



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

21 JUL 2023

PCADG(CADD)-230302-04

**MEMORANDUM CIRCULAR**

NO.: 2023-047

**STREAMLINING THE GUIDELINES FOR ACCREDITATION OF NON-  
GOVERNMENT ORGANIZATIONS (NGOs), AMENDING FOR THE PURPOSE  
PNP MC 2018-030**

**1. REFERENCES:**

- a. Section 23, Article II of the 1987 Philippine Constitution regarding "Declaration of State Principles and State Policies";
- b. Section 1 of Executive Order No. 297 regarding "Regulating the Manufacture, Sale, Distribution, and Use of PNP Uniforms, Insignias, and Other Accoutrements";
- c. Article 177 of the Revised Penal Code of the Philippines regarding "Usurpation of Authority or Official Function," and Article 179 regarding "Illegal Use of Uniforms or Insignia";
- d. Implementing Rules and Regulations (IRR) of Executive Order No. 297 otherwise known as "Regulating the Manufacture, Sale, Distribution, and Use of PNP Uniforms, Insignias, and other Accoutrements";
- e. DILG Memorandum Circular (MC) No. 2005-50 entitled, "Disaffiliation of All NGOs Affiliated with the Patrol '117' Program" dated May 25, 2005;
- f. NAPOLCOM Resolution No. 2015-342 entitled, "Resolution to Empower the PNP to Perform its Role as a Community and Service-Oriented Agency through the Adoption of the Community and Service-Oriented Policing (CSOP) System Involving the Local Executives, the PNP, and the Community, as Mandated under Section 2, of R.A. 6975, as Amended by R.A. 8551";
- g. PNP MC 2019-046 entitled, "PCAD Master Plan TAGATAGUYOD";
- h. PNP MC No. 2015-009 dated April 30, 2015 entitled, "BARANGAYANIHAN (Revitalized Barangay Peacekeeping Operations)";
- i. NHQ PNP Letter Orders No. 622 dated April 4, 2018 with the subject, "Technical Working Group on the Revival and Revision of Guidelines for Accreditation of NGOs with the PNP";
- j. Uniform and Insignia Standardization Board Resolution No. 2002-35;
- k. PNP NGO Accreditation Committee Resolution No. 2013-02-01;
- l. CPNP approved memorandum dated March 25, 2013 regarding the Proposed Resolution Recommending the Revocation of LOI 36/2010; and
- m. DPCR Memorandum dated April 4, 2018 regarding Issuance of Order for TWG on the Revival and Revision of Guidelines for Accreditation of NGOs with the PNP.

**Authenticated by:**

**PMAJ MA TERESA G CRUZ**  
Chief, Personnel and Records  
Management Section

## 2. RATIONALE:

This Memorandum Circular (MC) defines and reclassifies the guidelines for the accreditation of NGOs amending certain provisions of PNP MC 2018-030.

## 3. SITUATION:

The PCAD Master Plan "TAGATAGUYOD" harmonizes programs, projects, and activities to inform, engage, influence, and lead our communities toward achieving better public order and safety.

One of the major tools as a guide in conducting PCAD activities is Community Affairs and Development, which focuses on strengthening community cooperation, collaboration, and trust to achieve gains against crime, terrorism, and insurgency.

As enshrined under Section 23, Article II of the 1987 Philippine Constitution on the Declaration of Principles and State Policies, "the state shall encourage non-governmental, community-based, or sectoral organizations that promote the welfare of the nation."

Relatedly, the PNP recognizes the vital role of the NGOs, people's organizations, and sectoral organizations in ensuring public order, safety, and security of the community and in the government's campaign against criminality, insurgency, terrorism, illegal drugs, corruption, as well as on disaster response.

Since the time that the PNP employed the NGOs in the campaign against lawlessness and public safety, there were significant testimonies on the success and importance of their partnership. The NGOs provided the necessary organization and resources in assisting the PNP in various concerns; and at the same time achieving their visions and objectives as an NGO.

