



Republic of the Philippines
National Police Commission

**NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP**

Camp BGen Rafael T Crame, Quezon City

CHS

Jan 22, 2022

MEMORANDUM CIRCULAR 2022-003
NO.: 2022-003

PNP UGNAYAN NG SIMBAHAN AT PULISYA (USAP)

1. REFERENCES:

- a. Republic Act No. 10525 entitled, "An Act Declaring the First Week of February of Every Year as "World Interfaith Harmony Week" in the Entire Country and Mandating its Observance by the Different Government Agencies";
- b. PNP Memorandum Circular (MC) 20-2020 entitled, "Internal Disciplinary Mechanism" dated October 8, 2020;
- c. PNP P.A.T.R.O.L. Plan 2030;
- d. PNP Command Memorandum Circular (CMC) No. 03-13 entitled, "CHS Pastoral and Family Counseling Initiatives (PAGGABAY)" dated January 28, 2013;
- e. PNP CMC No. 55-2017 entitled, "Ugnayan ng Simbahan at Pulisya (USAP)" dated October 27, 2017;
- f. Letter of Instructions (LOI) 17/10 entitled, "Spiritual Upliftment and Growth of the Organization (SUGO)";
- g. PRO 1 IMPLAN 50-2020 KASIMBAYAN (Kapulisan, Simbahan, at Pamayanan) ng Panginoon (A Joint Effort of Police, Church, and Community Towards a Peaceful and Progressive Community);
- h. PNP Gender and Development Manual promulgated on December 29, 2020; and
- i. USAP Memorandum of Understanding (MOU) between the PNP and four religious bodies dated June 28, 2021.

2. RATIONALE:

This MC sets forth the guidelines in the implementation of the Ugnayan ng Simbahan at Pulisya (USAP), a coordination between the PNP and the four major religious bodies namely: the Catholic Bishops Conference of the Philippines (CBCP), Philippine Council of Evangelical Churches (PCEC), National Council of Churches in the Philippines (NCCP), and Imam Council of the Philippines (ICP).

3. SITUATION:

The intensification of internal disciplinary mechanism within the PNP aims to restore the image of the police force through preventive, punitive, and restorative approaches that would result in decreasing the number of misguided PNP personnel who are engaged in illegal activities, which greatly affect the whole PNP organization. Furthermore, this mechanism promotes positivity in the organization in its desire to mitigate public misconception and mistrust from our fellow citizens.

Authenticated by:

JOANA A. LOZANO
Police Major
Chief, Admin Section, CHS
January 24, 2022

4. PURPOSE:

To effectively implement this policy, the PNP through its Chaplain Service (CHS) is committed to further establish good relationship and promote dialogue among the four religious bodies. To strengthen the partnership, collaboration, and coordination to foster open communication and create imperative strategies to ensure that PNP personnel will become morally and spiritually upright.

The PNP through the CHS initiated the alliance between the PNP and major religious bodies in the Philippines by organizing Ugnayan ng Simbahan at Pulisya (USAP), through PNP CMC No. 2017-55 dated October 27, 2017 and anchored on LOI 17/10 and CMC 03-13, to help in the transformation journey of PNP personnel to become God-centered, service-oriented and family-based public servants. Through the PNP USAP, religious leaders of different denominations/counterparts of CHS in providing congruent services to the PNP personnel and their dependents will be able to deliver Pastoral and religious services.

