



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

MAY 03 2021

MEMORANDUM CIRCULAR

No.: 2021-041

REVISED RULES ON THE PNP PERSONNEL QUARTERING PROGRAMS

1. REFERENCES:

- a. Section 26, Republic Act (RA) No. 6975, as amended by RA No. 8551;
- b. Section 5 (b), RA No. 7279, as amended by RA No. 10884;
- c. PNP Memorandum Circular (MC) No. 2018-037, dated September 28, 2018 titled: "Further Amending MC No. 2013-006", dated May 6, 2013, titled: "Amending PNP MC No. 2006-020", Philippine National Police Personnel Quartering and Housing Program dated September 9, 2006";
- d. PNP MC No. 2013-006, "Amending MC No. 2006-020", titled: "Philippine National Police Personnel Quartering and Housing Program dated September 9, 2006";
- e. PNP MC No. 2006-020, titled: "Philippine National Police Personnel Quartering and Housing Program" dated September 9, 2006;
- f. PNP National Shelter Board Resolution No. 72-2020 dated October 14, 2020 titled: "A Resolution Recommending the Approval of Eviction Process of Overstaying Awardees who are Retired, Promoted to PCO or Reassigned Outside Camp BGen Rafael T Crame";
- g. PNP National Shelter Board Resolution No. 13-2014 dated June 18, 2014, titled: "A Resolution Approving the Supplemental Guidelines and Procedures of MC 2013-006, Regarding Repair and Maintenance of Quartering Facilities";
- h. PNP National Shelter Board Resolution No. 08-2014 dated June 18, 2014, titled: "A Resolution Approving the Policies on the Repair, Renovation, Construction and Maintenance of Quartering Facilities in Police Regional Offices";
- i. PNP Housing Board Resolution No. 05-2013 dated May 15, 2013 titled: "A Resolution Amending 06-2008 and 13-2011, which both prescribe the Policy Guidelines and Procedures in the Selection and Awarding of Quartering Units to Qualified PNP personnel";
- j. Standard Operating Procedures No. 09-30-12, titled: "House Rules for On-Base Housing Units/Quarters";
- k. PNP Housing Board Resolution No. 34-2008, titled: "A Resolution Approving the Supplementing Policies, Guidelines and Procedures regarding the Award and Repair of Quarters"; and
- l. PNP Housing Board Resolution No. 06-2008, titled: "A Resolution Prescribing the New Policy Guidelines and Procedures in the Selection and

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Awarding of Units to Qualified PNP Personnel and Classification of Quarters.”

2. RATIONALE:

This Memorandum Circular (MC) prescribes the uniform guidelines, policies, rules and regulations in the management and administration of Philippine National Police (PNP) quartering programs; thus, revising, for this purpose, some provisions of PNP MC No. 2006-020 as amended.

3. SCOPE AND COVERAGE:

This MC shall apply to all PNP quartering programs and covers all PNP personnel who are applying for or presently occupying PNP quartering unit.

4. DEFINITION OF TERMS:

For purpose of this MC, the following terms, words, and phrase shall mean or be understood, as follows:

- a. Active PNP members – refer to PNP personnel in permanent status whose services may be required anytime. It shall not, however, cover the following:
 - 1) Those who retired from the PNP service;
 - 2) Those who resigned from the PNP service;
 - 3) Those who were dismissed or separated from the PNP service; and
 - 4) Those who are serving suspension from the PNP service for more than six months and occupying quartering unit at the time of suspension shall be considered as not performing active duty.
- b. Barracks – a dormitory-type quartering facility with open sleeping area and communal toilet and bathroom facilities usually considered as an integral to PNP offices.
- c. Households – occupants of PNP quartering units who live together as family under the same roof encompassing domestic help.
- d. Individual Quartering Unit – quartering units administered by the PNP and awarded to qualified PNP personnel.
- e. Married Officer’s Quarters (MOQ) – quartering units administered by the PNP intended for married Police Commissioned Officers (PCOs).
- f. Married Non-Officer’s Quarters (MNOQ) – quartering units administered by the PNP intended for married Police Non-Commissioned Officers (PNCOs) and Non-Uniformed Personnel (NUP).

