



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

July 28, 2014

PNP MEMORANDUM CIRCULAR
NUMBER 2014-025

Delinquency Report System
(Strengthening the Disciplinary Authority of Chief of Office)

1. REFERENCES:

- a. R.A. No. 6975 as amended by R.A. No. 8551, and further amended by R.A. No. 9708;
- b. Revised Rules on Administrative Cases in the Civil Service (RRACCS) dated November 21, 2011
- c. NMC No. 2007-001 "Uniform Rules of Procedure Before the Administrative Disciplinary Authorities and the Internal Affairs Service of the PNP" dated March 6, 2007;
- d. NMC No. 2010-003 "Establishing a Delinquency Reporting System in the PNP and Institutionalizing Community Service as an Integral Component Thereof" dated September 30, 2010;
- e. PNP Circular No 2010-010 "Delinquency Reporting System" dated June 22, 2010; and
- f. NCRPO Decorum Handbook 2012;

2. RATIONALE:

The current issue on disciplinary mechanism is the increasing number of pending administrative cases filed against PNP personnel both uniformed and non-uniformed. Based on the review of the statistics on administrative cases, one-third of the dockets are minor offenses, which can be resolved immediately by the Chief/Head of Office.

As per disciplinary policies cited above, the Chief/Head of Office is one among the enumerated disciplinary authorities who can hear and decide administrative cases (Citizen's Complaint and Breach of Internal Discipline) with imposable penalty of admonition, reprimand, withholding of privileges, restriction to specified limits, suspension or forfeiture of salary or any combination thereof, for a period not exceeding 15 days.

In view of enhancing the disciplinary authority of the Chief/Head of Office, the proposed modified Delinquency Report (DR) System should be adopted to respond to the demands for immediate or on the spot corrections of misdemeanors or minor infractions committed by PNP personnel without the need for a full blown hearing or summary proceedings.

3. PURPOSE:

This PNPMC institutionalizes the Delinquency Report System in every office/unit in order to enhance the disciplinary authority of the Chief/Head of Office and to facilitate the disposition of minor offenses as defined in NMC No. 2007-001 dated March 6, 2007 and RRACCS dated November 21, 2011.

This policy prescribes a two-tiered disciplinary mechanism covering the uniformed and non-uniformed personnel, and is applicable to all PNP personnel in all levels or units. Imposition of penalties for offenses committed by Non-Uniformed Personnel (NUP) shall be governed by pertinent rules and range of penalties in the RRACCS.

4. DEFINITION OF TERMS:

- a. **Administrative Officer** – refers to the Administrative Officer of the Command Group, Directorial and Personal Staffs in the National Headquarters, Regional Headquarters, National Support Units, and Provincial Headquarters down to the lowest level of every office/unit in the District, City, Municipal police stations, and sub-stations.
- b. **Chief/Head of Office** – refers to the highest ranking PNP Officer-in-Command from the highest down to the lowest level of the PNP office/unit, to include the Directorial and Personal Staffs;
- c. **Delinquency Report** – refers to a report which cites the minor infraction(s) committed by the police personnel, the format of which is prescribed in this Circular;
- d. **Demerit** – a mark in numerical value made against a police personnel committing a minor infraction; (Demerit System Matrix and Sample Delinquency Report Form are hereto attached as Annexes “A” and “B,” respectively and are made as integral part of this MC)
- e. **Minor Infractions** – acts or omissions committed by a police personnel whether during office hours or beyond, as far as practicable as included in the list appearing under Section 4 of this Circular; and
- f. **PNP personnel** – pertains to uniformed and non-uniformed personnel of the PNP.
- g. **Reporting Officers** – any personnel who is equal or senior in rank or grade to the offender or who is delegated with authority to issue DR.

