. San Roque, Quezon City	For inquiries and follow-ups, clients may contact the following telephone number: 09952077905 or email qcextension@gmail.com
Las Piñas Motor Vehicle Clearance Station	LTO Compound, Talon I, Alabang-Zapote Road, Las Piñas City	For inquiries and follow-ups, clients may contact the following telephone number: 09193704881 or email lpcmvcs@gmail.com



Muntinlupa Motor Vehicle Clearance Station	LTO Compound, Brgy. Tunasan, Muntinlupa City	For inquiries and follow-ups, clients may contact the following telephone number: 09204597777 or email mvcs.munti@gmail.com
Northern District Highway Patrol Team	#93 Samson Road, Brgy. 1, Caloocan City	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8447-4388 or email ndhpt2016@gmail.com
Quezon City (Central) District Highway Patrol Team	Camp PMGen Tomas B Karingal, Sikatuna Village, Quezon City	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8426-1328 or email centralmvcs@yahoo.com
Eastern District Highway Patrol Team	327 Capt Henry P Javier, Pasig City	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8638-6529 or email edhpt@yahoo.com
Southern District Highway Patrol Team	124 Domestic Road, 191, Pasay City	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8854-5667 or email pasaysmvcs@yahoo.com or pasayhpg@yahoo.com
Manila District Highway Patrol Team	Pier 8, PICO Bldg., North Harbor, Tondo, Manila	For inquiries and follow-ups, clients may contact the following telephone number: (02) 8243-4764 or email maniladistict_hpt@yahoo.com
REGION 1		
Headquarters Regional Highway Patrol Unit 1	Camp Diego Silang, Carlatan, City of San Fernando	For inquiries and follow-ups, clients may contact the following telephone number: 09199818384 or email rhpu1clearance@yahoo.com
Ilocos Norte	BOE Compound, Brgy 23, P.	For inquiries and follow-ups, clients may contact the following telephone number:



Provincial Highway Patrol Team	Gomez St., Laoag City, Ilocos Norte	09568418427 or email ilocosnorteptmo@yahoo.com
Ilocos Sur Provincial Highway Patrol Team	Mc Arthur Highway Barangay Bulag, Bantay, Ilocos Sur	For inquiries and follow-ups, clients may contact the following telephone number: 09553170564 or email ilocossurclearance@yahoo.com
Pangasinan Provincial Highway Patrol Team	Camp Antonio U Sison, Lingayen, Pangasinan	For inquiries and follow-ups, clients may contact the following telephone number: 09491480929 or email pangasinanhpg@yahoo.com
REGION 2		
Headquarters Regional Highway Patrol Unit 2	Isabela PPO, Baligatan, City of Ilagan, isabela	For inquiries and follow-ups, clients may contact the following telephone number: 09179747527 or email rtmotwo@yahoo.com
Nueva Vizcaya Provincial Highway Patrol Team	Dumlao Stadium, Bayombong, Nueva Vizcaya	For inquiries and follow-ups, clients may contact the following telephone number: 09171471498 or email phptvizcaya@yahoo.com
Cagayan Provincial Highway Patrol Team	Camp Tirso H Gador Brgy. 5, Tuguegarao City, Cagayan	For inquiries and follow-ups, clients may contact the following telephone number: 09053028032 or email cagayanphptmvcs@yahoo.com
Isabela Provincial Highway Patrol Team	Dubinan West, Santiago City, Isabela	For inquiries and follow-ups, clients may contact the following telephone number: 09150486543 or email hpgsantiago30@yahoo.com



Quirino Provincial Highway Patrol Team	Zamora, Cabarroguis, Quirino	For inquiries and follow-ups, clients may contact the following telephone number: 09277434072 or email quirinophpt@yahoo.com
REGION 3		
Headquarters Regional Highway Patrol Unit 3	Camp Captain Julian Olivas, San Nicolas, City of San Fernando Pampanga	For inquiries and follow-ups, clients may contact the following telephone number: 09165171105 or email rtmo_three@yahoo.com
Aurora Provincial Highway Patrol Team	ATC Compound Sitio Setan Brgy Calabuanan Baler, Aurora	For inquiries and follow-ups, clients may contact the following telephone number: 09071342690 or email auroraphpt@yahoo.com
Bataan Provincial Highway Patrol Team	Bataan Government Center Ala-Uli Pilar Bataan	For inquiries and follow-ups, clients may contact the following telephone number: 09153585233 or email phptbataan@yahoo.com
Bulacan Provincial Highway Patrol Team	Camp Alejo Santos, Malolos City, Bulacan	For inquiries and follow-ups, clients may contact the following telephone number: 09159534518 or email bulacan_hpg3@yahoo.com
Nueva Ecija Provincial Highway Patrol Team	Burgos Ave., Cabanatuan City, Nueva Ecija	For inquiries and follow-ups, clients may contact the following telephone number: 09201119894 or email hpg_ne@yahoo.com
Tarlac Provincial Highway Patrol Team	Mc Arthur Highway, San Miguel, Tarlac City	For inquiries and follow-ups, clients may contact the following telephone number: 09472996032 or email tmgtarlachighwaypatrol3@yahoo.com
Pampanga	Camp Tomas J	For inquiries and follow-ups, clients may



nga Provinci al Highwa y Patrol Team	Pepito, Brgy Sto Domingo, Angeles City	contact the following telephone number: 09773320852 or email pampangahpg@yahoo.com
Zambal es Provinci al Highwa y Patrol Team	National Highway corner Albay St, Brgy Barretto, Olongapo City	For inquiries and follow-ups, clients may contact the following telephone number: 09272536103 or email phpt_zamb@yahoo.com
REGION 4A		
Headqua rters Regional Highway Patrol Unit 4A	Camp BGen Vicente Lim, Brgy Mayapa Canlubang Calamba City Laguna	For inquiries and follow-ups, clients may contact the following telephone number: 09282948296 or email rhpu4a.clearance@gmail.com
Cavite Provincial Highway Patrol Team	LTO Compound, Palico, Imus City, Cavite	For inquiries and follow-ups, clients may contact the following telephone number: 09277795105 or email hpgcavite@yahoo.com
Laguna Provincial Highway Patrol Team	Camp BGen Paciano Rizal, Brgy Bagumbayan, Sta Cruz, Laguna	For inquiries and follow-ups, clients may contact the following telephone number: 09086430117 or email phptlaguna@yahoo.com
Batangas Provincial Highway Patrol Team	Camp Gen Miguel V Malvar, Kumintang Ilaya Batangas City	For inquiries and follow-ups, clients may contact the following telephone number: 09989984706 or email tmg_batangas@yahoo.com
Rizal Provincial Highway Patrol Team	Camp MGen Licerio I Geronimo, Brgy Dolores, Taytay, Rizal	For inquiries and follow-ups, clients may contact the following telephone number: 09185674042 or email hpgrizal@yahoo.com
Quezon Provincial Highway Patrol Team	Camp Guillermo Nakar, Lucena City Quezon	For inquiries and follow-ups, clients may contact the following telephone number: 09293626006 or email quezonhpg@yahoo.com



REGION 4B		
Headquarters Regional Highway Patrol Unit 4B	Camp Efigenio C Navarro, Brgy Suqui, Calapan, oriental Mindoro	For inquiries and follow-ups, clients may contact the following telephone number: 09178231844 or email mimaropa_05@yahoo.com
Occidental Mindoro Provincial Highway Patrol Team	Camp Winston Ebersole, Brgy San Roque, San Jose, Occidental Mindoro	For inquiries and follow-ups, clients may contact the following telephone number: 09473462705 or email edrickloja@yahoo.com
Marinduque Provincial Highway Patrol Team	Camp Maximo Abad, Brgy Bangbangalon, Boac, Marinduque	For inquiries and follow-ups, clients may contact the following telephone number: 09392048143 or email marinduehpgmorioness@yahoo.com
Romblon Provincial Highway Patrol Team	Brgy Upper Dapawan, Odiongan, Romblon	For inquiries and follow-ups, clients may contact the following telephone number: 09193122702 or email hpgodiongan20192@ yahoo.com
Palawan Provincial Highway Patrol Team	Camp Higinio Mendoza, Brgy Tiniguiban, Puerto Princesa City, Palawan	For inquiries and follow-ups, clients may contact the following telephone number: 09499906470 or email highwaypatrol4b_palawan@yahoo.com
REGION 5		
Headquarters Regional Highway Patrol Unit 5	Camp BGen Simeon A Ola, Legazpi City	For inquiries and follow-ups, clients may contact the following telephone number: 09063722271 or email rtmo5@yahoo.com
Camarines Norte Provincial Highway Patrol Team	Vinzons Ave., Brgy. Binanuanan, Talisay, Camarines Norte	For inquiries and follow-ups, clients may contact the following telephone number: 09331363584 or email cam_norteptmo@yahoo.com
Camarin	Concepcion	For inquiries and follow-ups, clients may



es Sur Provinci al Highway Patrol Team	Grande, Naga City, Camarines Sur	contact the following telephone number: 09152196155 or email cam_surptmo@yahoo.com
Sorsogo n Provinci al Highway Patrol Team	Brgy. Guinlajon, Sorsogon City	For inquiries and follow-ups, clients may contact the following telephone number: 09062057769 or email phpt5sor@yahoo.com
Masbate Provinci al Highway Patrol Team	Sitio Matungao, Brgy. Tugbo, Masbate City	For inquiries and follow-ups, clients may contact the following telephone number: 09175077279 or email hpgmasbate@yahoo.com.ph
Catandu anes Provinci al Highway Patrol Team	Pier Site, Brgy. Salvacion, Virac, Catanduanes	For inquiries and follow-ups, clients may contact the following telephone number: 09163535217 or email phpt_cat@yahoo.com.ph
REGION 6		
Headqu arters Region al Highwa y Patrol Unit 6	Camp Martin Teofilo Delgado, Port San Pedro, Iloilo City	For inquiries and follow-ups, clients may contact the following telephone number: 09184616998 or email rtmo_6@yahoo.com
Aklan Provinci al Highwa y Patrol Team	Camp Pastor Martelino, New Buswang, Kalibo Aklan	For inquiries and follow-ups, clients may contact the following telephone number: 09385182127 or email phptaklan@yahoo.com
Antique Provinci al Highwa y Patrol Team	Bugante Point, APPO, Brgy 4, San Jose, Antique	For inquiries and follow-ups, clients may contact the following telephone number: 09458476354 or email phptantique@gmail.com



Capiz Provincial Highway Patrol Team	DPWH Compound, Km 1, Roxas City, Capiz	For inquiries and follow-ups, clients may contact the following telephone number: 09125856139 or email phptcapiz2017@yahoo.com
Negros Occidental Provincial Highway Patrol Team	Camp Alfredo Montelibano Sr, Brgy Estefania, Bacolod City, Neg Occ	For inquiries and follow-ups, clients may contact the following telephone number: 09082711531 or email phptnegocc@yahoo.com
REGION 7		
Headquarters Regional Highway Patrol Unit 7	Camp Sotero Cabahug, Gorordo Avenue, Cebu City	For inquiries and follow-ups, clients may contact the following telephone number: 09165591369 or email rtmo7@yahoo.com
Bohol Provincial Highway Patrol Team	Camp Francisco Dagohoy, JA Clarin St, Tagbilaran City, Bohol	For inquiries and follow-ups, clients may contact the following telephone number: 09436449189 or email patrolteambohol@yahoo.com
Negros Oriental Provincial Highway Patrol Team	Capitol Area, Brgy Daro, Dumaguete City, Negros Oriental	For inquiries and follow-ups, clients may contact the following telephone number: 09675204729 or email hpgdgte@yahoo.com
Siquijor Provincial Highway Patrol Team	Capilay Spring Park, Brgy población, San Juan, Siquijor	For inquiries and follow-ups, clients may contact the following telephone number: 09288398426 or email phptsiquijor@gmail.com
REGION 8		
Headquarters Regional Highway Patrol Unit 8	RTR Plaza, Tacloban City, Leyte	For inquiries and follow-ups, clients may contact the following telephone number: 09279520810 or email rhpu8@yahoo.com



Leyte North Provincial Highway Patrol Team	Camp Downes, Ormoc City, Leyte	For inquiries and follow-ups, clients may contact the following telephone number: 09271568812 or email provincialoffice@yahoo.com
Leyte South Provincial Highway Patrol Team	Brgy Abgao, Maasin City, Leyte	For inquiries and follow-ups, clients may contact the following telephone number: 09776861586 or email provincialoffice@yahoo.com
REGION 9		
Headquarters Regional Highway Patrol Unit 9	Camp Batalla, JRT Lim Blvd., Zamboanga City	For inquiries and follow-ups, clients may contact the following telephone number: 09171194626 or email pnco_rtmo9@yahoo.com
Zamboanga Sibugay Provincial Highway Patrol Team	Poblacion Ipil, Zamboanga Sibugay	For inquiries and follow-ups, clients may contact the following telephone number: 09264061564 or email zambosibugay91@yahoo.com
Zamboanga Del Sur Provincial Highway Patrol Team	Camp Abelon, Pagadian City	For inquiries and follow-ups, clients may contact the following telephone number: 09778041653 or email pagadianzds@yahoo.com
Zamboanga Del Norte Provincial Highway Patrol Team	Eco Park Upper Turno, Dipolog City	For inquiries and follow-ups, clients may contact the following telephone number: 09382956164 or email hpg9_zanorte@yahoo.com
REGION 10		
Headquarters	Camp BGen Edilbrto	For inquiries and follow-ups, clients may contact the following telephone number:



Regional Highway Patrol Unit 10	Evangelista, Patag, Cagayan de Oro City	09177070455 or email rtmo10cdoc@yahoo.com
Bukidnon Provincial Highway Patrol Team	Camp Capt Ramon Onahon, Brgy 7, Malaybalay City, Bukidnon	For inquiries and follow-ups, clients may contact the following telephone number: 09778202012 or email phptbuk@gmail.com
Iligan City Highway Patrol Team	Tomas Cabili, Tipanoy, Iligan City	For inquiries and follow-ups, clients may contact the following telephone number: 09562678525 or email hpg_iligan@yahoo.com
Misamis Occidental Provincial Highway Patrol Team	Integrated Bus Terminal, Agora, Ozamis City, Misamis Occidental	For inquiries and follow-ups, clients may contact the following telephone number: 09053323108 or email misoccphpt@yahoo.com
Lanao Del Norte Provincial Highway Patrol Team	National Highway of Tubod, Lanao del Norte	For inquiries and follow-ups, clients may contact the following telephone number: 09354272456 or email phptlanaonte@yahoo.com
REGION 11		
Headquarters Regional Highway Patrol Unit 11	Candelaria St, Ecoland, Davao City	For inquiries and follow-ups, clients may contact the following telephone number: 09564031955 or email rhpueleven@gmail.com or rtmo11@yahoo.com
Davao del Norte Provincial Highway Patrol Team	DNPPO, Tagum City, Davao del Norte	For inquiries and follow-ups, clients may contact the following telephone number: 09182953052 or email phptdavnor@yahoo.com



Davao Del Norte PHPT Sub-Team (IGACOS)	Brgy Miranda, Babak District, Island Garden, City of Samal	For inquiries and follow-ups, clients may contact the following telephone number: 09182953052 or email phptdavnor@yahoo.com
Davao de Oro Provincial Highway Patrol Team	Brgy San Roque, Nabunturan, Davao de Oro	For inquiries and follow-ups, clients may contact the following telephone number: 09612675931 or email phptcomval@yahoo.com
Davao del Sur Provincial Highway Patrol Team	National Highway, Brgy Cogon, Digos City, Davao del Sur	For inquiries and follow-ups, clients may contact the following telephone number: 09473748277 or email hpgdigos11@yahoo.com
Davao Oriental Provincial Highway Patrol Team	Government Center, Brgy Dahican, Mati City	For inquiries and follow-ups, clients may contact the following telephone number: 09099250772 or email hpgmati@yahoo.com
REGION 12		
Headquarters Regional Highway Patrol Unit 12	Camp Fermin G Lira Jr, General Santos City	For inquiries and follow-ups, clients may contact the following telephone number: 09186736700 or email rhpu12_clearance@yahoo.com
North Cotabato Provincial Highway Patrol Team	Osmeña Drive, Kidapawan City, North Cotabato	For inquiries and follow-ups, clients may contact the following telephone number: 09174840801 or email phptnorthcotabato@gmail.com
Sultan Kudarat Provincial Highway Patrol Team	Brgy. EJC Montilla, Tacurong City, Sultan Kudarat	For inquiries and follow-ups, clients may contact the following telephone number: 09382856182 or email sultankudarat_highwaypatrolteam@yahoo.com.ph
South Cotabato Provincial Highway	Prk. Alegria, Brgy. Morales, Koronadal City, South	For inquiries and follow-ups, clients may contact the following telephone number: 09056413422 or email sotcot.phpt@gmail.com



Patrol Team	Cotabato	
General Santos Provincial Highway Patrol Team	Hadano Highway, Brgy. Labangal, General Santos City	For inquiries and follow-ups, clients may contact the following telephone number: 09261410277 or email gschptrhpu12@gmail.com
Sarangani Provincial Highway Patrol Team	Brgy. Poblacion Compound, Alabel, Sarangani Province	For inquiries and follow-ups, clients may contact the following telephone number: 09177213166 or email phptsarangani1204@gmail.com
REGION 13		
Headquarters Regional Highway Patrol Unit 13	Camp Rafael C Rodriguez, Libertad, Butuan City	For inquiries and follow-ups, clients may contact the following telephone number: 09559975758 or email rtmo13@yahoo.com
Agusan del Sur Provincial Highway Patrol Team	Governor D.O Plaza, Government Center, Patin-ay Prosperidad, Agusan del Sur	For inquiries and follow-ups, clients may contact the following telephone number: 09515129657 or email hpg13agusansur@yahoo.com
Surigao del Norte Provincial Highway Patrol Team	City Hall Coomound, Parruchu St., Surigao City, Surigao del Norte	For inquiries and follow-ups, clients may contact the following telephone number: 09257611754 or email hpg13surigaonorte@yahoo.com
Surigao del Sur Provincial Highway Patrol Team	Quizon St, Brgy Bongtud, Tandag City, Surigao del Sur	For inquiries and follow-ups, clients may contact the following telephone number: 09128965637 or email hpg13surigaosur@yahoo.com



REGION BAR		
Headquarters Regional Highway Patrol Unit BAR	PC Hill, Rosary Heights 1, Cotabato city	For inquiries and follow-ups, clients may contact the following telephone number: 09363286623 or email rhpubar15@gmail.com
BASULTA Provincial Highway Patrol Team	Menzi, Isabela city, Basilan	For inquiries and follow-ups, clients may contact the following telephone number: 09363286623 or email alsonaripin@gmail.com
REGION CAR		
Headquarters Regional Highway Patrol Unit CAR	#16 Government Center, Military Cut-off, Baguio City	For inquiries and follow-ups, clients may contact the following telephone number: 09278605073 or email rtmo_car@yahoo.com
Ifugao Provincial Highway Patrol Team	Lamut, Ifugao	For inquiries and follow-ups, clients may contact the following telephone number: 09175902248 or email ifugaophpt@yahoo.com.ph
Abra Provincial Highway Patrol Team	DPWH Motorpool, Zone 3, Bangued, Abra	For inquiries and follow-ups, clients may contact the following telephone number: 09216730942 or email abra_phpt@yahoo.com
Kalinga Provincial Highway Patrol Team	Camp P Duyan, Bulanao Tabuk, Kalinga	For inquiries and follow-ups, clients may contact the following telephone number: 09558870904 or email kalinga_phpt@yahoo.com
Mountain Province Provincial Highway Patrol Team	Bontoc, Mountain Province	For inquiries and follow-ups, clients may contact the following telephone number: 09297772353 or email mtprov_phpt@yahoo.com



5. Police Community Affairs and Development Group

a. Walk-In Complaint Management Process

Service Information

The Police Community Affairs and Development Group (PCADG) established a frontline service known as “Walk-In Complaint Management Process” under Complaints and Referral Monitoring Center (CRMC), for the community where they can lodge their complaint. Their complaint will be referred to unit concerned or other government agency for disposition of the case.

Office or Division:	Complaints and Referral Monitoring Center (CRMC)	
Classification :	Simple	
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government), G2B (Government to Business)	
Who may Avail:	All, Government Agency/Employee, Business Entity	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. One Complaint/Request Form	Complaint Monitoring/Complaint Referral Section	
2. One Referral Letter	Complaint Monitoring/Complaint Referral Section	



3. One Customer/Client Satisfaction Survey Form		Complaint Monitoring/Complaint Referral Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1 Proceed to Investigator's Table, present Identification Card and let know his/her complaint/ concern. Present pertinent documents if there is any.	1.1 Interview the client and assess the complaint/ concern (Counsel the client if need be and applicable)	None	12 Minutes	Duty Investigator CM/CRS, CRMC
	1.2 Provide Complaint / Request Form to the client	None		Duty Investigator CM/CRS, CRMC
Step 2 Fills out the Complaint/ Request Form.	2.1 Assist the client in filling out the Complaint / Request Form	None	5 Minutes	Duty Investigator CM/CRS, CRMC



	2.2 Evaluate the complaint/ concern for completeness of details.	None	3 Minutes	<i>Duty Investigator</i> CM/CRS, CRMC
	2.3 Prepare Referral Letter.	None	4 Minutes	<i>Duty Investigator</i> CM/CRS, CRMC
	2.4 Review and approve the Referral Letter	None	2 Minutes	<i>Division Chief</i> CRMC - PCADG
	2.5 Provide Survey Form to the Client	None	1 Minute	<i>Duty Investigator</i> CM/CRS, CRMC
Step 3 Receive a copy of the Referral Letter and accomplish Survey Form.	3.1 Encode the complaint/ concern into the Complaints and Referral Monitoring Information System (CRMIS) for referral	None	2 Minutes	<i>Duty Investigator</i> CM/CRS, CRMC



	to action unit			
	3.2 Record and file the Survey Form	None	1 Minute	<i>Duty Investigator</i> CM/CRS, CRMC
TOTAL:		None	30 Minutes	

b. Ireport mo kay Tsip (SMS) 0917-8475757 Complaint Management Process

Service Information

The Police Community Affairs and Development Group (PCADG) established a Short Messaging System (SMS) hotline service known as “Ireport Mo Kay Tsip” under Complaints and Referral Monitoring Center (CRMC), for the community where they can report incident regarding peace and order concerns or complain. Their complain will be referred to unit concerned or other government agency for disposition of the case.

Office or Division:	Complaints and Referral Monitoring Center (CRMC)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government), G2B (Government to Business)



Who may Avail:		All, Government Agency/Employee, Business Entity		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One Text Message containing information of complainant and the complaint (5Ws and 1H)			SMS and Hotline Section	
2. Mobile number of complainant			SMS and Hotline Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1 Send complaint/ concern to CRMC through SMS Portal 091784 75757	1.1 Evaluate the completeness of the complaint/ concern.	None	4 Minutes	<i>Duty System Operator SMS and Hotline Section</i>
	1.2 Encode the client's complaint/ concern into the CRMIS for referral to action unit.	None	5 Minutes	<i>Duty System Operator SMS and Hotline Section</i>
	1.3 Send feedback to the client that his/her complaint/ concern has already been referred to concerned unit	None	1 Minute	<i>Duty System Operator SMS and Hotline Section</i>
TOTAL:		None	10 Minutes	



FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Feedback is send through Email or Short Messaging System (SMS).
How feedback are processed	Duty PNCO performs the following: 1. Get the resolution of referral from the action unit through CRMIS; and 2. Provide feedback to complainant through Email or SMS.
How to file a complaint	Duty PNCO provide complaint form to complainant to accomplish the form by providing information.
How complaint are processed	Duty PNCO prepares the referral to be approved by the Chief, CRMC.

List of Offices

Office	Address	Contact Information
PCADG-CRMC- Complaints Referral/Complaints Monitoring Section	Camp BGen Rafael T Crame, Quezon City	0917-7907214 85374643
PCADG-CRMC- SMS and Hotline Center	Camp BGen Rafael T Crame, Quezon City	0917-8475757



6. PNP Retirement and Benefits Administration Service

a. Commutation of Accumulated Leave (CAL) Claim

One of the mandates of the PRBS is to process CAL only to be claimed by the PNP personnel upon their retirement and/or separation from the service (DFR, AWOL, Resigned, Dismissed, and Termination) to commute the monetary value of their accrued leave earned credits.

Office or Division:	Retirement Claims & Fund Management Division	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Retiring/Retired/Separated PNP Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Retirement/Separation Order (one original, one photocopy)		Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM)
b. Updated Service Record (one original, one photocopy)		Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM)
c. Commutation Order (one original, one photocopy)		Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM)
d. Latest Promotion Order (one original, one photocopy)		Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM)
e. Non-Money-Property Accountability (one original, one photocopy)		Last unit assignment of the applicant
f. Certificate of Last Payment (one original, one photocopy)		PNP Finance Service
g. Statement of Assets Liabilities		Records Management Division, Directorate for Personnel and



and Net Worth (SALN) (one original, one photocopy)	Records Management (RMD, DPRM)
h. Directorate for Comptrollership (DC) Clearance (one original, one photocopy)	Directorate for Comptrollership
i. Directorate for Logistics (DL) Clearance (one original, one photocopy)	Directorate for Logistics
j. Pre-Retirement Seminar Certificate (one original, one photocopy)	PNP Retirement Benefits Administration Service-RWTEBS, EPSPD
11. Affidavit of Authority to Deduct (if deemed needed for overpayment and/or property accountability) (one original, one photocopy)	PNP Finance Service
12. STI1 (ATM Account No.) (one original, one photocopy)	Land Bank of the Philippines-Bank Branch
13. 2x2 picture w/ nametag (2 pieces)	Applicant
14. Contact Number	Applicant
15. Family Information Sheet (Retiree's beneficiary/ies)	PNP Retirement Benefits Administration Service-Documentation Section, RCFMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complete application folders	1. Receive complete requirements 2. Record in the database and logbook 3. Endorse claim folders to Documentation Section	None	5 minutes	Admin Officer, PRBS



	4. Evaluate the propriety of the submitted documents 5. Record in the database 6. Endorse claim folders to processors 7. Scan folder (records)	None	15 minutes	Chief, Documentation Section/ Personnel-In-Charge, Retirement Claims & Fund Management Division (RCFMD), PRBS
	8. Verify authenticity of the submitted documents 9. Prepare computation sheet and Disbursement Voucher (DV) 10. Update Retirement Monitoring System (RMS)	None	20 minutes	Chief, CAL Section, RCFMD, PRBS
	11. Re-evaluate documents and correctness of computation 12. Countersign computation sheet and DV 13. Endorse to Chief, Retirement Claims and Fund Management Division (C, RCFMD)	None	5 minutes	Chief, CAL Section, RCFMD, PRBS



	14. Confirm validity and authenticity of documents 15. Check correctness of computation 16. Review and sign the computation sheet and DV	None	5 minutes	Chief, RCFMD, PRBS
	18. Consolidate processed CAL claims 19. Update claim status in the Retirement Monitoring System (RMS) 20. Prepare endorsement memo to Accounting Division, Directorate for Comptrollership (DC) for batching and funding for signature of Director, PRBS 21. Prepare memo to Regional Directors of Police Regional Offices (PROs) and Directors of National Administrative Support Units (NASUs) to inform the status of CAL	None	30 minutes	Chief, RCFMD, PRBS



	claims of their respective retirees for signature of Director, PRBS			
	22. Countersign the endorsement memo and endorse to the Deputy Director	None	5 minutes	C, RCFMD, PRBS
	23. Countersign the endorsement memo and endorse to Director	None	5 minutes	Deputy Director, PRBS
	24. Sign the endorsement memo	None	5 minutes	Director, PRBS
	25. Attach signed endorsement memo to the processed claim/s 26. Endorse to the Admin Office for dispatch to DC	None	5 minutes	Chief, RCFMD, PRBS
	27. Dispatch processed claim folders to Accounting Section, DC	None	10 minutes	Admin Officer, PRBS
	28. Inform claimants through Hotlines or SMS	None	1 minute	Documentation Section, RCFMD
	29. End of PRBS transaction			
TOTAL:		None	1 HOUR AND 51 MINUTES	



b. Lump Sum Claim

All PNP Personnel who are Optionally and Compulsorily Retired from the PNP Service and has no pending case/s are entitled to 36 months Lump Sum Claim.

Office or Division:	Pension and Gratuity Division, PNP Retirement and Benefits Administration Service (PGD, PRBS)	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Retiring/Retired PNP Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Retirement Order (one original, one photocopy)		Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM)
2. Updated Service Record (one original, one photocopy)		Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM)
3. Latest Promotion Order (one original, one photocopy)		RMD, DPRM for Police Commissioned Officers and Last Unit Assignment for Police Non-commission Officers
4. Directorate for Comptrollership (DC) Clearance (one original, one photocopy)		Directorate for Comptrollership (DC)
5. Directorate for Logistics (DL) Clearance (one original, one photocopy)		Directorate for Logistics (DL)
6. DLOD Clearance (one original, one photocopy)		Discipline, Laws and Order Division, Directorate for Personnel and /Records Management (DLOD, DPRM)
7. NAPOLCOM Clearance (one original, one photocopy)		NAPOLCOM
8. Ombudsman Clearance (one original, one photocopy)		Office of the Ombudsman
9. Statement of Assets Liabilities and Networth (SALN) (one original, one photocopy)		Last Unit Assignment
10. Certificate of Last Payment (CLP) (one original, one photocopy)		PNP Finance Service
11. Affidavit of Authority to deduct		PNP Retirement and Benefits



(if deemed needed for overpayment and/or property accountability) (one original, one photocopy)	Administration Service (forms are downloadable at www.prbs.gov.ph)
12. Pre-Retirement Seminar Certificate (one original, one photocopy)	Applicant
13. STI1 (ATM Account No.) (one original, one photocopy)	Landbank of the Philippines-Bank Branch
14. 2 pcs 2x2 ID Picture w/ nametag (two (2) pieces)	Applicant
15. Accomplished Pensioner's Information Form (one original, one photocopy)	PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)
16. Family Information Sheet (one original, one photocopy)	PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Complete Application Folder	1. Receive complete requirements 2. Record in the database and logbook 3. Endorse claim folders to Message Center, PGD	None	5 minutes	Admin Officer, PRBS
	4. Evaluate propriety of the submitted documents 5. Records in the database 6. Endorse claim folders to processors	None	5 minutes	Chief, PGD, PRBS
	7. Verify authenticity of the submitted documents 8. Prepare computation sheet and Disbursement Voucher (DV)	None	20 minutes	Chief, Lumpsum and Restoration of Pension Section, PGD,



	9. Update Record Monitoring System (RMS)			PRBS
	10. Re-evaluate documents and correctness of computation 11. Endorse to Chief, Pension and Gratuity Division	None	5 minutes	Chief, Lumpsum and Restoration of Pension Section, PGD, PRBS
	12. Confirm validity and authenticity of documents 13. Check correctness of computation 14. Review and sign the computation sheet and DV	None	5 minutes	Chief, Pension and Gratuity Division, PRBS
	15. Consolidate process claims 16. Update claim status in the RMS 17. Prepare endorsement memo to Accounting Division, Directorate for Comptrollership (DC) for signature of Director, PRBS	None	30 minutes	Chief, Lumpsum and Restoration of Pension Section, PGD, PRBS
	18. Countersign the endorsement memo and endorse to the Deputy Director	None	5 minutes	Chief, Pension and Gratuity Division, PRBS
	19. Countersign the endorsement memo and endorse to the Director	None	5 minutes	Deputy Director, PRBS
	20. Signs the	None	5 minutes	Director,



	endorsement memo			PRBS
	21. Attached signed endorsement memo to the processed claim/s	None	5 minutes	Chief, Lumpsum and Restoration of Pension Section, PGD, PRBS
	22. Endorse to the Admin Office for dispatch to DC			
	23. Dispatch processed claim folders to Accounting Section, DC	None	10 minutes	Admin Officer, PRBS
	24. Inform the claimant through Hotline or SMS	None	5 minutes	Chief, Lumpsum and Restoration of Pension Section, PGD, PRBS
	25. End of PRBS transaction			
TOTAL:		None	1 HOUR AND 45 MINUTES	

c. Activation of First Pension

The first monthly pension that a Retiree will receive after the lapse of lumpsum period or 36 months from the date of retirement.

Office or Division:	Pension and Gratuity Division, PNP Retirement and Benefits Administration Service (PGD, PRBS)		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	PNP Retiree		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	



Statement of Account Information (STI-1)		Landbank of the Philippines-Bank Branch		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit STI 1	1. Receive and Encode STI-1 from LBP	None	5 minutes	Chief, Lumpsum and Restoration of Pension Section, PGD, PRBS
	2. Encode and endorse the list for activation of Pension to Section Chief	None	5 minutes	Chief, Lumpsum and Restoration of Pension Section, PGD, PRBS
	3. Reviews and signs the List for Activation of First Pension	None	5 minutes	Chief Lumpsum and Restoration of Pension Section, PGD, PRBS
	4. Signs the document and endorse to D, PRBS for Approval	None	5 minutes	Chief, Pension and Gratuity Division, PRBS
	5. Countersign the document and endorse to the D, PRBS	None	5 minutes	Deputy Director, PRBS
	6. Signs the Activation for First Pension	None	5 minutes	Director, PRBS
	7. Encode the approved list for Activation of	None	15 minutes	Chief, Lumpsum and



	First Pension to Pensioners Data and Loan Information System (PDLIS) for approval of Chief, Pension and Gratuity Division			Restoration of Pension Section, PGD, PRBS
	8. Inform the claimant through Hotline or SMS	None	5 minutes	Chief, Lumpsum and Restoration of Pension Section, PGD, PRBS
	9. End of PRBS transaction			
TOTAL:		None	50 MINUTES	

d. PNP Transfer of Pension (TOP) Claim

Qualified Beneficiaries of Optionally or Compulsorily Retired PNP personnel who died after retirement are entitled to Transfer of Pension Claims which is 75% of the total pension of its principal.

Office or Division:	Pension and Gratuity Division, PNP Retirement and Benefits Administration Service (PGD, PRBS)		
Classification:	Simple		
Type of Transaction:	G2G-Government to Government/ G2C-Government to Citizen		
Who may avail:	Qualified Beneficiaries of Retired PNP Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Retirement Order (one original, one photocopy)		Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM)	
2. Affidavit of Authenticity of Submitted Documents (one original, one photocopy)		PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)	



3. Computation Sheet of Lump Sum (one original, one photocopy)	PNP Retirement and Benefits Administration Service-Records Section, PRBS
4. Lump Sum Voucher (one original, one photocopy)	PNP Retirement and Benefits Administration Service-Records Section, PRBS- Records Section, PRBS
5. Service Record (one original, one photocopy)	PNP Retirement and Benefits Administration Service Records Section, PRBS /RMD, DPRM
6. Certificate of Last Payment (CLP) (one original, one photocopy)	PNP Finance Service
7. 2x2 ID Picture w/ nametag (two (2) pieces)	Applicant
8. Photocopy of 2 valid IDs of dependents (two (2) copies)	Applicant
9. Death Certificate of PNP Personnel (PSA copy with Official Receipt) (one original, one photocopy)	Philippine Statistics Authority (PSA)
10. Pensioner Information Form (one original, one photocopy)	PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)
11. If PNP Personnel is married (PSA Copy with Official Receipt) (one original, one photocopy) 1. Advisory on Marriages of PNP Personnel and Spouse 2. Marriage Contract 3. Birth Certificate of Spouse 4. Birth Certificate of Minor children	Philippine Statistics Authority (PSA)
12. If PNP Personnel is single: (PSA Copy with Official Receipt) (one original, one photocopy) 1. Certificate of Singleness 2. Birth Certificate of Retiree 3. Marriage Contract of Parents	Philippine Statistics Authority (PSA)
13. Affidavit of Authority to Deduct (one original, one photocopy)	PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)



CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PRO CES SING TIME	PERSON RESPONSIBLE
Submit Complete Application Folder	1. Receive complete requirements 2. Record in the database and logbook 3. Endorse claim folders to processors	None	5 minutes	Admin Officer, PRBS
	4. Evaluate propriety of documents 5. Prepare computation sheet	None	20 minutes	Chief, Transfer of Pension Section, PGD
	6. Verify authenticity of documents 7. Check correctness of entries and signs the computation sheet	None	20 minutes	Chief, Transfer of Pension Section, PGD
	8. Confirm validity and authenticity of documents 9. Review and sign the computation sheet	None	5 minutes	Chief, Pension and Gratuity Division, PRBS
	10. Review computation sheet 11. Encode in the database 12. Endorse to Legal Investigation and Prosecution Division (LIPD)	None	30 minutes	Chief, Transfer of Pension Section, PGD
	13. Receive and encode claim folders 14. Endorse to drafters	None	5 minutes	Chief, LIPD, PRBS
	15. Review and evaluate the documents 16. Prepare the Evaluation Report (ER) 17. Draft the Certificate of Legal Beneficiary/ies (CLB) and Decree of Entitlement (DED)	None	30 minutes	Chief, LIPD, PRBS
	18. Review the correctness of entry in the ER, CLB and DED	None	15 minutes	Chief, LIPD, PRBS
	19. Recommend approval of CLB	None	15 minutes	Chief, LIPD, PRBS



	20. Countersign DED		es	
	21. Review/evaluate ER and CLB	None	10 minutes	Servicing Legal Officer
	22. Certify the DED			
	23. Approve CLB	None	5 minutes	Deputy Director, PRBS
	24. Countersign DED			
	25. Approve the DED	None	5 minutes	Director, PRBS
	26. Record the approved CLB and DED and send Letter Packet to PRBU	None	10 minutes	Chief, LIPD, PRBS
	27. Return approved CLB and DED to PGD			
	28. Receive the approved CLB and DED (Once the STI 1 was received by Processor)	None	15 minutes	Chief, Transfer of Pension Section, PGD, PRBS
	29. Prepare Change Report for implementation of pension			
	30. Encode the approved list for Activation of First Pension to Pensioners Data and Loan Information System (PDLIS) for approval of Chief, PGD	None	15 minutes	Chief, Transfer of Pension Section, PGD, PRBS
	31. Verify correctness and sign Change Report for pension	None	20 minutes	Chief, Transfer of Pension Section, PGD, PRBS
	32. Review and sign Change Report for implementation of pension	None	10 minutes	Chief, Pension and Gratuity Division, PRBS
	33. Countersign the Change Report for implementation of pension	None	5 minutes	Deputy Director, PRBS
	34. Sign/Approve the Change Report for implementation of pension	None	5 minutes	Director, PRBS



	35. Upload the Change Report to PDLIS	None	1 hour	Chief, Transfer of Pension Section, PGD, PRBS
	36. Inform the claimant through PRBU	None	5 minutes	Chief, Transfer of Pension Section, PGD, PRBS
	37. End of PRBS transaction			
TOTAL:		None	5 HOURS AND 10 MINUTES	



Back-Earned Pension Claim (Beneficiaries of Retired PNP Personnel/ Transferee)

Amount of Pension that is due to a Pensioner but was not credited to his ATM pension account.

Office or Division:	Pension and Gratuity Division, PNP Retirement and Benefits Administration Service (PGD, PRBS)		
Classification:	Simple		
Type of Transaction:	G2G-Government to Government/ G2C-Government to Citizen		
Who may avail:	Qualified Beneficiaries of Retired PNP Personnel/Transferees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Affidavit of Authenticity of Submitted Documents (one original, one photocopy)	PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)		
2. Death Certificate of PNP Personnel (PSA copy with Official Receipt) for Dependents (one original, one photocopy)	Philippine Statistics Authority (PSA)		
3. Advisory on Marriages of PNP Personnel and Spouse (PSA copy with Official Receipt) for Dependents (one original, one photocopy)	Philippine Statistics Authority (PSA)		
4. Marriage Contract (PSA copy with Official Receipt) for Dependents (one original, one photocopy)	Philippine Statistics Authority (PSA)		
5. Birth Certificate of Spouse and Minor children (PSA copy with Official Receipt) for Dependents (one original, one photocopy)	Philippine Statistics Authority (PSA)		
6. 2x2 latest ID pictures of PNP Personnel/Retiree and dependent (two (2) pieces)	Applicant		
7. Photocopy of 2 valid IDs of dependents with signature, thumbmark and mobile number (two (2) copies)	Applicant		
8. Certificate of Legal Beneficiary and Decree of Entitlement and Distribution	PNP Retirement and Benefits Administration Service-Records Section, PRBS- LIPD,PRBS		



9. Affidavit of Authority to Deduct (one original, one photocopy)	PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)



CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Complete Application Folder	1. Receive complete requirements 2. Record in the database and logbook 3. Endorse claim folders to processors	None	5 minutes	Admin Officer, PRBS
	4. Evaluate propriety of documents 5. Check data on PDLIS and prepare payslip if available 6. Prepare computation sheet	None	20 minutes	Chief, Transfer of Pension Section, PGD, PRBS
	7. Verify authenticity of documents 8. Check correctness of entries and signs the computation sheet	None	20 minutes	Chief, Transfer of Pension Section, PGD, PRBS
	9. Confirm validity and authenticity of documents 10. Review and signs the computation sheet	None	5 minutes	Chief, Pension and Gratuity Division, PRBS
	11. Update database of Approved Computation Sheet 12. Prepare Disbursement Voucher	None	30 minutes	Chief, Transfer of Pension Section, PGD, PRBS
	13. Check correctness of entries and signs the Disbursement Voucher	None	5 minutes	Chief, Transfer of Pension Section, PGD, PRBS
	14. Evaluate propriety of documents 15. Review and signs the Disbursement Voucher	None	30 minutes	Chief, Pension and Gratuity Division, PRBS



	16. Prepare Transmittal for endorsement of Disbursement Voucher to DC Accounting Division	None	15 minutes	Chief, Transfer of Pension Section, PGD, PRBS
	17. Countersign the endorsement memo and endorse to C, PGD	None	5 minutes	Chief, Transfer of Pension Section, PGD, PRBS
	18. Countersign the endorsement memo and endorse to Deputy Director	None	5 minutes	Chief, Pension and Gratuity Division, PRBS
	19. Countersign the endorsement memo and endorse to the Director	None	5 minutes	Deputy Director, PRBS
	20. Signs the endorsement memo	None	5 minutes	Director, PRBS
	21. Attached signed endorsement memo to the processed claim/s 22. Endorse to the Admin Office for dispatch to DC	None	5 minutes	Chief, Transfer of Pension Section, PGD, PRBS
	23. Dispatch processed claim folders to Accounting Section, DC	None	10 minutes	Admin Officer, PRBS
	24. Inform claimant through PRBU	None	5 minutes	Chief, Transfer of Pension Section, PGD, PRBS
	25. End of PRBS transaction			
	TOTAL:	None	2 HOURS AND 50 MINUTES	



e. INP Transfer of Pension Claim

Qualified Beneficiaries of Optionally or Compulsorily Retired INP personnel who died after retirement are entitled to Transfer of Pension Claims which is 75% of the total pension of its principal.

Office or Division:	Pension and Gratuity Division, PNP Retirement and Benefits Administration Service (PGD, PRBS)	
Classification:	Simple	
Type of Transaction:	G2G- Government to Government/G2C- Government to Citizen	
Who may avail:	Qualified Beneficiaries of INP Retired Personnel/ INP Transferees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Affidavit of Authenticity of Submitted Documents (one original, one photocopy)		PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)
2. GSIS Voucher (one original, one photocopy)		Government Service Insurance System (GSIS), Records and Management Division
3. Certificate of GSIS Monthly Pension (one original, one photocopy)		Government Service Insurance System (GSIS), Records and Management Division
4. Service Record (one original, one photocopy)		Government Service Insurance System (GSIS), Records and Management Division
5. Affidavit of Authorization to Deduct (one original, one photocopy)		PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)
6. 2 pcs 2x2 ID Picture w/ nametag (two (2) copies)		Applicant
7. Photocopy of 2 valid IDs of dependents (one original, one photocopy)		Applicant
8. Death Certificate of PNP Personnel (PSA copy with Official Receipt) (one original, one photocopy)		Philippine Statistics Authority (PSA)



9. Accomplished Update Form (one original, one photocopy)	PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)
10. If INP personnel is married: (PSA Copy with Official Receipt) (one original, one photocopy) a. Advisory on Marriages of INP Personnel and Spouse b. Marriage Contract c. Birth Certificate of Minor Children	Philippine Statistics Authority (PSA)

LIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Complete Application Folder	1. Receive complete requirements 2. Receive and record in the database and logbook 3. Endorse claim folders to processors	None	5 minutes	Admin Officer, PRBS
	4. Evaluate propriety of documents 5. Prepare computation sheet, Certificate of Legal Beneficiary and Decree of Entitlement and Distribution, LOI & Letter Packet	None	45 minutes	Chief, INP Section, PGD
	6. Check data from the Records Monitoring System (RMS) 7. Verify authenticity of documents 8. Check correctness of entries and signs the computation sheet CLB and DED	None	20 minutes	Chief, INP Section, PGD
	9. Confirm validity and authenticity of documents 10. Review and signs the computation sheet, CLB and DED	None	5 minutes	Chief, INP Section, PGD



	1. Review and sign the computation sheet, CLB and DED	None	30 minutes	Chief, PGD
	2. Receive and encode claim folders	None	5 minutes	Chief, LIPD, PRBS
	3. Endorse to drafters			
	4. Review and evaluate the documents			Chief, LIPD, PRBS
	5. Prepare the Evaluation Report (ER)	None	30 minutes	
	6. Check the correctness of the CLB and DED			
	7. Review the correctness of entry in the ER, CLB and DED	None	15 minutes	Chief, LIPD, PRBS
	18. Recommend approval of CLB	None	15 minutes	Chief, LIPD, PRBS
	19. Countersign DED			
	20. Review/Evaluate ER and CLB	None	10 minutes	Servicing Legal Officer
	21. Certifies the DED			
	22. Endorse the LOI, Update Form and Letter Packet for printing of Pensioners ID	None	20 minutes	C, Inventory, PRBS
	23. Approve CLB	None	5 minutes	Deputy Director, PRBS
	24. Countersign DED			
	25. Approve the DED	None	5 minutes	Director, PRBS
	26. Record the approved CLB and DED	None	10 minutes	Chief, LIPD, PRBS
	27. Return to PGD			
	28. Receive the approved CLB and DED (Once the STI 1 was received by Processor)	None	15 minutes	Chief, INP Pension Section, PGD, PRBS
	29. Prepare Change Report for implementation of			



	pension			
	30. Verify correctness and sign Change Report for implementation of pension	None	20 minutes	Chief, INP Pension Section, PGD, PRBS
	31. Review and sign Change Report for implementation of pension	None	10 minutes	Chief, Pension and Gratuity Division, PRBS
	32. Countersign the Change Report for implementation of pension	None	5 minutes	Deputy Director, PRBS
	33. Sign/Approve the Change Report for implementation of pension	None	5 minutes	Director, PRBS
	34. Upload the Change Report to PDLIS	None	1 hour	Chief, INP Pension Section, PGD, PRBS
	35. Inform claimant through hotline or SMS	None	5 minutes	Chief, INP Pension Section, PGD, PRBS
	36. End of PRBS transaction			
TOTAL:		None	5 HOURS AND 40 MINUTES	



f. Activation of INP Pension

A specified cash amount that a Retired INP Personnel (Optional and Compulsory) will receive as pension.

Office or Division:	Pension and Gratuity Division, PNP Retirement and Benefits Administration Service (PGD, PRBS)	
Classification:	Simple	
Type of Transaction:	G2G- Government to Government	
Who may avail:	Optionally and Compulsorily Retired INP Personnel/INP Retirees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	Retirement Order (one original, one photocopy)	Government Service Insurance System (GSIS), Records and Management Division
2.	Affidavit of Authenticity of Submitted Documents (one original, one photocopy)	PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)
3.	GSIS Voucher (one original, one photocopy)	Government Service Insurance System (GSIS), Records and Management Division
4.	Certificate of GSIS Monthly Pension (one original, one photocopy)	Government Service Insurance System (GSIS), Records and Management Division
5.	Service Record (one original, one photocopy)	Government Service Insurance System (GSIS), Records and Management Division
6.	2 pcs 2x2 ID Picture w/ nametag (two (2) pieces)	Applicant
7.	Photocopy of 2 valid IDs of INP retiree (two (2) copies)	Applicant
8.	Pensioner Information Form (one original, one photocopy)	PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)
9.	PSA Birth Certificate (one original, one photocopy)	Philippine Statistics Authority (PSA)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Complete Application Folder	1. Receive complete requirements 2. Record in the database and logbook 3. Endorse claim folders to processors	None	5 minutes	Admin Officer, PRBS
	4. Evaluate propriety of documents 5. Prepare computation sheet, LOI and Letter packet	None	45 minutes	Chief, INP Pension Section, PGD, PRBS
	6. Verify authenticity of documents 7. Check correctness of entries and signs the computation sheet	None	20 minutes	Chief, INP Pension Section, PGD, PRBS
	8. Evaluate propriety of documents 9. Review and signs the computation sheet	None	5 minutes	Chief, INP Pension Section, PGD, PRBS
	10. Review and sign the computation sheet	None	30 minutes	Chief, PGD
	11. Endorse to C, Inventory for Issuance of Pensioners ID	None	15 minutes	Chief, INP Pension Section, PGD, PRBS
	12. Countersign the LOI and Letter Packet	None	5 minutes	Deputy Director, PRBS
	13. Sign the LOI and Letter Packet	None	5 minutes	Director, PRBS
	14. Receive the Computation Sheet, LOI and Letter Packet, then mail it to PRBU	None	10 minutes	Chief, INP Pension Section, PGD, PRBS
	15. Once the STI-1 was received by Processor, prepare Change Report for implementation of pension	None	15 minutes	Chief, INP Pension Section, PGD, PRBS
	16. Verify correctness and	None	20	Chief, INP



	signs Change Report for implementation of pension		minutes	Section, PGD, PRBS
	17. Review and signs Change Report for implementation of pension	None	10 minutes	Chief, Pension and Gratuity Division, PRBS
	18. Countersign the Change Report for implementation of pension	None	5 minutes	Deputy Director, PRBS
	19. Sign/approve the Change Report for implementation of pension	None	5 minutes	Director, PRBS
	20. Upload the Change Report to PDLIS	None	1 hour	Chief, INP Pension Section, PGD, PRBS
	21. Inform claimant through hotline or SMS	None	5 minutes	Chief, INP Pension Section, PGD, PRBS
	22. End of PRBS transaction			
TOTAL:		None	4 HOURS AND 20 MINUTES	

g. Back-Earned Pension Claim (Retiree/beneficiaries of INP Personnel)

Amount of Pension that is due to a INP Pensioner but was not credited to his ATM Account.

Office or Division:	Pension and Gratuity Division, PNP Retirement and Benefits Administration Service (PGD, PRBS)
Classification:	Simple
Type of Transaction:	G2G- Government to Government/G2C-Government to Citizen



Who may avail:	Retiree and Qualified Beneficiaries of INP Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Affidavit of Authenticity of Submitted Documents (one original, one photocopy)	PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)	
2. Death Certificate of PNP Personnel (PSA copy with Official Receipt) for Dependents (one original, one photocopy)	Philippine Statistics Authority (PSA)	
3. Advisory on Marriages of PNP Personnel and Spouse (PSA copy with Official Receipt) for Dependents (one original, one photocopy)	Philippine Statistics Authority (PSA)	
4. Marriage Contract (PSA copy with Official Receipt) for Dependents (one original, one photocopy)	Philippine Statistics Authority (PSA)	
5. Birth Certificate of Spouse and Minor children (PSA copy with Official Receipt) for Dependents (one original, one photocopy)	Philippine Statistics Authority (PSA)	
6. 2x2 latest ID pictures of INP Personnel/Retiree and dependents (two (2) copies)	Applicant	
7. Photocopy of 2 valid IDs of dependents with signature, thumbmark and mobile number (two (2) copies)	Applicant	
8. Affidavit of Authority to Deduct (one original, one photocopy)	PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Complete Application Folder	1. Receive complete requirements 2. Record in the database and logbook 3. Endorse claim folders to processors	None	5 minutes	Admin Officer, PRBS
	4. Evaluate propriety of documents 5. Check data on PDLIS and prepare payslip if available 6. Prepare computation sheet	None	20 minutes	Chief, INP Pension Section, PGD, PRBS
	7. Verify authenticity of documents 8. Check correctness of entries and sign the computation sheet	None	20 minutes	Chief, INP, PGD, PRBS
	9. Confirm validity and authenticity of documents 10. Review and signs the computation sheet	None	5 minutes	Chief, PGD, PRBS
	11. Update database of Approved Computation Sheet 12. Prepare Disbursement Voucher	None	30 minutes	Chief, INP Pension Section, PGD, PRBS
	13. Check correctness of entries and sign the Disbursement Voucher	None	5 minutes	Chief, INP, PGD, PRBS
	14. Evaluate propriety of documents 15. Review and sign the Disbursement Voucher	None	30 minutes	Chief, Pension and Gratuity Division, PRBS



	16. Prepare transmittal for endorsement of Disbursement Voucher to DC Accounting Division	None	15 minutes	Chief, INP Pension Section, PGD, PRBS
	17. Countersign the endorsement memo and endorse to C, PGD	None	5 minutes	Chief, INP, PGD, PRBS
	18. Countersign the endorsement memo and endorse to Deputy Director	None	5 minutes	Chief, Pension and Gratuity Division, PRBS
	19. Countersign the endorsement memo and endorse to the Director	None	5 minutes	Deputy Director, PRBS
	20. Sign the endorsement memo	None	5 minutes	Director, PRBS
	21. Attach signed endorsement memo to the processed claim/s	None	5 minutes	Chief, INP Pension Section, PGD, PRBS
	22. Endorse to the Admin Office for dispatch to DC			
	23. Dispatch processed claim folders to Accounting Section, DC	None	10 minutes	Admin Officer, PRBS
	24. Inform claimant through PRBU	None	5 minutes	Chief, INP Pension Section, PGD, PRBS
	25. End of PRBS transaction			
	TOTAL:	None	2 HOURS AND 50 MINUTES	



FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	1. Answer the client feedback form and drop it at the designated drop box in front of the office; 2. Contact the PRBS Hotline: Globe: 09777145263, Smart: 09618990928, Sun: 09310644316, TM: 09534135924; 3. E-mail the pnprbs@gmail.com; or 4. Message the Official PRBS Facebook Account: Pnp Prbs; and 5. Fill up the Citizens/Clients Satisfaction Survey and submit to the duty help desk.
How feedback is processed	The duty Message Center opens the drop box and records all feedback submitted. Forward the received feedback form to Chief Clerk, Admin for compilation and records. Feedback requiring answers are forwarded to the concerned division/s. The answer/reply is then relayed to the citizen phone calls or mail. For inquiries and follow-ups, clients may contact the following telephone number: Globe: 09777145263, Smart: 09618990928, Sun: 09310644316, TM: 09534135924, e-mail at pnprbs@gmail.com or message the Official PRBS Facebook Account: Pnp Prbs.
How to file a complaint	Answer the client Complaint Form and drop it at the designated drop box in front of the office and/or submit the accomplished form to the duty Help Desk/ Message Center. Complaints can also be sent to CRMIS (E-Sumbong Portal), I-report Mo kay TSIP Hotline Number or contact the PRBS Hotline Numbers: Globe: 09777145263, Smart: 09618990928, Sun: 09310644316, TM: 09534135924, e-mail at pnprbs@gmail.com or message the Official PRBS Facebook Account: Pnp Prbs. Make sure to provide the complete information.
How complaints are processed	The Admin Officer opens the complaints drop box on a daily basis and evaluates each complaint. Upon evaluation, the Admin Officer shall evaluate and forward the complaint to the relevant Division for their action taken/explanation. For Complaints sent to CRMIS (E-Sumbong Portal), complaint is forwarded to the concerned Unit after the evaluation.



	The designated drafter shall draft the Memo/Letter containing the clarifications and actions taken in the complaint. The D, PRBS then signs the said Memo/Letter, after which, forward the soft and hard copy to PCADG and other Complaint Center. For Complaints sent to PRBS Hotlines, the designated hotline PNCO shall call/text the sender and relay the actions taken on the complaints.
Contact Information: 1. CCB (CSC Contact Center ng Bayan) 2. PCC (Philippine Competition Commission) 3. ARTA (Anti-Red Tape Authority)	CCB : 0908-881-6565 (SMS) : email@contactcenterngbayan.gov.ph PCC : (+632) 8771-9PCC (722) : queries@phcc.gov.ph ARTA: complaints@arta.gov.ph : 1-ARTA (2182)



PRBU Directory		
Office	Address	Contact Information
PRBU 1	Camp BGen Oscar M Florendo, Parian City of San Fernando La Union	09056208682/09083399249 or email: pnpprbu1@yahoo.com
PRBU 2	Camp Marcelo A Adduro, Tuguegarao City, Cagayan	09554085665/09686655777 or email: prbu_pro2@yahoo.com.ph
PRBU 3	Camp Olivas, Mc Arthur Hi-way, San Fernando City, Pampanga	09668142168 or email: centraluzon18@yahoo.com
PRBU 4A	Camp General Vicente P. Lim, Calamba City, Laguna	09634984207 or email: prbu4a2021@gmail.com
PRBU 4B	Camp. Efigenio C. Navarro, Calapan City, Oriental Mindoro	09686698791 or email: prbu4b@yahoo.com.ph
PRBU 5	Camp General Simeon A. Ola, Legazpi City, Albay	09063764354/09081492310 or email: prbupro5@yahoo.com
PRBU 6	Camp Martin Teofilo B. Delgado, Fort San Pedro, Iloilo City, Iloilo	09914254246/09686635609 or email: prbu6@yahoo.com
PRBU 7	Camp Sergio Osmeña Blvd., Cebu City, Cebu	09912920720/09065380576 or email: Prbu7@yahoo.com
PRBU 8	Camp Ruperto Kangleon, Brgy., Campetic, Palo, Leyte	9317614346/09270823561/ (053) 888 4700 or email: prbau8_prbs@yahoo.com
PRBU 9	Camp Col. Romeo A. Abendan, Mercedez, Zamboasga City	09619307139/09056390117 or email:prbu9zamboanga@gmail.com
PRBU 10	Camp 1Lt Vicente G. Aguilar, Lapasan, Cagayan de Oro City	09176093470/09106221508 or email: rprbu_pro10@yahoo.com



PRBU 11	Camp Quintin M. merecido, Buhangin, Davao City	09460525179 or email: prbu11.prbs@pnp.gov.ph
PRBU 12	Camp Fermin G. Lira Jr. General Santos City	09394282079/09154275249 or email: prbu12@yahoo.com
PRBU 13	Camp Rafael C. Rodriguez, Liberdad, Butuan City	09125966280/09176306444 or email: prbu13caraga@yahoo.com
PRBU COR	Camp Bado Dangwa, La Trinidad, Benguet	09687578636 or email: prbu_cor@yahoo.com
PRBU BARMM	Camp General Salipada K. Pendatun, Parang, Maguindanao	09669918987 or email: prbuarmm@yahoo.com
RRBU NCR	Camp Bagong Diwa, Bicutan, Taguig City	09388144780 or email: prbs.pksksatoncr@gmail.com



7. FIREARMS LICENSING DIVISION

a. License to Own and Possess Firearms (LTOPF) – Individual

The License to Own and Possess Firearms refers to a written authority to own and possess a firearm or firearms and ammunition granted by the C, PNP through the C, FEO to a qualified citizen in accordance with the Revised IRR of RA 10591 and other issuances.

Office or Division:	Individual Licensing Section, Firearm Licensing Division (FLD), FEO	
Classification:	Simple	
Type of Transaction:	Government to Citizen	
Who may Avail	A Filipino citizen at least twenty-one (21) years old at the time of the filing of written application.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) Duly Notarized Accomplished Individual LTOPF Application Form		PNP - Individual Licensing Section, FLD / One Stop Shop (OSS)/ Regional Civil Security Units/ CSG-SATO
2. One (1) valid Government issued ID		
3. One (1) National Police Clearance		PNP – One Stop Shop (OSS), Municipal/City Police Stations
4. One (1) Proof of Citizenship Filipino Citizen • Philippine passport; or • Philippine Statistics Authority (formerly National Statistics Office) Birth Certificate; or • Birth Certificate from the Local Civil Registry; or • Certificate of Naturalization; or • identification Certificate issued by the Bureau of Immigration. Dual Citizen • Certificate of Retention/ Reacquisition of Philippine • Citizenship; or • Certificate of Registration; or • Oath of Allegiance.		PSA, DFA
5. One (1) Proof of Residency: • Proof of latest billing; or • Proof of mail sent by a government office or a		Private Companies, Barangay



government-owned-or-controlled office; or Residential Lease Agreement/ Contract or Barangay Certificate	
6. One (1) Certificate of Gun Safety and Responsible Gun Ownership (GSRGO) or equivalent documents	- Certificate issued by the PNP; or - Ownership Seminar 2. Certificate issued by Authorized Gun Club; or - Certificate issued by Admin Officer/Training Director certifying that active PNP personnel; retired PNP and AFP personnel; and organic members of other Law Enforcement Agencies (LEAs) have undergone equivalent marksmanship training; or - Authenticated copy of Retirement Order for PNP and AFP retirees; or - Medical Certificate for Persons with Disability (PWD), suffering from physical and/or sensory impairment, but not including mental impairment that expressly certifies that the applicant is capable of efficiently, effectively, and safely using the particular firearm/s for which the LTOPF is being applied.
7. One (1) Proof of Income - ITR for the preceding year indicating income or profession or business or occupation or W2 for government employees or Form 2316 for civilians; or - Notarized Certificate of Employment, with latest Payslip; or - Bank Certificate of Deposit or Statement of Account proving	BIR/Municipality/City/SEC/DTI



existence of the account for the last six months prior to the filing of written application; or • Barangay Certification of Gainful Work or Occupation; or • Land Title and/or proof of payment of real property tax; or • Certificate of Pension for retired applicant.				
8. Neuro-Psychiatric Examination (uploaded through FEO online System)		PNP Health Service		
9. Drug Test Result (uploaded through FEO online System)		PNP Crime Laboratory Group		
10. One (1) Firearm License Bond Policy for Type 3 to Type 5 Licensee		Insurance Companies		
11. One (1) Certificate of inspection issued by the CSG-FEO (inspection Requirements) for Type 3 to 5 Licensee		I&E Section, EEMD, FEO/ RCSUs		
12. One (1) Gun Collector's Certificate (for Type 5 Licensee)		CSG-FEO		
13. One (1) Proof of Payment (Oncoll Slip from LBP or Receipt from LBP Epayment Portal.		LBP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBL E
1.a Register, create online account and log-in your account thru http://www.feo-system.com/ Upload Requirements at the FEO Online Account For New Application: upload all the necessary requirements	1. Online evaluator of RCSU/ILS, FLD, FEO, AC, FEO and C, FEO evaluates and approves if the document submitted is complete		5 mins (Evaluation of documents)	Online Evaluators of RCSUs/ FLD, FEO



For Renewal: upload only Duly Notarized Accomplished LTOPF Application Form; and National Police Clearance. <i>Note: Result of Neuro Examination and Drug Test will be reflected on the online account of the Applicants b PNP HS and PNP Crime Laboratory Group, respectively.</i>	and valid			
2a. Go to Landbank of the Philippines (LBP) for payment. Then upload the proof of payment and set appointment for the submission of original documents and releasing of LTOPF Card.	2. Actual evaluators will evaluate the authenticity of the documents uploaded and print/release LTOPF card	Type 1 License – Php 1,000.00 Type 2 License – Php 2,000.00 Type 3 License – Php 3,000.00 Type 4 License – Php 5,000.00 Type 5 License – Php 10,000.00 Card Fee (License and Registration) – Php 200.00 1. Additional payment if the Licensed Citizen will	5 mins (Evaluation of documents)	Actual Evaluators of ILS, FEO and RCSUs



		apply for the following: Sports Shooter's License – Php 1,000.00 Gun Collector's License – Php 5,000.00 Antique Firearm Collector's License – Php 2000.00		
	TOTAL	Type 1 License – Php 1,000.00 Type 2 License – Php 2,000.00 Type 3 License – Php 3,000.00 Type 4 License – Php 5,000.00 Type 5 License – Php 10,000.00 Card Fee (License and Registration) – Php 200.00 1. Additional payment if the Licensed Citizen will apply for the following: Sports	3 days	



		Shooter's License – Php 1,000.00		
		Gun Collector's License – Php 5,000.00		
		Antique Firearm Collector's License – Php 2000.00		

b. Firearms Registration – Individual

A licensed citizen shall register his/her firearm/s with the FEO in accordance with the provisions of RA 10951 and its Revised IRR.

Office or Division:	Individual Licensing Section, Firearm Licensing Division (FLD), FEO		
Classification:	Simple		
Type of Transaction:	Government to Citizen		
Who may avail:	A licensed citizen issued with valid LTOPF.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
One (1) Duly Notarized Accomplished Individual Firearm Registration Application Form;		PNP - Individual Licensing Section, FLD / One Stop Shop (OSS)/ Regional Civil Security Units/ CSG-SATO	
One (1) Receipt of Payment of Arrears (for those firearms expired in 2013 and below)		LBP	
For Transfer of Ownership One (1) duly notarized Deed of Sale or Deed of Donation			



One (1) Proof of Payment (Oncoll Slip or receipt from LBP Epayment Portal)		LBP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a. Log-in to your account at http://www.feo-system.com/ Upload the following requirements : <u>Renewal</u> - Duly Notarized Firearm Registration Application Form - Duly Notarized Deed of Sale/ Donation/ <u>Transfer</u> - Notarized Application Form - Deed of Sale or Deed of Donation <u>New Purchase</u> *Transaction shall be between the	1. Online evaluator of RCSU/LS, FLD, FEO, AC, FEO and C, FEO evaluate and approve if the document submitted is complete and valid	Arrears if expiry is 2013 and below: Rifle cal .22 – 720.00 Shotgun all gauges – 840.00 Pistol/revolver cal. 22 – 960.00 Pistol/revolver cal .25, .32, .38, .380, 9mm, 7.62mm, 6.35mm and magnum .22 – 1,440.00 Pistol/revolver cal .357, .40, 41,44, 45 and magnum .22 centerfire – 1,600.00 High-powered rifle/sub machine gun – 3,200.00 Small Arms – Php 1, 600.00 Light Weapons – Php 4,000.00	Queuing system depending on the volume of submitted applications online. 5mins. (Evaluation of documents)	Applicant and Online Evaluator And Approver



licensee and the dealer. - The licensee will accept the transaction tagged by the dealer and upload the notarized Application Form.				
2a. Go to Landbank of the Philippines (LBP) for payment. Upload the receipt of payment and set appointment for the submission of original documents and releasing of Firearm Registration Card/Certificate. For new purchase, upload receipt for payment validation. Once validated, the firearm will be released from the Storage.	2. Actual evaluator of FEO/RC SU/ SATO		Queuing system depending on the volume of submitted applications online. 5mins. (Evaluation of documents)	
	TOTAL	Arrears if expiry	3 days	



		is 2013 and below: Rifle cal .22 – 720.00 Shotgun all gauges – 840.00 Pistol/revolver cal. 22 – 960.00 Pistol/revolver cal .25, .32, .38, .380, 9mm, 7.62mm, 6.35mm and magnum .22 – 1,440.00 Pistol/revolver cal .357, .40, 41,44, 45 and magnum .22 centerfire – 1,600.00 High-powered rifle/sub machine gun – 3,200.00 Small Arms – Php 1, 600.00 Light Weapons – Php 4,000.00		

c. License to Own and Possess Firearms (LTOPF) – Juridical (New and Renewal)

The License to Own and Possess Firearms refers to a written authority to own and possess a firearm or firearms and ammunition granted by the C, PNP through the C, FEO to a citizen or a juridical entity in accordance with the Revised IRR of RA 10591.



Office or Division:	Juridical Section, Firearm Licensing Division (FLD), FEO		
Classification:	Complex		
Type of Transaction:	G2B, G2C, G2G, GOCC, LGU, RA		
Who may avail:	Private Security Agencies, Company Security Unit, Local Government Unit, Shooting Range, Gun Club, Government Owned and Controlled Corporation (GOCC) National Government Agency (NGA) State University and Other Law Enforcement Agencies, Law Enforcement Agency - PNP, AFP, NBI, PDEA and COAST GUARD		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Private Security Agency (PSA)			
a) One (1) Duly Notarized Accomplished Juridical LTOPF Application Form		PNP-Juridical Section, FLD, FEO	
b) One (1) Authenticated SEC Article of Incorporation (Latest GIS) / DTI / CDA		SEC/DTI/CDA	
c) One (1) Authenticated License to Operate issued by SOSIA		PNP-SOSIA	
d) One (1) Board Resolution signed by majority authorizing the Applicant as the Authorized Representative / Bonded Firearms Custodian (For Corp. Only)		-	
e) One (1) Neuro-Psychiatric Clearance from PNP Health Service (Original) with receipt		PNP-Health Service/One Stop Shop/ RCSUs	
f) One (1) Drug Test from PNP Crime Laboratory (Original) with receipt		PNP-Crime Laboratory Office/One Stop Shop/ RCSUs	
g) One (1) Gun Safety Seminar and Responsible Gun Ownership Seminar Certificate or equivalent requirements as that of Individual LTOPF		Authorized Gun Club	
h) One (1) National Police Clearance		PNP-One Stop Shop, Municipal/City Police Station	
i) One (1) Valid Government issued ID		-	
j) Company Proof of Latest Billing (Original)/Brgy. Certificate		- Barangay	
k) Payment Oncoll Slip with Bank		LBP	



Payment Certification (10,200)	
Private Security Agency (PSA) <i>(Migration of Requirements from Individual to Juridical)</i>	
a) Valid Individual LTOPF; b) One (1) Duly Notarized Accomplished LTOPF Application Form c) One (1) Authenticated SEC Article of Incorporation (Latest GIS) / DTI / CDA d) One (1) Authenticated License to Operate issued by SOSIA e) One (1) Board Resolution signed by majority authorizing the Applicant as the Authorized Representative / Bonded Firearms Custodian (For Corp. Only) f) Payment Oncoll Slip with Bank Payment Certification (10, 200)	CSG-FEO PNP-Juridical Section, FLD, FEO SEC/DTI/CDA PNP-SOSIA - Land bank
Company Security Unit (CSU)	
a) One (1) Duly Notarized Accomplished Juridical LTOPF Application Form b) One (1) Authenticated SEC Article of Incorporation (Latest GIS) / DTI / CDA c) One (1) Latest ITR d) One (1) Authenticated Current Business Permit e) One (1) Authenticated License to Operate issued by SOSIA f) Neuro-Psychiatric Clearance from PNP Health Service (Original) with receipt g) Drug Test from PNP Crime Laboratory (Original) with receipt h) Gun Safety Seminar and Responsible Gun Ownership Seminar Certificate i) National Police Clearance (Original) j) One Valid Government issued	PNP-Juridical Section, FLD, FEO SEC/DTI/CDA BIR/ Municipality/City PNP-SOSIA PNP-Health Service/One Stop Shop/ RCSUs PNP-Crime Laboratory Office/One Stop Shop/ RCSUs Authorized Gun Club PNP-One Stop Shop, Municipal/City Police Station - Land Bank



ID k) Payment Oncoll Slip with Bank Payment Certification (10, 200)	
Company Security Unit (CSU) <i>(Migration of Requirements from Individual to Juridical)</i> a) One (1) Duly Notarized Accomplished Juridical LTOPF Application Form b) One (1) Authenticated SEC Article of Incorporation (Latest GIS)/ DTI/CDA c) One (1) Latest ITR d) One (1) Authenticated Current Business Permit e) One (1) Authenticated License to Operate issued by SOSIA f) Payment Oncoll Slip with Bank Payment Certification (10, 200)	PNP-Juridical Section, FLD, FEO SEC/DTI/CDA BIR Municipality/City PNP-SOSIA Land bank
Local Government Unit (LGU) a) One (1) Duly Notarized Accomplished Juridical LTOPF Application Form b) One (1) Appointment Order of GSO c) One (1) Certificate of Registration of Government Guard Unit (GGU) issued by SOSIA d) Neuro-Psychiatric Clearance from PNP Health Service (Original) with receipt e) Drug Test from PNP Crime Laboratory (Original) with receipt f) Gun Safety Seminar and Responsible Gun Ownership Seminar Certificate g) One (1) National Police Clearance h) One (1) Supply Accountable Officer (SAO) Certificate i) One (1) Affidavit of Undertaking that the firearm shall only be released to their respective	PNP-Juridical Section, FLD, FEO - PNP-SOSIA PNP-Health Service/One Stop Shop/ RCSUs PNP-Crime Laboratory Office/One Stop Shop/ RCSUs Authorized Gun Club PNP-One Stop Shop, Municipal/City Police Station - - Land bank



officials or employee with Short Certificate of Registration. j) Payment Oncoll Slip with Bank Payment Certification (10, 200)	
Local Government Unit (LGU) <i>(Migration of Requirements from Individual to Juridical)</i>	
a) Valid Individual LTOPF of authorized representative b) One (1) Duly Notarized Accomplished Juridical LTOPF Application Form c) One (1) Appointment Order of GSO d) One (1) Certificate of Registration of Government Guard Unit (GGU) issued by SOSIA e) One (1) Supply Accountable Officer (SAO) Certificate f) One (1) Affidavit of Undertaking that the firearm shall only be released to their respective officials or employee with Short Certificate of Registration. g) Payment Oncoll Slip with Bank Payment Certification (10, 200)	PNP-Juridical Section, FLD, FEO - PNP-SOSIA - - Land Bank
Shooting Range	
a) One (1) Duly Notarized Accomplished Juridical LTOPF Application Form b) One (1) Authenticated SEC Article of Incorporation (Latest GIS) / DTI / CDA c) One (1) Board Resolution signed by majority authorizing the Applicant as the Authorized Representative / Bonded Firearms Custodian (For Corp. Only) d) One (1) Authenticated Certificate of Registration for Shooting Range e) Neuro-Psychiatric Clearance	PNP-Juridical Section, FLD, FEO SEC/DTI/CDA - PNP- Enforcement and Education Management Division (EEMD), FEO PNP-Health Service/One Stop Shop/ RCSUs PNP-Crime Laboratory Office/One Stop Shop/ RCSUs



from PNP Health Service (Original) with receipt f) Drug Test from PNP Crime Laboratory (Original) with receipt g) One (1) Authenticated Gun Safety Seminar and Responsible Gun Ownership Seminar Certificate h) One (1) Authenticated National Police Clearance i) One (1) Authenticated Firearm Licensee Bond Receipt j) Payment Oncoll Slip with Bank Payment Certification (4, 200)	Authorized Gun Club PNP-One Stop Shop, Municipal/City Police Station Insurance Company Land Bank
Shooting Range <i>(Migration of Requirements from Individual to Juridical)</i> a) One valid Individual LTOPF of Licensee; b) One (1) Duly Notarized Accomplished Juridical LTOPF Application Form c) One (1) Authenticated SEC Article of Incorporation (Latest GIS) / DTI / CDA d) Board Resolution signed by majority authorizing the Applicant as the Authorized Representative / Bonded Firearms Custodian (For Corp. Only) e) Certificate of Registration for Shooting Range (Authenticated Copy) f) Firearm Licensee Bond g) Payment Oncoll Slip with Bank Payment Certification (4, 200)	PNP-Juridical Section, FLD, FEO SEC/DTI/CDA - PNP- Enforcement and Education Management Division (EEMD), FEO - Land bank
Gun Club a) One (1) Duly Notarized Accomplished Juridical LTOPF Application Form b) One (1) Authenticated SEC Article of Incorporation (Latest GIS) / DTI / CDA	PNP-Juridical Section, FLD, FEO SEC/DTI/CDA -



c) One (1) Board Resolution signed by majority authorizing the Applicant as the Authorized Representative / Bonded Firearms Custodian (For Corp. Only) d) One (1) Authenticated Gun Club Accreditation e) Neuro-Psychiatric Clearance from PNP Health Service (Original) with receipt f) Drug Test from PNP Crime Laboratory (Original) with receipt g) One (1) Gun Safety Seminar and Responsible Gun Ownership Seminar Certificate h) One (1) National Police Clearance i) One (1) Firearm Licensee Bond Receipt j) Payment Oncoll Slip with Bank Payment Certification (4, 200)	SCS, EEMD, FEO PNP-Health Service/One Stop Shop/ RCSUs PNP-Crime Laboratory Office/One Stop Shop/ RCSUs Authorized Gun Club PNP-One Stop Shop, Municipal/City Police Station - Land Bank
Government Owned and Controlled Corporation (GOCC) National Government Agency (NGA) State University Other Law Enforcement a) One (1) Duly Notarized Accomplished Juridical LTOPF Application Form b) One (1) Appointment Order as Supply Accountable Officer c) One (1) Supply Accountable Officer Bond Certificate d) Neuro-Psychiatric Clearance from PNP Health Service (Original) with receipt e) Drug Test from PNP Crime Laboratory (Original) with receipt f) One (1) Gun Safety Seminar and Responsible Gun Ownership Seminar Certificate g) One (1) Original National Police Clearance h) Payment Oncoll Slip with Bank	PNP-Juridical Section, FLD, FEO - - PNP-Health Service/One Stop Shop/ RCSUs PNP-Crime Laboratory Office/One Stop Shop/ RCSUs Authorized Gun Club PNP-One Stop Shop, Municipal/City Police Station Land Bank



Payment Certification (200)				
A. Government Owned and Controlled Corporation (GOCC) National Government Agency (NGA) State University Other Law Enforcement Agency <i>(Migration of Requirements from Individual to Juridical)</i>		PNP-Juridical Section, FLD, FEO - - Land bank		
B. One (1) Duly Notarized Accomplished Juridical LTOPF Application Form				
C. One (1) Appointment Order as Supply Accountable Officer				
D. One (1) Supply Accountable Officer Bond Certificate				
E. Payment Oncoll Slip with Bank Payment Certification (200)				
Law Enforcement Agency PNP, AFP, NBI, PDEA and COAST GUARD		(EXEMPTED LTOPF)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a. APPLICANT- Create and log-in account at http://www.feo-system.com/ . Upload requirements.	1. Online evaluation of documentary requirements.	NONE	20 Minutes	Assigned Evaluator Juridical Section (Approved or Disapproved)
	2. Online evaluation for Approval C, FLD	NONE	20 Minutes	Assigned Evaluator C, FLD (Approved or Disapproved)
	3. Approval of C, FEO <i>(Applicant receives notice of payment upon approval)</i>	NONE	20 Minutes	Assigned Evaluator C, FEO (Approved or Disapproved)
4a. Applicant will pay the	4. Actual Evaluation of Documents by	10,200		LBP



Juridical LTOPF Fee to land Bank. Applicant will upload the proof of payment from LBP and set appointment for submission of original document	JURIDICAL/ (Confirmation of documents uploaded)			
5a Applicant will present the documents uploaded to Juridical Section, FLD on the date of appointment	5. Release of Certificate of LTOPF.	NONE	20 Minutes	Assigned Actual Evaluator Juridical Section (Printing /Releasing of Certification)
	TOTAL	Php 10,200	7 days	

d. Firearms Registration-Juridical (New Purchase or Transfer)

A Firearm Registration Card/Firearm Certificate of Registration refers to the document issued by the FEO as proof that the firearm is duly registered to a licensed citizen or licensed juridical entity and recorded in the FIMS.

