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NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE

OFFICE OF THE CHIEF, PNP

Camp BGen Rafael T Crame, Quezon City

DO(SO)-241112-0004

MEMORANDUM CIRCULAR

APR 21 2025

NO.: 2025-016

GUIDELINES AND PROCEDURES GOVERNING THE DEPLOYMENT OF PROTECTIVE SECURITY TO GOVERNMENT OFFICIALS, DIPLOMATS, AND QUALIFIED PRIVATE INDIVIDUALS

1. REFERENCES:

- a. Vienna Convention on Diplomatic Relations and Optional Protocols dated April 18, 1961;
- b. Republic Act (RA) No. 11917 dated July 30, 2022 otherwise known as "The Private Security Services Industry Act" and its Implementing Rules and Regulations (IRR) dated March 14, 2023;
- c. RA No. 11032 dated May 28, 2018 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018;
- d. RA No. 6975 dated February 25, 1998 entitled, "An Act Establishing the Philippine National Police under a Reorganized Department of the Interior and Local Government, and for other purposes", as amended by RA No. 8551, otherwise known as the PNP Reform and Reorganization Act of 1998;
- e. RA No. 75 dated October 21, 1946 entitled, "An Act to Penalize Acts which would Impair the Proper Observance by the Republic and Inhabitants of the Philippines of the Immunities, Right, and Privileges of Duly Accredited Foreign Diplomatic and Consular Agents in the Philippines";
- f. Executive Order No. 98 dated November 29, 2019 entitled, "Providing Guidelines on the Detail of Personnel of the Armed Forces of the Philippines and the Philippine National Police to Civilian Offices and Officials, and Repealing Executive Order Nos. 41 (S. 1966) and 207 (S. 2016) for the Purpose";
- g. NAPOLCOM Resolution No. 2021-1551 dated November 19, 2021 entitled, "Confirming PNP MC No. 2019-006 entitled, Revised Guidelines and Procedures Governing the Availment of Protective Security to Government Officials, Diplomats, and Private Individuals Authorized to be Given Protection";
- h. PNP Memorandum Circular (MC) No. 2024-047 dated June 18, 2024 entitled, "Supplementary Guidelines on the Provision and Deployment of Protective Security Personnel";
- i. PNP MC No. 2021-058 dated May 12, 2021 entitled, "Further Amending PNP MC No. 2019-006 dated February 22, 2019, entitled, "Revised Guidelines and Procedures Governing the Availment of Protective



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- Security to Government Officials, Diplomats, and Private Individuals Authorized to be Given Protection”;
- j. PNP MC No. 2020-052 dated August 21, 2020 entitled, “Amending PNP Memorandum Circular No. 2019-006 dated February 22, 2019, entitled: “Revised Guidelines and Procedures Governing the Availment of Protective Security to Government Officials, Diplomats, and Private Individuals Authorized to be Given Protection”;
 - k. PNP MC No. 2019-006 dated February 22, 2019 entitled, “Revised Guidelines and Procedures Governing the Availment of Protective Security to Government Officials, Diplomats, and Private Individuals Authorized to be given Protection,” as amended;
 - l. PNP Letter of Instruction (LOI) 56/2011 (Task Force Diplomatic Security-Revised) dated February 13, 2012; and
 - m. LOI 13/2011 (SANG-INGAT-CHARLIE) dated April 13, 2011.

2. RATIONALE:

This Memorandum Circular (MC) provides the guidelines and procedures to be undertaken by all tasked offices/units in the provision and deployment of Protective Security Personnel (PSP) and/or Protection Agents (PAs) to qualified Threatened Individuals (TI) like government officials, diplomats, and private individuals authorized to be given protection.

3. SITUATION:

The PNP, through the Police Security and Protection Group (PSPG), is mandated to secure and protect elected and appointed national government officials; members of the diplomatic corps and visiting foreign dignitaries, delegates, and/or participants during special events; private individuals qualified to be given protection; and vital government installations.

Accordingly, in recognition of the indispensable role played by the private sector in safeguarding the people, protecting property, and maintaining peace and order in the country, RA No. 11917, also known as the "Private Security Services Industry Act", was enacted to serve as guideline in the issuance of licenses and permits to qualified Private Security Professionals, including PAs.

Additionally, the proliferation of unauthorized individuals offering or rendering Protective Security Services (PSS) is a cause for concern, which includes PNP personnel, security agencies, and even other law enforcement agencies, while the financial means of some individuals allow them to employ PAs and support PSP, these personnel are often deployed in roles beyond their intended official functions. They are tasked and used as bouncers, drivers, bodyguards, confidential agents, and even watchmen to these clients and even to private establishments.

These practices depleted government resources, resulting in a lack of trained law enforcement personnel and undermining the government's ability to ensure



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public safety. Further, the lack of proper vetting and training for these unauthorized security providers poses a potential threat to public safety, and the involvement of the uniformed personnel may tarnish the image of the entire PNP.

Currently, there are existing PNP policies governing the deployment of protective security. However, these policies are fragmented and scattered across various MCs, leading to confusion and negative consequences for their effective implementation. Further, the PNP needs a more comprehensive proactive approach and strategy to monitor, crack down, and penalize illegal activities of unauthorized individuals rendering protective security services through the creation of a task force.

The provision and deployment of protective security are mere privileges, therefore, the PNP can prescribe additional guidelines to be observed by all stakeholders concerned. Therefore, it is crucial to develop a comprehensive policy that addresses the identified issues and concerns, fills the gaps in the previous MCs, and integrates relevant provisions of RA No. 11917 and also the creation of task force, which shall be known as Task Force (TF) HUSAY.

4. PURPOSE AND SCOPE:

This MC aims to provide clear-cut policy and guidelines in the provision and deployment of PSP and PAs to qualified TI. Moreover, the TF HUSAY shall ensure the regulation of protective security services, enhance the security protocols, and safeguard the welfare of both the TI and the PSP and/or PAs.

5. DEFINITION OF TERMS:

For purposes of this MC, the following terms, words, and phrases shall mean or be understood as follows:

- a. Applicant – refers to the natural person requesting the services of PSP and/or PA.
- b. Approving Authority – refers to the CPNP or his authorized representative, TDO, and D, PSPG who approves any requests for deployment of PSP and PA, as may be applicable.
- c. Authority to Deploy Protection Agent (ADPA) – refers to the authorization issued by D, PSPG; TDO; and CPNP or his authorized representative, as the case may be, allowing a licensed Private Detective Agency or Private Security Agency – Protective Services to deploy its PAs to a qualified TI.
- d. Complete Background Investigation (CBI) – refers to the conduct of a comprehensive investigation on the background and in all aspects of a particular individual applying for protective security.
- e. Coterminal – refers to being of equal extent or scope or duration.

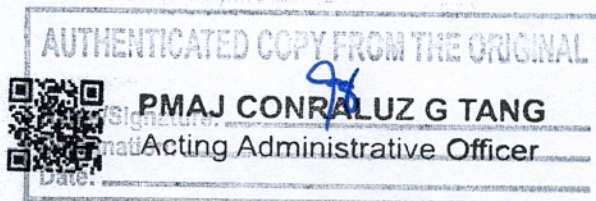


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- f. Derogatory Information – refers to information that reflects unfavorably on the character, integrity, morality, honesty, loyalty, and reliability of an individual.
- g. Diplomatic Security Personnel (DSP) – refers to the uniformed member of the PNP who has specialized skills in Diplomatic Security Protection.
- h. Diplomats – refer to the collective body of Heads of Diplomatic Missions, Ambassadors, and Consular Posts accredited by the Department of Foreign Affairs (DFA). It also refers to the heads of visiting foreign dignitaries and DFA-accredited international organizations.
- i. Emergency Situation – refers to a series of unexpected and often dangerous situations requiring immediate action. It may also be a condition or state that would result in loss of life/property and/or there is imminent danger or threat to life and property where delay of action will endanger or may cause the loss of life/property of the requesting party.
- j. Family Household – refers to a household consisting of two or more individuals in the family who are related by birth, marriage, or adoption. "Household" means living in the same dwelling.
- k. Highly Exceptional Cases – refer to situations where there is an actual threat or a high-level threat to the life of the applicant endorsed by the D, PSPG and validated by the Directorate for Intelligence (DI) and require the deployment of more than two PSP and/or PA.
- l. Host – refers to a responsible person or entity who/that invites and/or receives a foreign national visiting the country for legitimate purpose.
- m. Immediate Supervisor – refers to a police commissioned officer who is holding an office or position that gives him immediate and direct control and supervision over the unauthorized PSP at the time of the commission of the offense.
- n. Key Government Officials (KGOs) – refer to the incumbent President, Vice President, Senate President, Speaker of the House, Chief Justice of the Supreme Court. This also includes the incumbent Cabinet Secretaries; members of the Senate and House of Representatives; Presiding and Associate Justices of Sandiganbayan, Court of Appeals, Court of Tax Appeals, and Associate Justices of the Supreme Court; Chairpersons and Commissioners of the Constitutional Commissions; Ombudsman; Solicitor General; NAPOLCOM Commissioners; Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Chief Minister; and Heads of National Intelligence Coordinating



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Agency (NICA), Public Attorney's Office (PAO), and Philippine Drug Enforcement Agency (PDEA).

- o. Key Officers of Corporations/Companies – refer to the President/Chief Executive Officer, Treasurer, Secretary, and Chairperson of the Board or its equivalent in a corporation.
- p. Letter Order (LO) – refers to a written document issued by the D, PSPG or C, Regional Police Security and Protection Unit (RPSPU) indicating therein the name of the Threatened Individual (TI), the name and firearms data of the PSP, the period of detail, and the special instructions to be followed by the PSP as basis of deployment.
- q. License to Exercise Security Profession (LESP) – refers to a license issued by the CPNP through C, Supervisory Office for Security and Investigation Agencies (SOSIA) recognizing a natural person to be qualified to perform the duties of a private security professional.
- r. License to Operate (LTO) – refers to a license issued by the CPNP through C, SOSIA, authorizing a person to engage in a business or operation of a PSA or Private Security Training Agency. It shall also be issued to private business entities that establish and operate their own Company Guard Force and to government entities that shall operate their own Government Security Force.
- s. License To Own and Possess Firearm (LTOPF) – refers to a written authority granted by the CPNP through the Chief, FEO to a qualified individual authorizing him or her to own and possess a firearm.
- t. Local Chief Executives (LCEs) – refer to incumbent Governors and Mayors.
- u. Other Government Official (OGO) – refers to a national and/or local government official either elected or appointed, who does not fall under KGO.
- v. Private Individual – refers to a non-government or non-diplomatic individual who is a citizen of the Philippines availing protective security. It shall also refer to a private foreign national or a person visiting or resident alien in the country who is not part of any diplomatic mission.
- w. Private Security Agency (PSA) – refers to any person, natural or juridical, who/which contracts, recruits, furnishes or posts any security guards or any other private security professional, to perform its functions or solicit individuals, businesses, firms, or private, public or Government-Owned and Controlled Corporations to engage its services or those of his/her/its PSP, for hire, commission or



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compensation thru subscription or as a consultant/trainer to any private or public corporation whose business or transactions involve national security or interest like the operation and/or management of domestic or ocean vessels, airplanes, helicopters, seaports, airports, heliports, landing strips etc., or as consultant on any security-related matter, or to provide highly specialized security, private escort, detective and investigation services like gangway security, catering security, passenger profiling, baggage examination, providing security on board vessels or aircraft, or other security needs as determined by the SOSIA License Revocation Board (SLRB) and subject to the approval of the CPNP through C, SOSIA.

- x. Protection Agent (PA) – refers to a natural person employed by the PSA to provide personal protection to a TI, provided the said agent possesses a valid LESP, SDDO, and ADPA.
- y. Protective Security (PS) – refers to the PSP and PAs.
- z. Provisionary Security Detail – refers to the PSP and/or PAs who are detailed temporarily or provisionally to provide PSS for a government official, diplomat, visiting dignitary, or private individual.
- aa. Provisionary Security Detail – Letter Order (PSD–LO) – refers to a written document issued by the D, PSPG or the RDs, PROs authorizing PNP personnel to render protective security function to a particular qualified TI and carry issued firearms as described therein in furtherance of official duties pending approval of the SDA by the approving authority.
- bb. Protective Security Personnel (PSP) – refers to the uniformed member of the PNP who is qualified and capable to provide PSS to a specific TI.
- cc. Protective Security Services (PSS) – refers to a specific type of security provided by a PSP or PA employing close-in protection principles and concepts against threats to secure his/her TI.
- dd. Resident Alien – refers to a foreign national who is a resident of the Philippines for two years or more, and not performing diplomatic functions in the Philippines.
- ee. Security Deployment Authorization (SDA) – refers to the written document issued by the CPNP or his authorized representative, authorizing the deployment of PSP to provide PSS to a qualified TI.



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- ff. Security Officer (SO) – refers to the Police Commissioned Officer (PCO) who supervises the deployed PSP and/or PAs, and is responsible for the security plan of the TI.
- gg. Special Duty Detail Order (SDDO) – refers to a written document issued by the D, PSPG authorizing any Private Detective Agency (PDA) or PSA-PS to provide PSS to an applicant for a period not exceeding 30 days from the date of issuance or until the ADPA is acted upon by TDO or the CPNP or his authorized representative.
- hh. Special Duty Detail Order – Provisionary (SDDO-P) – refers to a written interim authority issued by the D, PSPG to PDA or PSA-PS authorizing it to provide PSS to an applicant valid for 30 days or until the ADPA is acted upon by TDO or the CPNP or his authorized representative.
- ii. Task Force (TF) HUSAY – refers to a Task Force mandated to put in order and monitor unauthorized activities of individuals who are employed privately to render PSS without undergoing the proper process.
- jj. Threat – refers to perceived or actual indication of impending harm or danger directed against a particular applicant.
- kk. Threat Assessment (TA) – refers to the systematic process of validating and evaluating the existence of the threat, nature, scope, and vulnerability of the applicant.
- ll. Threat Classification – refers to the system of categorizing an applicant for PSS based on the level of threat which can be classified as High, Low, and No Threat.
- mm. Threat Groups – Any organization, association, or group of persons organized for the purpose of jeopardizing, prejudicing, or in a way endangering, by use of force or any means, the security and stability of State, such as Communist Terrorist Group (CTG), Local Terrorist Groups (LTGs), Criminal Groups (CGs), Private Armed Groups (PAGs), Illegal Drug Personalities, Guns for Hire (GFH), International Criminals (ICs), Foreign Terrorist Fighters (FTFs), and the like.
- nn. Threatened Individuals (TIs) – refer to applicants who have a validated threat and those by virtue of their current and previous position in the government were granted with PSS of PSP and/or PA.
- oo. Visiting Alien – refers to a foreign national who is not part of any diplomatic mission in the Philippines or a resident alien who stays in the country for a period of not more than two years.



