



Republic of the Philippines
 NATIONAL POLICE COMMISSION
 NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
 DIRECTORATE FOR LOGISTICS
 Camp BGen Rafael T Crame, Quezon City



(slo)
MEMORANDUM

FOR : CPNP

THRU : TDCA

TDCO

TCDS

MAY 20 2020
 MAY 15 2020

05-22-2020
 DATE
APPROVED / DISAPPROVED
 PNP

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FROM : TDL/Team Leader, Sub-Group on Logistics and Finance

SUBJECT : Proposed PNP MC entitled: Optimal Utilization of Financial and Logistics Resources in Support of Effective and Efficient Police Operations and Administration under the "New Normal" Situation

DATE : May 14, 2020

1. Reference: Attached TCDS Video Conference Notice with Agenda: "Presentation of Initial Outputs Based on the Actionable Items Last Meeting" (Tab A)

2. During above reference, the Sub-Group on Logistics and Finance presented the different aspects of the logistics cycle, as well as the budget and finance cycles, that will be affected by the "new normal" situation in light of the ongoing COVID-19 pandemic (Tab B).

3. It was emphasized that, in order to continuously perform effective and efficient police operations and administration under the "new normal" situation, there would be two significant "new normal" factors that need to be addressed, i.e.:

- a. Provision of appropriate logistical requirements, with emphasis on acquisition of Information and Communications Technology (ICT) equipment; and
- b. Adjustments in programs, activities, and projects (P/A/Ps), as well as fund allocation and budgeting.

4. The Sub-Group prepared a draft PNP Memorandum Circular (MC) that seeks the optimal utilization of limited PNP financial and logistical resources to ensure that PNP offices, units, and personnel can continue to perform evolving PNP mandates, under a "new normal" situation wherein:

- a. Utilization of ICT is maximized;
- b. PNP minimum health standards are adhered; and
- c. Appropriate non-pharmaceutical interventions are observed, to guarantee mitigation and suppression of COVID-19 transmission within the PNP

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5. The main reference used was the DOH Administrative Order No. 2020-0015 dated April 27, 2020 entitled: "Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation." (Tab C) The following are the salient provisions of the draft PNP MC:

- a. Adoption of the four COVID-19 mitigation and suppression objectives set by DOH namely: (1) Objective 1: Increase Physical and Mental Resilience; (2) Objective 2: Reduce Transmission; (3) Objective 3: Reduce Contact; (4) Objective 4: Reduce Duration of Infection;
- b. Under each of the foregoing objectives, adoption of minimum health standards, that are specific to the PNP;
- c. Definition of the term "New Normal", to wit:

"New Normal – refers to the present state or condition brought about by the COVID-19 pandemic, which replaced the regular conduct of police operations and administration, wherein the PNP must continue to perform evolving police mandates; deliver public safety services; and execute the law enforcement functions of crime prevention/suppression and crime solution, through the maximum utilization of ICT, on one hand, while adhering to PNP minimum health standards and observing appropriate non-pharmaceutical interventions to mitigate and suppress COVID-19 transmission, on the other hand"

- d. Definition of the term "PNP Minimum Health Standards", to wit:

"PNP Minimum Health Standards – refer to the set of public health standards prescribed by the PNP to be followed by PNP offices, units, and personnel to achieve the objectives of COVID-19 mitigation and suppression, in terms of increased physical and mental resilience; reduced transmission; reduced contact; and reduced duration of infection, while performing police operations and administration, in a "new normal" situation"

- e. Definition of the term "Non-Pharmaceutical Interventions", to wit:

"Non-Pharmaceutical Interventions – refers to strategies meant to mitigate and suppress COVID-19 transmission, that do not involve medical solutions such as medication, treatment, or vaccine, but which includes, among others, physical distancing; testing, isolation, and quarantine; modifications in policies, standards, and processes; procedural interventions; installation of engineering interventions or architectural modifications in PNP infrastructures; and design controls within office premises, in workplaces and work stations, public spaces, and in other areas of convergence"

- f. Directing shared responsibility of all PNP personnel to personally undertake their own COVID-19 mitigation and suppression measures and observe non-pharmaceutical interventions;
- g. Directing all PNP offices and units to duly consider maximum utilization of ICT; adherence to PNP minimum health standards; and observance of appropriate non-pharmaceutical interventions, in the development, planning, budgeting, and implementation of their respective P/A/PPs, under a "new normal" set up;



