



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



MAY 15 2020.

MEMORANDUM CIRCULAR

NO: 2020-032

**RATIONALIZED POLICIES AND STREAMLINED PROCEDURES IN THE
ISSUANCE OF DL DOCUMENTS FOR PURPOSES OF
PROCESSING RETIREMENT AND SEPARATION BENEFITS USING THE
PNP LOGISTICS DATA INFORMATION AND MANAGEMENT SYSTEM (LDIMS)**

1. REFERENCES:

- a. Republic Act (RA) No. 9485 otherwise known as the "Anti-Red Tape Act of 2007";
- b. PNP MC 2014-014 dated April 28, 2014, titled "Guidelines to Ensure the Early Release of Retirement Pay, Pensions, Gratuities, and Other Benefits of Retiring PNP Personnel";
- c. DL Circular No. 002-02 dated February 14, 2002 with subject "Procedures to be followed in Requesting for Relief from Property Accountability";
- d. Memo for TDL dated February 6, 2019 with subject "Proposed PNP Logistics Data Information and Management System"; and
- e. Memo from TADL dated July 25, 2016 with subject "Proposed Streamlining in the Processing of DL Clearance with Property Accountability/ies."

2. RATIONALE:

One of the Chief, PNP's Focus Directives is to uphold the welfare of all PNP personnel by ensuring the expeditious processing and timely release of retirement and separation benefits that are rightly due to the retiring PNP personnel; or beneficiaries of those posthumously retired or posthumously separated; or those personnel whose service from the PNP had been severed, in reciprocation for their dedicated years of active service in the PNP.

At the same time, compliance with this Focus Directive should be balanced with the obligation of the PNP to safeguard the interests of the government by exacting liability on accountable uniformed and non-uniformed personnel for the corresponding money value of PNP equipment which may have been lost, damaged, or deteriorated while under their custody, care, or safekeeping.

AUTHENTICATED BY:

This Focus Directive can be achieved by adopting rationalized policies and streamlined procedures in the issuance of necessary documentary requirements – chief of which is the appropriate Directorate for Logistics Department to support claims

REX B. ANTARAY
Administrative Officer

for retirement and separation benefits by taking advantage of automated information and management systems that will not only minimize the bureaucratic red tape but also deter commission of graft and corrupt practices such as fixing.

3. SITUATION:

Retiring PNP personnel, including beneficiaries of those who were posthumously retired or posthumously separated, are required to submit individual folders with complete documentary requirements in order to process claims for retirement and separation benefits. One of these necessary documentary requirements is the DL Document which may indicate either outstanding property accountabilities or property accountability clearance. Similarly, a DL Document is required in order to process the claims for retirement and separation benefits of PNP personnel who filed for resignation, were attrited or dismissed from the service, were dropped from rolls or went on Absence without Official Leave (AWOL).

Although the PNP DL already endeavored to streamline its DL Clearance System in CY 2017, it has been observed that the process flowchart and timelines in the procedure for the issuance of DL Documents still need to be streamlined, to ensure the prompt release of the appropriate DL Document to the foregoing PNP personnel or their beneficiaries. Further, any issued DL Document should contain reliable data as to the existence or non-existence of property accountabilities.

Towards this end, the DL, jointly with the PNP Information Technology Management Service (ITMS), developed the PNP Logistics Data Information and Management System (LDIMS), a central database of comprehensive information on all PNP equipment, designed to generate real-time accurate data and reports on equipment status, including those which have been issued to all PNP personnel throughout their PNP service. Hence, DL and other appropriate National Support Units (NSUs) and police offices/units can use the PNP LDIMS and rely on its automated system features to serve as bases in the issuance of either certificates of property accountabilities or property accountability clearances.

4. PURPOSES:

This Memorandum Circular (MC) provides for the rationalized policies and streamlined procedures in the issuance of DL Documents for purposes of processing the retirement and separation benefits of retiring PNP personnel, or of beneficiary/ies of those posthumously retired or posthumously separated, using the LDIMS.

These streamlined procedures will also be observed in the case of PNP personnel who filed for resignation, were attrited or dismissed from the service, went on AWOL, were dropped from rolls, or otherwise separated from active PNP service.

At the same time, this MC seeks to ensure that appropriate property accountability of PNP uniformed and non-uniformed personnel found liable for incurring property loss, damage, or deterioration will be enforced.

