

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

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

**MEMORANDUM CIRCULAR**  
**NO.:**

**REVISED NUMERICAL DESIGNATION OF PNP MANUALS**  
*(Subject/Title of the MC)*

- ↔ 1/4" →
- ← 1/2" → 1. **REFERENCE/S:** *(List down the references from latest to oldest)*
- a. Numerical Designation of PNP Manuals dated December 26, 1994;
- ← 3/4" → b. Doctrine on PNP Issuances dated June 27, 1994; and
- c. SOP No. 2011-008 Guidelines in the Preparation, Publication and Distribution of PNP Manuals, and Other Doctrines dated November 21, 2011.

2. **RATIONALE:** *(States the purpose/reason/usage/importance of the MC)*

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

3. **SITUATION:** *(Situational backgrounder on why the MC is crafted/needed)*

After the creation of the PNP as the new law enforcement organization separate and distinct from the AFP, the numerical designations of the defunct PC/INP manuals/publications were amended.....

4. **PURPOSE:** *(The main goal/specific objectives of the MC)*

To provide and establish a standard for the numerical designation of approved PNP manuals published.....

5. **DEFINITION OF TERMS:** *(Definition of commonly used terms in the MC to provide clarity and ease of understanding to the readers. Arrange alphabetically)*

- a. Complimentary Manual – formulated jointly by two or more bureaus/agencies/organizations in order to effect a certain operation.....

*Lawrence Magaña*

**ANNEX "B"**  
Guidelines on the Standard Preparation  
Of PNP Communications

- b. Ethical Doctrine – defines the fundamental principles governing the rules of conduct, attitude, behavior; and ethical norms of the PNP.
- c. Functional Manuals or Administrative and Operations Manual (AOM) – provides guidance for routine operational and administrative functions of each unit.....

**6. GUIDELINES:**

a. General Guidelines:

*(Provide general guidelines/instructions for general consumption of all concerned personnel/office/unit)*

1) For purpose of identification, documentation, retrieval of information, and reference published hereunder.....

a) For PNP Doctrines (PNPM-D-0)

(1) Fundamental Doctrine - PNPM-D-1

(2) Operational Doctrine - PNPM-D-2

(3) Functional Doctrine - PNPM-D-3

b) For the Directorial Staff

(1) Directorate for Personnel and Records Management - DPRM-DS-1

(2) Directorate for Intelligence - DI-DS-2

(3) Directorate for Operations - DO-DS-3

(4) Directorate for Logistics - DL-DS-4

(5) Directorate for Plans - DPL-DS-5

c) For Personal Staff

(1) PNP Internal Affairs Service - PNPIAS-PS-1

(2) Public Information Office - PNPIO-PS-2

2) Numerical designation for all PNP Manuals issued/published by the office/unit concerned .....

a) Philippine National Police Manual

b) Publishing Office/Unit

c) Level of Office/Unit

3) The PNP Doctrine has the numerical designation. Each type shall bear its assigned number followed by year published, the office publishing.....

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JUN 13 2022

*Dawani Mae S. Joaquin*  
DAWANI MAE S. JOAQUIN  
POLICE LIEUTENANT COL  
CHIEF, ADMIN SECTION, OF

**ANNEX "B"**  
Guidelines on the Standard Preparation  
Of PNP Communications

- b. **Specific Guidelines:** *(If there are any, this provides specific/detailed instructions of how tasks specific/exclusive to an individual/office/unit should be performed to accomplish the purpose)*
- c. **Responsibilities:**  
*(Indicate tasks of offices/units concerned if there are any. 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.)*

**7. PROCEDURES:**

*(If there are any, step by step instructions of how to accomplish/implement the MC to accomplish the purpose as well as the required resources involved, answering what, where, when, and how questions.)*

**8. REPEALING CLAUSE:**

*(Provides for waiver, warning, information, and/or announcement that the MC will abolish/supersede/take the place of its predecessors in whole and/or in part that does not conform with the new set guidelines/parameters in the MC.)*

This Memorandum Circular rescinds the memorandum on Numerical Designation dated December 26, 1994.


**9. EFFECTIVITY:** *(Define the date of effectivity/implementation of the MC)*

This 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 292 otherwise known as the "Revised Administrative Code of 1987," as amended.

**<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  
DAWANI MAE S. JOAQUIN  
POLICE LIEUTENANT COLONEL  
CHIEF, ADMIN SECTION, OTC