

Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
Makati, Metro Manila

MEMORANDUM CIRCULAR NO. 95-02

**PREPARATION AND SUBMISSION OF THE 1995 OPERATIONS PLANS
AND BUDGET OF THE PHILIPPINE NATIONAL POLICE**

WHEREAS, the National Police Commission is constitutionally mandated to administer the Philippine National Police;

WHEREAS, Section 14 of RA 6975 provides that the National Police Commission shall exercise, inter alia, the power of "administrative control over the Philippine National Police";

WHEREAS, under Section 16 of the Rules and Regulations Implementing the DILG Act of 1990, "administrative control" has been defined to include the review, approval, reversal or modification of plans and programs relating to personnel, organization, financial requirements, logistics, discipline, benefits, training and education, and operations;

WHEREAS, in the exercise of such power, it is necessary for the National Police Commission to look into the 1995 Annual Operating Program of the Philippine National Police, such document of which is more popularly termed in the civilian sector as the Operations Plans and Budget;

NOW, THEREFORE, this Commission, in the exercise of its constitutional and statutory functions over the PNP, hereby orders and directs the preparation of the 1995 Operations Plans and Budget under the following guidelines:

- 1.0 Policy - It is hereby declared a policy that an Operations Plans and Budget shall be prepared by the PNP on an annual basis to identify programs/projects/activities (P/P/A) which shall operationalize the approved annual appropriations. The preparation of the OPB is for the purpose of:
 - 1.1 Promoting efficiency and economy in the allocation and utilization of available financial, manpower and logistical resources;
 - 1.2 Reprioritizing the Agency's P/P/As and commitments to attune to the recent challenges and opportunities in pursuit of peace and order and development;
 - 1.3 Harmonizing and enhancing the continuity of the implementation of programs and activities geared towards the achievement of agency's goals;
 - 1.4 Facilitating the monitoring and evaluation of the implementation of P/P/As; and
 - 1.5 Establishing performance commitments of chiefs of offices and providing basis for their performance evaluation.

2.0 FY 1995 Development Agenda - In the preparation of the 1995 Operations Plans and Budget, the PNP shall consider, among others, the following thrusts and commitments:

2.1 POLICE 2000

2.2 COMPLAN PAGBABAGO

2.3 OPLAN PAGLALANSAG

2.4 Internal Security and Development (EO 216)

2.5 PNP Modernization Program

2.6 PNP Morale and Welfare

2.7 PNP Human Resource Development Program

2.8 PNP Organizational Development Program

2.9 Social Reform Agenda

2.10 Such operating projects/activities in response to national requirements such as the 1995 Elections, international/regional security commitments, etc.

3.0 Documentary Requirements - The following documents shall be prepared to form part of the OPB:

3.1 Report on the Assessment of CY 1994 Performance in terms of:

3.1.1 Actual accomplishments vs targets

3.1.2 Actual accomplishments vs performance in previous comparable periods

3.1.3 Satisfaction of KRAs

3.1.4 Resource management cost efficiency/cost effectiveness

3.1.5 Impact of accomplishments

3.1.6 Internal and external factors affecting performance

3.2 Work Plan which shall contain information on the location, description or specification of intended output, annual targets and corresponding quarterly targets and corresponding quarterly targets for each project/activity. BEF Form 100 of DBM shall be used. (Annex A)

3.3 Financial Plan which indicates the monthly financial operating requirements of the Work Plan. This shall be stated by object of expenditures for each P/P/A as reflected in the approved appropriation's budgetary structure. The annual financial requirement shall be the appropriation net of the amount reserved. Form BEF 200 of DBM shall be used. (Annex B)

In preparation of the Financial Plan, the following shall be observed:

3.3.1 Personal Services

Program the amounts equally by quarter for the following:

- 3.3.1.1 Salaries of filled-up positions
- 3.3.1.2 Commutable Representation and Transportation Allowance
- 3.3.1.3 Terminal Leave
- 3.3.1.4 Personal Emergency Relief Allowance

3.3.2 Maintenance and Other Operating Expenses

- 3.3.2.1 Determine/compute the total annual requirement for mandatory expenses (i.e. communication services, rents, water, illumination and power services, retirement gratuity, maintenance of motor vehicles, extraordinary and miscellaneous expenses) and proceed to program the amounts by quarter.
- 3.3.2.2 Development budget shall be programmed on project/activity basis. Once determined, allocate the amounts following the quarterly schedule of implementation. These pertain to travelling expenses, repair and maintenance of government properties, transportation services, supplies and materials, training and seminar expenses, other services.
- 3.3.2.3 The appropriation for Object 29 "Other Services" shall indicate the breakdown by P/P/As, with the corresponding budget allocation. Other Services shall include the cost of other services not otherwise classified under other accounts such as publication and notices and announcement of bids, vacant positions and the like; printing and binding; subscriptions; meal and transportation allowance for overtime work; and professional consultancy services.
- 3.3.2.4 There shall be established mandatory budgetary reserve in an amount of 5% of the total MOOE. Additional reserves may be deducted from the MOOE as contingency fund of the Agency.
- 3.3.2.5 The PNP shall rationalize the allocation of MOOE to the regions which, in turn, shall release to the provincial, district, city and municipal units for the

implementation of their P/P/As. MOOE shall be allocated to regional offices by object of expenditures. As early as possible, the PNP must establish a set of decision criteria for the allocation of regional funds, for approval of the Commission, before its implementation in 1996.

