



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

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PNP MEMORANDUM CIRCULAR

No. **2026-035**

**REVISED GUIDELINES AND PROCEDURES ON THE UTILIZATION AND
MANAGEMENT OF THE INTERNAL DISCIPLINARY MECHANISM
INFORMATION SYSTEM (IDMIS)**

1. REFERENCES:

- a. Republic Act (RA) No. 10173, also known as the Data Privacy Act of 2012 entitled, "An Act Protecting Individual Personal Information in Information Communications System in the Government and the Private Sector, Creating for this Purpose a National Privacy Commission, and for Other Purposes";
- b. RA No. 8551 or "An Act Providing for the Reform and Reorganization of the Philippine National Police and for Other Purposes, Amending Certain Provisions of Republic Act No. 6975 entitled, "An Act Establishing the Philippine National Police under a Re-Organized Department of the Interior and Local Government, and for Other Purposes";
- c. RA No. 6975, also known as "The DILG Act of 1990";
- d. 2025 Rules on Administrative Cases in the Civil Service (RACCS);
- e. National Police Commission (NAPOLCOM) Memorandum Circular (MC) No. 2016-002 dated March 7, 2016 or "Revised Rules of Procedure before the Administrative Disciplinary Authorities and the Internal Affairs Service of the PNP," as amended by NMC No. 2019-005;
- f. Philippine National Police (PNP) MC No. 2022-027 dated February 26, 2022 entitled, "Guidelines and Procedures in the Operationalization of the Internal Disciplinary Mechanism Information System";
- g. PNP MC No. 20-2020 dated October 8, 2020 entitled, "PNP Internal Disciplinary Mechanism";
- h. PNP MC No. 2016-062 dated October 3, 2016 entitled, "Comprehensive Internal Disciplinary Mechanism";
- i. PNP Security Policy dated January 10, 2008, otherwise known as "KALASAG";
- j. 2021 PNP People's Freedom of Information Manual;
- k. Interfaith Squad System Manual PNP Internal Cleansing Strategy (PNPM-CHS- NSU) dated September 2019;
- l. 2017 Directorate for Intelligence Administrative and Operational Manual; and



m. Memorandum from TDPCR dated May 19, 2020, with subject: Sub-Committee on Preventive Approach IMPLAN to PNP MC No. 2019-027 re Adjusted PPAs under the New Normal.

2. RATIONALE:

This MC sets forth the new guidelines and procedures on the management and utilization of the IDMIS.

3. SITUATION:

To address the issue of the growing number of PNP personnel being involved in illegal activities, the Oversight Committee on Internal Cleansing, now the Internal Disciplinary Mechanism (IDM), crafted PNP MC No. 20-2020 to strengthen the internal cleansing strategy of the PNP, through the employment of three approaches, namely: Preventive, Punitive, and Restorative Approaches. The three approaches covered the activities and programs being undertaken by all PNP offices/units to hone and instill discipline among the PNP personnel and to reform the few personnel who were involved in illegal activities.

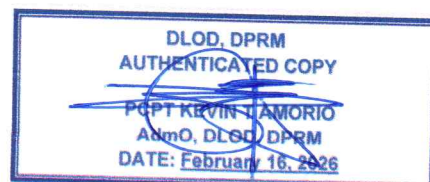
After the establishment of IDM, the IDMIS was developed in 2021 by the Information Technology Management Service and the Directorate for Information and Communications Technology Management, purposely to monitor the performance of the offices/units concerned by gauging the activities conducted, as well as the administrative cases of the PNP personnel. The system serves as the databank of the IDM where relevant data are to be encoded and uploaded, in relation to its three-pronged approaches.

While the system was created, and PNP MC No. 2022-027 (Guidelines and Procedures in the Operationalization of the Internal Disciplinary Mechanism Information System), which serves as its implementing policy, was issued, certain gaps were identified during its implementation. Based on the present policy, three Sub-Committees were created, consistent with the three approaches- the Sub-Committees on Preventive, Punitive, and Restorative Approaches. Each Sub-Committee is considered as data manager and is independently responsible for the other Sub-Committees when it comes to the implementation of their tasks and activities. Their tasks include supervision and approval of the encoding, deletion, generation, and release of the data stored for each module of the IDMIS. This organizational structure left the project owner powerless, as it could not totally intervene in the activities of the Sub-Committees, except to remind them to perform their respective functions. The said setup was adopted in the development of the system, where different Sub-Committees are only allowed to view and manage their individual modules, completely prohibiting them from viewing the data of the other Sub-Committees. Unfortunately, the dysfunctions have resulted in the chaotic process of encoding/uploading and unharmonized data of the IDM.

Thus, to attain the original purpose of the policy to have an effective IDM data management through the IDMIS, there is a need to revise it to come up with the



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new guidelines on the management and utilization of the system that will address all gaps in the earlier issued policy.

4. PURPOSE:

This MC shall provide for the revised guidelines and procedures on the management and utilization of the IDMIS. It shall likewise serve as the operational plan for the enhancement and continuing innovation of the existing IDM information system, deployment of user training, maintenance, and ensuring efficient and reliable data on IDM.

This policy shall have the following specific objectives:

- a. To serve as an operational guide in the continuing enhancement of the existing IDMIS, in order to have a reliable and accurate database of PNP administrative cases and the IDM programs and activities;
- b. To properly define the functions and responsibilities of the PNP offices/units concerned; and
- c. To instill strict administrative liabilities for failure to comply with the functions and responsibilities of personnel and offices/units concerned and for failure to follow the provisions of this MC.

