



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

04 JUN 2020

PNP MEMORANDUM CIRCULAR

NO.: ~~2020-~~ 036

**GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF THE PNP
LOGISTICS DATA INFORMATION AND MANAGEMENT SYSTEM (LDIMS)**

1. REFERENCES:

- a. Philippine National Police-Secured, Mobile, Artificial Intelligence-Driven, Real Time, Technology (PNP-SMART) Policing;
- b. Directorate for Logistics (DL) Administrative and Operations Manual;
- c. PNP Memorandum Circular (MC) No. 033 dated May 18, 2020 titled: "Guidelines and Procedures in Ensuring Lot Readiness Prior to Utilization of PNP Lots and/or Construction of PNP Infrastructure Projects";
- d. PNP MC No. 032 dated May 15, 2020 titled: "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)";
- e. PNP MC No. 2020-024 dated March 28, 2020 titled: "Guidelines and Procedures in the Procurement of PNP Equipment";
- f. PNP MC No. 2020-008 dated February 12, 2020 titled "Guidelines and Procedures in the Issuance of Basic Assault Rifle (BAR)";
- g. PNP MC No. 2019-069 dated December 18, 2019 titled: "Guidelines and Procedures in the Disposition of Tampered PNP Issued Firearms";
- h. PNP MC No. 2019-012 dated March 5, 2019 titled: Guidelines and Procedures in the Disposition of Captured, Confiscated, Surrendered, Deposited, Abandoned, and Forfeited (CCSDAF) Firearms and Ammunition";
- i. PNP MC No. 2019-003 dated January 24, 2019 titled: "Revised Guidelines and Procedures on the Lease of PNP-Owned, Occupied and Managed Lots, Buildings, and Spaces";
- j. PNP MC No. 2018-033 dated August 22, 2018 titled: "Policy on the Permanent Issuance of Handgun";
- k. PNP MC No. 2017-017 dated February 21, 2017 titled: "Revised Guidelines and Procedures in the Disposal of Philippine National Police Property, Plant and Equipment (PPE) and the Disposition of the Income Derived Therefrom";
- l. PNP MC 2015-02 titled: "Guidelines on the Issuance, Utilization, Maintenance, and Proper Disposition of PNP Mobility Asset";
- m. PNP MC No. 2012-008 dated July 23, 2012 titled: "Revised Guidelines and Policies on Programming of Funds and Implementation of PNP Infrastructure Projects";

AUTHENTICATED


REX T CUNTAPAY
Police Lieutenant Colonel
Administrative Officer

- n. PNP MC No. 2007-10 dated October 04, 2007 titled: "Guidelines in the Acceptance of Donation of Tangible Goods or Assets in Favor of the PNP";
- o. PNP MC No. 2002-05 dated March 25, 2002 titled: "Acquisition and Management of PNP Real Estate Properties and Reservations";
- p. DL Circular No. 002-02 dated February 14, 2002 titled: "Procedures to be Followed in Requesting for Relief from Property Accountability"; and
- q. Letter of Instruction 001/2002 dated March 26, 2002 "BAWI."

2. RATIONALE:

In the digital age of the 21st century, police organizations around the world have pivoted towards "smart" policing, by taking advantage of information and communications technology (ICT) solutions. The Philippine National Police (PNP), like most foreign law enforcement agencies, is slowly shifting towards the adoption of "secured, mobile, artificial-intelligence (AI) driven, real-time" ICT systems in support of its police administration and operations.

In harmony with the ICT-driven policing initiatives of the PNP, the Directorate for Logistics (DL) spearheaded the development of the Logistics Data Information and Management System or LDIMS, wherein the details, documents, and records pertaining to all PNP equipment and assets – from acquisition to disposal – shall be integrated.

The PNP LDIMS is a customized web-based application purposely designed to establish a unified and reliable inventory of all PNP equipment and assets and, thus, enable DL to continue providing effective and efficient logistical services and administrative support to the different police offices/units and PNP personnel.

3. SITUATION:

At present, different PNP offices/units maintain separate systems in collecting, storing, maintaining, and updating data/information on various PNP equipment and assets. This situation results in multiple fragmented record systems on all PNP equipment and assets. These disintegrated data/information adversely affect the capability of DL to effectively and efficiently manage PNP equipment and assets and, at times, negatively impact on the satisfactory performance of police operations.

