



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 18, 2020

**PNP MEMORANDUM CIRCULAR**  
**NO. 2020-033**

**GUIDELINES AND PROCEDURES IN ENSURING LOT READINESS  
PRIOR TO UTILIZATION OF PNP LOTS AND/OR CONSTRUCTION OF  
PNP INFRASTRUCTURE PROJECTS**

**1. REFERENCES:**

- a. Republic Act (RA) No. 9184 otherwise known as the "Government Procurement Reform Act" dated January 10, 2003 and its 2016 Revised Implementing Rules and Regulations (IRR);
- b. Presidential Decree (PD) No. 1096 otherwise known as "The National Building Code of the Philippines" dated February 19, 1977;
- c. Joint Circular No. 1 of the Department of Budget and Management (DBM) and Department of Public Works and Highways (DPWH) dated October 20, 2016 titled: "Guidelines on the Rehabilitation or Construction of Government Buildings/Office Space and the Acquisition or Outright Purchase of Lot and Building";
- d. DPWH Department Order No. 37 dated January 25, 2016 with Subject: Policies and Guidelines on the Testing of Bored Piles for Infrastructure Projects;
- e. Geohazard Mapping and Assessment Program of the Mines and Geosciences Bureau (MGB) of the Department of Environment and Natural Resources (DENR) and the Philippine Institute of Volcanology and Seismology (PHIVOLCS) of the Department of Science and Technology (DOST);
- f. PNP Memorandum Circular No. 2016-018 titled: "Guidelines for Unit Commanders in Proposing Programs, Projects, and Activities for Inclusion in the Development Program of the Local Government Unit" dated April 20, 2016;
- g. PNP Memorandum Circular No. 2012-008 titled "Revised Guidelines and Policies on Programming of Funds and Implementation of PNP Infrastructure Projects" dated July 23, 2012;
- h. NHQ DL Standard Operating Procedure No. 2007-02, titled: "Procedures and Guidelines in Accepting Donated Lots and Establishing Priority Lots for Titling in the Name of the PNP" dated August 13, 2007;
- i. NHQ DL Circular No. 2002-05 titled: "Acquisition and Management of PNP Real Estate Properties and Reservations" dated March 25, 2002;
- j. NHQ PNP Letter of Instruction (LOI) "TITULO" dated August 14, 1998; and
- k. PNPES Action Plan to "OPERATION SILIP" dated July 01, 2013.

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## 2. RATIONALE:

This PNP Memorandum Circular (MC) provides the guidelines and procedures in ensuring the full readiness of lots titled in the name of the PNP or lots that the PNP is legally allowed to acquire through different modes of acquisition, prior to utilization thereof and/or construction of PNP infrastructure projects thereon.

## 3. SITUATION:

In order to enhance the performance of police mandate, improve the responsiveness of the PNP in delivering law enforcement functions and public safety services, and promote partnership with the community, the PNP has embarked on a massive program to construct standard police infrastructures nationwide, to include police stations and other PNP facilities. This massive construction program is in line with the current thrust of the administration to jumpstart a "Golden Age of Infrastructure Development" in the country under the banner: "*Ambisyon Natin 2040: Matatag, Maginhawa at Panatag na Buhay Para sa Lahat*", or more popularly known as the "*Build, Build, Build*" Program.

At present, out of the 1,766 standard Police Station buildings that need to be constructed nationwide, there are still 418 Police Station buildings that have not been constructed yet, due to numerous challenges in the PNP Infrastructure Program. One of these challenges relates to the belated discovery of issues on specific lot locations that need to be resolved prior to the utilization of such lots and/or construction of PNP infrastructure projects thereon, such as but not limited to: uncertain lot boundaries, poor soil condition, geohazard/environmental hazards, conflicts on easement, road right-of-way problems, or presence of security threat groups within the location.

With the expected increase in the annual funding for the construction of PNP infrastructure projects, there is a need to ensure full readiness of all PNP lots on which construction will be made, in order to ensure judicious use of funds.

