



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

NOV 06 2014

PNP MEMORANDUM CIRCULAR
NO. 2014- 053

GUIDELINES IN THE DEVELOPMENT OF ADMINISTRATIVE AND OPERATIONS MANUAL

1. REFERENCES:

- a. PNP P.A.T.R.O.L. PLAN 2030;
- b. PNP Fundamental Doctrine, 2013, PNPM-D-0-1-2-13 (DHRDD); and
- c. PNPMC No. 2014-020 "Revised Guidelines and Procedures in the Development of PNP Doctrines and Manuals."

2. RATIONALE:

Pursuant to the Chief, PNP's Policy on "My IP is the Key" (IP Card) and as part of the PNP's commitment to institutionalize its internal processes and procedures in order to be more responsive in terms of the administration of its affairs, the PNP, through the Board for Doctrine Development (BDD) created under PNPMC No. 2014-020, finds it necessary to require all PNP offices/units to develop their respective Administrative and Operations Manual (AOM) to ensure that effective and efficient internal processes of offices/units are clear to all its members.

The AOM, considered as the primary manual of every PNP office/unit, contains general information about a particular office/unit as well as the internal processes that govern its administration and operations. The administrative portion of this manual deals mainly on the organizational structure, functions, job descriptions, mandate, and the vision and mission of the office/unit. While the operational aspect deals with its core processes and procedures in the performance of its mandated functions.

The AOM development shall be in consonance with the functions and mandate of your respective office/unit as stated in your scorecard. Likewise, portion of the AOM that deals with the individual functions of your personnel shall be aligned with the IP Card of your respective personnel.

3. PURPOSE:

This PNP Memorandum Circular (MC) sets forth the guidelines to be observed in the crafting of the AOM by all PNP offices/units.

4. DEFINITION OF TERMS:

For purposes of this PNPMC, the following terms shall be used:

- a. **Administrative and Operations Manual (AOM)** – a manual that contains the Functional Doctrine of a PNP office/unit. It may include the internal processes of a particular unit in the administration of its affairs, sets of

rules, procedures, functions, policies, objectives, or guidelines to be observed and followed by the personnel of an office/unit and how these should be implemented.

- b. **Board for Doctrine Development (BDD)** – a board that acts as the chief advisory to the Chief, PNP on matters pertaining to doctrine development. Its main function is to review, evaluate, and recommend existing or new PNP doctrines and manuals prior to the approval of the Chief, PNP.
- c. **BDD Resolution** – refers to a written statement issued by the Board endorsing to the Chief, PNP the approval and adoption of a proposed doctrine or manual.
- d. **BDD Secretariat** – refers to a body headed by the Chief, General Doctrine Development Division, DHRDD tasked to perform administrative requirements of the BDD.
- e. **Functional Doctrine** – a doctrine that contains rules, policies, procedures or guidelines pertaining to the operational and administrative functions of a particular unit in its fields of interest. It covers the operational, administrative, and technical areas that are functionally relevant to the PNP unit concerned.
- f. **Fundamental Doctrine** – a doctrine that states the basic principles in the planning, organization, and management of the PNP in support to the overall pursuits of the PNP vision, mission, strategic action plan and for the attainment of the national objectives.
- g. **Manual** – a reference book that contains approved policies, procedures, guidelines or information that is made up of a body of police strategies, techniques, and procedures that translate or support the principles and functions of the PNP. It is of three types: table manual, handbook, and pocket-sized book.
- h. **Proponent** – an office or unit that initiates or is tasked to develop or revise a doctrine, manual, best practice or lesson learned. It also chairs the local Technical Working Group (TWG) and provides direction, supervision and support in all stages of the doctrine development cycle.
- i. **Technical Working Group** – refers to a group organized by the Proponent and tasked to initiate, plan, and develop a PNP doctrine or manual.

5. GUIDELINES:

a. General Guidelines:

- 1) All PNP offices/unit shall be required by the Board for Doctrine Development to come up with their respective AOMs. The content outline is hereto attached as Annex "A";
- 2) PNP offices/units which have already formulated their AOMs shall submit to the BDD Secretariat one hard copy and one CD or e-copy of the manual;
- 3) The authority to approve the AOM shall rest on the Head of Office (Proponent) considering that its contents are applicable only to the concerned office/unit;

- 4) Intention to revise an existing AOM shall be the discretion of the Head of Office provided that the BDD, through the BDD Secretariat, is duly informed of such intention;
- 5) Format of manuals shall conform to the existing standards prescribed by DHRDD Memorandum dated March 26, 2014 re: Revised Standard Format for PNP Manuals. However, instead that they be hard-bounded, the manual can be secured in a white three-ring binder. It should be printed on a quality A4 size paper preferably with a substance of 20gsm. Title of the AOM shall be inserted in the front cover and spine of the binder. The said format is hereto attached as Annex "B";
- 6) Revised edition of manuals must carry the original title of the same with the word "REVISED" indicated together with the year in which it was printed except in circumstances where the office/unit has been renamed through a PNP General Orders or other related issuances, copy of which should be included as part of the annexes of the new manual. This will facilitate proper archiving of repealed or rescinded manuals; and
- 7) The PNP Command Library shall serve as the repository of all drafted and approved AOMs and, at all instances, be furnished at least one copy and a CD copy containing the .pdf and MS Word formats of such for safekeeping and future reference.

6. REPEALING CLAUSE:

All existing PNP issuances in conflict with this MC are deemed repealed, amended or rescinded accordingly.

7. EFFECTIVITY:

This MC takes effect immediately.