- d. Directing realignment of expenditure priorities for FY 2020, in accordance with the economy measures set forth by DBM, especially the policies on discontinuance of specific activities, and corresponding AOPB adjustments;
- e. Development and implementation of a Digital Financial System; **(Tab D)**
- f. Directing the crafting of an HS Capability Enhancement Program, with projects, activities, and budget estimates for the acquisition of essential HS equipment and construction of essential infrastructure projects; to enhance the PNP health care system;
- g. Provision for essential infrastructure projects, under a "new normal" set-up such as: Regional Level 1 HS Hospitals; multi-purpose dormitory-type buildings in each of the PROs to serve as barracks, quarantine facility, or isolation or evacuation area; and RT-PCR testing laboratories, each for Luzon, Visayas and Mindanao;
- h. Introduction of recommended modifications in the PNP procurement process, subject to GPPB approval;
- i. Directing PROs and NSUs to conduct operational needs assessment, to identify necessary logistical requirements, both goods and infrastructure projects, to comply with PNP minimum health standards, observe non-pharmaceutical interventions, and integrate ICT capabilities;
- j. Definition of the term "Operational Needs Assessment", to wit:
 - "Operational Needs Assessment - refers to the mandatory evaluation of logistical capabilities to be conducted by PNP offices and units with the end view of assessing deficiencies or limitations in existing logistical resources; addressing significant logistical impediments to continue performing police operations and administration, through procurement; and identifying necessary logistical requirements, both goods and infrastructure projects, to comply with PNP minimum health standards, observe non-pharmaceutical interventions, and meet sanitation and disinfecting standards, under a "new normal" set up"

6. From all of the above, this Directorate respectfully recommends CPNP's approval and signature on herein attached draft PNP MC entitled: "Optimal Utilization of Financial and Logistics Resources in Support of Effective and Efficient Police Operations and Administration under the "New Normal" Situation" (Tab E)


EDWIN C. ROQUE
Police Major General

cc: TDO D, HS
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NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
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MAY 27 2020

MEMORANDUM CIRCULAR
NO. 2020-035

**OPTIMAL UTILIZATION OF FINANCIAL AND LOGISTICAL RESOURCES IN
SUPPORT OF EFFECTIVE AND EFFICIENT POLICE OPERATIONS AND
ADMINISTRATION UNDER THE "NEW NORMAL" SITUATION**

1. REFERENCES:

- a. Department of Health (DOH) Administrative Order No. 2020-0015 dated April 27, 2020 entitled: "Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation;"
- b. Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) Resolution No. 28, series of 2020 dated April 23, 2020 entitled: "Recommendations Relative to the Management of the Corona Virus Disease 2019 (COVID-19) Situation;"
- c. Department of Budget and Management (DBM) National Budget Circular No. 580 dated April 22, 2020 entitled "Adoption of Economy Measures in the Government Due to the Emergency Health Situation;"
- d. Republic Act (RA) No. 11469 dated March 23, 2020 or the "Bayanihan to Heal as One Act;" and
- e. Presidential Proclamation No. 292, series of 2020 dated March 8, 2020, entitled: "Declaring a State of Calamity Throughout the Philippines Due to Corona Virus Disease 2019."

2. RATIONALE:

In a short span of time, COVID-19 has become a pandemic, spreading across multiple countries and continents. To prevent COVID-19 epidemic in the Philippines, the country was placed under a state of calamity and the existence of a national public health emergency was declared.

To date, there is still no acceptable pharmaceutical solution to fight COVID-19. No specific medication or treatment to cure COVID-19 has been discovered and the worldwide development of a vaccine against this disease is still in progress. All affected countries have employed non-pharmaceutical interventions to mitigate and suppress COVID-19 transmission.

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For the Philippines, implementation of Enhanced Community Quarantine (ECQ) in several high-risk administrative regions, provinces, and areas has helped in slowing the rapid spread of COVID-19. However, even though limited to selected localities, a prolonged ECQ could prove to be detrimental to the economy in the long run. To prevent further tradeoff between safeguarding public health and saving lives, on one hand, and maintaining economic stability and protecting national economic well-being, on the other¹, all other moderate-risk and low-risk administrative regions, provinces, and areas would have to be placed under General Community Quarantine (GCQ).

In time, when all community quarantine shall have eventually been modified or lifted, a "new normal" situation will set in.

3. SITUATION:

As the Philippine National Police (PNP) gears up for the "new normal", it should ensure that its offices, units, and personnel will, as far as practicable, continually adhere to minimum public health standards prescribed by the DOH and other government agencies – all the while performing evolving PNP mandates under a state of national public health emergency. Moreover, under a "new normal" situation, and in the continued performance of police operations and administration, the PNP should ensure that non-pharmaceutical interventions that are already in place will remain to be adopted and improved.

To achieve this, PNP financial and logistical resources should be utilized to the optimum to guarantee that effective and efficient performance of police mandates, public safety services, and the law enforcement functions of crime prevention/suppression and crime solution will continuously be supported.

