FEB 2 6 2022

PNP MEMORANDUM CIRCULAR
NO.: 2 0 2 2 - 0 2 7

GUIDELINES AND PROCEDURES IN THE OPERATIONALIZATION OF THE INTERNAL DISCIPLINARY MECHANISM INFORMATION SYSTEM

1. REFERENCES:

a. Republic Act (RA) No. 8551 or "An Act Providing for the Reform and Reorganization of the Philippine National Police and for Other Purposes, Amending Certain Provisions of Republic Act No. 6975 Entitled, "An Act Establishing the Philippine National Police under a Re-Organized Department of the Interior and Local Government, and for Other Purposes";

b. RA No. 10173 also known as Data Privacy Act of 2012 entitled, "An Act Protecting Individual Personal Information in Information and Communications System in the Government and the Private Sector, Creating for this Purpose a National Privacy Commission, and for Other Purposes";

c. 2017 Rules on Administrative Cases in the Civil Service;

d. NAPOLCOM Memorandum Circular (MC) No. 2016-002 dated March 7, 2016 or "Revised Rules of Procedure before the Administrative Disciplinary Authorities and the Internal Affairs Service of the PNP" as amended by NMC No. 2019-005;

e. NAPOLCOM MC No. 2012-319;

f. PNP MC No. 2021-027 dated March 4, 2021 entitled, "Formulation, Use and Adjudication of Counter-Intelligence Watchlist (CIW);

g. PNP MC No. 20-2020 dated October 8, 2020 entitled, "PNP Internal Disciplinary Mechanism";

h. PNP MC No. 2016-062 dated October 3, 2016 entitled, Comprehensive Internal Disciplinary Mechanism;

i. PNP Security Policy otherwise known as "KALASAG" dated January 10, 2008;

j. 2021 PNP People's Freedom of Information Manual;

k. Interfaith Squad System Manual PNP Internal Cleansing Strategy (PNPM-CHS- NSU), dated September 2019;

l. 2017 DI Administrative and Operational Manual; and

m. Memorandum from TDPCR dated May 19, 2020 with subject: Sub-Committee on Preventive Approach IMPLAN to PNP MC No. 2019-027 re Adjusted PPAs under the New Normal.

2. RATIONALE:

This PNP Memorandum Circular (MC) shall set the guidelines for the encoding, deletion, correction, inclusion, generation, and monitoring of data being stored in the Internal Disciplinary Mechanism Information System (IDMIS) by the three Sub-Committees of the Internal Disciplinary Mechanism of the PNP, namely: Sub-Committee on Preventive Approach (SCOPrA), Sub-Committee on Punitive Approach (SCOPA), and Sub-Committee on Restorative Approach (SCORA).

3. SITUATION:

The growing number of PNP personnel being involved in illegal activities has always been one of the top concerns of the PNP Disciplinary Authorities especially the CPNP. To address the issue, the Oversight Committee on Internal Cleansing, now the Internal Disciplinary Mechanism (IDM), crafted the PNP MC No. 20-2020 to strengthen the internal cleansing strategy of the PNP which now employs three Approaches namely: Preventive, Punitive, and Restorative Approaches. Under the three Approaches are the activities and programs to be undertaken by all PNP offices and units to hone and instill discipline among the PNP personnel and to reform the few personnel who tarnished the image of the PNP organization after their involvement in illegal activities.

To effectively monitor the progress of the IDM program and activities, a system that monitors or gauges the accomplishments of each office/unit was developed by the ITMS and DICTM. This system shall support the approaches of the IDM through encoding of data and uploading of pertinent documents to generate harmonized data on their programs and activities.
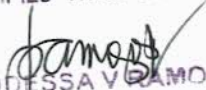
4. PURPOSE:

This MC provides the policies and procedures on the effective data management and efficient use of the modules of the IDMIS by the offices/units in-charge of the activities, programs, and accomplishments of the Sub-Committees on Preventive, Punitive, and Restorative Approaches.