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- g. Office Quartering Units – quartering unit administered by the PNP and awarded to an office/unit for their key personnel who have no Individual Quartering Unit.
- h. Personnel Quartering Committee (PQC) – committee in charge of evaluating and deliberating applicants for quartering units and the use of quartering funds.
- i. Personnel Quartering Facilities – quartering units inside camps that are maintained and administered by the PNP such as: Medium-rise Condominium Buildings, MOQ; MNOQ, Bachelor Officer's Quarters (BOQ), and Transient Officers' Quarters (TOQ).
- j. PNP National Shelter Board (PNPNSB) – primarily responsible for the formulation, implementation, management and administration of quartering and housing programs, plans and policies in consideration of the recommendation of the PQC and Welfare Housing Committee (WHC).
- k. Quartering Units – a building or structure funded and constructed out of government funds, maintained, and administered by the PNP intended as living quarters for active PNP members and family/household.
- l. Technical Working Group (TWG) - a working group in charge in the crafting and revising quartering policies and guidelines of the PNPNSB as directed.


5. GUIDELINES AND PROCEDURES:

a. Guidelines:

- 1) All qualified active PNP members may avail the quartering program of the PNP subject to existing policies. The award of quartering units to qualified active PNP members is a matter of privilege and not a right.
- 2) The awardees of quartering units under the Personnel Quartering Facilities are deemed to have fully understood and shall honor and abide by all the provisions in the Affidavit of Undertaking.

b. Availment of Quartering Units

- 1) Priority in the award of quarters shall be based on the following criteria: rank/salary grade, position/designation, indispensability of the functions being performed, seniority in the service, place of assignment and date of application. The PQC shall deliberate and recommend the application based on the aforementioned criteria and shall decide based on its fair and sound evaluation:


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a) Overall Criteria (100%)

Criteria	Percentage Allocation
Rank/SG	20%
Position/Designation	10%
Seniority in the Service	10%
Accumulated years of assignment in the place of quartering facility from date of application	30%
PQC evaluation	30%
Total	100%

b) Rank/Salary Grade (20%)

PCO	PNCO	NUP	Point Allocation
PLTCOL	PEMS	SG 25 and above	20
PMAJ	PCMS and PSMS	SG 20 to 24	15
PCPT	PMSg and PSSg	SG 15 to SG 19	10
PLT	PCpl and Pat	SG 14 and below	5

PBGEN (Date of promotion)	PCOL (Date of promotion)	Point Allocation
2 ½ years and up	4 years and up	20
2 years	3 years	15
1 ½ years	2 years	10
1 year	1 year	5

c) Position or Designation (10%)

PCO	PNCO	NUP	Point Allocation
Dep D-Staff/ D, NSUs/ P-Staffs/IAS	ESPOs/ RESPOs	C, NUPAD	10
Ex-O, D-Staff	Chief, Clerk	Executive Position	9
Dep Dir/ CS, NSUs/ P-Staffs/ IAS		NUP Supervisor	8
Chief/Asst. Chief Division, D-Staff/NSUs/ P-Staffs/ IAS	RSPNCO	Division Chief	6

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Section Chiefs, D-Staff/NSUs/ P-Staffs/ IAS	Section PNCO	Section Chief	4
Asst. Section Chiefs, D-Staff/ NSUs/P-Staffs/ IAS	Duty PNCOs	Clerks	2

d) Seniority in the Service (10%)

Number of Years in the Service	Point Allocation
21 years or more	10
16 to 20 years	8
11 to 15 years	6
6 to 10 years	4
1 to 5 years	2

e) Accumulated Assignment (30%)

Number of Accumulated Years from Date of Application	Point Allocation
10 years and above	30
7 to 9 years	22.5
4 to 6 years	15
1 to 3 years	7.5

f) Evaluation of the PQC (30%) points: After the initial evaluation, the PQC will rate the top three applicants with the maximum of 30% based on its final evaluation. Those who are assigned to the place of quartering facility but distantly residing will be given additional points;

- 2) The applicant who got the highest percentage points will be recommended by the PQC to the PNPNSB;
- 3) An applicant whose spouse is also an active member of the PNP and are both assigned in the National Headquarters (NHQ)/Police Regional Office (PRO)/Provincial Police Office (PPO)/City Police Office (CPO), as the case may be, shall be given preferential consideration. Likewise, a PNP applicant who is under threats as validated by the Directorate for Intelligence or the Territorial Intelligence Unit (TIU), and those PNP personnel who are considered as "Disabled" as defined under RA No. 7277 shall be afforded the same privilege;
- 4) PNP personnel who already own a house and lot within National Capital Region (NCR), for Camp BGen Rafael T Crame quartering unit application/s; or whose houses are located in the same Province/City in the PROs where the quartering units are located, shall be given last priority for individual quartering unit application; and

