

## **RULE I DECLARATION OF POLICY**

**SECTION 1. Scope.** The organization, operation, business and activities of private watchman/security or detective agencies, security training institutions/systems as well as private security and training personnel shall be governed by these Rules and Regulations implementing Republic Act 5487, as amended.

**SECTION 2. License Necessary.**

a. No person shall engage in the business of or act as a private detective agency or engage in the occupation, calling or employment of security personnel or in the business of private security/training agency without first having obtained the permit from the Chief of the Philippine National Police which permit as approved is prerequisite in obtaining a license certificate.

b. License is likewise necessary for any person operating, managing, directing or conducting a licensed private security/detective/training agency. Any person having any participation in the management or operation thereof except those employed solely for clerical or manual work, shall also secure a license.

**SECTION 3. Training Required.** All applicants for license certificate shall have received the appropriate training from any public or private training institution/system duly recognized by the government to conduct private security or police training.

**SECTION 4. Prohibitions.** No License certificate shall be granted to any applicant for license to operate or license to exercise security profession with the following disqualifications:

- a. having previous record of any conviction of any crime
- b. having previous record of any conviction of any offense involving moral turpitude
- c. having been dishonorably discharged or separated from employment or service
- d. being a mental incompetent
- e. being a user/addicted to the use of prohibited drugs or narcotics
- f. being a habitual drunkard
- g. dummy of a foreigner

## **RULE II PENAL PROVISION**

**SECTION 1.** Without prejudice to the imposition of criminal sanctions, any violation of Republic Act 5487, as amended or its rule or regulation, by license grantees likewise pursuant thereof, shall be punished by suspension, or fine, or cancellation of his or its license to operate, conduct, direct or manage a private detective, watchman or security guard agency and all its members, or penalized pursuant to provisions herein under, and/or with the forfeiture of its bond filed with the Philippine National Police, at the discretion of the Chief. PNP.

## **SECTION 2.**

a. Any person not covered by Section 1, Rule II above who commits any act in violation of Republic Act 5487 as amended and its implementing rules and regulations shall, on conviction thereof, suffer imprisonment of from ten to fifteen years, and a fine of not less than ten thousand pesos nor more than fifteen thousand pesos as the Court may direct.

b. If the violation is committed by those persons mentioned in Section 3b, Rule IV herein under, the penalty shall be imprisonment ranging from one to four years and a fine ranging from one to four thousand pesos at the discretion of the Court.

**SECTION 3. *Expired License.*** For purposes of enforcing sanctions, any private security, watchman or company guard force agency or private security or training personnel upon expiration of their respective license to operate or license to exercise security profession are considered as not possessing license and shall be held criminally and administratively liable.

## **RULE III DEFINITION OF TERMS**

**SECTION 1. *Definition*** – For purposes of and when used in these rules and regulations, the following terms shall be construed in the sense indicated herein unless the context of a particular section clearly indicates that a different sense is intended:

- a. *Person* – shall include not only natural but also juridical persons such as single proprietorships, partnerships, corporations, companies or associations, duly organized and registered with the Securities and Exchange Commission and/or the Department of Trade and Industry.
- b. *Private Security Services* – shall include the act of providing or rendering services to watch an establishment whether public or private, building, compound/area or property, to conduct access control/denial in any form whether physically, manually or scientifically by electronic monitoring systems, for the purpose of securing such area/property and at the same time ensuring safety and protection of persons within such areas, to maintain peace and order within such areas, to conduct private security training, and/or to conduct investigation. It shall also include the act of contracting, recruiting, training, furnishing or posting any security guard, to do its functions or solicit individuals, businesses, firms, or private, public or government-owned or controlled corporations to engage his/its service or those of his/its security guards, for hire, commission or compensation thru subscription or as a consultant/trainer to any private or public corporation.
- c. *Private Detective Services* – shall include among others the act of providing personal security protection, inquiry and information gathering, pre-employment verification and individual background profiling, providing assistance in civil liability and personal injury cases, insurance claims and fraud, child custody and protection cases, for the purpose of assisting in

gathering information leading to determination and/or prevention of criminal acts and/or resolution of legal, financial and personal problems.

- d. *Private Security Industry* – shall cover those in the legitimate business of providing private security and detective services.
- e. *Private Security Guard (SG)* – sometimes called private security guard or watchman shall include any person who offers or renders personal service to watch or secure either a residence, business establishment, or buildings, compounds, areas, or property, inspects/monitors bodily checks/searches individuals and/or baggage and other forms of security inspection, physically/ manually or scientifically electronic, including but not limited to, logging concessions and agricultural, mining or pasture lands, transportation, for hire or compensation, or as an employee thereof, including any employee of the national or local governments or agencies or instrumentality's thereof and or government owned or controlled firm or corporations who is employed to watch or secure government buildings, compounds, premises and other properties, other than members of the Armed Forces of the Philippines, guards of the Bureau of Jail management and Penology, Municipal or City jail guards, and members of the Philippine National Police or of any other law enforcement agency of the Government.
- f. *Private Detective (PD)* – shall mean any person who does detective work for hire, reward or commission, other than members of the Armed Forces of the Philippines, guards of the Bureau of Jail Management and Penology, municipal or city jail guards, and members of the Philippine National Police or of any other law enforcement agency of the government.
- g. *Private Security Personnel* – shall be natural persons which include private security guards, private detectives, security consultants, security officers and others that may be classified later, rendering/performing security and/or detective services as employed by private security agencies and/or private firms.
- h. *Government Security Personnel* – shall be natural persons which include government security guards, detectives, security consultants, security officers and others that may be classified later, except those of the Armed Forces of the Philippines, Philippine National Police, Bureau of Jail Management and Penology, Municipal or City Jail guards rendering/performing security and/or detective services as employed by government entities.
- i. *Private Security Agency (PSA)* – shall mean any person association, partnership, firm or private corporation, who contracts, recruits, trains, furnishes or posts any security guard, to perform its functions or solicit individuals, businesses, firms, or private, public or government-owned or controlled corporations to engage his/its service or those of his/its security guards, for hire, commission or 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, detective and investigation services like gangway security, catering security, passenger profiling, baggage examination, providing security on board vessels or aircraft, or other security needs that PNP SAGSD may approve.

- j. *Private Detective Agency (PDA)* – shall mean any person association, partnership, firm or private corporation, who contracts, recruits, trains, furnishes or posts any private detective, to perform its functions or solicit individuals, businesses, firms, or private, public or government-owned or controlled corporations to engage his/its service or those of his/its detectives, for hire, commission or compensation thru subscription or as a consultant/trainer to any private or public corporation or as consultant on any detective related matter, or to provide highly specialized detective and investigation services, or other detective needs that SAGSD-CSG may approve.
- k. *License to Exercise Profession* – shall mean any document issued by the Chief, Philippine National Police or his duly authorized representative recognizing a person to be qualified to perform his duties as private security or training personnel.
- l. *License to Operate (LTO)* – is a License Certificate document, issued by the Chief, Philippine National Police or his duly authorized representative, authorizing a person to engage in employing security guard or detective, or a juridical person to establish, engage, direct, manage or operate an individual or a private detective agency or private security agency/company security force after payment of the prescribed dues or fees as provided in these Rules and Regulations.
- m. *Company Guard Force (CGF)* – a security force maintained and operated by any private company/corporation utilizing any of its employees to watch, secure or guard its business establishment premises, compound or properties.
- n. *Government Guard Unit (GGU)* – a security unit maintained and operated by any government entity other than military or police, which is established and maintained for the purpose of securing the office or compound and/or extension of such government entity.
- o. *PNP* as used herein shall mean the Philippine National Police, which was organized pursuant to the provision of RA 6975 otherwise known as the National Police Act of 1991.
- p. *SAGSD* as used herein shall refer to the current PNP Civil Security Group Security Agency and Guard Supervision Division or any other PNP Office that may be designated later as the primary office for supervision of the implementation of these rules and regulations.

- q. *PADPAO* refers to the Philippines Association of Detective and Protective Agency Operators, Inc., which is an association of all licensed security agencies and company security forces.
- r. *Duty Detail Order* is a written order/schedule issued by a superior officer usually the private security agency/branch manager or operations officer assigning the performance of private security/detective services duties.

**RULE IV  
LICENSE TO OPERATE**

**PART 1**

**SECTION 1.** *Who may organize and maintain a Private Security Agency and Private Detective Agency.* - Any Filipino citizen or corporation, association, partnership, one hundred percent (100%) of which is owned and controlled by Filipino citizens, may organize and maintain a Private Security Agency or Private Detective Agency.

**SECTION 2.** *Basic requirement of an operator or manager of agency –*

a. The operator or manager of an agency including, managers of branch offices, must be:

1. Filipino citizen;
2. Not be less than twenty five (25) years of age;
3. College graduate and/or a commissioned officer in the inactive service or retired from the Armed Forces of the Philippines or the Philippine National police;
4. Has taken a course/seminar on industrial Security Management and/or must have adequate training or experience in security business; and,
5. Good moral character

b. New applicants for license to operate shall be required to obtain a minimum capitalization of one million pesos (P1, 000,000.00) with a minimum bank deposit of five hundred thousand (P500, 000.00) pesos in order to start its business operation.

**SECTION 3.** *Limitations, Disqualifications and Prohibitions.*

a. No person shall organize or have an interest in more than one agency.

b. Elective or appointive government employees who may be called upon on account of the functions of their respective offices in the implementation and enforcement of the provisions of Republic Act 5487 as amended and its implementing rules and regulations, and any person related to such government employee by affinity or consanguinity in the third civil degree, shall not hold an interest, directly or indirectly, in any security or watchman agency.

c. No agency shall offer, render or accept services in gambling dens or other illegal business establishments or enterprises.

d. The extent of the security guard service being furnished by the security agency shall not go beyond the compound and/or property of the person or establishment contracting the security service except when the security guards is escorting big amount of money or valuables.

e. *Main/branch offices.* - All agencies shall maintain a main office in their registered addresses. Branch offices may be established and maintained in other provinces/ cities where the security agency has deployed security guards.

f. *Authority to operate outside principal offices.* The following measures are promulgated to promote the healthy growth of the private security industry in general, as well as to minimize proliferation of marginal agencies in particular.

1. No new or moribund but previously licensed private security agency shall be granted license to operate unless its business viability is supported by evidence of assured clientele, adequate capitalization and the like.
2. Private Security Agency operating at regions outside its main office shall be required to register with the nearest Police Provincial Office and shall submit an authenticated machine copy of the following documents:
  - a) License to Operate
  - b) License of the FA's to be issued
  - c) List of the officers and security guards
  - d) Appointment Order of Branch/Detachment Manager (if any)

g. All applicants for license to operate shall, in addition to the requirements imposed pursuant to RA 5487 as amended and these rules and regulations, be required to attend a private security agency/company guard force operators' and management seminar/workshop.

h. *Prohibition on "KABIT SYSTEM" operators.*

1. No licensed security agency shall operate, promote and enter into an agreement of "merger" (kabit system) with any person or a group of persons for the purpose of organizing a branch unit or subsidiary under separate control and ownership. Merger of security and detective agencies shall not be recognized without prior approval from the Securities and Exchange Commission with respect to their Articles of Incorporation and the Department of Trade and Industry, with regards their business name.

2. Any of the following circumstances or a combination thereof shall be considered prima-facie evidence of the existence of "Kabit System".

- a) Maintaining a separate branch, unit or subsidiary office aside from the main office of the agency situated within the same locality;
- b) Receiving direct payments from the agency's clientele and issuing officials receipt of their own distinct from that issued by the agency concerned;

- c) Remitting directly Social Security System premiums, Medicare contributions and other premium for other policy insurance benefits by the aforementioned branch, unit or subsidiary office;
- d) Existence of an agreement between the licensee and a branch manager thereof, whereby the latter obligates himself to pay a certain percentage of his income to the former on the condition that the control and supervision of the guards posted by said branch shall course on the manager thereof and that the licensee shall be exempt from liabilities/ obligations attendant to the operation of said branch.
- e) Keeping/maintaining separate payrolls for the branch employees signed and/or approved by the branch manager only;
- f) Absence of record of monthly income remittances to the main office when said branch is authorized to make collections from the clients of the licensee; and
- g) All other similar acts tending to show separate and distinct relationship/ personality/ ownership/ management.

**SECTION 4.** *Organizational structure of private security agencies/company security services/ government security units.*

a. Private security agencies shall conform with the organizational structure, personnel, equipment, training and clothing as provided for hereinafter.

b. Company security forces shall be organized to conform substantially with the organizational structure prescribed for private security agencies.

c. Government Guard Unit shall be organized to conform with the organizational structure of the said government firm but not contrary to the organizational structure as prescribed for government security units.

**SECTION 5.** *On Membership.*

a. No regular license shall be granted to any private security agency unless it has a minimum of two hundred (200) licensed private security personnel under its employ.

b. No regular license shall be granted to any company guard force or private detective agency unless it has a minimum of thirty (30) licensed private security personnel under its employ.

c. The maximum number of private security personnel that a PSA/CGF/PDA may employ shall be one thousand (1000).

**PART 2**

**SECTION 6.** *Application for License to Operate (LTO).*

a. The application shall be made in writing by the owner (for single proprietorships) or authorized person duly designated by the corporation or partnership (through a board resolution or joint affidavit, respectively) and shall be filed with the Chief of the Philippine National Police (CPNP) through the PNP Security Agency and

Guard Supervision Division, Civil security Group (SAGSD-CSG). Using license application form PNPSF1, the application shall contain the full name of the applicant, his age, civil status, his residence and location of business.

b. Applications of corporations, associations, partnerships shall furthermore include a copy of the certificate of registration together with its by-laws and articles of incorporation.

c. All applications shall be accompanied by a bond issued by any competent or reputable surety or fidelity or insurance company duly accredited by the Office of the Insurance Commissioner, which bond shall answer for any valid and legal claim against the agency by its clients or employees.

**SECTION 7. *License to Operate (LTO).*** License to Operate (LTO) shall be issued corresponding to the purpose of the organized Private Security Agency:

a. Private Security/Detective Agency LTO. License certificate issued to persons, corporations, associations, partnerships whose primary purpose is to provide/offer commercial private security and/or detective services for hire, commission or compensation.

b. Company Guard Force LTO. License certificate issued to persons, corporations, associations, partnerships not doing business nor organized purposely or principally as a private security guard or detective agency who/which is utilizing for its security purpose any of his/its employees to render private security or detective services.

c. Government Guard Unit Certificate of Registration (CR). License certificate issued to national or local government or any agency or instrumentality thereof, or of government-owned or controlled corporation not doing business nor organized purposely or principally as a private security guard or detective agency who/which is utilizing for its purpose any of his/its employees to render private security or detective services.

**SECTION 8. *Status and Validity of License to Operate.*** The status of license certificate in Section 7 above shall be issued in conformity with the following:

a. Regular LTO – issued, after complying with licensing requirements, to private security agencies having obtained and maintained in its employ at least two hundred (200) security personnel, and to company guard forces and private detective agencies having obtained and maintained in its employ at least thirty (30) security personnel and private detectives respectively. Such license may be renewed following conformity with renewal requirements prescribed in a Standard Operating Procedure (SOP).

b. Temporary LTO – initial and conditional issuance to new private security agencies and to PSAs holding regular LTO not able to maintain the minimum number of security personnel or conform to standards, for them to be able to attain the 200 minimum number of security personnel or comply with licensing standards, prior to issuance/re-issuance of regular LTO. Such issuance shall not be renewable nor be extendible.



c. Unless sooner cancelled or revoked and provisions hereof modified, all licenses to operate shall have a validity of two (2) years. Temporary LTOs upon expiration are automatically cancelled.

d. The expiry date of Regular Licenses to Operate shall be on the last day of the month of the second year corresponding to the last number before the year series number of the *assigned* number/LTO number of the License. (i.e. hereto in bold numbers PSA-0000**1**-02 and PSA-0005**0**-03 representing expiry on January 31, 2004 and October 31, 2005 respectively). For this purpose the appropriate transition period shall be provided after the effectivity of these Rules and Regulations.

#### **SECTION 9. LTO Processing.**

a. All applications for Licenses to Operate filed shall be processed by SAGSD-CSG for approval and subsequent issuance of the appropriate LTO, and/or for disapproval.

b. When all requisites for the issuance of License to Operate have been complied with, corresponding license certificate shall be issued upon payment by the applicant of applicable fees and bond, prescribed/to be prescribed following existing administrative laws:

- National License Fee
- Security Personnel Registration Fee
- Annual Internal Revenue tax
- Local Government Business tax

Bond issued by any competent or reputable surety or fidelity or insurance company duly accredited by the Insurance Commission in the sum of ten thousand pesos in the discretion of the CPNP which bond shall answer for any valid and legal claim against the agency by its clients or employees

c. Applications with lacking requirements shall not be accepted for processing.

d. All accepted applications for license to operate shall be processed for completeness of documentary requirements and conformity to standards.

