

PHILIPPINE NATIONAL POLICE MANUAL
PNPM-DIDM-DS-09-03-2019



**REVISED DIRECTORATE FOR INVESTIGATION
AND DETECTIVE MANAGEMENT
ADMINISTRATIVE AND OPERATIONS MANUAL**

January 2020

REVISED ADMINISTRATIVE AND OPERATIONS MANUAL (2020)

DIRECTORATE FOR INVESTIGATION
AND DETECTIVE MANAGEMENT
CAMP BGEN RAFAEL T CRAME, QUEZON CITY,
PHILIPPINES
2020

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DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT

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NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City

Message


As the primary law enforcement agency in the country, it requires not just mere service but selfless devotion and unwavering commitment coupled with professionalism, excellence, and credibility.

In support of the main program thrust of President Rodrigo Roa Duterte on peace and order, various anti-criminality campaigns were implemented. One of these programs is the “Project Double Barrel,” which aims to fight illegal drugs activities in the country. The efforts to eradicate illegal drugs will not be complete without the active support of the Directorate for Investigation and Detective Management (DIDM).



This Administrative and Operations Manual will serve as a guiding tool of investigators in performing their duties with utmost efficiency towards the realization of the main programs and projects of the PNP, particularly on matters related to investigative service.

With this, I congratulate the DIDM for this excellent undertaking. I enjoin all investigation personnel to be guided by this Manual so that excellence in investigative and detective management can be achieved in line with our sworn mandate before the country and the people “To Serve and Protect.”


ARCHIE FRANCISCO F GAMBOA
Police General
Chief, PNP



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DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT
Camp BGen Rafael T Crame, Quezon City



Message

To have worthy endeavor – the publication of the first-ever Directorate for Investigation and Detective Management (DIDM) Administrative and Operations Manual (AOM), since its inception in March 1991 is indeed a very commendable project.

This manual will serve as a guidebook for all DIDM personnel and those projected to be assign in this Directorate in the performance of their functions. It is inspiring to see the dynamism that pervades in this Directorate as we raise the level of performance through the development of our own investigative perspective amidst the challenges, obstacles and breakthroughs.



Over the years, the DIDM's niche in the field of investigation and detective works has carried on with our mandate of providing better investigative services aimed at modernizing the PNP's investigative capability in three key areas: Human Resource Development, Standardization of Systems and Procedures and Development of Facilities and Equipment. Investigative breakthrough results and best practices were accomplished through the continuous enhancement of the e-Projects or Next Generation Investigation System (NGIS). Development of investigative policies, guidelines, procedures and directives to include this manual was also sought to guide the investigators and detectives towards the right direction in the performance of their tasks.

I would like to thank our dynamic Chief, PNP, PGEN ARCHIE FRANCISCO F GAMBOA for his support to the development of this manual. It is also noteworthy to recognize the efforts, assistance and support provided by members of the Technical Working Group (TWG) composed of DIDM Officers and their respective staff for the development of this manual.

To my TEAM DIDM, congratulations and carry on!

ELMO FRANCIS O SARONA
Police Major General
The Director for Investigation and
Detective Management



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DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT
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ACKNOWLEDGEMENT

The publication of the Administrative and Operations Manual (AOM) will not be successful without the collective efforts of the men and women of the DIDM who were behind its development.

Warmest recognition is extended to the Technical Working Group (TWG) who labored in the formulation of this AOM through numerous conferences, small-group meetings and consultations, where salient inputs and contribution were consolidated and developed.

More importantly highest acknowledgement is given to the members of the DIDM Command Group headed by PMGEN ELMO FRANCIS O SARONA. The Director for Investigation and Detective Management, who provided the much needed direction and guidance in the development of the AOM from its inception to its completion.

