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

OCT 08 2020

MEMORANDUM CIRCULAR

NO.:

PNP INTERNAL DISCIPLINARY MECHANISM

1. **REFERENCES:**

- a. Republic Act (RA) No. 6975, as amended by RA No. 8551, or the "Philippine National Police Reform and Reorganization Act of 1998";
- b. RA No. 6713, or the "Code of Conduct and Ethical Standards for Government Officials and Employees";
- c. Executive Order No. 226 dated February 17, 1996, "Institutionalization of the Doctrine of "Command Responsibility" in all Government Offices, Particularly at All Levels of Command in the Philippine National Police and other Law Enforcement Agencies";
- d. Pronouncement of President Rodrigo Roa Duterte to cleanse the PNP ranks;
- e. NAPOLCOM Memorandum Circular No. 2016-002, as amended Re: "Revised Rules of Procedure Before the Administrative Disciplinary Authorities and the Internal Affairs Service of the PNP";
- f. SOP No. 14-01, Re: "Revised Guidelines and Procedure in the Formulation and Submission of CI Watch List and the Subsequent Adjudication and Extinguishment of Derogatory Information of PNP Personnel";
- g. SOP No. 09-01, Re: "Guidelines and Procedure in the Adjudication and Extinguishment of Derogatory Information Against PNP Personnel Included in the CI Watch List";
- h. PNP Memorandum Circular (MC) No. 2016-062, Re: "Comprehensive Internal Disciplinary Mechanism";
- i. PNP LOI 15-09 "Unis," dated March 13, 2009;
- j. CPNP Memorandum dated January 10, 2011, "Guidelines on the Accountability of the Immediate Officer for the Involvement of his Subordinates in Criminal Offenses and Implementation of 3-Strike Policy";
- k. PNP Security Policy otherwise known as "KALASAG" dated January 10, 2008;
- l. PNP MC No. 2017-013, Re: "PNP Internal Cleansing Strategy" dated February 21, 2017;
- m. PNP CMC No. 40-2017, Re: "Handling of PNP Personnel Included on the PRRD List" dated August 16, 2017;
- n. PNP MC No. 2018-036, Re: "Revitalized PNP Internal Cleansing

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Strategy" dated September 10, 2018;

- o. PNP MC No. 2019-027, Re: "Enhanced Revitalized PNP Internal Cleansing Strategy" dated May 27, 2019;
- p. Interfaith Squad System Manual PNP Internal Cleansing Strategy (November 2019); and
- q. 2017 Rules on Administrative Cases in the Civil Service (RACCS).

2. RATIONALE:

This revised Memorandum Circular (MC) sets forth the guidelines on the PNP Internal Disciplinary Mechanism.

3. SITUATION:

The PNP has lately been hounded by issues concerning personnel getting involved in illegal activities. Previous internal cleansing strategies of the PNP could not fully address the problem as it lacked effective and action-specific corrective and punitive interventions. As a result, unscrupulous PNP personnel continue to engage in illegal activities with impunity.

4. PURPOSE:

The PNP, in its strong desire to enhance internal discipline among its ranks will employ a three-pronged approach, to instill in all PNP personnel a strong sense of commitment, dedication and responsibility to police work geared towards a God-centered, service-oriented, and family-based life.

5. DEFINITION OF TERMS:

For purposes of this circular, following terms shall be defined as follows:

- a. Adjudication – is a process outside the court system where the submitted documents such as, but not limited to, declaration under oath, admission of facts, and result of investigation conducted against PNP personnel involved are reviewed and evaluated by the Board created under MC 2017-013, CMC 40-2017, and SOP No. 14-01 to determine if subject personnel will be cleared from any derogatory information.
- b. Administrative Case – refers to a complaint filed before the PNP disciplinary authorities or IAS, or appeal pending before the any of the appellate bodies.
- c. Assessment – refers to the review of the surrounding circumstances in the commission of the offense, and the determination of the morale and behavior of the PNP personnel.

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- d. Behavioral Focused Interventions – are psychospiritual and psychosocial interventions designed to prevent PNP personnel from involvement in illegal activities and improper behavior.

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- e. Behavioral Focused Restorative Interventions – refer to intervention measures which center on the way a PNP personnel should act or conducts oneself, especially toward others with specific emphasis on empathy, and on how one should carry out his/her duties and responsibilities.
- f. CADET (Character and Aptitude Development Training) – is a program that provides the guidelines for the conduct of a training program for erring police personnel in pursuit of the transformation program targeting those police personnel who are either subject of complaints resulting from their malfeasance, misfeasance, and nonfeasance, or who deliberately refuse to “toe the line”, arising from a repetition of their misconduct. It is a program utilized by the RSTUs to elevate and develop the character of erring members of the PNP, (LOI No. 66/88, November 27, 2008).
- g. Case Build-up – is the conduct of intensified counter intelligence (CI) operations with the purpose of gathering sufficient information/evidence necessary for the conduct of negation operations and filing of administrative/criminal cases against PNP personnel engaged in illegal activities.
- h. Complaint – refers simply to a statement that a police officer or unit has performed an unacceptable, improper, or unsatisfactory act or omission. It may also refer technically to a written and sworn statement regarding a wrong, grievance, or injury sustained by a person.
- i. Confirmed Report – is an end product when the validation conducted by authorized personnel reveals that the subject is indeed involved in illegal activities.
- j. Counter Intelligence Database – refers to derogatory information of PNP personnel being maintained by the Counter Intelligence and Security Division (CSD), DI as repository of information submitted by different units (SOP 14-01 and Counter Intelligence Watch List Production).
- k. Counter Intelligence Watch List – is the list of PNP personnel with derogatory information wherein the established parameters were all satisfied.
- l. Core Principles – God-centered, service-oriented, and family-based life.
- m. Criminal Case – refers to a case involving crimes and offenses defined under the Revised Penal Code of the Philippines and under special penal laws (NAPOLCOM MC No. 2016-002).