Office or Division:	Juridical Section, Firearm Licensing Division (FLD), FEO
Classification:	Complex
Type of Transaction:	G2B, G2C, G2G, GOCC, LGU, RA
Who may avail:	Private Security Agencies, Company Security Unit, Local Government Unit, Shooting Range, Gun Club, Government Owned and Controlled Corporation (GOCC) National Government Agency (NGA) State University and Other Law Enforcement Agencies, Law Enforcement Agency - PNP, AFP, NBI, PDEA and COAST GUARD



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Private Security Agency (PSA) a) One (1) Duly Notarized Accomplished Juridical Firearm Registration Application Form b) One (1) Authenticated License to Operate c) One (1) valid and original Authority to Purchase Firearms (ATPF) issued by SOSIA d) Firearms Bond Receipt e) One (1) duly Notarized Deed of Sale or Deed of Donation (for transfer only)	PNP-Juridical Section, FLD, FEO PNP-SOSIA PNP-SOSIA - Authorized Insurance Company
Company Security Unit (CSU) a) One (1) Duly Notarized Accomplished Juridical Firearm Registration Application Form b) One (1) Authenticated License to Operate c) One (1) valid and original Authority to Purchase Firearms (ATPF) issued by SOSIA d) Firearms Bond Receipt e) One (1) duly Notarized Deed of Sale or Deed of Donation (for transfer only)	PNP-Juridical Section, FLD, FEO PNP-SOSIA PNP-SOSIA - Authorized Insurance Company
Local Government Unit (LGU) a) One (1) Duly Notarized Accomplished Juridical Firearm Registration Application Form b) One (1) Sanggunian resolution authorizing the LGU to procure firearms and ammunitions and to allocate funds in the	PNP-Juridical Section, FLD, FEO Municipality/City Municipality/City



annual budget for the registration fees c) One (1) Certificate for the availability of funds from the respective Head Accounting d) One (1) duly Notarized Deed of Sale or Deed of Donation (for transfer only)	
Shooting Range a) One (1) Duly Notarized Accomplished Juridical Firearm Registration Application Form b) Certificate of Registration for Shooting Range c) Firearms Bond Receipt d) One (1) duly Notarized Deed of Sale or Deed of Donation (for transfer only)	PNP-Juridical Section, FLD, FEO PNP- Enforcement and Education Management Division (EEMD), FEO - Authorized Insurance Company
Government Owned and Controlled Corporation (GOCC) National Government Agency (NGA) State University Other Law Enforcement Agency a) One (1) Duly Notarized Accomplished Juridical Firearm Registration Application Form ; b) One (1) Inventory Report of Firearms issued by Supply Accountable Officer (SAO) c) One (1) Contract/Purchase Order (PO) d) One (1) duly Notarized Deed of Sale or Deed of Donation (for transfer only)	PNP-Juridical Section, FLD, FEO - -
4. Law Enforcement Agency	



PNP, AFP, NBI, PDEA and COAST GUARD		PNP-Juridical Section, FLD, FEO - Office of the President of the Republic of the Philippines PNP- Office of the C, PNP Land Bank		
a) One (1) Duly Notarized Accomplished Juridical Firearm Registration Application Form b) One (1) Deed of Donation on approved Purchased Order (PO)/Contract c) One (1) Authority to Purchase from the President of the Republic of the Philippines to procure light weapons (except PNP and AFP) d) One (1) Letter of Authority from C, PNP				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a APPLICANT- Create and log-in account at http://www.feo-system.com/ . Upload requirements.	1 Approval Juridical Section Online Evaluator	NONE	20 Minutes	Assigned Evaluator Juridical Section (Approved or Disapproved)
	2. Online evaluation and Approval C, FLD	NONE	20 Minutes	Assigned Evaluator C, FLD (Approved or Disapproved)
	3. Approval of C, FEO (<i>Applicant receives notice of payment upon approval</i>)	NONE	20 Minutes	Assigned Evaluator C, FEO (Approved or Disapproved)
4a Applicant will pay the Juridical LTOPF Fee to land Bank upload the		1,600 per firearms		
	4. Actual Evaluation of Documents by JURIDICAL/	NONE	20 Minutes	Assigned Actual Evaluator Juridical



proof of payment from LBP and set appointment for submission of original document 4b Applicant will present the documents uploaded to Juridical Section, FLD on the date of appointment	<i>(Confirmation of documents uploaded)</i>			Section (Printing /Releasing of Certification)
	TOTAL	P1600.00	7 days	

- e. Renewal Firearms Registration (Licensed Juridical/ Government Agencies, etc)

A Firearm Registration Card/Firearm Certificate of Registration refers to the document issued by the FEO as proof that the firearm is duly registered to a licensed citizen or licensed juridical entity and recorded in the FIMS.

Office or Division:	Juridical Section, Firearm Licensing Division (FLD), FEO
Classification:	Complex
Type of Transaction:	G2B, G2C, G2G, GOCC, LGU, RA
Who may avail:	Private Security Agencies, Company Security Unit, Local Government Unit, Shooting Range, Gun Club, Government Owned and Controlled Corporation (GOCC) National Government Agency (NGA) State University and Other Law Enforcement Agencies, Law Enforcement Agency - PNP, AFP, NBI, PDEA and COAST GUARD
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Private Security Agency (PSA) a) One (1) Duly Notarized Firearm Registration Application Form	PNP-Juridical Section, FLD, FEO PNP-SOSIA - Authorized Insurance Company



b) One (1) Authenticated License to Operation c) Firearms Bond Receipt	
Company Security Unit (CSU)	
a) One (1) Duly Notarized Firearm Registration Application Form b) One (1) Authenticated License to Operation c) Firearms Bond Receipt	PNP-Juridical Section, FLD, FEO PNP-SOSIA - Authorized Insurance Company
Local Government Unit (LGU)	
a) One (1) Duly Notarized Firearm Registration Application Form b) One (1) Certificate for the availability of funds from the respective Head Accounting	PNP-Juridical Section, FLD, FEO Municipality/City
Shooting Range	
a) One (1) Duly Notarized Firearm Registration Application Form b) One (1) Certificate of Registration for Shooting Range c) Firearms Bond Receipt	PNP-Juridical Section, FLD, FEO PNP- Enforcement and Education Management Division (EEMD), FEO - Authorized Insurance Company
Gun Club	
a) One (1) Duly Notarized Firearm Registration Application Form b) One (1) Certificate of Registration for Gun Club 5. Firearms Bond Receipt	PNP-Juridical Section, FLD, FEO PNP- Enforcement and Education Management Division (EEMD), FEO - Authorized Insurance Company
a) Government Owned and Controlled Corporation (GOCC) National Government Agency (NGA) State University Other Law Enforcement Agency	PNP-Juridical Section, FLD, FEO



b) One (1) Duly Notarized Firearm Registration Application Form c) One (1) Inventory Report of Firearms issued by Supply Accountable Officer (SAO)		-		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a APPLICANT- Create and log-in account at http://www.feo-system.com/ . Upload requirements.	1 Approval Juridical Section Online Evaluator	NONE	20 Minutes	Assigned Evaluator Juridical Section (Approved or disapproved)
	2. Approval C, FLD (Applicant receives notice of payment upon approval)	NONE	20 Minutes	Assigned Evaluator C, FLD (Approved or disapproved)
3. Applicant will pay the Juridical LTOPF Fee to land Bank . Applicant will upload the proof of payment from LBP and set appointment for submission of original document		1,600 per firearms		
4. Applicant will present the documents uploaded to Juridical Section,	Actual Evaluation of Documents by JURIDICAL/ (Confirmation of documents uploaded)	NONE	20 Minutes	Assigned Actual Evaluator Juridical Section (Printing /Releasing of



FLD on the date of appointment				Certification)
	TOTAL	P1600.00	7 days	

f. Warehouse Receiving Of Newly Manufactured Locally-Made Firearms

A licensed Firearm Manufacturer for commercial purposes shall deposit their Firearms at Storage Warehouse, Firearms and Explosives Office for safekeeping and encoding to include firearms record in accordance with the provisions of RA 10951 and its Revised IRR.

Office or Division:	STORAGE SECTION, FIREARMS LICENSING DIVISION (FLD), FEO			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who May Avail:	Licensed FA Dealers (with license to manufacture) at the time of the filing of written application.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) License to Manufacture		Permit and Other Licenses (POL), Firearms Licensing Division(FLD), Firearms and Explosives Office(FEO),		
2. One (1) Inspection Report		I&E Section, EEMD, FEO		
3. One (1) Permit to Transport Firearms from Manufacturing Plant to FEO		Enforcement and Education Management Division (EEMD), Firearms and Explosives Office(FEO)		
4. One (1) Photocopy of OP and SBR/Vault payment		Concerned Dealer		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1a Present Documentary requirements in white folder and Firearms for Inspections	1. Evaluate/ Check the completeness, Validity and Correctness (CVC) of submitted requirement Issue Action slip if CVC has been	none	15mins	Receiver/Duty Warehouse



	complied and coordinate with I&E for firearms inspection Return to dealers if there is/are lacking requirement/s			
	Inspect/Check the correctness of the Firearms Serial Numbers based on the submitted Inspection Report Issued After Inspection Report if there is/are inconsistency of serial number/s for investigation purposes. Received Firearms and affixed signature on the documentary requirement submitted	none	30mis	I&E Section/Inspectors and Storage personnel/Duty Warehouse
	2. Conform Firearms deposited in their respected Vault and Affix signature on the Action Slip	none	10mins	(Dealer's/ Depositor Stock Clerk/ Vault Keeper)
	3. Batching and Encode FAs details in FIMS	none	30mins	Processor/ Encoder, Storage Section
	4. Review, counter check and Endorse Inspection Report for	none	10mins	Chief Clerk/Senior Action PNCO, Storage Section



	Signature of Chief, Storage Section			
	5. Approval/ Disapproval	none	10mins	Chief, Storage Section
	6. Return Inspection Report to NUP Encoder for recording and release to Dealers	none	10mins	NUP Encoder
7a Claims Inspection Report	7 Release approved Inspections	none	10mins	Processor
	TOTAL		3 days	

g. Warehouse Receiving of Imported Firearms

A licensed Firearm Dealers with Authority to Import firearms for commercial purposes shall deposit their Firearms at Storage Warehouse, Firearms and Explosives Office for safekeeping and encoding to include firearms record in accordance with the provisions of RA 10951 and its Revised IRR.

Office or Division:	STORAGE SECTION, FIREARMS LICENSING DIVISION (FLD), FEO
Classification:	Simple
Type of Transaction:	G2C, G2B
Who May Avail:	Licensed FA Dealers (with Authority to Import) at the time of the presenting of their firearms for deposit.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) License to Deal	Permit and Other Licenses (POL), Firearms Licensing Division(FLD), Firearms and Explosives Office(FEO),
2. One (1) Authority to Import	Permit and Other Licenses (POL), Firearms Licensing Division(FLD), Firearms and Explosives Office(FEO),
3. One (1) Inspection Report (Duly signed by I & E duty Personnel)	Enforcement and Education Management Division (EEMD), Firearms and Explosives Office(FEO)
4. One (1) Bill of Lading	Concerned Dealer
5. One (1) Custom's documents	Bureau of Custom



6. One (1) Packing List and		Concerned Dealer		
7. One (1) Permit to Transport Firearms from Ports/Airports to FEO Storage		Concerned Dealer		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1a Present Documentary requirements in white folder and Firearms for Inspections	1. Evaluate/ Check the completeness, Validity and Correctness (CVC) of submitted requirement Issue Action slip if CVC has been complied and coordinate with I&E for firearms inspection Return to dealers if there is/are lacking requirement/s	none	15mins	Receiver/Duty Warehouse
	2. Inspect/ Check the correctness of the Firearms Serial Numbers based on the submitted Inspection Report Issued After Inspection Report if there is/are inconsistency of serial number/s for investigation purposes.	none	30mis	I&E Section/Inspectors and Storage personnel/Duty Warehouse



	Received Firearms and affixed signature on the documentary requirement submitted			
	3. Conform Firearms deposited in their respected Vault and Affix signature on the Action Slip	none	10mins	(Dealer's/ Depositor Stock Clerk/ Vault Keeper)
	4. Batching and Encode FAs details in FIMS	none	30mins	Processor/ Encoder, Storage Section
	5. Review, counter check and Endorse Inspection Report for Signature of Chief, Storage Section	none	10mins	Chief Clerk/Senior Action PNCO, Storage Section
	6. Approval/ Disapproval	none	10mins	Chief, Storage Section
	7. Return Inspection Report to NUP Encoder for recording and release to Dealers	none	10mins	NUP Encoder
8a Claims Inspection Report	8 Release approved Inspections	none	10mins	Processor
	TOTAL		3 days	



h. Authority to Transport Firearms and Ammunition (ATTFA) & Withdrawal of Newly Purchased Firearms

All newly purchased firearms by individual/juridical entity shall apply an Authority to Transport Firearms and Ammunition (ATTFA) & Withdrawal of firearms in accordance with the provisions of RA 10951 and its Revised IRR.

Office or Division:	STORAGE SECTION, FIREARMS LICENSING DIVISION (FLD), FEO			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2B			
Who May Avail:	A Filipino Citizen with 18 and above of age with newly purchased firearms at the time of filing of written application/License Dealer SPA.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Valid LTOPF Certificate		Firearms Licensing Division (FLD), Firearms and Explosives Office (FEO),		
2. One (1) LBP Special Bank Receipt for PTT		Land Bank of the Philippines		
3. One (1) SPA for Representative/ Dealer and		Concerned Individual		
4. One (1) Valid Government Issued ID		Concerned Individual		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1a Present Documentary requirements	1. Evaluate/ Check the completeness, Validity and Correctness (CVC) of submitted requirement	none	10mins	Action PNCO/FA Withdrawal NUP Processor
	2 Issue request slip if CVC has been complied	none	10mins	Action PNCO/FA Withdrawal
	3 Approval/ Disapproval	none	10mins	Chief, Storage
	4 Return Application to releasing Clerk	none	10mins	Action PNCO/FA Withdrawal
	5. Claims and	none	10mins	Licensee/Dealers



	Reproduce ATTFA and documentary requirements			
	6 Double check documentary requirements for actual release of Firearms	none	10mins	Duty Storage Warehouse PNCO
7a Claims Firearms	7 Click Release Docs & change status of FA from Storage to release to Licensee	none	10mins	NUP Encoder/Firearms withdrawal
	TOTAL		3 days	

- i. Issuance of Certification to Law Enforcement Agencies, Prosecutors, Public Attorney's Offices and Firearm Licensees relative to letter request.

To provide the procedure in the issuance of Firearms Data Certification for use of filling criminal cases/search warrant.

Office or Division:	Records Section, Firearms Licensing Division (FLD), FEO			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	Law Enforcement Agencies, Prosecutors, Public Attorney's Office, Individual Firearm Licensees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Official letter request from concerned office/individual addressed to Chief, FEO		Records Section, Firearm Licensing Division FLD, FEO		
2. One (1) Spot Report				
3. One (1) Blotter Excerpt; and				
4. One (1) Information Report				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit	1 Receive letter	none	5 mins	Action PNCO



letter request	request			
	2 Verify and prepare certification	none	5 mins	Firearms Record Verifier
	3 Check and review certification	none	5 mins	Senior Action, PNCO
	4 Signature/ Approval	none	5 mins	Chief, Records Section
5a Claim certificate	5 Dispatch/log-out certification	none	5 mins	Action PNCO
	TOTAL		3 days	

- j. Issuance of Firearms Certification for various competent courts relative to Subpoena/order

To provide the procedure in the issuance of certification of firearm data for use of various competent courts in the solution of criminal cases.

Office or Division:	Records Section, Firearms Licensing Division (FLD), FEO			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Competent courts (Sandiganbayan, Regional Trial Courts, SHARIA District Court, Metropolitan Trial Courts, Municipal Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts SHARIA Circuits Courts and Municipal Circuit Trial Courts)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Subpoena/Court Order issued by the competent Courts.		Records Section, Firearm Licensing Division FLD, FEO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit subpoena/court order	1 Receive Subpoena/order	none	5 mins	Action PNCO
	2 Verify and prepare certification	none	5 mins	Firearms Record Verifier
	3 Check and review certification	none	5 mins	Senior Action, PNCO



	4 Signature/ Approval	none	5 mins	Chief, Records Section
	5 Distribute Certification by registered mail	none	5 mins	Action PNCO
	TOTAL		3 days	

k. Issuance of Firearms Record Verification (FRV) for CGF's PSAs

To provide the procedure in the issuance of Firearms Records Verification (FRV) for Private Security Agencies, Company Guard Force and other juridical entities.

Office or Division:	Records Section, Firearms Licensing Division (FLD), FEO			
Classification:	Simple			
Type of Transaction:	G2G, G2B			
Who may avail:	Company Guard Forces/Private Security Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter (must include recap) of FAs owned by the Company		Records Section, Firearm Licensing Division FLD, FEO		
2. Special power of Attorney				
3. Photocopy of 2 valid IDs				
4. List of Firearms of agency				
5. License to Operate (LTO)				
6. Acknowledgement Receipt of deposited High-powered firearms (if with HPRFL); and				
7. Print-out online FIMS				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application	1 Receive /check application	none	5 mins	Action PNCO
	2 Verify and prepare Firearms record verification and issue control number	none	5 mins	Firearms Record Verifier for Juridical Entity
	3 Check and review FRV	none	5 mins	Action PNCO



	4 Signature/approval	none	5 mins	Chief, Records Section
5a Claim FRV	5 Dispatch/log-out FRV	none	5 mins	Action PNCO
	TOTAL		3 days	

I. Issuance of Computer printout of firearms license for renewal (FIMS)

To provide the procedure in the issuance of computer printout of firearms license of gun holder.

Office or Division:	Records Section, Firearms Licensing Division (FLD), FEO			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	License Firearm Holder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Official Letter request of licensee addressed to Chief FEO		Records Section, Firearm Licensing Division FLD, FEO		
One (1) Authorization letter from licensee if thru representative; and				
One (1) Photocopy of valid ID				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit request	1 Received request	none	2 mins	Receiving Clerk
	2 Review the request as well as the necessary requirements then recommends for approval of Chief, Clerk	none	2 mins	Chief Clerk
	3 Conducts record verification and issue computer print-out	none	2 mins	Action PNCO
	4 Log-out document to the requesting party	none	2 mins	Action PNCO
	TOTAL		3 days	



m. License to Manufacture (New-Main & Additional Site)

To provide the procedure in the issuance of License to Manufacture for firearms, major parts, minor parts, accessories, vest/vestment, airgunoneirsoft, sporting riflescope, ammunition and/or components and air munition products, smoke grenade, mortar fuzes, bomb suits and blankets for sale to AFP/PNP and authorized foreign counterparts.

Office or Division:	POL Section, FLD		
Classification:	Highly Technical		
Type of Transaction:	G2B		
Who may avail:	MANUFACTURER		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
➤ DOCUMENTARY REQUIREMENTS <i>(To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.)</i> A. One (1) Letter request addressed to SILG from the owner (for sole proprietorship or partnership) or president or any corporate officer or member of the Board (for corporation); 2) Duly accomplished application form (notarized) and undertaking that the applicant will abide by all firearm laws, rules and regulations; and 3); List requested items being applied specifying the types of arms, ammunition or implements which the applicants intends to manufacture (notarized and certified by the licensee/owner/registered company official) B. One (1) Local Business/Mayor’s Permit or Certificate of Registration from Philippine Economic Zone Authority (PEZA); C. One (1) Certificate of Registration of the firm: (any of the following) • Department of Trade and Industry (DTI) (for single proprietorship) • Security and Exchange Commission (SEC) Registration, Articles of Incorporation/Partnership & By-Laws (for partnership or corporation) • Cooperative Development Authority (CDA) (for cooperative)		LGU/PEZA DTI SEC CDA BIR Bank PD/CD or COP I&E, FEO/RCSU	



D. One (1) Name of Owner (sole proprietorship/partnerships) or its President/ or any corporate officer or member WHO will manage the company empowered through Secretary's Certificate (for corporation) with their respective NBI Clearance; E. One (1) BIR Registration/TIN of the Business Entity F. One (1) Proof of capitalization such as Corporate Treasurer's Affidavit or Bank Certificate in the following amount: • Firearms, Firearms Parts and Ammunition – Php5,000,000.00 • Firearms and its Parts – Php2,500,000.00 • Ammunition – Php2,000,000.00 G. One (1) Certification from the Provincial Director/City Director (PD/CD) or Chief of Police (NCRPO) that the site for operation of the factory is safe and secured from insurgents/terrorists H. One (1) FEO/RCSU Inspection Report with the following: • Endorsement from RCSU (for application outside NCR only) • After Inspection Report and Checklist for Inspection • Location Map of the factory showing the distance from the nearest police headquarters • Floor plan of the factory • Picture of its interior and exterior view as well as the storage area of the firearms and ammunition with captions. Additional requirements to comply in support to the application: I. One (1) Copy of Board Resolution, General Information Sheet of the Corporation and Secretary's Certificate indicating name of the corporate officer or member who will manage the facility (for corporation only) J. One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application K. Two (2) government issued IDs with 3 specimen signatures of the Owner/President/appointed Company Official and the Authorized representative/liaison who will process the application; L. One (1) Copy of Main LTM (for application of additional site only)	



**ADDITIONAL REQUIREMENTS FOR APPLICATION OF EXPIRED LICENSE TREATED AS NEW APPLICATION:
(Additional requirements pursuant to the approved Guidelines in the Processing of Expired Licenses dated December 14, 2017)**

- M. One (1) Original Copy of Expired License to Manufacture (for photocopy, license should be surrendered upon release of the renewed LTO; for lost license, submit affidavit of loss)
- N. One (1) Summary of sales and production report made during the validity of the License to Manufacture duly certified by the licensee and notarized. If no transaction report, submit a letter of explanation addressed to the C, PNP (Attn: C, FEO)
- O. One (1) Inventory of stocks on hand from the authorized company representative/licensee validated by the C, Storage. If no stocks on hand, submit a certification citing that the business entity does not have stocks on hand validated by C, Storage

To be submitted prior to the release of approved LTM:

- One (1) Order of Payment (OP) and Special Bank Receipt (SBR)
- One (1) Surety Bond (Copy of Policy and Receipt)

➤ **DURATION: 30 working days (for approval of the application)**

3 working days (for issuance of License to Manufacture)

(Transactions may require additional time, especially in the processing undertaken by higher authorities outside POL Section, FLD.)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application with complete documentary requirements to POL Section, FLD, FEO	1 Evaluates the application if submitted requirements are complete, correct and valid.		2 hrs	Briefer/Receiver, POL Sec



	2 Encodes application number for the purpose of monitoring		30 mins	Monitoring PNCO, POL Sec
	3. Process application and prepare memo/endorsement letter		1 day	Processor, POL Sec
	4. Checks the completeness of the application and check the prepared memo/letter		1 hr	Chief Clerk, POL Sec
	5. Counterchecks the prepared license and edit memo/letter		1 hr	Chief, POL Sec
	6. Review and check the appropriateness of the action taken and countersigns the memo/letter		2 hrs	Chief, FLD
	7. Sign memo/letter and endorses to D, CSG		1 day	Chief, FEO
	8. Log outs and transmit to CDS, CSG		30 mins	Dispatcher, POL Sec
	9. For concurrence			CDS, CSG
	10. Recommend approval			Director, CSG
	11. Transmit to NHQ			Dispatcher, CSG
	12. For concurrence			TDCO
	13. For concurrence			TCDS
	14. Signs			Chief, PNP



	endorsement letter to SILG			
	15. Approval/ Disapproval			SILG
	16. Transmit to NHQ Message Center			Clerk, Office of SILG
	17. Transmit to FEO			NHQ Message Center
	18. Receives approved application and issues action slip		1 hr & 30 mins	Receiver, POL Section
	19. Encodes application number for the purpose of monitoring		30 mins	Monitoring PNCO, POL Sec
	20. Prepare memo and LTO		1 day	Processor, POL Section
	21. Check prepared memo and LTO prepared by processor		1 hr	Chief Clerk, POL Section
	22. Counterchecks and review the appropriate license prepared and edits memo/letter		1 hr	C, POL Section
	23. Sign the endorsement memo		2 hrs	C, FLD
	24. For concurrence		1 hr	Assist. Chief, FEO
	25. Sign the prepared LTO		1 day	Chief, FEO
	26. Transmit the approved LTO		30 mins	Clerk, OC, FEO
	27. Receive approved LTO		30 mins	Receiver, POL Section
	28. Issue Order of Payment for		(30 mins)	Processor, POL Sec



	License to Manufacture			
28a Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines and Surety Bond at any accredited Insurance Company	29. Issues Special Bank Receipt (SBR) to applicant after payment of the corresponding fees for License to Manufacture	Varies from Php 60,000.00 to Php 100,000.00		LBP teller
	Issues Bond Receipt and Policy after payment of the corresponding amount.	Depends on the premium of the license fee paid		Insurance Company representative
29a Submit original OP and SBR; and Surety Bond Receipt and Policy	30. Records and releases approved License to Manufacture		(1 hr)	Chief Clerk, POL Sec
TOTAL		Varies from Php 60,000.00 to Php 100,000.00	20 days	

n. License to Deal – (New- Main & Branch)

To provide the procedure in the issuance of License to Deal in Small Arms, Major Parts and Ammunition for commercial sale, Reloading Machines, Parts and Accessories for commercial sale, Ammunition Reloading Components for commercial sale, Bullet Proof Vest/ Vestment for commercial sale, Airgun/ Airsoft



for commercial sale, Small Arm Minor Parts, Spare Parts and Accessories for commercial sale, Firearms, Ammunition, Spare Parts & Accessories for sale to AFP/PNP/LEAs & OGAs and Bullet Proof Vest/Vestment/Crowd Control Equipment/Electronic Weapon Devices and Accessories for sale to AFP/PNP/LEAs & OGAs

Office or Division:	POL Section, FLD	
Classification:	Highly Technical	
Type of Transaction:	G2B/G2G	
Who may avail:	Stakeholder	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
➤ DOCUMENTARY REQUIREMENTS <i>(To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.)</i> A. One (1) Duly accomplished application form (notarized) and undertaking that the applicant will abide by all firearm laws, rules and regulations; and 2) List of requested items being applied specifying the types/caliber of firearms, its major and minor parts and accessories or ammunition and its components, reloading machine parts and accessories, bullet proof vest/vestments and other regulated items which the applicants intends to deal(notarized and certified by the licensee/owner/registered company official) B. One (1) Local Business/Mayor’s Permit or Certificate of Registration from Philippine Economic Zone Authority (PEZA) C. One (1) Certificate of Registration of the firm: (any of the following) • Department of Trade and Industry (DTI) (for single proprietorship) • Security and Exchange Commission (SEC) Registration, Articles of Incorporation/Partnership & By-Laws (for partnership or corporation) • Cooperative Development Authority (CDA) (for cooperative) D. One (1) Name of Owner (sole proprietorship/partnerships) or its President/ or any corporate officer or member who will manage the company empowered through Secretary’s Certificate (for corporation) with		LGU/PEZA DTI SEC CDA BIR BANK PD/CD or COP FEO/RCSU



their respective NBI Clearance E. One (1) BIR Registration/TIN of the Business Entity F. One (1) Proof of capitalization such as Corporate Treasurer's Affidavit or Bank Certificate in the following amount: • Firearms, Firearms Parts and Ammunition – Php1,000,000.00 • Firearms Parts and Ammunition – Php500,000.00 • Ammunition Reloading Machine and Components – Php500,000.00 • Ammunition – Php500,000.00 • Bullet Proof Vest/Vestments/Crowd Control Equip – Php500,000.00 • Airgunoneirsoft–Php 500,000.00 G. One (1) Certification from the Provincial Director/City Director (PD/CD) or Chief of Police (NCRPO) that the site for operation of the store is safe and secured from insurgents/terrorists H. One (1) FEO/RCSU Inspection Report with the following: • Endorsement from RCSU (for application outside NCR only) • After Inspection Report and Checklist for Inspection • Location Map of the store showing the distance from the nearest police headquarters • Floor plan of the store • Picture of its interior and exterior view of the gunoneirgunoneirsoft/bullet proof vest/vestment store and its vault/storage area (shall be enough to accommodate the items) with caption Additional requirements to comply in support to the application: I. One (1) Copy of Board Resolution, General Information Sheet of the Corporation and Secretary's Certificate indicating name of the corporate officer or member who will manage the facility (for corporation only) J. One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized	



representative/liaison for the purpose of processing the application, if any K. One (1) Two (2) government issued IDs with 3 specimen signatures of the following: • Owner/President/appointed Company Official • Authorized representative/liaison who will process the application L. One (1) Copy of Main LTD (for application of branch only) ADDITIONAL REQUIREMENTS FOR APPLICATION OF EXPIRED LICENSE TREATED AS NEW APPLICATION: (Additional requirements pursuant to the approved Guidelines in the Processing of Expired Licenses dated December 14, 2017) M. One (1) Original Copy of Expired License to Manufacture (for photocopy, license should be surrendered upon release of the renewed LTO; for lost license, submit affidavit of loss) N. One (1) Summary of sales and production report made during the validity of the License to Manufacture duly certified by the licensee and notarized. If no transaction report, submit a letter of explanation addressed to the C, PNP (Attn: C, FEO) O. One (1) Inventory of stocks on hand from the authorized company representative/licensee validated by the C, Storage. If no stocks on hand, submit a certification citing that the business entity does not have stocks on hand validated by C, Storage (<i>For commercial sale only</i>) To be submitted prior to the release of approved LTD: • One (1) Order of Payment (OP) and Special Bank Receipt (SBR) • One (1) Surety Bond (Copy of Policy and Receipt) ➤ DURATION: 24 working days <i>(Transactions may require additional time, especially in the processing undertaken by Offices outside POL Section, FLD)</i>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and with complete documentary requirements to POL Section, FLD, FEO	1 Evaluates the application if submitted requirements are complete, correct and valid.		2 hrs	Briefer/Receiver, POL Sec
	2. Encodes application number for the purpose of monitoring		30 mins	Monitoring PNCO, POL Sec
	3 Process application and prepare memo/ endorsement letter		1 day	Processor, POL Sec
	4 Checks the completeness of the application and check the prepared memo/letter		1 hr	Chief Clerk, POL Sec
	5 Counter checks the prepared license and edit memo/letter		1 hr	Chief, POL Sec
	6 Review and check the appropriateness of the action taken and countersigns the memo/letter		2 hrs	Chief, FLD



	7 For concurrence		1 hr	Asst. Chief, FEO
	8 Sign memo and endorses to D, CSG		1 day	Chief, FEO
	9 Transmit to CDS, CSG		30 mins	Dispatcher, POL Sec
	10 For concurrence			CDS, CSG
	11 Recommend approval			Director, CSG
	12 Transmit to NHQ			Dispatcher, CSG
	13 For concurrence			TCDS
	14 For concurrence			TDCO
	15 Approval/ Disapproval			Chief, PNP
	16 Transmit to FEO			NHQ Message Center
	17 Receives approved license		(15 mins)	Receiver, POL Sec
	18 Issues order of Payment for License to Deal		(30 mins)	Chief Clerk, POL Sec
19a Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines and Surety Bond at any accredited Insurance Company	19 Issues Special Bank Receipt (SBR) to applicant after payment of the corresponding fees for license to deal	Varies from Php 10,000.00 to Php 20,000.00		LBP teller
	Issues Bond Receipt and Policy after payment of the corresponding amount.	Depends on the license fee paid		Insurance Company representative
20a Submit	20 Records and		(1 hr)	Chief Clerk,



original OP and SBR; and Surety Bond Receipt and Policy to Chief Clerk, POL Section	releases approved License to Deal			POL Sec
	TOTAL	Varies from Php 10,000.00 to Php 20,000.00	20 days	

o. License to Deal in (Renewal/Amendment)

To provide the procedure in the issuance of renewal of License to Deal in Small Arms, Major Parts and Ammunition for commercial sale, Reloading Machines, Parts and Accessories for commercial sale, Ammunition Reloading Components for commercial sale, Bullet Proof Vest/ Vestment for commercial sale, Airgun/ Airsoft for commercial sale, Small Arm Minor Parts, Spare Parts and Accessories for commercial sale, Firearms, Ammunition, Spare Parts & Accessories for sale to AFP/PNP/LEAs & OGAs and Bullet Proof Vest/Vestment/Crowd Control Equipment/Electronic Weapon Devices and Accessories for sale to AFP/PNP/LEAs & OGAs

Office or Division:	POL Section, FLD	
Classification:	Highly Technical	
Type of Transaction:	G2B/G2G	
Who may avail:	Dealer/AFP/PNP/LEAs & OGAs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
➤ DOCUMENTARY REQUIREMENTS <i>(To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.)</i> A. One (1) Duly accomplished application form and amendment form, if any (notarized) and undertaking that the Applicant will abide by all firearm laws, rules and regulations; and List of requested items being applied specifying the types/caliber of firearms, its major and minor		LGU/PEZA



parts and accessories or ammunition and its components, reloading machine parts and accessories and other regulated items which the applicants intends to deal/sell (notarized and certified by the licensee/owner/registered company official); B. One (1) Local Business/Mayor's Permit or Certificate of Registration from Philippine Economic Zone Authority (PEZA) C. One (1) Name of Owner/s (sole proprietorship/partnerships) or its President/ or any corporate officer or member who will manage the company empowered through Secretary's Certificate (for corporation) with their respective NBI Clearance D. One (1) Summary of Transaction (Sales and Production Report) made during the validity of the LTD E. One (1) Storage fee F. One (1) FEO/RCSU Inspection Report with the following (<i>for commercial sale only</i>): • Endorsement from RCSU (for application outside NCR only) • After Inspection Report and Checklist for Inspection • Location Map of the factory showing the distance from the nearest police headquarters • Floor plan of the factory • Picture of its interior and exterior view as well as the storage area of the firearms and ammunition with caption Additional requirements to comply in support to the application: G. One (1) Copy of any of the following: DTI/SEC/CDA; H. One (1) Original Copy of License to Deal subject for renewal (for photocopy, license should be surrendered upon release of the renewed LTD; for lost license, submit affidavit of loss); I. One (1) Copy of Board Resolution, General Information Sheet of the Corporation and Secretary's Certificate indicating name of the corporate officer or member who will manage the facility (for corporation only); J. One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized	DTI SEC CDA BIR BANK PD/CD or COP FEO/RCSU



representative/liaison for the purpose of processing the application; K. Two (2) government issued IDs with 3 specimen signatures of the following: and • Owner/President/appointed Company Official • Authorized representative/liaison who will process the application L. One (1) Copy of Main LTD (for application of branch only) To be submitted prior to the release of approved LTD: • One (1) Order of Payment (OP) and Special Bank Receipt (SBR) • One (1) Surety Bond (Copy of Policy and Receipt) ➤ DURATION: 3 working days (<i>Transactions may require additional time, especially in the processing undertaken by Offices outside POL Section, FLD</i>)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and with complete documentary requirements to POL Section, FLD, FEO	1 Evaluates the application if submitted requirements are complete, authentic and valid		2 hrs	Briefer/Receiver, POL Sec
	2 Encodes application number for the purpose of monitoring		30 mins	Monitoring PNCO, POL Sec
	3 Process application and prepare memo for endorsement		1 day	Processor, POL Sec
	4 Check the completeness		1 hr	Chief Clerk, POL Sec



	s of the application and check the prepared memo			
	5 Review the prepared license and edit memo		1 hr	Chief, POL Sec
	6 Recommend s approval		2 hrs	Chief, FLD
	7 For concurrence		1 hr	Asst. Chief, FEO
	8 Approval/ Disapproval		1 day	Chief, FEO
	9 Transmits approved LTD		30 mins	Dispatcher, OC, FEO
	10 Receives approved LTD		(15 mins)	Receiver, POL Sec
	11 Issues order of Payment for License to Deal		(30 mins)	Chief Clerk, POL Sec
12a Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines and Surety Bond at any accredited Insurance Company	12 Issues Special Bank Receipt (SBR) to applicant after payment of the corresponding fees for License to Deal	Varies from Php 10,000.00 to Php 30,000.00		LBP teller
	13 Issues Bond Receipt and Policy after payment of the correspondin	Depends on the license fee paid		Insurance Company representative



	g amount.			
13a Submit original OP and SBR; and Surety Bond Receipt and Policy to Chief Clerk, POL Section	13 Records and releases approved License to Deal		(1 hr)	Chief Clerk, POL Sec
	TOTAL	Varies from Php 10,000.00 to Php 30,000.00	20 days	

p. Gunsmith's License – New (Main/Branch)

To provide the procedure in the issuance of renewal of Gunsmith's License.

Office or Division:	POL Section, FLD	
Classification:	Highly technical	
Type of Transaction:	G2B	
Who may avail:	Stakeholder/Gunsmith/Dealer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
➤ DOCUMENTARY REQUIREMENTS <i>(To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.)</i> A. One (1) Duly accomplished application form (notarized) and undertaking that the applicant will abide by all firearm laws, rules and regulations; and 2) List of requested items being applied specifying the types/caliber of firearms, and the quantity at a time which the applicants intends to repair (notarized and certified by the licensee/owner/registered company official) B. One (1) Clearances of the Licensee (Owner/President or any corporate officer or member): • NBI Clearance; • DI Clearance or Police Clearance; • Neuro Psychiatric Clearance; and • Drug Test Clearance C. One (1) List of Employees and Proposed/existing list of equipment, tools and/or instrument to be		NBI DI, PNP HS, PNP CLG, PNP



purchased/used for customization and/or repair of firearms.	LGU DTI/SEC/CDA
Other requirements to comply in support to application: D. One (1) FEO/RCSU Inspection Report with the following: • Endorsement from RCSU (for application outside NCR only) • After Inspection Report and Checklist for Inspection • Location Map of the factory showing the distance from the nearest police headquarters • Floor plan of the facility • Picture of its interior and exterior view as well as the storage area of the firearms with captions E. One (1) Business Permit/Mayor's Permit (Municipal/City) F. One (1) Copy of any of the following: DTI/SEC/CDA G. One (1) Summary of Transaction made during the 5 years validity of the license, notarized H. One (1) Original copy of the Gunsmith's License subject for renewal I. One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application J. One (1) Two (2) government issued IDs with 3 specimen signatures of the following: • Owner/President/appointed Company Official • Authorized representative/liaison who will process the application K. One (1) Copy of Main Gunsmith's License (for application of branch only)	FEO/RCSU
To be submitted upon approval of the license: • One (1) Order of Payment (OP) and Special Bank Receipt (SBR) • One (1) Surety Bond (Copy of Policy and Receipt)	
➤ DURATION : 3 working days (<i>Transactions may require additional time, especially in the processing undertaken by Offices outside POL Section, FLD</i>)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and with complete documentary requirements to POL Section, FLD, FEO	1 Evaluates the application if submitted requirements are complete, authentic and valid		2 hrs	Briefer/Receiver, POL Sec
	2 Encodes application number for the purpose of monitoring		30 mins	Monitoring PNCO, POL Sec
	3 Process application and prepare memo for endorsement		1 day	Processor, POL Sec
	4 Check the completeness of the application and check the prepared memo		1 hr	Chief Clerk, POL Sec
	5 Review the prepared license and edit memo		1 hr	Chief, POL Sec
	6 Recommends approval/disapproval		2 hrs	Chief, FLD
	7 For concurrence		1 hr	Asst. Chief, FEO
	8 Approval/Disapproval		1 day	Chief, FEO
	9 Transmits approved license		30 mins	Dispatcher, OC, FEO
	10 Receives approved license		(15 mins)	Receiver, POL Sec
	11 Issues order of Payment for Gunsmith's License		(30 mins)	Chief Clerk, POL Sec
12a Pays the necessary fees for License to Manufacture at the	12 Issues Special Bank Receipt (SBR) to applicant after	P15,000.00		LBP teller



Land Bank of the Philippines and Surety Bond at any accredited Insurance Company	payment of the corresponding fees for Gunsmith's License			
	13 Issues Bond Receipt and Policy after payment of the corresponding amount.	Depends on the premium of license fee paid		Insurance Company representative
14a Submit original OP and SBR; and Surety Bond Receipt and Policy to Chief Clerk, POL Section	14 Records and releases approved Gunsmith's License		(1 hr)	Chief Clerk, POL Sec
	TOTAL	P15,000.00	20 days	

q. Gunsmith's License – (RENEWAL/AMENDMENT-MAIN/BRANCH):

To provide procedures in the issuance of renewal or amendment of Gunsmith's License.

Office or Division:	POL Section, FLD	
Classification:	Complex	
Type of Transaction:	G2B	
Who may avail:	Stakeholder/Gunsmith/Dealer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
➤ DOCUMENTARY REQUIREMENTS <i>(To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.)</i> I. One (1) One (1) Duly accomplished application form (notarized) and undertaking that the applicant will abide by all firearm laws, rules and regulations; and 2) List of requested items being applied specifying the types/caliber of firearms, and the quantity at a time which the applicants intends to repair (notarized and certified by the licensee/owner/registered company official) II. One (1) Clearances of the Licensee (Owner/President or any corporate officer or member): • NBI Clearance; • DI Clearance or Police Clearance; • Neuro Psychiatric Clearance; and		



• Drug Test Clearance III. One (1) List of Employees and Proposed/existing list of equipment, tools and/or instrument to be purchased/used for customization and/or repair of firearms. Other requirements to comply in support to application: IV. One (1) FEO/RCSU Inspection Report with the following: • Endorsement from RCSU (for application outside NCR only) • After Inspection Report and Checklist for Inspection • Location Map of the factory showing the distance from the nearest police headquarters • Floor plan of the facility • Picture of its interior and exterior view as well as the storage area of the firearms with captions V. One (1) Business Permit/Mayor's Permit (Municipal/City) VI. One (1) Copy of any of the following: DTI/SEC/CDA VII. One (1) Summary of Transaction made during the 5 years validity of the license, notarized VIII. One (1) Original copy of the Gunsmith's License subject for renewal IX. One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application X. Two (2) government issued IDs with 3 specimen signatures of the following: • Owner/President/appointed Company Official • Authorized representative/liaison who will process the application XI. One (1) Copy of Main Gunsmith's License (for application of branch only) To be submitted upon approval of the license: • One (1) Order of Payment (OP) and Special Bank Receipt (SBR) • One (1) Surety Bond (Copy of Policy and Receipt) ➤ DURATION : 3 working days (<i>Transactions may require additional time, especially in the processing undertaken by Offices outside POL Section, FLD</i>)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and with complete	1 Evaluates the application if submitted		2 hrs	Briefer/Receiver, POL Sec



documentary requirements to POL Section, FLD, FEO	requirements are complete, authentic and valid			
	2 Encodes application number for the purpose of monitoring		30 mins	Monitoring PNCO, POL Sec
	3 Process application and prepare memo for endorsement		1 day	Processor, POL Sec
	4 Check the completeness of the application and check the prepared memo		1 hr	Chief Clerk, POL Sec
	5 Review the prepared license and edit memo		1 hr	Chief, POL Sec
	6 Recommends approval/disapproval		2 hrs	Chief, FLD
	7 For concurrence		1 hr	Asst. Chief, FEO
	8 Approval/Disapproval		1 day	Chief, FEO
	9 Transmits approved license		30 mins	Dispatcher, OC, FEO
	10 Receives approved license		(15 mins)	Receiver, POL Sec
	11 Issues order of Payment for Gunsmith's License		(30 mins)	Chief Clerk, POL Sec
12a Pays the necessary fees for License to Manufacture at the	12 Issues Special Bank Receipt (SBR) to applicant	P15,000.00		LBP teller



Land Bank of the Philippines and Surety Bond at any accredited Insurance Company	after payment of the corresponding fees for Gunsmith's License			
	13 Issues Bond Receipt and Policy after payment of the corresponding amount.	Depends on the premium of license fee paid		Insurance Company representative
13a Submit original OP and SBR; and Surety Bond Receipt and Policy to Chief Clerk, POL Section	13 Records and releases approved Gunsmith's License		(1 hr)	Chief Clerk, POL Sec
	TOTAL	P15,000.00	7 days	

- r. Permit to Import firearms and its parts, ammunition and its components, airgun/airsoft, bullet proof vest/vestment and other regulated items

To provide procedures in the issuance of Permit to Import firearms and its parts, ammunition and its components, airgun/airsoft, bullet proof vest/vestment and other regulated items

Office or Division:	POL Section, FLD
Classification:	Highly Technical
Type of Transaction:	G2B/G2G
Who may avail:	Dealer
CHECKLIST OF REQUIREMENTS WHERE TO SECURE	



➤ **DOCUMENTARY REQUIREMENTS** (*To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.*)

• **By License Manufacturers:**

- A. One (1) Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items being applied which will be used in the manufacture of the firearms and ammunition (notarized and certified by the licensee/owner/registered company official);
- B. One (1) Copy of License to Manufacture; and
- C. One (1) Affidavit of undertaking.

• **By License Dealers:**

- A. One (1) Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items being applied specifying the items being applied for the purpose of commercial sale (notarized and certified by the licensee/owner/registered company official);
- B. One (1) Copy of License to Deal for Commercial Sale; and
- C. One (1) Affidavit of undertaking

• **License Dealers for sale to AFP/LEAs and other Government Agencies:**

- A. One (1) Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items being applied which will be used in the manufacture of the firearms and ammunition (notarized and certified by the licensee/owner/registered company official);



B. One (1) Copy of License to Deal/Indent License; C. One (1) Letter of intent by purchasing agency addressed to the C,PNP; D. One (1) Original End-User's Certificate (duly signed by the issuing authority); E. One (1) Purchase Order; F. One (1) Contract Agreement; G. One (1) Certificate of Availability of Funds or Approved Budget Contract (ABC) , attached Special Allotment Release Order (SARO) intended for the procurement; and H. One (1) • By License Dealers for sale to PNP: A One (1) Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items being applied which will be used in the manufacture of the firearms and ammunition (notarized and certified by the licensee/owner/registered company official) B One (1) Unsigned End-User's Certificate (EUC) prepared by from BAC; C One (1) Authenticated photocopy of Indent License to Deal; D One (1) Purchase Order (Original/Authenticated) from BAC; E One (1) Certificate of Availability of Funds or Approved Budget Contract (ABC) intended for the procurement or Certificate of Funds Availability from BAC; F One (1) Notice of Award (Authenticated) from BAC; G One (1) Unsigned Contract Agreement (Authenticated); and H One (1) Endorsement Letter for the EUC from BAC. • By License Dealers for sale to Local Government Agencies:	



A One (1) Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items being applied which will be used in the manufacture of the firearms and ammunition (notarized and certified by the licensee/owner/registered company official) B One (1) Copy of Indent License to Deal; C One (1) Letter of intent by purchasing agency addressed to the C, PNP; D One (1) Original End-User's Certificate (duly signed by the issuing authority); E One (1) Purchase Order; F One (1) Certificate of Availability of Funds or Approved Budget Contract (ABC), attached Special Allotment Release Order (SARO) intended for the procurement Notice of Award; G One (1) Inventory of Firearms as certified Authorized Bonded Firearm Custodian; H One (1) List of Regular Plantilla Position authorized to be used the Firearms I One (1) Board of Resolution from Sanggunian Panlalawigan/Panlungsod/Bayan or Barangay Lupon; and J One (1) Deed of Absolute Donation as the case may be Other requirements to be submitted in support of application: • One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application; and • Two (2) government issued IDs with 3 specimen signatures of the Owner/President/appointed Company Official and authorized representative/liaison who will process the application.	



To be submitted upon approval of the permit

- One (1) Order of Payment (OP) and Special Bank Receipt (SBR)

➤ **DURATION : 24 working days** (*Transactions may require additional time, especially in the processing undertaken by Offices outside POL Section, FLD*)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and with complete documentary requirements to POL Section, FLD, FEO	1 Evaluates the application if submitted requirements are complete, correct and valid.		2 hrs	Briefer/ Receiver, POL Sec
	2. Encodes application number for the purpose of monitoring		30 mins	Monitoring PNCO, POL Sec
	Process application and prepare memo/ endorsement letter		1 day	Processor, POL Sec
	3 Checks the completeness of the application and check the prepared memo/letter		1 hr	Chief Clerk, POL Sec
	4 Counterchecks the prepared		1 hr	Chief, POL Sec



	permit and edit memo/letter			
	5 Review and check the appropriateness of the action taken and countersigns the memo/letter		2 hrs	Chief, FLD
	6 Sign memo and endorses to D, CSG		1 day	Chief, FEO
	7 Transmit to CDS, CSG		30 mins	Dispatcher, POL Sec
	8 For concurrence			CDS, CSG
	9 Recommend approval			Director, CSG
	10 Transmit to NHQ			Dispatcher, CSG
	11 For concurrence			TCDS
	12 For concurrence			TDCO
	13 Approval/Disapproval			Chief, PNP
	14 Transmit			NHQ Messag



	to FEO			e Center
	15 Receives approved permit		(15 mins)	Receiver , POL Sec
	16 Issues order of Payment for Permit to Import		(30 mins)	Chief Clerk, POL Sec
17a Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines	17 Issues Special Bank Receipt (SBR) to applicant after payment of the correspon ding fees for permit to import	PhP 100.00 per permit		LBP teller
18a Submit original OP and SBR; and Surety Bond Receipt and Policy to Chief Clerk, POL Section	18 Records and releases approved Permit to Import		(1 hr)	Chief Clerk, POL Sec``
	TOTAL	PhP 100.00 per permit	20 days	



- s. Permit to export firearms and its parts, ammunition and its components, air gunoneirsoft, bullet proof vest/vestment and other regulated items

To provide procedures in the issuance of Permit to Export for firearms and its parts, ammunition and its components, airgunoneirsoft, bullet proof vest/vestment and other regulated items

Office or Division:	POL Section, FLD
Classification:	Highly Technical
Type of Transaction:	G2B
Who may avail:	Manufacturer
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
➤ DOCUMENTARY REQUIREMENTS <i>(To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.)</i> • By License Manufacturers: - A One (1) Letter request from addressed to C, PNP (Thru C, FEO); Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items subject for exportation (notarized and certified by the licensee/owner/registered company official); - B One (1) Letter Intent from foreign buy - C One (1) Purchase Order; - D One (1) Original End-User's Certificate - E One (1) Approved Authority to Import the country of destination; Additional requirements to comply in support application: - F One (1) Copy of License to Manufacture - G One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application - H Two (2) government issued IDs with 3 specimen signatures of the Owner/President/appointed	



Company Official and the Authorized representative/liaison who will process the application Other requirements to be submitted upon approval of the permit • One (1) Order of Payment (OP) and Special Bank Receipt (SBR) • By License Manufacturers (for sample, demonstration, test and evaluation and trade exhibits): - A One (1) Letter request from addressed to C, PNP (Thru C, FEO); Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items being applied which will be used in the manufacture of the firearms and ammunition (notarized and certified by the licensee/owner/registered company official); - B One (1) Copy of License to Manufacture; - C One (1) Letter of Intent from the foreign country or an invitation for foreign trade show/exhibit; Additional requirements to comply in support to application: - D One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application - E Two (2) government issued IDs with 3 specimen signatures of the Owner/President/appointed Company Official and the Authorized representative/liaison who will process the application To be submitted upon approval of the permit • One (1) Order of Payment (OP) and Special Bank Receipt (SBR)	



➤ DURATION : 24 working days <i>(Transactions may require additional time, especially in the processing undertaken by Offices outside POL Section, FLD)</i> NOTE: Processing of Permit to Export for Sample, Demonstration, Test and Evaluation of Firearms not exceeding five (5) per type/model of firearm and ammunition not exceeding 10,000 rounds and Permit to Export for Trade and Exhibit shall be issued at the level of the C, FEO only.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and with complete documentary requirements to POL Section, FLD, FEO	1 Evaluates the application if submitted requirements are complete, correct and valid.		2 hrs	Briefer/Receiver, POL Sec
	2 Encodes application number for the purpose of monitoring		30 mins	Monitoring PNCO, POL Sec
	3 Process application and prepare memo/endorsement letter		1 day	Processor, POL Sec
	4 Checks the completeness of the application and check the prepared memo/letter		1 hr	Chief Clerk, POL Sec
	5 Counterchecks the prepared permit and edit memo/letter		1 hr	Chief, POL Sec



	6 Review and check the appropriateness of the action taken and countersigns the memo/letter		2 hrs	Chief, FLD
	7 For concurrence		1 hr	Asst. Chief, FEO
	8 Sign memo and endorses to D, CSG		1 day	Chief, FEO
	9 Transmit to CDS, CSG		30 mins	Dispatcher, POL Sec
	10 For concurrence			CDS, CSG
	11 Recommend approval			Director, CSG
	12 Transmit to NHQ			Dispatcher, CSG
	13 For concurrence			TCDS
	14 For concurrence			TDCO
	Approval/Disapproval			Chief, PNP
	15 Transmit to FEO			NHQ Message Center
	16 Receives approved permit		(15 mins)	Receiver, POL Sec
	17 Issues order of Payment for Permit to Export		(30 mins)	Chief Clerk, POL Sec
18a Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines	18 Issues Special Bank Receipt (SBR) to applicant after payment of the corresponding fees for permit to export	PhP 100.00 per permit		LBP teller
19a Submit original OP and SBR; and Surety Bond Receipt and Policy	19 Records and releases approved Permit to Export		(1 hr)	Chief Clerk, POL Sec



to Chief Clerk, POL Section				
	TOTAL	PhP 100.00 per permit	20 days	

t. Certificate of Balance

To provide procedures in the issuance of Certificate of Balance.

Office or Division:		POL Section, FLD		
Classification:		Complex		
Type of Transaction:		G2B/G2G		
Who may avail:		Manufacturer/Dealer/AFP/PNP/LEAs		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
➤ DOCUMENTARY REQUIREMENTS - One (1) Duly accomplished application and List of items to be shipped (Notarized) - One (1) Copy of License to Deal; - One (1) Copy of Authority to Import - One (1) Packing List - One (1) Report of Balance for Importation signed by the Chief Storage - One (1) Copy of OP and SBR for SOB; - One (1) Letter request address to C, EEMD with receipt of payment for the issuance of PTT To be submitted prior the release of the COB - One (1) Airway Bill/Landing Bill indicating the arrival of items from abroad				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submits application and with complete documentary requirements to POL Section, FLD, FEO	1 Evaluate the application if submitted requirements are complete, authentic and valid	P30.00/ LTO authentication	1 hr and 30 mins	Briefer/Receiver, POL Sec



	Issue Order of Payment for COB		30 mins	Processor, POL Sec
2a Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines	2 Issues Special Bank Receipt (SBR) to applicant after payment of the corresponding fees	Varies from items imported		LBP teller
3a Submits application together with original OP and SBR	3 Process application and prepare memo for endorsement		1 and ½ days	Processor, POL Sec
	4 Check the completeness of the application and check the prepared memo		1 hr	Chief Clerk, POL Sec
	5 Review the prepared COB and edit memo		1 day	Chief, POL Sec
	6 Recommend approval		30 mins	Chief, FLD
	7 For concurrence		15 mins	Asst. Chief, FEO
	8 Approval /Disapproval		30 mins	Chief, FEO
	9 Transmit approved COB to POL Section		15 mins	Clerk, OC, FEO
	10 Receive approved Certificate		30 mins	Receiver, POL Sec
	11 Records and releases approved		30 mins	Chief Clerk, POL Sec



	Certificate of Balance to applicant			
	TOTAL	P30.00	3 days	

u. Registration of Bullet Proof Vest/Vestment

To provide procedures in the issuance of Registration of Bullet Proof Vest/Vestment.

Office or Division:		POL Section, FLD		
Classification:		Simple		
Type of Transaction:		G2B/G2G		
Who may avail:				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
DOCUMENTARY REQUIREMENTS				
One (1) Letter request address to C, FEO				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and with complete documentary requirements to POL Section, FLD, FEO	1 Evaluate the application if submitted requirements are complete, authentic and valid		1 hr and 30 mins	Briefer/Receiver, POL Sec
	2 Process application and prepare memo for endorsement		1 and ½ days	Processor, POL Sec
	3 Check the completeness of the application and check the prepared memo		1 hr	Chief Clerk, POL Sec
	4 Review the prepared Registration and edit memo		1 day	Chief, POL Sec



	5 Recommend approval		30 mins	Chief, FLD
	6 For concurrence		15 mins	Asst. Chief, FEO
	7 Approval/ Disapproval		30 mins	Chief, FEO
	8 Transmit approved Registration to POL Sec		15 mins	Clerk, OC, FEO
	9 Receive approved Registration		30 mins	Receiver, POL Sec
	10 Issue Order of Payment for Registered Bullet Proof Vest/ Vestment		30 mins	Processor, POL Sec
11a Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines	11 Issues Special Bank Receipt (SBR) to applicant after payment of the corresponding fees Registered Bullet Proof Vest/ Vestment	Php960.00/pc		LBP teller
12a Submits original OP and SBR to Chief Clerk, POL Section	12 Records and releases approved Registration		30 mins	Chief Clerk, POL Sec
	TOTAL	Php960.00/pc	3 days	



v. SEC Endorsement

To provide procedures in the issuance of SEC Endorsement

Office or Division:		POL Section, FLD		
Classification:		Simple		
Type of Transaction:		G2B/G2G		
Who may avail:				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
➤ DOCUMENTARY REQUIREMENTS One (1) Letter request address to C, FEO				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and with complete documentary requirements to POL Section, FLD, FEO	1 Evaluate the application if submitted requirements are complete, authentic and valid		1 hr and 30 mins	Briefer/Receiver, POL Sec
	2 Process application and 1 st Endorsement to SEC		1 and ½ days	Processor, POL Sec
	3 Check the completeness of the application and check the prepared endorsement		1 hr	Chief Clerk, POL Sec
	4 Review the prepared endorsement and edit memo		1 day	Chief, POL Sec
	5 Recommend approval		30 mins	Chief, FLD
	6 For concurrence		15 mins	Asst. Chief, FEO
	7 Approval/ Disapproval		30 mins	Chief, FEO
	8 Transmit approved Endorsement		15 mins	Clerk, OC, FEO
	Receive approved Endorsement		30 mins	Receiver, POL Sec



	9 Records and releases approved Endorsement		30 mins	Chief Clerk, POL Sec
	TOTAL		3 days	

w. Printing ID for License to Own and Possess Firearms (LTOPF)

The ID Printed Card for License to Own and Possess Firearms refers to a written authority to own and possess a firearm or firearms and ammunition granted by the C, PNP through the C, FEO to a citizen or a juridical entity in accordance with the Revised IRR of RA 10591.

Office or Division:		Computer Section, Firearms Licensing Division (FLD), FEO		
Classification:		Simple		
Type of Transaction:		G2C		
Who May Avail:		Licensed citizen		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) ONCOLL SLIP payment (original and photocopy)			Reference Number sent thru their user account to be use in payment to Landbank	
2. One (1) Photocopy Certificate of LTOPF/ Firearms Registration			Individual licensee can print their Certificates thru online account	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submission of Required documents	1 Receiver shall record the received request for ID printing prior to the approval of Chief, Computer Section, FLD	Php200.00 Card Fee	3 mins	Receiver, Computer Section/OSS
	2 Card Printer Operator shall print the card upon approval of Chief, Computer Section		5 minutes	Card Printer Operator, Computer Section/OSS
3a Claiming of Printed Card	3 Release Printed Card		3 minutes	Processor, Computer Section/ OSS
	TOTAL	Php200.00	3 days	



x. Printing ID for Firearms Registration (FR) - Individual

A licenses citizen shall register his/her firearm/s with the FEO in accordance with the provisions of RA 10591 and its Revised IRR.

Office or Division:		Computer Section, Firearms Licensing Division (FLD), FEO		
Classification:		Simple		
Type of Transaction:		G2C		
Who May Avail:		Licensed citizen		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) ONCOLL SLIP payment (original and photocopy)			Reference Number sent thru their user account to be use in payment to Landbank	
2. One (1) Photocopy Certificate of LTOPF/ Firearms Registration			Individual licensee can print their Certificates thru online account	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submission of Required documents	1 Receiver shall record the received request for ID printing prior to the approval of Chief, Computer Section, FLD	Php200.00 Card Fee	3 mins	Receiver, Computer Section/OSS
	2 Card Printer Operator shall print the card upon approval of Chief, Computer Section		5 minutes	Card Printer Operator, Computer Section/OSS
3a Claiming of Printed Card	3 Release Printed Card		3 minutes	Processor, Computer Section/ OSS
	TOTAL	Php200.00	3 days	

y. Alteration and Correction of Record Entry - Individual

Licensee will fill-up an Action Request Slip at Computer Section, FLD based on their request in accordance with the provisions of RA 10591 and its Revise IRR.

Office or Division:	Computer Section, Firearms Licensing Division (FLD), FEO
Classification:	Simple



Type of Transaction:		G2C/ G2B		
Who May Avail:		Licensed citizen		
CHECKLIST OF REQUIREMENTS FOR CORRECTION OF SERIAL NUMBER		WHERE TO SECURE		
1. One (1) Memorandum endorsement from OCIDS, EEMD for correction data or Firearms License Restoration Revocation Board Resolution (FLRRB).		OCIDS, EEMD		
2. One (1) Photocopy valid ID		Licensee		
3. One (1) Photocopy Ballistic Certificate		Crime Laboratory		
4. One (1) Photocopy Inspection Report		Storage Section, FLD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit documentary requirements	1 Receive and evaluate the documents for CCV (Completeness, Correctness and validity) and endorse the same to Chief, Computer Section		5 minutes	Receiver/Briefer, Computer Section
	2 Approval and endorsement to IT personnel for encoding		5 minutes	Chief, Computer Section
	3 Encoding of the correct serial numbers and inform the licensed individual/juridical entity		5 minutes	IT personnel, Computer Section
	TOTAL		3 days	

z. Alteration and Correction of Record Entry - Individual

Licensee will fill-up an Action Request Slip at Computer Section, FLD based on their request in accordance with the provisions of RA 10591 and its Revise IRR.



Office or Division:		Computer Section, Firearms Licensing Division (FLD), FEO		
Classification:		Complex		
Type of Transaction:		G2C/ G2B		
Who May Avail:		Licensed citizen		
CHECKLIST OF REQUIREMENTS FOR CHANGE ADDRESS		WHERE TO SECURE		
1. One (1) Action Request Slip		Computer Section, FLD		
2. One (1) Notarized Affidavit of Change Address		Notarial Services		
3. One (1) Photocopy NBI Clearance		Licensee		
4. One (1) Photocopy Proof of Billing Address		Licensee		
5. One (1) Photocopy Certificate of LTOPF or Firearms Registration		Licensee		
CHECKLIST OF REQUIREMENTS FOR CHANGE NAME/BIRTHDATE		WHERE TO SECURE		
1. One (1) One (1) Action Request Slip		Computer Section, FLD		
2. One (1) Notarized Affidavit of Two Disinterested Person		Notarial Services		
3. One (1) Photocopy Philippine Statistic Authority (PSA) Birth Certificate		Licensee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit documentary requirements	1 Submit the necessary requirements based on their request item for alteration or correction of data entry			Applicant
	2 For changes of address, name and birthdate, receive and evaluate the documents for CCV (Completeness, Correctness and validity) and endorse the same to Chief, Computer Section		5 mins	Receiver/Briefer, Computer Section
	3 For change address, name and			Chief, Computer Section, FLD,



	birthdate, approval of request and endorsement to Chief, Records Section, FLD, FEO for validation		5 mins	FEO
	4 Validate and check other supporting documents and endorsement to Chief CIDS, EEMD, FEO for concurrence		5 mins	Chief, Records, Section
	5 Concur the validation of documents for endorsement to Chief, FLD, FEO		5 mins	Chief, CIDS, EEMD, FEO
	6 Endorse and recommend change for address, name or birthdate to AC, FEO/Chairman, FLRRB		5 mins	Chief, FLD, FEO
	7 Approve/ Disapprove alteration and correction of address, name, birthdate		5 mins	Assistant Chief, FEO
	8 If approve, encode the change of address, name and birthdate and inform the licensed citizen		5 mins	IT Personnel, Computer Section
	TOTAL		3 days	

aa. Tagging CCSDAF – Individual and Juridical Entities

To provide procedure in the tagging of firearms as Captured, Confiscated, Surrendered, Deposited, Abandoned and Forfeited (CCSDAF) firearms.



Office or Division:		Computer Section, Firearms Licensing Division (FLD), FEO		
Classification:		Complex		
Type of Transaction:		G2C and G2B`		
Who May Avail:		Licensed citizen and licensed juridical entity		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) Memorandum endorsement			SAO, FEO and Regional Director/ RCSU	
2. One (1) Acknowledgement Receipt/ Turn In Slip			SAO, FEO and Regional Director/ RCSU	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SAO, FEO to endorse Firearm s for tagging	Receives SAO endorsement for tagging of firearm/s as Captured, Confiscated, Surrendered, Deposited, Abandoned and Forfeited (CCSDAF) firearms and endorse to Chief, Computer Section for Approval	No fees	5 mins	Receiver, Computer Section
	2 Approved request Memorandum to be forwarded to Chief, Clerk for tagging at Old System	No fees	5 mins	Chief, Computer Section
	3 Tagging of firearm/s at Old system and endorsement to IT personnel for tagging at New System.	No fees	10 mins	Chief, Clerk, Computer Section
	4 Tagging of firearm/s at New System		10 mins	IT Personnel
	TOTAL		3 days	

bb. Alteration and Correction of Record Entry – Juridical **Entities**

Licensee will fill-up an Action Request Slip at Computer Section, FLD based on their request in accordance with the provisions of RA 10591 and its Revise IRR.