More specifically, necessary modifications in financial and logistical policies, standards, and processes should be introduced. The development, planning, budgeting, and implementation of programs, activities, and projects (P/A/Ps) should likewise be adjusted. Procedural interventions should be adopted in the budget and logistics cycles. These modifications, adjustments, and interventions should all be in accordance with the thrusts of the Executive Department to manage the effects of COVID-19 and aligned with the efforts of the national government to continue serving the Filipino people under the "new normal" set up. Hence, the issuance of this Circular.

4. PURPOSE:

This Circular seeks the optimal utilization of limited PNP financial and logistical resources to ensure that PNP offices, units, and personnel can continue performing effective and efficient police operations and administration, under a "new normal" situation.

Further, this Circular aims to ensure that utilization of Information and Communications Technology (ICT) is maximized; PNP minimum health standards are adhered; and appropriate non-pharmaceutical interventions are observed, during the performance of police operations and administration, to guarantee mitigation and suppression of COVID-19 transmission within the PNP.

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¹<https://opinion.inquirer.net/129080/ecq-vs-economy#ixzz6M6CowQ7D>

5. **DEFINITION OF TERMS:**

- a. **Corona Virus Disease 2019 or COVID-19** – refers to the mild-to-severe respiratory illness caused by the corona virus, that is transmitted by contact through infectious material such as respiratory droplets, characterized as pandemic by the World Health Organization (WHO).
- b. **Digital Financial System** – refers to the data and financial management system of the PNP purposely created for the access and delivery of financial services using existing technology infrastructures and other digital channels.
- c. **Goods** – refers to all items, supplies, materials and general support services which may be needed in the performance of PNP mandates, delivery of public safety services, and the law enforcement functions of crime prevention/suppression and crime solution; or in carrying out PNP transactions; or in the pursuit of any PNP undertaking, program, activity, or project, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non - personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the procuring entity or such services.
- d. **GPPB** – refers to the Government Procurement Policy Board established under RA No. 9184 or the "Government Procurement Reform Act."
- e. **Infrastructure Projects** – refer to building projects in the PNP to include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of police stations, buildings, structures, hospital and medical building and facilities, roads and bridges, communication facilities, civil works components of information technology projects, motor pool facilities, and all other related PNP construction projects.
- f. **Most-at-Risk Personnel** - refers to groups of PNP personnel who have a higher risk of developing severe COVID-19 infection such as those aged 60 and above, pregnant, and those with underlying conditions or comorbidity at risk of COVID-19 exacerbation.
- g. **New Normal** – refers to the present state or condition brought about by the COVID-19 pandemic, which replaced the regular conduct of police operations and administration, wherein the PNP must continue to perform evolving police mandates; deliver public safety services; and execute the law enforcement functions of crime prevention/suppression and crime solution, through the maximum utilization of ICT, on one hand, while adhering to PNP minimum health standards and observing appropriate non-pharmaceutical interventions to mitigate and suppress COVID-19 transmission, on the other hand.
- h. **Non-Pharmaceutical Interventions** – refer to strategies meant to mitigate and suppress COVID-19 transmission, that do not involve medical solutions

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such as medication, treatment, or vaccine, but which include, among others, physical distancing; testing, isolation, and quarantine; modifications in policies, standards, and processes; procedural interventions; installation of engineering interventions or architectural modifications in PNP infrastructures; and design controls within office premises, in workplaces and work stations, public spaces, and in other areas of convergence.

- i. **Operational Needs Assessment** - refers to the mandatory evaluation of logistical capabilities to be conducted by PNP offices and units with the end view of assessing deficiencies or limitations in existing logistical resources; addressing significant logistical impediments to continue performing police operations and administration, through procurement; and identifying necessary logistical requirements, both goods and infrastructure projects, to comply with PNP minimum health standards, observe non-pharmaceutical interventions, and meet sanitation and disinfecting standards, under a "new normal" set up.
- j. **Physical Distancing** – refers to the set of interventions employed to limit the number of people that PNP personnel come into close contact with in order to prevent transmission of COVID-19.
- k. **PNP Logistics Database Information Management Information System or PNP LDIMS** – refers to the automated data information and management system of the PNP designed to provide a reliable unified inventory of all PNP logistical resources acquired through procurement, donations, or loan, capable of effectively and efficiently tracking, monitoring, and evaluating the status of acquisition, storage, distribution/issuance, preventive or corrective maintenance works, and disposition thereof.
- l. **PNP Minimum Health Standards** – refer to the set of public health standards prescribed by the PNP to be followed by PNP offices, units, and personnel to achieve the objectives of COVID-19 mitigation and suppression, in terms of increased physical and mental resilience; reduced transmission; reduced contact; and reduced duration of infection, while performing police operations and administration, in a "new normal" situation.
- m. **PNP Offices and Units** – refer to all police offices and units from the PNP Command Group; Directorial Staff (D-Staff); Personal Staff (P-Staff);
- n. National Support Units (NSUs); Police Regional Offices (PROs); and other subordinate police offices and units.
- o. **PNP Mobility Assets** – refer to the different land transportation vehicles, watercrafts, and aircrafts, utilized by PNP offices, units, and personnel in conducting police operations and administration.
- p. **PS-DBM** – refers to the Procurement Service-Department of Budget and Management which is the agency in charge of the integrated procurement system for the government.

