



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 06 2023

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MEMORANDUM CIRCULAR  
NO. 2023-017

AMENDING PNP MEMORANDUM CIRCULAR NO. 2022-069 DATED MAY 7, 2022 TITLED: "REVISED GUIDELINES, POLICIES, RULES AND REGULATIONS IN THE MANAGEMENT AND ADMINISTRATION OF THE PHILIPPINE NATIONAL POLICE QUARTERING FACILITIES"

1. **REFERENCE:** PNP Memorandum Circular No. 2022-069 dated May 7, 2022 titled, "Revised Guidelines, Policies, Rules and Regulations in the Management and Administration of the Philippine National Police Quartering Facilities".

2. **RATIONALE:**

This Memorandum Circular (MC) prescribes the uniform guidelines, policies, rules and regulations in the management and administration of Philippine National Police (PNP) quartering programs; thus, revising, for this purpose, some provisions of PNP MC No. 2022-069 as amended.

3. **SITUATION:**

The PNP is currently maintaining quartering facilities for the accommodation of its qualified active uniformed and non-uniformed personnel. These quartering facilities are situated at the National Headquarters (NHQ), in the different Police Regional Offices (PROs), Police Provincial Offices (PPOs), and other major PNP camps. Occupancy of these quartering facilities is basically based on the position held by a PNP personnel (positional quarters), or based on the necessity of the applicant personnel, and the availability of quartering facility which is being determined and deliberated by the Shelter Board.

At present, PNP MC No. 2022-069 is the governing policy in the administration of these quartering facilities. Since the effectivity of this MC, several issues and concerns were raised such as the policy on the qualification and prioritization of applicants, the tenure of occupancy, the prescribed period within which an occupant has to vacate, and payment of utility bills, among others. These issues and concerns necessitate the quartering facility, the revision of the aforementioned MC.

4. **PURPOSE:**

This MC prescribes additional policies in applying for a quartering facility, awarding, occupancy, cancellation of an award, and measures for the payment of utility bills, among others.

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## 5. DEFINITION OF TERMS:

For purposes of this MC, the following terms, words, and phrases shall mean or be understood, as follows:

- a. Active PNP members – refer to PNP personnel in permanent status whose services may be required anytime. It shall not, however, cover the following:
  - 1) Those who retired from the PNP service;
  - 2) Those who resigned from the PNP service;
  - 3) Those who were dismissed or separated from the PNP service; and
  - 4) Those who are serving suspension from the PNP service for more than six months and occupying quartering unit at the time of suspension shall be considered as not performing active duty.
- b. Barracks – a dormitory-type quartering facility with open sleeping area and communal toilet and bathroom facilities usually considered as an integral to PNP offices/units;
- c. Households – occupants of PNP quartering units who live together as family under the same roof encompassing domestic help;
- d. Individual Quartering Units – quartering units administered by the PNP and awarded to qualified PNP personnel;
- e. Married Officers' Quarters (MOQ) – quartering units administered by the PNP intended for married Police Commissioned Officers (PCOs);
- f. Married Non-Officers' Quarters (MNOQ) – quartering units administered by the PNP intended for married Police Non-Commissioned Officers (PNCOs);
- g. Occupancy – is the act of making use or staying in the awarded quartering unit as residence or dwelling and its intended purpose covered by policies, rules and regulations as stipulated in the house rules for quartering of HSS/RHSU/General Services Section of PPOs, affidavit of undertaking, and this circular;
- h. Office Quartering Units – quartering units administered by the PNP and awarded to an office/unit for their key personnel who have no individual quartering unit;
- i. Personnel Quartering Committee (PQC) – committee in charge of evaluating and deliberating applicants for quartering units and the use of quartering funds;

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- j. Personnel Quartering Facilities – quartering units inside camps that are maintained and administered by the PNP such as: Medium-rise Condominium Buildings, MOQ, MNOQ, Bachelor Officers' Quarters (BOQ), and Transient Officers' Quarters (TOQ);
- k. Project-In-Charge (PIC) – a licensed Engineer or Architect designated by the ES Officer's Placement Board (ESOPB) tasked to oversee and supervise the proper implementation of the infrastructure project from the time the project commenced up to its completion;
- l. PNP National Shelter Board (PNPNSB) – primarily responsible for the formulation, implementation, management and administration of quartering and housing programs, plans and policies in consideration of the recommendation of the PQC and Welfare Housing Committee (WHC);
- m. Quartering Units – a building or structure funded and constructed out of government funds, maintained, and administered by the PNP intended as living quarters for active PNP members and family/household
- n. Quarter's rental fees – are the fees collected from the quartering unit awardees collected thru automatic salary deduction for individual awardees and over-the-counter (OTC) payment for office quarters;
- o. Technical Working Group (TWG) - a working group in charge in the crafting and revising quartering policies and guidelines of the PNPNSB as directed.