However, the PNP has revoked the accreditation of NGOs through PNP NGO Accreditation Committee Resolution No. 2013-02-1 entitled, "A Resolution Recommending the Revocation of LOI 36/2010 - Amended Guidelines for Accreditation of NGOs with the PNP", because some NGOs lost focus and forgot the very intent of their organizations' visions to the point that some had been subjected to complaints by their members and the community for allegedly indulging in illegal activities or abuse of authority.

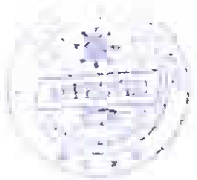
With the PNP's thrust of "**strengthening community engagement**", there is a need to reach out to the various sectors of the community and establish guidelines and mechanisms in accrediting NGOs, people's organizations, and sectoral organizations as the PNP's partners in the promotion of peace and public safety.

## 4. PURPOSE:

The PNP, concurrent with its mission and functions shall strengthen community engagement and forge alliances with various sectors of the community through the accreditation of NGOs, people's organizations, and sectoral organizations.

Authenticated by:

EMAJ M. TERESA G. CRUZ  
Chief, Personnel and Records  
Management Section



The organizations shall serve as force multipliers to assist the PNP in the maintenance of peace and order and the delivery of public safety services.

## 5. DEFINITION OF TERMS:

For purposes of clarity and the intentions of this MC, the following are defined as follows:

- a. **Accreditation** - process of granting recognition to an organization that had passed or complied with the requirements or standards set forth by the accrediting office;
- b. **Accreditation Committee (National, Regional, Provincial, and Chartered City Levels)** - "Committee" for brevity, it receives, processes, and evaluates the NGO-applicant for accreditation;
- c. **Barangay Peacekeeping Operations (BPO)** - comprehensive and "catch-all" crime prevention strategy that seeks to empower all stakeholders to share the responsibility of peacekeeping and order maintenance towards self-policing;
- d. **Force Multipliers** - organizations outside the government, which perform voluntary public safety services in support of existing government public safety functions and programs;
- e. **Non-Governmental Organization (NGO)** - is a non-profit voluntary organization not affiliated with the government, duly registered with the SEC as a non-stock and non-profit corporation or a cooperative that is formed to provide public services or to advocate public policy;
- f. **Public Safety Services**- government functions that contribute to the attainment of a safe, orderly, and peaceful environment towards the improvement of quality of life;
- g. **People's Organization**- association of residents in a barangay, or barangays established to promote the public interest and with an identifiable leadership structure and membership; and
- h. **Socio-Civic Organization**- comprised of people who join together to provide a service or services to their community.

## 6. GUIDELINES:

### a. General Guidelines:

The Oversight Committee shall be created at the national level purposely to oversee the effective implementation of this MC, shall meet regularly and recommend necessary amendments to the guidelines and procedures in the accreditation of NGOs, and perform other functions as

Authenticated by:

PMAJ MA TERESA G. ORTIZ  
Chief, Personnel and Records  
Management Section



may be necessary. The Oversight Committee shall be composed of the following:

Ex-O, DPCR	- Chairman
CS, PCADG	- Vice Chairman
C, CAD, DPCR	- Member
C, CISD, DI	- Member
C, OMD, CIDG	- Member
C, LRED, LS	- Member
C, CADD, PCADG	- Member/Secretariat

**b Specific Guidelines:**

**1) Levels of Accreditation Committee:**

A PNP Accreditation Committee shall be organized at the national, regional, district (NCR), provincial, and chartered city levels, purposely to screen and recommend approval of the accreditation of NGOs, and perform other functions as may be necessary:

a) The NHQ Accreditation Committee (NAC) shall be composed of the following:

TDPCR	- Chairman
D, PCADG	- Co-Chairman and Head Secretariat
DD, DI	- Member
DDA, CIDG	- Member
DD, LS	- Member
C, CADD, PCADG	- Member/Secretariat

The NAC shall have jurisdiction over NGOs established nationwide that have at least two or more active regional offices/chapters.

