



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

PNP MEMORANDUM CIRCULAR
No.: 2020-011

**GUIDELINES IN THE RECOGNITION OF PHILIPPINE NATIONAL
POLICE (PNP) GOOD DEEDS**

1. REFERENCES:

- a. PNP Memorandum Circular (MC) No. 2019-034 (Revised Policies, Guidelines and Procedures Governing the Enhancement of the PNP Presence in the Social Networking Sites dated June 19, 2019;
- b. PNP MC No. 2019-027 (Enhanced Revitalized PNP Internal Cleansing Strategy) dated May 27, 2019; and
- c. PNP MC No. 2014-040 dated September 18, 2014 entitled, "PULIS NATIN."

2. RATIONALE:

This PNP Memorandum Circular (PNP MC) aims to recognize the extraordinary and heartwarming acts of Philippine National Police (PNP) personnel (uniformed and non-uniformed), as well as out of the box activities of PNP offices/units that are above and beyond their regular police duties identifying it as PNP good deeds, by providing incentives and appropriate awards.

3. SITUATION:

"Public officials and employees shall always uphold the public interest over and above personal interest. They shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty."¹

The PNP, has powers and functions among others, to enforce all laws and ordinances relative to the protection of lives and properties; maintain peace and order and take all necessary steps to ensure public safety; investigate and prevent crimes; effect the arrest of criminal offenders; bring offenders to justice and assist in their prosecution; and performing such other duties and exercise all other functions as may be provided by law, yet, PNP personnel in the performance of their duties conducted themselves above and beyond what their mandate requires, thus, exceeding the expectations of the public they serve. Among the vestiges, of these unexpected performances and diligence of PNP personnel are the vocal testimonies of the public

¹ Republic Act 6713; "The Code of Conduct and Ethical Standards for Government Officials and Employees" dated February 20, 1989.

posted in social networking sites (SNS), and oftentimes featured in television (TV) programs.

In doing so, they risked their lives and sometimes even ignored their parental responsibilities to their family and personal obligation to the community just to deliver the service the public expected and deserve.

To complement the PNP's program of cleansing its ranks from personnel involved in illegal and nefarious activities, it is just and appropriate that the PNP shall recognize the good deeds among its pool by providing incentives and appropriate awards thereof.

4. PURPOSE:

The PNP, in its desire to boost motivation and increase the self-esteem of PNP personnel, hereby recognizes the hard work of its personnel who undertake their duties and responsibilities beyond the call of duty, performed their duties with out of the box solutions, and/or exerted exceptional determination to accomplish their tasks that captivates the heart and mind of the citizenry, shall provide recognition through incentives and appropriate awards.

5. DEFINITION OF TERMS:

- a. **Good Deed** – refers to an act, or any activities connected in the performance of one's duty or accomplishment of one's mandate which is conducted extraordinarily, accomplished with out of the box techniques beyond and above the normal duty, which includes a selfless act of doing something good for another involving compassion, kindness, unconditional love, understanding, volunteerism, help, and consideration for the welfare and well-being of others.
- b. **Good Deeds Deliberation Board** – refers to the Board that shall validate, review, and evaluate the good deeds submitted by PNP offices/units where they will select the Top Ten good deeds to be awarded every 1st Monday of the month.
- c. **Social Networks** – are connections people make with one another, a social structure which allows people with similar interests to communicate and share information with each other for a social purpose, a business purpose or both through social media platforms.
- d. **Social Networking** – refers to the use of internet-based social media programs to make connections with friends, family, classmates, customers, and clients. Social networking can be done for social purposes, business purposes or both. The programs show the associations between individuals and facilitate the acquisition of new contracts (PNP, 2019: 1).
- e. **Social Networking Site (SNS)** – is a tool that empowers more connections. It is the phrase used to describe any website that enables

users to create public profiles within that website and form relationships with other users of the same website who access their profile. It can be used to describe community-based websites, online discussions forums, chatrooms and other social spaces online (*Ibid*).

