



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

13 APR 2020

MEMORANDUM CIRCULAR
No.: 2020-~~MC~~ 31

**POLICIES AND GUIDELINES ON THE ISSUANCE AND PUBLICATION OF
PHILIPPINE NATIONAL POLICE (PNP) ORDERS**

1. REFERENCES:

- a. DND Department Circular No. 03-A entitled: Codified Approving and Signing Authority on Military Personnel Administration Matters;
- b. PNP Memorandum Circular (MC) No. 2019-013 entitled: Guidelines on the Standard Preparation of Communications;
- c. PNP MC No. 2017-015 entitled: Revised Doctrine on PNP Issuances;
- d. PNP MC No. 2011-018 entitled: PNP Personnel Accounting and Information System;
- e. Personnel Records Management Manual series of 2008;
- f. PNP Patrol Plan 2030; and
- g. AFP Regulations and Policy Review and Revision System Manual series of 2014.

2. RATIONALE:

This MC establishes a set of uniform guidelines on the preparation, issuance, distribution and publication of issued general orders, special orders, letter orders and daily bulletin and other issuances to Philippine National Police (PNP) personnel that conform and are responsive to the requirements and changing needs of the PNP.

3. SITUATION:

In previous years, the PNP has no prescribed policy on the preparation, issuance, distribution and or publication of General Orders (GO), Special Orders (SO), Letter Orders (LO) and Daily Bulletin (DB) and other issuances, thus creating inconsistency in the issuance of orders down to the lower units.

4. PURPOSE:

- a. To provide implementing guidelines on the preparation, issuance, distribution and or publication of General Orders, Special Orders, Letter Orders and Daily Bulletin and other issuances; and

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- b. To establish an efficient, clear and uniform guidelines on the issuance of orders for the PNP personnel.

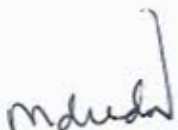
5. DEFINITION OF TERMS:

- a. **Authorized Abbreviations** - these are abbreviated words that can be seen in the signed orders as follows:

Abbreviation	Meaning	When to Use
TDN	Travel as Directed is Necessary	Specified in Reassignment Orders together with WP and PCS.
PCS	Permanent Change of Station	Reassignment to a different unit/station
WP	Will Proceed	Specified in Reassignment Orders together with TDN and PCS; also used in Detail Service orders only.

- b. **Amendment** - is the introduction of any correction/s on the approved published order.
- c. **Authority Date** - is the date when the order was encoded, signed, and/or published. This date is enfaced at the upper right portion of the order, written in the date format, month/day/year e.g. February 14, 2019.
- d. **Authority Number/Publication Title** - refers to the issuing unit and series of numbers per GO, SO, LO and DB provided accordingly per year starting January 01-December 31 e.g. NHQ-GO-DES-2020-01.
- e. **Authorized Transportation** - is necessary in the transfer or reassignment (unit or sub-unit reassignment) of PNP personnel as seen in detail service and reassignment orders as follows:
- 1) Travel (shortest route) by land, water and/or air transportation is authorized - required for reassignment which necessitates such mode of travel to any PNP offices/units.
 - 2) Travel (shortest route) by land and/or water transportation is authorized - required for reassignment which necessitates such mode of travel to any PNP offices/units.
 - 3) Travel (shortest route) by land transportation - reassignment which necessitates such mode of travel to any PNP offices/units.
 - 4) No Transportation Involved - reassignment which does not require transportation.

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- f. **Automated Order Issuance System (OIS)** – is a system that contains information on the issuance of PNP orders. It is also the old order issuance system used by the NHQ Publication and Distribution Section of Records Management Division.
- g. **Authentication Block** - all orders must be authenticated. Authentication constitutes clearance for the publications content for dissemination and signifies that appropriate coordination has been accomplished. The authentication is the signature block signed in behalf of the approving authority with the use of the command line.
- h. **Authenticity Notation** –is a determinant of authenticity indicating the initials or signature of the Publication and Distribution Section (PDS) personnel and the date of release of the issued/signed order placed under the word "RESTRICTED" at the bottom of the order.
- i. **Cancellation** - this is done to cause for the deletion/omission/obliteration or removal of an indication in the signed and published order.
- j. **Corrected Copies** - when necessary, a "CORRECTED COPY" is typed on the order. The number and date must be the same as those of the original order unless it is the number or date that is being corrected. All orders are corrected in this manner except Special Orders, which are corrected by an amendatory paragraph in a succeeding order. The words "CORRECTED COPY" is typed in capital letters beginning on the left margin and placed between the last line of the letterhead and the office symbol/orders designation. *(Discouraged for use and no longer applicable in Online PAIS).*
- k. **Command Line** - refers to the approving authority. For the PNP services, the approving authority is the Chief, PNP and is delegated to the Chief Directorial Staff (TCDS); for the SILG/Chairman, NAPOLCOM it is delegated to the Chief, PNP; and for the President of the Philippines, it is delegated to the SILG/Chairman, NAPOLCOM, whereas, it should be written as follows:

1) BY AUTHORITY OF THE CHAIRMAN, NAPOLCOM:

(Authentication Block Signatories are the CPNP and TDPRM)

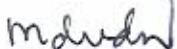
2) BY COMMAND OF THE CHIEF, PNP (Name):

(Authentication Block Signatories are TCDS and TDPRM)

3) BY COMMAND OF THE REGIONAL DIRECTOR/UNIT DIRECTOR/PROVINCIAL DIRECTOR (Name):

(Authentication Block Signatories are the RCRS/CS/DPDA and R1/Chief, ARMD/Chief, Admin Office)

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4) BY THE DIRECTION OF PRESIDENT (Name):

(Authentication Block Signatories are the Secretary, DILG and TDPRM)

- i. **Daily Bulletin (DB)** – is an order that contains detail of Command Duty Officers (CDO) and Senior Command Duty Officers (SCDO). It also includes publication of Announcements from the PNP and other government agencies.
- m. **Encoders** – refer to the personnel assigned at PDS, RMD, DPRM and its equivalent offices in the PNP Headquarters, Police Regional Offices and National Support Units covered with appropriate orders who are given the authority to convert and store information in a digital file format, print and upload (approved) signed orders.
- n. **General Orders (GO)** – is an order type intended to give permanent instructions that apply to all members of the command. (See Annex A)
- o. **Identification of Drafters/Command** - are the initials of the drafter/typist followed by the initials of the Chief, Publication and Distribution Section, Executive Officer and Deputy Director of DPRM for NHQ issued orders, while in other units, the only needed initials are that of the drafter, Chief, Publication Section and the Assistant Chief of Division.
- p. **Letter Orders (LO)** – is an order type intended to give instructions in a form of a letter to the concerned persons through proper channels. (See Annex A)
- q. **National Headquarters, DPRM** – is a functional member of the Directorial Staff that assists the CPNP in the management of personnel and their records.
- r. **Nullification** – is to cause or to make the whole order null/void or have no effect or no force.
- s. **Online Personnel Accounting and Information System (Online PAIS)** – is a set of inter-related components that work together to collect, process, store and generate information and reports to support decision making on matters pertaining to personnel management and development. The components include all the computer hardware being used at all levels of the organization; the computer software that manages the operation of the hardware and is designed for specific tasks or function; the network that interconnects all the hardware together; the database and data warehouse where all the collected data were stored, processed and retrieved and the personnel involved in the administration and use of the system guided by policies and procedures.

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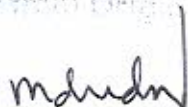
- t. **PNP Personnel** - refer to the Police Commissioned Officers (PCOs), Police Non-Commissioned Officers (PNCOs) and the Non-Uniformed Personnel (NUP).
- u. **Publication and Distribution Section (PDS)** – refers to the office primarily responsible for the preparation, issuance and distribution/publication of PNP official orders under the direct supervision of the Chief, Records Management Division of DPRM.
- v. **Special Orders (SO)** – is an order type used to promulgate directives affecting the status of the PNP personnel. (See Annex A)
- w. **Transaction Type** - refers to the specific order to be issued to certain personnel.

6. GUIDELINES:

a. General Guidelines and Policies:

- 1) The PNP official orders shall be issued in the following form:
 - a) General Orders
 - b) Special Orders
 - c) Letter Orders
 - d) Daily Bulletin
- 2) All PROs and NSUs shall prepare, issue, distribute and or publish appropriate orders pertaining to their respective personnel except for the following which will be issued only by NHQ, DPRM:
 - a) Unit Reassignment
 - b) Retirement Order (Compulsory/Optional)
 - c) Leave and Foreign Travel
 - d) Study Leave
 - e) Promotion for PCO
 - f) Schooling Abroad
 - g) Residency Training
 - h) Resignation of PCOs
 - i) Leave of Unit Directors and Head of Offices
 - j) Decisions/Resolutions from Ombudsman