5. DEFINITION OF TERMS:

For purposes of this circular, following terms shall be defined as follows:

a. Administrative Case – refers to a complaint filed before the PNP Disciplinary Authorities or IAS, or appeal pending before any of the appellate bodies;

b. Case Build-up – the process of compiling evidence needed to support an administrative or criminal charge against erring PNP personnel;

c. Complaint — a written and sworn statement regarding a wrong, grievance or injury sustained by a person;

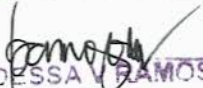d. Data - refers to the multitude of quantities, qualities, facts, characters, or

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symbols produced from the collection, measurement, evaluation, and analysis of information.

e. Data Management - is the process of encoding, deleting, correcting, generating and monitoring of data created and collected by the Sub-Committees on Preventive, Punitive, and Restorative Approaches.

f. Data Manager – the head of the office primary responsible for the Sub-Committees on Preventive, Punitive, and Restorative Approaches of the Internal Disciplinary Mechanism of the PNP or his/her duly designated officer, who is the only authorized officer to approve the encoding, inclusion, deletion, generation, and release of data stored in the IDMIS.

g. Derogatory Information — refers to a variety of facts and/or items regarding a police officer's involvement in illicit activity, a commission of a crime, or behavioral and social profiling, provided by or sourced from other organizations. Derogatory information may be unverified or, if verified, those that lack sufficient evidentiary support.

h. Desk or IAS Desk — always refers to the Internal Affairs Service desks established nationwide unless another desk is specified.

i. Desk Officer — refers to the designated officer of the day in charge of manning and managing the Desk.

j. Desk System or IAS Desk System — refers to the coordinative relationship and integrated workflow of the IAS Desk with other existing desks in the PNP.

k. Exonerated or Acquitted Personnel – refer to those personnel who were administratively or criminally charged whose guilt or liability was not proven by the quantum of evidence required by law, rules, or regulations.

l. FORME POLICE (Focused Reformation/Reorientation and Moral Enhancement for Police Officers in Line with Internal Cleansing Efforts) - is a personnel transformation/moral recovery and reorientation to instill and develop discipline, character, aptitude, and attitude of its erring members, specifically those personnel who were penalized with demotion or suspension.

m. Grave Offense — refers to offenses categorized as such under NAPOLCOM Memorandum Circular No. 2016-002 and 2017 Rules on Administrative Cases in the Civil Service punishable by dismissal from the service, one rank demotion or suspension ranging from 60 days to one year.

n. Information — refers to a collection of facts, positive and negative, involving a police officer or unit. It may also refer to the statements to be used to proceed against erring police officers or units for their misdemeanors or transgressions. It also refers to the statements that may lead to non-disciplinary or non-penal actions, and/or constructive or affirmative actions. It may be submitted to the Desk from various sources

such as citizen's complaint, referral of other agencies/offices, individual lapses arising from inspection and audit findings, and open source material, among others.

o. Internal Disciplinary Mechanism Information System – refers to the database system designed to store, manage, and monitor the activities of the three approaches of the IDM.

p. Jurisdiction – the authority vested by law to hear and decide a case.

q. Negative Feedback - refers to simple grievances on improper behavior or conduct, dissatisfaction with service, mere foolishness of a police officer, or feeling that nobody listens to them, provided that these do not amount to any criminal, civil, or administrative liability.

r. Penalized personnel – refer to those personnel who served administrative penalties as result of administrative charges against them that were proven.

s. PNP State of Discipline - refers to the state of orderliness, compliance, and level of embeddedness of PNP values, principles, and other institutional policy governing PNP personnel and units.

t. Positive Feedback - refers to compliments or other constructive and affirmative advice.

u. Preventive Approach - is a proactive way to maintain discipline and to pre-empt misbehavior among PNP personnel;

v. Processing of Information – pertains to the process of collating, categorizing, disaggregating, and analyzing information which shall be done at the IDU–IAS DESK;

w. Punitive Approach – is the "iron hand" of the internal cleansing strategy, it follows due process in investigating and imposing appropriate sanctions on PNP erring personnel;

x. Request for assistance - refers to matters brought to the attention of the Desk that asks for help on specific concerns.

y. 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.

z. Sources of Information – refer to the origin of documentary or non-documentary information.

aa. Status of Information – refers to the action being taken relating to the information, such as under investigation, pre- charge investigation, under summary hearing, submitted for resolution (resolved), etc.