Office or Division:	Computer Section, Firearms Licensing Division (FLD), FEO			
Classification:	Complex			
Type of Transaction:	G2B			
Who May Avail:	Licensed juridical entity			
CHECKLIST OF REQUIREMENTS FOR CHANGE ADDRESS/ BUSINESS NAME			WHERE TO SECURE	
1. One (1) Memorandum endorsement			Juridical Section, FLD	
2. One (1) Letter Request			Applicant	
3. One (1) License to Operate			Applicant	
4. One (1) Photocopy SEC or DTI			Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submission of Endorsement from Juridical Section re: request for change of address or business name	1 Receive and evaluate request for change of address or business name for the approval of Chief, Computer Section		5 mins	Receiver, Computer Section
	2 Approve request for change of address or business name to be forwarded to IT personnel for encoding		5 mins	Chief Computer Section
	3 Encode the new address or business name and inform the licensed juridical entity		5 mins	IT Personnel
	TOTAL		3 days	



EDUCATION AND ENFORCEMENT MANAGEMENT DIVISION

a. Permit to Transport Firearms for Individual

A written authority issued to a licensed citizen or entity by the C, PNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Licensed citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Licensed citizen A. One (1) Letter Request Addressed to C, FEO (Attn: Chief, EEMD); B. One (1) Copy of LTOPF; C. One (1) Copy of Certificate of Firearm/s Registration; and D. One (1) Special Bank Receipt - Php 200.00		Applicant Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue	Php 200.00	10 mins	Receiver/Briefer, SCS, EEMD,FEO



	pre-evaluation slip if there is/are lacking requirement/s			
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 200.00	3 days	

b. Permit to Transport Firearms for Licensed Sports Shooter (Local Competition)

A written authority issued to a licensed citizen or entity by the C, PNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

Office or Division:	Special Concern Section, Education and Enforcement Management Division (EEMD), FEO			
Classification :	Simple			
Type of Transaction:	G2C			
Who may avail:	Licensed Sports Shooter (Local Competition)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Sports Shooter (Local Competition) A. One (1) Letter Request Addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Copy of LTOPF; C. One (1) Copy of Certificate of FA Reg; D. One (1) Sports Shooter's License; and E. One (1) Special Bank Receipt - Php 400.00.		Applicants Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application folder with complete requirements		Php400.00		Licensed sports shooter
	• Evaluate/ Check the Completeness , Validity, and Correctness (CVC) of submitted documents • Record, assign control number, and issue commitment slip if CVC has been complied • Return and issue pre-		10 mins	Receiver/Evaluator



	evaluation slip if there is/are lacking requirement/s			
2.	Prepare/encode Permit	None	15 mins	Processor/Encoder
3.	Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
4.	Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
5.	Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
6.	For concurrence	None	5 mins	Asst. Chief, FEO
7.	Record Application	None	5 mins	Secretary of FEO
8.	Approval of Application	None	5 mins	Chief, FEO
9.	Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10.	Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
11. Claim Permit		None		Licensed sports shooter
	TOTAL	Php400.00	3 days	



c. Permit to Transport Firearms for Licensed Local Sports Shooter (Going Outside the Country)

A written authority issued to a licensed citizen or entity by the C, PNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO			
Classification:	SIMPLE			
Type of Transaction:	G2C			
Who may avail:	Licensed Sports Shooter (Going Outside the Country)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Local Sports Shooter (Going Outside the Country) A. One (1) Letter Request Addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Copy of LTOPF; C. One (1) Copy of Certificate of FA Reg; D. One (1) Invitation from Sports Shooting Competition's Host; and E. One (1) Special Bank Receipt - Php 400.00.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue	Php 400.00	10 mins	Receiver/Briefer, SCS, EEMD, FEO



	commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s			
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and	None	5 mins	Releasing Clerk EEMD



	release Permit			
	TOTAL	Php400.00	3 days	

- d. Permit to Transport Firearms for Licensed Foreign Sports Shooters (Entering the Country)

A written authority issued to a licensed citizen or entity by the C, PNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO			
Classification:	SIMPLE			
Type of Transaction:	G2C			
Who may avail:	Licensed Foreign Sports Shooters (Entering the Country)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Foreign Sports Shooters (Entering the Country) A. One (1) Letter Request addressed to Chief, FEO Attn: Chief, EEMD); B. One (1) Copy of FA License from Country of Origin; C. One (1) Photocopy of Passport; D. One (1) Invitation from Sports Shooting Competition's Host; and E. One (1) Special Bank Receipt - Php 400.00.		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of	Php 400.00	10 mins	Receiver/Briefer, SCS, EEMD,FEO



	submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s			
	• 3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing	None	5 mins	Secretary of Chief FEO



	Clerk, EEMD			
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php400.00	3 days	

e. Permit to Transport Firearms for Foreign Diplomats/Dignitaries or their Security Forces

A written authority issued to a licensed citizen or entity by the C, PNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO			
Classification:	SIMPLE			
Type of Transaction:	G2C			
Who may avail:	Foreign Diplomats/Dignitaries or their Security Forces			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Foreign Diplomats/Dignitaries or their Security Forces A. One (1) Letter Endorsement from the Department of Foreign Affairs (DFA); B. One (1) Endorsement from Foreign Liaison Division (FLD), DI; and C. One (1) List of Personnel, their Firearm/s and Ammunition.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and	Php 200.00	10 mins	Receiver/Briefer, SCS, EEMD,FEO



	Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s			
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim	10 Record,	None	5 mins	Releasing Clerk



Permit	assign date of transport, dry seal and release Permit			EEMD
	TOTAL	Php 200.00	3 days	

- f. Permit to Transport Firearms for Gov't Entities: National Government Agencies/ Law Enforcement Agencies/ Local Government Units/ Government Owned and Controlled Corporations

A written authority issued to a licensed citizen or entity by the C, PNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO			
Classification:	G2G			
Type of Transaction:	SIMPLE			
Who may avail:	Gov't Entities: NGAs/LEAs/LGUs/GOCCs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Agencies: NGAs/ LEAs/ LGUs/GOCCs/ A. One (1) Letter Request addressed to Chief, FEO Attn: Chief, EEMD); B. One (1) Copy of Long Certificate of Registration; C. One (1) Valid ID of Authorized Representative (photocopy) ; and D. One (1) Special Bank Receipt - Php 200.00.		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete	1 Evaluate/Check the Completeness,	Php 200.00	10 mins	Receiver/Briefer, SCS, EEMD,FEO



requirements	Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s			
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to	None	5 mins	Secretary of Chief FEO



	Releasing Clerk, EEMD			
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 200.00	3 days	

g. Permit to Transport Firearms for Private Entities: Private Security Agencies (PSAs)

A written authority issued to a licensed citizen or entity by the C, PNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO
Classification:	SIMPLE
Type of Transaction:	G2B
Who may avail:	Private Entities: Private Security Agencies (PSAs)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Private Entities: Private Security Agencies (PSAs) A. One (1) Letter Request Addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Authenticated Copy of License to Operate from SOSIA; C. One (1) Copy of Certificate of Long Regular Registration (LRR); D. One (1) Board Resolution for Authorized Representative; E. One (1) Valid ID of Authorized Representative; F. One (1) Copy of LTOPF under the name of the Agency; and G. One (1) Special Bank Receipt - Php 200.00.	Front Line Services of EEMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s	Php 200.00	10 mins	Receiver/Briefer, SCS, EEMD, FEO
	• 3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD



	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 200.00	3 days	

h. Permit to Transport Firearms for Private Entities: Licensed Dealer/ Manufacturer (Local Transport)

A written authority issued to a licensed citizen or entity by the C, PNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

Office or Division:	Special Concern Section, Education and Enforcement Management Division (EEMD), FEO	
Classification:	SIMPLE	
Type of Transaction:	G2B	
Who may avail:	Private Entities: Licensed Dealer/Manufacturer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Private Entities: Licensed Dealer/Manufacturer (Local Transport) A. One (1) Letter Request Addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Authenticated Copy of License to Deal/Manufacture; C. One (1) Board Resolution for Authorized Representative;		Front Line Services of EEMD



D. One (1) Valid ID of Authorized Representative; and E. One (1) Special Bank Receipt - Php 200.00.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s	Php 200.00	10 mins	Receiver/Briefer, SCS, EEMD, FEO
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD



	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 200.00	3 days	

i. Permit to Transport Firearms for Private Entities: Licensed Dealer/ Manufacturer (Import/ Export)

A written authority issued to a licensed citizen or entity by the C, PNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

Office or Division:	Special Concern Section, Education and Enforcement Management Division (EEMD), FEO		
Classification :	SIMPLE		
Type of Transaction:	G2B		
Who may avail:	Private Entities: Licensed Dealer/Manufacturer		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Private Entities: Licensed Dealer/Manufacturer (Import/Export) A. One (1) Letter Request Addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Authenticated Copy		Front Line Services of EEMD	



of License to Deal/Manufacture; C. One (1) Permit/Authority to Import/Export; and D. One (1) Special Bank Receipt - Php 200.00.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s	Php 200.00	10 mins	Receiver/Briefer, SCS, EEMD, FEO
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD



	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 200.00	3 days	

j. Conduct Sports Shooting Competition

A recreation, defensive, precision or practical firearm shooting tournament duly authorized by the FEO.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO	
Classification:	SIMPLE	
Type of Transaction:	G2B	
Who may avail:	Recognized/Registered Gun Clubs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. One (1) Letter Request from President of Host Gun Club addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Photocopy of Valid Gun Club Accreditation; C. One (1) Photocopy of Valid Shooting Range Accreditation; D. One (1) Endorsement from C, RCSU; E. One (1) Endorsement from Provincial/City Director;		Front Line Services of EEMD



F. One (1) Course of Fire; G. One (1) Endorsement from PPSA/IPSA/IDPA/PSMOC; and H. One (1) Special Bank Receipt Level I-II: Php 1,200.00 Level III: Php 2,400.00				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s	Php 1,200.00 level I-II & 2,400.00 for level III	10 mins	Receiver/Briefer, SCS, EEMD, FEO
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD



	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 1,200.00 level I-II & 2,400.00 for level III	3 days	

k. Authority for Gun Club to Conduct Gun Safety & Responsible Gun Ownership Seminar (GSRGOS)

A seminar administered by a FEO, PNP accredited gun safety instructor, under the supervision and control of EEMD, FEO or a FEO, PNP accredited and authorized gun club for an individual who seeks to secure a License to Own and Possess a Firearm or renew the same, composed of lecture and practical examination and when passed, culminates with the conferment of a Gun Safety and Responsible Gun Ownership Seminar Certificate duly signed by the PNP accredited gun safety instructor and authorized gun club representative, validated by C, EEMD, FEO;

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO
Classification:	Simple
Type of Transaction:	G2B
Who may avail:	Recognized/Registered Gun Clubs
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. One (1) Letter Request from	Front Line Services of EEMD



Gun Club President addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Copy of Latest Certificate of Accredited FEO Range Safety Officer/NROI Range Officer; C. One (1) Photocopy of Issued Identification Card for Re-Oriented Accredited Gun Safety Lecturer; D. One (1) Photocopy of Valid Certificate of Gun Club and Shooting Range accreditation; and E. One (1) Copy of Latest GSRGOS (<i>renewal</i>).				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s	None	10 mins	Receiver/Briefer, SCS, EEMD,FEO
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD



	were complied, otherwise, return to processor/evaluator			
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	None	3 days	

I. Gun Club Accreditation

An organization with at least fifteen (15) licensed citizens as members, duly registered with and authorized by the FEO which is established for the purpose of propagating gun safety and responsible gun ownership, proper appreciation and use of firearms by its members, for the purpose of sports and shooting competition, self-defense and collection purposes.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO
Classification:	COMPLEX
Type of Transaction:	G2B
Who may avail:	Gun Clubs



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
New/Amendment A. One (1) Letter Request from Gun Club President addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Copy of LTOPF & CFR of Gun Club members; C. One (1) Sec Registration & Articles of Incorporation & By-Laws for Corporation; D. One (1) CDA/DTI Reg for Cooperative/Single Proprietorship; E. One (1) Location Plan/Map of Gun Club Office & Shooting Range & Land Title/Lease Contract; F. One (1) Memorandum of Agreement executed by both parties (Gun Club & rightful owner of the lot where the shooting range is situated); G. One (1) Security Survey Report from City Police Office (CPO)/City Police Station (CPS)/MPS ; H. Photos of Gun Club Office with captions; I. Photos of loading/Unloading Area or Safety Area and Gun Safety Rules Posted at the Range; J. One (1) Certificate of Firearm Registration; K. Photo of Burglar & Fireproof Armory Vault; L. One (1) Mayor's Permit; M. One (1) Inspection Report from FESSAGS/RCSU for Reg'l/Prov'l or I&E Section	Front Line Services of EEMD



for NCR; N. Photos of Lecture Room; O. One (1) Copy of latest Certificate of Accredited FEO Range Safety Officer/NROI Range Officer; and P. One (1) Special Bank Receipt – Php 3,000.00 Member's Fee: Php 100.00 per member II. For Renewal A. One (1) Letter Request from Gun Club President addressed to Chief, FEO (Attn: Chief, EEMD) B. One (1) Monthly Report (One Year Period); C. Complete List of Members (indicating full names, addresses & FA's data); D. Photos of Gun Club Office with captions; E. One (1) Photocopy of the previously issued Gun Club's Certificate & Shooting Range Accreditation; F. One (1) Photocopy of the updated Certificate of Accreditation of Shooting Range; G. One (1) Copy of Memorandum of Agreement (MOA) with a Shooting Range; and H. One (1) Special Bank Receipt - Php 3,000.00 Member's Fee: Php 100.00 per member				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with	1 Evaluate/Check the	Php 3,000.00 and Php	10 mins	Receiver/Briefer, SCS, EEMD,FEO



complete requirements	Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s	100.00 for each member		
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return	None	5 mins	Secretary of Chief



	Application to Releasing Clerk, EEMD			FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 3,000.00 and Php 100.00 for each member	3 days	

m. Shooting Range Accreditation (New/Amendment)

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports competition shooting either for the exclusive use of its members or open to the general public, duly registered with or accredited in good standing by the FEO.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO		
Classification:	COMPLEX		
Type of Transaction:	G2B		
Who may avail:	Private/Business Entity (Shooting Range Accreditation Applicant)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
New/Amendment A. One (1) Letter Request from Owner for Privately Owned or President for Business/Commercial addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Certificate of FA Registration under the Name of the Shooting Range; C. One (1) SEC Registration		Front Line Services of EEMD	



& Articles of Incorporation & By-Laws for Corporation; CDA/DTI Registration for Cooperative/Single Proprietorship; D. One (1) Shooting Range Location Plan/Map; E. Photo of Burglar & Fireproof Armory Vault; F. One (1) Endorsement from Prov'l/City Director or RCSU; G. One (1) Mayor's Permit; H. One (1) Security Survey Report from City Police Office/City Police Station/MPS; I. One (1) Inspection Report from RCSU for Reg'l/Prov'l or I&E Section, FEO for NCR; J. Photos of Office & Shooting Range; K. Photos of Gun Safety Rules Posted at the Range; L. Photos of Lecture Room; M. One (1) Copy of Latest Certificate of Accredited FEO Range Safety Officer/NROI Range Officer; and N. One (1) Special Bank Receipt – Php 10,000.00				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/ Check the Completeness, Validity, and Correctness (CVC) of submitted documents	Php 10,000.00	10 mins	Receiver/Briefer, SCS, EEMD, FEO



	Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s			
	3 Prepare/ encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/ evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO



	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 10,000.00	7 days	

n. Shooting Range Accreditation (Renewal)

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports competition shooting either for the exclusive use of its members or open to the general public, duly registered with or accredited in good standing by the FEO.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO	
Classification:	G2B	
Type of Transaction:	COMPLEX	
Who may avail:	Private/Business Entity	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Renewal A. One (1) Letter Request from Owner (Privately Owned) or President (Business/Commercial) addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Certificate of FA Registration under the Name of the Shooting Range; C. One (1) Shooting Range Location Plan/Map; D. Photo of Burglar & Fireproof		Front Line Services of EEMD



Armory Vault; E. One (1) Endorsement from Provincial I/City Director or RCSU; F. One (1) Mayor's Permit; G. One (1) Security Survey Report from City Police Office/City Police Station/MPS; H. One (1) Inspection Report from RCSU for Reg'l/Prov'l or I&E Section, FEO for NCR; I. Photos of Office & Shooting Range; J. Photos of Gun Safety Rules Posted at the Range; K. Photos of Lecture Room; L. One (1) Copy of Latest Certificate of Accredited FEO Range Safety Officer/NROI Range Officer; M. One (1) Monthly Accomplishment Report; and Special Bank Receipt – Php 3,000.00				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/ Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied	Php 3,000.00	10 mins	Receiver/Briefer, SCS, EEMD, FEO



	Return and issue pre-evaluation slip if there is/are lacking requirement/s			
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 3,000.00	3 days	



o. Shooting Range Accreditation For Government-Owned/Operated (New)

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports competition shooting either for the exclusive use of its members or open to the general public, duly registered with or accredited in good standing by the FEO.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO	
Classification:	COMPLEX	
Type of Transaction:	G2G	
Who may avail:	Government-Owned/Operated Shooting Range	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Government-Owned/Operated (New) A. One (1) Letter Request from Government agency/entity addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Security Survey Report from Reg'l/Prov'l/City Police Office; C. One (1) Inspection Report of Shooting Range (conducted by FEO Personnel or Reg'l/Prov'l FESSAGS); D. One (1) Photos of Shooting Range with captions (toilet facilities for both sexes, First-Aid-Kits, Registry Book for all admission into shooting range & Gun Club Identification & Guest Cards); E. One (1) Photocopy/ies of Certificate of Attendance		Front Line Services of EEMD



at FEO accredited Instructors or Range Safety Officers; F. Photos of loading/unloading area and Gun Safety Rules posted at the Range; G. One (1) Location Map of Shooting Range w/ Land Title/ Lease/Contract Memorandum; H. One (1) Special Bank Receipt – Php 5,000.00				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/ Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirements	Php 5,000.00	10 mins	Receiver/Briefer, SCS, EEMD, FEO
	3 Prepare/ encode Permit	None	15 mins	Processor/Encoder
	4 Review and	None	5 mins	Chief, Special



	forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator			Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 5,000.00	7 days	

p. Shooting Range Accreditation for Government-Owned/Operated

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports competition shooting either for



the exclusive use of its members or open to the general public, duly registered with or accredited in good standing by the FEO.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO	
Classification	Complex	
Type of Transaction:	G2G	
Who may avail:	Applicant from Government-Owned/Operated Shooting Range	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Government-Owned/Operated Renewal A. One (1) Letter Request from Government agency/entity addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Photocopy of previous Certificate of Accreditation of Shooting Range; C. One (1) Inspection Report of Shooting Range(conducted by FEO Personnel or Reg'l/Prov'l FESSAGS); D. Photos of Shooting Range with captions; E. One (1) Photocopy of Certificate of Attendance at FEO accredited Instructors or Range Safety Officers; F. Photos of loading/unloading area and Gun Safety Rules posted at the Range; G. One (1) Location Map of Shooting Range w/ Land Title/ Lease/Contract Memorandum; H. One (1) Special Bank Receipt – Php 1,500.00		Front Line Services of EEMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s	Php 1500.00	10 mins	Receiver/Briefer, SCS, EEMD, FEO
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD



	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 1,500.00	7 days	

q. Shooting Range Accreditation for Colleges/Universities (New)

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports competition shooting either for the exclusive use of its members or open to the general public, duly registered with or accredited in good standing by the FEO.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO		
Classification :	Complex		
Type of Transaction:	G2B/G2G		
Who may avail:	Colleges/Universities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Shooting Range Accreditation for Colleges/Universities New/Amendment A. One (1) Letter Request from School President/University Head addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Copy of School Accreditation from CHED or University Charter for State University;		Front Line Services of EEMD	



C. One (1) Cert of FA Reg under the Name of the School/University; D. One (1) SEC Registrations and Articles of Incorporation and By-Laws for Corporation (New/Amendment); CDA/DTI Registration for Cooperative/Single Proprietorship; E. One (1) Shooting Range Location Plan/Map; F. Photo of Burglar & Fireproof Armory Vault; G. One (1) Endorsement from Prov'l Dir/City Director or RCSU H. One (1) Mayor's Permit; I. One (1) Security Survey Report from City Police Office (CPO)/ City Police Station (CPS)/MPS; J. One (1) Inspection Report from FESSAGS/RCSU for Reg'l/Prov'l or I&E Section, FEO for NCR; K. Photos of Office and Shooting Range; L. Photos of Gun Safety Rules Posted at the Range; M. One (1) Photos of Lecture Room; N. One (1) Copy of Latest Certificate of Accredited FEO Range Safety Officer/NROI Range Officer; Special Bank Receipt - Php 10,000.00				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete	1 Evaluate/Check the Completeness,	Php 10,000.00	10 mins	Receiver/Briefer, SCS, EEMD, FEO



requirements	Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s			
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return	None	5 mins	Secretary of



	Application to Releasing Clerk, EEMD			Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 10,000.00	7 days	

r. Shooting Range Accreditation for Colleges/ Universities (Renewal)

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports competition shooting either for the exclusive use of its members or open to the general public, duly registered with or accredited in good standing by the FEO.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO		
Classification:	Complex		
Type of Transaction:	G2G/G2B		
Who may avail:	Colleges/Universities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Renewal A. One (1) Letter Request from School President/University Head addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Copy of Shool Accreditation from CHED or University Charter for State University; C. One (1) Cert of FA Reg under the Name of the School/University; D. One (1) Shooting Range Location Plan/Map; E. Photo of Burglar & Fireproof Armory Vault;		Front Line Services of EEMD	



F. One (1) Endorsement from Prov'l Dir/City Dir. or RCSU; G. One (1) Mayor's Permit; H. One (1) Security Survey Report from City Police Office (CPO)/ City Police Station (CPS)/MPS; I. One (1) Inspection Report from FESSAGS/RCSU for Reg'l/Prov'l or I&E Section, FEO for NCR; J. Photos of Office and Shooting Range; K. Photos of Gun Safety Rules Posted at the Range; L. Photos of Lecture Room; M. One (1) Copy of Latest Certificate of Accredited FEO Range Safety Officer/NROI Range Officer; N. One (1) Monthly Accomplishment Report; Special Bank Receipt - Php 3,000.00				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s	Php 3,000.00	10 mins	Receiver/Briefer, SCS, EEMD, FEO



	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 3,000.00	7 days	

s. Shooting Range Accreditation for Security Training Centers (New)

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports competition shooting either for the exclusive use of its members or open to the general public, duly registered with or accredited in good standing by the FEO.



Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO	
Classification	Complex	
Type of Transaction:	G2B	
Who may avail:	Security Centers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New/Amendment A. One (1) Letter Request from Security Training Center President/Chairman addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Copy of License to Own & Possess Firearm/s; C. One (1) Copy of License to Operate; D. One (1) Securities & Exchange Commission (SEC) Registration; E. One (1) Special Laws creating the institution (Gov't-Owned & Controlled Institution) (Executive Order, Republic Act/Sangunian Resolution) or Private Institution - SEC Registration & Articles of Incorporation); F. One (1) Contract of Lease/Current Certificate of Ownership; G. One (1) Articles of Incorporation & By-Laws; H. One (1) Shooting Range location Plan/Map; I. Photo of Burglar & Fireproof Armory Vault; J. One (1) Recommendation from RD/District Director, PNP K. One (1) Mayor's Permit; L. One (1) Security Survey		Front Line Services of EEMD



Report from the Reg'l/Prov'l/City Director; M. One (1) Inspection Report of Shooting Range (conducted by FEO personnel or Reg'l/Prov'l FESAGSS) N. Photos of Shooting Range & facilities with Captions; O. Photos of lecture room & its structural materials/facilities; P. Photos of unloading/loading area or safety area & the Gun Club Safety Rules posted at the Range; Q. One (1) Photocopy of Agency's LTO; R. One (1) Photocopy/ies of Certificate of Attendance at FEO accredited Instructor/s or Range Safety Officer/s S. Special Bank Receipt - Private: Php 10,000.00 Government: Php 5,000.00				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking	Php 10,000.00 for Gov't. and Php 5,000.00 for Private	10 mins	



	requirement/s			
	3 Prepare/encode Permit	None	15 mins	
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	
	7 Record Application	None	5 mins	
	8 Approval of Application	None	5 mins	
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	
	TOTAL	Php 10,000.00 for Gov't. and Php 5,000.00 for Private	7 days	



t. Shooting Range Accreditation for Security Training Centers (Renewal)

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports competition shooting either for the exclusive use of its members or open to the general public, duly registered with or accredited in good standing by the FEO.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO	
Classification:	COMPLEX	
Type of Transaction:	G2B	
Who may avail:	Security Centers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Renewal A. One (1) Letter Request from Security Training Center President/Chairman addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Copy of License to Own & Possess Firearm/s; C. One (1) Copy of License to Operate; D. One (1) Securities & Exchange Commission (SEC) Registration; E. One (1) Special Laws creating the institution (Gov't-Owned & Controlled Institution) (Executive Order, Republic Act/Sangunian Resolution) or Private Institution - SEC Registration & Articles of Incorporation); F. One (1) Contract of Lease/Current Certificate of Ownership; G. One (1) Articles of Incorporation & By-Laws; H. One (1) Shooting Range location Plan/Map;		Front Line Services of EEMD



I. Photo of Burglar & Fireproof Armory Vault; J. One (1) Recommendation from RD/District Director, PNP K. One (1) Mayor's Permit; L. One (1) Security Survey Report from the Reg'l/Prov'l/City Director; M. One (1) Inspection Report of Shooting Range (conducted by FEO personnel or Reg'l/Prov'l FESAGSS) N. One (1) Photos of Shooting Range & facilities with captions; O. Photos of lecture room & its structural materials/facilities; P. Photos of unloading/loading area or safety area & the Gun Club Safety Rules posted at the Range; Q. One (1) Photocopy of Agency's LTO; R. One (1) Photocopy/ies of Certificate of Attendance at FEO accredited Instructor/s or Range Safety Officer/s S. One (1) Special Bank Receipt - Private: Php 3,000.00 Government: Php 1,500.00				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/ Check the Completeness, Validity, and Correctness (CVC) of	Php 1,500.00 for Gov't. and Php 3,000.00 for	10 mins	Receiver/Briefer, SCS, EEMD, FEO



	submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre- evaluation slip if there is/are lacking requirement/s	Private		
	3 Prepare/ encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/ evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return	None	5 mins	Secretary of Chief



	Application to Releasing Clerk, EEMD			FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 1,500.00 for Gov't. and Php 3,000.00 for Private	3 days	

u. Gun Club and Shooting Range Accreditation (New)

An organization duly accredited in good standing by the FEO which is established for the purpose of propagating responsible and safe gun ownership, proper appreciation and use of firearms by its members, for the purpose of sports and shooting competition, self-defense and collection purposes.

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports and competition shooting either for the exclusive use of its members or open to the general public, duly registered with and accredited in good standing by the FEO of the PNP.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO		
Classification:	COMPLEX		
Type of Transaction:	G2B		
Who may avail:	Gun Clubs with existing Shooting Range		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
New		Front Line Services of EEMD	
A. One (1) Letter Request from Gun Club President addressed to Chief, FEO (Attn: Chief, EEMD);			



B. One (1) Photocopy of the members individual FA licenses/Registration; C. One (1) List of members (Names and addresses of at least fifteen (15) registered FA Holders/qualified citizen) D. One (1) Securities & Exchange Commission (SEC) Registration; E. One (1) Articles of Incorporation and By-Laws; F. One (1) Location map of Gun Club Office and Shooting Range with Land Title/Lease Contract/Memorandum of Agreement (MOA) executed by both parties (Gun Club and rightful owner of the lot where the shooting range is situated); G. Photos of burglar and fireproof armory vault; H. One (1) Recommendation from Prov'l/City Director; I. One (1) Mayor's Permit; J. One (1) Security Survey Report from PNP-PPO/CPO or Station Commander if within NRC ; K. One (1) Shooting Range Inspection Report (conducted by FEO personnel or Reg'l/Prov'l FESSAGSS); L. Photos of Shooting Range with Captions; M. Photos of	



loading/unloading area or safety area & the Gun Club Safety Rules posted at the Range; N. One (1) Photocopy of Certificate of Attendance at FEO accredited Instructors or Range Safety Officers; and O. One (1) Special Bank Receipt - Private: Gun Club Fee: Php 3,000.00 Shooting Range Fee: Php 10,000.00 Member's Fee: Php 100.00 per member Government: Gun Club Fee: Php 1,500.00 Shooting Range Fee: Php 5,000.00 Member's Fee: Php 100.00 per member				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/ Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has	Private: Gun Club Fee: Php 3,000.00 Shooting Range Fee: Php 10,000.00 Member's Fee: Php 100.00 per member Government : Gun Club Fee: Php	10 mins	Receiver/Briefer, SCS, EEMD,FEO



	been complied Return and issue pre-evaluation slip if there is/are lacking requirement /s	1,500.00 Shooting Range Fee: Php 5,000.00 Member's Fee: Php 100.00 per member		
	3 Prepare/ encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim	10 Record,	None	5 mins	Releasing Clerk



Permit	assign date of transport, dry seal and release Permit			EEMD
	TOTAL	Private: Gun Club Fee: Php 3,000.00 Shooting Range Fee: Php 10,000.00 Member's Fee: Php 100.00 per member Government : Gun Club Fee: Php 1,500.00 Shooting Range Fee: Php 5,000.00 Member's Fee: Php 100.00 per member	7 days	

v. License to Own and Operate Reloading Machine

Gun Clubs recognized by the FEO or licensed sports shooter may purchase or possess ammunition-reloading machines provided that they secure permit to possess the same for the exclusive use of the gun club members and licensed sports shooters.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO
Classification :	SIMPLE
Type of	G2C/G2B/G2G



Transaction:				
Who may avail:		Licensed Sports Shooters, Juridical Entities, Accredited Gun Clubs with Shooting Ranges, Accredited Shooting Ranges, LEAs, Licensed Manufacturer/Dealer with Permit to Reload Ammunition		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Letter Request addressed to Chief, FEO (Attn: Chief, EEMD); B. One (1) Application Form (notarized); C. One (1) Purchase Receipt /Official Receipt; D. One (1) Photocopy of valid Gun Club ID/Sports Shooter's License (Individual); E. One (1) Photocopy of Certificate of Gun Club Accreditation; F. One (1) Photocopy of Updated Certificate of Shooting Range Accreditation; and G. One (1) Special Bank Receipt – Gun Club/Sports Shooter: Php6,000.00 Government: Php 3,000.00		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/ Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign	Gun Club/Sports Shooter: Php 6,000.00 Government : Php 3,000.00	10 mins	Receiver/Briefer, SCS, EEMD,FEO



	control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s			
	3 Prepare/ encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements were complied, otherwise, return to processor/evaluator	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO



	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Gun Club/Sports Shooter: Php 6,000.00 Government : Php 3,000.00	3 days	

w. Airsoft/Air Gun Registration

To provide registration for airsoft and airgun.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO	
Classification:	SIMPLE	
Type of Transaction:	G2C/G2B	
Who may avail:	Airsoft/Air Gun buyers/purchasers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



A. One (1) 2x2 picture with name tag; B. One (1) Duly notarized accomplished Application Form C. Two (2) valid Government Issued IDs; D. One (1) Proof of purchase (Official Receipt) of Affidavit of Acquisition; and E. One (1) Special Bank Receipt – Php 200.00		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s	Php 200.00	10 mins	Receiver/Briefer, SCS, EEMD, FEO
	3 Prepare/encode Permit	None	15 mins	Processor/Encoder
	4 Review and forward to Chief, EEMD if all requirements	None	5 mins	Chief, Special Concern Section (SCS)/Asst. Chief EEMD



	were complied, otherwise, return to processor/evaluator			
	5 Review, countersign and endorse application for approval of C, FEO	None	5 mins	Chief, EEMD
	6 Record application and transmits to the Office of AC, FEO	None	5 mins	Releasing Clerk EEMD
	7 Record Application	None	5 mins	Secretary of FEO
	8 Approval of Application	None	5 mins	Chief, FEO
	9 Return Application to Releasing Clerk, EEMD	None	5 mins	Secretary of Chief FEO
10a . Claim Permit	10 Record, assign date of transport, dry seal and release Permit	None	5 mins	Releasing Clerk EEMD
	TOTAL	Php 200.00	3 days	

x. Validation of Gun Safety and Responsible Gun Ownership Seminar Certificate

A seminar administered by a FEO, PNP accredited gun safety instructor, under the supervision and control of EEMD, FEO or a FEO, PNP accredited and authorized gun club for an individual who seeks to secure a License to Own and Possess a Firearm or renew the same, composed of lecture and practical examination and when passed, culminates with the conferment of a Gun Safety and Responsible Gun Ownership Seminar Certificate duly signed by the PNP



accredited gun safety instructor and authorized gun club representative, validated by C, EEMD, FEO.

Office or Division:	Special Concern Section, Education and Enforcement Management Division(EEMD), FEO			
Classification :	SIMPLE			
Type of Transaction:	G2C			
Who may avail:	Individuals who attended Gun Safety and Responsible Gun Ownership Seminar from authorized Gun Clubs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Certificate of attendance on Gun Safety and Responsible Gun Ownership Seminar from authorized Gun Clubs (for civilians)/Certificate of Equivalency(for LEAs)/Retirement Order (for retired AFP/PNP); and B. One (1) Special Bank Receipt – Php 100.00		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/ Check the Completeness , Validity, and Correctness (CVC) of submitted documents Endorses certificate to C,EEMD	Php100.00	10 mins	Receiver/Evaluator
	2 Review and sign Certificate	None	5 mins	C, EEMD
3a Claim	3 Record and	None	5 mins	Receiver/Evaluator



Certificate	release Certificate			r
	TOTAL	Php100.00	3 days	

y. Certificate of Inspection

A process of examining, measuring and evaluating the firearms and the firearm vaults to determine whether it is in proper condition and if it conforms to the specified requirements provided for in this policy.

Office or Division:	INSPECTION & ENFORCEMENT SECTION, EDUCATION & ENFORCEMENT MANAGEMENT DIVISION (EEMD), FEO			
Classification:	COMPLEX			
Type of Transaction:	G2B			
Who may avail:	Manufacturers/Dealers of Firearms, Explosives, Explosive Ingredients, Controlled Chemicals, and owners of Shooting Range, Gun Smith/Repair Shop, and Airsoft/Airgun Shop			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Accomplished Request for Inspection Form; B. One (1) Location Map; C. One (1) Floor Plan; and D. One (1) Security Survey Report from City Police Office (CPO)/City Police Station (CPS)/Municipal Police Station (MPS); E. One (1) Inventory of Chemicals (latest for explosive ingredients/controlled chemicals); F. One (1) Photocopy of previous License; G. One (1) Business/Mayor's Permit; and H. One (1) Latest Inspection Report.		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application	1 Evaluate/Check	None	10 mins	Receiver/Evaluator



folder with complete requirements	the Completeness, Validity, and Correctness (CVC) of submitted documentsRecord, assign control number, and issue commitment slip if CVC has been compliedReturn and issue pre-evaluation slip if there is/are lacking requirement/s			
	2 Review documents and set Schedule of Inspection	None	1 hour	C, I & E Section
	3 Conduct Inspection	None	1 day	I & E Section Inspection Team
	4 Inform the applicant about the adverse findings (if any) for them to comply Review, countersign and endorse application for approval of C, FEO	None	5 mns	I & E Section Inspection Team
4a Submit pictures taken during the inspection with caption	4 Prepare Inspection Report & Certificate of Inspection for recommendation of Chief, I&E Section	None	2 hours (excluding the time of compliance on the submission of pictures by the applicant)	I & E Section Inspection Team
	5 For concurrence	None	1 hour	C, I & E SEction
	6 Approval of Certificate of	None	5 mins	C, EEMD



	Inspection			
7a Claim Certificate	7 Record and Release Certificate	None	5 mins	I & E Section
	TOTAL		3 days	

z. Request for Tagging of Wanted Lost

Refers to the FEO board with a regulatory function to study, review, validate and recommend the correction, deletion, revocation, cancellation, suspension or restoration of all issued licenses, registrations and permits relative to firearms and explosives through a Resolution.

Office or Division:	ARBITRATION/CIDS, EDUCATION & ENFORCEMENT MANAGEMENT DIVISION (EEMD), FEO			
Classification:	COMPLEX			
Type of Transaction:	G2C/G2B/G2G			
Who may avail:	Licensed citizen requesting for tagging of their firearms to wanted lost			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Lost FA Tagging Request Form; B. One (1) Original Investigation Report; C. One (1) Original & Notarized Affidavit of Loss; D. One (1) PTCFOR if FA was lost outside of residence; E. One (1) Affidavit of undertaking (Person and FA is not involved in any criminal/administrative or civil case); F. One (1) Original Police Blotter; and G. One (1) Death Certificate (If licensee is deceased).		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application	1. Evaluate/ Check the	None	20 mins	Receiver/Evaluator or



folder with complete requirements	Completeness, Validity, and Correctness (CVC) of submitted documentsRecord, assign control number, and issue commitment slip if CVC has been compliedReturn and issue pre-evaluation slip if there is/are lacking requirement/s			
	2 Counter-check documents and assign investigator to handle the case.	None	5 mins	Chief, CIDS
	3 Prepare routing slip for signature/concurrence by FLRRB member	None	5 mins	Investigator-on-case
	4 For concurrence	None	depending on the availability of FLRRB members	FLRRB Members
	5 Record application and transmits to the Office of AC, FEO	None	5 mins	Chairman, FLRRB
	6 Approval	None	5 mins	Chief, FEO
	7 Return folder to CIDS, EEMD	None	5 mins	Secretary of C, FEO
	8 Notify the party involved & advise to pay the penalty indicated in the Resolution	None	5 mins	Investigator
8a Pay at the Land Bank of the	8 Endorse to C, FLD (Attn: Computer Section) for	Determined by FLRRB	None	C, Arbitration/CIDS



Philippines and submit Receipt to Investigator	implementation of Tagging of Wanted Lost			
	TOTAL		7 days	

- aa. Request for Change of FA Status from License Blocked "LB"/License Revoked "LR" (thru System Automation because of Non-renewal) to Firearms to Licensee "FL"

Refers to the FEO board with a regulatory function to study, review, validate and recommend the correction, deletion, revocation, cancellation, suspension or restoration of all issued licenses, registrations and permits relative to firearms and explosives through a Resolution.

Office or Division:	ARBITRATION/CIDS, EDUCATION & ENFORCEMENT MANAGEMENT DIVISION (EEMD), FEO			
Classification:	COMPLEX			
Type of Transaction:	G2C/G2B			
Who may avail:	Individual with FA license that was blocked/revoked thru system automation because of non-renewal			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Acknowledgment Receipt that FA is temporarily surrendered to the nearest police station; B. One (1) Affidavit of Undertaking (Person/FA is not involved in any criminal/administrative or civil case); C. One (1) Affidavit stating reason for non-renewal; and D. One (1) Copy of LTOPF		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with	1 Evaluate/ Check the Completeness,	None	20 mins	Receiver/Evaluator



complete requirements	Validity, and Correctness (CVC) of submitted documents Record, assign control number, and issue commitment slip if CVC has been complied Return and issue pre-evaluation slip if there is/are lacking requirement/s			
	2 Counter-check documents and assign investigator to handle the case.	None	5 mins	Chief, CIDS
	3 Prepare routing slip for signature/concurrence by FLRRB members	None	5 mins	Investigator-on-case
	4 For concurrence	None	depending on the availability of FLRRB members	FLRRB Members
	5 Record application and transmits to the Office of AC, FEO	None	5 mins	Chairman, FLRRB
	6 Approval	None	5 mins	Chief, FEO
	7 Return folder to CIDS, EEMD	None	5 mins	Secretary of C, FEO
	8 Notify the party involved &	None	5 mins	Investigator



	advise to pay the penalty indicated in the Resolution			
9a Pay at the Land Bank of the Philippines and submit Receipt to Investigator	Endorse to C, FLD (Attn: Computer Section) for implementation of Tagging of Wanted Lost	Determined by FLRRB	None	C, Arbitration/CIDS
	TOTAL		7 days	

- bb. Request for Change of FA Status from License Revoked "LR (because of FLRRB Resolution or Pendency of Case) to Firearms to Licensee "FL"

Refers to the FEO board with a regulatory function to study, review, validate and recommend the correction, deletion, revocation, cancellation, suspension or restoration of all issued licenses, registrations and permits relative to firearms and explosives through a Resolution.

Office or Division:	ARBITRATION/CIDS, EDUCATION & ENFORCEMENT MANAGEMENT DIVISION (EEMD), FEO	
Classification:	COMPLEX	
Type of Transaction:	G2C/G2B	
Who may avail:	Individual with FA license that was revoked because of FLRRB Resolution or pendency of case	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. One (1) Motion for reconsideration; B. One (1) Affidavit of Undertaking (Person and FA is not involved in any criminal/ administrative or civil case); C. One (1) Court decision on the finality of case; and D. One (1) Other supporting documents.		Front Line Services of EEMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documentsRecord, assign control number, and issue commitment slip if CVC has been compliedReturn and issue pre-evaluation slip if there is/are lacking requirement/s	None	20 mins	Receiver/Evaluator
	2 Counter-check documents and assign investigator to handle the case.	None	5 mins	Chief, CIDS
	3 Prepare routing slip for signature/concurrence by FLRRB members	None	5 mins	Investigator-on-case
	4 For concurrence	None	depending on the availability of FLRRB members	FLRRB Members
	5 Record application and transmits to the Office of AC, FEO	None	5 mins	Chairman, FLRRB
	6 Approval	None	5 mins	Chief, FEO



	7 Return folder to CIDS, EEMD	None	5 mins	Secretary of C, FEO
	8 Notify the party involved & advise to pay the penalty indicated in the Resolution	None	5 mins	Investigator
9a Pay at the Land Bank of the Philippines and submit Receipt to Investigator	9 Endorse to C, FLD (Attn: Computer Section) for implementation of Tagging of Wanted Lost	Determined by FLRRB	None	C, Arbitration/CIDS
	TOTAL		7 days	

cc. Request for Change of FA Status from Under Investigation "UI" to Firearms to Licensee "FL"

Refers to the FEO board with a regulatory function to study, review, validate and recommend the correction, deletion, revocation, cancellation, suspension or restoration of all issued licenses, registrations and permits relative to firearms and explosives through a Resolution.

Office or Division:	ARBITRATION/CIDS, EDUCATION & ENFORCEMENT MANAGEMENT DIVISION (EEMD), FEO			
Classification:	COMPLEX			
Type of Transaction:	G2C/G2B			
Who may avail:	INDIVIDUAL WITH FA LICENSE UNDER INVESTIGATION			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Motion for reconsideration; B. One (1) Affidavit of Undertaking (Person and FA is not involved in any criminal/ administrative or Civil case); and C. One (1) Other supporting documents.		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1a Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documentsRecord, assign control number, and issue commitment slip if CVC has been compliedReturn and issue pre-evaluation slip if there is/are lacking requirement/s	None	20 mins	Receiver/Evaluat or
	2 Counter-check documents and assign investigator to handle the case.	None	5 mins	Chief, CIDS
	3 Prepare routing slip for signature/concurrence by FLRRB members	None	5 mins	Investigator-on- case
	4 For concurrence	None	depending on the availability of FLRRB members	FLRRB Members
	5 Record application and transmits to the Office of AC, FEO	None	5 mins	Chairman, FLRRB
	6 Approval	None	5 mins	Chief, FEO
	7 Return folder to CIDS, EEMD	None	5 mins	Secretary of C, FEO



	8 Notify the party involved & advise to pay the penalty indicated in the Resolution	None	5 mins	Investigator
9. Pay at the Land Bank of the Philippines and submit Receipt to Investigator	Endorse to C, FLD (Attn: Computer Section) for implementation of Tagging of Wanted Lost	Determined by FLRRB	None	C, Arbitration/CIDS
	TOTAL		7 days	

dd. Request for Correction of Entry

Refers to the FEO board with a regulatory function to study, review, validate and recommend the correction, deletion, revocation, cancellation, suspension or restoration of all issued licenses, registrations and permits relative to firearms and explosives through a Resolution.

Office or Division:	ARBITRATION/CIDS, EDUCATION & ENFORCEMENT MANAGEMENT DIVISION (EEMD), FEO			
Classification:	COMPLEX			
Type of Transaction:	G2B/G2C/G2G			
Who may avail:	INDIVIDUAL REQUESTING FOR CORRECTION OF ENTRY IN THEIR LICENSE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Letter Request; B. One (1) Affidavit; and C. One (1) Stencil of FA; and D. One (1) Other supporting documents.		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete requirements	1. Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted	None	20 mins	Receiver/Evaluator



	documentsRecord, assign control number, and issue commitment slip if CVC has been compliedReturn and issue pre-evaluation slip if there is/are lacking requirement/s			
	2 Counter-check documents and assign investigator to handle the case.	None	5 mins	Chief, CIDS
	3 Prepare routing slip for signature/concurrence by FLRRB members	None	5 mins	Investigator-on-case
	4 For concurrence	None	depending on the availability of FLRRB members	FLRRB Members
	5 Record application and transmits to the Office of AC, FEO	None	5 mins	Chairman, FLRRB
	6 Approval	None	5 mins	Chief, FEO
	7 Return folder to CIDS, EEMD	None	5 mins	Secretary of C, FEO
	8 Notify the party involved & advise to pay the penalty indicated in the Resolution	None	5 mins	Investigator
9. Pay at the	Endorse to C, FLD	Determine	None	C,



Land Bank of the Philippines and submit Receipt to Investigator	(Attn: Computer Section) for implementation of Tagging of Wanted Lost	d by FLRRB		Arbitration/CIDS
	TOTAL	Determine d by FLRRB	7 days	

ee. Request for Revocation of License

Refers to the FEO board with a regulatory function to study, review, validate and recommend the correction, deletion, revocation, cancellation, suspension or restoration of all issued licenses, registrations and permits relative to firearms and explosives through a Resolution.

Office or Division:	ARBITRATION/CIDS, EDUCATION & ENFORCEMENT MANAGEMENT DIVISION (EEMD), FEO			
Classification :	HIGHLY TECHNICAL			
Type of Transaction:	G2C/G2B/G2G			
Who may avail:	INDIVIDUAL REQUESTING FOR REVOCATION OF LICENSE OF A CERTAIN INDIVIDUAL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Letter Request; B. One (1) Affidavit; and C. One (1) Stencil of FA; and D. One (1) Other supporting documents.		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1a. Submit Application folder with complete requirements	1 Evaluate/ Check the Completeness, Validity, and Correctness (CVC) of submitted documentsRecord, assign control number, and issue commitment slip if	None	20 mins	Receiver/Evaluato r



	CVC has been compliedReturn and issue pre-evaluation slip if there is/are lacking requirement/s			
	2 Counter-check documents and assign investigator to handle the case.	None	5 mins	Chief, CIDS
	3 Notify the subject person, conduct Investigation and recommend case for FLRRB Deliberation	None	5 mins	Investigator-on-case
	4 Schedule Deliberation	None	depending on the availability of FLRRB members	C, Arbitration/Head Secretariat, FLRRB
	5. Record application and transmits to the Office of AC, FEO Deliberation & approval/disapproval of the investigator's recommendation	None	30 mins	FLRRB
	5. Draft resolution based on the result of the deliberation	None	5 mins	Investigator on Case
	6. Review Resolution	None	1 day	FEO Servicing Legal Officer
	7 Finalize	None	30 mins	Investigator on



	Resolution			Case
	8 For concurrence on the result of the deliberation	None	5 days	FLRRB Members
	9 Endorsement of Resolution for approval/disapproval of C,FEO	None	1 day	Chairman FLRRB
	10 Approval	None	2 days	C, FEO
	11 Forward Resolution to CIDS			Secretary of C, FEO
	12 Endorse to C,FLD (Attn: Computer Section) for implementation of resolution	None	10 mins	C, Arbitration/CIDS
	TOTAL		20 days	

ff. Request for Classification of Firearms

Refers to the FEO board with a regulatory function to study, review, validate and recommend the correction, deletion, revocation, cancellation, suspension or restoration of all issued licenses, registrations and permits relative to firearms and explosives through a Resolution.

Office or Division:	ARBITRATION/CIDS, EDUCATION & ENFORCEMENT MANAGEMENT DIVISION (EEMD), FEO			
Classification:	Highly Technical			
Type of Transaction:	G2B/G2G			
Who may avail:	LICENSED DEALER/MANUFACTURER			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Accomplished Request Form for Classification; and B. One (1) Copy of Description of the item.		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Application folder with complete	1 Evaluate/Check the Completeness, Validity, and	None	10 mins	Receiver/Evaluator



requirements	Correctness (CVC) of submitted documentsRecord, assign control number, and issue commitment slip if CVC has been compliedReturn and issue pre-evaluation slip if there is/are lacking requirement/s			
	2 Counter-check documents and assign investigator to handle the case.	None	5 mins	Chief, CIDS
	3 Conduct Research & Recommend for FCB Deliberation	None	1 day	Investigator-on-case
	4 Schedule inspection/test fire/actual demonstration of the item	None	5 mins	C, Arbitration
5a. Present the item to the FCB	5 Deliberate thru inspection/test fire/actual demonstration	None	1 day	Firearm classification board
	6 Draft resolution based on the result of the deliberation	None	30 mins	Investigator on Case
	7 Review Resolution	None	1 day	FEO Servicing Legal Officer



	8 Finalize Resolution	None	10 mins	Investigator on Case
	9 For concurrence on the result of the deliberation	None	5 days	FCB Members
	10 Endorsement of Resolution for approval/disapproval of C,FEO	None	1 day	Chairman FCB
	11 Approval/Disapproval	None	2 days	C, FEO
	12 Forward Resolution to CIDS	None	5 mins	Secretary of C, FEO
13a Claim copy of Resolution	13 Record and release copy of the resolution	None	10 mins	Investigator-on-case
	TOTAL		20 days	

gg. Request for Denial of Ownership/Cancellation of Registration

Refers to the FEO board with a regulatory function to study, review, validate and recommend the correction, deletion, revocation, cancellation, suspension or restoration of all issued licenses, registrations and permits relative to firearms and explosives through a Resolution.

Office or Division:	ARBITRATION/CIDS, EDUCATION & ENFORCEMENT MANAGEMENT DIVISION (EEMD), FEO			
Classification:	Complex			
Type of Transaction:	G2C/G2B/G2G			
Who may avail:	INDIVIDUAL REQUESTING FOR DENIAL OF OWNERSHIP/CANCELLATION OF REGISTRATION			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Letter Request; B. One (1) Affidavit of denial; and C. One (1) Other supporting documents.		Front Line Services of EEMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1a. Submit Application folder with complete requirements	1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documentsRecord, assign control number, and issue commitment slip if CVC has been compliedReturn and issue pre-evaluation slip if there is/are lacking requirement/s	None	20 mins	Receiver/Evaluator
	2 Counter-check documents and assign investigator to handle the case.	None	5 mins	Chief, CIDS
	3 Prepare routing slip for signature/concurrence by FLRRB members	None	5 mins	Investigator-on-case
	4 For concurrence	None	depending on the availability of FLRRB members	FLRRB Members
	5 Record application and transmits to the Office of AC, FEO	None	5 mins	Chairman, FLRRB
	6 Approval	None	5 mins	Chief, FEO



	7 Return folder to CIDS, EEMD	None	5 mins	Secretary of C, FEO
	8 Notify the party involved & advise to pay the penalty indicated in the Resolution	None	5 mins	Investigator
9. Pay at the Land Bank of the Philippines and submit Receipt to Investigator	Endorse to C, FLD (Attn: Computer Section) for implementation of Tagging of Wanted Lost	Determined by FLRRB	None	C, Arbitration/ CIDS
	TOTAL		7 days	

EXPLOSIVES MANAGEMENT DIVISION

Application of Licenses and Permits for Controlled Chemicals (CCs)

a. Manufacturer's License (new)

Application for new Manufacturer's License refers to the document issued to qualified persons or entities authorizing them to engage in the business of manufacturing controlled chemicals for purposes of sale or distribution in accordance with the IRR of RA 9516.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), Firearms and Explosives Office (FEO)
Classification:	Highly Technical
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of manufacturing, dealing in and/or purchasing controlled chemicals.
CHECKLIST OF REQUIREMENTS	
1. One (1) Duly accomplished Application Form (PNP Form 6-A1)	Explosives Management Division, 3 rd Floor FEO



	Building/RCSUs
2. One (1) For local corporation/partnership: Certificate of Registration of the firm with the Securities and Exchange Commission (SEC) to include its machine validated Articles of Incorporation and General Information Sheet (GIS); For foreign multi-corporation: SEC Registration to do business in the Philippines; For Single Proprietorship: Certificate of Registration with the Department of Trade and Industry (DTI);	Security and Exchange Commission (SEC)/Department of Trade and Industry (DTI)
3. One (1) Personal Data Sheet (PDS) of the applicant and the management personnel of the storage facility/warehouse where the controlled chemicals will be stored;	Applicant
4. One (1) NBI Clearance of the applicant;	NBI Clearance Centers
5. One (1) Business Permit;	City Hall/Municipal Hall where the business is located
6. One (1) Process flowchart;	Applicant
7. One (1) Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of controlled chemicals to be provided by the supplier;	Supplier of controlled chemicals
8. One (1) Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters	Applicant
9. One (1) Floor/Location plan of the storage facility;	
10. One (1) Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper;	
11. One (1) For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PPO)/City Director, City Police Office (CPO) and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director,	COP, PS/C, EEMD-FEO/PD, PPOs/CD, CPOs/C, RCSUs



CPO pending full activation of the RCSU.				
12. One (1) Proof of payment from the Land Bank of the Philippines.		Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) - Check the completeness, validity and correctness of submitted documents - Issue pre-evaluation slip if there is/are lacking requirement/s - Issue Order of Payment - Issue commitment slip if the requirements are complete, valid and correct.	Php 25,000.00	45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes /Scans Application Prepares endorsement & license for approval of CPNP		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and		20 minutes	Secretary/Releasing Clerk/



	endorses/transmits application to the office of the Chief, FEO			Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of TCDS if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		25 minutes	CS & D, CSG
	7 Counter-check documents and endorse to the office of the CPNP if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS)			TCDS/TDCO
	8 Approval/disapproval			C,PNP
	9 Records and			Message



	forwards approved/disapproved applications to EMD, FEO			Center, OCPNP
10a Claim approved license	10Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php 25,000.00	20 days	

b. Dealer's License (new)

Application for new Dealer's License refers to the document issued to qualified persons or entities authorizing them to engage in the business of buying and selling controlled chemicals at wholesale or retail.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Highly Technical
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of dealing in and/or purchasing controlled chemicals
CHECKLIST OF REQUIREMENTS	
1. One (1) Duly accomplished Application Form (PNP Form 6-A1)	Explosives Management Division, 3 rd Floor FEO Building/RCSUs
2. One (1) For local corporation/partnership: Certificate of Registration of the firm with the Securities and Exchange Commission (SEC) to include its machine validated Articles of Incorporation and General Information Sheet (GIS); For foreign multi-corporation: SEC Registration to do business in the Philippines; For Single Proprietorship: Certificate of Registration with the Department of Trade and Industry (DTI);	Security and Exchange Commission (SEC)/Department of Trade and Industry (DTI)
3. One (1) Personal Data Sheet (PDS) of the applicant and the management personnel of the storage facility/warehouse where	Applicant



the controlled chemicals will be stored;				
4. One (1) NBI Clearance of the applicant;		NBI Clearance Centers		
5. One (1) Business Permit;		City Hall/Municipal Hall where the business is located		
6. One (1) Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of controlled chemicals to be provided by the supplier;		Supplier of controlled chemicals		
7. One (1) Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters		Applicant		
8. One (1) Floor/Location plan of the storage facility;				
9. One (1) Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper;				
10. One (1) For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PPO)/City Director, City Police Office (CPO) and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.		COP, PS/C, EEMD-FEO/PD, PPOs/CD, CPOs/C, RCSUs		
11. One (1) Proof of payment from the Land Bank of the Philippines.		Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippine	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-	Php15,000.00	45 minutes	Statistician & Briefer, LPS-EMD



s and attach SBR to the folder to be submitted	evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/ Scans Application Prepares endorsement & license for approval of CPNP		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/ Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of TCDS if no correction (An electronic copy of the application shall be provided to DD, CSG for		25 minutes	CS & D, CSG



	corrections/ recommendation and will be submitted to D, CSG)			
	7 Counter-check documents and endorse to the office of the CPNP if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS)			TCDS/TDCO
	8 Approval/disappr oval			C,PNP
	9 Records and forwards approved/disapp roved applications to EMD, FEO			Message Center, OCPNP
10a Claim approved license	10 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatchi ng PNCO, EMD
TOTAL		Php 15,000.00	20 days	

c. Purchaser's License (new)

Application for new Purchaser's License refers to the license issued to qualified persons or entities authorizing them to purchase and possess controlled chemicals for use in any lawful purposes.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), Firearms and Explosives Office



Classification:	Complex
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of purchasing/using controlled chemicals
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) Duly accomplished Application Form (PNP Form 6-A1)	Explosives Management Division, 3 rd Floor FEO Building/RCSUs
2. For local corporation/partnership: One (1) Certificate of Registration of the firm with the Securities and Exchange Commission (SEC) to include its machine validated Articles of Incorporation and General Information Sheet (GIS); For foreign multi-corporation: SEC Registration to do business in the Philippines; For Single Proprietorship: Certificate of Registration with the Department of Trade and Industry (DTI);	Security and Exchange Commission (SEC)/Department of Trade and Industry (DTI)
3. One (1) Personal Data Sheet (PDS) of the applicant and the management personnel of the storage facility/warehouse where the controlled chemicals will be stored;	Applicant
4. One (1) NBI Clearance of the applicant;	NBI Clearance Centers
5. One (1) Business Permit;	City Hall/Municipal Hall where the business is located
6. One (1) Process flowchart;	Applicant
7. One (1) Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of controlled chemicals to be provided by the supplier;	Supplier of controlled chemicals
8. One (1) Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters	Applicant
9. One (1) Floor/Location plan of the storage facility;	Applicant
10. One (1) Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper;	
11. For Metro Manila applicants: One (1) Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. For	COP, PS/C, EEMD-FEO/PD, PPOs/CD, CPOs/C, RCSUs



outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PPO)/City Director, City Police Office (CPO) and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.				
12. One (1) Proof of payment from the Land Bank of the Philippines.		Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents			
	Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	Php 5,000.00	45 minutes	Statistician & Briefer, LPS-EMD
	3 Encodes/ Scans Application Prepares endorsement &		2hrs and 5minutes	Monitoring Clerk & Processor, EMD



	license for approval of D, CSG			
	4 Counter-check documents submitted		5 minutes	C, LPS-EMD
	5 Concurs/ Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	6 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	7 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		20 minutes	Chief of Staff & Director, CSG
	8 Approval/ disapproval		10 minutes	D, CSG
	9 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
10a Claim approved license	10 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD



TOTAL	Php 5,000.00	7 days

d. Manufacturer's License (Renewal)

Application for renewal of Manufacturer's License refers to the document filed at least 60 calendar days prior to its expiration date of qualified persons or entities authorizing them to continuously engage in the business of manufacturing controlled chemicals for purposes of sale or distribution.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO			
Classification:	Simple			
Type of Transaction:	G2C/G2B			
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate their business of manufacturing, dealing in and/or purchasing controlled chemicals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Duly accomplished Application Form (PNP Form 6-A1)		Explosives Management Division, 3 rd Floor FEO Building/RCSUs		
2. One (1) Business Permit;		City Hall/Municipal Hall where the business is located		
3. For Metro Manila applicants: One (1) Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PPO)/City Director, City Police Office (CPO) and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.		COP, PS/C, EEMD-FEO/PD, PPOs/CD, CPOs/C, RCSUs		
4. One (1) Proof of payment from the Land Bank of the Philippines.		Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and	Computes quantity allowed (if applicable)	Php25,000.00	45 minutes	Statistician & Briefer, LPS-EMD



documentary requirements	Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted				
	3 Encodes/Scans Application Prepares endorsement & license for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	4 Counter-check documents submitted		5 minutes	C, LPS-EMD
	5 Concurs/Non-concurs and endorses/transmits its application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	6 Approval/disapproval		10 minutes	C, FEO
	7 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO



8a Claim approved license	8 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php25,000.00	3 days	

e. Dealer's License (Renewal)

Application for renewal of Dealer's License refers to the document filed at least 60 calendar days prior to its expiration date of qualified persons or entities authorizing them to continuously engage in the business of buying and selling controlled chemicals at wholesale or retail.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO	
Classification:	Simple	
Type of Transaction:	G2C/G2B	
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate their business of dealing in and/or purchasing controlled chemicals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) Duly accomplished Application Form (PNP Form 6-A1)		Explosives Management Division, 3 rd Floor FEO Building/RCSUs
2. One (1) Business Permit;		City Hall/Municipal Hall where the business is located
3. For Metro Manila applicants: One (1) Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PPO)/City Director, City Police Office (CPO) and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.		COP, PS/C, EEMD-FEO/PD, PPOs/CD, CPOs/C, RCSUs
4. One (1) Proof of payment from the Land Bank of the Philippines.		Any branches of Land Bank of the Philippines



CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	Php 15,000.00	45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/Scans Application Prepares endorsement & license for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits its application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO



	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved license	7 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php15,000.00	3 days	

f. Purchaser's License (Renewal)

Application for renewal of Purchaser's License refers to the existing license issued to any person/entity due for renewal of at least 60 calendar days prior to its expiration date authorizing them to continuously purchase and possess controlled chemicals for use in any lawful purposes.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO		
Classification:	Simple		
Type of Transaction:	G2C/G2B		
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate their business of purchasing/using controlled chemicals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. One (1) Duly accomplished Application Form (PNP Form 6-A1)		Explosives Management Division, 3 rd Floor FEO Building/RCSUs	
2. One (1) Business Permit;		City Hall/Municipal Hall where the business is located	
3. For Metro Manila applicants: One (1) Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PPO)/City Director, City Police Office (CPO) and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director,		COP, PS/C, EEMD-FEO/PD, PPOs/CD, CPOs/C, RCSUs	



CPO pending full activation of the RCSU.				
4. One (1) Proof of payment from the Land Bank of the Philippines.		Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	Php5,000.00	45 minutes	Statistician & Briefer, LPS-EMD
	11 Encodes/Scans Application Prepares endorsement & license for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD



	4 Approval/disapproval		10 minutes	C, FEO
	5 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
6a Claim approved license	6 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php5,000.00	3 days	

g. Manufacturer's License (Amendment)

Application for the amendment of Manufacturer's License exclusively refer to: change of corporate/business name and/or address, establishment of additional or change of storage facility or branch, inclusion of additional controlled chemicals, increase in quantity, and/or deletion of controlled chemicals pursuant to Sec. 4.2.6 of the IRR of RA 9516.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO		
Classification:	Complex		
Type of Transaction:	G2C/G2B		
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of manufacturing, dealing in and purchasing/using controlled chemicals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. One (1) Duly accomplished Application Form (PNP Form 6-A1)		Explosives Management Division, 3 rd Floor FEO Building/RCSUs	
2. In case of additional controlled chemicals: - One (1) Process flowchart; - One (1) Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of the controlled chemicals to be provided by the supplier; and - For Metro Manila applicants: One (1) Security Survey Inspection Report from the Chief of Police of the concerned Police Station and		- Applicant; - C, EEMD-FEO;	



Certificate of Inspection from Chief, EEMD, FEO. For outside Metro Manila applicants: One (1) Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	PD, PPOs/CD, CPOs/C, RCSUs
1. In case of increase in quantity of controlled chemicals and/or establishment of additional storage facility: - One (1) Notarized latest Monthly Consumption Report; - One (1) Properly labeled pictures (8"x10" in size) of the additional storage facility printed in photo paper; and - One (1) For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. - One (1) For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	- Applicant; - C, EEMD-FEO; - PD, PPOs/CD, CPOs/C, RCSUs
4. In case of change of storage facility: - One (1) Duly accomplished Application Form; - One (1) Business Permit; - One (1) Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters; - One (1) Floor/Location plan of the storage facility; - One (1) Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper; - For Metro Manila applicants: One (1) Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. - For outside Metro Manila applicants: One (1) Security Survey Inspection Report from the	- Office of EMD, 3rd Floor FEO Bldg/RCSUs; - Municipal/City Hall nearest to the business establishment location; - Applicant; - C, EEMD-FEO;



Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	▪ PD, PPOs/CD, CPOs/C, RCSUs
5. In case of change of corporate/business address: ▪ One (1) For local Corporation or Partnership: Certificate of Registration of the firm with the SEC to include its machine validated Article of Incorporation and GIS. • One (1) For Foreign Multi-corporation: SEC Registration to do business in the Philippines. • One (1) For Single Proprietorship: Certificate of Registration with DTI. ▪ One (1) Business Permit; ▪ One (1) Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters; ▪ One (1) Floor/Location plan of the storage facility; ▪ One (1) Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper; and ▪ For Metro Manila applicants: One (1) Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from the Chief, EEMD FEO. ▪ For outside Metro Manila applicants: One (1) Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the Regional Civil Security Unit or from the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	▪ Securities and Exchange Commission; ▪ Department of Trade and Industry; ▪ Municipal/City Hall nearest to the business establishment location; ▪ Applicant; ▪ C, EEMD-FEO; ▪ PD, PPOs/CD, CPOs/C, RCSUs
6. In case of change of corporate/business name: ▪ One (1) For Corporation or Partnership: Certificate of Registration of the firm with SEC to include its machine validated Article of Incorporation and GIS; ▪ One (1) For foreign multi-corporation – SEC Registration to do business in the Philippines. ▪ One (1) For Single Proprietorship: Certificate	▪ Securities and Exchange Commission;



of Registration with DTI.			Department of Trade and Industry;	
CLIENT STEPS	AGENCY ACTIONS	FEE S TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue commitment slip if the requirements are complete, valid and correct.	NO FEE	45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/ Scans Application Prepares endorsement & amendment of license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/ Non-concurs and		20 minutes	Secretary/Releasing Clerk/ Dispatching



	endorses/transmits application to the office of the Chief, FEO			PNCO & Chief, EMD
	5 Concur/Non-concur and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/recommendation and will be submitted to D, CSG)		20 minutes	CS & D, CSG
	7 Approval/disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
8a Claim approved amended license	8 Records, scans and releases approved amended license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		NO FEE	7 days	



h. Dealer's License (Amendment)

Application for the amendment of Dealer's License exclusively refer to: change of corporate/business name and/or address, establishment of additional or change of storage facility or branch, inclusion of additional controlled chemicals, increase in quantity, and/or deletion of controlled chemicals pursuant to Sec. 4.2.6 of the IRR of RA 9516.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO	
Classification:	Complex	
Type of Transaction:	G2C/G2B	
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of dealing in and purchasing/using controlled chemicals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) Duly accomplished Application Form (PNP Form 6-A1)		Explosives Management Division, 3 rd Floor FEO Building/RCSUs
2. In case of additional controlled chemicals: - One (1) Process flowchart; - One (1) Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of the controlled chemicals to be provided by the supplier; and - For Metro Manila applicants: One (1) Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. - For outside Metro Manila applicants: One (1) Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.		- Applicant; - C, EEMD-FEO; - PD, PPOs/CD, CPOs/C, RCSUs
2. In case of increase in quantity of controlled chemicals and/or establishment of additional storage facility:		



▪ One (1) Notarized latest Monthly Consumption Report; ▪ One (1) Properly labeled pictures (8"x10" in size) of the additional storage facility printed in photo paper; and ▪ For Metro Manila applicants: One (1) Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. ▪ For outside Metro Manila applicants: One (1) Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	▪ Applicant; ▪ C, EEMD-FEO; ▪ PD, PPOs/CD, CPOs/C, RCSUs
5. In case of change of storage facility: ▪ One (1) Duly accomplished Application Form; ▪ One (1) Business Permit; ▪ One (1) Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters; ▪ One (1) Floor/Location plan of the storage facility; ▪ One (1) Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper; ▪ For Metro Manila applicants: One (1) Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. ▪ For outside Metro Manila applicants: One (1) Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	▪ Office of EMD, 3rd Floor FEO Bldg/RCSUs; ▪ Municipal/City Hall nearest to the business establishment location; ▪ Applicant; ▪ C, EEMD-FEO; ▪ PD, PPOs/CD, CPOs/C, RCSUs
6. In case of change of corporate/business address: ▪ One (1) For local Corporation or Partnership: Certificate of Registration of the firm with the SEC to include its machine validated Article of Incorporation and GIS. • One (1) For Foreign Multi-corporation: SEC	▪ Securities and Exchange Commission;



Registration to do business in the Philippines. - One (1) For Single Proprietorship: Certificate of Registration with DTI. - One (1) Business Permit; - One (1) Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters; - One (1) Floor/Location plan of the storage facility; - One (1) Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper; and - For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from the Chief, EEMD FEO. - One (1) For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the Regional Civil Security Unit or from the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.		- Department of Trade and Industry; - Municipal/City Hall nearest to the business establishment location; - Applicant; - C, EEMD-FEO; - PD, PPOs/CD, CPOs/C, RCSUs		
1 In case of change of corporate/business name: - One (1) For Corporation or Partnership: Certificate of Registration of the firm with SEC to include its machine validated Article of Incorporation and GIS; - For foreign multi-corporation – One (1) SEC Registration to do business in the Philippines. - For Single Proprietorship: Certificate of Registration with DTI.		- Securities and Exchange Commission; - Department of Trade and Industry;		
CLIENT STEPS	AGENCY ACTIONS	FEE S TO PAID	PROCES SING TIME	PERSON RESPONSIBL E
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable)	NO FEE	45 minutes	Statistician & Briefer, LPS-EMD



	Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & amendment of license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits its application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the		20 minutes	CS & D, CSG



	office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)			
	7 Approval/disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
8a Claim approved amended license	8 Records, scans and releases approved amended license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		NO FEE	7 days	

i. Purchaser's License (Amendment)

Application for the amendment of Purchaser's License exclusively refer to: change of corporate/business name and/or address, establishment of additional or change of storage facility or branch, inclusion of additional controlled chemicals, increase in quantity, and/or deletion of controlled chemicals pursuant to Sec. 4.2.6 of the IRR of RA 9516.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Complex
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the



	business of purchasing/using controlled chemicals
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) Duly accomplished Application Form (PNP Form 6-A1)	Explosives Management Division, 3 rd Floor FEO Building/RCSUs
2. In case of additional controlled chemicals <u>One copy of each:</u> ▪ Process flowchart; ▪ Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of the controlled chemicals to be provided by the supplier; and ▪ For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. ▪ For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	▪ Applicant; ▪ C, EEMD-FEO; ▪ PD, PPOs/CD, CPOs/C, RCSUs
3. In case of increase in quantity of controlled chemicals and/or establishment of additional storage facility <u>One copy of each:</u> ▪ Notarized latest Monthly Consumption Report; ▪ Properly labeled pictures (8"x10" in size) of the additional storage facility printed in photo paper; and ▪ For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. ▪ For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO	▪ Applicant; ▪ C, EEMD-FEO; ▪ PD, PPOs/CD, CPOs/C, RCSUs



and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	
6. In case of change of storage facility <u>One copy of each:</u> ▪ Duly accomplished Application Form; ▪ Business Permit; ▪ Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters; ▪ Floor/Location plan of the storage facility; ▪ Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper; ▪ For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. ▪ For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	▪ Office of EMD, 3rd Floor FEO Bldg/RCSUs; ▪ Municipal/City Hall nearest to the business establishment location; ▪ Applicant; ▪ C, EEMD-FEO; ▪ PD, PPOs/CD, CPOs/C, RCSUs
7. In case of change of corporate/business address <u>One copy of each:</u> ▪ For local Corporation or Partnership: Certificate of Registration of the firm with the SEC to include its machine validated Article of Incorporation and GIS. • For Foreign Multi-corporation: SEC Registration to do business in the Philippines. • For Single Proprietorship: Certificate of Registration with DTI. ▪ Business Permit; ▪ Vicinity map of the factory and storage facility showing distance from the nearest	▪ Securities and Exchange Commission; ▪ Department of Trade and Industry; ▪ Municipal/City Hall nearest to the business establishment location;



Police Headquarters; ▪ Floor/Location plan of the storage facility; ▪ Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper; and ▪ For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from the Chief, EEMD FEO. ▪ For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the Regional Civil Security Unit or from the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.		▪ Applicant; ▪ C, EEMD-FEO; ▪ PD, PPOs/CD, CPOs/C, RCSUs		
2 In case of change of corporate/business name <u>One copy of each:</u> ▪ For Corporation or Partnership: Certificate of Registration of the firm with SEC to include its machine validated Article of Incorporation and GIS; ▪ For foreign multi-corporation – SEC Registration to do business in the Philippines. ▪ For Single Proprietorship: Certificate of Registration with DTI.		▪ Securities and Exchange Commission; ▪ Department of Trade and Industry;		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-	NO FEE	45 minutes	Statistician & Briefer, LPS-EMD



	evaluation slip if there is/are lacking requirement/s Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & amendment of license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of		20 minutes	CS & D, CSG



	DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)			
	7 Approval/disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
8a Claim approved amended license	8 Records, scans and releases approved amended license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		NO FEE	7 days	

- j. Purchaser's License for Accredited DTI-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals (New)

Application for new Purchaser's License (Accredited DTI-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals) refers to the license issued to qualified persons or entities authorizing them to purchase and possess controlled chemicals for use in any lawful purposes.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Simple
Type of Transaction:	G2C/G2B



Who may avail:		Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business with maximum allowable quantity to purchase and consume of controlled chemicals within a year, to be determined by the PNP.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Duly accomplished Application Form (PNP Form 6-A2)		Explosives Management Division, 3 rd Floor FEO Building/RCSUs		
2. One (1) copy For applicant: shall be represented by the owner, in case of sole proprietorship or partnerships, or , in case of corporations, by the president or any corporate officer or member of the Board empowered through a Secretary's Certificate ;		Applicant		
3. For authorized representative: One (1) Special Power of Attorney (SPA) stating that he/she has been authorized by the applicant for the purpose of processing the application for license;;		Applicant		
4. One (1) copy of: ▪ Certification from Department of Trade of Industry (DTI) [For DTI, DTI-certified small enterprises]; ▪ Certification from Commission on Higher Education (CHED)/Department of Education (DepEd)/Technical Education and Skills Development Authority (TESDA) [For CHED/DepEd/TESDA-certified academe]; ▪ Certification from Department of Science and Technology (DOST) [For DOST-certified analytical/testing laboratories]; or ▪ Certification from Department of Health (DOH) [For DOH-certified hospitals];		▪ Office of DTI; ▪ Office of CHED/DepEd/TESDA; ▪ Office of DOST; ▪ Office of DOH		
5. One (1) copy of Proof of payment from the Land Bank of the Philippines.		Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable)	Php1,000.00	45 minutes	Statistician & Briefer, LPS-EMD



Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/ Scans Application Prepares endorsement & license for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/ Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to		5 minutes	Secretary of C, FEO



	EMD, FEO			
7a Claim approved license	7 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php1,000.00	3 days	

k. Purchaser's License for Accredited DTI-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals (Renewal)

Application for renewal of Purchaser's License (Accredited DTI-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals) refers to the existing license issued to qualified persons or entities in which due for renewal of at least 60 days prior to the expiration date authorizing them to continuously purchase and possess controlled chemicals for use in any lawful purposes.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO		
Classification:	Simple		
Type of Transaction:	G2C/G2B		
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate the business with maximum allowable quantity to purchase and consume of controlled chemicals within a year, to be determined by the PNP.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. One (1) Duly accomplished Application Form (PNP Form 6-A2)		Explosives Management Division, 3 rd Floor FEO Building/RCSUs	
2. One (1) copy For applicant: shall be represented by the owner, in case of sole proprietorship or partnerships, or , in case of corporations, by the president or any corporate officer or member of the Board empowered through a Secretary's Certificate;		Applicant	



3. For authorized representative: One (1) Special Power of Attorney (SPA) stating that he/she has been authorized by the applicant for the purpose of processing the application for license;;		Applicant		
4. One (1) copy of ▪ Certification from Department of Trade and Industry (DTI) [For DTI, DTI-certified small enterprises]; ▪ Certification from Commission on Higher Education (CHED)/Department of Education (DepEd)/Technical Education and Skills Development Authority (TESDA) [For CHED/DepEd/TESDA-certified academe]; ▪ Certification from Department of Science and Technology (DOST) [For DOST-certified analytical/testing laboratories]; or ▪ Certification from Department of Health (DOH) [For DOH-certified hospitals];		▪ Office of DTI; ▪ Office of CHED/DepEd/TESDA; ▪ Office of DOST; ▪ Office of DOH		
5. Proof of payment from the Land Bank of the Philippines.		Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of	Php1,000.00	45 minutes	Statistician & Briefer, LPS-EMD



	Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/ Scans Application Prepares endorsement & license for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
6a Claim approved license	6 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php1,000.00	3 days	



I. Purchaser's License for Accredited DTI-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals (Amendment)

Application for amendment of Purchaser's License (Accredited DTI-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals) exclusively refer to: change of corporate/business name and/or address, establishment of additional or change of storage facility or branch, inclusion of additional controlled chemicals, increase in quantity, and/or deletion of controlled chemicals pursuant to Sec. 4.2.6 of the IRR of RA 9516.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO	
Classification:	Simple	
Type of Transaction:	G2C/G2B	
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of purchasing/using controlled chemicals with maximum allowable quantity to purchase and consume within a year, to be determined by the PNP.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) Duly accomplished Application Form (PNP Form 6-A2)		Explosives Management Division, 3 rd Floor FEO Building/RCSUs
2. One (1) copy For applicant: shall be represented by the owner, in case of sole proprietorship or partnerships, or , in case of corporations, by the president or any corporate officer or member of the Board empowered through a Secretary's Certificate;		Applicant
3. For authorized representative: One (1) Special Power of Attorney (SPA) stating that he/she has been authorized by the applicant for the purpose of processing the application for license;;		Applicant
4. One (1) copy of ▪ Certification from Department of Trade of Industry (DTI) [For DTI, DTI-certified small enterprises]; ▪ Certification from Commission on Higher Education (CHED)/Department of Education (DepEd)/Technical Education		▪ Office of DTI; ▪ Office of CHED/DepEd/TESDA;



and Skills Development Authority (TESDA) [For CHED/DepEd/TESDA-certified academe]; ▪ Certification from Department of Science and Technology (DOST) [For DOST-certified analytical/testing laboratories]; or ▪ Certification from Department of Health (DOH) [For DOH-certified hospitals];		▪ Office of DOST; ▪ Office of DOH		
5. One (1) Proof of payment from the Land Bank of the Philippines.		Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue commitment slip if the requirements are complete, valid and correct.	Php1,000.00	45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/ Scans Application Prepares endorsement & amendment of license for		2hrs and 5minutes	Monitoring Clerk & Processor, EMD



	approval of C, FEO			
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval /disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
6a Claim approved amended license	6 Records, scans and releases approved amended license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
	TOTAL	Php1,000.00	3 days	

m. Purchaser's License for DTI-Micro Enterprises and Barangay Certified Farmers (New)

Application for new Purchaser's License (DTI-micro enterprises and Barangay-certified farmers) refers to the license issued to qualified persons or entities authorizing them to purchase and possess controlled chemicals for use in any lawful purposes.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Simple
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity in which due for renewal to continuously operate the business with maximum allowable



		quantity to purchase and consume of controlled chemicals within a year, to be determined by the PNP..		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Duly accomplished Application Form (PNP Form 6-A3)		Explosives Management Division, 3 rd Floor FEO Building/RCSUs		
2. One (1) Certification from Department of Trade of Industry (DTI) [For certified micro enterprises]; ▪ One (1) Certification from Barangay Captain [For barangay certified farmers];		▪ Office of DTI; ▪ Office of the Brgy Chairman where the business is located;		
3. One (1) Proof of payment from the Land Bank of the Philippines.		Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	12 Computes quantity allowed (if applicable) 13 Check the completeness, validity and correctness of submitted documents 14 Issue pre-evaluation slip if there is/are lacking requirement/s 15 Issue Order of Payment 16 Issue commitment slip if the requirements are complete, valid and correct.	Php1,000.00	45 minutes	Statistician & Briefer, LPS-EMD
	17 Encodes/Scans Application 18 Prepares		2hrs and 5minutes	Monitoring Clerk & Processor, EMD



	endorsement & license for approval of C, FEO			
	Counter-check documents submitted		5 minutes	C, LPS-EMD
	Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	Approval/disapproval		10 minutes	C, FEO
	Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
2. Claim approved license	Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php 1,000.00	3 days	

n. Purchaser's License for DTI-Micro Enterprises and Barangay Certified Farmers (Renewal)

Application for renewal of Purchaser's License (DTI-micro enterprises and Barangay-certified farmers) refers to the to the existing license issued to qualified persons or entities in which due for renewal of at least 60 days prior to the expiration date authorizing them to continuously purchase and possess controlled chemicals for use in any lawful purposes.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Simple
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate the business with maximum allowable quantity to purchase and consume of controlled chemicals within a year, to be determined by the PNP.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



1. One (1) Duly accomplished Application Form (PNP Form 6-A3)	Explosives Management Division, 3 rd Floor FEO Building/RCSUs
2. One (1) Certification from Department of Trade of Industry (DTI) [For certified micro enterprises]; ▪ One (1) Certification from Barangay Captain [For barangay certified farmers];	▪ Office of DTI; ▪ Office of the Brgy Chairman where the business is located;
3. One (1) Proof of payment from the Land Bank of the Philippines.	Any branches of Land Bank of the Philippines

CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	Php1,000.00		45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/Scans Application Prepares endorsement & license for approval of C, FEO			2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents			5 minutes	C, LPS-EMD



	submitted			
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved license	7 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php1,000.00	3 days	

o. Purchaser's License for DTI-Micro Enterprises and Barangay Certified Farmers (Amendment)

Application for amendment of Purchaser's License (for DTI-micro enterprise and barangay farmers) exclusively refer to: change of corporate/business name and/or address, establishment of additional or change of storage facility or branch, inclusion of additional controlled chemicals, increase in quantity, and/or deletion of controlled chemicals pursuant to Sec. 4.2.6 of the IRR of RA 9516.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Simple
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of purchasing/using controlled chemicals with maximum allowable quantity to purchase and consume within a year, to be determined by the PNP.
CHECKLIST OF REQUIREMENTS	
1. One (1) Duly accomplished Application Form (PNP Form 6-A3)	Explosives Management Division, 3 rd Floor FEO Building/RCSUs
2. One (1) Certification from Department of Trade of Industry (DTI) [For certified micro enterprises];	▪ Office of DTI;



One (1) Certification from Barangay Captain [For barangay certified farmers];		Office of the Brgy Chairman where the business is located;		
3. One (1) Proof of payment from the Land Bank of the Philippines.		Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue commitment slip if the requirements are complete, valid and correct.	NO FEE	45 minutes	Statistician & Briefer, LPS-EMD
	3 Encodes/Scans Application Prepares endorsement & amendment of license for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	4 Counter-check documents submitted		5 minutes	C, LPS-EMD
	5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/ Dispatching PNCO & Chief, EMD
	6		10 minutes	C, FEO



	Approval/disapproval			
	7 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved amended license	7 Records, scans and releases approved amended license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		NO FEE	3 days	

p. Permit to Import Controlled Chemicals (PICC) for Manufacturer

Application for Permit to Import Controlled Chemicals refers to the document issued to person or entities with manufacturer's license authorizing them to import controlled chemicals.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO				
Classification:	Highly Technical				
Type of Transaction:	G2C/G2B/				
Who may avail:	Any person or entity with manufacturer's license desiring to import controlled chemicals for manufacturing, dealing in and/or use in any lawful purposes.				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. One (1) Duly accomplished Application Form (PNP Form 6-B1)			Explosives Management Division, 3 rd Floor FEO Building/RCSUs		
2. One (1) Inventory Report from Chief, EEMD FEO or Chief, RCSU or from the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU;			C, EEMD-FEO/PD, PPOs/CD, CPOs/C, RCSUs		
3. One (1) Proof of payment from the Land Bank of the Philippines.			Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the	Php6,000.00		45 minutes	Statistician & Briefer, LPS-EMD



Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	Encodes/Scans Application Prepares endorsement & permit for approval of CPNP		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	2 Counter-check documents submitted		5 minutes	C, LPS-EMD
	3 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	4 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	5 Counter-check documents and endorse to the office of TCDS if no correction (An electronic copy of the application shall be provided		25 minutes	CS & D, CSG



	to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)			
	6 Counter-check documents and endorse to the office of the CPNP if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS)			TCDS/TDCO
	7 Approval/disapproval			C,PNP
	8 Records and forwards approved/disapproved applications to EMD, FEO			Message Center, OCPNP
9a Claim approved permit	9 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php6,000.00	20 days	

q. Permit to Import Controlled Chemicals (PICC) for Dealer

Application for Permit to Import Controlled Chemicals refers to the document issued to person or entities with dealer's license authorizing them to import controlled chemicals.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO



Classification:	Highly Technical				
Type of Transaction:	G2C/G2B/				
Who may avail:	Any person or entity with dealer's license desiring to import controlled chemicals for dealing in and/or use in any lawful purposes.				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. One (1) Duly accomplished Application Form (PNP Form 6-B1)			Explosives Management Division, 3 rd Floor FEO Building/RCSUs		
2. One (1) Inventory Report from Chief, EEMD FEO or Chief, RCSU or from the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU;			C, EEMD-FEO/PD, PPOs/CD, CPOs/C, RCSUs		
3. One (1) Proof of payment from the Land Bank of the Philippines.			Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	Php6,000.00		45 minutes	Statistician & Briefer, LPS-EMD



	2 Encodes/Scans Application Prepares endorsement & permit for approval of CPNP		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of TCDS if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		25 minutes	CS & D, CSG
	7 Counter-check documents and endorse to the office of the CPNP if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to			TCDS/TDCO



	TCDS)			
	8 Approval/disapproval			C,PNP
	9 Records and forwards approved/disapproved applications to EMD, FEO			Message Center, OCPNP
10a Claim approved permit	10 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php6,000.00	20 days	

r. Permit to Import Controlled Chemicals (PICC) for Purchaser

Application for Permit to Import Controlled Chemicals refers to the document issued to person or entities with purchaser's license authorizing them to import controlled chemicals.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO			
Classification:	Complex			
Type of Transaction:	G2C/G2B/			
Who may avail:	Any person or entity with purchaser's license desiring to import controlled chemicals for use in any lawful purposes.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished Application Form (PNP Form 6-B1)			Explosives Management Division, 3 rd Floor FEO Building/RCSUs	
2. Inventory Report from Chief, EEMD FEO or Chief, RCSU or from the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU;			C, EEMD-FEO/PD, PPOs/CD, CPOs/C, RCSUs	
3. Proof of payment from the Land Bank of the Philippines.			Any branches of Land Bank of the Philippines	
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the	1 Computes quantity allowed (if applicable) Check the completeness, validity and	Php6,000.00	45 minutes	Statistician & Briefer, LPS-EMD



necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & permit for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	Counter-check documents submitted		5 minutes	C, LPS-EMD
	3 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	4 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	5 Counter-check documents and endorse to the office of DCSG if no correction		20 minutes	CS & DD, CSG



	(An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)			
	6 Approval/ disapproval		10 minutes	D, CSG
	7 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Message Center, OCPNP
8a Claim approved permit	8 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php6,000.00	20 days	

s. Permit to Export Controlled Chemicals (PECC) for Manufacturer

Application for Permit to Export Controlled Chemicals refers to the document issued to person or entities with manufacturer's license authorizing them to export controlled chemicals.

