



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
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929-66-20 • 929-66-33 to 35 • 929-70-41 to 43

NOV 18 2021

MEMORANDUM

FOR : **All Heads of Office**
DENR Central Office

The Head of Agency

Natural Resources Development Corporation (NRDC)
Laguna Lake Development Authority (LLDA)
National Mapping and Information Resource Authority (NAMRIA)
Philippine Mining Development Corporation (PMDC)

The Regional Executive Director

DENR National Capital Region (NCR)
DENR Region IV-B (MIMAROPA)

The Director

Forest Management Bureau (FMB)
Environment Management Bureau (EMB)
Mines and Geosciences Bureau (MGB)
Biodiversity Management Bureau (BMB)
Land Management Bureau (LMB)
Ecosystem Research Development Bureau (ERDB)

FROM : **The Director**
Administrative Service

SUBJECT : **RESCHEDULE OF RENEWAL OF LICENSE TO OWN AND POSSESS FIREARM (LTOPF) CARAVAN AND ONSITE RELEASE AT DENR CENTRAL OFFICE COMPOUND TO NOVEMBER 25, 2021**

Relative to the Memorandum of the undersigned dated November 4, 2021 regarding the Reschedule of Renewal of License to Own and Possess Firearm (LTOPF) Caravan and Onsite Release at DENR Central Office on November 22, 2021, please be informed that the event is rescheduled to November 25, 2021 at the DENR Social Hall, Main Building, DENR Central Office Compound, Visayas Avenue, Diliman, Quezon City.

In view thereof, this Office is respectfully reiterating that all Officials and Employees in your Office may renew their LTOPF on the said event, provided that they submit the following details/documents to the Office of the undersigned:

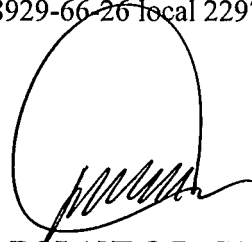
- Name on LTOPF and LTOPF Number;
- Make/Model and Caliber of Firearm; and
- Photocopy of DENR or Office Identification Card (ID).

Further, all Officials and Employees must bring the following requirements on November 25, 2021 for the processing of their renewals:

- Photocopy of two (2) valid government-issued ID, ex. Postal I.D., Driver's License, Voter's I.D.;
- Proof of billing, ex. Meralco, cellular plan subscription;
- Proof of Qualification, ex. DTI permit, SEC registration, payslip;
- National Police Clearance; and
- Birth Certificate issued by the Philippine Statistics Authority or Colored photocopy of updated Passport.

For inquiries and other concerns, you may contact 8929-66-26 local 2297.

For information and guidance.

A handwritten signature in black ink, appearing to read 'ROLANDO R. CASTRO', is written over a large, hand-drawn oval shape.

ROLANDO R. CASTRO