5. GUIDELINES:

- a. Reporting - The Chief Clerks or any person shall submit a report or any document regarding the alleged offense committed by the PNP personnel.
 - 1) Upon notice of the infraction(s) committed, the reporting officer shall fill-out and submit the DR form to the Chief Clerk of the office where the PNP personnel is assigned;

- 2) The Chief Clerk of each PNP Office/Unit shall receive the DR form and check the date, time, and specific infractions/minor offenses committed;
 - 3) The Chief Clerk shall ensure the signature and printed name of the reporting officer and thereafter require the offender to write in the space provided for his/her explanation which shall be submitted within 24 hours from notice;
 - 4) The Chief Clerk shall submit all the DR forms to the Administrative Officer, copy furnished the respective immediate superior of the offender;
 - 5) The Administrative Officer shall make a report on the facts surrounding the minor infractions, the explanation with evidence, as well as the recommended penalty if warranted. He may consult with the Section/Division Chiefs of the offender to verify the latter's overall attitude;
 - 6) The Chief/Head of Office shall include the presentation of reported delinquencies with penalties imposed committed by respective personnel in the agenda of the Staff Conference; and
 - 7) DR in matrix form filed by any authorized personnel regarding minor infraction committed by PNP personnel shall be reported to the Administration Office.
- b. Evaluation and Implementation -Presentation of submitted explanation and determination of the merits of explanation.
- 1) All Administrative Officers shall submit a weekly report enumerating therein the minor offenses committed by the offenders and their explanation within their office/unit;
 - 2) The Administrative Officers shall evaluate the minor infractions committed and the merits of the explanation presented;
 - 3) The Administrative Officers shall determine the appropriate number of demerits to be rendered according to the demerit system;
 - 4) The Administrative Officers shall submit the report with recommendations for approval of the Chief/Head of Office;
 - 5) The Chief/Head of Office shall approve/disapprove the recommendations in the report and effect the issuance of the Orders for implementation of the sanction;
 - 6) The Administrative Officers shall supervise and ensure the implementation of sanction; and
- c. Failure of the offender to submit his/her explanation within 24 hours shall be considered as waiver on his part to explain the circumstances surrounding the infractions committed.

- d. All personnel with excess number of demerits per month shall be subjected to Pre-Charge Evaluation and Summary Hearing Proceedings in accordance with NMC No. 2007-001 for uniformed personnel and RRACCS for non-uniformed personnel and their PER rating shall be affected in the semester covered. A formula shall be devised to directly deduct the demerits to the PER.
- e. For purposes of monitoring, reporting, and implementation, the following offices are tasked:
 - 1) DPRM/RPHRDD/ARMD
 - a) To be the OPR of this MC on Delinquency Report System;
 - b) Disseminate and monitor the implementation of this MC on Delinquency Report System;
 - c) Establish database through PNP Personnel Clearance System of all reported and sanctioned delinquent personnel;
 - d) Submit monthly report in matrix form of all personnel sanctioned by the DR system; and
 - e) Perform other tasks as directed.
 - 2) D-Staff/P-Staff/RD, PROs/D, NSUs
 - a) To implement the DR System;
 - b) To include in the Staff Conference discussions on the progress of the DR System;
 - c) Ensure the submission of a monthly report in matrix form of all personnel sanctioned by the DR system; and
 - d) Perform other tasks as directed.

6. REPEALING CLAUSE:


All existing PNP directives and other issuances which are contrary to or inconsistent with this directive are hereby repealed or modified accordingly.

7. SEPARABILITY CLAUSE:

Any portion of this PNP MC inconsistent with the organic law or declared unconstitutional shall not affect the validity of other provisions.

8. EFFECTIVITY:

This MC shall take effect after 15 days from the filing of a copy hereof with the Office of National Administrative Register (ONAR), UP Law Center pursuant to Sections 3 and 4 of the Administrative Code of 1987.