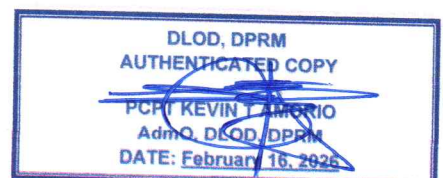
5. DEFINITION OF TERMS:

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

- a. Administrative Case - a complaint filed before the PNP Disciplinary Authorities or IAS, with an approved formal charge, or appeal pending before any of the appellate bodies.
- b. Complaint - a written and sworn statement regarding a wrong, grievance, or injury sustained by a person.
- c. Data - the multitude of quantities, qualities, facts, characters, or symbols produced from the collection, measurement, evaluation, and analysis of information.
- d. Database - an integrated collection of logically related records or files consolidated into a common pool that provides data for one or more multiple uses.
- e. Data Management - the process of encoding, deleting, correcting, generating, and monitoring data created and collected by the Sub-Committees on Preventive, Punitive, and Restorative Approaches.
- f. Data Manager - primarily responsible for the Sub-Committees on



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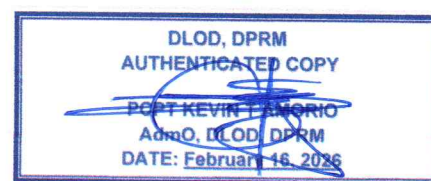


Preventive, Punitive, and Restorative Approaches of the Internal Disciplinary Mechanism of the PNP or his/her duly designated officer, who shall have the authority to finally approve the encoding, inclusion, deletion, generation, and release of data stored in the IDMIS, upon recommendation of the majority members of the committee.

- g. IAS Desk - the online Internal Affairs Service desk established nationwide unless another desk is specified.
- h. Exonerated or Acquitted Personnel - those personnel who were administratively or criminally charged whose guilt or liability was not proven by the quantum of evidence required by law, rules, or regulations.
- i. Focused Reformation/Reorientation and Moral Enhancement for Police Officers in Line with Internal Cleansing Efforts (FORME POLICE) - a personnel transformation/moral recovery and reorientation to instill and develop discipline, character, aptitude, and attitude of its erring members, specifically those personnel who were penalized with demotion or suspension.
- j. Information - the collection of facts, positive and negative, involving a police officer or unit. It may also refer to the statements to be used to proceed against erring police officers or units for their misdemeanors or transgressions. It also pertains to the statements that may lead to non-disciplinary or non-penal actions, and/or constructive or affirmative actions. It may be submitted to the Desk from various sources, such as citizens' complaints, referrals from other agencies/offices, individual lapses arising from inspection and audit findings, and open-source material, among others.
- k. Internal Disciplinary Mechanism Information System - the database system designed to store, manage, and monitor the activities of the three approaches of the IDM.
- l. Jurisdiction - the authority vested by law to hear and decide a case.
- m. Negative Feedback - the simple grievances on improper behavior or conduct, dissatisfaction with service, mere foolishness of a police officer, or feeling that nobody listens to them, provided that these do not amount to any criminal, civil, or administrative liability.
- n. Penalized personnel - those personnel who were found administratively liable for an offense in a decision that has become final and/or executory.



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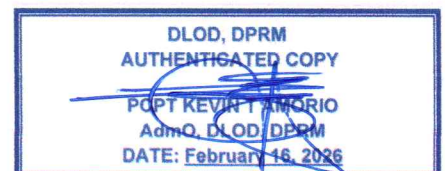
- o. PNP Personnel – the uniformed and non-uniformed personnel of the PNP;
- p. Positive Feedback – the compliments or other constructive and affirmative advice.
- q. Preventive Approach - a proactive way to maintain discipline and to preempt misbehavior among PNP personnel;
- r. Processing of Information - the process of collating, categorizing, disaggregating, and analyzing information, which shall be done by the Sub-Committees on Preventive, Punitive, and Restorative Approaches.
- s. Punitive Approach - the "iron hand" of the internal cleansing strategy, it follows due process in investigating and imposing appropriate sanctions on PNP erring personnel;
- t. Request for assistance - the matters brought to the attention of the Desk that asks for help on specific concerns.
- u. Restorative Approach - the "soft hand" of the internal cleansing strategy. It utilizes programs for moral recovery and spiritual renewal for penalized personnel and restores the morale of exonerated/acquitted personnel.
- v. Sources of Information – the origin of documentary or non-documentary information.
- w. Status of Information - the action being taken relating to the information, such as under investigation, pre-charge investigation, under summary hearing, submitted for resolution (resolved), etc.

Likewise, the following acronyms, as used in this policy, shall mean as follows:

- a. ARMD - Administrative and Resource Management Division.
- b. CIDG - Criminal Investigation and Detection Group.
- c. DI - Directorate for Intelligence.
- d. DIDM - Directorate for Investigation and Detective Management.
- e. DLOD - Discipline, Law and Order Division.
- f. DLOS - Discipline, Law and Order Section.
- g. DPRM - Directorate for Personnel and Records Management.



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- h. IAS - Internal Affairs Service.
- i. IDMIS - Internal Disciplinary Mechanism Information System.
- j. IID – Intelligence and Investigation Division of IAS.
- k. IMEG- Integrity Monitoring and Enforcement Group.
- l. ITMS - Information Technology Management Service.
- m. ITPO - Information Technology Project Officer.
- n. LAD – Legal Affairs Division of IAS.
- o. NIAS - National Internal Affairs Service.
- p. PCEID - Pre-Charge Evaluation and Investigation Division of DIDM.
- q. PD - Prosecution Division of IAS.
- r. RIAS - Regional Internal Affairs Service.
- s. RIDMD - Regional Investigation and Detective Management Division.
- t. RPRMD - Regional Personnel and Records Management Division.
- u. TDPRM - The Director for Personnel and Records Management.