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- n. **Dedicated CI Personnel** – refers to selected and dedicated PNP personnel who will focus only on intensified and in-depth investigation and case build-up against any PNP personnel engaged in illegal activities.
- o. **Derogatory Information** – refers to a variety of facts and/or items regarding a police officer's involvement in an illicit activity, commission of a crime, or behavioral and social profiling, provided by or sourced from other organizations. A derogatory information may be unverified or, if verified, those that lack sufficient evidentiary support. It is also an information that reflects unfavorably on the morality, integrity, loyalty, discretion, character, reliability of a person, and honesty (SOP Number 14-01).
- p. **Exonerated or Acquitted Personnel** – refer to those personnel who were administratively or criminally charged whose guilt or liability was not proven by a quantum of evidence required by law or otherwise.
- q. **Family-based** – is a person who understands the value of his/her family, properly prioritizes its needs, and maintains healthy relationships with its members. As the basic unit of Filipino society, the family imparts values and belief, which underpin an individual's personality, mold his/her attitude toward others, and impact upon his/her personal and professional decision-making.
- r. **For Further Confirmation Report** – is a report believed to be true after validation conducted on the ground but lacks evidence to indict the person.
- s. **FORM POLICE (Focused Reformation/Reorientation and Moral Enhancement for Police Officers in Line with Internal Cleansing Efforts)** – is a personnel transformation/moral recovery and reorientation intervention to instill and develop discipline, character, aptitude, and attitude of its penalized members.
- t. **God-centered** – putting God first in all aspects of a person's life. Whether one refers to Him as God, Almighty Creator, Allah SWT, Lord, Heavenly Father, Jehovah or by any other reverential name. The individual acknowledges the fact that He is the Supreme Being who governs his/her existence, and his/her plans and priorities must be in accordance with this Supreme Being's will.

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- u. **GMRC (Good Manners and Right Conduct)** – refer to certain and particular universally-accepted basic social values and etiquette and/or proper modes of behavior that convey respect to those whom one interacts with (RA 11476, June 25, 2020).

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- v. IAS Desks – refer to the Internal Affairs Service desks established nationwide unless another desk is specified.
- w. Identification – is the process of establishing the identity of PNP personnel forwarded by the Preventive Approach Committee and CI watch list with the help of DPRM for proper monitoring and accounting by all units/offices concerned (DI IMPLAN on Punitive Approach Committee dated October 2018).
- x. Immediate Supervisor – is a person who has direct supervision over PNP personnel.
- y. Information — refers to a collection of facts, positive and negative, involving a police officer or unit. It may also refer to the statements to be used to proceed against erring police officers or units for their misdemeanors or transgressions. It also refers to the statements that may lead to non-disciplinary or non-penal actions, and/or constructive or affirmative actions. It may be submitted from various sources such as citizen's complaint, referral of other agencies/offices, individual lapses arising from inspection and audit findings, and open-source material, among others.
- z. Intelligence Packet – is the result or an end product of the conduct of intelligence build-up.
- aa. Internal Cleansing Strategy – refer to the measures initiated by the PNP in cleansing its ranks of those who are involved in illegal activities and improper behaviors.
- bb. Intervention Measures – refer to the programs to be initiated to prevent the commission of illegal activities and to subject the penalized/reinstated personnel to reformation programs and counter-intelligence measures.
- cc. Legal Offensive – refers to the filing of appropriate administrative and/or criminal charges against PNP personnel engaged in illegal activities.
- dd. Mandatory Drug Test – as provided under Article III, Section 36, paragraph (e) of RA No. 9165 or the Comprehensive Dangerous Drugs Act of 2001, all officers and members of law-enforcement agencies shall undergo an annual mandatory drug test, to detect the use of illegal or dangerous drugs. It is also conducted when PNP personnel apply for schooling, promotion and other career-related opportunities.

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- ee. **Monitoring and Evaluation** – is a process of continuous assessment of PNP personnel who have undergone restorative intervention activities.
- ff. **Negation** – is the conduct of appropriate police actions leading to the apprehension/arrest or the filing of appropriate charges against erring PNP personnel.
- gg. **Not True Report** – is the end results after validation on the ground on the alleged involvement of PNP personnel in illegal activities, which turned out negative.
- hh. **Operational Data** – is a collected sensitive data of identified PNP personnel involved in illegal activities, records of confirmed derogatory information reported by PNP units/offices ready for case build-up and filing of administrative/criminal case (SOP 14-01).
- ii. **Penalized Personnel** – refer to those personnel whose administrative/criminal charges were proven and served the corresponding penalty imposed.
- jj. **Placement** – refers to the selection and designation of reformed, and morally upright PNP personnel to a certain position of responsibility appropriate to his competency, experience, and other qualifying circumstances.
- kk. **PNP Personnel** – are both uniformed and non-uniformed personnel of the PNP organization.
- ll. **Police Intervention** – is an appropriate action taken by the unit commander in response to a counter intelligence report contained in an intelligence packet.
- mm. **Pre-Charge Investigation** – is the preliminary examination and evaluation of the complaint for the purpose of determining the existence or non-existence of probable cause (NAPOLCOM MC No. 2016-002).
- nn. **Preliminary Investigation** – is a proceeding undertaken to determine whether a prima facie case exists to warrant the issuance of a formal charge. It involves a fact-finding investigation or an ex-parte examination of records and documents submitted by the complainant and the person/s complained of, as well as documents readily available from other government offices (2017 RACCS).
- oo. **Preventive Approach** – is a proactive way to maintain discipline and pre-empt misbehavior among PNP personnel, whether at work or off duty.

