



**Certification No. 22-272  
Series of 2022**

**MEMORANDUM**

**Subject : IMPLEMENTATION OF BOARD RESOLUTION  
NO. 21-06-2099 WITH REGARD TO THE  
PROPOSED ADJUSTMENT OF SECURITY  
SERVICE/ESCORT FEE OF THE LAW  
ENFORCEMENT DEPARTMENT**

This certifies that:

The records of the Board Secretariat show that during the One Hundred Forty Second (142<sup>nd</sup>) Meeting of the Board of Directors of the Subic Bay Metropolitan Authority held last 16 August 2022 wherein there was a quorum to validly transact business, the following resolution was approved:

**Resolution No. 22-08-2644**

“Resolve, as it is hereby resolved, that upon recommendation of Management and without prejudice to COA Regulations and pertinent laws on the matter, the Board hereby approves the implementation of Board Resolution No. 21-06-2099 with regard to the Proposed Adjustment of Security Service/Escort Fee of the Law Enforcement Department.

Management’s Memorandum dated August 4, 2022 and hard copy of PowerPoint presentation are incorporated herein by way of reference.”

Issued this 8<sup>th</sup> day of September 2022.

*Jennifer T. Guiang*  
**JENNIFER T. GUIANG**  
Board Secretary V  
**22-0825**



## POLICY ON ADJUSTMENT OF SECURITY SERVICE/ESCORT FEE OF SBMA's LAW ENFORCEMENT DEPARTMENT

### I. POLICY STATEMENT

Pursuant to its powers and functions under Republic Act No. 7227 (RA 7227), the Subic Bay Metropolitan Authority ("SBMA"), through its Law Enforcement Department ("LED") is responsible to perform law enforcement, physical security and investigative functions within the confines of the Subic Bay Freeport Zone (SBFZ).

The LED is in-charge with the (1) enforcement of applicable laws, orders and rules and regulations – to include traffic, forest and harbor patrol, protection of property, (2) initiate investigation and handling of suspects under apprehension, (3) security operations and control of all gates of the SBFZ.

The LED also generates incidental revenue mostly derived from the following: (1) security services, (2) training/seminar services, (3) impoundment fees and (4) other fines and penalties it imposes.

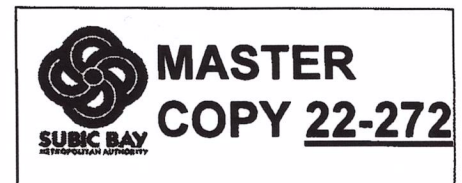
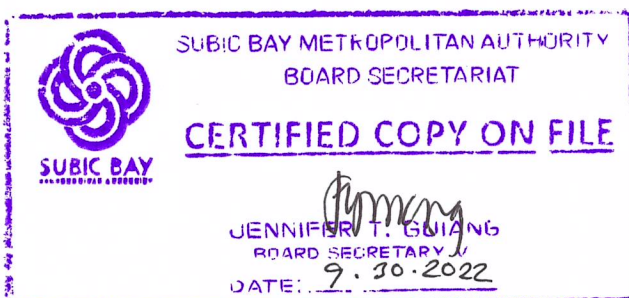
### II. RATIONALE

This Policy is grounded on the following:

- 1.) RA 7227 grants the SBMA the authority to *"undertake and regulate the establishment, operations and maintenance of utilities, other services and infrastructure in the SBFZ and to fix just and reasonable rates, fares, charges and other prices"*.
- 2.) Section 10 (k) of the Implementing Rules and Regulations ("IRR") of RA 7227 empowers the SBMA *"to raise revenue from Service and Utility Charges."*
- 3.) Section 111 of the IRR of RA 7227 provides that an SBF Facilities Operator or enterprises may, as necessary, request assistance from SBMA security forces/agents to enforce security for their facilities. Such security agents shall act in cooperation with the SBMA security forces and shall adhere to such rules and regulations as SBMA may promulgate.
- 4.) Executive Order No. 77 Series of 2019: Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travel of Government Personnel.

### III. OBJECTIVES

- 1.) To recover the operational and administrative costs being incurred in rendering security services of Law Enforcement Department.
- 2.) To raise the revenue collection of the LED as part of the economic improvement of the SBMA.



#### IV. SCOPE AND LIMITATIONS

This policy provides rates for the approved requests for event security, traffic marshal, port sanitations, security on VFA related activities utilization of working dogs and equipment, and escort of explosives within SBFZ; and underguard of shipment and escort of valuable items outside SBFZ, which shall be applicable to persons, locators, entities and other government agencies. Such security service/escort is only for the assistance and support on inadequate security capability of the requestor on a given period.

#### V. ADJUSTED RATES

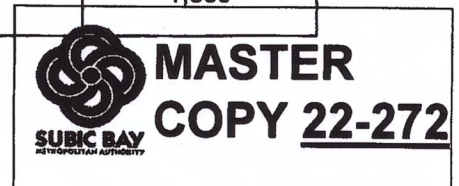
1. Rate of Security Service/Escort Fee for personnel as follows:

Personnel	Rate/Hr within SBFZ (in Php)	Outside SBFZ (with travel allowance)	
		Region III	NCR
Supervisor	625	1,375	1,750
Non-Supervisor (Traffic)	375	1,125	1,500
Non-Supervisor (Harbor)	500	1,250	1,600
Divers	875	1,625	2,000
Dog Handlers	750	1,500	1,900

1.1 Issuance of a separate assessment for areas outside Region III and NCR with the following formula: Personnel New Rate/Hr + Travel Allowance + Incidental Expenses which may include airfare, travel tax and hotel accommodation, etc.

2. Rates of Security Services/Escort Fee for equipment as follows:

Equipment	Rate/Hr within SBFZ (in Php)	Outside SBFZ (with fuel and toll fee)	
		Region III	NCR
Motor Boat	960	1,820	2,350
Working Dog	960	1,820	2,350
Motorcycle	600	1,500	2,000
Motor Vehicle	720	1,600	2,000
Bicycle	480	1,350	1,800



2.1 Issuance of separate assessment for areas beyond Pampanga and Manila with the following formula: Equipment new rate/hr + Fuel + Toll Fee.

3. Additional Personnel and Equipment Rate/hour will be imposed in excess of one (1) hour round to additional round.

## VI. PROCEDURE

1. Applicants may personally send a letter request at Operations Command Center (OPCC) at Bldg. 657 Burgos Street, SBFZ or email the letter request at led@sbma.com stating the time, date, and the location of event and other pertinent details of the applicant and the event.
2. The applicant may coordinate with LED regarding approval of the request.
3. Concern LED division/branch will render security service.
4. The client/requestor will accomplish service requisition form (LED-SRF-01)
5. The client/requestor must secure Billing Assessment Form.
6. Accomplish payment at the SBMA Cashier (Treasury Department)

## VII. MISCELLANEOUS PROVISION

1. **Separability Clause** - Should any provision of this Policy or any part thereof be declared invalid, the other provisions, insofar as they are separate from the invalid ones, shall remain in full force and effect.
2. **Repealing Clause** - All policies, resolution, orders, issuances, rules and regulations or parts thereof inconsistent with this policy are hereby repealed or modified accordingly.
3. **Effectivity Clause** - The new policy shall take effect within fifteen (15) days from its publication in a newspaper of general circulation and registration with the National Administrative Register of the UP Law Center.