With the integration of the issuance of DL Documents in the PNP LDIMS, the PNP aims to improve efficiency, effectiveness, and timeliness in the processing

AUTHENTICATED BY:

REX T. MONTAPAY

Police Lieutenant Colonel

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and release of retirement and separation benefits and deter the commission of graft and corrupt practices.

5. DEFINITION OF TERMS:

- a. **Affidavit of Willingness to Pay** – refers to a duly notarized written statement wherein the retiring PNP personnel; or his/her beneficiary/ies; or those whose service from the PNP had been severed, as the case may be, affirm their willingness to settle PNP property accountabilities, in cash, and authorize the PNP to deduct the corresponding money valuation costs from the retirement and separation benefits;
- b. **Beneficiary/ies** – refer to the person/s who are qualified and entitled under applicable laws, rules and regulations to receive or otherwise gain advantage of the retirement and separations benefits that are rightly due to a PNP personnel who had either been posthumously retired or posthumously separated;
- c. **Board of Survey (BOS)** – refers to the group of PNP personnel created under DL Circular No. 002-02 dated February 14, 2002 and tasked to conduct investigation on property loss, damage, or deterioration; evaluate the surrounding circumstances thereof; and determine the extent of liability of the accountable PNP personnel;
- d. **Clearance Application User's Manual** – refers to the document containing technical information, guidance, and instructions on the PNP LDIMS to be used by the Supply Accountable Officers (SAOs) and Responsible Supply PNCOs (RSPNCOs) in processing retirement and separation benefits with the end view of facilitating issuance of the appropriate DL Document;
- e. **DL Documents** – refer to the documents issued by DL to the retiring PNP personnel; or his/her beneficiary/ies; or those whose service from the PNP had been severed which could be any of the following:
 - 1) **Property Accountability Clearance (PAC)** - the DL document expressly stating that the retiring PNP personnel; or those posthumously retired or posthumously separated; or the personnel whose service from the PNP had been severed are cleared from any property accountability; or
 - 2) **Certificate of Property Accountability (CPA)** – the DL document certifying existing property accountability/ies together with the corresponding money valuation costs to be deducted from the retirement and separation benefits.
- f. **Logistics Officer** – refers to such PNP personnel designated as Chief Regional Logistics and Development Division (RLRDD); Chief, Logistics Division; or Chief, Logistics Section/Logistics Management Section of NSUs, to include other heads of logistics offices/units in the PNP, who is primarily tasked with the duty and responsibility of taking custody and

AUTHENTICATED BY:


REX T. SANTAPAY
Police Lieutenant Colonel
Administrative Officer

care of PNP properties and ensuring safekeeping and maintenance thereof;

- g. **Personnel Whose Service from the PNP had been Severed** – refer to PNP uniformed or non-uniformed personnel who have been separated from the PNP and who are no longer, or will no longer, be in active PNP service for reasons, such as but not limited to: resignation, attrition, dismissal, being on AWOL or dropped from rolls, and who applied for the processing of retirement and separation benefits as may be allowed by applicable laws, rules and regulations;
- h. **PNP Equipment** – refer to items, articles, tools, implements, devices, assets, machineries, facilities, and other physical or materiel resources or properties purchased out of government funds, or donated by local or foreign government and non-government institutions, or acquired through any means, which are intended to enable the performance of PNP administrative and operation mandates and functions;
- i. **PNP Logistics Data Information and Management System (LDIMS)** – refers to the automated logistics data information and management system of the PNP designed to effectively and efficiently track, monitor, and evaluate the status of various PNP equipment;
- j. **Responsible Supply PNCOs (RSPNCOs)** – refer to qualified Police Non-Commissioned Officers (PNCOs) whose duties and functions, as approved by the head of the office, primarily consist of assisting Supply Accountable Officers (SAO) in the performance of their designated duties and functions for property custodianship;
- k. **Retiring PNP Personnel** – refer to all uniformed or non-uniformed personnel of the PNP who are applying for compulsory or optional retirement from the PNP service, to include those whose service in the PNP had been severed by reason of posthumous retirement or posthumous separation;
- l. **Retirement and Separation Benefits** – refer to the retirement pay or separation pay, pensions, gratuities and all other retirement or separation benefits, such as the monetized leave credits, that are rightly due to the retiring PNP personnel, or beneficiary/ies of those posthumously retired or posthumously separated, or those personnel whose service from the PNP had been severed;
- m. **Supply Accountable Officers (SAOs)** – refer to qualified non-uniformed personnel whose duties and functions, as approved by the head of the office, permit or require them to possess various government properties, take custody and care thereof, and ensure safekeeping and to render account to the Commission on Audit; and
- n. **Unit Property Accountability Document (UPAD)** – refers to the document issued by the office/unit of last assignment of the retiring PNP personnel; or those posthumously retired or posthumously separated; or

