



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

MAR 11 2021

PNP MEMORANDUM CIRCULAR
No. 2021-029

**REVISED GUIDELINES AND PROCEDURES IN THE DETERMINATION
AND RECOGNITION OF PNP BEST PRACTICES**

1. REFERENCES:

- a. PNP Memorandum Circular (PNP MC) No. 2019-067 dated December 06, 2019 entitled, "Guidelines and Procedures in the Determination and Recognition of PNP Best Practices";
- b. PNP Fundamental Doctrine, 2013 PNPM-D-O-1-13 (DHRDD);
- c. Standard Operating Procedure (SOP) No. 2017-001 dated April 30, 2017 entitled, "Revised Guidelines and Procedures in the Determination and Recognition of PNP Best Practices";
- d. SOP No. 2014-001 dated June 16, 2014 entitled, "Guidelines and Procedures in the Development of PNP Best Practices";
- e. DHRDD SOP No. 2011-008, Guidelines and Procedures in the Preparation, Publication, and Distribution of Doctrines and Manuals; and
- f. CPNP's Guidance on the Diligent Execution of Existing PNP Administrative and Operational Policies:

2. RATIONALE:

This MC prescribes simplified guidelines and procedure for the determination and recognition of Philippine National Police (PNP) Best Practices, to identify practices and innovations that will bring breakthrough result, or at least, improve the performance and overall police service output.

3. SITUATION:

With the adoption of the PNP Peace and Order Agenda for Transformation and Upholding of the Rule of Law Plan 2030 (PNP P.A.T.R.O.L. Plan 2030), the PNP has recognized the value and wisdom of developing and adopting best practices. All PNP offices/units were encouraged to develop their own best practices to enhance their overall operations and management and create better customer value. Such best practices in many instances have made police operations and delivery of police services efficient, cost effective, accessible, and equitable.

Since the creation of the National Best Practice Board (NBPB) on June 25, 2014, there was only one Best Practice deliberated and approved under SOP No. 2014-001, the Eastern Police District (EPD) Drum Boat. This is due to the stringent and rigid criteria set forth by the said SOP particularly the word "innovation" which is

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construed as "new idea" or inventions. This often stymies the ingenuity, sterling, and genuinely out-of-the-box initiatives that for quite some time have been serving the interest of the PNP not only in improving its internal systems and processes but also in the pursuit of image building and truly altruistic and noble programs in service to the community.

~~SOP No. 2014-001 was revised by SOP No. 2017-001, where parameters were set to measure the adoptability of best practice proposals. One of the parameters, pertaining to breakthrough performance, is measured by the delivery of outputs as well as client satisfaction. Yet, no methodology was identified to gauge client satisfaction and measure the delivery of outputs, hence, the evaluation of best practice proposals was deferred until an instrument with prescribed period and baseline to gauge client satisfaction and measure delivery of outputs is recognized.~~

In PNP MC No. 2019-067, the PNP Best Practice was institutionalized and its concept was redefined. Likewise, the scope was widened to give due recognition to offices/units taking extra mile to perform and enhance the delivery of their respective services. The delivery/breakthrough performance was refocused to client satisfaction over delivery of outputs. However, the impact assessment validation to gauge the client satisfaction prescribes extensive and time-consuming processes which defeated the very purpose of satisfying the intent of the PNP to adopt best practices which will be crafted into policies for better, effective and efficient delivery of police services.

4. PURPOSE:

This MC sets forth the policies and standards in identifying and gauging PNP Best Practices from the myriad proposals of concerned offices and units, determining and conferring PNP Best Practices, and providing authority to Police Regional Offices/National Support Units (PROs/NSUs) to approve and confer their Best Practice Proposals. Further, establishing the standard composition and determination of functions of the National Best Practice Board (NBPB), the Best Practice Board Secretariat (BPBS), and the Regional/Unit Best Practice Board (RUBPB).

