

Order

Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
Alco Building
391 Sen. Gil J. Puyat Ave.
Makati, Metro Manila

MEMORANDUM CIRCULAR NO. 94-015

**PROVIDING THE GUIDELINES GOVERNING PROPERTY
ACCOUNTABILITY/RESPONSIBILITY OF PNP SUPPLY
ACCOUNTABLE OFFICERS (SAOs) AND PERSONNEL**

WHEREAS, it is an established policy/regulation that an outgoing/relieved/reassigned PNP Supply Accountable Officer is required to relinquish and turnover his/her property accountabilities and records to the incoming supply accountable officer;

WHEREAS, the non-observance/compliance of this policy is adversely affecting the proper and accurate inventory and physical accounting of PNP properties and equipment and has resulted in some instances to the loss of accountable items;

WHEREAS, in some instances PNP personnel issued equipment for use in the performance of their official duties, such as firearms and vehicles, inconspicuously replace some original parts of these equipment with inferior ones when required to surrender or turnover the same to the proper authorities;

WHEREAS, this malpractice must be stopped in the interest of the public and should render all erring persons accountable legally and criminally.

NOW, THEREFORE, pursuant to its constitutional and statutory authority over the Philippine National Police, this Commission hereby promulgates the following guidelines for strict compliance and implementation of PNP Supply Accountable Officers and Personnel:

1. There must be a proper relinquishment and turnover of property accountability and records to the incoming Supply Accountable Officer in case the incumbent is relieved and given a new assignment or is about to retire;
2. PNP members who are to be transferred to other units/commands must first secure a property accountability clearance from their respective Supply Accountable Officers (SAO's) before orders are issued for their transfer/relief.
3. All PNP members who have been ordered suspended or dismissed under a final decision in an administrative case shall be required to surrender or turnover their issued firearms (FAs) to ensure custody of PNP firearms before dismissal or suspension orders are implemented.
4. Beneficiaries of deceased personnel and those applying for retirement who are uncleared of their issued FA shall not be issued DL clearance unless cleared in accordance with existing accounting and auditing rules and regulations.

5. Administrative/criminal sanctions (i.e. withholding of Continuous Form Check/Filing of administrative charge) must be strictly enforced and no issuance of relief orders shall be made to a PNP member without property clearance from his former unit. In the same manner, the gaining unit shall not accommodate any PNP personnel without clearance from the losing unit.
6. Equipment/FA from PNP stocks to be issued to any PNP unit shall be received only by the SAO or authorized Accountable Officer of the acquiring unit.
7. Task Forces are to be organized purposely for the recovery of firearms.
8. The Directorate for Logistics (DL) is hereby tasked to establish an accountability network/link with all ARDLs/SAOs to strictly enforce the basic objective of this Circular.
9. Commanders/Chiefs of offices/units responsible for the preparation of the report of survey should be given a target date for the submission of the corresponding reports.
10. Violation of this Memorandum Circular will subject erring PNP Supply Accountable Officers and personnel to administrative/criminal sanctions as may be warranted under the circumstances.

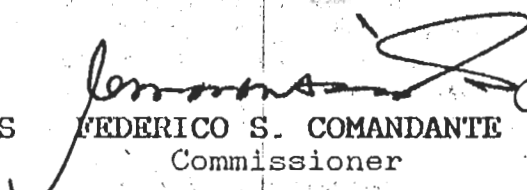
This Memorandum shall take effect immediately.

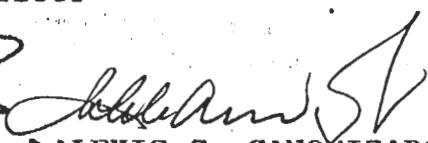
Issued this 2nd day of May, 1994 at Makati, Metro Manila.

RAFAEL M. ALUNAN III
Secretary, DILG & Chairman, NAPOLCOM
(On Official Leave)

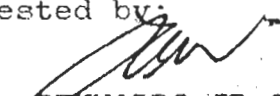
GUILLERMO P. ENRIQUEZ, Jr.
Commissioner
Vice Chairman and Executive Officer


EDGAR DUNA TORRES
Commissioner

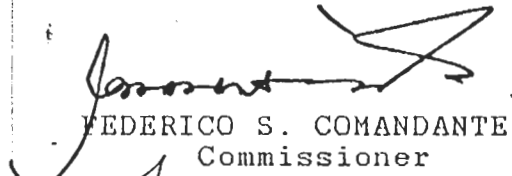

FEDERICO S. COMANDANTE
Commissioner

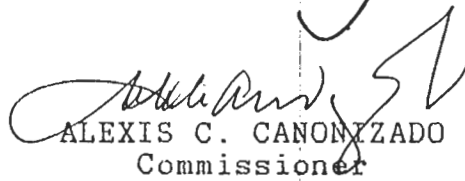

ALEXIS C. CANONIZADO
Commissioner

Attested by:


REYNALDO JD CUADERNO
Deputy Executive Director IV


EDGAR DULA TORRES
Commissioner


FEDERICO S. COMANDANTE
Commissioner


ALEXIS C. CANONIZADO
Commissioner

Attested by:


REYNALDO JD CUADERNO
Deputy Executive Director IV

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