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- 5) Applicants shall address their letter requests to the CPNP/Regional Director/District Director/Provincial Director/City Director, (Attn: Chairman, PNP National/Regional/District/Provincial/City Shelter Board), whichever is appropriate.

c. Types of PNP Quartering Facilities and Qualified Awardees

The award and utilization of quartering units, especially to PCOs holding key positions, shall depend on their ranks and designations/positions. These quartering units shall be designated quarters with the following classification for purposes of award that shall be strictly followed:

Quartering Units	Designated Occupants
White House and Cottage 2	OCPNP
Cottages 1 and 3, MOQs and Condos 7, 8, 10, and 14 inside Officer's Row	Star Rank Officers
MOQs outside Officer's Row and Condos 5 and 6	Police Colonel
Condos 3 and Condo 13	Lieutenant to Lieutenant Colonel
Condo 9	Liaison/Office Quarters
Condos 1, 2, 4, 11, and 12	PNCO/NUP
MNOQ	PNCO/NUP

d. Level of Approving Authority

All applicants of PNP quarters at Camp BGen Rafael T Crame shall be screened and evaluated by the PQC except for special cases which shall be directly deliberated by the PNPNSB. Those in the regional, district, provincial or city police offices/stations shall be screened by their respective Shelter Boards. The award of quartering unit/s shall be approved by the following:

Applicants	Approving Authority
All PCO applicants (For Crame -based quartering units)	CPNP upon recommendation of the PNPNSB
PNCO/NUP applicants (For Crame-based quartering units)	PNPNSB upon recommendation of the PQC
All Personnel regardless of rank (Quartering units at PRO Headquarters)	RD, PROs upon recommendation of the Regional Shelter Board
All Personnel regardless of rank (Quartering units at District/Provincial/City Police Offices)	DD/PD/CD upon recommendation of the Shelter Board
All BOQs, TOQs, barracks at Camp BGen Rafael T Crame and PROs, Districts/Provincial/City Police Office	Head of Office/Unit upon recommendation of the Shelter Board

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e. Procedures in the Award of Quartering Units

- 1) The PQC shall initially screen and evaluate all applicants for quartering units based on the parameters abovementioned. Thereafter, it will recommend the applicant with the highest point to PNPNSB;
- 2) The PQC shall submit a resolution to PNPNSB recommending the applicant who has the highest score/point to be the awardee of a particular quartering unit. The PNPNSB may approve/disapprove the recommendation of the PQC. Likewise, in cases where the CPNP is the approving authority, he may approve/disapprove the recommendation of the PNPNSB. The PQC Secretariat shall submit to the committee the list of top 20 qualified applicants based on the criteria for each available unit for deliberation, adoption, and final decision. The respective Shelter Boards of the PROs, District/Provincial/City Police Offices shall deliberate directly the top twenty qualified applicants for each available unit;
- 3) The PQC shall recommend the proposed awardee to the PNPNSB for adoption and approval except for those applications whose approval is vested with the CPNP. In such case, the Shelter Board shall make a recommendation through a resolution for approval of the CPNP; and
- 4) If the application is granted, the PNPNSB shall issue a Notice of Award for the quartering unit to the awardee through an approved Shelter Board resolution. Copies of this MC, Headquarters Support Service (HSS) SOP No: 02-06 and Affidavit of Undertaking shall likewise be attached to the Notice of Award to form as an integral part thereof.

f. Occupancy

- 1) All recipients of PNP quartering units shall be required to execute an Affidavit of Undertaking with the Shelter Board Head Secretariat as the Administering Officer. They shall be required to present their PNP identification card prior to the signing of the said affidavit;
- 2) The Camp Commander and Engineering Service (ES)/Regional Engineering Unit/Secretariat of Shelter Board or their authorized representatives and the awardee/s shall conduct a joint technical inspection and inventory of quarters 30 days before the retirement date of the outgoing occupant/s and during the actual date of turn-over and acceptance of unit by the new awardee/occupant. The awardee shall sign a Certificate of Acceptance with a corresponding checklist. The date of acceptance of the unit shall be the date of effectivity of the assumption of all obligations, i.e. utilities and quarters' rental by the awardee;
- 3) The awardees shall submit to the Camp Commander the names of all persons who will occupy the quarters assigned to them. They shall comply with all security, safety, and sanitary regulations of the Camp;