5. DEFINITION OF TERMS:

- a. Best Practice – refers to a project, initiative, activity, technique or method either out-of-the-box, or merely adopted but enhanced or improved that is innovative, adoptable, sustainable, and cost-effective that delivers better performance to the implementing unit garnering a final rating ranging from **90% to 100%**. The enhanced performance of inherent police functions, in accordance with the prescribed guidelines may constitute a best practice.
- b. Best Practice Board Resolution (BPBR) – or "resolution" refers to a written decision issued by the Board endorsing to the CPNP the approval and adoption of a conferred PRO/Unit proposed best practice for PNP-wide adoption.
- c. Best Practice Board Secretariat (BPBS) – refers to a body headed by the Chief, General Doctrine Development Division (GDDD), DHRDD.

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- d. Cost Effectiveness – the proposal is cheaper than the former or usual intervention undertaken but delivers the same or better output.
- e. Delivery/Breakthrough Performance and Impact Validation – means that the project has been running or being implemented for quite some time and has generated proven positive impact or results and promoted the client's participation/empowerment.
- f. Developing Practice – a project or an initiative from other office/unit, that is adoptable, but not an inherent function of the implementing unit and has a potential to be a PNP Best Practice, with a rating ranging from 70% to 79%.
- g. Good Practice – a project or an initiative either adopted or developed that is beyond the inherent functions of the implementing unit but has been proven to be feasible and viable, and had improved the processes and performance of the implementing unit, with a rating ranging from 80% to 89%.
- h. Innovativeness – it refers to either a totally new and out-of-the-box practice or an original or unique practice that had been adopted from other sector but is somehow improved and is entirely beyond the regular practice of the implementing offices/units.
- i. National Best Practice Board (NBPB) – or hereinafter referred to as the "Board" shall act as the chief advisor to the CPNP on matters pertaining to the adoption of the Best Practice. Its main function is to plan and prioritize the development of best practices and evaluate those PRO/Unit Best Practices for approval of the CPNP, or best practice proposals of D-Staffs.
- j. Proponent – refers to an office/unit or PNP personnel known as the author who submits a "Best Practice" proposal for subsequent approval and adoption of a PRO/Unit, or the PRO/Unit that submits an approved PRO/Unit Best Practice.
- k. Regional/Unit Best Practice Board (RUBPB) – act as the chief advisor to the Regional/Unit Director on matters pertaining to the adoption of its Best Practices. Its main function is to evaluate and deliberate best practices of the PRO/Unit for approval of the Regional/Unit Director and submit those approved PRO/Unit Best Practices to NBPB for evaluation and approval of the CPNP as PNP Best Practice.
- l. Replicability – the project's degree of acceptability and adoptability by any office/unit of the PNP in various geographical settings and its consistency to the long-honored traditions of Service, Honor and Justice.
- m. Sustainability – the project has the capacity to be sustained by the implementing office/unit for a certain period of time or can be engendered in the perfunctory functions of the implementing office/unit.

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6. GUIDELINES:

a. General Guidelines:

- 1) All PNP offices/units shall initiate their best practice through the RUBPB. The Regional/Unit Director shall adopt and approve the best practice in accordance with the procedures and guidelines of this MC. D-Staff may submit its best practice proposal to NBPB through its Secretariat for evaluation;
- 2) A Best Practice initiated by PNP office/unit, but not yet approved as PRO/Unit or PNP Best Practice, can also be initiated by other PNP offices/units;
- 3) All PRO/Unit Best Practices approved and adopted by Regional/Unit Director shall be submitted to the NBPB through the BPBS for further evaluation. If the result is compliant with the provisions of this MC, the Board will recommend the same for CPNP's approval as PNP Best Practice;
- 4) A best practice proposal of the D-Staff that garnered 90% or above upon initial evaluation by the BPBS shall be endorsed to the NBPB for deliberation and subsequent adoption as PNP Best Practice;
- 5) A Best Practice to be approved as PNP Best Practice shall be continuously practiced/implemented by the proponent office/unit;
- 6) All PNP Best Practices approved by the CPNP shall be forwarded to concerned Directorates for crafting of policies necessary for PNP-wide implementation/application. Likewise, D-Staff with best practices approved by the CPNP shall craft their respective policies for the said purpose;
- 7) Once a PNP Best Practice is incorporated or crafted into policy, the same shall be adopted by other offices/units for implementation;
- 8) The NBPB shall perform the following functions:
 - a) Deliberate, evaluate, and validate the appropriateness and adoptability of a PRO/Unit best practice submitted by PRO/NSU, and Best Practice Proposal of D-Staff utilizing the criteria and 5-point rating scale (Annex "A");
 - b) Direct any PNP office/unit to study, develop or revise a PNP Best Practice;
 - c) Provide legal opinion on all PRO/Unit Best Practices with legal issues through the Legal Service (LS); and
 - d) After evaluation, recommend to the CPNP the approval of PRO/Unit Best Practices or D-Staff Best Practice Proposals as PNP Best Practice.