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6. GENERAL GUIDELINES:

- a. A maximum of two protective security shall be provided to each TI, except for KGOs, former Presidents, former Vice Presidents, and diplomats;
- b. All requests for protective security shall be made in writing to the CPNP stating therein the details of the existence of threat/s to justify the grant thereof;
- c. All applicants for PSP shall undergo mandatory TA and CBI to be conducted by the PSPG, except the KGOs, diplomats, and private individuals by virtue of their previous positions. Provided, that the PSPG shall promulgate, propose, and recommend the necessary parameters/criteria of the threat classification in the conduct of TA. The PSPG shall recommend the threat level classification of the applicant through its TA/CBI Deliberation Committee; the results of which shall always be for validation and concurrence by the DI;
- d. All foreign nationals applying for SDA shall submit an endorsement from their Embassy to the Department of Foreign Affairs (DFA) to ensure that they do not have derogatory records, subject for verification by the PSPG. Bureau of Immigration Clearance shall be required when requesting for ADPA;
- e. Any request for additional PS shall in no case exceed the maximum of six, provided that any of the following justifiable circumstances are present, and validated and recommended by the DI:
 - 1) When the applicant has been subjected to actual assault or that the circumstances suggest that the possible assault will be directed against him/her;
 - 2) When the nature of the threat falls under Highly Exceptional Cases; and
 - 3) Other analogous circumstances.
- f. The number of PSP to be deployed shall be based on the threat classification as determined by the PSPG and validated by the DI;
- g. KGOs enumerated in paragraph 7(a)(1) and diplomats are entitled to PSS upon assumption of office and without the necessity of application;
- h. OGOs, LCEs, and private individuals may avail PSS upon submission of a request letter subject to the approval of the CPNP or his authorized representative after the conduct of TA and CBI;



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- i. The request letter is addressed to the CPNP but will be submitted to the PSPG or its RPSPUs for evaluation. The application, including the results of TA and CBI, shall be forwarded to DI for validation;
- j. A maximum of two PSPs may be deployed per family household. However, other family members may be allowed to have a maximum of two PAs;
- k. In case of emergency situation deployment of PSP to a TI as determined by RDs, PROs or D, PSPG, provisional security detail shall be immediately provided for a non-extendible period of 90 days subject to the 30 days issuance of LO. Meantime, the application of the TI shall be processed promptly and without delay, which must pass through the DI and DO prior to the disposition of the CPNP or his authorized representative;
- l. The PSD-LO shall be national in scope. To ensure the continuous and effective protection of the TI, the deployment of PSD shall have nationwide coverage, allowing seamless movement across regions in response to evolving security needs;
- m. Active personnel of the PNP, AFP, and other law enforcement agencies are not allowed to avail PSS, neither PSP nor PA;
- n. The sole approving authority on all applications for the provision and deployment of PSP shall be the CPNP or his authorized representative. The validity period as well as the number of PS shall be initially recommended by D, PSPG and concurred by TDI and TDO. The PSPG shall furnish the approved application of the TI to the OCPNP, DPRM, and IAS for reference and monitoring;
- o. Issuance of LO for PSP and SDDO for PAs shall be for a period of 30 days. Provided, that on the approved SDA, the D, PSPG shall issue the initial LO and the subsequent LOs shall be issued by the C, RPSPU for the TI within their area of jurisdiction. Provided further, that during the election period, the D, PSPG shall issue LO or SDDO for the Certificate of Authority–Security Detail (CA–SD) valid only for the said period;
- p. PSP and PA shall strictly adhere to the existing Standard Operating Procedures (SOP) in performing PSS;
- q. The PS shall be responsible for ensuring the safety and security of the TI and shall take necessary steps to prevent any harm or danger to the TI. The PS should coordinate with other law enforcement agencies, AFP, and LGUs;



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- r. The highest ranking PNP personnel shall be automatically designated as the Team Leader (TL) in the deployment of PS;
- s. Only organic PCOs of PSPG with the ranks of Police Captain (PCpt) to Police Major (PMaj) shall be detailed as SO, subject to the approval of the CPNP or his authorized representative;
- t. PSP with the ranks of Patrolman (Pat) to Police Executive Master Sergeant (PEMS) who are organic members of PSPG are allowed to be deployed as PSP;
- u. Only PSPG personnel shall be deployed to render PSS to any TI after having been qualified and satisfactorily completed or passed the selection, categorization, and placement processes for PSP pursuant to the approved PSPG SOP;
- v. PSPG personnel shall be allowed to be detailed for a maximum cumulative period of two years to all categories of TI, except for KGOs wherein the detail of PSP shall be for a maximum cumulative period of six years;
- w. Only PNCOs of PRO with the ranks of Police Corporal (PCpl) to Police Chief Master Sergeant (PCMS) may be deployed as PSD, the PCOs of PROs are prohibited from being deployed as PSD;
- x. PSP, upon discovering any illegal activity or enterprise being undertaken by the TI, shall immediately report the same to the nearest police station or to his/her unit assignment. Failure on the part of the PSP to report the same shall be a ground for termination of detail and filing of an appropriate administrative complaint against the PSP concerned;
- y. Renewal of the provision and deployment of PSP is subject to the approval of the CPNP or his authorized representative;
- z. When requested by the PSPG, PROs/District Police Offices (DPOs)/Provincial Police Offices (PPOs)/City Police Offices (CPOs)/City/Municipal Police Stations (CPS/MPS) shall provide additional security complement to TI which is limited to route, area, and convoy security only;
- aa. The PA shall likewise report to the nearest police station and to his/her PSA or PDA any illegal activities of the TI. Failure of the PA to report the same is a ground for termination of authority and imposition of penalty to include administrative liability of his/her agency;



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- bb. The standard requirements of PSA applicants for ADPAs for private individuals shall be in consonance with Rule 28, Section 98 of the IRR of RA No. 11917;
- cc. Any violation of laws, provisions of this MC, and other related laws and regulations of the PNP shall result in the revocation of the PSS and shall be a ground to disqualify the TI from availing subsequent protective services, whether PSP or PA;
- dd. Except for KGOs enumerated in paragraph 7(a)(1) and diplomats, the grant of PSS and/or deployment of PSP and/or PA is not a matter of right but a mere privilege. Hence, the CPNP or his authorized representative may deny any request when public safety or peace and order so required, or based on justifiable grounds. Likewise, if PSS and/or detail of PSP and/or PA is granted to officials mentioned herein, the same may be withdrawn or recalled at any time before the expiration of the ADPA and SDA, on any of the following grounds:
 - 1) Upon written request of the TI, or the PSP deployed, or the PA employed by the PSAs or PDAs;
 - 2) If the TI has availed the protective services from other government agencies, i.e., AFP or other law enforcement agencies;
 - 3) When the exigency of the service requires the recall of the PSP deployed; and
 - 4) Any similar or analogous circumstances.
- ee. No PSP shall be detailed to government officials and private individuals who are related to the said TI within the fourth civil degree of consanguinity or affinity;
- ff. Absolutely, no PSP and PAs shall be deployed to secure establishments, such as, but not limited to commercial buildings, clubs, and religious and educational establishments;
- gg. PSS shall be terminated upon the expiration of the period stated in the ADPA and SDA;
- hh. No SO or PSP shall be deployed unless he/she has undergone the necessary training, such as the VIP Security and Protection Course or equivalent courses;
- ii. Personnel from PROs deployed as temporary PSP shall undergo at least two days of Orientation/shortened VIP Course conducted by their respective territorial RPSPUs prior deployment to qualified TI;



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- jj. PNP personnel assigned to Mobile Forces, Special Action Force, and other NSUs are prohibited from being deployed as PSP;
- kk. The designation as SO and PSP with the rank of PEMS shall not be considered as part of the Table of Organization position for promotion; and
- ll. The PSPG and its RPSPUs shall conduct quarterly assessments and evaluations on the performance of PSP and PA.

7. SPECIFIC GUIDELINES:

a. Deployment of PSP and SOs:

1) The PSP and SOs shall be deployed to the following TIs:

a) KGOs

(1) PSP shall be automatically deployed to the following KGOs upon assumption of office:

Position	No. of PSP	No. of SO
President of the Republic	As appropriate	As appropriate
Vice President of the Republic	As appropriate	As appropriate
Senate President	4	1
Speaker of the House	4	1
Chief Justice of the Supreme Court	4	1
SILG	4	1

The PNP, through the PSPG, shall immediately coordinate with the KGO concerned or through his/her office the deployment of PSP and SO.

(2) The following KGOs shall be provided with PSP upon submission of a written request to the CPNP or his authorized representative without the need for TA and CBI:

Position	PSP
Cabinet Secretaries	2
Senators	2
Members of the House of Representatives	2
Presiding and Associate Justices of Sandiganbayan, Court of Appeals, Court of Tax Appeals, and Associate Justices of the Supreme Court	2
Chairpersons and Commissioners of Constitutional Commissions	2



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Heads of NICA, PAO, Ombudsman, Solicitor General, and PDEA	2
NAPOLCOM Commissioners	2
BARMM Chief Minister	2

b) OGOs

- (1) OGOs requesting PSP shall submit a request letter to the CPNP and may be provided with two PS (one PSP and one PA or two PAs), after the TA and CBI had been conducted by the PSPG and validated by the DI.
- (2) Upon favorable recommendation, only one PSP may be deployed to an OGO applicant.
- (3) In case the applicant requests for additional security, he/she may do so but may only be allowed to employ one PA. Otherwise, the applicant may opt to secure the services of two PAs but the deployment of PSP shall be automatically revoked.

c) Diplomats

- (1) DSP may be deployed to the following officials until the termination of office or mission, as the case may be:

Position	No. of PSP
Chiefs of State/Sovereigns of other Countries	As appropriate
Foreign Ambassadors, Ministers Plenipotentiary, Minister Residents and Charges d' affaires	As appropriate
Foreign Delegates	As appropriate

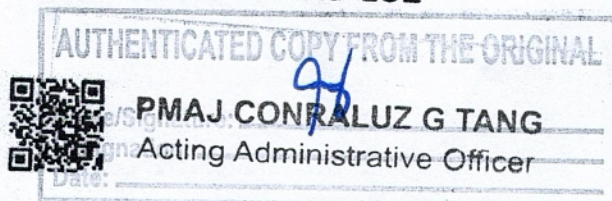
- (2) The number of DSP to be deployed to foreign missions in the Philippines shall be determined by the Diplomatic Protection Division (DPD) of PSPG taking into account the principle of "reciprocity" in coordination with the Directorate for Operations (DO).

d) LCEs

- (1) In case there is an emergency situation to provide security services, the LCE may apply for a protective security detail.
- (2) The LCE must submit his/her application for protective security detail to the CPNP through the D, PSPG or RD, PROs concerned. Subsequently, D, PSPG or RD, PRO may issue a provisional detail of PSP in favor of the LCE



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applicant for a non-extendible period of 90 days subject to the 30 days issuance of LO.

- (3) Prior to the expiration of his/her temporary detail, the LCE shall be informed on the status of his/her request by the PSPG through C, Protective Escort Division or C, RPSPUs or PROs concerned. The result of TA and CBI shall be submitted as a supporting document to his/her application which will be reviewed and evaluated by the PSPG Deliberation Committee.
- (4) In regular cases, the PSPG Deliberation Committee shall determine the threat category of the LCE and the number of PSP to be deployed.
- (5) In case the LCE has No Threat, the PSD-LO shall be automatically revoked and the D, PSPG/RD, PRO or his/her authorized representative shall inform the LCE of the result and advise that he/she may avail of the services of PAs.

e) Private Individuals

(1) Local and Foreign Nationals

- (a) The applicant requesting PSP, shall submit a request letter to the CPNP, subject to TA and CBI to be conducted by the PSPG and to be validated by the DI and concurred by the DO.
- (b) Foreign nationals requesting PSP, shall submit an endorsement from their Embassy to the DFA to ensure that they do not have derogatory records, subject for verification by the PSPG.
- (c) Upon favorable recommendation of the PSPG, Private Individuals with High or Low Threat may be allowed to have a maximum of two PS, (one PSP and one PA or two PAs), but in no case he/she may be allowed with two PSP.

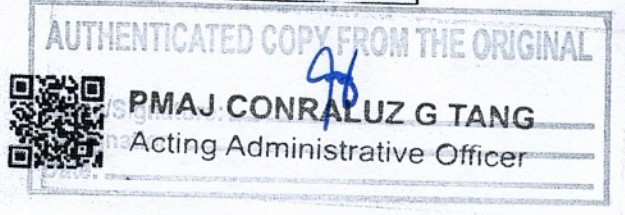
(2) Private individuals by Virtue of their Former Office/Position

The following private individuals, who, by virtue of their former office/position or status, are entitled to have PSP, upon request, with the following maximum number of security personnel, subject to existing rules and regulations:

Office/Position	Maximum Number of PNP Personnel
Former President	12



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Former Vice President	8
Spouse of Former President or next of kin	6
Former Chief, PNP	2

(3) Retired Police Generals (RPGs)

Upon request, the deployment of PSP to RPGs shall be for a maximum period of six months reckoned from their initial enjoyment of the privilege, except for former Chiefs, PNP, those occupying government positions, and those with validated threats due to previous positions in the PNP. All PSP, who had provided protection to a particular RPG for at least two years, either continuous or accrued, shall be recalled immediately.

2) Approving Authority

a) The CPNP or his authorized representative shall approve all applications or requests for the provision and deployment of PSP to qualified TI. The validity period shall be initially recommended by D, PSPG and concurred by TDI and TDO.

b) In emergency situations where urgent deployment is required, the D, PSPG or RDs, PROs may issue PSD-LO for a non-extendible period of 90 days subject to the 30 days issuance of LO.

3) Duties and Responsibilities of Deployed PSP (Annex "A")

4) Responsibilities of the TI (Annex "A")

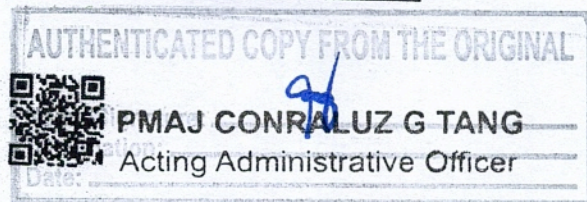
b. Deployment of PAs

1) Documentary Requirements

Filipino Citizen TI	Foreign National TI
a) Photocopy of Juridical LTOPF and Firearms Registrations of FAs to be carried by deployed PAs;	a) Photocopy of Juridical LTOPF and Firearms Registrations of FAs to be carried by deployed PAs;
b) Photocopy of the Security Service Contract between the PSA and TI;	b) Photocopy of the Security Service Contract between the PSA and host of the foreign national TI;
c) Affidavit of Undertaking by the TI that the PAs in his/her employ shall be utilized only for protective security;	c) Affidavit of Undertaking by the host of the foreign national TI that the PAs in his/her employ shall be utilized only for protective security;
d) Certificate of Non-pending Case of the PDA-PS from SOSIA;	



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<p>e) National Police Clearance of the TI; and f) Request Letter of the TI addressed to the CPNP.</p>	<p>d) Certificate of Non-pending Case of the PDA-PS from SOSIA; e) Travel itinerary of the foreign national TI; f) Request Letter from the host of the foreign national TI addressed to the CPNP; and g) Bureau of Immigration clearance of the foreign national TI.</p>
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2) Specific Guidelines for PA

- a) The PSPG shall be responsible for processing the ADPA;
- b) Foreign nationals visiting the country under a legitimate purpose may avail PSS subject to approval;
- c) For approved ADPA, the D, PSPG shall issue SDDO for a period not exceeding 30 days, subject to re-issuance, whenever necessary. The said SDDO may be recalled anytime for justifiable reasons;
- d) PSPG/RPSPUs and/or SOSIA/RCSU Inspection Team shall conduct unannounced spot checks on all deployed PAs and objectively use approved checklists as reference on violations and penalties to be imposed;
- e) Any incurred violations from the spot checks will be subjected to appropriate investigation and after proceedings, penalty set forth under Book IX of the IRR of RA No. 11917 may be imposed;
- f) The PSPG/RPSPUs shall conduct monthly physical accounting of all deployed PAs;
- g) Any PA shall be duty-bound to assist law enforcement officers in pursuing their duty or when circumstances require;
- h) In cases of emergency or in times of natural disaster and human-induced hazards, the CPNP or his authorized representative may deputize any PA to assist the PNP in conducting activities including but not limited to search and rescue operations, crowd control, disaster relief, and rehabilitation, among others;
- i) In case the PSA-PS, based on the request of the applicant – TI, applies for six months or one-year ADPA, the D, PSPG based on his assessment and evaluation may issue the corresponding



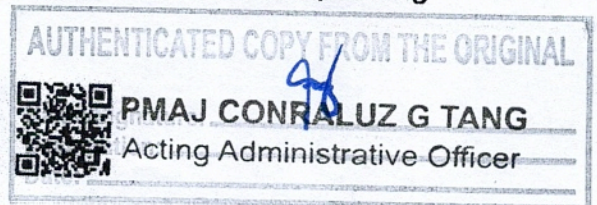
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SDDO-P until the said ADPA is acted upon by TDO or the CPNP; and

- j) For any request of 30 days or less ADPA validity, the D, PSPG, under emergency situations and through his own discretion, may immediately allow the deployment of PAs for the TI through the issuance of SDDO-P, subject to recall at any time.

3) Approving Authorities

- a) CPNP or his authorized representative – ADPA with a validity period of more than six months to one year;
- b) TDO – ADPA with a validity period of more than 30 days, not exceeding six months; and
- c) D, PSPG – ADPA with a validity period of 30 days.

4) Duties and Responsibilities of Deployed PA (Annex “A”)

8. OPERATIONAL GUIDELINES:

- a. There shall be an Oversight Committee on Protective Security (OCPS) which shall provide oversight function, monitoring, and periodic assessment and evaluation on the implementation of this MC composed as follows:

<u>Position</u>	<u>Designation</u>
TDCO	Chairperson
TDO	Vice Chairperson
TDPRM	Member
TDI	Member
D, CSG	Member
D, PSPG	Member
D, LS	Member
D, ITMS	Member
Chief, SOSIA	Member
Chief, SOD, DO	Head Secretariat

b. TF HUSAY

TF HUSAY shall be established to be headed by TDCO as Overall Supervisor and TDO as Commander.