#### **SECTION 10. Supporting Documentary Requirements**

a. Supporting Documents accompanying applications for *New License To Operate*:

1. Sketch of Office Location
2. Application Form (SAGSD 02-94)
3. Registration Form DTI/SEC
4. Bio-Data/Information Sheet for Director/Partners
5. Indorsement from RD/ARDO (for provincial application only)
6. College Diploma or Retirement Order (AFP/PNP)
7. List of Prospect Clients
8. Project Feasibility Study
9. Letter Request for Authority to Purchase FA's From Authorized Gun Dealers/Store

10. Official Receipt National License Fee (P 2, 500 per year)
11. Registration Fee (P 50 per guard)
12. Surety Bond for the period of license
13. Bank Certificate (Minimum P 500, 000)
14. Certificate from RD/Provincial Director that there is a demand for security services or a need to CSF
15. PADPAO Membership Fee or PADPAO Membership Certificate
16. Affidavit that the agency applying has a furnished office and PNP approved FA's vault.
17. Affidavit that PSA will have at least 200 guards posted within 2 years after date of approval of Temp LTO
18. PNP Intelligence Clearance
19. NBI Clearance
20. Neuro-Psychiatric Clearance
21. Drug Test

b. Supporting Documents accompanying applications for *Regular License To Operate*:

1. Indorsement from RD, PNP PROs with Inspection Checklist
2. Sketch of Office Location
3. Application form (SAGSD 02-04)
4. Notarized Disposition of Guards, Clients & Fire Arms
5. List of Licensed FA's Noted/Certified By FED
6. Alphabetical Listing of Guards By Birthmonth
7. Official Receipt for National License Fee
8. Official Receipt for PNP Registration Fee
9. VAT Payments
10. Agency's /Company's FAs License Fee
11. Surety Bond for the period of license
12. PNP Intelligence Clearance
13. Neuro-Psychiatric Clearance
14. Drug Test
15. National SSS Clearance with R-5 & R-3
16. BIR Clearance
17. DOLE Clearance
18. Certificate of fm FED of No Unclaimed FA's Licenses
19. Certification of PADPAO Membership (PADPAO)
20. Certification of Seminar re-RA 5487 (PADPAO)
21. Mayor's Permit (Where main office is located)
22. License to Operate (Previous)

c. LTO processing, standards and documentary requirements shall be prescribed in a Standard Operating Procedure (SOP) issued by the Director, CSG.

#### **SECTION 11.** Renewal of License to Operate.

a. Filing of Applications for Renewal and Late Filing. All applications for renewal of License to Operate shall be filed *at least sixty (60) days before expiry date of LTO* subject of the renewal application. Applications filed/accepted thereafter shall be penalized for late filing.

b. Failure to Conform to the Standards for Renewal. Renewal applicants/holders of regular license not able to maintain the 200 minimum number of security personnel under its employ or license renewal requirements at the time of filing of application, shall be reverted to temporary status and issued temporary LTO. Within its duration the agency-applicant may comply with the required minimum number of employed security personnel or license renewal requirements prior to re-issuance/renewal of its regular LTO.

c. Failure to file for renewal. The Licenses to Operate of applications for renewal of regular Licenses to Operate who fail to file applications sixty (60) days after the expiry date of LTO subject of the renewal application, SHALL AUTOMATICALLY BE CANCELLED.

d. In addition to other renewal requirements under provisions of these rules and regulations, no application shall be approved unless a certification is issued by FED-CSG to the effect that all licenses of firearms of the agency concerned are updated/renewed for at least one (1) year forthcoming during the validity of the renewed LTO.

**SECTION 12.** *Approval, Cancellation and Suspension of LTO.* Unless revoked or modified by the Chief, PNP, the authority to approve, cancel or suspend the license to operate shall be exercised by the following:

- |  |      |
|--|------|
| a. Approval of New Regular LTO           | CPNP |
| b. Cancellation of Regular LTO           | CPNP |
| c. Re-instatement of Regular LTO         | CPNP |
| d. Suspension of Regular LTO             | CPNP |
| e. Renewal of Regular LTO                | DCSG |
| f. Approval of Temporary LTO             | DCSG |
| g. Reversion of Regular to Temporary LTO | DCSG |
| h. Cancellation of Temporary LTO         | DCSG |
| i. Suspension of Temporary LTO           | DCSG |

**SECTION 13.** *Cancelled LTO.* All cancellations shall be issued the corresponding Cease to Operate (CTO) orders. Thereafter the concerned agency shall stop its operation and deposit its firearms with the Firearms and Explosives Division (FED-CSG) or nearest Police Regional Office for safekeeping until legal disposition thereof by the agency in accordance with existing firearms laws, rules or regulations.

**SECTION 14.** *Voluntary Cease to Operate.* Anticipated cessation of operations voluntarily and officially submitted by the agency shall be issued the corresponding CTO bearing the effectivity date of such anticipated cessation. Thereafter the concerned agency shall stop its operation and deposit its firearms (if any remains) with the Firearms and Explosives Division (FED-CSG) or nearest Police Regional Office for safekeeping until legal disposition thereof by the agency in accordance with existing firearms laws, rules or regulations.

### PART 3

**SECTION 15.** *Display of License.* The LTO shall be displayed at all times in a conspicuous and suitable place in the agency office or headquarters and shall be

exhibited at the request of any person whose jurisdiction is in relation with the business of the agency or the employees thereof.

**SECTION 16. *Security service contract.*** Private security agencies shall render security services to their clients only after a service contract shall have been executed between them. Such contract shall include among other things: the money consideration to be paid by the client to the agency; the number of hours of security services per guard per day which the guard himself shall render to the client and the salary each individual security guard shall receive from the agency.

**SECTION 17. *Tenure of Security Personnel.*** - The tenure of security personnel shall be co-terminus with the service contract between the PSA and the client. Services of any security personnel shall be terminated on the following grounds:

- a. Expiration of contract;
- b. Revocation of license to exercise profession;
- c. Conviction of a crime or offense involving moral turpitude;
- d. Loss of trust and confidence;
- e. Physical and mental disability; and
- f. Violation of the pertinent rules and regulations promulgated by the PNP.

**SECTION 18. *Payrolls.*** - Private security agencies shall prepare payrolls with the name of security guards arranged alphabetically and numbered consecutively. These payrolls shall be personally signed by the payees only after receipt of the amounts shown therein. Separate payrolls for distant detachments/posts shall be prepared and similarly signed by the payees or his duly authorized representative as the case maybe. Payrolls shall be filed with the main office within fifteen (15) days after payday. The use of payroll form shall be in accordance with the standard format as prescribed by law.

**SECTION 19. *Security Personnel-Employee Benefits.*** The employer Private Security/Training/Detective Agency, Company Guard Force, Government Guard Unit shall be responsible and held accountable for the compensation of the following benefits due their respective security personnel as required by law:

- a. salary and wage prescribed in the minimum wage law;
- b. health, medical and insurance benefits;
- c. separation and retirement pay and benefits;
- d. Pag-ibig benefits
- e. others as may be prescribed later

**SECTION 20. *Mandatory Insurance Coverage*** - It shall be the responsibility of private security agency/company guard forces operators/ owners to ensure that all posted security personnel under their employ shall be covered with adequate insurance. In case of death of any security personnel, monetary benefits may be granted to his dependents/beneficiaries by the PSA/CGFs concerned.

**RULE V**  
**LICENSE TO EXERCISE PRIVATE SECURITY PROFESSION**

**SECTION 1.** *Who may apply for a License to Exercise Private Security Profession.* Any Filipino citizen may apply for License to Exercise Private Security Profession to engage in the occupation, calling or employment either as a Private Security Guard, Private Security Officer, Private Detective and/or Private Security Consultant, after complying with both academic/scholastic and skills/training requirements subject to other requirements prescribed hereinunder provisions.

**SECTION 2.** *Basic requirements of private security personnel -*

- a. Filipino citizen;
- b. Not be less than eighteen (18) years of age.
- c. Must have taken a private security course/seminar and/or must have adequate training or experience in security business or rendering security/detective services;
- d. Of good moral character and must not have been convicted of any crime or violation of these rules and regulations carrying a penalty of prohibition to be licensed; and
- e. Must be physically and mentally fit.

**SECTION 3.** *Qualifications a Private Security Guard.* No person shall be licensed as security guard unless he possesses the following qualifications:

- a. Filipino citizen;
- b. High school graduate;
- c. Physically and mentally fit;
- d. Not less than eighteen (18) years of age nor more than fifty (50) years of age (for new applicants and SGs in non-supervisory position); and
- e. Has undergone a pre-licensing training course or its equivalent.

**SECTION 4.** *Qualifications for Security Officer.* - No person shall be licensed as Security Officer unless he has the following qualifications:

- a. Filipino citizen;
- b. Holder of a Baccalaureate Degree;
- c. Physically and mentally fit; and
- d. Has graduated from a Security Officer Training Course or its equivalent.

**SECTION 5.** *Qualifications of Security Consultants.* - No person shall be licensed as a Security Consultant unless he possesses the following qualifications:

- a. Filipino citizen;
- b. Physically and mentally fit;
- c. Holder of a Masters degree in either Criminology, Public Administration, MNSA, Industrial Security Administration, or Law;
- d. Must have at least ten (10) years experience in the operation and management of security business.

**SECTION 6.** *Qualifications of a private detective.*- No person shall be licensed as a private detective unless possesses the following qualifications:

- a. Filipino citizen;
- b. Physical and mentally fit;
- c. Holder of a baccalaureate degree preferably Bachelor of laws or Bachelor of Science in Criminology;
- d. Graduate of a Criminal Investigation Course offered by the Philippine National Police or the National Bureau of Investigation or any police training school, or a detective training in any authorized/recognized training center;
- e. Advance ROTC/CMT graduate or its equivalent.

**SECTION 7.** *Exemptions from Basic Pre-Licensing Training.* -

a. Veterans and retired military/police personnel or those honorably discharged military/police personnel possessing all the qualifications mentioned in the preceding Section shall be exempted from pre-licensing training/seminar and academic/scholastic attainment which is a requirement for the initial issuance of License to exercise private security profession but shall not however be exempted from taking the refresher training courses or its equivalent.

b. Likewise, graduates of ROTC advance/CHDF (or its equivalent in the PNP) Training graduates shall be exempted from the required Basic-licensing Training/Seminar.

**SECTION 8.** *Processing SOP.* License to exercise profession processing, standards and documentary requirements shall be prescribed in a Standard Operating Procedure (SOP) issued by the Director, CSG.

**SECTION 9.** *Types of License.*

a. Temporary License – initial and conditional issuance while awaiting issuance of regular license identification cards or in the interim for purposes not covered by Rule V.

b. Regular License – generated Private Security Personnel License Card, duration or validity of which shall be for two (2) years.

**SECTION 10.** *Government Security Personnel* – no person shall be licensed as Government Security Personnel unless he possesses the qualifications as prescribed in Section 3, 4, 5 of this rule, provided he submits an appointment order coming from the Civil Service Commission.

**SECTION 11.** *Processing.*

a. All applications for Licenses to Exercise Profession filed shall be processed by SAGSD-CSG for approval and subsequent issuance of the appropriate License to Exercise Profession, and/or for disapproval.

b. When all requisites for the issuance of License to Exercise Profession have been complied with, corresponding license certificate shall be issued upon payment by the applicant of applicable fees.

**SECTION 12.** *New Applicant* – applicants from NCR may file their application for license to exercise profession with the Personnel Licensing Section, SAGSD, Civil Security Group, Camp Crame, Quezon City. Applicants from the provinces may file their applications with the Firearms, Explosives, Security Agencies and Guards Section (FESAGS), Regional Operation and Plans Division (ROPD) of the Police Regional Office concerned. The requirements are as follows:

- a. Application Form for Social Security ID (E-6 Rev 11-2000);
- b. Application for License of Private Security Guard;
- c. General Knowledge Examination Result (PASSED);
- d. Training Certificate (Pre-Licensing Training Certificate);
- e. Training Closing Report;
- f. Neuro-Psychiatric Test Clearance;
- g. Drug Test Result/Clearance;
- h. Physical Fitness Certificate;
- i. PNP Intelligence Clearance (DI);
- j. NBI Clearance;
- k. Court Clearance;
- l. Police Clearance;
- m. High School Diploma or Transcript of Record and College Diploma; and
- n. Birth Certificate

**SECTION 13.** *Renewal of License*

a. Deadline for Filing and Late Filing. The deadline for filing of applications for renewal of License to Exercise Profession shall be sixty (60) days prior to the month of the expiry date. Applications filed/accepted thereafter shall be penalized for late filing.

b. Failure to file for renewal. The Licenses to Exercise Profession of those who fail to file renewal applications SHALL AUTOMATICALLY BE CANCELLED upon expiry.

c. Renewal of license to exercise profession shall also be filed with SAGSD, CSG, Camp Crame, Quezon City or through the Firearms, Explosives, Security Agencies and Guards Section (FESAGS), Regional Operation and Plans Division (ROPD) of the Police Regional Office concerned after the completion of the required re-training and requirements for renewal of license. The requirements are as follows:

1. Application for Social Security ID (E-6 Rev 11-2000 Form);
2. Application for License of Private Security Guard (PNPSF-01 Revised 2000);
3. General Knowledge Examination Result (PASSED);
4. Proof of Training;
5. Neuro-Psychiatric Test Clearance;
6. Drug Test Result/Clearance;
7. PNP Intelligence Clearance (DI) or NBI Clearance

d. All licensed security personnel must undergo in-service re-training at least once in every two (2) years preferably two months before his/her birth month. The certificate of in-service training shall be a prerequisite among others, for the renewal of license to exercise profession.

**SECTION 14.** *Disposition of Applications for License.* All license to exercise private security profession shall be processed for the appropriate Approval, Disapproval, Cancellation or Suspension by the Chief, SAGSD.

**SECTION 15.** *Possession of License.*

a. All licensed private security personnel while in the exercise of their profession shall have in his body and possession his/her valid license to exercise private security profession together with the corresponding proof of payment of license fee.

b. The License issued shall be the proof of authority of the grantee to engage or exercise private security profession.

c. In no case shall the authority of the License be used in violation of laws.

## **RULE VI PAYMENT OF FEES**

**SECTION 1.** *License Fees.* – Consistent with laws existing during this formulation, the Chief of Philippine National Police or his authorized representative, after receipt of the application for license and after finding the applicant qualified under these rules and regulations, shall approve the application upon payment of the annual fees in accordance with the following schedules:

a. For agency. –

1. The sum of two thousand five hundred pesos (P2, 500.00) as annual national license fee;

2. The sum of fifty pesos (P50.00) as payment for annual registration fee for each security guard employed.

b. For individual. -

The amount of one hundred fifty pesos (P150.00) per year for Security Consultant, Security Officer and Private Detectives and the amount of one hundred (P100) pesos per year for Security Guard as annual license fee.

**SECTION 2.** *Exemptions.* Employees of the national or local governments or the agencies or instrumentalities thereof, as well as of government-owned or controlled corporations, who are employed or utilized as licensed security personnel as herein defined, shall not pay the fees nor file the prescribed bonds.

**SECTION 3.** *Payment System.* All payments of fees relative to the licensing of private security/training/detective agencies, company guard forces, and private security/training personnel shall be made by the respective applicant or his duly authorized representative following an approved revenue and collection system in the PNP.



**SECTION 4.** *Changes.* Any adjustments, modifications and/or additions to the fees provided in section 1 above may be initiated through the SAGSD or CSG, and approved for adoption following current laws on revenue and collection of fees.

## **RULE VII USE OF FIREARMS**

**SECTION 1.** *Possession of Firearms by Private Security Agency /Private Detective Agency/ Company Security Force/ Government Security Unit.* – Private Security Agency /Private Detective Agency/ Company Security Force/ Government Security Unit shall be entitled to possess firearms after satisfactorily complying with the requirements prescribed by the Chief, Philippine National Police pertinent to the possession of firearms, provided that the number of firearms shall not exceed one (1) firearm for every two (2) security guard in its employ. No private security agency/private detective agency/company security force/government security unit shall be allowed to possess firearms in excess of 500 units.

**SECTION 2.** *Restriction to possess high-powered firearms.* – A private detective agency/private security agency/ company security services/ government security unit is not allowed to possess high caliber firearms considered as military-type weapons such as M16, M14, cal .30 carbine, M1 Garand, and other rifles and special weapons with bores bigger than cal .22, to include pistols and revolvers with bores bigger than cal .38 such as cal .40, cal .41, cal .44, cal .45, cal .50, except cal .22 centerfire magnum and cal .357 and other pistols with bores smaller than cal .38 but with firing characteristics of full automatic burst and three-round burst. However, when such entities are operating in areas where there is an upsurge of lawlessness and criminality as determined by the Chief, PNP, Police Regional Office Regional Director or their authorized representative, they may be allowed to acquire, possess and use high-powered firearms under the following conditions:

a. The acquisition of the high-powered firearms shall be at the expense of the private security agency/private detective agency/company security force/government security unit concerned;

b. The firearms should first be registered with the Firearms and Explosives Division before issuance and shall not be used or transferred in places other than those specially authorized by the Director, CSG;

c. The total number of high-powered firearms that an agency or security force/unit is authorized to possess shall not exceed ten percent (10%) of the total number of security guards of watchmen in its employ; and

d. The duly licensed security guards or watchmen who will use the firearm shall first be given adequate training in the care and use thereof and will be under the supervision of qualified officers and men of the Philippine National Police.

**SECTION 3. *Limitations in the carrying of firearms.***

a. Unless specified and/or exempted pursuant to provisions of these rules and regulations and/or firearms laws, no firearm shall be borne nor be in the possession of any private security personnel except when in the actual performance of duty, in the prescribed uniform, in the place and time so specified in the DDO.

b. The firearm issued to security personnel of private security agency/private detective agency/company security services/government security unit shall be carried by the security personnel only within the compound of the establishment where he is assigned to guard, except when the security personnel is escorting big amount of money or valuables on conduction duties outside its jurisdiction or area of operation, upon prior coordination with the nearest PNP units/stations, or when in hot pursuit of criminal offenders.