- f. **Social Media** – refers to the means of interactions among people in which they create, share, exchange information and ideas in virtual communities and networks.
- g. **Netizen** – is a combination of the English words Internet and citizen. It refers to a person who actively uses the Internet especially in a proper and responsible way (*Ibid*).
- h. **Out of the Box** – Wikipedia, states that thinking outside the box (also thinking out of the box or thinking beyond the box) means to think differently, unconventionally, or from a new perspective. Thus, it may refer to any unusual, unwritten but not prohibited procedures/steps not included in any issued memorandums, circulars or standard operating procedures (SOP) which resolved any forthcoming or occurring issues/conflict.
- i. **Tweet** – refers to an online posting or “micro-blog” created by a Twitter and is limited to 140 characters or less (*Ibid*).
- j. **Twitter** –is another prominent example of social media. It is a free micro blogging service that allows registered members to broadcast short posts called “tweets.” Twitter members can broadcast “tweets” by using multiple platforms and devices (*Ibid*).
- k. **Facebook** – is a social networking site that makes it easy for everyone to connect and share with family and friends online. It is more open and social which allows users to send messages and post status updates to keep in touch with friends and family, Wikipedia.
- l. **WeChat** – literally “micro-message” is a Chinese multi-purpose messaging, social media and mobile payment app that provides text messaging, hold-to-talk voice messaging, broadcast (one-to-many) messaging, video calls and conferencing, video games, photograph and video sharing, as well as location sharing, Wikipedia.
- m. **Instagram** – also known as IG or Insta, is a photo and video-sharing social networking service where users can upload photographs and short videos, follow other users’ feed and geotag images with the name of location, Wikipedia.
- n. **Proponent** – refers to the PNP office/unit or PNP personnel that performs a good deed.

- o. **YouTube** – is a popular free video-sharing Website that let registered users upload and share video clips online at the YouTube.com Website (*Ibid*).

6. **GUIDELINES:**

a. **General Guidelines:**

- 1) The good deeds must be anchored on the PNP Core Values of *MakaDiyos, Makatao, Makakalikasan, and Makabansa*;
- 2) PNP good deeds may comprise extra ordinary activities, out of the box solutions or beyond the call of police duty performance. It may include any spontaneous/unplanned activities that capture the heart and mind, and inspire the general public. However, regular police activities of offices/units or the performance of duties done routinely shall not be included;
- 3) The good deeds may be captured or posted by a netizen, or posted by the PNP office/unit in its official SNS. The good deed must have engrossed the sympathy and captivated the hearts of the public;
- 4) The good deeds should also include letters, testimonies, affidavits, personal recommendations from the persons who benefited from the good deeds of the police officer. However, the good deeds in this category must be validated/verified to maintain the credibility, and prove its legitimacy and not self-serving/choreographed;
- 5) Acts/activities that address social issues, impact in the community or reflected positively to the PNP is a paramount consideration in the selection of Top Ten PNP Good Deeds;
- 6) Trending of the PNP good deeds through shares, tweet, likes, or featured in any TV program or published in a newspaper of general circulation shall also be considered in the selection of Top Ten PNP Good Deeds. If posted by the PNP office/unit, it should also have garnered positive comment in the social media;
- 7) The PNP NHQ, if possible, will be awarding Top Ten good deeds every 1st Monday of the month coinciding with the Flag Raising Ceremony;
- 8) A Good Deeds Deliberation Board shall be created to be in charge in the validation, review, evaluation, and selection of Top Ten good deeds;
- 9) PROs/NSUs are directed to submit to the Board (DPCR) their Top Three good deeds for validation, review/deliberation, and selection for the PNP NHQ Top Ten good deeds;

- 10) Good deeds shall be submitted in hard and soft copies, duly endorsed by the Regional Director/Director every 3rd Monday of the month;
- 11) Only one good deed shall be selected from every PRO/NSU and be given an award monthly; and
- 12) Good deeds submitted and not selected as one of the NHQ top ten good deeds shall not be considered for selection in the succeeding month.

b. Tasks/Responsibilities:

1) OTCDS

- a) Act as the overall supervisor in the implementation of this MC;
- b) SDS as the overall supervisor during the awarding of PNP personnel with good deeds;
- c) Detail Command Event Facilitator during the activity; and
- d) Perform other tasks as directed.

2) DHRDD

- a) Office Primary Responsible (OPR) during the awarding of PNP personnel with good deeds;
- b) Conduct coordinating conferences regarding the activity;
- c) Prepare the program and conduct rehearsals for the activity;
- d) Designate an Action Officer for the awarding;
- e) Provide snacks during the awarding chargeable against ARF;
- f) Prepare the sequence of the activity with timing; and
- g) Perform other tasks as directed.

3) DPRM

- a) Issue orders for the Board to be created by DPCR upon their endorsement;
- b) Issue appropriate awards to personnel with good deeds;
- c) Provide medals for the awardees; and
- d) Perform other tasks as directed.