The TF shall address issues pertaining to unauthorized individuals providing protective security and ensure the strict implementation of existing policies and guidelines regarding the provision and deployment of PSP and/or PAs.



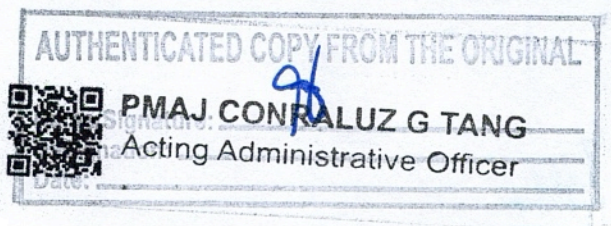
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Furthermore, the TF shall conduct aggressive intelligence and counter-intelligence operations to facilitate the accosting, inspection, apprehension, prosecution of unauthorized PSP, as well as impose penalties on unauthorized PAs.

c. Task Force Organizational Structure (**Annex "B"**).

d. Responsibilities:

1) **DO**

- a) Act as OPR in the implementation of this MC;
- b) The Deputy Director and the Executive Officer are both designated as TLs of TF HUSAY;
- c) Provide strategic direction, management, and control over activities of unscrupulous PSP and PAs;
- d) C, SOD as the designated Head Secretariat, and Assistant Chief, LED as Co-Head Secretariat to perform as the hub of coordination with other Directorates and PNP offices/units;
- e) Cascade this MC to PROs; and
- f) Perform other tasks as directed.

2) **DPRM**

- a) Designate C, PNCOD to act as a member of the TF HUSAY;
- b) Issue appropriate orders to the members of the TF HUSAY and reassignment and detail orders to deployed PSP;
- c) Issue appropriate awards to all tasked personnel for the implementation of the functions of the TF HUSAY; and
- d) Perform other tasks as directed.

3) **DI**

- a) Designate C, CSD to act as a member of the TF HUSAY;
- b) Provide strategic direction and support on intelligence;
- c) Conduct regular threat assessments of all TIs;
- d) Conduct record check on PSP and PAs upon request of the PSPG as part of the processing of request for PSS;



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- e) Validate, review, and concur on the TA and CBI conducted by the PSPG, when the request for PSP deployment is subject to the approval of CPNP through the Command Group;
 - f) Provide timely intelligence on the activities of LCEs; and
 - g) Perform other tasks as directed.
- 4) **DIDM**
- a) Designate C, CMD to act as a member of the TF HUSAY;
 - b) Provide strategic direction and support on legal offensive;
 - c) Conduct investigation on PNP personnel performing as unauthorized PSP and other related illegal activities; and
 - d) Perform other tasks as directed.
- 5) **DPCR**
- a) Designate C, IORC to act as a member of the TF HUSAY;
 - b) Implement strategic IOPLAN;
 - c) Manage and support territorial and specialized units in the formulation of their respective localized IOPLAN; and
 - d) Perform other tasks as directed.
- 6) **DL**
- a) Designate C, SMD to act as a member of the TF HUSAY;
 - b) Provide logistical support for the implementation of this MC; and
 - c) Perform other tasks as directed.
- 7) **DC**
- a) Designate C, FD to act as a member of the TF HUSAY;
 - b) Provide fund support for the implementation of this MC; and
 - c) Perform other tasks as directed.
- 8) **Other D-Staff**
- a) Provide other administrative and operational supports within respective capabilities for the implementation of the functions of the TF HUSAY; and



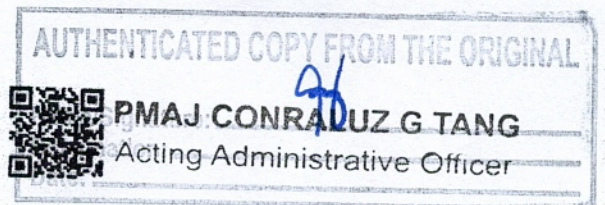
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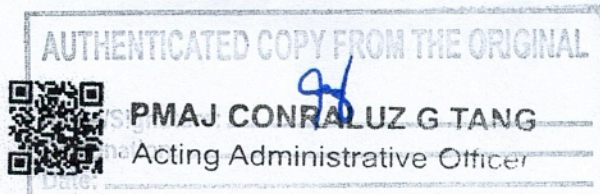


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- b) Perform other tasks as directed.
- 9) **IG**
 - a) Designate C, OMD to act as a member of the TF HUSAY;
 - b) Assist DI on operational matters related to the implementation of this MC; and
 - c) Perform other tasks as directed.
- 10) **PSPG**
 - a) Designate C, OMD to act as a member of the TF HUSAY;
 - b) Assist DO in operational matters related to the implementation of this MC;
 - c) Oversee the deployment of PSP/PA and ensure that the existing SOPs, laws, rules, and regulations are complied with;
 - d) Account all deployed PSP/PAs on a monthly basis, or as often as necessary;
 - e) Act on the application for SDA and ADPA;
 - f) Ensure that the PSPG/RPSPUs and/or SOSIA/RCSU Inspection Team will conduct periodic unannounced spot checks on all deployed PSP/PAs and objectively use approved checklists as the basis of violations and penalties to be imposed;
 - g) Conduct timely screening and review of TA and CBI conducted by the Intelligence Section, PSPG and TA/CBI results forwarded by RPSPUs;
 - h) Conduct continuous VIP Security and Protection Course training and other related courses to personnel;
 - i) Monitor and evaluate the performance of deployed PSP and PAs through a standard checklist;
 - j) Initiate investigation and impose corresponding penalties, after summary proceedings against deployed PSP for violation of laws, rules and regulations, SOPs or any provision of this MC;
 - k) Provide a monthly list of TI provided with PSP and/or PAs to IMEG and PROs for reference;



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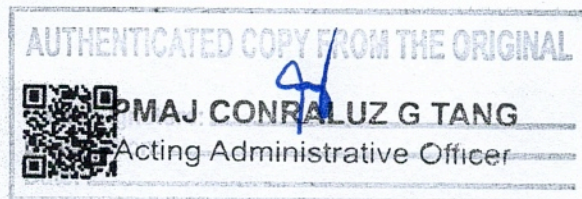
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- l) Submit periodic comprehensive reports on the activities of TI to TDCO/Chairperson, Oversight Committee on Protective Security copy furnished TDO/Vice Chairperson;
 - m) Conduct proficiency evaluation and monitoring of compliance of deployed PSP/PAs;
 - n) Require the respective security plans from the designated TL for review and evaluation;
 - o) Submit monthly report on the list of TI and deployed PSP/PA, and Office Periodic Activities and Requirements (OPAR) to TDO (Attn: **Secretariat, Oversight Committee on Protective Security**) **NLT every 30th of the month**;
 - p) Conduct refresher training for deployed PAs; and
 - q) Perform other tasks as directed.
- 11) **CSG**
- a) Designate C, OMD to act as member of the TF HUSAY;
 - b) Submit the Monthly Disposition Report (MDR) on availment of PAs based on unit records to DO, IMEG, PSPG, and PROs for reference;
 - c) Ensure that licensed PDA or PSA-PS with deployed PAs included in the MDR have ADPA; and
 - d) Perform other tasks as directed.
- 12) **ITMS**
- a) Assist DO on technical matters related to the implementation of this MC;
 - b) Ensure the regular backup of database and other IT-related matters; and
 - c) Perform other tasks as directed.
- 13) **HS**
- a) Conduct stress management seminar to deployed PSP every six months in coordination with PSPG;
 - b) Ensure that PAs shall have their stress management seminar every six months at PNP-accredited neuro-psychiatric facilities in coordination with SOSIA; and



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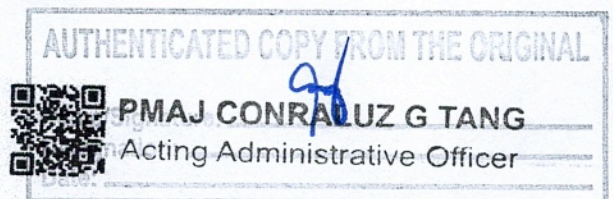
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- c) Perform other tasks as directed.
- 14) **SOSIA**
- a) Conduct joint or separate post-to-post inspection with RPSPU and RCSU to assess documents or authority of the deployed PAs;
 - b) Conduct periodic and unannounced inspections to all deployed PAs on a monthly basis, or as often as necessary;
 - c) Initiate investigation and impose corresponding penalties, after summary proceedings against deployed PAs for violation of laws, rules and regulations, SOPs, or any provision of this MC; and
 - d) Perform other tasks as directed.
- 15) **FEO**
- a) Conduct periodic inspection to all juridical firearms of PAs;
 - b) Ensure the legality of the juridical firearms licenses issued to PAs; and
 - c) Perform other tasks as directed.
- 16) **CIDG**
- a) Designate C, OMD to act as a member of the TF HUSAY; and
 - b) Perform other tasks as directed.
- 17) **IMEG**
- a) Designate C, OMPD to act as a member of the TF HUSAY;
 - b) Approach and interview PAs in the field to determine which agency they belong to and validate if their names are included in the MDR in coordination with the PSPG, SOSIA, and all PROs;
 - c) Conduct inspection, monitoring, intelligence build-up, and file appropriate charges to unauthorized PSP or those violating this MC and other applicable policies;
 - d) Submit monthly accomplishment report to TDO (**Attn: Secretariat, Oversight Committee on Protective Security**) **NLT every 30th of the month**; and
 - e) Perform other tasks as directed.
- 18) **AKG**
- a) Designate C, OMD to act as a member of the TF HUSAY;



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- b) Monitor cases of kidnapping being perpetrated by PAs; and
 - c) Monitor the involvement of active, retired, and AWOL PNP/AFP personnel rendering protective security to criminal gangs involved in kidnapping.
- 19) **HPG**
- a) Designate C, OMD to act as a member of the TF HUSAY; and
 - b) Perform other tasks as directed.
- 20) **SAF**
- a) Provide a standby augmentation team to TF HUSAY; and
 - b) Perform other tasks as directed.
- 21) **LS**
- a) Designate C, LRED to act as a member of the TF HUSAY;
 - b) Ensure that legal procedures are followed in operating against individuals rendering unauthorized protective security and who are employed privately;
 - c) Provide legal support to the TF and tasked offices/units; and
 - d) Perform other tasks as directed.
- 22) **APCs**
- a) The Deputy Commander is the designated Supervisor of PROs in their respective jurisdictions;
 - b) Oversee and support the PROs within respective areas of jurisdiction through the implementation of the TF HUSAY; and
 - c) Perform other tasks as directed.
- 23) **PROs**
- a) Designate the DRDOs to act as TL of TF HUSAY in respective AORs;
 - b) Designate C, RODs as focal persons to act as the hub of coordination in respective AORs and in charge of processing of requests for temporary PSS in coordination with respective RPSPUs;
 - c) Create TF HUSAY in the respective AORs with members from RODs; RIDs; RIDMDs; RCADDs; RCDs; RLRDDs; RLOs; AKG-



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FUs; CIDG; IMEG-FUs; RPSPUs; RIUs, IG; RCSUs; and RHPUs with the rank of PCOL;

- d) Conduct information gathering and periodic assessment of threats to all LCEs;
- e) Submit, through the C, RODs, monthly reports on PSD to qualified TI to PSPG (Attn: C, RPSPUs) for proper accounting and monitoring;
- f) Submit periodic report on the list of deployed PSD and Office Periodic Activities and Requirements (OPAR) to TDO (Attn: Secretariat, Oversight Committee on Protective Security) NLT every 30th of the month;
- g) Recall of Temporary PSD issued by the RD, if there is reported violation of the provisions of this MC; and
- h) Perform other tasks as directed.

9. FEES, FINES, AND PENALTIES:

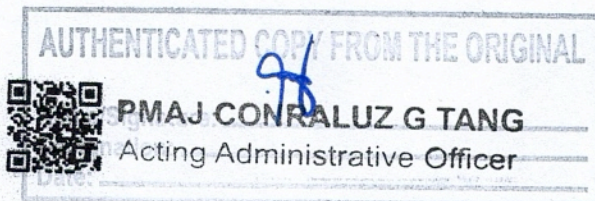
In line with the regulatory and service delivery functions of the PNP in providing protective security (PSP/PAs), a schedule of fees for SDA, ADPA, and other related activities shall be formulated in consonance with relevant laws and issuances. Fines and penalties shall also be prescribed by the PNP for violations of PSAs and PAs not covered under RA No. 11917 and its IRR.

10. SANCTIONS:

- a. Violation of laws, provisions of this MC, and rules and regulations of the PNP committed by a deployed PSP shall be a ground for administrative liability under existing laws, rules and regulations of NAPOLCOM and PNP. The immediate supervisor of the deployed PSP shall be included in the administrative investigation to determine his/her liability;
- b. Violation of laws, provisions of this MC, and rules and regulations of the PNP committed by PAs or PSA-PS shall be liable under the provisions of RA No. 11917 and its IRR, and other applicable laws, rules and regulations;
- c. Violation of this MC committed by TI, if the TI is reported to be engaged in any illegal activity, and misrepresentation or false entry on the documents submitted shall be a ground for outright revocation of the ADPA, SDDO, and SDA and recall of the protective security provided or denial of the request, as the case may be; and



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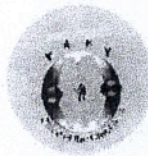
d. Apart from the administrative liability, criminal actions may be proceeded if evidence so warrants.

11. REPEALING CLAUSE:

All existing PNP directives and other issuances that are contrary to or inconsistent with the provisions of this MC are hereby rescinded or modified accordingly.

12. EFFECTIVITY:

This PNP MC shall take effect after 15 days from filing a copy hereof at the University of the Philippines Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order 292, otherwise known as the "Revised Administrative Code of 1987," as amended.



ROMMEL FRANCISCO D MARBIL
Police General
Chief, PNP

Distribution:

- Command Group
- IG, IAS
- Cmdrs, APCs
- D-Staff
- P-Staff
- Ds, NSUs
- RDs, PROs
- DDs, NCRPO
- SPA to the SILG



Annexes:

- A - Duties and Responsibilities of Deployed PSP and PA and TI
- B - TF "Husay" Organizational Structure
- C - Procedures and Guidelines in the Deployment of PSP
- D - Process Flow Chart in the Deployment of PSP
- E - Procedures and Guidelines in the Deployment of PAs
- F - Process Flow Chart for Processing of ADPA and SDDO
- G - Guidelines and Procedures in the Conduct of TA and CBI
- H - Qualification Standards for PSP
- I - Template of Affidavit of Undertaking for the Deployment of PSP
- J - Inspection Checklist for PAs
- K - LESP- PA Process Flow Chart



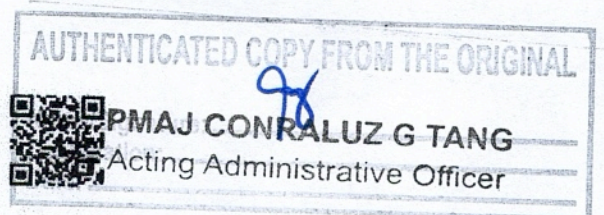
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Annex "A"**Duties and Responsibilities:****1. Duties and Responsibilities of Deployed PSP**

a. **Before Deployment.** The duties and responsibilities of deployed PSP shall be confined to protective functions and shall, under any circumstance, perform any of the following tasks:

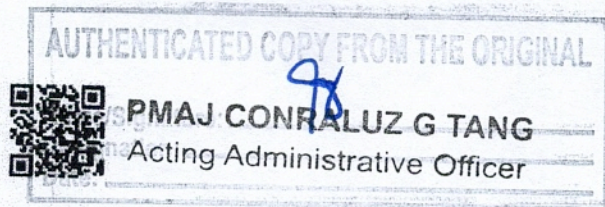
- 1) Ensure that he/she has an updated LO, Property Acknowledgment Receipt (PAR), LTOPF, valid firearms license, and PTCFOR for personally owned firearms;
- 2) Update his/her contact number to Group Monitoring Action Center (GMAC) or Division Monitoring Action Center (DMAC)/Unit Monitoring Action Center (UMAC) concerned;
- 3) PRO personnel deployed as PSP should undergo at least two days of Orientation/shortened VIP Course conducted by their respective territorial RPSPUs prior to deployment to qualified TI;
- 4) PRO personnel deployed as PSP should report to respective RPSPU for accounting;
- 5) Make coordination with the local police and other friendly forces in the areas where the engagements of TI will take place;
- 6) Regularly update and submit the Protective Security Plan and Contingency Plans (i.e. escape routes, routes to a hospital, etc.) to D, PSPG. Ensure that emergency contact numbers are readily available in case of an emergency. The designated TL shall be responsible for the effective and efficient execution of the security plan. Similarly, it shall be the duty of the TL to ensure the proper performance of duties of his/her respective team members; and
- 7) Check all necessary equipment needed prior to deployment.

