



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

29 JAN 2021

MEMORANDUM CIRCULAR
NO.: 2021 - 017

**POLICIES, GUIDELINES AND PROCEDURES ON THE MANAGEMENT OF
RADIO FREQUENCIES ALLOCATED FOR THE PNP**

1. **REFERENCE:**

- a. PNP ICT Master Plan (Secured, Mobile, Artificial Intelligence-Driven, Real Time Technology) Policing

2. **RATIONALE:**

The Philippine National Police (PNP) is currently using Radio Communications Systems occupying specific frequency bands that provide radio communications link between PNP offices and personnel in their law enforcement as well as administrative functions.

The Radio Frequency (RF) is a prime commodity in the Telecommunications Industry. The scarce radio frequency resource has been saturated due to the requirements of every telecommunications provider's communications network for nationwide coverage to cater to their subscribers.

With the increasing demand on the limited RF resource, the PNP should effectively and efficiently manage and secure the public safety RF Bands for the future PNP nationwide communications system coverage in coordination with the National Telecommunications Commission and Department of Information and Communications Technology.

This Memorandum Circular (MC) provides the guidelines and procedures to be undertaken by concerned offices and end users in the utilization of RF allocated or issued to the PNP.

3. **SITUATION:**

The PNP has migrated from its analog Multi-Trunked Radio System to Digital Radio Communications adopting the Digital Mobile Radio (DMR) standard. DMR projects are now being implemented in different phases as part of the PNP ICT Master Plan. Phase I covers the installation of Trunked Repeater System and Conventional Repeaters for Police Regional Offices (PROs) while Phase II is the installation of Conventional repeaters to all Provincial Police Offices (PPOs).

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Police Major
Chief, Human Resource Management Section
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The following is the coverage of Phase 1 and Phase 2:

Phase I covers the following PROs

a. With Trunk Relay Sites:

- | | |
|--|---|
| 1. National Capital Region Police Office (NCRPO) | 4 |
| 2. Police Regional Office 3 | 2 |
| 3. Police Regional Office 4A | 2 |
| 4. Police Regional Office 7 | 3 |
| 5. Police Regional Office 11 | 4 |

b. Conventional Repeater

- | | |
|--|---|
| 1. Police Regional Office 1 | 1 |
| 2. Police Regional Office 2 | 1 |
| 3. Police Regional Office 4B | 1 |
| 4. Police Regional Office 5 | 1 |
| 5. Police Regional Office 6 | 1 |
| 6. Police Regional Office 8 | 1 |
| 7. Police Regional Office 9 | 1 |
| 8. Police Regional Office 10 | 1 |
| 9. Police Regional Office 12 | 1 |
| 10. Police Regional Office 13 | 1 |
| 11. Police Regional Office -
Bangsamoro Autonomous Region (BAR) | 1 |
| 12. Police Regional Office Cordillera | 1 |
| 13. National Headquarters/National Support Unit | 2 |

Phase 2 covers a total of 80 PPOs

Expansion of Radio Communications coverage shall be implemented in the future by establishing Radio Communications Systems in the areas not covered by Phase I and II. This expansion which eventually leads to nationwide communication coverage requires an effective and efficient RF management.

Other Communications Equipment assets of the PNP such as the Low Band Very High Frequency (VHF) and High Frequency (HF) Tactical Radios used to provide communications between troops operating in the field as well as the Packet Microwave Radio used to connect sites similarly occupy different bands of radio frequencies.

4. PURPOSE:

The purpose of this MC is to establish the policies, guidelines and procedures for the efficient utilization of the limited number of radio frequency licensed to the PNP.

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5. DEFINITION OF TERMS:

- a. **Analog Radio** – type of radios that use analog techniques to encode a voice signal within a carrier wave.
- b. **Base Radio** – transceiver radio usually installed in the police stations. Its antenna is mounted outside of the building to enable long distance transmission and reception of radio signals.
- c. **Communications Security Officer** – A Communications and Electronics Service (CES) officer tasked to prepare and implement security measures to safeguard vital PNP communications facilities. He/She supervises the preparation and updating of data, reports and records concerning security of PNP communications facilities. He is also in-charge of implementing Frequency Management.
- d. **Department of Information and Communications Technology (DICT)** – is a department in the Philippine Government that shall be the primary policy, planning, coordinating, implementing, and administrative entity of the Executive Branch of the government that will plan, develop, and promote the national ICT development agenda by virtue of Republic Act No. 10844, otherwise known as the "Department of Information and Communications Technology Act of 2015"
- e. **Digital Mobile Radio (DMR)** – an open standard for digital radio technology set by the European Telecommunications Standards Institute to provide low & cost-effective radio solution for professional users.
- f. **End user** – the accountable PNP unit or personnel with issued communications and electronics equipment covered by Property Acknowledgment Receipt.
- g. **High Frequency (HF) Tactical radio** - Radio communications equipment that is ruggedized and fully synthesized man pack-portable transceiver operating in High Frequency range capable of providing long-range two way radio-telephone communications enclosed in a case of high impact materials to withstand rough environment.
- h. **Handheld Radio** – a radio transceiver complete with an antenna and a battery pack in a single unit, sometimes called the portable radio. Message is transmitted by pressing the Push to Talk (PTT) button then orally conveys the message thru the microphone attached to it.
- i. **Hertz (Hz)** – unit of frequency which is equivalent to 1 cycle per second.
- j. **Mobile Radio** – a radio transceiver similar to a base radio usually installed in a police patrol car and is powered by the car battery. It has an antenna that is mounted at the top of the vehicle.

