



The Directorate for Intelligence (DI)

Vision

The Directorate is committed to contribute to the transformation of the PNP into a professional and dynamic organization, recognized as one of the best in Asia.

Mission

To attain intelligence objectives through effective management of all counterintelligence activities and security requirements of the PNP.

Frontline Service Offered:

- PNP Security Clearance

1. PNP Security Clearance

Schedule of Availability:

Monday to Friday
8:00 am to 5:00 pm without noon break

Client / Requesting Party:

General Public (Filipino Citizens)

Documentary Requirement:

1. Valid Residence Tax Certificate

Concerned Office:

Counterintelligence and Security Division (CSD)

Duration: 1 hour

How to Avail the Service:										
Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time				
1	Submit Residence Certificate and secure Application Form and order of payment at Window 1	Checks the validity of Residence Certificate and provides Application Form and order of payment	Action PNCO/NUP	Application Form	None	5 min				
2	Pay at Finance Service at Window 2	Processes payment and issues an official receipt	Finance Service Personnel	None	P80.00	10 min				
3	Submit accomplished Application Form at Window 3	Checks the correctness and completeness of accomplished Application Form	Action PNCO/NUP		None	None	5 min			
4	Present official receipt at Window 3 and have your picture taken	Photographs applicant					Action PNCO/NUP	None	None	5 min
		Encodes and processes clearance								30 min
5	Present official receipt and get clearance at Window 4	Releases clearance	Action PNCO/NUP		None	None	5 min			
END OF TRANSACTION				TOTAL = 60 min						

NOTE: Applicants who are found to have derogatory information are subject to adjudication. Applicants who are found to have pending criminal records are requested to secure NBI and/or appropriate Judicial Clearance then verification from where the information originated and background investigation will be conducted. If cleared, clearance will be granted. Otherwise, notice of denial will be sent to the applicant.

For inquiries, suggestions, comments, please call 723-0401 loc 3332.