Office or Division:		Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO			
Classification:		Highly Technical			
Type of Transaction:		G2C/G2B/			
Who may avail:		Any person or entity with manufacturer's license desiring to export controlled chemicals.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. One (1) Original Letter of Intent and End-User's Certificate of the Consignee			Applicant		
2. One (1) Certification from the licensee-exporter with confirmation from the PNP accredited logistic service provider/broker/forwarder/ trucker.			Any PNP accredited logistic service provider/broker/forwarder/trucker		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1a Submit application	1 Computes	NO FEE	45	Statistician &	



and documentary requirements	quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue commitment slip if the requirements are complete, valid and correct.		minutes	Briefer, LPS-EMD
	Encodes/Scans Application Prepares endorsement & permit for approval of CPNP		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	2 Counter-check documents submitted		5 minutes	C, LPS-EMD
	3 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	4 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	5 Counter-check documents and endorse to the		25 minutes	CS & D, CSG



	office of TCDS if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)			
	6 Counter-check documents and endorse to the office of the CPNP if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS)			TCDS/TDCO
	7 Approval/disapproval			C,PNP
	8 Records and forwards approved/disapproved applications to EMD, FEO			Message Center, OCPNP
9a Claim approved permit	9 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		NO FEE	20 days	

t. Permit to Purchase and Move Controlled Chemicals (PPMCC)

Application for Permit to Purchase and Move Controlled Chemicals refers to the document issued to a licensed persons or entities authorizing them to locally



purchase and move the controlled chemicals from the seller's storage facility to the purchaser's storage facility.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO			
Classification:	Simple			
Type of Transaction:	G2C/G2B/			
Who may avail:	Any person or entity with valid license are authorize to locally purchase and move the controlled chemicals from the seller's storage facility to the purchaser's storage facility.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) Duly accomplished Application Form (PNP Form 6-B2)			Explosives Management Division, 3 rd Floor FEO Building/RCSUs	
2. One (1) Endorsement from Provincial Director, PPO/City Director, CPO (for provincial applicant);			PD, PPOs/CD, CPOs	
3. One (1) Certification from the licensee with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker;			Any PNP accredited logistic service provider/broker/forwarder/trucker	
4. One (1) Proof of payment from the Land Bank of the Philippines.			Any branches of Land Bank of the Philippines	
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of	Php1,500.00	45 minutes	Statistician & Briefer, LPS-EMD



	Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & permit for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved permit	7 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php1,500.00	3 days	

u. Permit to Transfer Controlled Chemicals (PTCC)



Application for Permit to Transfer Controlled Chemicals refers to the document issued to licensed persons or entities authorizing them to move and transport controlled chemicals from one storage facility to another storage facility of the licensee.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO			
Classification:	Simple			
Type of Transaction:	G2C/G2B/			
Who may avail:	Any person or entity with existing manufacturer's or dealer's license who needs to move and transport controlled chemicals from one storage facility to another storage facility of the same licensee.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) Duly accomplished Application Form (PNP Form 6-B5)			Explosives Management Division, 3 rd Floor FEO Building/RCSUs	
2. One (1) Certification from the licensee with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker;			Any PNP accredited logistic service provider/broker/forwarder/trucker	
CLIENT STEPS	AGENCY ACTIONS	FEE S TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue commitment slip	NO FEE	45 minutes	Statistician & Briefer, LPS-EMD



	if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & permit for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits its application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved permit	7 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		NO FEE	3 days	

v. Permit To Transport Controlled Chemicals (PTTCC)

Application for Permit To Transport Controlled Chemicals refers to the document issued to a licensed persons or entities authorizing them to move and transport controlled chemicals from one storage facility to the Department of Natural Resources-Environment Management Bureau (DENR-EMB) accredited treatment facility.



Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO				
Classification:	Simple				
Type of Transaction:	G2C/G2B/				
Who may avail:	Any person or entity with existing license are authorized to move and transport (purposely for disposal of unused, contaminated and/or expired) controlled chemicals to DENR-EMB accredited treatment facility.				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. One (1) Duly accomplished Application Form (PNP Form 6-B3)			Explosives Management Division, 3 rd Floor FEO Building/RCSUs		
2. One (1) Certificate of Treatment issued by accredited DENR-EMB;			Any accredited DENR-EMB		
3. One (1) Proof of payment from the Land Bank of the Philippines.			Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	Php1,500.00		45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/Scans Application Prepares			2hrs and 5minutes	Monitoring Clerk & Processor, EMD



	endorsement & permit for approval of C, FEO			
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved permit	7 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php1,500.00	3 days	

w. Permit To Unload Controlled Chemicals (PTUCC)

Application for Permit To Unload Controlled Chemicals refers to the document issued to a licensed persons or entities authorizing them to unload and transport imported controlled chemicals from port of entry to the storage facility as indicated in the approved license.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Simple
Type of Transaction:	G2C/G2B
Who may avail:	Any person or entity with existing license and permit to import are authorized to unload and transport imported controlled chemicals from port of entry to the storage facility as indicated in the approved license.
CHECKLIST OF REQUIREMENTS	
1. One (1) Duly accomplished Application Form (PNP Form 6-B8)	WHERE TO SECURE Explosives Management Division, 3 rd Floor FEO Building/RCSUs



2. One (1) Copy of Permit to Import with Certificate of Balance;	Applicant
3. One (1) Notarized latest Monthly Consumption Report;	Applicant
4. One (1) Commercial/Proforma Invoice for sea freight or for air freight in lieu of Bill of Lading or Airway Bill;	Supplier/Origin of importation
5. One (1) Certification from the licensee with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker	Any PNP accredited logistic service provider/broker/forwarder/trucker
6. One (1) Proof of payment from the Land Bank of the Philippines.	Any branches of Land Bank of the Philippines

CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Compute quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and	Php.10/kg/ltr	45 minutes	Statistician & Briefer, LPS-EMD



	correct.			
	2 Encodes/ Scans Application Prepares endorsement & permit for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter- check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non- concurs and endorses/trans mits application to the office of the Chief, FEO		20 minutes	Secretary/Rel easing Clerk/ Dispatching PNCO & Chief, EMD
	5 Approval/disapp roval		10 minutes	C, FEO
	6 Records and forwards approved/disap proved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved permit	7 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatc hing PNCO, EMD
TOTAL		Php.10/kg /ltr	3 days	

x. Special Permit to Purchase and Move Controlled Chemicals (SPPMCC)

Application for Special Permit to Purchase and Move Controlled Chemicals refers to the document issued once to unlicensed but qualified persons or entities authorizing them to acquire/purchase controlled chemicals in maximum allowable quantity for academic, scientific, and other lawful purposes.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO



Classification:	Simple				
Type of Transaction:	G2C/G2B				
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity without existing license but qualified to acquire/purchase controlled chemicals in maximum allowable.				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. One (1) Duly accomplished Application Form (PNP Form 6-B4)			Explosives Management Division, 3 rd Floor FEO Building/RCSUs		
2. One (1) Personal Data Sheet (PDS) of the applicant;			Applicant		
3. One (1) NBI Clearance of the applicant;			NBI Clearance Centers		
4. One (1) Proof of payment from the Land Bank of the Philippines.			Any branches of Land Bank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	Php1,500.00		45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/Scans Application Prepares endorsement & permit for approval			2hrs and 5minutes	Monitoring Clerk & Processor, EMD



	of C, FEO			
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved permit	7 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php1,500.00	3 days	

2. Application of Licenses and Permits for Explosives/Explosive Ingredients (EIs)

a. Manufacturer's License (new)

Application for new Manufacturer's License refers to the document issued to qualified persons or entities authorizing the manufacture of gunpowder, dynamite, explosives, explosive accessories or their ingredients.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Highly Technical
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of manufacturing of gunpowder, dynamite, explosives, explosive accessories or their ingredients.
CHECKLIST OF REQUIREMENTS	
1. One (1) Original SBR (Special Bank Receipt) – Landbank;	Any branches of Land Bank of the Philippines
2. One (1) Application Form (PNP Form	Explosives Management Division,



6);	3 rd Floor FEO Building/RCSUs
3. One (1) Letter request (signed by the authorized representative <u>indicating</u> , among others, the <u>explosives/explosive ingredients</u> to be procured, <u>quantity</u> (based on the capacity of their storage facility). Since the signatory is an authorized representative, he/she must attach to the LR a certified true copy of his/her valid company ID, Board of Director's Resolution/Director's Certificate/SPA (for partnership and single proprietorship). (No alterations by any person except the signatory himself/herself, on the LR shall be allowed);	Applicant
4. One (1) Original and notarized copy of Board of Director's <u>Resolution/Secretary's Certificate or Director's Certificate</u> (for companies with Branch Office in the Philippines (date should be within the same year as the year of filing);	Applicant
5. <u>One (1) Company Profile</u> (Indicating the firm's history, date of establishment and line of business);	Applicant
6. <u>One (1) SEC Registration</u> , Articles of Incorporation and By-laws with General Information Sheet (GIS) machine-validated) by SEC (for corporations/partnerships); <u>DTI Registration</u> , Business Permit and Certificate of Capital invested in the business from the City or Municipal Treasurer (for sole proprietorships);	Securities and Exchange Commission and Department of Trade and Industry
7. One (1) Original NBI Clearance of the authorized representative (Purpose: PNP Requirement/Business Requirement/Other Requirement ONLY);	Applicant
8. One (1) Signed Personal History Statement of the authorized representative and of company employees having access to the storage facility where explosives/explosive ingredients and/or Explosives/Explosive Ingredients are stored/warehoused	Applicant



(notarized and should contain the following information: personal circumstances such as complete name, date and place of birth, city address, provincial address, complete name, date and place of birth of mother and father (deceased or not); education and training background; financial, investment and loan history; travel history (local and foreign); offense/criminal record; address history (for the past 10 years, please state inclusive dates); employment background; organizational affiliations (religious, socio-civic, professional); licenses/accreditations, certifications/eligibilities; medical history; and handwriting specimen;	
9. One (1) Process Flowchart – Description of the process flow where the explosives/explosive ingredient/s will be used (including the purpose of the use of the explosives/explosive ingredient/s and the quantity/purity requirement to justify its procurement; must be prepared and signed by the person authorized to use the explosive/s, explosive ingredient/s);	Applicant
10. One (1) Material Safety Data Sheet (MSDS) from the supplier/s of the explosives/explosive ingredient/s;	Supplier of explosives/explosive ingredients
11. One (1) Inspection Reports (Certification of Inspection of Magazine/Storage Facility, Magazine/Storage Facility Inspection Checklist, Summary of Inventory of explosives/explosive ingredient/s, Inventory of explosives/explosive ingredient/s, Security Survey) by the PD/CD (for Provincial Applicant) and I&E, FEO (for NCR Applicant);	I & E Section, EEMD-FEO (for NCR Applicant/ PPO/RCSUs (for Provincial Applicant)
12. <u>One (1) Properly labeled pictures</u> (8"x10" in size) printed in photo paper;	Applicant
13. <u>One (1) Location map and floor plan</u> of magazine/storage facility and <u>mode of stacking</u> ; and	Applicant



14. One (1) Endorsement from PD/CD (for Provincial Applicants).			Police Provincial Office (PPO)		
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	Php25,000.00		45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/ Scans Application Prepares endorsement & license for approval of CPNP			2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted			5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO			20 minutes	Secretary/Releasing Clerk/ Dispatching PNCO & Chief, EMD



	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of TCDS if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		25 minutes	CS & D, CSG
	7 Counter-check documents and endorse to the office of the CPNP if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS)			TCDS/TDCO
	8 Approval/disapproval			C,PNP
	9 Records and forwards approved/disapproved applications to EMD, FEO			Message Center, OCPNP



10a Claim approved license	10 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php25,000.00	20 days	

b. Dealer's License (New)

Application for new Dealer's License refers to the document issued to qualified persons or entities authorizing the importation, purchase, possession, sale, transfer and general business handling of gunpowder, dynamite, explosives, explosive accessories or their ingredients.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Highly Technical
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of selling/transfer of gunpowder, dynamite, explosives, explosive accessories or their ingredients.
CHECKLIST OF REQUIREMENTS	
1. Original SBR (Special Bank Receipt) – Landbank;	Any branches of Land Bank of the Philippines
2. Application Form (PNP Form 6);	Explosives Management Division, 3 rd Floor FEO Building/RCSUs
3. Letter request (signed by the authorized representative <u>indicating</u> , among others, the <u>explosives/explosive ingredients</u> to be procured, <u>quantity</u> (based on the capacity of their storage facility). Since the signatory is an authorized representative, he/she must attach to the LR a certified true copy of his/her valid company ID, Board of Director's Resolution/Director's Certificate/SPA (for partnership and single proprietorship). (No alterations by any person except the signatory himself/herself, on the LR shall be allowed);	Applicant
4. Original and notarized copy of <u>Board of</u>	Applicant



<u>Director's Resolution/Secretary's Certificate or Director's Certificate</u> (for companies with Branch Office in the Philippines (date should be within the same year as the year of filing);	
5. <u>Company Profile</u> (Indicating the firm's history, date of establishment and line of business);	Applicant
6. <u>SEC Registration</u>, Articles of Incorporation and By-laws with General Information Sheet (GIS) machine-validated) by SEC (for corporations/partnerships); <u>DTI Registration</u>, Business Permit and Certificate of Capital invested in the business from the City or Municipal Treasurer (for sole proprietorships);	Securities and Exchange Commission and Department of Trade and Industry
7. Original NBI Clearance of the authorized representative (Purpose: PNP Requirement/Business Requirement/Other Requirement ONLY);	Applicant
8. Signed Personal History Statement of the authorized representative and of company employees having access to the storage facility where explosives/explosive ingredients and/or Explosives/Explosive Ingredients are stored/warehoused (notarized and should contain the following information: personal circumstances such as complete name, date and place of birth, city address, provincial address, complete name, date and place of birth of mother and father (deceased or not); education and training background; financial, investment and loan history; travel history (local and foreign); offense/criminal record; address history (for the past 10 years, please state inclusive dates); employment background; organizational affiliations (religious, socio-civic, professional); licenses/accreditations, certifications/eligibilities; medical history; and handwriting specimen;	Applicant



9. Process Flowchart - Description of the process flow where the explosives/explosive ingredient/s will be used (including the purpose of the use of the explosives/explosive ingredient/s and the quantity/purity requirement to justify its procurement; must be prepared and signed by the person authorized to use the explosive/s, explosive ingredient/s);		Applicant		
10. Material Safety Data Sheet (MSDS) from the supplier/s of the explosives/explosive ingredient/s;		Supplier of explosives/explosive ingredients		
11. Inspection Reports (Certification of Inspection of Magazine/Storage Facility, Magazine/Storage Facility Inspection Checklist, Summary of Inventory of explosives/explosive ingredient/s, Inventory of explosives/explosive ingredient/s, Security Survey) by the PD/CD (for Provincial Applicant) and I&E, FEO (for NCR Applicant);		I & E Section, EEMD-FEO (for NCR Applicant/ PPO/RCSUs (for Provincial Applicant)		
12. <u>Properly labeled pictures</u> (8"x10" in size) printed in photo paper;		Applicant		
13. <u>Location map and floor plan</u> of magazine/storage facility and <u>mode of stacking</u> ; and		Applicant		
14. Endorsement from PD/CD (for Provincial Applicants).		Police Provincial Office (PPO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are	Php15,000.00	45 minutes	Statistician & Briefer, LPS-EMD



submitted	lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & license for approval of CPNP		2hrs and 5 minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/ Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of TCDS if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		25 minutes	CS & D, CSG
	7 Counter-check documents and			TCDS/ TDCO



	endorse to the office of the CPNP if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS)			
	8 Approval/ disapproval			C,PNP
	9 Records and forwards approved/disapproved applications to EMD, FEO			Message Center, OCPNP
10a Claim approved license	10 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php 15,000.00	20 days	

c. Purchaser's License (New)

Application for new Purchaser's License refers to the document issued to qualified persons or entities authorizing the purchase and possession of dynamite, explosives, explosive accessories or ingredients for use of mines, quarries, road construction, wrecking and for use in any other legal and lawful occupation.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Complex
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of using gunpowder, dynamite, explosives, explosive accessories or their ingredients for mining, quarrying, road construction, wrecking and other use in any other legal and lawful occupation.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



1. Original SBR (Special Bank Receipt) – Landbank;	Any branches of Land Bank of the Philippines
2. Application Form (PNP Form 6) ;	Explosives Management Division, 3 rd Floor FEO Building/RCSUs
3. Letter request (signed by the authorized representative <u>indicating</u> , among others, the <u>explosives/explosive ingredients</u> to be procured, <u>quantity</u> (based on the capacity of their storage facility). Since the signatory is an authorized representative, he/she must attach to the LR a certified true copy of his/her valid company ID, Board of Director's Resolution/Director's Certificate/SPA (for partnership and single proprietorship). (No alterations by any person except the signatory himself/herself, on the LR shall be allowed);	Applicant
4. Original and notarized copy of <u>Board of Director's Resolution/Secretary's Certificate or Director's Certificate</u> (for companies with Branch Office in the Philippines (date should be within the same year as the year of filing);	Applicant
5. <u>Company Profile</u> (Indicating the firm's history, date of establishment and line of business);	Applicant
6. <u>SEC Registration</u> , Articles of Incorporation and By-laws with General Information Sheet (GIS) machine-validated) by SEC (for corporations/partnerships); <u>DTI Registration</u> , Business Permit and Certificate of Capital invested in the business from the City or Municipal Treasurer (for sole proprietorships);	Securities and Exchange Commission and Department of Trade and Industry
7. Original NBI Clearance of the authorized representative (Purpose: PNP Requirement/Business Requirement/Other Requirement ONLY);	Applicant
8. Signed Personal History Statement of the authorized representative and of company employees having access to the storage facility where explosives/explosive ingredients	Applicant



and/or Explosives/Explosive Ingredients are stored/warehoused (notarized and should contain the following information: personal circumstances such as complete name, date and place of birth, city address, provincial address, complete name, date and place of birth of mother and father (deceased or not); education and training background; financial, investment and loan history; travel history (local and foreign); offense/criminal record; address history (for the past 10 years, please state inclusive dates); employment background; organizational affiliations (religious, socio-civic, professional); licenses/accreditations, certifications/eligibilities; medical history; and handwriting specimen;	
9. Process Flowchart - Description of the process flow where the explosives/explosive ingredient/s will be used (including the purpose of the use of the explosives/explosive ingredient/s and the quantity/purity requirement to justify its procurement; must be prepared and signed by the person authorized to use the explosive/s, explosive ingredient/s);	Applicant
10. Material Safety Data Sheet (MSDS) from the supplier/s of the explosives/explosive ingredient/s;	Supplier of explosives/explosive ingredients
11. Inspection Reports (Certification of Inspection of Magazine/Storage Facility, Magazine/Storage Facility Inspection Checklist, Summary of Inventory of explosives/explosive ingredient/s, Inventory of explosives/explosive ingredient/s, Security Survey) by the PD/CD (for Provincial Applicant) and I&E, FEO (for NCR Applicant);	I & E Section, EEMD-FEO (for NCR Applicant/ PPO/RCSUs(for Provincial Applicant)
12. <u>Properly labeled pictures</u> (8"x10" in size) printed in photo paper;	Applicant
13. <u>Location map and floor plan</u> of magazine/storage facility and <u>mode of stacking</u>; and	Applicant
14. Endorsement from PD/CD (for Provincial Applicants).	Police Provincial Office (PPO)



CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	Php5,000.00	45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/ Scans Application Prepares endorsement & license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/ Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses		15 minutes	Secretary & Chief, FEO



	application to the office of CDS, CSG			
	6 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		20 minutes	CS & D, CSG
	7 Approval/disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
9a Claim approved license	9 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php5,000.00	7 days	

d. Manufacturer's License (Renewal)

Application for renewal of Manufacturer's License refers to the document filed at least 60 calendar days prior to its expiration date of qualified persons or entities authorizing them to continuously engage in the business of manufacturing gunpowder, dynamite, explosives, explosive accessories or their ingredients.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Simple
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of



	filing of written application) or entity with existing license in which due for renewal to continuously operate their business of manufacturing, explosives, explosive accessories or ingredients.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original SBR (Special Bank Receipt) – Landbank;	Any branches of Land Bank of the Philippines
2. Photocopy of license;	Applicant
3. Letter request (signed by the authorized representative <u>indicating</u> , among others, the <u>explosives/explosive ingredients</u> to be procured, <u>quantity</u> (based on the capacity of their storage facility). Since the signatory is an authorized representative, he/she must attach to the LR a certified true copy of his/her valid company ID, Board of Director's Resolution/Director's Certificate/SPA (for partnership and single proprietorship). (No alterations by any person except the signatory himself/herself, on the LR shall be allowed);	Applicant
4. Original NBI Clearance of the authorized representative (Purpose: PNP Requirement/Business Requirement only);	Applicant
5. Inspection Reports (Certification of Inspection of Magazine/Storage Facility, Magazine/Storage Facility Inspection Checklist, Summary of Inventory of explosives/explosive ingredient/s, Inventory of explosives/explosive ingredient/s, Security Survey) by the PD/CD (for Provincial Applicant) and I&E, FEO (for NCR Applicant);	Applicant
6. Properly labeled pictures (8"x10" in size) printed in photo paper and detailed Location plan of magazine and Floor plan;	Applicant
7. Notarized 12 months Consumption Report and Latest Monthly Consumption Report;	Applicant
8. Delivery Receipt (photocopy); and	Applicant
9. Additional Requirements: ▪ Accreditation from the Mines and Geosciences Bureau (for mining	▪ Mines and Geosciences Bureau



companies); ▪ Certificate of registration of the business and certificate from the City or Municipality; ▪ Treasurer stating the capital invested (for blasting contractors); ▪ Copy of the Declaration of Real Estate Property where the explosives will be used for (private blasting work); ▪ Copy of contract with NASSCO (for salvagers of sunken vessels); ▪ Original and notarized copy of Board of Director's Resolution (date should be within the same year of filing) (only when any one of the authorized representatives has resigned, or has been replaced/terminated by the company).		▪ City or Municipality ▪ City or Municipal Treasurer's office ▪ City Assessors Office ▪ NASSCO ▪ Applicant's company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid	Php25,000.00	45 minutes	Statistician & Briefer, LPS-EMD



	and correct.			
	2 Encodes/Scans Application Prepares endorsement & license for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non- concurs and endorses/transm its application to the office of the Chief, FEO		20 minutes	Secretary/Rele asing Clerk/ Dispatching PNCO & Chief, EMD
	5 Approval/Disapp roval		10 minutes	Chief, FEO
	6 Records and forwards approved/disapp roved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved license	7 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatchi ng PNCO, EMD
TOTAL		Php25,000.00	3 days	

e. Dealer's License (Renewal)

Application for renewal of Dealer's License refers to the document filed at least 60 calendar days prior to its expiration date of qualified persons or entities authorizing them to continuously engage in the business of importation, purchase, possession, sale, transfer and general business handling of gunpowder, dynamite, explosives, explosive accessories or their ingredients.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO



Classification:	Simple	
Type of Transaction:	G2C/G2B	
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate their business of dealing/selling, transfer of explosives, explosive accessories or ingredients.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original SBR (Special Bank Receipt) – Landbank;	Any branches of Land Bank of the Philippines	
2. Photocopy of license;	Applicant	
3. Letter request (signed by the authorized representative <u>indicating</u> , among others, the <u>explosives/explosive ingredients</u> to be procured, <u>quantity</u> (based on the capacity of their storage facility). Since the signatory is an authorized representative, he/she must attach to the LR a certified true copy of his/her valid company ID, Board of Director's Resolution/Director's Certificate/SPA (for partnership and single proprietorship). (No alterations by any person except the signatory himself/herself, on the LR shall be allowed);	Applicant	
4. Original NBI Clearance of the authorized representative (Purpose: PNP Requirement/Business Requirement only);	Applicant	
5. Inspection Reports (Certification of Inspection of Magazine/Storage Facility, Magazine/Storage Facility Inspection Checklist, Summary of Inventory of explosives/explosive ingredient/s, Inventory of explosives/explosive ingredient/s, Security Survey) by the PD/CD (for Provincial Applicant) and I&E, FEO (for NCR Applicant);	Applicant	
6. Properly labeled pictures (8"x10" in size) printed in photo paper and detailed Location plan of magazine and Floor plan;	Applicant	
7. Notarized 12 months Consumption Report and Latest Monthly Consumption Report;	Applicant	
8. Delivery Receipt (photocopy); and	Applicant	
9. Additional Requirements: ▪ Accreditation from the Mines and	▪ Mines and Geosciences	



Geosciences Bureau (for mining companies); ▪ Certificate of registration of the business and certificate from the City or Municipality; ▪ Treasurer stating the capital invested (for blasting contractors); ▪ Copy of the Declaration of Real Estate Property where the explosives will be used for (private blasting work); ▪ Copy of contract with NASSCO (for salvagers of sunken vessels); ▪ Original and notarized copy of Board of Director's Resolution (date should be within the same year of filing) (only when any one of the authorized representatives has resigned, or has been replaced/terminated by the company).		Bureau ▪ City or Municipality ▪ City or Municipal Treasurer's office ▪ City Assessors Office ▪ NASSCO ▪ Applicant's company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the	Php15,000.00	45 minutes	Statistician & Briefer, LPS-EMD



	requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & license for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/Disapproval		10 minutes	Chief, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved license	7 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php15,000.00	3 days	

f. Purchaser's License (Renewal)

Application for renewal of Purchaser's License refers to the document filed at least 60 calendar days prior to its expiration date of qualified persons or entities authorizing them to continuously engage in the business of purchase and possession of dynamite, explosives, explosive accessories or ingredients for use of mines, quarries, road construction, wrecking and any other legal and lawful occupation.



Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO	
Classification:	Simple	
Type of Transaction:	G2C/G2B	
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate their business of using/possessing explosives, explosive accessories or ingredients for mining, quarrying, road construction, wrecking and other legal r lawful purposes.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original SBR (Special Bank Receipt) – Landbank;		Any branches of Land Bank of the Philippines
2. Photocopy of license;		Applicant
3. Letter request (signed by the authorized representative <u>indicating</u> , among others, the <u>explosives/explosive ingredients</u> to be procured, <u>quantity</u> (based on the capacity of their storage facility). Since the signatory is an authorized representative, he/she must attach to the LR a certified true copy of his/her valid company ID, Board of Director’s Resolution/Director’s Certificate/SPA (for partnership and single proprietorship). (No alterations by any person except the signatory himself/herself, on the LR shall be allowed);		Applicant
4. Original NBI Clearance of the authorized representative (Purpose: PNP Requirement/Business Requirement only);		Applicant
5. Inspection Reports (Certification of Inspection of Magazine/Storage Facility, Magazine/Storage Facility Inspection Checklist, Summary of Inventory of explosives/explosive ingredient/s, Inventory of explosives/explosive ingredient/s, Security Survey) by the PD/CD (for Provincial Applicant) and I&E, FEO (for NCR Applicant);		▪ I&E, EEM-FEO ▪ PD,PPO/CD, CDO
6. Properly labeled pictures (8”x10” in size) printed in photo paper and detailed Location plan of magazine and Floor plan;		Applicant
7. Notarized 12 months Consumption		Applicant



Report and Latest Monthly Consumption Report;				
8. Delivery Receipt (photocopy); and		Applicant		
9. Additional Requirements: ▪ Accreditation from the Mines and Geosciences Bureau (for mining companies); ▪ Certificate of registration of the business and certificate from the City or Municipality; ▪ Treasurer stating the capital invested (for blasting contractors); ▪ Copy of the Declaration of Real Estate Property where the explosives will be used for (private blasting work); ▪ Copy of contract with NASSCO (for salvagers of sunken vessels); ▪ Original and notarized copy of Board of Director's Resolution (date should be within the same year of filing) (only when any one of the authorized representatives has resigned, or has been replaced/terminated by the company).		▪ Mines and Geosciences Bureau ▪ City or Municipality ▪ City or Municipal Treasurer's office ▪ City Assessors Office ▪ NASSCO ▪ Applicant's company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Order of Payment	Php5,000.00	45 minutes	Statistician & Briefer, LPS-EMD



	Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & license for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/Disapproval		10 minutes	Chief, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved license	7 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php5,000.00	3 days	

g. Manufacturer's License (Amendment)

Application for the amendment of Manufacturer's License refers to the document filed of the persons or entities with existing/valid manufacturer's license for the purpose to: change of corporate/business name, address or change/additional of storage magazine, or increase/decrease the quantity of explosives/explosive ingredients, or additional/deletion of explosives/explosive ingredients.



Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO	
Classification:	Complex	
Type of Transaction:	G2C/G2B	
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of manufacturing explosives/explosive accessories or ingredients	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid Original License with Original SBR from Land Bank;		Applicant
2. PNP Form 6 (Application Form);		Applicant
3. Letter request (LR) signed by the authorized representative <u>indicating</u> , among others, the <u>explosives/explosive ingredients</u> to be procured, <u>quantity</u> (based on the capacity of their storage facility versus stock on hand), <u>purity/grade</u> . Since the signatory is an authorized representative, he must attach to the LR a certified true copy of his valid company ID and Board of Director's Resolution/Director's Certificate (for company with Branch Office in the Philippines) (for corporations)/Special Power of Attorney (for partnerships and sole proprietorships), as proof of his authority to transact on behalf of said entity. (No alterations by any person except the signatory himself, on the LR shall be allowed);		Applicant
4. Updated Original and notarized copy of Secretary's Certificate / Board of Director's Resolution or Director's Certificate (<u>is required only</u> when any one of the authorized representatives has <u>resigned</u> , or has been <u>replaced</u> or <u>terminated</u> by the company);		Applicant
5. SEC Registration , Articles of Inc. and By-laws with General Information Sheet (GIS) machine-validated by SEC (for corporations/ partnerships); In case of change of storage facility: DTI Registration , Business Permit and Certificate of Capital invested in the business		▪ Securities and Exchange Commission ▪ Department of Trade and



from the City or Municipality Treasurer (for sole proprietorships); (for Prov'l Applicants) for Change of Company Name or Business Organization (CCNBO)	Industry
6. Inspection Reports: (for Change of Magazine/Storage Facility Address (CMSFA) and Addition/Deletion or Change in Quantity of Explosives/Explosive Ingredients (ADCQEEI) ▪ <u>Certification of Inspection of Magazine/Storage Facility</u> (conducted, prepared and signed by PNP personnel from the PPO (for Provincial Applicants) and I&E, FEO (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility); ▪ <u>Magazine/Storage Facility Inspection Checklist</u> (conducted, prepared and signed by PNP personnel from the PPO (for Provincial Applicants) and I&E, FEO (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility); ▪ <u>Summary of Inventory of explosive/s, explosive ingredient/s</u> (prepared and signed by license applicant and reviewed and signed by PNP personnel from the PPO (for Provincial Applicants) and I&E, FEO (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility); ▪ <u>Inventory of explosive/s, explosive ingredient/s</u>, (prepared and signed by license applicant and reviewed and signed by PNP personnel from the PPO (for Provincial Applicants) and I&E, FEO (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility); ▪ <u>Security Survey</u> (conducted, prepared and signed by PNP personnel from the CPS/MPS which exercises territorial jurisdiction based on the location of the storage facility)	▪ C, EEMD-FEO; ▪ PD, PPOs/CD, CPOs/C, RCSUs



7. Properly labeled pictures (8"x10" in size) printed in photo paper;		Applicant		
8. Detailed Location map, Floor Plan of magazine and Mode of Stacking		Applicant		
9. Notarized Latest Monthly Report and 12 Months Consumption Report		Applicant		
10. Endorsement from PD/CD (for provincial applicants only); (for CMSFA and ADCQEEI)		PD, PPO/CD, CPO		
CLIENT STEPS	AGENCY ACTIONS	FEE S TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue commitment slip if the requirements are complete, valid and correct.	NO FEE	45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/Scans Application Prepares endorsement & amendment of license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents		5 minutes	C, LPS-EMD



	submitted			
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/recommendation and will be submitted to D, CSG)		20 minutes	CS & D, CSG
	7 Approval/disapproval		10 minutes	D, CSG
	9 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
9a Claim approved amended license	9 Records, scans and releases approved amended license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		NO FEE	7 days	

h. Dealer's License (Amendment)



Application for the amendment of Dealer's License refers to the document filed of the persons or entities with existing/valid dealer's license for the purpose to: change of corporate/business name, address or change/additional of storage magazine, or increase/decrease the quantity of explosives/explosive ingredients, or additional/deletion of explosives/explosive ingredients.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO		
Classification:	Complex		
Type of Transaction:	G2C/G2B		
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of dealing explosives/explosive accessories or ingredients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Valid Original License with Original SBR from Land Bank;		Applicant	
2. PNP Form 6 (Application Form);		Applicant	
3. Letter request (LR) signed by the authorized representative <u>indicating</u> , among others, the <u>explosives/explosive ingredients</u> to be procured, <u>quantity</u> (based on the capacity of their storage facility versus stock on hand), <u>purity/grade</u> . Since the signatory is an authorized representative, he must attach to the LR a certified true copy of his valid company ID and Board of Director's Resolution/Director's Certificate (for company with Branch Office in the Philippines) (for corporations)/Special Power of Attorney (for partnerships and sole proprietorships), as proof of his authority to transact on behalf of said entity. (No alterations by any person except the signatory himself, on the LR shall be allowed);		Applicant	
4. Updated Original and notarized copy of Secretary's Certificate / Board of Director's Resolution or Director's Certificate (is <u>required only</u> when any one of the authorized representatives has <u>resigned</u> , or has been <u>replaced</u> or <u>terminated</u> by the company);		Applicant	
5. SEC Registration , Articles of Inc. and By-		Securities and Exchange	



laws with General Information Sheet (GIS) machine-validated by SEC (for corporations/ partnerships); In case of change of storage facility: DTI Registration, Business Permit and Certificate of Capital invested in the business from the City or Municipality Treasurer (for sole proprietorships); (for Prov'l Applicants) for Change of Company Name or Business Organization (CCNBO)	Commission Department of Trade and Industry
6. Inspection Reports: (for Change of Magazine/Storage Facility Address (CMSFA) and Addition/Deletion or Change in Quantity of Explosives/Explosive Ingredients (ADCQEEI)) ▪ <u>Certification of Inspection of Magazine/Storage Facility</u> (conducted, prepared and signed by PNP personnel from the PPO (for Provincial Applicants) and I&E, FEO (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility); ▪ <u>Magazine/Storage Facility Inspection Checklist</u> (conducted, prepared and signed by PNP personnel from the PPO (for Provincial Applicants) and I&E, FEO (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility); ▪ <u>Summary of Inventory</u> of explosive/s, explosive ingredient/s (prepared and signed by license applicant and reviewed and signed by PNP personnel from the PPO (for Provincial Applicants) and I&E, FEO (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility); ▪ <u>Inventory of explosive/s, explosive ingredient/s</u>, (prepared and signed by license applicant and reviewed and signed by PNP personnel from the PPO (for Provincial Applicants) and I&E, FEO (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);	▪ Regional Civil Security Group for PRO 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 8, 10, 11, 12, 13, BAR & CAR ▪ I & E Sec, EEMD, FEO for NCRPO



▪ <u>Security Survey</u> (conducted, prepared and signed by PNP personnel from the CPS/MPS which exercises territorial jurisdiction based on the location of the storage facility)				
7. Properly labeled pictures (8"x10" in size) printed in photo paper;		Applicant		
8. Detailed Location map, Floor Plan of magazine and Mode of Stacking		Applicant		
9. Notarized Latest Monthly Report and 12 Months Consumption Report		Applicant		
10. Endorsement from PD/CD (for provincial applicants only); (for CMSFA and ADCQEEI)		PD, PPO/CD, CPO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue commitment slip if the requirements are complete, valid and correct.	NO FEE	45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/Scans Application Prepares endorsement & amendment of		2hrs and 5minutes	Monitoring Clerk & Processor, EMD



	license for approval of D, CSG			
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		20 minutes	CS & D, CSG
	Approval/disapproval		10 minutes	D, CSG
	7 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
8a Claim approved amended license	8 Records, scans and releases approved amended license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		NO FEE	7 days	



i. Purchaser's License (Amendment)

Application for the amendment of Purchaser's License refers to the document filed of the persons or entities with existing/valid dealer's license for the purpose to: change of corporate/business name, address or change/additional of storage magazine, or increase/decrease the quantity of explosives/explosive ingredients, or additional/deletion of explosives/explosive ingredients.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO		
Classification:	Complex		
Type of Transaction:	G2C/G2B		
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of using/possessing explosives/explosive accessories or ingredients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Valid Original License with Original SBR from Land Bank;		Applicant	
2. PNP Form 6 (Application Form);		Applicant	
3. Letter request (LR) signed by the authorized representative <u>indicating</u> , among others, the <u>explosives/explosive ingredients</u> to be procured, <u>quantity</u> (based on the capacity of their storage facility versus stock on hand), <u>purity/grade</u> . Since the signatory is an authorized representative, he must attach to the LR a certified true copy of his valid company ID and Board of Director's Resolution/Director's Certificate (for company with Branch Office in the Philippines) (for corporations)/Special Power of Attorney (for partnerships and sole proprietorships), as proof of his authority to transact on behalf of said entity. (No alterations by any person except the signatory himself, on the LR shall be allowed);		Applicant	
4. Updated Original and notarized copy of Secretary's Certificate / Board of Director's Resolution or Director's Certificate (is <u>required only</u> when any one of the authorized representatives has <u>resigned</u> , or has been <u>replaced</u> or		Applicant	



<u>terminated</u> by the company);	
5. SEC Registration, Articles of Inc. and By-laws with General Information Sheet (GIS) machine-validated by SEC (for corporations/ partnerships); In case of change of storage facility: DTI Registration, Business Permit and Certificate of Capital invested in the business from the City or Municipality Treasurer (for sole proprietorships); (for Prov'l Applicants) for Change of Company Name or Business Organization (CCNBO)	▪ Securities and Exchange Commission ▪ Department of Trade and Industry
6. Inspection Reports: (for Change of Magazine/Storage Facility Address (CMSFA) and Addition/Deletion or Change in Quantity of Explosives/Explosive Ingredients (ADCQEEI) ▪ <u>Certification of Inspection of Magazine/Storage Facility</u> (conducted, prepared and signed by PNP personnel from the PPO (for Provincial Applicants) and I&E, FEO (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility); ▪ <u>Magazine/Storage Facility Inspection Checklist</u> (conducted, prepared and signed by PNP personnel from the PPO (for Provincial Applicants) and I&E, FEO (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility); ▪ <u>Summary of Inventory</u> of explosive/s, explosive ingredient/s (prepared and signed by license applicant and reviewed and signed by PNP personnel from the PPO (for Provincial Applicants) and I&E, FEO (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);	▪ Regional Civil Security Group for PRO 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 8, 10, 11, 12, 13, BAR & CAR ▪ I & E Sec, EEMD, FEO for NCRPO



▪ <u>Inventory of explosive/s, explosive ingredient/s</u>, (prepared and signed by license applicant and reviewed and signed by PNP personnel from the PPO (for Provincial Applicants) and I&E, FEO (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility); ▪ <u>Security Survey</u> (conducted, prepared and signed by PNP personnel from the CPS/MPS which exercises territorial jurisdiction based on the location of the storage facility)				
7. Properly labeled pictures (8"x10" in size) printed in photo paper;			Applicant	
8. Detailed Location map, Floor Plan of magazine and Mode of Stacking			Applicant	
9. Notarized Latest Monthly Report and 12 Months Consumption Report			Applicant	
10. Endorsement from PD/CD (for provincial applicants only); (for CMSFA and ADCQEEI)			PD, PPO/CD, CPO	
CLIENT STEPS	AGENCY ACTIONS	FEE S TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue commitment	NO FEE	45 minutes	Statistician & Briefer, LPS-EMD



	slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & amendment of license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		20 minutes	CS & D, CSG
	Approval/disapproval			D, CSG
	7 Records and forwards		5 minutes	Monitoring Clerk, CS, CSG



	approved/disapproved applications to EMD, FEO			
8a Claim approved amended license	8 Records, scans and releases approved amended license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		NO FEE	7 days	

j. Foreman Blaster's License (New)

Application for new Foreman Blaster's License refers to the document issued to qualified persons authorizing to possess of dynamite, explosives, explosive accessories or their ingredients by workmen in mines, quarries, road construction, wrecking or for use in any other legal and lawful public or private works. Licensee must be a qualified blaster or must be technically qualified to handle explosives.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Complex
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) employed with licensed companies authorized to possess/use dynamite, explosives, explosive accessories or their ingredients for blasting operation in mining, quarrying, road construction, wrecking and other legal lawful purposes.
CHECKLIST OF REQUIREMENTS	
1. Special Bank Receipt from Land Bank;	Applicant
2. PNP Form 6 (Application Form);	Applicant
3. Updated Purchaser's License of the employer – photocopy;	Applicant
4. Letter request of applicant (State Purpose);	Applicant
5. Original Clearances: (NBI and PNP DI/R2 Clearance);	NBI and PNP
6. Drug Test – Original;	Accredited Hospital
7. Valid Company ID – Authenticated Xerox Copy;	Applicant
8. As per TDI Memo, May 26, 2010 (PBDC Requirements)	



▪ Notarized Updated Copy of Personal History Statement (PHS) with recent photograph of applicant; ▪ Ten-print taken by PNP Crime Laboratory; ▪ Brief statement of blasting procedure – photocopy; ▪ Photographs and description of blasting materials/ equipment being used; ▪ Certificate of Employment from employer with a valid License to Possess Explosives; ▪ Certification from a certified/licensed mining engineer that applicant is capable of handling explosives (if applicant is not a licensed mining engineer); ▪ Endorsement from ROPD & PD/CD (for Provincial Applicants); and ▪ Endorsement from Bureau of Mines (for mining and quarrying).	▪ Applicant ▪ PNP Crime Laboratory ▪ Applicant ▪ Applicant ▪ Company ▪ Mining Engineer ▪ ROPD & PD, PPO/CD, CPO ▪ Bureau of Mines

CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue commitment slip if the requirements are	Php2,500.00		45 minutes	Statistician & Briefer, LPS-EMD



	complete, valid and correct.			
	2 Encodes/ Scans Application Prepares endorsement & new license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non- concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/ Dispatching PNCO & Chief, EMD
	5 Concurs/Non- concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		20 minutes	CS & D, CSG
	7 Approval/disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapp		5 minutes	Monitoring Clerk, CS, CSG



	roved applications to EMD, FEO			
9a Claim approved license	9 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php2,500.00	7 days	

k. Foreman Blaster's License (Renewal)

Application for the renewal of Foreman Blaster's License refers to the document filed at least 60 calendar days prior to its expiration date of persons with valid/existing foreman blaster's license authorizing him/her to continuously possess dynamite, explosives, explosive accessories or their ingredients use in mines, quarries, road construction, wrecking or for use in any other legal and lawful public or private works.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Simple
Type of Transaction:	G2C/G2B
Who may avail:	Any person with blaster's license (subject for renewal) and employed with licensed companies authorized to possess/use dynamite, explosives, explosive accessories or their ingredients for blasting operation in mining, quarrying, road construction, wrecking and other legal lawful purposes.
CHECKLIST OF REQUIREMENTS	
1. Original licenses to be renewed;	Applicant
2. Original Special Bank Receipt (LBP);	Applicant
3. Updated Purchaser's License of the employer – photocopy;	Applicant
4. Letter request of applicant (State Purpose);	Applicant
5. Original Clearances: (NBI and PNP DI/R2 Clearance);	NBI and PNP
6. Drug Test;	Accredited Hospital
7. Recent picture of the licensee (2x2);	Applicant



8. Certification of safety handling from a licensed Mining Engineer to include photocopy of updated PRC License;	Mining Engineer			
9. Updated copy of applicant's Personal History Statement (PHS) with recent photograph duly notarized;	Applicant			
10. Certification from the employer/company;	Company			
11. Certificate of being capable of handling explosives from licensed mining engineer (if applicant is not a licensed mining engineer);	Company Mining Engineer			
12. Summary of Consumption/withdrawal Report or Notarized Affidavit of no consumption/withdrawal;	Company			
13. Endorsement from ROPD & PD/CD (for Provincial Applicant);	ROPD & PD, PPO/CD, CPO			
14. Endorsement from Bureau of Mines (if company is a mining firm).	Bureau of Mines			
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue commitment slip if the requirements are complete, valid and correct.	Php2,500.00	45 minutes	Statistician & Briefer, LPS-EMD



	2 Encodes/Scans Application Prepares endorsement & renewal of license for approval of C, FEO		2hrs and 5 minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
7a Claim approved license	7 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php2,500.00	3 days	

I. Permit to Import (Manufacturer)

Application for Permit to Import refers to the document issued to persons/entities with valid/existing manufacturer's license authorizing them to import explosives, explosive accessories or their ingredients.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Highly Technical
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing



		manufacturer's license desiring to import explosives, explosive accessories or their ingredients.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Special Bank Receipt (Land Bank of the Philippines LBP);		Any branches of Land Bank of the Philippines			
2. Application Form (PNP Form 6);		Explosives Management Division, 3 rd Floor FEO Building/RCSUs			
3. Photocopy of License;		Applicant			
4. Letter request (LR) signed by the authorized representative indicating the following: - kind of explosives/explosives ingredients; - quantity to be imported , based on storage capacity; - purity/grade.		Applicant			
5. Inspection Reports: - Certification of Inspection of Magazine/Storage Facility; - Magazine/Storage Facility Inspection Checklist; - Summary of Inventory of explosives/explosive ingredients; - Inventory of explosives/explosives ingredients; - Security Survey by the PD/CD (for Provincial Applicant) and I&E, FEO (for NCR Applicant).		Applicant (PD, PPO/CD, CPO)			
6. Endorsement from PD/CD (for Provincial applicants only);		Securities and Exchange Commission and Department of Trade and Industry			
7. Notarized Latest Monthly Report;		Applicant			
8. Notarized 12 months Consumption Report.		Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of	Php6,000.00		45 minutes	Statistician & Briefer, LPS-EMD



Bank of the Philippines and attach SBR to the folder to be submitted	submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/ Scans Application Prepares endorsement & license for approval of CPNP		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/ Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of TCDS if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/		25 minutes	CS & D, CSG



	recommendation and will be submitted to D, CSG)			
	7 Counter-check documents and endorse to the office of the CPNP if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS)			TCDS/TDCO
	8 Approval/disapproval			C,PNP
	9 Records and forwards approved/disapproved applications to EMD, FEO			Message Center, OCPNP
10a Claim approved permit	10 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php6,000.00	20 days	

m. Permit to Import (Dealer)

Application for Permit to Import refers to the document issued to persons/entities with valid/existing dealer's license authorizing them to import explosives, explosive accessories or their ingredients.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Highly Technical
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity with existing dealer's license desiring to import explosives,



explosive accessories or their ingredients.				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Special Bank Receipt (Land Bank of the Philippines LBP);			Any branches of Land Bank of the Philippines	
2. Application Form (PNP Form 6);			Explosives Management Division, 3 rd Floor FEO Building/RCSUs	
3. Photocopy of License;			Applicant	
4. Letter request (LR) signed by the authorized representative indicating the following: - kind of explosives/explosives ingredients; - quantity to be imported , based on storage capacity; - purity/grade.			Applicant	
5. Inspection Reports: - Certification of Inspection of Magazine/Storage Facility; - Magazine/Storage Facility Inspection Checklist; - Summary of Inventory of explosives/explosive ingredients; - Inventory of explosives/explosives ingredients; - Security Survey by the PD/CD (for Provincial Applicant) and I&E, FEO (for NCR Applicant).			Applicant (PD, PPO/CD, CPO)	
6. Endorsement from PD/CD (for Provincial applicants only);			Securities and Exchange Commission and Department of Trade and Industry	
7. Notarized Latest Monthly Report;			Applicant	
8. Notarized 12 months Consumption Report.			Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents	Php6,000.00	45 minutes	Statistician & Briefer, LPS-EMD



the Philippine s and attach SBR to the folder to be submitted	Issue pre- evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & license for approval of CPNP		2hrs and 5minute s	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non- concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Rele asing Clerk/ Dispatching PNCO & Chief, EMD
	5 Concurs/Non- concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of TCDS if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be		25 minutes	CS & D, CSG



	submitted to D, CSG)			
	7 Counter-check documents and endorse to the office of the CPNP if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS)			TCDS/TDCO
	8 Approval/disapproval			C,PNP
	9 Records and forwards approved/disapproved applications to EMD, FEO			Message Center, OCPNP
9a Claim approved permit	9 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php5,000.00	20 days	

n. Permit to Import (Purchaser)

Application for Permit to Import refers to the document issued to persons/entities with valid/existing purchaser's license authorizing them to import explosives, explosive accessories or their ingredients.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Complex
Type of Transaction:	G2C/G2B/
Who may avail:	Any person or entity with existing purchaser's license desiring to import explosives, explosive accessories or their ingredients for use in any



		lawful purposes.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Special Bank Receipt (Land Bank of the Philippines LBP);		Any branches of Land Bank of the Philippines		
2. PNP Form 6 (Application Form);		Applicant		
3. Photocopy of License;		Applicant		
4. Letter request (LR) signed by the authorized representative indicating the following: - kind of explosives/explosives ingredients; - quantity to be imported, based on storage capacity; - Purity/grade.		Applicant		
5. Inspection Reports: - Certification of Inspection of Magazine/Storage Facility; - Magazine/Storage Facility Inspection Checklist; - Summary of Inventory of explosives/explosive ingredients; - Inventory of explosives/explosives ingredients; - Security Survey by the PD/CD (for Provincial Applicant) and I&E, FEO (for NCR Applicant).		PD, PPO/CD, CPO (for Provincial applicant) I&E, EEMD-FEO (for NCR applicant)		
6. Endorsement from PD/CD (for Provincial applicants only);		PD, PPO/CD, CPO		
7. Notarized Latest Monthly Report;		Applicant		
8. Notarized 12 months Consumption Report.		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines	1 Compute quantity allowed (if applicable) Check the completeness,	Php6,000.00	45 minutes	Statistician & Briefer, LPS-EMD



and attach SBR to the folder to be submitted	validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/ Scans Application Prepares endorsement & permit for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the		20 minutes	CS & DD, CSG



	office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)			
	7 Approval/disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
19 Claim approved permit	9 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php6,000.00	7 days	

o. Permit to Export (Manufacturer or dealer)

Application for Permit to Export refers to the document issued to persons/entities with existing/valid license to manufacture or dealer explosives/explosive ingredients issued by the C, PNP desires to export explosives/explosive ingredients.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Highly Technical
Type of Transaction:	G2C/G2B/
Who may avail:	Any person or entity with manufacturer's license desiring to export explosives, explosive accessories or its ingredients
CHECKLIST OF REQUIREMENTS	
1. Letter request (LR) signed by the authorized representative Indicating the following: - kind of explosives /explosive	WHERE TO SECURE Applicant



ingredients - quantity				
2. Manufacturer's or Dealer's License (Photocopy);		Applicant		
3. Letter of Intent and End-User's Certificate of Consignee - Original Copy;		Consignee		
4. Certification from the consignee that the items will not be exported to a third party country - Original copy		Consignee		
CLIENT STEPS	AGENCY ACTIONS	FEE S TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue commitment slip if the requirements are complete, valid and correct.	NO FEE	45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/Scans Application Prepares endorsement & permit for approval of CPNP		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and		20 minutes	Secretary/Releasing Clerk/



	endorses/transmits application to the office of the Chief, FEO			Dispatching PNCO & Chief, EMD
	5 Concur/Non-concur and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of TCDS if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		25 minutes	CS & D, CSG
	7 Counter-check documents and endorse to the office of the CPNP if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS)			TCDS/TDCO
	8 Approval/disapproval			C,PNP
	9 Records and forwards approved/disapproved applications to EMD, FEO			Message Center, OCPNP
10a Claim approved	10 Records, scans		5 minutes	Releasing



permit	and releases			Clerk/Dispatching PNC, EMD
TOTAL		NO FEE	20 days	

p. Permit to Purchase/Transfer and Move Explosives/Explosive Ingredients (PPME)

Application for Permit to Purchase/Transfer and Move Explosives/Explosive Ingredients refers to the document issued to a licensed person or entities authorizing them to locally purchase/transfer and move explosives/explosive accessories or their ingredients from seller's magazine to the purchaser's magazine.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO		
Classification:	Simple		
Type of Transaction:	G2C/G2B/		
Who may avail:	Any person or entity with valid license are authorize to locally purchase/transfer and move the explosives/explosive accessories or its ingredients from the seller's magazine to the purchaser's magazine or for transfer from main magazine to other magazine of the same licensee.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Photocopy of license;		Applicant	
2. Original Special Bank Receipt (LBP);		Any branches of Land Bank of the Philippines	
3. Letter request (LR) signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be <u>purchased/transfer</u> , based on stock on hand and purity/grade. Indicate initial/full quantity and tentative date of delivery and route from origin to destination;		Applicant	
4. Notarized Latest Monthly Report;		Applicant	
5. Previous PPME and Delivery Receipt (photocopy);		Applicant	
6. Endorsement from PD/CD.		PD, PPO/CD, CDO	
7. For blasting contractor:		▪ Mining Engineer/Foreman Blaster	
▪ Blasting Scheme ▪ Agreement or contract of the project w/ duration			



▪ Certification from PD/CD in the construction/establishment of an issuing magazine where the project is located ▪ Environmental Compliance Certificate (ECC) from DENR ▪ Endorsement from BMGS (Mining & Quarrying) ▪ Endorsement from DOE (Oil & Geothermal Exploration) ▪ Endorsement from PCG (Salvaging) ▪ Endorsement from FPA (Fertilizer Formulator) ▪ Endorsement from DPWH (Road Construction, etc.) ▪ Endorsement from City Engineer's Office (development of subdivision) ▪ Endorsement from other government agencies.		▪ PD, PPO/CD, CDO ▪ DENR ▪ Bureau of Mines and Geo-Science ▪ DOE ▪ PCG ▪ FPA ▪ DPWH ▪ City Engineering Office ▪ Government Agencies			
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment	3	Php1,500.00	45 minutes	Statistician & Briefer, LPS-EMD



	Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & permit for approval of C, FEO		2hrs and 5 minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved permit	7 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php1,500.00	3 days	



q. Permit to Unload Explosive/Explosive Ingredients (PTUE)

Application for Permit to Unload Explosives/Explosive Ingredients refers to the document issued to licensed person or entities authorizing them to unload and transport imported explosives/explosives accessories or their ingredients from port of entry to magazine address indicated in the approved license.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO				
Classification:	Simple				
Type of Transaction:	G2C/G2B				
Who may avail:	Any person or entity with existing license (Manufacturer, Dealer or Purchaser) and permit to import are authorized to unload and transport imported explosives/explosive ingredients or its ingredients from port of entry to the explosives magazine as indicated in the approved license.				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Photocopy of License;			Applicant		
2. Original Special Bank Receipt (Land Bank of the Philippines);			Any branches of Land Bank of the Philippines		
3. PNP Form No. 6 – Application to Unload Explosives from Vessels/Aircrafts and Transport to Destination;			Office of Explosives Management Division/ Regional Civil Security Units		
4. Letter request (LR) signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be unloaded , based on storage capacity versus stock on hand and purity/grade;			Applicant		
5. Permit to Import (Notarized monthly report);			Applicant		
6. Packing List/ Bill of Lading (for sea freight);			Applicant		
7. Airway Bill (for air freight only)/ Proforma Invoice (for air freight only).			Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the	2 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted	- Php.10/kg/lt r -Php.05/mtr for (det. cords & safety fuse) -Php.05/pc for (Blasting		45 minutes	Statistician & Briefer, LPS-EMD



Philippines and attach SBR to the folder to be submitted	documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	caps & connectors)		
	2 Encodes/Scans Application Prepares endorsement & permit for approval of C, FEO		2hrs and 5 minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
6a Claim approved permit	6 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php.10/kg/ltr Php.05/mtr Php.05/pc	3 days	



r. Special Permit to Purchase and Move Explosive/Explosive Ingredients (SPPME)

Application for Special Permit to Purchase and Move Explosive/Explosive Ingredients refers to the document issued to unlicensed but qualified person or entities authorizing them to purchase locally the explosives/explosive accessories or its ingredients for a small amount and will be for one time use only.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO			
Classification:	Simple			
Type of Transaction:	G2C/G2B			
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity without existing license but qualified to acquire/purchase explosives/explosive accessories or its ingredients in maximum allowable quantity.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Original Special Bank Receipt (LBP);				
2. PNP FORM 6A;			Office of Explosives Management Division/RCSUs	
3. Letter request (LR) signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be <u>purchased</u> , purity/grade;			Applicant	
4. If Corporation or Partnership, SEC Registration;			Any branches of Land Bank of the Philippines	
5. If Single Proprietorship, DTI Registration				
6. Business Permit;				
7. Original NBI Clearance (Purpose: for PNP Requirement, Business/Other requirement).			NBI Clearance Centers	
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted	Php1,500.00	45 minutes	Statistician & Briefer, LPS-EMD



the Philippines and attach SBR to the folder to be submitted	documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & permit for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved permit	7 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php1,500.00	3 days	



3. Application of Licenses and Permits for Firecrackers and Pyrotechnic Devices (FCPDs)

s. Manufacturer's License (New)

Application for new Manufacturer's License refers to the document issued to qualified persons or entities authorizing them to possess explosive ingredients for use in the manufacture of authorized and allowable firecrackers and pyrotechnic devices for sale to the public in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO	
Classification:	Complex	
Type of Transaction:	G2C/G2B	
Who may avail:	Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of manufacturing, dealing in (within manufacturing site) and purchasing/using firecrackers and pyrotechnic devices with at least one (1) licensed pyro technician.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) Letter Request;		Applicant;
2. One (1) DTI Certificate of Registration / SEC Registration;		Office of the DTI/SEC
1. One (1) Business/ Mayor's Permit from place of business;		Municipal/City Hall where the business established;
2. One (1) Fire Safety Clearance from City or Municipality;		Nearest BFP where the business established
3. One (1) Zoning Permit from City or Municipal Engineer (Stating that the complex is situated in the designated zone);		Engineering Department/Division, Municipal/City Hall
4. One (1) Original Clearances: Police and Court Clearance;		Nearest Police Station and MTC/RTC
5. One (1) Original Copy of Special Bank Receipt (LBP);		Any Land Bank of the Philippines Branch
6. One (1) Endorsement from PD and ROPD (For Provincial Applicant); For Metro Manila Applicants shall file/submit through Chief, FEO, PNP;		▪ PD/ROPD, PPOs ▪ C, EEMD-FEO



7. One (1) Inspection Report attested by PNP Inspectors (for Metro Manila Applicant);		C, EEMD-FEO		
8. One (1) Inspection Report duly noted by PD (for Provincial Applicant);		PD, PPOs/C, RCSUs		
9. One (1) Properly labeled pictures of warehouse (bodega/storage) and manufacturing complex: ▪ Mixing Station; ▪ Grinding Station; ▪ Packing Station; ▪ Magmimitsa Station; ▪ Loading Station.		Applicant		
10. One (1) Sketch of Location and Floor Plan of warehouse (bodega/storage) and Display Stall/Store;		Applicant		
11. One (1) Certificate of Fireworks Safety Seminar;		EMD-FEO		
12. One (1) Resume/Bio-data of responsible Pyro-Technician;		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Compute quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment	Php10,000.00	45 minutes	Statistician & Briefer, LPS-EMD



	Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/recommendation and will be submitted to D,		20 minutes	CS & D, CSG



	CSG)			
	7 Approval/disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
9a Claim approved license	9 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
	TOTAL	Php10,000.00	7 days	

t. Manufacturer's License (Renewal)

Application for renewal of Manufacturer's License refers to the document issued to persons or entities with existing license in which due for renewal authorizing them to continuously possess explosive ingredients for use in the manufacture of authorized and allowable firecrackers and pyrotechnic devices for sale to the public in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Complex
Type of Transaction:	G2C/G2B
Who may avail:	Any person or entity with existing manufacturer's license authorizing to continuously engage in the business of manufacturing, dealing in (within manufacturing site) and purchasing/using firecrackers and pyrotechnic devices with at least one (1) licensed pyro technician.
CHECKLIST OF REQUIREMENTS	
1. One (1) Letter Request;	Applicant;
2. One (1) DTI Certificate of Registration / SEC Registration;	Office of the DTI/SEC
3. One (1) Business/ Mayor's Permit from place of business;	Municipal/City Hall where the business established;
4. One (1) Fire Safety Clearance from City or Municipality;	Nearest BFP where the business established



5. One (1) Zoning Permit from City or Municipal Engineer (Stating that the complex is situated in the designated zone);	Engineering Department/Division, Municipal/City Hall			
6. One (1) Original Clearances: Police and Court Clearance;	Nearest Police Station and MTC/RTC			
7. One (1) Original Copy of Special Bank Receipt (LBP);	Any Land Bank of the Philippines Branch			
8. One (1) Photocopy of previous license;	Applicant			
9. One (1) Endorsement from PD and ROPD (For Provincial Applicant);	▪ PD/ROPD, PPOs			
For Metro Manila Applicants shall file/submit through Chief, FEO, PNP;	▪ C, EEMD-FEO			
10. One (1) Inspection Report attested by PNP Inspectors (for Metro Manila Applicant);	C, EEMD-FEO			
11. Inspection Report duly noted by PD (for Provincial Applicant);	PD, PPOs/C, RCSUs			
12. One (1) Properly labeled pictures of warehouse (bodega/storage) and manufacturing complex: ▪ Mixing Station; ▪ Grinding Station; ▪ Packing Station; ▪ Magmimitsa Station; ▪ Loading Station.	Applicant			
13. One (1) Sketch of Location and Floor Plan of warehouse (bodega/storage) and Display Stall/Store;	Applicant			
14. One (1) Certificate of Fireworks Safety Seminar;	EMD-FEO			
15. One (1) Resume/Bio-data of responsible Pyro-Technician;	Applicant			
16. One (1) Consumption Report;	Applicant			
17. One (1) Previous Permit to Purchase Explosives	Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed applicable) (if Check the completeness, validity and	Php 10,000.00	45 minutes	Statistician & Briefer, LPS-EMD



	correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/ Scans Application Prepares endorsement & license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents		20 minutes	CS & D, CSG



	and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)			
	7 Approval/disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
9a Claim approved license	9 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php 10,000.00	7 days	

u. Dealer's License (New)

Application for new Dealer's License refers to the document issued to qualified persons or entities authorizing them to possess allowable firecrackers and pyrotechnic devices for sale to the public in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Complex
Type of Transaction:	G2C/G2B
Who may avail:	Any person (at least 21 years old at the time of filing of



		written application) or entity desiring to engage in the business of selling allowable firecrackers and pyrotechnic devices.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Letter Request;		Applicant;		
2. One (1) DTI Certificate of Registration / SEC Registration;		Office of the DTI/SEC		
3. One (1) Business/ Mayor's Permit from place of business;		Municipal/City Hall where the business established;		
4. One (1) Fire Safety Clearance from City or Municipality;		Nearest BFP where the business established		
5. One (1) Original Clearances: Police and Court Clearance;		Nearest Police Station and MTC/RTC		
6. One (1) Original Copy of Special Bank Receipt (LBP);		Any Land Bank of the Philippines Branch		
7. One (1) Endorsement from PD and ROPD (For Provincial Applicant);		PD/ROPD, PPOs		
For Metro Manila Applicants shall file/submit through Chief, FEO, PNP;		C, EEMD-FEO		
8. One (1) Inspection Report attested by PNP Inspectors (for Metro Manila Applicant);		C, EEMD-FEO		
9. One (1) Inspection Report duly noted by PD (for Provincial Applicant);		PD, PPOs/C, RCSUs		
10. One (1) Properly labeled pictures of warehouse (bodega/storage) and Display Stall/Store;		Applicant		
11. One (1) Sketch of Location and Floor Plan of warehouse (bodega/storage) and Display Stall/Store;		Applicant		
12. One (1) Certificate of Fireworks Safety Seminar		EMD-FEO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents	Php5,000.00	45 minutes	Statistician & Briefer, LPS-EMD



	Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/ Scans Application Prepares endorsement & license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits its application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the		20 minutes	CS & D, CSG



	application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)			
	7 Approval/ disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
9a Claim approved license	9 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php5,000.00	7 days	

v. Dealer's License (Renewal)

Application for renewal of Dealer's License refers to a persons or entities with existing licensing in which due for renewal to continuously possess allowable firecrackers and pyrotechnic devices for sale to the public in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Complex
Type of Transaction:	G2C/G2B
Who may avail:	Any person or entity with existing dealer's license authorizing to continuously engage in selling to the public the allowable quantity of firecrackers and pyrotechnic devices.
CHECKLIST OF REQUIREMENTS	
1. One (1) Letter Request;	Applicant;
2. One (1) DTI Certificate of Registration / SEC Registration;	Office of the DTI/SEC
3. One (1) Business/ Mayor's Permit from place of business;	Municipal/City Hall where the business established;
4. One (1) Fire Safety Clearance from	Nearest BFP where the business



City or Municipality;	established
5. One (1) Original Clearances: Police and Court Clearance;	Nearest Police Station and MTC/RTC
6. One (1) Original Copy of Special Bank Receipt (LBP);	Any Land Bank of the Philippines Branch
7. One (1) Photocopy of previous license;	Applicant
8. One (1) Copy of previous license;	Applicant
9. One (1) Endorsement from PD and ROPD (For Provincial Applicant); For Metro Manila Applicants shall file/submit through Chief, FEO, PNP;	▪ PD/ROPD, PPOs ▪ C, EEMD-FEO
10. One (1) Inspection Report attested by PNP Inspectors (for Metro Manila Applicant);	C, EEMD-FEO
11. One (1) Inspection Report duly noted by PD (for Provincial Applicant);	PD, PPOs
12. One (1) Properly labeled pictures of warehouse (bodega/storage) and Display Stall/Store;	Applicant
13. One (1) Sketch of Location and Floor Plan of warehouse (bodega/storage) and Display Stall/Store;	Applicant
14. One (1) Certificate of Fireworks Safety Seminar;	EMD-FEO

CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes the quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s	Php5,000.00	45 minutes	Statistician & Briefer, LPS-EMD



	Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/ Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		20 minutes	CS & D, CSG
	7 Approval/disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapprove		5 minutes	Monitoring Clerk, CS, CSG



	d applications to EMD, FEO			
9a Claim approved license	9 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php5,000.00	3 hrs and 50 minutes (7 days maximum)	

w. Fireworks Display Operator's License (New)

Application for new Fireworks Display Operator's License refers to a persons authorizing them to design, operate and perform fireworks display for the public in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO			
Classification:	Complex			
Type of Transaction:	G2C/G2B			
Who may avail:	Any person (at least 21 years old at the time of filing of written application) desiring to design, operate and perform fireworks display for the public.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) Original Copy of Special Bank Receipt (LBP);			Any Land Bank of the Philippines Branch	
2. One (1) Letter request (state purpose): - Certified photocopy of Manufacturer's and/or Dealer's License; - Resume			Applicant	
3. One (1) Certification from the Manufacturer and/or Dealer that he is connected with the company;			Licensed Manufacturer/Dealer;	
4. One (1) Original or authenticated Fireworks Safety Training Course (FSTC) certificate.			EMD-FEO	
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable) Check the	Php5,000.00	45 minutes	Statistician & Briefer, LPS-EMD



	completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and		20 minutes	CS & D, CSG



	endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)			
	7 Approval/ disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
9a Claim approved license	9 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php5,000.00	7 days	

x. Fireworks Display Operator's License (Renewal)

Application for renewal of Fireworks Display Operator's License refers to a persons with existing FDO license authorizing them to continuously design, operate and perform fireworks display for the public in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Complex
Type of Transaction:	G2C/G2B
Who may avail:	Any person with existing FDO license desiring to design, operate and perform fireworks display for the public.
CHECKLIST OF REQUIREMENTS	
1. One (1) Original Copy of Special Bank Receipt (LBP);	Any Land Bank of the Philippines Branch
2. One (1) Letter request (state purpose):	Applicant
- Certified photocopy of Manufacturer's	



and/or Dealer's License; - Resume				
3. One (1) Certification from the Manufacturer and/or Dealer that he is connected with the company;		Licensed Manufacturer/Dealer;		
4. One (1) Original or authenticated Fireworks Safety Training Course (FSTC) certificate.		EMD-FEO		
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes the quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	Php5,000.00	45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/Scans Application Prepares endorsement & license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD



	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits its application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		20 minutes	CS & D, CSG
	7 Approval/disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Monitoring Clerk, CS, CSG
9a Claim approved license	9 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php5,000.00	7 days	

y. Permit to Import (Manufacturer only)



Application for Permit to Import refers to a licensed manufacturer of firecrackers and pyrotechnic devices who desires to import explosive ingredients for his manufacturing business in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO			
Classification:	Complex			
Type of Transaction:	G2C/G2B			
Who may avail:	Any persons/entity with valid manufacturer's license allowed to import explosive ingredients for the manufacturing of firecrackers and pyrotechnic devices.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Letter Request;		Applicant		
2. One (1) Original Copy of Special Bank Receipt (LBP);		Any Land Bank of the Philippines Branch		
3. One (1) Photocopy of License;		Applicant (Manufacturer's License);		
4. One (1) Summary of Acquisition & Disposition; and		Applicant		
5. One (1) Twelve (12) months Report		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES PAID	TO PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes the quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue	Php5,000.00	45 minutes	Statistician & Briefer, LPS-EMD



	commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG)		20 minutes	CS & D, CSG
	7 Approval/ disapproval		10 minutes	D, CSG
	8 Records and		5 minutes	Monitoring Clerk,



	forwards approved/disapproved applications to EMD, FEO			CS, CSG
9a Claim approved permit	9 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php5,000.00	4 hrs and 10 minutes (7 days maximum)	

z. Permit to Import (Theatrical Effects)

Application for Permit to Import (theatrical effects) refers to a licensed manufacturer of firecrackers and pyrotechnic devices who desires to import theatrical effects for his manufacturing of fireworks in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

Office or Division:		Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO		
Classification:		Complex		
Type of Transaction:		G2C/G2B		
Who may avail:		Any persons/entity with valid manufacturer's license allowed to import theatrical effects for the manufacturing of firecrackers and pyrotechnic devices.		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) Letter Request;			Applicant	
2. One (1) Original Copy of Special Bank Receipt (LBP);			Any Land Bank of the Philippines Branch	
3. One (1) Photocopy of License;			Applicant (Manufacturer's License);	
4. One (1) Summary of Acquisition & Disposition; and			Applicant	
5. One (1) Twelve (12) months Report			Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes the quantity allowed (if applicable) Check the completeness, validity and correctness of	Php1,000.00	45 minutes	Statistician & Briefer, LPS-EMD



	submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & license for approval of D, CSG		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Concurs/Non-concurs and endorses application to the office of CDS, CSG		15 minutes	Secretary & Chief, FEO
	6 Counter-check documents and endorse to the office of DCSG if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/recommendation and will be submitted to D, CSG)		20 minutes	CS & D, CSG
	7 Approval/disapproval		10 minutes	D, CSG
	8 Records and forwards approved/disapproved applications to EMD,		5 minutes	Monitoring Clerk, CS, CSG



	FEO			
9a Claim approved permit	9 Records, scans and releases approved license		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php1,000.00	7 days	

aa. Permit to Purchase and Move Explosive Ingredients (PPMEIs)

Application for Permit to Purchase and Move Explosive Ingredients refers to a licensed manufacturer of firecrackers and pyrotechnic devices who desires to purchase locally explosive ingredients for his manufacturing business in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO			
Classification:	Simple			
Type of Transaction:	G2C/G2B			
Who may avail:	Any person or entity with valid manufacturer's license allowed to purchase explosive ingredients for the manufacturing of firecrackers and pyrotechnic devices.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) Photocopy of license;			Applicant	
2. One (1) Original Special Bank Receipt (LBP);			Any branches of Land Bank of the Philippines	
3. One (1) Letter request (LR) signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be <u>purchased/transfer</u> , based on stock on hand and purity/grade. Indicate initial/full quantity and tentative date of delivery and route from origin to destination;			Applicant	
4. One (1) Notarized Latest Monthly Report;;			Applicant	
5. One (1) Previous PPME and Delivery Receipt (photocopy); and			Applicant	
6. One (1) Endorsement from PD/CD.			PPO/CPO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable)	Php1,500.00	45 minutes	Statistician & Briefer, LPS-EMD



Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & permit for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved		5 minutes	Secretary of C, FEO



	applications to EMD, FEO			
7a Claim approved permit	7 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php 1,500.00	3 days	

bb. Permit to Unload Explosive Ingredients (PTUEIs)

Application for Permit to Unload Explosive Ingredients refers to document of a licensed manufacturer with existing permit to import authorizing them to unload/transport the imported explosive ingredients for the manufacturing of firecrackers and pyrotechnic devices in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO
Classification:	Simple
Type of Transaction:	G2C/G2B
Who may avail:	Any licensed manufacturer's with permit to import are allowed to unload/transport the imported explosive ingredients in the manufacture of firecrackers and pyrotechnic devices.
CHECKLIST OF REQUIREMENTS	
1. One (1) Photocopy of license;	Applicant
2. One (1) Original Special Bank Receipt (LBP);	Any branches of Land Bank of the Philippines
3. One (1) PNP Form No. 6 – Application to Unload Explosives from Vessels/Aircrafts and Transport to Destination;	
4. One (1) Letter request (LR) signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be <u>unloaded</u> , based on storage capacity versus stock on hand and purity/grade;	Applicant
5. One (1) Permit to Import (Notarized monthly report);	Applicant
6. One (1) Packing List/ Bill of Lading (for sea freight); and	Applicant
7. One (1) Airway Bill (for air freight only)/Proforma Invoice (for air freight	Applicant



only).				
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	Php.10/KG /LT	45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/Scans Application Prepares endorsement & permit for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD



	the office of the Chief, FEO			
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved permit	7 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php.10/kg/ltr	3 days	

cc. Permit to Transport (PTT)

Application for Permit To Transport refers to permit given to any licensed manufacturer and/or dealer and person/s transporting firecrackers and pyrotechnic devices of more than one thousand (1,000) kilograms of finished products while proof of purchase from the registered dealer or manufacturer shall be sufficient for less than one thousand (1,000) kilograms.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO			
Classification:	Simple			
Type of Transaction:	G2C/G2B			
Who may avail:	Any persons/entities with proof of purchase from licensed manufacturers, dealers and retailers are allowed to transport finished firecrackers and pyrotechnic devices of more than one thousand (1,000) kilograms.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) Letter Request (State expected date of departure and, origin and point of destination);			Applicant	
2. One (1) Certified photocopy of Dealer's License;				
3. One (1) Proof of Purchase/Official Receipt;				
4. One (1) Original Copy of Special Bank Receipt (SBR).			Any branches of Land Bank of the Philippines	
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE



1a Submit application and documentary requirements ▪ Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	1 Computes quantity allowed (if applicable) Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.	Php360.00	45 minutes	Statistician & Briefer, LPS-EMD
	2 Encodes/Scans Application Prepares endorsement & permit for approval of C, FEO		2hrs and 5minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards		5 minutes	Secretary of C, FEO



	approved/disapproved applications to EMD, FEO			
7a Claim approved permit	7 Records, scans and releases approved permit		5 minutes	Releasing Clerk/Dispatching PNCO, EMD
TOTAL		Php 360.00	3 days	

dd. Special Permit for Fireworks Display (SPFD)

Application for Special Permit for Fireworks Display refers to authority given to licensed manufacturers/dealers of firecrackers and pyrotechnic devices to set up a fireworks show anywhere in the Philippines conducted by the licensed fireworks display operator's only.