**SECTION 4. *Duty Detail Order (DDO)*** - Private security agency/private detective agency / company security services/ government guard unit detailing their security personnel on duty under the circumstances mentioned in the preceding section or while escorting big amount of cash or valuable outside its jurisdiction or area of operation, shall issue an appropriate duty detail order to the security personnel concerned using SAGSD Form No. 12-94 under the following conditions:

a. DDOs for the purpose of transporting agency licensed firearms from agency vault/office to post and back for posting, for routine rotation, replacement of firearms or for conduction service duties, shall be issued for not more than a duration of twenty-four (24) hours;

b. DDOs for the purpose of post duties not requiring transport of firearms outside of the physical compound or property of a client or client establishment/firm shall be issued for not more than a thirty (30) day duration;

c. Transport of firearm other than those covered in paragraph a and b, Section 4, Rule VII above, shall require the appropriate transport permit issued by the Firearms and Explosives Division or Police Regional, Provincial or City Office nearest the place of origin;

d. The issuance of DDOs for private detective personal protection service duties shall be prescribed in an SOP to be issued by NHPNP in consideration of Rule XII of these rules and regulations; and

e. All DDOs shall indicate the following:

1. Name, address and telephone number of agency
2. Issue serial number and date of DDO
3. Complete name and designation of grantee
4. Purpose
5. Inclusive dates of detail
6. Firearms description and license number
7. Authorized uniform to be used
8. Other specific instructions/remarks
9. Signature and designation of issuing officer

**SECTION 5.** *Justification for confiscation of firearms.* No firearm issued to any security guard or private detective while in the performance of his duties, shall be confiscated by any law enforcement agency, except by uniformed member of the PNP when duly authorized by the proper authority and/or under any of the following circumstances, wherein an appropriate receipt for the firearm shall be issued:

- a. When the firearm is about to be used in the commission of a crime;
- b. When the firearm is actually being used in the commission of crime;
- c. When the firearm has just been used in the commission of a crime;
- d. When the firearm being carried by the security guard is unlicensed or a firearm not authorized by law and regulation for his use;
- e. When the confiscation of the firearm is directed by the order of the court;
- f. When the firearm is used or carried outside the property, compound or establishment serviced by the agency without proper authority; or
- g. When a security guard does not possess any license to exercise his profession.

In all the above cases, the confiscating officer shall inform immediately the agency concerned.

**SECTION 6.** *Disposition of confiscated firearms.* Any law enforcement officer authorized by law effecting the confiscation of firearm under any of the circumstances mentioned in the preceding section shall inform the Chief, Philippine National Police thru the CSG within twenty-four (24) hours after such confiscation. The firearm shall be turned over immediately to the nearest Philippine National Police unit/station which shall be responsible for the conveyance of same to the FED, CSG, except when charges have been filed against the suspect, in which case, the firearm shall be turned over to the concerned court.

**SECTION 7.** *Filing of application for firearms license.* Application for licensing of firearms by any private security agency, private detective agency, or company security force, shall be filed with the Firearms and Explosives Division through the SAGSD and Police Regional Offices for other Regions outside NCR in accordance with the usual procedure prescribed by the firearms laws and implementing executive orders and regulations. In addition, the following shall be submitted:

- a. License to Operate a private security agency, private detective agency or company security force duly approved by the Chief, Philippine National Police;
- b. Certification that such agency has provided a safety vault as prescribed by the Chief of the Firearms and Explosives Division;
- c. Required surety bond per firearm pursuant to Sec. 887 of the Revised Administrative Code;
- d. Sworn Statement of the manager or operator of the agency that its security personnel shall be required by the management to undertake the following in case of impending or actual strike:
  1. To report to the Chief, Philippine National Police or to the nearest police agency such impending strike;

2. To exercise necessary diligence in the collection and safekeeping of firearms of the agency to include firearm safely vaults provided thereof to prevent the use of the firearm thereon in the furtherance of the strike;

3. To insure that all firearms and ammunition in the possession of all striking security personnel of the agency are immediately collected and secured in the safety vaults under control of the agency; and

4. To assume responsibility in the proper handling of firearms in order to prevent misuse of same or that no non-members shall be allowed to hold said firearms issued or licensed in favor of the agency.

**SECTION 8. *Revocation of license.*** License to possess firearm may be revoked under any of the following instances:

a. Failure to submit any issued firearm for verification as required.

b. Carrying of firearms by security personnel without appropriate Duty Detail Order (DDO).

c. When the firearm serial number has been duplicated on another firearm or using one firearms license for more than one firearm other than those stipulated in the license.

d. Carrying of firearms outside of the place stated in the permit or in places prohibited under the law; or

e. Conviction of the operator or manager of the agency of any crime.

f. When the firearm was reported lost.

**SECTION 9. *Illegal possession of firearms.*** No person employed as security guard or private detective shall use unlicensed firearms in the performance of his duties, nor be allowed to use firearms with duplicated serial numbers. Unless otherwise approved by the CPNP, only firearms licensed in the name of the PSA/PDA/CGF/GGU concerned shall be used.

**SECTION 10. *Stocking of ammunition.*** Stocks of ammunition in the agency shall be authorized on a limited and reasonable quantity that will suit the requirement and need of such agency and shall be subjected to inspection from time to time by representatives of the Chief, Philippine National Police, and unless otherwise provided for under existing laws, shall not exceed a basic load of fifty (50) rounds of ammunition per unit of duly licensed firearms. Individual issue to each security guard shall be limited to one half of such basic load or twenty five (25) rounds for every security guard.

**SECTION 11. *Instructional Firearms.*** Accredited Private Security Training Schools/Centers after conformity with licensing requirements, may be licensed firearms for instructional, training or classroom purposes, in a number and type as prescribed under existing firearms laws, rules or regulations.

**RULE VIII  
UNIFORM, EQUIPMENT AND PARAPHERNALIA**

**PART 1  
Uniform And Paraphernalia**

**SECTION 1. *Uniform (male).*** The uniform of private security guard/either from the private security agency/company security force/ government security unit shall consist of headgear, service shirt, service trousers service belt and footwear as herein prescribed.

The uniform shall be made of fast navy blue thick fabric for the trouser for daily security officers wear and for service shirts of field or perimeter guards while a choice of light blue and/or white service shirts for internal guards for a private security agency; light gray for company security force and white for government security unit.

a. Headgear

*Pershing cap* - Fast navy blue cap with gold strap, black visor, octagonal nylon net top and prescribed SAGSD metal cap device. It shall be the headgear for daily wear by security guards. It may be used by the security guard for ceremonial purposes with the black strap. (See illustration, Fig.1).

b. Service Bush jacket

Service jacket shall be worn only by the Directorial and Staff Officers of agency, color of trousers and shirt shall conform with the color prescribed in Section 1 in the above rule.

- (1) Private Security Agency. - Trousers and shirt short sleeves with shoulder straps, two each breast and front pockets with cover flaps and fixed cloth belt fastened by brass metal buckle. (See illustration, Fig. 2).
- (2) Company Security Force. - It shall be sewn in the same manner as in Para. b, Section 1, this rule.
- (3) Government Security Unit. - It shall be sewn in the same manner as prescribed in para. b (1) section 1 of this rule.

c. Service Shirt for Security Officer

(1) Service uniform. –

- (a) Private Security Guard - Fast navy blue, short sleeves, shoulder straps, two breast pockets with cover flaps and navy blue front buttons, tucked in (Fig. 3)
- (b) Company Security Force. - It shall be sewn in the same manner as prescribed for private security agency except that the color is light gray and the fabric for shirt.
- (c) Government Security Unit. - It shall be sewn in the same manner as prescribed for private security agency except that the color is white and the shirt shall be fabric “white”.

(2) Field Uniform. - (Optional for cold weather areas only);

- (a) Private Security Agency. - Fast navy blue, long sleeves with buttoned cuffs, shoulder straps, two breast pockets with cover flaps, navy blue front buttons and shirt-jacket style with overlap waist strap. Detachable hoods shall be adopted for cold weather area use. (Fig. 4)
  - (b) Company Security Force. - It shall be sewn in the same manner as prescribed for private security agency except that the color is light gray and the fabric materials for the shirt.
  - (c) Government Security Unit. - It shall be sewn in the same manner as prescribed for private security agency except that the color is white and the shirting materials shall be fabric. (Note: A single strand yellow lanyard may be used to secure sidearm to the shoulder).
- (3) Gala Uniform. - It shall be worn for ceremonial purposes only and at the expense of the establishment conducting the ceremonies.
- (a) Pershing cap. - This shall be same specifications and distinctions as provided for under Sec. 1a of this Rule.
  - (b) Blouse. - The material shall be of fabric with colors as prescribed for private/company/government security officers. It shall be tailored as an open coat, long sleeves with a center flap at the back of the unsewed part of which shall be the same level with the waistline. It shall have shoulder straps as the service Bush Jacket,. Security guard officers shall wear shoulder boards with the authorized rank design. (Fig.5).
  - (c) Buttons. - There shall be four (4) big brass buttons to close dress and four (4) small buttons for the pockets. The buttons shall be plain brass.
  - (d) Shirt. - The shirt shall be white long sleeves.
  - (e) Necktie. - It shall conform to the color of the blouse five (5) centimeters wide.
  - (f) Trousers. - It shall be of the same design, style and materials as the service trousers.
- (4) Service Trouser. - Fast Navy blue color, straight cut, slanted pockets and two back pockets without over flaps.
- (5) Service Belt. – Of leather material which shall be used as pistol belt measuring four and a half (4-1/2 centimeters in with.
- (6) Footwear. –
- (a) Service shoes. - Black leather shoes with rubber heels and soles, plain top low-cut and black shoelace to be worn with plain black socks. (Fig 6).
  - (b) Rubber rain boots. - Optional as the nature of the post requires. (Fig.7)

**SECTION 2. Uniform (Female).** - The uniform of the lady security guard shall be made of a thick fabric. It shall consist of a modified overseas cap two (2) ply similar to the

women police service, service skirts (palda) and blouse, service belt and black leather shoes as herein described and/or illustrated.

- A. Headgear. - Fast navy blue (2 ply) cap without piping but with regulation cap device. (Figure 8)
  - a. Service shirt –
    - (1) Private Security Agency. - Fast navy blue, light blue or white, thick fabric, short sleeves, shoulder straps, two breast pockets with cover flaps and navy blue front buttons, tucked in. (See illustration, Fig.9).
    - (2) Company Security Force. - It shall be sewn in the same manner as prescribed for private security agency except that the shirting materials shall be fabric "Light Gray" in color.
    - (3) Government Security Unit. - It shall be sewn in the same manner as the private/company agency except that the shirting materials shall be white fabric.
  - b. Service trousers. - Fast navy blue thick fabric trousers, straight cut with slanted side pocket and two back pockets without cover flaps. It may be worn during night duty/inclement weather. (Fig.10)
  - c. Service skirt. - (Optional) Navy blue A-line skirt with two front slide pockets. It may be worn when posted indoors.
  - d. Service belt. - Of leather material which shall be used as pistol belt measuring four and one half (4-1/2 centimeters in width. (Fig. 11)
  - e. Footwear. -
    - (1) Service shoes - Plain black shoes, low-cut rubber soles and heel (maximum of five cms.) and black shoes laces.(Fig. 12)
    - (2) Rubber rain boots black - Optional as the nature of post so requires.

**SECTION 3. *Ornaments and patches.* -**

- a. *National badge.* - as approved by C, PNP (As illustrated in Fig. 13)
- b. *Cap device.* - The brass cap device as approved by the Chief of Philippine National Police shall be attached on the Pershing cap of officers (Figure 14)
- c. *Regulation Buckle* - as approved by C, PNP without agency name (as illus. in Fig.15)
- d. *Collar device* - (as illustrated in Figure 16)
- e. *Name cloth* - shall consist of embroidered navy blue black-lettered surname and initials of first and middle names on yellow background with blue borderline, his names on yellow background with blue borderline, his name shall be preceded by the word: Security Guard" or "SG". The letter shall be one and one half (1-1/2) centimeters in height and the name cloth shall be sewn on the right top pocket (as illustrated in Fig. 17).

- f. *Agency/unit name cloth.* - A similarly embroidered agency/unit cloth shall be sewn on the top of the left breast pocket, navy blue block-lettered on yellow background. (As illustrated in Fig. 18).
- g. *Equipment and paraphernalia.* –
  - (1) Security Director/Inspector
    - (a) Leather pistol belt with regulation buckle; and
    - (b) Holster, black leather.
  - (2) Security Guard (male or female):
    - (a) Black leather belt for pistol and nightstick with regulation buckle (as illus. in Fig. 19);
    - (b) Holster, black leather for pistol, night stick and handheld radio;
    - (c) Nightstick (Baton) with horizontal handle (Fig. 20).
    - (d) Whistle with lanyard (Fig. 21);
    - (e) Pocket notebook with writing pen.

**SECTION 4. *Design and Use of White Uniform.*** – A special set of security personnel uniform shall be prescribed for security personnel posted at hotels, resorts, cultural and entertainment areas and other sites noted as tourist-heavy areas.

A special set of security personnel uniform shall be prescribed for security personnel posted at department stores noted as tourist-heavy areas, banks and other foreign clientele.

- a. *Uniform (male)*- The special set of uniform for security agencies officer/guard and lady guard shall consist of pershing cap, ball cap, service bush, jacket, service shirt, service trousers, service belt, necktie, lanyard and footwear.
  - (1) *Pershing cap* – same as defined in Section 1 a (2), Rule VI. It shall be fast navy blue with gold strap, black visor, octagonal nylon net top and prescribed metal cap device. It shall be worn by security agency officers and guards while wearing a complete special type of uniform. (See illustration in Fig.1).
  - (2) *Service Bush Jacket* - It shall be white ramie polyester fabric and shall be sewn short sleeves with shoulder straps, two each breast and front pockets with cover flaps and fixed cloth belt fastened with metal buckle. It shall be worn by security agency officer while on duty at indoor places with complete prescribed paraphernalia and agency/client patches. (Fig.2)
  - (3) *Service Shirt* - It shall be white cotton/cotton polyester fabric and shall be sewn short sleeves as the case maybe, shoulder straps, two breast pockets with cover flaps and white front buttons. It shall be worn by security guards while on duty as designated indoor places with complete prescribed paraphernalia and agency/client patches. Tuck-in. (Fig. 3)
  - (4) *Service Trousers* - Fast navy blue color, straight cut, slanted pockets and two back pockets with cover flaps. It shall be worn by security agency officer and security guards. (Fig. 2)



- (5) *Service Belt* - It shall be black in color, leather, to be used as pistol belt measuring four and one-half centimeters in width. (Fig. 5) It shall be worn by both security officers and security guards while in complete special type of uniform.
  - (6) *Necktie* - Plain fast navy blue and five centimeters wide. It shall be worn by security guards while in complete special type of uniform. (Fig. 23)
  - (7) *Lanyard* - Navy blue in color, same style as used by AFP or PNP Personnel. It shall be worn by security agency officers and security guards while in complete special type of uniform. (Fig. 21)
  - (8) *Footwear* - Black leather shoes with rubber heels and soles, plain top low-cut and black shoelace to be worn with plain black socks. (Fig.6)
  - (9) *Ball cap* - It shall be fast navy blue round nylon net top with visor and prescribed embroidered cloth cap device. It shall be optional in lieu of the pershing cap. (See Fig. 24)
- b. *Uniform (Female)* - The uniform for a lady security guard shall consist of an oversea cap two (2) ply service bush jacket, service belt, lanyard and black leather shoes.
- (1) *Bush cap* - Fast navy blue (2 ply) without piping but with regulation cap device. (Fig. 25)
  - (2) *Service Bush Jacket* - It shall be white in color and shall be sewn in same style as that of security agency officer. It shall be worn by security lady officer with complete prescribed paraphernalia, name cloths and agency/ client patches. (Fig. 10.)
  - (3) *Service Shirt* - White ramie polyester fabric and shall be sewn short sleeves or long sleeves as the case maybe, shoulder straps, two breast pockets with cover flaps and navy blue front buttons. It shall be worn by private security lady guard with complete prescribed paraphernalia, name cloth agency/client patches, service belt, lanyard. Tuck in. This type of uniform shall be worn only at indoor places (Fig.9).
  - (4) *Service Belt* - (See illustration in Fig.19)
  - (5) *Lanyard* - (See Fig. 21)
  - (6) *Service Skirt* - A line skirt with two front slide pockets,. It shall be worn when posted indoors (Fig.11).
  - (7) *Footwear* - Plain black leather shoes, low-cut rubber sole and heel (maximum of five cm) and black shoelaces. (Fig. 12)
- c. *Paraphernalia* - As prescribed under Sec.3 Rule VI, IRR, RA 5487, as amended. (See illustrations in Fig.13, 14,15,16,17).

**SECTION 5.** The special set of uniform in Section 4 above shall be prescribed/ authorized to be issued only on a case to case basis at the areas as herein authorized upon prior request of the clients concerned; provided that the request is predetermined on the need of the workplace for the use of the special set of uniform and NOT on the individual desire of the agency or client.

**SECTION 6. Provision for uniform.** – All employers/owners/ operators of private security agency/company security force shall provide at least one (1) set of the prescribed uniform free of charge to their respective security guard for every year of service with

them. Likewise, all licensed security guard shall provide themselves with one (1) set of the prescribed uniform once a year unless their employers provide it for free.

**SECTION 7. *Manufacture/tailoring.*** - The heads/operators of the Private Security Agencies. Company Security Force and Government Security Unit shall be responsible for the manufacture and/or tailoring of the prescribed uniform for their respective security guard.

## **PART 2 BASIC EQUIPMENT**

### **SECTION 8. *Basic Equipment.***

a. The following shall comprise of the Basic Equipment of a security guard which shall be made mandatory and ready for his/her use while performing post, conduction, armored service duties and the like:

1. Prescribed Basic Uniform
2. Nightstick/baton
3. Whistle
4. Timepiece (synchronized)
5. Writing pen
6. Notebook and duty checklist (electronic or not)
7. Flashlight
8. First Aid Kit
9. Service Firearms (as required)

b. The security agency shall have the responsibility of ensuring the availability and issuance of the basic equipment to its posted guards.

c. Security Guards shall be responsible for inspecting operability of basic equipment issued to him, and be responsible for keeping himself acquainted with the proper use of these.