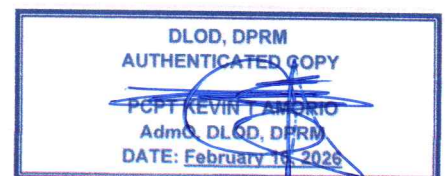
6. GUIDELINES:

a. General Guidelines:

- 1) The IDMIS shall be the primary system to store all the data of PNP administrative cases and other IDM programs and activities of all PNP offices/units, to include the IAS. To ensure its operationalization and the accuracy of the IDM data, it shall be regularly maintained and enhanced every two years, or as necessary under the circumstances.
- 2) A Project Management Team (PMT) shall be created with the following composition:



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Designation	Position
TDPRM	Chairperson
D, ITMS	Vice Chairperson
Deputy IG, IAS	Member
Deputy, DC	Member
Deputy, DL	Member
Deputy, DIDM	Member
Deputy, DI	Member
Deputy, DPCR	Member
Deputy, DET	Member
Deputy, DICTM	Member
D, ACG	Member
D, IMEG	Member
C, DLOD, DPRM	Head Secretariat

- 3) Three Sub-Committees based on the IDM approaches (Preventive, Punitive, and Restorative) shall also be created under the direct supervision and control of the PMT. The Sub-Committees on Preventive, Punitive, and Restorative Approaches shall be created with the following composition:

a) Sub-Committee on Preventive Approach (SCOPrA):

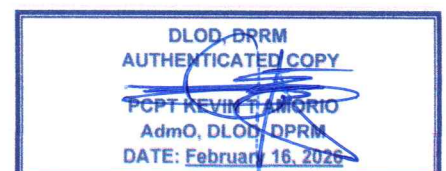
Designation	Position
DDPCR	Chairperson
EX-O, DPRM	Vice Chairperson
CS, CHS	Member
CS, HS	Member
CS, TS	Member
CS, IAS	Member
CS, FS	Member
DDO, IMEG	Member
C, PID, DPCR	Head Secretariat

b) Sub-Committee on Punitive Approach (SCOPA):

Designation	Position
DDIDM	Chairperson
EX-O, DPRM	Vice Chairperson
EX-O, TDI	Member
CS, IAS	Member
CS, IMEG	Member
C, PCEID, DIDM	Head Secretariat



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c) Sub-Committee on Restorative Approach (SCORA):

Designation	Position
DDET	Chairperson
EX-O, DPCR	Vice Chairperson
EX-O, DPRM	Member
CS, CHS	Member
CS, HS	Member
CS, PNP TS	Member
C, UTPDD, DET	Head Secretariat


- 4) The IDMIS shall contain system modules based on three-pronged approaches of the IDM of the PNP: the Preventive, Punitive, and Restorative Approaches. The system modules shall be correlated or interconnected to ensure the continuity of the IDM process. However, the data on the administrative cases under the case monitoring dashboard shall be opened only to or managed by the encoders/uploaders and data manager of the punitive stage to ensure confidentiality of the data, considering that the same are categorized as highly sensitive information.
- 5) Consistent with the objective of this MC to have reliable data on the IDM, all offices/units concerned, as mentioned under this MC, through their encoders/uploaders, shall encode/upload the IDM data in the IDMIS, within the period of 72 hours.
- 6) For purposes of encoding in the IDMIS, the following details of the programs and activities shall be encoded in the system by the authorized encoders/uploaders of the following Sub-Committees:

Committee Concern	Sub-Committee On Preventive Approach (SCOPra)	Sub-Committee On Punitive Approach (SCOPA)	Sub-Committee On Restorative Approach (SCORA)
Activities	<ol style="list-style-type: none"> 1. Complaint/ information received in the IAS Desk; 2. Category of the complaint/information received; 3. Referral of information/complaint to the office/unit concerned; 	<ol style="list-style-type: none"> 1. Complaint received; 2. Name of the complainant, the personnel being complaint of, reference number, date of complaint, date and time committed, place committed; 3. Pleadings submitted by both parties; 	<ol style="list-style-type: none"> 1. List of penalized and exonerated personnel who have undergone FORME POLICE; 2. Activities and/or trainings attended by aforesaid personnel; 3. Names of reinstated personnel;



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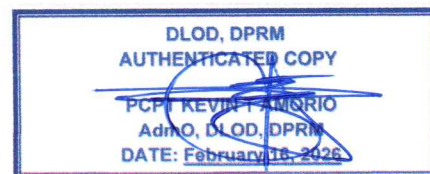


DLOD, DPRM
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 PCPT KEVIN T. AMORIO
 AdmO, DLOD, DPRM
 DATE: February 16, 2026

	<p>4. Intervention or specific activities conducted, such as but not limited to the following:</p> <p>a. PNP Mental Health Program “Bantay Kaisipan” and its sub-activities:</p> <p>i. Psychiatric/ Psychological Examination (PPE) for Mental Health Check and identification of mental health red flags;</p> <p>ii. Stress Management Seminar;</p> <p>iii. Anger Management Seminar;</p> <p>iv. Mental Health Awareness Seminar;</p> <p>v. Psychological Mentoring (EMPOw Activity);</p> <p>vi. Preventive Psychological Counselling/Tele-counseling sessions;</p> <p>vii. Suicide Awareness and Prevention Seminar; and</p> <p>viii. Critical Incident Stress Debriefing (CISD).</p> <p>b. Behavioral focus on Psycho Spiritual Support Program - SWIM; and</p> <p>c. Financial Literacy Program.</p>	<p>4. Result of the Pre-Charge Evaluation and/or Investigation, such as Termination of Complaint, Referral to other offices/units, Dropping and Closing of the complaint, and referral for conduct of summary hearing;</p> <p>5. Formal Charge and docket number;</p> <p>6. Request for presidential clearance for third level officers;</p> <p>7. Report of Investigation;</p> <p>8. Decision/Resolution;</p> <p>9. Implementation Order; and</p> <p>10. Other programs and activities under the SCOPA.</p>	<p>4. Names of personnel who have completed the restoration process of their salary;</p> <p>5. PNP Mental Health Program “Bantay Kaisipan” and its sub-activities:</p> <p>a. PPE for mental fitness to return to active duty;</p> <p>b. Restorative Psychological Counselling/Tele-counseling (identified personnel with mental health red flags); and</p> <p>c. Psychological Mentoring.</p> <p>6. Other programs and activities under the SCORA.</p>
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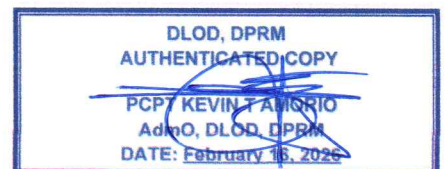


