



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City

MAR 27 2026

CSG(F)-250121-0446

MEMORANDUM CIRCULAR

NO.: 2026-053

**GUIDELINES AND PROCEDURES IN THE DELIBERATION OF CASES BY THE
FIREARMS AND EXPLOSIVES OFFICE LICENSE REVOCATION AND
RESTORATION BOARD (FLRRB)**

1. REFERENCES:

- a. Republic Act (RA) No. 11917 dated July 30, 2022 entitled, "An Act Strengthening the Regulation of the Private Security Services Industry, repealing for the Purpose, RA No. 5487 entitled, "An Act to Regulate the Organization and Operation of Private Detective, Watchmen or Security Guard Agencies", as amended and its Implementing Rules and Regulations (IRR);
- b. RA No. 11766 dated June 9, 2022 entitled, "An Act Fixing the Validity Period of the License to Own and Possess, Registration, and Permit to Carry Firearms Outside of Residence or Place of Business, amending for the Purpose Sections 7 and 19 of RA No. 10591, otherwise known as the "Comprehensive Firearms and Ammunition Regulation Act" and its IRR;
- c. RA No. 11032 dated May 28, 2018 entitled, "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the Purpose RA No. 9485, otherwise known as the "Anti-Red Tape Act of 2007, and for other Purposes";
- d. RA No. 10591 dated May 29, 2013 entitled, "An Act Providing a Comprehensive Law on Firearms and Ammunition and Providing Penalties for Violations Thereof" and Its Revised IRR dated April 17, 2018 and dated February 16, 2024;
- e. RA No. 9516 dated December 22, 2008 entitled, "An Act Further Amending the Provision of Presidential Decree No. 1866, as amended, entitled, "Codifying the Laws on Illegal/Unlawful Possession, Manufacture, Dealing in, Acquisition or Disposition of Firearms, Ammunition and Explosives or Instrument use in the Manufacture of Firearms, Ammunition or Explosives and Imposing Stiffer Penalties for Certain Violations thereof, and for other Relevant Purposes" and its IRR;
- f. RA No. 8294 dated June 6, 1997 entitled, "An Act Amending the Provisions of Presidential Decree No. 1866, as amended, codifying the Laws on Illegal/Unlawful Possession, Manufacture, Dealing in, Acquisition or Disposition of Firearms, Ammunition and Explosives or



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Instrument use in the Manufacture of Firearms, Ammunition or Explosives and Imposing Stiffer Penalties for Certain Violations thereof, and for other Relevant Purposes”;

- g. RA No. 7183 dated January 30, 1992 entitled, “An Act Regulating the Sale, Manufacture, Distribution and Use of Firecrackers and Other Pyrotechnic Devices” and its IRR;
- h. Section 26 in relation to Section 24 of RA No. 6975, as amended;
- i. Executive Order (EO) No. 580 entitled, “Amending EO No. 256 dated December 21, 1995 and EO No. 197 dated January 13, 2000 on the Imposition of Administrative Fine for Loss of Firearm”;
- j. Amendment of Certain Provisions of Section 3.66 of the 2018 Revised IRR of RA No. 10591 dated February 16, 2024;
- k. Amendment of Section 3.23 of the Revised IRR of RA No. 10591 Removing for the purpose the phrase “After Due Process” from the definition of FEO License Revocation and Restoration Board (FLRRB) dated July 19, 2023; and
- l. PNP Memorandum Circular (MC) No. 2019-012 dated March 5, 2019 entitled, “Guidelines and Procedures in the Disposition of Captured, Confiscated, Surrendered, Deposited, Abandoned, and Forfeited (CCSDAF) Firearms and Ammunition.”

2. RATIONALE:

This MC provides the guidelines and procedures for the deliberation and disposition of cases by the Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) to ensure the fair, transparent, and effective management of firearms and explosives licenses in the Philippines. These are vital frameworks for maintaining public safety, upholding due process, ensuring efficient case management, and promoting trust in the licensing system. These procedures are crucial for licensed individuals and juridical entities in the Philippines and serve as a cornerstone for securing public safety.

3. SITUATION:

Under Section 26 in relation to Section 24 of RA No. 6975, the Chief, PNP shall have the power to issue detailed implementing policies and instructions as may be necessary to effectively carry out the functions and powers and duties of the Bureau to include enforcement of laws and ordinances relative to the protection of lives and properties and maintain peace and order and take all necessary steps to ensure public safety.

The PNP, through the FEO, Civil Security Group (CSG) is mandated to regulate the manufacture, importation, exportation, sale, distribution, possession, use, and disposal of firearms and ammunition, explosives, explosives ingredients, controlled chemicals, firecrackers, and pyrotechnic devices, and other regulated items. Included in the exercise of such mandate is the authority to issue licenses and permits to qualified individuals or juridical entities, as well as to suspend, cancel, or revoke the same for violations committed by the licensee on the



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conditions set forth by the laws, rules, and regulations for the enjoyment of such privilege.