6. **GUIDELINES:**

a. **General Guidelines:**

- 1) All qualified active PNP members may avail of the quartering program of the PNP subject to existing policies. The award of quartering units to qualified active PNP members is a matter of privilege and not a right.
- 2) The following are the requirements in applying for quartering units:
  - a) Duly notarized Quartering Application Form (see Annex "A"); and
  - b) Basic Letter/Memorandum Request.
- 3) The awardees of quartering units are deemed to have fully understood and shall honor and abide by all the provisions in the Affidavit of Undertaking.

b. **Availment of Quartering Units**

- 1) Priority in the award of quarters shall be based on the following criteria: rank/salary grade, position/designation, seniority in the service, place of assignment, date of application, and other

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considerations as indicated in the priority list of applicants. The PQC shall deliberate and recommend the application based on the aforementioned criteria and shall decide based on its fair and sound evaluation:

- a) Active member of the PNP assigned within NHQ or region where the quartering is located may apply or avail of personnel quartering facilities; and
- b) Overall Criteria (100 points)

Criteria	Points Allocation
Rank/Salary Grade (SG)	20
Position/Designation	30
Length of Service	20
Date of Application	20
Other Consideration	10
<b>Total</b>	<b>100</b>

(1) Rank/Salary Grade (20 points)

PBGEN (Seniority Lineal List)	PCOL (Seniority Lineal List)	Points Allocation
No. 1-10	No. 1-20	20
No. 11-20	No. 21-40	17
No. 21-30	No. 41-60	14
No. 31-40	No. 61-80	10
No. 41 and below	No. 81 and below	5

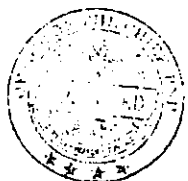
PCO	PNCO	NUP	Points Allocation
PLTCOL	PEMS	SG 25 and above	20
PMAJ	PCMS and PSMS	SG 20 to 24	15
PCPT	PMSg and PSSg	SG 15 to 19	10
PLT	PCpl and Pat	SG 14 & below	5

(2) Position or Designation (30 points)

PCO	PNCO	NUP	Points Allocation
Deputy D-Staff/	ESPO/ RESPO		30
D, NSUs/ P -Staff			25
Ex-O, D-Staff	Chief, Clerk	Executive Position	20
Deputy Director/ CS, NSUs/ P-Staff/ IAS		NUP Supervisor	17

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Chief/Asst. Chief, Division, D-Staff/NSUs/ P-Staff/IAS	RSPNCO	Division Chief	15
Section Chief, D-Staff/NSUs/ P-Staff/IAS	Section PNCO	Section Chief	10
Asst. Section Chief, D-Staff/ NSUs/P-Staff/IAS	Duty PNCO	Clerk	5

## (3) Length of Service (20 points)

Number of Years in the Service	Points Allocation
21 years or more	20
16 - 20 years	15
11 - 15 years	10
6 -10 years	5

## (4) Date of Application (20 points)

Note: Upon reassignment or detail outside the camp of an applicant, the period for the date of application shall cease and will continue upon his/her reassignment back to the camp where he/she applied for quartering facilities.

Number of Accumulated Years from Date of Application	Points Allocation
10 years and above	20
7 - 9 years	15
4 - 6 years	10
1 -3 years	5

## (5) Other Considerations (10 points)

Note: Recommendation of the CPNP and Command Group shall be valid only during their incumbency.

Other Considerations	Points Allocation
Endorsed by the CPNP or Command Group	5
Spouse is a PNP member	5
Solo Parent supporting his/her child/children	5
Spouse Killed-in-Police Operation (KIPO)	5

- 2) An applicant whose spouse is also an active member of the PNP and both are assigned in the NHQ/PRO/PPO/CPO where the quartering facility is located, shall be given preferential consideration;

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- 3) The applicant who got the highest points will be recommended by the PQC to the PNPNSB;
- 4) PNP personnel who already own a house and lot within National Capital Region (NCR) or whose houses are located in the same province/city in the PROs where the quartering units are located, shall be given last priority for individual quartering unit application;
- 5) PNP personnel who will be retiring within six months prior to the deliberation for award of quartering units are considered disqualified; and
- 6) Applicant shall address his/her request letter to the Chairman, PNP National/Regional/District/Provincial/City Shelter Board thru D, ES/Chief, REUs, whichever is appropriate.