	<p>5. Integrity Caravan Initiatives of the IAS; and</p> <p>6. Other programs and activities under the SCOPrA.</p>		
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- 7) The uploading/encoding of data shall be done only by authorized encoders/uploaders. The authorized encoders/uploaders shall be identified and designated by the offices/units concerned and shall be covered by letter orders. To ensure the stability of the process and operability of the system, the uploaders/encoders of the same offices/units shall not be authorized to undergo leave of absence at the same time. Except for justifiable reasons, they shall not be authorized to transfer to other units within the period of two years from their designation. In case justifiable reasons exist for their transfer, as determined by the Head of Office/Unit, they shall only be authorized to transfer once a new uploader/encoder with training on IDMIS is designated to replace him/her in his/her position.
- 8) The existing data in the IDMIS may be revised, amended, deleted, or additional data may be included for justifiable reasons, subject to the approval of the Sub-Committee concerned. The approved changes shall be formally forwarded/endorsed by the Chairperson or, in his/her absence, the Vice Chairperson of the Committee to the IT Officers of the Sub-Committee or the respective IDMIS Administrator for each Sub-Committee, for immediate implementation.
- 9) The data encoded in the system are considered confidential in accordance with RA No. 10173 and the PNP People's Freedom of Information (FOI) Manual 2021 Version. Accordingly, all requests for issuance of data must be made in writing and shall be coursed through the committee concerned and finally approved by the data manager before its release. The data manager has the authority to grant or deny the request for issuance of data or information, depending on the circumstances vis-à-vis the rules provided under RA No. 10173 and the PNP FOI and such other related laws, rules, and regulations.
- 10) The following personnel shall be accountable based on their respective functions and authority to access data and information:
 - a) Super Administrator – as the system owner, TDPRM shall act as the Super Administrator of the system and shall have full access and control over all IDMIS system activities.



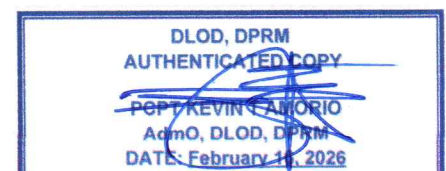
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- b) System Administrator – D, ITMS shall have the overall control of every technical facet of the system.
- c) IDMIS Administrator – authorized personnel of each Sub-Committee to access the dashboard per user level.
- d) Data Managers – the Chairpersons of the Sub-Committees who shall be primarily responsible for the Sub-Committees on Preventive, Punitive, and Restorative Approaches of the IDM of the PNP or his/her duly designated officer, who shall have the authority as provided under this MC.
- e) Encoders – they are authorized to encode, monitor, and generate data upon the authority of the Data Manager. They shall ensure that all data entered into the system is accurate, encoded within the prescribed period, and treated with confidentiality. Any technical issues or problems encountered must be coordinated with the IT Officers of the Sub-Committee.
- f) IT Officers of every Sub-Committee – responsible for the following:
1. Activation and deactivation of user accounts in their respective Sub-Committees;
 2. Monitoring the audit trail and log history to ensure that the designated encoders are the only ones who accessed the system;
 3. Accountable in the implementation of the request for revision, amendment, or deletion of the data in the IDMIS; and
 4. Shall timely check the technical issues reported by the encoders, update the system, and inform the encoder of the resolution of the technical problem.
- g) ITPO, DPRM – responsible for the overall maintenance and security of the system and shall render necessary reports and recommendations to the Project Management Team (PMT).
- 11) To ensure timeliness and accuracy of the data uploaded and to further instill liabilities on the responsible officers, all personnel concerned, specifically those provided under paragraph 10 hereof, shall be held liable for their failure, delay, improper, irregular or erroneous encoding, generation, issuance of data and other related activities.



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b. Functions of the PMT and Sub-Committees

1. Project Management Team

a) Functions of the PMT and its Secretariat:

- 1) The PMT shall be created and headed by TDPRM as the system owner. It shall be responsible for the overall operationalization of the system, to include the user's training, sustainability, repair, and maintenance of the system, monitoring of its implementation, and annual evaluation on the impact of the system on the organization;
- 2) All members of the PMT shall quarterly convene to discuss all the issues and requirements pertaining to the operationalization of IDMIS, to include harmonization of data, the different risks and issues encountered during the utilization of the system, as well as its necessary maintenance; and
- 3) The PMT shall be assisted by the Secretariat, which shall be responsible for providing administrative support, to include organizing meetings, managing and maintaining the records of the committees, and the submission of the required reports to the CPNP or the Command Group.

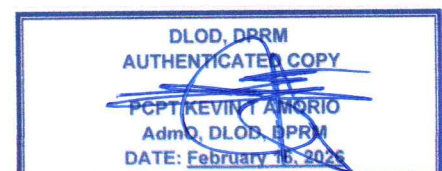
2. Sub-Committees:

a) Functions of the Sub-Committee and its Secretariat:

- (1) The Chairpersons of the Sub-Committees shall act as the Data Manager. They shall have the authority to finally approve the encoding, inclusion, changes or deletion, generation, and release of data stored in the IDMIS, upon recommendation of the majority of its members;
- (2) Each Committee shall be responsible for ensuring compliance with the provisions of this policy pertaining to their respective functions, specifically with respect to the encoding, deletion, generation, and release of the data stored in each module of the IDMIS. They shall also be primarily responsible for the institution of cases for neglect of duty for failure of personnel under their supervision to comply with their functions and to follow the provisions of this policy; and
- (3) The Sub-Committee shall be assisted by the Secretariat, which shall be responsible for providing administrative



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support, to include organizing meetings, managing and maintaining the records of the committees, and submitting the required reports.

c. Responsibilities

1) TDPRM

- a) System Owner and OPR in the implementation of this MC;
- b) Chairperson of the PMT;
- c) Responsible for the overall supervision of the implementation of IDMIS and this MC;
- d) Act as the Super administrator of the IDMIS; and
- e) Perform other tasks as directed.

