



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

DEC 24 2020

MEMORANDUM CIRCULAR

No.: 2020- 094

**GUIDELINES AND PROCEDURES IN THE ISSUANCE
OF COMMUNICATIONS EQUIPMENT**

1. REFERENCES:

- a. Memorandum Circular (MC) No. 2020-004 dated January 15, 2020 entitled, "Guidelines and Procedures on the Proper Utilization of Digital Mobile Radios (DMR)";
- b. Government Accounting Manual (GAM) for National Government Agencies (NGAs) Volume III;
- c. CPNP-Approved PNP CES Communications System Strategic Plan CY 2017-2022; and
- d. PNP Logistics Database Information Management System (LDIMS).

2. RATIONALE:

This Memorandum Circular (MC) prescribes the procedures and guidelines to be followed and the responsibilities of all concerned in the issuance, utilization, and disposition of PNP Communications Assets.

3. SITUATION:

Communications System is a significant capability of the Philippine National Police (PNP) for efficient and effective coordination, command and control in police operations. The PNP units are being inspected, audited and evaluated by higher authorities to monitor compliance to established basic standards and requirements in all aspects of policing capabilities and to ensure the proper accountability of all personnel who will receive, use, maintain, and take charge of the papers and proper custody of said PNP equipment. In so doing, reliability and serviceability shall be established in communications system and all its terminals in the performance of an effective and efficient community policing.

General George S. Patton Jr., a US Army General once said, "Gentlemen, the Officer who doesn't know his Communications and Supply as well as his Tactics is totally useless."

4. PURPOSE:

This MC prescribes specific guidelines and procedures on the proper management of communications assets with the end view of providing reliable communications support to PNP operations.

- a. To provide systematic procedures for the prioritization in the distribution of PNP communications assets and identify the rightful end-users based on the established criteria for the purpose and the corresponding supply directive issued; and
- b. To facilitate the disposal activity of Beyond Economical Repair (BER) PNP Communications Assets.

5. DEFINITION OF TERMS:

- a. **Base radio** –is a radio transceiver usually installed in the police stations. Its antenna is installed outside the building to enable long distance transmissions and reception of radio signals. It is powered by an AC source using a power supply with a 12 VDC output and is also equipped with a handset having a Push To Talk (PTT) button.
- b. **Battery Life** –is the length of time required for a fully charged battery to discharge to a specified end-point voltage under specified conditions.
- c. **Beyond Economical Repair** – is a condition of the equipment when the payment for the repair will cost more than 30% of the current market price of the same or similar equipment (under COA Circular No. 2012-003 dated October 9, 2012).
- d. **Communications Assets** – refer to communications equipment, infrastructure, and facility such as radio transceivers, private branch exchange equipment, switches, repeaters, telephones, computers, antenna towers, antennas, IP radios, CCTV, radio room, antenna masts, base stations and other devices/equipment related to communications.
- e. **Communications Equipment** – refer to hardware used for purposes of telecommunications such as radio transceivers, private branch exchange equipment, repeaters, telephones, antennas, IP radio, base station and others.
- f. **Communications System/Network** – is a system or facility capable of providing information transfer between persons and equipment. It consists of a collection of individual communication networks, transmission systems, relay stations, tributary stations, and terminal equipment capable of interconnection and interoperations as to form an integrated whole.