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9) The NBPB shall be composed of the following:

Chairperson : TDHRDD
Vice Chair (Administrative) : TDPRM
~~Vice Chair (Operational) : TDO~~
Head Secretariat : C, GDDD, DHRDD
Assistant Head Secretariat : AC, GDDD, DHRDD
Members : GDDD personnel and Staff

Sub-Board "A" Members (Administrative)

DD, DPL
DD, DL
DD, DC
DD, DRD
DD, DICTM
DD, PNPTS
DD, LS
DD, CPSM


Sub-Board "B" Members (Operational)

DD, DI
DD, DPCR
DD, DIDM
DD, DC
DD, LS
C, HRAO
CS, CPSM
DD, DIPO

10) The RUBPB, on the other hand, shall be composed of the following:

Chairperson : DRDA/Deputy Director
Vice Chair : Chief, RLDDD
Members : Chief, RPRMD
 Chief, RID
 Chief, ROPD
 Chief, RLRDD
 Chief, RCADD
 Chief, RCD
 Chief, RIDMD
 Chief, RPSMD
 Chief, RLO
Secretariat : Best Practice Officer

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- 11) All offices units/ are directed to initiate the development of their Best Practice based on the following criteria/parameters. D-Staff may also initiate the same.
 - a) Innovativeness;
 - b) Cost-effectiveness;
 - c) Replicability;
 - d) Sustainability; and
 - e) Delivery/Breakthrough Performance and Impact Validation.
- 12) The PNP shall have three categories of Best Practices:
 - a) Developing Practice;
 - b) Good Practice; and
 - c) Best Practice.
- 13) Best Practice reports shall follow the prescribed standard report format (Annex "B");
- 14) Approved PNP Best Practices must be monitored, published, and promulgated by the DHRDD through the Secretariat;
- 15) Approved PNP Best Practices must be translated into Program of Instruction (POI) or training program by PNPTS, in consultation and coordination with UTPDD, DHRDD as appropriate; and
- 16) A standard survey instrument that will measure the criteria on the delivery/breakthrough performance and impact validation shall be developed by the Center for Police Strategy Management (CPSM). The survey shall be facilitated and conducted by Regional Police Strategy Management (RPSMUs).

b. **Specific Guidelines:**

- 1) All PNP offices/units shall designate their own Best Practice Officer (BPO) who must be a Police Commissioned Officer (PCO), with the rank of PLTCOL and above, responsible for the documentation and preparation of proposals to the RUBPB; and
- 2) To recognize peculiarity and sterling efforts of grassroots' unit of the PNP such as the police stations, or police community precincts, and other offices/units, PROs/NSUs may confer Best Practice to their subordinate units. Conferment shall coincide with the Monday Flag Raising Ceremony. Attendance of a representative from partner/stakeholder is highly recommended. After Activity Report of the conferment shall be submitted to BPBS (Attn: C, GDDD, DHRDD/Head Secretariat).