Ideally, an integrated PNP logistics data information system should be institutionalized as a logistical management tool; implemented at all levels of command from the National Headquarters down to the police station level; and made accessible to qualified users, 24 hours a day, 7 days a week.

Hence, this Memorandum Circular is drafted to set forth the guidelines and procedures in the implementation of the PNP LDIMS.

AUTHENTICATED


REX T. CUNTAPAY
Police Lieutenant Colonel
Administrative Officer

4. PURPOSES:

This Circular seeks to:

- a. Institutionalize the use of the PNP LDIMS for the systematic collection, storing, maintenance, and updating of data/information on various PNP equipment and assets;
- b. To provide a computerized/digitized data/information of logistical activities, procedures, and processes as mandated; and
- c. To establish and maintain a unified, reliable, and real-time central database of comprehensive information on all PNP equipment and assets.

5. DEFINITION OF TERMS:

For the purpose of this Circular, the following words and phrases shall be defined as follows:

- a. Assets – refer to physical resources pertaining to real estate, lands, buildings, facilities, structures, and improvements thereon including all other fixed and immovable properties.
- b. 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.
- c. Firearm - refers to any handheld or portable weapon, whether a small arm or light weapon, that expels or is designed to expel a bullet, shot, slug, missile or any projectile, which is discharged by means of expansive force of gases from burning gunpowder or other form of combustion or any similar instrument or implement. RA No. 10591 also considers the barrel, frame, or receiver a firearm.
- d. FOL – refers to Fuel (gasoline/diesel, aviation gas, jetA1), Oil and Lubricants.
- e. PNP Infrastructure Projects - include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and

AUTHENTICATED


REX T. CUNTAPAY
Police Lieutenant Colonel
Administrative Officer

bridges, airports, seaports, communication facilities, civil works components of information technology projects, flood control and drainage system, water supply system, sanitation, sewerage and solid waste systems, energy/power and electrification facilities, PNP buildings, school buildings, hospital buildings, and other related construction projects of the PNP.

- f. PNP Logistical Cycle – refers to the range of logistical activities from acquisition planning of PNP equipment and assets, procurement process, warehousing/storage, inventory, distribution/issuance, maintenance, repair/renovation, and disposal thereof.
- g. Logistics Officer – refers to a PNP personnel designated as Chief Regional Logistics and Development Division (RLRDD); Chief, Logistics Division and Chief, Logistics Section/Logistics Management Section of NSUs and other heads of logistics offices/units of the PNP.
- h. Mobility Equipment- consists of PNP land vehicles, watercrafts, and aircrafts.
- i. On-stock - refers to the equipment located in the warehouses and/or in the possession of the Supply Accountable Officers (SAOs) or Responsible Supply Police Non-Commissioned Officers (RSPNCOs).
- j. PAR – refers to the Property Acknowledgement Receipt. It is a document to prove record on the issuance of PNP equipment by the SAO/RSPNCO and acknowledgement of the end-user.
- k. PNP Equipment – refers to supplies, goods, articles, devices, machineries, and other movable items, in any form, purchased out of government funds, or donated by government and non-government institutions, or acquired through any means, intended to support PNP administrative and operation functions.
- l. LDIMS Users- refer to qualified PNP personnel designated as encoders or viewers who were given access to the PNP LDIMS.
- m. LDIMS Encoder - refers to an LDIMS user who was given encoding access to the System.
- n. LDIMS Viewer – refers to an LDIMS user who was given viewing access to the System.
- o. PNP Logistics Family – refers to all PNP units/personnel performing logistics functions. For purposes of this MC, assignment at the Directorate for Logistics (DL); Logistics Support Service (LSS); Engineering Service (ES); Headquarters Support Service (HSS); Logistics Offices of other National Support Units; Police Regional Offices; NCRPO Districts, its City Police Stations and its Numbered Police Stations; Regional Mobile Force Battalions (RMFBs), Police Provincial Offices

AUTHENTICATED


REX T. CUNTAPAY
Police Lieutenant Colonel
Administrative Officer

(PPOs), City Police Offices (CPOs), and its Numbered Police Stations; Component City Police Stations (CPS) and Municipal Police Stations (MPS), and all Supply Accountable Officers (SAOs) are considered part of the PNP logistics family.