The intensified and strengthened commitment of the PNP to effectively fulfill the aforementioned functions, and the provisions of the existing laws, rules, and regulations resulted in the formulation of set of guidelines and procedures for the correction, alteration, deletion, revocation, cancellation, suspension, and restoration of licenses, registrations, certifications, and/or permits by the FLRRB.

4. PURPOSE:

This MC sets forth the guidelines and procedures to be followed by the FLRRB in the deliberation and speedy disposition of cases relative to the issued licenses, permits, registrations, certifications, and/or accreditation to licensed individuals and licensed juridical entities.

This also aims to ensure fair, transparent, and timely resolution related to issued licenses relative to firearms, ammunition, explosives, explosive ingredients, controlled chemicals, firecrackers, and pyrotechnic devices, and other regulated items and uphold the integrity of the licensing system, promote public safety and security.

5. DEFINITION OF TERMS:

For the purposes of this MC, the following words or terms and phrases shall mean or be understood as follows:

- a. Administrative Fine – a monetary penalty to be imposed for violating the existing laws, rules, and regulations relative to firearms, explosives, explosive ingredients, controlled chemicals, firecrackers and pyrotechnic devices, and other regulated items.
- b. Cancellation – the nullification of the privileges granted by law on issued license for the non-compliance of the holder with the eligibility requirements provided by law, rules and regulations for enjoyment of such privileges.
- c. Certificate of Records Verification – a formal document issued by the FEO section or division concerned to confirm whether an individual or juridical entity or a firearm has an existing license or registration in the FEO records.
- d. Complainant – a party alleging the facts and circumstances in the commission of the offense which he/she thereby suffering injury for the consequences thereof.
- e. Correction of Entry – the rectification of inaccuracies or errors that have been mistakenly entered into the records of licensee.



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qualifications and requirements set forth by the governing laws, rules, and regulations.

- n. Lost Firearm – the status of a registered firearm that is lost by the licensee either due to negligence or causes beyond his control.
- o. Party Movant – an individual or juridical entity whose request or interest is directly affected by the decision of the authority.
- p. Quorum – the presence of the majority of the total number of members of FLRRB required for the conduct of deliberation on a particular case. The required majority of the members means 50% plus one of the voting members of the Board. The presence of the Chairperson or Vice Chairperson shall be required in all deliberations of the Board.
- q. Residence of the Firearm – the location where the firearm/s shall be kept and as indicated in the firearm registration card;
- r. Residence of the Licensee – the place or places of abode of the licensed citizen as indicated in his/her license;
- s. Restoration – the process of reinstating a license that has been canceled, suspended, or revoked upon fulfilling the conditions or meeting specific requirements to regain the privilege granted.
- t. Revocation – the nullification of the privileges granted by law to a license for the culpable violation of laws, rules and regulations of the holder that makes him incapable or incompetent to continue enjoying such privilege.
- u. Suspension – the temporary seizure of the privileges provided by law on a license for the non-compliance of the holder of the terms and conditions set forth for enjoying the privileges.
- v. Tagging of Entry – the labeling of the status of a firearm registered under the name of a licensee.
- w. Under Investigation – the status of a firearm or a license that is subject to investigation or inquiry by the FLRRB, law enforcement agencies or the case is pending before any court.
- x. Updating of Entry – the amendment of information in the official records of a licensee. For the purpose of this MC, the following may be updated; 1) personal information such as name, address or email address or contact details, and others of the licensee; 2) license status; or 3) other amendments or changes as approved by the authority.



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6. GUIDELINES:

a. General Guidelines:

1) Authority

- a) The C, FEO may revoke, cancel, or suspend a license or impose an administrative fine and/or penalty in accordance with the grounds stipulated by governing laws, rules, and regulations;
- b) The C, FEO, as the case may be, upon request of the aggrieved party, review, reverse, and/or affirm the decision; and
- c) The FLRRB shall be vested the authority to recommend the imposition of a penalty or administrative fine in accordance with to the existing laws, rules, and regulations.

2) Creation and Composition of the FLRRB and Head Secretariat

- a) FLRRB shall be created with the issuance of the proper order by the C, ARMD, CSG;

- b) The following shall compose the FLRRB:

Designation	Function
Board	
Assistant Chief, FEO	Chairperson
Chief, EEMD	Vice Chairperson
Chief, EMD	Member
Chief, FLD	Member
SLO, FEO	Member
Chief, Records Section, FLD	Member
Chief, SCS, EMD	Member
Chief, SCS, EEMD	Member
Secretariat	
Chief, CIDS	Head Secretariat
Chief, Arbitration Section	Assistant Head Secretariat
Investigators (Action PNCOs)	Investigators-on-Case (IOC)
Other FEO Sections	Member/Resource Persons/ Support Units