b. **During Deployment.** The duties and responsibilities of deployed PSP shall be confined to protective functions and shall, under any circumstance, perform any of the following tasks:

- 1) Provide protective security services **ONLY** to the TI as stated in the LO;
- 2) Protect and secure his/her TI against threats from members of any threat groups;



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- 3) Be physically and mentally prepared/stable to perform his/her duties as PSP;
- 4) Be a critical thinker/keen observer;
- 5) Constantly be on alert especially when his/her TI is in a public or crowded place;
- 6) Be knowledgeable of the Philippine Law (Revised Penal Code and Special Laws);
- 7) Advise the TI on security matters;
- 8) Be ready to place himself/herself between the TI and the threat;
- 9) Remain on low-profile, keep the weapon out of sight, and remain unobstructed;
- 10) Respect the privacy of the TI;
- 11) Do everything possible to restrict access to information about the TI and shall only be provided to those with a need-to-know basis;
- 12) Prevent the vehicle of the TI from attracting attention;
- 13) Observe proper ethical standards when performing duty;
- 14) Always observe the principle of Anticipate, Recognize, Investigate, and Neutralize (ARIN);
- 15) The deployed PSP shall carry his/her PNP-issued service firearm/s with the corresponding PAR and LO, and during election periods, the corresponding CA-SD and CA-LEA;
- 16) Upon deployment, immediately report to the C, RPSPU and PD/CD/COP of the area for coordination;
- 17) PRO personnel deployed as PSP shall report to the ROD, PRO for monitoring whenever directed;
- 18) The PSPG personnel deployed as PSP may wear barong, bush jackets, suit, or any attire as the PSPG may deem appropriate in the situation. However, during special events and in instances as required by the CPNP, i.e., election period, the deployed PSP shall wear PNP prescribed uniform for purposes of identification;



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- 19) The PRO's personnel deployed as temporary PSP shall wear GOA "C" uniform;
 - 20) All deployed PSP shall submit to D, PSPG monthly report indicating all activities undertaken by his/her TI; and
 - 21) Perform his/her duties and responsibilities with dignity and professionalism.
- c. The duties and responsibilities of deployed PSP shall be confined to protective functions and he/she shall not, under any circumstance, perform any of the following tasks:
- 1) Act as security guard, gatekeeper, driver, errand boy, and other similar utility tasks;
 - 2) Act as an employee in the business establishments of the TI;
 - 3) Be involved in illegal/criminal activities;
 - 4) Be distracted from the main mission—to secure the TI;
 - 5) Leave the TI unattended while on duty;
 - 6) Sleep or relax when the TI is in transit, as the risk to the TI is high during movement;
 - 7) Report for duty unprepared;
 - 8) Loiter while waiting for the termination of the activity of the TI; if the situation warrants, stay at the designated holding area;
 - 9) Allow the TI to establish a routine that will make him/her an easy target;
 - 10) Commit acts of harassment, threat, or intimidation against any person under the direction of the TI or any of his/her relatives; and
 - 11) Any other acts analogous to the foregoing.

2. Responsibilities of the TI

- a. Treat the PS professionally;
- b. Provide the PS with decent lodging, meals, and transportation allowance;



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- c. Ensure that the PSP will attend official activities and/or comply with the mandatory requirements as members of the PNP such as, but not limited to PICE, Command Audit/Inspection, Annual Physical Exam (APE)/Physical Fitness Test (PFT);
- d. Allow the PSPs to have at least two-day off every week which shall be agreed upon on which days should fall;
- e. Provide information to the PSP regarding his/her travel itineraries especially in going to vulnerable areas for security preparations and coordination purposes;
- f. Inform the D, PSPG/RD, PRO whenever traveling with PSP within the country but outside the jurisdiction specified in the LO;
- g. Render judicious evaluation of the PSP and submit to D, PSPG/RD, PRO on a monthly basis as to his/her performance and conduct;
- h. Should there be compelling reason/s to extend the services of the PSP beyond the period allowed by the PNP, submit the necessary request letter for the extension of the security detail at least 15 days prior to the expiration of such detail;
- i. Shall not engage in any illegal activities and other businesses that are against public morals and decency or enter in gambling dens, beerhouses, and other ill repute establishments;
- j. Whenever going out of the country, inform the Protection Escort Division, PSPG the date of his/her departure and arrival and likewise advise the PSP to report back to his/her unit for accounting purposes and to resume his/her duty upon return to the country; and
- k. Shall NOT, under any circumstances, request/ask/assign the PSP to:
 - 1) Harass or intimidate other people for any purpose under any circumstances;
 - 2) Let him/her perform other functions beyond the duty of the PSP;
 - 3) Act as a security to the spouse, other members of the family, or any other persons unless authorized by competent authorities;
 - 4) Perform similar tasks that are beyond the duty of the PSP as security guard, gatekeeper, family driver, errand boy/girl, or other similar utility tasks; and
 - 5) Perform any act that is contrary to law, morals, and public policy.



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3. Duties and Responsibilities of Deployed PA

- a. The duties of deployed PA shall be confined to protective functions and he/she shall not, under any circumstance, perform any of the following tasks:
- 1) Act as security guard, gatekeeper, family driver, errand boy, and other similar utility tasks;
 - 2) Act as an employee in the business establishments of the TI;
 - 3) Commit acts of harassment, threat or intimidation against any person under the direction of the TI; and
 - 4) Any other acts analogous to the foregoing.
- b. PA shall only render services under a valid ADPA and SDDO to the TI indicated in the ADPA and SDDO. Employment of PA shall only be allowed through PDA or PSA-PS;
- c. PA shall be subordinate to PSP on matters pertaining to protective security and is duty-bound to support law enforcers in security and crime prevention matters;
- d. The deployed PA must be in the prescribed barong with countersign pin (one-inch diameter SOSIA logo pin) with serial number;
- e. The deployed PA shall not be allowed to use his/her personal firearm. He/she shall only use the firearm issued by the PDA or PSA-PS with juridical LTOPF and firearms registration, to include Certificate of Authority for Security Agency (CA-SA) and Certificate of Authority for Security Detail (CA-SD) during election period. The firearm shall be concealed in a bag or safety carrier while rendering PSS;
- f. All deployed PAs shall submit to D, PSPG monthly report indicating all activities undertaken by his/her TI;
- g. Deployed PAs shall undergo periodic mandatory training to be conducted by PSPG and SOSIA to ensure the capability and proficiency of PAs and to institutionalize a protective security action plan; and
- h. The designated TL shall be responsible for the effective and efficient execution of the security plan. Likewise, it shall be the duty of the TL to ensure the proper performance of duties of his/ her respective team members.



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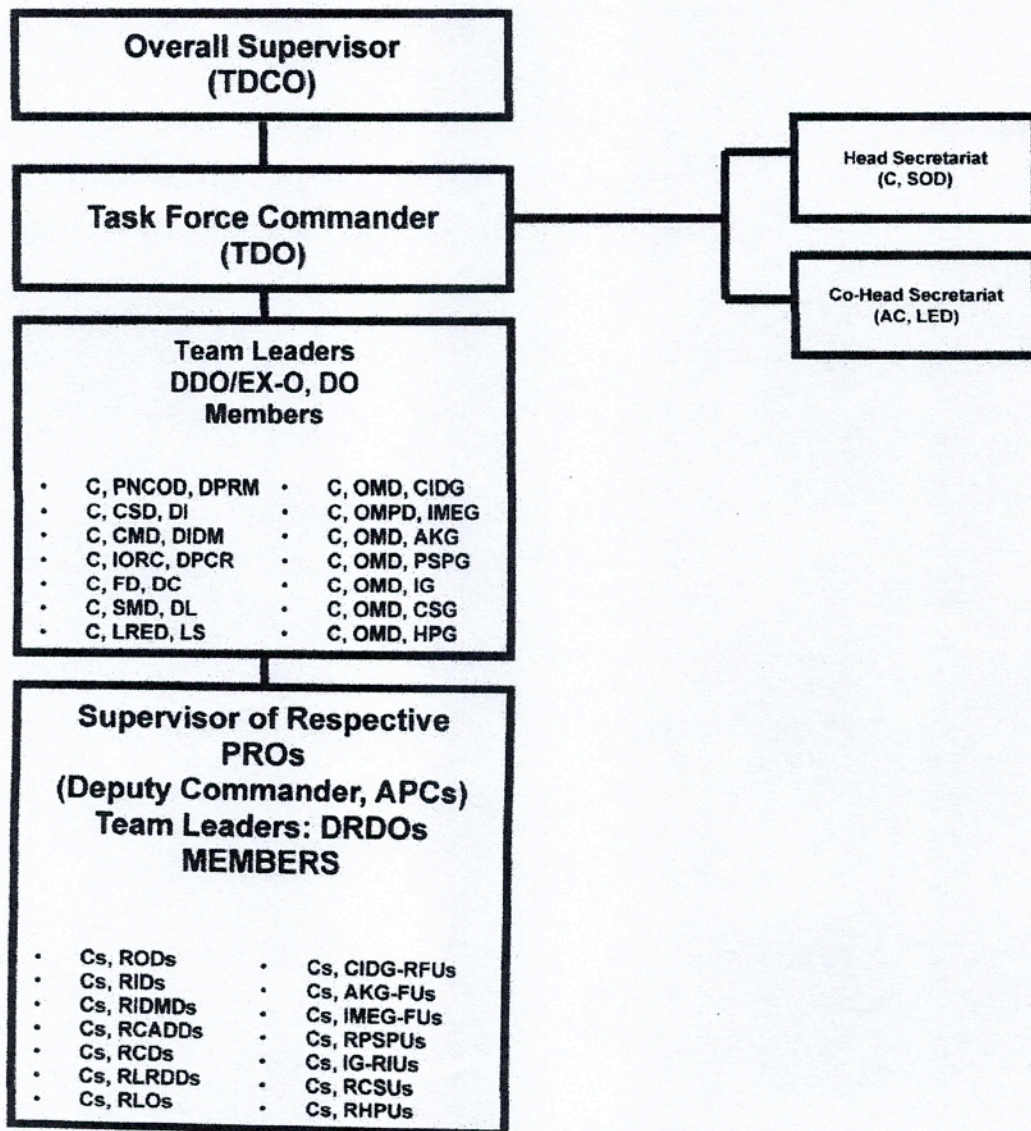
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TASK FORCE (TF) "HUSAY" ORGANIZATIONAL STRUCTURE



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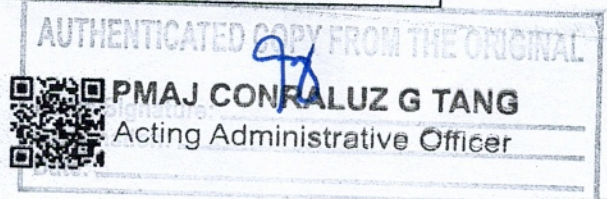
Annex "C"

PROCEDURES AND GUIDELINES FOR THE PROVISION AND DEPLOYMENT OF PROTECTIVE SECURITY PERSONNEL

Category	Procedures
<p>Key Government Officials (KGOs) enumerated in paragraph 7(a)(1), subparagraph (a)(1)</p>	<ol style="list-style-type: none"> 1. The PSP shall be automatically deployed to KGOs upon their assumption of office; 2. The PNP, through PSPG, shall immediately coordinate with the KGO concerned or his office the deployment of PSP; 3. The PSP deployed will come from the Presidential Protection Division and Vice President Protection Division and subject to the approval of the CPNP; and 4. The deployment of PSP and SO shall be coterminous with the respective terms of office of the KGOs.
<p>KGOs enumerated in paragraph 7(a)(1), subparagraph (a)(2)</p>	<ol style="list-style-type: none"> 1. Submit the following requirements to PSPG: <ol style="list-style-type: none"> a. Request letter addressed to CPNP; b. Duly accomplished Information Sheet; and c. Affidavit of Undertaking. 2. The applicant may opt to submit his application personally or through inter-agency communication. If the documentary requirements are incomplete, the D, PSPG or his authorized representative shall inform the applicant by any means of communication on the lacking requirements and the procedures for the deployment of PSP prior endorsement to CPNP or his authorized representative for approval/disapproval; 3. The D, PSPG shall endorse the application for the deployment of protective security to the CPNP or his authorized representative for approval/disapproval; and 4. Upon approval of the application for the deployment of protective security, the D, PSPG shall issue Letter Orders (LO) indicating therein the name of the TI and the PSP with the corresponding period of detail. Such orders shall be the basis for the deployment of the PSP. Provided, that the Chief, RPSPU of the PRO concerned where the TI resides shall issue subsequent orders on or before the expiration of the initial LO. Provided further, that the D, PSPG shall have the authority to revoke orders issued by the C, RPSPU based on valid grounds.
<p>Other Government Officials (OGOs)</p>	<ol style="list-style-type: none"> 1. Submit the following requirements to PSPG: <ol style="list-style-type: none"> a. Request letter addressed to CPNP;



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	<p>b. Duly accomplished Information Sheet; and c. Affidavit of Undertaking.</p> <p>2. The applicant may opt to submit his application personally or through inter-agency communication. If the documentary requirements are incomplete, the D, PSPG or his authorized representative shall inform the applicant by any means of communication on the lacking requirements and the procedures for the deployment of PSP prior endorsement to CPNP or his authorized representative for approval/disapproval;</p> <p>3. The conduct of TA and CBI shall be done by the Intelligence Officer PSPG, or C, RPSPUs in coordination/concurrence with C, RID, PROs, subject for review and evaluation by the PSPG Deliberation Committee. The committee shall determine the threat category/level (High, Low, No Threat) of the applicant and the number of PSPs/PAs to be deployed.</p> <p>4. For applicants with high or low threat, the D, PSPG shall endorse the application for the deployment of protective security to the CPNP or his authorized representative for approval and disapproval through DI and DO; and</p> <p>5. Upon approval of the application for the deployment of protective security the D, PSPG shall issue LO indicating therein the name of the TI and the PSP with the corresponding period of detail. Such orders shall be the basis for the deployment of the PSP. Provided, that the Chief, RPSPU of the PRO concerned where the TI resides shall issue subsequent orders on or before the expiration of the initial LO. Provided further, that the D, PSPG shall have the authority to revoke orders issued by the C, RPSPU based on valid grounds; and</p> <p>6. For applicants with no threat, the D, PSPG or his authorized representative shall inform the applicant of the result and advise that he/she may avail of the services of PAs.</p>
<p>Diplomats</p>	<p>1. DSP may be deployed to the Diplomats enumerated in paragraph 7 (a)(1), subparagraph (c)(1) of this MC, upon assumption of office, or upon arrival in the Philippines, until the termination of office, or termination of mission, as the case may be; and</p>



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	<p>2. The number of DSP to be deployed to foreign missions in the Philippines shall be determined by the DPD, PSPG taking into account the principle of "reciprocity" in coordination with the Directorate for Operations.</p>
<p>LCEs</p>	<p>1. Submit the following requirements to PSPG or PRO's concerned:</p> <ul style="list-style-type: none"> a. Request letter addressed to CPNP; b. Duly accomplished Information Sheet; and c. Affidavit of Undertaking. <p>2. The applicant may opt to submit his application personally or through inter-agency communication. If the documentary requirements are incomplete, the D, PSPG or RD, PRO or his/her authorized representative shall inform the applicant by any means of communication on the lacking requirements and the procedures for the deployment of PSP prior endorsement to CPNP or his authorized representative for approval/disapproval;</p> <p>3. The D, PSPG and RDs, PROs may issue a provisional security detail of PSP through the recommendation of C, RPSPUs and C, RID of PROs, respectively, in favor of the LCE for non-extendible period of 90 days subject to the 30 days issuance of LO;</p> <p>4. The conduct of TA and CBI shall be done by the Intelligence Officer PSPG, or C, RPSPUs in coordination/concurrence with C, RID, PROs, subject for review and evaluation by the PSPG Deliberation Committee. The Committee shall determine the threat category/level (High, Low, No Threat) of the applicant and the number of PSPs/PAs to be deployed;</p> <p>5. For applicants with high or low threat, the D, PSPG shall endorse the application for the deployment of protective security to the CPNP or his authorized representative for approval or disapproval through DI and DO; and</p> <p>6. Prior to the expiration of provisional security detail, C, RPSPU, shall inform the LCE on the status of his/her application.</p> <p>7. Upon approval of the application for the deployment of protective security, the D, PSPG shall issue LO indicating therein the name of the TI and the PSP with the corresponding period of detail. Such orders shall be the basis for the deployment of the PSP. Provided, that the</p>