### **SECTION 9. *Other Equipment.***

a. Apart from the mandatory basic equipment, other equipment may be issued to the security guard as determined necessary following client contract requirement, provided that the security guard shall have acquired the prior training/knowledge on the proper use of the same but not limited to the following:

1. Handcuffs
2. Metal detectors
3. Communications Radio
4. Stun devices
5. Armor vests
6. canine (k-9) units

b. Electronic and/or communication devices requiring registration under the jurisdiction of other government agencies shall be complied with prior to issuance for use of the security guard.

c. Live units such as canine (dogs), shall require prior training confirmation and registration with the PNP before utilization by any security agency purposely to ensure truthful deployment versus client requirement or purpose of operation.

### **PART 3 UNIFORM AND EQUIPMENT BOARD**

**SECTION 10.** *Modifications, Additions and Exemptions.* Any changes or additions to the above described uniforms, paraphernalia and equipment, and/or exemptions to the prescribed uniforms, equipment and/or paraphernalia may be made through or through the initiation of SAGSD-CSG for the approval of a Private Security Personnel Uniform and Equipment Board organized by the Chief, SAGSD.

**SECTION 11.** *Composition and Representation.* The Board shall at least be composed of representatives from the PNP, PADPAO and/or concerned sector of the private security industry, Licensed Security Personnel Practitioners and if needed representative client/clients of distinguished reputation.

**SECTION 12.** *Effectivity and Transition.* Changes or modifications of basic uniform, paraphernalia or equipment shall be made effective only with ample transition to temper the cost of adoption. Provided that, approved exemptions for alternatives to operative provisions may be made effective on the date of approval.

### **RULE IX RANKS, POSITIONS, STAFFING PATTERN AND JOB DESCRIPTION**

**SECTION 1.** *Ranks and Position* - The security agency operator/owner must observe the required major ranks and positions in the organization of the agency.

- a. Security Management Staff
  1. Security Director (SD) – Agency Manager/Chief Security Officer.
  2. Security Executive Director (SED) – Assistant Agency Manager /Assistant Chief Security Officer;
  3. Security Staff Director (SSD) – Staff Director for Operation and Staff Director for Administration.
  4. Security Staff Director for Training – Staff in-Charge for Training
- b. Line Leadership Staff
  1. Security Supervisor 3 – Detachment Commanders
  2. Security Supervisor 2 – Chief Inspector
  3. Security Supervisor 1 – Inspector
- c. Security Guard
  1. Security Guard 1 – Watchman/guard
  2. Security Guard 2 – Shift in-charge
  3. Security Guard 3 – Post in-charge
- d. Security Consultant – (optional)

**SECTION 2. *Staffing Pattern.*** – Security agency owner/manager shall follow the required staffing pattern as follows:

a. The agency manager is automatically the Security Director who shall be responsible for the entire operation and administration/management of the security agency. He shall be the authorized signatory to all Duty Detail Orders, and all other documents and communications pertinent to the operation and management of a security agency. He may delegate certain functions to a subordinate, provided the subordinate is qualified to discharge the given function in accordance with law.

b. The Security Agency shall appoint a staff officer as Security Training Officer, who shall be responsible for the training of the Agency's security personnel in accordance with the requirements of RA 5487 and the IRR. The Training Officer shall be licensed as a Security Officer and likewise accredited as such by the Training and Education Branch, SAGSD.

c. The Staff Director for Operation is the staff assistant of the security manager for the efficient operation of the agency. This position includes the responsibility to canvass clientele and the implementation of contract and agreement. He is also responsible for the conduct of investigation and the conduct of training.

d. The Staff Director for Administration is the staff assistant of the agency manager for the effective and efficient administration and management of the agency. He is responsible for the professionalization of the personal, procurement/recruitment, confirming of awards, mobility and issuance of FA's.

e. The Detachment Commander is the field or area commander of the agency. The Detachment shall consist of several posts.

f. The Chief Inspector shall be responsible for inspecting the entire area covered by the detachment.

g. Security Inspector is responsible for the area assigned by the Chief Inspector of the Detachment Commander.

h. Post-in-Charge is responsible for the entire detailed security office within a certain establishment.

i. Shift in-Charge is responsible for the security officers who are scheduled in a certain shift for a particular period.

j. Security Guard is the one actually posted as watchman and or guard.

**SECTION 3. *License Requirement.*** No person shall be designated nor be allowed to fill-up the positions enumerated and described in the preceding sections unless he is licensed security personnel as follows:

a. must at least be a licensed Private Security Officer to occupy Security Management Staff position as Security Director, Security Executive Director, or Security Staff Director;

b. must at least be a licensed Private Security Training Officer to occupy Security Management Staff position as Security Staff Director for Training; and

c. must at least be a licensed Private Security Guard with Supervisory Training to occupy any positions in the Line Leadership Staff.

## **RULE X PROFESSIONAL CONDUCT AND ETHICS**

**SECTION 1.** *Security Guard Creed, Code of Ethics, and Code of Conduct.*- All members of the private security agency and private detective agency/company security force/government security unit duly licensed in accordance with RA 5487, as amended, and its implementing rules and regulations shall strictly observe the following:

### **A. SECURITY GUARDS CREED**

As a security guard my fundamental duty is to protect lives and property and maintain order within my place of duty; protect the interest of my employer and our clients and the security and stability of our government and country without compromise and prejudice, honest in my action, words and thought; and do my best to uphold the principle: MAKADIOS, MAKABAYAN, MAKATAO at MAKAKALIKASAN.

### **B. ETHICAL STANDARD**

- a. As a security guard/detective his fundamental duty is to serve the interest or mission of his agency in compliance with the contract entered into with clients or customers of the agency he is supposed to serve;
- b. He shall be honest in thoughts and deeds both in his personal and official actuations, obeying the laws of the land and the regulations prescribed by his agency and those established by the company he is supposed to protect;
- c. He shall not reveal any confidential information confided to him as a security guard and such other matters imposed upon him by law;
- d. He shall act at all times with decorum and shall not permit personal feelings, prejudices and undue friendship to influence his actuation while in the performance of his official functions;
- e. He shall not compromise with criminals and other lawless elements to the prejudice of the customers or clients and shall assist the government in its relentless drive against lawlessness and other forms of criminality;
- f. He shall carry out his assigned duties as required by law to the best of his ability and shall safeguard the life and property of the establishment he is assigned to;

- g. He shall wear his uniform, badge, patches and insignia properly as a symbol of public trust and confidence, as an honest and trustworthy security guard and private detectives;
- h. He shall keep his allegiance first to the government, then to the agency where he is employed and to the establishment he is assigned to serve with loyalty and utmost dedication;
- i. He shall diligently and progressively familiarize himself with the rules and regulations laid down by his agency and those of the customers or clients;
- j. He shall at all times be courteous, respectful and salute his superior officers, government officials and officials of the establishment where he is assigned or the company he is supposed to serve;
- k. He shall report for duty always in proper uniform and neat in his appearance; and
- l. He shall learn at heart and strictly observe the laws and regulations governing the use of firearms.

#### C. CODE OF CONDUCT

- a. He shall carry with him at all times during his tour of duty his license, identification card and duty detail order with an authority to carry firearm;
- b. He shall not use his license and other privileges if any, to the prejudice of the public, the client or customer and his agency;
- c. He shall not engage in any unnecessary conversation with anybody except in the discharge of his duties or sit down unless required by the nature of his work and shall at all times keep himself alert during his tour of duty;
- d. He shall refrain from reading newspapers, magazines, books, etc, while actually performing his duties;
- e. He shall not drink any intoxicating liquor immediately before and during his tour of duty;
- f. He shall know the location of the alarm box near his post and sound the alarm in case of fire or disorder.
- g. He shall know how to operate any fire extinguisher at his post;
- h. He shall know the location of the telephone and/or telephone number of the police precincts as well as the telephone numbers of the fire stations in the locality;
- i. He shall immediately notify the police in case of any sign of disorder, strike, riot or any serious violation of the law;

- j. He or his group of guards, shall not participate or integrate any disorder, strike, riot, or any serious violations of the law;
- k. He shall assist the police in the preservation and maintenance of peace and order and in the protection of life and property having in mind that the nature of his responsibilities is similar to that of the latter.
- l. He shall familiarize himself by heart with the Private Security Agency Law (RA 5487, as amended) and these implementing rules and regulations;
- m. When issued a FA s he should not lend his FA s to anybody.
- n. He shall always be in proper uniform and shall always carry with him his basic requirements, and equipment's such as writing notebook, ballpen, night stick (baton) and/or radio.
- o. He shall endeavor at all times, to merit and be worthy of the trust and confidence of the agency he represents and the client he serves.

**SECTION 2. Rules of Engagement.** For the matter of performance of duties by security personnel, rules of engagement shall be formulated through an SOP to be issued by the Director, CSG.

**SECTION 3. Creed of Security Agency Proprietor, Code of Ethics and Code of Conduct for Private Security Force and Government Security Agencies/Company Security Force and Government Security Unit.** - All private security agencies, company security service and government guard unit licensed to operate under RA 5487, as amended, and its implementing rules and regulations, shall adhere to the following Code of Ethics and Code of Conduct:

**A. SECURITY AGENCY OPERATOR'S CREED**

As a security agency proprietor, my fundamental duty is to serve the interest of my clientele and my security guard; protect the interest of the government; adhere professionally in the conduct of my business without prejudices and compromises to human rights, and uphold constantly the law and abide by the rules and regulations set by the government in the conduct of my business.

**B. ETHICAL STANDARD**

As a licensed private security agency /company security force, it shall be its prime concern to share with other licensed agencies and company security forces, the burden of responsibility in upholding the integrity and trust of the private security profession at all times. In discharging this responsibility its officials shall:

- a. Endeavor to fulfill their professional duties in accordance with the highest moral principles, always conforming to the precepts of truth, fairness and justice;
- b. Contribute to the national welfare by securing and preserving industrial facilities of the country, through competent guarding services;

- c. Promote the well being of security guard thru adequate wages and other emoluments;
- d. With faith and diligence, perform their contractual obligations for the protection of life, limb and property;
- e. Constantly endeavor to raise quality standards of private security services; and
- f. Continuously work with and assist the law enforcement agencies in the preservation of peace and order in the country.

### C. CODE OF CONDUCT

- a. They shall at all times adhere to professional ethics and refrain from practices that negate the best interest of the private security service industry.
- b. They shall always consider that unity in the profession is vital and paramount for the attainment of common objectives;
- c. They shall not use deceitful means and/or misrepresentations in all their business transactions. To this end, they shall avoid granting of rebates, or commissions in securing guarding contracts;
- d. They shall not indulge in cut-throat competition by undercutting the existing contract rates between the PSA and the client and/or the minimum contract rate prescribed under the PADPAO Memorandum Agreement in conformity with existing minimum wage laws.
- e. They shall pay their guards in accordance with rates fixed by law. They shall not impose any unauthorized deductions on the guards to seek employment elsewhere as they choose, subject to existing laws, nor accept a guard without clearance from the losing agency;
- f. When a prospective client with existing company security force calls/ bids for additional security guard, all bidding security agencies shall observe the principle of "equal pay for equal work" considering the rate of pay of the company security service and their own guards;
- g. Anchored on the principle of securing property, of providing safety of persons and maintaining peace and order within such property, when accepting contracts with clients having existing conflict of claims, management, ownership or administration of properties and/or establishments, where there exist or forthcoming another contracted/contracting agency, they should conduct themselves and their deployed guards in a manner primarily not to be used against each other at the same time without compromising their respective contracts;
- h. They shall endeavor to raise the standard of service in the security profession thru incentive and in-service training;



- i. They shall establish an adequate library of books, magazines and other publications on security subject, materials, references, etc. in each PSA.
- j. They shall always be truthful and accurate in reports required by SAGSD and/or other competent authorities and be prompt in the submission of the same;
- k. They shall not, under any circumstances, employ for guard duty any person without a professional license as a security guard duly issued by the Chief, PNP;
- l. They shall at all times exercise vigilance and be prepared to prevent the use of their guards or the agency in activities inimical to the state or national security. When activities of this nature come to their attention, they shall as a matter of duty render an appropriate report to the PNP authorities.

**SECTION 4. *Sanction.*** – Any private security agency operator or guard who violates the creeds, ethical standards and codes as set forth in the preceding sections, shall be subject to the penalties provided in these implementing rules and regulations.

## **RULE XI PRIVATE SECURITY TRAINING**

### **PART 1 General Provisions**

**SECTION 1. *Policy.*** The following provisions encompass all persons, natural or juridical, who conduct and/or provide private security training and/or training services.

**SECTION 2. *Private Security Training.*** It shall refer to training and academic programs and courses duly approved or prescribed by the Philippine National Police and adopted by the Technical Education and Skills Development Authority. It includes the pre-licensing requirements of individual security guards and other security personnel approved by RA 5487, the periodic and non-periodic in-service skill refreshers for such security personnel, and other specialized, individual or group, private security personnel skills development.

**SECTION 3. *Private Security Training Services.*** These shall refer to the conduct of Private Security Training, provision of the physical facilities and installation necessary in the conduct thereof, and the provision of the appropriate management, administrative, and instructor/training staffs therefore, the actual performance and/or exercise of which requires the appropriate permit and/or authority as herein provided.

**SECTION 4. *Private Security Training Institutions.*** These shall refer to all persons, natural and/or juridical, who/that provide and/or conduct private security training, and/or services.

**SECTION 5. *Categories of Private Security Training.*** The following are the general categories of Private Security Training:

a. Pre-Licensing Training Programs. As a matter of licensing prerequisite, Pre-Licensing Training Programs include all training and/or academic programs and courses whose objective is to indoctrinate the individual with the basic skills and educational backgrounds necessary in the effective exercise and performance of his/her elected/would-be security/detective profession. It includes but is not limited to the Basic Security Guard Course, the Security Officers Training Course, Private Security Agency Operators Training/Seminar, Private Security Training Trainors' Course.

b. Refresher Training Programs. This shall refer to periodic and non-periodic training programs and courses designed with the objective of reinvigorating and/or developing basic skills and knowledge gained previously or gained while in the exercise of his/her profession as a matter of experience, to enhance current in-service and future individual and/or collective exercise of profession. This includes mandated periodic in-service training to be initiated by employer-security agencies which is further a prerequisite for the renewal of individual professional security licenses. It includes but is not limited to the periodic Re- Training Course, Basic Security Supervisory Course, and Security Supervisor Development Course.

c. Specialized Training Programs. This shall refer to training program and courses other than those described in the preceding categories designed at developing previously-gained skills and knowledge, designed at augmenting or expanding current skills and knowledge, and/or designed at developing current skills and knowledge to suit identified future applications. It includes but is not limited to such courses as the Intelligence/Investigator Training Course, Basic Crises Management Course, Personal/VIP Security Training Course, Armoured Car Crew Training Course, Bomb Disposal Training Course, Bank Security Training Course, and Basic Aviation Security Specialist Course.

## **SECTION 6.** *Categories of Private Security Training Institutions.*

a) Private Security Training Systems. Government or duly registered private training establishments, associations, firms, partnerships, corporations and the like, which provide the physical facilities and installations, and the appropriate management, administrative, and instruction/training staff necessary and for the purpose of conducting Private Security Training:

1) Private Security Training Centers – Private Security Training Systems whose primary purpose is to provide private security training and training services, may be qualified to offer and conduct Private Security Training Programs in all categories *provided that*, it has secured Regular Accreditation from the SAGSD upon compliance and conformity with the latter's application and approval requirements, and prior TESDA registration/accreditation.

2) Other Juridical Entities - Private Security Training Systems whose primary purpose is not to provide private security training and training services, may be qualified, on interim basis, to offer and conduct Private Security Training for a specific course/class and duration under Refresher and Specialized programs only, *provided that*, it has secured prior Interim Accreditation from the SAGSD upon compliance and conformity the latter's application and approval requirements. Such Interim Accreditation is also issued to those with Regular Accreditation but which cannot comply with the renewal requirements.

3) Watchman/Security and/or Detective Agencies defined under RA 5487 as amended, which shall not be required prior accreditation to operate, by virtue of their License to Operate as Private Security Agency, Company Security Force or Government Security Force, may be authorized to conduct only in-house refresher or specialized training for its own security personnel, upon compliance and conformity with application and approval requirements of SAGSD.

4) Police Offices/Units assigned/designated to conduct Private Security Training, which shall not be required TESDA registration but shall require prior official authority of SAGSD, may conduct training in all categories but subject to requirements of Rule XI of these rules and regulations or as may be prescribed by SAGSD.

5) Police Supervisory Office (presently the SAGSD) as having the primary responsibility of the conduct, supervision, and control of all private security training and training services.

b) Training Instructor. Any person who renders personal and/or professional trainor, instructor, and/or teacher services relative to private security training by virtue of his profession, expertise, knowledge, and/or experience in a particular field of knowledge. Training Instructor includes but is not limited to currently or retired licensed or accredited private security training instructors, professional educators, and/or field/practicing experts.

**SECTION 7. *Validity and Duration of Accreditation.***

a. Accreditation/recognition certificates issued except those under interim status, shall be valid for not more than two (2) years unless sooner terminated, cancelled, or revoked.

b. Letter Authority (LA) shall be a one-time-use authority issued to security training systems, to conduct, open, offer one (1) course/class, shall be valid for not more than six (6) months.

c. Interim accreditation shall be valid for not more than six (6) months, unless sooner terminated, cancelled or revoked, and may be renewed only thrice.

**SECTION 8. Organization for Private Security Training.** The following are the minimum staff/personnel requirements for the conduct of a particular Private Security Training Program or Course conducted by Regular and Interim Accredited Training Centers:

Administration Staff:

- a. Center or School Superintendent/Director/Administrator.
- b. Course/Training Director.

Training Staff:

- a. Training Officer, Regular/Special Accreditation
- b. Training Instructors, Regular/Special Accreditation
- c. Guest Instructors. Persons other than accredited private security training instructors, who render personal or professional instructor, trainor, or teacher services in a particular field of knowledge, subject, or training in

a private security training program/course as a resource because of his profession, expertise, education, and/or experience.