b) The NSU Accreditation Committee shall be composed of the following:

DDO/DD	- Chairman
CS	- Vice Chairman
Quad Staff	- Member
Legal Officer	- Member
PCR Officer	- Secretariat

The NSU Accreditation Committee shall accredit the application of NGOs that actively support their respective units. The Chairman may designate other members whenever the unit concerned has no Quad Staff.

c) The Regional and District (NCR) Accreditation Committee (RAC) shall be composed of the following:

**Authenticated by:**

PMAJ MA TERESA G O...  
 Chief, Personnel and Management Section  
 Page 4 of 16



DRDO/DDDO (for NCRPO)	- Chairman
C, RCADD/DCADD	- Co-Chairman and Head Secretariat
C, RIU/DIU	- Member
C, RCIDU/DCIDU	- Member
C, RLO/Dist. Legal Officer	- Member
C, RPCADU	- Member
C, RCADD/C, DCAS	- Secretariat

The RAC shall have jurisdiction over NGOs established region-wide that have at least two or more active provincial/district offices/chapters. The District Accreditation Committee (DAC) shall have jurisdiction over NGOs established in cities within the district.

- d) The Provincial and City Police Office Accreditation Committee (PCAC) shall be composed of the following:

PD/CD	- Chairman
C, PCAD	- Co-Chairman and Head Secretariat
C, CIDT	- Member
C, PIB	- Member
Legal Officer	- Member
C, PCADU	- Member

The PCAC shall have jurisdiction over NGOs with established offices within the province/city.

## 2) Requirements for Accreditation and Renewal:

- a) Documentary Requirements For Accreditation (New Applicant):
- (1) Letter of Intent;
  - (2) Endorsement (memorandum/letter) from the Chief of Police who has territorial jurisdiction over the registered address of the NGO;
  - (3) Duly accomplished application form for accreditation by its Chairperson or President;
  - (4) Board resolution signifying intention for accreditation and Board Resolution giving authority to the chairperson or president to apply for accreditation;
  - (5) Organization's Constitution and By-Laws;
  - (6) List of National Officers and Organizational Structure;

Authenticated by:

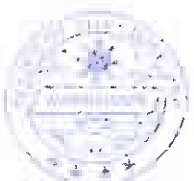
**PMAJ MA TERESA G ORTIZ**  
 Chief, Personnel and Records Management Section



- (7) Certificate of Registration from the Securities and Exchange Commission (SEC, DSWD, DOLE, LGU);
  - (8) National Police Clearance of the NGO's President/Chairman;
  - (9) Annual Accomplishment Report; and
  - (10) Updated General Information Sheet filed before the SEC.
- b) Documentary Requirements For Renewal Of Accreditation:
- (1) Letter of Intent for Renewal;
  - (2) Duly accomplished application form for accreditation;
  - (3) NBI and National Police Clearance of the NGO's President/Chairman;
  - (4) Annual Accomplishment Report; and
  - (5) Updated General Information Sheet filed before the SEC.
- 3) **Qualifications:**
- a) NGO applicants must be duly organized and registered with the SEC. Nonetheless, in cases of People's Organizations or Socio-Civic Organizations, which operation is limited within cities/municipalities, the President/Chairperson may apply for accreditation before the municipal and city police stations upon presentation of a certificate of approval or recognition by the Local Chief Executive certifying that they are a legitimate and lawful association;
  - b) NGO applicants should secure an endorsement from any of the appropriate police offices within its area of operation (e.i. regional/provincial/district/city/municipal police office);
  - c) NGO applicants must submit and present their recent annual operational accomplishment report to the Committee concerned if applicable;
  - d) The NGO Chairperson/President applicant must have undergone a Complete Background Investigation (CBI) by the DI with a favorable recommendation; and
  - e) The NGO Chairperson/President is not convicted of a crime involving moral turpitude and shall execute an affidavit of undertaking that the members of their NGO are in good standing and have no criminal record.