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- 4) An awardee shall occupy the awarded quartering unit within 30 days from the date of the award. Non-occupancy within the stipulated period without valid cause shall render the award automatically cancelled;
- 5) Only the awardee and his/her household are authorized to stay in the awarded quartering unit, provided, it will not exceed the maximum number of ten persons for MOQ (bungalow type) units and seven persons for other quartering units;
- 6) No PNP personnel shall be a recipient of more than one unit under the PNP Shelter Program. For this purpose, a married couple who are both PNP members must occupy a single unit only but will allow applications of those who are living separately subject to the screening and evaluation of the PQC;
- 7) Awardees shall notify the PNPNSB Secretariat within five days from receipt of new designation/assignments orders outside the NHQ/PRO/DPO/PPO/CPO. Failure to do so will be a ground for immediate cancellation of the award, perpetual disqualification from applying for PNP Shelter Program and/or filing of administrative case/s against the erring awardee/s;
- 8) Except for Star Rank Officers, awardees who are reassigned outside Camp BGen Rafael T Crame shall vacate their quartering units within a non-extendible period of 30 days from the effectivity date of their reassignment;
- 9) PNP personnel assigned to the NHQ and NSU Headquarters are deemed transferred to another location if detailed/assigned to a unit with address outside Camp BGen Rafael T Crame. They shall vacate their quarters within a non-extendible period of 30 days from the effectivity date of their transfer/detail order. Otherwise, the Shelter Board will issue an eviction order;
- 10) Awardees who are likewise reassigned outside the RHQ/PRO/DPO/PPO/CPO shall vacate their quarters within a non-extendible period of 30 days from the effectivity date of their reassignment. Otherwise, the Shelter Board will issue an eviction order;
- 11) Star Rank officers, regardless of place of assignment, can continuously occupy their awarded quartering units inside Camp BGen Rafael T Crame until the date of their retirement, unless they waived their right to avail the said privilege. Other paying quartering unit occupied by the Star Rank Officers shall be considered as office quarters;
- 12) Police Colonels, who are assigned in Camp BGen Rafael T Crame, presently occupying star rank positions and are just waiting their promotion, may opt to remain in their present quarters. However,

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should they want to avail of another quartering unit, they shall have to wait until a star rank quartering unit shall be declared as vacant;

- 13) Occupants who fail to vacate their respective units after service of notice, shall be subjected to eviction;
- 14) For newly promoted PCOs (Lieutenant) who are still assigned to NHQ/PRO/DPO/PPO/CPO and currently occupying PNCO quarters, they shall be allowed to occupy their PNCO quartering unit for a non-extendible period of 30 days from the date of their actual oath taking;
- 15) The privilege to occupy PNP quartering units may be revoked or terminated at any time after due notice, for causes provided under this MC. The quartering privilege for non-star rank PCOs and PNCOs shall not exceed the period of five years. The NUP on the other hand shall have a maximum tenure of 15 years. Personnel who are already occupying their respective quartering unit prior to the effectivity of this MC and have reached the maximum tenure of occupancy shall have a non-extendible period of two years to vacate their respective quartering units. Provided further, that personnel occupying units not appropriate to their present rank shall be covered by a two-year transition period. The PNPNSB shall provide suitable quartering units that are commensurate to the ranks. Furthermore, their occupancy shall still be covered by existing maximum tenure of occupancy;
- 16) There shall be no automatic transfer of awarded quarters of awarded quarters from parents to the children, or vice-versa who is also a PNP member. Transfer between legal spouses who are both PNP personnel, or vice-versa may however, be allowed subject to the recommendation of the board and approval of the approving authority;
- 17) Retiring awardee shall secure their clearance from ES and HSS as part of their retirement requirements;
- 18) The cost of repair or replacement of any damage or destruction caused by the occupant on awarded quartering unit or any missing or damaged items (furniture, fixture and etc.) as reflected in the checklist/Certificate of Acceptance (PCO/PNCO/NUP quarters), whether intentional or unintentional, shall be borne by the occupant either in cash or be deducted from his/her pay and allowances, if still in the active service, or be deducted from the retirement benefits in the case of retiree/s;
- 19) In case of death of a quartering unit awardee (with Posthumous Order), the immediate family shall be allowed to stay in the PNP quartering unit for a maximum period of six months or until the end of the school year;
- 20) Keys of all vacant personnel quartering unit shall at all times be with the Sheltering Division, ES, as the primary repository of all quartering units and facilities. For this purpose, all keys from the PNP personnel