- p. PTIS – refers to the Property Turn- in Slip. It is a document used for turn-in of property from end-user/SAO/RSPNCO to receiving unit/SAO/RSPNCO.
- q. PTR – refers to Property Transfer Report. It is a document used when there are transfer of PNP equipment from one SAO/RSPNCO to another SAO/RSPNCO.
- r. Real Estate - refers to the land and all items attached to the land. It is the physical, tangible entity, together with all the conditions or improvements on, above, and below the ground.
- s. Supply Directive – refers to a document authorizing the issuance of supplies to a certain PNP office/unit duly approved by the Director for Logistics (TDL).

6. GUIDELINES:

a. General Guidelines:

- 1) The PNP LDIMS shall be the official repository of all logistical data/information pertaining to PNP equipment and assets.
- 2) All PNP offices/units shall ensure that the activities, procedures and processes in their respective logistical cycle shall be integrated in the automated PNP LDIMS.
- 3) DL, in coordination with ITMS, shall ensure the continuing development of appropriate modules and sub-modules in the PNP LDIMS covering all activities, procedures and processes in the PNP Logistical Cycle.
- 4) The Director for Logistics (TDL) shall be the final approving authority in the designation of PNP personnel as LDIMS Users.
- 5) All PNP offices/units shall designate their respective LDIMS encoders responsible in inputting data/information into the PNP LDIMS. For this purpose, duly designated encoders shall undergo training and regular re-orientation on the PNP LDIMS.
- 6) LDIMS viewers shall be given access in accordance with their positions, duties, and functions within the PNP Logistics Family.
- 7) All PNP offices/units shall ensure that all data/information regarding the status, condition, serviceability and disposition of PNP equipment and assets shall be encoded in the PNP LDIMS in real-time.

AUTHENTICATED


REX T. CUNTAPAY
Police Lieutenant Colonel
Administrative Officer

- 8) To maximize the utilization of the PNP LDIMS, the system shall be integrated with other PNP data and information systems for purposes of data sharing, through the use of Application Programming Interface (API). For purposes of this Circular, the PNP LDIMS shall be interfaced with the PNP Personnel Accounting and Information System (PAIS) of the Directorate for Personnel and Records Management (DPRM) to allow access and real-time verification of PNP personnel details, as an added feature.
- 9) All PNP offices/units shall utilize the PNP LDIMS as a management tool in implementing the different stages of the logistical cycle from acquisition planning of PNP equipment and assets to its eventual disposal.
- 10) All PNP data/information on PNP equipment and assets shall be stored "on-premise" and through Virtual Private Server (VPS) to ensure integrity, security, accessibility, and 24/7 availability.
- 11) Being the official and central database, the PNP LDIMS shall serve as basis in the issuance of clearance for PNP personnel from all property accountabilities.

b. Specific Guidelines:

- 1) The modules and sub-modules that comprise the PNP LDIMS shall correspond with the PNP Logistical Cycle. For purposes of this Circular, the modules of the PNP LDIMS are as follows:
 - a) Procurement Management Module;
 - b) Supply Management Module;
 - c) Real Estate, Infrastructure and Facilities Management Module;
and
 - d) Accountability Clearance Module.
- 2) The LDIMS Administrator, with the assistance of concerned divisions of DL, shall ensure functionality, maintenance, and reliability of the PNP LDIMS, its modules, and sub-modules.
- 3) An LDIMS Administration Team may be created to assist the LDIMS Administrator in system upgrading, revision, modification, risk mitigation and response, and other technical aspects of system administration, database administration, and network administration.
- 4) To ensure proper utilization of the PNP LDIMS, a manual for LDIMS Users shall be developed, issued, and regularly updated containing the step-by-step procedures to be followed by LDIMS viewers in accessing the System and by LDIMS encoders in inputting

AUTHENTICATED


REX T. CUNTAPAY
Police Lieutenant Colonel
Administrative Officer

data/information on PNP equipment and assets as well as in uploading documents.

- 5) Duly designated LDIMS encoders shall ensure all data/information on PNP equipment and assets inputted in the PNP LDIMS shall be official, accurate, and updated.
- 6) PNP offices/units shall secure approval of DL for any correction, modification, or deletion of entries inputted in the PNP LDIMS.
- 7) It shall be the responsibility of the LDIMS Administrator to set the extent of and limitation on the utilization of and access to the PNP LDIMS by PNP users. PNP offices/units shall secure approval of DL for changes in the extent of and limitation on the utilization of and access to the PNP LDIMS.
- 8) For selected fields in the PNP LDIMS that require attachment, the corresponding appropriate documents, which should be official and authorized, shall be uploaded.
- 9) PNP users shall be bound by existing PNP Document Security policies. PNP offices/units shall adhere to applicable laws, rules, and regulations on data privacy and access to public information.
- 10) The Logistics Officers, as defined in this Circular, shall be primarily in charge of the smooth implementation of this Circular in their respective offices/units and areas of responsibilities especially, in institutionalizing appropriate security measures; and
- 11) Upon the effectivity of this Circular, all PNP equipment in Police offices/units shall be covered by the Supply Directive duly approved and signed by TDL.