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	<p>C, RPSPU concerned where the TI resides shall issue subsequent orders on or before the expiration of the initial LO. Provided further, that the D, PSPG shall have the authority to revoke orders issued by the C, RPSPU based on valid grounds;</p> <p>8. For applicants with no threat, the provisional security detail shall be automatically revoked and the D, PSPG/RD, PROs or his authorized representative shall inform the applicant of the result and advise that he/she may avail of the services of PAs.</p>
<p>Private Individuals (Local and Foreign Nationals)</p>	<ol style="list-style-type: none"> 1. Submit duly accomplished application form and other documentary requirements; 2. The applicant may opt to submit his application personally or through inter-agency communication. If the documentary requirements are incomplete, the D, PSPG or his authorized representative shall inform the applicant by any means of communication on the lacking requirements and the procedures for the deployment of PSP prior endorsement to CPNP or his authorized representative for approval/disapproval; 3. Foreign nationals requesting PSP, shall submit an endorsement from their Embassy to ensure that they do not have derogatory records, subject for verification by the PSPG; 4. The conduct of TA and CBI shall be done by the C, RPSPUs in coordination/concurrence with C, RID, PROs subject for review and evaluation by the PSPG Deliberation Committee. The committee shall determine the threat category/level (High, Low, No Threat) of the applicant and the number of PSPs/PAs to be deployed; 5. For applicants with high or low threat, the D, PSPG shall endorse the application for the deployment of protective security to the CPNP or his authorized representative for approval or disapproval through DI and DO; 6. Upon approval of the application for the deployment of protective security the D, PSPG shall issue LO indicating therein the name of the TI and the PSP with the corresponding period of detail. Such orders shall be the basis for the deployment of the PSP. Provided, that the Chief, RPSPU of the PRO concerned where the TI resides shall issue subsequent orders on or before the



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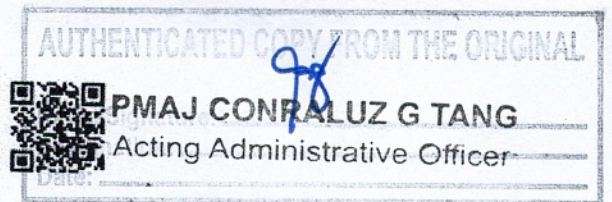
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	<p>expiration of the initial LO. Provided further, that the D, PSPG shall have the authority to revoke orders issued by the C, RPSPU based on valid grounds; and</p> <p>7. For applicants categorized as no threat, the provisional security detail shall be automatically revoked and the D, PSPG or his authorized representative shall inform the applicant of the result and advise that he/she may avail of the services of PAs.</p>
<p>Private Individuals by Virtue of their Former Offices/Positions and RPGs</p>	<p>1. Submit the following requirements to PSPG:</p> <ol style="list-style-type: none"> Request letter addressed to CPNP; Duly accomplished application form and Information Sheet to PSPG; and Affidavit of Undertaking. <p>2. The applicant may opt to submit his application personally or through inter-agency communication. If the documentary requirements are incomplete, the D, PSPG or his authorized representative shall inform the applicant by any means of communication on the lacking requirements and the procedures for the deployment of PSP prior endorsement to CPNP or his authorized representative for approval/disapproval;</p> <p>3. The D, PSPG shall endorse the application for the deployment of protective security to the CPNP or his authorized representative for approval/disapproval;</p> <p>4. Upon approval of the application for the deployment of protective security, the D, PSPG shall issue Letter Orders (LO) indicating therein the name of the TI and the PSP with the corresponding period of detail. Such orders shall be the basis for the deployment of the PSP. Provided, that the Chief, RPSPU of the PRO concerned where the TI resides shall issue subsequent orders on or before the expiration of the initial LO. Provided further, that the D, PSPG shall have the authority to revoke orders issued by the C, RPSPU based on valid grounds; and</p> <p>5. For former President and Vice President, PSP and SO shall be deployed upon request.</p>



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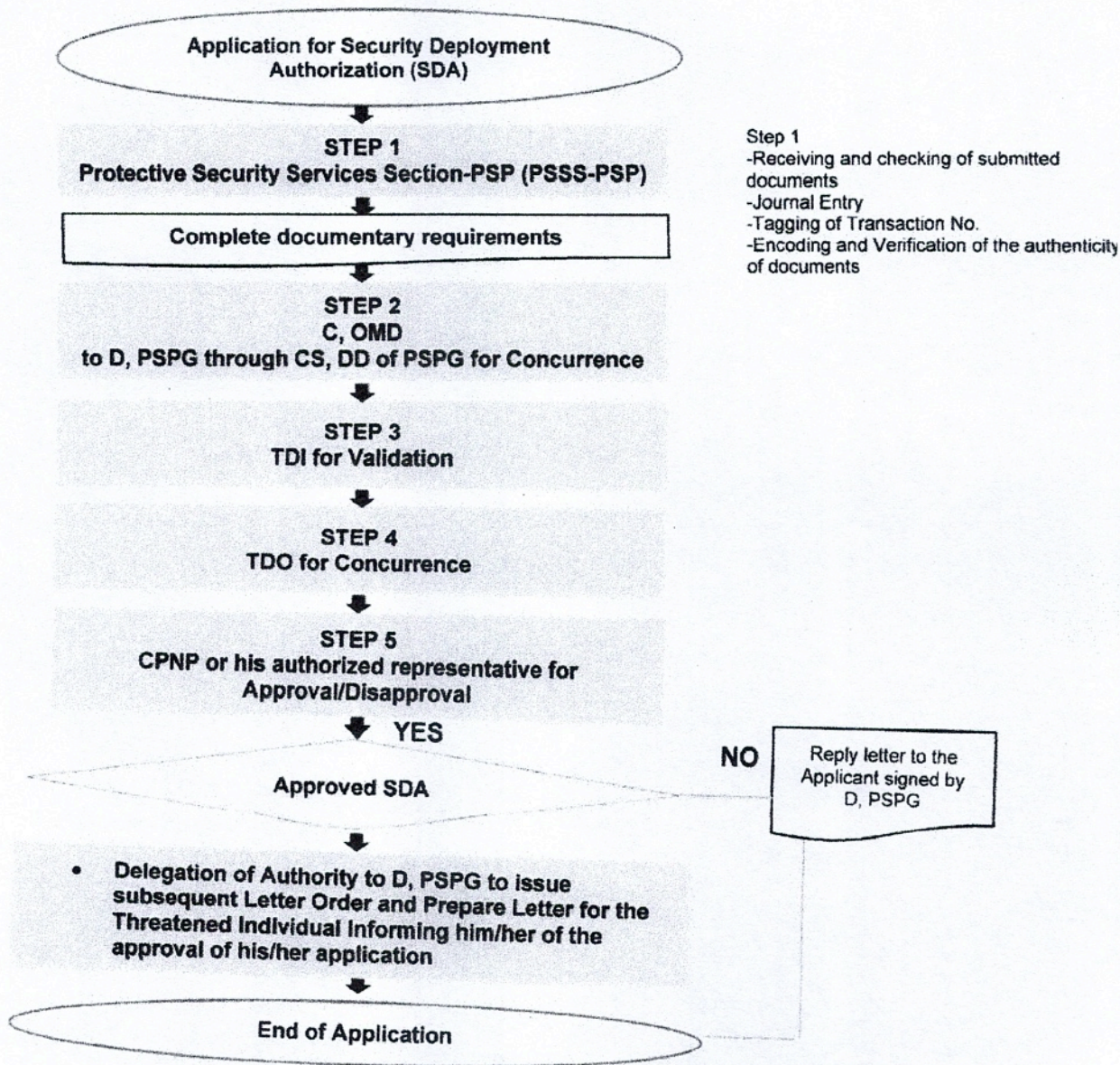
PROCESS FLOW CHART FOR DEPLOYMENT OF PSP

Key Government Officials (KGOs)

- The President of the Republic of the Philippines
- The Vice President of the Republic of the Philippines
- The Senate President
- The Speaker of the HOR
- The Chief Justice of the Supreme Court
- Chairman of the Constitutional Commissions
- Cabinet Secretaries
- Senators
- Members of HORs
- Presiding and Associate Justices of Sandiganbayan
- Associates Justices of the Supreme Court
- Ombudsman
- SOLGEN
- NAPOLCOM Commissioners
- BARMM Chief Minister
- Heads of the ff: NICA, PAO, and PDEA

Private Individuals by virtue of their Former Office/Position

- Former President
- Former Vice President
- Spouse of Former President or next of kin
- Former Chief, PNP



Step 1
-Receiving and checking of submitted documents
-Journal Entry
-Tagging of Transaction No.
-Encoding and Verification of the authenticity of documents



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Annex "D-2"

PROCESS FLOW CHART FOR DEPLOYMENT OF PSP

- Other Government Officials (OGOs)
- Local Chief Executives (LCEs)
- Retired Police Generals (RPGs) * After Six (6) Months
- Private Individuals (Domestic and Foreign Nationals)

Application for Security Deployment Authorization

Step 1
 - Receiving and checking of submitted documents
 - Journal Entry
 - Tagging of Transaction No.
 - Encoding and Verification of the authenticity of documents

STEP 1
 Interim Protective Security Services Section-PSP Deployment (IPSSS-PSP)

Complete Documentary

NO
 Inform the Applicant to provide the needed requirements

YES

STEP 2
 OMD, PSPG
 (Endorse for TA and CBI)

STEP 3
 IIS, OMD

Step 3
 - Conduct Initial Evaluation of Threat
 - Conduct of TA and CBI
 - Review and Evaluate TA and CBI conducted by RPSPUs

STEP 4
 PSPG Deliberation Committee

Does the threat exist?

YES
 Deployment of Provisionary Security Detail with issued PSD-LO signed by D, PSPG

NO
 Reply letter to Applicant signed by D, PSPG

STEP 5
 OMD, PSPG
 Endorse SDA to D, PSPG through CS and DD of PSPG for Concurrence

STEP 6
 D, PSPG
 Endorse to TDI

STEP 7
 TDI

Step 7

- Validation of TA/CBI
 - Concurrence and Endorse to TDCO through DC for concurrence

STEP 8
 TDO
 Concurrence and Endorse to TDCO for Approval/Disapproval

STEP 9
 CPNP or his authorized representative
 Approval or Disapproval

Approved SDA

NO
 Reply letter to Applicant signed by D, PSPG

- Delegation of Authority to D, PSPG to issue subsequent Letter Order and Prepare Letter for the TI informing him/her of the approval of his/her application
- Deployment of PSP by PED or RPSPU concerned

End of Application



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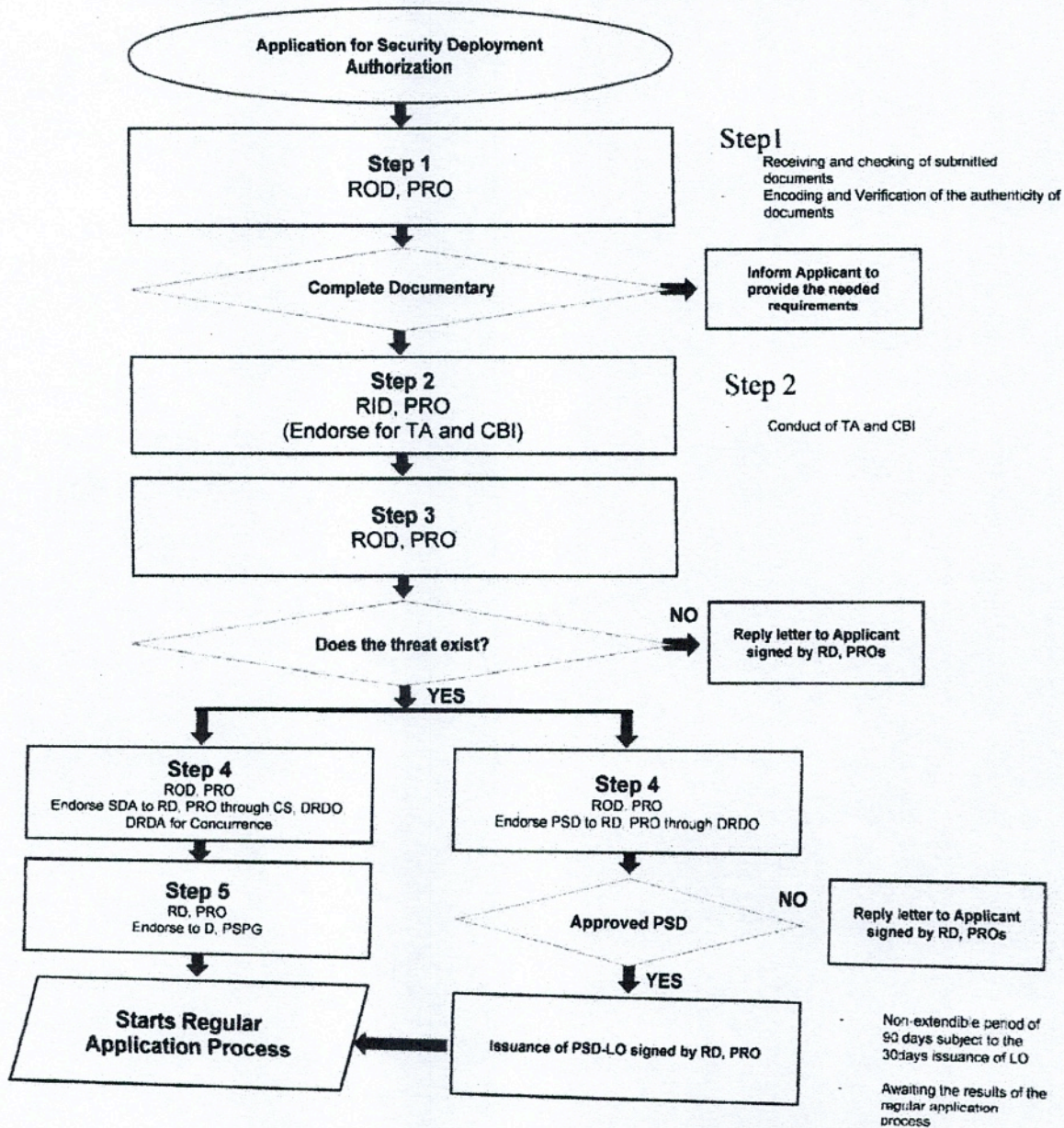
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PROCESS FLOW CHART FOR DEPLOYMENT OF TEMPORARY PSP (AT PRO LEVEL)



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Annex "E"

PROCEDURES AND GUIDELINES FOR THE DEPLOYMENT OF PROTECTION AGENT (PA)

1. Processing of Applications:
 - a. Applications for Authority to Deploy Protection Agent (ADPA) within Metro Manila shall be directly filed at PED, PSPG;
 - b. Provincial applicants may submit their application through the RPSPUs to be forwarded to PSPG;
 - c. All application folders shall be checked/verified by the receiving units as to its completeness, conformity to standards, and authenticity of the requirements submitted by the applicants;
 - d. Upon determination of the compliance with the requirements, PSPG shall process the application for signature of D, PSPG/TDO/CPNP or his authorized representative, as the case may be;
 - e. The PSPG shall prepare the ADPA with the concurrence of TDI, TDO, TCDS, and TDCO prior to the approval/signature of the CPNP or his authorized representative;
 - f. All approved ADPA shall be forwarded to PSPG for the subsequent issuance of SDDO by D, PSPG; and
 - g. Issued SDDO shall be forwarded to NCR-based PDA or PSA-PS and respective RPSPUs for region-based PDA or PSA-PS.
2. Documentary Requirements of Deployment of PAs:

Filipino Citizen TI	Foreign National TI
a) Photocopy of Juridical LTOPF and Firearms Registrations of FAs to be carried by deployed PAs; b) Photocopy of the Security Service Contract between the PSA and TI; c) Affidavit of Undertaking by the TI that the PAs in his/her employ shall be utilized only for protective security; d) Certificate of Non-pending Case of the PDA-PS from SOSIA;	a) Photocopy of Juridical LTOPF and Firearms Registrations of FAs to be carried by deployed PAs; b) Photocopy of the Security Service Contract between the PSA and host of the foreign national TI; c) Affidavit of Undertaking by the host of the foreign national TI that the PAs in his/her employ shall be utilized only for protective security;



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<p>e) National Police Clearance of the TI; and f) Request Letter of the TI addressed to the CPNP.</p>	<p>d) Certificate of Non-pending Case of the PDA-PS from SOSIA; e) Travel itinerary of the foreign national TI; f) Request Letter from the host of the foreign national TI addressed to the CPNP; and g) Bureau of Immigration clearance of the foreign national TI.</p>
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3. Requirement for Renewal of SDDO:

- a. Request letter addressed to D, PSPG;
- b. Photocopy of valid ADPA (signed by D, PSPG/TDO/CPNP);
- c. Photocopy of latest/expired SDDO; and
- d. Other supporting documents:
 - 1) PSA's License to Operate;
 - 2) Photocopy of Juridical LTOPF and FA Registration;
 - 3) Original/authenticated copy of License to Exercise Security Profession of PA; and
 - 4) For TI with existing PSP detail, a photocopy of approved PSP security detail shall also be submitted.