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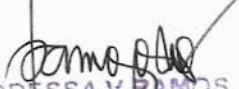Police Captain
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6. GUIDELINES:

a. General Guidelines:

1) The IDMIS shall be the system that will be used to store, manage, and monitor the data and activities of the Sub-Committees on Preventive, Punitive, and Restorative Approaches of the IDM of the PNP. The system will monitor the activities of the Three Sub-Committees through the data that will be encoded, recorded, and generated;

2) The Directorate for Personnel and Records Management (DPRM) through TDPRM shall be the project owner of the system and shall be the OPR in the implementation of this MC;

3) The Sub-Committees on Preventive, Punitive, and Restorative Approaches shall have Data Manager/s who shall oversee and approve the encoding, deletion, generation, and release of data stored in each module of the IDMIS;

4) The Chairpersons of the Sub-Committees on Preventive, Punitive, and Restorative Approaches or their duly designated officer shall act as the Data Manager. Specifically, the following officers shall be the Data Managers of the respective Sub-Committees of the IDMIS:

   a. The Director for Police Community Relations (DPCR) shall be the Data Manager of the SCOPrA;

   b. The IG, Internal Affairs Service (IAS); Director for Investigation and Detective Management (TDIDM); Director for Intelligence (TDI); and TDPRM shall be the Data Managers of the SCOPA; and

   c. The Director for Directorate for Human Resource and Doctrine Development (TDHRDD) shall be the Data Manager in the collation, assessment, and analysis of all SCORA data and shall formulate and recommend policies relative to any issues and concern that may arise from FORME POLICE Training.

5) The data encoded in the system are considered confidential in accordance with the RA No. 10173 and the PNP People's Freedom of Information (FOI) Manual 2021 Version;

6) Only those personnel with office order issued by the Data Managers and were given account and password by the IT officers of the Sub-Committees shall have access to IDMIS. In case of reassignment, the respective administrative officers of the offices/units shall notify the IT officers of the Sub-Committees for the deactivation of the account of the encoder;

7) The encoders of every Sub-Committee are the only authorized personnel to encode, monitor, and generate data upon the authority of

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the Data Manager. They must ensure that all data entered into the system are accurate, real-time, and treated with confidentiality;

8) All requests for data must be made in writing and shall be coursed through and approved by the data manager before its release. Only the data manager has the authority to grant or deny the request of the information requested if it falls under the list of exceptions to the FOI provided by law, rules, Executive Orders, and other official issuances pursuant to the PNP FOI Manual;

9) Only the Data Managers are authorized to approve changes or deletion in the data encoded in the system. The offices/units under the three approaches shall seek the approval of the data manager through a written request before changing or deleting data. Further, all data encoded by the offices/units can be viewed by the data manager of the respective Approaches;

10) The IT officers of every Sub-Committee shall monitor the audit trail and log history to ensure that the designated encoders are the only one who accessed the system. They shall also identify the personnel in case of leakage of data or wrong entry of information; and

11) Any technical issues or problems encountered by the encoders of every Sub-Committee must be coordinated with the IT officers of the Sub-Committee. The IT officers shall check the technical issue, update the system, and inform the encoder of the resolution of the technical problem.
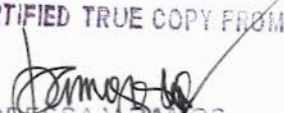
b. **Responsibilities:**

1) **DPRM**
   a) OPR in the implementation of this MC;

   b) Responsible in the maintenance of database;

   c) Request and allocate funds for the implementation of this MC;

   d) Supervise and monitor the data/report on Punitive Approach specifically on administrative cases filed against PNP personnel; and

   e) Perform other tasks as directed.

2) **DPCR**
   a) Supervise, issue policies, and guidelines in the implementation of all activities under the Preventive Approach, especially in the implementation and utilization of IDMIS;

   b) Spearhead the conduct of regular SCOPrA Meeting as part of the monitoring and evaluation process;

c) Supervise and monitor the data/report on Preventive Approach such as the Psychosocial and Psycho-Spiritual interventions conducted by HS and CHS; and

d) Perform other tasks as directed.

3) **DHRDD**

   a) Supervise Training Units in encoding and uploading in IDMIS of all training documents in relation to all Leadership Trainings conducted under the Strengthening the Inherent Leadership Functions of Unit Commanders;

   b) Present accomplishment report on Leadership Training and other related trainings;

   c) Supervise and monitor the data/report on Restorative Approach on the PNP personnel who undergone FORME POLICE; and

   d) Perform other tasks as directed.