## 4. PURPOSE:

This MC aims to provide the guidelines and procedures in ensuring the full readiness of lots titled in the name of the PNP or lots that the PNP is legally allowed to acquire through different modes of acquisition, prior to utilization thereof and/or construction of PNP infrastructure projects thereon.

## 5. DEFINITION OF TERMS:

- a. Annual Operations Plans and Budget (AOPB) – refers to the documents that PNP units are required to prepare in line with the budgeting process.
- b. Annual Procurement Plan (APP) – refers to the consolidated PPMPs which is a requisite document under RA No. 9184 that the PNP regularly prepares to reflect all necessary information on the entire procurement

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activities to be undertaken within a calendar year, to include civil works and other PNP construction projects.

- c. Certificate of Lot Readiness (CLR) – refers to the document issued by appropriate PNP authorities, after favorable outcomes from the mandatory lot readiness activities required under this MC have been secured, as a prerequisite prior to planning for construction of PNP buildings, facilities, and structures; programming of funds for such construction; inclusion in the PPMP; and consolidation in the APP; procurement of civil works; or implementation of PNP infrastructure projects.
- d. Geohazard/Environmental Hazard – refer to naturally occurring phenomena that pose danger to the human lives and government properties such as buildings, infrastructures, and facilities, to include ground rupture, liquefaction, earthquake-induced landslide, rain-induced landslide, flooding, storm surge, volcanic eruption, tsunami, and the like.
- e. Geohazard/Environmental Hazard Assessment Certification – refers to the document issued by competent government agencies certifying either the safety of a specific lot location against geohazard/environmental hazard or its susceptibility to:
  - 1) rain-induced landslide and flooding - issued by the DENR-MGB; or
  - 2) volcanic eruption, ground rupture, liquefaction, earthquake-induced landslide, storm surge, and tsunami - issued by PHIVOLCS, DOST.
- f. Geotechnical Analysis Report – refers to the document reporting the results of geotechnical investigation and analysis performed by technical personnel, usually geotechnical engineers, engineering geologists, or materials engineers, and indicating information on the physical and geotechnical properties of soil, rock, and other materials in a specific lot location, to design earthworks and foundations for proposed structures and for repair of distress to earthworks and structures caused by subsurface conditions.
- g. PNP Infrastructure Projects – refer to the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of PNP buildings, facilities, structures, or other civil works and other related PNP construction projects.
- h. PNP Lots – lots titled in the name of the PNP or lots that the PNP is legally allowed by applicable laws, rules, and regulations to acquire through different modes of acquisition under NHQ DL Circular No. 2002-05 dated March 25, 2002 and upon which PNP infrastructure projects are proposed to be constructed.
- i. Project Procurement Management Plan (PPMP) – refers to the plan prepared by different PNP offices/units, containing their respective

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specific programs/activities/projects (PAPs), which are consolidated to form PNP APP.

- j. Soil Bearing Capacity Test Result – refers to the document issued after conducting mandatory test, using parameters set by the National Structural Code of the Philippines (NSCP), which indicates the determination of allowable soil bearing capacity of a specific lot location to be used as reference for foundation design and to support the load intended to be applied on the ground.
- k. Special Purpose Infrastructure – refer to related crucial PNP structures, other than Police Stations, such as but not limited to ports and harbors, hangars, boat houses, dry dock stations, ammo dumps, warehouses, motor pool sites, and landing sites
- l. Technical Survey Report – refers to the document provided by a geodetic engineer after conducting services, such as but not limited to, relocation, subdivision, segregation, and topographic survey, for the purpose of delineating on the ground the metes and bounds of PNP lots and determining topography which will serve as basis for the preparation of the foundation for PNP infrastructure projects.
- m. Threat Assessment Result – refers to the document reporting the results of an evaluation of existing or potential threats to security posed within a territory or locality, an area or jurisdiction, by groups such as, but not limited to, communist insurgents, Islamic jihadists or extremists, or criminal gangs to include assessment of threat group assets measured in terms of intent, capability, history, and current targets for armed offensive actions.