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c. Responsibilities:

1) DHRDD

- a) Direct PNP offices/units to submit its approved Best Practice and/or Best Practice Proposal through the BPBS (Attn: C, GDDD, DHRDD/Head Secretariat);
- b) Responsible for the monitoring and evaluation of PNP Best Practices for the necessary review, fine-tuning and/or identification of interventions or measures to enhance implementation thereof;
- c) Assign a numerical designation or index on all approved PNP Best Practices published through the DHRDD;
- d) Monitor the compilation and printing of PNP Best Practices which shall be in conformity with existing standards;
- e) Supervise the compilation, publication, and distribution of adopted PNP Best Practices;
- f) Ensure the publication of PNP Best Practices in PNP websites and other forms of publication, subject to security considerations;
- g) Maintain an inventory of all approved PNP Best Practices through the PNP Command Library;
- h) Recommend to the CPNP the development of appropriate memorandum directives, policies or guidelines, and action plans on approved PNP Best Practices, to further enhance the effectiveness and efficiency of their present strategy or approach within their immediate operational support unit/area of responsibility;
- i) Monitor the policies and/or directives, guidelines promulgated by concerned D-Staff pertaining to PNP Best Practice under their area of concern;
- j) Responsible for the yearly consolidation and compilation of approved and adopted PNP Best Practices, and subsequent dissemination to lower units;
- k) Ensure that all approved best practices are incorporated in the training and education programs of the PNP as applicable;
- l) Endorse to DPRM the office/unit or individual whose PNP Best Practice was approved by the CPNP for appropriate awards; and
- m) Perform other tasks as directed.

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- 2) **DPRM**
 - a) Issue orders for the members of the NBPB and Secretariat;
 - b) Award plaque/s to the office/unit whose Best Practice was approved by the CPNP;
 - c) Awards medals to the individual/personnel who initiated the Best Practice approved by the CPNP;
 - d) Issue appropriate awards for the Best Practice Board, Validating Team and Secretariat; and
 - e) Perform other tasks as directed.
- 3) **DC**
 - a) Provide funds for the publication of PNP Best Practice compendium;
 - b) Provide funds for the validation of short-listed Best Practices;
 - c) Provide funds for the purchase of equipment such as computer set, laptop, or generator that will be awarded to the unit whose Best Practice was approved by the CPNP; and
 - d) Perform other tasks as directed.
- 4) **DI**
 - a) Provide security classification for all approved Best Practices; and
 - b) Perform other tasks as directed.
- 5) **Other D-Staff**
 - a) Initiate and submit their Best Practice Proposal to the NBPB;
 - b) Craft appropriate policy on approved PNP Best Practice for PNP-wide implementation/application;
 - c) Supervise and monitor, if applicable the continuous implementation of Best Practices; and
 - d) Perform other tasks as directed.
- 6) **LS**
 - a) Provide legal comment/opinion on PRO/Unit Best Practices or D-Staff Best Practice Proposals submitted, if necessary; and
 - b) Perform other tasks as directed.

7) **NBPB**

- a) Direct proponent to submit its PRO/Unit Best Practice or Best Practice Proposals, as applicable through the BPBS (Attn: **GDDD, DHRDD/Head Secretariat**);
- b) Deliberate the submitted PRO/Unit Best Practice or Best Practice Proposals utilizing the criteria and 5-point rating scale;
- c) Prepare and submit recommendation/s relative to the selected PRO/Unit Best Practice/Best Practice Proposals. A PRO/Unit Best Practice/Best Practice Proposal that obtained a rating of 90% to 100% shall be recommended as PNP Best Practice through a resolution for approval of the CPNP. A promulgation and implementation of said PNP Best Practice shall also be issued thereon. A memorandum directive shall also be issued directing the concerned Directorate to craft related policy on the approved PNP Best Practice; and
- d) Perform other tasks as directed.

8) **BPBS**

- a) Assist the Board of its administrative tasks;
- b) Screen and evaluate the PRO/Unit Best Practices submitted by PNP units, following the criteria set forth in Annex "A", before endorsing the qualified Best Practice to the Board for deliberation;
- c) Schedule meetings and deliberations and send out notices to concerned PROs/NSUs;
- d) Prepare the venue for the deliberations;
- e) Prepare the minutes of the meeting, and cause the signing thereof by Board members;
- f) Consolidate all comments/recommendations of the Board and send the same to the proponent for incorporation in the final proposal to be submitted; and
- g) Perform other tasks as directed.

