



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
**PHILIPPINE NATIONAL POLICE, CIVIL SECURITY GROUP**  
**FIREARMS AND EXPLOSIVES OFFICE**  
Camp BGen Rafael T Crame, Quezon City



April 6, 2020

**ELSA VALENZUELA**

Deputy Executive Director –EDC  
3<sup>rd</sup> Floor, Department of Trade & Industry,  
International building 375 Sen. Gil Puyat  
Ave., Makati City

Dear **Ms. Valenzuela**:

This pertains to your letter dated April 3, 2020 requesting to expedite the issuance of Permit to Unload (PTU) and collect payment after the crisis of pandemic COVID-19 worldwide.

Please be informed that the Director, CSG, approved on April 3, 2020 the memorandum on the Leniency on Policy of Payment for Permit to Unload in time of Enhanced Community Quarantine (ECQ) with provisions on the following:

- a. Stakeholders must submit an Affidavit of Undertaking duly notarized stating that the company is willing to pay the fees for the said permit after ECQ has been lifted and agrees to the cancellation of license once found non-payment of same; or
- b. Stakeholders shall pay the corresponding fees and charges to the Chief, FBFS-CSG as the responsible officer bonded in the collection of such fees and be paid to Landbank while the country is in ECQ; and
- c. Issuance of permit to unload after compliance of paras 4a and 4b.

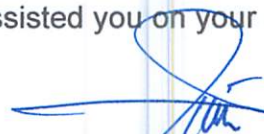
However, in para 4b, this Office found out that it is not feasible to accept the payment due to the guidelines and procedure that only Landbank of the Philippines has the sole authority to accept the PTU fees and charges with Special Bank Receipt (SBR).

Likewise, considering with the current situation and limited government/private/office transaction, this Office will accept the affidavit of undertaking even without notary valid only for the duration of ECQ in Luzon.

Attached is the template/format of affidavit of undertaking and contact EMD-FEO at Hotline Mobile Numbers (Globe 0906-2598822 and Smart 0949-9338515) and/or

email at [lpsemdfeo@gmail.com](mailto:lpsemdfeo@gmail.com). for the issuance of reference number to be filled up in the Landbank OnColl Payment Slip and for other issues and concern.

We hope we have enlightened and assisted you on your concern.



**ROMMIL M MITRA**  
Police Brigadier General  
Chief, Firearms and Explosives Office ✓



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**MEMORANDUM**

FOR : Director, CSG  
FROM : Chief, FEO

APPROVED/DISAPPROVED

*[Signature]*  
PMGEN ROBERTO B FAJARDO  
DIRECTOR, CSG

SUBJECT : **Leniency on Policy of Payment for Permit to Unload in Time of Enhanced Community Quarantine (ECQ)**

DATE : April 03, 2020

1. References:

- a. Memorandum from the Executive Secretary with subject "Community Quarantine over the entire Luzon and Further Guidelines for the Management of the Corona virus Disease 2019 (COVID-19) Situation dated March 16, 2020";
- b. Memorandum from D, CSG dated March 13, 2020 with subject Temporary Suspension of all FEO, SOSIA, and OSS Operational Transaction and Process; and
- c. Department of Transportation (DOTr) Task Group dated March 13, 2020 Guidelines for the Implementation for the Management of Emerging Infectious Disease; and
- d. Viber message and SMS to Chief, FEO from Ms. Elsa Valenzuela, Deputy Executive Director-Export Development Council on April 3, 2020.

2. This pertains to the apparent situation on the national emergency for the anticipated Manila International Container Port shutdown within five (5) days from today due to congested shipment yard as per Philippine Port Authority advisory.

3. As a policy, the application for permit to unload can only be processed if payment in the Landbank has been made and proof of payment in the form of Special Bank Receipt shall be submitted to EMD-FEO, CSG as mandatory requirement in the application of said permit. However, there are Landbank that were closed and some others are open but with limited banking hour only which some stakeholders find difficulty in paying the said fee.

4. In lieu of the above, this Office recommends the following:

a. Stakeholders must submit an Affidavit of Undertaking duly notarized stating that the company is willing to pay the fees for the said permit after ECQ has been lifted and agreed the cancellation of license once found non-payment of same; or

b. Stakeholders shall pay the corresponding fees and charges to the Chief, FBFS-CSG as the responsible officer bonded in the collection of such fees and be paid to Landbank while the country is in ECQ; and

c. Issuance of permit to unload after compliance of paras 4a or 4b.

5. Recommend approval of para 4.



**ROMMIL M MITRA**  
Police Lieutenant General

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HONORABLE M. MITRA  
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