## 6. GUIDELINES:

- a. General Guidelines:
  - 1) The following lot readiness activities will be mandatorily conducted in all PNP lots prior to programming of funds for the construction of PNP buildings, facilities, structures, procurement of civil works, or implementation of PNP infrastructure projects:
    - a) Threat Assessment;
    - b) Technical Survey;
    - c) Geohazard/Environmental Hazard Assessment;
    - d) Geotechnical Analysis;
    - e) Soil Bearing Capacity Test; and
    - f) Securing Road Right-of-Way Clearance

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- 2) Planning for the construction of PNP infrastructure projects and the programming of funds therefor shall commence only after the issuance of appropriate Certificates of Lot Readiness.
  - 3) The Certificate of Lot Readiness shall be issued only after securing favorable outcomes in the following:
    - a) Threat Assessment Result;
    - b) Technical Survey Report;
    - c) Geohazard/Environmental Hazard Assessment Certification;
    - d) Geotechnical Analysis Report;
    - e) Soil Bearing Capacity Test Result; and
    - f) Road Right-of-Way Clearance
  - 4) ES shall ensure due consideration of all the outcomes of the foregoing lot readiness activities, in developing comprehensive plans and suitable designs for appropriate resilient PNP buildings, facilities, structures, civil works, and other PNP infrastructure projects, prior to inclusion in the PPMP and consolidation in the APP.
  - 5) The judicious use of PNP funds, materials, and other resources shall be strictly observed at all times.
  - 6) In the case of PNP lots intended for the construction of special purpose infrastructures, specific lot readiness activities required by other concerned government agencies shall be complied with, in addition to the requirements set forth under this MC.
  - 7) On a case-to-case basis, donated lots with lesser lot areas compared to the required PNP lot areas for the different standard police stations, under PNP MC. 2012-008, may be accepted, subject to the approval of the CPNP. In which case, ES shall develop appropriate plans and designs for the PNP buildings, facilities, structures, civil works, or other PNP infrastructure projects proposed to be constructed thereon, taking into consideration its susceptibility and ensuring safety against geohazard/environmental hazards.
- b. Responsibilities
- 1) TDL:
    - a) Act as the over-all supervisor in the implementation of this MC;
    - b) Identify all lots titled in the name of the PNP and lots legally acquired by the PNP through different modes of acquisition, including those covered with Absolute Deeds of Donation and

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Sangguniang Bayan/Sangguniang Panlalawigan Resolution in favor of the PNP upon which PNP infrastructure projects are proposed to be constructed;

- c) Determine the amount of funds necessary to support lot readiness activities for inclusion in the AOPB; and
  - d) Perform other tasks as directed.
- 2) TDC:
- a) Ensure the allocation/programming of PNP funds for the conduct of lot readiness activities; and
  - b) Perform other tasks as directed.
- 3) D, ES:
- a) Act as the implementing arm of DL in the implementation of this MC;
  - b) Ensure that the mandatory lot readiness activities required under this MC are conducted;
  - c) Develop appropriate plans and designs for the PNP buildings, facilities, structures, civil works, or other PNP infrastructure projects proposed to be constructed on donated lots with lesser lot areas compared to the required PNP lot areas for the different standard police stations; and
  - d) Perform other tasks as directed.
- 4) All RD, PROs:
- a) Conduct inventory of all lots titled in the name of the PNP and lots legally acquired by the PNP through different modes of acquisition, including donated lots, within their respective regions upon which PNP infrastructure projects are proposed to be constructed and submit consolidated report to DL;
  - b) Ensure the availability of fund for Soil Bearing Capacity Tests at least one (1) year before the implementation of a proposed PNP infrastructure project;
  - c) Maintain close coordination or liaising activities with the Regional Directors of PHIVOLCS, DPWH, and DENR thru the REUs;
  - d) Submit progress and completion reports on all lot readiness activities;
  - e) Perform other tasks as directed.