**Authenticated by:**

  
 PMAJ MA TERESA G. CHANZ  
 Chief, Personnel and Records  
 Management Section / Page 6 of 16



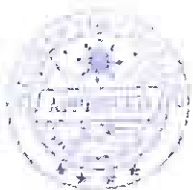
#### 4) Obligations and Responsibilities of Accredited NGO:

All accredited NGOs shall

- a) Assist the PNP in the following areas of concern: criminality, terrorism, insurgency, illegal drugs, corruption, environmental protection, disaster response, and police community-related activities;
- b) Participate and initiate projects under their areas of concern/advocacies in coordination with the LGUs and appropriate government agencies in the locality;
- c) Be allowed to use the PNP Ka-Taguyod common logo, to distinguish them as a PNP-accredited NGO, aside from their individual logo;
- d) Report to the nearest police stations/PCPs to complement the Barangay Peacekeeping Operation (BPO) of the PNP;
- e) Render information reports to the PNP, relating to peace and order concerns;
- f) Actively participate/assist in giving information on anti-illegal drugs activities and actively participate in recovery and wellness programs;
- g) Perform and support the PNP on the activities cited in the provisions of the Revised Police Operational Procedures (September 2021), as follows:
  - (1) Rule 2, para 2.2, subpara c (6) provides for the participation of civic groups in police checkpoints, provided that they are duly registered and accredited by the PNP;
  - (2) Rule 6, para 6.4, subpara a (6) provides for certain visitational right of accredited NGOs to any persons arrested and detained with the PNP; and
  - (3) Rule 2, para 2.6, subpara c (6) allows turn-over of custody of a child in conflict with the Law (CICL) to accredited NGOs.
- h) Abide by the Provision of Article II, Section 18 of Batas Pambansa 68, specifically on the use of names, that shall not be identical or deceptively or confusingly similar to that of any corporation or any other name already protected by law;
- i) Abide by the provision of Article 179 of the Revised Penal Code of the Philippines, particularly on the illegal use of uniforms and/or insignia, which provides that, the penalty of arresto mayor shall be imposed upon "any person who shall publicly and improperly

**Authenticated by:**

**PMAJ MA TERESA G ORUE**  
**Chief, Personnel and Records**  
**Management Section**



make use of insignia, uniforms or dress about an office not held by such person or to a class of persons of which he is not a member”;

- j) Voluntarily participate in various crime prevention and public safety activities of the PNP; and
- k) Report to the Committee concerned every month for monitoring whether they are performing their duties and responsibilities as partners, force multipliers, or advocacy groups.

**5) Grounds for Disqualification and Revocation:**

- a) Involvement in illegal and unlawful activities;
- b) Conviction of the Chairman/President of a crime involving moral turpitude;
- c) Failure to report on the scheduled meeting/activity set by the city/municipal, provincial, regional, and national accreditation committee concerned or the police office/station concerned;
- d) Using the PNP in the soliciting monetary consideration or any business transaction;
- e) Any actions committed by the accredited NGO, or any of their respective officers/members that violate any of the provisions of existing laws, this MC, and the Guidelines on NGO Accreditation without prejudice to the filing of appropriate charges, if warranted;
- f) Failure to perform their duties and responsibilities; and
- g) Other legal and justifiable grounds as the Committee finds appropriate.

**6) Prohibition:**

- a) Shall be prohibited from using the PNP name, logo, symbols, and/or uniform as part of their corporate communication, uniform, signage, insignia, badge, rank, other paraphernalia, etc.; and
- b) Shall not use/utilize any government resources to support any of their activities, except upon proper coordination and approval of PNP offices/units concerned.

**7) Monitoring of NGO:**

As part of the monitoring mechanism by the Committee and the local police units, all accredited NGOs shall perform the following:

Authenticated by:

**PMAJ MA TERESA G CRUZ**  
Chief, Personnel and Records  
Management Section





- a) NGO at the national level shall submit quarterly and annual report/s to the NAC through PCADG;
- b) NGO at the regional level shall submit quarterly and annual report/s to the RAC through the RCADD/PCADU, duly endorsed by the PD;
- c) NGO at the provincial and chartered city level shall submit report/s to the PCAC through the PCRB, duly endorsed by the COP; and
- d) Three (3) months before the expiration of their accreditation with the PNP, NGOs concerned shall submit a request for renewal of accreditation subject to the requirements set by the Committee.