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Jinson A. Gumbongan
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vacating their quartering unit shall only be surrendered to the Sheltering Division, ES. In PROs, keys will be turned over to the Secretariat of the Shelter Boards;

- 21) The ES and the HSS are required to conduct an inventory on the personnel quartering units together with its furniture and equipment prior to occupation and after the occupant surrenders the key to his/her awarded quartering unit; and
- 22) There shall be a Building Administrator (to be designated by the HSS or RHSG, as the case may be) and set of officer for every condo building to oversee the cleanliness, orderliness, and security of their respective buildings.

g. Accountability of Occupants of PNP Quartering Units

- 1) All furniture and fixtures provided in PNP quarters shall be acknowledged by the occupant and be included in the Certificate of Acceptance. The outgoing occupant shall pay in cash or replace the missing and/or damaged item/s in the checklist. The amount shall be determined based on the prevailing market value of the missing and/or damaged item/s;
- 2) Any damage and/or destruction caused in the quartering unit/s including in its furniture and fixtures through negligence or intentional act of occupant/s shall be charged on the account of the awardee. The awardee shall immediately make a report to the Camp Commander for the latter's information. The Camp Commander shall make the Notice of Loss Report to support claims for insurance, if there is any. In such case, the PNP National/Regional/ District/ Provincial/City Shelter Board shall make the necessary representation for the withholding of the entire pay and allowances, or retirement benefits of the awardee as the case may be to compensate for the said damage/s; and
- 3) Monitoring and inspection may be conducted by the HSS on all quarters inside Camp BGen Rafael T Crame any time of the day or night. If there is any violation of quartering policy and/or house rule, the D, HSS shall issue a notice of violation to erring occupant/s, and if probable cause exists, an eviction order will be issued against the said occupant/s.

h. Grounds for Termination and Cancellation of Award

- 1) Those who are retired from the PNP service;
- 2) Those who resigned from the PNP service;
- 3) Those who are dismissed or separated from the PNP service;

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- 4) Those who are suspended or preventively suspended from the PNP service for more than six months;
- 5) Disloyalty to the PNP or Republic;
- 6) Serious violations of the quartering rules and regulations as determined by D, HSS/C, RHSU as the case may be;
- 7) Subleasing or utilizing for purpose/s other than what is intended under the awarded quartering unit as determined by the D, HSS/C, RHSU as the case may be;
- 8) Those who are imprisoned for more than one month due to commission of a crime not categorized as "service related";
- 9) Deceased PNP personnel without Posthumous order; and
- 10) Other causes as may be determined by the Board and approved by the Approving Authority.

i. Termination and Cancellation Procedure

- 1) In compliance with due process, occupant/s shall be given notice stating the ground/s for his/her disqualification and attaching evidence as proof by the Shelter Board Secretariat. The occupant/s shall, however, be afforded a chance to explain his/her side within three days from receipt of the notice;
- 2) If the Secretariat finds the explanation meritorious, it shall immediately inform the Shelter Board that no probable ground exists to pursue the proceedings on Termination/Cancellation of Award and recommend for the continued stay of the occupant. The Board, thru the Chairman shall notify the occupant of his continued occupancy of his/her quartering unit;
- 3) However, if the Secretariat finds the explanation unacceptable, it shall report the same to the Board. The Board shall immediately, thru a resolution, recommend to the Approving Authority to issuance of an eviction order against the disqualified awardee;
- 4) The Approving Authority shall issue a final notice of cancellation/termination of the award and further notify the occupant to immediately vacate his/her quartering unit within seven days. Otherwise, the Approving Authority will instead issue an eviction order; and
- 5) No subsequent Motion for Reconsideration and/or Appeal shall be entertained.