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- q. **RT – PCR Test** – refers to the real-time polymerase chain reaction test, also known as the quantitative polymerase chain reaction (qPCR), which is a standard method for detecting the presence of a specific genetic material from any pathogen, including the corona virus.

6. **GUIDELINES:**

a. General Guidelines

- 1) Under the “new normal”, the PNP adopts a **“whole-of-agency” approach in implementing cohesive strategies to manage the effects of COVID-19** to PNP personnel and address the impact of COVID-19 in the performance of PNP mandates. Further, the PNP upholds a standard of shared accountability in developing responsive solutions to the current and future challenges of COVID-19 to public health, public safety, law and order, peace and national security. Parallel thereto, all PNP offices and units adopt a “whole-of-office” approach to address COVID-19 in their respective territorial jurisdictions and areas of concern.
- 2) In developing and implementing strategies and solutions, **the PNP adheres to the objectives set by the DOH in achieving COVID-19 mitigation and suppression**, to wit:
 - a) Objective 1: Increase Physical and Mental Resilience
 - b) Objective 2: Reduce Transmission
 - c) Objective 3: Reduce Contact
 - d) Objective 4: Reduce Duration of Infection
- 3) In developing, planning, budgeting, and implementing their respective P/A/Ps, under a “new normal” set up, **all PNP offices and units shall duly consider that maximum adherence to the foregoing COVID-19 mitigation and suppression objectives are met**, through the following PNP minimum health standards, among others:
 - a) Under Objective 1: Increase Physical and Mental Resilience
 - i. Provision of essential nutrition support to PNP personnel such as vitamins, minerals, or food supplements, based on exposure to risk;
 - ii. Discouraging smoking and drinking of alcoholic beverages;
 - iii. Encouraging appropriate physical activity, for PNP personnel with access to open spaces, as long as physical distancing is observed;
 - iv. Protection of general welfare of PNP personnel, to include mental health, emotional well-being, and psychological/psychiatric wellness, especially those directly exposed to COVID-19 threat or those engaged in stressful work conditions or environment; and

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- v. Provision of healthcare assistance and/or financial support to PNP personnel contracting COVID-19 through transmission at work.

b) Under Objective 2: Reduce Transmission

- i. Rational use of Personal Protective Equipment (PPEs) by PNP personnel directly exposed to COVID-19 threat, as suitable to the specific area or setting, which may include protective suits, face masks, gloves, face shields or goggles, hair caps, and shoe cover;
- ii. Wearing of facial masks within office premises, in workplaces and work stations, public spaces, and in other areas where convergence of people take place;
- iii. Use of hand gloves by PNP personnel, as may be appropriate;
- iv. Ensuring physical distancing of at least one meter among PNP personnel or between PNP personnel and other persons such as the transacting public, the citizenry, or their clients;
- v. Use of body temperature scanning devices in ingress and egress points to detect persons with possible fever and prevent their mingling with other people;
- vi. Promotion of basic respiratory hygiene and cough etiquette among PNP personnel;
- vii. Ensuring availability of hand washing facilities, with soap and water, and/or sanitizing stations within PNP camps and offices or units, for use of PNP personnel and other persons;
- viii. Ensuring availability of/access to basic toilet facilities, with water, soap, tissue, alcohol/hand sanitizer, for use of PNP personnel and other persons;
- ix. Provision of basic hygiene items such as tissue and alcohol/hand sanitizers to PNP personnel, based on exposure to risk
- x. Discouraging PNP personnel from touching the eyes, nose, and mouth or limiting activities that could potentially encourage such action;
- xi. Ensuring regular cleaning/disinfection of office premises, workplaces, work stations and of frequently touched areas and equipment such as door knobs, switches, computer keyboards, remote controls, and the like and provision of disinfectant shoe mat;
- xii. Scheduling of transportation for PNP personnel, from places of residence to workplaces or work stations; and
- xiii. Limiting exposure of PNP personnel, categorized as Most-at-Risk Personnel, from threats of COVID-19 transmission at work.