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## 7. PROCEDURES:

### a. Fund Programming:

#### 1) For Lots inside Camp Crame and Camp Panopio:

a) REMD, DL shall ensure that the following lot readiness activities are included in the PNP AOPB, to serve as basis for fund programming, with respect to lots titled in the name of the PNP and lots legally acquired by the PNP through different modes of acquisition:

- (1) Threat Assessment;
- (2) Technical Survey;
- (3) Geohazard/Environmental Hazard Assessment;
- (4) Geotechnical Analysis;
- (5) Soil Bearing Capacity Test; and
- (6) Securing Road Right-of-Way Clearance from DPWH.

b) National Support Unit (NSU) Directors and heads of other PNP offices/units with PNP infrastructure projects proposed to be constructed inside Camp Crame and Camp Panopio shall ensure that the foregoing lot readiness activities are included in their respective AOPBs.

#### 2) For Lots Located in the PROs:

a) RLRDDs shall submit to REMD, DL a consolidated inventory report of all lots titled in the name of the PNP and lots legally acquired by the PNP through different modes of acquisition, within their respective regions.

b) To serve as basis for fund programming, RLRDDs shall ensure that the following lot readiness activities are included in the PRO AOPB, with respect to lots titled in the name of the PNP and lots legally acquired by the PNP through different modes of acquisition, within their respective regions:

- (1) Threat Assessment;
- (2) Technical Survey;
- (3) Geohazard/Environmental Hazard Assessment;
- (4) Geotechnical Analysis;
- (5) Soil Bearing Capacity Test; and
- (6) Securing Road Right-of-Way Clearance from the DPWH.

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- c) In cases of PNP infrastructure projects proposed to be constructed on lots titled in the name of the PNP or lots legally acquired by the PNP through different modes of acquisition in the regions, but for use of the NSUs, the NSU Directors should ensure that the foregoing lot readiness activities are included in their respective AOPBs. Otherwise, the NSU Directors may coordinate with RLRDDs for inclusion thereof in the PRO AOPB, for purposes of fund programming.
  - d) RLRDD shall regularly submit report pertaining to the status of all lot readiness activities included in the PRO AOPB to DL (Attn: REMD) for monitoring purposes.
- b. Conduct of Lot Readiness Activities: Threat Assessment; Technical Survey; Geohazard / Environmental Hazard Assessment; Geotechnical Analysis; Soil Bearing Capacity Test; Securing Road Right of Way from DPWH; and Issuance of Certificate of Lot Readiness (see Annexes "A and B" – Flowchart):
- 1) For Lots inside Camp Crame and Camp Panopio:
    - a) Threat Assessment:
      - (1) The Head of Office of the PNP unit/office with a proposed PNP Infrastructure project shall request from the Directorate for Intelligence (DI) to conduct Threat Assessment on PNP lots upon which the construction of PNP infrastructure projects are proposed.
      - (2) DI shall submit the results of the Threat Assessment to the requesting party and shall be subsequently submitted to DL (Attn: REMD) to form part of the requirements for the issuance of Certificate of Lot Readiness.
    - b) Technical Survey:
      - (1) REMD, DL shall forward to ES a list of PNP lots, upon which the construction of PNP infrastructure projects are proposed, and request for conduct of appropriate Technical Survey.
      - (2) ES shall submit the results of the Technical Survey to DL (Attn: REMD) together with the survey plan duly signed and sealed by a geodetic engineer.
    - c) Geohazard/Environmental Hazard Assessment:
      - (1) ES shall request for the issuance of a Geohazard/Environmental Hazard Assessment Certification for PNP lots, upon which the construction of PNP infrastructure projects are proposed, as follows:
        - (a) From the MGB, DENR – a Certification as regards rain-induced landslide and flooding; or