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- 4) **DC**
 - a) Provide fund support for the awarding (travel and accommodation expenses for the awardees); and
 - b) Perform other tasks as directed.
- 5) **DPCR**
 - a) OPR in the implementation of this MC;
 - b) Monitor the tri-media for any good deeds of the PNP;
 - c) Direct PROs and NSUs to recommend selected personnel with good deeds;
 - d) Deliberate the recommendees from PROs and NSUs and come up with ten finalists and recommend to DPRM for appropriate awards;
 - e) Create a deliberation board composed of the following: Ex-O, DPCR as Chairman; and all Division Chiefs of the Directorate as members to deliberate the good deeds submitted by the PROs and NSUs;
 - f) Endorse to DPRM the composition of the deliberation board for issuance of appropriate orders;
 - g) Furnish the DHRDD copy of the good deeds for their information and reference;
 - h) Prepare a power point presentation of the selected top ten good deeds to be shown on the LED wall; and
 - i) Perform other tasks as directed.
- 6) **DICTM**
 - a) Provide technical assistance to ensure coordination and linkage among PNP Offices with SNS; and
 - b) Perform other tasks as directed.
- 7) **ITMS**
 - a) Provide internet administrators and technical assistance to all PNP offices/units in coordination with DICTM;
 - b) Validate/Certify the posted/uploaded good deeds in the social media;
 - c) Detail an operator of the LED wall located at the Heritage Park during the awarding; and

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- d) Perform other tasks as directed.
- 8) **PIO**
- a) Promote/Disseminate the good deeds to the media;
 - b) Conduct press release regarding the good deeds of the concerned office/unit;
 - c) Provide photo and video coverage during the awarding;
 - d) Detail masters of ceremony during the awarding; and
 - e) Perform other tasks as directed.
- 9) **LS**
- a) Provide legal assistance/guidance in the implementation of the MC; and
 - b) Perform other tasks as directed.
- 10) **D-Staff**
- a) Direct respective personnel to perform and discharge their duties with the highest degree of excellence, professionalism, intelligence, and skill;
 - b) Encourage respective personnel to do one laudable act in their daily task; and
 - c) Perform other tasks as directed.
- 11) **PROs and NSUs**
- a) Instruct respective personnel to perform and discharge their duties with the highest degree of excellence, professionalism, intelligence, and skill;
 - b) Direct respective personnel to do praiseworthy and credible acts always in all ways;
 - c) Create respective deliberation board to review, validate, evaluate, and select good deeds;
 - d) Give appropriate awards/incentive to the selected good deeds;
 - e) Endorse respective top three good deeds to DPCR every 3rd Monday of the month for selection of the monthly PNP NHQ good deed;
 - f) Designate a good deed officer, preferably a Police Commissioned Officer who shall be responsible in the documentation of police good deed; and



g) Perform other tasks as directed.

c. Coordinating Instructions:

- 1) The recommendation of DPCR on the selected Top Ten good deeds shall be concluding;
- 2) The parameters for selection of good deeds shall be:

Criteria	%
Deeds that help address social issues of an individual/community.	35
Deeds that have profound effect in improving the life of an individual or situation in a community.	35
Deeds that have gone viral in social media.	10
Deeds that have the most number of shares in social media.	10
Deeds captured by mainstream media.	10
TOTAL	100%

- 3) The PROs/NSUs Board shall be chaired by the Deputy Regional Director for Administration (DRDA)/Deputy Director for Administration (DDA) with the Chief of Divisions as Members who shall:
 - a) Validate and consider the aspect of personal confirmation on the recipients of the awards, whether the submitted recommendations are genuine and authentic; and
 - b) Verify the one who reported the good deeds if not related/ acquainted to the PNP personnel.
- 4) The following shall be the basic information in the good deed report:
 - a) Background. Where the nature of the activity or act must be briefly discussed. The circumstances and involvement of PNP office and/or personnel must be included.
 - b) Chronology of events. Narrate in a chronological order the activities that transpired.
 - c) Result. Discuss the outcome of the activity/act, the impact/effect of the activity/act on the PNP organization.
 - d) Proof. Submit evidence that the activity/act was captured and/or posted by netizen, or posted by the PNP office in its official SNS, and had gone viral or gained positive comments, providing links thereof.



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e) Include other matters necessary to substantiate the good deeds.

7. ADMINISTRATIVE SANCTION

Heads/Chief of Offices/Units are directed to strictly comply with this PNP MC. Failure to conform, negligence or irregularities in its implementation shall be dealt with administratively.

8. EFFECTIVITY:

This PNP MC shall take effect after 15 days from filing a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order No. 292 otherwise known as the "Revised Administrative Code of 1987," as amended.



Archie Francisco F. Gamboa
ARCHIE FRANCISCO F GAMBOA
Police General
Chief, PNP



Distribution:
Command Group
D-Staff
P-Staff
D, NSUs
RD, PROs
SPA to SILG

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JEAN FRANCISCO
Police General
Chief, PNP