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j. Eviction Process

- 1) The HSS/RHSU shall be responsible for serving the Notice to Vacate and the implementation of the eviction order from the Approving Authority/PNPNSB;
- 2) The concerned personnel shall immediately vacate his/her quartering unit within the period of three days from receipt of the Final Notice of Cancellation/Termination with Notice to Vacate from the Approving Authority/PNPNSB;
- 3) If the occupant/awardee refuses to receive the Final Notice of Cancellation/Termination with Notice to Vacate, the posting of the notice at his/her front door shall be considered as service of the Notice and the three days counting shall commence;
- 4) For purposes of this provision, force eviction shall be done by destroying the doorknob or padlock to gain entry to the quartering unit and conduct inventory of items belonging to the occupant/awardee and to place the contents of the quartering unit at the designated storage room by the HSS/RHSU. Video recording for purposes of documentation shall cover the actual eviction process. The PNP shall also cancel the issued vehicle decal/s and cut off the electric and water utilities;
- 5) The occupant/awardee, after the eviction process, shall be notified in writing to claim his/her belongings within five days. Otherwise, the HSS/RHSU shall charge a reasonable storage fee which amount shall be determined by the Appraisal Committee; and
- 6) The implementation of the eviction process shall not in any way, prevent the PNP in filing any administrative case for insubordination and/or other appropriate administrative and/or criminal, civil and/or administrative case/s against the subject occupant/awardee and/or household. The cost of suit/s shall be charged against the awardee/ and/or household.

k. Construction and Design

- 1) There shall be a standard size, design and specifications for MOQs and MNOQs as may be determined by the ES and to be approved by PNPNSB;
- 2) Strictly no extension shall be made on the PNP quartering units;
- 3) Occupants shall not alter or revise electrical wirings and devices installed in PNP quartering units. Any additional electrical installations for additional loads shall be approved by ES/REUs prior to implementation; and

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- 4) Construction of privately owned houses, buildings or structures inside camp, and PNP installations or facilities is absolutely prohibited and the same must be demolished at the expense of the occupant, if there is any.

I. Billing, Collection, and Disbursement

- 1) The quarters' allowance of uniformed personnel awardee shall automatically be deducted from his pay and allowances to serve as his/her quarters' rental. NUP awardee shall be charged the rental fee equivalent to the quarters' allowance of the uniformed personnel whose rank is same as his/her salary grade;
- 2) The rental fees shall be equivalent to the quarters' allowance of the awardee. Room rates for TOQs shall be determined by the PNP National and Regional Shelter Boards and submitted for approval of the CPNP and RDs, respectively;
- 3) The payment will be done through automatic deduction of the quarter allowance of the awardee by the Finance Service (FS) as authorized by the awardee through a notarized "Authority to Deduct" (ATD);
- 4) The billing of all PNP quartering unit shall be done by respective PROs. For the NHQ, the billing will be done by ES. The ES shall consolidate the billing of quarters nationwide and submit to FS NLT the 15th day of the month for payment NLT the 10th day of the succeeding month;
- 5) Retiring quartering occupants shall settle the prior and current obligations (quartering rentals, damaged properties, utility bills and etc.) in cash or to be deducted from his/her retirement gratuity claims by executing an Affidavit of Authority to Deduct prior the issuance of ES/HSS Clearance;
- 6) In case of separation or resignation or dismissal from the police service or suspension of six months or more, quartering occupants shall settle the unpaid obligations (quartering rental, utility bills and etc.) in cash or to be deducted from the leave credit claims in case of dismissal by executing an Affidavit of Authority to Deduct prior the issuance of ES/HSS Clearance; and
- 7) Collections from quartering facilities shall form part of the PNP Shelter Board's Fund which will be utilized for purposes to be determined by the PNP Shelter Board to include, but not limited to repair and maintenance. All disbursements shall be recommended by the PNPNSB and approved by the CPNP and SILG.

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m. Electricity, Water and other Utilities

- 1) Payment of electricity, water and other utilities shall be for the account of the occupant based on the prevailing rates. Each unit must have individual electric power and water meters;
- 2) The Camp Commander shall designate electric and water meter readers and issue monthly billing notices to the occupant as their basis of payment to the PNP FS collection officer;
- 3) All cable, telephone, internet and similar connections shall have written approval of the Camp/Post Commander; and
- 4) All occupants of government quarters shall strictly observe energy and water conservation measures.

6. MANAGEMENT AND ADMINISTRATION:

a. The Shelter Board/TWG/Committee/Secretariat

- 1) Composition of the PNP National Shelter Board:

TDPRM	- Chairman
TDL	- Vice-Chairman
D, FS	- Member
D, ES	- Member/Secretary
D, HSS	- Member
CESPO	- Member
Chief, SD, ES	- Secretariat

The presence of their respective Deputies or Executive Officers/Chief of Staffs will constitute a quorum and can participate in decision making of the Board.