c. Responsibilities:

- 1) TDL:
 - a) Supervise and monitor the implementation of this Circular;
 - b) Oversee the management of systems administration, database administration, and network administration and continuing system development for the PNP LDIMS;
 - c) Designate an LDIMS Administrator;
 - d) Create an LDIMS Administration Team to assist the LDIMS Administrator;
 - e) Approve requests for creation of Technical Support Groups;

AUTHENTICATED


REX T CUNTAPAY
Police Lieutenant Colonel
Administrative Officer

- f) Issue designation orders for LDIMS users;
 - g) Approve correction, modification, or deletion of entries inputted in the PNP LDIMS;
 - h) Approve changes in the modules and sub-modules in the PNP LDIMS including requests for inclusion of new modules and sub-modules;
 - i) Issue security bulletins on PNP LDIMS;
 - j) Approve appropriate guidelines and/or directives on the extent and limitation on the utilization of and access to the PNP LDIMS by PNP users;
 - k) Issue supply directives; and
 - l) Perform other tasks as directed.
- 2) LDIMS Administrator:
- a) Take charge in the management of systems administration, database administration, and network administration;
 - b) Register LDIMS users into the PNP LDIMS and provide the user name and default password;
 - c) Supervise the conduct of the LDIMS user's training;
 - d) Create Technical Support Groups, as may be necessary;
 - e) Supervise the continuing system development for the PNP LDIMS;
 - f) Evaluate requests for revisions, adjustments, corrections, modifications in the modules or sub-modules, including requests for inclusion of additional modules or sub-modules in the PNP LDIMS
 - g) Oversee the completion of data migration or database integration from existing record systems into the PNP LDIMS
 - h) Recommend the schedule of full utilization of PNP LDIMS modules and sub-modules; and
 - i) Perform other tasks, as directed.
- 3) LDIMS Administration Team:
- a) Assist the LDIMS Administrator in system upgrading, revision, modification, risk mitigation and response, and other technical

AUTHENTICATED


REX T GUNTAPAY
 Police Lieutenant Colonel
 Administrative Officer

aspects of system administration, database administration, and network administration;

- b) Assist the LDIMS Administrator in the registration of LDIMS users; and
 - c) Perform other tasks, as directed.
- 4) Technical Support Groups:
- a) Provide training and re-orientation to LDIMS users;
 - b) Provide technical advice, guidance, instructions, and support to Logistics Officers, SAOs/RSPNCOs, and PNP offices/units on the utilization of PNP LDIMS;
 - c) Develop a manual for LDIMS users; and
 - d) Perform other tasks, as directed.
- 5) Logistics Officers:
- a) Act as the primary implementing arm of DL in the implementation of this Circular in their respective PNP offices/units;
 - b) Ensure the proper and effective utilization of the PNP LDIMS in their AOR;
 - c) Ensure that only designated LDIMS users are accessing the System; and
 - d) Perform other tasks as directed.
- 6) Regional Supply Accountable Officers/Provincial/City Supply Accountable Officers (RSAOs/SAOs)/ Responsible Supply Police Non-Commissioned Officers (RSPNCO):
- a) Act as main implementer of this Circular in their AOR;
 - b) Recommend designation of LDIMS encoders in their AOR;
 - c) Supervise and monitor the performance of duties and functions by LDIMS encoders in their AOR;
 - d) Ensure that all data/information on PNP equipment and assets inputted in the PNP LDIMS shall be official, accurate, and updated;
 - e) Ensure that all documents uploaded in the PNP LDIMS are official and authorized
 - f) Ensure that PNP equipment inputted as "on-stock" in the PNP LDIMS are physically in storage in their AOR; and

AUTHENTICATED


REX T. GUNTAPAY
Police Lieutenant Colonel
Administrative Officer

- g) Perform other tasks as directed.
- 14) All Heads of PNP Offices/Units:
- a) Assist DL in the implementation of this Circular;
 - b) Provide necessary hardware requirements to fully institutionalize the PNP LDIMS within their AOR; and
 - c) Perform other tasks as directed.