- g. **Controlled Cannibalization** – is a procedure followed when unserviceable equipment is transferred to the repair and maintenance unit where usable repair parts are removed and turned into stock control for re-issuance to the repair and maintenance unit using the same in restoring unserviceable equipment.
- h. **Conventional Radio System** – is a system wherein radios operate on fixed channels and users are permanently assigned a fixed frequency or a set of frequencies.
- i. **Digital Mobile Radio (DMR)** – is an open standard for digital radio technology set by the European Telecommunications Standard Institute (ETSI) to provide low and cost-effective radio solution for professional users.
- j. **Disposal** – covers the condemnation, transfer to other agencies, donation to institutions/associations, sale by public bidding or negotiation of unserviceable PNP properties which have been inventoried, inspected, and appraised as disposable by the Disposal Committee.
- k. **End-User** – refers to the accountable PNP office/unit or personnel issued with communications equipment covered by Property Acknowledgement Receipt (PAR).
- l. **Handheld Radio** – is a radio transceiver with an antenna and a battery pack in a single package, sometimes called as portable radio. This is the basic radio communications equipment of a police officer when conducting official duties in the field.
- m. **High Frequency (HF)** – refers to radio frequency between 3 and 30 megahertz.
- n. **Internet Protocol (IP)** – is a protocol, or set of rules, for routing and addressing packets of data so that they can travel across networks and arrive at correct destination.
- o. **IP Private Branch Exchange (IPPBX)** – is a PBX system that is built over IP-based architecture for delivering and managing voice communication services. This provides IP telephony and switching services between an IP telephone network and a Public Switched Telephone Network (PSTN) System.
- p. **IP Phone** – is a phone that uses internet protocol, rather than the circuit-switched public switched telephone network (PSTN).
- q. **Mobile Switching Office (MSO)** – refers to the switch and control center of the DMR Trunking, providing the routing functions, the gateways to telephone networks, and other systems as well as interfaces for applications in DMR Trunking.

- r. **Property, Plant and Equipment (PPE)** – include land; land improvements; buildings and other structures; machinery and equipment; transportation equipment; furniture, fixtures and books; leasehold improvements; and other PPE including specialist military equipment, infrastructure assets, and heritage assets (Sec 1, Chapter 10 of Government Accounting Manual Vol. 1).
- s. **Property Acknowledgement Receipt (PAR)** – is a document given to the end-user of PPE issued by Responsible Supply Police Non-Commissioned Officer (RSPNCO) and Supply Accountable Officer (SAO) as a testament of responsibility and accountability duly signed that the said property is/are in their possession within the specific period. The PAR shall be renewed every three years (Appendix 73, page 179 of Government Accounting Manual Vol. 2) or everytime there is a change in custodianship/user of the property.
- t. **Property Transfer Report (PTR)** – is a document used when there is a transfer of property from one Accountable Officer/Agency/Fund Cluster to another Accountable Officer/Agency/Fund Cluster (para i., Sec 27, Chapter 10 of Government Accounting Manual Vol. 1).
- u. **Repeater** – a combination of radio receiver and transmitter that receives and transmits signal covering a longer distance.
- v. **Responsible Supply Police Non-Commissioned Officer (RSPNCO)**– is a designation given to eligible personnel of the Logistics Section/Division who assists the Supply Accountable Officer in performing functions for property custodianship.
- w. **Supply Accountable Officer (SAO)** – is a designation of any eligible Non-Uniformed Personnel with Administrative Officer plantillaposition title approved by the head of agency whose duties permit to require the possession or custody of government property who is required by the law to render account to the Commission on Audit (COA).
- x. **Supply Directive (SD)** – refers to a document authorizing the issuance of supplies to a certain PNP office/unit duly approved by The Director for Logistics (TDL).
- y. **Table of Allowance(ToA)** – is an equipment allowance document which prescribes basic allowances of organizational equipment, and provides the control to develop, revise, or change equipment authorization inventory data. Also called Table of Organization and Allowance (TOA) (source: Dictionary of Military and Associated terms).
- z. **Tactical Radios** – are communications equipment provided to tactical maneuver forces/units particularly during the conduct of combat/police operation.

aa. **Technical Inspection Report (TIR)** – is a report rendered by the technical personnel/team after the unserviceable property is inspected as basis for determining BER. Afterwards, the Inventory and Inspection Report of Unserviceable Property (IIRUP) (Appendix 75, page 183 of Government Accounting Manual Vol. 2) will be prepared by the Supply and/or Property Unit as basis to record the dropping from the books of the unserviceable properties carried in the PPE accounts.

ab. **Ultra High Frequency (UHF)** - refers to radio frequency between 300 megahertz and 3 gigahertz.

ac. **Very High Frequency (VHF)** - refers to radio frequency between 30 and 300 megahertz.

6. GUIDELINES:

a. General Guidelines

1) Issuance of radios will be based on the PNP ToA and/or CPNP-approved distribution list.