**c. Types of PNP Quartering Facilities and Qualified Awardees**

These quartering facilities shall be the designated quarters for purposes of award and shall be strictly followed as stipulated below:

Quartering Units	Designated Occupants
White House 1 and 2	CPNP
Cottage 1	TDCA
Cottage 2	TDCO
Cottage 3	TCDS
MOQs (1-43)	Star Rank Officers
Condo 7, 8, 10, 14 and 15 inside Officer's Row	Star Rank Officers and PCOLs with Exclusive 3 Positions
Condo 5 & 6	Police Colonel
Condo 3 and 13	Lieutenant to Lieutenant Colonel
Condo 9	Liaison/Office Quarters
Condo 16	Office Quarters for Key Officers
Condo 2, 4, 11 and 12	PNCO
MNOQ/Apartment	PNCO
Condo 1	NUP

Note: However, if the newly designated member of the Command Group opted to stay in his current awarded unit, he shall notify the PNPNSB thru its Secretariat so that appropriate resolution shall be issued to that effect.

**d. Level of Approving Authority**

All applicants of PNP quarters at Camp BGen Rafael T Crame shall be screened and evaluated by the PQC except for special cases which shall

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be directly deliberated by the PNPNSB. Those in the regional, district, provincial or city police offices/stations shall be screened by their respective Shelter Boards. The award of quartering unit/s shall be approved by the following:

Applicants	Approving Authority
All PCO applicants (For Crame -based quartering units)	CPNP upon recommendation of the PNPNSB
PNCO/NUP applicants (For Crame-based quartering units)	TDPRM upon recommendation of the PNPNSB
All personnel regardless of rank (Quartering units at PRO Headquarters)	RD, PRO upon recommendation of the Regional Shelter Board
All personnel regardless of rank (Quartering units at District/ Provincial/City Police Offices)	DD/PD/CD upon recommendation of the Shelter Board
All BOQs, TOQs, barracks at Camp BGen Rafael T Crame and PROs, Districts/Provincial/City Police Office	Head of Office/Unit upon recommendation of the Shelter Board

**e. Procedures in the Award of Quartering Units**

- 1) The PQC shall initially screen and evaluate all applicants for quartering units based on the abovementioned parameters. Thereafter, it will recommend the applicant with the highest point to the PNPNSB;
- 2) The PQC shall submit a resolution to the PNPNSB recommending the applicant who has the highest score/point to be the awardee of a particular quartering unit. The PNPNSB may approve/disapprove the recommendation of the PQC. Likewise, in cases where the CPNP is the approving authority, he may approve/disapprove the recommendation of the PNPNSB. The PQC Secretariat shall submit to the committee the list of qualified applicants based on the criteria for each available unit for deliberation, adoption, and final decision. The respective Shelter Boards of the PROs, District/Provincial/City Police Offices shall deliberate directly with the qualified applicants for each available unit;
- 3) The PQC shall recommend the proposed awardee to the PNPNSB for adoption and approval except for those applications whose approval is vested with the Chief, PNP. In such case, the Shelter Board shall make a recommendation through a resolution for approval of the Chief, PNP; and
- 4) Approved awardees shall be issued a Notice of Award signed by the Director, ES/Secretary, PNPNSB for NUP, second level officers and Police Colonels and TDPRM for other third level officers. Approved PNPNSB Resolution, copy of this MC, Headquarters Support Service (HSS) SOP No: 02-06, and Affidavit of Undertaking shall

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likewise be attached to the Notice of Award to form as an integral part thereof.

**f. Occupancy**

- 1) All recipients of PNP quartering units shall be required to execute an Affidavit of Undertaking with the Shelter Board Head Secretariat as witness. They shall be required to present their PNP identification card before the signing of the said affidavit;
- 2) The Camp Commander and Engineering Service (ES)/Regional Engineering Unit/Secretariat of Shelter Board or their authorized representatives and the awardee/s shall conduct a joint technical inspection and inventory of quarters 30 days before the retirement date of the outgoing occupant/s and during the actual date of turn-over and acceptance of unit by the new awardee/occupant. The awardee shall sign a Certificate of Acceptance with a corresponding checklist. The date of acceptance of the unit shall be the date of effectivity of the assumption of all obligations, i.e. utilities and quarters' rental by the awardee;
- 3) The awardees shall submit to the Camp Commander the names of all persons who will occupy the quarters assigned to them. They shall comply with all security, safety, and sanitary regulations of the camp;
- 4) All awardees shall occupy the awarded quartering unit within fifteen days from the date of the award. For transferred awardee, he/she shall occupy the awarded quartering unit and shall vacate his/her previous unit fifteen days from the date of the award. Non-occupancy within the stipulated period without valid cause shall be a ground for cancellation of the award;
- 5) Only the awardee and his/her household are authorized to stay in the awarded quartering unit, provided, it will not exceed the maximum number of ten persons for MOQ (bungalow type) units and seven persons for other quartering units;
- 6) No PNP personnel shall be a recipient of more than one unit under the PNP Shelter Program. For this purpose, a married couple who are both PNP members must occupy a single unit only but will allow applications of those who are living separately subject to the screening and evaluation of the PQC;
- 7) Awardees shall notify the PNPNSB Secretariat within five days from receipt of new designation/assignments orders outside the NHQ/PRO/DPO/PPO/CPO. Failure to do so will be a ground for immediate cancellation of the award, perpetual disqualification from applying for PNP Shelter Program and/or filing of administrative case/s against the erring awardee/s;