7. PROCEDURES:

a. LDIMS ADMINISTRATION:

- 1) Upon the effectivity of this Circular, all PNP offices/units shall submit to DL (Attn: LDIMS Administrator) the names of their recommended LDIMS users, with personal email address and mobile numbers, for issuance of corresponding designation orders by TDL, either as LDIMS encoder or LDIMS viewer;
- 2) Upon issuance of the DL designation orders, the LDIMS Administrator shall register the LDIMS user into the PNP LDIMS, notify the LDIMS user, and provide the user name and default password, through the personal email address and mobile numbers;
- 3) The LDIMS Administrator shall ensure that all LDIMS users shall submit their duly accomplished Affidavits of Undertaking to faithfully perform their duties and responsibilities; safeguard to protect the PNP LDIMS from accidental, unlawful, or unauthorized usage or interference, or from hindering of its functioning or availability; and follow applicable security policies with respect to the processing of personal information;
- 4) Subject to the approval of TDL, the LDIMS Administrator may create Technical Support Groups, to provide training and re-orientation to LDIMS users as well as to technical advice, guidance, instructions, and support to Logistics Officers, SAOs/RSPNCOs, and PNP offices/units on the utilization of PNP LDIMS;
- 5) The LDIMS Administrator, with the assistance of the LDIMS Administration Team, shall recommend the regular issuance of LDIMS security bulletins by TDL;
- 6) PNP offices/units shall submit to DL (Attn: LDIMS Administrator) all requests for revisions, adjustments, corrections, modifications in the modules or sub-modules, including requests for inclusion of additional modules or sub-modules in the PNP LDIMS, for evaluation. For this purpose, the LDIMS Administrator shall be assisted by the LDIMS Administration Team. TDL shall be the final

AUTHENTICATED


REX T. CUNTAPAY
Police Lieutenant Colonel
Administrative Officer

approving authority on any changes in the modules and sub-modules in the PNP LDIMS; and

- 7) To ensure that the PNP LDIMS shall be the official repository of all logistical data/information pertaining to PNP equipment and assets, all PNP offices/units shall submit all data/information in their existing records system, including documents, for migration or integration into the PNP LDIMS. The LDIMS Administrator, through LDIMS Administration Team, shall supervise the completion of data migration or database integration.

b. DATA/INFORMATION ENCODING AND DOCUMENT UPLOADING:

The following shall be the process flow in inputting data/information and uploading of documents in the different modules and sub-modules under the PNP LDIMS:

- 1) Procurement Management Module:
 - a) Based on the Project Procurement Management Plan (PPMP), the designated LDIMS encoder of the Procurement Management Committee (PMC) Secretariat shall input the following data/information:
 - (1) Particulars of the Goods/infrastructure Projects/ Consulting Services to be procured;
 - (2) Source of fund;
 - (3) Approved Budget for the Contract; and
 - (4) Mode of procurement.
 - b) The corresponding Certification of Availability of Fund and Approved PMC Resolution with PPMP shall be uploaded, as required;
 - c) Based on the PMC Resolution, PPMP and indicative APP, the Head, BAC Secretariat shall prepare the Annual Procurement Plan (APP) for Chief, PNP approval and signature;
 - d) The designated LDIMS encoder of the BAC Secretariat shall input the data/information contained in the Chief, PNP-approved APP and upload the same in the PNP LDIMS;
 - e) The designated LDIMS encoder of the BAC Secretariat shall input the status of the procurement in the PNP LDIMS and upload the following corresponding appropriate documents:
 - (1) Pre-Procurement Conference;
 - (2) Advertisement and/or Posting of the Invitation to Bid;
 - (3) Pre-Bid Conference;
 - (4) Abstract of Bids;
 - (5) Post Qualification;
 - (6) Notice of Award;