Office or Division:	Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO			
Classification:	Simple			
Type of Transaction:	G2C/G2B			
Who may avail:	Any licensed manufacturers/dealers of firecrackers and pyrotechnic devices allowed to set up a fireworks show performed by the licensed pyro technicians.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) Letter Request (State Purpose);			Applicant	
2. One (1) Certified photocopy of Manufacturer's and/or Dealer's License;			Applicant	
3. One (1) Original or Certified photocopy of the contract/Agreement duly notarized; and			Applicant	
4. One (1) Original Special Bank Receipt (LBP);			Any branches of Land Bank of the Philippines	
5. One (1) Fireworks Display Operator's (FDO) License.			Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Computes quantity allowed (if applicable)	Php3,000.00	45 minutes	Statistician & Briefer, LPS-EMD



Pay the necessary fee to Land Bank of the Philippines and attach SBR to the folder to be submitted	Check the completeness, validity and correctness of submitted documents Issue pre-evaluation slip if there is/are lacking requirement/s Issue Order of Payment Issue commitment slip if the requirements are complete, valid and correct.			
	2 Encodes/Scans Application Prepares endorsement & permit for approval of C, FEO		2hrs and 5 minutes	Monitoring Clerk & Processor, EMD
	3 Counter-check documents submitted		5 minutes	C, LPS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved permit	7 Records, scans and releases		5 minutes	Releasing Clerk/Dispatchi



	approved permit		ng PNCO, EMD
TOTAL		Php3,000.00	3 days

Request verification and Certification (for court purposes)

Refers to the verification/certification issued by the EMD, FEO intended for court hearing purposes and other legal purposes.

Office or Division:	Special Concern Section, Explosives Management Division (SCS, EMD), FEO			
Classification:	Simple			
Type of Transaction:	G2C/G2B			
Who may avail:	Any persons and/or employee authorized by the court allowed to verify and ask for certification of individual records from EMD, FEO for court hearing purposes.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) Letter Request/Memo request (State Purpose);			Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Letter request	1 Check the completeness, validity and correctness of submitted document Issue commitment slip if the intention is valid and correct.	NO FEE	25 minutes	Action PNCO, SCS-EMD
	2 Scans Application Prepares verification or certification for approval of C, EMD		1hr and 5 minutes	Records PNCO, SCS-EMD
	3 Counter-check documents submitted		5 minutes	C, SCS-EMD
	4 Approval/disapproval		10 minutes	C, EMD
5a Claim approved verification/	5Records, scans and releases approved		10 minutes	Secretary, C, EMD/ Action PNCO, SCS-



certification	certification/verification			EMD
	TOTAL	NO FEE	1 hr and 55 minutes (2 days maximum)	

Request verification of explosives, military ordnance (for law enforcement agencies)

Refers to the record verification of explosives, military ordnance and the like recovered by the Law Enforcement Agencies (LEAs) possessed from any persons subject for investigation

Office Division:	or	Special Concern Section, Explosives Management Division (SCS, EMD), FEO		
Classification:		Simple		
Type Transaction:	of	G2C/G2B		
Who may avail:		Any personnel authorized by Law Enforcement Agencies (LEAs) allowed to verify and ask for certification of individual records from EMD, FEO for investigation and other legal purposes.		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) Letter Request/Memo request (State Purpose);			Applicant	
2. One (1) Photo of recovered explosives/commercial explosives/military ordnance.			Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEE S TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit Letter request	1 Check the completeness, validity and correctness of submitted document Issue commitment slip if the intention is valid and correct.	NO FEE	25 minutes	Action PNCO, SCS-EMD
	2 Scans Application Prepares verification or certification for approval of C,		1hr and 5 minutes	Records PNCO, SCS-EMD



	EMD			
	3 Counter-check documents submitted		5 minutes	C, SCS-EMD
	4 Approval/disapproval		10 minutes	C, EMD
5a Claim approved verification/certification	5 Records, scans and releases approved certification/verification		10 minutes	Secretary, C, EMD/ Action PNCO, SCS-EMD
TOTAL		NO FEE	3 days	

Request for comprehensive evaluation and analysis report

Refers to the request of individual entity/stakeholders for the evaluation of their new products containing chemicals to determine the risk of such products (high risk or low risk) or deletion from the PNP list of controlled chemicals.

Office or Division:	Special Concern Section, Explosives Management Division (SCS, EMD), FEO			
Classification:	Highly Technical			
Type of Transaction:	G2C/G2B			
Who may avail:	Any persons/entity requesting the comprehensive evaluation and analysis of their new products containing chemicals to determine its potential (high risk/low risk) as ingredients in the manufacture of Explosives/Explosive Ingredients.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request;			Applicant	
2. MSDS of the products containing chemicals;			Applicant	
3. Sample products containing chemicals (if applicable)			Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEE S TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit letter request and other documentary requirements	1 Check the completeness, validity and correctness of submitted document Issue commitment slip if the intention	NO FEE	25 minutes	Action PNCO, SCS-EMD



	is valid and correct.			
	2 Scans Application Prepares memo endorsement to PNPCL (pending activation of R & D Team) for signature of C, EMD		45 minutes	Chemical Specialist, Sub-SCS-EMD
	3 Counter-check documents submitted		5 minutes	C, SCS-EMD
	4 Approval/disapproval		10 minutes	C, EMD
	5 Records and forwards to PNP CL (Attn: Chemistry Division)		15 minutes	Dispatching PNCO, EMD
	6 Receives and forwards to Chemist personnel, Chemistry Division, PNPCL		5 minutes	Duty Personnel, Chemistry Division, PNPCL
	7 Conduct evaluation, research and/or test evaluation of submitted item containing chemicals and prepares Analysis Report		10 days	Compose of Chemical Specialist, EOD Specialist and Academe pending the activation of Research and Development Team
	8 Records and forwards Analysis Report to EMD-FEO		10 minutes	Duty Personnel, Chemistry Division, PNPCL
	9 Records, scans and prepares Certification for approval of C, FEO		30 minutes	Chemical Specialist, Sub-SCS-EMD
	10 Counterchecks		5 minutes	C, SCS-EMD



	documents			
	11 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/Dispatching PNCO & Chief, EMD
	12 Approval/disapproval		10 minutes	C, FEO
	Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
13a Claim approved verification/certification	13 Records, scans and releases approved certification/verification		10 minutes	Action PNCO, SCS-EMD
TOTAL		NO FEE	10 days, 3 hrs and 50 minutes (24 days maximum)	

Issuance of Radio Message (Memo type) re Transportation and movement of explosive/explosives ingredients and/or controlled chemicals.

Refers to the succeeding delivery of the remaining balance on Explosives/Explosive Ingredients and/or Controlled Chemicals as reflected in their Permit to Purchase and Move allowed to transport and move from the supplier's warehouse to their storage facility.

Office or Division:	Technical Support Section, Explosives Management Division (TSS, EMD), FEO
Classification:	Simple
Type of Transaction:	G2C/G2B
Who may avail:	Any entity with existing valid PPME/PPMCC allowed to request the transportation and movement of their remaining quantity of Explosives/Explosive Ingredients and/or Controlled Chemicals.
CHECKLIST OF REQUIREMENTS	
1. One (1) Letter Request signed by the authorized representative indicating, among others, the explosives/explosives ingredients and/or controlled chemicals to be <u>purchased/moved/transferred,</u>	WHERE TO SECURE Applicant



mode of procurement (local purchase or importation), delivery date/s, quantity (based on average storage capacity versus stock on hand), purity/grade;				
2. One (1) Photocopy of the PPME/PPMCC (back-to-back);		Applicant		
3. One (1) Previous Radio Message; and		Applicant		
4. One (1) Delivery Receipts.		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a Submit application and documentary requirements	1 Check the completeness, validity and correctness of submitted document Issue commitment slip if the requirements are valid and correct.	NO FEE	25 minutes	Action PNCO, TSS-EMD
	2 Scans Application Prepares Memo for signature/approval of C, FEO		1hr and 5 minutes	Processor PNCO, TSS-EMD
	3 Counter-check documents submitted		5 minutes	C, TSS-EMD
	4 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO		20 minutes	Secretary/Releasing Clerk/ Dispatching PNCO & Chief, EMD
	5 Approval/disapproval		10 minutes	C, FEO
	6 Records and forwards approved/disapproved applications to EMD, FEO		5 minutes	Secretary of C, FEO
7a Claim approved	7 Records, scans and releases		10 minutes	Secretary, C, EMD/ Action



verification/ certification	approved Radio Message			PNCO, SCS- EMD
TOTAL		NO FEE	3 days	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Comments or feedback may be sent thru https://www.facebook.com/FirearmsAndExplosiveOffice for online applicants. Likewise, a survey form is available at the FEO counters for walk-in applicants and online.
How feedbacks are processed	The number of likes and comments are recorded on a quarterly basis. Further, the survey forms are collected and consolidated on the same frequency. To measure the perception and opinion of the stakeholders, the Likers Scale is being utilized by this office.
How to file a complaint	An administrative complaint may be filed in accordance to the PNP MC 2017-001. It may be initiated by filling a written and sworn statement before the Director, CSG or the IAS accompanied by affidavits of witnesses, if any, and other evidence in support thereof. A certificate of non-forum shopping duly subscribed and sworn to by the complainant is also required. If the complaint is made verbally, the concerned agency shall assist the complainant in preparing his affidavit and other documents in support thereof. In case of letter-complaint, which is neither under oath nor based on official reports, the evaluator shall require the complainant and witnesses to affirm their signatures and execute affidavits to substantiate the complaint. An anonymous complaint may be the basis of a formal complaint provided that the material allegations contained therein may be validated.
How complaints are processed	Upon receipt of the complaint, the Director, CSG shall designate the officer who shall conduct the evaluation of the same to determine whether it shall be closed or dropped outright for lack of probable cause; referred to appropriate authority; treated as grievance; or recommended for summary hearing.
Contact Information of CCB, PCC, ARTA	Contact Center ng Bayan (CCB) 09088816565 Presidential Complaint Center (PCC): +63(2)-8736-8645/ +63(2)-8736-8603; +63(2)-8736-8629; +63(2)-8736-8621 Anti-Red Tape Authority (ARTA) / www.facebook.com/ARTAPh/

Office	Address	Contact Information
Firearms and Explosives Office	Camp Rafael Crame, Quezon City	723-0401 local 4478 llsfldeocsg@gmail.com



8. SUPERVISORY OFFICE FOR SECURITY AND INVESTIGATION AGENCIES

1. Application for Certificate of Registration (CR) for Government Guard Units (GGU)

A License to Operate duly signed by the Director, CSG issued to GGU purposely for the security needs of their own Institutions and not allowed to participate in the security industry valid for two (2) years.

Office or Division:	Agency Licensing Section, Security Licensing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Government Guard Units (GGU)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request Addressed to Chief, SOSIA. (1 Original Copy)		Government Guard Units (GGU)		
2. Charter of the concerned Government/Department/Agency/Office/Bureau/LGUs and other Government entities; (1 Original Copy)		Government Guard Units (GGU)		
3. Lists of Registered/Licensed firearms and Certification from FEO; (1 Original Copy)		Government Guard Units (GGU)		
4. Lists of Employees handling the firearms with their respective Personal Data Sheets (PDS) (1 Original Copy)		Government Guard Units (GGU)		
5. Firearms Record Verification (FRV) or FEO certification, signed by the C, FEO or its representative; (1 Original Copy)		Government Guard Units (GGU)		
6. Designated posts of Government Guards or Security personnel; and (1 Original Copy)		Government Guard Units (GGU)		
7. Appointment order or Plantilla of Government Guards or Security personnel. (1 Original Copy)		Government Guard Units (GGU)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the	1. Evaluate/valid	None	4 Hours	Evaluate



original and authenticated requirements one folder	date application folder then receives application folder and prepares memo and LTO certificate			<i>or</i>
2. Receives claim stub issued by the Evaluator/Processor if application was received	2. Review and recommends approval of application, then sign	None	4 Hours	<i>Chief, ALS</i>
3. Receives application folder with an attached Action Slip from SLD;	3. Certifies the validity of License to Exercise Profession (LESP) of licensee, staff and all security personnel (If any); and then signs at action slip	None	4 Hours	<i>Chief, Records Section</i>
	4. Review and recommends approval of application, then sign	None	4 Hours	<i>Chief, SLD</i>
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	<i>Assistant Chief, SOSIA</i>
	6. Review and recommends approval of application, then sign	None	3 Hours	<i>Chief, SOSIA</i>
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directiv	None	4 Hours	<i>Chief, FESMD, CSG</i>



	es then signs at action slip;			
	8. Review documentary attachments; recommends approval of application, then signs;	None	3 Hours	Chief of Staff, CSG
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	Director , CSG
	10. (OLSIMS) Review documentary attachments; recommends approval of application, then signs;	None	6 Hours	The Chief Director ial Staff (TDCS)
	11. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application;	None	3 Hours	Chief, PNP
	12. Records and return application folder to SOSIA;	None	1 Hour	Chief of Staff, CSG
	13. Notify and issues OP applicant for subsequent payment of appropriate fees or fines at LBP;	None	3 Hours	Proces sor, SLD
1. Claims the approved GGU Certificate.		None		PSSP
TOTAL:		None	5 Days and 6 Hours	



2. Application for License to Exercise Security Profession (LESP) New and Renewal (Online)

The License to Exercise Security Profession is issued to individuals engaged in the occupation, calling or employment either as a Private Security Guard, Private Security Officer, Private Detective and/or Private Security Consultant, after complying with both academic/scholastic and skills/training requirements subject to other requirements prescribed. The Personnel Licensing Section (PLS) of the Security Licensing Division (SLD) is the Office Primarily Responsible (OPR) in the issuance thereof.

Office or Division:	Personnel Licensing Section, Security Licensing Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Private Security Personnel (PSP)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-up Form PL-1 (1 Original Copy)		PLS, SLD, SOSIA		
2. High School Diploma or College Diploma (New) (1 Original Copy)		Applicant's School		
3. Transcript of Records (New) (1 Original Copy)		Applicant's School		
4. Appropriate Training Certificate (New and Renewal) (1 Original Copy)		Accredited Private Security Training Institutes (PSTIs)		
5. Birth Certificate (New) (1 Original Copy)		Philippine Statistics Authority (PSA)		
6. NBI Clearance (New and Renewal) (1 Original Copy)		NBI Office		
7. Drug Test Result (New and Renewal) (1 Original Copy)		Accredited Drug Testing Centers		
8. Barangay Clearance (New) (1 Original Copy)		Barangay Hall		
9. City/Municipal Police Clearance (1 Original copy) (New)		City/Municipal Police Station		
CLIENT STEPS		AGENCY	FEE	PROCESSI
		PERSO		



	ACTIONS	S TO BE PAID	NG TIME	N RESPO NSIBLE
1. Register at Online LESP thru https://sosia-online.pnp.gov.ph . Sign-up, update profile and fill-out all the information needed. Next, apply in the LESP dashboard, simply select the Licensing tab. Input the PSTI last attended and the License Category applying for. To proceed, click the Apply button. Then, applicant will be prompted to UPLOAD the scanned or photo of the requirements. After uploading all of the needed requirements, click Submit.		None	20 Minutes	
2. Wait for the validation of the Neuro-Psychiatric Result by NP Section, PNP HS and Training Certificates by STMD, SOSIA. Likewise, uploaded requirements will be evaluated by SLD, SOSIA for approval.	Online evaluation of the documents to determine completeness, authenticity and validity.	None	20 Minutes	STMD Evaluator and SLD Evaluator
3. Once the application is approved, For Scheduling button will appear. Click and choose your preferred time and Satellite Office or RCSU location. SMS Notification will be sent to your registered mobile number.		None	2 Minutes	
4. Receives OP and go to Land Bank of the Philippines (LBP) to pay the necessary fee/s	Actual Evaluation of uploaded documents and Order of Payment (OP) for license fee will be issued and payable at any LANDBANK branch	None	5 Minutes	SMO, PLS



	LBP receives OP and payment then issued Special Bank Receipt (SBR) to applicant	Appropriate fee at list of requirements	(LBP is an entity outside PNP, work time not included)	<i>Landbank Action Officer (LBP is an entity outside PNP, work time not included)</i>
	Receives SBR and attaches the SBR to the application folder for updating of payment	None	5 Minutes	<i>Encoder, PLS/CITS</i>
	Forwards application folder to IDPS for Printing of LESP Card	None	2 Minutes	<i>SMO, CITS</i>
5. Receives LESP Cards and application folder and issue LESP Cards and return application folders	Release of LESP Card	None	2 Minutes	<i>SMO, SLD</i>
TOTAL:		Appropriate fees is list of requirement	54 Minutes (per application folder)	



License	License Fee	ID Card Fee	Total	License	License Fee	ID Card Fee	Total
Security Guard	PHP 300.00	PHP 200.00	PHP 500.00	Mall & Com Guard	PHP 300.00	PHP 200.00	PHP 500.00
Security Officer	PHP 450.00	PHP 200.00	PHP 650.00	K9 Handler	PHP 450.00	PHP 200.00	PHP 650.00
Security Consultant	PHP 450.00	PHP 200.00	PHP 650.00	K9 Evaluator	PHP 450.00	PHP 200.00	PHP 650.00
Government Guard	PHP 15.00	PHP 200.00	PHP 215.00	K9 Administrator	PHP 450.00	PHP 200.00	PHP 650.00
Private Detective	PHP 450.00	PHP 200.00	PHP 650.00	K9 Trainer	PHP 300.00	PHP 200.00	PHP 500.00
Protection Agent	PHP 450.00	PHP 200.00	PHP 650.00	Training Instructor	PHP 450.00	PHP 200.00	PHP 650.00
Aviation Guard	PHP 300.00	PHP 200.00	PHP 500.00	Training Officer	PHP 450.00	PHP 200.00	PHP 650.00
Bank & Armor Guard	PHP 300.00	PHP 200.00	PHP 500.00	Training Director	PHP 450.00	PHP 200.00	PHP 650.00

3. Authority to Purchase Firearms (ATPF)

An Authority signed by the Chief, SOSIA issued to PSSPs for them to Purchase/Transfer Firearms for their security industry valid for sixty (60) days.

Office or Division:	Agency Licensing Section, Security Licensing Division		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Private Security Agency (PSA); Company Security Unit (CSU); and Private Detective Agency (PDA).		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter Request Addressed to the Chief, SOSIA (with affidavit of undertaking); (1 original copy)		Private Security Service Provider	
2. Copy of the previous License to Operate (LTO); (1 original copy)		Private Security Service Provider	
3. Original copy of Monthly Disposition Report (MDR) officially received by Records Section, SOSIA; (1 original		Private Security Service Provider	



copy)				
4. Certificate of No Pending Case issued not later than one (1) month from the date of filing, with conditions below; (1 original copy)		EMD, SOSIA / RCSU		
• <u>Issued by EMD, SOSIA – for NCR based PSSPs</u>; and • <u>Issued by RCSUs within their respective AOR.</u>				
5. <u>Firearms Record Verification</u> issued by Records Section, Firearms and Explosives Office (FEO) issued not later than one (1) months from the date of filing or <u>Certificate of No Firearms</u> (if concern agency has no registered firearms); and (1 original copy)		FEO		
6. Service contract or Notice to Proceed. <i>Note : PSSP must conform with Rule VII RA No. 5487</i> (1 original copy)		Private Security Service Provider		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and/or authenticated requirements in one folder;	1. Evaluates the Completeness , Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; then signs at action slip	None	4 Hours	Evaluator, ALS
2. Receives claim stub issued by the Evaluator/Processor if Application was received;	2. Review, evaluates and drafts a memorandum recommending the approval of application;	None	4 Hours	Chief, ALS



	prints LTO certificate and then signs at action slip;			
	3. Certifies the validity of MDR; and then signs at action slip	None	4 Hours	<i>Chief, Records Section</i>
3. Receives application folder with an attached Action Slip from SLD;	4. Reviews application folder and recommends approval of the same and then signs at LTO certificate;	None	4 Hours	<i>Chief, SLD</i>
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	<i>Assistant Chief, SOSIA</i>
	6. Review and signs on certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	<i>Chief, SOSIA</i>
4. Claims the approved amended License to Operate.	7. Claim the approved amended License to Operate.	None		<i>PSSP</i>
TOTAL:		None	1 Day and 5 Hours	

4. Cease to Operate (CTO) for PSSPs with Regular LTO

An Order signed by the Director, CSG issued to delinquent PSSPs for them to be no longer allowed to participate in the security industry until given further notice.



Office or Division:	Agency Licensing Section, Security Licensing Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Private Security Agency (PSA), Private Detective Agency (PDA), Company Security Force (CSU)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Letter request from Licensee, stating therein the reason for voluntary Cease to Operate (CTO); (1 Original Copy)		Private Security Service Provider		
2. Original copy of an Acknowledgment receipt of firearms (if any) issued by the Firearms and Explosives Office (FEO); Nearest Regional Civil Security Unit (RCSU); and/or Police Regional Office; and (1 Original Copy)		Private Security Service Provider		
3. Original copy of the previous License to Operate; (1 Original Copy)		Private Security Service Provider		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSO N RESPO NSIBL E
1. Submit the original and authenticated requirements one folder	1. Evaluate/validate application folder then receives application folder and prepares memo and LTO certificate	None	4 Hours	<i>Evaluat or</i>
2. Receives claim stub issued by the Evaluator/Processor if application was received	2. Review and recommends approval of application, then sign	None	4 Hours	<i>Chief, ALS</i>
3. Claim the Certificate Approved LTO	3. Review and recommends approval of application, then sign	None	4 Hours	<i>Chief, SLD</i>



	4. Review and recommends approval of application, then sign	None	3 Hours	Chief, SOSIA
	5. Review and approves application and signs on LTO certificate	None	3 Hours	Director, CSG
TOTAL:			2 Days and 2 Hours	

5. Cease to Operate (CTO) for PSSPs with Temporary LTO

An Order signed by the Director, CSG issued to delinquent PSSPs for them to be no longer allowed to participate in the security industry until given further notice.

Office or Division:	Agency Licensing Section, Security Licensing Division			
Classification:	Sim.ple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Private Security Agency (PSA), Private Detective Agency (PDA), Company Security Force (CSU)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Letter request from Licensee, stating therein the reason for voluntary Cease to Operate (CTO); (1 Original Copy)		Private Security Service Provider		
2. Original copy of an Acknowledgment receipt of firearms (if any) issued by the Firearms and Explosives Office (FEO); Nearest Regional Civil Security Unit (RCSU); and/or Police Regional Office; and (1 Original Copy)		Private Security Service Provider		
3. Original copy of the previous License to Operate; (1 Original Copy)		Private Security Service Provider		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and authenticated requirements one folder	1. Evaluate/validate application folder then	None	4 Hours	Evaluator



	receives application folder and prepares memo and LTO certificate			
2. Receives claim stub issued by the Evaluator/Processor if application was received	2. Review and recommends approval of application, then sign	None	4 Hours	<i>Chief, ALS</i>
3. Claim the Certificate Approved LTO	3. Review and recommends approval of application, then sign	None	4 Hours	<i>Chief, SLD</i>
	4. Review and recommends approval of application, then sign	None	3 Hours	<i>Chief, SOSIA</i>
	5. Review and approves application and signs on LTO certificate	None	3 Hours	<i>Director, CSG</i>
TOTAL:			2 Days and 2 Hours	

6. Change of Business Status from Single Proprietorship to Corporation as PSA/PDA

An Order signed by the Director, CSG issued to delinquent PSSPs for them to be no longer allowed to participate in the security industry until given further notice.

Office or Division:	Agency Licensing Section, Security Licensing Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Private Security Agency (PSA), Private Detective Agency (PDA), Company Security Force (CSU)



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request Addressed to the Chief, SOSIA (with affidavit of undertaking); (1 Original Copy)		Private Security Service Provider		
2. Copy of the previous License to Operate (LTO); (1 Original Copy)		Private Security Service Provider		
3. Board Resolution indicating therein the reason for a Change of Business Status – (Applicable only for Corporation only); (1 Original Copy)		Private Security Service Provider		
4. SEC Certificate with attached General Information Sheet (GIS) issued by Securities and Exchange Commission; (1 Original Copy)		SEC		
5. Approved Inspection Checklist issued not later than three (3) months from the date of filing of LTO , with conditions below; (1 Original Copy) ▪ <u>Conducted and Issued by EMD, SOSIA – for NCR based PSSPs;</u> and ▪ <u>Conducted and issued by RCSUs within their respective AOR.</u>		SEC		
6. Certificate of Department of Trade and Industry (DTI) cancellation (Applicable only for Single Proprietorship). (1 Original Copy)		DTI		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSO N RESPO NSIBLE
1. Submit the original and/or authenticated requirements in one folder;	1. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application	None	4 Hours	Evaluator , ALS



	folder then receives application folder; then signs at action slip.			
2. Receives claim stub issued by the Evaluator/Process or if Application was received;	3. Review, evaluates and drafts a memorandum recommending the approval of application; prints LTO certificate and then signs at action slip;	None	4 Hours	Chief, ALS
3. Receives application folder with an attached Action Slip from SLD;	4. Certifies the validity of License to Exercise Profession (LESP) of licensee, staff and all security personnel; and then signs at action slip	None	4 Hours	Chief, Records Section
	5. Reviews application folder and recommends approval of the same and then signs at LTO certificate;	None	4 Hours	Chief, SLD
	6. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	Assistant Chief, SOSIA
	7. Reviews application	None	3 Hours	Chief, SOSIA



	folder and recommends approval of the same and then signs at LTO certificate and Memorandum;			
4. Receives application folder with an attached Action Slip from SLD;	8. Review documentary attachments; recommends approval of application, then signs;	None	3 Hours	Chief of Staff, CSG
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	Director, CSG
5. Claim the approved amended License to Operate.	10. Claim the approved amended License to Operate.	None		PSSP
TOTAL:			3 Days and 9 Hours	

7. Change of Licensee/Business Address and/or Business Name of PSA/PDA

A License to Operate duly signed by the Director, CSG issued to PSA/PDA purposely for the Change of Licensee/Business Address and/or Business Name valid for two (2) years.

Office or Division:	Agency Licensing Section, Security Licensing Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Private Security Agency (PSA), Private Detective Agency (PDA), Company Security Force (CSU)
CHECKLIST OF REQUIREMENTS	
1. Letter Request Addressed to the Chief, SOSIA (with affidavit of undertaking);	Private Security Service Personnel



(1 Original Copy)				
2. Original copy of the previous License to Operate (LTO); (1 Original Copy)		PSSP		
3. Security Industry Regulation Seminar (SIRS) certificate of Licensee (1 Original/validated by STMD, SOSIA);		PSSP		
4. Amended General Information Sheet (GIS) issued by SEC (Applicable only for Corporation only); (1 Original Copy)		SEC		
5. Original copy of RESUME Licensee together with College Diploma and Transcript of Records (TOR); (1 Original Copy)		PSSP		
6. NBI clearance and/or National Police clearance; and (1 Original Copy)		NBI/PNP		
7. Department of Trade and Industry (DTI) cancellation (Applicable only for Single Proprietorship). (1 Original Copy)		DTI		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and/or authenticated requirements in one folder;	1. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; then signs at action slip.	None	4 Hours	Evaluator, ALS
2. Receives claim stub issued by the Evaluator/Processor	2. Review, evaluates and drafts a	None	4 Hours	Chief, ALS



if Application was received;	memorandum recommending the approval of application; prints LTO certificate and then signs at action slip;			
3. Receives application folder with an attached Action Slip from SLD;	3. Certifies the validity of License to Exercise Profession (LESP) of licensee, staff and all security personnel; and then signs at action slip	None	4 Hours	Chief, Records Section
	4. Reviews application folder and recommends approval of the same and then signs at LTO certificate;	None	4 Hours	Chief, SLD
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	Assistant Chief, SOSIA
	6. Reviews application folder and recommends approval of the same and then signs at	None	3 Hours	Chief, SOSIA



	LTO certificate and Memorandum;			
4. Receives application folder with an attached Action Slip from SLD.	7. Review documentary attachments; recommends approval of application, then signs;	None	3 Hours	Chief of Staff, CSG
	8. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	Director, CSG
5. Claim the approved amended License to Operate.	9. Claim the approved amended License to Operate.	None		PSSP
TOTAL:			4 Days and 1 Hour	

8. Extension/Validity License to Operate (LTO) for CSU

A License to Operate duly signed by the Director, CSG issued to CSU Single proprietorship or Corporation to participate in the security industry valid for three (3); four (4) or five (5) years based on PNP MC 2009-001 dated October 21, 2016.

Office or Division:	Agency Licensing Section, Security Licensing Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Company Security Force (CSU)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter Request Addressed to the Chief, SOSIA (with affidavit of undertaking); (1 Original Copy)		Private Security Service Personnel



2. Original copy of the previous License to Operate (LTO); (1 Original Copy)		PSSP		
3. Board Resolution indicating therein the number of years of validity – (Applicable only for Corporation only); (1 Original Copy)		PSSP		
4. Authenticated copy of General Information Sheet (GIS) issued by Securities and Exchange Commission (Applicable only for Corporation only); and (1 Authenticated copy)		SEC		
5. Monthly Disposition Report (MDR) – Number of years to be added will vary on the total number of PSPs (1 Original Copy)		PSSP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and/or authenticated requirements in one folder;	1. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; then signs at action slip.	None	4 Hours	Evaluator, ALS
2. Receives claim stub issued by the Evaluator/Process or if Application was received;	2. Review, evaluates and drafts a memorandum recommending the approval of application; prints LTO certificate and then signs at action slip;	None	4 Hours	Chief, ALS
3. Receives application folder	3. Certifies the validity of	None	4 Hours	Chief, Records Section



with an attached Action Slip from SLD;	License to Exercise Profession (LESP) of licensee, staff and all security personnel; and then signs at action slip			
	4. Reviews application folder and recommends approval of the same and then signs at LTO certificate;	None	4 Hours	Chief, SLD
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	Assistant Chief, SOSIA
	6. Reviews application folder and recommends approval of the same and then signs at LTO certificate and Memorandum;	None	3 Hours	Chief, SOSIA
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;	None	4 Hours	Chief, FESMD, CSG
	8. Review documentary attachments;	None	3 Hours	Chief of Staff, CSG



	recommends approval of application, then signs;			
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	<i>Director, CSG</i>
4. Submits SBR and then claim the Certificate of the Approved LTO.	10. Submits SBR and then claim the Certificate of the Approved LTO.	National License fee (PHP 5,100) Guards Registration fee (PHP 50/ guard/ year) Administrative fine (if there's any)		<i>PSSP</i>
TOTAL:		GR Fee (refer to requirement No. 6) + NL Fee (refer to Fees to be Paid No. 10) + Admin Fee	4 Days and 1 Hour	

9. Extension/Validity License to Operate (LTO) for PDA

A License to Operate duly signed by the Director, CSG issued to PDA Single proprietorship or Corporation to participate in the security industry valid for three (3); four (4) or five (5) years based on PNP MC 2009-001 dated October 21, 2016.



Office or Division:	Agency Licensing Section, Security Licensing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Private Detective Agency (PDA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request Addressed to the Chief, SOSIA (with affidavit of undertaking); (1 Original Copy)		Private Security Service Personnel		
2. Original copy of the previous License to Operate (LTO); (1 Original Copy)		PSSP		
3. Board Resolution indicating therein the number of years of validity – (Applicable only for Corporation only); (1 Original Copy)		PSSP		
4. Authenticated copy of General Information Sheet (GIS) issued by Securities and Exchange Commission (Applicable only for Corporation only); and (1 Authenticated)		SEC		
5. Monthly Disposition Report (MDR) – Number of years to be added will vary on the total number of PSPs (1 Original Copy)		PSSP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and/or authenticated requirements in one folder;	1. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; then signs at action slip.	None	4 Hours	Evaluator, ALS
2. Receives claim stub issued by the	2. Review, evaluates and	None	4 Hours	Chief, ALS



Evaluator/Process or if Application was received;	drafts a memorandum recommending the approval of application; prints LTO certificate and then signs at action slip;			
3. Receives application folder with an attached Action Slip from SLD;	3. Certifies the validity of License to Exercise Profession (LESP) of licensee, staff and all security personnel; and then signs at action slip	None	4 Hours	Chief, Records Section
	4. Reviews application folder and recommends approval of the same and then signs at LTO certificate;	None	4 Hours	Chief, SLD
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	Assistant Chief, SOSIA
	6. Reviews application folder and recommends approval of the same and then signs at LTO certificate and Memorandum;	None	3 Hours	Chief, SOSIA



	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;	None	4 Hours	Chief, FESMD, CSG
	8. Review documentary attachments; recommends approval of application, then signs;	None	3 Hours	Chief of Staff, CSG
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	Director, CSG
4. Submits SBR and then claim the Certificate of the Approved LTO.	10. Submits SBR and then claim the Certificate of the Approved LTO.	National License fee (PHP 5,100) Guards Registration fee (PHP 50/ guard/ year) Administrative fine (if there's any)		PSSP
TOTAL:		NL Fee + GR Fee + Admin Fee	4 Days and 1 Hour	



10. Extension/Validity License to Operate (LTO) for PSA

A License to Operate duly signed by the Director, CSG issued to PSA Single proprietorship or Corporation to participate in the security industry valid for three (3); four (4) or five (5) years based on PNP MC 2009-001 dated October 21, 2016.

Office or Division:	Agency Licensing Section, Security Licensing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Private Security Agency (PSA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request Addressed to the Chief, SOSIA (with affidavit of undertaking); (1 original copy)		Private Security Service Provider		
2. Original copy of the previous License to Operate (LTO); (1 original copy)		PSSP		
3. Board Resolution indicating therein the number of years of validity – (Applicable only for Corporation only); (1 original copy)		PSSP		
4. Authenticated copy of General Information Sheet (GIS) issued by Securities and Exchange Commission (Applicable only for Corporation only); and (1 authenticated copy)		SEC		
5. Monthly Disposition Report (MDR) – Number of years to be added will vary on the total number of PSPs (1 original copy)		PSSP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and/or authenticated requirements in one folder;	1. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then	None	4 Hours	Evaluator, ALS



	receives application folder; then signs at action slip			
2. Receives claim stub issued by the Evaluator/Process or if Application was received;	2. Review, evaluates and drafts a memorandum recommending the approval of application; prints LTO certificate and then signs at action slip;	None	4 Hours	Chief, ALS
3. Receives application folder with an attached Action Slip from SLD;	3. Certifies the validity of License to Exercise Profession (LESP) of licensee, staff and all security personnel; and then signs at action slip	None	4 Hours	Chief, Records Section
	4. Reviews application folder and recommends approval of the same and then signs at LTO certificate;	None	4 Hours	Chief, SLD
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	Assistant Chief, SOSIA
	6. Reviews application folder and	None	3 Hours	Chief, SOSIA



	recommends approval of the same and then signs at LTO certificate and Memorandum;			
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;	None	4 Hours	Chief, FESMD, CSG
	8. Review documentary attachments; recommends approval of application, then signs;	None	3 Hours	Chief of Staff, CSG
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	Director, CSG
4. Submits SBR and then claim the Certificate of the Approved LTO.	10. Submits SBR and then claim the Certificate of the Approved LTO.	National License fee (PHP 5,100) Guards Registration fee (PHP 50/ guard/ year) Administrative fine (if there's any)		PSSP



TOTAL:	NL Fee (refer to Fees to be Paid No. 10) + GR Fee (refer to requiremen t No. 6) + Admin Fee	4 Days and 1 Hour	

11. New License to Operate (LTO) for CSU (Temporary)

A License to Operate duly signed by the Chief, PNP issued to CSU Single proprietorship or Corporation to participate in the security industry valid for two (2) years.

Office or Division:	Agency Licensing Section, Security Licensing Division		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Company Security Force (CSU)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Approved Inspection Checklist issued not later than three (3) months from the date of filing of NEW Temporary LTO , with conditions below; (1 Original Copy) ▪ <u>Conducted and Issued by EMD, SOSIA – for NCR based PSSPs;</u> and ▪ <u>Conducted and issued by RCSUs within their respective AOR – with an attached endorsement from Chief, RCSU and Certification of No Pending case and complete submission of Monthly Disposition Report (MDR).</u>		EMD, SOSIA/RCSU	
2. Acknowledgment receipt from ALS officially receiving the LTO Application Folder; (1 Original Copy)		ALS, SLD, SOSIA	
3. Original copy of legibly filled-up Application form (AL-01) and Certification from FEO; (1 Original Copy)		Private Security Service Personnel	
4. Registration of Certificate from DTI or SEC with conditions below;		DTI/SEC OFFICE	



(1 Original Copy) ▪ For SINGLE Proprietorship – DTI Certificate; and ▪ For CORPORATION – SEC Certificate with attached General Information Sheet (GIS)											
5. Original copy of RESUME for Directors and Partners, with conditions below; (1 Original Copy) ▪ For Licensee – attach College diploma and Transcript of Records (TOR); and ▪ For Staff and Directors – RESUME or Personal Data Sheet Only (PDS)	PSSP										
6. Surety Bond with attached Official Receipt (OR), with conditions below; (Not applicable to CSU) (1 Original Copy) ▪ Under the exact Name and address of PSA; and ▪ Issued not later than six (6) months from the date of filing of New LTO with or showing premium payment of surety bond as follows: <table border="1"> <thead> <tr> <th><u>No. of Guard/Coverage</u></th><th><u>Amount</u></th></tr> </thead> <tbody> <tr> <td>199 below</td><td>PHP 50,000.00</td></tr> <tr> <td>200-499</td><td>PHP 100,000.00</td></tr> <tr> <td>500-799</td><td>PHP 150,000.00</td></tr> <tr> <td>800-1000</td><td>PHP 200,000.00</td></tr> </tbody> </table>	<u>No. of Guard/Coverage</u>	<u>Amount</u>	199 below	PHP 50,000.00	200-499	PHP 100,000.00	500-799	PHP 150,000.00	800-1000	PHP 200,000.00	PNP Accredited Insurance Company
<u>No. of Guard/Coverage</u>	<u>Amount</u>										
199 below	PHP 50,000.00										
200-499	PHP 100,000.00										
500-799	PHP 150,000.00										
800-1000	PHP 200,000.00										
Bank Certificate with a minimum amount of PH 500,000.00 under the Agency's Business Name (Not applicable to CSU); (1 Original Copy)	Bank Concern										
Valid Security Officer (SO)/Security Consultant (SC) license of the licensee and Staff; (1 Original Copy)	PSSP										
Training Certificate of the licensee – Security Industry Regulations Seminar (SIRS) conducted by SOSIA; and (1 Original Copy)	STMD, SOSIA										



Proof of Occupancy or Lease of the contract <u>under the name of CSU</u> . (1 Original Copy)		PSSP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and/or authenticated requirements in one folder;	1. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; then signs at action slip	None	4 Hours	<i>Evaluator, ALS</i>
2. Receives claim stub issued by the Evaluator/Process or if Application was received;	2. Review, evaluates and drafts a memorandum recommending the approval of application; prints LTO certificate and then signs at action slip;	None	4 Hours	<i>Chief, ALS</i>
3. Receives application folder with an attached Action Slip from SLD;	3. Certifies the validity of License to Exercise Profession (LESP) of licensee, staff and all security personnel; and then signs at action slip	None	4 Hours	<i>Chief, Records Section</i>
	4. Reviews application	None	4 Hours	<i>Chief, SLD</i>



	folder and recommends approval of the same and then signs at LTO certificate;			
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	<i>Assistant Chief, SOSIA</i>
	6. Reviews application folder and recommends approval of the same and then signs at LTO certificate and Memorandum;	None	3 Hours	<i>Chief, SOSIA</i>
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;	None	4 Hours	<i>Chief, FESMD, CSG</i>
	8. Review documentary attachments; recommends approval of application, then signs;	None	3 Hours	<i>Chief of Staff, CSG</i>



	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	Director, CSG
4. Submits SBR and then claim the Certificate of the Approved LTO.	10. Submits SBR and then claim the Certificate of the Approved LTO.	National License fee (PHP 5,100) Guards Registration fee (PHP 50/ guard/ year) Administrative fine (if there's any)		PSSP
TOTAL:		GR Fee (refer to requirement No. 6) + NL Fee (refer to Fees to be Paid No. 10) + Admin Fee	4 Days and 1 Hours	

12. New License to Operate (LTO) for PDA (Temporary)

A License to Operate duly signed by the Chief, PNP issued to PDA Single proprietorship or Corporation to participate in the security industry valid for two (2) years.



Office or Division:	Agency Licensing Section, Security Licensing Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Private Detective Agency (PDA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Approved Inspection Checklist issued not later than three (3) months from the date of filing of NEW Temporary LTO , with conditions below; (1 Original copy) ▪ <u>Conducted and Issued by EMD, SOSIA – for NCR based PSSPs;</u> and ▪ <u>Conducted and issued by RCSUs within their respective AOR</u> – with an attached endorsement from Chief, RCSU and Certification of No Pending case and complete submission of Monthly Disposition Report (MDR).		EMD, SOSIA/RCSU
2. Acknowledgment receipt from ALS officially receiving the LTO Application Folder; (1 Original copy)		ALS, SLD, SOSIA
3. Original copy of legibly filled-up Application form (AL-01) and Certification from FEO; (1 Original copy)		PSSP
4. Registration of Certificate from DTI or SEC with conditions below; (1 Original copy) ▪ For SINGLE Proprietorship – DTI Certificate; and ▪ For CORPORATION – SEC Certificate with attached General Information Sheet (GIS)		DTI/SEC OFFICE
5. Original copy of RESUME for Directors and Partners, with conditions below; (1 Original copy) ▪ For Licensee – attach College diploma and Transcript of Records (TOR); and ▪ For Staff and Directors – RESUME or Personal Data Sheet Only (PDS)		PSSP
6. Surety Bond with attached Official		PNP Accredited Insurance Company



Receipt (OR), with conditions below; (Not applicable to CSU) (1 Original copy) - Under the exact Name and address of PSA; and - Issued not later than six (6) months from the date of filing of New LTO with or showing premium payment of surety bond as follows: <table><tr><td><u>No. of Guard/Coverage</u></td><td><u>Amount</u></td></tr><tr><td>199 below</td><td>PHP 50,000.00</td></tr><tr><td>200-499</td><td>PHP</td></tr><tr><td>100,000.00</td><td></td></tr><tr><td>500-799</td><td>PHP</td></tr><tr><td>150,000.00</td><td></td></tr><tr><td>800-1000</td><td>PHP</td></tr><tr><td>200,000.00</td><td></td></tr></table>		<u>No. of Guard/Coverage</u>	<u>Amount</u>	199 below	PHP 50,000.00	200-499	PHP	100,000.00		500-799	PHP	150,000.00		800-1000	PHP	200,000.00				
<u>No. of Guard/Coverage</u>	<u>Amount</u>																			
199 below	PHP 50,000.00																			
200-499	PHP																			
100,000.00																				
500-799	PHP																			
150,000.00																				
800-1000	PHP																			
200,000.00																				
7. Bank Certificate with a minimum amount of PHP 500,000.00 under the Agency’s Business Name (Not applicable to CSU); (1 Original copy)		Bank Concern																		
8. Valid Security Officer (SO)/Security Consultant (SC) license of the licensee and Staff; (1 Original copy)		PSSP																		
9. Training Certificate of the licensee – Security Industry Regulations Seminar (SIRS) conducted by SOSIA; and (1 Original copy)		STMD, SOSIA																		
10. Proof of Occupancy or Lease of the contract <u>under the name of PDA</u> . (1 Original copy)		PSSP																		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE																
1. Submit the original and/or authenticated requirements in one folder;	1. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; then signs at action slip	None	4 Hours	Evaluator, ALS																



2. Receives claim stub issued by the Evaluator/Processor if Application was received;	2. Review, evaluates and drafts a memorandum recommending the approval of application; prints LTO certificate and then signs at action slip;	None	4 Hours	Chief, ALS
3. Receives application folder with an attached Action Slip from SLD;	3. Certifies the validity of License to Exercise Profession (LESP) of licensee, staff and all security personnel; and then signs at action slip	None	4 Hours	Chief, Records Section
	4. Reviews application folder and recommends approval of the same and then signs at LTO certificate;	None	4 Hours	Chief, SLD
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	Assistant Chief, SOSIA
	6. Reviews application folder and recommends approval of the same and then signs at LTO certificate and Memorandum;	None	3 Hours	Chief, SOSIA
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;	None	4 Hours	Chief, FESMD, CSG



	8. Review documentary attachments; recommends approval of application, then signs;	None	3 Hours	Chief of Staff, CSG
	9. Review and signs on LTO certificate and Memorandum, <u>approving the application.</u>	None	3 Hours	Director, CSG
4. Submits SBR and then claim the Certificate of the Approved LTO.	10. Submits SBR and then claim the Certificate of the Approved LTO.	National License fee (PHP 5,100) Guards Registration fee (PHP 50/ guard/ year) Administrative fine (if there's any)		PSSP
TOTAL:		GR Fee (refer to requirement No. 6) + NL Fee (refer to Fees to be Paid No. 10) + Admin Fee	4 Days and 1 Hours	

13. New License to Operate (LTO) for PSA (Temporary)

A License to Operate duly signed by the Director, CSG issued to PSA Single proprietorship or Corporation to participate in the security industry valid for two (2) years.



Office or Division:	Agency Licensing Section, Security Licensing Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Private Security Agency (PSA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Approved Inspection Checklist issued not later than three (3) months from the date of filing of NEW Temporary LTO , with conditions below; (1 original copy) ▪ <u>Conducted and Issued by EMD, SOSIA – for NCR based PSSPs;</u> and ▪ <u>Conducted and issued by RCSUs within their respective AOR</u> – with an attached endorsement from Chief, RCSU and Certification of No Pending case and complete submission of Monthly Disposition Report (MDR).		EMD, SOSIA/RCSU
2. Acknowledgment receipt from ALS officially receiving the LTO Application Folder; (1 original copy)		ALS, SLD, SOSIA
3. Original copy of legibly filled-up Application form (AL-01) and Certification from FEO; (1 original copy)		PSSP
4. Registration of Certificate from DTI or SEC with conditions below; (1 original copy) ▪ For SINGLE Proprietorship – DTI Certificate; and ▪ For CORPORATION – SEC Certificate with attached General Information Sheet (GIS)		DTI/SEC OFFICE
5. Original copy of RESUME for Directors and Partners, with conditions below; (1 original copy) ▪ For Licensee – attach College diploma and Transcript of Records (TOR); and ▪ For Staff and Directors – RESUME or Personal Data Sheet Only (PDS)		PSSP



6. Surety Bond with attached Official Receipt (OR), with conditions below; (Not applicable to CSU) (1 original copy) ▪ Under the exact Name and address of PSA; and ▪ Issued not later than six (6) months from the date of filing of New LTO with or showing premium payment of surety bond as follows: <table><tr><th><u>No. of Guard/Coverage</u></th><th><u>Amount</u></th></tr><tr><td>199 below</td><td>PHP 50,000.00</td></tr><tr><td>200-499</td><td>PHP 100,000.00</td></tr><tr><td>500-799</td><td>PHP 150,000.00</td></tr><tr><td>800-1000</td><td>PHP 200,000.00</td></tr></table>		<u>No. of Guard/Coverage</u>	<u>Amount</u>	199 below	PHP 50,000.00	200-499	PHP 100,000.00	500-799	PHP 150,000.00	800-1000	PHP 200,000.00	PNP Accredited Insurance Company		
<u>No. of Guard/Coverage</u>	<u>Amount</u>													
199 below	PHP 50,000.00													
200-499	PHP 100,000.00													
500-799	PHP 150,000.00													
800-1000	PHP 200,000.00													
7. Bank Certificate with a minimum amount of PHP 500,000.00 under the Agency’s Business Name (Not applicable to CSU); (1 original copy)		Bank Concern												
8. Valid Security Officer (SO)/Security Consultant (SC) license of the licensee and Staff; (1 original copy with authenticated fr Record Section, SLD))		PSSP												
9. Training Certificate of the licensee – Security Industry Regulations Seminar (SIRS) conducted by SOSIA; and (1 original copy)		STMD, SOSIA												
10. Proof of Occupancy or Lease of the contract <u>under the name of PSA</u> . (1 original with notarized)		PSSP												
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE										
1. Submit the original and/or authenticated requirements in one folder;	1. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the	None	4 Hours	Evaluator, ALS										



	application folder then receives application folder; then signs at action slip			
2. Receives claim stub issued by the Evaluator/Processor if Application was received;	2. Review, evaluates and drafts a memorandum recommending the approval of application; prints LTO certificate and then signs at action slip;	None	4 Hours	Chief, ALS
3. Receives application folder with an attached Action Slip from SLD;	3. Certifies the validity of License to Exercise Profession (LESP) of licensee, staff and all security personnel; and then signs at action slip	None	4 Hours	Chief, Records Section
	4. Reviews application folder and recommends approval of the same and then signs at LTO certificate;	None	4 Hours	Chief, SLD
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	Assistant Chief, SOSIA
	6. Reviews application folder and recommends approval of the same and then signs at LTO certificate and Memorandum;	None	3 Hours	Chief, SOSIA
	7. Review firearms	None	4 Hours	Chief,



	data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;			FESMD, CSG
	8. Review documentary attachments; recommends approval of application, then signs;	None	3 Hours	Chief of Staff, CSG
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	Director, CSG
4. Submits SBR and then claim the Certificate of the Approved LTO.	10. Submits SBR and then claim the Certificate of the Approved LTO.	National License fee (PHP 5,100) Guards Registration fee (PHP 50/ guard/ year) Administrative fine (if there's any)		PSSP
TOTAL:		NL Fee (refer to Fees to be Paid No. 10) + GR Fee (refer to requirement No. 6) + Admin Fee	4 Days and 1 Hours	



14. New Regular License to Operate (LTO) for CSU

A License to Operate duly signed by the Chief, PNP issued to CSU Single proprietorship or Corporation to participate in the security industry valid for two (2) years.

Office or Division:	Agency Licensing Section, Security Licensing Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Company Security Force (CSU)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Approved Inspection Checklist issued not later than three (3) months from the date of filing of NEW Regular LTO , with conditions below; (1 Original Copy) ▪ <u>Conducted and Issued by EMD, SOSIA – for NCR based PSSPs;</u> and ▪ <u>Conducted and issued by RCSUs within their respective AOR – with an attached endorsement from Chief, RCSU and Certification of No Pending case and complete submission of Monthly Disposition Report (MDR).</u>		EMD, SOSIA/RCSU
2. Acknowledgment receipt from ALS officially receiving the LTO Application Folder; (1 Original Copy)		ALS, SLD, SOSIA
3. Original copy of legibly filled-up Application form (AL-01) and Certification from FEO; (1 Original Copy)		Private Security Service Personnel
4. Original copy of Monthly Disposition Report (MDR) officially received by Records Section, SOSIA; (1 Original Copy)		PSSP
5. Annual Income Tax Return (ITR) from previous year on the year of application and Value Added Tax (VAT) payments (for the last consecutive months);		PSSP



(1 Original Copy)											
6. Surety Bond with attached Official Receipt (OR), with conditions below; (Not applicable to CSU) (1 Original Copy) - Under the exact Name and address of PSA; and - Issued not later than six (6) months from the date of filing of New LTO with or showing premium payment of surety bond as follows: <table> <thead> <tr> <th><u>No. of Guard/Coverage</u></th><th><u>Amount</u></th></tr> </thead> <tbody> <tr> <td>199 below</td><td>PHP 50,000.00</td></tr> <tr> <td>200-499</td><td>PHP 100,000.00</td></tr> <tr> <td>500-799</td><td>PHP 150,000.00</td></tr> <tr> <td>800-1000</td><td>PHP 200,000.00</td></tr> </tbody> </table>	<u>No. of Guard/Coverage</u>	<u>Amount</u>	199 below	PHP 50,000.00	200-499	PHP 100,000.00	500-799	PHP 150,000.00	800-1000	PHP 200,000.00	PNP Accredited Insurance Company
<u>No. of Guard/Coverage</u>	<u>Amount</u>										
199 below	PHP 50,000.00										
200-499	PHP 100,000.00										
500-799	PHP 150,000.00										
800-1000	PHP 200,000.00										
7. Security Industry Regulation Seminar (SIRS) Certificate of Licensee (Original/validated by STMD, SOSIA); (1 Original Copy)	STMD, SOSIA										
8. Latest Business Permit from the Local Government Unit (LGU) Original/Certified True copy); and (1 Original Copy)	PSSP										
9. Authenticated copy of Previous License to Operate (LTO). (1 Authenticated copy)	PSSP										
10. Bank Certificate with a minimum amount of PH 500,000.00 under the Agency's Business Name; (1 Original Copy)	Bank Concern										
11. Bio-data of Licensee/Directors and/or Partners (1 Original Copy) Attach of DIPLOMA and TOR of Licensee (Original/Certified true copy)	PSSP										



12. Letter Request of Licensee (requesting for a New Regular) (1 Original Copy) - Affidavit of undertaking of Licensee; - Board Resolution requesting for a New Regular LTO (<u>For Corporation only</u>).		PSSP		
13. Proof of Occupancy or Lease of the contract <u>under the name of PDA</u> . (1 Original Copy)		PSSP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and/or authenticated requirements in one folder;	1. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; then signs at action slip	None	4 Hours	<i>Evaluator, ALS</i>
2. Receives claim stub issued by the Evaluator/Processor if Application was received;	2. Review, evaluates and drafts a memorandum recommending the approval of application; prints LTO certificate and then signs at action slip;	None	4 Hours	<i>Chief, ALS</i>
3. Receives application folder with an attached Action Slip from SLD;	3. Certifies the validity of License to Exercise Profession (LESP) of licensee, staff and all security personnel; and then signs at action slip	None	4 Hours	<i>Chief, Records Section</i>
	4. Reviews application folder	None	4 Hours	<i>Chief, SLD</i>



	and recommends approval of the same and then signs at LTO certificate;			
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	<i>Assistant Chief, SOSIA</i>
	6. Reviews application folder and recommends approval of the same and then signs at LTO certificate and Memorandum;	None	3 Hours	<i>Chief, SOSIA</i>
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;	None	4 Hours	<i>Chief, FESMD, CSG</i>
	8. Review documentary attachments; recommends approval of application, then signs;	None	3 Hours	<i>Chief of Staff, CSG</i>
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	<i>Director, CSG</i>
	10. (OLCIMS) Review documentary attachments; recommends approval of application, then signs;	None	6 Hours	<i>The Chief Directorial Staff (TDCS)</i>



	11. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application;	None	3 Hours	Chief, PNP
	12. Records and return application folder to SOSIA;	None	1 Hour	Chief of Staff, CSG
	13. Notify and issues OP applicant for subsequent payment of appropriate fees or fines at LBP;	None	3 Hours	Processor, SLD
4. Submits SBR and then claim the Certificate of the Approved LTO.	14. Submits SBR and then claim the Certificate of the Approved LTO.	National License fee (PHP 5,100) Guards Registration fee (PHP 50/ guard/ year) Administrative fine (if there's any)		PSSP
TOTAL		GR Fee (refer to requirement No. 6) + NL Fee (refer to Fees to be Paid No. 14) + Admin Fee	5 Days and 6 Hours	



15. New Regular License to Operate (LTO) for PDA

A License to Operate duly signed by the Chief, PNP issued to PDA Single proprietorship or Corporation to participate in the security industry valid for two (2) years.

Office or Division:	Agency Licensing Section, Security Licensing Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Private Detective Agency (PDA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Approved Inspection Checklist issued not later than three (3) months from the date of filing of NEW Regular LTO , with conditions below; (1 Original Copy) ▪ <u>Conducted and Issued by EMD, SOSIA – for NCR based PSSPs; and</u> ▪ <u>Conducted and issued by RCSUs within their respective AOR – with an attached endorsement from Chief, RCSU and Certification of No Pending case and complete submission of Monthly Disposition Report (MDR).</u>		EMD, SOSIA/RCSU
2. Acknowledgment receipt from ALS officially receiving the LTO Application Folder; (1 Original Copy)		ALS, SLD, SOSIA
3. Original copy of legibly filled-up Application form (AL-01) and Certification from FEO; (1 Original Copy)		PSSP
4. Original copy of Monthly Disposition Report (MDR) officially received by Records Section, SOSIA; (1 Original Copy)		PSSP
5. Annual Income Tax Return (ITR) from previous year on the year of application and Value Added Tax (VAT) payments (for the last consecutive months); (1 Original Copy)		PSSP



6. Surety Bond with attached Official Receipt (OR), with conditions below; (Not applicable to CSU) (1 Original Copy) ▪ Under the exact Name and address of PSA; and ▪ Issued not later than six (6) months from the date of filing of New LTO with or showing premium payment of surety bond as follows: <table border="1"> <thead> <tr> <th><u>No. of Guard/Coverage</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>199 below</td> <td>PHP 50,000.00</td> </tr> <tr> <td>200-499</td> <td>PHP 100,000.00</td> </tr> <tr> <td>500-799</td> <td>PHP 150,000.00</td> </tr> <tr> <td>800-1000</td> <td>PHP 200,000.00</td> </tr> </tbody> </table>	<u>No. of Guard/Coverage</u>	<u>Amount</u>	199 below	PHP 50,000.00	200-499	PHP 100,000.00	500-799	PHP 150,000.00	800-1000	PHP 200,000.00	PNP Accredited Insurance Company
<u>No. of Guard/Coverage</u>	<u>Amount</u>										
199 below	PHP 50,000.00										
200-499	PHP 100,000.00										
500-799	PHP 150,000.00										
800-1000	PHP 200,000.00										
7. Security Industry Regulation Seminar (SIRS) Certificate of Licensee (1 Original/validated by STMD, SOSIA);	STMD, SOSIA										
8. Latest Business Permit from the Local Government Unit (LGU) (1 Original/Certified True copy); and	PSSP										
9. Authenticated copy of Previous License to Operate (LTO). (1 Authenticated copy)	PSSP										
10. Bank Certificate with a minimum amount of PH 500,000.00 under the Agency's Business Name; (1 Original Copy)	Bank Concern										
11. Bio-data of Licensee/Directors and/or Partners (1 Original Copy) ▪ Attach of DIPLOMA and TOR of Licensee (1 Original/Certified true copy)	PSSP										
12. Letter Request of Licensee (requesting for a New Regular) (1 Original Copy) ▪ Affidavit of undertaking of Licensee; ▪ Board Resolution requesting for	PSSP										



a New Regular LTO (For Corporation only).				
13. Proof of Occupancy or Lease of the contract under the name of PDA. (1 Original Copy)		PSSP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and/or authenticated requirements in one folder;	1. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; then signs at action slip	None	4 Hours	Evaluator, ALS
2. Receives claim stub issued by the Evaluator/Processor if Application was received;	2. Review, evaluates and drafts a memorandum recommending the approval of application; prints LTO certificate and then signs at action slip;	None	4 Hours	Chief, ALS
3. Receives application folder with an attached Action Slip from SLD;	3. Certifies the validity of License to Exercise Profession (LESP) of	None	4 Hours	Chief, Records Section



	licensee, staff and all security personnel; and then signs at action slip			
	4. Reviews application folder and recommends approval of the same and then signs at LTO certificate;	None	4 Hours	Chief, SLD
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	Assistant Chief, SOSIA
	6. Reviews application folder and recommends approval of the same and then signs at LTO certificate and Memorandum;	None	3 Hours	Chief, SOSIA
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at	None	4 Hours	Chief, FESMD, CSG



	action slip;			
	8. Review documentary attachments; recommends approval of application, then signs;	None	3 Hours	Chief of Staff, CSG
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	Director, CSG
	10. (OLSIMS) Review documentary attachments; recommends approval of application, then signs;	None	6 Hours	The Chief Directorate I Staff (TDCS)
	11. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application;	None	3 Hours	Chief, PNP
	12. Records and return application folder to SOSIA;	None	1 Hour	Chief of Staff, CSG
	13. Notify and issues OP applicant for subsequent payment of appropriate fees or fines at LBP;	None	3 Hours	Processor, SLD
4. Submits SBR	14. Submits SBR	National		PSSP



and then claim the Certificate of the Approved LTO.	and then claim the Certificate of the Approved LTO.	License fee (PHP 5,100) Guards Registration fee (PHP 50/ guard/ year) Administrative fine (if there's any)		
TOTAL:		GR Fee (refer to requirement No. 6) + NL Fee (refer to Fees to be Paid No. 14) + Admin Fee	5 Days and 6 Hours	

16. New Regular License to Operate (LTO) for PSA

A License to Operate duly signed by the Chief, PNP issued to PSA Single Proprietorship or Corporation to participate in the security industry valid for two (2) years.

Office or Division:	Agency Licensing Section, Security Licensing Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Private Security Agency (PSA)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Inspection Checklist issued not later than three (3) months from the date of filing of NEW Regular LTO , with conditions below; (1 original copy) - Conducted and Issued by EMD, SOSIA – for NCR based PSSPs; and - Conducted and issued by RCSUs within their respective AOR – with an attached endorsement from Chief, RCSU and Certification of No Pending case and complete submission of Monthly Disposition Report	EMD, SOSIA/RCSU



(MDR).											
2. Acknowledgment receipt from ALS officially receiving the LTO Application Folder; (1 original copy)	ALS, SLD, SOSIA										
3. Original copy of legibly filled-up Application form (AL-01) and Certification from FEO; (1 original copy)	PSSP										
4. Original copy of Monthly Disposition Report (MDR) officially received by Records Section, SOSIA; (1 original copy)	PSSP										
5. Annual Income Tax Return (ITR) from previous year on the year of application and Value Added Tax (VAT) payments (for the last consecutive months); (1 original copy)	PSSP										
6. Surety Bond with attached Official Receipt (OR), with conditions below; (Not applicable to CSU) (1 original copy) ▪ Under the exact Name and address of PSA; and ▪ Issued not later than six (6) months from the date of filing of New LTO with or showing premium payment of surety bond as follows: <table> <tr> <td colspan="2"><u>No. of Guard/Coverage Amount</u></td></tr> <tr> <td>199 below</td><td>PHP 50,000.00</td></tr> <tr> <td>200-499</td><td>PHP 100,000.00</td></tr> <tr> <td>500-799</td><td>PHP 150,000.00</td></tr> <tr> <td>800-1000</td><td>PHP 200,000.00</td></tr> </table>	<u>No. of Guard/Coverage Amount</u>		199 below	PHP 50,000.00	200-499	PHP 100,000.00	500-799	PHP 150,000.00	800-1000	PHP 200,000.00	PNP Accredited Insurance Company
<u>No. of Guard/Coverage Amount</u>											
199 below	PHP 50,000.00										
200-499	PHP 100,000.00										
500-799	PHP 150,000.00										
800-1000	PHP 200,000.00										
7. Security Industry Regulation Seminar (SIRS) Certificate of Licensee (1 Original/validated by STMD, SOSIA);	STMD, SOSIA										
8. Latest Business Permit from the Local Government Unit (LGU) (1 Original/Certified True copy); and	PSSP										
9. Copy of Previous License to Operate (LTO). (1 authenticated copy)	PSSP										
10. Bank Certificate with a minimum amount of PH 500,000.00 under the	Bank Concern										



Agency's Business Name; (1 original copy)				
11. Bio-data of Licensee/Directors and/or Partners (1 original copy) ▪ Attach of DIPLOMA and TOR of Licensee (Original/Certified true copy)		PSSP		
12. Letter Request of Licensee (requesting for a New Regular) (1 original copy) ▪ Affidavit of undertaking of Licensee; ▪ Board Resolution requesting for a New Regular LTO (<u>For Corporation only</u>).		PSSP		
13. Proof of Occupancy or Lease of the contract <u>under the name of PSA</u> . (1 original copy)		PSSP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and/or authenticated requirements in one folder;	1. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; then signs at action slip	None	4 Hours	Evaluator, ALS
2. Receives claim stub issued by the Evaluator/Processor if Application was received;	2. Review, evaluates and drafts a memorandum recommending the approval of application; prints LTO certificate and then signs at action slip;	None	4 Hours	Chief, ALS



3. Receives application folder with an attached Action Slip from SLD;	3. Certifies the validity of License to Exercise Profession (LESP) of licensee, staff and all security personnel; and then signs at action slip	None	4 Hours	Chief, Records Section
	4. Reviews application folder and recommends approval of the same and then signs at LTO certificate;	None	4 Hours	Chief, SLD
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	Assistant Chief, SOSIA
	6. Reviews application folder and recommends approval of the same and then signs at LTO certificate and Memorandum;	None	3 Hours	Chief, SOSIA
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;	None	4 Hours	Chief, FESMD, CSG
	8. Review documentary	None	3 Hours	Chief of Staff, CSG



	attachments; recommends approval of application, then signs;			
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	<i>Director, CSG</i>
	10. (OLSIMS) Review documentary attachments; recommends approval of application, then signs;	None	6 Hours	<i>The Chief Directorial Staff (TDCS)</i>
	11. Review and signs on LTO certificate and Memorandum , <u>approving</u> the application;	None	3 Hours	<i>Chief, PNP</i>
	12. Records and return application folder to SOSIA;	None	1 Hour	<i>Chief of Staff, CSG</i>
	13. Notify and issues OP applicant for subsequent payment of appropriate fees or fines at LBP;	None	3 Hours	<i>Processor, SLD</i>
4. Submits SBR and then claim the Certificate of the Approved LTO.	14. Submits SBR and then claim the Certificate of the Approved LTO.	National License fee (PHP 5,100) Guards Registration fee (PHP 50/		<i>PSSP</i>



		guard/ year) Administrative fine (if there's any)		
TOTAL:		NL Fee (refer to Fees to be Paid No. 14) + GR Fee (refer to requirement No. 6) + Admin Fee	5 Days and 6 Hours	

17. Renewal of Regular License to Operate (LTO) for CSU

A License to Operate duly signed by the Director, CSG issued to CSU Single proprietorship or Corporation to participate in the security industry valid for two (2) years.

Office or Division:	Agency Licensing Section, Security Licensing Division		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Company Security Force (CSU)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Approved Inspection Checklist issued not later than three (3) months from the date of filing of Renewal of Regular LTO , with conditions below; (1 Original Copy) ▪ <u>Conducted and Issued by EMD, SOSIA – for NCR based PSSPs; and</u> ▪ <u>Conducted and issued by RCSUs within their respective AOR – with an attached endorsement from Chief, RCSU and Certification of No Pending case and complete submission of Monthly Disposition Report (MDR).</u>		EMD, SOSIA/RCSU	
2. Acknowledgment receipt from ALS officially receiving the LTO Application Folder; (1 Original Copy)		ALS, SLD, SOSIA	
3. Original copy of legibly filled-up Application form (AL-01) and		Private Security Service Personnel	



Certification from FEO; (1 Original Copy)														
4. Original copy of Monthly Disposition Report (MDR) officially received by Records Section, SOSIA; (1 Original Copy)		PSSP												
5. Annual Income Tax Return (ITR) from previous year on the year of application and Value Added Tax (VAT) payments (for the last consecutive months); (1 Original Copy)		PSSP												
6. Surety Bond with attached Official Receipt (OR), with conditions below; (Not applicable to CSU) (1 Original Copy) - Under the exact Name and address of PSA; and - Issued not later than six (6) months from the date of filing of New LTO with or showing premium payment of surety bond as follows: <table><tr><td><u>No. of Guard/Coverage</u></td><td><u>Amount</u></td></tr><tr><td>199 below</td><td>PHP 50,000.00</td></tr><tr><td>200-499</td><td>PHP 100,000.00</td></tr><tr><td>500-799</td><td>PHP 150,000.00</td></tr><tr><td>800-1000</td><td>PHP 200,000.00</td></tr></table>		<u>No. of Guard/Coverage</u>	<u>Amount</u>	199 below	PHP 50,000.00	200-499	PHP 100,000.00	500-799	PHP 150,000.00	800-1000	PHP 200,000.00	PNP Accredited Insurance Company		
<u>No. of Guard/Coverage</u>	<u>Amount</u>													
199 below	PHP 50,000.00													
200-499	PHP 100,000.00													
500-799	PHP 150,000.00													
800-1000	PHP 200,000.00													
7. Security Industry Regulation Seminar (SIRS) Certificate of Licensee (1 Original/validated by STMD, SOSIA);		STMD, SOSIA												
8. Latest Business Permit from the Local Government Unit (LGU) (1 Original/Certified True copy); and		PSSP												
9. Authenticated copy of Previous License to Operate (LTO). (1 Authenticated Copy)		PSSP												
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE										
1. Receives application folder with an attached Action Slip from ALS, SLD;	1. Record check of MDR/LTO/LESP / status and number of FAs versus security personnel, determines appropriate fees	None	4 Hours	Chief, Records Section										



	and fines, and then signs at action slip			
2. Submit the original and/or authenticated requirements in one folder;	2. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; then signs at action slip	None	4 Hours	<i>Evaluator, ALS</i>
3. Receives claim stub issued by the Evaluator/Process or if Application was received;	3. Counter check the CVA of submitted documents, prepared memo and LTO certificate for the approval of Chief, SOSIA; place an initial signature on the LTO and then signs at action slip;	None	16 Hours	<i>Chief, ALS</i>
	4. Reviews application folder and recommends approval of the same; place an initial signature on the LTO and then signs at action slip.	None	4 Hours	<i>Chief, SLD</i>
	5. Final review of application folder and recommends approval of the same place an	None	4 Hours	<i>Assistant Chief, SOSIA</i>



	initial signature on the LTO and then signs at action slip.			
	6. Recommend approval of application, signs memorandum endorsement; endorse the LTO certificate for approval and the signs at action slips.	None	3 Hours	Chief, SOSIA
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;	None	8 Hours	Chief, FESMD, CSG
	8. Review documentary attachments; recommends approval of application, then signs;	None	8 Hours	Chief of Staff, CSG
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	8 Hours	Director, CSG
4. Submits SBR and then claim the Certificate of the Approved LTO.	10. Submits SBR and then claim the Certificate of the Approved LTO.	National License fee (PHP 5,100) Guards Registration fee (PHP 50/ guard/		PSSP



		year) Administrative fine (if there's any)		
TOTAL:		GR Fee (refer to requirement No. 6) + NL Fee (refer to Fees to be Paid No. 10) + Admin Fee	7 Days	

18. Renewal of Regular License to Operate (LTO) for PDA

A License to Operate duly signed by the Director, CSG issued to PDA Single proprietorship or Corporation to participate in the security industry valid for two (2) years.

Office or Division:	Agency Licensing Section, Security Licensing Division		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Private Security Agency (PSA)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Approved Inspection Checklist issued not later than three (3) months from the date of filing of Renewal of Regular LTO , with conditions below; (1 Original Copy) - Conducted and Issued by EMD, SOSIA – for NCR based PSSPs; and - Conducted and issued by RCSUs within their respective AOR – with an attached endorsement from Chief, RCSU and Certification of No Pending case and complete submission of Monthly Disposition Report (MDR).		EMD, SOSIA/RCSU	
2. Acknowledgment receipt from ALS officially receiving the LTO Application Folder; (1 Original Copy)		ALS, SLD, SOSIA	



3. Original copy of legibly filled-up Application form (AL-01) and Certification from FEO; (1 Original Copy)		Private Security Service Provider												
4. Original copy of Monthly Disposition Report (MDR) officially received by Records Section, SOSIA; (1 Original Copy)		PSSP												
5. Annual Income Tax Return (ITR) from previous year on the year of application and Value Added Tax (VAT) payments (for the last consecutive months); (1 Original Copy)		PSSP												
6. Surety Bond with attached Official Receipt (OR), with conditions below; (Not applicable to CSU) (1 Original Copy) ▪ Under the exact Name and address of PSA; and ▪ Issued not later than six (6) months from the date of filing of New LTO with or showing premium payment of surety bond as follows: <table><tr><td><u>No. of Guard/Coverage</u></td><td><u>Amount</u></td></tr><tr><td>199 below</td><td>PHP 50,000.00</td></tr><tr><td>200-499</td><td>PHP 100,000.00</td></tr><tr><td>500-799</td><td>PHP 150,000.00</td></tr><tr><td>800-1000</td><td>PHP 200,000.00</td></tr></table>		<u>No. of Guard/Coverage</u>	<u>Amount</u>	199 below	PHP 50,000.00	200-499	PHP 100,000.00	500-799	PHP 150,000.00	800-1000	PHP 200,000.00	PNP Accredited Insurance Company		
<u>No. of Guard/Coverage</u>	<u>Amount</u>													
199 below	PHP 50,000.00													
200-499	PHP 100,000.00													
500-799	PHP 150,000.00													
800-1000	PHP 200,000.00													
7. Security Industry Regulation Seminar (SIRS) Certificate of Licensee (Original/validated by STMD, SOSIA); (1 Original Copy)		STMD, SOSIA												
8. Latest Business Permit from the Local Government Unit (LGU) Original/Certified True copy); and (1 Original Copy)		PSSP												
9. Authenticated copy of Previous License to Operate (LTO). (1 Authenticated copy)		PSSP												
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE										
1. Receives application folder with an attached Action Slip from	1. Record check of MDR/LTO/LES P/ status and	None	4 Hours	Chief, Records Section										



ALS, SLD;	number of FAs versus security personnel, determines appropriate fees and fines, and then signs at action slip			
2. Submit the original and/or authenticated requirements in one folder;	2. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; then signs at action slip	None	4 Hours	<i>Evaluator, ALS</i>
3. Receives claim stub issued by the Evaluator/Process or if Application was received;	3. Counter check the CVA of submitted documents, prepared memo and LTO certificate for the approval of Chief, SOSIA; place an initial signature on the LTO and then signs at action slip;	None	16 Hours	<i>Chief, ALS</i>
	4. Reviews application folder and recommends approval of the same; place an initial signature on the LTO and then signs	None	4 Hours	<i>Chief, SLD</i>



	at action slip.			
	5. Final review of application folder and recommends approval of the same place an initial signature on the LTO and then signs at action slip.	None	4 Hours	<i>Assistant Chief, SOSIA</i>
	6. Recommend approval of application, signs memorandum endorsement, endorse the LTO certificate for approval and the signs at action slips.	None	3 Hours	<i>Chief, SOSIA</i>
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;	None	8 Hours	<i>Chief, FESMD, CSG</i>
	8. Review documentary attachments; recommends approval of application, then signs;	None	8 Hours	<i>Chief of Staff, CSG</i>
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	8 Hours	<i>Director, CSG</i>
4. Submits SBR and then claim the	10. Submits SBR and then claim	National License fee		<i>PSSP</i>



Certificate of the Approved LTO.	the Certificate of the Approved LTO.	(PHP 5,100) Guards Registration fee (PHP 50/ guard/ year) Administrative fine (if there's any)		
TOTAL:		GR Fee (refer to requirement No. 6) + NL Fee (refer to Fees to be Paid No. 10) + Admin Fee	7 Days	

19. Renewal of Regular License to Operate (LTO) for PSA

A License to Operate duly signed by the Director, CSG issued to PSA Single proprietorship or Corporation to participate in the security industry valid for two (2) years.