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- pp. Prima Facie Case – refers to the evidence which, if unexplained or uncontradicted, is sufficient to sustain a judgment in favor of the issue it supports, but which may be contradicted by other evidence (2017 RACCS).
- qq. Probable Cause – is the existence of such facts and circumstances as would excite the belief, in a reasonable mind, acting on the facts within the knowledge of the investigator, that the respondent is probably guilty of a specific administrative offense/s (NAPOLCOM MC No. 2016-002).
- rr. Psychospiritual – refers to the integration of mind and spirituality, the marriage of psychology and theology. In other words, it refers to the integration of mental health and spiritual care.
- ss. Psychosocial - involves both psychological and social aspects; relating social aspects with mental health.
- tt. Punitive Approach – is the “iron-hand” of the internal cleansing strategy, it follows due process in investigating and imposing appropriate sanctions on erring PNP personnel.
- uu. Random Drug Test – is a drug test conducted on PNP personnel at any time without prior notice, in order to detect the use of illegal or dangerous drugs.
- vv. Reintegration – refers to the reinstatement of the reformed and morally- upright PNP personnel into active duty, adhering to the required ethics and standard of public service.
- ww. Restorative Activities – refer to activities that are designed/created to enhance the moral recovery and spiritual renewal to transform and redeem erring PNP personnel.
- xx. Restorative Approach – is the “soft hand” of the internal cleansing strategy, it utilizes programs on moral recovery and spiritual renewal of those penalized personnel and restore the morale of those exonerated/acquitted personnel.
- yy. Retirement – refers to the mode of termination of service either because of reaching a compulsory age or upon voluntary application by virtue of accumulating at least 20 years of satisfactory service, which application needs approval of the NAPOLCOM, (PNP MC No. 2016-057, August 17, 2016).

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- zz. Service-oriented – refers to an individual’s willingness and ability to recognize and respond to another person’s needs. PNP personnel are expected to embody the service orientation envisioned in

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Section 2 of Republic Act No. 8551, which specifies that "The Philippine National Police (PNP) shall be a community and service-oriented agency responsible for the maintenance of peace and order and public safety".

- aaa. Service Reputation – refers to any available information pertaining to a person's personal and professional character including administrative/criminal cases and derogatory information as well as feedbacks from his/her superiors, peers, and subordinates (PNP MC No. 2019-044).
- bbb. Special Concerns – are high profile targets, sensational cases, or those referred directly by the CPNP or the reporting public that need immediate action.
- ccc. State of Discipline – is the level of compliance of a PNP office/unit to the parameters set by the PNP State of Discipline Program, as certified by IAS.
- ddd. Squad – is a group of PNP personnel composed of a minimum of five to a maximum of 12 members led by a squad leader who is the most ranking/senior PCO, PNCO, or NUP in the squad.
- eee. Squad Journal – is a record of activities conducted by the squad to be accomplished by the squad leader and noted by the ESPOs and immediate supervisors.
- fff. Squad Leader – is the most senior PCO/PNCO or most ranking NUP in a squad. He/she is expected to mentor the squad members and assume responsibility for their discipline.
- ggg. Squad Leader's Time – is a specific hour each week that is dedicated to meeting the squad members for group mentoring and discussion of the week's lesson, with the assistance of an assigned values/life coach.
- hhh. SUGO Partners – are the faith-based groups duly accredited by the PNP Multi-Faith Pastoral Council (MFPC) under LOI 17/10 Spiritual Upliftment and Growth in the Organization (SUGO), which are tasked to recommend and provide values/life coaches for the squads.
- iii. Unit Commander/Supervisor – is a person designated as head of a PNP office/unit.

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- jjj. Validated Confirmed Reports – refer to derogatory information that were substantiated during the conduct of validation (PNP MC Number 2017-013, February 21, 2017).

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- kkk. Validated Not Confirmed Reports – refer to derogatory information that were not substantiated during the conduct of validation (PNP MC Number 2017-013, February 21, 2017).
- lll. Validation process – is a process wherein PNP personnel reportedly involved in illegal activities are subjected to investigation to verify and determine the extent of their involvement.
- mmm. Values/Life Coach – are members of the PNP MFPC – accredited SUGO partners who volunteered, were vetted, oriented, and trained to facilitate the delivery of Squad Weekly Interactive Meeting (SWIM)/Squad Leader’s Time Discussion Guide.
- nnn. Values Formation – is a series of engagements between values/life coaches (teachers) and squad members (students), which help the students understand the cognitive, affective, and behavioral dimensions of values for their personal and professional growth.
- ooo. Verified Complaint – is a written narration of allegations pertaining a wrongdoing, signed or affirmed by a complainant, and verified by an investigating office tasked to establish the truthfulness of the said allegation.

6. **GUIDELINES:**

a. **General Guidelines:**

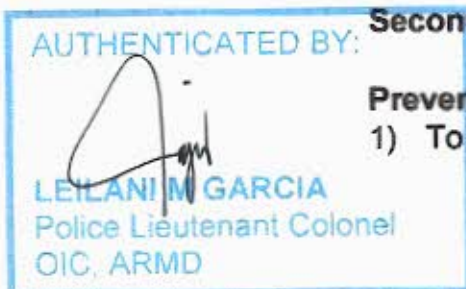
Primary Objectives

- 1) To prevent PNP personnel from involvement in illegal activities and improper behavior;
- 2) To identify arrest/apprehend, prosecute, and punish PNP personnel who are involved in illegal activities;
- 3) To remove PNP personnel who are incorrigible, irredeemable, and hopeless; and
- 4) To reorient, reform, convert, and reintegrate PNP personnel involved in illegal activities who are still redeemable to become responsible police personnel once again who shall adhere to the code of conduct and ethical standards of public office.

Secondary Objectives

Preventive

- 1) To maintain order and discipline in the ranks at all levels;



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- 2) To enhance accountability and professionalism among PNP personnel particularly the squad leaders, Executive Senior Police Officers (ESPOs), Police Community Precinct (PCP) Commanders, Chiefs of Police (COPs), District Directors (DDs), Provincial Directors (PDs), Regional Directors (RDs), and other unit commanders of NSUs and PNP NHQ;
- 3) To uplift the morality and spirituality of all PNP personnel;
- 4) To enhance the physical and mental well-being of all PNP personnel;
- 5) To warn, advise, counsel, and mentor PNP personnel to shun illegal activities and improper behavior; and
- 6) To impress upon all PNP members the concept of a God-centered, service-oriented, and family-based PNP.

Punitive

- 1) To identify and monitor PNP personnel who are involved in illegal activities;
- 2) To conduct case build-up against involved PNP personnel;
- 3) To file administrative and criminal cases;
- 4) To arrest and punish erring PNP personnel;
- 5) To remove involved PNP personnel from the police service; and
- 6) To monitor cases filed against PNP personnel.

