



Republic of the Philippines  
National Police Commission  
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE  
**DIRECTORATE FOR COMPTROLLERSHIP**  
Camp BGen Rafael T Crame, Quezon City



**FISCAL DIRECTIVE**  
**NUMBER 2020-17**  
**As Amended (Series 2018)**

**OCT 06 2020**

**NEW PAYMENT SCHEME OF THE PNP TRUST RECEIPTS**  
**(FOR HPG)**

**I. REFERENCES**

- a. SILG Approved Rates of Motor Vehicle Clearance Certificate;
- b. PNP Memorandum Circular No.: 2020-005 entitled "Administration of the PNP Trust Receipts" dated February 10, 2020;
- c. Fiscal Directive Number 2018-11 As Amended (Series 2000) dated September 2, 2018 with subject "New Payment Scheme of the PNP Trust Receipts (For TMG)";
- d. Fiscal Directive Number 20-009 dated August 22, 2000 with subject "New Payment Scheme of the PNP Trust Receipts (For TMG)", and
- e. DBM-DILG Joint Circular No. 1-92 dated May 8, 1992, entitled: "*Rules and Regulations in the Proper Handling/Administration of the Trust Receipts of the Philippine National Police*".

**II. PURPOSE**

This fiscal directive provides guidelines and procedures in the payment and collections of the Highway Patrol Group (HPG) accruing to the PNP Trust Receipts.

**III. DEFINITION OF TERMS**

- a. **Macro – Etching Form** – is an accountable form issued by the Crime Laboratory Group (CLG) to Motor Vehicle Clearance Division (MVCD), HPG for the purpose of physical examination of the motor vehicles that are subject for clearance.
- b. **Order of Payment (OP)** – is a controlled form issued by the Processing and Licensing Offices to the Land Bank of the Philippines (LBP) and its designated branches directing the latter to accept payment of the fees and charges imposed by the PNP in pursuit of its statutory and regulatory functions.

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- c. **Special Bank Receipts (SBR)** – is an Accountable Form transferred to the LBP thru a Memorandum Receipt (MR) which shall be issued as proof of payment in the collection of fees and charges imposed in pursuit of the statutory and regulatory functions of the PNP.

#### IV. GUIDELINES AND PROCEDURES

- a. The Finance Service (FS) shall centrally manage the procurement and printing of the SBRs thru the National Printing Office (NPO) and transfer the Accountability of the Forms to the Manager, LBP Camp Crame Branch thru an MR. The SBRs shall be printed in quadruplicate copies and carbonized.
- b. The CLG shall centrally manage the procurement of the Macro Etching Form from the NPO. The form shall be printed in duplicate copies. The production of Macro – Etching Forms shall be sourced from funds generated from macro-etching services.
- c. The CLG shall furnish DC (Attn: C, Management Division and Chief, Accounting Division) the Summary List of Macro-Etching Forms issued.
- d. The fee to be implemented in the processing of Motor Vehicle Clearance Certificate of HPG is **Three Hundred Pesos (P300.00)**.
- e. Mode of Payment and Collection:

All payment transactions of motor vehicle clearance shall be transferred/credited to the PNP Clearing Account Number 1862-2220-63 at LBP.

- f. Payment thru OP and SBR:

1. Upon approval of the application, the duly designated responsible Officers of HPG/Regional Highway Patrol Unit (RHPU) or any of its clearance offices/stations shall issue OP to the applicant.

2. The duly designated LBP Branch accepts the payment from the applicant and machine validates the SBR. The LBP Branch shall issue the machine-validated SBR in four copies:

- 2.a. Applicant's copy
- 2.b. Bank copy
- 2.c. MVCD copy
- 2.d. Auditor's/Accountant's copy

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3. The HPG/RHPU or any of its clearance offices/stations upon receipt of machine-validated copy of SBR, the applicant shall accomplish the Motor Vehicle Clearance Application form.

4. The CLG designated personnel of macro-etching station shall conduct macro-etching examination and shall accomplish the Macro-Etching Certificate Form upon the receipt of machine-validated copy of SBR and accomplished Motor Vehicle Clearance Application.

5. The Motor Vehicle Inspector of HPG/RHPU or any of its clearance offices/stations shall conduct physical inspection and status verification of motor vehicle thru an updated Vehicle Information Management System (VIMS) prior printing of Motor Vehicle Clearance Certificate (MVCC).

6. The applicant shall present the claim stub to the Releasing Section for the release of the approved and signed MVCC.

g. Payment thru Electronic Payment Portal (ePP) provided by LBP

The MVCC shall be made available online, accessible to the public at <https://epaymentportal.landbank.com>. All applicants shall use this platform to apply for the motor vehicle clearance.

1. The HPG shall provide relevant data, information and technical support for the implementation of LBP ePP.

2. The LBP ePP shall be made accessible to the clients of both PNP and LBP through the web and be able to allow said clients to pay their transactional fees and charges assessed online/manually by PNP;

3. The LBP ePP shall be available to cardholders/clients maintaining a Philippine Peso account either with LBP or other banks;

4. The LBP ePP shall issue a Payment Confirmation Slip as proof of debit to account or an Electronic Official Receipt (eOR) as proof of payment; and

5. The LBP ePP shall likewise allow the clients of PNP and LBP to print copy/ies of the aforementioned slips/receipts relating to their online transactions.

6. The clients/applicants shall present the Payment Confirmation Slip/Receipt to the HPG/Regional Highway Patrol Unit (RHPU) or any of its clearance offices/stations for the processing of MVCC.

7. The CLG designated personnel of macro-etching station shall conduct macro-etching examination and shall accomplish the Macro-Etching Certificate Form upon the receipt of Payment Confirmation Slip/Receipt and accomplished Motor Vehicle Clearance Application.



8. The Motor Vehicle Inspector of HPG/RHPU or any of its clearance offices/stations shall conduct physical inspection and status verification of motor vehicle thru an updated VIMS prior printing MVCC.

9. The applicant shall present the claim stub to the Releasing Section for the release of the approved and signed MVCC.

## **V. COORDINATING INSTRUCTIONS**

- a. The Director, HPG shall issue the OP forms to all processing offices and units in series for monitoring and control. Director, HPG shall submit to DC (Attn: Accounting Division) a Monthly Summary List of OPs issued NLT the 15<sup>th</sup> day of the following month.
- b. The HPG shall prepare and submit report of Monthly Printed MVCC and its collection to Management Division, DC.
- c. Further, the HPG shall prepare and submit report of Monthly Trust Receipts Fund Utilization Report to DC (Attn: Management Division).
- d. The HPG may formulate supplemental guidelines to implement this fiscal directive.
- e. The Director, CLG shall designate a responsible Officer who shall be in charge of the custody and accounting of the Macro-Etching form.
- f. The Motor Vehicle Clearance Fund shall be subject for audit of Management Division Audit Team, DC.

## **VI. RESCISSION**

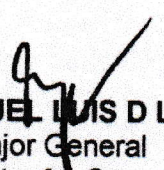
All issuance, directives and policies which are inconsistent with this directive are hereby repealed and/or modified accordingly.

## **VII. EFFECTIVITY**

This directive shall take effect immediately.

**BY COMMAND OF POLICE GENERAL CASCOLAN:**

**Authenticated by:**

  
**EMMANUEL LUIS D LICUP**  
Police Major General  
The Director for Comptrollership