AUTHENTICATED


REX T. Suintapay
Police Lieutenant Colonel
Administrative Officer

- (7) Award of Contract; and
 - (8) Notice to Proceed.
- f) The PD, LSS shall monitor the timeliness of the delivery. The designated LDIMS encoder of PD, LSS shall input the following data/information pertaining to the delivery in the PNP LDIMS and upload the corresponding appropriate documents:
- (1) Approved Purchase Order (PO);
 - (2) Contract Price;
 - (3) Due date of delivery;
 - (4) Details of equipment for delivery;
 - (5) Name of Supplier;
 - (6) Requests for Extension of Time to Deliver;
 - (7) Approved Extension of Time; and
 - (8) Liquidated Damages Due.
- g) Upon delivery, the designated LDIMS encoder of the SMS, SSDD, LSS/Warehouse shall input the following details of every delivery in the PNP LDIMS and upload the corresponding Delivery Receipts:
- (1) Actual dates of deliveries;
 - (2) Details of delivered equipment;
 - (3) Status of delivery;
 - (4) Condition of the delivered equipment; and
 - (5) Serial numbers, in prescribed format, if applicable.
- h) The designated LDIMS encoder of CIA Secretariat, or their counterparts in the PROs, shall input the following details of inspection and acceptance of the delivered equipment in the PNP LDIMS:
- (1) Date and place of inspection;
 - (2) Names of inspection team;
 - (3) Request for functional testing;
 - (4) Functional testing result;
 - (5) Evaluation report; and
 - (6) Approved and/or signed CIA resolution/s.
- The corresponding Inspection and Acceptance Report shall be uploaded in the PNP LDIMS.
- i) Based on the Supply Directive, the SAMD, LSS shall facilitate the issuance of the corresponding Property Transfer Report (PTR). The designated LDIMS encoder of SAMD, LSS shall upload the issued PTR in the PNP LDIMS.
- 2) Supply Management Module:
- a) Based on the approved Supply Directives (SD), the designated LDIMS encoder of the SMD, DL shall input the data/information on the PNP equipment covered therein. The corresponding SD shall be uploaded, as required.

AUTHENTICATED


REX T. CUNTAPAY
Police Lieutenant Colonel
Administrative Officer

- b) Based on the SD, the SAO PNP-Wide shall input the data/information on the listed PNP equipment; prepare the corresponding Property Transfer Report (PTR); and upload appropriate corresponding documents in the PNP LDIMS.
- c) Based on the uploaded PTR, the concerned SAOs/RSPNCOs shall prepare their respective PTR and upload the same in the PNP LDIMS.
- d) Transfer of PNP equipment from one PNP office/unit to another shall likewise be covered by corresponding PTR and uploaded to the PNP LDIMS.
- e) Based on the uploaded PTR, the SAOs/RSPNCOs shall prepare the Property Acknowledgement Receipt (PAR) to end-user PNP personnel; input the data/information in the PNP LDIMS; and upload the PAR. The end-user shall present to the SAO/RSPNCO the One Time Passcode (OTP) to facilitate the issuance of PAR.
 - (1) The SAOs/RSPNCOs shall generate six (6) copies of the PAR;
 - (2) The SAOs/RSPNCOs shall stencil the equipment, if applicable, and attach it on the PAR;
 - (3) The SAOs/RSPNCOs and end user/s shall sign the PAR. The SAOs/RSPNCOs shall upload the signed PAR;
 - (4) Out of the six (6) signed PARs, the SAOs/RSPNCOs shall issue one (1) copy to the end-user; retain and file one(1) copy for record purposes; and send the remaining four (4) copies to LSS, within five (5) days, for signature of D, LSS and the appropriate SAO;
 - (5) Once the remaining four (4) copies of PAR are signed by the D, LSS and the appropriate SAO, the same shall be uploaded to the PNP LDIMS by the designated LDIMS encoder in LSS;
 - (6) In the event that the SAO/RSPNCO who signed the PARs is relieved from duties and responsibilities, for cause or through any other means, the four (4) copies of the PAR that are in transit to D, LSS and the appropriate SAO shall be returned for replacement and signature of the new SAO/RSPNCO;
 - (7) Two (2) copies of the PAR originally signed by the D, LSS and the appropriate SAO shall be sent back to the

AUTHENTICATED


REX T CUNTAPAY
Police Lieutenant Colonel
Administrative Officer

SAOs/RSPNCOs. The remaining two (2) shall be retained for record purposes at LSS; and