Restorative

- 1) To conceptualize and implement an effective moral and spiritual recovery program;
- 2) To enhance the values system of erring PNP personnel and embrace the PNP's core values of Maka-Diyos, Makabansa, Makatao, at Makakalikasan;
- 3) To create integrity circles as accountability, mentoring, and support groups to prevent the transformed PNP personnel from returning to their former illegal activities and improper behaviors;
- 4) To provide intervention measures and conduct restorative trainings;

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- 5) To instill adherence to the code of conduct and ethical standards required from public officials and employees; and
- 6) To institutionalize assessment in every phase of the reformative process and continuous monitoring and evaluation.

Responsibilities

a. **DHRDD**

- 1) Formulate and implement Program of Instruction (POIs) for the retraining of erring PNP personnel;
- 2) Activate the Subic Reformation School thru PNP Training Service;
- 3) Formulate/Supervise standard leadership training with the primary purpose of strengthening the inherent leadership functions of unit commanders in coordination with other stakeholders;
- 4) Formulate training package for unit commanders on the Internal Disciplinary Mechanism Strategy in coordination with other concerned sub-committees;
- 5) Formulate/develop squad concept module for the squad leaders, PNP recruits and PNPA cadets and facilitate its inclusion in the PNP career courses (JLC, SLC, OCC, OOC, OBC, OAC, and OSEC);
- 6) Formulate manuals and materials to be used by the squad during the weekly squad leader's time in coordination with the CHS;
- 7) Formulate the squad journal for the squad leaders in coordination with the CHS;
- 8) Formulate/Supervise training program for the squad leaders; and
- 9) Perform other tasks as directed.

b. **DPRM**

- 1) Serve as the OPR in the organization of squads;
- 2) Formulate policies and guidelines on the handling of identified PNP personnel who are subject for transfer and final disposition based on the regular personnel matters;
- 3) Issue orders to personnel who will undergo orientation and relevant training or seminar on moral

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enhancement/recovery/intervention and re-orientation program in coordination with DLOD, DPRM and DI;

- 4) Maintain and update a list of PNP personnel who were transferred due to their involvement in illegal activities in coordination with DI and DIDM;
 - 5) Include in the PAIS record the data from the Case Monitoring System on PNP personnel with administrative cases;
 - 6) Come up with a monitoring system of PNP personnel with administrative cases and reinstated into active duty and ensure that they will undergo focused restorative intervention;
 - 7) Organize, train and maintain special and dedicated pool of summary hearing officers who shall conduct summary hearing proceedings/administrative proceedings on cases filed against erring PNP personnel to ensure the expeditious and judicious resolution of administrative cases; and
 - 8) Perform other tasks as directed.
- c. **DI**
- 1) Serve as depository of all derogatory information, PNP CI targets and watch list and shall also maintain, consolidate, and update a CI target/watch list;
 - 2) Ensure the continuous conduct of case build-up and adjudication;
 - 3) Provide intelligence packet for use of IMEG and other PNP operating units in the conduct of appropriate police actions;
 - 4) Conduct complete background investigation of volunteer values/life coaches; and
 - 5) Perform other tasks as directed.
- d. **DO**
- 1) Ensure the strict implementation of the PNP Police Operational Procedures;
 - 2) Monitor the police actions conducted by IMEG and other operating units;
 - 3) Provide DPRM initial reports gathered from advance reporting systems and sources such as official SMS and news and media reporting, regarding the involvement and

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the arrest of PNP members who are allegedly involved in illegal activities; and

4) Perform other tasks as directed.

e. **DIDM**

1) Require unit commanders to submit a monthly report of PNP personnel with criminal cases, indicating the status, whether pending, on trial or subject personnel is convicted, and the ground/s if said case is dismissed;

2) Supervise the PNP units in their investigation and the filing of cases against erring personnel in appropriate courts including the monitoring of the progress/status of cases to ensure conviction (Case Tracking System);

3) Organize, train and maintain a special pool of pre-charge investigators who shall handle investigation of cases filed against erring PNP personnel for violations of the Revised Penal Code and Special Laws constituting less grave offenses pursuant to NMC 2016-002 (Revised Rules of Procedure before the Administrative Disciplinary Authorities and the Internal Affairs Service of the PNP) and PNP MC 2016-062 (PNP Comprehensive Internal Disciplinary Mechanism) and the CSC Resolution No. 1701077 (2017 RACCS);

4) Provide the oversight committee all necessary requirements for use as reference in the conduct of monthly assessment and evaluation of the internal cleansing campaign of the PNP; and

5) Perform other tasks as directed.

f. **DL**

1) Provide the logistical requirements of the tasked units; and

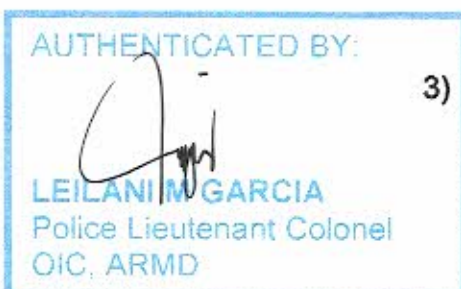
2) Perform other tasks as directed.

g. **DC**

1) Allocate funds to the oversight committee and its sub-committees for the implementation of this MC;

2) Formulate a program for the inclusion of regular fund support necessary for the implementation of the overall PNP Internal Disciplinary Mechanism; and

3) Perform other tasks as directed.