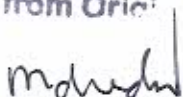
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- 3) All unit/sub-unit reassignment orders of PNP personnel should be duly endorsed. For the 2nd level, to be endorsed by the Recruitment and Selection Division/Section (RSD/S); for the 3rd level, to be endorsed by the Senior Officers Placement and Promotion Division-DPRM (SOPPD-DPRM); and for the NUP, to be endorsed by the Non-Uniformed Personnel Affairs Division (NUPAD) or its equivalent office/unit in the PROs/NSUs;
- 4) All orders with administrative penalties should be properly endorsed by the Discipline, Law, and Order Division/Section as the case may be;
- 5) The accuracy of all entries in the order shall be the primary concern of all PNP offices and personnel;
- 6) All entries, deletions, changes, corrections and modifications in the order shall be based on supporting documents and shall be duly endorsed by the concerned Division/Office/Unit;
- 7) Encoders and the Chief Publication Section shall be responsible as to the correctness of the issued orders;
- 8) Relief of encoders shall be immediately relayed to RMD, DPRM (Attn: C, IT Section) for the deactivation of their accounts in the Online PAIS;
- 9) Posthumous Orders (Separation/Retirement) and Attrition orders shall be issued by the respective Offices/Units of personnel subject for confirmation Order issued by the NHQ DPRM;
- 10) Publication and Distribution Section shall be the quality control center of all issued orders. However, any corrections made should be relayed to the concerned division for their notation;
- 11) All issuance of orders shall be done online except in cases when there is system error/maintenance, manual issuance can be allowed. However, manually issued orders shall be encoded in the personnel information profile of the concerned personnel in the system within 48 hours or when the system has resumed or already stable;
- 12) Amendment order/s will be issued to correct a certain error in the spelling of name, birth date or typographical errors in the citation of the order, regardless of time that lapsed upon recognition of errors of entry in the issued order;
- 13) Amendment of orders should only be done twice, otherwise, the order should be cancelled/nullified and a new one shall be issued; and

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- 14) Authentication of copies of all published orders from the NHQ and other PNP offices/units can be secured at the Storage Section, RMD, DPRM. However, units can authenticate published orders issued by them.

b. Specific Guidelines:

1) Distribution

All PNP issued orders are classified accordingly to control the distribution and storage. The distribution of orders will be as follows:

Class of Distribution	Applicability
"A"	Publications intended for general information which will be distributed PNP wide. (General Order)
"B"	Publications intended for the promulgation of directives affecting status of PNP personnel. (Special Orders)
"C"	Publications intended to give instructions in a form of a letter to the concerned persons. (Letter Order and Daily Bulletin)

2) Security Classification

Classified publications shall have security markings. The said markings must be seen on the top and bottom pages of all pages of the order. All PNP issued orders are classified as RESTRICTED.

3) Page Number

Page number is indicated at the bottom center part of the order stating the page number of total pages published as shown, *Page 1 of 10*. Pagination usually starts at the first page of the order.

4) Continuation Page

Succeeding pages of the order should be indicated in the upper portion, a space after the security classification indicating the order type, issuing unit and authority date as shown, (Con't of Letter Orders No. 14 this Hqs dated February 14, 2019):

5) Numbering System

Publication identifier positioned on the upper left portion of the order wherein alpha-numeric series are used to categorize said order for easier identification as shown:

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7. REPEALING CLAUSE:

All existing PNP Directives and other issuances in contrary to and/or inconsistent with the provision of this MC are hereby rescinded or modified accordingly.

8. PENALTY CLAUSE:

Any violations of this MC shall be dealt with in accordance to the existing laws and regulations.

9. TRANSITORY:

In the full implementation of the Online PAIS, the endorsing office/unit as indicated in the PNP Table of Issuances (Annex A) shall be primarily responsible in the preparation and issuance of the respective order.

All Corrected Copies of orders issued prior to the effectivity of this MC shall be acknowledged.

10. EFFECTIVITY:

This PNP MC shall take effect 15 days from filing a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987," as amended.