2) The recipients of radio equipment will be based on the following:

a) 1:1 Ratio.(1 UHF handheld radio per PNP uniformed personnel) Issuance of UHF handheld radio shall be covered by PAR. However, while the PNP is working to attain the said ratio, the following order of priority on percentage fill-up shall be implemented;

(1) First Priority:

(a) PNP uniformed personnel who are assigned in police visibility such as foot and mobile patrol and traffic enforcement;

(b) Team Leaders of foot and mobile patrol and traffic enforcement;

(c) SWAT Teams of Provincial Police Offices (PPOs)/ City Police Offices (CPOs)/ City Police Stations (CPOs)/ Municipal Police Stations (MPSs);

(d) Sub-units of Mobile Forces conducting patrol operations;

(e) Base Police rendering Camp Security;

(f) Operating units of National Operational Support Units (NOSU) and Special Operating Units of Police Regional Offices (PROs)/PPOs/CPOs; and

(g) PNP uniformed personnel who are manning vital installations.

(2) Second Priority:

- (a) Uniformed Personnel assigned in the National Headquarters (NHQ)/Regional Headquarters/Provincial Headquarters/City Police Office Headquarters/MPS/CPS, Mobile Forces and National Administrative Support Units (NASUs) performing administrative functions.
 - b) Mobile Radio (VHF/UHF) issued to the primary and alternate drivers and installed at PNP-owned vehicles (procured and/or donated) shall be covered by PAR. Mobile radio may be installed at loaned vehicle provided that the vehicle is used in patrolling or as an ambulance/emergency dispatch vehicle with proper markings;
 - c) Base radios (HF/UHF) issued to RSPNCOs or designated Communication Equipment Operator/Radioman and installed at PNP camps, offices, and stations shall be covered by PAR;
 - d) Repeaters, MSOs, and its peripherals installed at CES-manned sites (PNP owned/leased/donated and usufruct facilities) issued to RSPNCOs or jointly issued to the CES personnel manning the sites shall be covered by PAR;
 - e) Repeaters, MSOs, and its peripherals installed at PPO/CPO Headquarters and co-located with Local Government Units/Government Organizations/Non-Government Organizations issued to SAOs/RSPNCOs or designated communications equipment operator/radioman of respective PPO/City/Municipal Police Station shall be covered by PAR; and
 - f) IP PBX distribution panel issued to RSPNCOs of offices inside camps shall be covered by PAR while IP phones shall be issued to the communications equipment operators or designated user with PAR.
- 3) The CPNP is the approving authority in the distribution of PNP communications assets and in controlled cannibalization;
 - 4) During multi-agency undertakings where radio communications is necessary, the NHQ thru Director, CES may authorize the temporary issuance of communications equipment to non-PNP personnel/unit for the duration of event only;
 - 5) Lost or damaged communications assets shall be reported immediately by the end-user to their immediate superior or Chief of Office thru channel within the reglementary period of 30 days (Section 73 PD 1445). Appropriate investigation shall be conducted to determine the circumstances surrounding the loss or damage, whether negligence is present;

- 6) Recall of issued communications equipment for subsequent distribution to priority areas in times of disasters and local/international events as the need arises to augment communication requirements is authorized; and
 - 7) The utilization of service parts of all PNP communications assets is authorized prior to disposal of unserviceable or BER equipment. Cannibalization is always controlled unless otherwise authorized by proper authority. Only the Chiefs/Heads of Offices/Units can request for controlled cannibalization to the Chief, PNP thru the Directorate for Logistics;
- b. Specific Guidelines:
- 1) End-users shall be responsible for the daily and periodic maintenance of their issued communications equipment such as proper care/handling, cleanliness, reporting of defects, and the return of unserviceable/BER equipment;
 - 2) All designated users shall be accountable for the damage and loss of equipment;
 - 3) If the damage or loss is incurred during an official dispatch, the following must be complied:
 - a) The user must secure After Incident Report and a Police Report coming from the police station that has jurisdiction over the area where the incident happened; and
 - b) The report must be submitted to his immediate superior or Chief of Office who will then request the conduct of Board of Survey (BOS) for the Relief from Property Accountability (PNP MC No. 002-02 "Procedures to be Followed by Accountable Personnel for the Relief of Accountability").
 - 4) If the loss of equipment or damage to equipment is incurred during an unofficial dispatch, the following must be complied:
 - a) The user must secure After Incident Report and a Police Report coming from the police station that has jurisdiction over the area where the incident happened; and
 - b) The report must be submitted to his immediate superior or Chief of Office who shall initiate pre-charge evaluation and request the conduct of BOS for the Relief from Property Accountability (PNP MC No. 002-02 "Procedures to be Followed by Accountable Personnel for the Relief of Accountability");
 - 5) If the loss of equipment or damage to equipment is incurred by any person other than the designated user, with or without the latter's consent, the responsibility and accountability is still lodged to the designated user;