## 7. PROCEDURES:

- a. The NGO through its Chairperson/President shall fill out the application for accreditation (NGO Application Form - Annex B) and submit all the necessary documentary requirements as listed in Item 6,b.2;
- b. The Secretariat shall conduct an initial evaluation of the submitted application for accreditation and determine the completeness of the same in form and substance;
- c. The Secretariat shall endorse the application to the DI for the conduct of the CBI;
- d. Upon receipt of a favorable recommendation from DI, the Secretariat shall recommend for the Committee to convene to deliberate the propriety of the application;
- e. The Committee shall deliberate the application and upon finding merit of the same, based on the documents presented and investigation conducted, the Committee shall issue a resolution approving the accreditation of the NGO. The Committee may deny the application when the applicant failed to submit the requirements, qualifications, and failed the background investigation. No appeal or reconsideration is allowed;
- f. NGOs with disapproved applications may reapply after one (1) year from the date of disapproval or upon completion of all the requirements and qualifications; and
- g. An accreditation certificate shall be issued by the Director, DPCR upon recommendation by the Committee through a resolution. The accreditation shall be valid for two years unless sooner revoked or canceled for a cause.

**Authenticated by:**

PMAJ MA TERESA G ORMA  
Chief, Personnel and Records  
Management Section



**8. RESPONSIBILITIES:****a. DPCR**

- 1) TDPCR to act as Chairman of the NAC;
- 2) Supervise the overall implementation of this MC;
- 3) Conduct an audit on the performance of NGOs on annual basis; and
- 4) Perform other tasks as directed.

**b. DRD**

- 1) Assist PCADG in developing the design for the common logo to be used by the accredited NGO; and
- 2) Perform other tasks as directed.

**c. DC**

- 1) Provide funds for the conduct of PNP-related police community relations efforts; and
- 2) Perform other tasks as directed.

**d. DI**

- 1) Conduct background investigation on the Chairperson/President of NGOs applying for accreditation within the month of the application;
- 2) Designate Deputy DI as a member of the NAC; and
- 3) Perform other tasks as directed.

**e. CIDG**

- 1) DDA, CIDG to act as a member of the NAC;
- 2) Investigate all complaints received regarding the illegal acts of NGOs or any violation of the conditions of this MC; and
- 3) Perform other tasks as directed.

**f. PCADG**

- 1) D, PCADG to act as Vice Chairman and Head Secretariat of the NAC;
- 2) Utilize/mobilize only accredited NGOs for the accomplishment of office/unit mission and functions;
- 3) Prepare the design of the common logo for accredited NGOs in coordination with DRD;
- 4) Educate and inform the public regarding this program;

Authenticated by:

**PMAJ MA TERESA G. ORTIZ**  
 Chief, Personnel and Records  
 Management Section



5) Schedule a general assembly to elect the president and members of the board of the PNP-NGO Federation; and

6) Perform other tasks as directed.

**g. LS**

1) DD, LS to act as a Member of the NAC;

2) Issue legal opinion/s upon request of the NAC; and

3) Perform other tasks as directed.

**h. All PROs**

1) Support the overall implementation of this MC;

2) Activate Regional and District/Provincial and City Accreditation Committees;

3) Accredite NGOs operating at the regional/local levels;

4) Utilize/mobilize only accredited NGOs for the accomplishment of office/unit mission and functions;

5) Submit to TDPCR/Chairman, NHQ Accreditation Committee, copy furnished Director, PCADG/Head Secretariat, NHQ Accreditation Committee, the list of NGOs accredited in their respective AORs;

6) Educate and inform the public regarding this program; and

7) Perform other tasks as may be directed.