9) **RUBPB**

- a) Direct lower units to submit its Best Practice proposal through the PRO/Unit Secretariat;
- b) Prepare and submit Best Practice to the BPBS, for deliberation and subsequent adoption as PRO/NSU Best Practice, as well as for monitoring purposes;
- c) Deliberate the submitted Best Practice proposals utilizing the criteria and 5-point rating scale;

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- d) Best practice proposal that garnered a rating of 90% and above shall be endorsed through a resolution for approval by the PRO/Unit Director;
- e) The BPO/Secretariat has the same function as the NBPB Secretariat within their respective units; and
- f) Perform other tasks as directed.

10) **All PROs and NSUs**

- a) Create their respective Regional/Unit Best Practice Board (RUBPB);
- b) Designate a BPO who must be a PCO, with the rank of PLTCOL and above responsible for the documentation and preparation of proposals to the RUBPB;
- c) Encourage all Provincial Police Offices down to City/Municipal Station level, to undertake efforts to develop and document their respective Best Practices;
- d) The PRO/Unit Director shall endorse the approved PRO/NSU Best Practice to NBPB for further deliberation and approval as PNP Best Practice; and
- e) Perform other related functions as directed.

11) **PNPTS**

- a) Develop Program of Instruction (POI) and/or appropriate training programs, in coordination with UTPDD, DHRDD on approved PNP Best Practice;
- b) Responsible for teaching PNP Best Practices to all PNP Training Units through its incorporation in the POI;
- c) Conduct dissemination through Police Information and Continuing Education (PICE) down to lower units pertaining approved Best Practices; and
- d) Perform other tasks as directed.

12) **CPSM/RPMSUs**

- a) Develop simplified standard survey instrument that will measure the criteria on the delivery/breakthrough performance and impact validation;
- b) The simplified standard survey shall be facilitated and conducted by the respective RPSMUs; and
- c) Perform other related task as directed.

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7. PROCEDURES

The following stages must be followed in the development of Best Practices:

a. Stage 1 – Initiation

A best practice can or may be initiated by: (a) PNP Office/Unit (b) the Board, or (c) an individual proponent/author.

1. The Municipal/City Police Station (M/CPS) and Provincial/City Police Office/Regional Support Unit (PPO/CPO/RSU) shall initiate/develop their Best Practice in accordance with this MC.
2. M/CPS or the PPO/CPO/RSU shall submit their Best Practice proposal to the next higher office.

b. Stage 2 – Submission

- 1) Whether the initiation is unit-led or through the Board or by the author, the proponent shall submit the Best Practice report in soft and hard copies.
- 2) The PPO/CPO or Unit Admin and Resource Management Unit (ARMUs), shall screen and evaluate the Best Practice proposal, and if approved, submit it to the RUBPB, endorsed by the Head of Office for evaluation and deliberation, otherwise, return it to the originating unit.
- 3) The proposal shall contain the letter of intent, Best Practice report and Regional/Unit Best Practice Board Resolution signed by the Chairman attesting that it has undergone the required initial evaluation.
- 4) The BPB Secretariat shall conduct the initial assessment of the Best Practice proposal using the criteria set forth in Annex "A". The BPB Secretariat shall thereafter render its initial findings and recommendations to the BPB for evaluation.
- 5) PRO/NSU approved Best Practice submitted to the NBPB for approval and adoption as PNP Best Practice shall have complete attachments and duly endorsed by the PRO/Unit Director.

c. Stage 3 – Field Validation

Only Best Practice proposals with 90% rating or better, duly noted by the Board, shall undergo field validation by the Board and BPBS or by the Validating Team authorized by the former to further establish its authenticity.

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Acting Chief, Admin Section, UNRDU

The RUBPB shall evaluate and deliberate the Best Practice proposal submitted. It shall conduct field validation to measure the delivery/breakthrough performance and impact validation of the Best Practice Proposal.