TABLE OF CONTENTS

PRELIMINARY PAGES

Copyright Page	ii
Chief, PNP Message	iii
TDIDM Message	iv
Acknowledgement	v

CHAPTER 1: THE DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT 1

Section 1-1	History	1
Section 1-2	Context Setting	2
Section 1-3	DIDM Seal	4
Section 1-4	DIDM Organizational Structure	6
Section 1-5	Functions	7
Section 1-6	DIDM Strategic Initiatives	8
Section 1-7	Job Description	17

CHAPTER 2: SCHOOL FOR INVESTIGATION AND DETECTIVE DEVELOPMENT 26

Section 2-1	Background and Legal Mandate	26
Section 2-2	Vision and Mission	27
Section 2-3	Workflow Flowchart	28
Section 2-4	Functions	28
Section 2-5	Job Description	29
Section 2-6	Training Programs	36

CHAPTER 3: CRIME RESEARCH AND ANALYSIS CENTER 38

Section 3-1	Background and Legal Mandate	38
Section 3-2	Vision and Mission	39
Section 3-3	Organizational Structure	40
Section 3-4	Functions	40
Section 3-5	Job Description	45
Section 3-6	Workflow Flowchart	59
Section 3-7	Pertinent Policies	61

CHAPTER 4: PRE-CHARGE EVALUATION AND INVESTIGATION DIVISION	67
Section 4-1 Background and Legal Mandate	67
Section 4-2 Vision and Mission	67
Section 4-3 Organizational Structure	68
Section 4-4 Legal Basis	68
Section 4-5 Job Description	70
Section 4-6 Workflow Flowchart	75
 CHAPTER 5: CASE MONITORING DIVISION	 77
Section 5-1 Background and Legal Mandate	77
Section 5-2 Vision and Mission	77
Section 5-3 Organizational Structure	78
Section 5-4 Functions	78
Section 5-5 Job Description	81
Section 5-6 Workflow Flowchart	89
Section 5-7 Pertinent Policies	90
 CHAPTER 6: WOMEN AND CHILDREN PROTECTION CENTER	 93
Section 6-1 Background and Legal Mandate	93
Section 6-2 WCPC Logo	94
Section 6-3 Vision and Mission	95
Section 6-4 Organizational Structure	96
Section 6-5 Functions	97
Section 6-6 Job Description	103
Section 6-7 Workflow Flowchart	127
Section 6-8 Pertinent Policies	1321
Section 6-9 Specialized Training Programs and Programs of Instructions	132
 CHAPTER 7: INFORMATION TECHNOLOGY DIVISION	 136
Section 7-1 Background and Legal Mandate	136
Section 7-2 Vision and Mission	136
Section 7-3 Organizational Structure	137
Section 7-4 Functions	138
Section 7-5 Job Description	140
Section 7-6 Workflow Flowchart	145
Section 7-7 Pertinent Policies	145

CHAPTER 8: TASK FORCE USIG	147
Section 8-1	Background and Legal Mandate 147
Section 8-2	Vision and Mission 148
Section 8-3	Organizational Structure 149
Section 8-4	Functions of TF USIG Secretariat 150
Section 8-5	Job Description 151
Section 8-6	Workflow Flowchart 159
CHAPTER 9: NATIONAL POLICE TASK FORCE FOR PROFESSIONAL SQUATTERS AND SQUATTING SYNDICATES	160
Section 9-1	Background and Legal Mandate 160
Section 9-2	Vision and Mission 161
Section 9-3	Organizational Structure 162
Section 9-4	Functions 163
Section 9-5	Job Description 164
Section 9-6	Workflow Flowchart 166
LIST OF ACRONYMS	167
LIST OF FIGURES	169
GLOSSARY OF TERMS	170
ANNEXES	173
REFERENCES	183
DIDM KEY PERSONNEL	185
TWG SECRETARIAT FOR THE CREATION OF DIDM ADMINISTRATIVE AND OPERATION MANUAL	186

CHAPTER 1

THE DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT

Section 1-1 History

1.1 Activation. The reorganization of the PNP gave birth to the creation of additional functional staff in the national police force. The only staff that was necessary to be created in order for it to take off from the military mindset of the Philippine Constabulary to that of a national police force was one that involved in investigation, a basic police function.