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h. **DPCR**

- 1) Supervise, issue policies, and guidelines in the implementation of all activities under the Preventive Approach;
- 2) Develop a strategic communications plan focusing on the identification, conduct and monitoring of PCR-related activities for both internal and external audiences to uplift the morale and enrich the values of PNP personnel and build a positive image towards the public;
- 3) Develop a social media strategy to further encourage the involvement and active support of the netizens towards the police relative to the PNP's Internal Disciplinary Mechanism;
- 4) Conduct public affairs activities to render updates of the PNP's Internal Disciplinary Mechanism through TRIMP in coordination with PIO;
- 5) Conduct public awareness and information campaign through government-owned media outlets, LGUs, and CSOs to enhance community participation and to encourage them to support and collaborate with the PNP; and
- 6) Perform other tasks as directed.


i. **DICTM**

- 1) Create a webpage and accounts on Facebook, Twitter, Blog and Instagram to be used by netizens in posting and uploading photos/videos of PNP personnel engaged in illegal activities;
- 2) Develop an I.T.-Supported System that will be used in managing (implementation, evaluation and monitoring) all the activities under the PNP Internal Disciplinary Mechanism;
- 3) Create a website for the PNP Internal Disciplinary Mechanism; and
- 4) Perform other tasks as directed.

j. **DIPOs**

- 1) Supervise the implementation of this MC by the PROs under their jurisdiction; and
- 2) Perform other tasks as directed.

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k. **FS**

- 1) Formulate programs on financial management to instill the importance of financial planning taking into account various financial risks and future events; and
- 2) Perform other tasks as directed.

l. **HS**

- 1) Serve as OPR in the implementation of psychosocial programs as behavioral-focused interventions to PNP personnel who were implicated in the information or complaints for involvement in illegal activities and improper behavior but does not warrant filing of admin and criminal cases;
- 2) Formulate programs and modules for healthy lifestyle, physical fitness, weight management, stress management, and diet plan and the like to be included in the squad leader's journal; and
- 3) Perform other tasks as directed.

m. **CHS**

- 1) Serve as OPR in the implementation of psychospiritual programs as behavioral-focused interventions to PNP personnel who were implicated in the information or complaints for involvement in illegal activities and improper behavior but does not warrant filing of admin and criminal cases;
- 2) Serve as OPR in implementation of the squadding concept intervention;
- 3) Monitor the compliance of all PNP offices/units in the Interfaith Squad System;
- 4) Supervise and coordinate with accredited SUGO partners to identify and orient/train a pool of volunteer values/life coaches comprised of church ministers, lay leaders, pastors, a'immah, and priests from their respective organizations, and deploy one values/life coach to each squad;
- 5) Develop other Interfaith Squad System manuals, which prescribed the guidelines and procedures for institutionalizing the SWIM (squad leader's time), to be certified by DHRDD;
- 6) Provide related training materials for the use of values/life coaches, to be certified by DHRDD;

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- 7) Monitor the progress and accomplishments of SUGO partners;
- 8) Attend and provide guidance during the quarterly assessment and evaluation;
- 9) Consolidate records of accredited volunteers/values coaches submitted by the line units/offices; and
- 10) Perform other tasks as directed.

n. **PCADG**

- 1) Develop and establish mechanism that will enhance the collaboration and partnership between the PNP and the multifaith-based organizations;
- 2) Propagate the activities under the PNP Internal Disciplinary Mechanism through TRIMP;
- 3) Forward all information and complaints involving PNP personnel received by the CRMC to the IAS desk; and
- 4) Perform other tasks as directed.

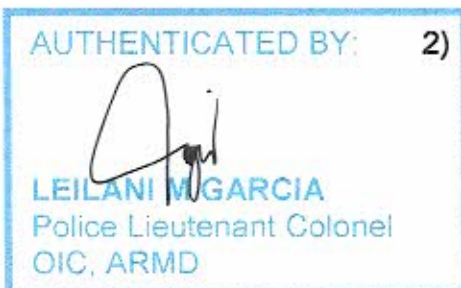
o. **IAS**

- 1) Serve as OPR in the implementation of the IAS Desk Program;
- 2) Provide recommendations to the PNP on how to address issues and concerns involving PNP personnel based on the collected data set of the IAS Desk Program;
- 3) Serve as OPR in the formulation of parameters and implementation of the State of Discipline Program in coordination with Internal Discipline Oversight Committee;
- 4) Declare publicly the State of Discipline of the PNP at all levels of command and on a periodic basis; and
- 5) Perform other tasks as directed.

p. **OCESPO**

- 1) Supervise the activities and monitor the accomplishments of the RESPOs on squadding;
- 2) Consolidate evaluation reports to be submitted to their respective superior officer. Submission of report will be as follows:

Station ESPO	-Weekly
Provincial ESPO	-Monthly



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Regional ESPO -Quarterly

- 3) Ensure dissemination and implementation of personnel decorum among PNCOs;
 - 4) Ensure strict monitoring of attendance of squad leaders and members particularly in observance of mandatory and other occasions/activities in line with internal cleansing; and
 - 5) Perform other tasks as directed.
- q. **D, NSUs, RDs, PDs, CDs, COPs, PSF Commanders and other Chiefs of Offices**
- 1) Provide overall supervision on the implementation of this MC in their respective units/offices;
 - 2) Establish respective sub-committees under the PNP Internal Disciplinary Mechanism down to the lowest PNP unit. The sub-committees will receive the processed information or complaints from IDU, IAS for appropriate intervention and action. They will also conduct regular review as part of their results-based monitoring and evaluation system;
 - 3) Provide PNP personnel who will man the IAS desk;
 - 4) Ensure that all information and complaints relating to PNP personnel involvement in illegal activities and improper behaviors must be reported to the IAS desk;
 - 5) Ensure the compliance of all PNP offices/units to all programs, projects, and activities of the PNP Internal Disciplinary Mechanism; and
 - 6) Perform other tasks as directed.
- b. **Specific Guidelines**
- 1) **Core Approaches** – This MC is a holistic approach in enhancing the internal discipline of PNP personnel. It is to be spearheaded by heads of offices and unit commanders/supervisors at the regional, provincial and station level, including the participation of the squad leaders, values/life coaches and the Integrity Monitoring and Enforcement Group (IMEG) to address special concerns.

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The PNP shall implement the PNP Internal Disciplinary Mechanism through the Preventive, Punitive, and Restorative approaches.

- a) The Preventive Approach shall prevent PNP personnel from involvement in illegal activities and improper behaviors by

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inculcating the values of love of God, country, people, and family.