5. DEFINITION OF TERMS:

- a. Alliance - a union or association formed for mutual benefit, especially between organizations in which people agree to work together towards a common goal.
- b. Awareness Campaign - a sustained effort to educate individuals and boost public awareness about an organization's cause or issue.
- c. Family-based - is a person who values his/her family, properly prioritizes their needs and maintains healthy relationships with them.
- d. God-centered - is putting God first in all aspects of a person's life. Whether one refers to Him as God, Almighty Creator, Allah SWT, Lord, Heavenly Father or by any other reverential name.
- e. Internal Disciplinary Mechanism - is an established procedure governing proceedings in administrative cases against erring personnel.
- f. Moral upliftment - is about the improvement and strengthening of a person's moral and spiritual condition.
- g. Pastoral and religious services - refer to programs and activities conducted by PNP Chaplains which include administering of sacraments, devotional practices and worships, counselling, visitations, and seminars related to moral and spiritual growth of the organization.
- h. Pastoral Officer - refers to the PNP Chaplain personnel responsible to conduct religious, moral, and spiritual enhancement activities for the PNP and their dependents.
- i. Preventive Approach - is a proactive way to maintain discipline and preempt misbehavior among PNP personnel, whether at work or off duty.

Authenticated by:


JOANAS A LOZANO
Police Major

Chief, Admin Section, CHS
January 24, 2022

- j. Punitive Approach - is the "iron-hand" of the internal cleansing strategy. It follows due process in an investigation and imposing appropriate sanctions on erring PNP personnel.
- k. Religious Bodies - refer to religious groups that act according to their religious beliefs and rules of organization such as Catholic Bishops Conference of the Philippines (CBCP), Philippine Council of Evangelical Churches (PCEC), National Council of Churches in the Philippines (NCCP) and Imam Council of the Philippines (ICP).
- l. Restorative Approach - is the "soft hand" of the internal cleansing strategy. It utilizes programs on moral recovery and spiritual renewal of those penalized personnel and restore the morale of those exonerated/acquitted personnel.
- m. Religious leader - refers to a person who is recognized within a particular religion as having authority within that body.
- n. Service-oriented - refers to an individual's willingness and ability to recognize and respond to another person's needs and able to display positive attitudes and behaviors in accomplishing a mission/functions.
- o. Transformation Journey - is a journey that is designed to achieve high impact at two levels – individual and organizational.

6. GUIDELINES:

a. General Guidelines:

- 1) The CPNP together with the D, CHS and religious leaders from the CBCP, NCCP, PCEC, and ICP shall convene together to establish open communication, coordination, and collaboration;
- 2) The signing of Memorandum of Understanding (MOU) between the PNP through the CHS and religious leaders will be the principal requirement to mark the partnership;
- 3) The MOU will be signed in every Police Regional Office (PRO) between the religious leaders and the Regional Directors (RDs), to promote coordination and collaboration through USAP to be replicated by the different Police Provincial Offices (PPOS), City Police Offices (CPOs), and Municipal Police Station (MPS) in their respective Area of Responsibility (AOR);
- 4) The Regional Pastoral Officers will coordinate with the Commanders of the Area Police Command (APCs), RDS, Provincial Directors (PDs), City Directors (CDs), and Chiefs of Police (COPS) and religious leaders to work together to enhance the moral and spiritual foundation of PNP personnel and to advocate dialogue and partnership to the local churches in their AORS;

Authenticated by:


JOANAS A LOZANO
 Police Major


Chief Admin Section CHS
 January 24, 2022

- 5) The PNP through the CHS and religious leaders will agree among themselves the schedule of meetings and the issues to be raised thereat while ensuring that there is respect to the customs, traditions, and beliefs of their respective organizations at all times to promote cultural tolerance;
- 6) The PNP through the CHS and religious leaders will meet on the agreed schedule of meetings and other partnership activities.
- 7) PNP partnership through the CHS with major church bodies will foster Philippine Culture and Tradition in important gatherings/fellowship to strengthen the core value 'Makabayan' and to preserve the Philippine cultural heritage;
- 8) Minutes of the meeting will be the primary requirement for every meeting held to monitor the progress of the partnership. The PNP and the religious leaders will have their own file of all minutes of the meetings;
- 9) PNP partnership through the CHS with major church bodies will take part in altruistic acts/works of charities for those who need the most help and care where the core value 'Makatao' will be felt by beneficiaries;
- 10) Blue Masses/Evangelical Fellowships and Friday Congregations will be held in parish churches/place of worships/mosques to strengthen the core value 'Makadiyos' among PNP personnel;
- 11) The PNP through the CHS and religious leaders will hold an annual summit/assembly meeting to further strengthen the good partnership and develop policies and programs as well;
- 12) Pastoral Officers shall submit to the CHS-NHQ monthly reports of all USAP activities in their AOR;
- 13) The PNP partnership through the CHS with major church bodies will conduct events during Women's Month in coordination with Family, Juvenile and Gender and Development Division (FJGADD), Directorate for Police Community Relations (DPCR), and Women and Children Protection Center (WCPC); and
- 14) The PNP through the CHS and major church bodies will promote the cultural tolerance and inclusivity which includes gender sensitivity and responsiveness, as well as interfaith/interreligious dialogues, in all their Programs, Projects, and Activities.