**i. All NSUs**

1) Support the overall implementation of this MC;

2) Advise partner NGOs to apply for accreditation; and

3) Perform other tasks as directed.

**9. REPEALING CLAUSE:**

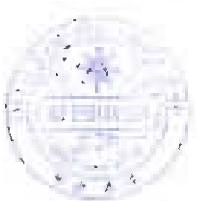
All LOIs, directives, and other issuances and provisions that are contrary to or inconsistent with this MC are hereby rescinded or amended accordingly.

**10. EFFECTIVITY:**


This MC shall take effect after 15 days from the filing of a copy hereof at the UP Law Center, in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order Number 292, otherwise known, as the "Revised Administrative Code of 1987," as amended.

**Authenticated by:**

PMAJ MA TERESA G. [Signature]  
Chief, Personnel and Records  
Management Section





  
**BENJAMIN C ACORDA, JR**  
Police General  
Chief, PNP



- Distribution:
- Command Group
  - Cmdr APCs
  - IG, IAS
  - D-Staff
  - P-Staff
  - D, NSUs
  - RD, PROs
  - ED, PCTC
  - SPA to the SILG

- Annexes:
- NGO Accreditation Flow Chart - Annex A
  - NGO Application Form - Annex B

Authenticated by

  
**PMAJ MA TERESA G CRUZ**  
Chief, Personnel and Records  
Management Section

**ANNEX A**

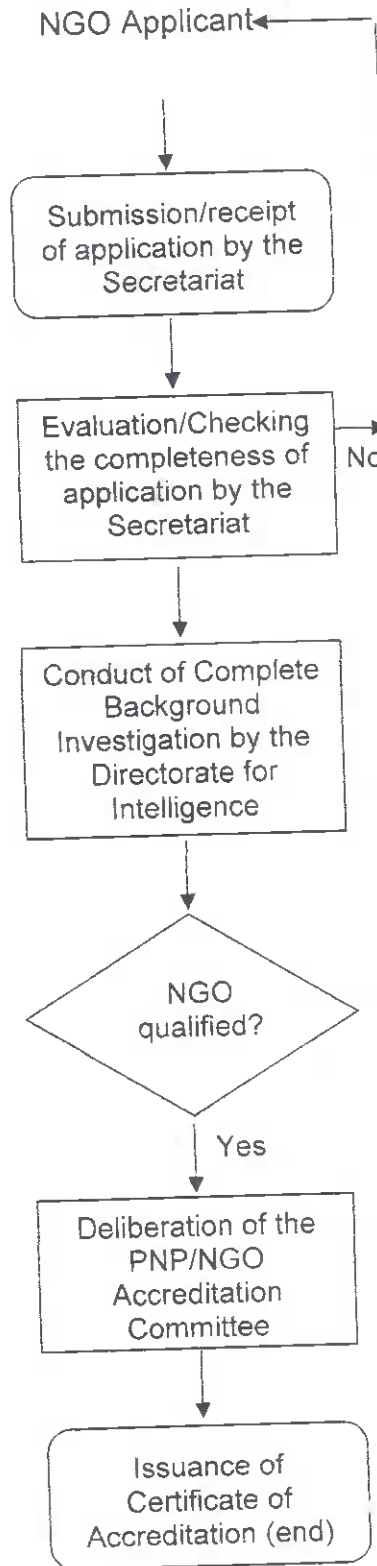
**NGO Accreditation Flow Chart**

**Requirements for Accreditation (New Applicant):**

1. Letter of Intent
2. Endorsement (memorandum/letter) from the Chief of Police who has territorial jurisdiction over the Organization's President/Chairman or the Organization's registered address
3. Duly accomplished application form for accreditation
4. Board resolution signifying intention for accreditation
5. Organization's Constitution and By-Laws
6. List of National Officers and Organizational Structure
7. Certificate of Registration (SEC, DSWD, DOLE, LGU)
8. National Police Clearance of the NGO's President/Chairman;
9. Annual Accomplishment Report; and
10. Updated General Information Sheet filed before SEC.