On March 12, 1991, the Directorate for Investigation (DIN) was formally established. Through NAPOLCOM Resolution Number 97-032, entitled “Enhancing the Investigative Functions of the PNP through the Implementation of the Investigation and Detective Management Program”, the DIN was renamed as the Directorate for Investigation and Detective Management (DIDM).

1.2 Mission. The mission of DIDM is “to assist and advise the CPNP in the direction, control, coordination and supervision of the investigation activities of the PNP.”

1.3 Vision. The vision of DIDM is “imploring the aid of Almighty. DIDM will be a highly capable effective investigation and detective service successful in achieving 65% crime solution efficiency for index crimes by 2028.

1.4 Basic Function. While the basic function of “crime prevention” is the responsibility of the Directorates for Operation, Intelligence, and Police-Community Relations, the other police task of ‘crime solution’ is solely the task of DIDM.

In line with this basic function of “crime solution” in the pursuit of a higher conviction rate, DIDM implements an Investigation Capability Enhancement Framework, a three-pronged development program which aims to modernize investigative arsenal in three (3) major areas namely:

- a. *Human Resource Development*, by offering training courses to police personnel through a ladderized Standard Training Package (STP);
- b. *Standardization of Systems and Procedures*, examples of which are LOI Manhunt Charlie, Standard Operating Procedures on Crime Scene Investigation, Creation of Special Investigation Tasks Groups (SITGs) Crime Incident Recording System, development and publication of Investigation and Field Manuals, Pre-Charge Evaluation and Summary Hearing Guide, other policy directives; and
- c. *Development of Facilities and Equipment*. In order to keep abreast with technological advancement, computer rooms, e-library and repair of ITD and TF USIG offices were prioritized and constructed.

Section 1-2 Context Setting

The Directorate for Investigation and Detective Management (DIDM) is committed to pursuing excellent service in Crime Investigation. It contributes in providing exceptionally qualified investigators and personnel who work hard in attaining their goals and objectives. The function of the Directorate is considered as one of the primary roles of the Philippine National Police. It uncovers steadfast results, analysis and interpretations that transform into a solid evidence that contribute in the overall crime solution efficiency. These factors lead the Directorate to continuously adopt new strategies and good governance program as an innovative response. Dealing with this advancement will not only enhance their present practices but also secure an ideal scale of effectiveness in crime investigation.

One of the strategies that DIDM utilized is maximizing the use of technology. It created systems that provide an access and centralize information to be utilized by all investigative units nationwide. As a concrete example, the DIDM website does not only serve as an information platform but also as a convenient tool and reference that contains manuals, policies, and other directives accessible by the public. Moreover, in a short span of time, DIDM adopted IT solutions as an aid in investigation. The Next Generation Investigation System (NGIS) is a mother program under the System Development and Enhancement that includes several sub-programs such as the e-blotter or Crime Information Reporting and Analysis System

(CIRAS), Case Information Database Management System (CIDMS), e-Subpoena, e-Warrant, and e-Rogues Gallery. All of these sub-programs are centered in enhancing data gathering, database management, and records retrieval used as an aid in policy formulation and decision-making process.

While the strategies and sub-programs were crafted in response to the clamour for investigative trends, several challenges were encountered from both internal and external factors. Internal factors include the lack of technical know-how among personnel. Training programs and overall shift in the perception of the personnel have been implemented to ensure that investigation personnel have the appropriate competencies and attitude. This has been overcome immediately due to strong leadership, will, and resilience from strategy implementers. As for the external factors, similar to most weaknesses of PNP units, financial and logistical requirements in implementing the strategies became the primary hindrances. Interdependency among PNP units has been inherent considering the hierarchical nature of the organization. Nevertheless, external partners and allies with similar vision on social responsibility have been tapped for resources that would otherwise not have been provided.

In spite of the major issues encountered in strategy implementation, DIDM surpassed the challenges and continued to exceed its set targets. This is all because of teamwork from both ends of the pole – the leadership and the work force.