- 6) If during the multi-agency undertakings, the loss of equipment or damage to equipment is incurred, the responsibility and accountability is lodged to the person and unit issued with temporary PAR (loan basis);
 - 7) BOS members shall come from the office/unit that has jurisdiction over the end-user or individual; and
 - 8) All heads of office/units and supervisors are subsidiary liable in case of damage or loss of PNP communications assets.
- c. Responsibilities:
- 1) **DL**
 - a) OPR of PNP LDIMS;
 - b) Review and update this MC to ensure that contents are relevant to the logistical needs of the PNP; and
 - c) Perform other tasks as directed.
 - b. **DICTM**
 - a) OPR for the implementation of this MC;
 - b) Review and update this MC to ensure that the previous contents are relevant to the needs of the PNP; and
 - c) Perform other tasks as directed.
 - c. **CES**
 - a) Provide technical support to PNP units;
 - b) Direct and supervise the Regional Communications and Electronics Units (RCEUs) in the implementation of this MC;
 - c) Provide technical assistance to the Communications Chiefs of National Support Units and PROs, other units and stations in the implementation of this MC; and
 - d) Perform other tasks on order.
 - d. **RD, PROs and D, NSUs**
 - a) Ensure support and cooperation of their subordinate units and offices in the implementation of this MC; and
 - b) Perform other tasks on order.

7. PROCEDURES:

- a. Provisions before Issuance of Communications Equipment

- 1) The Directorate for Logistics (DL) will issue a Supply Directive and send a copy to Director, Logistics Support Service (LSS) to issue communication equipment from stocks to CES copy furnished Supply Accounting and Monitoring Division (SAMD)/SAO PNP-Wide;
 - 2) SAO, CES will cause the accounting of equipment strictly adhering to the provisions/policies of the National Government Accounting System (NGAS) and Government Accounting Manual (GAM);
 - 3) SAO, CES will render a report to the Director, CES on the accounting of equipment based on the CPNP-approved distribution list. A memorandum will then be prepared for the information of The Director for Logistics (TDL) and The Director for Information and Communications Technology Management (TDICTM); and
 - 4) Chief, SAMD, LSS/SAO PNP-Wide will cause and issue the PTR of communications assets to SAO, CES based on the supply directive issued by TDL.
- b. Provisions during the Issuance of Communications Equipment
- 1) After issuance of PTR from LSS, the Director, CES will implement issuance of communications equipment to end-users thru PTR or PAR prepared by SAO, CES based on approved distribution;
 - 2) SAO, CES will notify the concerned Regional Supply Accountable Officers (RSAOs), NSU SAOs and RSPNCOs of RCEU to comply with the necessary documents (PTR with signature of RSAOs/NSUs SAOs/ RCEUs RSPNCOs) prior to withdrawal of the communications equipment allotted to them;
 - 3) Upon receipt of the PTR by concerned RSAO or NSUs SAOs and in coordination with RCEUs, PNP communications assets will be issued to the end-users based on the CPNP-approved distribution list thru their respective SAOs or RSPNCOs at the District, Provincial, City and Municipal levels. Consequently, acquired assets shall be recorded in the Accounting Book of Account by which record copy of issued communications equipment shall be submitted to the Regional Accounting Office and Regional Commission on Audit for their reference;
 - 4) Concerned Provincial Supply Accountable Officer (PSAO)/District Supply Accountable Officer (DSAO) or RSPNCO will issue the PAR to be received by the end-users;
 - 5) PAR issuance for communications equipment may be individual (handheld), joint (multiple users of handheld/mobile/base radios or IP phones) or juridical (base radios or repeaters) thru SAOs or RSPNCOs and COPs; and