- c) The presence of the majority of the members shall constitute a quorum; and
- d) The Chairperson or Vice Chairperson shall preside over all meetings of the FLRRB. The decision of at least a majority of those present at a meeting at which there is a quorum shall be valid and binding as an act of the FLRRB. Provided, however,



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that the Chairperson or in his absence, the Vice Chairperson, shall vote only in case of a tie.

b. Specific Guidelines:

1) Functions and Responsibilities of the FLRRB

- a) Convene meetings to deliberate on case/s brought before it, or motu proprio, within the prescribed time frame in a fair, impartial, and confidential manner, with decisions based on merit and legal validity;
- b) Study, review, or validate cases and decide whether to recommend the cancellation, suspension or revocation of a license, or for the deletion, correction, tagging or updating of an entry based on pieces of evidence gathered from the investigation;
- c) Review the Motion for Reconsideration or Request for Restoration of a License prior to endorsement to C, FEO;
- d) Recommend the restoration or reinstatement of a revoked, canceled, or suspended license based on the merit of the evidence presented;
- e) Issue FLRRB Board Resolution as a result of the deliberation for the approval of the C, FEO; and
- f) Perform other tasks as may be directed by the Chief, FEO.

2) Functions and Responsibilities of the Secretariat

- a) Receive the complaint or request from the complainant or requesting party, respectively;
- b) Assign the complaint to an Investigator-on-Case (IOC)
- c) Schedule a meeting for the FLRRB;
- d) Prepare, update, maintain, and keep minutes of the meetings, supporting documents, data/information, case folders, reportorial requirements, documentary requirements, and other pertinent records;
- e) Prepare the Board Resolution based on the result of deliberation and recommendation of the FLRRB;
- f) Notify the FEO Sections concerned for the implementation of the FLRRB Board Resolution;



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- g) Monitor the progress of cases and submit reports to C, FEO, summarizing the status of cases and actions taken by the Board which shall be subsequently submitted to the D, CSG (Attn: C, OMD, CSG);
- h) Cause the immediate tagging of a firearm as UI upon recommendation of the IOC with the concurrence of the FLRRB; and
- i) Perform other tasks as may be directed by the Chairman of the FLRRB.

3) Functions and Responsibilities of the IOC

- a) Review the background information and initial complaint or incident report;
- b) Conduct site visits to relevant locations to gather evidence or observe operations, as necessary;
- c) Collect physical evidence, digital data, and other pertinent materials;
- d) Identify and interview witnesses, complainants, and the license holder as necessary and document all statements accurately for future reference and analysis;
- e) Prepare Investigation Reports documenting progress and preliminary findings;
- f) Present the findings of the investigation before the FLRRB;
- g) Recommend for the immediate tagging of a firearm or a license as UI to CIDS upon receipt of:
 - (1) Verified complaint; and
 - (2) Report that the firearm was used in the commission of a crime.
- h) Perform other tasks as may be directed.

4) Functions and Responsibilities of the Support Personnel/other FEO Sections

- a) Provide technical and other assistance as required, to support the conduct of the Investigation;



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- b) Ensure the full and accurate implementation of the approved resolution by the FLRRB. This includes carrying out specific actions or steps mandated by the resolution;
- c) Maintain detailed records of all actions taken to implement the resolution, including communications, steps executed, and outcomes achieved;
- d) Prepare and submit progress reports to the FLRRB and other relevant authorities to provide updates on the implementation status; and
- e) Perform other tasks as may be directed.

5) Basis for FLRRB Decisions

a) To ensure that decisions are fair, transparent, and consistent, the following shall serve as the bases for the FLRRB Decisions:

- (1) Relevant laws, rules, and regulations governing firearms, ammunition, explosives, explosive ingredients, controlled chemicals, firecrackers and pyrotechnic devices and other regulated items;
- (2) Documentary evidence and requirements including applications, licenses, reports, and any other pertinent records;
- (3) Consideration of witness testimonies, including those from the licensee, complainants, and other relevant parties, as necessary;
- (4) Examination of any physical evidence related to the case, such as seized firearms or explosives; and
- (5) Other applicable statutes, laws, rules, and regulations.

b) Imposition of Administrative Fines and/or Penalty

- (1) The FLRRB has the authority to recommend the imposition of administrative fines and other penalties based on specific laws, rules, and regulations governing firearms, ammunition, explosive, explosive ingredients, controlled chemicals, and firecrackers and pyrotechnic devices.
- (2) The C, FEO, through the recommendation of the FLRRB, may revoke, cancel or suspend a license or permit relative to firearms and ammunition on the following grounds:



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- (a) Commission of a crime or offense involving a firearm, ammunition or major parts or pendency of a criminal case involving the firearm, ammunition or major parts thereof;
 - (b) Conviction of a crime involving moral turpitude or any offense where the penalty carries an imprisonment of more than six years;
 - (c) Loss of the firearm, ammunition or any parts thereof through negligence;
 - (d) Carrying of the firearm, ammunition or major parts thereof outside the residence or workplace without the proper permit to carry the same;
 - (e) Carrying of the firearm, ammunition or major parts thereof in prohibited places such as, but not limited to, places of worship, public drinking and amusement places, other commercial or public establishments, places of engagements during international events or public convergence during local celebrations;
 - (f) Dismissal for cause from the service in case of government officials and employees;
 - (g) Commission of any acts penalized under RA No. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002";
 - (h) Submission of falsified documents or misrepresentation in the application to obtain license or permit;
 - (i) Non-compliance of reportorial requirements; and
 - (j) By virtue of court or executive order.
- (3) The C, FEO, through the recommendation of FLRRB, shall impose the following penalties relative to controlled chemicals for failure to maintain a permanent record of all transactions, failure to submit reports on a monthly basis, submission of erroneous reports on a monthly basis, or submission of non-notarized report:

Offense	Penalty
First Offense	50% of the approved license fee
Second Offense	100% of the approved license fee
Third Offense	Cancellation of the license and cause confiscation of all such controlled chemicals, whether or not lawfully imported, purchased or possessed by the licensed manufacturer, dealer or purchaser.

- (4) The C, FEO, through the recommendation of FLRRB, shall cancel the license and undertake appropriate actions to



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confiscate all such controlled chemicals, whether or not lawfully imported, purchased or possessed by the licensed manufacturer, dealer or purchaser on any of the following grounds:

- (a) Possession, importation, manufacture or selling of controlled chemicals not covered in the approved license;
 - (b) Selling or transfer of controlled chemicals to unlicensed person or entity unless otherwise exempted;
 - (c) Purchase of controlled chemical from unlicensed person or entity;
 - (d) Movement and transportation of controlled chemicals without appropriate PNP permit;
 - (e) Use of unaccredited logistic service provider/broker/forwarder/trucker in the movement and transportation of controlled chemicals;
 - (f) Disposal of unused, contaminated, and expired controlled chemicals without the appropriate PNP permit; and
 - (g) Submission of falsified document in the application of license and/or permit.
- (5) The C, FEO, through the recommendation of FLRRB, shall impose the administrative sanction of suspension or cancellation/revocation of license to dealers, purchasers, and/or manufacturers of explosives and explosive ingredients who fail to comply with the provisions of the IRR on Explosives and Explosives Ingredients. In case of the unlawful manufacture, dealing in, acquisition, disposition or possession of explosives/explosive ingredients or any other incendiary device used or intended to be used in the manufacture thereof, the revocation or cancellation of the license or permit shall be imposed or a fine of not less than Fifty Thousand Pesos (PhP50,000.00) or both.
- (6) The C, FEO, through the recommendation of the FLRRB, shall impose any of the following penalties to any person who manufactures, imports, exports, sells, deals in, distributes or uses firecrackers and pyrotechnic devices in violation of the provisions of RA No. 7183 and its IRR, as amended:
- (a) Fine of neither less than Twenty Thousand Pesos (PhP20,000.00) nor more than Thirty Thousand Pesos (PhP30,000.00);
 - (b) Cancellation of the license or permits;
 - (c) Confiscation of the inventory or stock; and
 - (d) Combination of the above sanctions.



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- (7) Other Grounds for Imposition of Administrative Fines and/or Penalty:
- (a) Failure to adhere to the laws, rules and regulations governing the issued license;
 - (b) Failure to adhere to the terms and conditions of the issued license; or
 - (c) Actions or negligence that pose a threat to public safety and security.
- (8) Administrative Fines shall be paid through an Order of Payment issued to the licensee to be paid at the Land Bank of the Philippines or other authorized mode of payment.

7. PROCEDURES:

- a. Complaint or Request of a Party, or Motu Proprio Cases for Cancellation, Suspension, or Revocation:
- 1) Upon the filing of a formal complaint or request of a party, or motu proprio, for cancellation, suspension or revocation of a license with the FEO against any licensee, the Secretariat shall immediately endorse the same to the IOC;
 - 2) The IOC shall within five (5) days, review, verify, and gather the pertinent pieces of documentary or physical evidence which will serve as the basis of the deliberation of the FLRRB;
 - 3) Inclusive of the prescribed five (5) days, the IOC shall prepare the Investigation Report (IR) to be presented before the FLRRB;
 - 4) Upon receipt of the IR, the Secretariat shall schedule a meeting for the FLRRB to convene and deliberate the case presented before them;
 - 5) The FLRRB shall convene, deliberate, and decide on the complaint or case, and vote for a decision for recommendation before the C, FEO;
 - 6) The Secretariat shall within three (3) days after the deliberation, draft and prepare the FLRRB Resolution based on the result of the deliberation for the approval of the members of the Board;
 - 7) The FLRRB shall, within ten (10) days, review the draft FLRRB Resolution and approve the same to be endorsed to the C, FEO for approval or disapproval;
 - 8) Except PTCFOR cases, the C, FEO shall approve or disapprove the FLRRB resolution within five (5) days from receipt thereof. In