- (8) Upon receipt, the SAOs/RSPNCOs shall retain one (1) copy of the PAR originally signed by the D, LSS and the appropriate SAO and issue one (1) copy to the end-user.
 - f) For purposes of renewal of PAR, the PAR originally signed by the D, LSS and the appropriate SAO shall be required;
 - g) Whenever PNP equipment is surrendered, returned, or turned in by the end-user, or otherwise recalled, the SAO/RSPNCO shall input the data/information in the PNP LDIMS, and upload the Property Turn-In Slip (PTIS);
 - h) SAOs/RSPNCOs shall tag the PNP equipment when it satisfies any of the following conditions:
 - (1) In Custodia legis;
 - (2) Lost due to negligence, enemy attack, theft or any other circumstances;
 - (3) Unserviceable and BER; and
 - (4) For safe keeping.
 - i) For PNP mobility equipment, the SAO/RSPNCO shall input the data/information regarding the insurance and maintenance thereof in the PNP LDIMS and upload appropriate corresponding documents.
- 3) Real Estates, Infrastructure and Facilities Management Module
- a) The designated LDIMS encoders in the Land Utilization Division (LUD), Engineering Service and the Regional Engineering Units shall input the data/information pertaining to the land records in the PNP LDIMS and upload corresponding documents, as appropriate:
 - (1) Vicinity Map;
 - (2) Lot Plan;
 - (3) Survey Plan/Subdivision Plan;
 - (4) Relocation Survey Report;
 - (5) Technical Survey Report;
 - (6) Certificate of Lot Readiness;
 - (7) DPWH Road Right of Way Certificate;
 - (8) Soil Bearing Capacity Test Result;
 - (9) GEO Hazard/Environmental Hazard Assessment Certification; and
 - (10) Geotechnical Analysis Report
 - b) The following status of PNP lands shall be indicated in the PNP LDIMS:
 - (1) Titled;
 - (2) Not for titling;

AUTHENTICATED


REX T. CUNTAPAY
Police Lieutenant Colonel
Administrative Officer

- (3) For Titling:
- (a) Titling of Lot (with OCT/TCT):
 - (a.1) Stage 1 – Research and Documentation;
 - (a.2) Stage 2 – Survey of Lot;
 - (a.3) Stage 3 – Approval of Survey Plan;
 - (a.4) Stage 4 – Payment of Taxes/Government Fees; and
 - (a.5) Stage 5 – Issuance of Title (OCT/TCT).

 - (b) Titling of Unregistered Lot through Administrative Titling (Special Patent/Presidential Proclamation):
 - (b.1) Stage 1 – Research and Documentation;
 - (b.2) Stage 2 – Survey of Lot;
 - (b.3) Stage 3 – Approval of Survey Plan;
 - (b.4) Stage 4 – Application for Special Patent/ Presidential Proclamation;
 - (b.5) Stage 5 – Approval and Issuance of Special Patent/Presidential Proclamation; and
 - (b.6) Issuance of Special Patent/Presidential Proclamation.

 - (c) The following corresponding documents, as appropriate shall be uploaded:
 - (c.1) Transfer Certificate Title;
 - (c.2) Presidential Proclamation;
 - (c.3) Executive Order;
 - (c.4) LGU Resolution;
 - (c.5) Deed of Sale;
 - (c.6) Deed of Absolute Donation;
 - (c.7) Deed of Conditional Donation;
 - (c.8) Deed of Usufruct;
 - (c.9) Deed of Exchange;
 - (c.10) Contract of Lease;
 - (c.11) Memorandum of Agreement/ Memorandum of Understanding; and
 - (c.12) Real Property Tax Declaration.

- c) The designated LDIMS encoder in the Infrastructure Division (ID), Engineering Service and Regional Engineering Units shall input the following data/information pertaining to PNP infrastructure and facilities in the PNP LDIMS and upload corresponding appropriate documents:

- (1) Existing Buildings and Facilities:
 - (a) Location/Vicinity;
 - (b) Type;
 - (c) Classification;
 - (d) Property Code;
 - (e) Building Number;
 - (f) Ownership;
 - (g) Occupants;