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- (b) From the PHIVOLCS – a Certification as regards volcanic eruption, ground rupture, liquefaction, earthquake-induced landslide, storm surge, and tsunami
- (2) Once the results are obtained, ES shall forward the same to DL (Attn: C, REMD).
- (3) Whenever necessary, ES shall ensure that Geotechnical Analysis of PNP lots are also conducted.
- d) Soil Bearing Capacity Test:
- (1) ES shall monitor the conduct of Soil Bearing Capacity Tests in all PNP lots upon which the construction of PNP infrastructure projects are proposed.
- (2) Once the results of the Soil Bearing Capacity Tests are obtained, ES shall forward the same to DL (Attn: REMD).
- e) Road Right-of-Way Clearance from DPWH:
- (1) ES shall request for issuance of a Road Right-of-Way Clearance from the DPWH.
- (2) Once obtained, ES shall forward the Clearance to DL (Attn: REMD).
- f) Issuance of Certificate of Lot Readiness:  
The results of all the foregoing lot readiness activities shall be consolidated by REMD, DL. If all the results are favorable, a Certificate of Lot Readiness will be issued by DL.
- 2) For Lots Located in the PROs:
- a) Threat Assessment:
- (1) RLRDD shall request RID to conduct Threat Assessment on PNP lots upon which the construction of PNP infrastructure projects are proposed;
- (2) RID shall submit the results of the Threat Assessment for each PNP lot to RLRDD, for consolidation, to form part of the requirements for the issuance of Certificate of Lot Readiness.
- b) Technical Survey:
- (1) RLRDD shall forward to REU a list of PNP lots, upon which the construction of PNP infrastructure projects are proposed, and request for conduct of appropriate Technical Survey.
- (2) REU shall submit the results of the appropriate Technical Survey to RLRDD, together with the survey plan duly signed and sealed by a geodetic engineer, for consolidation.

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- c) Geohazard/Environmental Hazard Assessment:
- (1) REU shall prepare two (2) separate letter requests, for the signature of RD, PRO, addressed separately to MGB, DENR and the PHIVOLCS, requesting for the issuance of a Geohazard/ Environmental Hazard Assessment Certification for PNP lots, upon which the construction of PNP infrastructure projects are proposed, as follows:
    - (a) From the MGB, DENR – a Certification as regards rain-induced landslide and flooding; or
    - (b) From the PHIVOLCS – a Certification as regards volcanic eruption, ground rupture, liquefaction, earthquake-induced landslide, storm surge, and tsunami
  - (2) REU shall send said letter requests, regularly liaise with the aforesaid government agencies, and follow-up the status thereof.
  - (3) Once the results are obtained, REU shall forward the same to RLRDD, for consolidation.
  - (4) Whenever necessary, REU shall ensure that Geotechnical Analysis of PNP lots are also conducted.
- d) Soil Bearing Capacity Test (SBCT):
- (1) REU shall monitor the conduct of Soil Bearing Capacity Tests in all PNP lots upon which the construction of PNP infrastructure projects are proposed.
  - (2) Once the results of the Soil Bearing Capacity Tests are obtained, REU shall forward the same to RLRDD, for consolidation, copy furnished ES (Attn: ID) for reference.
- e) Road Right of Way Clearance from DPWH:
- (1) REU shall prepare letter request for the signature of RD, PRO addressed to the Regional DPWH requesting for the issuance of a Road Right-of-Way Clearance.
  - (2) Once sent, REU, with the assistance of the concerned PNP head of office, shall regularly liaise with the Regional DPWH and follow-up the status of the request.
  - (3) Once obtained, REU shall forward the Clearance to RLRDD for consolidation.
- f) Issuance of Certificate of Lot Readiness:
- (1) RLRDD shall consolidate all the results of the foregoing lot readiness activities; ensure the completeness of all the

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documents; and, upon satisfaction, issue the Certificate of Lot Readiness, for each PNP lot.

- (2) PRO shall submit all Certificates of Lot Readiness, together with all necessary documentary attachments, to DL (Attn: REMD and IFMD) and request for fund programming for the proposed PNP infrastructure project.

**8. PENALTY CLAUSE:**

Any violation of the provisions of this MC may be a ground for the filing of an appropriate administrative charge under 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.