Office or Division:	Agency Licensing Section, Security Licensing Division		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Private Security Agency (PSA)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Approved Inspection Checklist issued not later than three (3) months from the date of filing of Renewal of Regular LTO , with conditions below; (1 original copy) ▪ <u>Conducted and Issued by EMD, SOSIA – for NCR based PSSPs;</u> and ▪ <u>Conducted and issued by RCSUs within their respective AOR</u> – with an attached endorsement from Chief, RCSU and Certification of No Pending case and complete submission of Monthly Disposition		EMD, SOSIA/RCSU	



Report (MDR).														
2. Acknowledgment receipt from ALS officially receiving the LTO Application Folder; (1 original copy)		ALS, SLD, SOSIA												
3. Original copy of legibly filled-up Application form (AL-01) and Certification from FEO; (1 original copy)		Private Security Service Provider												
4. Original copy of Monthly Disposition Report (MDR) officially received by Records Section, SOSIA; (1 original copy)		PSSP												
5. Annual Income Tax Return (ITR) from previous year on the year of application and Value Added Tax (VAT) payments (for the last consecutive months) (1 original copy)		PSSP												
6. Surety Bond with attached Official Receipt (OR), with conditions below; (Not applicable to CSU) (1 original copy) ▪ Under the exact Name and address of PSA; and ▪ Issued not later than six (6) months from the date of filing of New LTO with or showing premium payment of surety bond as follows: <table><tr><td><u>No. of Guard/Coverage</u></td><td><u>Amount</u></td></tr><tr><td>199 below</td><td>PHP 50,000.00</td></tr><tr><td>200-499</td><td>PHP 100,000.00</td></tr><tr><td>500-799</td><td>PHP 150,000.00</td></tr><tr><td>800-1000</td><td>PHP 200,000.00</td></tr></table>		<u>No. of Guard/Coverage</u>	<u>Amount</u>	199 below	PHP 50,000.00	200-499	PHP 100,000.00	500-799	PHP 150,000.00	800-1000	PHP 200,000.00	PNP Accredited Insurance Company		
<u>No. of Guard/Coverage</u>	<u>Amount</u>													
199 below	PHP 50,000.00													
200-499	PHP 100,000.00													
500-799	PHP 150,000.00													
800-1000	PHP 200,000.00													
10. Security Industry Regulation Seminar (SIRS) Certificate of Licensee (1 Original/validated by STMD, SOSIA);		STMD, SOSIA												
11. Latest Business Permit from the Local Government Unit (LGU)		PSSP												
12. (1 Original/Certified True copy); and														
13. Authenticated copy of Previous License to Operate (LTO). (1 copy)		PSSP												
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE										
1. Receives application folder with an attached Action Slip from	1. Record check of MDR/LTO/LESP / status and number of FAs	None	4 Hours	Chief, Records Section										



ALS, SLD;	versus security personnel, determines appropriate fees and fines, and then signs at action slip			
2. Submit the original and/or authenticated requirements in one folder;	2. Evaluates the Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; then signs at action slip	None	4 Hours	<i>Evaluator, ALS</i>
3. Receives claim stub issued by the Evaluator/Process or if Application was received;	3. Counter check the CVA of submitted documents, prepared memo and LTO certificate for the approval of Chief, SOSIA; place an initial signature on the LTO and then signs at action slip;	None	16 Hours	<i>Chief, ALS</i>
	4. Reviews application folder and recommends approval of the same; place an initial signature on the LTO and then signs at action slip.	None	4 Hours	<i>Chief, SLD</i>
	5. Final review of application folder and recommends approval of the same place an	None	4 Hours	<i>Assistant Chief, SOSIA</i>



	initial signature on the LTO and then signs at action slip.			
	6. Recommend approval of application, signs memorandum endorsement, endorse the LTO certificate for approval and the signs at action slips.	None	3 Hours	Chief, SOSIA
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;	None	8 Hours	Chief, FESMD, CSG
	8. Review documentary attachments; recommends approval of application, then signs;	None	8 Hours	Chief of Staff, CSG
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	8 Hours	Director, CSG
4. Submits SBR and then claim the Certificate of the Approved LTO.	10. Submits SBR and then claim the Certificate of the Approved LTO.	National License fee (PHP 5,100) Guards Registration fee (PHP 50/ guard/ year) Administrati		PSSP



		ve fine (if there's any)		
TOTAL:		GR Fee (refer to requirement No. 6) + NL Fee (refer to Fees to be Paid No. 10) + Admin Fee	7 Days	

20. SEC/DTI Endorsement for PSA/PDA

Endorsement for business name and other changes such as address, licensee and etc.

Office or Division:	Records Section, Security Licensing Division		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	All (General Public)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter request stated therein the following below (1 Original and Photocopy). • Name of Licensee; • Desired PSA/PDA corporate/business name; and • Desired PSA/PDA corporate/business address.		Requesting Party	
ADDITIONAL DOCUMENTARY REQUIREMENTS FOR SPECIFIC ENDORSEMENT: • For New Corporation: ○ Corporate/Business name Reservation from SEC. ○ Articles of Incorporation originally signed by Incorporators (1 Original copy). ○ By-Laws (1 Original copy). • For New Partnership: ○ Corporate/Business name Reservation from SEC. ○ Articles of Partnership originally signed by Partners (1 Original copy).		SEC/DTI	



• From Single Proprietorship to Corporation: ○ Corporate/Business name Reservation from SEC. ○ Articles of Incorporation originally signed by Incorporators (1 Original copy). ○ By-Laws originally signed by Incorporators (1 Original copy). ○ Former PSA/PDA as Single Proprietorship DTI Certificate of Cancellation (1 Photocopy) • From Single Proprietorship to Partnership: ○ Corporate/Business name Reservation from SEC. ○ Articles of Partnership originally signed by Partners (1 Original copy). ○ By-Laws (1 Original copy). ○ Former PSA/PDA as Single Proprietorship DTI Certificate of Cancellation (1 Photocopy) • From Corporation to Single Proprietorship: ○ Additionally, state in the Letter Request the reason and purpose of change. ○ Corporate/Business name Reservation from SEC. ○ Corporate Board Resolution signed by the Incorporators including the Licensee, stating therein the change from Corporation to Single Proprietorship (Original and Photocopy). ○ Former PSA/PDA as Corporation SEC Revocation (Photocopy). • From Corporation to Partnership: ○ Additionally, state in the Letter Request the reason and purpose of change. ○ Corporate/Business name Reservation from SEC. ○ Corporate Board Resolution signed by the Incorporators including the Licensee, stating therein the	



change from Corporation to Single Proprietorship (Original and Photocopy).				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Request for Endorsement and other supporting documents for evaluation only	1. Checks the completeness and validity of documents then verifies database if allowed or authorized	None	1 Hour	Evaluator, RS
(If request passed evaluation and endorsed for receipt by Evaluator, RS) 2. Submits Request for Endorsement and other supporting documents to be officially received.	1. Officially receives request for endorsement, issues claim stub to applicant and let him/her sign logbook then signs transaction slip	None	1 Hour	Evaluator, RS
	2. Prepares Endorsement for C, SOSIA then attached to request and signs transaction slip	None	1 Day	Processor, RS
	3. Reviews request and attached Endorsement, recommend	None	1 Hour	Chief, RS



	ds approval then signs transaction slip			
	4. Reviews request and attached Endorseme nt, recommen ds approval then countersign s Endorseme nt and signs transaction slip	None	2 Hours	Chief, SLD
	5. Reviews request and attached Endorseme nt, recommen ds approval then countersign s Endorseme nt and signs transaction slip	None	3 Hours	AC, SOSIA
	6. Approves and signs Endorseme nt	None	5 Hours	C, SOSIA
	7. Notifies applicant of approved Endorseme nt	None	1 Hour	SMO, RS
	8. Issues Order of	None	1 Hour	



	Payment (OP) to applicant for national license fee to be paid at Land Bank of the Philippines (LBP)			
3. Receives OP and go to Land Bank of the Philippines (LBP) to pay the necessary fee/s	1. LBP receives OP and payment then issues Special Bank Receipt (SBR) to applicant	P100.00		<i>LBP Action Officer (LBP is outside of the PNP, work time)</i>
4. Submits SBR& Claim Stub to SMO/ Receive the document/s	1. Verifies claim stub and attaches the SBR to the request	None	1 Hour	SMO, RS
	2. Releases Endorsement and let him/her sign the logbook then signs transaction slip	None	1 Hour	SMO, RS
TOTAL:		P100.00	3 Days	

21. Voluntary Cease to Operate (CTO) for PSSPs with Regular LTO

An Order signed by the Director, CSG issued to PSSPs who voluntarily surrender their LTO due to personal reason or financial status for them to be no longer allowed to participate in the security industry until given further notice.

Office or Division:	Agency Licensing Section, Security Licensing Division
Classification:	Complex



Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Private Security Agency (PSA), Private Detective Agency (PDA), Company Security Force (CSU)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request Addressed to the Chief, SOSIA (with affidavit of undertaking); (1 Original Copy)		Private Security Service Provider (PSSP)		
2. Original copy of the previous License to Operate (LTO); (1 Original Copy)		PSSP		
3. Board Resolution indicating therein the request for a CTO– (Applicable only for Corporation only); (1 Original Copy)				
4. Certificate of No Pending Case issued not later than one (1) month from the date of filing, with conditions below; (1 Original Copy) ▪ <u>Issued by EMD, SOSIA – for NCR based PSSPs; and</u> ▪ <u>Issued by RCSUs within their respective AOR</u>		EMD, SOSIA / RCSU		
5. <u>Firearms Record Verification</u> issued by Records Section, Firearms and Explosives Office (FEO) issued not later than one (1) months from the date of filing or <u>Certificate of No Firearms</u> (if concern agency has no registered firearms) (1 Original Copy)		FEO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and authenticated requirements one folder	1. Evaluate/validate application folder then receives application folder and prepares memo and LTO certificate	None	4 Hours	<i>Evaluator</i>
2. Receives claim stub issued by the Evaluator/Process or if application was received	2. Review and recommends approval of application, then sign	None	4 Hours	<i>Chief, ALS</i>
3. Receives application folder with an attached	3. Certifies the validity of License to	None	4 Hours	<i>Chief, Records Section</i>



Action Slip from SLD;	Exercise Profession (LESP) of licensee, staff and all security personnel (If any); and then signs at action slip			
4. Claim the Certificate Approved LTO	4. Review and recommends approval of application, then sign	None	4 Hours	Chief, SLD
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	Assistant Chief, SOSIA
	6. Review and recommends approval of application, then sign	None	3 Hours	Chief, SOSIA
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;	None	4 Hours	Chief, FESMD, CSG
	8. Review documentary attachments; recommends approval of application, then signs;	None	3 Hours	Chief of Staff, CSG
	9. Review and signs on LTO certificate and Memorandum, <u>approving the</u>	None	3 Hours	Director, CSG



	application.			
5. Claim the approved amended License to Operate.	10. Claim the approved amended License to Operate	None		PSSP
TOTAL:		None	4 Days and 1 Hour	

22. Voluntary Cease to Operate (CTO) for PSSPs with Temporary LTO

An Order signed by the Director, CSG issued to PSSPs who voluntarily surrender their LTO due to personal reason or financial status for them to be no longer allowed to participate in the security industry until given further notice.

Office or Division:	Agency Licensing Section, Security Licensing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Private Security Agency (PSA), Private Detective Agency (PDA), Company Security Force (CSU)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request Addressed to the Chief, SOSIA (with affidavit of undertaking);		Private Security Service Provider (PSSP)		
2. Original copy of an Acknowledgment receipt of firearms (if any) issued by the Firearms and Explosives Office (FEO); Nearest Regional Civil Security Unit (RCSU); and/or Police Regional Office; and		PSSP		
1. Original copy of the previous License to Operate;		PSSP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and authenticated requirements one folder	1. Evaluate/validate application folder then receives application folder and prepares memo and LTO certificate	None	4 Hours	Evaluator



2. Receives claim stub issued by the Evaluator/Process or if application was received	2. Review and recommends approval of application, then sign	None	4 Hours	Chief, ALS
3. Receives application folder with an attached Action Slip from SLD;	3. Certifies the validity of License to Exercise Profession (LESP) of licensee, staff and all security personnel (If any); and then signs at action slip	None	4 Hours	Chief, Records Section
4. Claim the Certificate Approved LTO	4. Review and recommends approval of application, then sign	None	4 Hours	Chief, SLD
	5. Reviews application folder and recommends approval of the same and then signs;	None	4 Hours	Assistant Chief, SOSIA
	6. Review and recommends approval of application, then sign	None	3 Hours	Chief, SOSIA
	7. Review firearms data in compliance w/ the RIRR RA 5487, RA 10591 and other PNP issuances/directives then signs at action slip;	None	4 Hours	Chief, FESMD, CSG
	8. Review documentary attachments; recommends	None	3 Hours	Chief of Staff, CSG



	approval of application, then signs;			
	9. Review and signs on LTO certificate and Memorandum, <u>approving</u> the application.	None	3 Hours	Director, CSG
6. Claim the approved amended License to Operate.	10. Claim the approved amended License to Operate	▪ None		PSSP
TOTAL:		None	4 Days and 1 Hour	

23. Accreditation of Armored Vehicle Security Service Provider

The Certificate of Accreditation is a written document issued by SOSIA to Armored Vehicle Providers and their registered Armored Vehicles (AVs) wherein said Armored Vehicles passed the Test and Evaluation standards

Office or Division:	OPPS, Enforcement Management Division, SOSIA		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Private Firms and Private Security Agency providing Armored Vehicle Security Services (Applicant)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter Request to Chief SOSIA (1 copy, original)		From Applicant	
2. Photocopy of Business Permit/SEC Certificate of Incorporator (1 copy, authenticated)		From Applicant	
3. A serialized identification number for each armored vehicle issued by ASAP to the member/applicant for accreditation (1 copy, original)		Armored Services Association of the Philippines (ASAP)	
4. Notarized Test and Evaluation Certificate that the Vehicle can withstand the impact of at least M14 and M16 bullets (1 copy, original)		From the provider or the manufacturer of the Armored Vehicle	
5. Inventory list of Armored Vehicles with Results of Test and Evaluation Report (1 copy, original)		From Applicant	



6. 1 Photocopy of Motor Vehicle Registration and Official Receipt		From Land Transportation Office (LTO)		
7. Certificate of Existing Contract if Leased by the Bank (1 copy, authenticated)		From Applicant		
8. Notarized list of Armored Vehicle Security Personnel with mandatory training in Comprehensive Bank and Armored Security Training Course (CBASTRAC)		From Applicant		
9. (1 copy, authenticated)				
10. Clearances (1 Original copy each)				
New Applicant a. NBI/DI Clearance (NCR) b. NBI/RID Clearance (Region) c. Neuro/Psychiatric Test d. Drug Test	Renewal a. DI (NCR) or RID (Region) b. Neuro/Psychiatric Test c. Drug Test	NBI Clearance – from NBI DI Clearance - from PNP DI NP Test – from PNP HS-accredited NP Testing Center Drug Test – from DOH-accredited Drug Testing Center		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and authenticated requirements with tabs in one folder	1.1 Checks the validity and completeness of the documents	None	15 minutes	NUP Evaluator, OPSS
	1.2 Issues Order of Payment	None	10 minutes	
	1.3 Reviews and signs the routing slip	None	10 minutes	Assist C, EMD OIC, EMD
2. Go to Land Bank of the Philippines (LBP) and pay the necessary fees	<i>LBP is an entity outside of the PNP organization (work time not included)</i>	₱5,000.00 per year and ₱1,000.00 per vehicle	-	LBP Action Officer
3. Submit the Special Bank Receipt (SBR) to the NUP Processor/Action	3.1 Attaches the SBR to the folder	None	2 hours	NUP Evaluator, OPSS



PNCO				
	3.2 Encodes the baseline information, prepares the Accreditation Certificate, and attaches the routing Slip		1 hour	<i>NUP Evaluator, OPSS</i>
	3.3 Review and signs the routing slip		1 hour	<i>Assist C, EMD OIC, EMD</i>
	3.4 Signs and endorses to Chief, SOSIA		20 minutes	<i>Asst Chief, SOSIA</i>
	3.5 Signs the Accreditation Certificate		30 minutes	<i>Chief, SOSIA</i>
4. Claim the Accreditation Certificate	4. Releases the Accreditation Certificate and returns the original documents to the applicant	None	5 minutes	<i>Evaluator NUP, OPSS-EMD</i>
TOTAL:		₱5,000.00 per year and ₱1,000.00 per vehicle	5 hours and 10 minutes	

24. Accreditation of Private Security Agency (PSA) to Deploy Protection Agents (PAs)

Private Security Agencies (PSAs) are granted accreditation if they are holders of Regular License To Operate (LTO) and provided that they have been in operation for at least six (6) years. Likewise, name of PSA must include Investigative, Protective, Detective Services. This is to authorize them to deploy Protection Agents to provide personal security protection to VIPs/protectees.

Office or Division:	OPPS, Enforcement Management Division, SOSIA
Classification:	Simple



Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Private Security Agencies wishing to employ/deploy Protection Agents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request of Private Security Agency (1 Original Copy)		From PSA		
2. Listing of prospective clients (1 Original Copy)		From PSA		
3. Copy of LTO (1 Authenticated Copy)		Records Section, SLD, SOSIA		
4. List of Licensed Protection Agents (PAs) (1 Original Copy)		From PSA		
5. Copy of PAs' LESP (1 Authenticated copy)		Records Section, SLD, SOSIA		
6. Latest Monthly Disposition (MDR) (1 Photocopy)		From PSA		
7. Affidavit of Undertaking that PSA upon expiration of its LTO must form a new Private Detective Agency (PDA) before it can continue to engage in Personal Security Protection Service (1 Original Copy)		From PSA		
8. Certificate of Non-Pending Case from EMD (1 photocopy)		(From EMD)		
9. Certificate of PSA in Operation (1 photocopy)		(From Records Section SLD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and authenticated requirements with tabbings in 1 folder	1.1 Checks the completeness of the documents	None	30 minutes	NUP Evaluator, OPPS
	1.2 Encodes the baseline information, prepares the Accreditation Certificate, and attaches the routing slip	None	1 hour	NUP Evaluator, OPPS
	1.3 Reviews the Accreditation Certificate and signs the routing slip	None	30 minutes	Assist. C, EMD OIC, EMD
	1.4 Signs & endorses to Chief,	None	30 minutes	Asst Chief, SOSIA



	SOSIA			
	1.5 Signs/ approves the Accreditation Certificate	None	30 minutes	Chief, SOSIA
2. Claim the Accreditation Certificate	2. Releases the Accreditation Certificate and returns the original documents to the applicant	None	15 minutes	NUP Evaluator, OPPS
TOTAL:		None	3 hours and 15 minutes	

25. Authority to Deploy Protection Agents (PAs)

The Authority to Deploy Protection Agents is issued by the Chief, PNP empowering the PDA/PSA to deploy Protection Agents. This contains the names of the protectee/s and the protection agent/s, the validity or duration for providing personal security protection and the data on the firearms and license to exercise security profession by the Protection Agents.

Office or Division:	OPPS, Enforcement Management Division, SOSIA	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	PDAs and Accredited PSAs wishing to deploy Protection Agents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter-request of PDA and/or PSA (1 original)		From PDA/Accredited PSA
2. Copy of LTO (1 photocopy, authenticated)		From Records Section, SLD, SOSIA
3. Photocopy Accreditation to Deploy PAs (1 photocopy) if applicant is PSA		From OPPS, EMD
4. Copy of Firearms Licenses to be used by PAs - (1 photocopy, authenticated)		FLD, FEO
5. Threat Assessment on VIP/Protectee endorsed by the Regional Director, Police Regional Office where the VIP/Protectee resides (1 original copy)		RD, PRO where the VIP/Protectee has its official residence
6. Photocopy of Security Service Contract with Client between PDA/PSA and VIP/Protectee (1 copy, authenticated)		From PDA/PSA
7. Copy of PAs LESP (1 photocopy, authenticated)		Records Section, SLD, SOSIA
8. Affidavit of Undertaking of the		From PDA/PSA



VIP/Protectee/s that the PA/sin his 9. employ shall be utilized only for his protective security (1 original)				
10. Certificate of Non Pending Case (1 photocopy)		EMD, SOSIA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPON SIBLE
1. Submit the original and authenticated requirements with tabbings in 1 folder	1.1 Checks the validity & completeness of the documents	None	20 minutes	<i>NUP Evaluator, OPPS</i>
	1.2 Encodes the baseline information, prepares the Authority & transmittal (memo) & attaches the routing slip	None	1 hour	<i>NUP Evaluator, OPPS</i>
	1.3 Reviews and signs the routing slip	None	1 hour	<i>Assist. C, EMD OIC, EMD</i>
	1.4 Countersigns the transmittal & endorses to Chief, SOSIA	None	15 minutes	<i>Asst Chief, SOSIA</i>
	1.5 Endorses the transmittal (memo) to D, CSG	None	15 minutes	<i>Chief, SOSIA</i>
	1.6 Signs the transmittal memo addressed to Chief, PNP, signs the concurring line and endorse to PSPG	None	4 hours	<i>D, CSG</i>
	1.7. Reviews the documents, signs the concurring line and endorse to TDI	None	1 day	<i>PSPG</i>
	1.8. Reviews the documents, signs the concurring line and endorse to TDO	None	1 day	<i>TDI</i>
	1.9. Reviews the	None	1 day	<i>TDO</i>



	documents, signs the concurring line and endorse to TCDS			
	1.10. Reviews the documents, signs the concurring line and endorse to TDCO	None	1 day	TCDS
	1.11. Reviews the documents, signs the concurring line and endorse to C, PNP	None	1 day	TDCO
	1.12. Signs/ approves the Authority to Deploy Protection Agents	None	1 day	C, PNP
2. Claim the Authority to deploy Protection Agent	2. Releases the Authority and returns the original documents to the applicant	None	10 minutes	Action PNCO/NU P (OPPS)
TOTAL:		None	6 days and 7 hours	

26. Authority to Wear Special Set of Uniform (SSU)

The Authority to wear Special Set of Uniform (SSU) is issued/approved by the Chief, SOSIA for Private Security Service Providers (PSSPs) which clients are requesting for SSU.

Office or Division:	OPPS, Enforcement Management Division, SOSIA		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	PDAs and Accredited PSAs deploying Protection Agents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter-request of PSA addressed to Chief, SOSIA (1 copy, original)		From Private Security Agency (PSA)	
2. Letter-request of PSA client to PSA		From PSA client	
3. (1 copy, original)			
4. License to Operate (1 photocopy)		From Records Section, SLD, SOSIA	
5. Notarized copy of the Security Service Contract between PSSP and Client indicating therein the expiration date of the contract (1copy, original)		From PSA	



6. Certificate of Non-Pending Case (1 photocopy)	From EMD			
7. Specific detail/Post of Security Guards to wear special set of uniform (1 original copy)	From PSA			
8. Pictures of Requested special set of uniform (1 original copy)	From PSA			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and authenticated requirements with tabbings in 1 folder	1.1 Checks the validity and completeness of the documents	None	15 minutes	Action PNCO/NUP Evaluator-OPPS
	1.2 Encodes the Baseline information, prepares the Authority and attaches the routing slip	None	1 hour	Action PNCO/NUP Evaluator-OPPS
	1.3 Reviews and signs the routing slip	None	30 minutes	Assist. C, EMD OIC, EMD
	1.4 Recommend approval to Chief, SOSIA	None	30 minutes	Asst Chief, SOSIA
	1.5 Signs/ Approves the Authority	None	30 minutes	Chief, SOSIA
2. Claim the Authority	2. Releases the Authority	None	15 minutes	Action PNCO/NUP Evaluator (OPPS)
TOTAL:		None	3 hours	

27. Conduct of Administrative Inspections to PSSPs

Administrative Inspections is conducted to Private Security Service Providers (PSSPs) to ensure that these PSSPs are compliant to the rules and regulations of Republic Act (RA) 5487, as amended.

Office or Division:	Inspection and Enforcement Section, Enforcement Management Division, SOSIA
Classification:	Simple



Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Private Security Service Providers (PSSPs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Inspection Form (to be filled up by the requesting party - PSSP) (1 original copy)		From IES, EMD		
2. Location Map of the Office Address of the PSSP (1 original copy)		From PSSP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements (LTO Application folder) to the IES NUP receiving personnel	1. Checks the completeness of the documents	None	15 minutes	Action PNCO, (IES)
	1.2 Prepares the Letter Order (LO) & attaches routing slip	None	30 minutes	Action PNCO, (IES)
	1.4 Reviews the prepared LO & endorse it to AC, SOSIA	None	15 minutes	Assist. C, EMD OIC, EMD
	1.5 Reviews the prepared LO & endorse it to Chief, SOSIA	None	15 minutes	Asst Chief, SOSIA
	1.6 Signs/ approves the LO	None	15 minutes	Chief, SOSIA
2. Prepares Office for Administrative Inspection	2.1 Conducts Administrative Inspection and prepares the Inspection checklist	None	1 day and 3 hours	IES Inspection Team
	2.2 Signs the Inspection Checklist		15 minutes	Chief, EMD
3. Claim the Inspection Checklist	3. Releases the Inspection Checklist	None	5 minutes	Action PNCO/NU P (IES)
TOTAL:		None	1 day, 4 hours and	



			50 minutes	

28. Conduct of Post to Post Inspection to Deployed Private Security Personnel (PSP)

Post to Post Inspections is conducted in aid of investigation. This is to determine whether posted private security personnel had committed a violation or not as alleged by a complainant.

Office or Division:	IES, Enforcement Management Division, SOSIA			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens with Complaints against Private Security Personnel (PSSP)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-complaint from Complainant (1 original copy)		From Complainant		
2. Complaint Sheet Form (1 original copy)		Complaints, Investigation and Detection Section (CIDS)		
3. Documentary Evidence (if available, & to be endorsed by Chief, CIDS)		From Complainants		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the Complaint Sheet Form & submit same to Action PNCO/Investigator	1.1 Determine whether or not the complaint has merit and was filed in proper jurisdiction	None	30 minutes	Action PNCO /Investigator (CIDS)
	1.2 Determine the specific violation committed by a PSSP or a PSP	None	15 minutes	Action PNCO /Investigator (CIDS)
	1.3 Acknowledge under oath the complaint sheet signed	None	15 minutes	Chief, CIDS
	1.4 Endorse to I&E, Section for Post to Post Inspection	None	15 minutes	Chief, CIDS
	1.6 Designates Inspection Team, prepares the Letter Order (LO), and	None	30 minutes	Action PNCO (IES)



	attaches the routing slip			
	1.7 Review & signs the routing slip	None	3 hours	Chief, CIDS Assist. C, EMD OIC, EMD AC, SOSIA
	1.8 Signs/ approves the LO	None	30 minutes	Chief, SOSIA
	1.9 Conducts post to post inspection on the scheduled date specified in the LO and prepares After Inspection Report	None	1 day and 4 hours	Inspection Team
	1.10 Signs the after-activity report and forwards to C, CIDS the After Inspection Report	None	15 minutes	Chief, EMD
TOTAL:		None	2 days and 15 minutes	

29. Issuance of Certificate of Non-Pending Case

The Non-Pending Case (NPC) Certificate is issued to Private Security Service Providers for Bidding Purposes, Purchase of Additional Firearms, Non-Pending Case Certificate and Special Set of Uniform (SSU). The Complaints, Investigation and Detection Section (CIDS) of the Enforcement Management Division (EMD) is the Office Primarily Responsible (OPR) in the issuance thereof.

Office or Division:	CIDS, Enforcement Management Division, SOSIA		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Private Security Service Providers (PSSP)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Special Bank Receipt (SBR) for payment of P50.00 (1 duplicate copy)		Land bank of the Philippines (LBP)	
2. Letter Request		From Private Security Service Provider	
3. (1 original copy)			
4. License to Operate (LTO)		From Records Section, Security Licensing Division, SOSIA	
5. (1 authenticated copy)			
6. Latest Monthly Disposition Report		From Private Security Service	



7. (1 photocopy)		Provider		
8. Firearms Records Verification (FRV)/Firearms Information Management System (FIMS) from PNP FEO - the requirement is included if the purpose of Non-Pending Case if for the purchase of firearms) (1 photocopy)		PNP Records Section, Firearms & Explosives Office (FEO)		
9. Identification Card of Licensee (1 photocopy)		From Private Security Service Provider		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and authenticated requirements in one folder to CIDS NUP	1. Checks the completeness and issues an order of payment	None	10 minutes	Encoder (NUP) Complaints, Investigation & Detection Section (CIDS)
3. Payment of fees (Landbank of the Phils)	2. LBP is an entity outside of the PNP organization (work time not included)	PHP 50.00		LBP personnel
3. Submit the special bank receipt (SBR) to the CIDS NUP	3.1 Attaches the SBR to the folder	None	10 minutes	Encoder (NUP) CIDS
	3.2 Encodes the baseline information, prepares the Certificate and transmittal, and attaches the routing slip		20 minutes	Encoder (NUP) CIDS
	3.3 Review and signs the prepared Certificate	None	15 minutes	Chief, CIDS
	3.4 Signs/ Approves the Certificate of Non-Pending Case	None	5 minutes	Chief, EMD
4. Claim the Accreditation	4. Releases the Certificate and	None	5 minutes	Encoder (NUP) CIDS



Certificate from the CIDS NUP	returns the original documents to the applicant			
TOTAL:		PHP 50.00	1 hour and 5 minutes	

30. Issuance of Special Duty Detail Order (SDDO) with 15 Days validity

The Special Duty Detail Order (SDDO) is a written order approved by the Chief, SOSIA. This includes the duties, responsibilities, authority and limitations of the Protection Agents in securing persons entitled for protection.

Office or Division:	OPPS, Enforcement Management Division, SOSIA			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Private Detective Agency and Accredited Private Security Agency deploying Protection Agents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request of PDA and/or Accredited PSA (1 original copy) addressed to Chief, SOSIA		From PDA/Accredited PSA		
2. 1 Photocopy of C, PNP-approved Authority to Deploy Protection Agents (PAs)		From PDA/Accredited PSA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and authenticated requirements with tabbings in 1 folder	1.1 Checks the completeness of the documents	None	20 minutes	NUP Evaluator, OPPS
	1.2 Encodes the baseline information, prepares the Accreditation Certificate, and attaches the routing slip	None	30 minutes	NUP Evaluator, OPPS
	1.3 Reviews the Accreditation Certificate and signs the routing slip	None	30 minutes	Assist. C, EMD OIC, EMD
	1.4 Signs &		30 minutes	Asst Chief,



	endorses to Chief, SOSIA	None		SOSIA
	1.5 Signs/ approves the Accreditation Certificate	None	30 minutes	Chief, SOSIA
2. Claim the Accreditation Certificate	2. Releases the Accreditation Certificate and returns the original documents to the applicant	None	10 minutes	NUP Evaluator, OPPS
TOTAL:		None	3 hours and 30 minutes	

31. Issuance of Special Duty Detail Order (SDDO) with 30 Days validity

The Special Duty Detail Order (SDDO) is a written order approved by the Director, CSG. This includes the duties, responsibilities, authority and limitations of the Protection Agents in securing persons entitled for protection

Office or Division:	OPPS, Enforcement Management Division, SOSIA			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Private Detective Agency and Accredited Private Security Agency deploying Protection Agents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request of PDA and/or Accredited PSA (1 original copy)		From PDA/Accredited PSA		
2. 1 Photocopy of C, PNP-approved Authority to Deploy Protection Agents (PAs)		From PDA/Accredited PSA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original and authenticated requirements with tabbings in 1 folder	1.1. Checks the validity and completeness of the documents	None	10 minutes	NUP Evaluator, OPPS
	1.2. Encodes the baseline information, prepares the SDDO, memo transmittal and	None	1 hour	NUP Evaluator, OPPS



	attaches the routing slip			
	1.3 Reviews and signs the routing slip	None	40 minutes	Assist C, EMD OIC, EMD
	1.4 Signs the recommendation and endorses to Chief, SOSIA	None	30 minutes	Assistant Chief, SOSIA
	1.5. Recommend approval of the SDDO to D, CSG	None	30 minutes	Chief, SOSIA
	1.6. Signs/ Approves the SDDO	None	4 hours	Director, CSG
2. Claim the SDDO	2. Releases the SDDO	None	10 minutes	Action PNCO/NU P (OPPS)
TOTAL:		None	6 hours and 30 minutes	

32. Issuance of Accreditation of Private Security Training Institute for Specialized Course and Regular

This shall refer to training program and courses other than those described in the preceding categories designed at developing previously gained skills and knowledge designed at augmenting or expanding current skills and knowledge to suit identified future applications. It includes but is not limited to such courses as the Intelligence/Investigator Training Course, Basic Crisis Management Course, Personal VIP Security Training Course, Armoured Car Crew Training Course, Bomb Disposal Training Course, Bank Security Training Course, and Basic Aviation Security Specialist Course.

Office or Division:	Security Training Management Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All Private Security Training Institutes	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter Request addressed to C, SOSIA (1 Original Copy)		1. Private Security Training Institutes (PSTIs)
2. SEC Certificate of Incorporation (1 Original and Photocopy)		2. Security Exchange Commission (SEC)
3. SOSIA Certificate of Accreditation of Teaching Staffs (Photocopy); License to Exercise Security Profession (Photocopy); and PSTI Appointment		3. Security Training Management Division, SOSIA



Order (1 Original and Photocopy)				
4. Resume/Curriculum Vitae (Original)	Certificate of Employment of Non-Teaching Staff (1 Original copy)	4. Private Security Training Institute Individual Staff		
5. Courses Offered (Original) (BSSC, BSGC, RTC, ISET)		5. Doctrine Development Section, STMD		
6. Training Cost and Annual Operational Budget (1 Original copy)		6. Stakeholders		
7. Business Permit issued by the Local Government Unit(LGU) (1 Original copy)		7. Cities/Municipalities		
8. Inspection Report (1 Original copy)		8. Supervision and Inspection Section, STMD		
9. MOA with FEO Accredited Firing Range (1 Original copy)		9. Stakeholders		
10. Certificate of Accreditation of Firing Range authenticated by FEO		10. Accreditation of Firing Range		
11. (1 Original copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of documentary requirements	Check Completeness and validation of documents	None	1hour	Action PNCO/Evaluator
2. Encoding and approval of accreditation	Officers signature and approval of C,SOSIA	None	2 hours	STMD, SOSIA
3. Payment of fees	Process payment and issue an official receipt	PHP 5,000.00	45 minutes	Landbank
4. Present official receipt to Action PNCO/NUP	Encode and process release of accreditation	none	25 minutes	NUP, STMD
TOTAL:		PHP 5,000.00	4 Hrs 10 mins	

33. Issuance of Accreditation of Training Director, Training Officer, Training Instructor

The Chief, SOSIA shall have the authority to approve, disapprove, cancel or suspend accreditations of private security training schools/centers. Approved applications for accreditations shall be issued with the corresponding Certificates of Accreditation following a design and prescribed format in a circular by Chief, SOSIA. All applicants from the Region must be properly endorsed by the Chief, RCSU.



Office or Division:	Security Training Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All (General Public)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-up STMD Application Form T-01 (1 copy, original)		Security Training Management Division		
2. Masteral /Diploma/TOR		Applicant Schools		
3. Certification		PSTIs/Agencies		
4. Drug Test		Accredited Drug Test Centers		
5. Nuero Psychiatric (NP) Evaluation Report		Accredited Neuro-Psychiatric Center		
6. NBI Clearance		NBI Office		
7. RID Clearance/PNP DI Clearance		PROs/NHQ		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of documentary requirements	1. Check validity of requirements	None	1 Hour	<i>Evaluator /Action PNCO, STMD</i>
2. Encoding and approval of accreditations	2. Officers signatures and approval of C, SOSIA Order to conduct inspection	None	2 Hours	<i>STMD, SOSIA</i>
3. Payment of fees	3. Process payment and issue an official receipt	PHP 450.00	30 minutes	<i>NUP STMD/La ndbank</i>
4. Present official receipt to NUP, STMD	4. Encode and process release of accreditation	None	15 mins	<i>NUP STMD</i>
5. Received accreditation	5. Release accreditation	None	15 mins	<i>NUP STMD</i>
TOTAL:		PHP 450.00	4 Hours	



34. Issuance Administration Inspection for PSTIs New/Renewal

To determine the compliance of the PSTI's as sanctioned under Rule XI of the 2003 Revised I.R.R of RA 5487 as amended.

Office or Division:	Security Training Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Private Security Training Institutes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 copy, original)		Private Security Training Institutes		
2. Location Map (1 copy, original)		Private Security Training Institutes		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission letter request	Check Documents	None	30 mins	Evaluator/Action PNCO, STMD
2. Applicant notified once Letter Order is approved	Schedules and recommend approval of Letter Order to conduct inspection	None	1 Hour and 30 minutes	STMD, SOSIA
TOTAL:		None	4 Hours	

35. Issuance of Letter of Authority

“No Private Security Training or Class shall be conducted without the appropriate Letter of Authority (LA) to conduct training issued by SAGSD”.

Pursuant to Rule XI Section 9 para A, 2003 Revised Rules and Regulations of RA 5487 provides that “the maximum number of students, trainees or participants for every class shall not exceed to sixty (60).” It is therefore considered that Training Courses such as Pre-Licensing Training Course (PLTC), Private Security Protection Course (PSPC) and Private Detective Course can formally open with no required minimum number of trainees. The conduct of training for Refresher Training Course, Mall/Commercial Security Training Course, Aviation Security Training Course and other specialized courses are required to ensure that a minimum of fifteen (15) and a maximum of 60 participants per class as stipulated in the Letter of Authority (LA), PSTI shall submit an application for one (1) class per LA and prepare a lesson plan and pop sheets in all subject matter.



Office or Division:	Security Training Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Private Security Training Institutes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request for Chief SOSIA thru Chief, STMD Endorsements from RCSU for PSTIs based on Regions.		Private Security Training Institutes (PSTIs)		
2. Training Schedule (include the name of instructors to each subject)		Private Security Training Institutes (PSTIs)		
3. Latest Letter of Authority and proof of payment (SBR)		Security Training Management Division (STMD)		
4. Final Report (with picture)		Private Security Training Institutes (PSTIs)		
5. Xerox copy of Inspection, Report during Accreditation or Renewal, indicating the 1maximum number of Students		Security Training Management Division (STMD), Private Security Training Institutes (PSTIs)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of documentary requirements	Check Authenticity and Validity of Documents	None	1 Hour	Action PNCO/Evaluator
2. Encoding and approval of request	Officer signature and approval of C, SOSIA	None	2 Hours	STMD, SOSIA
3. Payment of fees	Process payment and issue official receipt	PHP 100.00 per class	45 Minutes	NUP STMD, Landbank
4. Present of official receipts to NUP, STMD	Encode and release of Approved L.A	None	15 Minutes	NUP STMD
TOTAL:		PHP 100.00	4 Hours	

36. Accreditation of Private Canine Security Service Provider

Provides Formal Authorization to all Private Canine Security Service Provider to operate Canine Security in all hotels and other establishment.

Office or Division:	Security Canine Management Division
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen);
Who may avail:	All applicant for accreditation of Private Security Canine



Training Center				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished form C-1 (1 copy, original)		For Applicant		
2. Bio-data of Licensee/Owner/Director/Partner or Corporate Officer (1 copy, original)		For Applicant		
3. DTI Certificate of Registration for Single Proprietorship or SEC Certificate of Registration for Partnership or Corporation with Articles of Incorporation & By-Laws (1 copy, original)		Department of Trade and Industry/Security Exchange Commission		
4. Certificate of Registration form the Bureau of Animal Industry (1 copy, original)		Bureau of Animal Industry Office		
5. Business Permit		Local Government Office		
6. SOSIA Technical Evaluation Team Report with Pictorials (Include picture Tarpaulin, 3x6 feet with PSSP & SOSIA Logo) (1 copy, original)		Evaluation Section, SCMD		
7. Consultancy Contract with Licensed Veterinarian, duly notarized (1 copy, original)		Authorized Veterinarian		
8. NBI Clearance and PNP DI (For new applicant) (1 copy, original) PNP DI (NCR) or RID (Region) (For Renewal) (1 copy, original)		NBI Office/DI Office		
9. Neuro Psychiatric Test (1 copy, original)		Authorized Neuro Psychiatric Office		
10. Drug Test (1 copy, original)		Authorized Drug testing Center		
11. Latest Monthly Disposition Report (For Renewal Only) (1 copy, original)		Registration and Accreditation Section SCMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the original and authenticated requirements with tabbing in two folders	Evaluate and Receive complete application folder	None	1 day	<i>Evaluator PNCO</i>
	Prepare Letter Order for Schedule of Inspection	None		<i>Chief Clerk</i>
	Conduct of Admin Inspection and	None	3 days	<i>Inspection Team, MIS</i>



	Prepare Inspection Report			
	Prepare Certificate of Accreditation	None	1 Day	Accreditation PNCO
	Reviews, Recommend and endorsed	None		Chief, SCMD
	Recommend Approval	None	1 Day	Assistant Chief, SOSIA
	Approves /Disapproves	None		Chief, SOSIA
2. Pays necessary fees at Land Bank of the Philippines	Issue Order of Payment	PHP 10,000.00	1 Day	Chief Clerk Teller Landbank
3. Receives approved accreditation	Released approved accreditation	None		Accreditation PNCO
TOTAL:		PHP 10,000.00	7 Days	

37. Accreditation of Private Security Canine Training Center

Provides formal authorization to all Private Security Canine Training to accommodate/conduct training to all canine handlers and providers.

Office or Division:	Security Canine Management Division		
Classification:	Complex		
Type of Transaction:	G2C (Government to Citizen);		
Who may avail:	All applicant for accreditation of Private Security Canine Training Center		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter Request for Accreditation (1 copy, original)		For Applicant	
2. Bio-data of Licensee/Owner/Director/Partner or Corporate Officer (1 copy, original)		For Applicant	
3. DTI Certificate of Registration for Single Proprietorship or SEC Certificate of Registration for Partnership or Corporation with Articles		Department of Trade and Industry/Security Exchange Commission	



of Incorporation & By-Laws (1 copy, original)				
4. Inventory of Instructional Materials, Supplies Tools & Equipment for the Training Program (1 copy, original)		Training Development Section, Security Canine Management Division		
5. Courses offered/ Program on Instruction/Training Schedules of Training Program (1 copy, original)		Training Development Section, Security Canine Management Division		
6. Cost per Training Program (1 copy, original)		Training Development Section, Security Canine Management Division		
7. Resume, Transcript of Records, SOSIA License of Training Staff (1 copy, original)		For Applicant		
8. Business Permit (1 copy, original)		Local Government Office		
9. Certificate of Registration from the Bureau of Animal Industry (1 copy, original)		Bureau of Animal Industry Office		
10. Consultancy Contract w/ a licensed Veterinarian, duly notarized (1 copy, original)		Veterinarian		
11. SOSIA Technical Evaluation Team Report with Pictorials (1 copy, original)		Evaluation Section, Security Canine Management Division		
12. NBI Clearance/PNP DI (1 copy, original)		NBI Office/DI Office		
13. Neuro Psychiatric Test (1 copy, original)		Authorized Neuro Psychiatric Office		
14. Drug Test (1 copy, original)		Authorized Drug testing Center		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the original and authenticated requirements with tabbing in two folders	Evaluate and Receive complete application folder	None	1 day	Accreditation PNCO
	Prepare Letter Order for Schedule of Inspection	None		Chief, Clerk
	Conduct of Admin Inspection and Prepare Inspection Report	None	3 days	Inspection Team, MIS
	Prepare Certificate of	None	1 day	Accreditation PNCO



	Accreditation			
	Reviews, Recommend and endorsed	None		Chief, SCMD
	Deliberation for Accreditation	None		Accreditation Board
	Recommend Approval	None	1 day	Assistant Chief, SOSIA
	Approves /Disapproves	None		Chief, SOSIA
2. Pays necessary fees at Land Bank of the Philippines	Issue Order of Payment	PHP 10,000.00	1 day	Chief, Clerk Teller Land bank
3. Receives approved accreditation	Released approved accreditation	None		Accreditation PNCO
TOTAL:		PHP 10,000.00	7 Days	

38. Canine Team Evaluation Test

To determine/check their efficiency, effectiveness and operational readiness before their deployment in all hotels, parking area and other establishment.

Office or Division:	Security Canine Management Division (SCMD)			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen);			
Who may avail:	Private Security Canine Service Provider, Canine Team (Canine Handler and Canine Dog)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished SCMD Form C-8 (1 copy, original)		Office of Security Canine Management Division		
Canine Microchip Number (1 copy, original)		Any License Veterinarian		
License to Exercise Security Profession of Handler (Security Guard License and K9 Handler's License) (1 copy, xerox)		Security Licensing Division		
Medical Record of Canine (1 copy, original)		Authorized Veterinarian Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter request to conduct	Receive Letter request	None	1 day	ES, PNCO



Canine Evaluation Test (CET)				
	Prepare Letter Order for Schedule of Evaluation Test	None		Chief Clerk
2. Prepare Venue/Area for Canine Evaluation Test	Conduct of Evaluation Test	None	1 day	Evaluation Team
	Prepare Certificate of Accreditation	None	3 days	ES, PNCO
	Signature of COE	None		Head Evaluator
	Signature of COE	None		Chief, SCMD
	Endorsed COE for signature of C, SOSIA	None		Assistant Chief, SOSIA
	For Signature of COE	None		Chief, SOSIA
3. Receives approved Certificates of Efficiency	Release COE	None		ES, PNCO
TOTAL:			5 Days	

39. Change of Licensee/Business Name/Address Of Private Security Canine Service Provider

A Accreditation duly signed by the Chief, SOSIA issued to PSCSPs purposely for the Change of Licensee/Business Address and/or Business Name valid for two (2) years.

Office or Division:	Security Canine Management Division (SCMD)		
Classification:	Complex		
Type of Transaction:	G2C (Government to Citizen);		
Who may avail:	Private Security Canine Service Provider, Canine Team (Canine Handler and Canine Dog)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter Request of Licensee (1 copy, original)		For Applicant	
2. For DTI: Certificate of Registration (Single proprietorship) (1 copy,		Department of Trade and Industry	



original) For SEC: Board resolution originally signed by Agency incorporators specifying the purpose (1 copy, original)		Security Exchange Commission		
3. SOSIA Technical Evaluation Team Report with Pictorials (for change address only) (1 copy, original)		Evaluation Section SCMD		
4. Business Permit (1 copy, original)		Local Government Unit		
5. Bio-data of Licensee/Owner/Administrator (1 copy, original)		For Applicant		
6. NBI Clearance (1 copy, original)		NBI Office		
7. PNP DI Clearance (NCR) or RID Clearance (Region) (1 copy, original)		Police Office		
8. Neuro Psychiatric & Drug Test Result (1 copy, original)		Authorized Neuro Psychiatric and Drug Test Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request for Change of Licensee or Business Address	Evaluates Application	None	1 Day	Evaluator/ Processor PNCO
	Receives Application Folder			
	Prepare Letter Order For Inspection (Change Business Address Only)			
	Conduct of Inspection	None	1 Day	MIS Team
	Prepare Certificate of Accreditation	None	1 Day	Accreditation PNCO Chief, SCMD



	Reviews and Recommend Approval	None		
	Recommend Approval	None	1 Day	Assistant Chief, SOSIA
	Approves/Disapproves	None		Chief, SOSIA
2. Pay necessary fees	Issue order of payment	PHP 100.00	1 Day	Chief Clerk Teller Landbank
3. Received Approved Accreditation	Released Approved Accreditation	None		Accreditation PNCO
TOTAL:		PHP 100.00	5 days	

40. Change of Licensee/Business Name/Address of Private Security Canine Training Center

A Accreditation duly signed by the Chief, SOSIA issued to PSCTCs purposely for the Change of Licensee/Business Address and/or Business Name valid for two (2) years.

Office or Division:	Security Canine Management Division		
Classification:	Complex		
Type of Transaction:	G2C (Government to Citizen);		
Who may avail:	All Accredited Private Security Canine Training Center who wants change their licensee and business address		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter Request of Licensee/K9 Administrator (1 copy, original)		For Applicant	
2. For DTI: Certificate of Registration (Single proprietorship (1 copy, original) For SEC: Board resolution originally signed by Agency incorporators specifying the purpose (1 copy, original)		Department of Trade and Industry Security Exchange Commission	
3. SOSIA Technical Evaluation Team Report with Pictorials (for change of address only) (1 copy, original)		Evaluation Section SCMD	
4. Business Permit (1 copy, original)		Local Government Unit	



5. Bio-data of Licensee/ Owner/Administrator (1 copy, original)		For Applicant		
6. NBI Clearance (1 copy, original)		NBI Office		
7. PNP DI Clearance (NCR) or RID Clearance (Region) (1 copy, original)		Police Office		
8. Neuro Psychiatric & Drug Test Result (1 copy, original)		Authorized Neuro Psychiatric and Drug Test Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request for Change of Licensee or Business Address	Evaluates Application	None	1 Day	Evaluator/ Processor PNCO
	Receives Application Folder	None		
	Prepare Letter Order for Inspection (Change Business Address Only)	None		
	Conduct of Inspection	None	1 Day	MIS Team
	Prepare Certificate of Accreditation	None	1 Day	Accreditation PNCO
	Reviews and Recommend Approval	None	1 Day	Chief, SCMD
	Recommend Approval	None		Assistant Chief, SOSIA
	Approves /Disapproves	None		Chief, SOSIA
2. Pay necessary fees	Issue order of payment	PHP 100.00	1 Day	Chief Clerk Teller Landbank



3. Received Approved Accreditation	Released Approved Accreditation	None		Accreditation PNCOPNC O
TOTAL:		PHP 100.00	5 days	

Feedback and Complaints Mechanism	
How to send feedback	Walk-in clients upon entering the SOSIA premises will receive a customer satisfaction survey from duty PNCO at the kiosk. After the transaction, client will drop the client satisfaction survey incorporating their feedback and drop at the designated drop box before he/she left.
How feedback is processed?	The Administrative Officer verifies the nature of the queries and forward to the concerned Division requiring them to feedback within one (1) working day. Feedbacks were sent to their provided contact numbers and email address. For follow-ups or queries, the contact information are as follows: <i>1. For Admin SOSIA-</i> Trunkline 8723-04-01 local 7173 <i>2. SOSIA Divisions:</i> <i>a) SLD-SOSIA</i> (8)723-04-01 local 7180 -ALS (8)723-04-01 local 7181 -PLS (8)723-04-01 local 7182 -Records (8)723-04-01 local 7174 -CITS (8)723-04-01 local 7184-ID PROD <i>b) EMD-SOSIA</i> (8)723-04-01 local 7177 -IES (8)723-04-01 local 7179 -CIDS <i>c) STMD-SOSIA</i> (8)723-04-01 local 7183 <i>d) SCMD-SOSIA</i> (8)723-04-01 local 7185



	3. E-mail Addresses: <i>SOSIA Admin</i> sosia.csg.pnp@gmail.com 4. SOSIA Divisions: a) <i>SLD, SOSIA</i> sldsosia2020@gmail.com b) <i>EMD</i> emd.sosia@yahoo.com.ph c) <i>STMD</i> stmd.sosia2014@gmail.com d) <i>SCMD</i> caninescmd@yahoo.com
How to file a complaint	File complaint at CIDS-OMD, CSG, Camp Bgen Rafael T Crame, Quezon City and bring the following documents: 1) Affidavit of complaint 2) Evidence 3) Certificate of Non-Forum Shopping Via email, provide the following details and send to omdcids@gmail.com 1) Full name, address and contact information of the complainant; 2) Narratives of the complain; 3) Evidences; and 4) Full name, rank and assignment of the personnel being complained



How complaints are processed	Upon receipt of the complaint, the Director, CSG shall designate the officer who shall conduct the evaluation of the same to determine whether it shall be closed or dropped outright for lack of probable cause; referred to appropriate authority; treated as grievance; or recommended for summary hearing. For inquiries and follow-ups: omdcids@gmail.com
Contact Information of CCB, PCC, ARTA	Contact Center ng Bayan (CCB) 09088816565 Presidential Complaint Center (PCC): +63(2)-8736-8645/ +63(2)-8736-8603; +63(2)-8736-8629; +63(2)-8736-8621 Anti-Red Tape Authority (ARTA) / www.facebook.com/ARTAPh/

List of Offices		
Office	Address	Contact Information
Enforcement Management Division (EMD)-SOSIA	SOSIA-Camp Bgen Rafael T Crame, Quezon City	(8)723-04-01 local 7177 -IES (8)723-04-01 local 7179 -CIDS
Security Licensing Division (SLD)-SOSIA	SOSIA-Camp Bgen Rafael T Crame, Quezon City	(8)723-04-01 local 7180 -ALS (8)723-04-01 local 7181 -PLS (8)723-04-01 local 7182 - Records (8)723-04-01 local 7174 -CITS (8)723-04-01 local 7184-ID PROD 0969-2853-639 0916-7480-613
Security Training Management Division (STMD)-SOSIA	SOSIA-Camp Bgen Rafael T Crame, Quezon City	(8)723-04-01 local 7183 0916-2528-464
Security Canine Management Division (SCMD)-SOSIA	SOSIA-Camp Bgen Rafael T Crame, Quezon City	(8)723-04-01 local 7185 0939-5787-635 0967-2340-341



National Headquarters

Internal Frontline Services



1. Directorate for Personnel and Records Management

a. Issuance of Notice of Step Increment (NOSI) and implementing orders Issuance of NOSI

Issuance of NOSI and Implementing orders Issuance of NOSI to qualified NUP based on their length of service in a position

Office or Division:	Non-Uniformed Personnel Affairs Division (NUPAD, DPRM)			
Classifications:	Simple			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency			
Who may avail:	NUP who have not been promoted for the last three years (One step for every three years in the same position)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest attested appointment		1. Own copy of client		
2. Updated Service Record, as the case maybe		2. RMD, DPRM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copy of: a. latest attested appointment; and b. updated service record, as the case maybe	1. Prepares the NOSI for signature of Ex-O, DPRM	None	1-3 days	<i>Action NUP, HRRBS, NUPAD</i>
	Issues implementing orders to effect the increment in the salary		1-3 days	
TOTAL:		None	3 days	

b. Preparation of Notice of Salary Adjustment (NOSA)

Issuance of NOSA to separated NUP which is one of the requirements for payment of benefits and to effect changes or to correct discrepancies in salaries

Office or Division:	Non-Uniformed Personnel Affairs Division (NUPAD, DPRM)
Classifications:	Simple



Type of Transaction:	G2G – for government services whose client is a government employee or another government agency G2C – government to civilian (immediate family or next-of-kin of separated NUP)			
Who may avail:	NUP who have been separated from the service or those with correction/discrepancy in the salary			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Updated Service Record		1. RMD, DPRM		
2. Implementing orders re separation from the NUP service (Retirement, resignation, etc.)		2. RMD, DPRM		
3. Latest payslip		3. Finance Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit copy of: a. updated service record; b. implementing orders re separation from the NUP service (retirement, resignation, etc.); and c. latest payslip	1.1. Prepares the NOSA for signature of Ex-O, DPRM to support monetary claims of separated NUP (no need to issue implementing orders)	No Fee	1-3 days	Action NUP, HRRBS, NUPAD
	1.2a. Prepares the NOSA for signature of Ex-O, DPRM; and 1.2.b. Issues implementing orders to effect the changes or to correct discrepancies in the salaries of active and separated NUP		1-3 days	
TOTAL:		None	3 days	

c. Updating of both web-based DBM Personal Services Itemization and Plantilla of Personnel (PSIPOP) and CSC Inventory of Government Human Resource System (IGHRS)



Updating of web-based DBM Personal Services Itemization and PSIPOP and CSC IGHRs- the data is used for policy making and important legislations.

Office or Division:	Non-Uniformed Personnel Affairs Division (NUPAD, DPRM)			
Classifications:	Simple			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency			
Who may avail:	NUP who are requesting for deletion of their names in the PSIPOP (in the case of transfer to another agency); NGAs like CSC, DBM and others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Implementing orders re separation from the NUP service (resignation, transfer, etc.)		RMD, DPRM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provides copy of implementing orders re separation from the NUP service	1. Delete the name of separated NUP in the PSIPOP; then uploads the data in the DBM website for updating	None	1 day	<i>Action NUP, HRRBS, NUPAD</i>
	1.1. Updates the IGHRs based on received documents		1 day	
TOTAL:		None	2 days	

d. Issuance of Implementing Orders for Separated NUP (Crime-based)

Issuance of implementing orders for separated NUP (Crime-based) like resignation and transfer; for reassignment and detail of NUP (Crime-based to include Regional Accountants)

Office or Division:	Non-Uniformed Personnel Affairs Division (NUPAD, DPRM)
Classifications:	Complex
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency



Who may avail:	1. NUP who filed their resignation; 2. NUP who are transferring to other government agency; 3. NUP who are requesting for reassignment or detail; 4. Office/unit who are requesting for reassignment or detail of their NUP.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Resignation: a. Letter of Resignation b. No money/property accountability c. Non-pending case d. Office/unit indorsement Transfer to another agency: a. Request for Transfer b. Office/unit indorsement c. No money/property accountability d. Non-pending case Reassignment and Detail: a. Request initiated by Office/Unit: 1. Availability from losing office/unit 2. Accommodation from gaining office/unit 3. IPCR of NUP concerned 4. Memo request from office/unit 5. Personal Data Sheet b. Request initiated by the NUP: 1. Availability from losing office/unit 2. Accommodation from gaining office/unit 3. IPCR of NUP concerned 4. Memo request from NUP concerned 5. Personal Data Sheet 6. Endorsement of Losing office/unit	The requirements shall be provided by the requesting personnel and office/unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements for any of the above transactions	1. Issues the appropriate orders based on the requested transaction;	None	1-7 days	Action NUP, NUPAD
	1.1. Updates the plantilla of NUP, PSIPOP, IGHR		1-7 days	
TOTAL:		None	7 days	

e. Evaluation of submitted folders from the different Human Resource Merit Promotion and Selection Board (HRMPSB)

Evaluation of submitted folders from the different HRMPSB for subsequent affirmation by the NHQ PNP NUP HRMPSB and processing of appointments for attestation

Office or Division:	Non-Uniformed Personnel Affairs Division (NUPAD, DPRM)
Classifications:	Complex/Highly Technical
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency G2C – government to civilian (applicants from outside PNP)
Who may avail:	NUP and civilian who are applying for promotion and original appointment in the PNP
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Resolution, Worksheet, Minutes of deliberation of Mini HRMPSB b. Folder of the candidate/s containing the following: 1. Personal Data Sheet 2. Transcript/Diploma 3. Eligibility 4. Work Experience 5. IPCR 6. Certificate of relevant trainings 7. PSA Birth Certificate (for new	Respective HRMPSB with the complete requirements of the selected candidates.



appointee/s) 8. PSA Marriage Certificate for married female candidate c. Additional requirements for New Appointees (Original): 1. Complete Background Investigation & NBI clearance 2. Neuro-Psychiatric Result 3. Medical Result 4. Drug test Result				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For the applicant/s to vacant positions at the National Headquarters: 1. Register online: http://nupas.pnp.gov.ph 2. Fill out PDS Form 3. Application for the vacancy must be done by choosing the position and office/unit 4. Acknowledgement by the concerned office/unit for the processing of their application will follow	1.1. Re-evaluates the qualifications of the candidates based on the result of deliberation and documents submitted	None	5 days	<i>Secretariat NHQ PNP NUP HRMPSB (HRARS, NUPAD)</i>
	1.2. Prepares the worksheets for final deliberation/affirmation by the NHQ PNP NUP HRMPSB;		5 days	
For the respective HRMPSB: 1. Submit the result of deliberation with all the needed documents as mentioned in the checklist to	1.3. Conducts the final deliberation/affirmation; preparation of documents of the deliberation (resolution, worksheet, minutes)	None	5 days	<i>Secretariat NHQ PNP NUP HRMPSB (HRARS, NUPAD)</i>



NUPAD, DPRM being the Secretariat, NHQ PNP NUP HRMPSB				
	2.1. Prepares the appointment for signature of C, NUPAD, TDPRM, TDCA for subsequent submission to CSC (for positions with SG-17 and below) and to NAPOLCOM (for positions with SG-18 and above)	None	15 days	
	2.2. Issuance of appropriate orders based on the Oath of Office/Assumption to Duty after the appointments have been duly signed by the Appointing Authority	None	5 days	
TOTAL:		None	35 days	

f. 1st Salary of PNP Recruits of Police Regional Offices and National Support Units

Processing of the first salary of PNP Recruits of all PROs and NSUs

Office or Division:	Budget and Fiscal Office (BFO, DPRM)
Classification:	Simple
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency



Who may avail:		PNP Recruits of NHQ Based Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit Endorsement		1. Unit		
2. Processed Payroll/DV		2. Unit		
3. Appointment Order		3. Unit		
4. Oath Office		4. Unit		
5. Certificate of Non-Payment		5. Regional Finance Service/ Finance Service		
6. Assumption of Office		6. Unit		
7. SALN		7. Individual/Claimant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PROs and NSUs submit necessary documents to BFO	1.1 Receive the complete claims documents	None	5 mins	Action PNCO/NUP Message Center
	1.2 Documents are checked by the concerned processor: -If complete, processor drafts endorsement for request of fund to be signed by DDPRM -If incomplete, it will be returned to the Unit thru the respective liaison for completion of the lacking documents	None	2 days	Claims Processor
	1.3. Checking and countersign	None	2hrs	Chief Clerk, BFO
		None		Asst. Chief, BFO
		None		Chief, BFO
TOTAL:		None	2 days & 2hrs and 5 minutes	

g. Salary Differential Claims of PNP Personnel

Processing of Salary Differential of PNP Personnel (Uniformed and Non-Uniformed Personnel)



Office or Division:	Budget and Fiscal Office (BFO, DPRM)			
Classification:	Simple			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency			
Who may avail:	PNP Personnel (Uniformed and Non-Uniformed)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit Endorsement		1. Unit		
2. Processed Payroll/DV		2. Unit		
3. ITMS/FS/RFSO/FSO Verification		3. ITMS/FS/RFSO/FSO		
4. Pay Slip		4. FS/RFSO/FSO		
5. Promotion Order		5. Unit		
6. Service Record		6. RMD, DPRM/RPHRDD, PRO/ARMD, NSU		
7. Financial History		7. FS/RFSO/FSO		
8. Certificate of Non-Payment		8. FS/RFSO/FSO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NHQ/NSUs and PROs submit necessary documents to BFO	1.1 Receive the complete claims documents	None	5-10 minutes	Message Center
	1.2. Documents are checked by the concerned processor: -If complete, processor drafts endorsement for request of fund to be signed by DDPRM - If incomplete, it will be returned to the Unit thru the respective liaison for completion of the lacking documents	None	2 days	Claims Processor
	1.3. Checking and countersign	None	2hrs	Chief Clerk, BFO
		None		Asst. Chief, BFO
		None		Chief, BFO
TOTAL:		None	2 days, 2hrs, and 5 minutes	



h. Longevity Pay or Long Pay Differential Claims of PNP Personnel

Processing of Longevity Pay or Long Pay Differential of PNP Personnel (Uniformed Personnel)

Office or Division:	Budget and Fiscal Office (BFO, DPRM)			
Classifications:	Simple			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency			
Who may avail:	PNP Uniformed Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit Endorsement		1. Unit		
2. Processed Payroll/DV		2. Unit		
3. Service Record		3. RMD, DPRM		
4. ITMS/FS/RFSO/FSO Verification		4. ITMS/FS		
5. Long Pay Order		5. MWD/RMD, DPRM		
6. Pay Slip		6. FS		
7. Certificate of Non-Payment		7. FS		
7. Financial History		7. FS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NHQ/NSUs and PROs submit necessary documents to BFO	1.1. Receive the complete claims documents	None	5-10 mins	Action PNCO/NUP Message Center, BFO, DPRM
	1.2. Documents are checked by the concerned processor: -If complete, processor drafts endorsement for request of fund to be signed by DDPRM - If incomplete, it will be returned to the Unit thru the respective liaison for completion of the lacking documents	None	2 days	Claims Processor
	1.3. Checking and	None	2hrs	Chief Clerk, BFO



	countersign	None		Asst. Chief, BFO
		None		Chief, BFO
TOTAL:		None	2 days, 2hrs, and 5 mins	

i. Backwages (Salary and Allowances) of PNP Personnel)

Processing of Backwages Claims (Salary and Allowances) of PNP Personnel (Uniformed and Non-Uniformed Personnel)

Office or Division:	Budget and Fiscal Office (BFO, DPRM)			
Classification:	Simple			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency			
Who may avail:	PNP Personnel (Uniformed and Non-Uniformed)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit Endorsement		1. Unit		
2. Processed Payroll/DV		2. Unit		
3. ITMS/FS/RFSO/FSO Verification		3. ITMS/FS/RFSO/FSO		
4. Appellate Court Decision/ Resolution (For reinstated)		4. Disciplinary Bodies		
5. Certificate of Duty Status		5. Unit		
6. Certificate of Non-Payment		6. FS/RFSO/FSO		
7. Absorption Order		7. RMD, DPRM/RPHRDD, PRO/ARMD, NSU		
8. Restoration Order		8. RMD, DPRM/RPHRDD, PRO/ARMD, NSU		
9. Service Record		9. RMD, DPRM/RPHRDD, PRO/ARMD, NSU		
10. DLOD Validation		10. DLOD, DPRM		
11. Financial History		11. FS/RFSO/FSO		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. NHQ/NSUs and PROs submit necessary documents to BFO	1.1. Receive the complete claims documents	None	5-10 mins	Action PNCO/NUP Message Center
	1.2. Documents are checked by the concerned processor: -If complete, processor drafts endorsement for DLOD validation/	None	2 days	Claims Processor



	Entitlement; If not entitled, return to Unit; If entitled, request of fund to be signed by DDPRM - If incomplete, it will be returned to the Unit thru the respective liaison for completion of the lacking documents			
	1.3. Checking and countersign	None	2hrs	Chief Clerk, BFO
		None		Asst. Chief, BFO
		None		Chief, BFO
	TOTAL:	None	2 days, 2hrs, and 10 minutes	

j. Reimbursement of Hospitalization Expenses (RHE) of PNP Personnel (For NHQ and claims more than Php60,000.00)

Processing of Reimbursement of Hospitalization Expenses (RHE) Claims of PNP Personnel (Uniformed and Non-Uniformed Personnel)

Office or Division:	Budget and Fiscal Office (BFO, DPRM)			
Classification:	Simple			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency			
Who may avail:	PNP Personnel (Uniformed and Non-Uniformed)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit Endorsement		1. Unit		
2. Processed Payroll/DV		2. Unit		
3. Approved Report Adjudication Board		3. ITMS/FS/RFSO/FSO		
4. Validation of documents submitted		4. Disciplinary Bodies		
5. Certificate of Non-Payment		5. Unit		
6. In case of death: - Certificate of Legal Beneficiaries - Death Certificate		6. FS/RFSO/FSO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
HS endorses claims folder	1.1. Receive the complete claims documents	None	5-10 mins	Action PNCO/NUP Message Center



to BFO	1.2. Documents are checked by the concerned processor: -If complete, processor drafts endorsement for request of fund to be signed by DDPRM - If with discrepancy, it will be returned to the HS	None	1 day	Claims Processor
	1.3. Checking and countersign	None	2hrs	Chief Clerk BFO
		None		Asst. Chief BFO
		None		Chief BFO
TOTAL:		None	1 day, 2hrs, and 10 minutes	

k. Replacement Clothing Allowance (RCA) of PNP Personnel

Processing of Replacement Clothing Allowance (RCA) Claims of PNP Personnel (NHQ and NSUs)

Office or Division:	Budget and Fiscal Office (BFO, DPRM)
Classification:	Simple
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency
Who may avail:	PNP Personnel (Uniformed-SP/HDP/TSA/FP/IDP/SDP/RHP; Non-Uniformed-RATA)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Unit Endorsement	1. Unit
2. Processed Payroll/DV	2. Unit
3. Order of entitlement	3. RMD/BFO, DPRM
4. Certificate of Non-Payment	4. FS/FSO
5. Validation (as appropriate)	5. DO/DIDM/DHRDD (For HDP /FP/TSA/IDP/SDP)
6. Roster of Personnel	6. Unit (For HDP /FP/TSA/IDP/SDP)
7. Certificate of Availability of Aircraft, Flying Hours	7. Flying Pay only (SAF)
8. Certificate of Availability of Maritime Vehicles, 15 days on-board water craft	8. SDP only (MG & SAF)
7. Certificate of Actual Teaching	9. IDP only



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NHQ/NSUs submit necessary documents to BFO	1.1. Request for issuance of Orders	None	1 day	Finance PNCO
	1.2. Construct claims folder and request for Non-Payment from FSO 14 for DPRM Personnel Specialist Pay	None	2 days	Finance PNCO
	1.3. Receive the complete claims documents from other NHQ and NSUs	None	5-10 mins	Action PNCO/NUP Message Center
	1.4. Documents are checked by the concerned processor: -If complete, processor drafts endorsement for request of fund to be signed by DDPRM - If with discrepancy, it will be returned to the Unit for completion	None	1hr	Claims Processor
	1.5. Checking and countersign	None	2hrs	Chief Clerk, BFO
		None		Asst. Chief, BFO
		None		Chief, BFO
TOTAL:		None	3 days, 3hrs, and 10 minutes	

I. Other Collateral Allowances (Specific Units) of PNP Personnel

Processing of Collateral Allowances Claims of PNP Personnel (NHQ and NSUs)

Office or Division:	Budget and Fiscal Office (BFO, DPRM)
Classification:	Simple
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency
Who may avail:	PNP Personnel (Uniformed-SP/HDP/TSA/FP/IDP/SDP/RHP; Non Uniformed-RATA)



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit Endorsement		1. Unit		
2. Processed Payroll/DV		2. Unit		
3. Order of entitlement		3. RMD/BFO, DPRM		
4. Certificate of Non-Payment		4. FS/FSO		
5. Validation (as appropriate)		5. DO/DIDM/DHRDD (For HDP /FP/TSA/IDP/SDP)		
6. Roster of Personnel		6. Unit (For HDP /FP/TSA/IDP/SDP)		
7. Certificate of Availability of Aircraft, Flying Hours		7. Flying Pay only (SAF)		
8. Certificate of Availability of Maritime Vehicles, 15 days on-board water craft		8. SDP only (MG & SAF)		
9. Certificate of Actual Teaching		9. IDP only		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NHQ/NSUs submit necessary documents to BFO	1.1. Request for issuance of Orders	None	1 day	Finance PNCO
	1.2. Construct claims folder and request for Non-Payment from FSO 14 for DPRM Personnel Specialist Pay	None	2 days	Finance PNCO
	1.3. Receive the complete claims documents from other NHQ and NSUs	None	5-10 mins	Message Center
	1.4. Documents are checked by the concerned processor: -If complete, processor drafts endorsement for request of fund to be signed by DDPRM -If with discrepancy, it will be returned to Unit for completion	None	1hr	Claims Processor
	1.5. Checking and countersign	None	2 hrs	Chief Clerk, BFO
		None		Asst. Chief, BFO
		None		Chief, BFO
	TOTAL:	None	3 days, 3 hrs & 10 mins	



- m. Renewal of expired and updating of PNP ID for newly promoted PNP personnel thru online application using personal dashboard

Issuance of PNP ID for newly promoted and renewal of expired ID for PNP personnel thru online application using personal dashboard

Office or Division:	Badge & ID Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency			
Who may avail:	All active PNP members and their dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Digitized 2x2 latest picture in GOA “A” for PCOs, GOA “B” for PNCOs, Monday uniform for NUPs, without headgear, sun/eye glasses, dangling earring, heavy make-up with hairnet for Policewomen (<i>in full white background</i>); 2. Digitized thumbmark; and 3. Digitized signature.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approval of respective Admin Offices/Units of online application forms of PNP personnel thru Admin Dashboard (Online PAIS)	1.1. Received online application forms from Admin Offices/Units;	None	15 mins	ID Validator & Processor of respective Offices/Units
	1.2. Verification and validation of received application form;		5 mins	ID Validator & Processor of respective Offices/Units
	1.3. Saving of updated personnel information and uploaded photo, thumbmark & signature to		30 mins	ID Validator & Processor of respective Offices/Units
				ID Production Personnel



	Online PAIS database with automatic approval; 1.4. Printing of validated & approved online application form; and 1.5. Releasing of printed PNP IDs to official liaison, PNP personnel and nearest kin with authorization letter from the applicant.			<i>ID Validator & Processor of respective Offices/Units</i>
TOTAL:		None	50 minutes	

n. Processing of application form of walk-in applicant

Processing of application form of walk-in applicant and issuance of ID

Office of Division:	Badge & ID Section, RMD, DPRM		
Classification:	Simple		
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency		
Who may avail:	All active PNP members and their dependents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Digitized 2x2 latest picture in GOA “A” for PCOs, GOA “B” for PNCOs, Monday uniform for NUPs, without headgear, sun/eye glasses, dangling earring, heavy make-up with hairnet for Policewomen (<i>in full white background</i>); 2. Digitized thumbmark; and 3. Digitized signature.		Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission and uploading of digitized photo, thumbmark and signature (<i>in full white background</i>) in the personal dashboard	1. Editing of General Information of applicant from Online PAIS;	None	10 mins	ID Validator & Processor of respective Offices/Units
	2. Uploading of submitted digitized photo, thumbmark & signature;		15 mins	ID Validator & Processor of respective Offices/Units
	3. Saving edited data and upload photos;		5 mins	ID Validator & Processor of respective Offices/Units
	4. Printing of PNP ID; and 5. Releasing of printed PNP ID		30 mins	ID Production Personnel
TOTAL:		None	1 hr	

o. Processing of Lost PNP/Dependent ID

Issuance of lost PNP/Dependent ID

Office of Division:	Badge & ID Section, RMD, DPRM	
Classification:	Simple	
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency	
Who may avail:	All active PNP members and their dependents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Digitized 2x2 latest picture in GOA “A” for PCOs, GOA “B” for PNCOs, Monday uniform for NUPs, without headgear, sun/eye glasses, dangling earring, heavy make-up with hairnet for Policewomen (<i>in full white background</i>); 2. Digitized thumbmark; 3. Digitized signature; 4. Digitized Affidavit of Lost; and		Applicant Notary Public Police Station



Digitized Police Blotter.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of digitized requirements & payment of lost ID to cover-up the cost of material for reprinting	1.1. Editing of General Information of applicant from Online PAIS;	Php 80.00	10 minutes	ID Validator & Processor of respective Offices/Units
	1.2. Uploading of submitted digitized photo, thumbmark & signature;		15 minutes	ID Validator & Processor of respective Offices/Units
	1.3. Saving of edited data and uploaded photos;		5 minutes	ID Validator & Processor of respective Offices/Units
	1.4. Printing of PNP ID; and 1.5. Releasing of printed PNP ID		30 minutes	ID Production Personnel
TOTAL:		Php 80.00	1 hr	

p. Processing of Dilapidated PNP/Dependent ID

Issuance and processing of Dilapidated PNP/Dependent ID

Office of Division:	Badge & ID Section, RMD, DPRM	
Classification:	Simple	
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency	
Who may avail:	All active PNP members and their dependents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Digitized 2x2 latest picture in GOA “A” for PCOs, GOA “B” for PNCOs, Monday uniform for NUPs, without headgear, sun/eyeglasses, dangling earring heavy make-up with hairnet for Policewomen (in full white background)		Applicant



2. Digitized thumbmark; 3. Digitized signature; and Physical Dilapidated PNP ID.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of digitized requirements & payment of Dilapidated ID to cover-up the cost of material for reprinting	1.1. Editing of General Information of applicant from Online PAIS;	Php80.00-	10 mins	ID Validator & Processor of respective Offices/Units
	1.2. Uploading of submitted digitized photo, thumbmark & signature;		15 mins	ID Validator & Processor of respective Offices/Units
	1.3. Saving of edited data and uploaded photos;		5 mins	ID Validator & Processor of respective Offices/Units
	4. Printing of PNP ID; and		30 mins	ID Production Personnel
	1.5. Releasing of printed PNP ID			ID Validator & Processor of respective Offices/Units
TOTAL:		Php80.00	1 hr	

q. Application for Local Leave of PNP Personnel

Processing of Application for Leave (Local)

Office or Division:	Leave Records Section, RMD, DPRM
Classifications:	Simple
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency
Who may avail:	PNP Personnel
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



1. Endorse from Unit 2. Duly accomplished/approved original copy Form 6 (attachment for Sick, Maternity, Paternity, Solo Parent, Special Magna Carta for Women, and special Emergency Calamity Leave)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Leave request thru personal dashboard in online PAIS and submit approved application of leave from their respective C, RPRMD/ ARMD for indorsement/ approval.	1.1. Received, log and distribute incoming requests.	None	5 minutes	<i>Leave Action Clerks & Processor of respective Offices/Units</i>
	1.2. Update and encode leave credits in online PAIS.			
	1.3. For checking and validation of C, Leave Records Section;			
	1.4. Prepare Orders.			
TOTAL:		None	5 minutes	

- r. Issuance of Breakdown of Leave Credits (BLC) for Compulsorily Retired, Optionally Retired and other mode of separation

Office or Division:	Leave Records Section, RMD, DPRM			
Classifications:	Simple Transaction			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency			
Who may avail:	Active, Retired PNP Personnel and their dependent/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement from unit		Applicant		
2. Breakdown of Leave Credits				
3. Service Record				
4. Retirement order or any appropriate order				
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE



		PAID		
1. Submit all the necessary requirements with indorsement from their respective C, RPRMD/ARMD	1.1. Receive, log and distribute incoming request.	None	10 minutes	Leave Action Clerks & Processor of respective Offices/Units
	1.2. Update and Encode Leave Credits in online PAIS			
	1.3. Prepare and print Breakdown of Leave Credits.			
	1.4. For Checking and validation of C, Leave Records Section.			
2. For pick-up of the applicant or Liaison	1.5. Check and review of the C, RMD			
TOTAL:		None	10 minutes	

s. Issuance of Commutation of Accumulated Leave (CAL) order

Office or Division:		Leave Records Section, RMD, DPRM		
Classifications:		Simple		
Type of Transaction:		G2G – for government services whose client is a government employee or another government agency		
Who may avail:		All retired PNP personnel and their dependents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Breakdown of Leave Credits (BLC)		RMD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approved Breakdown of Leave Credits (BLC)	1.1. Scan and upload BLC to online PAIS database.	None	2-3 weeks	Leave Action Clerks & Processor of respective
	1.2.			