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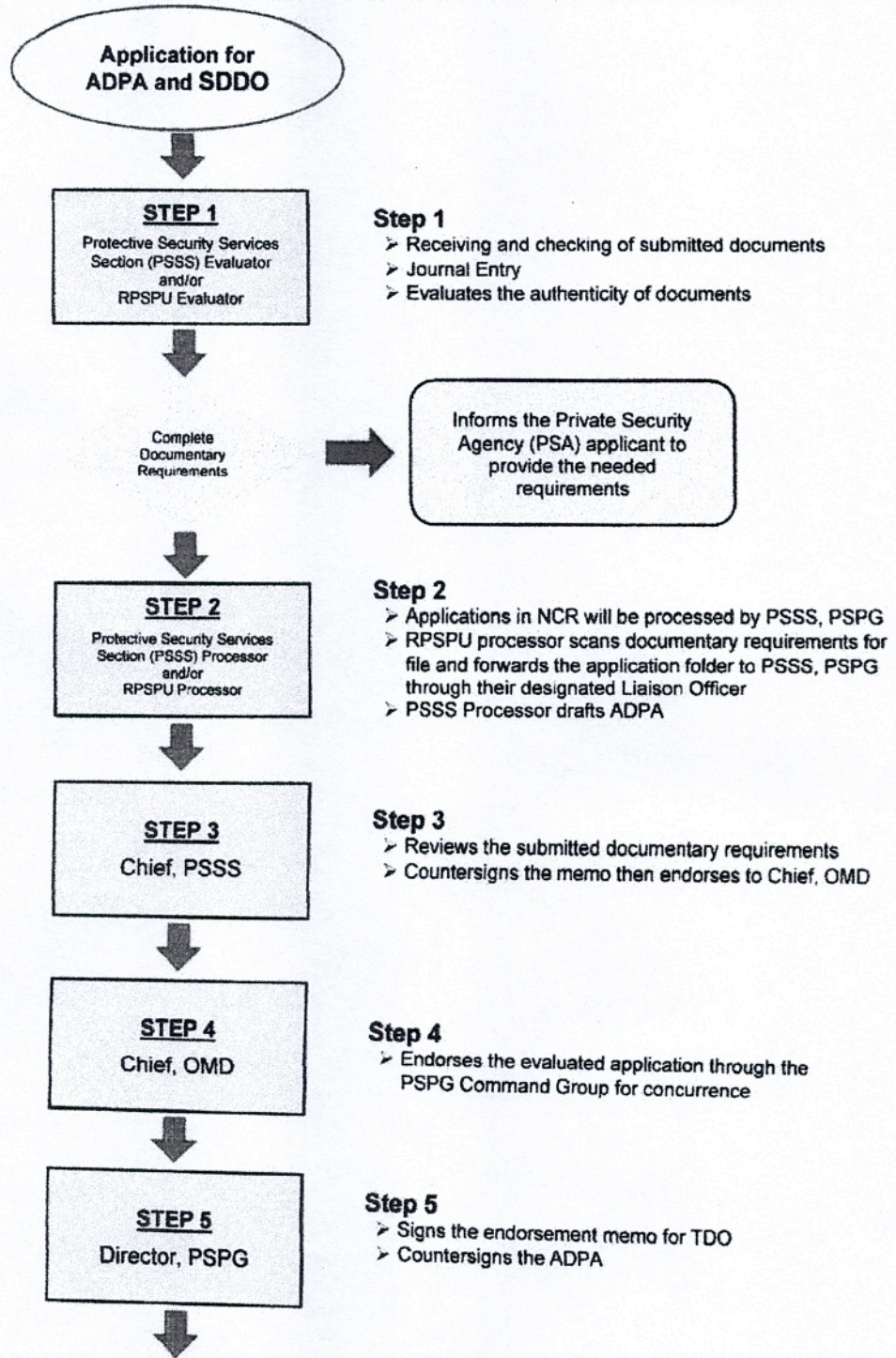


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Annex "F-1"

**PROCESS FLOW CHART FOR APPLICATION FOR AUTHORITY TO DEPLOY PROTECTION AGENT (ADPA) AND SPECIAL DUTY DETAIL ORDER (SDDO)
 APPROVING AUTHORITY: TDO
 VALIDITY OF AUTHORITY: More than 30 days, not exceeding six months**



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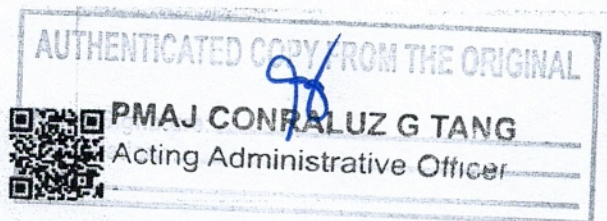
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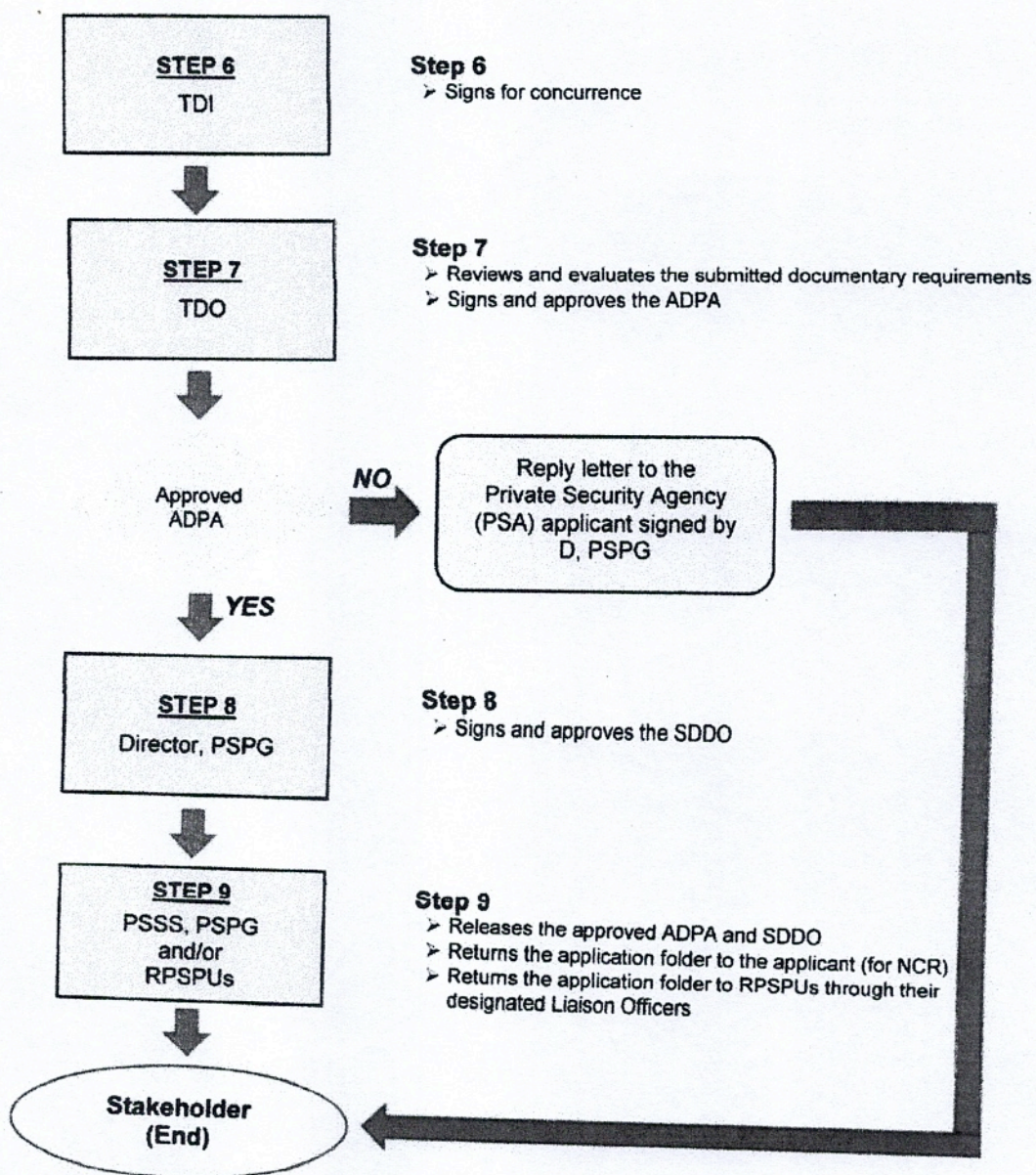
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PROCESS FLOW CHART FOR APPLICATION FOR ADPA and SDDO
APPROVING AUTHORITY: TDO
VALIDITY OF AUTHORITY: More than 30 days, not exceeding six months



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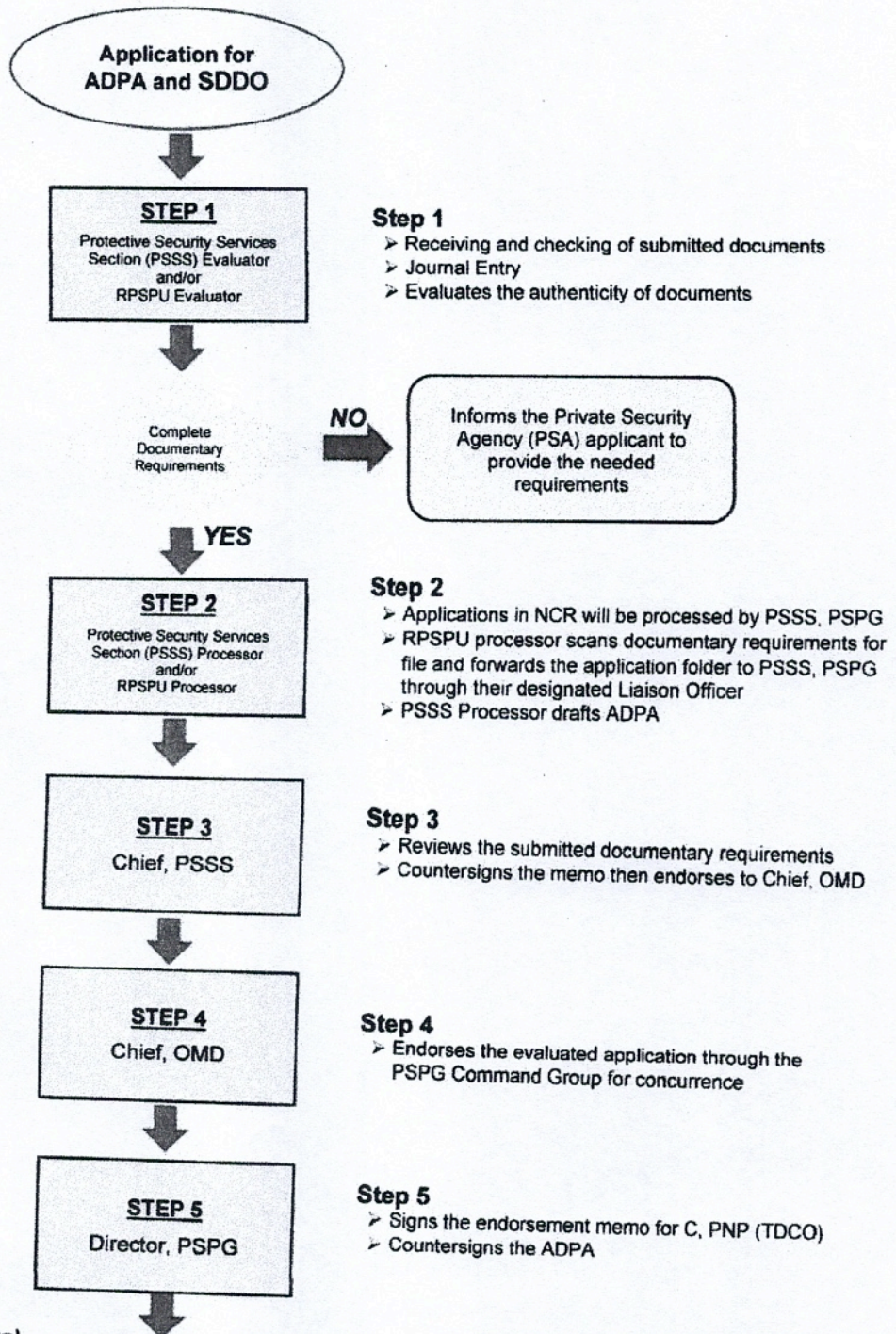
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PROCESS FLOW CHART FOR APPLICATION FOR ADPA and SDDO
APPROVING AUTHORITY: CPNP or his authorized representative
VALIDITY OF AUTHORITY: More than six months to one year



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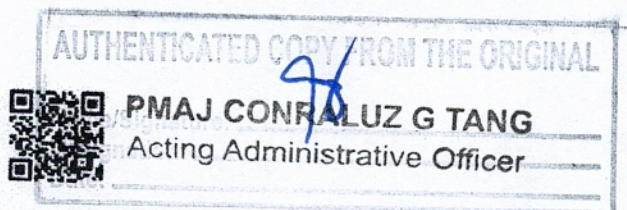
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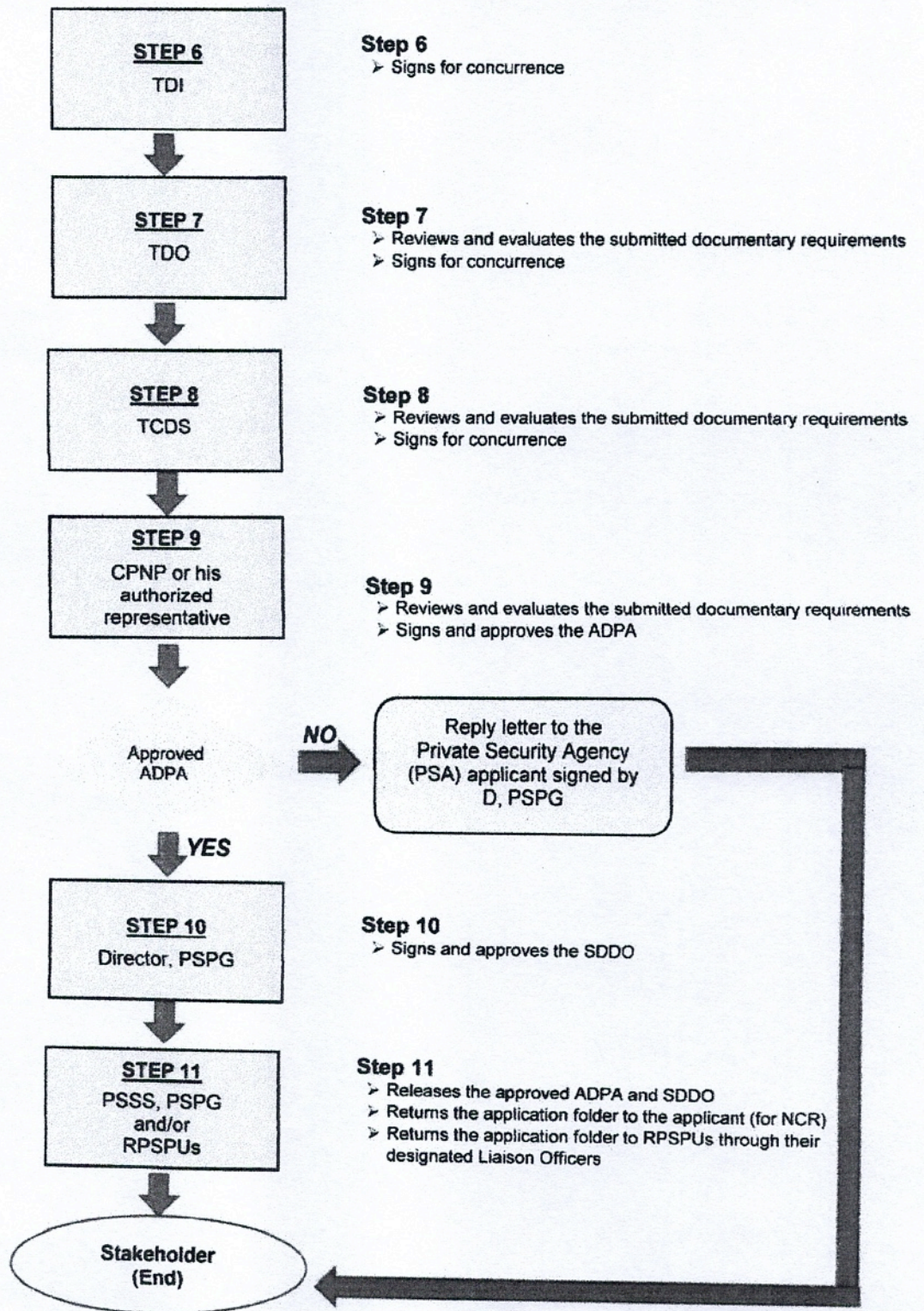
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(continuation)