2) DDPCR

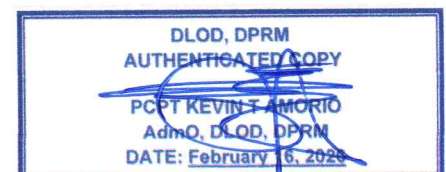
- a) Act as the Chairperson of the Sub-Committee on Preventive Approach;
- b) Supervise, issue policies, and guidelines in the implementation of all activities under SCOPrA, particularly in the uploading/encoding and utilization of IDMIS data;
- c) Supervise and monitor the data/report on Preventive Approach, such as the Psychosocial and Psycho-Spiritual interventions conducted by the HS and CHS;
- d) As Data Manager, responsible for approving the inclusion, amendment, revision, deletion, and issuance/release of data;
- e) Supervise, monitor, and ensure confidentiality of the data/report on Preventive Approach; and
- f) Perform other tasks as directed.

3) DDIDM

- a) Act as Chairperson of the Sub-Committee on Punitive Approach;
- b) Supervise, issue directives, and guidelines in the implementation of all activities under the Punitive Approach, particularly in the encoding/uploading of administrative cases and other activities of SCOPA;
- c) Supervise, monitor, and ensure confidentiality of the data/report on Punitive Approach;



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- d) Act as the Data Manager and responsible for approving the inclusion, amendment, revision, deletion, and issuance/release of data; and
- e) Perform other tasks as directed.

4) **DDET**

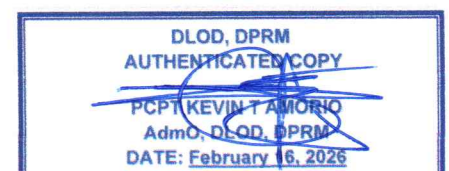
- a) Act as Chairperson of the Sub-Committee on Restorative Approach;
- b) Supervise, issue directives, and guidelines in the implementation of all activities under SCORA, particularly in the uploading/encoding and utilization of IDMIS data;
- c) Supervise the encoding and uploading in IDMIS of all training activities in relation to all Leadership Trainings conducted under the Strengthening the Inherent Leadership Functions of different Unit Commanders;
- d) Monitor the data/reports on the Restorative Approach on the PNP personnel who have undergone FORME POLICE and other activities of SCORA;
- e) Direct UTPDD, DET to continuously monitor the data/reports submitted by PNP TS and RSTUs pertaining to PNP personnel who have undergone FORME POLICE and other SCORA activities;
- f) Supervise, monitor, and ensure confidentiality of the data/report on Restorative Approach;
- g) Act as the Data Manager and responsible for approving the amendment, revision, deletion, issuance, and release of data, in coordination with the ITPO; and
- h) Perform other tasks as directed.

5) **DI**

- a) Process the verified or unverified information referred by IAS;
- b) Conduct a complete background investigation on PNP personnel who will have or have access to IDMIS;
- c) Process all applications of PNP personnel applying for security



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clearance to have access to SECRET and/or classified information in coordination with National Intelligence Coordinating Agency;

- d) Direct IG and IMEG to continuously monitor PNP personnel violating security policy in relation to the operationalization of IDMIS; and
- e) Perform other tasks as directed.

6) **DIDM**

- a) Supervise the encoding of data of all encoders in the RIDMD on the complaint and Pre-Charge Investigation module;
- b) Supervise and monitor the data/report on Punitive Approach, specifically on Pre-Charge Investigations conducted and criminal cases filed against PNP personnel; and
- c) Perform other tasks as directed.

7) **IAS**

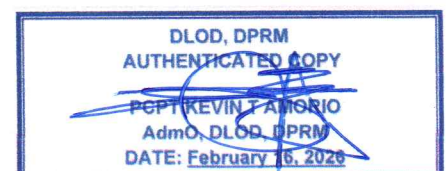
- a) Monitor the implementation of the following activities under the Preventive Approach:
 - (1) Online IAS Desk Program; and
 - (2) Integrity Caravan Initiatives.
- b) Supervise and monitor the data/report on Punitive Approach, specifically on investigations or Pre-Charge Investigations conducted and administrative cases filed;
- c) Generate reports through IDMIS on the accomplishment of the PNP on IAS Desk and be ready to provide data as the need arises or as requested;
- d) Present such accomplishments during the regular meeting with the Sub-Committee on Preventive and Punitive Approaches, indicating accomplishment report versus targets, together with data analytics; and
- e) Perform other tasks as directed.

8) **HS**

- a) OPR in the implementation of the following applicable activities and interventions under the PNP Mental Health Program "Bantay



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Kaisipan,” as follows:

(1) Preventive Approach:

- (a) Psychiatric/Psychological Examination (PPE) for Mental Health Check and identification of mental health red flags;
- (b) Stress Management Seminar;
- (c) Anger Management Seminar;
- (d) Mental Health Awareness Seminar;
- (e) Psychological Mentoring (EMPOw Activity);
- (f) Preventive Psychological Counselling/Tele-counseling sessions;
- (g) Suicide Awareness and Prevention Seminar;
- (h) Critical Incident Stress Debriefing (CISD); and
- (i) Other programs and activities under SCOPrA.

(2) Restorative Approach:

- (a) PPE for mental fitness to return to active duty;
- (b) Restorative Psychological Counselling/Tele-counseling (identified personnel with mental health red flags);
- (c) Psychological Mentoring; and
- (d) Other programs and activities under SCORA.