c) Under Objective 3: Reduce Contact

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- i. Implementing strict physical distancing at all times, not only within office premises and in workplaces or work stations but, in all public and common spaces such as in pantries, queues, and other high traffic areas;
- ii. Reduction of physical movement of PNP personnel and other persons within and across areas and settings;
- iii. Restricting non-essential activities and travel for PNP personnel;
- iv. Restricting unnecessary mass gatherings;
- v. Reduction of physical meetings or conferences among PNP personnel;
- vi. Promotion of video conferencing and online communication among PNP personnel and, as far as practicable, with the transacting public, the citizenry, their clients, or other persons; and
- vii. Installation of engineering interventions, architectural modifications, or design controls within PNP camps and offices or units, in workplaces and work stations, public spaces, and other public spaces and common areas, as may be deemed appropriate.

d) Under Objective 4: Reduce Duration of Infection

- i. Identification of symptomatic PNP personnel and their immediate isolation or encouragement to stay at home;
 - ii. Identification of asymptomatic PNP personnel through appropriate tests;
 - iii. Promotion of symptom self-monitoring and voluntary disclosure among PNP personnel; and
 - iv. Tracing close contacts of PNP personnel confirmed to be positive for COVID-19 disease and placing them under quarantine
- 4) To ensure continued mitigation and suppression of COVID-19 transmission during the "new normal" situation, **all PNP offices and units shall emplace visible on-sight signages**, to remind their respective personnel and the public as regards compliance with the foregoing PNP minimum health standards.
- 5) It is the shared responsibility of **all PNP personnel to personally undertake their own COVID-19 mitigation and suppression measures and observe non-pharmaceutical interventions** such as, but not limited to:
- a) Wearing of basic protective items such as facial mask, face shields, and hand gloves, or other PPEs, as may be appropriate;
 - b) Ensuring intake of essential nutrition support such as vitamins, minerals, or food supplements for increased physical resilience;
 - c) Observance of physical distancing;
 - d) Basic respiratory hygiene and cough etiquette;

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- e) Frequent hand washing;
 - f) Frequent hand sanitizing;
 - g) Regular cleaning/disinfection of personal office premises, workplaces, work stations;
 - h) Reduced physical movement within and across areas and settings;
 - i) Restricted non-essential activities and travel;
 - j) Avoidance of unnecessary mass gatherings;
 - k) Self-monitoring of symptoms;
 - l) Submission to COVID-19 testing and voluntary disclosure of results thereof;
 - m) Close contact tracing; and
 - n) Self-isolation or self-quarantine
- 6) All PNP offices and units shall implement revised deployment of personnel or new rotational work schedule schemes that will ensure physical distancing.
- 7) Further, the curriculum, modules, and subjects in **all PNP specialized trainings and competency courses shall be revised to minimize the need for classroom set up that requires physical attendance** and, instead, maximize the use of online communication as a medium of instruction, such as "webinars".
- 8) **All PNP offices and units shall reconfigure their workplaces, work stations, public spaces and common areas to ensure that the prescribed physical distancing of at least one meter is observed.** For this purpose, engineering interventions, architectural modifications, or design controls may be installed, as deemed appropriate.
- 9) For mobility assets, **all PNP offices and units shall prescribe new seat allocation for the different land transportation vehicles, watercrafts, and aircrafts**, observing passenger spaces that allow physical distancing.
- 10) During state of calamity and with the existence of a national public health emergency, the PNP shall endeavour to uphold right-based approaches in the performance of its evolving police mandates; public safety services; and the law enforcement functions of crime prevention/suppression and crime solution.
- 11) The capability enhancement of the Health Service (HS) shall be given utmost priority with emphasis on the:
- a) Immediate acquisition of essential HS equipment such as, but not limited to, ambulances, mobile clinics, RT-PCR test machines, and respirators; and
 - b) Immediate construction of relevant infrastructure projects such as, but not limited to, upgraded Level 1 Regional HS Hospitals; appropriate medical facilities; multi-purpose dormitory-type buildings to serve as

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barracks, quarantine facility or isolation or evacuation areas; testing laboratories.

b. Specific Guidelines:

- 1) To ensure optimal utilization of financial and logistical resources, PNP offices and units shall realign their respective expenditure priorities for FY 2020 with the end view of continuously supporting effective police operations and administration while, at the same time, ensuring attainment of COVID-19 mitigation and suppression objectives under a "new normal" situation.
- 2) In effecting realignment of expenditure priorities for FY 2020, PNP offices and units shall abide by the economy measures set forth by DBM, especially the policies on discontinuance of specific activities.
- 3) Adjustments in the Annual Operating Plans and Budget (AOPB) shall be made to support the immediate realignment of expenditure priorities for FY 2020. All adjusted AOPB shall be consolidated to serve as basis in the allocation of available financial resources for FY 2020.
- 4) Over and above their existing P/A/Ps, all PNP offices and units shall determine the necessary P/A/Ps that are essential in order to comply with the PNP minimum health standards prescribed in this Circular. The acquisition of necessary logistical requirements, such as goods and infrastructure projects that have reference to compliance with PNP minimum health standards shall be prioritized in terms of planning, budgeting, procurement, and implementation.
- 5) Until such time that a specific medication or treatment to cure COVID-19 is discovered or a vaccine is developed, all budget proposals for FY 2021 and the succeeding years shall be formulated to support police operations and administration, that takes into consideration the peculiarities of the "new normal" situation.
- 6) PNP offices and units shall endeavor to integrate the maximum utilization of ICT in their respective P/A/Ps.
- 7) Notwithstanding the current COVID-19 pandemic situation, and the need for the PNP to manage its effects and address its impact, the effective and efficient performance of PNP mandates; delivery of public safety services; and the law enforcement functions of crime prevention/suppression and crime solution shall remain to be the top priority of all PNP offices and units.
- 8) The PNP procurement process shall be conducted in accordance with the latest policy guidance issued for all government procurements.

c. Responsibilities:

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1) Directorate for Logistics (DL)

- a) In coordination with the D-Staffs, PROs, and NSUs, evaluate the logistical requirements identified by PNP offices and units, for immediate procurement, to adjust with the “new normal” set up and spearhead judicious planning for the procurement thereof;
- b) Reformulate the PNP Capability Enhancement Program, to include provisions for identified logistical requirements under the “new normal” set up, that will form part of PNP budget proposals;
- c) In conducting the PNP procurement process:
 - i. Facilitate the utilization of the PS-DBM virtual store wherein online ordering of common-use supplies and equipment (CSE) can be made, instead of personally appearing before the PS-DBM; and
 - ii. Whenever practicable, implement the use of ICT during the stages of Pre-Procurement Conference and Pre-Bid Conference, through video conferencing;
- d) Coordinate with the GPPB for the issuance of:
 - i. A policy that will allow acceptance of Bidding Documents via electronic means during the Submission and Opening of Bids stage; of the PNP procurement process; and
 - ii. A policy that will allow “minimal physical contact” transactions or virtual activities during the Post Qualification, Pre-Delivery Inspection, and Inspection and Acceptance Testing stages;
- e) In coordination with the Directorate for Information and Communication Technology Management (DICTM), reprioritize logistical requirements to address increased demand for ICT capability, internet connectivity, and use of electronic devices and digital equipment;
- f) In coordination with the Engineering Service (ES), oversee the design, planning, procurement, and construction of:
 - i. A multi-purpose dormitory-type building in each of the PROs to serve as barracks, quarantine facility, or isolation or evacuation area; and
 - ii. An RT-PCR testing laboratory, each for Luzon, Visayas and Mindanao;

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- g) In coordination with the ES and HS, oversee the design, planning, and procurement of infrastructure projects to upgrade Regional HS Hospitals into Level 1 Hospitals;
 - h) Implement the use of the PNP LDIMS to ensure a reliable unified inventory of all PNP logistical resources, capable of tracking, monitoring, and evaluating the status thereof;
 - i) Review existing logistics cycle, adopt procedural interventions; and introduce necessary modifications or adjustments in logistical policies, standards, processes, and activities, as appropriate in view of the “new normal” situation; and
 - j) Perform other tasks, as directed.
- 2) Directorate for Comptrollership (DC)
- a) Provide initial response funds to support identified P/A/Ps that are essential in order to comply with the PNP minimum health standards, prescribed in this Circular, under a “new normal” set up;
 - b) Facilitate realignment of funds for acquisition of necessary logistical requirements identified by PNP offices and units, such as:
 - i. Goods, such as but not limited to PPEs, to include facial masks, hand gloves, protective suits, face shields, goggles, hair caps, and shoe cover; essential nutrition support and medicines; body temperature scanning devices; basic hygiene and hand washing items, cleaning/disinfecting materials including disinfectant shoe mats; RT – PCR test kits for COVID-19; and
 - ii. Infrastructure projects, that have reference to compliance with PNP minimum health standards prescribed in this Circular and other non-pharmaceutical interventions;
 - c) Facilitate the immediate realignment of expenditure priorities for FY 2020 in accordance with DBM economy measures and policies on discontinuance of specific activities;
 - d) In coordination with concerned PNP offices and units, prepare Special Budget Requests necessary to support additional duties and responsibilities delegated to the PNP, in connection with the prevailing state of national public health emergency;
 - e) Supervise PNP offices and units in formulating budget proposals for FY 2021 and the succeeding years to support police operations and administration that take into consideration the peculiarities of the “new normal” situation;