Crime investigation has always been a vital measure in solving different crimes. The worth of the DIDM strategic initiatives is similar to the weight of achieving justice for the Filipino people. This is the reality that DIDM wants to communicate from the beginning. In order for the Directorate to achieve a successful outcome in investigation, personnel have to be well-trained and willing to embrace the calling of adopting a good governance program and strategic changes. These would not only be reflected in the present accomplishments of the Directorate but would also convey a brighter force in the future of crime investigation in the Philippines.

Section 1-3 DIDM Seal

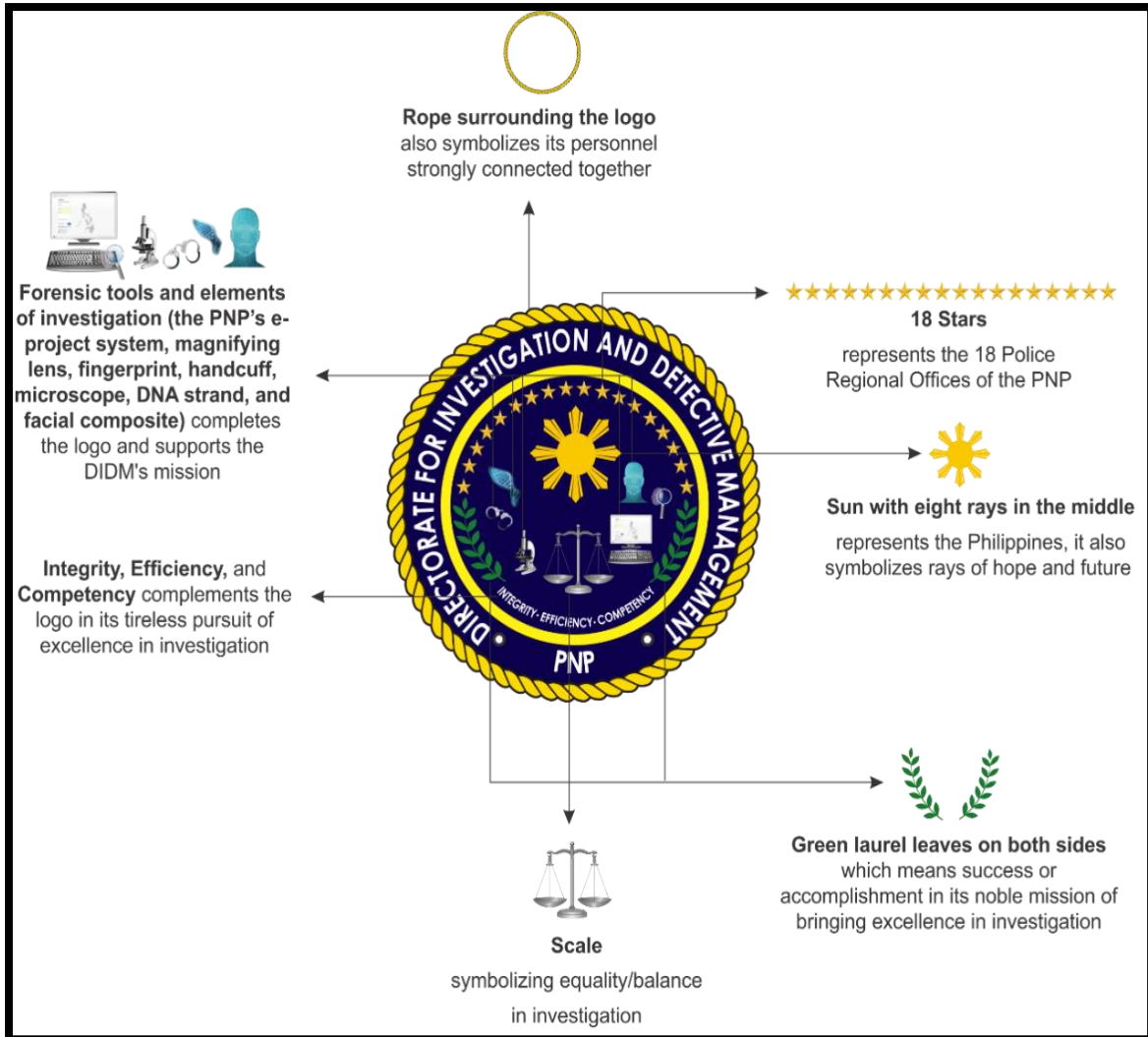


Figure 1.1 DIDM Seal

Upon the assumption of PDIR BENJAMIN B. MAGALONG on July 1, 2015, he arranged for a meeting with the DIDM officers and staff to come-up with a logo design depicting the real essence of DIDM and its role in crime solution. After several consultations with the DIDM personnel and members of the Investigation family through a survey, finally, the new DIDM logo was approved. The new logo was designed through the help of NUP Myles B Dy and NUP Emma Kris D. de Guzman. The Directorate for Investigation and Detective Management (DIDM) logo/seal features the three dominant colors of the Philippine flag (blue, yellow and red) and the sun with eight rays representing the Philippines; and a scale symbolizing equality/ balanced which is symbolic of justice. It also features green laurel leaves on both sides