4) **DI**

   a) Serve as depository of all derogatory information, PNP CI targets and watch list and shall maintain, consolidate, and update a CI target/watch list;

   b) Conduct complete background investigation on PNP personnel who will have or have access to IDMIS;

   c) Process all applications of PNP personnel applying for security clearance to have access to SECRET and/or classified information in coordination with NICA;

   d) Ensure that the derogatory information that will be released to the requesting unit is for official use and necessary for the fulfillment of the unit's mission;

   e) Ensure that the process in releasing the names of PNP personnel with derogatory information shall be observed at all times with the approval of the CPNP;

   f) Direct IG and IMEG to continuously monitor PNP personnel violating security policy in relation to the operationalization of IDMIS;

   g) Ensure that all RIDs of PROs and IDs of NSUs shall submit quality Counter-Intelligence Watchlist production;

h) Supervise and monitor the data/report submitted by RIDs on PNP personnel with derogatory information; and

i) Perform other tasks as directed.

5) **DIDM**

a) Supervise the encoding of data of all encoders in the RIDMD on the complaint and Pre-Charge Investigation module;

b) Supervise and monitor the data/report on Punitive Approach specifically on Pre-Charge Investigations conducted and criminal cases filed against PNP personnel; and

c) Perform other tasks as directed.

6) **IAS**

a) Monitor the implementation of the following activities under the Preventive Approach:
   (1) IAS Desk Program; and
   (2) State of Discipline Program.

b) Supervise and monitor the data/report on Punitive Approach specifically on Pre-Charge Investigations conducted and administrative cases;

c) Generate reports through IDMIS on the PNP's accomplishment on the IAS Desk and State of Discipline Program and be ready to provide data as the need arises or as requested;

d) Present such accomplishments during the regular meeting with the Sub-Committee on Preventive and Punitive Approaches indicating accomplishment report versus targets, together with data analytics; and

e) Perform other tasks as directed.

7) **PNP HS**

a) OPR in the implementation of the following Interventions under the Preventive Approach:
   (1) Behavioral Focused (BF) Psychosocial Support Program:
      (a) Stress Management Seminar;

      (b) Anger Management Seminar;

      (c) Psychological Counselling sessions; and

      (d) Stress Debriefing sessions

b) Closely monitor IDMIS to perform the following:
   (1) Receive the processed information forwarded by IAS;

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(2) Immediately take action by contacting the reported PNP personnel for initial assessment and for further recommendation to undergo any of the abovementioned Behavioral Focused (BF) Psychosocial Support Program;

(3) Refer the reported PNP personnel to the PNP Chaplain Service for the subsequent BF Psycho-Spiritual Program; and

(4) Ensure that the progress in the activities conducted are encoded in IDMIS.

c) Generate reports through IDMIS on the PNP's accomplishment on the Interventions concerned; and

d) Perform other tasks as directed.

8) **CHS**

a) OPR in the implementation of the following Interventions under the Preventive Approach:
(1) BF Psycho-Spiritual Program;

(2) Squad Weekly Interactive Meeting (SWIM); and

(3) Squad Leader's Training Program.

b) Closely monitor IDMIS to perform the following:
(1) Receive from PNP HS the referrals of PNP personnel who will undergo the BF Psycho-Spiritual Program;

(2) Immediately take action by contacting the reported PNP personnel for initial assessment and for further recommendation to undergo appropriate BF Psycho-Spiritual Support Program;

(3) Refer the reported PNP personnel to his/her Squad Leader for monitoring and evaluation purposes; and

(4) Ensure that the progress in the activities conducted are encoded in IDMIS.

c) Generate reports through IDMIS on the PNP's accomplishment on the PAPs concerned and be ready to provide data as the need arises or as requested;

d) Present such accomplishments during the regular meeting with the SCOPrA using the SCOPrA Dashboard indicating accomplishment report versus targets, together with data analytics;
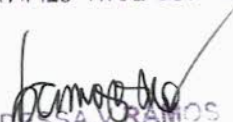
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e) Draft memoranda to be signed by the Chairman, SCOPrA directing PNP offices/units concerned to comply with any related requirements; and

f) Perform other tasks as directed.

9) **ITMS**
   a) Continue to develop and enhance the program of IDMIS in compliance with the requirements of the three Sub-Committees; and

   b) Perform other tasks as directed.

