

## Regional Civil Security Unit 5

### License to Exercise Security Profession (New/Renew)

STEP	Client Step	Service Provider	Duration of Activity (under normal Circumstances)	Person in charge	Fees	Form
1	Submission of requirements w/ tabbings in two separate folders	Checks the completeness, authenticity and validity (CAV) of submitted requirements	5 mins	PCMS Marlon B Tiamzon	-	LESP Application Form
		Issues an Order of Payment (OP)				
2	Payment to Land Bank of the Philippines	LBP is an entity outside of the PNP organization (work time not included)	N/A	LBP Teller	P500.00	
3	Submits Special Bank Receipt (SBR)	Attached to the application folder	10mins	PCMS Marlon B Tiamzon		
		Photo capture				
		Prepares/encodes endorsement and Provisional Permit				

		(PROPER)				
4		Signing of endorsement and PROPER	5mins	C,RCSU5		
5	Receives PROPER	Release PROPER to applicant	5mins	PCMS Marlon B Tiamzon		
		Forwards application folder to SOSIA for issuance of LESP ID Card				
6	Claims LESP ID Card	Informs applicant to claim his/her LESP ID Card thru SMS	30-60 days	PCMS Marlon B Tiamzon		

### License to Operate (New/Renew)

STEP	Client Step	Service Provider	Duration of Activity (under normal Circumstances)	Person in charge	Fees	Form
1	Submission of letter request for inspection	Received and schedule the date of inspection	5 mins	PEMS Paolo F Yazon	-	LESP Application Form

2		Visits the client's office and location for inspection	1 - 2 hours	Inspecting Team	-	-
3	Submission of requirements w/ tabbings in two separate folders	Checks the completeness, authenticity & validity (CAV) of submitted requirements	15mins	PEMS Paolo F Yazon	-	-
		Prepares/encodes endorsement and inspection report				
4		Signing of endorsement & inspection report	5mins	C,RCSU5	-	-
5	Receives and endorsement & inspection report	Release signed endorsement & inspection report	5mins	PEMS Paolo F Yazon	-	-

**Request for Issuance of Letter of Authority (LA) Conduct Security Training**

STEP	Client Step	Service Provider	Duration of Activity (under normal Circumstances)	Person in charge	Fees	Form
------	-------------	------------------	---	------------------	------	------

1	Submission of requirements w/ tabbings in two separate folders	Checks the completeness, authenticity & validity (CAV) of submitted requirements	10 mins	PCMS Marlon B Tiamzon	-	-
		Prepares/encodes endorsement				
2		Signing of endorsement	5mins	C,RCSU5	-	-
3	Receives and endorsement	Release signed endorsement & inspection report	5mins	PCMS Marlon B Tiamzon	-	-

**Request for Issuance of Letter of Authority (LA) to Conduct Private Security Training (Off-Site)**

STEP	Client Step	Service Provider	Duration of Activity (under normal Circumstances)	Person in charge	Fees	Form
1	Submission of letter request for inspection	Receives and schedule the date of inspection	10 mins	PCMS Marlon B Tiamzon	-	-

2		Site inspection of the training facility, equipment & tools	2 - 3 hours	Inspection Team	-	-
		Signing of endorsement	5mins	C,RCSU5	-	-
3	Receives and endorsement	Release signed endorsement	5mins	PCMS Marlon B Tiamzon	-	-

**License to own and Possess Firearm (LTOPF) Individual (New/Renew)**

STEP	Client Step	Service Provider	Duration of Activity (under normal Circumstances)	Person in charge	Fees	Form
1	Creation of FEO online account		10 mins	PCMS Rhea N Latonio	-	LTOPF Application Form
2	Submission of LTOPF Requirements	Evaluation of requirements	5mins	PCMS Rhea N Latonio	-	-
3		Approval of FEO, Camp Crame of application	1 - 2 days	firearm Licensing Division, FEO	-	-
4	Payment to Land Bank of the Phil.	Printing of LTOPF Certificate	5mins	PSSg Jela M Cano	-	-

### Firearm Registration Individual (Renew/Transfer)

STEP	Client Step	Service Provider	Duration of Activity (under normal Circumstances)	Person in charge	Fees	Form
1	Submission of FA Registration Requirements	Evaluation of requirements	5mins	PCMS Rhea N Latonio	-	-
2		Approval of FEO Camp Crame of application	1 - 2 days	Firearm Licensing Division, FEO	-	-
3	Payment to Land Bank of the Phil.	Printing of LTOPF Certificate	5mins	PSSg Jela M Cano	-	-

### Permit to Transport firearm and Ammunition

STEP	Client Step	Service Provider	Duration of Activity (under normal Circumstances)	Person in charge	Fees	Form
1	Submission of Requirements	Evaluation of requirements	5mins	PCMS Julie V Añonuevo PSMS Luis A Labini	-	-
2	Payment to Land Bank of the Phil.	Printing of Permit for PTT	1 hour	PCMS Julie V Añonuevo	-	-

## Permit to Conduct Shooting Competition

STEP	Client Step	Service Provider	Duration of Activity (under normal Circumstances)	Person in charge	Fees	Form
1	Submission of Requirements	Evaluation of requirements	5mins	PCMS Julie V Añonuevo PSMS Luis A Labini	-	-
2	Payment to Land Bank of the Phil.	Printing of Permit for Shooting competition	1 hour	PCMS Julie V Añonuevo	-	-