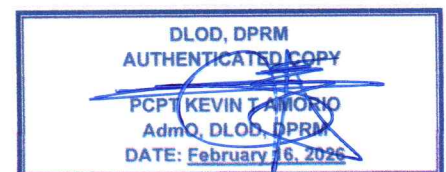
b) Closely monitor IDMIS to perform the following:

- (1) Receive the processed information forwarded by IAS;
- (2) Immediately take action by contacting the reported PNP personnel for initial assessment and for further recommendation to undergo any of the abovementioned “Bantay Kaisipan” activities, if deemed applicable; and
- (3) Ensure that the progress in the activities conducted is encoded in IDMIS.

c) Generate reports, through IDMIS, on the accomplishment of the PNP on the interventions concerned; and



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d) Perform other tasks as directed.

9) **CHS**

a) OPR in the implementation of the following interventions under the Preventive Approach:

- (1) Behavioral Focused Psycho-Spiritual Program;
- (2) Squad Weekly Interactive Meeting (SWIM);
- (3) Squad Leader's Training Program; and
- (4) Other programs and activities under SCOPrA.

b) Closely monitor IDMIS to perform the following:

- (1) Receive PNP personnel who will undergo the Behavioral Focused Psycho-Spiritual Program;
- (2) Immediately take action by contacting the reported PNP personnel for initial assessment and for further recommendation to undergo the appropriate Behavioral Focused Psycho-Spiritual Support Program;
- (3) Refer the reported PNP personnel to his/her Squad Leader for monitoring and evaluation purposes; and
- (4) Ensure that the progress in the activities conducted is encoded in IDMIS.

c) Generate reports, through IDMIS, the accomplishment of the PNP on the Restorative Approach and be ready to provide data as the need arises or as requested;

d) Present such accomplishments during the regular meeting with the SCOPrA using the SCOPrA Dashboard, indicating accomplishment report versus targets, together with data analytics;

e) Draft memoranda to be signed by the Chairperson, SCOPrA, directing PNP offices/units concerned to comply with any related requirements; and

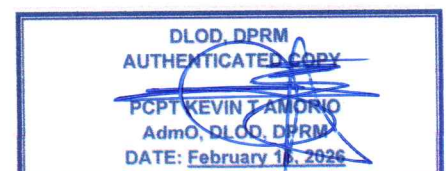
f) Perform other tasks as directed.

10) **ITMS**

a) Continue to develop and enhance the system in compliance with the requirements of the three Sub-Committees;



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- b) Responsible for the maintenance of the system; and
- c) Perform other tasks as directed.

11) **TS:**

- a) Continuously conduct the 7 or 30-Day FORME POLICE and GMRC Training to personnel meted with punishment for their administrative/criminal offenses;
- b) Formulate Leadership Training;
- c) Encode the data of PNP personnel who underwent FORME POLICE;
- d) Monitor the RSTUs focal person encoding data for PNP personnel who have completed the 7-day FORME POLICE; and
- e) Perform other tasks as directed.

12) **FS**

- a) Continuously conduct the Financial Literacy Program for PNP personnel;
- b) Encode the data of PNP personnel who underwent the Financial Literacy Program; and
- c) Perform other tasks as directed.

13) **PROs/NSUs:**

- a) Through the RPRMD of PROs or equivalent office in NSUs, issue appropriate orders to Focal Persons who shall be responsible for encoding and uploading of needed requirements in IDMIS;
- b) Through its RPRMD, RPCRD, and RLDDD of PROs or equivalent offices in NSUs, ensure the timely encoding and uploading of data and/or information in IDMIS;
- c) Provide ICT equipment and other logistical requirements for the IDMIS;
- d) Provide support for training of the system users;
- e) Submit data/report required by the Sub-Committees; and
- f) Perform other tasks as directed.



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14) DLOD, DPRM

- a) Supervise the encoding of data of all uploaders/encoders in the RPRMD of different PROs and Administrative Offices of the NSUs pertaining to Summary Hearing Proceedings, Issuance of the ROI, and Decisions/Resolutions;
- b) Supervise and monitor the data/report on Punitive Approach, specifically on the resolved cases of PNP personnel;
- c) The DLOD encoder shall generate the list of PNP personnel who shall undergo the FORME Police to be conducted by the DET under the restoration phase, based on the penalty imposed in their administrative case; and
- d) Perform other tasks as directed.

15) PCEID, DIDM

- a) Supervise the encoding of data of all uploaders/encoders in the RIDMD of different PROs and equivalent offices of the Directorates/NSUs pertaining to Complaints, Pre-Charge Investigation, and/or evaluation, dropping and closing of complaints, referral to other offices/units;
- b) Supervise and monitor the data/report on Punitive Approach, specifically on the pre-charge investigation and/or evaluation on the filed complaint against a PNP personnel; and
- c) Perform other tasks as directed.

16) IID, PD, and LAD of IAS

- a) Supervise the encoding of data of all uploaders/encoders in the NIAS and RIAS of different PROs pertaining to Investigation, Pre-Charge Investigation, Summary Hearing Proceedings, ROI/Resolution Issuances, and Decisions;
- b) Supervise and monitor the data/report on Punitive Approach, specifically on the resolved cases of PNP personnel; and
- c) Perform other tasks as directed.

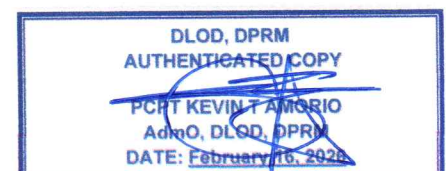
7. PROCEDURES:

- a. On Enhancement and Operationalization of IDMIS:

- 1) The PMT, with the attendance of the Chairperson of the different Sub-Committees, shall quarterly convene to discuss the following:



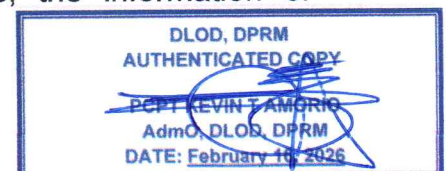
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- (a) Issues and concerns pertaining to the operationalization of IDMIS;
 - (b) Harmonization of data;
 - (c) Different risks encountered during the utilization of the system;
 - (d) Necessary maintenance and enhancement of the system;
 - (e) Validation of the efficacy of the system; and
 - (f) Funding requirement.
- 2) Within the period of ten days from the conclusion of the conference, the different Sub-Committees, if required, shall submit their written report of compliance on their respective taskings to the PMT Chairperson, copy furnished to the OCPNP and the PNP Command Group;
 - 3) The PMT Chairperson, through its Secretariat, shall, within the period of five days from receipt of the report, submit a report to the CPNP, containing the following:
 - (a) The topics discussed during the conference;
 - (b) The action taken by the Sub-Committees;
 - (c) The recommendation of the PMT, if any; and
 - (d) The request for funding, if necessary.
 - 4) The procedure on the Enhancement and Operationalization of IDMIS is covered by Annex "A."
- b. On Preventive Approach:
- 1) Uploading/Encoding of Information from IAS Desk
 - a) IAS Desk shall properly receive the information/complaint;
 - b) The encoder/uploader shall, within the same day the information/complaint was received, upload the material information pertaining to the personnel being complained of, such as the name, rank, employment status, and present unit, and the name of the complainant;
 - c) The encoder/uploader shall, within the same day, categorize the information/complaint as:
 - (1) Positive feedback or Negative Feedback;
 - (2) Breach of internal discipline,
 - (3) Verified information;
 - (4) Unverified information;
 - (5) Complaints outside PNP jurisdiction; or
 - (6) Request for assistance.
 - d) IAS Desk shall, within 24 hours, forward the information/complaint of the PNP personnel to DI or the offices/units concerned or the PNP HS if the information or complaint does not warrant the filing of criminal or administrative cases against PNP personnel (PCO/PNCO/NUP) concerned. Otherwise, the information or



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complaint shall be forwarded to DIDM/CIDG/IMEG/IAS for the filing of criminal and/or administrative cases;

- e) The encoder/uploader of the HS shall encode the information in the data management of Psychosocial Intervention, within two days from receipt of information from IAS, the specific activities conducted, and the data of the personnel endorsed by IAS Desk to undergo the intervention. Upon completion of the Psychosocial Intervention, the PNP personnel concerned shall be endorsed by the HS to the PNP CHS for the conduct of Psycho-Spiritual Interventions;
 - f) The encoder/uploader for the CHS shall, within two days from receipt thereof, encode the sequence in the data management of Psycho-Spiritual Intervention, the specific activities conducted, and the data of the personnel by the HS to undergo the intervention. Upon completion of the Psycho-Spiritual Intervention, the personnel shall be endorsed back to his unit for monitoring by his squad leader; and
 - g) The procedure on the Preventive Approach is covered by Annex "B."
- 2) Encoding and Uploading of other activities under Preventive Approach

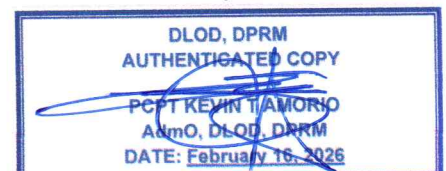
The designated encoder/uploader in every PNP office/unit shall encode the following in the data management of the SWIM:

- a) Church Affiliation;
 - b) Life Coaches; and
 - c) Squad/Actions/Details/Add AAR.
- c. On Punitive Approach (Case Monitoring Dashboard):
- 1) The encoders/uploaders of IID, IAS and PCEID, DIDM or S7/D7/R7 of the different PROs and equivalent offices in NSUs shall encode the complaint and upload its scanned copies within 72 hours from receipt of the complaint. The encoding shall include the reference number, sources of complaint, complaint date, initial complaint, date and time committed, and place committed. The affidavit of the complainant, affidavit of witness/es, verification, Certification Against Non-Forum Shopping, and other documents relevant to the complaint shall also be uploaded;

- 2) The encoders/uploaders shall, after the conduct of the required



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process, encode the Status of the Complaint/s within the period of 10 days from receipt of the complaint, which shall either:

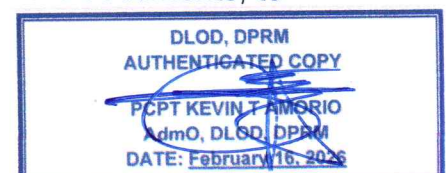
- a) Terminated for lack of jurisdiction or lack of cause of action;
 - b) For Pre-Charge Investigation;
 - c) Referred to other Disciplinary Authority which has jurisdiction over the complaint and over the person of the respondent/s.
- 3) The encoders/uploaders of PD, IAS and PCEID, DIDM and their counterpart offices in the PROs and other units shall, within the period of three days after the pre-charge investigation, encode whether the case was dropped and closed or with probable cause. If probable cause was found, the Pre-Charge Investigation Report and the Formal Charge with Docket Number shall be uploaded;

For the encoding of Docket Numbers, the encoders shall follow the following code and format of docket numbers:

- a) For DIDM and its counterparts in its lower units:
 - (1) SD-AC-2025- ____, for Summary Dismissal Case;
 - (2) BID-AC-2025- ____, for Breach of Internal Discipline;
 - (3) CC-AC-2025- ____, for Citizen's Complaint.
 - b) For IAS and its counterparts in its lower units, it shall follow its one docket system and DLOD DPRM docketing:
 - (1) NIAS-25-01- ____;
RIAS-25-01- ____;
 - (2) NIAS-SD-AC-2025- ____;
RIAS-SD-AC-2025- ____.
 - c) For NHQ Cases:
 - (1) NHQ-SD-AC-2025-001 (DIDM-SD-ADM-23-005);
 - (2) NHQ-BID-AC-2025-001 (DIDM-BID-ADM-23-005).
- 4) If the respondent is a Third Level Officer, the copy of the Request for Presidential Clearance and the Presidential clearance once issued should also be uploaded within two days from receipt thereof;
- 5) LAD, IAS/DLOD/DLOS encoders/uploaders shall upload scanned copies of memorandum of transmittal of administrative cases and the Formal Charge received from Prosecution Division, IAS/DIDM/RIDMD within 72 hours from receipt of the documents, to