**Requirements for Renewal:**

1. Letter of Intent for Renewal;
2. Duly accomplished application form for accreditation;
3. NBI and National Police Clearance of the NGO's President/Chairman;
4. Annual Accomplishment Report; and
5. Updated General Information Sheet filed before the SEC.



**Authenticated by:**

**PMAJ MA TERESA G. CRUZ**  
 Chief, Personnel and Records Management Section

**ANNEX B**



Republic of the Philippines  
 NATIONAL POLICE COMMISSION  
**PHILIPPINE NATIONAL POLICE**  
**POLICE COMMUNITY AFFAIRS AND DEVELOPMENT GROUP**  
 Camp BGen Rafael T Crame, Quezon City



**APPLICATION FOR ACCREDITATION**

1. Name of Organization: \_\_\_\_\_
2. Office Address/Mobile Number: \_\_\_\_\_
3. Registration with Other Government Agencies (Number/Date): \_\_\_\_\_
4. Advocacy/ Areas of Concern: \_\_\_\_\_
5. Date Established/Organized: \_\_\_\_\_
6. President/Chairman/Date Installed: \_\_\_\_\_
7. Number of Members: \_\_\_\_\_
8. Chapters (Nationwide/International):
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_

9. Activities/Projects Undertaken: (Use separate sheet if necessary)

Date	Name/Kind of Project	Place/Area	Beneficiaries

10. Date of Last Accreditation with the PNP: \_\_\_\_\_

Authenticated by:

**PMAJ MA TERESA G OR**  
 Chief, Personnel and Records  
 Management Section

11. List of Officers/Members of the Board/Advisers: (Use separate sheet if necessary)

Name	Designation

12. Awards/Commendation/Recognition Received:

Nature of Award	Date Awarded	Awarded by

13. Have your organization's accreditation with the PNP been revoked/suspended and/or terminated for cause? \_\_\_\_\_ If yes: (Nature of the case and date of Suspension/Termination of Accreditation)

\_\_\_\_\_

\_\_\_\_\_

Offense	Date Suspended/Revoked/Terminated	Status

14. Has any of your members been charged criminally and/or administratively in connection with any violation of law in the provision of the Revised Penal Code (Illegal Usage of Uniforms and Insignia)? \_\_\_\_\_ If yes:

Name of Member	Nature of Offense	Where/When	Status

**Authenticated by:**

**PMAJ MA TERESA G ORTEGA**  
 Chief, Personnel and Records  
 Management Section

15. Is your organization already affiliated with any government agency other than the PNP? \_\_\_\_\_ If so, state the name of said agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the answers given above are true and correct to the best of my knowledge and belief.

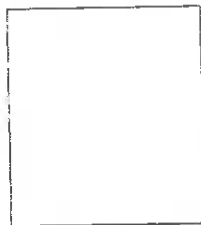
I commit myself to be liable for perjury and/or dishonesty as a result of any false misrepresentation or omission.

\_\_\_\_\_  
President

CTC No. \_\_\_\_\_  
Issued on \_\_\_\_\_  
Issued at \_\_\_\_\_

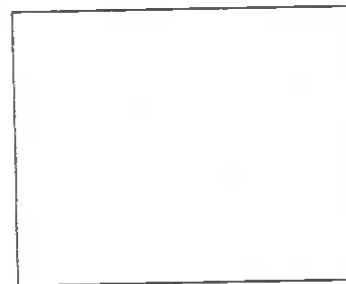


Left



Right

THUMBMARK



2 X 2 PICTURE

Subscribed and sworn to before me this \_\_\_\_\_ day of 20\_\_ at \_\_\_\_\_,  
\_\_\_\_\_, Philippines.

\_\_\_\_\_  
Notary Public

Doc : \_\_\_\_\_  
Page : \_\_\_\_\_  
Book : \_\_\_\_\_  
Series of : \_\_\_\_\_

**Authenticated by:**

**PMAJ M TERESA G CRUZ**  
Chief, Personnel and Records  
Management Section