which means success or accomplishment in its noble mission of bringing excellence in investigation. The 18 stars represent the 18 Police Regional Offices of the PNP. The DIDM's motto/philosophy: Integrity, Efficiency, and Competency complement the logo in its tireless pursuit of excellence in investigation. The rope surrounding the logo also symbolizes its personnel strongly connected together. True to its form, the forensic tools and elements of investigation namely, magnifying lens, fingerprint, handcuff, microscope, computer system, DNA strand, and facial composite completes the logo and supports the DIDM's mission.

Section 1-4 DIDM Organizational Structure

1.5 DIDM has six functional divisions, namely:

- a. School for Investigation and Detective Development (SIDD)
- b. Crime Research and Analysis Center (CRAC)
- c. Pre-Charge Evaluation and Investigation Division (PCEID)
- d. Case Monitoring Division (CMD)
- e. Women and Children Protection Center (WCPC)
- f. Information Technology Division (ITD)

1.6 Two operational Task Force Secretariats attached to the Directorate, namely:

- a. Task-Force USIG, and;
- b. National Task Force on Professional Squatters and Squatting Syndicates (NTFPSSS).

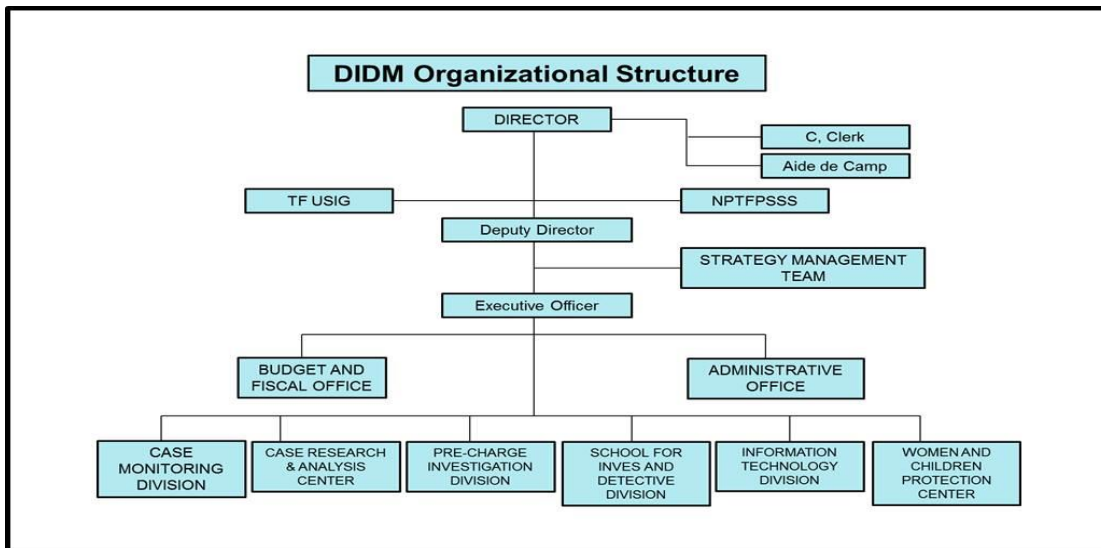


Figure 1.2 DIDM Organizational Structure

The figure shows the organizational Structure of DIDM including its six-functional divisions and two operational Task Forces.

