



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)*

REFERENCE/S:

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

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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ANNEX "A"
Guidelines on the Standard Preparation
Of PNP Communications

a) Act as overall OPR in the implementation of this CMC;

← 1 ¼" → b) Issue appropriate orders to effect the promotion...

c) Direct all PCOs and PNCOs assigned with the...; and

d) Perform other tasks as directed.

2) **DL**

← 1 ½" → a) Provide necessary logistical support for the smooth implementation of this CMC; and

b) Perform other tasks as directed.

3) **DC**

a) Provide necessary fund support in the implementation of the activity; and

b) Perform other tasks as directed.

4) **DPCR**

a) Provide an emcee during the ceremony;

(Note: In case there's a sub-paragraph under paragraph a), the format should be as follows)

← 1 ½" → (1)

(2)

(3)

b) Prepare the speech of the Chief, PNP;

(1) (Note: In case there's a sub-paragraph under paragraph b)(1), the format should be as follows)

← 1 ¾" → (a)

(b)

(c) (Note: In case there's a sub-paragraph under paragraph b)(1)(c), the format should be as follows)

← 2" → (c.1)

(c.2)

(c.3) (Note: In case there's a sub-paragraph under paragraph b)(1)(c.3), the format should be as follows)

← 2 ¼" → (c.3.a)

(c.3.b)

c) Provide necessary pictorial and video coverage;

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JUN 13 2022

ANNEX "A"
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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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JUN 13 2022