



Republic of the Philippines NATIONAL POLICE COMMISSION

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

Camp BGen Rafael T Crame, Quezon City

COMMAND MEMORANDUM CIRCULAR

NO.:

SUBJECT : (Subject/Title of the CMC)

TO : See Distribution (Recipient of the CMC)

DATE : (Date shall be stamped upon signature/approval of the CPNP)

◆ ¼"

REFERENCE/S:

a. (List down the references from latest to oldest); and

◆ 3/4" ▶ b.

2. RATIONALE: (Purpose/reason/usage/importance of the CMC)

This Command Memorandum Circular (CMC) provides the guidelines and procedures to be undertaken by D-Staff, Offices, and Units concerned ...

- 3. SITUATION: (Situational backgrounder on why the CMC is crafted/needed)
- 4. MISSION: (The main goal/specific objectives of the CMC)
- 5. **EXECUTION:** (Procedures on how and who will accomplish the mission)
 - a. Concept of Operations:

To highlight the promotion of successful applicants in the police service, the following shall be ...(Step by step instructions on how to accomplish the mission as well as the required resources involved, answering what, where, when, and how questions)

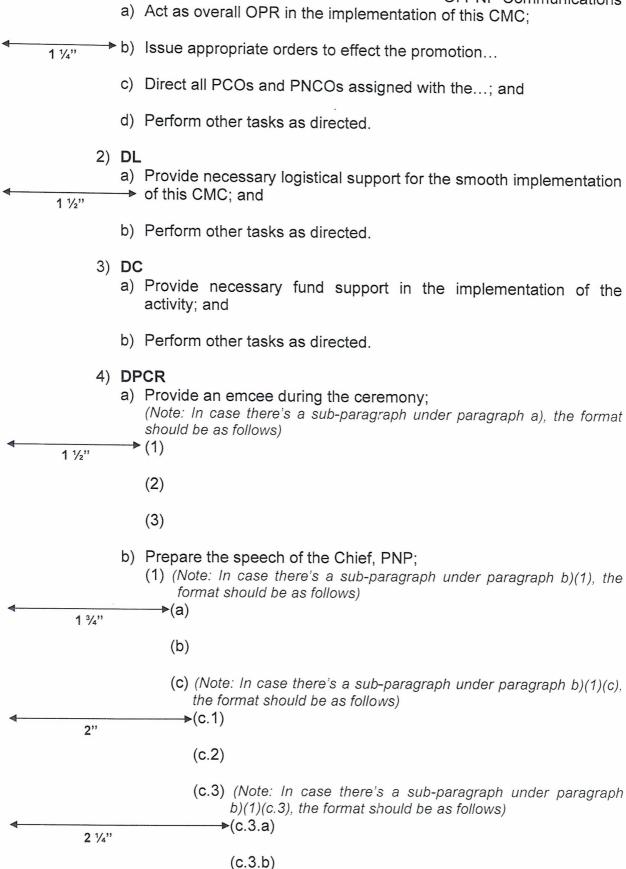
- 1) All PCO and PNCO promote...
- 2) The Police Regional Offices...
- b. Tasks:

1"

DPRM (Provides the specific tasks in the delegation of labor, identifying who will perform what duty to accomplish the mission. Indicate all necessary actions and required resources per tasked individual/office/unit to include the target date of compliance. Answer what, who, when, where.)

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Guidelines on the Standard Preparation
Of PNP Communications



c) Provide necessary pictorial and video coverage;

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- d) Coordinate with the media to cover the ceremony; and
- e) Perform other tasks as directed.
- c. Coordinating Instructions: (Provide additional general guidelines to all involved personnel/offices/units concerned. Discuss other instructions that were not covered in the preceding paragraphs such as uniforms, time and date of submission of compliances, among others to provide further clarity to the given tasks)
 - 1) Chiefs of Offices/Units are hereby directed to strictly observe and implement this Directive; and
 - 2) Lateral coordination is encouraged to ensure this project's success.
- 6. **EFFECTIVITY:** (Define the date of effectivity/implementation of the CMC)

This CMC shall take effect immediately.

<NAME>
Police General
Chief, PNP

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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