- 2) TWGs

- a) There shall be independent committees/TWGs in charge of administering the different components of the PNP Shelter Program;
- b) Other members maybe designated by the PNPNSB as necessary;
- c) All reports and resolutions of the committees/TWGs shall be recommendatory to the PNPNSB; and
- d) The Regional Shelter Boards may form their parallel committees on Personnel Quartering and Housing, the composition of which shall be similar to the composition of the four committees and TWGs of the PNPNSB.

PCG Jimson A. Guimbongan
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Committee on Personnel Quartering:

Deputy Director, DL	- Chairman
Deputy Director, DPRM	- Vice Chairman
Deputy Director, FS	- Member
Deputy Director, ES	- Member
Deputy Director, HSS	- Member
CESPO	- Member
Chief, SD, ES	- Head Secretariat

The presence of their respective Executive Officers or Chief of Staffs will constitute a quorum and can participate in decision making of the Committee.

TWG for the Revision of this PNP Memorandum Circular:

D, ES	- Chairman
Ex-O, DL	- Vice Chairman
Ex-O, DPRM	- Member
Deputy Director, FS	- Member
Deputy Director, HSS	- Member
LO, ES	- Member
CESPO	- Member
Chief, SD, ES	- Head Secretariat

The presence of their respective representatives will constitute a quorum and can participate in decision making of the TWG.

TWG for the Revision of Policy for the Repair and Maintenance of PNP Quartering Facilities:

Ex-O, DL	- Chairman
Ex-O, DPRM	- Vice Chairman
CS, FS	- Member
CS, ES	- Member
CS, HSS	- Member
CS, LS	- Member
CESPO	- Member
Chief, SD, ES	- Head Secretariat

The presence of their respective representatives will constitute a quorum and can participate in decision making of the TWG.

Ray Jimson A. Sumalangan
Records Custodian For SD

3) PNPNSB Secretariat

The PNPNSB Secretariat shall be the Shelter Division of the Engineering Service headed by the Director, ES with the following functions:

- a) Assist the Executive Committee in administering the affairs of the PNPNSB;
- b) Compile all records and reports of the Shelter Boards, TWGs and the committees pertaining to quartering;
- c) Submit periodic reports to the CPNP through the Chairman, PNPNSB;
- d) Prepare the Annual Program of Expenditures of the PNP relative to quartering activities for approval of the PNPNSB, CPNP and SILG;
- e) Ensure collection, remittance, disbursement, and accounting of rentals of PNP quartering units; and
- f) Perform other functions as the Chairman, PNPNSB may direct.

4) The Regional Shelter Boards (RSBs)

The PROs shall establish their respective RSBs, which shall assist the PNPNSB in the execution of its function.

a) Composition of RSB:

DRDA	- Chairman
C,RPRMD	- Vice Chairman
C,RLD	- Member
C,RFSO	- Member
C,REU	- Member/Head Secretariat
C,RHSU	- Member
RESPO	- Member

The presence of their respective representatives will constitute a quorum and can participate in decision making of the Board.

b) Function of the RSB

- (1) Ensure the implementation of the PNP Shelter Program and its policies and regulations in the region;
- (2) Review and evaluate projects, policies and regulations, and recommend amendments to the PNPNSB, if any;
- (3) Keep the PNPNSB informed of the status of the PNP Shelter Program in the region;

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- (4) The RSB shall convene at least once a month and submit AAR to PNPNSB; and
 - (5) Perform such other functions as directed by the PNPNSB.
- c) RSB Secretariat: The RSB Secretariat shall be headed by the Chief, REU with the following functions:
- (1) Assist the RSB in administering its day-to-day affairs;
 - (2) Compile all records and reports pertaining to quartering in its area of jurisdiction;
 - (3) Submit periodic reports to the PNPNSB Secretariat;
 - (4) Submit timely and accurate inventory of quartering units and actual occupants to the PNPNSB Secretariat;
 - (5) Keep the RD informed of all activities, decisions and resolution of the RSB, and the status of implementation of the PNP Shelter Program, policies and regulations in the region; and
 - (6) Perform other functions as the Chairman, RSB may direct.