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case of disapproval, the reasons thereof shall be provided;

- 9) The approved/disapproved FLRRB Resolution shall be given to the Secretariat for appropriate action;
- 10) After the approval/disapproval of the FLRRB Resolution, the individual or juridical entity concerned shall be given due notice on the decision of the Board; and
- 11) Report on the status of the implementation shall be submitted to the C, FEO and to the D, CSG (Attn: C, OMD, CSG).

b. Request for Denial of Entry:

- 1) Upon the request of a licensee for Denial of Entry, the Secretariat shall immediately endorse the said request to the IOC;
- 2) The IOC shall within five (5) days, review, verify, and gather the pertinent pieces of documentary or physical evidence which will serve as the basis of the deliberation of the FLRRB;
- 3) Inclusive of the prescribed five (5) days, the IOC shall prepare the Investigation Report to be presented before the FLRRB;
- 4) Upon receipt of the IR, the Secretariat shall schedule a meeting for the FLRRB to convene and deliberate the case presented before them;
- 5) The FLRRB shall convene, deliberate, and decide on the denial of entry, and vote for a decision for recommendation to the C, FEO;
- 6) The Secretariat shall, within three (3) days after the deliberation, draft and prepare the FLRRB Resolution based on the result of the deliberation for the approval of the members of the Board;
- 7) The FLRRB shall, within ten (10) days, review the draft FLRRB Resolution and approve the same to be endorsed to the C, FEO for approval or disapproval;
- 8) The C, FEO shall approve or disapprove the FLRRB Resolution. In case of disapproval, the reasons thereof shall be provided;
- 9) The approved/disapproved FLRRB Resolution shall be forwarded to the Secretariat for appropriate action;
- 10) After the approval/disapproval of the FLRRB Resolution, the individual or juridical entity concerned shall be given due notice on the decision of the Board;



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- 11) The Secretariat shall forward the said resolution to the FEO units concerned for appropriate actions or implementation; and
 - 12) Report on the status of the implementation shall be submitted to the C, FEO and to the D, CSG (Attn: C, OMD, CSG).
- c. Correction, Deletion, Tagging or Updating of Entry:
- 1) Upon the request of a licensee for Correction, Deletion, Tagging, or Updating of Entry, the Secretariat shall immediately endorse the said request to the IOC;
 - 2) The IOC shall within five (5) days, review, verify, and gather the pertinent pieces of documentary or physical evidence which will serve as the basis of the deliberation of the FLRRB;
 - 3) Inclusive of the prescribed five (5) days, the IOC shall prepare the Investigation Report to be presented before the FLRRB;
 - 4) Upon receipt of the IR, the Secretariat shall schedule a meeting for the FLRRB to convene and deliberate the case presented before them;
 - 5) The FLRRB shall convene, deliberate, and decide on the correction, deletion, tagging, or updating of entry, and vote for a decision for recommendation to the C, FEO;
 - 6) The Secretariat shall within three (3) days after the deliberation, draft and prepare the FLRRB Resolution based on the result of the deliberation for the approval of the members of the Board;
 - 7) The FLRRB shall, within ten (10) days, review the draft FLRRB Resolution and approve the same to be endorsed to the C, FEO for approval or disapproval;
 - 8) The C, FEO shall approve or disapprove the FLRRB Resolution. In case of disapproval, the reasons thereof shall be provided;
 - 9) The approved/disapproved FLRRB Resolution shall be forwarded to the Secretariat for appropriate action;
 - 10) After the approval/disapproval of the FLRRB Resolution, the individual or juridical entity concerned shall be given due notice on the decision of the Board;
 - 11) The Secretariat shall forward the said Resolution to the FEO units concerned for appropriate actions or implementation; and



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12) Report on the status of the implementation shall be submitted to the C, FEO and to the D, CSG (Attn: C, OMD, CSG).

d. The documentary requirements in the Complaint or Request of a Party, or Motu Proprio Cases for Cancellation, Suspension, or Revocation, Request for Denial of Entry, and Correction, Deletion, Tagging or Updating of Entry are provided for in Annex "A."

e. Motion for Reconsideration and Appeal:

1) Motion for Reconsideration (MR) or Request for Restoration of a License (RRL)

a) The aggrieved party, or party movant, may file an MR or RRL to the C, FEO within 15 days upon receipt of the Notice of Cancellation, Suspension, or Revocation. Upon receipt of the MR or RRL, the Secretariat shall endorse the same to the FLRRB which shall, within ten (10) days, recommend to C, FEO whether or not to grant or deny the MR or RRL. The C, FEO will then resolve the MR or RRL within ten days from receipt thereof;

b) If the MR or RRL is approved/disapproved, it shall be forwarded before the Secretariat for appropriate action;

c) The Secretariat shall endorse the approved/disapproved MR or RRL to the FEO units concerned for immediate implementation and give due notice to the licensed individual/juridical entity or licensee concerned;

d) The FEO units concerned shall take necessary action based on the approved/disapproved MR or RRL; and

e) Report on the status of the implementation of the approved MR or RRL shall be submitted to the C, FEO and the D, CSG (Attn: C, OMD, CSG).