- b) The Punitive Approach shall undertake programs to identify, arrest/apprehend, prosecute, and punish PNP personnel who are involved in illegal activities; and to remove PNP personnel who are incorrigible, irredeemable and hopeless.
 - c) The Restorative Approach shall reorient, reform, convert, and reintegrate PNP personnel involved in illegal activities who are still redeemable to become responsible police personnel who shall adhere to the code of conduct and ethical standards of public office.
 - d) IAS Desks shall be established in all PNP Units at all levels of command, which will enable the PNP Internal Disciplinary Mechanism to monitor and record all complaints as well as good deeds of every PNP personnel, and report the State of Discipline of the PNP.
- 2) **Phases of Implementation** – There will be three phases in the implementation namely: Phase 1- Preventive, Phase 2 – Punitive, and Phase 3 – Restorative.

Phase 1 – Preventive

Implementation of programs, activities, and projects that could deter PNP personnel from being involved in illegal activities and improper behaviors. These programs and activities include but are not limited to the following:

- a) Processing of information or complaints involving PNP personnel received by IAS desks. The IAS desk is a central processing system dealing with information, both positive and negative, which involves police officers. It serves as a tool to gather information in a centralized fashion mainly from the public and also from other sources. It is a linkage point between data collection, information monitoring, referrals, and other constructive activities of IAS (i.e. inspection, monitoring, audit, and research).
- b) Implementation of psychosocial and psychospiritual programs as behavioral-focused interventions to address reported improper behaviors of PNP personnel. All PNP personnel implicated in the information or complaints for involvement in illegal activities and improper behaviors must undergo behavioral focused interventions, which are psychosocial (to be carried out by HS) and psychospiritual (to be carried out by CHS).

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- c) The psychosocial support programs of the Department of Psychiatry, PNP Health Service is an integral part of its function to provide emotional and mental health service to all PNP personnel. It basically aims to address both the psychological and social needs of individual or group of PNP personnel through activities such as stress management seminar, psychological counseling, and stress debriefing. These psychosocial interventions apply a behavior-focused approach designed to improve self-awareness, promote self-direction, and facilitate decision making skills in a difficult or challenging situation.
- d) Stress management is conducted through a series of lectures and group dynamics to provide substantial information in the proper management, effective response and coping strategies to a stressful situation or life crisis. On the other hand, psychological counseling is a professional guidance of an individual or group by utilizing psychological methods in order to facilitate decision-making skills and redirect focus on self-worth. While stress debriefing is a psychological intervention given to PNP personnel who is observed to have behavioral or psychological symptoms that are caused by trauma exposure.
- e) All these are geared towards helping and guiding PNP personnel towards better options to take in order to improve themselves as persons who can work in harmony with others without difficulty. As an expected outcome, this could translate into a better performance at work as a law enforcer and as a public servant.
- f) After the psychosocial intervention by the PNP HS, subject PNP personnel will be referred to undergo the psychospiritual program. The PNP Chaplain Service will provide psychospiritual interventions such as spiritual care, emotional support, and religious accommodation for PNP personnel.
- g) Moreover, the DHRDD will develop and implement a leadership training package, which will strengthen the inherent functions of all unit commanders.
- h) The PNP will also implement the State of Discipline Program, wherein the level compliance of all PNP offices/units to the parameters will be regularly monitored and will be announced to the public by the IAS via Television, Radio, Internet, Messaging and Print (TRIMP).

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- i) The PNP will sustain the implementation of the squadding concept interventions through the execution of the following:
- (1) Organization of squads composed of five to 12 members with the most senior PCO/PNCO or most ranking NUP in a squad acting as squad leader;
 - (2) Observance of a regular weekly Squad meeting known as "squad leader's time" to discuss the lessons for the week, which may include life enhancement modules related to career development, personal financial management, healthy lifestyle, and retirement planning;
 - (3) Impress upon the squad leader and all squad members a sense of responsibility for each other and a sense of belonging to the squad, in order to strengthen their walk of faith and promote accountability for their personal and professional actions;
 - (4) Assignment to all squads of trained values/life coaches who are volunteers from the SUGO Partners. These values/life coaches shall regularly meet their squad on a weekly basis to facilitate the discussion of lessons on how to become God-centered, service-oriented, and family-based public servants;
 - (5) It is also the duty of squad leaders to recommend any member of his/her squad to undergo behavioral-focused intervention/training and other constructive interventions if necessary. Likewise recommend any member of his/her squad for exemplary conduct; and
 - (6) The squad leaders shall accomplish a weekly evaluation report on the performance of their squad members.

Phase 2 – Punitive

The approach of the PNP against identified personnel involved in illegal activities. Verified complaints gathered from IAS desks relative to the illegal activities of PNP personnel will be referred to the proper disciplinary authorities (DAs) and investigating units for purposes of filing of appropriate charges. Other information reports obtained will be validated through the PNP intelligence services and serve as operational data for negotiation efforts, case build-up, and legal offensive.

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The following are the procedures for the filing of administrative, criminal cases, and/or conduct of validation of derogatory information:

- a) Administrative Cases

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- (1) After validation and/or verification of information, the complaint shall be endorsed for pre-charge investigation either to IAS or DIDM or its equivalent office in the region or NSU. The process and procedures as provided in NAPOLCOM Memorandum Circular No. 2016-002, as amended by NMC No. 2019-005 and/or 2017 RACCS shall apply;
- (2) Those personnel who were found guilty for grave and less grave offenses, where the penalty imposed is lower than dismissal from the service, shall be recommended to undergo a program under the Restorative Approach;
- (3) Those personnel who were exonerated or whose case were dismissed shall likewise be recommended to undergo other restorative interventions; and
- (4) All data of penalized and exonerated personnel shall be submitted by DLOD to DHRDD every end of the month for inclusion in the trainings/seminar.

b) Criminal Cases

Institution of criminal actions shall follow Rule 110 (Prosecution of Offenses) of the Revised Rules of Criminal Procedures.

c) Derogatory Information


(1) Validation Process

All referred reports concerning PNP personnel will be subjected for validation and evaluation by concerned Police Regional Offices (PROs) and National Support Units (NSUs). The CSD, Directorate for Intelligence shall be responsible for the consolidation of validated reports from PROs, NSUs, and other PNP units and it will be used as reference for the preparation of the list of PNP personnel with derogatory information.