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- 8) Except for Star Rank Officers, awardees who are reassigned outside Camp BGen Rafael T Crame shall vacate their quartering units within a non-extendible period of 30 days from the effectivity date of their reassignment;
- 9) PNP personnel assigned at the NHQ and NSU Headquarters are deemed transferred to another location if detailed/assigned to a unit with address outside Camp BGen Rafael T Crame. They shall vacate their quarters within a non-extendible period of 30 days from the date of effectivity of their transfer/detail order;
- 10) Those who are assigned as Police Attaché, UN Peacekeepers and those on Secondment shall be given a maximum of six months to vacate their quartering unit from the date of deployment;
- 11) Awardees who are likewise reassigned outside the RHQ/PRO/DPO/PPO/CPO shall vacate their quarters within a non-extendible period of 30 days after the publication of their reassignment order;
- 12) Occupants who fail to vacate their respective units three days after service of final notice and eviction notice, shall be subjected to forced eviction;
- 13) For the newly promoted (regular promotion/lateral entry) PCOs (PLT/PCPT) who are still assigned at NHQ/PRO/DPO/PPO/CPO and currently occupying PNCO quarters, there shall be no automatic transfer of quartering unit and shall vacate their PNCO quarters for a non-extendible period of 30 days from the date of effectivity of promotion and are qualified to apply for quartering unit intended for their ranks;
- 14) For PLTCOLs who are promoted to PCOLs, they shall be transferred to a quartering unit commensurate to their ranks upon availability;
- 15) The quartering privileges for non-star rank PCOs and PNCOs shall cease upon their retirement or reassignment outside Camp BGen Rafael T Crame;
- 16) For Non-Uniformed Personnel (NUP) they shall have a maximum occupancy of 15 years reckoned upon the effectivity of this MC;
- 17) There shall be no automatic transfer of awarded quarters from one PNP personnel to another regardless if they are immediate relatives or spouses;
- 18) All retiring awardees (Uniformed and Non-Uniformed Personnel) shall vacate their quartering units within a non-extendible period of 30 days from the effectivity date of their retirement;

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- 19) Retiring awardees shall secure their clearances from ES and HSS as part of their retirement requirements. Gate pass and Certification of Payment for Utilities (water and electricity) must be secured from the HSS before the hauling of their belongings outside the camp;
  - 20) The cost of repair or replacement of any damage or destruction caused by the occupant on awarded quartering unit or any missing or damaged items (furniture, fixture, etc.) as reflected in the checklist/Certificate of Acceptance (PCO/PNCO/NUP quarters), whether intentional or unintentional, shall be borne by the occupant either in cash or be deducted from the retirement benefits in the case of retiree/s;
  - 21) In case of the death of a quartering unit awardee, the immediate family shall be allowed to stay in the PNP quartering unit for a maximum period of six months. If the spouse/beneficiary is also a member of the PNP, he/she may apply for a quartering unit, which will still be subject for deliberation of the committee/board. There shall be no automatic transfer of award of quartering unit to beneficiaries;
  - 22) Keys of all vacant personnel quartering units shall at all times be with the Sheltering Division, ES, as the primary repository of all quartering units and facilities. For this purpose, all keys from the PNP personnel vacating their quartering unit shall only be surrendered to the Sheltering Division, ES. In PROs, keys will be turned over to the Secretariat of the Shelter Boards;
  - 23) The ES and the HSS are required to conduct an inventory on the personnel quartering units together with its furniture and equipment before occupation and after the occupant surrenders the key to his/her awarded quartering unit; and
  - 24) There shall be a Building Administrator (to be designated by the HSS or RHSU, as the case may be) and a set of officer for every condo building to oversee the cleanliness, orderliness, and security of their respective buildings.
- g. **Accountability of Occupants of PNP Quartering Units**
- 1) All furniture and fixtures provided in the PNP quarters shall be acknowledged by the occupant and be included in the Certificate of Acceptance. The outgoing occupant shall replace the missing and/or damaged item/s in the checklist.
  - 2) Any damage and/or destruction caused in the quartering unit/s including its furniture and fixtures through negligence or intentional act of occupant/s shall be charged on the account of the awardee. The awardee shall immediately make a report to the Camp Commander for the latter's information. The Camp Commander shall make the Notice of Loss Report to support insurance claims, if there is any. In such case, the PNP National/Regional/ District/