2) Appeal

a) If the MR or RRL is denied/disapproved at the level of C, FEO, the aggrieved party may appeal before the CPNP, within 15 days upon receipt of the Notice of Denial with attached C, FEO Resolution.

b) The Resolution of the CPNP shall be prepared by the CSG, through the Office of the Group Inspectorate (OGI), within 15 days from receipt of the Appeal. Such Resolution of the CPNP



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shall be final and executory;

- c) If the appeal, is approved/disapproved, it shall be forwarded before the Secretariat for appropriate action;
- d) The Secretariat shall give due notice to the party with the result of the appeal;
- e) The Secretariat shall endorse the approved appeal to the FEO concerned units for immediate implementation;
- f) The FEO units concerned shall take necessary action based on the approved appeal; and
- g) Report on the status of the implementation shall be submitted to the C, FEO and to the D, CSG (Attn: C, OMD, CSG).

f. Post-Operation Activities:

- 1) Upon cancellation, suspension or revocation, and no motion for reconsideration or appeal was made, and the license was not restored, the sanction must be implemented by the FEO sections/divisions concerned;
- 2) Submission of the list of individuals or juridical entities with revoked licenses to D, CSG (Attn: C, OMD, CSG) for inclusion in the derogatory reports which will prohibit him/her/it from acquiring a new license;
- 3) Individual or juridical entity included in the derogatory reports can only be allowed to apply for license upon restoration of the said revoked/cancelled or suspended license by the FLRRB with the approval of the CPNP, or his authorized representative as the case may be;
- 4) The revocation of the LTOPF of a licensee who has been convicted by the court of a crime involving moral turpitude or where the penalty carries imprisonment of more than six years, shall immediately be implemented upon being furnished with a copy of the court decision;
- 5) The Inspection and Enforcement Section, EEMD to conduct inspection and inventory of regulated items in the possession of the licensee for confiscation or safekeeping, as the case may be;
- 6) The FEO, through the Inspection and Enforcement Section, EEMD shall issue a Cease to Operate with notice of confiscation as regards revoked or cancelled license; and



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7) Confiscated regulated items shall undergo forfeiture procedure for proper disposal.

8. PENALTY CLAUSE:

Any violation of the provisions of this MC shall be investigated, and if warranted by evidence, appropriate criminal, civil, and administrative charges shall be filed against those who may be responsible thereof.

9. REPEALING CLAUSE:

All procedures, rules, and regulations contrary to or inconsistent with this MC are hereby rescinded, amended, or modified accordingly.

10. EFFECTIVITY:

This MC shall take effect after 15 days from filing a copy hereof at the University of the Philippines Law Center in consonance with Section 3 and 4, Chapter 2, Book VII of Executive Order 292, otherwise known as "The Revised Administrative Code of 1987," as amended.



JOSE MELENCIO C NARTATEZ, JR
Police General
Chief, PNP

Distribution:

Command Group
IG, IAS
D-Staff
P-Staff

Ds, NSUs
RDs, PROs
DDs, NCRPO
SPA to the DILG



Annex "A" – Requirements



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DOCUMENTARY REQUIREMENTS

TO BE PROVIDED BY IOC	TO BE SUBMITTED BY COMPLAINANT
For Revocation, Cancellation, or Suspension of Licenses	
	<ol style="list-style-type: none"> 1. Request letter in Affidavit form (if private individual/entity-complainant); 2. Memo/Endorsement from PPO/PRO (pending case); 3. Investigation Report; 4. Copy of Investigation Data Form received by Prosecutor/ Copy of Information/ Complaint filed in Court; and 5. Other documents, proof of the commission of offense involving firearm.
For Restoration of Licenses	
<ol style="list-style-type: none"> 1. Valid LTOPF 	<ol style="list-style-type: none"> 1. Request Letter; 2. Certificate of Finality of the case; 3. Order/Resolution of the dismissal/acquittal of the case; and 4. Clearance from IAS/RIAS.
For Correction of Entry of Firearms	
	<ol style="list-style-type: none"> 1. Request letter addressed to Chief, FEO; 2. Affidavit of Correction; 3. Stencil of Firearm/s; 4. Picture of Firearm/s and all other distinguishing marks to include serial number; and 5. Other documents supporting the claim.
For Change of Address	
	<ol style="list-style-type: none"> 1. Change of Address Form; 2. Notarized Affidavit of Undertaking of Change Address; 3. Photocopy of valid ID; and 4. Photocopy of Proof of Billing (New Address)/ Barangay Clearance (New Address).