PROCESS FLOW CHART FOR APPLICATION FOR ADPA and SDDO
APPROVING AUTHORITY: CPNP or his authorized representative
VALIDITY OF AUTHORITY: More than six months to one year



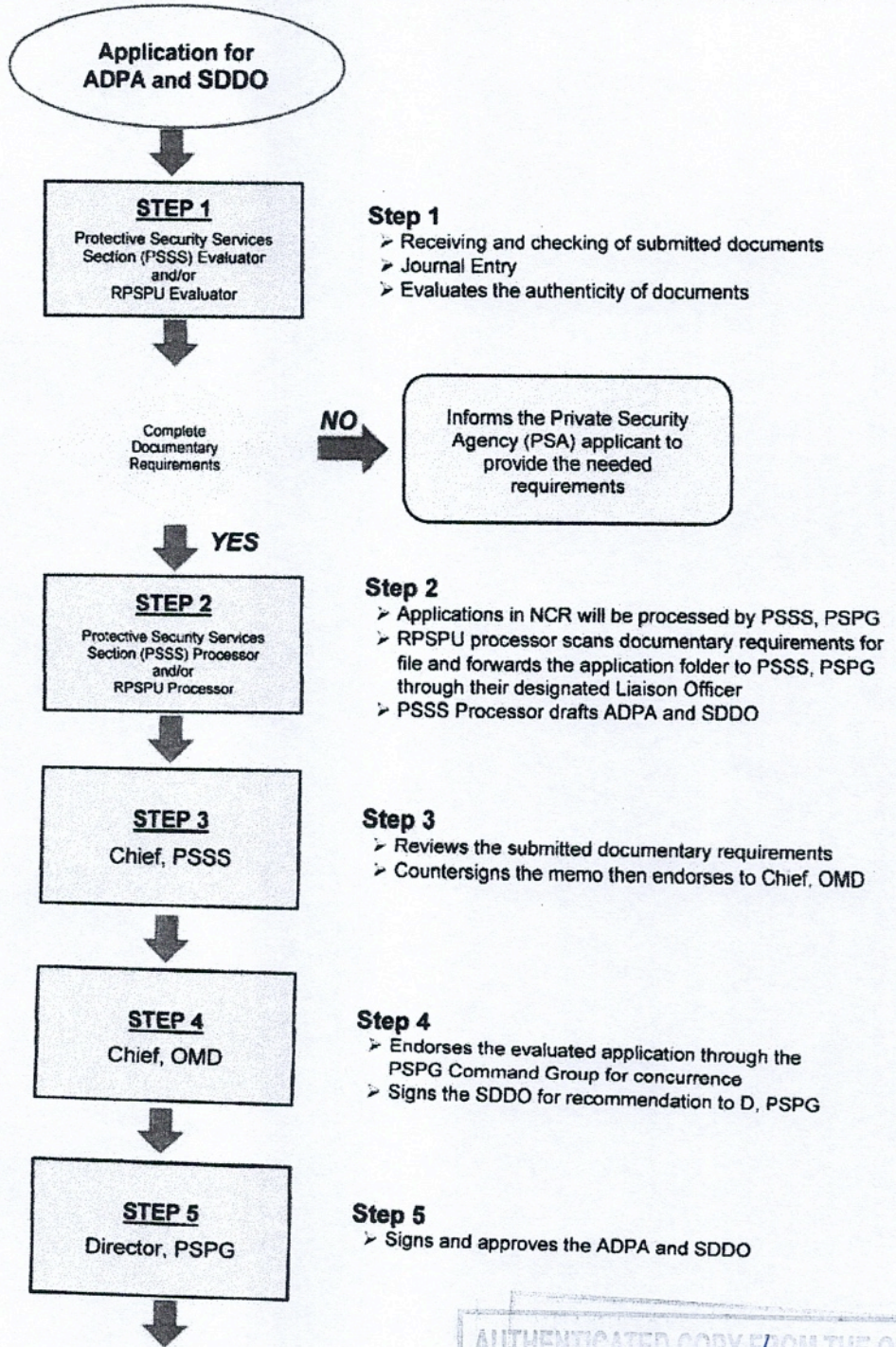
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PMAJ CONRALUZ G TANG
 Acting Administrative Officer

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PROCESS FLOW CHART FOR APPLICATION FOR ADPA and SDDO
APPROVING AUTHORITY: D, PSPG
VALIDITY OF AUTHORITY: 30 days or less



(continued on the next page)

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Designation: **Acting Administrative Officer**

Date: _____



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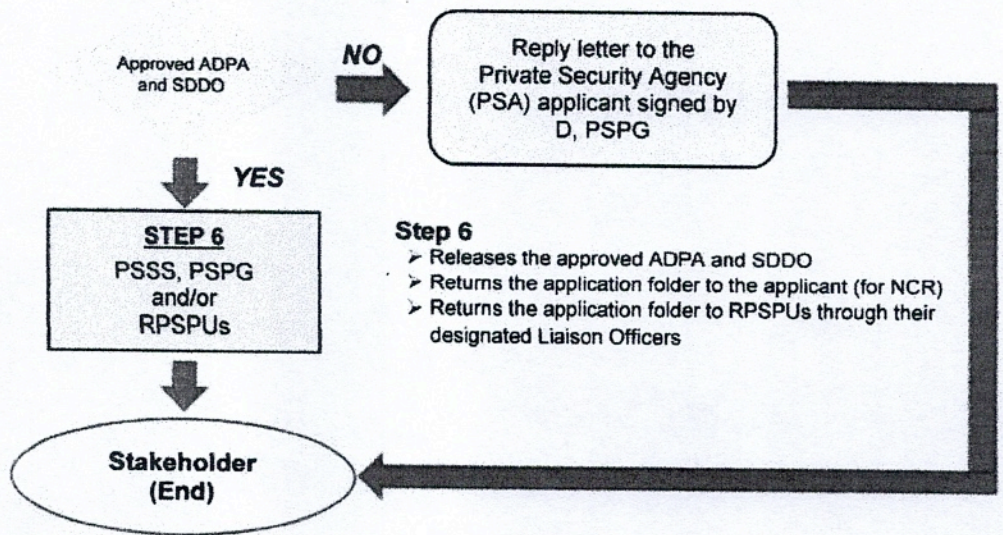


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(continuation)

PROCESS FLOW CHART for Application for Authority to Deploy Protection Agent (ADPA) and Special Duty Detail Order (SDDO)
APPROVING AUTHORITY: D, PSPG



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Designation: **Acting Administrative Officer**

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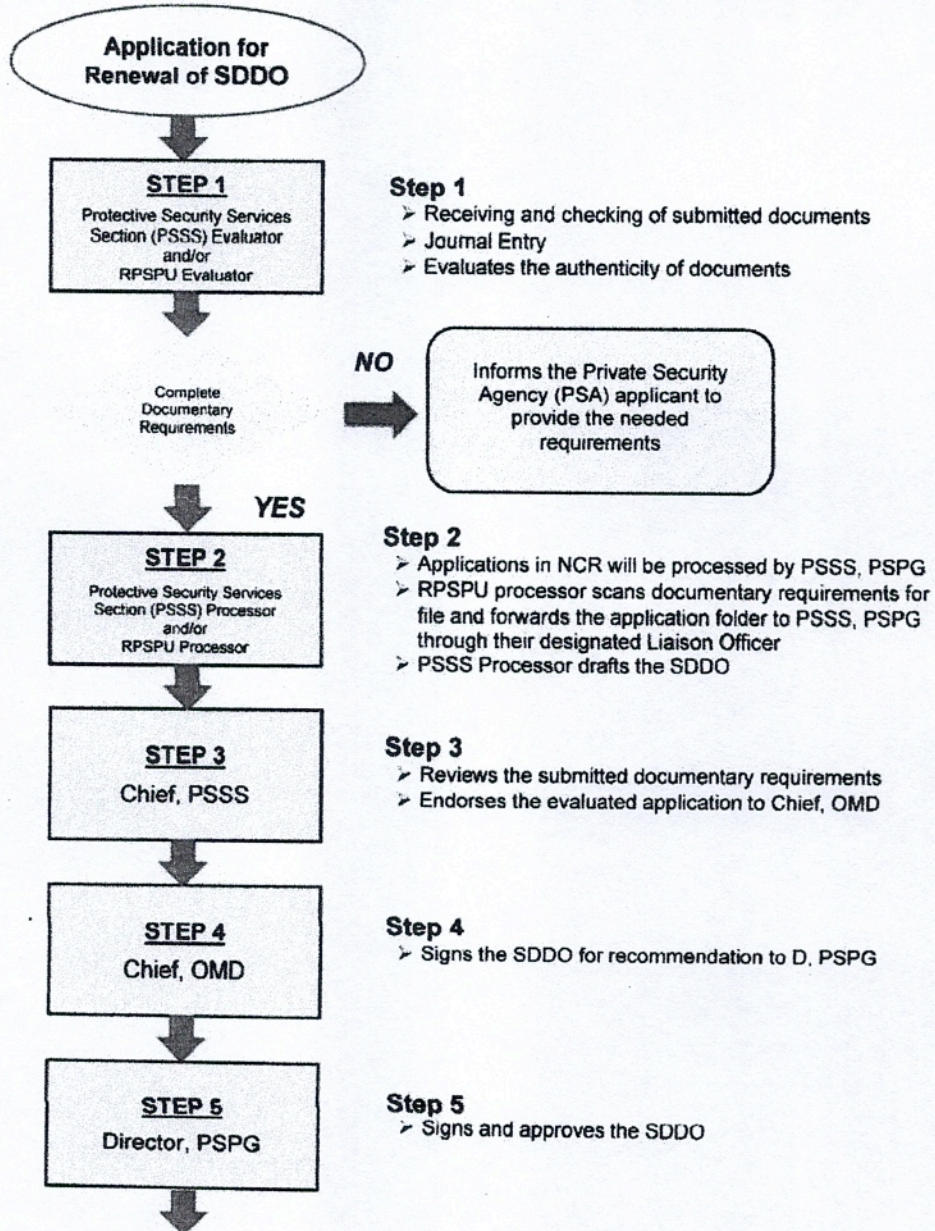
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Annex "F-4"

**PROCESS FLOW CHART FOR RENEWAL OF SDDO
 APPROVING AUTHORITY: D, PSPG
 VALIDITY OF AUTHORITY: 30 days**



(continued on the next page)

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Designation: **Acting Administrative Officer**

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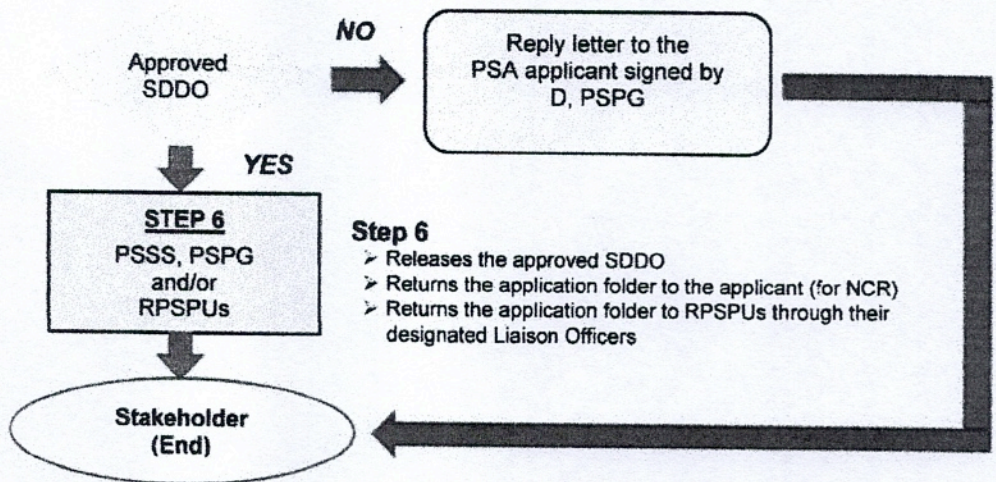


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(continuation)

PROCESS FLOW CHART FOR RENEWAL OF SDDO
APPROVING AUTHORITY: D, PSPG
VALIDITY OF AUTHORITY: 30 days



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Name: **PMAJ CONRAUZ G TANG**

Designation: **Acting Administrative Officer**

Date: _____



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Annex "G"

GUIDELINES AND PROCEDURES IN THE CONDUCT OF TA AND CBI

1. Except for the KGOs, TA and CBI shall be mandatorily conducted to evaluate and validate the request of the applicants for deployment of Protective Security by the following intelligence units of the PNP:
 - a. **The Director for Intelligence (TDI)**
 - 1) Direct and supervise IG in validating the TA and CBI submitted by the PSPG; and
 - 2) Review the results of validation of TA and CBI conducted by IG, and endorse to the CPNP or to his authorized representative through DO.
 - b. **Director, Intelligence Group (IG)**
 - 1) Validate the TA and CBI on applications for protective security for approval of the CPNP or his authorized representative; and
 - 2) Conduct TA as directed.
 - c. **Intelligence Officer, Police Security and Protection Group (PSPG)/ Chief/Intelligence Officer, Regional Police Security and Protection Unit (RPSPU)**
 - 1) Conduct TA and recommend to D, PSPG for the issuance of PSD-LO; and
 - 2) Conduct TA and CBI in coordination/concurrence with C, RID, PRO on applications for protective security for review and evaluation of PSPG Deliberation Committee.
 - d. **Chief, Regional Intelligence Division, Police Regional Offices (PROs)**
 - 1) Conduct TA and recommend to RD, PRO for the issuance of PSD-LO; and
 - 2) Assist the RPSPUs and RIUs in validating TA and CBI.
2. The PSPG shall promulgate, propose, and recommend the parameters/criteria of threat classification as high, low, or none. Such parameters/criteria shall be the guide of the PSPG Deliberation Committee to determine the threat classification in the deployment of PSP to TI.
3. The Chief, RID or Chief, RIU having jurisdiction of the area where the applicants reside shall conduct verification and validation of the threats;



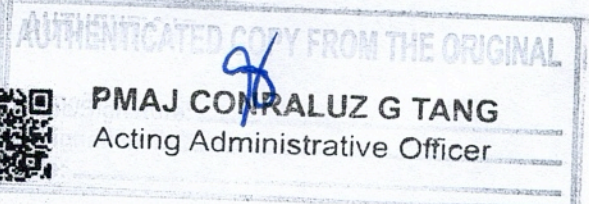
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4. TA and CBI reports shall be prepared by the Intelligence Officer, PSPG/Chief/ Intelligence Officer, RPSPU within 30 days.

5. Before approval of the D, PSPG and endorsement to CPNP or his authorized representative through DI and DO, the PSPG Deliberation Committee shall review the results of TA and CBI conducted by the Chief/Intelligence Officer of PSPG/RPSPUs. The Committee shall determine the threat category of the applicant and whether the applicant is involved or have links in any illegal activities, terrorism or derogatory record.

6. The PSPG shall conduct re-assessment and re-evaluation of threat at least 15 days prior to the expiration of the security detail to determine whether such threat still exists and PSPG shall submit the result of re-assessment to DI for validation.