b. Responsibilities:

- 1) OTDCO
 - a) Oversee the implementation of USAP;
 - b) Take regular coordination with CHS on the progress of MC on

Authenticated by:


JOANAS A LOZANO
 Police Major
 Chief Admin Section, CHS

January 24, 2022

USAP; and

c) Perform other tasks as directed.

2) CHS

- a) Designated OPR in the implementation of this MC;
- b) Capacitate and mobilize the regional Pastoral Officers in their AORs to implement this MC with Commanders of the APCs, RDs, PDs/Cds/COPs;
- c) Conduct periodic pastoral visitation to National Support Units (NSU), APCs, PROs, PPOs/CPOs/MPs, and assess the implementation of this MC down to the police stations;
- d) Facilitate the signing of MOU between the Commanders of the APCs/RDs/PDs/COPs and the Bishops, priests, pastors and Imams (if there is any) in every PRO;
- e) Pastoral Officers and RDs/COPs will develop the specific guidelines of the MC applicable to their AOR and furnish a copy to CHS-NHQ and PNP library;
- f) Pastoral Officers shall submit to CHS-NHQ monthly reports with their Faith-based partners on MC USAP activities in their AORs; and
- g) Perform other tasks as directed.

3) DPRM

- a) Ensure the full cooperation of all offices/units in the implementation of this MC through the issuance of directive to all PNP Personnel who are officially designated in the implementation of USAP;
- b) Direct the newly appointed RDs and COPs to fully support/sustain the existing USAP in their AORs or to help CHS Pastoral Officers in their AORs to organize USAP;
- c) Issue referrals for Psycho-spiritual Interventions, Values Formation and other religious activities to the PNP-CHS through DLOD based on the list of PNP Personnel with Administrative and Family-related complaints; and
- d) Perform other tasks as directed.

4) DPCR

- a) Align all related Police Community Relations policies with USAP;
- b) Support USAP in terms of Community Relations policies and activities;
- c) Ensure the full cooperation of all DPCR field offices/units and personnel in the implementation of USAP;
- d) Recommend policies with regard to conducting dialogues, counseling and related activities to communities with the help of different Faith-Based Groups;
- e) Assist in coordination with the Local Government Units (LGUs), Non-Government Organizations (NGOs) and stakeholders in the implementation of USAP in the communities in coordination with

Authenticated by:

JOANAS A LOZANO

Police Major

Chief, Admin Section, CHS

January 24, 2022

- concerned PNP offices/units in the AORs;
- f) Assist and recommend possible source of logistical and fund support in the implementation of USAP;
 - g) Work together with CHS and RDs/PDs/COPs on gender sensitive issues and concerns;
 - h) Create IEC materials in relation to USAP in coordination with CHS; and
 - i) Perform other tasks as directed.
- 5) PCADG
- a) Coordinate with TDPCR and CHS in aligning support for MC USAP;
 - b) Align all related Police Community Relations activities with USAP;
 - c) Support USAP in terms of Community Relations and activities;
 - d) Ensure the full cooperation of all PCADG field offices/units and personnel in the implementation of USAP;
 - e) Recommend related activities with regards to conducting dialogues, psycho-spiritual interventions and related PCR activities to communities with the help of different Faith-Based Groups;
 - f) Assist in coordination with the LGUs, NGOs and stakeholders in the implementation of USAP in the communities in coordination with concerned PNP offices/units in the AOR; and
 - g) Perform other tasks as directed.
- 6) DIDM, IAS, and WCPC
- a) To provide referrals to psycho-spiritual interventions, values formation and religious activities to the PNP-CHS based on the list of PNP personnel with administrative and family-related complaints in accordance with LOI "SUGO" and CMC "Paggabay";
 - b) WCPC to work together with CHS and RDs/PDs/COPs on gender sensitive issues and concerns; and
 - c) Perform other tasks as directed.
- 7) DHRDD
- a) Provide assistance in the implementation of training programs particularly during summit/assembly/meeting;
 - b) Compile all After Activity Reports (AARs) and MCs on USAP for recording purposes; and
 - c) Perform other tasks as directed.
- 8) DL
- a) Provide appropriate logistical support; and
 - b) Perform other tasks as directed.
- 9) DC
- a) Provide appropriate funding support for the implementation of this MC; and

Authenticated by:

JOANAS A LOZANO

Police Major

Chief Admin Section, CHS

January 24 2022

- b) Perform other tasks as directed.
- 10) DI
- a) Conduct background investigation of the people/entities who will be involved in the implementation of USAP;
 - b) Conduct security assessment of areas wherein there will be a meeting and other related activities pertaining to USAP; and
 - c) Perform other tasks as directed.
- 11) TS
- a) Conduct Training Need Analysis in order to come up with relevant training programs;
 - b) Provide training of Values Formation, Community Organizing, Public Speaking, Effective Communication, Ethics, Gender Sensitivity to all Chaplains, Faith-based Groups Partners, Priests, Alimamah, Pastors, and faith-based leaders in the implementation of USAP; and
 - c) Perform other tasks as directed.
- 12) Commander, APCs and RD, PROs
- a) Provide security during USAP activities including Peace Building, Community Organizing, and meetings;
 - b) Coordinate with the PNP Regional Chaplain Service in the implementation of this CMC;
 - c) All PROs shall support the establishment of a Pastoral and Family Counseling Center within its headquarters in order to attend to the behavioral and spiritual needs of PNP personnel in accordance to CMC Paggabay; and
 - d) Perform other tasks as directed.
- 13) PIO
- a) Write press releases and use of the multi-media platforms (print, TV, radio and social media) to promote this MC;
 - b) Serve as mouthpiece and voice of the PNP in dealing with the public on USAP; and
 - c) Perform other tasks as directed.
- 14) LS
- a) Review the provisions of the MOU for USAP, to ensure that it is within the bounds of Philippine Laws and PNP policies; and
 - b) Perform other tasks as directed.

Authenticated by:


JOANAS A LOZANO
Police Major

Chief, Admin Section, CHS
January 24, 2022

15) HS

- a) Provide medical assistance and medical support to all USAP related activities; and
- b) Perform other tasks as directed.

7. ADMINISTRATIVE SANCTIONS:

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.

8. REPEALING CLAUSE:

All existing PNP directives, issuances or any provisions thereof that are contrary to or inconsistent with this MC are rescinded, modified, or repealed accordingly.

9. EFFECTIVITY:


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

Distribution:
IG, IAS
Cmdr. APCs
D-Staff
P-Staff
D, NSUs
RD, PROs

Copy Furnished:
Command Group
SPA to the SILG


DIONARDO B CARLOS
Police General
Chief, PNP

AB

CPNP Ltrs 21 5088006

5088006

JAN 22 2022

Authenticated by:


JOANAS A LOZANO
Police Major
Chief, Admin Section, CHS
January 24, 2022