ARCHIE FRANCISCO F GAMBOA
 Police General
 Chief, PNP

Attachments:

- Annex A- Table of PNP Issuances
- Annex B- Parts of PNP issued orders
- Annex C- Spacing



Distribution:

- | | |
|---------|----------|
| D-Staff | AIG, IAS |
| P-Staff | RD, PROs |
| D, NSUs | |

Copy furnished:

- Command Group
- NAPOLCOM

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ANNEX A

TABLE OF PNP ISSUANCES

GENERAL ORDERS (Distribution "A")

Transaction Type (Classification of Order)	On-Line PAIS Filing System Code	Description	Endorsing Office/U nit	Issued to	Issuing Unit
Absorption	N/A	Order issued to former members of the PC/INP, civilian employees of the Criminal Investigation Service and Narcotics Command and other allied forces who opted to join the police force such as civilian employees from the technical services of the Armed Forces of the Philippines assigned with the PC, including NAPOLCOM hearing officers with an effective date of January 2, 1991. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016 p 10 of 21)	RSD	Personnel who entered the PNP from 1991 and below	NHQ-DPRM only
Appointment (Lateral)	LEA	Order issued to an individual/PNP personnel who will be originally appointed in the PNP and commence with the rank of PLT and PCPT. (PNPM-DPRM-14-01, NAPOLCOM MC No. 2008-006, p 175-192 and DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016 p 10 of 21)	RSD	Applicants	NHQ-DPRM only
Awards	AW	Order Issued to any member of the PNP personnel, quasi-police forces and civilian volunteers for their outstanding achievement and/or performance. (PNPM-DPRM-14-01, p 207)	MWD	Individual concerned	All levels as appropriate
Change in Appointment Status	CHAP	Orders issued to Police personnel, Patrolman/woman and Non Uniformed Personnel (NUP) who after completion of requirement are qualified for upgrading their temporary appointment status to permanent. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016 p 10 of 21)	RSD	PNP personnel concerned	
Change of Family Name/Civil Status	CCS	Order issued to a PNP personnel who had been married and updated their civil status.	RMD	Individual concerned	NHQ-DPRM only
Reversion of Family Name		(DPRM-Compilation of References, Chapter 3 section 8, p 3-3) Order issued to a female PNP personnel who had been married and updated their civil status.	RMD	Individual concerned	NHQ-DPRM only
Change of Promotion Status	CPS	(DPRM-Compilation of References, Chapter 3 section 8, p 3-3) Order issued to a PNP personnel when a temporary promotion is adjusted or reclassified as the case may be, who satisfy the minimum qualification standards based on CSC Resolution No. 1101479 dated November 8, 2011 and NAPOLCOM Resolution No. 2011-196 dated July 11, 2011 entitled "Prescribing the Qualification	RSD/MWD	Individual concerned	NHQ-DPRM; PROS- RPRMD

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	PR		RMD	Individual concerned	NHQ-DPRM
Posthumous Retirement	PR	Order issued to a PNP personnel who have actively earned 20 years in service or more upon death. Such order shall be used by the legal dependents for claims of benefits. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016 p 12 of 21 "Retirement Order")	RMD	Individual concerned	NHQ-DPRM
Posthumous Separation	PS	Order issued to a PNP personnel who have not actively earned 20 years in service upon death. Such order shall be used by the legal dependents for claims of benefits. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016 p 12 of 21 "Retirement Order")	RMD	Individual concerned	NHQ-DPRM
Promotion (PCO) -Regular or Special	PR	Order issued when a PNP personnel is promoted to the next higher rank after meeting the Qualification Standards (QS) of the position and passing the sequential process in regular promotion. It may be special/meritorious promotion wherein there is a waiver of QS for the heroic act done. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016, p 9 of 21)	RSD/MWD	Individual concerned	NHQ/NSUs; PRO- RPRMD
Rank Adjustment	RADJ	Order issued when the rank of a PNP personnel who were former Philippine Constabulary/Integrated National Police is adjusted to the next higher rank. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016, p 9 of 21)	RSD	Individual concerned	NHQ, DPRM
Resignation	RG	Order issued to an individual member who resigned from the PNP. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016, p 13 of 21).	RSD	Individual concerned	NHQ- DPRM; and PRO- RPRMD
Termination of Designation	TDS	Order issued terminating the given transitory or short-term duties or responsibility as a notice to personnel involved. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016, p 17 of 21 "Termination Order")	SOPPD/RSD/NUPAD	Individual concerned	NHQ/NSUs; PRO- RPRMD
Total Physical Permanent Disability (TPPD) Retirement	TPR	Issued to a PNP personnel who have actively earned 20 years in service or more after acquiring TPPD. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016 p 12 of 21 "Retirement Order")	RMD	Individual concerned	NHQ, DPRM
Total Physical Permanent Disability (TPPD) Separation	TPS	Issued to a PNP personnel who have not actively earned 20 years in service after acquiring TPPD. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016 p 12 of 21 "Retirement Order")	RMD	Individual concerned	NHQ, DPRM
Cancellation of Orders	N/A	Orders issued to nullify/void an order issued to PNP personnel.	Divisions concerne		NHQ/NSUs; PRO-