	Sort/groom, issue order in online PAIS and prepare endorsement.			Offices/Units
	1.3. Checking and validation of the C, Leave Records Section.			
	1.4. For review and signature of indorsement of C, RMD			
	1.5. Prepare transmittal to Admin Section prior its publication.			
TOTAL:		None	2-3 weeks	

t. Application for Leave Abroad

Office or Division:	Leave Records Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency			
Who may avail:	All Active PNP personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Endorsement from unit		Applicant		
2.Basic letter request				
3.CSC Form 6/Service Leave Form				
4. Certificate of Duty Status				
5. Non-Pending Case				
6. DLOD Clearance				
7. Affidavit of Undertaking				
8. Photocopy of Current Passport				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved application of leave from their respective Offices/ Units.	1.1. Receive & Log incoming Application for Leave abroad	None	45 days or 30 Woking days before the intended leave	Leave Action Clerks & Processor of respective Offices/Units
	1.2. Update and Encode Leave			



	Credits in online PAIS			
	1.3. Prepare Memo to Admin, Memo for TCDS/CPNP and Letter endorsement for NAPOLCOM/SI LG.			
	1.4. Checking and validation of the C, Leave Records Section			
	1.5. Check and review of the C, RMD.			
	1.6. Prepare transmittal to Admin Section			
	1.7. For signature of TDPRM/Command Group prior to endorsement to NAPOLCOM/SI LG			
TOTAL:		None	45 days	

u. Issuance of Travel Order

Office or Division:	Leave Records Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency			
Who may avail:	All active PNP personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement from RMD 2. Travel Authority and other pertinent documents		RMD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Processed the	1.1. Scan and			



approved Travel Authority	upload Travel Authority to online PAIS database.	None	5 minutes	<i>Leave Action Clerks & Processor of respective Offices/Units</i>
	1.2. Issue orders in online PAIS.			
	1.3. Check and validation of the C, Leave Records Section.			
	1.4. Check and review of the C, RMD			
	1.5 Prepare transmittal to Admin Section prior its publication.			
TOTAL:		None	5 minutes	

v. Application For Study Leave of PNP personnel

Office or Division:	Leave Records Section, RMD, DPRM		
Classifications:	Simple		
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency		
Who may avail:	All active PNP personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Endorsement from unit	Applicant		
2. Basic letter request			
3. PAIS generated PDS			
4. Duly Accomplished CSC Form 6			
5. Latest Service Record from RMD, DPRM			
6. PER (2 semester)			
7. Attested Permanent Appointment			
8. Transcript of Records / Diploma			
9. Non-pending Case from Unit			
10. DLOD Clearance			
11. Affidavit of Undertaking (LRS)			
12. Certificate of No Outstanding Obligation from RPRMD/ARMD			
13. Medical Certificate (Physically and			



Mentally Fit)				
14. Receipt from review center				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request from their unit and submit approved application of leave to TDPRM (Attn: Leave Records Section, RMD).	1.1. Received, log and distribute incoming request.	None	30 days before the intended leave	Leave Action Clerks & Processor of respective Offices/Units
	1.2. Update and Encode Leave Credits on online PAIS			
	1.3. Prepare Memorandum for approval of TDPRM (1 st Timer)			
	1.4.(For Flunkers/2 nd Timer) Prepare Memorandum for approval of C, PNP and deductible form Leave Credits.			
	1.5 For checking and validation of C, Leave Records Section and C, RMD.			
	1.6. Approved TDPRM Memorandum			
	1.7. Prepare Orders			
TOTAL:		None		

w. Issuance of Long Term Leave

Office of Division:	Leave Records Section, RMD, DPRM
Classification:	Simple
Type of Transaction:	Personnel to Office
Who may avail:	All Active PNP personnel



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement from Unit 2. Letter Request 3. Duly Accomplished CSC Form 6 4. Medical Certificate		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approved Application for Leave	1. Prepare Memo to ADMIN, TDPRM and. - For 46 to 60 days – Memo to TCDS - For 61 to 90days – Memo to C PNP - For 91 and above days Memo to NAPOLCOM	None	10mins	<i>Leave Action Clerks & Processor of respective Offices/Units</i>
TOTAL:		None		

x. Request Authentication of BLC

Office of Division:	Leave Records Section, RMD, DPRM			
Classification:	Simple			
Type of Transaction:	Personnel to Office			
Who may avail:	All retired PNP personnel and their dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fill in Request Form 2. Xerox ID (back-to-back)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request authentication of Breakdown of Leave Credits (BLC)	1. Verify from online PAIS database 2. Print BLC 3. Stamp signature of C,		2 mins	<i>Leave Action Clerks & Processor of respective</i>



	Leave Records Section 4. Affix initials of the Action Clerk 5. Release the Authenticated BLC			<i>Offices/Units</i>
TOTAL:		None		

y. Updating and Issuance of Personal Data Sheet (PDS) General Information Sheet (GIS).

Office or Division:	Personnel Accounting and Information Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Office to Office/Individual to Office			
Who may avail:	Different PNP Units/Offices, Government Agencies, Courts and Private Institutions Individual PNP Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. RMD Request Form /Letter/Memorandum request for updating and/or issuance of PDS or GIS		Respective Units/Offices/Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up RMD Request Form/ Send letter/ memorandum request to RMD Message Center. Submit documents needed for updating of personnel records.	1.1. Receiving clerk at RMD receive filled up request RMD form/ letter/ memorandum request and records in the incoming monitoring system and forwards the same to the PAIS Section;	None	15 mins	<i>Receiving Clerk</i>
	1.2. PAIS message center PNCO scan and		5 mins	<i>Message Center PNCO</i>



	record the received request and forward to validator/ memo/letter drafter for action; 1.3. PAIS validator validates the authenticity and completeness of submitted documents. Those not valid for updating/printing will return to PAIS message center to be returned to Admin Office. Prints those updated and forward to C,PAIS for administering of C, PAIS; and 1.4. Return to PAIS message center after signature of C, PAIS for recording and forward to Admin Office for releasing;		30 mins	<i>Communications Drafter/ PAIS Validator</i>
			5 mins	<i>Message Center PNCO</i>
TOTAL:		None	55 mins	

- z. Verification of Personnel Record/Data from Different PNP Units/Offices, Government Agencies such as NAPOLCOM, OMBUDSMAN, NBI, Courts etc. and Private Institutions.



Office or Division:	Personnel Accounting and Information Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Office to Office			
Who may avail:	Different PNP Units/Offices, Government Agencies, Courts and Private Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter/Memorandum request for verification of personnel records/data		Applicant		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter/memorandum request to RMD Message Center	1.1. Receiving clerk at RMD receive letter/memorandum request and records in the incoming monitoring system and forwards the same to the PAIS Section;	None	15 mins	Receiving Clerk
	1.2. PAIS message center PNCO scan and record the received request and forward to memo/letter drafter for action;		5 mins	Message Center PNCO
	1.3. Drafter verifies the requested personnel records and prepare reply/memo to be signed by C, PAIS/Dep C, RMD/C, RMD/TDPRM; and		45 mins	Communications Drafter
	1.4. PAIS message center PNCO scans and records the signed mem/letter and forward to Admin for releasing;		5 mins	Message Center PNCO
TOTAL:		None	1 hr and 10 mins	



aa. Generation and Issuance of PNP Statistical Report/Data

Office or Division:	Personnel Accounting and Information Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Office to Office			
Who may avail:	Different PNP Units/Offices, Government Agencies, Courts and Private Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter/Memorandum request PNP Statistical Report/Data		Respective Units/Offices/Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter or memorandum request to RMD Message Center.	1.1. Receiving clerk at RMD receive Letter/memorandum request and records in the incoming monitoring system and forwards the same to the PAIS Section;	None	15 mins	<i>Receiving Clerk</i>
	1.2. PAIS message center PNCO scan and record the received request and forward to Statistician/Programmer.		5 mins	<i>Message Center PNCO</i>
	1.3. Statistician/Programmer generate/extract data from OPAIS and forward to C, PAIS for review and signature;		45 mins	<i>Statistician/Programmer</i>
	1.4. C, PAIS reviews and sign the report and		15 mins	<i>C, PAIS/ Deputy C, RMD/ C, RMD</i>



	Validator. 1.3.LP Validator validate from OPAIS the list of entitled for longevity pay and forward the validated and entitled for LP to PAIS Drafter; 1.4. PAIS Drafter prepare the memorandum request for the issuance of orders for signature of C, PAIS, Deputy C, RMD and C, RMD; and 1.5. Return to PAIS after signature of C, RMD and forward to Admin Office for dispatch to Publication Section for the issuance of orders.		30 mins	<i>Longevity Pay Validator</i>
			15 mins	<i>C, PAIS/ Deputy C, RMD/ C, RMD</i>
			5 mins	<i>Message Center PNCO</i>
TOTAL:		None	1 hr and 10 mins	

cc. Monitoring/Validation/Updating of Unit Compliances

Office or Division:	Personnel Accounting and Information Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Office to Office			
Who may avail:	PNP Units/Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit Compliances (MRR,MPAR and Blue Book		Respective PNP Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send Unit	1.1. Receiving clerk		15 mins	Receiving



Compliances to RMD Message Center	at RMD message center receive the Unit compliances (MRR/MPAR/Blue Book) and records in the incoming monitoring system and forwards the same to the PAIS Section;	None		Clerk
	1.2. PAIS message center PNCO scan and record the received compliances.		5 mins	Message Center PNCO
	1.3. PAIS Validators validates the completeness of the submitted compliances and accuracy of their encoded/uploaded data in OPAIS;		6 hrs	PAIS Validator
	1.4. If incomplete and/or with discrepancies, call the attention of unit PAIS encoder to correct the wrong encode and/or to submit the lacking compliance; and		10 mins	PAIS Validator
	1.5. If complete and properly encoded/uploaded, PAIS validators mark the unit as complied as reference for UPER. Forwards the same to Storage Section for filing		5 mins	PAIS Validator
TOTAL:		None	1hr and 35 mins	



dd. Generation and Submission on PNP Alpha List and other data for Salary System.

Office or Division:	Personnel Accounting and Information Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Office to Office			
Who may avail:	PNP Finance Service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Monthly Compliance to Finance Service		PNP Finance Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Monthly Compliance to Finance Service	1.1. Programmer generates and validates the list of entitled and not entitled for salary/bonus/incentives; and forward to respective validators for further validation of not entitled.	None	30 mins	<i>Programmer</i>
	1.2. PAIS Validator further validate the accuracy of the generated list of not entitled and return to the programmer for the final list.		10 mins	<i>PAIS Validator</i>
	1.3. Programmer prepares the final list and send to the server. Forward the summary report to memo drafter for the transmittal;		45 mins	<i>Programmer</i>
	1.4. Drafter		15 mins	<i>C, PAIS/ Deputy C, RMD/</i>



	prepares the memorandum transmittal and route for the signature of C, PAIS, Deputy C, RMD and C, RMD; and 1.5. PAIS message center PNCO scan/log the memorandum and forward to Admin Office the signed memo for dispatch to FS		5 mins	C, RMD Message Center PNCO
TOTAL:		None	1 hr 35 mins-	

ee. Generation and Submission of Agency Remittance Advice (ARA) to GSIS

Office or Division:	Personnel Accounting and Information Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Office to Office			
Who may avail:	PNP Units/Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Monthly Compliance to GSIS			Respective Units	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Monthly Compliance to GSIS	1.1. PAIS validates the Agency Remittance Advice (ARA) Forms and attached the documents submitted by different PNP Units/Offices via email.	None	30 mins	GSIS Encoder
	1.2. If complied, consolidates the final ARA Forms		15 mins	GSIS Encoder



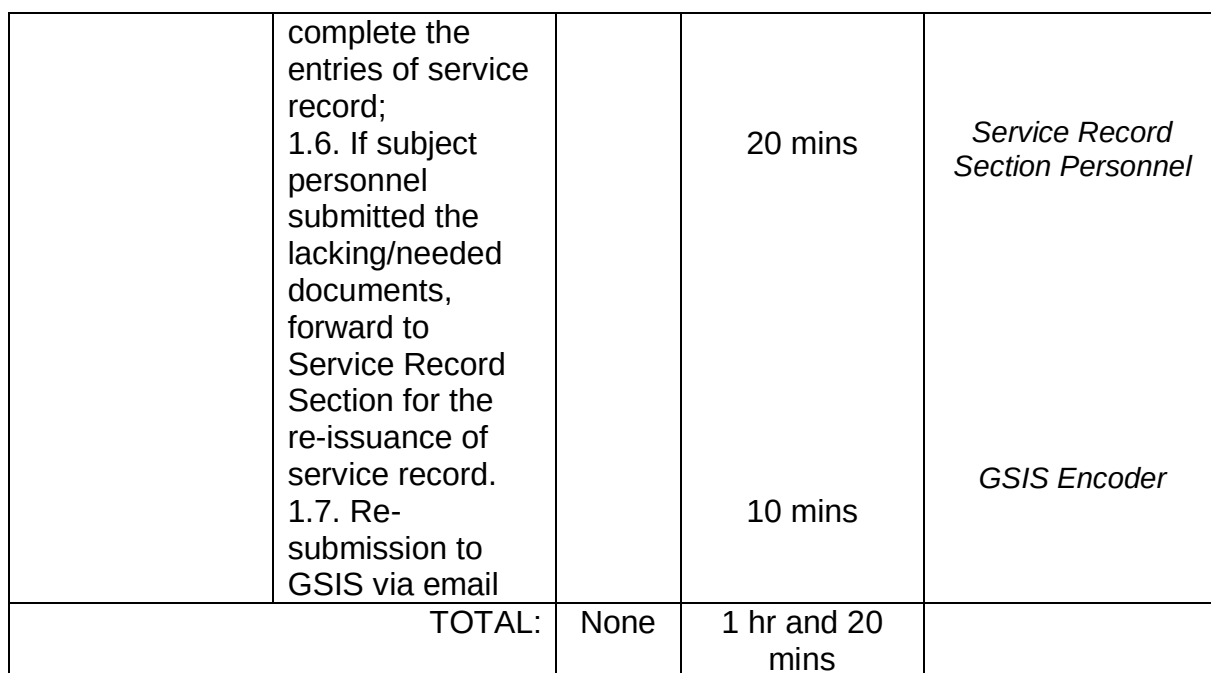
	with their attached documents and submit/upload to GSIS WEBMSP. 1.3. Checks the result of uploaded ARA Forms, particularly those with discrepancy for further compliance of concern personnel/units; 1.4. Return to units for compliance of those with lacking/discrepancy; and 1.5. Resubmit/re-upload to GSIS WEBMSP		15 mins	GSIS Encoder
			10 mins	GSIS Encoder
			10 mins	
TOTAL:		None	1 hr and 20 mins	

ff. GSIS request for Service Record of Former PNP personnel

Office or Division:	Personnel Accounting and Information Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Office to Office			
Who may avail:	GSIS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Monthly Compliance to GSIS		GSIS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Monthly Compliance to GSIS	1.1. PAIS received via email the request of GSIS for service record of former PNP personnel.	None	10 mins	<i>GSIS Encoder</i>
	1.2. Forward to Service Record for the processing and issuance of service record.		30 mins	<i>GSIS Encoder</i>
	1.3. Service Record Section validates if ready for issuance of service record. If with lacking entry, coordinate to subject personnel or last unit assignment. Print those with complete records and route for the signature of C, RMD and forward to PAIS the issued service record;		45 mins	<i>Service Record Section Personnel</i>
	1.4. PAIS scan and record the service record and submit to GSIS via email and wait on the response/feedback from GSIS;		10 mins	<i>GSIS Encoder</i>
	1.5. If GSIS found correction, contact concern personnel and/ or last unit assignment to submit the need document to		30 mins	<i>GSIS Encoder</i>



Office or Division:	Personnel Accounting and Information Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Office to Office			
Who may avail:	PNP Units/Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Email from PNP Units		Respective Units		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email to PAIS message center email address	1.1. PAIS message center receive via email the daily submitted copy of issued orders and the hard copy of issued orders and the compilation in book bounded (blue book) in a monthly basis and	None	30 mins	PAIS Validator



	forward to respective unit PAIS validators. 1.2. PAIS validators validate the accuracy of uploaded/encoded orders in the OPAIS. 1.3. Those with discrepancy, call the attention of concerned unit PAIS encoder to correct the order or data encoded in OPAIS; and 1.4. Those without discrepancy, PAIS validator marks the unit as complied for the specific period covered and forward the blue book to Storage Section for filing		15 mins	<i>PAIS Validator</i>
			15 mins	<i>PAIS Validator</i>
			10 mins	<i>PAIS Validator</i>
TOTAL:		None	1 hr and 10 mins	

hh. Monitoring and Validation of Rejected Orders of Longevity Pay

Office or Division:	Personnel Accounting and Information System, Records Management Division, Directorate for Personnel and Records Management	
Classifications:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	All active and retired PNP Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Approved request for correction by C, RMD		RMD, DPRM



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved correction of Entry	1.1 Receiving of approved request from Storage Section	None	10 Minutes	Action PNCO/NUP PAIS Message Center
	1.2 Documentation of Incoming Communication	None	10 Minutes	Action PNCO/NUP PAIS Message Center
	1.3 Validate the submitted documents	None	10 Minutes	Encoder PAIS respective unit
	1.4. Process and update the PAIS records	None	10 Minutes	Encoder PAIS respective unit
	1.5. Notation and countersign of the documents	None	10 Minutes	Chief PAIS
	1.6. Forward the documents at Storage Section for filing/scanning/archiving	None	5 Minutes	Action PNCO/NUP PAIS Message Center
TOTAL:		None	55 Minutes	

ii. Authentication and Production of SALN and PPF/201 Files

Office or Division:	Storage Section, RMD, DPRM			
Classification:	Simple			
Type of Transaction:	Office to Office / Walk-In			
Who may avail:	All Active and Inactive PNP members and their dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request, Unit Endorsement or RMD Request Form; 2. Special Power of Attorney/Authorization Letter (if thru representative); and 3. Photocopy/ies of Valid IDs		1. Unit (Endorsement) 2. Applicant (Letter Request) 3. RMD (For RMD Request Form)		
CLIENTS STEPS	AGENCY	FEE	PROCESSING	PERSON



	ACTION	S TO BE PAID	TIME	RESPONSIBLE
1. Submit Documentary Requirements to RMD Message Center	1.1. Receive request from the RMD Message Center	None	5 mins	<i>Filing Clerk and Client Relation NUP</i>
	1.2. Verify, print, reproduce, and authenticate the requested documents.		15 mins	<i>Database Verifier and File Archivist</i>
	1.3. For no record found, transmit to communication drafter for preparation of certification		10 mins	<i>Database Verifier, File Archivist and Communication Drafter</i>
	1.4. Transmit to Section Senior PNCO, Chief Storage and C, RMD for signature and approval		15 mins	<i>Senior Section PNCO, Chief Storage Section and C, RMD</i>
	1.5. Release the authenticated records or certification thru the RMD Message Center		5 mins	<i>Filing Clerk and Client Relation NUP</i>
TOTAL:		None	50 mins	

jj. Authentication and Production of General and Special Orders

Office or Division:	Storage Section, RMD, DPRM
Classification:	Simple/Complex
Type of Transaction:	Office to Office / Walk-In



Who may avail:		All Active and Inactive PNP members and their dependents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request, Unit Endorsement or RMD Request Form; 2. Special Power of Attorney/Authorization Letter (if thru representative); 3. Copy of orders, if available (for cross-matching purpose); and 4. Photocopy of Valid IDs		1. Unit 2. Applicant 3. RMD (Request Slip)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documentary Requirements to RMD Message Center	1.1 Receive request from the RMD Message Center	None	5 mins	<i>Filing Clerk</i>
	1.2. Verify, print, reproduce and authenticate the requested documents. (For no record found in the initial verification, it will be subjected for cross-matching and proceed to step number 5)		15 mins	<i>Database Verifier and File Archivist</i>
	1.3. Transmit to Section Senior PNCO, Chief Storage Section and Chief, RMD for signature and approval		15 mins	<i>Section Senior PNCO, Chief, Storage Section and Chief, RMD</i>
	1.4. Release the authenticated orders thru the RMD Message Center		5 min	<i>Filing Clerk and Client Relation NUP</i>
TOTAL:		None	40 mins	



2. Give additional details of the requested orders (e.g. Issuing unit, year of issuance, batch mates etc.)	2.2. Cross-match the requested order in the PPF of all personnel enumerated or mentioned by the client. If records found, go back to steps number 2 to 4. 2.2. If no records found, transmit to concerned PROs, NSUs or OTAG, Armed Forces of the Philippines. 2.3. Upon receipt of reply from the concerned office/units, if affirmative, include the submitted orders in the RMD Master File and go back to steps 2 to 4 and if no records found, prepare certification and go back to steps number 3 and 4.	None	1-3 days	<i>File Archivist and Cross-matching Analyst</i>
			4-14 days	<i>Communication drafter, Section Senior PNCO, Chief, Storage Section and Chief, RMD</i>
			1 day	<i>Communication drafter and File Archivist</i>
TOTAL:		None	18 days and 40 mins	



kk. Correction of Entry and changing of Birth Records of PNP personnel

Office or Division:	Storage Section, RMD, DPRM			
Classification:	Complex			
Type of Transaction:	Office to Office			
Who may avail:	All Active and Inactive PNP members and their dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit Endorsement; 2. PRO/NSU Birth Records Evaluation Committee Resolution; 3. Affidavit of Discrepancy; 4. Joint Affidavit of Two Disinterested Persons; 5. Original copy of PSA Birth Certificate with Receipt; 6. At least two government recognized Identification Cards; and 7. Other documents (NBI Clearance, Passport, School records)		1. Unit 2. Applicant 3. Philippine Statistics Authority		
CLIENTS STEPS	AGENCY IO	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documentary Requirements to RMD Message Center	1.1. Received the request from the RMD Message Center		5 mins	<i>Filing Clerk and Birth Records Evaluation Board (BREB) Secretariat</i>
	1.2. Evaluate/Assess the submitted documents and cross-match to the existing RMD controlled records. For incomplete requirements, return to concerned unit.		1-3 days	<i>BREB Secretariat</i>



1.3 For non-contentious records, prepare memorandum for signature of Chief, Storage Section and approval of Chief, RMD. For contentious records, proceed to step number 7. 1.4. Transmit to Personnel Accounting and Information System Section the approved request for correction of entry in the database. 1.5. Initiate correction to other issued orders and records bearing the same error. 1.6. Transmit to concerned office/unit the approved request and corrected records. 1.7. Presentation of petition to BREB for deliberation. 1.8. Preparation	None	1 day	<i>BREB Secretariat, Chief Storage Section and Chief, RMD</i>
		1 day	<i>Filing Clerk, BREB Secretariat and PAIS encoder</i>
		1 day	<i>Service Records and Publication Sections</i>
		1 day	<i>Communication drafter and RMD Message Center</i>
		1 day	<i>BREB Board and Secretariat</i>
		7 days and 5 mins	<i>BREB Board and Secretariat</i>



	and signature of Board Resolution recommending the approval or disapproval of the petition.		2 days	TDPRM
	1.9. Approval of Board Resolution. For approved petition, go back to steps number 4 to 6.		2 days	BREB Secretariat
	1.10. For disapproved petition, transmit copy of Board Resolution to concerned office/unit.		2 days	
TOTAL		None	14 days and 5 mins	

II. Processing of Walk-in applicants

Office or Division:	Family Records, RMD, DPRM	
Classifications:	Simple	
Type of Transaction:	Walk in	
Who may avail:	All active PNP members	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Unit Endorsement 2. COMPUTERIZED Affidavit of Confirmation (NOTARIZED) 3. PSA CENOMAR/ AOM both spouse (if married) 4. PSA Birth Certificate of PNP Personnel and Dependents 5. PSA Marriage Certificate (if married)		Applicant/PSA



6. PSA Death Certificate (if deceased) 7. Photocopy of ID with 3 signatures 8. Pictures of PNP and Dependents with name tag (All PSA issued documents must be original with original receipt) 9. Request Form from RMD				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorsement of respective Admin Offices/Units with list of personnel's with updated CDLB on Online PAIS	1.1. Receives request and evaluate pertinent documents;	None	5 mins	Receiving Clerk
	1.2. Assess and validate submitted documents		5 mins	DLB Processors
	1.3. Scan documents		10 mins	AC, FRS
	1.4. Upload scanned documents online PAIS		10 mins	C, FRS
	1.5. Update DLB of PNP Personnel in Online PAIS		15 mins	AC, RMD
	1.6. Print CDLB		1 min	C, RMD
	1.7. Proof reading, review and notation of the CDLB;		5 mins	
	1.8. Final review and signature		5 mins	DLB PROCESSOR
	1.9. For notation		5mins	
	1.10. For approval and signature		10 mins	
	1.11. Scan and upload the duly signed CDLB to concerned PNP personnel dash board		5 mins	DLB PROCESSOR
	1.12. Release CDLB to the concerned PNP personnel		76 mins	
TOTAL:		None	1 day	



mm. Processing of Certification of DLB to inactive personnel

Office or Division:	Family Records, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Walk in (In-active Personnel)			
Who may avail:	All dependents, Liaison, Authorized personnel with authorization, Other Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request 2. Request Form from RMD		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request form filed up by the requesting party (Dependents, Liaison Authorized Personnel, Other Agencies)	1.1. Received request and Verify thru Online PAIS if there are DLB Documents uploaded on OPAIS of personnel;	None	5 mins	<i>Receiving Clerk</i>
	1.2. If DLB of in active personnel has not been updated on OPAIS a certification will be issued.		10 mins	<i>DLB Processors</i>
	1.3. Proof reading, review and notation of the certification;		15 mins	<i>AC, FRS</i>
	1.4. Final review and signature		2 mins	<i>C, FRS</i>
	1.5. For notation		2 mins	<i>AC, RMD</i>
	1.6 For approval and signature		5 mins	<i>C, RMD</i>
	1.7. Scan and upload the duly signed		5mins	<i>DLB PROCESSOR</i>



	Certification to PNP personnel dash board 1.8. Release Certification to the requesting person			<i>DLB P DLB PROCESSOR</i>
	TOTAL:	None	50 mins	

nn. Processing of CDLB of NHQ/NASU/NOSU Personnel

Office or Division:	Family Records, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Unit to Unit			
Who may avail:	All active PNP members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit Endorsement 2. COMPUTERIZED Affidavit of 3. Confirmation (NOTARIZED) 4. PSA CENOMAR/ AOM both spouse (if married) 5. PSA Birth Certificate of PNP 6. Personnel and Dependents 7. PSA Marriage Certificate (if married) 8. PSA Death Certificate 9. Photocopy of ID with 3 signatures 10. Pictures of PNP and Dependents with name tag (All PSA issued documents must be original with original receipt)		Applicant/PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorsement of respective Admin Offices/Units with list of personnel with updated	1.1. Receives request and evaluate pertinent documents; 1.2. Assess and validate		5 mins 10 mins	<i>ARMD/ ADMIN OFFICE UNIT</i> <i>RMD Receiving Clerk</i>



CDLB on Online PAIS	submitted documents	None		
	1.3. Scan documents		15 mins	<i>DLB Processors</i>
	1.4. Upload scanned documents		1 min	<i>AC, FRS</i>
	Online PAIS			
	1.5. Print Unit CDLB		5 mins	
	1.6. Upload the duly signed CDLB to OPAIS and endorsed to DPRM -RMD for issuance of CDLB.		2 mins	<i>C, FRS</i> <i>AC, RMD</i>
	1.7. Receives endorsement from Unit Offices		10 mins	<i>C, RMD</i>
	1.8. Assess and Validate the completeness of uploaded documents from Unit		15 mins	<i>DLB PROCESSOR</i>
	1.9. Update DLB of PNP personnel in OPAIS		5 mins	
	1.10 Print CDLB		5 mins	
	1.11 Proof Reading, Review and notation of the CDLB		5 mins	
	1.12. Final Review and Signature		5 mins	
	1.13. For Notation			
	1.14 For Approval and Signature		10 mins	
	1.15. Scan and upload		5 mins-	



	duly signed CDLB to concerned PNP personnel dashboard 1.16. Release CDLB to liaison personnel		1 hr and 48 mins	
TOTAL:			3 hrs and 26 mins	

- oo. Preparation, Issuance, and Publication NHQ orders / Verification of issued orders from different PNP Units/Personnel

Office or Division:	Publication and Distribution Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Office to Office			
Who may avail:	Different PNP Units/Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request for issuance of orders.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send Letter/Memorandum Request to DPRM message Center.	1.1. DPRM Message Center records the received request and forward to PDS message center.	None	10 mins	<i>DPRM Receiving Clerk</i>
	1.2. Receiving clerk at PDS receive memorandum, endorsement, or request. Sorting of issuances and distribution to encoders.		10 mins	<i>PDS Receiving Clerk</i>
	1.3. Drafter			<i>Encoder</i>



	prepares, issue and proof reads the orders for signature of Chief, Publication. 1.4. Route the Orders for Signature of Ex-O, DDPRM, and TDPRM. 1.5. Approved and signed orders will be filed at PDS Storage area for document filling. Action PNCO/NUP scanned the orders for Publication and Distribution thru PNP Email System. 1.6. Approving or uploading of signed orders to reflect in personnel PAIS.		10 mins 45 mins 10 mins 5 mins	<i>PDS Message Center</i> <i>Document Filer</i> <i>Distribution Clerk</i>
1. Verification Request thru phone call and walk-in.	2.1. Verification PNCO check records and feedbacks the client. 2.2. Receive calls and request from different offices/personnel.	None	5 mins 5 mins	<i>Verification Clerk</i>
TOTAL:		None	1 hr and 40 mins	

pp. Issuance of Service Record to Active Personnel



Office or Division:	Service Record Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Personnel to Office			
Who may avail:	All active PNP members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement from office/unit indicating the specific purpose for which the service record is intended to be used.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Memorandum request re Issuance of Service Record forward to RMD message center.	1.1. Receiving personnel receives the memo from office or walk-in personnel who are requesting for service record and forward the same to Service Record Processor (SRP)	None	1 min	<i>Service Record Processor/Evaluator of respective units</i>
2. For walk-in applicant fill up the request form then submit at the RMD message center.	1.2. SRP verifies the record of applicant in the SLRIS or online PAIS		3 mins	
	1.3. SRP prints the service records and forward it to the C, Service Records Section (SRS);		1 min	
	1.4. C, SRS checks, reviews and countersign the service record;		1 min	<i>Chief, Service Record Section</i>
	1.5. Chief, RMD signs and returns to SRS;		1 min	<i>C, RMD</i>
	1.6. Releasing Clerk shall		1 min	<i>Service Record Monitoring Personnel</i>



	issue/release the updated service record.			
TOTAL:		None	8 mins	

qq. Issuance of Compulsory Retirement Order

Office or Division:	Service Record Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Office to Office			
Who may avail:	PNP members due for Compulsory Retirement			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None (List of retiring personnel is a database generated)	1. Processor shall generate list of PNP personnel due for compulsory retirement nine months prior to retirement date at online PAIS;	None	5 mins	Service Record Processor/Evaluator for Compulsory Retirement
	2. Process or print SR for validation of name, office, length of service to determine the number of long pay;		5 mins	Service Record Processor/Evaluator for Compulsory Retirement
	3. Processor shall prepare Special Order for the issuance of		5 mins	Service Record Processor/Evaluator for Compulsory Retirement



	order and Routing Slip for transmittal to Admin Office;			
	4. C, SRS checks and countersigns the prepared SO and Routing Slip to be signed by the C, RMD;		1 min	Chief, Service Record Section
	5. C, RMD signs the Routing Slip and forward to Admin Office for transmittal to Publication Section upon approval of TDPRM.		1 min	Chief, RMD
TOTAL:		None	17 mins	

rr. Issuance of Optional Retirement Order for Uniform Personnel

Office or Division:	Service Record Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Office to Office			
Who may avail:	PNP personnel with approved Resolutions from NAPOLCOM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON RESPONSIBLE



		PAID	TIME	
None (Approved resolution for optional retirement from NAPOLCOM)	1. Receives the NAPOLCOM Resolutions from Admin Office, DPRM;	None	1 min	<i>Service Record Monitoring Personnel</i>
	2. Records the names of PNP personnel as contained in the NAPOLCOM Resolutions;		1 min	<i>Service Record Processor/Evaluator</i>
	3. Prints service records to check PNP personnel information and status;		1 min	<i>Service Record Processor/Evaluator</i>
	4. Computes the length of service and number of long pay of PNP personnel;		3 mins	<i>Service Record Processor/Evaluator</i>
	5. Prepares memorandum for the issuance of optional retirement order of PNP personnel for review of C, SRS;		5 mins	<i>Service Record Processor/Evaluator</i>
	6. C, SRS countersigns the prepared memo and forwarded to C, RMD for approval;		5 min	<i>Chief, Service Record Section</i>
	7. C, RMD signs the Routing Slip and forward to Admin Office for		1 min	<i>Chief, RMD</i>



	transmittal to Publication Section upon approval of TDPRM;			
TOTAL:		None	17 mins	

ss. Process and Issuance of Optional Retirement for Non-uniform personnel

Office or Division:	Service Record Section, RMD, DPRM			
Classifications:	Simple			
Type of Transaction:	Office to Office			
Who may avail:	Non-uniform personnel who are qualified for optional retirement			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Memorandum request re Application for Optional Retirement forward to RMD message center.	1.1. Admin personnel receive application for optional retirement of NUP and forward to SRS;	NONE	1 min	<i>Service Record Monitoring Personnel</i>
	1.2. Processor for Optional Retirement for NUP shall verify the requirements being submitted and print SR for validation;		5 mins	<i>Evaluator/Processor or Optional Retirement</i>
	1.3. Action Personnel shall prepare memo endorsement thru TDPRM for TDCA's approval;		5 mins	<i>Evaluator/Processor Optional Retirement</i>



	1.4. C, SRS checks and countersign the prepared memo for signature of Asst. chief, RMD prior approval of C, RMD;		1 min	C, Service Record Section
	1.5. Admin Office, RMD shall transmit to Publication and Distribution Section (PDS) the signed documents for approval of TDPRM. Upon approval, PDS and shall issue Optional Retirement order thru online PAIS.		5 mins	Service Record releasing personnel
TOTAL:		None	17 mins	

tt. Conversion of Letters of Commendation to Medalya Ng Papuri of National Headquarters Offices/Units Personnel

Processing of requests for Conversion of Letters of Commendation to Medalya ng Papuri of NHQ Offices/Units

Office or Division:	Awards and Incentives Section, MWD, DPRM		
Classifications:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	PNP Personnel of NHQ Offices/Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Endorsement from the concerned office/unit		1. Admin officer of concerned personnel	
2. Five original copies of letters of commendation (at least minimum of five and maximum of ten for one endorsement).		2. Issuing Unit (any superior PNP officer, AFP Officer, Municipal Mayor, Provincial Governor, Members of the Cabinet and the President of the Philippines)	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Concerned office/unit submits the request with complete documentary requirements for the conversion of Letters of Commendation to Medalya ng Papuri to MWD, DPRM	1. Receives the request documents TDPRM	None	5-10 mins	<i>AIS, Action PNCO</i>
	2. Evaluates the completeness of the documents received: - If complete, drafts citation to be endorsed to Chief, Publication for issuance of orders - If incomplete, will be returned to the concerned office/unit thru the respective liaison for completion of lacking		1 day	<i>Chief Clerk, MWD</i>
	3. Checking and countersign			<i>Asst. Chief, MWD</i>
	4. Endorse to Chief, Publication Section, RMD for issuance of order to be signed by		1-2 days	<i>Chief, MWD</i>
TOTAL:		None	3 days and 10 mins	

uu. Confirmation/Conversion of Awards to Service Credits Of National Headquarters Offices/Units Personnel

Processing of requests for Confirmation/Conversion of Awards to Service Credits of NHQ Offices/Units

Office of Division:	Awards and Incentives Section, MWD, DPRM
Classification:	Simple



Type of Transaction:		G2G – Government to Government		
Who may avail:		PNP Personnel of NHQ Offices/Units		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement from the concerned office/unit			1. Admin office of concerned personnel	
2. Awards issued by DPRM (<i>from previous to current year</i>)			2. Issuing Unit.	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Concerned office/unit submits the request with complete documentary requirements for the conversion confirmation/conversion of awards to service credit.	1. Receives the request	None	5-10 min	Action PNCO AIS, MWD
	2. Evaluates the completeness of the documents received: - If complete, drafts citation to be endorsed to Chief, Publication for issuance of orders - If incomplete, will be returned to the concerned office/unit thru the respective liaison for completion of lacking documents	None	1 day	MWD personnel
	3. Checking and countersign	None		
	4. Endorse to Chief, Publication Section, RMD for issuance of order to be		1-2 days	Chief, Publication Section, RMD



	signed by TDPRM			
TOTAL:		None	3 days & 10 mins	

vv. Issuance of Minor Awards of National Headquarters Offices/Units

Processing of requests for Issuance of Minor Awards of NHQ Offices/Units

Office of Division:	Awards and Incentives Section, MWD, DPRM			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PNP Personnel of NHQ Offices/Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement/Memorandum Re: Request For Issuance Of Appropriate Awards		1.Admin office of concerned personnel		
2. After Activity Report/After Operation Report		2. Office/Unit		
3. Letter orders of personnel involved with designation/specific role		3. Office/Unit		
4. After Completion Report		4. Office/Unit		
5. Action pictures		5. Office/Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Concerned office/unit submits the request with complete documentary requirements for the issuance of Appropriate Awards	1. Receives the request	None	5-10 mins	<i>Message Center</i>
	2. Evaluates the completeness of the documents received: - If complete, prepares presentation to MADB	None	1 day	<i>AIS, Action PNCO</i>



	- If incomplete, will be returned to the concerned office/unit thru the respective liaison for completion of lacking documents			
	3. Encode the names of personnel involved, scan documents, and prepares PowerPoint presentation for MADB deliberation	None	5-7 days	<i>AIS, Action PNCO</i>
	4. The MADB convenes and deliberates the request for awards	None	1 day	<i>NHQ Minor Awards and Decorations Board</i>
	5. Prepares the resolutions for signature of the MADB Members	None	5 days	<i>MADB Secretariat</i>
	6. Drafts memorandum for approval of the CPNP	None	2 days	
	7. Checking and countersign of draft citations	None	1 day	<i>MWD Personnel</i>
	8. Endorse to Chief, Publication Section, RMD for issuance of order to be signed by TDPRM	None	1-2 days	<i>Chief, Publication Section, RMD</i>
TOTAL:		None	20 days & 10 mins	



ww. Issuance of Presidential Social Fund-Special Financial Assistance for Killed and Wounded in Police Operation

Processing of Presidential Social Fund-Special Financial Assistance for Killed and Wounded in Police Operation

Office of Division:	KIPO/WIPO Monitoring Section, MWD	
Classification:	Simple	
Type of Transaction:	Office to Office	
Who may avail:	Beneficiaries of PNP Personnel Killed in Police Operation PNP personnel Wounded in Police Operation	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Original copy of Spot Report/ Investigation Report/ Progress Report/ After Police Operation		Regional Office of concerned Unit
Original copy of Certificate of Legitimate Operation		Regional Office of concerned Unit
Copy of PNP ID/ Original Copy of Certification of Bonafide Membership in the PNP/ Certificate of Duty Status		Regional Office of concerned Unit
Copy of Death Certificate (from PSA)/ Certified true copy from LCR		PSA/LCR
Original Copy of Certificate of Declared legal Beneficiaries		RMD, DPRM
Original Copy of Authorization to Deposit Check		Applicant
Copy of LBP ATM of the Beneficiaries with three original Signatures, must be Savings Account not pension account authenticated by admin officer		LANDBANK/Applicant
Certificate of Possession stating who is in possession of the original documents if the documents submitted are not original		Regional Office of concerned Unit
Documentary Requirements for PSF- SFA Claim to be submitted to DPRM (WIPO)		
1. Original copy of Spot Report/ Investigation Report/ Progress Report/ After Police Operation		Regional Office of concerned Unit
2. Original copy of Certificate of		Regional Office of concerned Unit



Legitimate Operation				
3. Copy of PNP ID/ Original Copy of Certification of Bonafide Membership in the PNP/ Certificate of Duty Status		Regional Office of concerned Unit		
4. Original/certified true copy of Medical Certificate with the license No. of the physician from the hospital where the patient was treated/ or admitted		Hospital		
5. Validation of Medical Certificate of Medical Certificate to be issued by the RHS		RHS/PNPGH		
6. Original Copy of Certificate of Declared legal Beneficiaries		RMD, DPRM		
7. Original Copy of Authorization to Deposit Check		Applicant		
8. Copy of LBP ATM of the Beneficiaries with three original Signatures, must be Savings Account authenticated by admin officer		LANDBANK/Applicant		
9. Certificate of Possession stating who is in possession of the original documents if the documents submitted are not original		Applicant/ Regional Office of concerned Unit		
Additional requirements for PSF-SFA Deliberation Committee:				
Spot Report		Regional Office of concerned Unit		
Affidavit of Commander for KIPO		Regional Office of concerned Unit		
Affidavit of Claimant and Commander for WIPO		Applicant/Commander		
Explanation why the documents were not submitted within 3 months from date of incident if the documents are submitted beyond 3 months		Regional Office of concerned Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of the complete documentary requirements	1. Evaluates the documents and ensures the completeness of the documents;	None	15 Minutes	KIPO/WIPO Action PNCO
	2. Evaluates the		15 Minutes	KIPO/WIPO



	documents;	None		Action PNCO
	3. Determines the authenticity of documents;	None	15 Minutes	KIPO/WIPO Action PNCO
	4. Prepares the documents for the PSF-SFA Committee deliberation	None	3 days	KIPO/WIPO Action PNCO
	5. Deliberates the PSF-SFA applications; and	None	3 Hours	KIPO/WIPO Action PNCO
	6. Prepares resolution	None	15 Minutes	KIPO/WIPO Action PNCO
	7. Routes the Resolution to be signed by the Members of the Board	None	1 Day	KIPO/WIPO Action PNCO
	8. Drafts endorsement to be signed by SILG	None	30 Minutes	KIPO/WIPO Action PNCO
	9. Wait for the signed endorsement from SILG	None	7 Days	KIPO/WIPO Action PNCO
	10. Consolidate the folders, resolution and endorse them to ODESFA	None	4 Hours	KIPO/WIPO Action PNCO
TOTAL:		None	7 days 6 Hours and 45 Minutes	

xx. Housing Benefit for Personnel Killed in Police Operations under the Comprehensive Social Benefits Program

Processing of Housing Benefits for Personnel Killed in Police Operations under the Comprehensive Social Benefits Program

Office or Division:	KIPO/WIPO Monitoring Section, MWD
Classifications:	Highly Technical
Type of	G2G – Government to Government



Transaction:	
Who may avail:	Beneficiaries of Personnel Killed in Police Operations
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Housing Requirements: (Those who want to avail of the AFP/PNP Housing Units)	
1. Certificate of Legitimate Police Operations	Regional Office of the unit concerned
2. Certificate of Declared Beneficiaries;	RMD, DPRM
3. Death Certificate;	Philippine Statistics Authority/ Local Civil Registrar
4. PNP ID/Certificate of Employment of KIPO Personnel;	PNP Unit concerned
5. Contact Number of Beneficiary;	Claimant
6. Preferred Housing Location with Block and Lot Number	Claimant/ Engineering Service
Housing Requirements: (Those who want to Avail of House Construction)	
1. Certificate of Legitimate Police Operations	Regional Office of the unit concerned
2. Certificate of Declared Beneficiaries;	Regional Personnel and Records Management Division
3. Death Certificate;	Philippine Statistics Authority/ Local Civil Registrar
4. PNP ID/Certificate of Employment of KIPO Personnel;	PNP Unit concerned
5. Contact Number of Beneficiary;	Claimant
6. Lot title in the name of the beneficiary/ Authority to Construct	Claimant
Housing Requirements: (Those who want to avail of the House Repair/ Renovation/Improvement)	
Certificate of Legitimate Police Operations	Regional Office of the unit concerned
2. Certificate of Declared Beneficiaries;	Regional Personnel and Records Management Division
3. Death Certificate;	Philippine Statistics Authority/ Local Civil Registrar
4. PNP ID/Certificate of Employment of KIPO Personnel;	PNP unit concerned
5. Contact Number of Beneficiary;	Claimant
6. Lot title in the name of the beneficiary/ Authority to Construct	Claimant
7. Plan, building permit and construction requirements	Claimant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the documents/ folders	Evaluates the documents and consolidates the applications	None	30 minutes	Action PNCO KIPO/WIPO
	Prepares endorsement to Engineering Service	None	30 minutes	Action PNCO KIPO/WIPO
	Endorses the applications to Engineering Service	None	1 hour	Action PNCO KIPO/WIPO
TOTAL:		None	2 hours	

yy. Presidential Grant of Dependents Educational Assistance Program (DEAP)

Processing of requests for Grant of Dependents Educational Assistance Program (DEAP)

Office or Division:	Personnel Services Section, MWD, DPRM	
Classifications:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	All PNP Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Fully accomplished application form endorsed by their respective Chiefs of Office;		1. PSS, MWD, DPRM
2. Certificate of Declared Legal Beneficiary/ies issued by DPRM;		2. RMD, DPRM
3. Authenticated copy of latest IPER (two consecutive ratings) of PNP personnel;		3. Concerned Unit/Office
4. Certificate of duty status and non-pending case of PNP personnel;		4. Concerned Unit/Office
5. Certificate of non-existing scholarship grant from any agency of the government or non-government organization, whether local or foreign issued by respective Head of Office where a PNP member sponsor is		5. Concerned Unit/Office



currently assigned;				
6. Two (2) copies of latest 2x2 pictures of PNP member and applicant;		6. Provided by the applicant		
7. Authenticated copy of proof of highest educational attainment/ good standing/acceptance, namely: • Grade School/Elem Graduate – Form 139; • High School (Junior and Senior) – Form 138 and diploma; and • College Level – Report of rating.		7. Previous school attended		
8. Certificate of Academic Excellence Award issued by the school; and		8. Previous school attended		
9. Original or authenticated copy of proof of enrolment as mandatory requirement for the release of educational assistance grant to be submitted immediately to MWD, DPRM upon enrolment.		9. School where the applicant is enrolled.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application with attached complete documentary requirements :	1. Accept and validate the authenticity and completeness of documents from NHQ and evaluate the recommendations from PRO/NSU EAB	None	1 day	Action NUP /Secretariat, PEAB
For applicants from PROs, submit the documentary requirements to PRO/NSU Educational Assistance Board	2.Deliberates and approves the recommendation for educational assistance, and signing of the resolution	None	5 days	Action NUP /Secretariat, PEAB
For applicants from the National Headquarters, submit documentary	3.Prepare disbursement vouchers of the new grantees and endorses to Finance Service for processing.	None	3 days	Action NUP /Secretariat, PEAB



requirements directly to PSS, MWD, DPRM	4. Finance Service processes the vouchers and deposits the educational assistance grant to respective ATM Accounts of grantees.	None	5 days	<i>Fin DES/ACIC Clerk, FSO14</i>
TOTAL		None	14 days	

zz. Grant Of Reward Educational Assistance Program (REAP)

Processing of requests Grant of Reward Educational Assistance Program (REAP)

Office or Division:	Personnel Services Section, MWD, DPRM		
Classifications:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	All PNP Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Fully accomplished application form endorsed by their respective Chiefs of Office;		1. PSS, MWD, DPRM	
2. Certificate of Declared Legal Beneficiary/ies issued by DPRM;		2. RMD, DPRM	
3. Certified and authenticated photocopy of the award by issuing unit or Report by the Awards and Decorations Board;		3. Concerned Unit/Office	
4. Authenticated Special Promotion Order for special promotion recipients;		4. Concerned Unit/Office	
5. Two (2) copies of latest 2x2 pictures of PNP member and applicant; and		5. Concerned Unit/Office	
6. Two (2) copies of latest 2x2 pictures of PNP member and applicant;		6. Provided by the applicant	
7. Original or authenticated copy of proof of enrollment as mandatory requirement for the release of educational assistance grant to be submitted immediately to MWD, DPRM upon enrollment.		7. School where the applicant is enrolled in.	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submits application with attached complete documentary requirements: For applicants from PROs, submit the documentary requirements to PRO/NSU Educational Assistance Board For applicants from the National Headquarters, submit documentary requirements directly to PSS, MWD, DPRM	1.Accepts and validates the authenticity and completeness of documents from NHQ and evaluates the recommendations from PRO/NSU EAB	None	1 day	Action NUP /Secretariat, PEAB
	2. Deliberates and approves the recommendation for educational assistance, and signing of the resolution		5 days	
	3. Prepares disbursement vouchers of the new grantees and endorse to Finance Service for processing.		3 days	
	4. Finance Service processes the		5 days	Fin DES/ACIC Clerk, FSO14



	vouchers and deposits the educational assistance grant to respective ATM Accounts of grantees.			
TOTAL:		None	14 days	

aaa. Grant of Special Educational Assistance Program (SEAP) For KIPO/WIPO, TPPD, and Active PNCO

Processing of requests for Grant of Special Educational Assistance Program (SEAP) for KIPO/WIPO, TPPD, and Active PNCO

Office or Division:	Personnel Services Section, MWD, DPRM		
Classifications:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	All PNP Uniformed Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Fully accomplished application form endorsed by their respective Chiefs of Office;		1. PSS, MWD, DPRM	
2. Birth Certificate of Applicant (PSA Authenticated);		2. PSA	
3. Marriage Contract of Parents (PSA Authenticated);		3. PSA	
4. Back-to-back machine copy of ID of Applicant and PNP Personnel (PNP ID);		4. Provided by the applicant	
5. Certified true copy of Form 138 (report card) or grades of the previous school year and machine copy of diploma; College Level – Report of rating.;		5. Previous school attended	
6. Original or authenticated copy of proof of enrollment as mandatory requirement for the release of educational assistance grant to be submitted immediately to MWD, DPRM upon enrollment;		6. Previous school attended	
7. Certificate of Academic Excellence Award issued by the previous school; or For TPPD, Authenticated Medical		7. Previous school attended or For TPPD, secure at PNP-Health Service.	



Report and TPPD Order				
8. Certificate of duty status and non-pending case of PNP personnel; or 9. For KIPO/WIPO, LOD Report and Investigation Report		8. Concerned Unit/Office.		
10. Two (2) copies of latest 2x2 pictures of PNP member and applicant; or 11. For KIPO, Machine Copy of Death Certificate		9. Provided by the applicant or For KIPO, secure at PSA.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application with attached complete documentary requirements: For applicants from PROs, submit the documentary requirements to PRO/NSU Educational Assistance Board For applicants from the National Headquarters, submit documentary requirements directly to PSS, MWD, DPRM	1. Accepts and validates the authenticity and completeness of documents from NHQ and evaluates the recommendations from PRO/NSU EAB		1 day	Action NUP /Secretariat, PEAB
	2. Deliberates and approves the recommendation for educational assistance, and signing of the resolution		5 days	
	3. Prepares disbursement vouchers of the new grantees and endorse to Finance Service for processing.		3 days	
	4. Finance Service processes the vouchers and deposits the educational assistance grant to respective		5 days	FinDES/ACIC Clerk, FSO14



	ATM Accounts of grantees.			
	TOTAL:	None	14 days	

bbb. Issuance of Major Awards to PNP Personnel

Processing of Applications for Major Awards to Outstanding PNP Personnel

Office or Division:	Special Promotion Section, MWD, DPRM			
Classifications:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PNP Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement/Memorandum Re: Request for Issuance of Major Awards		Office of D, NSUs/RD's Office		
2. Office/Unit SPADB Resolution		DD/DDA/DDO Office		
3. After Activity Report/After Operation Report		Office/Unit		
4. Letter Orders of Personnel involved with Designation/Specific Role		Office/Unit		
5. After Completion Report		Office/Unit		
6. Affidavit of Witnesses		Witness/Immediate Superior		
7. Affidavit of Undertaking		Personnel Concerned		
8. Action Pictures		Office/Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Concerned office/unit prepares and submits the report and application for major awards with complete documentary requirements	1. Receives the request	None		<i>CPO/PPO/Battalion/RFU/IAS Morale and Welfare Section</i>
	2. Evaluates the completeness of the documents	None	5 working days	



	received: ➤ If complete, will endorse the application to the PRONSU/IA S SPAB If incomplete, will be returned to the concerned office/unit thru the respective liaison for completion of lacking documents			
	3. Evaluation of application folders and endorsement of application folders to NHQ SPADB	None	10 working days	<i>PRO/NSU/IAS SPADB Secretariat</i>
	4. IG Validation	None	14 Working days	<i>IG</i>
	5. Sub-Board Deliberation	None	3 days	<i>Sub-board</i>
	6. Mother Board Deliberation	None	5 working days	<i>NHQ SPADB</i>
	7. Drafting of resolution for signature of members and Chairperson, NHQ SPADB	None	2 working days	<i>NHQ SPADB Secretariat</i>
	8. Endorsement to CPNP for approval and signature	None	1 day	<i>NHQ SPADB Secretariat</i>
	9. Approval and signature (Subsequent issuance of orders by DPRM)	None	10 working days	<i>CPNP</i>



	10. Endorsement to NAPOLCOM (If President of the Republic of the Philippines and Chairman are the approving authorities)			
TOTAL:		None	50 days	

ccc. Special Promotion of PNP Uniformed Personnel

Processing of Applications for Special Meritorious Promotion of PNP Uniformed Personnel

Office or Division:	Special Promotion Section, MWD, DPRM			
Classifications:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PNP Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement/Memorandum Re: Application for Special Promotion of PNP Uniformed Personnel		Office of D, NSUs/RD's Office		
Office/Unit SPADB Resolution		DD/DDA/DDO Office		
After Operation Report		Office/Unit		
Case Operation Plan or Operation Plan, as the case may be.		Office/Unit		
Affidavit of Witnesses		Witness/Immediate Superior		
Affidavit of Individual Participation		Personnel Concerned		
Attested Appointment in Present Rank		Personnel Concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Concerned office/unit prepares and submits the report and application for the special	1. Receives the request	None	5 working days	CPO/PPO/Battalion/RFU/IAS Morale and Welfare Section
	2. Evaluates the completeness of the documents received: ➤ If complete, will endorse the	None		



promotion with complete documentary requirements	application to the PRONSU/IAS SPAB If incomplete, will be returned to the concerned office/unit thru the respective liaison for completion of lacking documents			
	3. Evaluation of application folders and endorsement of application folders to NHQ SPADB	None	10 working days	<i>PRO/NSU/IAS SPADB Secretariat</i>
	4. IG Validation	None	14 working days	<i>IG</i>
	5. Sub-Board Deliberation	None	3 days	<i>Sub-Board Secretariat, NHQ SPADB</i>
	6. Mother Board Deliberation	None	5 working days	<i>NHQ SPADB</i>
	7. Drafting of resolution for signature of members and Chairperson, NHQ SPADB	None	2 working days	<i>NHQ SPADB Secretariat</i>
	8. Endorsement to CPNP for approval and signature	None	1 working day	<i>CPNP</i>
	9. Approval and signature and endorsement to NAPOLCOM	None	10 working days	
	10. NAPOLCOM Validation/Joint Validation	None	-	<i>NAPOLCOM</i>



1. 3.Submission of Documentary Requirements for the Attestation by the Civil Service Commission	If confirmed, will inform the concerned personnel and receive the complete documentary requirements to be endorsed to CSC.	None	10-14 days	NHQ SPADB Secretariat
	CSC Attestation	None	-	CSC
	If attested, for request for issuance of promotion order.	None	2 days	NHQ SPADB Secretariat
	Issuance of Order	None	5 days	Publication Section, Records and Management Division
TOTAL:		None	71 days	

ddd. Issuance of DLOD Clearance

Process of Issuing DLOD Clearance

Office or Division:	DLOD, DPRM			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	PNP Personnel (Active and Retired Personnel)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit Endorsement (if applicable)		1. Unit		
2. Updated Unit DLOS Clearance/Non-Pending Case		2. DLOS, RPRMD/ARMD		
3. Retirement Order from DPRM/R1		3. RMD, DPRM		
4. (Compulsory Retirement/Optional Retirement				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The liaison officer of all units or the	1.1. The action NUP or PNCO shall verify the	None	1 day	Duty PNCO Message Center



requesting personnel shall submit to DLOD the request or memorandum endorsement from DLOS, RPRMD/ARM D with attached non-pending case and retirement order if the purpose is retirement claims, in case of retired personnel, updated unit clearance is required.	authenticity of the requirements such as DLOS Clearance/Certification and endorsement.			
	1.2. Documents are checked by the concerned processor: -If complete, processor drafts clearance to be signed by C, LOS, DLOD - If incomplete, it will be returned to the Unit thru the respective liaison for completion of the lacking documents	None		Action NUP/PNCO DLOD
2. Receive requested Clearance	2.1. Issue clearance if the personnel have no pending case or Certification if with pending administrative case	None	1 day	Chief LOS, DLOD
	2.2. The duty PNCO shall direct the liaison officer or requesting personnel to record the name and date of release of clearance or certification.			Duty PNCO Message Center
TOTAL:		None	2 days	

eee. Promotion Process for Third Level Officers

Procedure of processing of promotion from PLTCOL to PCOL



Office or Division:	PCO Placement and Promotion Division (PCOD)	
Classifications:	Complex	
Type of Transaction:	Highly Technical	
Who may avail:	All officers qualified for PCOL Entry Position	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Duly accomplished Application Form	Assessment Section of PCOD	
Pre-assessment information sheet	Assessment Section of PCOD	
1. Clear book for NAPOLCOM/CSC/ PMS:	a. Downloadable at CSC Website	
a. Civil Service Personal Data Sheet (4 copies)	b. RMD, DPRM	
b. RMD Generated PNP Personal Data Sheet (4 copies)	c. PNCOS/CSC	
c. CSC Attested Appointment Order	d. RMD, DPRM	
d. Promotion Order	e. Present assignment	
e. Present Designation Order	f. RMD, DPRM	
f. Updated Service Records	g. School attended by the client	
g. Highest Educational Attainment (Master's Degree)	h. PPSC	
✓ Diploma	i. Client shall secure to concerned agency	
✓ Transcript of Records	j. PNP Health Service	
h. Highest Mandatory Training:	k. PNP Crime Laboratory	
✓ Training Certificate	l. DHRDD/personal copy of client	
✓ Declaration of Graduates	m. DPRM/Personal copy of client	
✓ Order of Merit	n. NBI	
i. Certificate of Eligibilities	o. SANDIGANBAYAN	
j. NP Test Result (Original Copy)	p. OMBUDSMAN	
k. Drug Test Result (Original Copy)	q. Client to execute affidavit duly notarized/PCOD	
l. PFT (2 preceding semesters)	r. DPRM/Personal copy of client	
m. IPER (2 preceding semesters)	s. Personal copy of Client Personal copy of Client	
n. NBI Clearance (Original Copy)		
o. SANDIGAN BAYAN Clearance (Original Copy)		
p. Ombudsman Clearance		
q. Affidavit of Undertaking		
r. Awards and Commendations		
s. ITR (4 preceding years)		



SALN (4 preceding years)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants to Submit requirements to PCOD, DPRM duly endorsed by their respective Offices/Units	1. Accepts and evaluates the requirements;	None	1 Day	<i>Assessment, Action PNCO</i>
	2. PCOD, DPRM endorses applicant/s to concerned Directorate for Competency Evaluation/CBI	None	1 day	<i>Assessment, Action PNCO</i>
	3. PCOD prepares memo for schedule of SOPPB Alpha/ Bravo for placement and promotion interview	None	1 day	<i>Assessment, Action PNCO</i>
2. Appear before SOPPB Committee for interview and evaluation	4. SOPPB Committee A/B Conducts interview and endorses the applicant to SOPPB En Banc for confirmation. PCOD prepared placement resolution for approval of CPNP	None	1 day	<i>Assessment/ Placement, Action PNCO</i> <i>Placement/ Action PNCO</i>
	5. Approval of the CPNP	None	1 day	<i>OCPNP</i>
	6. TDPRM issue memo directives to issue order as	None	1 day	<i>Placement, Action PNCO</i>



	acting capacity			
3. Submit all documentary requirements to PCOD, DPRM	7. Accepts and evaluates the promotion folder	None	1 day	<i>Promotion, Action PNCO</i>
4. Undergo Neuro-Psychiatric Exam and Drug Test	8. PCOD, DPRM issue Memo to HS and FG for NP/DT of the applicant	None	1 day	<i>Promotion, Action PNCO</i>
	9. CPNP approves the promotion resolution and endorses the officer/s to the NAPOLCOM	None	1 day	<i>OCPNP</i>
	10. NAPOLCOM endorses the application to CSC		7 days	<i>Chairperson, NAPOLCOM</i>
	11. CSC recommends and endorses to OSDES/OES		7 days	<i>Chairperson, CSC</i>
	12. The President approves the promotion of the Third Level Officer/s		7 days	<i>OP</i>
	13. OES transmits the appointment orders to SILG/NAPOLCOM		3 days	<i>OES</i>
	14. SILG/NAPOLCOM transmits the appointment orders to		3 days	<i>NAPOLCOM</i>



	OCPNP			
	15. OCPNP transmits the orders to PCOD, DPRM		1 days	<i>OCPNP</i>
5. Attend the Oath- Taking and Donning of Ranks	16. PCOD process the promotion order and inform the schedule of Oath- taking and Donning of Rank to be administered by the CPNP		1 days	<i>Promotion Section, PCOD and Publication, RMD</i>
	17. Furnish promotion order			
TOTAL:		None	38 days	

fff. Placement to Third Level Position

Placement to PD, CD and COP, NCRPO

Office or Division:	PCO Placement and Promotion Division (PCOD)			
Classifications:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	All officers qualified for third level placement and promotion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished application form		1. Assessment Section of PCOD		
2. Pre-assessment information sheet		2. Assessment Section of PCOD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application/ requirements	1. PCOD, DPRM publish the vacancy to third level positions	None	1 day	<i>Assessment Section</i>
	2. Accepts and evaluates the	None	1 day	<i>Assessment Section</i>



	requirements;			
	3. SOPPB Alpha/Bravo conducts deliberation and endorse candidates for PD, CD and COP, NCRPO	None	1 day	Assessment Section
	1. SOPPB En Banc confirms or modifies the recommendation of the SOPPB Committees thru a Resolution	None	1 day	Assessment Section
	2. CPNP approves the recommendation of the SOPPB	None	1 day	Assessment Section
	3. TDPRM Issue Memo directing RD to Transmit Names of Eligible PCOs to Respective LCEs	None	1 day	Placement Section
	4. LCE select a full-time PD/CD/COP among the transmitted names of Eligible PCOs	None	7 days	LCE
	5. Transmittal to TDPRM the acceptance/choice of the LCE	None	1 day	Placement Section
	6. DPRM issues memo directing the unit to designate the chosen PCO	None	1 day	Placement Section/Publication Section



	(Reassignment/ Memo Directives)			
TOTAL:		None	15 days	

ggg. Placement to Third Level Position

Placement of Third Level PCOs to CRS/CS/CDDS and other Exclusive 2 and 3 Positions

Office or Division:	PCO Placement and Promotion Division (PCOD)			
Classifications:	Complex			
Type of Transaction:	G2G			
Who may avail:	All officers qualified for third level placement and promotion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished application form		1. Assessment Section of PCOD		
2. Pre-assessment information sheet		2. Assessment Section of PCOD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the PNP Website for Vacancy	1. Publication of vacant position	None	1 day	<i>Assessment Section</i>
2. Submit Application form	2. Accepts and evaluate the qualification of the applicant	None	1 day	<i>Assessment Section</i>
3. Appear before the SOPPB for interview	1. SOPPB Committee A/B conducts deliberation	None	1 day	<i>Assessment Section</i>
	3. SOPPB En Banc conducts final deliberation	None	1 day	<i>Assessment Section</i>
	5. CPNP approves the recommendation	None	1 day	<i>Assessment Section</i>



	of the SOPPB			
	6. DPRM issues memo directive and/or appropriate orders	None	1 day	<i>Placement Section</i>
TOTAL:		None	6 days	

hhh. Promotion Process for Third-Level Officers

Procedure of processing of Placement/Promotion for Star Rank Officers

Office or Division:	PCO Placement and Promotion Division (PCOD)		
Classifications:	Highly Technical		
Type of Transaction:	G2G		
Who may avail:	All officers qualified for third level placement and promotion		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
2. Duly accomplished Application Form		Assessment Section of PCOD	
3. Pre-assessment information sheet		Assessment Section of PCOD	
4. Clear book for NAPOLCOM/CSC/ PMS:		1. Downloadable at CSC Website	
a. Civil Service Personal Data Sheet (4 copies)		2. RMD, DPRM	
b. RMD Generated PNP Personal Data Sheet (4 copies)		3. PMS	
c. Appointment Order		4. RMD, DPRM	
d. Promotion Order		5. Present assignment	
e. Present Designation Order		6. RMD, DPRM	
f. Updated Service Records		7. School attended by the client	
g. Highest Educational Attainment (Master's Degree)		8. PPSC	
✓ Diploma		9. Client shall secure to concerned agency	
✓ Transcript of Records		10. PNP Health Service	
h. Highest Mandatory Training:		11. PNP Crime Laboratory	
✓ Training Certificate		12. DHRDD/personal copy of client	
✓ Declaration of Graduates		13. DPRM/Personal copy of client	
✓ Order of Merit		14. NBI	
		15. SANDIGANBAYAN	
		16. Client to execute affidavit duly notarized	
		17. DPRM/Personal copy of client	
		18. Personal copy of Client	



i. Certificate of Eligibilities j. NP Test Result (Original Copy) k. Drug Test Result (Original Copy) l. PFT (2 preceding semesters) m. IPER (2 preceding semesters) n. NBI Clearance (Original Copy) o. SANDIGAN BAYAN Clearance (Original Copy) p. Affidavit of Undertaking q. Awards and Commendations r. ITR (4 preceding years) s. SALN (4 preceding years)		19. Personal copy of Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit promotional folder to PCOD, DPRM	2. PCOD, DPRM publish vacant position	None	1 day	Assessment/Placement, Section
	3. SOPPB Secretariat evaluates PCO Applicants for Placement and/or Promotion based on existing Policy	None	1 day	Assessment, Section
	4. SOPPB Committee A/B conducts deliberation	None	1 day	Assessment, Section
	5. SOPPB En Banc conducts final deliberation	None	1 day	Assessment, Section
	6. CPNP approves the recommendation of the SOPPB	None	3 days	Assessment/Placement, Section



	7. DPRM issues memo directive and/or appropriate orders	None	1 day	<i>Placement, Section</i>
	8. SOPPB Secretariat endorses the applicant to undergo Drug Test and Neuro-Psychiatric Exam		1 day	<i>Assessment Section</i>
	9. Accepts and evaluates the documentary requirements;	None	1 day	<i>Promotion Section</i>
	10. Prepares promotion resolution for signature of SOPPB members and recommends the approval of the same to the CPNP	None	1 day	<i>Promotion Section</i>
	11. Approval of the CPNP and recommends the promotion of the applicant to NAPOLCOM;	None	3 days	<i>OCPNP</i>
	11. NAPOLCOM evaluates the promotion folders and endorse to CSC	None	7 days	<i>Chairperson, NAPOLCOM</i>
	12. CSC evaluates promotion	None	7 days	<i>Chairperson, CSC</i>



	folders, approve and endorse to OSDES/OES			
	13. President approves the appointment letter of the promotion of Third Level Officers	None	7 days	OES
	14. OES transmits the appointment letter to NAPOLCOM	None	3 days	OES
	15. NAPOLCOM transmits the appointment letter to the OCPNP	None	3 days	NAPOLCOM
	16. OCPNP transmits the appointment letter to PCOD, DPRM	None	1 day	OCPNP
2. Attend the Oath-taking/ Donning of Ranks	17. PCOD shall process the promotion order and inform the schedule Oath-Taking and Donning of Ranks before the CPNP	None	1 day	Promotion Section, PCOD and Publication, RMD
3. Receive the promotion order	18. Furnish promotion order	None	1 day	DPRM
	TOTAL:	None	44 days	



iii. Placement to Third Level Position

Detail of Senior Officers to other Government Agencies

Office or Division:	PCO Placement and Promotion Division (PCOD)			
Classifications:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	All officers qualified for third level placement and promotion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Availability for transfer from losing unit		1. Present Unit of concerned Officer		
2. Letter request/accommodation of the receiving unit		2. Projected unit of assignment of the officer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application/ requirements	1. PCOD, DPRM shall publish the vacancy for third level positions	None	1 day	<i>Assessment/ Placement Section</i>
	2. Accept and evaluate the requirements;	None	1 day	<i>Placement Section</i>
	3. PCOD prepares memo for approval of the CPNP	None	1 day	<i>Placement</i>
	4. CPNP shall approves the reassignment of the officer/s	None	3 days	<i>OCPNP</i>
	5. SILG shall approves and issue Department Orders for the detail of concerned	None	7 days	<i>NAPOLCOM</i>



	officer			
	6. Process the issuance of orders	None	1 day	Placement Section, PCOD and Publication Section, RMD
2. Receive orders	7. Publish the orders	None	1 day	Placement Section, PCOD and Publication Section, RMD
TOTAL:		None	15 days	

kkk. Endorsement of Foreign Travel Authority to be approved by C, PNP and NAPOLCOM

Processing of Foreign Travel Evaluation Board (FTEB) and Foreign Travel Authority (FTA) to be approved by Chief, PNP and NAPOLCOM

Office or Division:	Personnel Plans and Policies Division (PPPD), DPRM			
Classifications:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PNP personnel (PCO's, PNCO's, and NUP's)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement of PNP Personnel		1. Unit Assignment		
2. Passport		2. DFA		
3. Affidavit of Undertaking (Notarized)		3. Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Foreign Travel Screening Committee will endorse the Foreign Travel to PPPD.	1.1. The Foreign Travel Evaluation Board Drafter/Action PNCO/Action NUP will draft the FTEB Resolution	None	2 hours	FTEB Drafter/Action PNCO/NUP PPPD, DPRM
	1.2. The Action, PNCO will hand carry the drafted FTEB Resolution to the members		5 days	



	of the FTEB Board at least 7 to 8 signature of the members upon completion			
	1.3. The prepared FTA endorsement will be brought to Admin, DPRM for signature of TDPRM		1 day	
	1.4. The FTA endorsement will be signed by TCDS, TDCO, TDCA and C, PNP * The C, PNP approved/disapproved the Foreign Travel, will be brought to DPRM, Admin and will be brought to PPPD.		4 days	
	1.5 The FTEB Drafter, PPPD will bring the approved/disapproved Foreign Travel to the FTSC.		30 minutes	
TOTAL:		None	10 days, 2 hours and 30min	

III. Attestation of Promotional Appointment of All PNP Uniformed Personnel PNCOs of NHQ and All PCOs (PLT-PLTCOL)

Process of Attestation of Promotional Appointment of PNP Uniformed Personnel PNCOS of NHQ and All PCOs (PLT-PLTCOL)



Office or Division:	Attestation Section, PNCOD, DPRM			
Classification:	Complex			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency).			
Who may avail:	PNCOs of NHQ and all PCOs (PLT-PLTCOL)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Appointment Forms (CS Form No. 33-A, Revised 2018)		Downloadable from CSC website; PNCOD, DPRM		
2. Personal Data Sheet (CS Form No. 212, Revised 2017)		Downloadable from CSC website; PNCOD, DPRM		
3. Work Experience Sheet (<i>Attachment to CS Form No. 212</i>)		Downloadable from CSC website; PNCOD, DPRM		
4. Authenticated Proof of Mandatory Training		Training School Attended		
5. Original Copy of Authenticated Certificate Of Eligibility/ Rating/ License		NAPOLCOM; CSC; PRC and CHED		
6. Position Description Form (DBM-CSC Form No. 1, Revised 2017)		Downloadable from CSC website; PNCOD, DPRM		
7. Oath of Office (CS Form No. 32, Revised 2018)		Downloadable from CSC website; PNCOD, DPRM		
8. Certificate of Assumption to Duty (CS Form No. 4, Revised 2018)		Downloadable from CSC website; PNCOD, DPRM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants shall submit all the needed requirements for attestation	Receive and check the folder of requirements	None	1 Day	<i>Admin personnel Admin Section, PNCOD, DPRM</i>
	Prepare CSC appointments for signature of the following signatories: 1. Chairman of the Promotion Board; 2. Human Resource Management Officer HRMO); 3. Appointing Authority; and 4. Appointee	None	10 Days	<i>Personnel In-charge Attestation Section, PNCOD, DPRM</i>
	Receive the CSC appointment already	None	1 Day	<i>Personnel In-charge Attestation</i>



	signed by the designated signatories			Section, PNCOD, DPRM
	Evaluate the folder of requirements and process the corresponding CSC Appointments	None	6 Days	Personnel In-charge Attestation Section, PNCOD, DPRM
	Prepare the CSC transmittal of appointment for signature of C, PNCOD	None	1 Day	Personnel In-charge Attestation Section, PNCOD, DPRM
	Forward to CSC for approval/attestation	None	1 Day	Attestation Section, PNCOD, DPRM
	Re-evaluate the documents submitted for approval/disapproval of appointments by the CSC	None	60 Days	CSC Personnel
	Receive Approved/ Disapproved CSC Appointment from CSC	None	1 Day	Attestation Section, PNCOD, DPRM
2. Receive Approved/ Disapproved CSC Appointment	Forward the approved/disapproved CSC Appointments to the respective Liaison Officers	None	2 Days	Attestation Section, PNCOD, DPRM
TOTAL:		None	82 days	

mmm. Reassignment and Detail of 2nd Level PNP Uniformed Personnel

Process of Reassignment and Detail of 2nd Level PNP Uniformed Personnel

Office or Division:	Placement Section, PNCOD
Classifications:	Complex
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency)
Who may avail:	2 nd Level PNP Uniformed Personnel
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly Accomplished DPRM Forms	1. Downloadable from Internet/ RPRMD, ARMD, Administrative Office and



		PNCOD, DPRM		
2. Swapping Agreement (if necessary)		2. Client to be administered by Administering Officer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplished DPRM form	Evaluate the request for reassignment	None	1 Day	<i>Personnel In-charge Placement Section, PNCOD, DPRM</i>
2. Submit duly accomplished form	Process the application and recommend appropriate actions	None	2 Days	
	Approval or disapproval of TDPRM through the concurrence of the DPRM Command Group	None	3 Days	
	If approved, issue reassignment orders; and If denied, inform the requesting office/unit/party through a memorandum reply	None	1 Day	
TOTAL:		None	7 Days	

nnn. Detail Outside PNP Organization of 2nd Level PNP Uniformed Personnel

Process of Detail outside PNP Organization of 2nd Level PNP Uniformed Personnel

Office or Division:	Placement Section, PNCOD		
Classifications:	Complex		
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency)		
Who may avail:	2 nd Level PNP Uniformed Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	



1. Request Letter		1. Government Offices/Agencies		
2. Department Order		2. SILG		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the request to the PNP	Evaluate the request for detail	None	7 Days	Placement Section, PNCOD
	Process the application for approval or disapproval of CPNP			
	If approved, endorse to SILG for issuance of Department Orders If not feasible, prepare a memo or letter reply to the requesting offices/units/party	None	20 Days	
	Upon issuance of Department Orders, recommend to TDPRM for issuance of detail orders	None	1 Day	
TOTAL:		None	28 Days	

ooo. Promotion of PNP Uniformed Personnel

Office or Division:	Promotion Section, PNCOD, DPRM		
Classification:	Highly Technical		
Type of Transaction:	*G2G – for government services whose client is a government employee or another government agency).		
Who may avail:	2 nd Level Uniformed Personnel (Patrolman to Police Lieutenant Colonels)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Application For Promotion:			
1. Generated PAIS PDS		Respective PAIS	
2. Affidavit of Undertaking		Respective Promotion Secretariat or	



	Administrative Unit			
3. National Police Clearance	DIDM and respective Investigation Unit			
4. Certification and Authenticated Copy of the criminal information complaint for those with pending criminal cases only.	Court where the complaint was filed			
Request for Amendment of Rank/Name/Badge Number				
1. Endorsement from Office/Unit or Letter Request with the GO/SO issued by the PNP HQ to be amended	Respective Administrative Unit of the APCs, NSUs and PROs			
2. Birth Certificate	PSA			
3. Affidavit	Notary Public/Administering Officer			
4. Service Record	Respective PAIS Section			
5. Photocopy of PNP ID	Provided by the Client			
Appeal on Disqualification of Promotion:				
1. Resolution/Worksheet	Respective Promotion Board/Committee Secretariats in the NHQ, APCs, NSUs and PROs			
2. Letter of Appeal	Office/Unit concerned in the NHQ, APCs, NSUs and PROs Provided by the Client			
3. Promotion Orders	Respective Records Section in the NHQ, APCs, NSUs and PROs			
Appeal on Promotion Quota				
1. Request for Additional Quota signed by the respective Head of Office/Unit	Respective promotion section in the NHQ, APCs, NSUs and PROs			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for promotion	Accept, assess, evaluate and screen the application for promotion for the PLTCOL Continuous and Regular Promotion Program	None	30 days	Promotion Board Secretariat (PNCOD, DPRM)
	Endorse for promotion interview	None	5 days	
	Endorse for Record Check, WBPA and Drug Test	None	15 days	
	Endorse for	None	7 days	



	Deliberation			
	Prepare the Worksheets and Resolutions for approval of the Board and Endorsed to C, PNP for approval	None	7 days	
	Request for Issuance of Promotion Orders	None	7 days	
	Oath-Taking, Donning, and Pinning of Ranks	None	7 days	
2. Request for amendment of rank/name/badge number	Accept and request for approval of amendment of rank/name/badge number	None	10 days	<i>Promotion Board Secretariat (PCOs-PNCOD, DPRM) PNCOs-APCs, NSUs, and PROs)</i>
3. Appeal on disqualification of promotion	Accept, study and process the request/appeal	None	10 days	<i>Promotion Board Secretariat (NHQ, APCs, NSUs, and PROs)</i>
4. Appeal on promotion quota	Accept, study and process the request/appeal	None	10 days	<i>Promotion Board Secretariat (PNCOD, DPRM)</i>
TOTAL		None	108 days	

ppp. Termination Proceedings for Newly Appointed Police Commissioned Officers in Temporary Status

Process of Termination for NAPCOs in Temporary Status

Office or Division:	Assessment and Other Human Resource Affair Section, PNCOD
Classifications:	Highly Technical
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency)



Who may avail:		Newly Appointed Police Commissioned Officer in Temporary Status		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Case Folder		Office/Unit of Concerned Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office/Unit of concerned personnel shall refer and transmit case records for Termination Proceedings	Accept and assess case folder	None	1 day	PNCOD, DPRM
	Activation of National Headquarters Termination Deliberation Board (NHQ TDB) Issue Notice/Summons to respondent to submit Position Paper	None	3 days from receipt of Case Folder	NHQ-TDB
	Convene to evaluate the merit and fitness of the police officer	None	1-15 days counting from the date the position paper was received or after the lapse of the period to file position paper	NHQ-TDB
	Draft resolution stating the findings and recommendations of the Board	None	3 days from the last TDB Meeting From the completion of TP	NHQ-TDB, Secretariat
	Endorse the signed Resolution to CPNP for approval	None	1 to 7 days	PNCOD, DPRM



	Decision of Case • Favorable - Furnish copy of Decision to respondent - Issue appropriate order as directed by the Appointing Authority • Not Favorable - Furnish copy of Decision to CSC - Furnish Notice of Termination to the respondent	None	1 day upon receipt of the approved Resolution/ Decision from the CPNP	<i>PNCOD, DPRM</i>
2. File Notice of Appeal	Transmit complete case records of respondent to NAPOLCOM thru Legal Affairs Service	None	Within 5 days from the receipt of Motive of Appeal	<i>PNCOD, DPRM</i>
TOTAL:			35 Days	

FEEDBACK AND COMPLAINTS MECAHNISMS

NUPAD-DPRM Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Answer the feedback form in the office lobby and put it in the feedback and complaints drop box Human Resource Administrative Section Contact Info: (02) 8537-4500 local 7003
How feedbacks are processed?	The Chief, HRAS verifies the nature of the queries and feedback within one (1) working day. The same will be referred to the concerned Office/Unit. Upon receiving the



	reply from the concerned Office/Unit, the citizen or client will be informed via e-mail and registered mail. For follow-ups or queries, the contact information are as follows: (02) 8537-4500 local 7003 nupad.dprm@pnp.gov.ph
How to file a complaint?	To file a complaint, provide the following details via e-mail or registered mail: ▪ Full name and contact information of the complainant ▪ Narrative of the complaint ▪ Evidences ▪ Name of the person being complained Send all complaints to nupad.dprm@pnp.gov.ph For follow-ups or queries, the contact information are as follows: (02) 8537-4500 local 7003
How complaints are processed	Written/verbal complaints are treated with confidentiality and utmost care to prevent disclosure. They shall be addressed immediately by the concerned office/unit. If you are not satisfied with the response to your complaint, you may elevate it to the Criminal Investigation and Detection Management (CIDG) Group who is designated as focal unit to support ARTA operation in addressing external organization violations, while the Integrity Monitoring and Enforcement Group (IMEG) and the Internal Service Affairs (IAS) shall handle the internal violations. For follow-ups or queries, the contact information are as follows: (02) 8537-4500 local 7003
Contact Information of CCB, PCC, ARTA	Anti-Red Tape Authority (ARTA): complaints@arta.gov.ph 8-478-5093 Presidential Complaint Center (PCC): pcc@malacanang.gov.ph 8888 Contact Center ng Bayan (CCB): email@contactcenterngbayan.gov.ph 0908-881-6565



BFO- DPRM Feedback and Complaints Mechanisms

FEEDBACK AND COMPLAINTS MECHANISMS		
How to send feedback	• counterparts • respective Liaison of concerned Unit/person • BFO (Local) 6985/6986 -Claims Inquiry System (CIS) Hotline: 0917- 1247019	Call or text Call or text Contacts-
How feedback is processed	Feedback requiring answers are processed within 24 hrs from time of receipt. Answers are relayed to offices/person through the Office hotline or personal contacts with Liaison/counterparts.	
How to file a complaint	• client Complaint Form and drop it at the designated drop box in front of the Budget and Fiscal Office (BFO); and • For verification, fill-out the inquiry slip in front of the Message Center (for walk-in clients); or contact te BFO or CIS hotline	Fill-out the For
How complaints are processed	The designated Supervisory Officer (SO), Inquiry Officers (IOs) or Message Center personnel: • the concern/s; • claims database; • verify from counterparts; and • encoded, ask concern processor	Receive Check the If encoded, If not
Contact Information of BFO, DPRM	• (Local) -6985/6986 -Claims Inquiry System (CIS) Hotline: 0917- 1247019	BFO

RMD – DPRM Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback	Clients may drop feedback at the designated drop box at the waiting area of RMD Contact us thru: Email: records.dprm@yahoo.com.ph Contact Number: 85374500 Loc 6969
How feedback is processed	Daily monitoring of feedback drop box. Records the feedback.