*Archie Francisco F. Gamboa*  
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**Distribution:**

Command Group  
D-Staff  
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RD, PROs  
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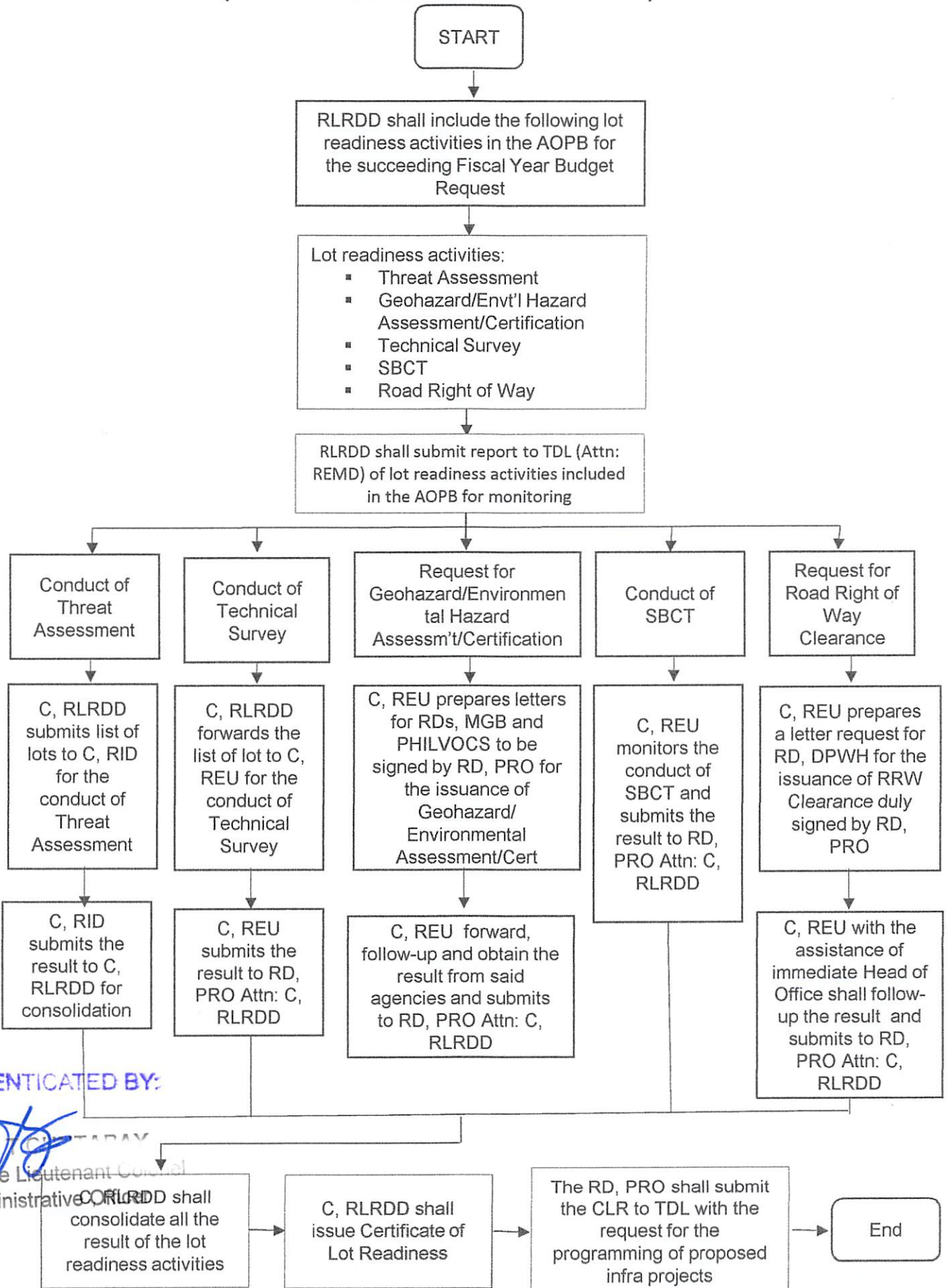


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**Flowchart in the Conduct of Threat Assessment, Securing of Geohazard/Environmental Hazard Assessment, Technical Survey and SBCT (For Lot Area Located in the PROs)**