Amendment of Orders	N/A	Orders issued to amend an order issued to PNP personnel.	d	RPRMD
Termination from the Service Order of Appointment	TFTPS	Order issued to a police officer in temporary wherein the fitness of the said personnel is found unfavorable after the conduct of termination proceedings. (Reference: Amendment of Termination Proceedings of Newly Appointed Police Officers for Entry Level and Via Lateral Entry in Temporary Status)	DLOD	NHQ-NSUs; PRO- RPRMD NHQ-DPRM and equivalent units from PROs/NSUs
Leave without Pay and Allowances Order		Order issued to a police officer in temporary status on the reason of physical incapacity and on the condition that he/she should be fit to join the next training period. (Reference: Amendment of Termination Proceedings of Newly Appointed Police Officers without earned leave credits for Entry Level and Via Lateral Entry in Temporary Status)	DLOD	NHQ-DPRM and equivalent units from PROs/NSUs

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TABLE OF PNP ISSUANCES

SPECIAL ORDERS (Distribution "B")

Transaction Type (Classification of Order)	On-Line PAIS Filing System Code	Description	Endorsing Office/Unit	Issued to	Issuing Unit
Appointment	PA	Orders issued to individuals who will be appointed NUP and Patrolman or Patrolwoman (New PO1's) indicating their assigned Badge Numbers (PNPM-DPRM-14-01, p 300 and DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016 p 10 of 21)	RSD/NUPAD	Individual concerned	NHQ-DPRM, NSUs and PROs for new PO1's
Attrition:		Providing for the Reform and Reorganization of the PNP and for other purposes, amending certain provisions of Republic Act No. 6975 otherwise known as RA 8551.	DLOD	Individual concerned	NHQ-DPRM, NSUs and PROs to be confirmed by NHQ-DPRM
-Optional Retirement Order /Separation Order	ORA	Order issued to police officers holding the position of Provincial/City Directors up to Chief PNP who have reached the maximum tenure in position prescribed or have already reached the compulsory retirement age of 56. (Section 25) Order issued to a PNP uniformed personnel who has been relieved for just cause and has not been given an assignment within two years after such relief. (Section 26) Order issued to any PNP personnel, civilian or uniformed, who is relieved and assigned to a position lower than what is established for his or her grade in the PNP staffing pattern and not assigned to the position commensurate to his or her grade within 18 months after such demotion in position. (Section 27) Orders issued to any PNP personnel who have not been promoted for a continuous period of ten years. (Revised PNPM-DPRM-18-01, p 29-30, Section 28 of RA 8551)			
		Order issued to any PNP member or officer with at least five years of			



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	<p>accumulated active service based on any of the following factors (Section 29):</p> <ul style="list-style-type: none"> a) Inefficiency based on poor performance during the last two successive annual rating periods; b) Inefficiency based on poor performance for three cumulative annual rating periods; c) Physical and/or mental incapacity to perform police functions and duties; or d) Failure to pass the required entrance examinations twice and/or finish the required career courses except for justifiable reasons. <p>Order issued to any PNP personnel who is dismissed from the PNP pursuant to Sections 25, 26, 27, 28 and 29 hereof shall be retired if he or she has rendered at least 20 years of service and separated if he or she has rendered less than 20 years of service unless the personnel is disqualified by law to receive such benefits.</p>						
<p>Commutation of Accumulated Leave</p>	<p>CAL</p>	<p>RMD</p>	<p>Individual concerned</p>	<p>NHQ-DPRM</p>			
<p>Confinement</p>	<p>CONF</p>	<p>MWD</p>	<p>Individual concerned</p>	<p>NHQ-DPRM; PRO-RPRMD Chief of Hospital PDs</p>			
<p>Confirmation of Leave Orders</p>	<p>CLO</p>	<p>RMD</p>	<p>Individual concerned</p>	<p>NHQ, DPRM</p>			
<p>Confirmation of Service Credits due</p>	<p>CSC</p>	<p>MWD</p>	<p>Individual concerned</p>	<p>NHQ-DPRM,</p>			