10) **PNP TS:**
   a) Continuously conduct the 30-Day FORME POLICE and GMRC Training to personnel meted with punishment for their administrative/criminal offenses;

   b) Formulate Leadership Training;

   c) Generate data of PNP personnel who will undergo the FORME POLICE Training;

   d) Encode the data of PNP personnel who underwent FORME POLICE; and

   e) Perform other tasks as directed.

11) **PROs/NSUs:**
   a) Issue appropriate orders to Focal Persons who shall be responsible in encoding and uploading of needed requirements in IDMIS;

   b) Request for funds for the equipment needed for the IDMIS;

   c) Request training for the system users;

   d) Submit data/report required by the Sub-Committees; and

   e) Perform other tasks as directed.

7. PROCEDURES:

a. **Preventive Approach:**
   1) The IAS Desk or Desk Officer shall encode the data of the PNP personnel in the received information/complaint such as name, rank, personnel status, age, gender, marital status, education, ethnicity, length of service, and unit. The encoder shall then categorize the information as Positive feedback; Breach of internal discipline, Verified information of grave and less grave offenses; Unverified or derogatory

information; Negative feedback; Complaints outside PNP jurisdiction; and Request for assistance;

2) The IAS Desk or Desk officer shall forward the information of the PNP personnel to the PNP Health Service (HS) if the information or complaint does not warrant the filing of criminal or administrative cases against PNP personnel (PCO/PNCO/NUP) concerned. Otherwise, the information or complaint shall be forwarded to DI/DIDM/DPRM for the filing of criminal and administrative cases;

3) The encoder of the HS shall encode the sequence in the data management of Psychosocial Intervention, the specific activities conducted, and the data of the personnel endorsed by the IAS Desk to undergo the intervention. Upon completion of the Psychosocial Intervention, the PNP personnel concerned shall be endorsed by the HS to the PNP CHS for the conduct of Psycho-Spiritual Interventions;

4) The encoder for the CHS, upon receipt of the information from HS, shall encode the sequence in the data management of Psycho-Spiritual Intervention, the specific activities conducted, and the data of the personnel by the HS to undergo the intervention. Upon completion of the Psycho-Spiritual Intervention, the personnel shall be endorsed back to his/her Squad Leader;

5) The designated encoder in every PNP office/unit shall encode the following sequence in the data management of the Squad Weekly Interactive Meeting (SWIM); Add Church Affiliation; Add Life Coaches; and Add Squad/Actions/Details/Add AAR; and

6) The designated encoder in DHRDD/RLDDD/HRMDDD shall encode the sequence in data management of strengthening the Inherent Leadership Functions of Unit Commanders.

b. **Punitive Approach:**
1) The PCID, DIDM and IID, IAS encoder shall upload scanned copies of received complaints. The encoder shall then encode the reference number, sources of complaint, complaint date, initial complaint, date and time committed, place committed, and case status.

2) For Pre-Charge (Initial) Evaluation Module, the PCID, DIDM and PD, IAS encoder shall encode the details of complaint/violation, name of the complainant/s, name of the respondent/s, name of witness/es. The encoder shall upload to the system the affidavit of complainant, affidavit of witness/es, verification, and Certification Against Non-Forum Shopping and other documents relevant to the complaint as well as the Status of the Complaint/s which show either for Pre-Charge Investigation or referred to other Disciplinary Authority who has jurisdiction over the complaint and over the person of the respondent/s. After the pre-charge investigation, the encoder shall

upload the pre-charge investigation report, charge sheet, and request for presidential clearance if the respondent is a third level officer;

3) For the encoding of docket numbers, the LAS, IAS/DLOD/DLOS encoders shall follow the code and format of docket numbers:

a) Motu Proprio Cases
   (1) MPI2B – incidents where death, serious physical injury, or any violation of human rights occurred in the conduct of police operation relating to Double Barrel and/or Buy-Bust Operation. Example: RIAS NCR MPI2B-2022-001;
   (2) MPI1 – incidents where police personnel discharges a firearm. Example: RIAS NCR MPI1-2022-001;
   (3) MPI2– incidents where death, serious physical injury, or any violation of human rights occurred in the conduct of police operation. Example RIAS NCR MPI2-2022-001;
   (4) MPI3 – incidents where evidence was compromised, tampered with, obliterated, or lost while in the custody of police personnel. Example: RIAS NCR MPI3-2022-001;
   (5) MPI4 – incidents where a suspect in the custody of the police was seriously injured. Example: RIAS NCR MPI4-2022-001; and
   (6) MPI5 – incidents where the established rules of engagement have been violated. Example: RIAS NCR MPI5-2022-001.