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- f) In coordination with the Information Technology Management System (ITMS) and the Finance Service (FS), develop a Digital Financial System that is synchronized with established PNP budget and finance cycles and oversee implementation of such system;
 - g) Formulate or revise existing fiscal policies and directives on budget execution wherein the utilization of appropriate ICT can be maximized;
 - h) Review, revise, and develop plans and policies for effective internal audit and control standards under a "new normal" set up;
 - i) Perform internal audit functions, evaluate operations performance and management controls, and ensure continued PNP compliance with laws on budget, regular audit and accounting rules and regulations, budget accountability measures, code of conduct and ethical standards; and established contractual obligations, under a "new normal" set up;
 - j) Review existing budget cycle, adopt procedural interventions; and introduce necessary modifications or adjustments in budget and finance policies, standards, processes, and activities, as appropriate in view of the "new normal" situation; and
 - k) Perform other tasks, as directed.
- 3) Directorate for Research and Development (DRD)
- a) Formulate specifications for:
 - i. new HS equipment identified as necessary for COVID-19 mitigation and suppression;
 - ii. new police equipment identified as necessary for the continued effective and efficient police operations and administration under the "new normal" situation, with emphasis on ICT equipment such as, but not limited to, closed-circuit television (CCTV); unmanned aerial vehicles (UAV) and drones; QR code scanning and reading, videoconferencing, Geographic Information System (GIS) technology; and innovative law enforcement tools and devices capable of virtual patrol, computer-aided dispatch, artificial intelligence, facial recognition, license-plate reading, mobile phone tracking, smart computing and informatics, and crime-mapping, among others;
 - iii. new equipment identified as essential in order to comply with the PNP minimum health standards prescribed in this Circular;
 - iv. new non-lethal weapons such as, but not limited to, batons; pepper spray; tasers; and all other police equipment aimed at upholding right-based approaches in the performance of its evolving police

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mandates; public safety services; and the law enforcement functions of crime prevention/suppression and crime solution.

- b) Present prescribed minimum standards before the National Police Commission (NAPOLCOM) for approval
- c) Review, revise, and reformulate test parameters wherein the utilization of appropriate ICT can be maximized;
- d) Review, revise, and reformulate test and evaluation procedures of procured goods, scheduled for delivery, inspection, and acceptance;
- e) Implement the integration and utilization of ICT in the conduct and management of interactive online activities such as, but not limited to, product demonstration; submission of suppliers' documentary requirements for accreditation; and conduct of surveys among PNP personnel; and
- f) Perform other tasks, as directed.

4) Directorate for Operations (DO)

- a) Study the use of non-lethal weapons and other police equipment in the conduct of police operations; delivery of public safety services; and the law enforcement functions of crime prevention/suppression and crime solution and in the performance of evolving PNP mandates, under a "new normal" set up;
- b) When warranted, introduce corresponding revisions to the PNP Police Operational Procedures (POP) accordingly; and
- c) Perform other tasks, as directed.

5) Finance Service (FS)

- a) Consistent with applicable laws on budget execution and budget accountability and general auditing and accounting rules and regulations, enhance and sustain the implementation of the Payroll Management System with Salary Deduction and Loan Information System (SDLIS), as well as the Pension Deduction and Loan Information System (PDLIS);
- b) In coordination with the ITMS and other allied offices/agencies, develop the Digital Financial System in the collection and disbursement of funds, with the following features and capabilities:
 - i. Utilization of online collection of revenues;
 - ii. Acceptance of electronic modes of payment of regulatory fees using CLiQQ (digital wallet) application payment facility of 7-Eleven,

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GCash, and other similar applications adopted by freelance payment portals such as PayMaya and PayPal;

- iii. Adoption of bank fund transfer schemes for contactless processing of payment of fees;
- iv. Utilization of online disbursement of funds through the List of Due and Demandable Accounts Payable (LDDAP) – ADAs;
- v. Direct payment scheme, via bank debit system, through issuance of Advice to Debit Account (ADA);

c) Adoption of online banking facilities of the Land Bank of the Philippines (LBP) such as fund transfer, electronic payment portal, and the iAccess banking channel; and

d) Perform other tasks, as directed.

