

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

**MEMORANDUM CIRCULAR NO. 98-01**

**POLICY GUIDELINES IN THE PREPARATION OF THE  
PNP PROGRAMS AND BUDGET EFFECTIVE 1999**

**WHEREAS**, the National Police Commission is mandated to exercise "administrative control" over the Philippine National Police (PNP) under Section 6, Article VI of the Constitution and Section 14a of RA 6975;

**WHEREAS**, "administrative control" as defined in Section 16a of the Rules and Regulations Implementing the DILG Act of 1990, includes the review, approval and modification of plans and programs relating to personnel, education and training, financial and logistical requirements, discipline, benefits and operations;

**WHEREAS**, the Commission, in the exercise of such power, should look into the preparation of the 1999 Plans and Programs of the PNP and ensure that same is prepared and received way in advance;

**NOW, THEREFORE**, in the exercise of its constitutionally mandated authority of administrative supervision and control over the PNP, the Commission hereby directs the immediate preparation of the 1999 PNP Plans, Programs and Budget in accordance with the following guidelines:

**A. General Policies**

1. The PNP, in the formulation of its development plans, should consider its relationship with the other components of the entire Criminal Justice System and should operate as an integral and effective component thereof;
2. In order to attain a truly professional police organization, a high level of service accountability, proficiency in police work, technical skills and organizational integrity should be developed in the PNP.
3. In the promotion of peace and order in the localities, a close coordinative linkage should be maintained between the LGUs and the local police stations.
4. The promotion of the values of consultative and participatory decision-making process, consensus building, respect for law, community service orientation, civilian supremacy, people empowerment and overriding concern for the common good should be undertaken by the PNP.
5. Expeditious, decisive and consistent disciplinary action shall be applied at all times.
6. Extensive efforts should be pursued to encourage more active and vigorous citizen participation in crime prevention and public safety programs.

7. Formulated plans and estimated budget must be realistic and responsive to the needs of even the lowest units of the organization.

**B. Specific Guidelines**

**1. Personnel**

1. The manning requirement of the PNP should approximate the police-to-population ratio of one (1) policeman for every five hundred (500) inhabitants (1:500). With a population forecast of 75,000,000, in 1999, the PNP may use a 150,000 uniformed personnel strength for planning figure for the 1999 plans and budget.
2. Distribution of uniformed personnel shall be in accordance with Napolcom Resolution No. 92-12 dated June 26, 1992 which provides that 84% must be for line functions, 8% for administrative functions and 8% for auxiliary functions. Administrative and technical services shall be manned by non-uniformed PNP personnel.
3. Recruitment of PNP members shall strictly conform with the standards set forth by R. A. 6975 and the Napolcom in order to ensure high quality of personnel in the police service and to strengthen the foundation of police professionalization.
4. Equal opportunity shall be afforded to women in the employment, training, assignment and promotion in pursuance to RA 7192 otherwise known as Women in Development and Nation Building Act.
5. A thorough and rigid character and background investigation of recruits should be conducted as well as intensive neuro-psychiatric, physical and medical examinations and drug tests for all police applicants and members. An annual, random conduct of said examinations shall be undertaken down to the city/municipal level. Administrative disciplinary sanction shall be imposed on PNP personnel found and tested positive for using prohibited drugs.
6. Conduct of in-service trainings or specialized courses to enhance individual skills shall be given priority.
7. Updating of the PNP Salary File through proper coordination among the Directorate for Personnel and Records Management (DPRM), Finance Service (FS) and Computer Service (CS) shall be undertaken.
8. Promotion must strictly be in accordance with the policies and standards of Napolcom. It must be an instrument to boost personnel morale and work performance. Competence, good performance and potential are some of the key points to be considered in the regular promotion of PNP personnel.
9. Selection and placement of police commissioned officers to key positions must be in accordance with the policies issued by the Napolcom.
10. The PNP Code of Professional Conduct and Ethical Standard must be thoroughly inculcated in the heart and mind of each PNP member so that he will not forget that "public office is a public trust and that as

a public servant, he must at all times be accountable to the people". Any breach of this standard should be dealt with through the PNP disciplinary machinery.

11. Upgrading of the technical competence of police personnel in scientific crime detection and examination should be undertaken vigorously.
12. The overall budgetary proposal of the PNP effective 1999 should include provision for benefits, such as incentive in recognition of outstanding performance, housing; health care, education and scholarship, memorial services and other non-cash benefits. This should continue to be a primordial concern of the PNP.