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representation for the withholding of the entire pay and allowances, or retirement benefits of the awardee as the case may be to compensate for the said damage/s. and

- 3) Monitoring and inspection may be conducted by the HSS on all quarters inside Camp BGen Rafael T Crame any time of the day or night. If there is any violation of quartering policy and/or house rules, the D, HSS shall issue a notice of violation to the erring occupant/s, and if probable cause exists, an eviction order will be issued against the said occupant/s.

#### h. Grounds for Termination and Cancellation of Award

- 1) Retirement from the PNP service;
- 2) Resignation from the PNP service;
- 3) Assignment or detail as Police Attaché, UN Peacekeepers or on Secondment who exceeded the maximum six months extension of stay;
- 4) Dismissal or Separation from the PNP service;
- 5) Suspension/Preventive suspension from the PNP service for more than six months;
- 6) Non-payment of arrears (water and electricity bills) for individual awardees and office quarters for two cumulative months;
- 7) Non-payment of quarter's rental for office quarters for two cumulative months;
- 8) Serious violation/s of the quartering rules and regulations such as the following to be determined by D, HSS/C, RHSU as the case may be:
  - a) Use of awarded quarters for illicit or illegal activities, such as but not limited to prostitution, illegal drugs trade and other drug related activities, gambling den, and safe house for criminals;
  - b) Vandalism of any form inside the awarded quarters or in any of the common areas;
  - c) Engaging in business and other proprietary activities in the awarded quarters;
  - d) Bringing of intoxicating (hard) liquors for the purpose of drinking;
  - e) Creating noise and other forms of disturbances that will affect the occupants of other quarters; and

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- f) Theft of electricity and water by way of "jumper" or illegal connection.
- 9) Subleasing or utilizing for purpose/s other than what is intended under the awarded quartering unit as determined by the D. HSS/C. RHSU as the case may be.
- 10) Imprisonment for more than one month due to a case not categorized as "service-related" as determined by the Legal Service.
- 11) Death of PNP personnel without posthumous order; and
- 12) Other causes as may be determined by the Board and approved by the Approving Authority.

**i. Termination and Cancellation Procedure (see Annex "B")**

- 1) In compliance with due process, occupant/s shall be given notice stating the ground/s for his/her disqualification and attaching evidence as proof by the Shelter Board Secretariat. The occupant/s shall, however, be afforded a chance to explain his/her side within three days from receipt of the notice.
- 2) If the Secretariat finds the explanation meritorious, it shall immediately inform the Shelter Board that no probable cause exists to pursue the proceedings on Termination/Cancellation of Award and recommend for the continued stay of the occupant. The Board, thru the Chairman shall notify the occupant of his/her continued occupancy of his/her quartering unit.
- 3) However, if the Secretariat finds the explanation unacceptable, it shall report the same to the Board. The Board shall immediately, thru a resolution, recommend to the Approving Authority the issuance of an eviction order against the disqualified awardee.
- 4) The Approving Authority shall issue a final notice of cancellation/termination of the award and further notify the occupant to immediately vacate his/her quartering unit within seven days. Otherwise, the Approving Authority will instead issue an eviction order; and
- 5) No subsequent Motion for Reconsideration and/or Appeal shall be entertained.

**j. Eviction Process (see Annex "C")**

- 1) The HSS/RHSU shall be responsible for serving the Notices to Vacate (Notice to Vacate, Final Notice to Vacate, and Notice of Eviction) and the implementation of the eviction from the Approving Authority (D. ES/Secretary, PNPNSB for NUP and second level officers, and TDPRM/Chairman, PNPNSB for third level officers);