**SECTION 9. *Limitations and Prohibitions.***

a. No private security training course or class shall be conducted without the appropriate Letter Authority (LA) to conduct training issued by SAGSD;

b. The maximum number of students, trainees or participants for every class shall not exceed sixty (60);

c. All training courses/classes shall be conducted only in the place/venue approved;

d. Person(s)/applicant(s) likewise suffering from disqualifications enumerated in Section 4 of Rule I of these rule and regulation above, shall not be allowed to participate in any private security training course/class;

e. Corollary to Section 9 (d) above, training institutions shall not accept for enrollment disqualified applicants for training, and consequently shall be responsible for confirming the qualifications of all training applicants;

f. *Responsibility for Training and Progressive Development of Personnel* - It is the primary responsibility of all operators of private security agencies and company security forces to maintain and upgrade the standards of efficiency, discipline, performance and competence of their personnel. To attain this end, each duly licensed private security agency and company security force shall establish a staff position for training and appoint a training officer whose primary functions are to determine the training needs of the agency/guards in relation to the needs of the client/market/industry, and to supervise and conduct appropriate training requirements. All private security personnel shall be re-trained at least once every two years.

g. *PSAs without a Training Officer* - In the event that a private security agency and company security force shall fail to hire a Training Officer, the Security Director assumes responsibility/ accountability for the training needs of the Agency. In order that the training shall be conducted in accordance with the provisions of the IRR, subject security agency shall undertake a Memorandum of Agreement with an accredited training school to undertake the functions of the training officer as provided herein, shall be executed. Provided that the aforesaid agreement may be canceled or suspended the moment the private security agency/company security force shall be able to hire a competent training officer.

h. Accredited active members of the PNP/AFP or other government agencies shall exercise Private Security Training profession only to the extent as officially allowed by their respective offices, after office hours or as authorized by law.

**PART 2**  
**Conduct of Private Security Training**

**SECTION 10.** *Preparations before the Conduct of Training*

a. A request for Letter Authority to Conduct Training shall be submitted to Chief, SAGSD with the following attachments:

1. A photocopy of TESDA Recognition Certificate
2. Appointment of accredited Training Director
3. Photocopies of SAGSD accreditation of the teaching staff
4. Training Schedule
5. SSS Employment History Certificate of trainees/participants
6. Clearances (NP, Drug Test, PNP DI, Court & NBI)
7. Subsequently on the second request for LA, the SBR (Training Fee) of the previously conducted course/class shall be attached.

b. All Region based applicants requests shall be endorsed by respective PNP Police Regional Office.

**SECTION 11.** *Conduct of Training*

a. The School Director/Guest shall formally open each class.

b. One (1) day after its opening, a report containing the following data (name of student, age, sex, height, status educational attainment, agency, address and remarks) shall be submitted to Chief, SAGSD

c. Participants shall be graded thru written, oral and practical examinations.

d. Participants who accumulate absences exceeding twenty (20%) percent of the total number of training shall be dropped.

e. School/Center policies shall be enforced at all times.

f. The School, Center or, PSA shall also ensure the maintenance of orderliness, presentability, discipline and security of its training facilities and all persons therein.

g. A General Knowledge Examination (GKE) shall be administered by SAGSD (Private Security Training Management Branch) one (1) day before the closing of each class provided a photocopy of the proof of payment (SBR) for the ongoing class is submitted.

h. Any student who fails the GKE may be given three (3) chances to retake, after which if he fails, he shall repeat the course.

**SECTION 12.** *General Knowledge Examination*

a. A General Knowledge Examination (GKE) shall be administered by the PNP and shall be given each graduate after completion of each training course as a matter of evaluating the graduate's assimilation of the course in relation to his qualification for

license to exercise private security profession. The GKE shall also be used among others, to evaluate the quality of training of or transmission of the course by the accredited training systems.

b. For region-based Training Centers/Schools, FESAGS, ROPD will administer the GKE and submit. After GKE Result to SAGSD five (5) days after the closing of each class for reference and disposition.

**SECTION 13. *After Training***

a. Each course must be formally closed by the Training Director or by an invited Guest.

b. A Closing report in a prescribed format, shall be submitted five (5) days after graduation of each class to Chief, SAGSD.

c. Upon completion of the course, the School shall furnish all students the following documents:

1. Declaration of Graduates
2. Order of Merit
3. Certificate of Completion (Diploma)
4. GKE Certificate
5. Opening Report/Closing Report (indicating therein name of student, age, height, weight, status, sex, educational attainment, grade and remarks)
6. School Accreditation Number
7. Name of School, telephone number/address
8. Course title, Class Number, Letter Authority Number and Control Number and Inclusive dates of training.

**SECTION 14. *Processing of Students.*** Accredited Training Schools, Centers or PSAs shall have the responsibility of and be accountable for the initial processing for the qualification and fitness of all applicants/registrants for enrollment to the corresponding class/course being applied for with their respective schools, centers or PSAs.

**SECTION 15. *Duration of Courses.*** Duration of courses shall conform with the corresponding Program of Instructions (POI) for each type of course/training/seminar, prescribed by the PNP and adopted by the TESDA.

**SECTION 16. *Basic Guarding Subjects.*** The following shall at least be the basic knowledge and/or subject requirements on guarding or providing security that private security personnel trainees should be imparted with:

- a. Principles, definitions, aspects and risks of guarding and security
- b. General Orders and Functions of a Guard
- c. Patrolling, observation and description, recording and reporting, investigation
- d. Visitor, material and vehicle movement/access control/denial
- e. Inspection and key control procedures
- f. Public relations, regulation/law enforcement and arrests
- g. Communications and other equipment
- h. Reaction to emergencies (bomb threat, disaster, fire, injury or sickness etc)

**SECTION 17. Fees and Charges**

a. Consistent with laws existing during this formulation, the Chief of Philippine National Police or his authorized representative shall impose the following fees and charges relative to private security training:

- 1) Pre-Licensing Training Programs
  - Basic Scty Guard Training Course P 200.00/participant
  - Security Officer Training Course P 300.00/participant
  - Private Scty Trng Trainor's Course P 300.00/participant
  - Private Detective Training P 300.00/participant
- 2) Refresher Training Programs
  - SG In-Service Training P 100.00/participant
  - Other refresher/re-training courses P 50.00/participant
- 3) Specialized Training Courses (all) P 100.00/participant

b. The same schedule of fees will also be charged from individual walk-in applicants who will avail of the private security training programs.

c. Serialized certificates of completion/participation shall be given to each participant which issuance shall be managed by SAGSD.

d. The following shall be collected as permit fees from among the Private Security Training Institutions which are conducting Private Security Training, for every Letter of Authority / Training Directive for:

- Pre-licensing Training P 100.00
- Refresher Training P 100.00
- Any Specialized Training P 100.00

e. The following shall be collected as accreditation fees from among the approved applicants for:

- Accreditation of Training Systems P 2,500.00/yr
- Accreditation of Training Personnel:
  - Training Consultant P 150.00/yr
  - Training Officer P 150.00/yr
  - Training Instructor P 150.00/yr

f. The fees collected shall accrue to the PNP in accordance with the provisions of Rule VI hereof Rules and Regulations.

**PART 3  
Accreditation and Processing**

**SECTION 18. Private Security Training Related Processing.**

All processing, standards and documentary requirements relative to the conduct of private security training shall be prescribed in a Standard Operating Procedure (SOP) to be issued by SAGSD.

### **SECTION 19. Accreditation of Training Schools or Centers**

#### a. Pre-inspection

1. A joint Inspection Team composed of two (2) Technical Experts each from PNP SAGSD and TESDA shall be designated as inspectors to check the following:

- a. Physical appearance of the school/center
- b. Training aids & materials/references/books
- c. Training staffs (SAGSD accreditation)
- d. Program of Instructions
- e. Training Facilities (drills & ceremonies, Unarmed defense)
- f. MOA with Firing Range Owner

2. A Letter Order duly signed by the Chief, SAGSD will be the authority in the conduct of inspection indicating therein as specified in the Inspection Checklist (Name of Training School, venue, date of inspection, name of Inspectors, courses offered, list of mandatory requirements, additional findings, recommendations/remarks and acknowledgement receipt by the school staff/representative).

#### b. Conduct of Inspection

1. The Joint Inspection Team will introduce themselves to the School Director and/or Training Staff.

2. If defects are noted, it shall be properly indicated on the Inspection Checklist and shall be acknowledged by the school representative present during the inspection, after which a re-inspection shall be recommended by the inspectors.

3. If the defects were complied during the re-inspection, it shall be properly documented (pictorials to be attached).

#### c. Post Inspection

1. The results of inspection shall be the basis for the granting of Recognition Certificate issued by TESDA.

2. The Certificate of TESDA Recognition shall be submitted with the application for Accreditation to Chief, SAGSD with the following attachments:

- (a) Corporate & Administrative Documents
- (b) Board Resolution to offer the Program
- (c) SEC Registration & Articles of Incorporation
- (d) Proof of building ownership or Lease Contract at least 5 yrs
- (e) Fire Safety Certificate
- (f) Curricular Requirements
- (g) Curriculum (including job titles & competencies developed)



- (h) Course and subjects description
- (i) List of Supplies, tools and equipment for the Program
- (j) List of instructional materials (books, videotapes, internet access, unarmed defense equipment, others)
- (k) Training Schedules
- (l) Faculty and Personnel (with resume/biodata)
- (m) List of Officials & their Qualifications
- (n) List of Faculty for the Program & their Qualifications
- (o) Academic Rules and Student-Instructor Conduct
- (p) Schedule of Tuition & other Fees
- (q) Grading System
- (r) Entrance Requirements
- (s) Rules on Attendance
- (t) Other Support Services
- (u) Health Services
- (v) Career Guidance/Placement Services
- (w) Community Outreach Program

d. Issuance of Accreditation.

1. The Chief, SAGSD shall have the authority to approve, disapprove, cancel or suspend accreditations of private security training schools/centers.

2. Approved applications for accreditations shall be issued the corresponding Certificates of Accreditation following a design and format prescribed in a circular by Chief, SAGSD.

**SECTION 20. Accreditation of Training Personnel**

a. Qualifications of the Teaching Staff:

1. Training Director

- (a) Holder of Masteral Degree, Board /Bar Passers
- (b) Must have at least five (5) years experience in the operation and management of a security business
- (c) Must have no criminal record
- (d) Must be physically and mentally fit

2. Training Officer

- (a) Baccalaureate Degree holder (4 years)
- (b) Must have taken/passed the Private Security Trainor's Course
- (c) Must have served at least five (5) years in the security industry
- (d) Must have no criminal record
- (e) Must be physically and mentally fit

3. Training Instructor

- (a) A graduate of a Baccalaureate Degree Course (preferably BSEEd)
- (b) Must have taken the Private Security Trainor's Course sponsored by CSG/SAGSD/PARSTS

- (c) Must have served the security industry for at least three (3) years
- (d) Must be physically and mentally fit
- (e) Must have no criminal record

b. Requirements for Accreditation of the Teaching Staff. The following shall be the supporting documents accompanying the application for accreditation:

1. Training Director

- (a) Basic letter request addressed to Chief, SAGSD (Attn: C, PSTM Branch)
- (b) Transcript of Records
- (c) College Diploma and/or Post Grad Studies)
- (d) Certification from Private Security Training School/Agency that he has five (5) years experience in the security industry
- (e) Documentary Clearances (NP & Drug Test, Barangay, Mayor, Court, PNP DI & NBI)
- (f) Latest updated Resume with 2X2 ID picture (colored)

2. Training Officer

- (a) Basic letter request addressed to Chief, SAGSD (Attn: C, PSTM Branch)
- (b) Transcript of Records
- (c) College Diploma
- (d) Must have actual experience in Security Management or government service for at least five (5) years continuous service
- (e) Certificate of Security Trainor's Course
- (f) Documentary Clearances (NP, Drug Test, Barangay, Mayor, PNP DI, Court & NBI)
- (g) Latest updated Resume with 2X2 ID picture (colored)
- (h) Certification from Private Security Training School/Center/ and/or Agency that he has five (5) years experience in the security industry

3. Training Instructor

- (a) Basic letter request addressed to Chief, SAGSD (Attn: C, PSTM Branch) indicating the subject of expertise
- (b) Transcript of Records
- (c) College Diploma
- (d) Certificate of Private Security Trainor's Course
- (e) Documentary Clearances (NP, Drug Test, Barangay, Mayor, PNP DI, Court & NBI)
- (f) Certification from Private Security Training School/Center and/or Agency that he has served five (5) years in the security industry.

c. All applicants from the Region must be properly endorsed by the C, ROPD.

d. Issuance of Accreditation.

a. The Chief, SAGSD shall have the authority to approve, disapprove, cancel or suspend accreditations of private security training personnel.

b. Approved applications for accreditations shall be issued the corresponding Certificates of Accreditation following a design and format prescribed in a circular by Chief, SAGSD.

#### **PART 4** **Private Security Training Board**

**SECTION 21.** *Private Security Training Board.* The Chief, SAGSD upon determination of need, may organize a Private Security Training Board with at least one (1) representation from the PADPAO, Philippine Association of Recognized Security Training Schools (PARSTS) and TESDA for the following purposes relative to private security training:

- a. Conduct of random training visitation
- b. Prescribe accreditation processing procedures, standards and requirements
- c. Prescribe course POIs and subjects
- d. Prescribe training procedures, guides and regulations
- e. Prescribe exemptions and waivers
- f. Prescribe course equivalents
- g. Others as may be directed by Chief, SAGSD

### **RULE XII** **UTILIZATION OF PRIVATE SECURITY AGENCIES** **AND PERSONNEL**

#### **PART 1**

**SECTION 1.** *Powers of city municipal mayors in case of emergency* - In case of emergency or in times of disaster or calamity when the services of any security agency/entity and its personnel are needed, the city or municipal mayor may muster or incorporate the members of the agency or agencies nearest the area of such disaster or calamity to help in the maintenance of peace and order, prevention of crime, or apprehension of violators of laws or ordinance, and in the protection of lives and properties. The deputized security guard shall receive direct orders from the Chief of Police of the city or municipality for the duration of the emergency, disaster or calamity.

**SECTION 2.** *Supervision of the PNP.* The PNP shall exercise general supervision over the operators of all security agencies and guards. In case of emergency or in times of disaster or calamities, the Chief, PNP may deputize any security guard to assist the PNP in the performance of police duties for the duration of such emergency, disaster or calamity. Licensed guards, who are actually assigned to clients with Duty Detail Orders (DDO), shall be deputized by the Chief, PNP, and clothed with authority to enforce laws, rules and regulations within his area of responsibility.

## PART 2

**SECTION 3. *Security Guard Post Service.*** Private security guards shall perform personal service to watch or secure private or public establishments or property, maintain peace and order and protect lives of persons through any form of access control/denial, sentry operation, patrolling, establishing reaction teams and the like provided that:

- a. No Private Security Guard performing post service shall act or serve as bodyguard or personal security escort of any person;
- b. The private security guard shall always be in the uniform prescribed for guards on post, specially when bearing firearms;
- c. The services rendered are confined to the premises and/or property being secured;
- d. Private Security Guards performing as security aides, or back-up/support of guards performing *Post Service*, or performing electronic monitor/security system operation shall not bear firearms and may not be required to use the prescribed uniforms of guards on post.

**SECTION 4. *Security Guard Conduction Service.*** Private security guards shall perform personal service to watch or secure movable private or public property in transit like but not limited to seafaring/ocean vessels, aircrafts, land-locked vehicles, or valuables/cash in transit using any means of transportation except armored vehicles, provided that:

- a. No Private Security Guard performing conduction service shall act or serve as bodyguard or personal security escort of any person;
- b. The private security guard must always be in uniform prescribed for guards on post service, specially when bearing firearms.

**SECTION 5. *Armored Vehicle/Guard Service.*** Private security guards shall perform security escort service for the protection of large amount of cash or valuables through the operation of armored vehicles, usually for deposit pick-up or delivery, provided that:

- a. No Private Security Guard performing armored service shall act or serve as bodyguard or personal security escort of any person;
- b. The private security guard must always be in uniform prescribed for guards on armored service, specially when bearing firearms;
- c. Over and above the registration required of vehicles and operation of such under existing transportation laws, all armored vehicles in the fleet of PSA/CGF armored service providers shall be inventoried/reported with the PNP;
- d. All security personnel performing armored vehicle operation shall have a specified training and qualification requirement over and above the basic requirements for security guards;
- e. Unless inconsistent with other laws or circulars, the minimum built requirement for armored vehicles shall be of bullet-resistant materials capable of withstanding the effects of high-powered firearms, provided with a vault, safe or partition wall with combination lock designed in such a way that access to valuables/cash deposit into it is denied while in transit;
- f. The minimum crew shall be composed of a vehicle operator preferably licensed security guard and two (2) security personnel;

g. Private Security Armored Services providers to the banking and other financial system shall conform with the requirements of the Banko Sentral ng Pilipinas (BSP);

h. The standards, requirements, organization, operation and training for private security armored services shall be provided in an SOP issued by the Director, CSG.

**SECTION 6. *Investigation and Detective Services.*** Inherent to the provision of security services, all PSAs, CGFs, GGUs, and PDAs may offer private investigative and detective services for the purpose of assisting in gathering information leading to determination and/or prevention of criminal acts and/or resolution of legal, financial and personal cases/problems, provided that:

a. Only licensed private detectives shall perform or render investigative and detective duties;

b. No PSA, CGF or, GGU shall provide or offer personal security protection service;

c. Only PDAs and licensed private detectives as qualified and trained, and explicitly/specifically authorized by the PNP may render personal security protection services;

d. The standards, requirements, organization, operation and training for personal security protection services shall be provided in an SOP/circular issued by the CPNP through the recommendation of the Director, CSG in coordination with the PNP Directorate for Operations, Directorate for Intelligence and Police Security and Protection Office.