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TO BE PROVIDED BY IOC	TO BE SUBMITTED BY COMPLAINANT
For Lost Firearm Tagging (INDIVIDUAL)	
<ol style="list-style-type: none"> 1. Copy of LTOPF and Firearm Registration; and 2. FIMS. 	<ol style="list-style-type: none"> 1. Lost Firearm Tagging Request Form; 2. Original Certification of Police Blotter; 3. Original Investigation Report; 4. Original Notarized Affidavit of Loss; 5. Affidavit of Undertaking (person and firearm is not involved in any criminal/administrative or civil case); 6. Copy of two (2) valid IDs; and 7. Special Power of Attorney if through representative.

For Lost Firearm Tagging (JURIDICAL)	
<ol style="list-style-type: none"> 1. Authenticated LTO, FRV, and Firearm Registration 	<ol style="list-style-type: none"> 1. Lost Firearm Tagging Request Form; 2. Original Certification of Police Blotter; 3. Original Investigation Report; 4. Original Notarized Affidavit of Loss; 5. Affidavit of Undertaking (person and firearm is not involved in any criminal/administrative or civil case); 6. Copy of two (2) valid IDs; 7. Special Power of Attorney if thru representative; and 8. Action Taken by the juridical entity on the lost firearm.

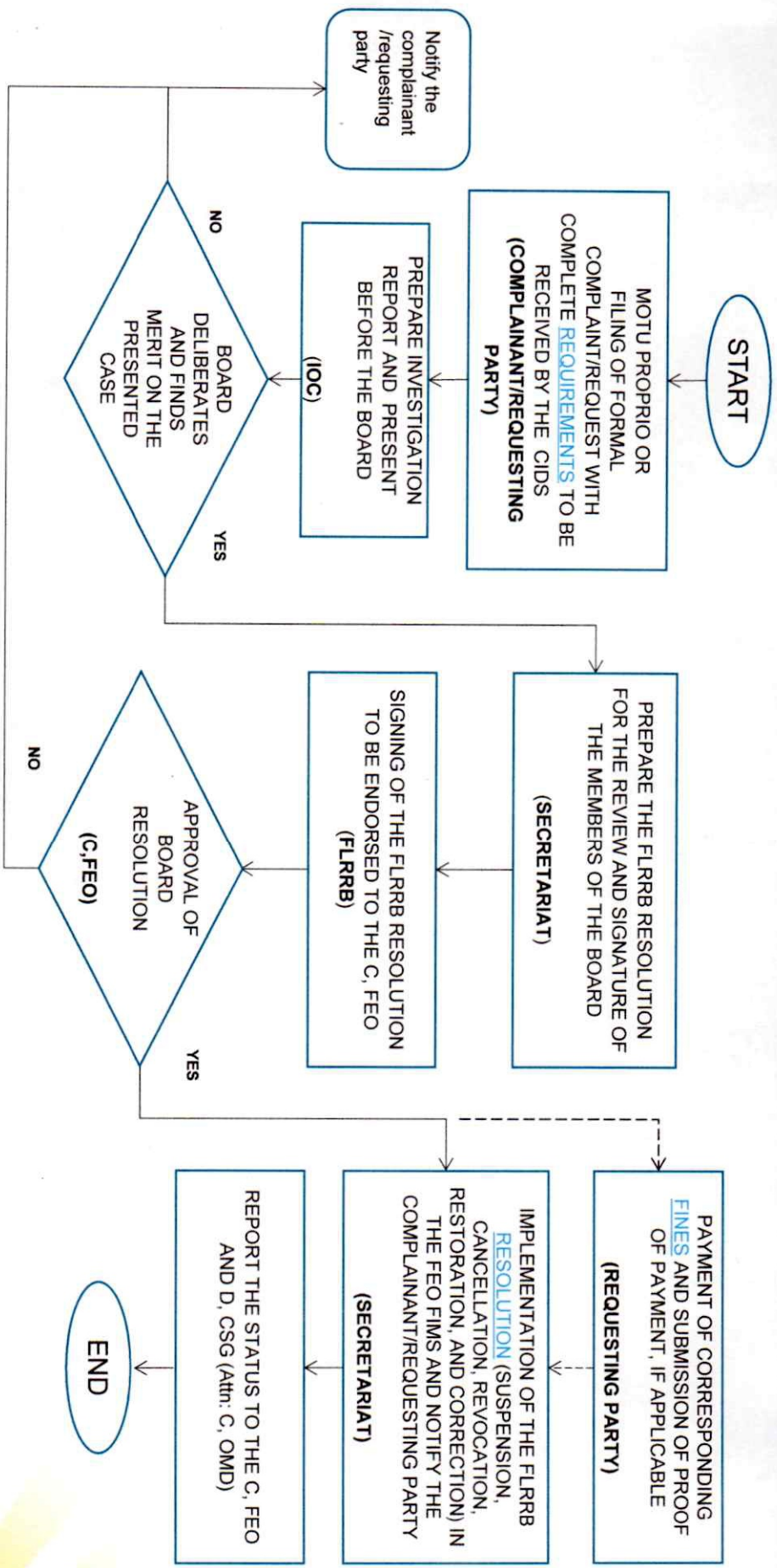


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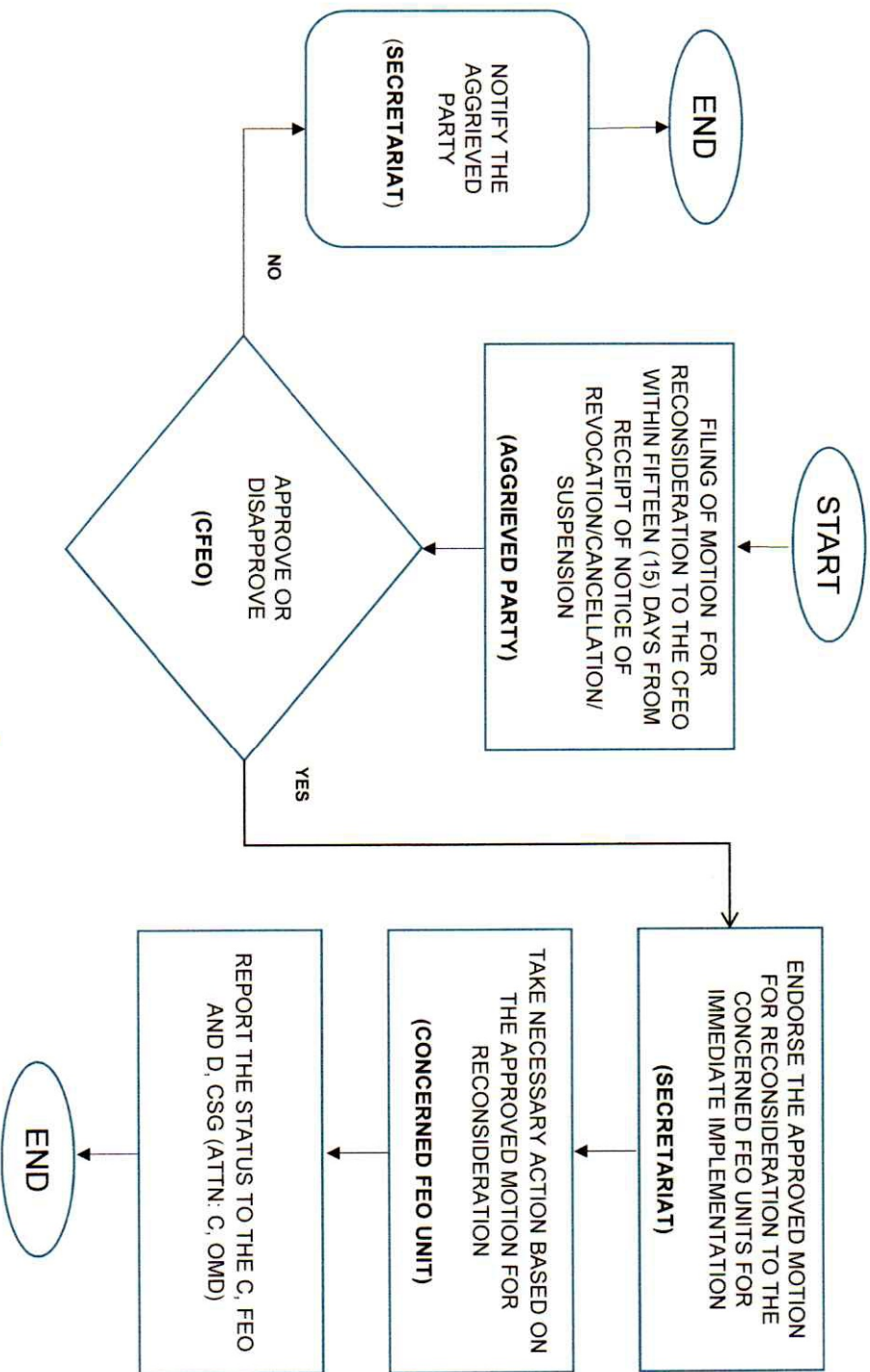


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FLRRB PROCESS FLOW



Motion for Reconsideration or Request for Restoration of a license



Bagong PNP para sa Bagong Pilipinas Serbisyong Mabalis, Tapat, at Nararamdaman



Appeal