AUTHENTICATED BY:

REX S. SANTAPAY
Police Lieutenant Colonel
Administrative Officer

the personnel whose service from the PNP had been severed and by other appropriate NSUs where property accountabilities may or may not exist, such as, but not limited to, the Logistics Support Service (LSS); Communications and Electronics Service (CES); Engineering Service (ES); Firearms and Explosive Office (FEO) of the Civil Security Group (CSG); and Headquarters Support Service (HSS), wherein said document either:

- 1) states that the retiring PNP personnel; or those posthumously retired or posthumously separated; or the personnel whose service from the PNP had been severed is cleared from any property accountability in said office/unit or NSU; or
- 2) certifies the existing property accountability/ies together with the corresponding money valuation costs to be deducted from the retirement and separation benefits.

6. GUIDELINES:

a. General Guidelines:

- 1) It is the policy of the PNP to ensure the timely and expeditious processing and release of retirement and separation benefits of retiring PNP uniformed and non-uniformed personnel; beneficiary/ies of those posthumously retired or posthumously separated; and those whose service from the PNP had been severed;
- 2) The PNP acknowledges that the multi-faceted duties and responsibilities of uniformed and non-uniformed personnel permit or require them to possess or take custody of various PNP equipment, the care, maintenance, and safekeeping of which fall under their respective property accountability, in conformity with applicable laws, rules, and regulations;
- 3) Accountable uniformed and non-uniformed personnel shall be liable for the corresponding money value of the PNP equipment in their custody and care or under their safekeeping in cases of loss attributable to their fault or negligence, improper use, unauthorized use, or misapplication thereof, either by themselves or by any person for whose acts they may be responsible;
- 4) In case the concerned PNP uniformed or non-uniformed personnel, or his/her beneficiary/ies, intend to settle the accountability, in cash, for incurred property loss, the corresponding cost based on the prescribed PNP updated valuation may be deducted from the retirement and separation benefits;
- 5) As far as practicable, in order to expedite procedures and eliminate the commission of graft and corrupt practices such as fixing, the PNP adopts an office-to-office policy in the processing of claims for retirement and separation benefits and issuance of necessary documentary requirements such as the DL Documents. For this

AUTHENTICATED BY:


REX T. SONTAPAY
Police Lieutenant Colonel
Administrative Officer

purpose, the PNP Liaison System shall be utilized. As a matter of policy, no Special Power of Attorney shall be entertained, except in meritorious instances; where the PNP Liaison System cannot accommodate; and only limited in cases where the representative is a relative of the principal within the third degree of consanguinity or affinity;

- 6) The PNP does not tolerate or condone the practice of seeking or offering services that will facilitate speedy completion of processing claims or issuance of necessary documentary requirements, whether or not in exchange for pecuniary gain or any other advantage or consideration;
- 7) After turning in all issued PNP equipment to their respective SAOs/RSPNCOs, retiring PNP personnel, and those whose service from the PNP had been severed, who have been cleared from any property accountability, need not personally process their claims. Likewise, beneficiaries of those who have been posthumously retired or posthumously separated need not personally process their claims, if the deceased PNP personnel had been cleared from any property accountability;
- 8) The personal appearance of PNP Personnel with property accountabilities shall be required before their respective SAOs/RSPNCOs or the BOS under the following circumstances:
 - a) During the turn-in of any issued PNP equipment;
 - b) During the conduct of Board of Survey proceedings; and
 - c) During submission of Affidavit of Willingness to Pay.
- 9) Once they have already turned in their issued firearms, retiring PNP uniformed personnel assigned in operating units should, as far as practicable, be designated to perform administrative tasks or functions;
- 10) The uploaded DL Documents shall be issued and released through the concerned PNP offices/units from NHQ down to MPS; and
- 11) Upon effectivity of this MC, application for issuance of DL Documents, not coursed through the PNP LDIMS, shall no longer be accepted or entertained.

b. Tasks:

- 1) DL
 - a) Oversee the development of the PNP LDIMS, particularly the DL Clearance Module;

b) Supervise and monitor the implementation of this MC;

AUTHENTICATED BY:

REX T. BONTAPAY

Police Lieutenant Colonel
Administrative Officer

- c) Monitor the result of BOS conducted by concerned PNP office/unit;
 - d) Consolidate and evaluate all UPAD submitted and uploaded in the PNP LDIMS, during Phase 1 implementation;
 - e) Supervise and monitor the full integration of all information relative to all PNP equipment of all PNP offices/units into the PNP LDIMS, in preparation for Phase 2 implementation;
 - f) Issue and upload the appropriate DL Documents, after verification with the PNP LDIMS, and within the prescribed period provided in this MC;
 - g) Submit copy of appropriate PAC to PRBS, within the prescribed period provided in this MC; and
 - h) Perform other tasks, as directed.
- 2) DPRM
- a) Issue the Retirement Orders of the retiring PNP personnel at least nine (9) months prior to the retirement date;
 - b) Ensure the continued operation of the PNP PAIS; and
 - c) Perform other tasks, as directed.
- 3) PRBS
- a) Consolidate all DL Documents, particularly the PAC, uploaded to the PNP LDIMS;
 - b) Ensure that retirement and separation benefits are timely processed accordingly; and
 - c) Perform other tasks, as directed.
- 4) Logistics Officers
- a) Supervise and monitor their respective SAOs/RSPNCOs in the implementation of this MC in their respective offices/units;
 - b) Ensure the full integration of all information relative to all PNP equipment in their respective PNP offices/units into the PNP LDIMS, in preparation for Phase 2 implementation; and
 - c) Perform other tasks, as directed.
- 5) SAOs/RSPNCOs
- a) Issue and upload UPAD, within the prescribed period provided in this MC;

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REX T. MONTAPAY

Police Lieutenant Colonel

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- b) Use the Clearance Application User's Manual as reference in implementing this MC in their respective PNP offices/units; (**Annex "C"**)
 - c) Submit to DL a monthly report on the consolidated UPAD issued and uploaded to the PNP LDIMS;
 - d) Immediately release DL Documents upon receipt; and
 - e) Perform other tasks, as directed.
- 6) LSS; CES; ES; FEO of the CSG; HSS; and Other Appropriate NSUs
- a) Issue and upload their respective UPAD, indicating either the existence or non-existence of property accountability/ies, within the prescribed period provided in this MC; and
 - b) Perform other tasks, as directed.
- 7) RD, PROs and D,NSUs
- a) Convene BOS and conduct investigation on the loss of the PNP equipment, evaluate the surrounding circumstances thereof; and determine the extent of accountability of the retiring PNP personnel, and submit a Resolution within two (2) months to determine the corresponding money valuation costs;
 - b) Upload the result of BOS in the PNP LDIMS;
 - c) Notify the retiring PNP personnel the result of BOS;
 - d) If warranted, file appropriate administrative and criminal cases against the retiring PNP personnel; and
 - e) Perform other tasks, as directed.

7. PROCEDURES:

The streamlined procedures under this MC shall be implemented in two Phases (**Annex "A-1"** and **Annex "A-2"**):

- a. **Phase 1 "Uploading System"** - Under this system, all PNP units/offices shall upload their respective UPAD in the PNP LDIMS to serve as bases in the processing of the appropriate DL Document. The pertinent requirements and procedures are as follows:
 - 1) For retiring PNP personnel – At least nine (9) months prior to the retirement date, the Directorate for Personnel and Records Management (DPRM) shall issue the Retirement Orders, indicating the updated contact number of the retiring PNP personnel, through the PNP Personnel Accounting and Information System (PAIS);

AUTHENTICATED BY:

REX T. SONTAPAY

Police Lieutenant Colonel

Administrative Officer

- 2) At least seven (7) months prior to the retirement date, the concerned SAOs/RSPNCOs of the office/unit of last assignment of the retiring PNP personnel shall issue the office/unit UPAD and upload it to the PNP LDIMS. Appropriate NSUs where the retiring PNP personnel may or may not have property accountabilities, such as, but not limited to, the LSS; CES; ES; FEO of the CSG; and HSS shall also upload their respective issued UPAD to the PNP LDIMS;
- 3) The DL shall immediately verify the details indicated in the uploaded UPADs. After verification, and at least six (6) months prior to the retirement date, DL shall issue any of the two (2) types of DL Documents, as follows:
 - a) When the retiring PNP personnel has no property accountability:
 - (1) DL shall issue the Property Accountability Clearance or PAC expressly stating that the retiring PNP personnel is "Cleared from any Property Accountability" and upload it to PNP LDIMS;
 - (2) Once uploaded to PNP LDIMS, the PAC will be readily available to requesting office/unit's Clearance Dashboard. Respective SAOs/RSPNCOs shall release the PAC to the retiring PNP personnel;
 - (3) DL shall submit original copy of the PAC to the PNP Retirement and Benefits Administration Service (PRBS); and
 - (4) DL shall notify the retiring PNP personnel, through Short Message Service (SMS), that the PAC clearing him from any property accountability has been uploaded in the PNP LDIMS and can be claimed from his/her last office/unit assignment.
 - b) When the retiring PNP personnel has existing property accountability/ies:
 - (1) DL shall issue the Certificate of Property Accountability or CPA certifying therein the exiting property accountability/ies of the retiring PNP personnel together with the corresponding money valuation costs to be deducted from the retirement and separation benefits and upload it to the PNP LDIMS;
 - (2) DL shall direct the concerned BOS to convene, conduct investigation on the loss of the PNP equipment, evaluate the surrounding circumstances thereof, and determine the extent of accountability of the retiring PNP personnel, and

AUTHENTICATED BY:
REX Y. SONTAPAY
Police Lieutenant Colonel
Administrative Officer

submit a Resolution within two (2) months to determine the corresponding money valuation costs;

- (3) DL shall notify the retiring PNP personnel, through SMS, regarding his/her existing property accountability/ies as well as the conduct of BOS investigation and advise him/her to personally appear during the conduct of BOS proceedings;
 - (4) Upon submission of the BOS Resolution from concerned PNP offices/unit, through the PNP LDIMS, which determined that the retiring PNP personnel is accountable for the corresponding money valuation costs for the property loss, DL shall require him/her to submit a duly notarized Affidavit of Willingness to Pay wherein he/she affirms willingness to settle his/her PNP property accountabilities, in cash, and authorizes the PNP to deduct the corresponding money valuation costs from the retirement and separation benefits; (**Annex "B-1"** or **Annex "B-2"**)
 - (5) Upon proof of personal submission of Affidavit of Willingness to Pay, and uploading of such Affidavit in the PNP LDIMS, DL shall issue the Property Accountability Clearance or PAC, as replacement, expressly stating that the retiring PNP personnel is "Cleared from any Property Accountability, Subject to the Actual Deduction of the Corresponding Money Valuation Costs from the Retirement and Separation Benefits", and upload the PAC to PNP LDIMS;
 - (6) Once uploaded to PNP LDIMS, the PAC will be readily available to requesting office/unit's Clearance Dashboard. Respective SAOs/RSPNCOs shall release the PAC to the retiring PNP personnel;
 - (7) DL shall submit original copy of the PAC to PRBS;
 - (8) DL shall notify the retiring PNP personnel, through Short Message Service (SMS), that the PAC clearing him from any property accountability has been uploaded in the PNP LDIMS and can be claimed from his/her last office/unit assignment; and
 - (9) If warranted, DL shall recommend to concerned PNP offices/units to file appropriate administrative and criminal cases against the retiring PNP personnel.
- b. **Phase 2 "Full Integration System"** - Under this system, all PNP units/offices shall upload in the PNP LDIMS all information relative to all their PNP equipment, including those issued to all their PNP

AUTHENTICATED BY:

REX T. SANTAPAY

Police Lieutenant Colonel
Administrative Officer

uniformed and non-uniformed personnel, to be fully integrated into the system and serve as bases in the processing of the appropriate DL Document. The pertinent requirements and procedures are as follows:

- 1) For retiring PNP personnel – At least nine (9) months prior to the retirement date, the DPRM shall issue the Retirement Orders, indicating the updated contact number of the retiring PNP personnel, through the PNP PAIS;
- 2) Immediately upon uploading of the Retirement Orders and verification from PNP LDIMS, DL shall issue any of the two (2) types of DL Documents, at least seven (7) months prior to the retirement date, as follows:
 - a) When the retiring PNP personnel has no property accountability:
 - (1) DL shall issue the Property Accountability Clearance or PAC expressly stating that the retiring PNP personnel is "Cleared from any Property Accountability" and upload it to PNP LDIMS;
 - (2) Once uploaded to PNP LDIMS, the PAC will be readily available to requesting office/unit's Clearance Dashboard. Respective SAOs/RSPNCOs shall release the PAC to the retiring PNP personnel;
 - (3) DL shall submit original copy of the PAC to PRBS; and
 - (4) DL shall notify the retiring PNP personnel, through Short Message Service (SMS), that the PAC clearing him from any property accountability has been uploaded in the PNP LDIMS and can be claimed from his/her last office/unit assignment.
 - b) When the retiring PNP personnel has existing property accountability/ies:
 - (1) DL shall issue the Certificate of Property Accountability or CPA certifying therein the exiting property accountability/ies of the retiring PNP personnel together with the corresponding money valuation costs to be deducted from the retirement and separation benefits and upload it to the PNP LDIMS;
 - (2) DL shall direct the concerned BOS to convene, conduct investigation on the loss of the PNP equipment, evaluate the surrounding circumstances thereof; and determine the extent of accountability of the retiring PNP personnel,

AUTHENTICATED BY:


REX T. SANTAPAY
Police Lieutenant Colonel
Administrative Officer

and submit a Resolution within two (2) months to determine the corresponding money valuation costs;

- (3) DL shall notify the retiring PNP personnel, through SMS, regarding his/her existing property accountability/ies as well as the conduct of BOS investigation and advise him/her to personally appear during the conduct of BOS proceedings;
- (4) Upon submission of the BOS Resolution from concerned PNP offices/unit, through the PNP LDIMS, which determined that the retiring PNP personnel is accountable for the corresponding money valuation costs for the property loss, DL shall require him/her to submit a duly notarized Affidavit of Willingness to Pay wherein he/she affirms willingness to settle his/her PNP property accountabilities, in cash, and authorizes the PNP to deduct the corresponding money valuation costs from the retirement and separation benefits; (**Annex "B-1"** or **Annex "B-2"**)
- (5) Upon proof of personal submission of Affidavit of Willingness to Pay, and uploading of such Affidavit in the PNP LDIMS, DL shall issue the Property Accountability Clearance or PAC, as replacement, expressly stating that the retiring PNP personnel is "Cleared from any Property Accountability, Subject to the Actual Deduction of the Corresponding Money Valuation Costs from the Retirement and Separation Benefits", and upload the PAC to PNP LDIMS;
- (6) Once uploaded to PNP LDIMS, the PAC will be readily available to requesting office/unit's Clearance Dashboard. Respective SAOs/RSPNCOs shall release the PAC to the retiring PNP personnel;
- (7) DL shall submit original copy of the PAC to PRBS;
- (8) DL shall notify the retiring PNP personnel, through Short Message Service (SMS), that the PAC clearing him from any property accountability has been uploaded in the PNP LDIMS and can be claimed from his/her last office/unit assignment; and
- (9) If warranted, DL shall recommend to concerned PNP offices/units to file appropriate administrative and criminal cases against the retiring PNP personnel.

AUTHENTICATED BY:

REX TONTAPAY
Police Lieutenant Colonel
Administrative Officer

8. PENALTY CLAUSE:

Any violation of the provisions of this MC may be a ground for an administrative charge of Grave Misconduct pursuant to NAPOLCOM MC 2016-002 or the 2017 Revised Rules on Administrative Cases in the Civil Service (RRACCS).

9. REPEALING CLAUSE:

All provisions of existing circulars and other issuances inconsistent with this MC are hereby deemed repealed or modified accordingly.

10. EFFECTIVITY:

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

Distribution:

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ARCHIE FRANCISCO F GAMBOA
Police General
Chief, PNP