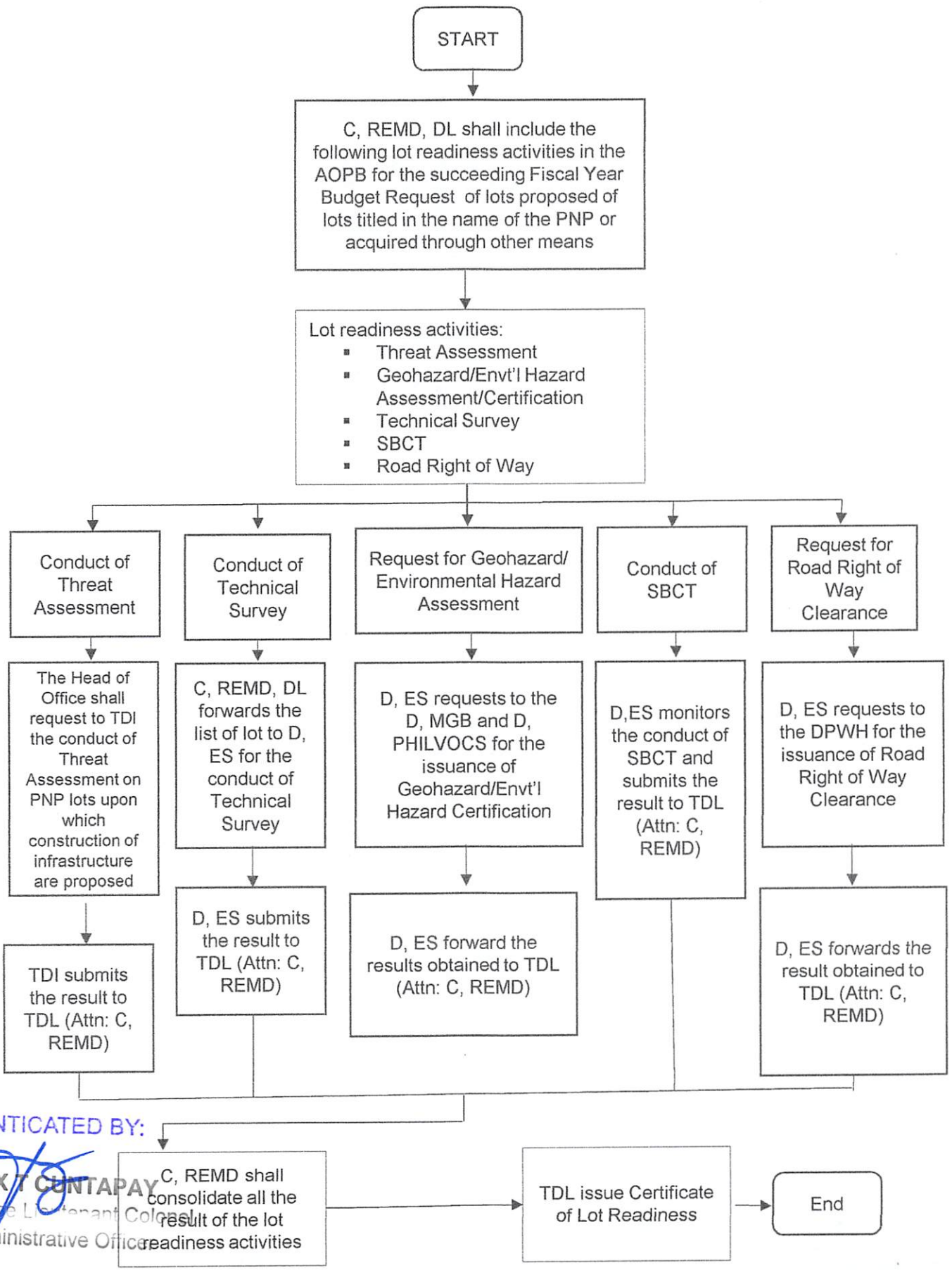


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## Flowchart in the Conduct of Threat Assessment, Securing of Geohazard/Environmental Hazard Assessment, Technical Survey and SBCT (For Lot Area Located Inside Camp Crame and Camp Panopio)



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C, REMD shall consolidate all the result of the lot readiness activities

TDL issue Certificate of Lot Readiness

End