- k. National Telecommunications Commission (NTC) - is an attached agency of the DICT responsible for the supervision, adjudication, and control over all telecommunications services throughout the country.
- l. Packet Microwave Radio - microwave radio products with integrated Ethernet interfaces (i.e., 10/100/1000BaseT), which enabled Ethernet packets to be mapped directly onto the radio airframe, without any encapsulation.
- m. Radio Frequency Spectrum - is the part of the electromagnetic spectrum with frequencies from 30 Hz to 300 GHz. Electromagnetic waves in this frequency range, called radio waves, are widely used in modern technology, particularly in telecommunication.
- n. Tactical Radio - radio that is used in combat operations as a means of communication for coordination, command and control between the command post and tactical operating units.
- o. Technician - PNP CES organic personnel performing activities such as configure, program, repair, calibrate, fine-tune, test, and maintain PNP owned Communications Equipment and Systems.
- p. VHF Low Band Tactical Radio - Radio communications equipment that is ruggedized and fully synthesized man pack-portable or handheld tactical transceiver operating in VHF low-bandwidth that provides short-range two way radio-telephone communications with frequency hopping enclosed in a case of high impact materials to withstand rough environment.

6. **GUIDELINES:**

a. **General Guidelines:**

1) **Protocols on the Use of Radio Frequency Spectrum**

- a) Programming of radios and other radio communications equipment shall only be undertaken with the approval of D, CES;
- b) A common standby frequency shall be designated in coordination with Local Government Units (LGUs) and Armed Forces of the Philippines units during humanitarian assistance and disaster response and on an unencrypted mode. Similarly, in coordination with LGUs, a common standby frequency shall be designated exclusively for peace and order and traffic as well as medical emergencies;
- c) Programming log book shall be maintained by Communications Security Officer and shall be updated by C, Repair Section. The C, Repair Section shall log Radio Type, Talk Groups, ID

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number, Office User System Security, System Key, Device Password, and Frequency whichever is applicable;

- d) Regular audit on all issued/authorized frequencies shall be enforced as well as live or real time monitoring;
- e) Lost Radio shall be reported immediately for appropriate disabling of the unit over the air or immediate reprogramming of frequency to avoid eavesdropping;
- f) All radio end-users shall not divulge to any person the programmed frequency and other information stored in the device, other than PNP members; and
- g) All radio end-users shall not allow any person to handle and operate the equipment other than PNP members.


2) Inventory of Issued Frequency

- a) Regular liaising with National Telecommunications Commission (NTC) shall be conducted by the designated Communications Security Officer to effect the following:
 - a.1) Allocation of additional frequency;
 - a.2) Radio Frequency Interference (RFI) Tests on issued/authorized Frequencies and
 - a.3) Monitoring of unauthorized use of PNP allocated frequency.
- b) Radio Frequency Planning will be implemented on the PNP Radio Network to ensure efficient use of spectrum and interference is avoided.

b. Responsibilities:

1) DICTM

- a) OPR for the implementation of this MC;
- b. Review and update this MC to ensure that its provisions are relevant to the needs of the organization;
- c. Supervise the effective and efficient management of PNP radio frequency; and
- d. Perform other tasks as directed.


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2) **CES**

- a) Manage the Radio Frequency allocated to the PNP by NTC, and ensure its full utilization;
- b) Coordinate with NTC for any additional allocation of frequency, and report any interference or monitor unauthorized use of the allocated frequency;
- c) Provide technical support to PNP units for the installation and maintenance of their communications and electronics equipment utilizing radio frequency as stated in the provisions of this MC;
- d) Direct and supervise the Regional Communications and Electronics Units in the implementation of this MC; and
- e. Perform other tasks as directed.

3) **RD, PROs and D, NSUs**

- a) Ensure adherence of their respective concerned units and offices in the implementation of this MC; and
- b) Perform other tasks as directed.

7. **PROCEDURES:**

- a. All issuances of programming equipment shall be covered with activity log.
- b. All personnel with certification training and with issued designation orders as Programmers, and whose names are listed in the official inventory of the PNP CES as Programmers, are the only authorized persons to perform the following:
 - 1) Access and operate the programming equipment;
 - 2) Programming of the Communication System components such as handheld radios, IP radios, mobile radios, base radios, tactical radios, repeaters, Mobile Switching Office, and dispatch console;
 - 3) Access all Communication System servers and equipment for setting adjustments and configurations; and
 - 4) Record and secure the entry into the Communication System Programming Logbook of all changes, setting adjustments and configurations, such as IP address settings, and user profiles, radio user privileges, and System Administrator access rights details.

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8. CONFIDENTIALITY CLAUSE:

PNP personnel shall maintain the confidentiality of any sensitive information pertaining to communications systems and issued communications equipment and shall not use, disclose, furnish and make accessible such information to anyone other than authorized personnel as necessary

9. PENALTY CLAUSE:

PNP personnel who violate any of the provisions of this MC shall be held administratively liable under NAPOLCOM MC No. 2016-002 as amended by NAPOLCOM MC No. 2019-005 or 2017 Rules on Administrative Cases in the Civil Service, whichever is applicable.

9. REPEALING CLAUSE:

Any MC and other existing guidelines and issuances inconsistent with this MC are hereby rescinded or modified accordingly

10 EFFECTIVITY:

This MC shall take effect after 15 days from the filing of a copy thereof at the University of the Philippines 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.



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Police General
Chief, PNP

- Distribution:
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