## II. Logistics

1. Physical inventory of equipment shall be undertaken to determine the adequacy of the equipment of each operating unit in accordance with Napolcom Memorandum Circular No. 95-012 (physical inventory call to all heads of PNP offices/units not later than September 30 of every year).
2. To enhance crime prevention and control and to improve response time, the 1999 Equipment Program should give priority to the procurement of basic police equipment, firearms and ammunition and the upgrading of communications equipment, crime laboratory and mobility equipage.
3. The 1999 and onward budgets shall likewise give priority to the constructions of 100 new stations and the repair and maintenance of dilapidated ones and other offices.
4. The requirements of the sub-system in the NCIS project shall be incorporated in the budget in the amount of ₱ 1,200,000.00 with an increase of 30% per annum as follows:

Facilities Installation	₱ 600,000.00
System Installation & Testing	500,000.00
Users	100,000.00
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	<b>₱ 1,200,000.00</b>
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## III. Budget

1. The budget for FY 1999 and onward shall sustain the regular projects and activities and shall include those programs and projects mandated under such Presidential Issuances as Gender and Development (GAD), Moral Recovery Program (MRP) and Integrity Circles (ICs).
2. A ratio of approximately 70:30 for Personnel Services to Maintenance and Other Operating Expenses (MOOE) should be adopted.
3. Appropriation for fixed expenditures of the different operating units shall be given top priority in the preparation of the budget and the same shall be utilized exclusively for the purpose intended.

4. The ratio of 30:70 for headquarters to field units in the current fund allocation shall be maintained.
5. Full decentralization of fund releases shall be implemented. Hence, the requirement for:
  - a. the preparation of regional plans after consultation with the lower units of its needs and thereafter the regional budget proposal;
  - b. conduct of regional budget hearings; and
  - c. consolidation of all regional plans by higher headquarters for submission to Napolcom.

#### IV. Operations

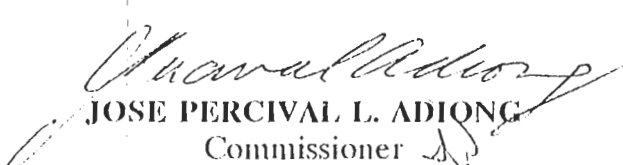
1. Intensification of police operations with focus on anti-crime drive, specifically, anti-drug campaign.
2. Establishment of a Children and Youth Relations Section (CYRS) in all police stations (Napolcom MC No. 92-010).
3. Enhancement of operational efficiency thru the continued implementation of the police visibility program nationwide.
4. Enhancement of the investigative capability of operating units thru the implementation of an investigative and detective management programs and acquisition of modern facilities and equipment. Career enhancement courses for investigators and detectives shall be intensified.
5. Fostering of citizen participation and active involvement in crime prevention projects and activities, including:
  - a. Community-Oriented Policing System (COPS)
  - b. Women's Desk
  - c. Conduct of visibility points (foot and motorized patrols)
  - d. Conduct of sky patrol
  - e. Implementation of React 166
6. Maintenance of linkages with foreign police organizations for updates of latest foreign information and knowledge on police matters and improved intelligence data sharing.
7. Establishment of a system for the accreditation and performance audit of police investigators.
8. Establishment of police detective beats in the NCRPO and other component and chartered cities nationwide.



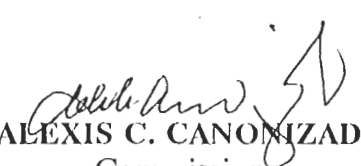
This Memorandum Circular shall take effect immediately.

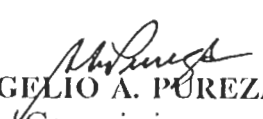
Issued this 2nd day of January 1998 at Makati City.

  
**ROBERT Z. BARBERS**  
Secretary, DILG and Chairman, Napolcom


  
**JOSE PERCIVAL L. ADIONG**  
Commissioner  
Vice Chairman and Executive Officer

  
**EDGAR DULA TORRES**  
Commissioner

  
**ALEXIS C. CANONIZADO**  
Commissioner

  
**ROGELIO A. PUREZA**  
Commissioner

Attested by:

  
**BERNARDO R. CALIBO**  
Commission Secretary