CPNP LRA 20 S081697



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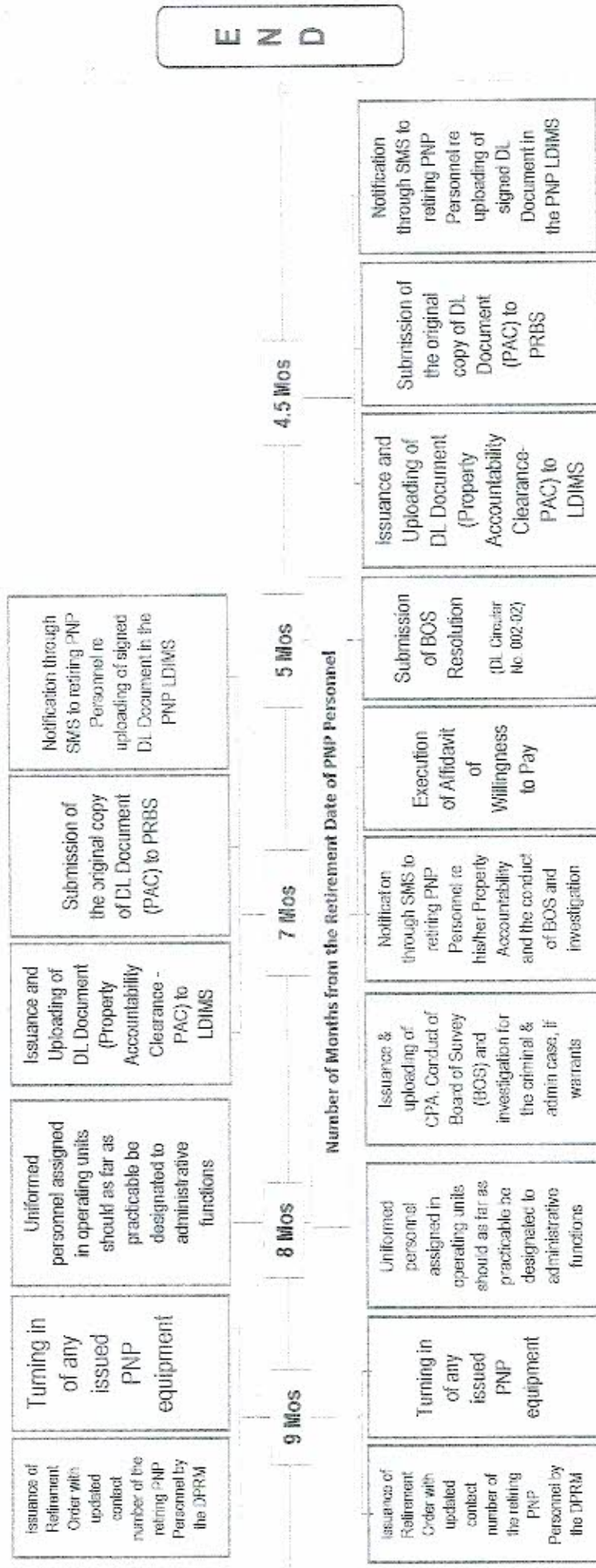
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AUTHENTICATED BY:

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REX T. SANTAPAY
Police Lieutenant Colonel
Administrative Officer

Phase 2 (when LDIMS is fully implemented at all levels)
 Flowchart with Timeline in the Streamlined Issuance of DL Clearance Using the PNP LDIMS

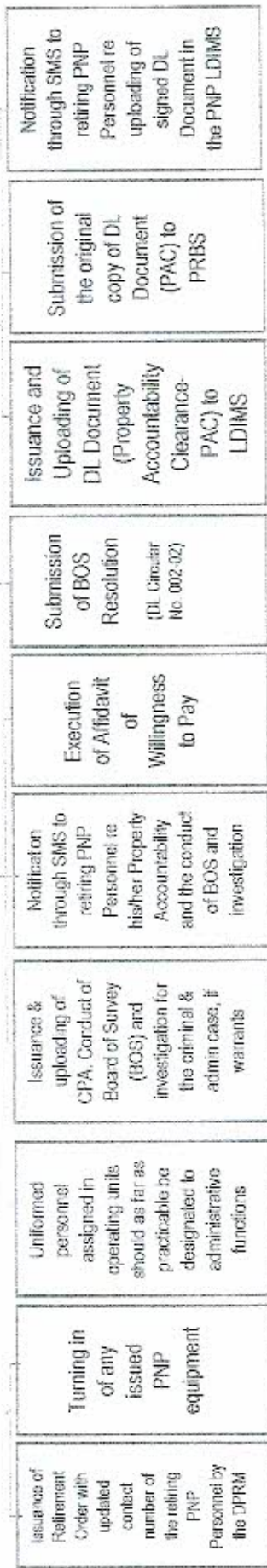
(For Retiring PNP Personnel without Property Accountability)



E N D

S T A R T

(For Retiring PNP Personnel with Property Accountability)



AUTHENTICATED BY:
 REX T. MONTAPAY
 Police Lieutenant Colonel
 Administrative Officer