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to PNP Awards	Major, DPRM		RSD	Individual concerned	NSUs and PROS
Detail (to other unit/outside PNP)		Issued when a personnel is given short-term duties and responsibility in addition to his/her regular function.	RSD	Individual concerned	NHQ- DPRM, NSUs and PROS
Dropped from the Rolls	DFR	Order issued to PNP personnel who is Absent Without Official Leave (AWOL) for five calendar days or more and declared DFR by a competent PNP Officer in accordance with the procedure provided for in NAPOLCOM Memorandum Circular No. 95-017 as amended. (PNP-DPRM-18-01 Revised, p 234-235, "Definition of Terms")	DLOD	Individual concerned	NHQ- DPRM, NSUs and PROS
Extension of Detail	DOX	Order issued when the given short-term duties and responsibility in addition to his/her regular function is extended.	RSD	Individual concerned	NHQ- DPRM, NSUs and PROS
Fine	FN	Order issued to impose penalty to PNP personnel found culpable of the offense charged which consist of taking his/her salary or pension for a certain period of time. (PNP-DPRM-18-01 Revised, p 235, "Forfeiture of Salary")	DLOD	Individual concerned	NHQ- DPRM, NSUs and PROS
Leave	LV	Order issued when a PNP personnel files a leave from work due to sickness, vacation, emergency, among others. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016 p 11 of 21)	RMD	Individual concerned	NHQ- DPRM; PROS- RPRMD
Automatic Leave of Absence Without Pay	LWOP	Order issued to PNP personnel who were detained for cause and who filed a leave from work without pay due to sickness, vacation, emergency, among others. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016 p 11 of 21)	RMD	Individual concerned	NHQ- DPRM; PROS- RPRMD
Monetization of Leave Credits		Order issued to PNP personnel applying for Monetization of his/her accumulated leave credits. It reflects the number of days allowed for advance conversion to cash.	RMD	Individual concerned	NHQ- DPRM only
Non-Duty Status	NDS	Order issued as privilege to personnel due for retirement. It consists of three months non-working status with pay before his/her retirement date. However, this order will only be issued upon relinquishment of positions held and endorsed by the head of the unit.	RMD/SOPPD /Equivalent division at the NSU and	Individual concerned	NHQ- DPRM for PCOs and PNCOs in

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			PRO level for PNCOS		NHQ/NSUs ; PRO- RPRMD
Optional Retirement (PNCO)	OR	Order issued when PNP personnel bows out from the police service optionally after earning 20 years of government service and compulsorily after attaining the age of 56. It indicates the effective date of retirement, number of longevity pay and account number of the retiree. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016 p 12 of 21 "Retirement Order")	RMD	Individual concerned	NHQ- DPRM for PCOs and PNCOs in NHQ/NSUs ; PRO- RPRMD
Promotion (PNCO) (REGULAR) (SPECIAL)	PR PRS	Order issued when a PNP personnel is promoted to the next higher rank after meeting the Qualification Standards (QS) of the position and passing the sequential process in regular promotion. It may be special/meritorious promotion wherein there is a waiver of QS for the heroic act done. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016, p 9 of 21)	RSD/MWD		NHQ- DPRM; PROs- RPRMD
Re-Appointment/Re-Employment	REA	Order issued to NUP with temporary status notifying them of continuous service to PNP.	NUPAD		NHQ- DPRM, NSUs and PROs
Reassignment	URA	Order issued for the transfer/movement of personnel across the organizational structure.	RSD/NUPAD		NHQ- DPRM
Replacement Clothing Allowance	RCA	Order issued for the claim of clothing allowance.	BFO		NHQ- DPRM, NSUs and PROs
Restoration to Full Duty Status	RDS	Order issued to notify the personnel to return to active duty after serving preventive measure, suspension and DFR.	DL0D		NHQ- DPRM, NSUs and PROs
Restrictive Custody	RC	Order issued as a preventive measure and also a form of punishment to personnel subjected to restriction due to offense committed as per mandate of the law. (DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016, p 13 of 21, "Restriction Order" and PNPMP-DPRM-14-01, 2014 p 328-329)	DL0D	Concerned individual	Concerned Director/ Chief
Schooling	SCH	Order issued when an individual or unit will undergo training as specified in PNP	RSD	All	NHQ-