**SECTION 7. *Electronic Security Systems and Services.*** Security Agencies in providing security services may utilize scientifically designed electronic security systems like but not limited to the anti-burglary, robbery, or intrusion alarms, closed circuit television recording and monitoring under the following conditions:

a. Only trained licensed private security guards may operate electronic security systems;

b. PSAs offering the system shall be accountable for the legitimate registration and licensing of these devices and their operators with the appropriate government agency;

**SECTION 8. *Other services.*** Requirements, standards, organization, operation and training for services which are covered by this Rule, Rule III (definition of terms) and elsewhere in these rules and regulations shall be prescribed in an SOP issued by the Director, CSG.

### **RULE XIII POWERS AND DUTIES**

**SECTION 1. *Territorial power*** - A security guard shall watch and secure the property of the person, firm, or establishment with whom he or his agency has a contract for security services. Such service shall not, however, extend beyond the property or compound of said person, firm or establishment except when required by the latter in accordance with the terms of their contract to escort, or in hot pursuit of criminal offenders.

**SECTION 2. *Arrest by security guard.*** - A security guard, or private detective is not a police officer and is not, therefore, clothed with police authority. However, he may effect arrest under any of the following circumstances:

- a. When, in his presence, the person to be arrested has committed, is actually committing, or is attempting to commit an offence;
- b. When an offense has just been committed and he has probable cause to believe based on personal knowledge of facts and circumstances that the person to be arrested has committed it; and
- c. When the person to be arrested is a prisoner who has escaped from a penal establishment or place where he is serving final judgment or temporarily confined while his case is pending or has escaped while being transferred from one confinement to another (Section 6, Rule 113, Rule of Court).

**SECTION 3. *Method of Arrest.*** - When making an arrest, the watchman, security guard or private detective shall inform the person to be arrested of the intention to arrest him and cause of the arrest, unless the person to be arrested is then engaged in the commission of an offense or after an escape, or flees, or forcibly resists before the person making the arrest has opportunity so to inform him, or when the giving of such information will imperil the arrest. (Section 10, Ibid).

**SECTION 4. *Duty of security guard making arrest.*** - Any security guard making arrest, shall immediately turn over the person arrested to the nearest peace officer, police outpost or headquarters for custody and/or appropriate action, or he may without necessary delay and within the time prescribed in Article 125 of the Revised Penal Code, as amended, take the person arrested, to the proper Court of Law or judge for such action as they may deem proper to take. (Section 17, bid).

**SECTION 5. *Search without warrant.*** - Any security guard may, incident to the arrest, search the person so arrested in the presence of at least two (2) witnesses. He may also search employees of the person firm or establishment with which he is or his agency has a contract of private detective, watchman or security services, when such search is required by the very nature of the business of the person, firm or establishment.

**SECTION 6. *General Orders.*** - All security guards shall memorize and strictly keep by heart the following general orders:

- a. To take charge of the post and all company properties in view and protect/preserve the same with utmost diligence;
- b. To walk in an alert manner during my tour of duty and observing everything that takes place within sight or hearing;
- c. To report all violations of regulations and orders I am instructed to enforce;
- d. To relay all calls from posts more distant from the security house where I am stationed;
- e. To quit my post only when properly relieved;
- f. To receive, obey and pass on to the relieving guard all orders from company officers or officials, supervisors, post in charge or shift leaders;
- g. To talk to one except in line of duty;
- h. To sound or call the alarm in case of fire or disorder;
- i. To call the superior officer in any case not covered by instructions;

- j. To salute all company officials, superiors in the agency, ranking public officials and officers of Philippine National Police; and
- k. To be especially watchful at night and during the time of challenging, to challenge all persons on or near my post and to allow no one to pass or loiter without proper authority.

**SECTION 7. *Duty to Assist Law Enforcers*** - Any security guard shall be duty bound to assist any peace officer in the pursuit of his bounding duty, when requested, provided it is within the territorial jurisdiction of his (security officer) area of duty.

## **RULE XIV REPORTS AND RECORDS**

**SECTION 1. *Reports.*** The following reports shall be submitted:

a. Guard/Firearm strength reports shall be rendered periodically in formats and procedures prescribed by the Chief, Security Agencies and Guards Supervision Division (SAGSD)/ Chief, Firearms and Explosives Division (FED), respectively, through the Regional Offices who shall conduct periodic inspections within their areas of responsibility to verify the strength reports furnished their respective offices.

b. Crime incident reports.

c. Other reports required shall be prescribed in appropriate orders, circulars or memoranda.

**SECTION 2. *Records and Files of Agencies.*** - The following records and files shall be maintained by all private security agency, company security force and government security unit of offices and shall be made available for inspection by the Chief, Philippine National Police or his authorized representatives:

- a. Prescribed monthly reports;
- b. Current service contracts in individual folders chronologically arranged (for private security agency only);
- c. Alphabetically arranged individual folders of guards containing their personal bio-data using the latest SAGSD Form 01-94, photocopies of licenses and other personal documents (i.e. High School diploma, Pre-licensing certificate, etc.);
- d. Individual records of offenses, SAGSD Form 13-94; Authenticated photo copy of record of offenses shall support recommendations for revocation of licenses of undesirable incorrigible security guards;
- e. Property book, containing lists of firearms and other properties supported by proper documentation;
- f. Payroll/vouchers of payments;
- g. Performance Report/records of conduct of security personnel; and,
- h. Other records pertinent to the operation of the agency as maybe required.

## **RULE XV INSPECTIONS**

### **SECTION 1. *Policy.***

a. Periodic and non-periodic inspections shall be conducted on all Security Agencies (Private Security/Detective Agency, Company Guard Force, Government Security Force), Security Training Schools (Private Security Training Institutions) and Security and/or Training Personnel.

b. Inspections shall be conducted based on the following:

1) Pre-Licensing Inspection – Periodic inspections conducted to determine compliance with the provisions of R.A. 5487 prior to the issuance of License to Operate (LTO) a Security Agency and/or Accreditation to operate a Security Training School.

2) Post-Licensing Inspection – Periodic and/or non-periodic inspections conducted during the operation of Security Agencies and/or Security Training Schools to ascertain whether the provisions of R.A. 5487 and its IRR are complied with, to ensure correction of defects/violations noted, and to recommend to the operators appropriate measures to improve their operations.

### **SECTION 2. *Authority.***

a. The Chief, SAGSD or his representative shall conduct the appropriate inspection hereto prescribed.

b. Regional Directors of Police Regional Offices (PNP PROs), thru the Firearms, Explosives, Security Agencies and Guards Section (FESAGS), within jurisdiction, shall conduct the inspections

c. The Chief, PNP and/or the Director, PNP Civil Security Group (CSG) thru SAGSD, or their authorized representatives, may authorize the conduct of inspections.

### **SECTION 3. *Types of Inspections.***

a. *Post to Post Inspection* – Inspection conducted on detailed/posted security guards to determine proper compliance of regulations related to uniforms, general physical appearance, documentation and other requirements in the actual service of duty. This may also be an inspection conducted as an aid to investigation.

b. *Administrative Inspection (Office, Files and Records Inspection)* – Inspection conducted to determine compliance with records, files and other administrative requirements for operating a security agency and/or exercising security profession.

### **SECTION 4. *Procedures.***

a. Organization for the Inspection

1) The inspection shall be composed of at least three (3) personnel organized as a team and led by a Police Commissioned Officer.



2) The designation, functions and responsibilities of the inspecting team shall be organized as follows;

- One (1) PCO – Team Leader
- One (1) Senior PNCO – Asst Team Leader/inspector-recorder
- One (1) PNCO – Driver/inspector-evidence custodian

3) Members of the inspection team shall be in complete uniform with proper identification and preferably using a marked/uniformed vehicle for easy identification, except however during covert operation/inspection.

4) The inspection team shall be covered with the appropriate Letter Order with specified purpose, destination and period of inspection, among others, duly signed by the following or their authorized representative:

- a) Chief, PNP
- b) Director, CSG
- c) Regional Director, Police Regional Office
- d) Chief, SAGSD

b. Conduct of Inspection

1) Administrative Inspection

a) The inspection team shall introduce themselves to the operator or to his representative available during the inspection, state the purpose of the inspection and present the appropriate Letter Order (LO).

b) The inspection will be conducted by using the inspection checklist (PNP SAGSD form # 9 and/or PNP SAGSD Training Inspection Checklist) as guide and may demand other pertinent documents related to the purpose of the inspection.

c) Administrative defects/violations observed or noted, shall be reflected on comments/findings portion of the inspection checklist. Separate inspection report maybe rendered if deemed necessary.

d) Appropriate recommendations shall be likewise indicated at the portion provided in the checklist.

e) The inspection team shall conduct exit briefing to ascertain acknowledgement of defects by the operator and to recommend to the operator to institute appropriate corrective measures.

f) If the inspection is a pre-licensing administrative inspection initiated by SAGSD, a transmittal/endorsement shall be forwarded C, SAGSD together with the application folder and the inspection checklist. If initiated at the Police Regional Offices, the inspection report shall form part of the application to be transmitted to SAGSD.

g) In the event that defects/violations noted are penalized by fines under the IRR to RA 5487, as amended, procedures in Section 6 Rule XV (Disposition of Violations) of this rule.

h) In the event that the result of inspection may serve as grounds for disapproval of application or cancellation of LTO/accreditation, a formal investigation shall be conducted. If initiated at the region, the FESAGS shall conduct the investigation prior to endorsement to C, SAGSD.

2) Post to Post Inspection

a) Upon arrival at the post subject of inspection, the inspection team shall introduce themselves to the duty guards or detachment commander, state the purpose of the inspection, and present the appropriate letter order.

b) The conduct of inspection shall be with the purview of existing rules and regulations.

c) Violations noted be reflected on the *Violation Ticket Report* (SAGSD form 13-94) prepared in four (4) copies and distributed as follows original and one copy for PNPSAGSD, one (1) copy for security personnel being inspected and one (1) copy for the agency.

d) If the violation warrants confiscation of issued firearms, justification for confiscation of firearms is under Rule VII, IRR of RA 5487. The serial number, make and caliber of firearms shall be indicated at left side portion of Violation Report.

e) Issuance of violation ticket report shall be per guard violation basis.

f) The inspection team shall conduct exit briefing to the security personnel concerned to ascertain acknowledgement and correction of defects noted and to recommend appropriate measures to improve their services.

g) Confiscation of License to Exercise Security Profession may be effected particularly those considered as falsified/faked.

h) Procedures in Section 6, Rule XV (Disposition of Violations) below shall apply when violations and defects are penalized pursuant to the IRR to RA 5487, as amended.

c. Disposition of Confiscated Licenses, Documents and/or Firearms

1) Confiscations (particularly firearms) shall be effected only after properly informing the concerned (licensee, holder, owner, and/or client) and after their acknowledgement.

2) All confiscations shall be appropriately documented (ie. inventoried and receipted) and stored by the official office/unit custodian.

3) Likewise, disposition of all items, whether released or confiscated in favor of the government, shall be appropriately documented.

4) Confiscated items shall be released upon presentation of proof of or upon confirmation of legality of such document (in case of documents or licenses), or of proof

of validity of firearm license, SG license or DDO (in case of firearms), or upon payment/settling of fines/penalties, as the case may be.

d. Coordinations

1) SAGSD-initiated inspections conducted in the regions including NCR:

a) As a general rule or whenever feasible prior to the conduct of inspection, the inspection team shall make a call and/or coordinate with the Police Regional Office (Attn: ROPD) the inspection to be conducted by presenting the issued Letter Order, and if necessary to make arrangements for appropriate counterpart assistance.

b) A corresponding exit/after inspection call should be made to the Police Regional Office. Results of the inspection may be reported when follow-up and/or consequent operation is needed or requested to be performed by the PNP PRO.

2) Police Regional Office-initiated inspections, conducted outside of its area of operations (AOR)/jurisdiction:

a) Provisions of Section 4d, Rule XV above, shall similarly apply to inspections conducted pursuant to Section 1b Rule XV, where inspections are necessitated outside the AOR/jurisdiction of the initiating PNP PRO.

**SECTION 5. Reports.**

a. After Inspection Reports shall be prepared and submitted upon completion of the inspection or within one (1) day after the period covering the inspection.

b. In event that the violation/s committed entail the imposition of corresponding fines and penalties, the report shall be submitted to Chief, ROPD thru C, FESAGS (in case of PRO-initiated inspections) or to Chief, SAGSD for approval, disapproval and/or enforcement.

c. Accomplished inspection checklists of Administrative Inspections and recommendations thereof, should form part of the application for LTO or Accreditation.

**SECTION 6. Disposition of Violations.**

a. Administrative Inspection-related violations.

1) In compliance to procedural due process, Private Security Agencies with pending violations shall be officially notified either thru registered mail or personal notice.

2) The notice of appearance within seven (7) days as indicated in the acknowledged Violation Ticket Report issued by the inspecting team shall serve as *first formal notice* to the agency.

a) Acknowledging respondent.

(1) If respondent acknowledges violations/defects and penalties/ fines resulting from the inspection, appropriate payment orders shall be issued and

thereafter proofs of payments be required to be presented to serve as proofs settlement of penalty/fine.

(2) Copy of proofs of settlement shall form part of the respondent's application for LTO/Accreditation.

(3) Summary Report/Consolidated Report of settlement with reference to the prior After Inspection Report shall be submitted to C, SAGSD for notation and/or information. In case settlement resulted from PRO-initiated inspection, report shall be submitted to the ROPD copy furnished RD, PRO (when required) and C, SAGSD.

b) No-response respondent.

(1) In the event that the PSA concerned shall not comply to the first notice of appearance the Inspection Section shall send a *second notice* of appearance and direct the owner or his representatives of said agency to appear within seven (7) days upon receipt of the notice.

(2) If the PSA concerned failed to comply on the second notice of appearance, the Inspection Report including all the evidences (e, i, violation report confiscated firearms, affidavit executed by the inspecting team members and other pertinent documents) shall be submitted for *formal investigation*.

(3) At the onset of the investigation, a *third and final notice* shall be sent to PSA concerned, with directive to appear within seven (7) days upon receipt.

(4) Thereafter, Rule XVI and Memorandum SOP on the Conduct of Investigation shall ensue and be applied.

c) Contesting Respondent.

(1) In the event that a respondent questions the violation, penalty or fines imposed, and/or any of the circumstances giving rise to such, and/or refuses to submit under the sanction being imposed, the report shall be submitted for investigation.

(2) Thereafter, Rule XVI (Investigation of Cases) and Memorandum SOP on the Conduct of Investigation shall be applied.

b. Post-to-post Inspection-related violations.

1) Be it a Security Agency, Security Training School, Security or Training Personnel, the procedures set forth in paragraph 7a above shall apply.

**SECTION 7. Miscellaneous.**

The foregoing procedure/process is without prejudice to the filing of appropriate criminal case when violation committed is penalized under Republic Act 5487 the Revised Penal Code and other existing laws.

**RULE XVI  
INVESTIGATION OF CASES**

**PART 1  
General**

**SECTION 1.** *Purpose.* To ensure guidance and uniformity in the conduct of administrative investigation involving security agencies, guards and training institutions, these rules shall set forth the policies and specific procedures to be observed in the conduct of investigation of cases involving Private Security Agencies, Company Guard Forces, Private Detective Agencies, Private Security Training Institutions, Private Security Personnel and Private Security Training Personnel.

**SECTION 2.** *Scope.* These rules shall apply to all administrative complaints, violations of the laws, rules and regulations and such other investigative matters cognizable by the PNP particularly SAGSD and the Regional FESAGS as well as the right to administrative due process of both complainant and respondent in every administrative proceedings under Section 17 of Republic Act No. 5487, as amended.

**SECTION 3.** *Complaint.*

a. It shall be written in clear, simple and concise language and in a systematic manner as to apprise the respondent of the nature of the charge against him and to enable him to prepare his defense.

b. How Initiated – It can be initiated by any of the following:

1. The Chief, PNP, Director, CSG, Regional Director or through their respective representative through an Official Report or Memorandum showing the acts or omissions allegedly committed;

2. The Chief, SAGSD, CSG or Chief, Regional FESAGS or any of their authorized representative through an Official Report showing the acts or omissions arising from the results of inspection conducted by any of the Branches or Sections of SAGSD, CSG or Regional FESAGS; or

3. Upon sworn and verified complaint of any person, accompanied by sworn statements of witnesses and other pieces of evidence in support of the complaint.

c. Contents of a complaint – The complaint shall contain:

d. Grounds for Filing the Administrative Complaint\_– Any act or omission in violation of the Revised Rules and Regulations Implementing Republic Act No. 5487, as amended may constitute a ground for filing the complaint.

1. the full name and address of the complainant;

2. the full name and address of the respondent as well as the position and office of employment;

3. specification of charges; and

4. a narration of relevant and material facts which show the acts or omissions constituting the offense allegedly committed by the respondent.

e. Venue – Any complaint may be filed with the Complaint and Investigation Section, SAGSD, CSG for acts or omissions committed in the National Capital Region. In all other cases, complaint shall be filed with the Regional FESAGS where the complainant's workplace or the respondent's principal office is located.

