

Republika ng Pilipinas
PANGANGALANGAN NG FANGASIWAAN NG FATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

NO # 66, s. 1972

MEMORANDUM CIRCULAR

TO : THE CHIEF, ADMINISTRATIVE DEPARTMENT; ALL REGIONAL
IRRIGATION ENGINEERS, PROJECT CHIEFS, IRRIGATION
SUPERINTENDENTS, OFFICERS-IN-CHARGE; AND ALL
CONCERNED.
This Agency

SUBJECT : Licensing of Security Guards and Watchmen of the NIA

Pursuant to the Letter Directive M-10 dated October 9, 1972 of Brig. Gen. Fidel Ramos, the security guards and watchmen of the NIA fall under the category of "company guards." As such, they are required to secure the necessary "License to Exercise Profession" not later than November 30, 1972. In the meantime, they are required to carry certified identification papers while on guard duty.

The procedure for filing application for license is quoted below:

"3. The following procedure shall be followed in applying and processing of application for "License to Exercise Profession,"

a. Processing units for applications:

- (1) Applicants from Manila, Quezon City, Pasay and Caloocan shall personally file their application with the PG Supervisory Unit for Security and Investigation Agencies (SUSIA), HPC, Camp Crame, Quezon City.
- (2) Applicants from the provinces shall personally file their applications with the Provincial Commanders concerned. After processing, Provincial Commanders shall indorse the application with all requirements to HPC (Attn: SUSIA) for issuance of "License to Operate."

b. Requirements to be submitted by applicants:

- (1) Accomplished PGSUSIA Form Nr. 1, "Application for Permit/License" by applicant.
- (2) Certification under oath of the Proprietor/Personnel or Administrative Manager of firm/corporation as to the date the company guard was first employed and that he is still employed by said firm/corporation.
- (3) Medical certificate of applicant.
- (4) C2 or Provincial Commander's clearance of applicant.

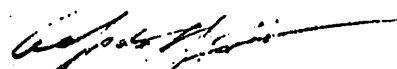
- (5) Birth certificate or equivalent of applicant.
- (6) Veterans or ex-servicemen shall attach copy of discharge or retirement orders.
- (7) One (1) documentary stamp.
- (8) One (1) long-size folder (for 201 file)
- (9) One (1) bust picture, current, size "2 x 2"
- (10) Two bust pictures, current, size "1 x 1"
- (11) Official Receipt of City/Municipal Mayors permit fee - P3,00.
- (12) Official receipt of PG Appointment fee - P1,00

c. Authority to sign "License to Exercise Profession is delegated to the Chief of Staff, Philippine Constabulary."

As chief of the organizational unit to which security guards/watchmen are attached, you are directed to

- (a) advise all employees under you, performing duties and responsibilities of security guard or watchman, of this requirement and to schedule their filing of the necessary application during their off hours before the expiration of the deadline and
- (b) require all security guards and watchmen on guard duty to carry their appropriate identification papers.

Compliance is strictly enjoined.


ALFREDO L. JUINIO
Administrator

AGF/ATU