5) The District/Provincial/City Shelter Boards (DPC-SBs)

The NCRPO Police Districts and the Police Provincial and the City Police Offices shall establish their respective Shelter Boards, which shall assist the PNPNSB and the RSB in the execution of its functions in the district, province or city level.

a) Composition:

Deputy Director/Chief for Administration	- Chairman
Chief, Administrative Branch	- Vice Chairman
Chief, Logistics Branch	- Member
Camp Commander	- Member
Personnel Officer	- Member/ Secretariat
Finance Officer	- Member
ESPO	- Member

b) Functions of the District/Provincial/City-Shelter Boards (DPC-SBs):

- (1) Ensure the implementation of the PNP Shelter Program, policies, and regulation in their level;
- (2) Review and evaluate projects, policies and regulations, and recommend amendments to the PNPNSB thru RSB, if any;

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- (3) Keep the PNPNSB (thru the RSB) informed of the status of the PNP Shelter Program in their AOR; and
- (4) Perform such other functions as directed by the PNPNSB and RSB.

c) Functions of the DPC-SBs Secretariat:

- (1) Assist the DPC-SB in administering its day-to-day affairs;
- (2) Submit periodic reports to the RSB;
- (3) Keep the District/Provincial/City Director informed of all activities, decisions and resolutions of the DPC-SB, and the status of implementation of the PNP Shelter Program, policies and regulations in their level; and
- (4) Perform other functions as the Chairman, DPC-SB may direct.

b. Records and Reports

- 1) The Camp Commanders and the Shelter Board secretariats shall maintain files on Inventory of Quartering Units and their records of the building/facility and other related documents.
- 2) The following reports shall be submitted to the PNPNSB Secretariat:

a) Monthly Report of Quartering Units' Occupants

The secretariats of RSBs shall submit monthly reports on quartering units' occupants in the regional/provincial/city headquarters.

b) Inventory of Quartering Units

The shelter boards' secretariat shall submit semi-annual Inventory of Quartering Units every 15th of June and December.

c) Report on Construction/Repair of PNP Quartering Unit

The contract administrator shall report to shelter boards' secretariat on the ongoing/newly completed construction of quartering unit/building. The report on the repair of existing quartering units shall be done by the office in charge based on the existing policies to the PNPNSB every end of the month until its/their completion indicating therein the cost and source of funds.

- 3) The PNPNSB may require submission of other reports as needed.

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7. RESPONSIBILITY AND AUTHORITY:

- a. Chairman, PNPNSB – shall act as presiding officer of the board answerable directly to the CPNP and primarily responsible for the implementation of the PNP quartering program.
- b. Vice Chairman – shall assist the chairman and act as the executive officer of the board responsible for supervising the Committee on Personnel quartering program.
- c. Chairman, PQC – shall act as the presiding officer of the committee in charge of all matters pertaining to personnel quartering and shall submit recommendations for approval of the PNPNSB and the CPNP.
- d. Chairman, RSB – shall act as the presiding officer and chief executive officer of the Regional Shelter Board. He shall submit periodic reports of all activities, decisions, and resolutions to the PNPNSB duly noted by the RD.
- e. Chairman, District/Provincial/City Shelter Board – shall act as the presiding officer and chief executive officer of the District/Provincial/City Shelter Board. He shall submit periodic reports of all activities, decisions, and resolutions to the RSB duly noted by the DD/PD/CD.
- f. Camp Commanders – shall act as administrator of all personnel quartering facilities and responsible in the enforcement of policies, rules and regulations in their respective areas of jurisdiction.

8. FUNDING:

Police Regional/District/Provincial/City Police Offices shall support the administrative and operational expenses of their respective shelter boards through their National Shelter Board funds.

9. AUTOMATIC REVIEW:

This MC shall be subject to automatic review five years after its effectivity.

10. PENALTY CLAUSE:

Any violation 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.

11. RESCISSION CLAUSE:

All existing PNP policies and issuances inconsistent with this Circular are hereby rescinded.


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12. EFFECTIVITY:

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

Signed this _____ day of _____ 2021 in Camp BGen Rafael T Crame, Quezon City.




DEBOLD M SINAS
Police General
Chief, PNP

- Distribution:
- Command Group
 - IG IAS
 - D-Staff
 - P-Staff
 - D, NSUs
 - RDs, PROs
 - SPA to the SILG

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MAY 03 2021


PSSy Jimson A Gumbongan
Records Custodian For SD

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