## **PART 2**

### **Conduct of Investigation**

#### **SECTION 4. *Procedure.***

a. Initial Evaluation – Within one (1) day upon receipt of the complaint, the Case/Investigating Officer shall initially evaluate the complaint and shall recommend to the Chief, Complaint and Investigation Section any of the following actions:

1. Dismiss outright the complaint for lack of merit or a prima facie case is found not to exist or the complaint is insufficient in form and substance;
2. Refer officially to other government agency if the complaint falls under the jurisdiction of DOLE, SSS or other forum;
3. Proceed with the investigation if a prima facie case is found to exist.

b. Notice – After the complaint has been determined to be the subject of appropriate summary hearing, the Case/Investigating Officer shall notify the respondent of the complaint by sending to him summons not later than three (3) days upon the filing of the complaint. Respondent shall be required to appear before the Case/Investigating Officer not later than five (5) days upon receipt of the notice or summons, during which he shall be furnished copies of the complaint, sworn statements of the witnesses and other pieces of evidence.

c. Answer/Reply – Within five (5) days from receipt of copies of the complaint, sworn statement of witnesses and other pieces of evidence, the respondent shall forthwith submit his answer or reply consisting of his counter-affidavit, sworn statement of witnesses and other controverting evidence.

#### **SECTION 5. *Administrative Adjudication, How Conducted***

a. If, on the basis of the sworn statements and the pieces of evidence presented by both parties, the Case/Investigating Officer finds no sufficient cause to warrant further proceedings, the complaint may outright be dismissed. Otherwise, he shall send, within three (3) days, summonses to all parties and their witnesses for a preliminary conference on a specific date and time not to exceed five (5) days therefrom with the end in view of arriving at an amicable settlement, or of simplifying the issues, marking of evidence and stipulation of facts.

b. If the Case/Investigating Officer believes that there are matters to be clarified, he may propound clarificatory questions, or may set a summary hearing on a specific date and time not to exceed five (5) days therefrom.

c. If respondent fails to file his answer/reply with the reglamentary period, he shall be deemed to have waived his right to present controverting evidence, and the case shall immediately proceed ex-parte.

d. Being summary in nature, direct examination of witnesses shall be dispensed with and the sworn statements of witnesses shall take the place of their oral testimony subject to cross-examination. Either party shall limit cross-examination to the sworn statements on hand. Cross examination must be confined only to material and relevant matters contained in the sworn statements. Prolonged arguments and other dilatory proceedings shall not be entertained. Cross examination shall be limited to not more than fifteen (15) minutes for each witness.

e. On agreement of parties, direct or cross examination may be dispensed with and instead, the parties may just submit their verified position papers or memoranda within then (10) days upon such agreement, afterwhich the case is deemed submitted for resolution.

**SECTION 6.** *Nature of Proceedings* – The administrative proceedings shall be non-litigious in nature, subject to the requirements of due process of law. The technical rules of criminal or civil procedure, and the rules obtaining in the courts of law shall not apply. The Case/Investigating Officer may avail himself of all reasonable means to ascertain the facts of the case, including ocular inspections and testimony of expert witnesses.

**SECTION 7.** *Resolution.*

a. Within ten (10) days after the conclusion of the summary hearing or transmission of position papers or memoranda, the Case/Investigating Officer shall submit the Resolution together with the complete records of the case to Chief, SAGSD, CSG for his approval, in cases filed in the National capital Region, and to Chief, Regional FESAGS for his approval, in cases filed in the other regions. Once approved, the said Resolution shall constitute the decision in the case. Copies thereof shall be served to all parties within five (5) days upon approval of the resolution.

b. Contents of Resolution – Resolutions shall be clear and concise, and shall include the following:

1. facts of the case
2. issues involved
3. applicable laws, rules and regulations
4. findings and conclusions
5. disposition thereof

c. Service of Resolution – The Resolution shall be served either personally or by registered mail at complainant and respondent's place of business or at his last known address within three (3) days from approval thereof. In all cases, proof of such service shall be attached to the records of the case for purposes of determining jurisdiction in case of appeal.

**SECTION 8.** *Penalties* – In meting out penalties, like penalties shall be imposed for like offenses. One penalty shall be imposed for every charge or count in each case. "Each

case” shall mean one administrative case which may involve one or more charges or counts.

**SECTION 9.** *Motion for Reconsideration* – Either party may file a motion for reconsideration within ten (10) days from receipt of a copy of the approved Resolution. Only one (1) motion for reconsideration is allowed which shall be resolved within five (5) days from the filing thereof.

**SECTION 10.** *Appeal.*

a. Grounds for Appeal – Should the motion for reconsideration be denied, either party may file an appeal with the Director, CSG, in cases resolved by Chief, SAGSD, CSG, or with the Regional Director, in cases resolved by the Regional FESAGS, on any of the following grounds:

1. That new and material evidence has been discovered which the appellant could not, with reasonable diligence have discovered and produced at the summary hearing, and which if presented would probably change the resolution;

2. That errors of law or irregularities have been committed during the hearing prejudicial to the substantial rights of the appellant;

3. That the penalty imposed is not commensurate to the offense committed.

b. Perfection of Appeal – An appeal shall be perfected by the appellant by filing and serving upon the Chief, SAGSD-CSG or Chief, FESAGS a Notice of Appeal within ten (10) days from receipt of the Resolution subject of appeal. Within three (3) days upon receipt of the notice of appeal, the entire records of the case, duly numbered and initialed, and the exhibits properly marked, to include the summary record of proceedings shall be sent to the appellate authority.

c. Period to Decide Appeal – The appellate authority shall decide the appeal within thirty (30) days after the receipt of the entire records of the case from the Case/Investigating Officer. Failure of the appellate authority to decide the appeal within that period shall be deemed as denial of such appeal, and the resolution appealed from shall immediately become final and executory.

**SECTION 11.** *Separability Clause.* In the event that any of the provisions of this Rule is declared legally unenforceable, the validity of the other provisions shall not be affected by such declaration.

**RULE XVII  
ADMINISTRATIVE SANCTIONS**

**PART 1  
General**

**SECTION 1.** *Policy.* Corollary to Section 2 Presidential Decree 1919 dated 28 April 1984, the Chief, PNP or his authorized representative may impose, after confirming any



violation of republic Act 5487, its amendments and implementing rules and regulations, the penalty of suspension, or cancellation of the license/accreditation of any private/government security or training personnel; *provided* that in cases of violations committed by any private security/detective agency, company guard force or private security training institution, the administrative penalty which may be imposed shall only be administrative fine or cancellation of license without prejudice to any criminal action against the violator.

**SECTION 2.** *Purpose.* The purpose of these rules and regulations is to rationalize the schedule of administrative penalties as provided in Section 8 of RA 5487,as amended.

## **PART 2**

### **Sanctions Against Licensed Security Personnel**

**SECTION 3** *Classification of offenses.* - The following terms shall be construed to mean as indicated which shall likewise refer to the individual person as private security or security training personnel:

- a. Light Offenses shall include, but not limited to:
  - (1) those related to uniforms except those falling under paragraph c(1) hereunder;
  - (2) use of profane languages;
  - (3) acts of discourteousness;
  - (4) failure to notify/call the nearest PNP Station in case of disorders, riots or strikes and other emergency cases;
  - (5) late or failure to maintain and/or submit records/reports;
  - (6) violation of Section 1, Rule X of these rules and regulations otherwise not specifically falling under this and paragraphs b and c of this rule; and
  - (7) all acts prejudicial to good conduct, behavior, morals and similar acts, pursuant to existing laws, rules and regulations.
- b. Less grave offenses shall include, but not limited to:
  - (1) not having in possession his/her license to exercise profession, duty detail order and/or firearms license (when carrying firearms), while performing private security service;
  - (2) use of uniform not appropriate for one's ranks or position;
  - (3) leaving his post without being properly relieved, thus exposing the lives and properties he is supposed to protect from danger;
  - (4) indiscriminate firing of firearm not in connection with the performance of duty;
  - (5) other similar offenses pursuant to existing laws, rules and regulations.
- c. Grave offenses shall include, but likewise not limited to:
  - (1) Using uniform other than that prescribed under these rules;
  - (2) using personally owned or unlicensed firearm during tour of duty;
  - (3) allowing the use/lending issued firearms to unauthorized persons;
  - (4) assisting, abetting or protecting criminals during or off duty;
  - (5) providing confidential information to unauthorized persons;
  - (6) refusal to provide information to authorized persons;
  - (7) illegal search;

- (8) taking alcoholic beverages or being drunk while on guard duty;
- (9) abuse or acting beyond the scope of authority;
- (10) misrepresentation in the submission of documents for renewal of license;
- (11) other similar offense pursuant to existing laws, rules and regulations.

d. Fake License - a document issued by and/or secured from sources other than the SAGSD.

**SECTION 4. Penalties.** - Without prejudice to the filing of the appropriate criminal action, the following penalties shall be imposed after investigation of any private security personnel, thereafter found guilty of committing any of the offenses previously enumerated in Section 3 of this rule:

- a. For light offenses. - One (1) to thirty (30) days suspension or a fine ranging from one hundred pesos minimum to five hundred pesos maximum (P100.00-P500.00) or both;
- b. For less grave offenses. - One (1) month and one (1) day to six (6) months suspension or a fine ranging from five hundred pesos minimum to one thousand pesos maximum (P500.00-P1, 000.00) or both; and
- c. For grave offenses. - Six (6) months and one (1) day to one (1) year suspension or a fine ranging from ten thousand (P10, 000.00) pesos minimum to fifty thousand pesos maximum (P50, 000.00) or both, and/or cancellation of license/permit.

**SECTION 5. Status during suspension.** - Unless dismissed by his employer agency on legal grounds, a security guard who is suspended pursuant hereto shall not be entitled to receive his salary corresponding to the period of suspension. The agency in this case shall provide a substitute guard to man the post of the suspended guard in order not to prejudice the interest of its client. Provided, that the service of the substitute guard shall be good only during the period of such suspension.

**SECTION 6.** Any private security personnel who commits the same offense as enumerated in Section 3 above, after having been suspended for least three (3) times within the lifetime of his license shall be cancelled

### **PART 3**

#### **Sanctions Against Private Security Agencies, Private Detective Agencies, Company Guard Forces, and/or Training Institutions**

**SECTION 7.** The authority of the Chief, PNP to impose administrative penalties or cancel, suspend or not to renew the license of any private security/detective agency, company guard force, and/or private security training institutions shall be exercised in the following cases without prejudice to the filing of appropriate criminal action:

- a. When a falsified license is officially submitted by a private security agency to its prospective client in bidding or contracting for security services.
- b. When a falsified document or report is submitted to the Philippine National Police as requirement for new or renewal of license to operate a private security agency, company security force or training institutions.

- c. When a private security agency or company security force has been found to be violating the minimum wage rates fixed by law that should be granted to their private security/company guards.
- d. When the private security agency or company security force has been found to be engaging in activities that are dangerous to public safety and welfare or inimical to national security.
- e. When a private security agency or company security force refuses to comply with the final and executory NLRC order/decision. This will be a ground for immediate revocation of license to operate.
- f. Violation of the following Rules and Regulations:
  - 1. Section 2b and 4, Rule I
  - 2. Sections 3a, 3b, 3c and 3h, Rule IV
  - 3. Sections 1 and 2, Rule IV
- g. When a private security agency has been found to have engaged in cut-throat security services with its client or a price lower than the standard minimum rates for security services adopted by Philippine Association of Detective and Protective Agency Operators, Inc., with the concurrence of the Chief, Philippine National Police. A penalty of administrative fines shall be imposed upon such erring Private Security Agency in the amount of twenty thousand (P20, 000.00) for the first offense; forty (P40, 000.00) for the second offense and cancellation of license to operate for the third offense. In case of fines, the erring PSA shall not be allowed to serve the questioned client. PSA Operators whose licenses have been cancelled under this rule shall be barred from obtaining another LTO.
- h. When a private security agency has been found to have violated Section 4, Rule VII, a penalty of administrative fines shall be imposed upon such erring Private Security Agency in the amount of twenty thousand (P20, 000.00) for the first offense; forty (P40, 000.00) for the second offense and cancellation of license to operate for the third offense.
- i. When a private security agency has been found to have violated Section 3C(g), Rule X, a penalty of administrative fines shall be imposed upon such erring Private Security Agency in the amount of twenty thousand (P20, 000.00) for the first offense; forty (P40, 000.00) for the second offense and cancellation of license to operate for the third offense. In case of fines, the erring PSA shall not be allowed to serve the questioned client. PSA Operators whose licenses have been cancelled under this rule shall be barred from obtaining another LTO.
- j. When a private security agency with regular license to operate fails to maintain a minimum of two hundred (200) security guards at the time of renewal of its license, the agency concerned shall be issued temporary license with an administrative fine in the amount of ten thousand (P10, 000.00) pesos only.

- k. Violation of the provisions of Rule XVIII by private security personnel is punishable by suspension or cancellation of their individual private security licenses and/or licenses of their respective company security force or private security agencies.

**SECTION 8.** The following administrative fines shall be imposed on any private security agency or company security force found committing the following offenses:

<b>OFFENSE</b>	<b>FINES</b>
a. Improper wearing of prescribed uniform by Posted Security Personnel	P100.00 per guard for 1 <sup>st</sup> offense; 250.00 per guard for 2 <sup>nd</sup> offense; 500.00 per guard for 3 <sup>rd</sup> offense.
b. Posted security guard not carrying his ID, Private Security License, Firearms License and Duty Detail Orders.	- do -
c. Posted security personnel not covered by written contract for security services	- do -
d. Imposing and collecting unauthorized deductions from the salary of their security guard.	- do -
e. Failure to submit application and requirements for the renewal of license on prescribed date.	P 250.00 plus P 50.00 for every day delay if filed before expiration of LTO; An addition of P500.00 plus P100.00 for every day delay not to exceed sixty (60) days, if filed after expiration of LTO

**SECTION 9.** *Classification of offenses.* Except in cases already specifically provided in this rule the following term shall be construed to mean as indicated:

- a. Light Offenses committed by private security agency or company security force shall include, but not limited to:
  - 1) late or failure to maintain and/or submit records/reports;
  - 2) Posting security personnel not covered by written contract;
  - 3) Other similar offense pursuant to existing laws, rule and regulations.
- b. Less grave offense committed by private security agency or company security force shall include but not limited to:
  - 1) ordering its posted security guards to conduct illegal search;
  - 2) posting unlicensed personnel for duty;
  - 3) posted personnel not wearing the prescribed uniform;
  - 4) other similar offense pursuant to existing laws, rules and regulations.
- c. Grave offense committed by private security agency or company security force shall include, but not limited to:

- 1) Allowing the set of unlicensed firearm personally owned by security guard or other person or entity than that of the private security agency having jurisdiction of the place being secured;
- 2) Issuing unlicensed firearm to guards;
- 3) Violation of Sec. 3 h, Rule IV of this implementing rules and regulations regarding prohibition on "Kabit" system;
- 4) Abuse or acting beyond the scope of authority;
- 5) Use and/or employment of security guard for purposes of committing threats, intimidation, coercion or any other crime/offenses, including show of force.
- 6) Violation of Sections 3A, 3B, and 3C of Rule X;
- 7) Other similar offense pursuant to existing laws, rules and regulations

**SECTION 10. Penalties.** Without prejudice to the filing of appropriate criminal action, and except as already provided by this rule the following penalties shall be imposed after investigation of any guard or detective, private security guard agency or company security force and thereafter found guilty of committing any of the offenses enumerated in Section 9 hereof:

- a. For light offense committed by Private Security Agency/Company Security Force:
  - 1) Fine of P5, 000.00 for first offense;
  - 2) Fine of P10, 000.00 for 2<sup>nd</sup> offense;
  - 3) Fine of P15, 000.00 or cancellation/revocation of License to Operate, or both for 3<sup>rd</sup> offense
- b. For less grave offense committed by Private Security Agency/Company Security Force:
  - 1) Fine of P10, 000.00 for 1<sup>st</sup> offense;
  - 2) Fine of P 20, 000.00 for 2<sup>nd</sup> offense;
  - 3) Fine of P30, 000.00 or cancellation/revocation of license to operate, or both for 3<sup>rd</sup> offense;
- c. For grave offense committed by Private Security Agency/Company Security Force:
  - 1) Fine of P50, 000.00 for 1<sup>st</sup> offense;
  - 2) Cancellation/revocation of license to operate for 2<sup>nd</sup> offense.

**SECTION 11.** Any private security agency or company security force who commits the same offense as enumerated in Section 8 hereof, after having been fined at least three (3) times shall be proceeded against thru administrative cancellation or non-renewal of its license.

**RULE XVIII**  
**DUTIES DURING STRIKES AND LOCKOUTS**

**SECTION 1. *Policies-***

- a. All private security personnel in direct confrontation with strikers, marchers, or demonstrators shall not carry firearms. They may, at best, carry only night sticks (batuta) which may or may not be provided with tear gas canister and dispensers. Private security personnel of strike-bound establishments not in direct confrontation with the strikers may carry in the usual prescribed manner their issued firearms.
- b. Private security personnel shall avoid direct contact, either physically or otherwise, with the strikers.
- c. Private security personnel shall stay only within the perimeter of the installation which they are protecting at all times.
- d. Private security personnel, in protecting and securing the assets and persons of their clients, shall use only sufficient and reasonable force necessary to overcome the risk or danger posed by strikers or hostile crowds.
- e. Private security personnel shall refrain from abetting or assisting acts of management leading to physical clash of forces between labor and management. These hostile acts include breaking of the strike; smuggling in of scabs and preventing strikers from conducting peaceful pickets.
- f. Private security personnel shall not enforce the provisions of the Revised Labor Code pertaining to strikers/lockouts.
- g. Private security personnel on duty must at all times be in complete uniform with their names and agency's name shown on their shirts above the breast pockets.