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- 2) The personnel concerned shall immediately vacate his/her quartering unit within three days from receipt of the Final Notice of Cancellation/Termination from the Approving Authority/PNPNSB. If the occupant/awardee refuses to receive the Notices of Cancellation/Termination, the posting of the notice at his/her front door shall be considered as service of the Notice and the three days counting shall commence. If the awardee fails to vacate three days after the receipt or posting of the final notice an eviction notice shall be issued/served by the HSS and the force eviction will immediately be executed;
- 3) For purposes of this provision, forced eviction shall be done by destroying the doorknob or padlock to gain entry to the quartering unit and conduct an inventory of items belonging to the occupant/awardee and placing the contents of the quartering unit at the designated storage room by the HSS/RHSU. Video recording for purposes of documentation shall cover the actual eviction process. The PNP shall also cancel the issued vehicle decal/s and cut off the electric and water utilities.
- 4) After the eviction process, the occupant/awardee shall be notified in writing to claim his/her belongings within five days. Otherwise, the HSS/RHSU shall charge a reasonable storage fee which amount shall be determined by the Appraisal Committee; and
- 5) The implementation of the eviction process shall not in any way, prevent the PNP from filing any administrative case for insubordination and/or other appropriate criminal, civil and/or administrative case/s against the subject occupant/awardee and/or household. The cost of suit/s shall be charged against the awardee/ and/or household.

**k. Construction and Design**

- 1) There shall be a standard size, design, and specifications for MOQs and MNOQs as may be determined by the ES and to be approved by PNPNSB;
- 2) Strictly no extension or additional structure shall be made on the PNP quartering units;
- 3) Occupants shall not alter or revise electrical wirings and devices installed in PNP quartering units. Any additional electrical installations for additional loads shall be approved by ES/REUs before implementation; and
- 4) Construction of privately owned houses, buildings or structures inside the camp, and PNP installations or facilities is prohibited and the same must be demolished at the expense of the occupant, if there is any.

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**I. Billing, Collection, and Disbursement**

- 1) The quarters' allowance of uniformed personnel awardee shall automatically be deducted from his/her pay and allowances to serve as his/her quarters' rental;
- 2) The quarter's rental fees shall be equivalent to the quarters' allowance of the awardee. NUP awardee shall be charged the rental fee equivalent to the quarter's allowance of the uniformed personnel whose rank is the same as his/her salary grade. Office quarters shall be at the rate of PhP 2,000.00 per month. Room rates for TOQs shall be determined by the PNP National and Regional Shelter Boards and submitted for approval of the Chief, PNP and RDs, respectively;
- 3) The payment will be done through automatic deduction of the quarters' allowance of the awardee by the Finance Service (FS) as authorized by the awardee through a notarized "Authority to Deduct" (ATD);
- 4) The billing of all PNP quartering units shall be done by respective PROs. For the NHQ, the billing will be done by ES. The ES shall consolidate the billing of quarters nationwide and submit to FS on the 15th day of the month for payment every 10th day of the succeeding month;
- 5) The billing for office quarters shall be distributed to respective offices not later than every 10<sup>th</sup> of the month and shall be settled on or before the 15<sup>th</sup> of the month to the FS Collection Section;
- 6) The request for reimbursement of the quarter's rental overpayment of individual awardees will be equivalent to their corresponding quarter's allowance, deliberated and approved by respective RSBs and shall be forwarded by the Chief, Regional Engineering Unit/Head Secretariat, RSB to PNPNSB Secretariat for approval of the PNPNSB;
- 7) Retiring quartering occupants shall settle the prior and current obligations (quartering rentals, damaged properties, utility bills, etc.) in cash or to be deducted from his/her retirement gratuity claims by executing an Affidavit of Authority to Deduct prior to the issuance of ES/HSS Clearance;
- 8) In case of separation/resignation/dismissal from the police service or suspension of six months or more, quartering occupants shall settle the unpaid obligations (quartering rental, utility bills, etc.) in cash or deductible to his/her Commutation of Accrued Leave (CAL) claims. Quartering rentals shall be paid at the FS Collection Section and utility bills at Finance, HSS if payment is in cash; and
- 9) Collections from quartering facilities shall form part of the PNP Shelter Board's Fund which will be utilized for purposes to be

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determined by the PNP Shelter Board to include, but not limited to repair and maintenance. All disbursements shall be recommended by the PNPNSB and approved by the CPNP and SILG.

**m. Electricity, Water, and other Utilities**

- 1) Payment of electricity, water, and other utilities shall be for the account of the occupant based on the prevailing rates. Each unit must have individual electric and water meters;
- 2) The Camp Commander shall designate electric and water meter readers and issue monthly billing notices to the occupant as their basis of payment to the PNP FS collection officer;
- 3) All cable, telephone, internet and similar connections shall have written approval of the Camp Commander; and
- 4) All occupants of government quarters shall strictly observe energy and water conservation measures.

**7. MANAGEMENT AND ADMINISTRATION:**

**a) The Shelter Board/TWG/Committee/Secretariat**

1) Composition of the PNP National Shelter Board

TDPRM	- Chairman
TDL	- Vice Chairman
D. FS	- Member
D. ES	- Member/Secretary
D. HSS	- Member
CESPO	- Member
Chief. SD, ES	- Head Secretariat

The presence of their respective Deputies or Executive Officers/Chief of Staffs will constitute a quorum. The alternate members can participate in the decision making of the Board.