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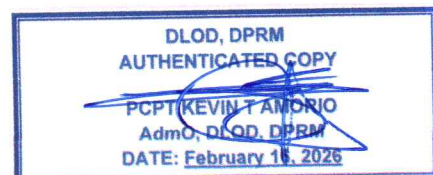


include the Docket Number, the date when the folder was received, the case status which shows "For Summary Hearing" and the name, rank and unit assignment of the Summary Hearing Officer;

- 6) Within the prescribed period provided under NMC No. 2016-002 and the 2025 RACCS, the SHO shall submit the Report of Investigation (ROI) to the DLOD/DLOS for review, which shall, in turn, upload the same by the latter in IDMIS within 72 hours from receipt. For cases filed before IAS, the encoder/uploader of LAD, IAS shall upload the ROI signed by IG, IAS in the IDMIS before forwarding the original hard copy to DLOD/DLOS, which in no case shall be later than within 72 hours from the approval of the ROI;
 - 7) Once the decision was approved by the CPNP, DLOD/DLOS encoders/uploaders shall encode the date of the Decision of the Disciplinary Authority, the disposition of the case, and the date of Proof of Service (POS) five days from the approval of the decision;
 - 8) If the respondent is a Third Level Officer, the copy of the Request for Presidential Confirmation of the Decision once issued should also be uploaded within two days from receipt thereof;
 - 9) The encoder or uploader of the office/unit concerned shall upload a copy of the POS in IDMIS within 72 hours from its return. For the cases of Third Level, both the resolution of the PNP Disciplinary Authority or NAPOLCOM and the Decision of the President shall be encoded/uploaded for POS;
 - 10) If the case is immediately implementable because it is an SD case, DLOD/DLOS shall upload the implementation order within three days from issuance of the order, or if it is not yet implementable, the status of the case shall, within the same period, be reflected as follows:
 - (a) With Motion for Reconsideration;
 - (b) With pending appeal; or
 - (c) Still for POS; and
 - 11) The procedure on the Punitive Approach is covered by Annex "C."
- d. On Restorative Approach
- 1) Encoding/Uploading of Data on FORME Police
 - a. The encoders/uploaders for the Restorative Approach, specifically from DLOD/DLOS shall, within five days from the issuance of the order implementing the decision, encode the data on Penalized and Exonerated Personnel PNP-wide;



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- b. DLOD shall encode the names of personnel who are recommended to undergo FORME Police within three days from receipt of the request from DET;
- c. The uploader or encoder from the Training School shall encode the names of personnel who have undergone FORME POLICE within three days from the culmination of the program. It shall reflect the number of activities conducted, trainings attended and completed by the PNP personnel concerned;
- d. The procedure on the Uploading/Encoding of Form Police Program under Restorative Approach is covered by Annex "D."

2) Encoding/Uploading of other Restorative Activities

The encoders/uploaders shall also encode/upload the quarterly activity conducted under the restorative approach, its type of training, number of participants, start and date of completion, description that includes general orders and declaration of graduates or certificate of attendance.

8. COORDINATING INSTRUCTIONS:

The following are the additional coordinating instructions:

- a. The PMT, on its own or through its Secretariat, is authorized to coordinate with IDM Sub-Committees and other offices/units concerned for the smooth implementation of this MC and the IDMIS;
- b. Encoders/Verifiers are authorized only to manage the data based on the authority granted to them. They are prohibited from sharing information with a third party without the approval of the Sub-Committee concerned and its data managers;
- c. All offices/units concerned shall allocate dedicated computer units and heavy-duty scanners, exclusively for IDMIS. The specifications of the computer and scanner shall strictly follow the required specifications, which will be issued by the ITPO; and
- d. Lateral coordination among different offices/units is highly encouraged.

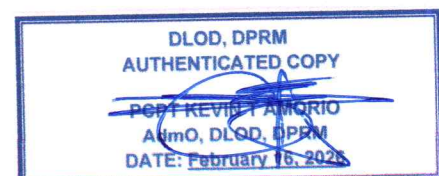
9. ADMINISTRATIVE LIABILITIES:

The following shall be held administratively liable in accordance with NMC No. 2016-002 and 2025 RACCS, other applicable administrative issuances, without prejudice to the simultaneous filing of applicable criminal action:

- a. Any PNP personnel who mishandle information or violate applicable provisions relative to the production, proper handling, and transmission



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- of classified documents or information, through malice or negligence;
- b. Any PNP personnel who intentionally manipulate, delete, fail, or refuse to enter the information within the prescribed period, without a valid reason;
- c. Any PNP personnel who inaccurately record and fail to update the status of the information as required;
- d. Any PNP personnel who shall make unauthorized encoding, deletions, and changes in the system shall be appropriately administratively charged for unauthorized gathering and release of data from the system;
- e. PNP personnel designated to encode who failed to upload, update, or encode relevant information or document/s within the prescribed period, without valid justification; and
- f. Immediate supervisors who failed to supervise their personnel in the performance of their respective functions as provided under this policy.

10. SEPARABILITY CLAUSE:

Should any provision of this PNP MC or any part thereof be declared invalid or unconstitutional, the other provisions, insofar as they are separable from the invalid or unconstitutional ones, shall remain valid, in full force and effect.

11. REPEALING CLAUSE:

All existing PNP directives and other issuances that are contrary to or inconsistent with the provisions of this MC are hereby rescinded or modified accordingly.

12. EFFECTIVITY:

This PNP MC shall take effect after 15 days from filing a copy thereof at the University of the Philippines Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.



JOSE MELENCIO NARTATEZ, JR
Police General
Chief, PNP

Distribution:

- Command Group
- IG, IAS
- D-Staff
- P-Staff
- Ds, NSUs
- RDs, PROs
- DDs, NCRPO
- SPA to the SILG



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