- 6) End-users must be trained Communications Equipment Operator/Radioman for which training on communications and electronics was gained thru seminar or specialized courses conducted by CES and/or reputable agencies/companies/NGOs related to communications and electronics.
- c. Provisions after the Issuance of Communications Equipment
- 1) Periodic and/or unannounced inspections will be conducted by CES to inspect the conditions of communications equipment and the user/s shall present the following documents:
 - a) PNP ID;
 - b) PAR;
 - c) Certification from CES/RCEUs that seminar/training on basic communications equipment operation was conducted;
 - d) For personnel issued with base and/or tactical radios, Designation Order from his/her Office/Unit as Communications Equipment Operator/Radioman; and
 - e) For personnel driving vehicles installed with mobile radios, Designation Order from that Unit as Driver.
 - 2) Provincial/City RSPNCOs shall submit the Updated Status of Equipment every 20th day of the month to RLRDD and RCEUs, certified correct by the respective SAOs on the required format concurrently submitted to the Directorate for Logistics by CES. Same will be prepared by RSPNCO of RMFBs, RSPNCOs of Regional NSUs duly certified correct by their Logistics Officer; and
 - 3) SAO CES/RSAOs/PSAOs/RSPNCOs/DSAOs/Authorized Encoders shall encode/update the records of communications equipment account at PNP LDIMS.
- d. Provisions in the Recall of Communications Equipment
- 1) The Director, CES may request the recall of communications equipment from other PROs/units from the Chief, PNP thru the Directorate for Operations (DO), DL and DICTM as the need arises for subsequent distribution to priority areas in times of disasters and local/international events;
 - 2) During the recall, the PAR (loan basis) will be executed by concerned RSPNCOs/SAOs and shall be received by RSPNCOs of CES copy furnished SAO CES, RSAOs and NSU SAOs;
 - 3) Equipment shall be properly recorded and marked for identification so that the same equipment shall be brought to the issuing offices/units during turn in;

- 4) RSPNCOs of CES shall be cleared of accountability upon execution of PTIS; and
 - 5) SAO CES or its authorized encoder will encode and update the communications equipment account at PNP LDIMS.
- e. Provisions in the Recall of Perceived Beyond Economical Repair (BER) Communications and Electronics (CE) Equipment
- 1) In case of perceived BER CE equipment, RSPNCOs of end-user office/unit will request for technical inspection from CES HQ or RCEUs;
 - 2) Technical personnel/team of CES shall render TIR to be forwarded to the requesting end-user office/unit;
 - 3) Upon confirmation that the CE equipment is BER, RSPNCOs of end-user office/unit will execute the PTIS and turn in the same to the issuing unit that executed the PAR copy furnished SAO CES, RSAOs and NSU SAOs;
 - 4) RSAO shall furnish a copy of PTIS to the Regional Accounting Office and Regional Commission on Audit of the recalled communications equipment for the exclusion of the said equipment in the PRO's Property Book of Accounts;
 - 5) RSPNCOs of RCEUs shall be cleared of accountability upon execution of PTIS; and
 - 6) SAO CES/RSAOs/NSAOs/RSPNCOs or its authorized encoder will encode and update the communications equipment account at PNP LDIMS.

8. PENALTY CLAUSE:

Any violation of the provisions of this MC shall be investigated and if warranted by evidence, appropriate criminal, civil, and administrative charges shall be filed against those who may be responsible thereof.

9. REPEALING CLAUSE:

All MCs and other issuances inconsistent hereto are hereby repealed.

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10. EFFECTIVITY:

This MC shall take effect after 15 days from filing a copy thereof at the University of the Philippines Law Center in consonance with Section 3 and 4, Chapter 2, Book VII of E.O. No. 292, otherwise known as the "Revised Administrative Code of 1987", as amended.




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Chief, PNP

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