	Circular No. 2000-005 (April 12, 2000)	personnel and offices/units concerned	DPRM; PROs-RPRMD
Secondment	SEC	RSD	NHQ-DPRM
Specialist Pay	SP	BFO	NHQ-DPRM
Step Increment	SSI	NUPAD	NHQ-DPRM
Suspension: Preventive/Punishment	SPR/SU	DL0D	NHQ-DPRM; PRO-RPRMD, PDS; and COPS
Termination of Confinement	TCONF	MWD	NHQ-DPRM, NSUs and PROs
Termination of Detail	TOD	RSD	NHQ-DPRM, NSUs and PROs
Termination of Secondment	N/A	RSD	NHQ-DPRM, NSUs and

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Transfer of Appointment	TA	Order issued to an individual/PNP personnel who will be originally appointed in the PNP and commence with the rank of PLT and PCPT. (PNPM-DPRM-14-01, NAPOLCOM MC No. 2008-006, p 175-192 and DPRM Compilation of References, Revised Doctrine on PNP Issuances 2016 p 10 of 21)	NUPAD/RSD	PROs NHQ- DPRM, NSUs and PROs
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**TABLE OF PNP ISSUANCES
LETTER ORDERS (Distribution "C")**

Transaction Type (Classification of Order)	Filing System Code	Description	Endorsing Office/Unit	Issued to	Issuing Unit
Additional Subsistence Allowance	ASA	BFO PLEASE INSERT REFERENCES	BFO	Personnel concerned	NHQ-DPRM only
Annual Physical Examination	APE	Order issued annually to police personnel age 40 years and above for the purpose of taking Physical Fitness Test (PFT).	HS	Personnel concerned	NHQ-DPRM only
Detail *SCDO	DSCDO	- Order issued to NHQ based Third-level Officers to act as Senior Command Duty Officer (SCDO) of the day indicating the schedule date of duty. - Order issued to NHQ based Second-level Officers (PLTCOL) to act as Command Duty Officer (CDO) of the day indicating the schedule date of duty.	Admin/DO	Personnel concerned	NHQ-DPRM only
*CDO	DCDO	- Order issued to PNP personnel involve in PNP Sports Program/Activity/Event in local and international scene.			
* SSU-HSS	DSSU				
Combat Duty Pay	CDP	Order issued to police personnel in the field (NOSU & PRO) granting additional monthly allowance received thru ATM.	BFO	Personnel concerned	NHQ-DPRM, NSU, NOSU, PROs
Committees/Technical Working Group (TWG)	TWG	Order issued to notify personnel of their involvement/membership to a TWG or committee.	All divisions	Personnel concerned	NHQ-DPRM
Detail Abroad/Attache'	N/A	Order issued to officially deploy personnel who will act as envoy/representative of PNP to other countries indicating the allowance and terms of stay.	RSD/PPPD/DI	Personnel concerned	NHQ-DPRM only
Flying Pay	FP	Order issued to PNP pilots indicating the amount of receivable allowance on a certain period.	BFO	Personnel concerned	NHQ-DPRM only