2) TWGs

- a) There shall be independent committees/TWGs in charge of administering the different components of the PNP Shelter Program;
- b) Other members and their authorized alternate member may be designated by the PNPNSB as necessary;
- c) All reports and resolutions of the committees/TWGs shall be recommendatory to the PNPNSB; and
- d) The RSBs may form their parallel committees on Personnel Quartering and Housing, the composition of which shall be similar

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to the composition of the two committees and TWGs of the PNPNSB.

Committee on Personnel Quartering:

- |                       |                           |
|-----------------------|---------------------------|
| Deputy Director, DL   | - Chairman                |
| Deputy Director, DPRM | - Vice Chairman           |
| Deputy Director, FS   | - Member                  |
| Deputy Director, ES   | - Member                  |
| Deputy Director, HSS  | - Member                  |
| CESPO                 | - Member                  |
| Chief, SD, ES         | - Member/Head Secretariat |

The presence of their respective Executive Officers or Chief of Staffs will constitute a quorum. The alternate members can participate in the decision making of the Committee.

TWG for the Revision of this PNP MC:

- |                      |                    |
|----------------------|--------------------|
| D, ES                | - Chairman         |
| Ex-O, DL             | - Vice Chairman    |
| Ex-O, DPRM           | - Member           |
| Deputy Director, FS  | - Member           |
| Deputy Director, HSS | - Member           |
| LO, ES               | - Member           |
| CESPO                | - Member           |
| Chief, SD, ES        | - Head Secretariat |

TWG for the Revision of Policy for the Repair and Maintenance of PNP Quartering Facilities:

- |               |                    |
|---------------|--------------------|
| Ex-O, DL      | - Chairman         |
| Ex-O, DPRM    | - Vice Chairman    |
| CS, FS        | - Member           |
| CS, ES        | - Member           |
| CS, HSS       | - Member           |
| CS, LS        | - Member           |
| CESPO         | - Member           |
| Chief, SD, ES | - Head Secretariat |

The presence of their authorized alternate member will constitute a quorum and alternate members can participate in the decision making of the TWG.

3) PNPNSB Secretariat

The PNPNSB Secretariat shall be headed by the Director, ES to be assisted by the Chief, Shelter Division, ES with the following functions:

- a) Assist the Executive Committee in administering the affairs of the PNPNSB;

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- b) Compile all records and reports of the Shelter Boards, TWGs, and the committees pertaining to quartering;
- c) Submit periodic reports to the CPNP through the Chairman, PNPNSB;
- d) Prepare the Annual Program of Expenditures of the PNP relative to quartering activities for approval of the PNPNSB, CPNP, and SILG;
- e) Ensure collection, remittance, disbursement, and accounting of rentals of PNP quartering units; and
- f) Perform other functions as the Chairman, PNPNSB may direct.

4) The Regional Shelter Boards (RSBs)

The RSB of PROs shall be responsible in the programming and management of its quartering facilities in adherence to the rules and regulations set forth by the PNPNSB. The utilization of fund, conversion of paying quarters to non-paying quarters, and vice-versa shall be subject for the approval of the PNPNSB. However, the RSBs shall inform the PNPNSB, thru resolutions or memorandum, of all the programs concerning the management of their quartering facilities.

a) Composition of RSB:

DRDA	- Chairman
C. RPRMD	- Vice Chairman
C. RLD	- Member
C. RFSO	- Member
C. REU	- Member/Head Secretariat
C. RHSU	- Member
RESPO	- Member

The presence of their respective representatives will constitute a quorum. The representatives can participate in the decision making of the Board.

b) Functions of the RSB

- (1) Ensure the implementation of the PNP Shelter Program and its policies and regulations in the region;
- (2) Review and evaluate projects, policies and regulations, and recommend amendments to the PNPNSB, if any.
- (3) Keep the PNPNSB informed of the status of the PNP Shelter Program in the region;

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- (4) The RSB shall convene at least once a month and submit AAR to PNPNSB; and
- (5) Perform such other functions as directed by the PNPNSB.

c) RSB Secretariat

The RSB Secretariat shall be headed by the Chief, REU with the following functions:

- (1) Assist the RSB in administering its day-to-day affairs;
- (2) Compile all records and reports pertaining to quartering in its area of jurisdiction;
- (3) Submit periodic reports to the PNPNSB Secretariat;
- (4) Submit timely and accurate inventory of quartering units and actual occupants to the PNPNSB Secretariat;
- (5) Keep the RD informed of all activities, decisions, and resolutions of the RSB, and the status of implementation of the PNP Shelter Program, policies, and regulations in the region; and
- (6) Perform other functions as the Chairman, RSB may direct.

