



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
PHILIPPINE NATIONAL POLICE, CIVIL SECURITY GROUP  
SUPERVISORY OFFICE FOR SECURITY AND INVESTIGATION AGENCIES  
Camp BGen Rafael T Crame, Quezon City

**MEMORANDUM**

TO : All PSAs, PDAs, CSFs, GGU, PARSTS, Operators/General Managers  
Private Security Industry Associations & Organizations  
All Private Security Personnel  
Chiefs, RCSUs, PRO 1-13, NCR, COR and ARMM

**ADMINISTRATIVE INSPECTION FOR RENEWAL OF LTO**

**14 FEB 2020**

1. Reference: Republic Act 5487, as amended and its 2003 Revised IRR.
2. Be informed that Administrative Inspection results for new applicants and renewal of Licenses to Operate (LTO) shall only have a validity for one (1) month. Hence, in that period of time, the application of PSSPs for LTO shall be submitted to the concerned SOSIA Division.
3. However, in case that the PSSP failed to file its LTO application after one (1) month, a re-inspection shall be conducted by the EMD-SOSIA Inspection Team to ensure that the PSSP had complied with the necessary requirements.
4. For you information, compliance and widest dissemination.

**MICHAEL JOHN F DUBRIA**  
Police Brigadier General  
Chief, SOSIA

Copy furnished:

D, CSG

SGLGG/MEMOSOSIA/mannyruiz/MRM/ACB JR 13 Feb 2020