



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, GGUs, PARSTS, Operators/General Managers  
Private Security Industry Associations & Organizations  
Chiefs, RCSUs, PRO 1-13, NCR, COR and ARMM

**REQUEST FOR CERTIFICATES OF NON-PENDING CASE**

(June 1, 2020)

1. References:

- a. PRRD's Thrust in "Ease of Doing Business";
- b. The ever-present threat of COVID-19 Pandemic; and
- c. Utilizing the On-Line Technology in conducting business.

2. This pertains to numerous requests for Certificate of Non-Pending Case (CNPC) by the private security service providers for various reasons most notably clearances for "bidding", "renewal of LTOs", "purchasing firearms", among others.

3. In view of the above, all requests for CNPC may be coursed thru the EMD-SOSIA e-mail address, [emd.sosia@yahoo.com.ph](mailto:emd.sosia@yahoo.com.ph). Just e-mail us your letter-request addressed to Chief, SOSIA (Attn: Chief, EMD) and we will facilitate your request. Please state the full name of the requesting party (preferably, the operator or licensee) and contact numbers. Likewise, include a clear photocopy of your valid LTO for our reference. We will inform you upon signature/approval of your request for you to pick up the same.

4. In coming to SOSIA to claim your approved CNPC, please bring with you the following:

- a. For Metro Manila-based PSSP - original letter request, a clear photocopy of your LTO and a photocopy of a government-issued identification card of the requesting person.
- b. For Region-based PSSP - same as above but to include also a CNPC secured from the RCSU which has jurisdiction over your Office Headquarters

5. Upon presentation of the above-cited documents, you will be issued an Order of Payment (OP) worth fifty pesos (P50.00) payable to the Landbank of the Philippines (LBP). A Special Bank Receipt (SBR) will be issued by the LBP, which will be subsequently given to the EMD-SOSIA personnel in charge of the CNPC who will in turn, release the original copy of the CNPC. Please be informed that only the licensee is allowed to claim the CNPC, however, in his/her absence, a PSSP-authorized officer with a notarized Special Power of Attorney (SPA) may be allowed to get the said document.

6. For any additional information, please coordinate with PLT JOHNSON R GALINDEZ thru CPNo. 0912-3158415.

7. For information and widest dissemination.

**SIDNEY N VILLAFIOR**  
Police Colonel  
Acting Chief, SOSIA

Copy furnished:

OMD, CSG  
PADPAO