**SECTION 2. *For Private Security Agencies/Company Security Force Chief Security Officers. –***

- a. Upon declaration of a strike, or upon the establishment of a picket line or mass action at the vicinity of a firm/establishment, the Detachment Commander or the Chief Security Officer of the company guard force, shall immediately collect all firearms of the guards in direct or about to have a direct confrontation with the crowd and deposit these firearms in their vault; or reissue these firearms to other private security personnel not issued firearms but assigned to and performing guard duties away from and not visible to strikers or the crowd as may be required by the circumstances.
- b. The Detachment Commander or Security Director shall account for all the firearms in a logbook.
- c. In instances where there is no Detachment Commander or Security Director, as in a compound where there are only a few guards, the agency operator or

Security Officer in the case of company security forces, shall immediately be informed by the guards of the declaration of strike or about the approach of strikers or a crowd; whereupon the agency operator/security officer shall immediately assess the situation and take appropriate action to forestall violence, but at the same time insuring security of the premises.

- d. The Detachment Commander or Security Director shall maintain constant contact with the management and if he notices or observes the strikers or the crowd to be up to something unlawful, or are clearly violating the provisions of the Revised Labor Code, the Revised Penal Code and/or local ordinances, this information to the Commander of the Peace Keeping Force for his appropriate action.
- e. If it becomes unavoidable for private security personnel to talk to strikers or member of the crowd, only the Detachment Commander or Security Director shall talk to the leader or leaders of the strikers or crowd. What transpires in this dialogue shall be reported to the management immediately. At no instances shall private security personnel negotiate with the strikers or unfriendly crowd in relation to the labor-management dispute. This is a function of management.
- f. If the situation worsen or becomes untenable for the private security personnel to cope with, the Detachment Commander or Security Director, the guard on post, shall immediately advise the management to request for PNP security assistance.
- g. The Detachment Commander and Security Director shall publish emergency telephone numbers (Police, Fire, Hospital) at all guards posts and detachments.

**SECTION 3.** *Inter-relationship between Private Security Personnel and members of the PNP –*

- a. Private Security personnel are always subordinate to members of the PNP on matters pertaining to law enforcement and crime prevention. They cannot enforce any provision of the law except in executing citizen's arrest and/or conducting initial investigation of a commission of a crime. In such case, any arrested person shall be turned over immediately to the nearest PNP unit/station.
- b. Criminal investigation is the responsibility of the PNP. All results of initial investigation conducted by private security personnel and all evidence gathered by them shall be turned over to the PNP unit/station concerned as a matter of course without delay.
- c. Responsibilities of Private Security Personnel:
  - 1. Private security personnel are responsible purely for enforcing company policies, rules and regulations of management and clients with the ultimate objective of providing security to the assets and persons of clients.

2. Private security personnel are authorized and empowered by law to act as such and in the manner prescribed by the Chief, PNP on within their specifically assigned areas to be secured, as provided for in the contract between the client and the private security agency, and, in the case of company security services, as specifically stated in their private security firm licenses.

**SECTION 4. *Punitive Clause.*** Individual acts of private security personnel in violation of the provisions of appropriate laws shall be subject to criminal prosecution, administrative penalties and such other sanctions provided by law.

## **RULE XIX FORMS, SEALS AND LOGOS**

**SECTION 1.** Types of forms and usages. (Valid until revised.)

SF01-94	Application for License of Individual Security Guard.
SF02-94	Application for License of Private Security Agency and Private Detective Agency.
SF03-94	Individual License Form/ID.
SF04-94	Format License to Operate of Security Agency.
SF05-94	Information Sheet/ Bio data of Agency Operators.
SF06-94	Training Report Forms (Before conducting the Training of Security Guard).
SF07-94	After Closing Report Form (submission of names & number of security participated).
SF08-94	Format of Psychiatrist's endorsement Letter - for PSA who passed NP Examination.
SF09-94	List of new PSL Applicants who passed NP examination.
SF10-94	Result of Psychiatrist's Examination addressed to Chief, PNP SAGSD.
SF11-94	Inspection Report Form.
SF12-94	Format for Duty Detail Order of PSA/CSF.
SF13-94	Delinquency Report

**SECTION 2. *Use of letterhead,*** - All Private Security Agencies/Company Security Forces shall use letterheads in all forms of communications and official transactions.

**SECTION 3. *Logos and Company Seals/Emblems.*** Private Security Agencies, Company Guard Forces and Private Security Training Institutions, shall have their respective company/office logos, seals or emblems distinct from each other, provided that same shall have been registered and approved by the PNP SAGSD.

**SECTION 4. *Changes and Modifications.*** Changes, modifications and/or additions relative to Sections 1, 2 and 3 above shall be made through a Logos, Seals and Forms Board to be created by SAGSD, for recommendation to the Director, CSG for acceptance/adoption.



**RULE XX**  
**AWARDS AND DECORATIONS OF SECURITY PERSONNEL**

**SECTION 1.** *Types/awards* - All security guards are entitled to the following awards for their outstanding feat/ accomplishment /achievement during the performance of their duties and/or while serving in the exercise of profession.

- a. Medalya ng Kagitingan (Blueguards Medal of Valor).
- b. Medalya ng Katapatan sa Paglilingkod (Blueguard Distinguished Service Medal).
- c. Medalya ng Katapangan (Blueguards Bravery Medal).
- d. Medalya ng Pambihirang Paglilingkod (Blueguards Special Service Medal).
- e. Medalya ng Kadakilaan (Blueguards Heroism Medal).
- f. Medalya ng Katangitanging Asal (Blueguards Special Action Medal).
- g. Medalya ng Kasanayan (Blueguards Efficiency Medal).
- h. Medalya ng Papuri (Blueguards Commendation Medal).
- i. Medalya ng Sugatang Magiting (Blueguards Wounded Medal).
- j. Medalya sa Pagtulong sa Nasalanta (Blueguards Disaster Relief and Rehabilitation Medal).
- k. Letter of Commendation.

**SECTION 2.** Description of action required of the above-mentioned awards:

- a. Medalya ng Kagitingan (Blueguards Medal of Valor) can be awarded to any Blueguards whose performance and action falls under para. 1 and/or 2 below:
  - (1) Action of the Blueguard involving conspicuous gallantry and intrepidity ignoring the risk of life and limb above and beyond the call of duty. In order to justify this award, a Blueguard must perform conspicuously in deed and in action personal bravery and self-sacrifice above and beyond the call of duty as to distinguish himself clearly from his comrades in performing hazardous service.
  - (2) Blueguards who participated in rescue in any fire incident, disaster, calamity or earthquake whose actions involve actual rescue operation, characterized by gallantry and intrepidity at the risk of life and limb above and beyond the call of duty. In order to justify this award, a Blueguard must have saved or attempted to save lives and properties characterized by personal bravery, courage, heroism or self-sacrifice above and beyond the call of duty as to distinguished himself above his comrades in the performance of more than ordinary hazardous service.
- b. Medalya ng Katapatan sa Paglilingkod (Blueguards Distinguished Service Medal) can be awarded to any member of the Blueguards whose action and performance either fall under para. a or b below:
  - (1) It can be awarded to any Blueguard who has rendered eminently meritorious and invaluable service in the position of major responsibility. The performance of duty must be exceptional. A superior performance of duty normal and relative to assignment, position and experience of an individual is not an adequate basis for the award.

- (2) The accomplishment of the duty, which has to be exceptional or significant should have been completed prior to submission of the recommendation.
- c. Medalya ng Katapangan (Blueguards Bravery Medal). It can be awarded to any Blueguard member with the following requirements;
- (1) For gallantry of the Blueguards action not warranting the Medalya Ng Kagitingan nor Medalya ng Katapatan sa Paglilingkod.
  - (2) For Blue guard members who participated on rescue operations in a fire incident, car accident, earthquake, flood, typhoon and other disasters/calamities and whose acts of heroism has put his life in extreme danger in his desire to save the lives of others.
- d. Medalya ng Pambihirang Paglilingkod (Blueguards Special Service Medal). The President of the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) in Consonance with the Resolutions of the Board of Director, can award the medal to any member of the civilian government such as parliamentarians, statement, diplomats, journalists, scientists and any member of the Philippine National Police holding them and respectable position and whose contribution and accomplishments greatly enhanced the development and professionalism of the Civil Security Industry. The four (4) degrees of the Medalya ng Pambihirang Paglilingkod with the corresponding requirements are the following:
- (1) Degree of Raja - It can be awarded to any member of the legislative and the judiciary to include jurists, parliamentarians, statesmen, diplomats, journalists, scientists and the Director General of the Philippine National Police who has rendered eminently meritorious and invaluable service in undertaking a major responsibility leading to the development and professionalization of the Civil Security Industry. A superior performance of normal duties based on one's position will not be made a justification to the award.
  - (2) Degree of Datu - It can be awarded to any of the Regional Directors and/or any of the Directors of the National Supporting Unit or Command of the Philippine National Police who has rendered eminently meritorious and invaluable service leading to the development of the Civil Security Industry and contributed professional assistance while in a position of major responsibility which has a lesser degree of category and not warranting the award of the degree of Raja.
  - (3) Degree of Lakan - It can be awarded to any officer of the Philippine National Police and the Armed Forces of the Philippines who has distinguished himself thru exceptional meritorious conduct in the performance of outstanding service in the development of the Civil Security Industry.
  - (4) Degree of Maginoo - It can be awarded to any member of the PNP, Armed Forces of the Philippines and other government law enforcement agencies who has distinguished himself thru exceptional meritorious conduct and outstanding service that contributed in the making, developing and professionalizing the Civil Security Industry but in a

lesser degree of category not warranting the award of the degree of Lakan. For meritorious service of the greater value, the Blueguards Efficiency Medal is usually awarded.

- e. Medalya ng Kadakilaan (Blueguards Heroism Medal). It can be awarded to any Blueguard member whose action and performance fall under para. 1 and 2 below:
  - (1) An act of heroism that involves actual conflict with criminal elements either in actual duty or beyond the relief of posted duty.
  - (2) An act of heroism shown or performed in rescue operations, saving the lives and properties of any person or persons who are victims of criminal elements and natural calamities or fortuitous events such as fire, earthquake, flood, typhoon and other disasters.
  
- f. Medalya ng Katangiang Asal (Blueguards Special Action Medal). It can be awarded to any Blueguard member in any of the categories with corresponding requirements as follows:
  - (1) Raja - for heroic act performed by Blueguard member in actual conflict with criminal elements during a crime incident or to save the lives and limbs of any person or persons in case of a fire incident which would conspicuously distinguish himself thru gallantry and intrepidity notwithstanding the risk of life which is above and beyond the call of duty. Such deed of bravery and self-sacrifice must be clearly visible so as to distinguish himself from other Blueguard members.
  - (2) Datu - for conspicuous acts of courage and gallantry confronting armed enemy in a crime situation or life saving and fire fighting in a fire situation not warranting the Medalya ng Katangitanging Asal degree of Raja. He must perform a notable act of heroism involving risk of life as to set him apart from other members.
  - (3) Lakan - For gallantry in action in a crime of fire situation not warranting the Medalya ng Katangitanging Asal degree of Raja or Datu. It can be awarded to recognize a meritorious service accomplished with distinction by any person or persons either in a duty responsibility or in direct support to PNP Station.
  - (4) Maginoo - For gallantry in action not warranting the Medalya ng Katangitanging Asal degree of Raja, Datu or Lakan.
  
- g. Medalya ng Kasanayan (Blueguards Efficiency Medal). It can be awarded to any member of the blueguards for meritorious and invaluable service rendered. The performance of duty must be in such a way as to merit recognition by an exceptional service. The superior performance of the normal duties as called for by the position is not alone justification of the award.
  
- h. Medalya ng Papuri (Blueguards Commenda-tion Medal). It can be awarded to any member of the Blueguards who has demonstrated exemplary efficiency, devotion and loyalty to his duty assignments.

- i. Medalya ng Sugatang Magiting (Blueguards Wounded Medal). It can be awarded to any member of the Blueguards in the actual performance of duties. It requires that said member must have been wounded in action in his fight against criminal elements or from a direct assault of the enemy, or wounds caused by fire in a fire fighting activity. Provided, however, that such wounds would necessitate treatments by a medical officer. For this purpose, a "wound" is hereby defined as an injury to any part of the body sustained due to a hostile act of an enemy on in quelling a fire.
- j. Medalya sa Pagtulong sa Nasalanta (Blueguards Disaster Relief and Rehabilitation Medal). It can be awarded to any member of the Blueguards with the requirement that there should be an active participation of such member in an undertaking that involves rescue/ relief and rehabilitation operations in relation to disasters of fortuitous events such as typhoons, flood, earthquakes, conflagration and other calamities.
- k. Letter of Commendation - any good activity done by any security guard officer.

**SECTION 3. Authority to Grant Award** - The following are authorized to approve/issue awards:

- a. Medalya ng Kagitingan - Secretary of the Interior and Local Government.
- b. Medalya ng Katapatan sa Paglingkod - Chief, Philippine National Police.
- c. Medalya ng Katapangan - Chief, Philippine National Police.
- d. Medalya ng Pambihirang Paglilingkod - Regional Director, PNP Police Regional Office/Director, Civil Security Force Office.
- e. Medalya ng Kadakilaan - Regional Director, PNP Police Regional Office/ Director, Civil Security Group.
- f. Medalya ng Katangi-tanging Asal - Regional Director, PNP Police Regional Office/Director, Civil Security Group.
- g. Medalya ng Kasanayan - Regional Director, PNP Police Regional Office/ Director, Civil Security Group.
- h. Medalya ng Papuri - Provincial Director, PNP Provincial Office/Chief, SAGSD/ CSG Regional Office Directors.
- i. Medalya Sa Pagtulong sa Nasalanta - Provincial Director, PNP Provincial Office/Chief, SAGSD/ CSG Regional Office Directors.
- j. Letter of Commendation - PSAs/ CGFs Operators/ Managers concerned.

**SECTION 4. Description of Medals** - The aforementioned medal are described in Figure.

**SECTION 5. Wearing of Medals** - All security guard who are recipients of awards shall wear them as part of their uniform and miniature thereof, and shall be worn of the above left pocket of the uniform.

**SECTION 6. Special Award** - A Private Security Agency/Company Security Services/ Government Security Unit selected as Outstanding Agency the SAGSD, CSG or by the NHQ, PNP shall be authorized to wear the Chief, PNP agency citation badge. Such badge shall be worn also as part of the uniform in a miniature type of the security personnel.

**SECTION 7.** The categories for recognition of the Most Outstanding Blueguards, Private Security Agency and Company Guard Forces of the Year are the following.

- a. Male Blueguard of the Year.
- b. Female Blueguard of the Year.
- c. Private Security Agency of the Year.
- d. Company Guard Force of the Year.

**SECTION 8.** The categories for recognition of the Most Outstanding Blueguards Training School are the following:

- a. Pre-Licensing Trainee Graduates
- b. Blueguards Trainee Graduates
- c. Outstanding Blueguards Training School.

**SECTION 9.** *Determination of Awards* - Awards shall be determined by a committee created for the purpose to be designated by D, CSG in coordination with PADPAO. Prospective awardees shall be duly recommended by the PSA/CGF concerned.

## **RULE XXI PHYSICAL AND MENTAL EXAMINATIONS**

**SECTION 1.** *General Policy.*

- a. Physical and Mental Examination are requirements for application for license to exercise security/security training profession or license to operate a security/training agency, company guard force, or private detective agency.
- b. All applicants for license should be certified as physically and mentally fit and qualified to be licensed.

**SECTION 2.** *Physical Examination.*

- a. Physical Examination shall be conducted by any licensed doctor practicing within the Philippines. All applicants examined to be fit shall be issued by said medical practitioner a certificate indicating that the applicant is physically fit to be licensed.
- b. The Medical Practitioner must use only the prescribed format for Physical Examination, both in original and renewal of license.
- c. This accomplished format will be submitted together with all of the other requirements of licensing.

**SECTION 3.** *Neuro-psychiatric Examination.*

- a. NP Examination shall be conducted by the PNP Accredited NP Testing Center.
- b. All private security agencies and company guard forces **MUST** retain the services of a duly PNP Accredited NP Testing Center. Individual applicants must also take Neuro-Psychiatric Examination from any PNP Accredited NP Testing Center.

- c. Neuro-Psychiatric Examination shall be conducted to all private security personnel at least sixty (60) days prior to the expiry month of the license.
- d. The PNP Accredited NP Testing Center shall conduct a different set of examination to new applicants and renewal of security license in determining their fitness for retention to the position as position as security officer, guard or operator. (The purpose of NP Clearance Requirement is to attest to the mental and psychological well-being of the applicants. A battery of psychological tests will help determine this purpose).
- e. NP Examination Result as indicating that the applicant is psychologically fit to be licensed, shall be one of the requirements for license application, be it new or renewal.

**SECTION 4. *Drug Test.*** Consistent with laws and/or circulars existing at the time of the formulation of these rules and regulations, no license to operate a private security/training/detective agency or company guard force, or license to exercise private security profession shall be granted not unless a Drug Test Clearance have been secured from an accredited drug testing center/clinic, certifying that the applicant for license is not addicted nor a user of prohibited drugs/narcotics.

**SECTION 5. *Accreditation and Test Procedures*** . Procedures on accreditation of testing centers and procedures on the conduct of tests shall be as prescribed in an SOP issued by the appropriate PNP office/unit or committee.

## **RULE XXII GENERAL PROVISIONS**

**SECTION 1. *Implementing Order/Circulars.*** - The Chief, SAGSD-CSG shall from time to time issue such implementing orders or circulars as may be necessary to carry out the provisions/purposes of these Rules and Regulations implementing Republic Act No. 5487, as amended.

**SECTION 2. *Supervision and Implementation.*** The SAGSD under the supervision of the Director, CSG, is hereby directed to carry out the smooth implementation of these Rules and Regulations.

**SECTION 3. *Rescission Clause.*** – All existing PNP Rules and Regulations, Circulars and Memoranda inconsistent with these Rules are hereby repealed, modified or amended accordingly.

**SECTION 4. *Effectivity.*** These Rules and Regulations shall take effect fifteen days following its publication in the Official Gazette or in a newspaper of general circulation.

**HERMOGENES E EBDANE JR**  
Police Director General  
Chief, PNP