	Feedbacks requiring answers relayed to concerned Sections For inquiries and follow-ups, clients may contact Email: records.dprm@yahoo.com.ph Contact Number: 85374500 Loc 6969
How to file a complaint	Clients may drop complaints at the designated drop box at the waiting area of RMD Name of person/office being complained Incident: Evidence: For inquiries and follow-ups, clients may contact Email: records.dprm@yahoo.com.ph Contact Number: 85374500 Loc 6969
How complaints are processed	Daily monitoring of complaints drop box located at the waiting area of RMD Log/Records the complaints. Complaints are relayed to concerned person/office and are processed within 24 hours from time of receipt Action PNCO will make a reply letter and send to concerned client within 3-5 days For inquiries and follow-ups, clients may contact Email: records.dprm@yahoo.com.ph Contact Number: 85374500 Loc 6969
Contact Information of RMD, DPRM	Email: records.dprm@yahoo.com.ph Contact Number: 85374500 Loc 6969

MWD – DPRM Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback	Clients may drop feedback at the designated drop box Contact us thru: Email: mwd_dprm@yahoo.com Contact Number: 09063164273/0917272470 Local: 6993
How feedback is processed	Daily monitoring of feedback drop box. Records the feedback. Feedbacks requiring answers relayed to concerned person/office and are processed within 24 hours from time of receipt Action PNCO will make a reply letter and send to concerned client within 3-5 days For inquiries and follow-ups, clients may contact Email: mwd_dprm@yahoo.com Contact Number: 09063164273/0917272470 Local: 6993
How to file a complaint	Clients may drop complaints at the designated drop box



	in front of MWD Office Name of person being complained Incident Evidence For inquiries and follow-ups, clients may contact Email: mwd_dprm@yahoo.com Contact Number: 09063164273/0917272470 Local: 6993
How complaints are processed	Daily monitoring of complaints drop box Records the complaints. Complaints are relayed to concerned person/office and are processed within 24 hours from time of receipt Action PNCO will make a reply letter and send to concerned client within 3-5 days For inquiries and follow-ups, clients may contact Email: mwd_dprm@yahoo.com Contact Number: 09063164273/0917272470 Local:
Contact Information of MWD, DPRM	Email: mwd_dprm@yahoo.com Contact Number: 09063164273/0917272470 Local: 6993

DLOD- DPRM Feedback and Complaints Mechanisms

FEEDBACK AND COMPLAINTS MECHANISMS		
Feedback referral/complaint	- the Client Satisfaction Management Survey; - No. (02) 8723-0401/ (02) 8537-4500 or (Local) 7006 to 7009 or approach the duty PNCO at the message center or drop suggestion in the drop box	Answer Call Tel
How feedback is processed	- call and take note of the suggestion - PNCO will monitor all feedback and refer the same to the designated Action Officer.	Answer Duty
How to file a complaint	The client will refer his/her complaint through a letter addressed to TDPRM (Attn: Chief, DLOD) or telephone call or drobox	
How complaints are processed	Upon evaluation of the complaint and if warranted, will be referred to DIDM for Pre-charge Investigation.	
Contact Information of DLOD, DPRM	(Local) 7006 to 7009 - ne No. (02) 8723-0401/ (02) 8537-4500	DLOD Telepho



PCOD- DPRM Feedback and Complaints Mechanisms

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback	Answer the feedback form and drop it at the designated drop box at PNCOD Message Centre. Contact info: local 7001 or 09171126440
How feedback is processed	Every Friday, the Admin personnel, PNCOD opens the drop box and assess and records the feedback submitted. Feedback requiring answers are forwarded to the concerned sections and they are required to answer within three (3) days of the receipt of the feedback. The answer of the office is then relayed to the citizen. For inquiries and follow-ups, clients may contact the following telephone number: local 7001 or 09171126440
How to file a complaint	To file a complaint, kindly provide the following details: -Name of person of being complained -Full name and contact number of Complainant -Incident -Evidence For inquiries and follow-ups, clients may contact the following telephone number: local 7001 or 09171126440
How complaints are processed	Written/verbal complaints are treated with confidentiality and utmost care to prevent disclosure. They shall be addressed immediately by the concerned sections. The PNCOD will assure the positive feedback to the client. For inquiries and follow-ups, clients may contact the following telephone number: local 7001 or 09171126440
Contact Information of CCB, PCC. ARTA	ARTA: complaints@arta.gov.ph PCC: 8888 CCB: 0908-881-6565 (SMS)

PPPD- DPRM Feedback and Complaints Mechanisms

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	• Answer the Client Satisfaction Management Survey; • Message the PPPD, DPRM email address- pppd.dprm@pnp.gov.ph; • Contact



	- PPPD (Local) 7013/7015 - Hotline: 09957286903
How feedback is processed	Personnel/Section in charge answer through email, phone or in memorandum
How to file a complaint	Send thru email or inquire at PPPD, DPRM message center
How complaints are processed	All queries will be addressed based on the documents submitted by the applicants
Contact Information of PPPD, DPRM	• (Local) 7013/7015 - Hotline: 09957286903 • Address: pppd.dprm@pnp.gov.ph PPPD E-mail

PNCOD- DPRM Feedback and Complaints Mechanisms

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	Answer the feedback form and drop it at the designated drop box at PNCOD Message Centre. Contact info: local 7001 or 09171126440
How feedback is processed	Every Friday, the Admin personnel, PNCOD opens the drop box and assess and records the feedback submitted. Feedback requiring answers are forwarded to the concerned sections and they are required to answer within three (3) days of the receipt of the feedback. The answer of the office is then relayed to the citizen. For inquiries and follow-ups, clients may contact the following telephone number: local 7001 or 09171126440
How to file a complaint	To file a complaint, kindly provide the following details: -Name of person of being complained -Full name and contact number of Complainant -Incident -Evidence For inquiries and follow-ups, clients may contact the following telephone number: local 7001 or 09171126440
How complaints are processed	Written/verbal complaints are treated with confidentiality and utmost care to prevent disclosure. They shall be addressed immediately by the concerned sections. The PNCOD will assure the positive feedback to the client. For inquiries and follow-ups, clients may contact the following telephone number: local 7001 or 09171126440
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph PCC:8888 CCB: 0908-881-6565 (SMS)



2. DIRECTORATE FOR HUMAN RESOURCE AND DOCTRINE DEVELOPMENT

General Doctrine Development Division (GDDD) Internal Services
Doctrine Development

The doctrine development program is committed to step-up the value of doctrine development in the administrative and operational spheres of the Philippine National Police and establishing a more holistic purview and systematic approach to formulate, promulgate, and evaluate doctrines with the end of adopting and introducing doctrines that are responsive to the demands of the time and to the public clamour.

Office or Division:	General Doctrine Development Division (GDDD)			
Classifications:	Simple, Complex, and Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PNP Offices/Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Issuance of Order for Board for Doctrine Development (BDD)		Directorate for Personnel and Records Management (DPRM)		
Creation of Technical Working Group and Issuance of Order		Proponent Office/Unit and/or DPRM		
Policy/Resolution for the creation of an Office/Unit.		Directorate for Plans		
A. Doctrine Development for Administrative or Operational Manual		GDDD Office, DHRDD Annex, NHQ Building, Camp BGen Rafael T Crame, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Planning of Initiation Stage	1. Issuance of Memorandum Directive to initiate the formulation and/or revision of a doctrine.	None	1 working day	Personnel of the GDDD, PNP Offices/Units
	2. Assessment of proposal, action plan, and final timeline.	None	5 working days	GDDD
	3. Approval of the proposal, action plan, and timeline.	None	1 working day	TDHRDD
	4. Issuance of Memorandum Directive to	None	1 working day	GDDD



	commence formulation/revision of doctrine.			
2. Research and Development Stage	5. Conduct research, field test, and/or analysis on the proposed doctrine.	None	65 working days	PNP Offices/Units
	6. Affirmation and approval of format.	None	20 working days	GDDD
3. Deliberation Stage	7. Secretariat preparation for deliberation.	None	5 working days	GDDD
	8. Conduct of deliberation.	None	3 working days	Board of Doctrine Deliberation (BDD)
	9. Evaluation of substance, validity, and importance of the proposed/revised doctrine.	None	15 working days	
	10. Consolidation and integration of BDD comments/recommendations.	None	5 working days	Proponent
	11. Issuance of security classification for proper disposition and records management.	None	2 working days	Directorate for Intelligence
	12. Request for legal opinion.	None	3 working days	Legal Service
	13. Consolidation of comments, security classification, and legal opinion.	None	1 working day	GDDD
	14. Transmittal of the final draft.	None	3 working days	PNP Office/Unit as the proponent.
	15. Preparation and approval of BDD resolution.	None	3 working days	GDDD
4. Approval and Promulgation Stage	16. Approval and signature of promulgation order.	None	7 working days	CPNP through Command Group
	17. Issuance of numerical designation.	None	1 working day	GDDD



5. Publication and Distribution.	18. Coordination and finalization of the production of the doctrine.	None	1 working day	Proponent
	19. Printing of the promulgated doctrine.	PhP (Depends on the number of copies, figures, and quality of printing materials)	15 working days	PNP Office/Unit as the proponent.
	20. Distribution of the promulgated manual to the end user.	None	5 working days	Proponent
6. Indoctrination Stage	21. Weekly police information and continuing education.	None	Continuing activity	All PNP Office/Units.
	22. Incorporation in the Program of Instruction.	None	3 working days	PNP Training Service
7. Monitoring and Evaluation Stage	23. Monitoring on the implementation of the manual.	None	Continuing activity	GDDD/ PNP Office/Unit as the proponent.
	24. Assessment and review every three (5) years or as necessary.	None	Continuing activity	GDDD/PNP Office/Unit as the proponent
Total No. of Days			165 Days	
B. Doctrine Development for Administrative and Operations Manual		GDDD Office, DHRDD Annex, NHQ Building, Camp BGen Rafael T Crame, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBL E
1. Planning of Initiation Stage	1. Issuance of Memorandum Directive to initiate the formulation and/or revision of AOM.	None	1 working day	Personnel of the GDDD, PNP Offices/Units
	2. Assessment of proposal, action plan, and final timeline.	None	5 working days	GDDD



	3. Approval of the proposal, action plan, and timeline.	None	1 working day	TDHRDD
	4. Issuance of Memorandum Directive to commence formulation/revision of AOM.	None	1 working day	GDDD
2. Research and Development Stage	5. Conduct research/ benchmarking on the proposed AOM.	None	50 working days	PNP Offices/Units
	6. Affirmation and approval of format.	None	20 working days	GDDD
3. Review Stage	7. Request for D-Staff Comments, inputs, and recommendations.	None	8 working days	GDDD
	8. Consolidation of D-Staff comments/inputs/ recommendations.	None	1 working day	GDDD
	9. Integration of D-Staff comments/inputs/ recommendations.	None	3 working days	Proponent
	10. Issue security classification for proper disposition and records management.	None	2 working days	Directorate for Intelligence
	11. Issuance of numerical designation.	None	1 working day	GDDD
	12. Transmittal of the final draft.	None	3 working days	PNP Office/Unit as the proponent.
4. Publication and Distribution.	13. Coordination and finalization of the production of AOM.	None	1 working day	Proponent
	14. Printing of the approved AOM.	PhP (Depends on the number of copies, figures, and quality of printing materials)	10 working days	PNP Office/Unit as the proponent.



	15. Distribution of the printed AOM.	None	5 working days	Proponent
5. Monitoring and Evaluation Stage	16. Monitoring on the implementation of the manual.	None	Continuing activity	GDDD/ PNP Office/Unit as the proponent.
	17. Assessment and review every three (5) years or as necessary.	None	Continuing activity	GDDD/ PNP Office/Unit as the proponent.
Total No. of Days			112 Days	



Feedback and Complaints Mechanism	
How to send a feedback?	Feedback may be conducted through the Client Satisfaction Measurement Survey provided in ARTA MC No. 2022-05 s of 2022. It may also be sent through the email addresses indicated below, or a memorandum (Attn: C, GDDD).
How feedback is processed?	Feedback will be processed by the GDDD using the Five (5) Point Likert Scale. Other feedback that requires management decisions, if any, shall be referred to the Board of Doctrine Development (BDD) or TDHRDD. Clients who needed to be informed of the outcome shall be notified immediately. For inquiries and follow-ups, the client may contact local 6222.
How to file a complaint?	Complaints may be filed through the email addresses provided, or local 6222 with the following information: - The incident detail or issue complained of; - Name of person being complained, if applicable; - Other details. For inquiries and follow-ups, the client may contact local 6222.
How complaints are processed?	The issue shall be resolved by small group discussion of the GDDD, or if it requires management decision, it shall be referred to the BDD or TDHRDD. If it involves personnel, the complaint is reviewed by C, GDDD and after evaluation, the person complained of is required to comment on the complaint. For inquiries and follow-ups, the client may contact local 6222
Contact Information of GDDD	Contact info: Local 6222 or Email at ads.gddd.dhrdd@pnp.gov.ph; gddd.dhrdd@pnp.gov.ph; ods.gddd.dhrdd@pnp.gov.ph; and gddd.dhrdd@gmail.com



Certification of In-service Training (Specialized Course/Seminar)

Certification of In-service training is accomplished by using the ADDIE Model of Training, which establishes a system that will guide all training managers and ensure that the overall quality of PNP in-service training continues to be improved.

Office or Division:	Unit Training Program Development Division			
Classifications:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PNP Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Training Package		Different Offices/ Units		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client shall submit their proposed Standard Training Package (STP) for in-service training (course/seminar) to PNP Training Service (PNPTS) for review and verification of the standard content and format.	1. PNPTS to review and check the standard contents and format of the proposed STP for the In-service Training (course/seminar) Certification process.	None	5-10 days	PNPTS
2. Client will comply with the corrections to their proposed STP and obtain the Resolution from PNPTS which will serve as an attachment to their later memorandum to DHRDD, requesting for the conduct of a Certification	2. ISTS, UTPDD, DHRDD to schedule Course/Seminar Certification conduct.	None	1 day	Action PNCO, ISTS, UTPDD, DHRDD



Process by DHRDD's In-service Training Certification Board.				
3. Client will present the proposed Course/Seminar to the DHRDD's In-service Training Certification Board (Virtual/Physical) after the approval of the proposed STP by PNPTS	3. Conduct Course/Seminar Evaluation by DHRDD's In-service Training Certification Board. (Virtual/Physical)	None	1 day	Members of the DHRDD Certification Board
4. Client will comply with the corrections to their proposed STP and submit it to the In-service Training Certification Board secretariat.	4. ISTS, UTPDD-DHRDD/In-service Training Certification Board Secretariat will schedule the conduct of In-service training Certification.	None	1 day	Members of the DHRDD Certification Board
5. Client complied with corrections and passed the Evaluation by DHRDD's In-service Training Certification Board. (Virtual/Physical)	5. DHRDD, through In-service Training Certification Board, will award the Certificate of Approval of the STP.	None	1 day	Members of DHRDD Certification Board
TOTAL		None	14 days	



Feedback and Complaints Mechanism	
How to send a feedback?	Scan the QR Code provided on any mobile device or obtain the form from the Board Secretariat to access the Client Satisfaction Form. Complete and submit the Customer Satisfaction Survey and Client Complaint Form. Contact info: Local 6220, and Trunk line: 7230401 or email: training.utpdd@gmail.com
How feedback is processed?	After the In-service Training Certification Process has been completed successfully, the Board Secretariat will provide a QR Code to access the satisfaction survey and complaint form. The Board Secretariat could directly provide to the client. The feedback requiring an answer will be sent to the In-service Training Certification Board Secretariat within three days of receipt. The client will be notified of the outcome. The client may contact the following numbers for inquiries and follow-ups: Local 6220, and Trunk line: 7230401.
How to file a complaint?	Complete the Client Complaint Form by scanning the QR Code with any mobile device. Complaints may also be filed via telephone. Make sure to provide the following information: – Name of person being complained; – Incident details; and – Evidence. The client may contact the following numbers for inquiries and follow-ups: Local 6220, and Trunk line: 7230401.
How complaints are processed?	Every day, the Secretariat reviews the complaints. Once the complaint has been evaluated, the Board Secretariat will begin an investigation and send it to the appropriate person for an explanation.



	After the investigation is complete, the Board Secretariat will compile a report and deliver it to the Director, DHRDD, through Members of the In-service Training Certification Board for evaluation and action. An update will be sent directly to the client by the Board Secretariat. The client may contact the following numbers for inquiries and follow-ups: Local 6220, and Trunk line: 7230401.
Contact Information of UTPDD	Contact info: Local 6220, and Trunk line: 7230401 or email: training.utpdd@gmail.com



Availment of Mandatory Career Course for Police Commissioned Officers (PCOs) and Police Non-Commissioned Officers (PNCOs)

The Individual Training Program Development Division of the Directorate for Human Resource and Doctrine Development is committed to provide quality service to the PNP uniformed personnel without compromising the integrity of selection process employing the principle of equity and timely preparation, as pursued by the CSC.

Office or Division:	Local Training Section, Individual Training Program Development Division			
Classifications:	Simple			
Type of Transaction:	Simple			
Who may avail:	PNP uniformed personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Generated Personal Data Sheet		PNP RMD, DPRM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Create a Canvas account.	1. Schedule and disseminate the schedules for the Qualifying Examination (QE)	None	1 day	Chief, LTS and Action PNCO Local Training Section
2. Take the QE.	2.1. Orient on the use of canvass and conduct the QE. 2.2. Forward to Training and Education Information System (TEIS) Section the result of passers	None	1 day	Chief, LTS and Action PNCO Local Training Section
	2.3. Generate list of participants based on TLL for dissemination to	None	1 day	Chief, TEIS and Action PNCO, TEIS



	respective offices/units			
3. Successful examinees submit requirements to NPC/NPTI.	3.1. Request DPRM for issuance of Training Order	None	1 day	Chief, LTS and Action PNCO Local Training Section
4. Examinees who failed the QE will take a remedial examination.	4.1. Disseminate the schedule for the remedial examination.	None	1 day	Action PNCO Local Training Section
	4.2. Conduct the remedial exam and inform passers.	None	1 day	Chief, LTS and Action PNCO Local Training Section
	4.3 Endorse list of unsuccessful examinees to the Attrition Board, DPRM.	None	1 day	TDHRDD
TOTAL		None	7 days	

2. Processing of Foreign Travel Authority

Office or Division:	Foreign Training Section, Individual Training Program Development Division, Directorate for Human Resource and Doctrine Development	
Classifications:	Highly Technical	
Type of Transaction:	G2G – Government to Government	
Who may avail:	PNP Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Unit Endorsement signed by the Director of Office/Unit Head		PNP Office/Unit
2. PAIS Personal Data Sheet (PDS)		DPRM
3. Individual Passport		DFA
4. Affidavit of Undertaking		Public Notary/Administrative Officer of PNP Office/Unit
5. National Police Clearance		DIDM
6. National Bureau of Investigation (NBI) Clearance		NBI



7. Discipline Law and Order Division (DLOD) Clearance		DPRM		
8. Medical Certificate		Health Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit unit endorsement of nominee/s based on the announced foreign training invitation.	Assess and publish training invitations.	None	30 days	C, FTS, ITPDD, DHRDD
	Prepare memorandum for approval of TDHRDD and subsequent approval of CPNP.	None		
	Draft an endorsement letter addressed to the inviting agency or institution.	None		
2. Submit documentary requirements as required by FTEB.	Issue FTSC Resolution to be submitted to FTEB.	None		
	Monitor the status of FTEB Resolution.	None		
	Submit the request letter to NAPOLCOM for the issuance of FTA.	None		
	Request conduct of pre-departure orientation briefing to DI.	None		
	Direct participants to submit After Foreign Training Report to DHRDD.	None		



	Request issuance of training order to DPRM upon approval of FTA.	None		
3. Apply for a visa (if necessary)	Inform participants of visa requirements.	None		
4. Participate to training abroad	None.	None	Based on the training duration	
5. Submit a hard and soft copy of the After Foreign Training Report to DHRDD copy furnished NAPOLCOM	Consolidate submitted After Foreign Training Report.	None	Within 30 days upon return to office/unit	
	Update Training Database	None		
	Implement service obligation, if applicable.	None	Based on the duration of participated training	
TOTAL:		None	30 Days	

3. Processing of In-Country Sponsored Training

Office or Division:	Foreign Training Section, Individual Training Program Development Division, Directorate for Human Resource and Doctrine Development			
Classifications:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PNP Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit Endorsement signed by the Director of Office/Unit Head		PNP Office/Unit		
2. PAIS Personal Data Sheet (PDS)		DPRM		
3. Application or Nomination Form		Inviting Agency or Institution		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit unit endorsement	Assess and publish training	None	35 days	C, FTS, ITPDD, DHRDD



of nominee/s based on the announced training invitation.	invitations.			
2. Submit documentary requirements as required by DHRDD and Inviting Agency or Institution.	Prepare memorandum for approval of TDHRDD and subsequent approval of CPNP.	None		
	Draft an endorsement letter addressed to the inviting agency or institution.	None		
	Request issuance of training order to DPRM upon approval of CPNP.	None		
3. Participate to in-country training.	None	None		
4. Submit a hard and soft copy of the After Foreign Training Report to DHRDD	Consolidate submitted After Foreign Training Report.	None	Within 3 days upon culmination of participated training.	
	Update Training Database	None		
TOTAL:		None	35 Days	



FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Feedback may be sent thru the email addresses indicated below, or thru a memorandum (Attn: C, ITPDD) Contact info: Local 6221 email: its.itpdd.dhrdd@pnp.gov.ph fts.itpdd.dhrdd@gmail.com
How feedback is processed?	Feedback will be processed by ITPDD, if it requires management decision, it shall be referred to the Command Group, DHRDD, or TDHRDD. The client will be notified of the outcome, immediately. For inquiries and follow-ups, the client may contact local 6221
How to file a complaint?	Complaints can be filed by sending an email to its.itpdd.dhrdd@pnp.gov.ph for Local Training concerns or at fts.itpdd.dhrdd@gmail.com for Foreign Training concerns or by making a phone call. Please provide the following information: - Name of person being complained - Details of the incident - Evidence For inquiries and follow-up, the client may call (02) 87230401 loc 6221
How complaints are processed?	Action PNCO will endorse the complaint to Division PCO for evaluation. Upon evaluation, the Division PCO will start the investigation and make a report and submit it to the Division Chief for appropriate action. For inquiries and follow-up, the client may call (02) 87230401 loc 6221
Contact information of ITPDD	Trunk line: (02) 8 7230401 loc 6221 Email: its.itpdd.dhrdd@pnp.gov.ph fts.itpdd.dhrdd@gmail.com



3. HEALTH SERVICE GENERAL HOSPITAL

a. Psychiatric and Psychological Examination (PPE) for Recruitment

PPE is a mandatory requirement for recruitment of individuals applying for a uniformed position in the PNP such as Patrolman/Patrolwoman and Lateral Entrants including PNPA Cadets and those authorized civilians applying for a plantilla position or promotion in the PNP and/or other government agencies.

Office/Division	Department of Psychiatry, PNP General Hospital (PNPGH)/ NP Section, Regional Medical and Dental Unit (RMDU)		
Classification	Complex		
Type of Transaction	G2C – Government to Citizens G2G – Government to Government		
Who may avail?	Individuals applying for a uniformed position in the PNP such as Patrolman/Patrolwoman and Lateral Entrants including PNPA cadets and Authorized Civilians applying for a plantilla position or promotion in the PNP and/or other government agencies.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Endorsement Letter		Director, PNP Recruitment and Selection Service (RSS) or C, Regional Recruitment and Selection Unit (RRSU); Other Government Unit/Agency concerned	
2. Valid government-issued Identification Card		PRC/LTO/SSS/GSIS/COMELEC/National ID	
3. Official Receipt <i>*For authorized civilians applying for a plantilla position in the PNP and/or other government agencies</i>		LandBank of the Philippines or PNP Finance Service	
4. Black Ballpen			
5. Pencil			
6. Recent 2x2 ID picture with name and signature (1 pc.)			

NO.	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Authorized civilians applying for a plantilla position or promotion in the	Personnel-in-charge receive and verify the official receipt presented.	PhP 900.00	5 minutes	DOP, PNPGH/ NP, RMDU personnel



	PNP and/or other government agencies pays the required fee at LandBank of the Philippines or PNP Finance Service and present the official receipt.				
2	Applicant presents the required documents.	Personnel-in-charge receive and review documents presented.	N/A	1 minute	<i>DOP, PNPGH/ NP, RMDU personnel</i>
3	Registration Client presents a valid government-issued identification card for verification, then register his/her personal information on the attendance sheet/logbook.	Personnel-in-charge verifies the government-issued identification card and the 2x2 ID picture presented, directs the client to register in the attendance sheet/logbook, and to proceed to the testing area for the conduct of written examination.	N/A	3 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
4	Written Examination Client prepares his/her black ballpen and a pencil and undergoes a battery of psychological tests.	Psychometrician administers, scores, profiles and interprets the psychological test results of the client.	N/A	4 - 5 hours (depends on the ability of the test taker)	<i>Psychometrician</i>
	Interview Client waits for	Psychologist/ NP Screener/ Psychometrician		30 minutes	<i>Psychologist/</i>



5	his/her turn for the interview.	prepares a written report on the client's psychological test results and proceeds with the interview.	N/A		<i>NP Screener/ Psychometrician</i>
6	Final Assessment and Recommendation	Psychiatrist/ Psychologist/ NP Screener reviews the initial assessment and provides the final recommendation whether an examinee is recommended or not, for the specific purpose of PPE.	N/A	30 minutes	<i>Psychiatrist/ Psychologist/ NP Screener</i>
7	Release of PPE Clearance/Result	Responsible personnel prepare and releases PPE clearance/result after three (3) to five (5) working days from the date of examination.	N/A	3 - 5 working days	<i>DOP, PNPGH/ NP, RMDU personnel</i>
8	Filing of results	Responsible personnel keeps copy of PPE results/ transmittal for records purposes.	N/A	2 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
	TOTAL:		PhP 900.00		



b. Psychiatric and Psychological Examination (PPE) for Promotion, Schooling, and Other In-Service Requirements in the PNP

PPE is a mandatory requirement for promotion, schooling, UN Mission, and other in-service requirements in the PNP.

Office/Division	Department of Psychiatry, PNP General Hospital (PNPGH)/ NP Section, Regional Medical and Dental Unit (RMDU)		
Classification	Complex		
Type of Transaction	G2G – Government to Government		
Who may avail?	Active/reinstated PNP personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Unit Endorsement or Letter of Referral		Director/Head of Unit Concerned	
2. Reinstatement Order/Restoration Order <i>*For reinstated PNP personnel</i>		National Police Commission (NAPOLCOM)	
3. Resolution/Decision <i>*For reinstated PNP personnel</i>		Office of the Ombudsman	
4. Valid PNP Identification Card			
5. Black Ballpen			
6. Pencil			
7. Recent 2x2 ID picture with name and signature (1 pc.)			

NO .	CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1	Client presents the required documents.	Personnel-in-charge receive and review documents presented.	N/A	1 minute	<i>DOP, PNPGH/ NP, RMDU personnel</i>
	Registration Client presents a valid PNP identification card for	Personnel-in-charge verifies the PNP identification card and the 2x2 ID picture presented, directs the	N/A	3 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>



2	verification, then register his/her personal information on the attendance sheet/logbook.	client to register in the attendance sheet/logbook, and to proceed to the testing area for the conduct of written examination.			
3	Written Examination Client prepares his/her black ballpen and a pencil and undergoes a battery of psychological tests.	Psychometrician administers, scores, profiles and interprets the psychological test results of the client.	N/A	4 - 5 hours (depends on the speed of examinee)	<i>Psychometrician</i>
4	Interview Client waits for his/her turn for the interview.	Psychologist/ NP Screener/ Psychometrician prepares a written report on the client's psychological test results and proceeds with the interview.	N/A	30 minutes	<i>Psychologist/ Psychometrician/ NP Screener</i>
5	Final Assessment and Recommendation	Psychiatrist/ Psychologist/ NP Screener reviews the initial assessment and provides the final recommendation whether an examinee is recommended or not, for the specific purpose of	N/A	30 minutes	<i>Psychiatrist/ Psychologist/ NP Screener</i>



		PPE.			
6	Release of PPE Clearance/Result	Responsible personnel prepare the PPE clearance/result for endorsement to the D, HS for approval and transmittal to the requesting unit.	N/A	3 - 5 working days	DOP, PNPGH/ NP, RMDU personnel
7	Filing of results	Responsible personnel keep a copy of PPE results/ transmittal for records purposes.	N/A	2 minutes	DOP, PNPGH/ NP, RMDU personnel
	TOTAL:		N/A		

c. Psychiatric and Psychological Examination (PPE) for Clinical Consultation

PPE is a requirement for assessment of patients, in order to determine their present mental health status and condition that may need psychiatric and/or psychological intervention.

Office/Division	Department of Psychiatry, PNP General Hospital (PNPGH)								
Classification	Complex								
Type of Transaction	G2G – Government to Government G2C – Government to Citizens								
Who may avail?	Active/reinstated PNP personnel; Retired PNP Personnel (RPP); PNP Legal Beneficiaries; and Authorized civilians currently admitted in any PNP hospital/dispensary								
<table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> <tr> <td>1. Unit Endorsement or Letter of Referral</td><td>Director/Head of Unit Concerned</td></tr> <tr> <td>2. Medical Record/Chart</td><td>Out-Patient Department (OPD) of PNP hospital/dispensary</td></tr> <tr> <td>3. Valid PNP or government-issued identification card</td><td>PNP/PRC/LTO/SSS/GSIS/COMELEC/National ID</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1. Unit Endorsement or Letter of Referral	Director/Head of Unit Concerned	2. Medical Record/Chart	Out-Patient Department (OPD) of PNP hospital/dispensary	3. Valid PNP or government-issued identification card	PNP/PRC/LTO/SSS/GSIS/COMELEC/National ID
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE								
1. Unit Endorsement or Letter of Referral	Director/Head of Unit Concerned								
2. Medical Record/Chart	Out-Patient Department (OPD) of PNP hospital/dispensary								
3. Valid PNP or government-issued identification card	PNP/PRC/LTO/SSS/GSIS/COMELEC/National ID								



4. Endorsement Letter from Director, PNP Retirement and Benefits Administration Service (PRBS) <i>*For PNP legal beneficiaries for transfer of pension</i>	PNP Retirement and Benefits Administration Service (PRBS)
5. Latest medical certificate <i>*For PNP legal beneficiaries for transfer of pension</i>	Attending Physician
6. Latest narrative summary or clinical abstract <i>*For PNP legal beneficiaries for transfer of pension</i>	Attending Physician
7. Black Ballpen	
8. Pencil	

NO.	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Patient presents the required documents.	Personnel-in-charge receive and review documents presented.	N/A	5 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
2	Registration Patient presents a valid identification card for verification, then register his/her personal information on the attendance sheet/logbook.	Personnel-in-charge verifies the identification card presented, directs the patient to register in the attendance sheet/logbook, and to proceed to the testing area for the conduct of written examination.	N/A	3 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
3	Written Examination Patient prepares his/her black ballpen and a pencil and undergoes a battery of	Psychometrician administers, scores, profiles and interprets the psychological test results of the patient, as needed.	N/A	4 - 5 hours (depends on the nature of the assessment and the ability of the test taker)	<i>Psychometrician</i>



	psychological tests, as needed.				
4	Interview Patient waits for his/her turn for the interview.	Psychometrician/ Psychologist prepares a written report on the patient's psychological test results and endorses the patient to the Psychiatrist/ NP Screener for evaluation.	N/A	1 - 2 hours	<i>Psychiatrist/ Psychologist/ NP Screener</i>
5	Final Assessment and Recommendation	Psychiatrist reviews the initial assessment and provides the final assessment and recommendation.	N/A	30 minutes	<i>Psychiatrist</i>
6	Release of PPE Clearance/Result	Responsible personnel prepare the PPE clearance/result of PNP legal beneficiaries for transfer of pension for endorsement to the D, HS and subsequent endorsement to D, PRBS.	N/A	3 - 5 working days	<i>DOP, PNPGH/ NP, RMDU personnel</i>
7	Endorsement for further management/ treatment	Psychiatrist shall endorse the patient for pharmacotherapy, medication, management, and treatment as needed.	N/A	10 minutes	<i>Psychiatrist</i>
8	Schedule for follow-up consultation	Psychiatrist shall schedule patients who need monitoring for follow-up consultations.	N/A	2 minutes	<i>Psychiatrist</i>



9	Filing of results	Responsible personnel keep a copy of PPE results/transmittal for records purposes.	N/A	2 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
	TOTAL:		N/A		

d. Psychiatric and Psychological Examination (PPE) for License to Own and Possess Firearm (LTOPF) Applicants

PPE is one of the standards and requisites for the issuance of and obtaining a License to Own and Possess Firearm (LTOPF) as provided in the Revised Implementing Rules and Regulations 2018 of RA No. 10591.

It is to determine the emotional and mental fitness of every gun owner or prospective gun owners to own and possess firearms.

Office/Division	Department of Psychiatry, PNP General Hospital (PNPGH)/ NP Section, Regional Medical and Dental Unit (RMDU)
Classification	Complex
Type of Transaction	G2C – Government to Citizens G2G – Government to Government
Who may avail?	Any Filipino citizen who is qualified to own and possess firearm/s in accordance with the RIRR 2018 of RA No. 10591.
CHECKLIST OF REQUIREMENTS	
1. Valid online account in the FEO system	https://feo.pnp.gov.ph/
2. Official Receipt	LandBank of the Philippines or PNP Finance Service
3. Valid government-issued identification card	PNP/PRC/LTO/SSS/GSIS/COMELEC/National ID
4. 1pc of recent 2x2 ID picture	
5. Black Ballpen	
6. Pencil	

NO.	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Client presents his/her Official Receipt.	Personnel in charge verifies the Official Receipt presented.	PhP 900.00	1 minute	<i>DOP, PNPGH/ NP, RMDU personnel</i>
	Registration	Personnel-in-	N/A	4 minutes	



2	Client submits a valid government-issued identification card for verification, registers his/her personal information on the attendance sheet/logbook and proceeds for photo capture.	charge verifies the identification card and the 2x2 ID picture presented, directs the client to register in the attendance sheet/logbook, then usher the client to the photo capture area if there is any prior proceeding to the testing area for the conduct of written examination.			<i>DOP, PNPGH/ NP, RMDU personnel</i>
3	Written Examination Client prepares his/her black ballpen and a pencil and undergoes a battery of psychological tests.	Psychometrician administers, scores, profiles and interprets the psychological test results of the client.	N/A	2 - 3 hours (depends on the ability of the test taker)	<i>Psychologist/ Psychometrician</i>
4	Oral Interview Client waits for his/her turn for the oral interview.	Psychometrician scores the psychological tests administered. Psychologist interviews the client then prepares a written report/ Initial assessment.	N/A	30 minutes	<i>Psychologist/ Psychometrician</i>
	Final Assessment and Recommenda	Psychiatrist/ Psychologist reviews the initial	N/A	30 minutes	<i>Psychiatrist/ Psychologist</i>



5	tion	assessment and provides final recommendation whether an examinee is recommended or not, for the specific purpose of PPE.			
6	PPE Result The client waits for the PPE result online through his/her personal FEO account.	Responsible personnel uploads result through client's FEO online account.	N/A	3 - 5 working days	<i>DOP, PNPGH/ NP, RMDU personnel</i>
7	Filing of results	Responsible personnel keeps copy of PPE results/ transmittal for records purposes.	N/A	2 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
	TOTAL:		PhP 900.00		

e. Psychosocial Services - Psychiatric and Psychological Examination (PPE) for PNP Mental Health Program "Bantay Kaisipan"

Bantay Kaisipan is an initiative program of the Department of Psychiatry in consonance with RA No. 11036 otherwise known as the Philippine Mental Health Act. The program is designed to raise awareness on mental health issues, correct the stigma and discrimination associated with mental health conditions, identify and provide support for individuals at risk, and facilitate access of individuals with mental health conditions to treatment and psychosocial support.

Office/Division	Department of Psychiatry, PNP General Hospital (PNPGH)
Classification	Complex
Type of Transaction	G2G – Government to Government
Who may avail?	Active/reinstated PNP personnel



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Unit Endorsement	Director/Head of Unit Concerned
2. Valid PNP Identification Card	
3. Black Ballpen	
4. Pencil	
5. Recent 2x2 ID picture with name and signature (1 pc.)	

NO.	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	The Admin Officer of the requesting Unit/Office forwards the Endorsement Letter to PNP Health Service, then subsequently endorses the same to DOP, PNPGH/ NP, RMDU.	Personnel-in-charge receive and review the endorsement letter.	N/A	5 minutes	<i>PNP HS /PNPGH/ DOP/ RMDU personnel</i>
2	The requesting Unit/Office waits for the schedule set by the DOP, PNPGH/ NP, RMDU.	Personnel-in-charge checks the schedule and availability of venue.	N/A	24 hours	<i>DOP, PNPGH/ NP, RMDU personnel</i>
3	Registration PNP personnel presents a valid identification card for verification on their scheduled date, then register his/her personal information on the attendance	Personnel-in-charge verifies the identification card presented, directs the personnel to register in the attendance sheet/logbook, and to proceed to the testing area for the conduct of PPE.	N/A	3 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>



	sheet/logbook.				
4	Lecture Personnel attends a short lecture about the PNP Mental Health Program “Bantay Kaisipan” prior the conduct of examination.	Personnel-in-charge conducts a brief lecture to explain the program and its objectives.	N/A	15 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
5	Written Examination Personnel prepares his/her black ballpen and a pencil and undergoes the psychological tests.	Psychometrician administers, scores, profiles and interprets the psychological test results of the personnel.	N/A	4 - 5 hours (depends on the nature of the assessment and the ability of the test taker)	<i>Psychometrician</i>
6	Interview Personnel waits for his/her turn for the interview and/or counseling, as necessary.	Psychometrician conducts intake interview and prepares a written report on the patient’s psychological test results. He then endorses those identified with “red flags” to the Psychologist for Proper intervention.	N/A	30 minutes – 1 hour	<i>Psychologist/ Psychometrician</i>
7	Endorsement for further management/ treatment, as necessary.	Psychologist refers the personnel to the Psychiatrist for further assessment and/or treatment, as appropriate.	N/A	30 minutes	<i>Psychiatrist/ Psychologist</i>



8	Schedule for follow-up consultation and/or intervention, as necessary.	Psychologist/ Psychiatrist shall schedule patients who need monitoring for follow-up psychological or psychiatric intervention, as necessary.	N/A	2 minutes	<i>Psychiatrist/ Psychologist</i>
7	Filing of results	Responsible personnel keep a copy of PPE results/transmittal for records purposes.	N/A	2 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
	TOTAL:		N/A		

f. Psychosocial Services – Stress Management and Anger Management Lectures

The conduct of Stress Management and Anger Management lectures will help PNP personnel better understand and manage stress and anger. Stress management lectures will help educate PNP personnel about the proper management, effective response, and coping strategies to a stressful situation. Anger management lectures will help PNP personnel learn to manage anger, stop the violence or the threat of violence, develop and strengthen skills for self-control over thoughts and actions and receive support and feedback from others. Both lectures aimed to improve the physical and mental health of PNP personnel.

Office/Division	Department of Psychiatry, PNP General Hospital (PNPGH)
Classification	Simple
Type of Transaction	G2G – Government to Government
Who may avail?	Active/reinstated PNP personnel
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Unit Request/Endorsement	Director/Head of Unit Concerned

NO.	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	The Admin Officer of the requesting Unit/Office forwards the Endorsement Letter to PNP Health Service, then subsequently endorses the same to DOP, PNPGH/ NP, RMDU.	Personnel-in-charge receive and review the endorsement letter.	N/A	5 minutes	<i>PNP HS /PNPGH/ DOP/ RMDU personnel</i>
2	The requesting Unit/Office waits for the schedule set by the DOP, PNPGH/ NP, RMDU.	Personnel-in-charge checks the schedule of the lecturer and availability of venue.	N/A	24 hours	<i>DOP, PNPGH/ NP, RMDU personnel</i>
3	Registration Participants register his/her personal information on the attendance sheet/logbook.	Personnel-in-charge directs the participants to register in the attendance sheet/logbook.	N/A	3 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
4	Conduct of Stress Management/ Anger Management lecture.	Personnel-in-charge/speaker conducts the lecture and activities.	N/A	1 – 2 hours	<i>DOP, PNPGH/ NP, RMDU personnel</i>
5	Submission of After-Activity Report (AAR)	Responsible personnel make the AAR, duly-signed by the C, DOP, then forwards the same to the D, HS and other office/s concerned for information.	N/A	1 hour	<i>DOP, PNPGH/ NP, RMDU personnel</i>
	Filing of After-	Responsible personnel keep a			



6	Activity Report (AAR)	file copy of the AAR for records purposes.	N/A	2 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
	TOTAL:		N/A		

g. Psychosocial Services – Stress Debriefing/Psychotherapy

Stress Debriefing aimed to assist PNP personnel exposed to traumatic events such as but not limited to hostage-taking, shooting encounters, seeing abused children or dead bodies, violent death of a loved one or dependent, natural calamities and disasters, major family problems, and other harsh life-changing situations to regain emotional stability, improve their health, and maintain productivity.

Psychotherapy, or talk therapy is a way to help personnel with emotional difficulties. It can help eliminate or control troubling symptoms so a person can function better and can increase well-being and healing.

Office/Division	Department of Psychiatry, PNP General Hospital (PNPGH)
Classification	Simple
Type of Transaction	G2G – Government to Government
Who may avail?	Active/reinstated PNP personnel PNP Legal Beneficiaries
CHECKLIST OF REQUIREMENTS	
1. Unit Request/Endorsement	Director/Head of Unit Concerned

NO.	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	The Admin Officer of the requesting Unit/Office forwards the Endorsement Letter to PNP Health Service, then subsequently	Personnel-in-charge receive and review the endorsement letter.	N/A	5 minutes	<i>PNP HS /PNPGH/ DOP/ RMDU personnel</i>



	endorses the same to DOP, PNPGH/ NP, RMDU.				
2	<i>For Stress Debriefing:</i> The requesting Unit/Office will be contacted immediately regarding the details of the event. <i>For Psychotherapy:</i> The requesting Unit/Office waits for the schedule set by the DOP, PNPGH/ NP, RMDU.	Personnel-in-charge immediately lines-up for the schedule of the conduct of Stress Debriefing. Personnel-in-charge checks the schedule and availability of the Psychiatrist/ Psychologist for the conduct of Psychotherapy.	N/A	1 hour 24 hours	<i>DOP, PNPGH/ NP, RMDU personnel</i>
3	Registration	Personnel-in-charge takes note of the personal information of the concerned personnel and registers them in the logbook.	N/A	3 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
4	Conduct of Psychotherapy/ Stress Debriefing	Psychiatrist/ Psychologist conducts the psychotherapy / stress debriefing session (<i>with his/her team</i>).	N/A	1 – 3 hours	<i>Psychiatrist/ Psychologist/ Psychometrician/ DOP, PNPGH/ NP, RMDU personnel</i>
4	Endorsement for further management/ treatment, as	Psychiatrist/ Psychologist refers the personnel for further	N/A	10 minutes	<i>Psychiatrist/ Psychologist</i>



	necessary.	assessment and/or evaluation, as necessary.			
5	Schedule for follow-up consultation/session, as necessary.	Psychiatrist/ Psychologist shall schedule personnel who need monitoring for follow-up consultation/session, as necessary.	N/A	5 minutes	<i>Psychiatrist/ Psychologist</i>
6	Submission of After-Activity Report (AAR)	Responsible personnel make the AAR, duly-signed by the C, DOP, then forwards the same to the D, HS and other office/s concerned for information.	N/A	1 hour	<i>DOP, PNPGH/ NP, RMDU personnel</i>
7	Filing of After-Activity Report (AAR)	Responsible personnel keep a file copy of the AAR for records purposes.	N/A	2 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
	TOTAL:		N/A		

h. Psychosocial Services – Counseling/Tele-Counseling

Counseling helps personnel identify goals and potential solutions to problems which cause emotional turmoil; seek to improve communication and coping skills; strengthen self-esteem; and promote behavior change and optimal mental health. It provides one with the opportunity to learn about oneself and gain a greater understanding into one's personality, values, and beliefs.

Office/Division	Department of Psychiatry, PNP General Hospital (PNPGH)
Classification	Simple
Type of Transaction	G2G – Government to Government



Who may avail?		Active/reinstated PNP personnel PNP Legal Beneficiaries			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Unit Request/Endorsement			Director/Head of Unit Concerned		
NO.	CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
1	The Admin Officer of the requesting Unit/Office forwards the Endorsement Letter to PNP Health Service, then subsequently endorses the same to DOP, PNPGH/ NP, RMDU. <i>*This should include the contact details of the counselee (for tele-counseling)</i>	Personnel-in-charge receive and review the endorsement letter.	N/A	5 minutes	PNP HS /PNPGH/ DOP/ RMDU personnel
2	The requesting Unit/Office waits for the schedule set by the DOP, PNPGH/ NP, RMDU.	Personnel-in-charge checks the schedule and availability of the Psychologist.	N/A	24 hours	DOP, PNPGH/ NP, RMDU personnel
3	Registration PNP personnel register his/her personal information on the attendance sheet/logbook <i>*For Tele-</i>	Personnel-in-charge directs the concerned personnel to register in the attendance sheet/logbook.	N/A	5 minutes	Psychologist/ Psychometrician / DOP, PNPGH/ NP, RMDU personnel



	<i>Counseling:</i> PNP personnel confirms his/her personal information as indicated in the letter request submitted.	Assigned counselor confirms the personal information indicated in the letter request and may ask for additional information, as necessary.			
4	Conduct of Counseling/Tele-Counseling	Assigned counselor conducts the counseling/tele-counseling session.	N/A	30 minutes – 1 hour	<i>Psychologist/ Psychometrician / DOP, PNPGH/ NP, RMDU personnel</i>
5	Endorsement for further management/ treatment, as necessary.	Assigned counselor refers the personnel to the Psychiatrist for further assessment and/or evaluation, as necessary.	N/A	10 minutes	<i>Psychologist/ Psychometrician / DOP, PNPGH/ NP, RMDU personnel</i>
6	Schedule for follow-up session, as necessary.	Assigned counselor shall schedule personnel for follow-up session, as necessary.	N/A	5 minutes	<i>Psychologist/ Psychometrician / DOP, PNPGH/ NP, RMDU personnel</i>
7	Submission of Accomplishment Report	Responsible personnel prepare the accomplishment report, then forwards the same to concerned office for information and reference.	N/A	1 hour	<i>DOP, PNPGH/ NP, RMDU personnel</i>
8	Filing of Accomplishment Report	Responsible personnel keep a file copy of the accomplishment reports for records purposes.	N/A	2 minutes	<i>DOP, PNPGH/ NP, RMDU personnel</i>
	TOTAL:		N/A		



FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback?	Filling-up of Client Satisfaction Survey
How feedbacks are processed?	Consolidated, Reviewed and Evaluated Monday to Friday, 8:00 AM to 5:00 PM Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days upon receipt of the feedback. The answer of the office is then relayed to the client.
How to file a complaint?	Answer the Client Complaint Form and drop it at the designated drop box. Complaints can also be filed thru: Walk-in Text/Call Hotline No. 0999-9040087 Letter Complaint Make sure to provide the following information: - Name of person being complained - Incident - Evidence
How complaints are processed	Evaluated, and if found with probable cause, endorsed to the Investigation Office for subsequent conduct of investigation. The client will be informed of the action taken by the office within the day upon receipt of the complaint.
Contact information of CIC-Legal, ARTA, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB)	Contact Center ng Bayan (CCB) 0908-881-6565 Presidential Complaint Center (PCC) +63(2)-8736-8645/ +63(2)-8736-8603 +63(2)-8736-8629 +63(2)-8736-8621 Anti-Red Tape Authority complaints@arta.gov.ph 8478-5093



List of Services
Health Service (HS)
Internal Services

1. Psychiatric and Psychological Examination (PPE) for Recruitment
2. Psychiatric and Psychological Examination (PPE) for Promotion, Schooling, and Other In-Service Requirements in the PNP
3. Psychiatric and Psychological Examination (PPE) for Clinical Consultation
4. Psychiatric and Psychological Examination (PPE) for License to Own and Possess Firearm (LTOPF) Applicants
5. Psychosocial Services - Psychiatric and Psychological Examination (PPE) for PNP Mental Health Program "Bantay Kaisipan"
6. Psychosocial Services – Stress Management and Anger Management Lectures
7. Psychosocial Services – Stress Debriefing/Psychotherapy
8. Psychosocial Services – Counseling/Tele-Counseling



4. FINANCE SERVICES

- a. Issuance of Certificate of Firearms/Property Accountability Deduction from Retirement Benefits

Office or Division:	Checking Account Section, Disbursement Division			
Classifications :	Simple			
Type of transaction:	Government to Government (G2G)			
Who may avail:	Retiree/and or Dependent, Official Liaison, Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		Checking Account Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the retiree's I.D. and or authorization letter with valid I.D.	Received and verify the presented I.D. and documents	None	5 minutes	<i>Clerk, CAS, DD</i>
2. Wait for the request to be processed	Verification from the Individual Payment Index, Records of Payment Management System and List of Firearm/Property Accountability Deductions	None	15 minutes	<i>Clerk, CAS, DD</i>
	Verification from validated Advice to Debit Account (ADA)	None	5 minutes	<i>Clerk, CAS, DD</i>
	Preparation of Certification	None	5 minutes	<i>Action PNCO, CAS, DD</i>



	Review and validation of certification	None	6 minutes	<i>Asst. Chief, CAS/NUP Supervisor</i>
	Signing of the certification	None	2 minutes	<i>Chief, CAS, DD</i>
3. Client receives the Certification	Release of Certificate	None	2 minutes	<i>Clerk, CAS, DD</i>
TOTAL:			40 minutes	

b. Issuance of Certificate of Non-Payment of Reimbursement of Hospitalization Expenses (RHE)

Office or Division:	Checking Account Section, Disbursement Division			
Classifications:	Simple			
Type of transaction:	G2G- Government to Government			
Who may avail:	RHE Section, PNP Health Service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Citizen's Charter		Checking Account Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RHE Section, PNPHS provides memorandum request	Receives memorandum request from Message Center, Admin Office, PNPHS	None	5 minutes	<i>Clerk, CAS, DD</i>
2. Wait for the request to be processed	Verification from the Individual Payment Index, Records of Payment Management System and List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA)	None	15 minutes	<i>Clerk, CAS, DD</i>
	Preparation of	None	5 minutes	<i>Action, PNCO,</i>



	certification			CAS, DD
	Review and validation of certification	None	6 minutes	Asst. Chief CAS, DD/NUP Supervisor
	Signing of the certification	None	2 minutes	Chief, CAS, DD
3. Official liaison from PNPHS receives the certification	Release of certificate	None	2 minutes	Clerk, CAS, DD
TOTAL:			35 minutes	

Office or Division:	PNP Finance Service/Disbursement Division			
Classifications:	Simple			
Type of transaction:	G2G- Government to Government			
Who may avail:	PNP Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documentary Requirements: PNP ID Additional Requirements if request is filed through a representative: 1. Authorization Letter (if requested through other PNP personnel other than the official Liaison Officer) 2. Special Power of Attorney (if requested through an acquaintance of the principal) 3. One (1) Valid ID of the representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit PNP ID at Window 5	Checks the validity of PNP ID	None	1 minute	Clerk, PAS, DD



2. Wait for the request to be processed	Verify the compensation of the concerned personnel through Payroll Management System (PMS)	None	2 minutes	Clerk, PAS,DD
3. Wait for the request to be processed	Prepares the Certificate of Compensation (COC)	None	3 minutes	Clerk, PAS,DD
4. Wait for the request to be signed	Forward to the Signatories	None	3 minutes	Supervisor/ Chief PAS
5. Claim copy of the certificate	Release of Certificate	None	1 minute	Clerk, PAS,DD
TOTAL:		None	10 minutes	

c. Issuance of Certificate of Compensation

Office or Division:	PNP Finance Service/Disbursement Division
Classifications:	Simple
Type of transaction:	G2G- Government to Government
Who may avail:	PNP Personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Documentary Requirements: PNP ID Additional Requirements if request is filed through a representative: 1. Authorization Letter (if requested through other PNP personnel other than the official Liaison Officer) 2. Special Power of Attorney (if requested through an acquaintance of the principal) 3. One (1) Valid ID of the representative	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit PNP ID at Window 5	Checks the validity of PNP ID	None	1 min	Clerk, PAS,DD
2.Wait for the	Verify the	None	2 mins	Clerk, PAS,DD

d. Issuance of Certificate of Last Payment

Office or Division:	PNP Finance Service/Disbursement Division		
Classifications:	Simple		
Type of transaction:	G2G- Government to Government		
Who may avail:	PNP Retiree, Transferee, Survivor and Liaison Officer		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Documentary Requirements 1. COMPULSORY RETIREMENT • Retirement Order 2. OPTIONAL RETIREMENT • Retirement Order, • Service Record • STI 1/ Bank Statement (if closed acct) • Certificate of Duty Status indicating last duty date (for late issuance/receipt of order) 3. POSTHUMOUS SEPARATION/RETIREMENT • Posthumous Order • Service Record • STI 1/ Bank Statement 4. TPPD RETIREMENT			



• Retirement Order • Service Record • STI 1/ Bank Statement (if closed acct) • Certificate of Duty Status indicating last duty date (for late issuance/receipt of order) 5. RESIGNED/ TRANSFER • Resignation Order/ Transfer Order • Service Record • STI 1/ Bank Statement (if closed acct) • Certificate of Duty Status indicating last duty date (for late issuance/receipt of order) • Affidavit of Undertaking 6. DFR/ DISMISSED • Dismissal/DFR Order • Service Record from DPRM • Certificate of Finality or Case Decision/Resolution • STI 1/ Bank Statement (if closed acct) • Certificate of Duty Status indicating last duty date (for late issuance/receipt of order) Additional Requirements if request is filed through a representative: • Authorization Letter (if requested through other PNP personnel other than the official Liaison Officer) • Special Power of Attorney (if requested through an acquaintance of the principal) • One (1) Valid ID of the representative and photocopy of the ID of the principal with three specimen signatures	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documentary Requirements	Checks all the required documents	None	5 minutes	Clerk, PAS, DD
2. Wait for the request to be processed	Prepare the certificate of Last Payment	None	30 minutes	Clerk, PAS, DD
	Forward to the Signatories	None	20 minutes	Supervisor, PAS, DD Action PNCO, PAS, DD Chief, PAS Division Chief
3. Claim copy of the certificate	Release of Certificate	None	5 minutes	Clerk, PAS, DD
TOTAL:		None	1 hour	

e. Authentication of Certificate of Last Payment

Office or Division:	PNP Finance Service/Disbursement Division			
Classifications:	Simple			
Type of transaction:	G2G- Government to Government			
Who may avail:	PNP Retiree, Transferee, Survivor and Liaison Officer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documentary Requirements: Photocopy of the CLP				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit photocopies of CLP	Receive/Review the CLP	None	1 minute	Clerk, PAS, DD or Supervisor, PAS, DD or Action PNCO, PAS, DD
2. Wait for the request to be processed	Process the request	None	3 minutes	Clerk, PAS, DD or Supervisor, PAS,



				<i>DD or Action PNCO, PAS, DD</i>
3. Claim the authenticated CLP	Release authenticated copy of CLP to client	None	1 minute	<i>Clerk, PAS, DD or Supervisor, PAS, DD or Action PNCO, PAS, DD</i>
TOTAL:		None	5 minutes	

- f. Submission of correct and complete requirements for Request Letter for the Refund of Loan Deduction and Capital Contribution Overpayment (walk-in)

Office or Division:	Pension and Gratuity Section, Disbursement Division, PNP Finance Service			
Classifications:	Simple			
Type of transaction:	G2C – Government to Client			
Who may avail:	Declared Legal Beneficiary/ies listed in the PNP Pension Alphalist			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authenticated Decree of Entitlement pages 1 & 2		LIPD, PNP Retirement Benefits and Administration Service (PRBS)		
2. Duly Notarized Affidavit of Undertaking		Form is available at PGS and accredited Financial Institutions (FIs), and Multi-Purpose Cooperatives (MPCs)		
3. Death Certificate with Official Receipt		Philippine Statistics Agency (PSA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit correct and complete requirements	Receives and records the submitted requirements from FS message Center for documentation	None	3 minutes	<i>PGS Message Center Clerk, PDLIS Verifier</i>
	Check the accuracy of data	None	10 minutes	<i>Action PNCO/ NUP Clerk, PDLIS</i>
	Notify lacking/	None	3 minutes	



	queuing number through email or SMS			Verifier
	Photocopy of requirements	None	10 minutes	
	Validation in PDLIS, alpha list and deduction list of pensioners	None	20 minutes	
	Computation of loan deduction/capital contribution overpayment	None	45 minutes	
	Preparation of letter	None	12 minutes	
	QR code generation	None	3 minutes	
	Routing for signature and approval of D, PNPFSS	None	2 days	<i>D, PNPFSS</i>
	Photocopying of signed and approved letter for file copy	None	3 minutes	<i>Action PNCO/ Clerk, PDLIS Verifier</i>
	Notify FI authorized representative of letter ready for pick up	None	3 minutes	<i>Action PNCO/ NUP Clerk, PDLIS Verifier</i>
	Letter of Refund shall be picked-up by authorized representative of accredited FIs and MPCs	None	Dependent on the availability of authorized representatives from FIs and MPCs	<i>Billing and Collection Representatives: AFPSLAI, AMWSLAI, PSSLAI</i>
	Notify claimant regarding letters received by FIs/ MPCs	None	3 minutes	<i>Action PNCO/ NUP Clerk, PDLIS Verifier</i>
TOTAL:		None	Within 3 working days	



g. Authentication of Payslip

Office or Division:	Financial Information Management Division			
Classifications:	Simple			
Type of transaction:	G2C – Government to Client			
Who may avail:	PNP Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Pasyip		FIMD Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Valid I.D. and Request Slip	Check the validity of I.D.	None	3 Minutes	Action PNCO/NUP
	Prepare and Release the Payslip	None	3 Minutes	Action PNCO/NUP
TOTAL:		None	6 Minutes	

h. Financial History

Office or Division:	Financial Information Management Division			
Classifications:	Simple			
Type of transaction:	Internal Transaction			
Who may avail:	PNP Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip		FIMD Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Valid I.D. and Request Slip	Check the validity of I.D.	None	3 Minutes	Action PNCO/NUP
	Prepare and Release the Payslip	None	3 Minutes	Action PNCO/NUP
TOTAL:		None	6 Minutes	



i. Issuance of Official Receipts

Office or Division:	Finance Service Office 14 (FSO 14) Collection Section
Classifications:	Simple
Type of transaction:	G2G- Government to Government
Who may avail:	All Government Agencies, LGUs, GOCCs, other Government Instrumentalities and the general public
CHECKLIST OF REQUIREMENTS	
1. Application Form (DI) • DI/PNP Clearance 2. Invitation to Bid or Application form for the purchase of bidding documents • BAC 3. Order of payment • Training Service • Neuro Psycho Validation Fee • PAS/AVS • General Fund • PTCFOR Card • FAS Card • LTOPF Card • LESP Card 4. Billing Notice • Light • Water • Concess • Housing Rental • Hospital Bills 5. Application form and/or Valid ID • Neuro Psycho Test • Drug Test • Gun Safety Seminar 6. Parking tickets • PTO Parking Fee	Directorate for Intelligence (DI) PNP Logistics Support Service (LSS) PNP Training Service (TS) Neuro Psycho General Hospital (NPGH) PNP Communication and Electronics (COMMEL) Finance Service, COA, DC Accounting Office of the Chief, PNP (OCPNP) PNP Firearms Office (FEO) PNP Firearms Office (FEO) PNP SOSIA Headquarters Support Service (HSS) PNP Engineering Service (PES) PNP General Hospital (PNPGH) PNP General Hospital (PNPGH) PNP Crime Laboratory (PCL) PNP Firearms Office (FEO) Headquarters Support Service (HSS) Headquarters Support Service (HSS)



7. OR/CR & Owners ID • Decal 8. Tirelock Notice • Tirelock		Headquarters Support Service (HSS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to payment counters and fill-out or submit the requirements for issuance of Official Receipt/s (OR).	Issue Official Receipt/s (OR).	Schedule of fees varies (See attached)	3-5 minutes depending on the volume of payments to be received	Cashier/ Collecting Teller, FSO 14 Cashier/Sub- Collecting Teller, HSS
TOTAL:		Schedule of fees varies (See attached)	3-5 minutes depending on the volume of payments to be received	

SCHEDULE OF FEES

<u>ACCOUNT</u>	<u>RATE</u>
NEURO PSYCHO TEST	
Regular	900.00
Senior	720.00
GUN Safety Seminar Val Fee	100.00
DRUG TEST	300.00
DI/PNP CLEARANCE	80.00
NP VALIDATION FEE	
Security Guard	100.00
License to Operate	200.00
PNP HOUSING BOARD	
Positional Quarters	2,000.00
Officers' Quarters	Depends on Rank
PTO Parking Fee	50.00
Light	Based on Consumption Hours used/Day of Accommodation
Water	
Concess	
Training Service	



j. Issuance of Certificate of PhilHealth Remittance

Office or Division:	Revenue and Collection Division			
Classifications:	Simple			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency)			
Who may avail:	Active PNP Personnel and their Dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Active PNP Personnel and their Dependents: • Filled-out PhilHealth Claim Form 1 (CF1 Form); • PNP ID Card or Any valid Government Issued Identification Card; and • Any Valid ID for Dependents		• Personal • Personal • Personal		
2. For Retired PNP Personnel: • Retired PNP ID or any valid Government Issued Identification Card; • Latest Service Record		• Personal • RMD, DPRM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present the required documents to Window 4	Receive and review documents presented	None	2 minutes	Clerk, CRS, RCD
	Verify/validate remittance data from the database and prepare Certification		5 minutes	
	Sign Certification		2 minutes	
Receive Certification at Window 4	Record and Release Certification		1 minute	
TOTAL		None	10 minutes	



k. Issuance of Certificate of PAG-IBIG Remittance

Office or Division:	Revenue and Collection Division			
Classifications:	Simple			
Type of Transaction:	G2G – for government services whose client is a government employee or another government agency)			
Who may avail:	PNP personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Active PNP Personnel: • PNP ID Card or any valid Government issued Identification Card; • Service Record and; • Payslips (Optional)		• Personal • RMD, DPRM • Personal		
2. Retired PNP Personnel: • Retired PNP ID or any valid Government issued Identification Card; • Certificate of Last Payment		• Personal • PAS, DD, PNPFS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents to Window 3	1.1.Receive and review documents presented	None	2 minutes	Clerk, CRS, RCD
	1.2.Verify/validate remittance data from the database and prepare Certification	None	5 minutes	Clerk, CRS, RCD
	1.3.Sign Certification	None	2 minutes	Chief, CRS, RCD Chief
2.Receive Certification at Window 3	Record and Release Certification	None	1 minute	Clerk, CRS, RCD
TOTAL		None	10 minutes	



2. Proceed to Withholding Tax Section and submit Request Slip	- Search name of requesting personnel thru database and print scanned copy of BIR Form No. 2316 - Authenticate BIR Form No. 2316	None	5 minutes	Personnel
		None	2 minutes	Chief, Wtax Section
3. Receive document	Release scanned copy of BIR Form No. 2316	None	2 minutes	Withholding Tax Personnel
TOTAL:			12 minutes	

m. Releasing of BIR Form No 2307

Office or Division:	Revenue and Collection Division			
Classifications:	Simple			
Type of Transaction:	G2G			
Who may avail:	Active/Retired PNP Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization Letter from Company Head; and 2. Company Identification Card		- Personal - Company ID		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements	Search name of company from file	None	5 minutes	Withholding Tax Personnel
2. Receive documents and signs in the logbook	Retrieve and release two (2) copies of BIR Form No. 2307	None	3 minutes	Withholding Tax Personnel
TOTAL:			8 minutes	



FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	1. Contact the PNPFS Hotline: (02) 8537-4500 (loc. 6901) or +639985988155; or 2. E-mail the messagecenter.fs@gmail.com or messagecenter.fs@pnp.gov.ph; or 3. Message the Official PNPFS Facebook Account: PNP Finance Service; or 4. Fill up the Citizens/Clients Satisfaction Survey through google form through the link posted in FS Offices.
How feedback is processed	The duty Message Center opens the email and or google form link and records all feedback submitted. Forward the received feedback to the Action NUP for compilation and records. Feedback requiring answers are forwarded to the concerned division/s. The answer/reply is then relayed to the citizen thru phone call or email. For inquiries and follow-ups, clients may contact the following cell phone number: (02)8537-4500 (loc. 6901), or e-mail at messagecenter.fs@gmail.com at messagecenter.fs@pnp.gov.ph or message the Official PNPFS Facebook Account: PNP Finance Service.
How to file a complaint	Complaints can be sent to CRMIS (E-Sumbong Portal), I-report Mo kay TSIP Hotline Number or contact the PNPFS Hotline: (02)8537-4500 (loc. 6901); or e-mail the messagecenter.fs@gmail.com at messagecenter.fs@pnp.gov.ph; or message the Official PNPFS Facebook Account: PNP Finance Service; or Make sure to provide the complete information.
How complaints are processed	The PCR Officer opens the E-Sumbong Portal on a daily basis and evaluates each complaint. Upon evaluation, the PCR Officer shall evaluate and forward the complaint to the relevant Division for their action taken/explanation. For Complaints sent to CRMIS (E-Sumbong



	Portal), complaint is forwarded to the concerned Unit after the evaluation. The designated drafter shall draft the Memo/Letter containing the clarifications and actions taken in the complaint. The Director, PNPFS then signs the said Memo/Letter, after which, forward the soft and hard copy to PCADG and other Complaint Center. For Complaints sent to PNPFS Hotlines, the designated hotline PNCO shall call/text the sender and relay the actions taken on the complaints.
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph : 1-ARTA (2182) PCC : 8888 CCB : 0908-881-6565 (SMS)

Office	Address	Contact Information
Finance Service Headquarters	FS Headquarters, Camp BGen Rafael T. Crame, Quezon City	Contact info: Trunk line: (02) 8537-4500 Local 6901 FB Page and Account: PNP Finance Service
RFSO1	Camp Brig Gen Oscar M Florendo Parian, San Fernando City, La Union	Contact info: 09565789664/ 6870775 FB Page and Account: Rfso Uno/RFSO Ilocos Region
RFSO2	Camp Adduru, Tuguegarao City, Cagayan	Contact info: 09565789664/ 6870775 09178103607/ (078)3046528 FB Page and Account: Rfsotwo/Rfsotwo Fs (Rfso Two
RFSO3	Camp Olivas, San Fernando, Pampanga	Contact info: 09399161179/ 09175524434/ 0454351957 FB Page and Account: Regional Finance Service Office 3/ FinanceOfficethree Olivas
RFSO4A	Camp Olivas, San	Contact info: 9175490209



	Fernando, Pampanga	FB Page and Account: Regional Finance Service Office 4A
RFSO4B	Camp Efigenio C Navarro, Calapan City Mindoro Oriental	Contact info: 09055720027/ (043) 2887272/ 09996509436 FB Page and Account: Rfso Mimaropa/RFSO Mimaropa
RFSO5	Camp Simeon A. Ola, Legaspi City	Contact info: 09171856102 FB Page and Account: RFSO5 BICOL
RFSO6	Camp Martin Delgado, Iloilo City	Contact info: 9190075510 FB Page and Account: Rfso Prosix
RFSO7	Camp Sergio Osmeña Sr. Blvd., Cebu City	Contact info: 09493433137/ (032)2540676 FB Page and Account: Rfso Seven/Regional Finance Service Office 7
RFSO8	Camp Kangleon, Palo, Leyte	Contact info: 09351085129 09999185700 FB Page and Account: RFSO8/Rfso Eyt
RFSO9	Camp Col Romeo A. Abendan, Mercedes, Zamboanga City	Contact info: 09173060769 FB Page and Account: RFSO9/Rfinance Sofficeix
RFSO10	Camp Alagar, Cagayan de Oro City	Contact info: 09206339701/09951136646 FB Page and Account: RFSO TEN/Rfso Ten
RFSO11	Camp Quintin Merecido, Catitipan, Davao City	Contact info: 09213425175/ 09776366659 FB Page and Account: Regional Finance Service Office 11/Rfso Eleven
RFSO12	RFSO12	Contact info: 09157936797/



		09685930993 FB Page and Account: Regional Finance Service office 12/Rfso Dose
RFSO13	Camp Rodriguez, Butuan City	Contact info: 09707135709/ 09770488000 FB Page and Account: Rfso Caraga
RFSO15	Camp Bado Dangwa, La Trinidad, Benguet	Contact info: 09171177216/ 4223225 FB Page and Account: Rfso Cordillera
RFSO16	Camp Bagong Diwa, Bicutan, Taguig City	Contact info: 09532585330/ 88372471 Local: 5252-5255 FB Page and Account: Rfso Ncrpo Saf / NCRPO - SAF Finance Service
RFSO19	Camp Brig Gen Salipada K Pendatun, Parang Maguindanao	Contact info: 09564486362/ 09480323110 FB Page and Account: Rfso armm
FSO14	Camp BGen Rafael T Crame, Quezon City	Contact info: 09687638548/09771140370/ 8 723 0401 Local: 6908 FB Page and Account: PNP Finance Service Office 14/DreamCatTeamsofourteen
FSO17	Camp BGen Rafael T Crame, Quezon City	Contact info: 09690286397/ 09451889117/ 7230401/ 6910 FB Page and Account: Finance Service Office Seventeen/ FsoSeventeen Nsu
FSO18	Camp General Mariano Castañeda, Silang Cavite	Contact info: 09270728371 FB Page and Account: Finance Eighteen/FsoEighteen Pnpa



List of Services
Finance Service (FS)
Internal Services

1. Issuance of Certificate of Firearms/Property Accountability Deduction from Retirement Benefits
2. Issuance of Certificate of Non-Payment of Reimbursement of Hospitalization Expenses (RHE)
3. Issuance of Certificate of Compensation
4. Issuance of Certificate of Last Payment
5. Authentication of Certificate of Last Payment
6. Submission of correct and complete requirements for Request Letter for the Refund of Loan Deduction and Capital Contribution Overpayment (walk-in)
7. Authentication of Payslip
8. Financial History
9. Issuance of Official Receipts
10. Issuance of Certificate of PhilHealth Remittance
11. Issuance of Certificate of PAG-IBIG Remittance
12. Issuance of Certificate of GSIS Remittance
13. Reprinting and Authentication of BIR form No. 2316
14. Releasing of BIR Form No 2307