6) Engineering Service (ES)

a) In coordination with the PROs, identify available PNP lots or suitable location in the regions for the construction of multi-purpose dormitory-type buildings that may serve as barracks, quarantine facility, or isolation or evacuation areas;

b) In coordination with HS, provide appropriate engineering plans and designs for upgraded Level 1 Regional HS Hospitals and other appropriate medical facilities such as barracks, quarantine facilities, isolation or evacuation areas, or testing laboratories to house RT-PCR test machines;


c) To facilitate resumption of planned infrastructure projects prior to the COVID-19 pandemic, review, revise, and update engineering plans and designs for all standard police station buildings and other PNP structures, taking into consideration the “new normal” situation;

d) Coordinate with the Department of Public Works and Highways (DPWH) to seek approval on the new engineering plans and designs for PNP buildings and structures, in view of the “new normal” set up; and

e) Perform other tasks, as directed.

7) Health Service (HS)

a) Prepare an HS Capability Enhancement Program, with projects, activities, and budget estimates for the acquisition of essential HS equipment and construction of relevant infrastructure projects; to enhance the PNP health care system;

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- b) Coordinate with ES in the drafting of appropriate engineering plans and designs for upgraded Level 1 Regional HS Hospitals and other appropriate medical facilities such as barracks, quarantine facilities, isolation or evacuation areas, and testing laboratories;
- c) Provide technical assistance and support to the Directorate for Research and Development in the formulation of specifications for HS equipment identified as necessary for COVID-19 mitigation and suppression; and
- d) Perform other tasks, as directed.

8) Logistics Support Service (LSS)

- a) Provide transportation requirements and other appropriate support in the timely distribution of logistical resources to PNP offices and units;
- b) Utilize the PNP LDIMS in tracking, monitoring, and evaluating the status distributed logistical resources;
- c) Observe transportation protocols that include prescribed seat allocations in all PNP mobility assets that observe passenger spaces and allow physical distancing and regular sanitation and disinfecting procedures;
- d) Whenever practicable, utilize ICT in the different stages of the PNP procurement process;
- e) Maximize utilization of the PS-DBM virtual store for the procurement of CSE; and
- f) Perform other tasks, as directed.

9) PROs

- a) Review existing P/A/Ps and identify respective expenditure priorities for FY 2020, for realignment, in accordance with this Circular;
- b) Adjust respective AOPB to support the immediate realignment of expenditure priorities for FY 2020;
- c) Review, revise, modify existing P/A/Ps, as may be necessary, to continuously support effective and efficient police operations and administration in the regions, in view of the "new normal" situation;
- d) Determine additional P/A/Ps that are essential in order to comply with the PNP minimum health standards prescribed in this Circular;

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- e) Whenever practicable, utilize ICT in the different stages of the PNP procurement process;
- f) Maximize utilization of the PS-DBM virtual store for the procurement of CSE;
- g) Submit to DL results of operational needs assessment that identify necessary logistical requirements, both goods and infrastructure projects, to comply with PNP minimum health standards, observe non-pharmaceutical interventions, and meet sanitation and disinfecting standards;
- h) Submit to DL and ES a report on available PNP lots or suitable locations in their respective regions for construction of multi-purpose dormitory-type buildings that may serve as barracks, quarantine facility, or isolation or evacuation areas;
- i) In localities already placed under GCQ, resume implementation of pending infrastructure projects, in coordination with ES and subject to final coordination with the winning bidder and the concerned local government unit; and
- j) Perform other tasks, as directed.

10) NSUs

- a) Review existing P/A/Ps and identify respective expenditure priorities for FY 2020, for realignment, in accordance with this Circular;
- b) Adjust respective AOPB to support the immediate realignment of expenditure priorities for FY 2020;
- c) Review, revise, modify existing P/A/Ps, as may be necessary, to continuously support effective and efficient police operations and administration at the National Headquarters and regional levels, in view of the "new normal" situation;
- d) Determine additional P/A/Ps that are essential in order to comply with the PNP minimum health standards prescribed in this Circular;
- e) For NSUs with Bids and Awards Committees, utilize ICT in the different stages of the PNP procurement process and maximize utilization of the PS-DBM virtual store for the procurement of CSE, whenever practicable;
- f) Submit to DL results of operational needs assessment that identify necessary logistical requirements, both goods and infrastructure projects, to comply with PNP minimum health standards, observe non-

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pharmaceutical interventions, and meet sanitation and disinfecting standards; and

g) Perform other tasks, as directed.

7. PENALTY CLAUSE:

Non-compliance with or violation of the provisions of this Circular may be a ground for the filing of appropriate civil cases; criminal complaints under the Revised Penal Code and other penal statutes; or administrative charges under NAPOLCOM MC 2016-002 or the 2017 Revised Rules on Administrative Cases in the Civil Service (RRACCS), as evidence warrants.

8. REPEALING CLAUSE:

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

9. EFFECTIVITY

This Circular 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.



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Police General
Chief, PNP MAY 27 2020

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