ALAN LA MADRID PURISIMA
Police Director General
Chief, PNP / NOV 06 2014

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Distribution:

- D-Staff
- P-Staff
- Dirs, NSUs
- RDs, PROs

Copy furnished:

- Command Group

Annex "A"

Content Outline of a Functional or AOM

Should include but not limited to:

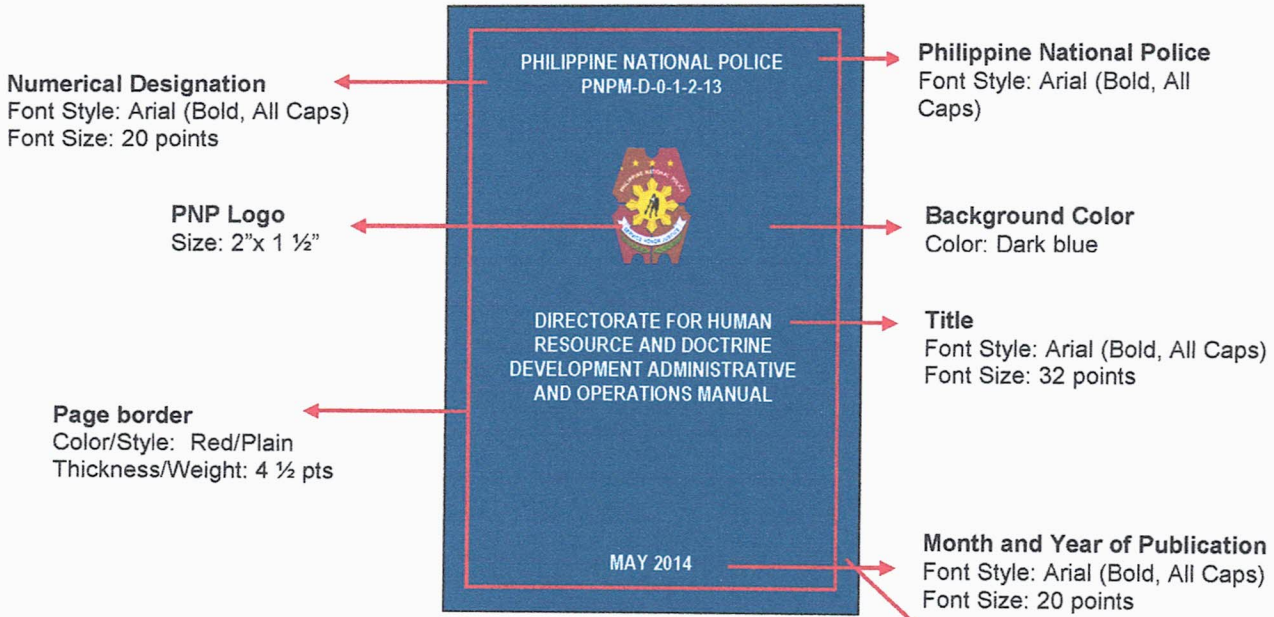
Chapters	Contents	References
1	History	Legal bases, Activation Orders, etc.
2	Organization and Function, Mission, Vision	Staffing Pattern, General Orders or similar issuances
3	Division Functions	General Orders or similar issuances
4	Process Flow and Policies	Memoranda, policies, PNPMCs, SOPs, etc.
5	IP Cards	

Content Outline of an Operational Manual

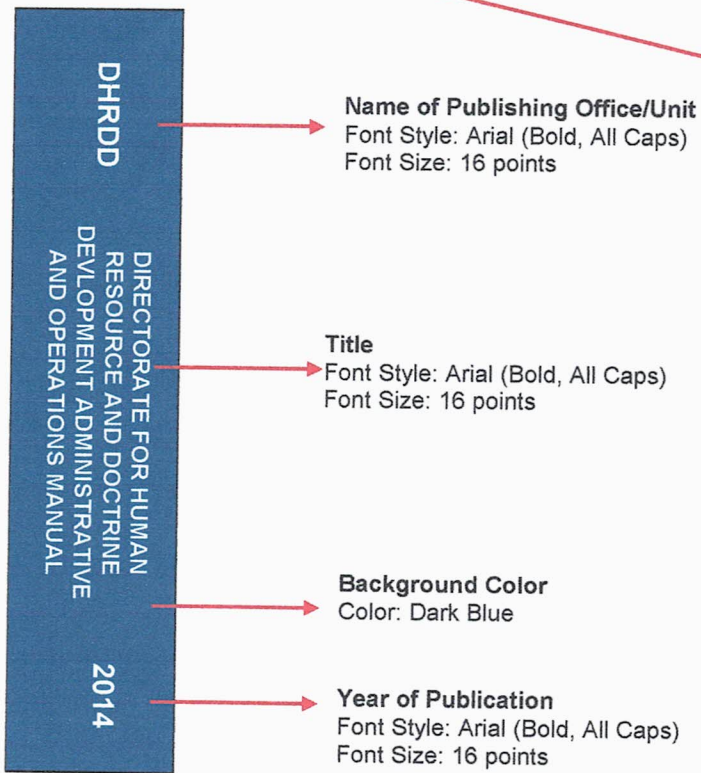
Chapters	Contents	References
1	Background	Legal bases, Activation Orders, etc.
2	State Policy, Organization, Function, Mission, Vision	Legal bases, General Orders or similar issuances
3	PNP Strategy	General Orders or similar issuances
4	Operational Procedures	Memoranda, policies, SOPs, CMCs, etc.
5	IP Cards	

Annex "B"

Front Cover



Spine Title (Insert here)



Front Cover (Insert here)