The RUBPB shall approve Best Practice Proposal with rating of at least 90%, and confer the same during its Monday Flag Raising Ceremony.

d. Stage 4 – Presentation and Deliberation

The PRO/Unit proponent shall present their approved Best Practice before the NBPB for deliberation.

e. Stage 5 – Decision

If the best practice proposal meets the criteria, the RUBPB shall approve the same as PRO/Unit Best Practice.

If the PRO/Unit Best Practice conforms to the guidelines set by this MC, the NBPB shall recommend the same to the CPNP for approval and adoption as PNP Best Practice.

f. Stage 6 – Compilation, Publication, Distribution, and Dissemination

- 1) The DHRDD shall compile, publish, and distribute approved best practices.
- 2) Approved best practices shall be published in the PNP website and other forms of publication, subject to security considerations.
- 3) The DHRDD shall endorse to appropriate Directorate the approved PNP Best Practice for crafting of policy for PNP-wide implementation/application, as applicable.

g. Stage 7 – Teaching/Monitoring

Approved best practices shall be taught through the different PNP training units by incorporating it in the POI of related training programs and in the conduct of PICE down to the lower units.

The respective Directorate shall monitor/supervise the continuous implementation of the Best Practice applicable to them.

8. ADMINISTRATIVE SANCTION:

Heads/Chiefs of Offices/Units are directed to strictly comply with this MC. Failure to conform, negligence or irregularities in its implementation shall be dealt with accordingly.

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Acting Chief, Admin Section, DHRDD


9. REPEALING CLAUSE:

The PNP MC 2019-067 and all other policies, guidelines, issuances, rules and regulations which are contrary or inconsistent with this MC are hereby repealed or modified accordingly.

10. EFFECTIVITY:

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




DESOLD M SINAS
Police General
Chief, PNP




Attachments:

- Annex "A" Five Criteria and 5-point Rating Scale
- Annex "B" Report Format
- Annex "C" Flowchart on the Processing of Best Practices

Distribution:

Command Group
D-Staff
P-Staff
D, NSUs
RD, PROs

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(ANNEX A)

Five Criteria and the 5-Point Rating Scale

The five criteria will be accorded with the following percentage allocation based on their values to produce breakthrough in their performance in lieu of incremental improvements and lagging performance:

Criteria/Parameters	Percentage Allocation
Innovativeness	- 15%
Replicability	- 15%
Sustainability	- 15%
Cost-Effectiveness	- 15%
Delivery/Breakthrough Performance and Impact Validation	- 40%
TOTAL	100%

To ensure objectivity in rating, the scales will be followed:


Innovativeness

Scale	
5	Relatively a new practice in terms of application to the (Stakeholders) public and corporate sectors in the country which has improved the processes and services of the PNP.
4	A practice adopted that is not inherent to the mandate of the implementing unit which has improved the process and services of the PNP.
3	A practice replicated from the existing practice of the public or corporate sector in the country, enhanced and improved to tailor fit the needs of the implementing unit.
2	Replicated practice from either public or corporate sector in the country.
1	A practice already proliferating within the PNP that is replicated by the proponent as implementing unit.

Replicability

Scale	
5	A practice that is consistent with the long honored tradition of Service, Honor and Justice, highly adoptable, acceptable, and can be implemented nationwide.
4	Adoptable, acceptable, and consistent with the long honored tradition of Service, Honor and Justice, but can only be implemented in PROs.
3	Moderately adoptable, acceptable, and consistent with the long honored tradition of Service, Honor and Justice, but can only be implemented in some PROs.
2	Slightly adoptable, acceptable, and consistent with the long honored tradition of Service, Honor and Justice, but can only be implemented in peculiar areas.
1	Not adoptable except for the proponent, but consistent with the long honored tradition of Service, Honor and Justice.

