

Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
Makati City

MEMORANDUM CIRCULAR NO. 2010-002

**REITERATING NAPOLCOM MEMORANDUM CIRCULAR NO. 2002-009 ENTITLED
"AMENDING CERTAIN PROVISIONS OF MEMORANDUM CIRCULAR NO. 99-013
ENTITLED 'CLARIFYING THE SCOPE AND EXTENT OF THE NAPOLCOM'S
POWER OF ADMINISTRATIVE CONTROL AND OPERATIONAL SUPERVISION
OVER THE PNP UNDER SECTION 14 OF R.A. 6975, AS AMENDED'"**

WHEREAS, the Commission issued NAPOLCOM Memorandum Circular No. 2002-009 which prescribes the submission of pertinent documents by the PNP in order to facilitate the monitoring its performance, accomplishments and/or activities;

WHEREAS, the Commission has observed that compliance with NAPOLCOM Memorandum Circular No. 2002-009 is very low particularly with documents relating to PNP plans for its major programs and projects;

WHEREAS, there are instances that some PNP Letters of instructions (LOIs) do not conform with existing NAPOLCOM policies thus, causing confusion as to which issuance should be followed by regional/field offices;

WHEREAS, it has come to the attention of the Commission that some PNP project proposals or PNP-initiated guidelines that are submitted for Commission approval are already implemented while these are still undergoing study/evaluation by the Commission staff;

WHEREAS, there is a need to reiterate NAPOLCOM Memorandum Circular No. 2002-009 in view of the said observations and in order for the Commission to effectively look into the performance, accomplishments and activities of the PNP;

NOW THEREFORE, the Commission, pursuant to its constitutional mandate to administer and control the PNP, **HAS RESOLVED, AS IT HEREBY RESOLVES**, to reiterate NAPOLCOM Memorandum Circular No. 2002-009 and the submission of the following documents:

DOCUMENTS	DEADLINE FOR SUBMISSION
a. Annual Operations Plan and Budget	- NLT end of February of every year
b. Annual Budget Proposal	- NLT end of March of every year
c. Annual Equipment Program	- NLT end of March of every year
d. Annual Recruitment and Promotional Quota (broken down by office)	- NLT end of December of every year
e. Program Review and Analysis Report	- NLT end of month following every semester
f. Medium Term Development Plan and Medium Term Public Investment Plan (MTDP and MTPIP)	- Yearly update version

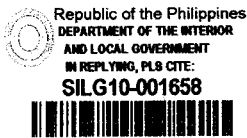
- g. Quarterly Accomplishment Report - NLT end of month following every quarter
- h. Annual GAD Plan - NLT end of January of every year
- i. Crime Situation Report - NLT end of month following every quarter
- j. Reports on Very Significant Police Operations and Events of National Concern - As necessary
- k. After-activity Report Relative to Instructions of the President that may have been Given Directly to PNP - As available
- l. Implementing Circulars and Directives on Major Issuances of the Commission - As necessary
- m. Project Plans/Documents on new major Projects (i.e. PNP ITP-PGS; Project HOPE) - As necessary
- n. Copies of Documents on International agreements entered into by the PNP - As necessary
- o. After-Conference Report on International Conferences/Meetings attended (i.e ASEAN Conference) - As necessary
- p. Statistical data on the following:
- Rank Profile
 - PNP Officers Holding Key Positions
 - Seniority Lineal List
 - Distribution of PNP personnel by Office/Unit
 - Distribution of Policewomen
 - Number of Personnel with Temporary Appointment
 - Number of Non-Baccalaureate Degree PNP personnel
 - Number of Non-Uniformed Personnel (NUP)
- NLT end of month following every quarter
- Police-to-Population Ratio - NLT end of January of every year


RESOLVED FURTHER, that the following guidelines shall be observed:

1. All PNP Letter of Instructions (LOIs) should strictly conform with existing NAPOLCOM policies to ensure effective and consistent policy application.
2. The implementation of all PNP proposals should be held in abeyance pending approval by the Commission.

RESOLVED FURTHERMORE, that PNP Heads of Offices/Units who shall fail to strictly observe or comply with the above requirements and guidelines shall be dealt with under existing rules and regulations.

ADOPTED this 9th day of AUGUST 2010
at Makati City.




JESSE M. ROBREDO
Secretary, DILG
and Chairman, NAPOLCOM


EDUARDO U. ESCUETA
Commissioner
Vice Chairman and Executive Officer


LUISITO T. PALMERA
Commissioner


ALEJANDRO S. URRO
Commissioner


CONSTANCIA P. DE GUZMAN, Ph. D.
Commissioner


JESUS A. VERZOSA
Commissioner

Attested by:


MS. ADELMALYN A. MUNIEZA
Chief, Secretariat