5) The District/Provincial/City Shelter Boards (DPC-SBs)

The NCRPO Police Districts and the Police Provincial and the City Police Offices shall establish their respective Shelter Boards, which shall assist the PNPNSB and the RSB in the execution of its functions in the district, province or city level.

a) Composition:

- |  |                      |
|--|----------------------|
| Deputy Director/Chief for Administration | - Chairman           |
| Chief, Administrative Branch             | - Vice Chairman      |
| Chief, Logistics Branch                  | - Member             |
| Camp Commander                           | - Member             |
| Personnel Officer                        | - Member/Secretariat |
| Finance Officer                          | - Member             |
| ESPO                                     | - Member             |

b) Functions of the District/Provincial/City-Shelter Boards (DPC-SBs):

- (1) Ensure the implementation of the PNP Shelter Program, policies, and regulation in their level;
- (2) Review and evaluate projects, policies and regulations, and recommend amendments to the PNPNSB thru RSB, if any;

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(3) Keep the PNPNSB (thru the RSB) informed of the status of the PNP Shelter Program in their AOR; and

(4) Perform such other functions as directed by the PNPNSB and RSB.

c) Functions of the DPC-SBs Secretariat

(1) Assist the DPC-SB in administering its day-to-day affairs;

(2) Submit periodic reports to the RSB;

(3) Keep the District/Provincial/City Director informed of all activities, decisions and resolutions of the DPC-SB, and the status of implementation of the PNP Shelter Program, policies, and regulations in their level; and

(4) Perform other functions as the Chairman, DPC-SB may direct.

b) **Records and Reports**

1) The Camp Commanders and the Shelter Board secretariats shall maintain files on Inventory of Quartering Units and their records of the buildings/facilities and other related documents.

2) The following reports shall be submitted to the PNPNSB Secretariat:

a) Monthly Report of Quartering Units' Occupants

The secretariats of RSBs shall submit monthly reports on quartering units' occupants in the regional/provincial/city headquarters.

b) Inventory of Quartering Units

The shelter boards' secretariat shall submit semi-annual Inventory of Quartering Units every 15<sup>th</sup> of June and December.

c) Report on Construction/Repair of PNP Quartering Units

The contract administrator shall report to the shelter boards' secretariat the ongoing/newly completed construction of quartering unit/building. The report on the repair of existing quartering units shall be submitted by the Project-in-Charge (PIC) of the repair, based on the existing policies, to the PNPNSB every end of the month until its/their completion indicating therein the cost and source of funds.

3) The PNPNSB may require submission of other reports as needed.

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**8. RESPONSIBILITIES AND AUTHORITY:**

- a. Chairman, PNPNSB – shall act as presiding officer of the board answerable directly to the CPNP and primarily responsible for the implementation of the PNP quartering program.
- b. Vice Chairman – shall assist the chairman and act as the presiding officer in the absence of the Chairman.
- c. Chairman, PQC – shall act as the presiding officer of the committee in charge of all matters pertaining to personnel quartering and shall submit recommendations for approval of the PNPNSB.
- d. Chairman, RSB – shall act as the presiding officer and chief executive officer of the RSB. He shall submit periodic reports of all activities, decisions, and resolutions to the PNPNSB duly noted by the RD.
- e. Chairman, District/Provincial/City Shelter Board – shall act as the presiding officer and chief executive officer of the District/Provincial/City Shelter Board. He shall submit periodic reports of all activities, decisions, and resolutions to the RSB duly noted by the DD/PD/CD.
- f. Camp Commanders – shall act as administrator of all personnel quartering facilities and responsible in the enforcement of policies, rules and regulations in their respective areas of jurisdiction.

**9. FUNDING:**

Police Regional/District/Provincial/City Police Offices shall support the administrative and operational expenses of their respective shelter boards through their Shelter Board funds.

**10. AMENDMENT:**

This MC shall be awarded through a resolution from the PNPNSB duly approved by the CPNP.

**11. AUTOMATIC REVIEW:**

This MC shall be subject to automatic review five years after its effectivity.

**12. PENALTY CLAUSE:**

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.

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13. **RESCISSION CLAUSE:**

All existing PNP policies and issuances inconsistent with this MC are hereby rescinded.

14. **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.



**RODOLFO S AZURIN, JR**  
Police General  
Chief, PNP

CPNP Ltrs'23 S093665



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Distribution:

- Command Group
- IG, IAS
- Cmdr, APCs
- D-Staff
- P-Staff
- D, NSUs
- RD, PROs
- DDs, NCRPO
- SPA to the SILG

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