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Sustainability

Scale	
5	Highly sustainable (the identified BP does not require additional resources for its continued implementation).
4	Sustainable (the resources required for the implementation of the identified BP is available and well within the capacity of the PNP to provide).
3	Moderately sustainable (the continued implementation of the identified BP can be provided by the PNP for an extended period only).
2	Slightly sustainable (the continued implementation of the identified BP is dependent on the availability or resources provided by an external source or partner).
1	Not sustainable.

Cost-Effectiveness

Scale	
5	Lesser cost but with better output or product.
4	Same cost but with better output or product.
3	Lesser cost for same output or product.
2	Higher cost but with better output or product.
1	Not cost effective.

Delivery/Breakthrough Performance and Impact Validation

Scale	
5 (90-100%)	Implementation of the proposed best practice has proven breakthrough result backed by enough data and information or has generated high impact.
4 (80-89%)	Implementation of the proposed best practice has modest result with enough data and information or has impact to intended beneficiaries.
3 (70-79%)	Implementation of the proposed best practice has minimal and inconsistent positive result with enough data and information or has impact to unintended beneficiaries.
2 (60-69%)	Implementation of the proposed best practice has no positive result but is potential to produce positive result with some enhancement or intervention.
1 (59% and below)	Not enough information.

% allocation= rating over 5 x % allocation x 100%

This percentage allocation will then be aggregated to get the overall percentage rating using the formula:

Overall rating= I + R + S + CE + D

The office/unit that will obtain 90% overall rating and above will be endorsed before the RUBPB for initial deliberation and conferment.

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(ANNEX B)

Heading and Logo of the Proponent's Office/Unit

MEMORANDUM

FOR : TDHRDD

FROM :

SUBJECT : **Best Practice Proposal** re _____

DATE :

1. References:

- a. Cite reference(s) related to the Proposed Best Practice; and
- b. Cite existing policies and/or program similar to the Best Practice you proposed, if there are any.

2. Rationale:

Reason(s) for the adoption and implementation of the Proposed Best Practice.

Problems(s) aimed to be solved by the adoption of the Best Practice.

3. Definition of Terms:

Meaning or concept of terminology(ies) used in this report, if any.

4. Background:

General description of the prevailing condition(s) prior to the implementation of the Proposed Best Practice such as peace and order, political, social, cultural, economic, technological, legal, environmental, etc.


Discuss briefly literature on existing PNP policies/programs related/linked to the Best Practice you proposed and explain innovation (improvement/enhancement) you made.

5. Implementation:

Uniqueness and innovativeness of the best practice that is distinct from the rest of regular practices of the PNP.

6. Results of Implementation:

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Discuss extremely the processes, innovation, and breakthrough of your work processes, in particular and services in general, in terms of quantitative, qualitative, and timeliness indicators.

Correlate the improvements and breakthrough to figure outcomes such as input on peace and order, political, social, cultural, economic, technological, legal, environment and most especially for the improvement of public perception towards the PNP. Present tables, graphs, charts, etc. as necessary.

Problems encountered and/or risk mitigated in implementation of the practice.

7. Recommendation:

Endorsement for adoption.

Approaches/measures/steps requiring action from higher authority.

Signature
Name
Rank

Attachments:

- a. Head of Office/Unit Endorsement
- b. Memorandum/Letter of Intent
- c. Board Resolution
- d. Project Fact Sheet
- e. Project Implementation Report
- f. Photos/Video Clips
- g. Newspaper clippings
- h. Others as maybe appropriate/applicable

Important Reminders:

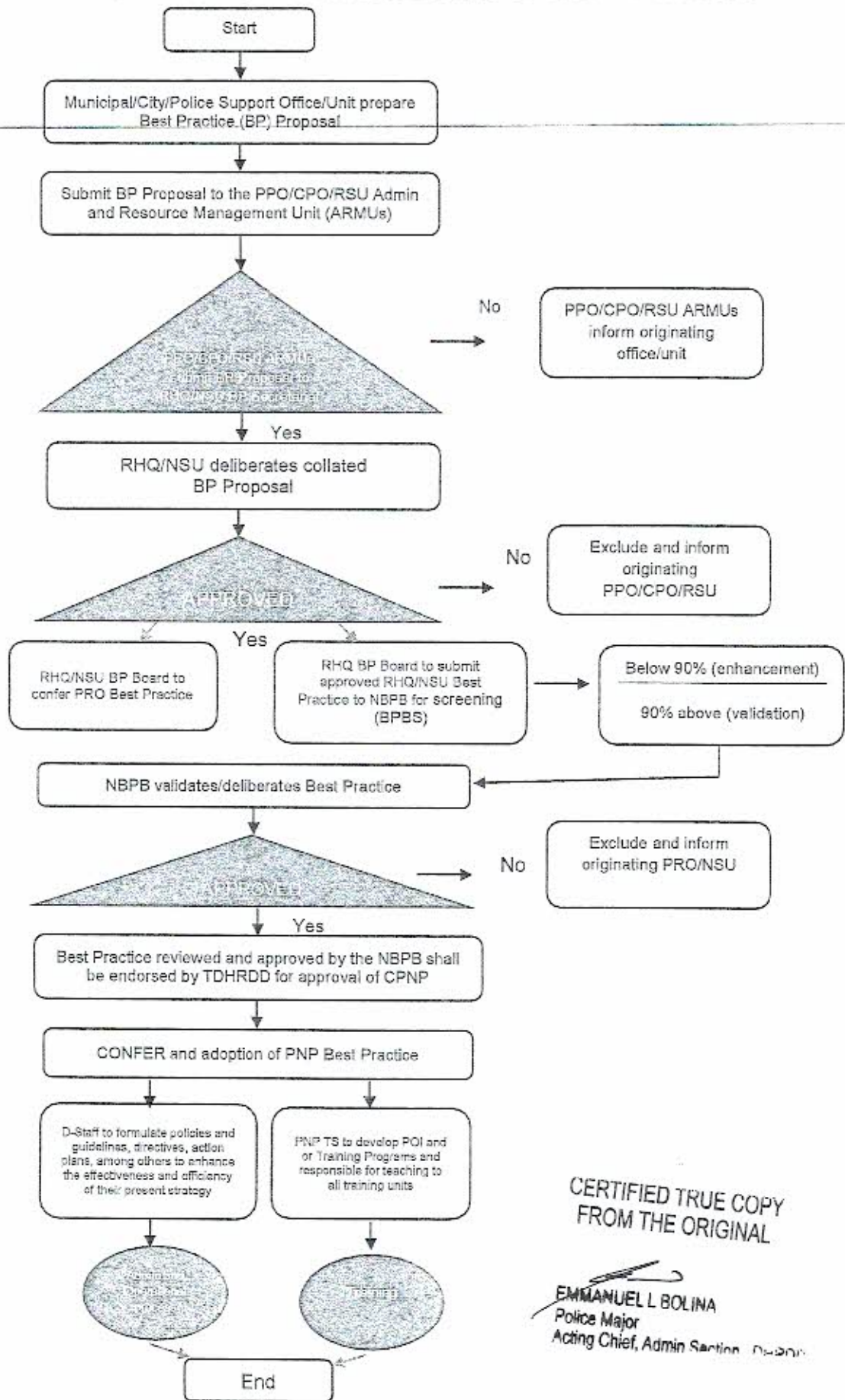
1. Report shall be printed in A4 sized paper and ring-bounded. Margins shall all be at 1" except the left margin which shall be at 1.5".
2. If the proposal emanates from an office or unit lower than the PRO, it must be endorsed by the latter.
3. Refer to PNP MC 2019-013 dated March 5, 2019 re: Guidelines for the Standard Preparation of Communication.

CERTIFIED TRUE COPY
FROM THE ORIGINAL


EMMANUEL L BOLINA
Police Major
Acting Chief, Admin Section - OADR

(ANNEX C)

FLOWCHART ON THE PROCESSING OF BEST PRACTICES



CERTIFIED TRUE COPY FROM THE ORIGINAL

EMMANUEL L BOLINA
Police Major
Acting Chief, Admin Section