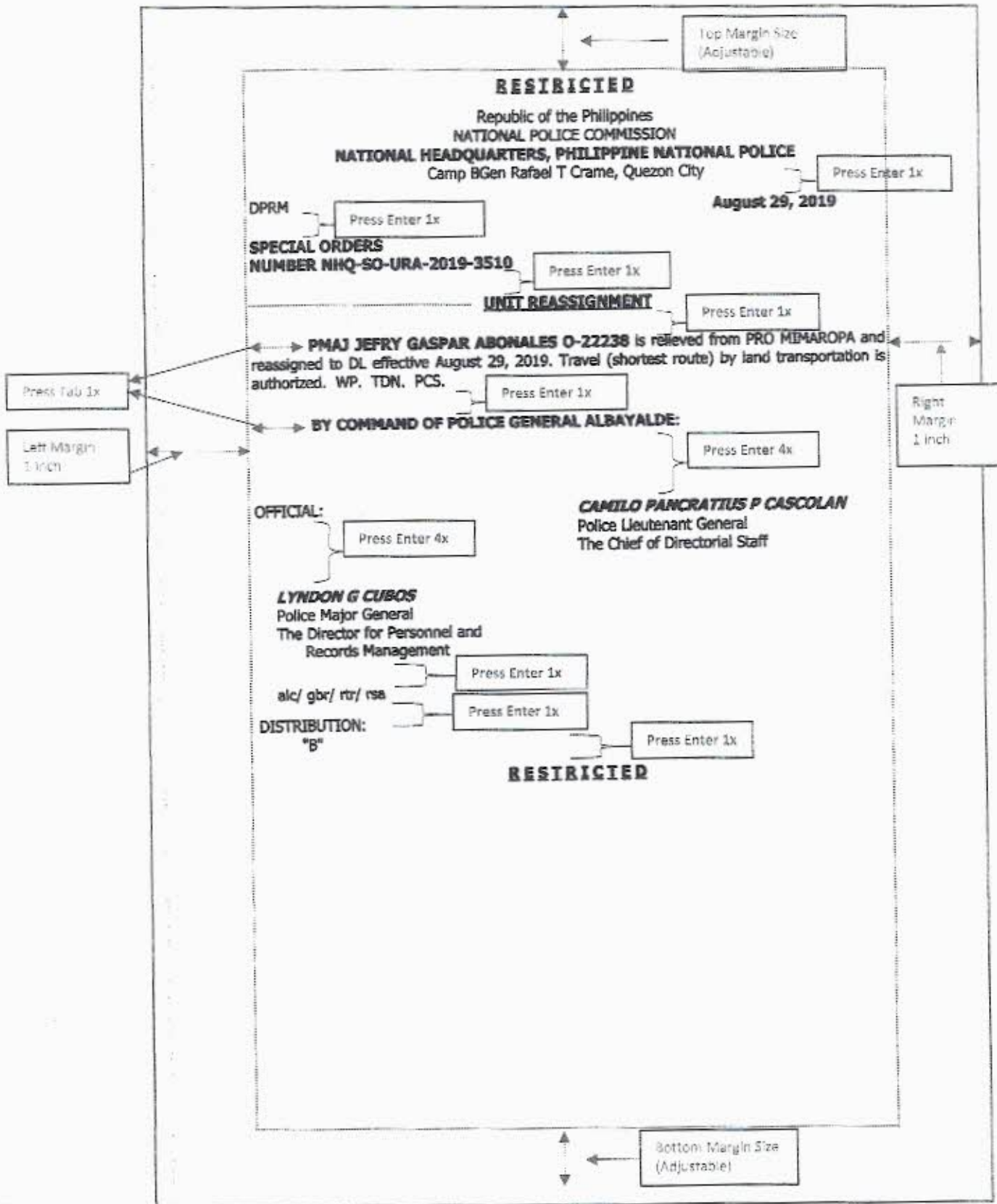
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	HPMC	Order issued granting additional allowance to NUP of PNP Crime Laboratory and Health Service.	BFO	Units and Personnel concerned	NHQ-DPRM only
Hazard Pay/Magna Carta					
Hazardous Duty Pay	HDP	Order issued granting additional allowance to police personnel in SAF, Crime Lab, Health Service, EOD/K9 on a special mission	BFO	Personnel concerned	NHQ-DPRM only
Instructors Duty Pay	IDP	Order issued granting allowance to instructors of Schoolings/Seminars/Programs among others.	BFO	Personnel concerned	NHQ-DPRM only
Occupational Speciality Pay	OSP	BFO PLEASE INSERT REFERENCES	BFO	Personnel concerned	NHQ-DPRM only
Parading Elements	PE	Order issued to personnel who shall compose the marching unit of a certain activity, event or program.	MWD	Personnel concerned	NHQ-DPRM only
Productivity Incentive Benefits	N/A	BFO PLEASE INSERT REFERENCES	BFO/RMD	Personnel concerned	NHQ-DPRM
Radiation Hazard Pay	RHP	BFO PLEASE INSERT REFERENCES	BFO	Personnel concerned	NHQ-DPRM
Representation and Transportation Allowance (RATA)	RATA	BFO PLEASE INSERT REFERENCES	BFO	Personnel concerned	NHQ-DPRM
Residency/Specialty Training	RST	The training of medical officers requiring the use of art, knowledge and science of medicine as specified in PNP Circular No. 2005-001 (Jan 28, 2005)/Circular No. 2000-007 (May 19, 2000)/ Circular No. 99-006/Circular No. 08-P PC/INP (April 10 1990)	RSD	Personnel concerned	NHQ-DPRM only
Sea Duty Pay	SDP	Order issued granting additional allowance to Maritime Group police personnel.	BFO	Personnel concerned	NHQ-DPRM only
Seminar/Training	STR	Order issued to personnel who shall attend seminar/training indicating the program title and schedule date of attendance.	RSD/ other div	Personnel concerned	NHQ-DPRM ,NSU, NOSU, PROs
Study Leave		Leave of absence granted to personnel for	RMD	Personnel	NHQ-DPRM



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