b) Docket number of PROs/NSUs

   Unit abbreviation, order number of case, date of docketing
   (Example: PRO1 AC No. 01-010122)

c) Docket number of NHQ

   NHQ abbreviation, order number of case, date of docketing
   (Example: NHQ AC No. 01-010122)

4) For the Case Monitoring Module, LAD, IAS/DLOD/DLOS encoders shall upload scanned copies of memorandum of transmittal of administrative cases received from Prosecution Division, IAS/DIDM/RIDMD, to include the Docket Number, the date when the folder was received and the case status which shows *"For Summary Hearing."*

5) The LAD, IAS/DLOD/DLOS encoder shall enter the name of the respondent, account number, unit, rank, age, gender, marital status, education, length of service, and ethnicity;

6) The IAS/DLOD/DLOS encoder shall encode the name, unit, rank of the Summary Hearing Officer and encode the date of the receipt of the case folder. Once the encoder clicks the "submit" button on the system, an email will be sent automatically to the PNP email of the SHO. The encoder shall check if the aging of the case started to count

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and if the SHO already opened the email and then, he can click the "received" button. The encoder shall encode the date of service of summons and date of pre-hearing conference and upload the said documents into the system upon receipt of the case folder from the SHO;

7) The LAD, IAS/DLOD/DLOS encoder shall encode the date of receipt of ROI from the SHO. The LAD, IAS encoders shall also enter the date of resolution of IG, IAS and his recommendation. The DLOD/DLOS encoder shall encode the date of Decision of the Disciplinary Authority, date of Proof of Service (POS) from Receipt of Decision, date of Motion For Reconsideration (if any), Proof of Service of MR, details of Appeal filed, the Certificate of Finality, and date and order of implementation. The scanned copies of the transmittal of ROI from SHO, decision/resolution of the DA, POS form, MR, and Certificate of Finality shall also be uploaded by the DLOD/DLOS encoder;

8) For the Derogatory Dashboard, the DI encoder shall input all approved request for derogatory information including the record number and unit of PNP personnel for DI Verification, purpose, time and date of request, name and unit of requesting party, result of record check, and status of request.

9) The DLOD encoder shall generate the list of PNP personnel who shall undergo the FORME Police to be conducted by the DHRDD under the Restorative Approach.

c. **Restorative Approach**
1) The encoder for the Restorative Approach shall encode the data on Penalized Personnel; Exonerated Personnel; Personnel who undergone FORME POLICE; and Number of Activities Conducted and Trainings attended and completed by the PNP personnel concerned; and

2) The encoder shall then encode the activity and its type; training; number of participants; start and end of activity; date of completion; description that includes general orders and declaration of graduates; attachment (After Activity Report); Training Board Resolutions and Status (Graduate, RTU/Deferred), Unit/Office OPR, and remarks.

8. **ADMINISTRATIVE SANCTIONS:**

The following shall be held administratively liable in accordance with NMC No. 2016-002 and other applicable administrative issuances without prejudice to the simultaneous filing of applicable criminal action:

a. Any PNP personnel who mishandle information or violate applicable provision relative to the production, proper handling, and transmission of classified documents or information, through malice or negligence;

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b. Unit commanders who fail to act without justifiable cause on the Intelligence Packet turned over by other Intelligence units, through malice or negligence;

c. Any PNP personnel who intentionally manipulate, delete, fail or refuse to enter an Information without valid reason;

d. Any PNP personnel who inaccurately record and fail to update the status of the information as required; and

e. Any PNP personnel who shall make unauthorized encoding, deletions, and changes in the system shall be appropriately administratively charged for unauthorized gathering and release of data from the system.

9. REPEALING CLAUSE:

All existing PNP directives and other issuances that are contrary to or inconsistent with the provisions of this MC are hereby rescinded or modified accordingly.

10. EFFECTIVITY:

This PNP 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.

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Police General
Chief, PNP

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