ALAN LA MADRID PURISIMA
Police Director General
Chief, PNP

CPNP L.Fra '14 SO59720
SO59720

Annexes:
Annex "A" – Demerit System Matrix of Offenses
Annex "B" – DR Formats; and Sample of Delinquency Report Form

ANNEX "A"

1. DEMERIT SYSTEM MATRIX OF OFFENSES

INFRACTIONS	Number of Demerits
1. Violation of "Tamang Bihis" a. Unauthorized or improper wearing of uniforms; insignias and accoutrements; b. Unauthorized/Improper haircut; c. Dirty shoes/Unauthorized Shoes; d. Dirty uniform/Wearing of faded/untacked athletic uniform/Wearing of colored rubber shoes; e. Unshaved mustache/Improper Shaving; f. Improper haircut/Colored nail polish/long and dirty finger nails; g. Not wearing hairnets; h. Standing on one leg during formations; i. No hanky/tickler/Miranda warning card (as required during inspection); j. No IP Card; and k. Other similar/analogous minor infractions committed.	3 3
2. Tardiness in reporting for duty/office work.	5
3. Tardiness in reporting to command activities.	5
4. Smoking in places not designated as "smoking area."	5
5. Violation of traffic, pedestrian and parking regulations within the camp.	5
6. Use of vulgar or insulting languages or exhibit similar rudeness to the public.	7
7. Spitting or littering in public areas.	7
8. Urinating in places other than the designated areas (restroom, public urinating area).	10
9. Leaving post for more than five minutes.	15
10. Dozing on post.	10
11. Failure to initiate actions on complaint/failure to prepare/submit police reports.	10
12. Absent in formation and or any command activities.	20
13. Not observing courtesies to officers/senior officers inside and outside the office.	10
14. Loafing.	
15. Other similar minor infractions. *Violation during troop formation/parade: -Moving in ranks -Speaking while in formation -Use of cellular phones while in formation -Walking or roaming around while program is ongoing -others	5
	Minimum – 5 Maximum - 20

2. SANCTIONS (as applicable)

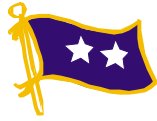
Level	No. of Demerits	Penalty
Minimum	Not more than 5 demerits	Cleaning/Garbage Disposal within the office/unit premises or shall lead the designated personnel in cleaning assigned station during "project day"
Medium	More than 5 but less than 10 Demerits	Two months revocation of privilege to file leave
Maximum	More than 10 but less than 15	Six months revocation of privilege to file leave
Above 20 demerits – initiation of PCE against subject personnel		

ANNEX "B"

3. DR FORMATS; and SAMPLE OF DELINQUENCY REPORT FORM

Republic of the Philippines NATIONAL POLICE COMMISSION NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE Camp Crame, Quezon City	
	DELINQUENCY REPORT
No. 01001	_____ (Date)
VIOLATOR/OFFENDER	
_____	(Rank/Name)
_____	(Unit/Assignment)
VIOLATIONS/S COMMITTED	

TIME/PLACE COMMITTED	_____
ACKNOWLEDGEMENT	
	(Signature of Violator/Offender)
REPORTING OFFICER	
_____	(Signature over Printed Name)
	(Unit)
WITNESS/WITNESSES	
_____	(Signature over Printed Name)
EXPLANATION	



Republic of the Philippines
National Police Commission
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR PERSONNEL AND RECORDS MANAGEMENT
Camp Crame, Quezon City

MEMORANDUM

FOR : CPNP

TDCA _____

TDCO _____

THRU : TCDS _____

FROM : TDPRM

SUBJECT : Delinquency Report System
(Strengthening the Disciplinary Authority of Chief of Police)

DATE :

1. This pertains to the draft Memorandum Circular with subject “Delinquency Report System (Strengthening the Disciplinary Authority of Chief of Police).”

2. A review of the disciplinary policies, the Chief/Head of Office is one among the enumerated disciplinary authorities who can hear and decide administrative cases (Citizen’s Complaint and breach of Internal Discipline) with imposable penalty of admonition, reprimand, withholding of privileges, restriction to specified limits, suspension or forfeiture of salary or any combination thereof, for a period not exceeding 15 days. To enhance the disciplinary authority of the Chief/Head of Offices, the proposed modified Delinquency Report (DR) System should be adopted to respond with the demands for immediate or on the spot corrections of misdemeanors or minor infractions committed by PNP personnel without the need of a full blown hearing or summary proceedings.

3. In this connection, request signature and approval of the attached Memorandum Circular on the DR System.

JAIME HERMO MORENTE
Police Director

DDPRM _____
EX-O, DPRM _____
Acting C, DLOD _____