3.3.3 Capital Outlays

These appropriation shall be programmed in accordance with the schedule of project implementation.

3.4 Operations Plans and Budget (OPB) is a merger of the Action Plan and Financial Plan as it presents, among others, the targets and financial requirements for every identified P/P/A. Data presented shall be synchronized with those included in the Work Plan and Financial Plan. DILG Form 003 shall be used in the preparation of the OPB. (Annex C)

3.4.1 The P/P/As appearing in the budgetary structure presented in the Appropriations Act shall be the basis of the preparation of the OPB. For the purposes of the OPB, the following shall be treated as programs:

3.4.1.1 Operations Services

3.4.1.2 Intelligence Services

3.4.1.3 Police Relations Services

3.4.1.4 Investigation Services

3.4.1.5 Materiel Development

3.4.1.6 Health Services

3.4.1.7 Logistics Services

3.4.1.8 General Administrative and Support Services

3.4.2 Under the aforecited programs, identify the different projects, the location of each of these projects, the output specification, work standards in terms of quantity, time and quality, the quarterly targets and financial requirements, target universe and manpower requirements.

3.4.3 A project shall have activities for its components. An activity shall also be described in the form in terms of location, output specification, work standards, targets and financial requirements.

4.0 Preparation of Accomplishment Report

4.1 The preparation of Accomplishment Reports shall be based on the P/P/As enumerated in the OPB. Accomplishment data shall always be in terms of the output specifications identified in the OPB. However, if there are outputs or accomplishments during the reporting period which were not reflected in the output specification in the OPB, these shall be properly marked or identified. This is to facilitate monitoring and consolidation of reports coming from the sub-national levels as well as monitoring and consolidation of reports for the peace and order sector by the Napolcom.

5.0 Conduct of Program Review and Analysis

5.1 The conduct of Program Review and Analysis shall be on a quarterly basis to ensure effective and efficient implementation of the OPB. Deviations from the targets can be easily identified and remedial measures can be undertaken for the ensuing quarter such as crashing the project/activity to meet the total targets for two succeeding quarters.

5.2 Mid-year revision or realignment of P/P/A implementation shall be done on the last week of June 1995. All submissions shall not be later than July 12, 1995. Changes/adjustments in the OPB, whenever necessary, may be accommodated anytime during the implementation year, upon the approval of the Commission.

6.0 Involvement of all Operating Units in the Preparation of the OPB

6.1 The Regional Directors/NSU Directors shall prepare the regional OPB based on inputs from their subordinate units. In view of time constraint for the preparation of this 1995 OPB, the Regional Directors/NSU Directors may prepare the regional OPB based on historical data, challenges and opportunities in the regions which must be addressed, and the resources on hand. However such regional OPB shall be disseminated to lower units after its approval of the C, PNP.

6.2 The OPB of the regional command/regional NSU shall form part of the Director's performance commitment for the year thus, forms part of the performance evaluation of the chain of command.

6.3 This also applies to the Directors of the Directorial Staff and the national support units (NSUs). They shall prepare their own OPB and said OPB shall form part of their performance commitment to be submitted to the Chief, PNP and the Commission.

7.0 Coordinating Instructions

7.1 The Directorate for Comptrollership shall issue the MOOE budget ceiling for the P/P/As applicable to the different Directorial Staff, NSUs and regional commands to guide them in the preparation of the financial requirements of their quarterly targets as appearing in their OPB.

- 7.2 The Directorate for Plans shall consolidate all the regional and national headquarters OPB. This consolidated OPB shall be the PNP Operations Plans and Budget for 1995.
- 7.3 The Napolcom Regional Offices are enjoined to provide technical guidance in the preparation of the PNP Regional OPBs. Likewise, the Planning and Research Service and Administrative Service, Napolcom shall coordinate with the Directorate for Plans and Directorate for Comptrollership for the scheduling of a Conference-Workshop at the national headquarters level for the purpose of orienting PNP participants on the OPB and for the participants to prepare their OPBs during the workshop session.
- 7.4 The PNP Operations plans and Budget for 1995 shall be submitted on or before 31 January 1995 to the National Police Commission for approval. After its approval, said PNP OPB, together with the Napolcom OPB shall be forwarded to the Planning Service, DILG for consolidation into the department-wide OPB.


This Memorandum Circular shall take effect immediately.

Issued on this 12th day of January 1995, at Makati, Metro Manila, Philippines.

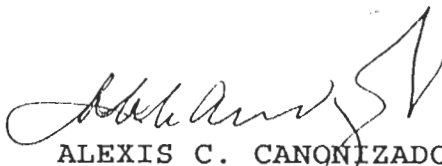


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Secretary, DILG and Chairman, Napolcom

GUILLERMO P. ENRIQUEZ, JR.
Commissioner
Vice-Chairman and Executive Officer




EDGAR DULA TORRES
Commissioner



ALEXIS C. CANONIZADO
Commissioner

Attested by:



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Deputy Executive Director IV