(2) Validated Confirmed Reports

PNP personnel with validated confirmed reports shall be subjected to case build-up.

(3) Validated Not Confirmed Reports

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- (a) PNP personnel with validated not true reports shall be removed from the list of PNP personnel involved in illegal activities; and
- (b) Those with validated not confirmed reports due to unavailability of information to develop an intelligence packet for use in negation operation or lack of strong proof/substantial evidence for prosecution shall be transferred outside their present assignment.

(4) Case Build-up

All reports that confirm the involvement of PNP personnel in illegal activities shall be compiled to support case build-up by the concerned intelligence arms of the PNP or the IMEG leading toward the development of intelligence packet, including other information which will be used in the legal offensive.

(5) Legal Offensive


The concerned operating units and the IMEG, in accordance with rules, shall conduct the appropriate police actions and/or the legal offensive to ensure the filing of appropriate administrative and/or criminal case against the concerned PNP personnel.

Phase 3 – Restorative

The Restorative Approach of the PNP Internal Disciplinary Mechanism shall implement programs/activities that aim to restore penalized personnel to adhere to the code of conduct and ethical standards of a public office. Restoring the morale of those exonerated and acquitted personnel shall be implemented with four continuous and inter-related processes:

- a) Assessment
 - (1) Review of cases on the surrounding circumstances of the commission of the offense;
 - (2) Determine the state of morale and behavior of the PNP personnel; and
 - (3) Identification of behavioral focused restorative intervention.

- b) Restorative Activities
 - (1) Conduct of intervention measures; and

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(2) Conduct of restorative trainings (mentoring, coaching, prayers, FORM POLICE and GMRC, CADET, Counseling, Seminars, etc.

- c) Closure Activities
 - (1) Reintegration;
 - (2) Placement;
 - (3) Retirement; and
 - (4) Review of Policy/Directive or Issuances.

- d) Monitoring and Evaluation

An assessment shall be conducted every after each of the processes of reformative approach. Continuous monitoring and periodic validation shall also be conducted.

Coordinating Instructions:

- a) Inherent and primary functions of the different PNP offices/units as provided by laws and existing rules and regulations shall remain valid and effective;
- b) All PNP offices/units shall formulate their respective IMPLANs with the required annual budget;
- c) All PNP offices/units shall implement the programs and projects outlined in the respective IMPLANs;
- d) All PNP offices/units shall adhere to the provisions of this MC;
- e) All squads shall strictly observe a one-hour weekly squad leader's time;
- f) All squad leaders shall assist their respective unit commanders for the proper appearance, discipline, well-being, and upliftment of morale and welfare of their squad members at all times;
- g) On the adjudication of PNP personnel under the active CI watch list, the rules and guidelines of adjudication in SOP No. 14-01 shall apply. On the other hand, for those PNP personnel under the National Watch List on Illegal Drugs otherwise known as the PRRD list, the rules and guidelines of adjudication process of the approved existing PNP CMC 40-2017 shall apply;

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implementation of this MC. The NHQ oversight committee shall submit a monthly report to the Chief, PNP;

- s) Respect for human rights shall be paramount and strict adherence to the POP shall be emphasized;
 - t) All unit commanders shall continuously indoctrinate their members on the code of conduct and ethical standards of the PNP; and
 - u) Lateral coordination among units and with other agencies is authorized and highly encouraged.
- 3) **Creation of Committees** – An Oversight Committee on PNP Internal Disciplinary Mechanism is hereby created to provide oversight function, to monitor and assess the implementation of this MC, comprised as follows:

<u>Position</u>	<u>Designation</u>
TCDS	Chairman
IG, IAS	Vice-Chairman
TDI	Member
TDO	Member
TDPRM	Member
TDPCR	Member
TDIDM	Member
TDHRDD	Member
TDICTM	Member
TDIPO-NL	Member
TDIPO-SL	Member
TDIPO-VIS	Member
TDIPO-EM	Member
TDIPO-WM	Member
D, CIDG	Member
D, IG	Member
D, IMEG	Member
D, PDEG	Member
D, LS	Member
D, CHS	Member
D, HS	Member
CESPO	Member
D, CPSM	Head Secretariat

In the absence of any of the regular committee members, their respective deputies or officer/s next in rank may act on their behalf.

Likewise, the Committee shall schedule a regular meeting every second Tuesday of the month to resolve/tackle special issues and concerns pertaining to the implementation of this MC.

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- h) Concerned supply accountable officers should recall the firearms, PNP badge, PNP ID, and other government properties of retired, AWOL, DFR, detained, suspended, and dismissed PNP personnel;
- i) The head of office through the administrative officer shall file appropriate administrative cases preferably before IAS or DIDM to ensure the expeditious resolution of cases;
- j) All dedicated counter intelligence officers and investigators-on-case shall be subjected to a complete background investigation (CBI) to determine their integrity, loyalty, discretion, and other character reputation. He/she shall be required to execute an undertaking that he/she is not in any way related to, affiliated or acquainted with the personnel who is the subject of the investigation;
- k) Volunteer values/life coaches shall be properly screened, documented, and accredited based on LOI 17/10 SUGO. No fees shall be required from the volunteer values/life coaches and no PNP ID shall be issued to them;
- l) Volunteer values/life coaches shall be subjected to CBI;
- m) Section 1, Rule 16 of NAPOLCOM MC No. 2016-002 on preventive suspension shall apply to all PNP personnel with serious or grave administrative case wherein the evidence of guilt is strong;
- n) All exonerated/reinstated PNP personnel shall not be reassigned to their former place of assignment. They shall be required to undergo a personnel transformation/moral recovery and re-orientation course to be administered by DHRDD and CHS;
- o) All concerned units shall strictly observe the rules in proper handling of classified information/documents;
- p) All CI reports shall be submitted to TDI (Attn: CSD);
- q) In the event that the CI teams gather enough evidence to warrant the filing of cases against erring PNP personnel, as reviewed and appreciated by the legal officer concerned, the CI team must undertake the necessary actions against such erring PNP personnel, instead of turning the cases over to other PNP officers to avoid circuitous procedures and to deliver immediate results;
- r) The oversight committee at all levels shall convene once a month to conduct an assessment and evaluation of the

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Further, sub-committees shall be created to formulate the implementing plan for each of the three approaches, namely:

Committee on Preventive Approach

a) **Functions:** The Committee shall orchestrate programs to maintain order and discipline in ranks at all levels; enhance accountability and professionalism among PNP personnel particularly the squad leaders, ESPOs, PCP commanders, COPs, DDs, PDs, RDs, and other unit commanders of NSUs and PNP NHQ; uplift the morality and spirituality of all PNP personnel; enhance their physical and mental well-being; and warn, advise, counsel and mentor them to shun illegal activities.