AUTHENTICATED


REX T. CUNTAPAY
 Police Lieutenant Colonel
 Administrative Officer

- (h) Description;
 - (i) Condition;
 - (j) History of Construction;
 - (k) Record of Repair and Improvement;
 - (l) Insurance; and
 - (m) Pictures.
- (2) Building and Facilities for Procurement:
- (a) Location/Vicinity;
 - (b) Type;
 - (c) Classification;
 - (d) Description;
 - (e) CDMP;
 - (f) ABC;
 - (g) Source of Fund;
 - (h) Procuring Entity;
 - (i) Certificate of Lot Readiness;
 - (j) DPWH Road Right of Way Certificate; and
 - (k) Status of Procurement.
- (3) Construction of Building and Facilities:
- (a) Project Name;
 - (b) Contractor;
 - (c) Bid Amount;
 - (d) Bonds and Securities;
 - (e) Status of Construction;
 - (f) Pictures;
 - (g) Inspection Reports;
 - (h) OICC;
 - (i) Inspection and Acceptance Report;
 - (j) Building Permit and Occupancy; and
 - (k) Material Testing Report.
- (4) Repair and Maintenance:
- (a) Project Name;
 - (b) Contractor;
 - (c) Bid Amount;
 - (d) Bonds and Securities;
 - (e) Status of Construction;
 - (f) Pictures;
 - (g) Inspection Reports;
 - (h) OICC; and
 - (i) Inspection and Acceptance Report.
- (5) Disposal:
- (a) Description;
 - (b) Approved Resolution;
 - (c) Authority to Dispose;
 - (d) Contractor;
 - (e) Pictures; and

AUTHENTICATED


REX T CUNTAPAY
 Police Lieutenant Colonel
 Administrative Officer

(f) Demolition Cost.

4) Accountability Clearance Module:

- a) Based on the Retirement Orders uploaded in the PNP Personnel Accounting and Information System (PAIS), concerned SAOs/RSPNCOs of the office/unit of last assignment shall issue the Unit Property Accountability Document (UPAD) and upload the same in the PNP LDIMS;
- b) Based on the UPAD uploaded by the SAOs/RSPNCOs of the office/unit of last assignment, the respective SAOs/RSPNCOs of the following offices/units shall issue and upload their respective UPADs:
 - (1) LSS;
 - (2) HSS SWS;
 - (3) ES Quartering Secretariat;
 - (4) CES; and
 - (5) FEO.
- c) Based on the complete uploaded UPADs, the DL Clearance Office shall verify the accountability/non-accountability of the retiring PNP personnel and prepare the Property Accountability Clearance (PAC), for retiring PNP personnel who has no property accountability, or the Certificate of Property Accountability (CPA), for retiring PNP personnel with existing property accountability/ies, as the case may be;
- d) The designated LDIMS encoder of DL Clearance Office shall upload the PAC or CPA in the PNP LDIMS, as the case may be;
- e) For PNP personnel with property accountability/ies, the concerned SAOs/RSPNCOs shall upload the Board of Survey Resolution with complete attachments, indicating the corresponding money valuation cost, if applicable, in the PNP LDIMS. Whenever applicable, concerned SAOs/RSPNCOs shall also upload the Affidavit of Willingness to Pay in the PNP LDIMS; and
- f) Based on the uploaded Affidavit of Willingness to Pay, DL Clearance Office shall replace the CPA with a PAC 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.

AUTHENTICATED LDIMS UTILIZATION:

- 1) Upon effectivity of this Circular, all PNP offices/units shall utilize the completed modules and sub-modules of the PNP LDIMS;


REX T CUNTAPAY
Police Lieutenant Colonel
Administrative Officer

- 2) The LDIMS Administrator shall recommend to TDL the schedule of gradual utilization of PNP LDIMS modules and sub-modules that are still undergoing system development and completion of programming; and
- 3) The utilization of the PNP LDIMS shall be parallel to the continued use of existing record systems containing data/information on PNP equipment and assets until the completion of data migration or database integration.

d. SUPPLEMENTAL MEMORANDA ON PROCESS FLOW:

From time to time, and as the need arises, TDL may issue supplemental Memoranda to adjust, modify, update, revise, or amend the process flow under each of the modules and sub-modules of the PNP LDIMS to conform with new laws, rules and regulations, or policy issuances and directives. Corresponding changes in the LDIMS User's Manual shall likewise be effected.

8. PENALTY CLAUSE:

Any violation of the provisions of this Circular may be a ground for an administrative charge pursuant to NAPOLCOM MC No. 2016-002 or the 2017 Revised Rules on Administrative Cases in the Civil Service (RRACCS), as the case may be, or be the basis for the filing of appropriate criminal or civil cases, as evidence warrants.

9. REPEALING CLAUSE:

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

10. EFFECTIVITY:

This Circular shall take effect after 15 days from the filing of a copy thereof at the UP 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
ARCHIE FRANCISCO F GAMBOA
 Police General
 Chief, PNP

CPNP LRS'20 S081863



S081863

Distribution:

- Command Group
- D-Staff
- P-Staff
- RD, PROs
- D, NSUs
- IG, IAS

AUTHENTICATED

Rex T. Cuntapay
REX T. CUNTAPAY
 Police Lieutenant Colonel
 Administrative Officer