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QUALIFICATION STANDARDS FOR PROTECTIVE SECURITY PERSONNEL

Rank Bracket		Competency/Specialized Training	Other Requirements
PSPG	PROs		
Pat-PEMS	PCpl-PCMS	<ol style="list-style-type: none"> VIP Security and Protection Course (Close Protection Course); Other VIP security-related training as certified by the PSPG PSP Screening and Selection Board; 	<ol style="list-style-type: none"> Must not have pending administrative or criminal case/s filed against him/her; Must not have been meted out the penalty for less serious or grave offense/s; Must not have derogatory record; Must have attained a rating of Very Satisfactory (VS) in his/her IPER for two successive rating periods; Must possess a permanent appointment status in his/her present rank; Physically and mentally fit as certified by the PNP Health Service; Must pass the competency test to be administered by the PSPG; and Height qualifications standards based on Threatened Individual specifications stated in the PSPG SOP.
PCpt-PMaj	-	<ol style="list-style-type: none"> VIP Security and Protection Course (Close Protection Course); and Other VIP security-related training as certified by the PSPG PSP Screening and Selection Board. 	<ol style="list-style-type: none"> Must not have pending administrative or criminal case/s filed against him/her; Must not have been meted out the penalty for less serious or grave offense/s; Must not have derogatory information; Must have attained a rating of Very Satisfactory (VS) in his/her IPER for two successive rating periods;

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			<p>5. Must possess a permanent appointment status in his/her present rank;</p> <p>6. Physically and mentally fit as certified by the PNP Health Service; and</p> <p>7. Must pass the competency test to be administered by PSPG.</p>
--	--	--	--

- a. Patrolman/Patrolwoman shall be allowed to become PSP if he/she is recruited by the PSPG provided that aspirant must have competency training, at least three years in experience, with at least one major or international event participated in, and must pass all other requirements; and
- b. Personnel of PSPG who successfully passed the minimum standards for PSP shall be categorized in consonance with the approved Standard Operating Procedure on the screening, selection, categorization, and placement of PSP for inclusion in the PSPG's pool of PSP.

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Date: _____



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Annex "I"

AFFIDAVIT OF UNDERTAKING FOR THE DEPLOYMENT OF PSP

I, _____, _____ citizen, of legal age, with office or residential address at _____, after being sworn to in accordance with law, hereby depose and say:

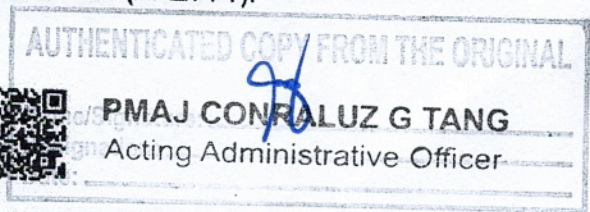
1. I requested for detail of protective security and that while my request is on process, _____, _____, has granted the temporary detail on _____ and has detailed to me temporarily, the police officer named below:

Rank/Name/Badge Number

2. I am not related to my temporary Protective Security Personnel (PSP) within the fourth degree of consanguinity or affinity;
3. I or any member of my immediate family has no existing protective security personnel provided by the AFP/PNP and/or other law enforcement agency, or if there is, the number of protective security personnel should not be in excess of one;
4. I fully understand and agree that the temporary detail of protective security is subject to full and continuing compliance with the conditions for such availment as prescribed in the PNP Memorandum Circular No. _____ and other applicable issuances;
5. In accordance with the PNP Memorandum Circular No. _____ and the Responsibilities of the Threatened Individual in the Letter Order issued by the RD, I shall comply with the following obligations towards the PSP while he/she is temporarily detailed as my security:
 - a. allow my PSP to have two (2) days-off each week, subject to agreement on the details;
 - b. provide my PSP with decent lodging, meals, and transportation allowance should his/her duty extend beyond eight (8) hours each day;
 - c. provide timely detailed information to my PSP regarding my travel itineraries especially during risk activity in vulnerable area for coordination purposes with local police and/or other government forces;
 - d. provide timely information to my PSP of any travel that I will take, whether locally without my PSP, or abroad, which fact shall be reported to his/her Unit for PSP accounting purposes;
 - e. request permission from the RD, PRO whenever traveling with my PSP within the country but outside the jurisdiction specified in the Letter Order;
 - f. ensure that my PSP is able to attend official activities and/or comply with mandatory requirements as a member of the PNP such as, but not limited to:
 - i. Police Information and Continuing Education (PICE);
 - ii. Command Audit/Inspection; and
 - iii. Annual Physical Examination and Physical Fitness Test (APE/PFT).



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6. The PSP temporarily assigned to me is a professional member of the PNP whose duty is confined to protective functions and as such should be treated professionally. For this reason, I will not, under any circumstance, request/ask/assign my PSP to:
 - a. act as security to my spouse, other members of the family or any other person;
 - b. act as security guard, gatekeeper, family driver, errand boy/girl, or other similar utility tasks;
 - c. become an employee of my personal business or any other enterprise or business;
 - d. become an instrument to harass or intimidate other persons;
 - e. perform similar tasks that are beyond the PSP's duty as such; and
 - f. perform any act that is contrary to law, morals and public policy.
7. I shall render a judicious evaluation of my PSP to PSPG/Regional Office on a monthly basis or as required by the D, PSPG/RD, PRO by submitting a fully-accomplished evaluation form provided as to his/her performance and conduct;
8. I shall not engage in any illegal activity or enterprise that is against public morals and decency or enter gambling dens, beer houses and other similar establishments. I am aware that my PSP is under obligation to report my involvement in any illegal activity to the nearest police station or to his/her Unit;
9. I agree that my protective security may be replaced on my behest or upon the request of the PSP or upon the discretion of the PNP in accordance with pertinent rules, issuances or regulations;
10. I agree that the protective security may be revoked or terminated unilaterally by the PNP and my detailed PSP may be withdrawn or recalled any time before the expiration of the detail on the following grounds:
 - a. Should the exigency of the service so requires;
 - b. Should an entry in any of the documents I submitted as part of the application for availment of PSP is found to be false, inaccurate or misleading;
 - c. Should I or any member of my immediate family have already been provided with two (2) protective security personnel by the AFP/PNP and/or other law enforcement agency;
 - d. Should my request for availment of protective security is denied;
 - e. Should the results of my TA and CBI manifested "No Threat"; and
 - f. When any of the provisions of this Undertaking and/or pertinent issuances, rules or regulations, and laws is violated.
11. I understand that the detail of my PSP is only temporary for a period of 30 days. Should the processing of my request for Protective Security has not been completed, the RD, PRO shall issue for extension as long as the total duration of the temporary detail is not more than 90 days.
12. Further, I declare that I have not been convicted of any crime involving moral turpitude, nor have I been convicted or am currently an accused in a pending case for a crime that is punishable with a penalty of more than two (2) years.
13. I understand and agree that, after validation that the threat to my person no longer exists, there is derogatory information or record linking me to any illegal activity, the privilege of herein protective security detail shall be automatically revoked/canceled, and the detailed PSP shall be recalled.



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PMAJ CONRALUZ G TANG
Acting Administrative Officer

Signed this _____ day of _____ 2025 at _____, Philippines.

Signature of Affiant

Subscribed and sworn to before me this _____ day of _____ 2025 at _____, Philippines.

NOTARY PUBLIC

Doc No.: _____
Page No.: _____
Book No.: _____
Series of 2025.



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PMAJ CONRADUZ G TANG
Acting Administrative Officer

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Annex "J"

SPOT INSPECTION CHECKLIST FOR PROTECTION AGENT

Name of Protection Agent : _____
 Name of PDA or PSA-PS : _____
 Address of PDA or PSA-PS : _____
 Place of Inspection : _____
 Date/Time of Inspection : _____

NO.	ITEMS TO BE INSPECTED	YES	NO	VIOLATION/OFFENSE
1	Is the PA wearing the Authorized/Prescribed Uniform while on duty?			
2	Does the PA have in his/her possession a copy of Special Duty Detail Order (SDDO)?			
3	Is the issued firearm to the PA licensed/registered in the name of the PSA?			
4	Does the PA have in his/her possession a photocopy of the LTOPF and Firearms Registration of his/her issued firearm?			
5	Does the PA have in his/her possession a photocopy of the Authority to Deploy Protection Agent (ADPA)?			
6	Does the PA have in his/her possession his/her original License to Exercise Security Profession (LESP)?			
7	Is the PA wearing his/her SOSIA logo countersign pin?			
8	Is the PA rendering duty/protection to other persons not specified in his/her ADPA?			
9	Is the PA carrying light weapon? (e.g. heavy machine guns, hand-held under-barrel)			
10	Is the PA being utilized as gatekeeper, family driver, errand boy or other similar tasks or do illegal activities?			

Signature of Protection Agent

Name of Inspector

Unit

Address

Distribution of Copies:

1. File
2. DO
3. SOSIA
4. PA
5. PDA or PSA-PS



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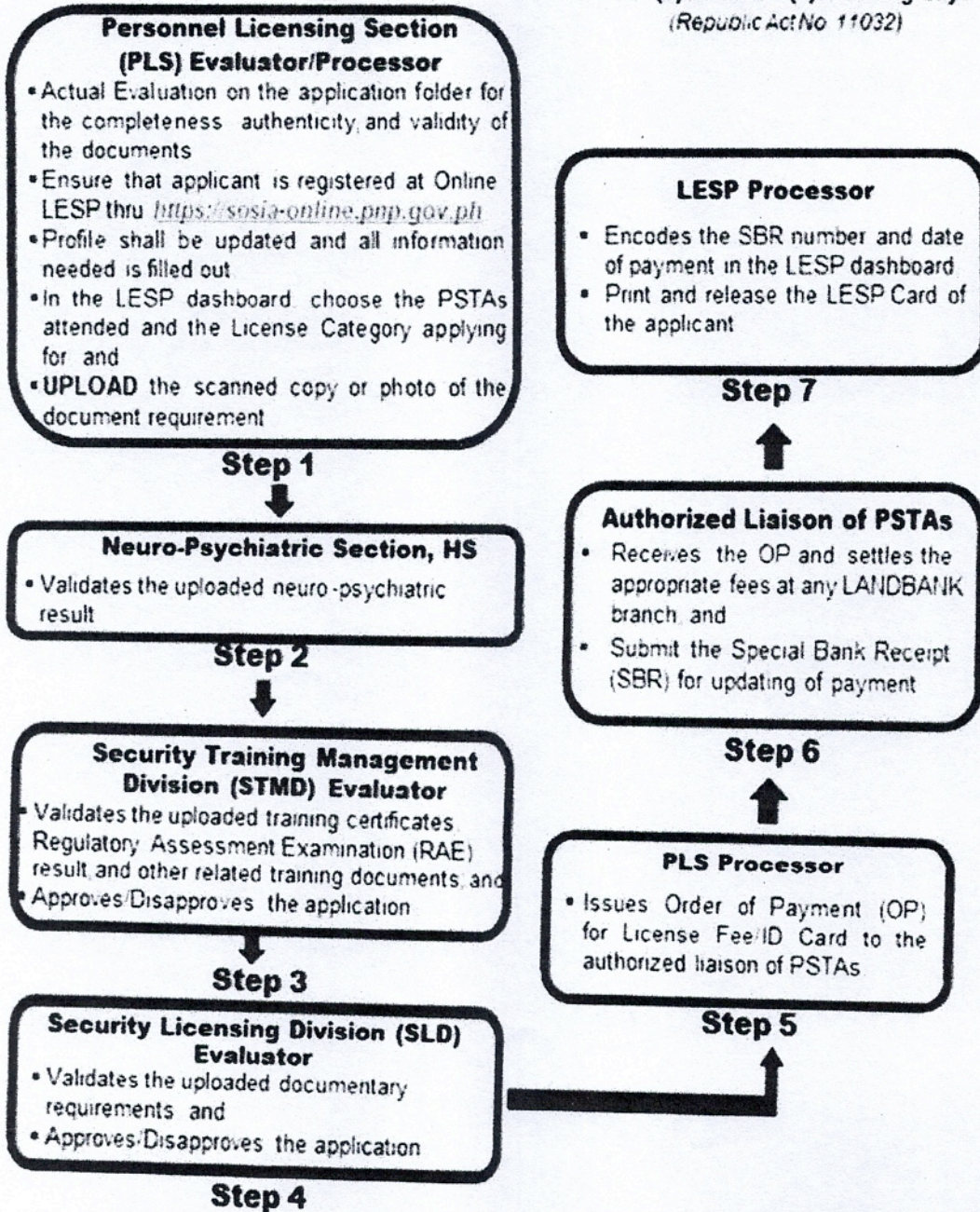
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PROCESS FLOW FOR THE ONLINE APPLICATION OF LESP Private Security Training Agency (PSTA)



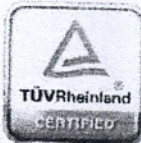
Four (4) to seven (7) working days
(Republic Act No 11032)



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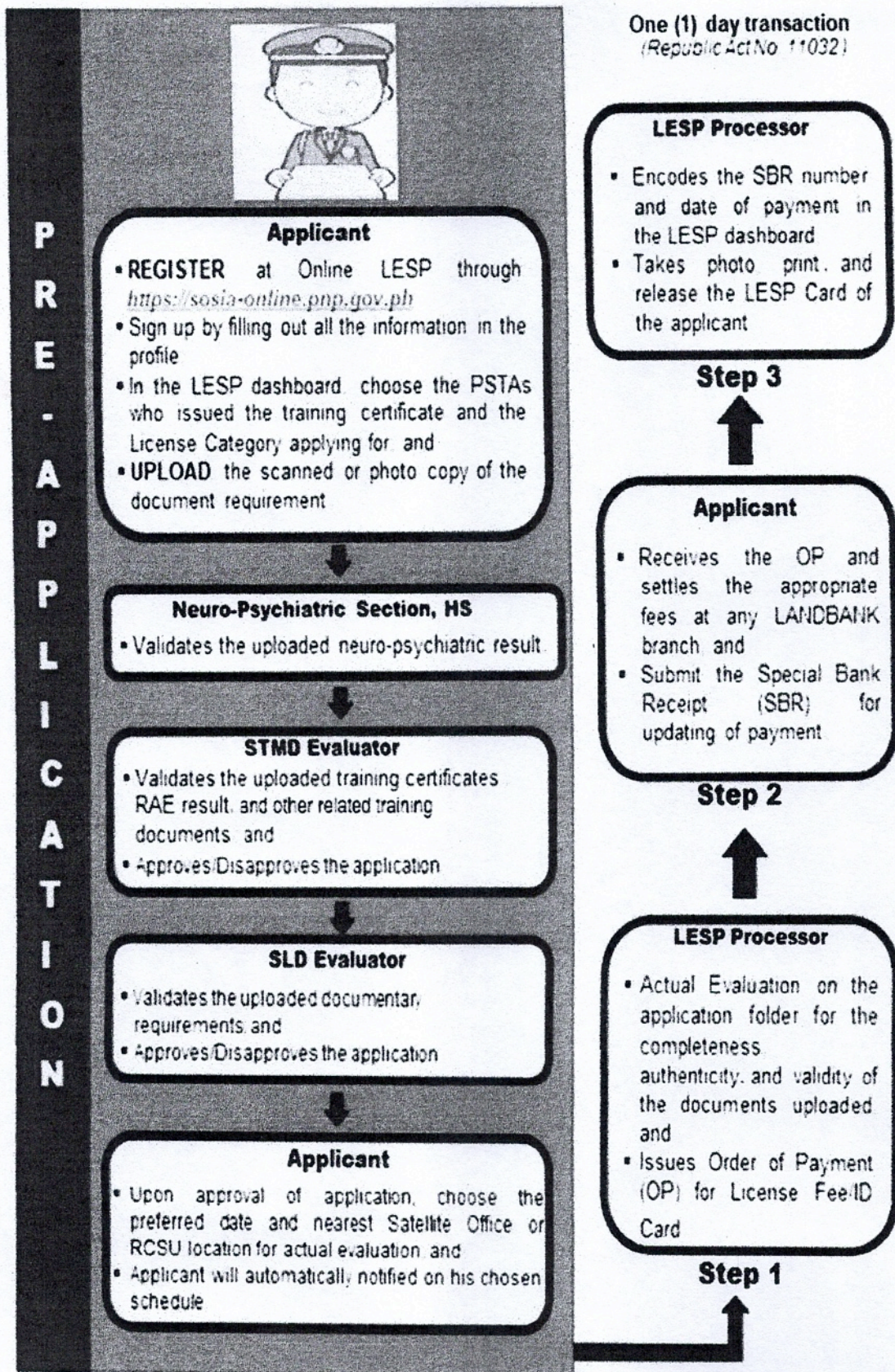
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PM AJ CONRALUZ G TANG
Acting Administrative Officer

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Annex "K-2"

One (1) day transaction
(Republic Act No. 11032)



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