- b) **Composition:**
- | | |
|----------------|------------------|
| TDPCR | Chairman |
| C, IDU, IAS | Vice-Chairman |
| C, RMD, DPRM | Member |
| C, MWD, DPRM | Member |
| C, UTPD, DHRDD | Member |
| C, CAD, PCADG | Member |
| CS, CHS | Member |
| C, NPD, HS | Member |
| C, Admin, FS | Member |
| C, Admin, PIO | Member |
| CESPO | Member |
| C, PID, DPCR | Head Secretariat |

Committee on Punitive Approach

a) **Functions:** The Committee shall create programs to monitor illegal activities committed by PNP personnel, identify those involved in illegal activities, subject them to a case build up, file appropriate administrative and criminal cases, arrest and punish subject personnel, remove undesirables from the police service, and monitor cases filed against them.

- b) **Composition:**
- | | |
|----------------|---------------|
| TDI | Chairman |
| TDIDM | Vice-Chairman |
| C, DLOD, DPRM | Member |
| C, LED, DO | Member |
| C, PCEID, DIDM | Member |
| C, CMD, DIDM | Member |
| C, IDU, IAS | Member |
| C, CID, IG | Member |
| C, ID, CIDG | Member |

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C, ID, PDEG	Member
C, IRAD, AKG	Member
C, ID, ACG	Member
C, ID, IMEG	Member
CESPO	Member
C, CSD, DI	Head Secretariat

Committee on Restorative Approach

a) **Functions:** The Committee shall conceptualize and implement an effective moral and spiritual recovery program, including the physical, medical, and psychological state of the PNP personnel to enhance the values system of involved PNP personnel to adhere to the code of conduct and ethical standards and embrace the core values of the PNP (Makadiyos, Makatao, Makakalikasan at Makabansa); and create integrity circles to serve as accountability, mentoring, and support group to prevent transformed PNP personnel of returning to their former illegal activities.

b) **Composition:**

TDHRDD	Chairman
D, PNPTS	Vice-Chairman
D, HS	Member
D, CHS	Member
D, PRBS	Member
C, PCOD, DPRM	Member
C, DLOD, DPRM	Member
C, PNCOD, DPRM	Member
C, NUPAD, DPRM	Member
C, RMD, DPRM	Member
CESPO	Member
C, GDDD, DHRDD	Head Secretariat

The three sub-committees shall implement their respective PPAs and shall conduct monthly inventory of all performance indicators (PI) to gauge success.

Moreover, the oversight and sub-committees at the PROs, NSUs, Districts, and PPOs/CPOs shall be organized and patterned after the above composition.

c) **Accountability of unit commanders/squad leaders:**

(1) A unit commander/squad leader shall be held administratively accountable for "neglect of duty" under E.O. No. 226, also known as the doctrine of "command responsibility" if he/she has knowledge that a crime or offense shall be committed, is being committed, or has been committed by his subordinates or by others within his area of responsibility; that despite such knowledge

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he/she did not take preventive or corrective action either before, during, or immediately after its commission.

- (2) The unit commander/squad leader who shall be presumed to have knowledge of the commission of the criminal offense of his/her subordinates in accordance with the definition stated under paragraph 3f of CPNP Memorandum dated January 10, 2011 (Guidelines on the Accountability of the Immediate Officer for the Involvement of his Subordinates in Criminal Offenses and Implementation of the Three-Strike Policy) shall be subjected to pre-charge investigation by the disciplinary authority who has jurisdiction over him/her for neglect of duty, pursuant to Rule 21, Section 1 of NAPOLCOM Memorandum Circular No. 2016-002.
- (3) The administrative relief of the unit commander/squad leader and their reassignment to appropriate Personnel Holding and Accounting Unit shall be undertaken due to any but not limited to the following conditions:
 - (a) One personnel of a particular squad was found positive in a drug test not recommended by the squad leader;
 - (b) Three personnel of a particular unit were found positive in a drug test not initiated by the unit commander;
 - (c) Any personnel apprehended by other units for involvement in heinous and high-profile/sensational crimes; and
 - (d) For failure to take immediate appropriate action on reports of involvement in illegal activities or improper behavior of his/her personnel that were brought to his/her attention. The relieved unit commander/squad leader may be restored to his/her former position and assignment if found not liable for negligence after investigation.

7. ADMINISTRATIVE SANCTIONS:

AUTHENTICATED The following shall be held administratively liable in accordance with applicable penal laws and under NAPOLCOM Memorandum Circular No. 2016-002 and other applicable administrative issuances:

LEILANIM GARCIA a. Any PNP personnel who mishandle information or violate applicable Penal provision relative to the production, proper handling and OIC, ARMD

transmission of classified documents, through malice or negligence;
and

- b. Unit commanders who fail to act without justifiable cause on the intelligence packet turned over by other intelligence units, through malice or negligence.

8. REPEALING CLAUSE:

All existing PNP directives, issuances or any provisions thereof that are contrary to or inconsistent with this MC are rescinded, modified, or repealed accordingly.

9. EFFECTIVITY:

This MC shall take effect 15 days after filing a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of executive order No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.




CAMILO PANGRATIUS P CASCOLAN
Police General
Chief, PNP

Distribution:
Command Group
D-Staff
P-Staff
IG, IAS
RD, PROs
D, NSUs
DD, NCRPO

CPNP Ltrs 20 S083188



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