

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

MEMORANDUM CIRCULAR NO. 2004-004

AMENDING MC 94-006 ENTITLED "GUIDELINES IN THE PREPARATION AND PRESENTATION OF PNP PROGRAM REVIEW AND ANALYSIS"

This Memorandum Circular prescribes the following standard set of procedures and presentation of Program Review and Analysis (PRA) by the PNP Regional and Provincial Offices and amends Memorandum Circular No. 94-006 dated February 18, 1994.

I. GENERAL POLICIES

1. The PNP Regional and Provincial Offices shall submit to the NAPOLCOM Regional Office their Annual Operations Plan and Budget on or before the 10th day of the ensuing year.
2. The Annual Operations Plan and Budget shall be presented in accordance with the format prescribed by the Department of the Interior and Local Government (DILG). (Annex A)
3. The Program Review and Analysis shall be conducted on a semestral basis, any day between the 10th to 30th day of the first month of the ensuing semester to determine the effectiveness and efficiency of the implementation of PNP programs/projects/activities.

The PRA presentation during the early part of January of the ensuing year shall be a review and analysis of performance for the past year being reviewed.

4. The Napolcom Regional Office shall determine the schedules (date, time, venue) for the presentation of the PRAs in close coordination with the PNP Regional Office. The Commission through the Office of the Vice Chairman and Executive Officer shall be furnished a copy of PRA schedules. Any of the Commissioners may attend a PRA presentation.
5. The PRA at the provincial level shall be duly incorporated in the PRA of the PNP Regional Office. The Provincial Director shall be required to attend the PRA presentation. It shall be presented at the PNP Regional Office before a Panel of Reactors composed of:
 - a. Napolcom Regional Director,
 - b. DILG Regional Director;
 - c. CSC Regional Director;
 - d. RPOC Chairman; and
 - e. Three (3) others who shall represent the private sector/NGOs particularly the Church, academe and youth sector

The composition of the Panel must include at least one (1) woman member.

6. The Napolcom Regional Director shall submit to the Commission through the Vice Chairman and Executive Officer an assessment report on the PNP regional and provincial performance based on the PRA stating among others the recommendations categorized under the following: *immediately doable/ implementable for short-range; medium-range, which are doable within 2-5 years; and long-range which extends from 6-10 years.*

II. PROCEDURAL GUIDELINES

A. Preparation of the Report

1. The Program Review and Analysis Report shall include among others, the following:
 - a. Organizational resources (financial, logistics, manpower)
 - b. Performance targets for the Period
 - c. Accomplishments during the period
 - d. General assessment of operations
 - e. Problems/issues
 - 1) *Internal*
 - a) *manpower*
 - b) *financial*
 - c) *equipment/logistics*
 - d) *others*
 - 2) *External*
 - a) *political*
 - b) *regulatory*
 - c) *community*
 - d) *others*
 - f. Recommendations
2. The accomplishments must be presented by Program/Projects/Activities (P/P/As) and in terms of the approved performance indicators as indicated in their regional/provincial Annual Operations Plan and Budget.
3. The general assessment shall be on the basis of the performance against the target plans set to include cost analysis.
4. Internal problems shall include those relating to manpower, finances, logistics/equipment and other similar factors which bear upon the performance of the regional/provincial PNP.
5. External problems shall include those relating to factors such as political, regulatory and relationship with the community.
6. Recommendations to the problems presented must include not only those that are immediately doable within the year but medium-

range which would be from a 2-5 year timeframe and long-range for a time horizon of 6-10 years.

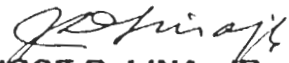
7. Supporting documents and/or attachments (financial and logistics) should be duly certified by appropriate police personnel who exercises authority over said reports.

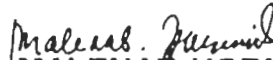
B. Presentation of PRA Report

1. The report must be submitted to the Napolcom Regional Office and at least three (3) days before the scheduled date of presentation before the Panel of Reactors.
2. The Napolcom Regional Director shall preside.
3. The order of presentation shall be as follows:
 - a. Resources for the period (actual personnel strength [UPs and NUPs], Appropriations, Logistics.
 - b. Introductory Statement which includes the demographic profile of the area of jurisdiction such as number of cities and municipalities, land area, population, No. of Police Sub-stations/Police Community Precincts, crime situation, etc.
 - c. Performance Targets
 - d. Accomplishments
 - e. General Assessment
 - f. Problems
 - 1) *Internal*
 - a) *human resources*
 - b) *financial*
 - c) *equipment/logistics*
 - d) *others*
 - 2) *External*
 - a) *political*
 - b) *regulatory*
 - c) *community relations*
 - d) *others*
 - g. Recommendations
4. The Panel of Reactors must give emphasis on the extent of accomplishments vis-à-vis set targets to include the utilization of resources.

This Memorandum Circular shall take effect immediately.

ISSUED this 7th day of JUNE 2004 at Makati City.


JOSE D. LINA, JR.
Secretary, DILG and
Chairperson, Napolcom
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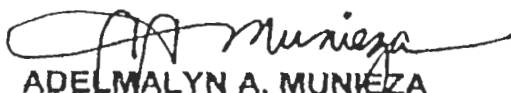

LINDA L. MALENAB-HORNILLA
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Attested by:


ADELMALYN A. MUNIEZA
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