Section 1-5 Functions

1.7 The DIDM has the following functions:

- a. Direct and supervise the investigation of crimes and other offenses in violation of the laws of the Philippines;
- b. Supervise and monitor investigation of complaints pertaining to police matters and cases referred by other government/private agencies, organizations and/or individual persons;
- c. Conduct studies, researches and formulate plans and policies to enhance the investigation capabilities of the PNP to promote effectively and efficiently;
- d. Maintain close supervisory direction of PNP crime laboratories and other investigative support units;
- e. Supervise the National Crime Information System in coordination with the ITMS and the Directorate for Intelligence;
- f. Maintain, collect and process Crime Statistics for ready reference;
- g. Maintain active liaising with foreign counterparts on matters of mutual interest;
- h. Propose and support enactment of laws for the successful investigation and prosecution of crimes; and
- i. Perform such other functions as may be directed by the Chief, PNP.

Section 1-6 DIDM Strategic Initiatives

1.8 The e-Complainant Engagement Survey has been developed with the help of the Center for Police Strategy Management (CPSM). Survey questionnaires were randomly distributed among victims/complainants nationwide. Results of the survey were given to CPSM for consolidation. Feedbacks and comments from the victims/complainants were transmitted to the Directorate as actionable items. Every Strategy Review (SR), gaps were identified for implementation of appropriate interventions.

1.9 Investigative Directive No. 2015-02, Quality Assurance Support to Victims and Complainants (QASVC). This Investigative Directive was issued to give premium importance to client satisfaction giving emphasis on the key role of investigators in ensuring that the victims/complainants are accorded with respect and necessary assistance is provided to them. It provides guidelines on how investigators carry out their responsibilities towards crime victims and complainants. It spells out the mechanisms on how investigators provide feedbacks and notifications, how to conduct visits and how to perform their investigative beats. The QASVC has two (2) basic essential components: The Feedback and Notification and Investigators Beat.

1.10 Case Management Program focuses on the investigative procedures and investigative structures necessary for filing of cases, arrest of suspects and monitoring:

a. *Case Review of Dismissed Drug Cases*

The SITG shall spearhead and coordinate the investigative and prosecutorial efforts of the PNP to facilitate the speedy resolution and successful prosecution of heinous and sensational cases, and eventual conviction of the perpetrators. The organization of Case Review Committees aims to review and analyse the reasons for the dismissal of cases resulting from the errors and negligence committed by the PNP investigators. The said Committee shall note the perceived lapses, errors, and anomalies of the Courts and Prosecution Services for purposes of recommending remedial/disciplinary measures to the Chief Justice of the Supreme Court and the Secretary of Justice.

b. *Case Review of TF USIG Cases*

Investigators and Case Managers shall endeavour to file appropriate charges and venture to develop air-tight cases geared for conviction or indictment of suspects as desired solution for crime incidents. A case review is a form of risk management that seeks to apply the principles of systems audit in order to reduce the likelihood of both recurrent and typical errors in investigation.

c. *Case Monitoring of Squatting Syndicates*

The PNP has been tasked for the apprehension of squatting syndicates and professional squatters. It is the operational arm of Housing and Urban Development Coordinating Council (HUDCC), and through the National Task Force for Professional Squatters and Squatting Syndicates (NTFPSSS), it also tracks cases filed against squatting syndicates.

d. *Certification by Arresting Officer, Chief of Investigation, Chiefs of Police, Investigator-on-Case (IOC) and Legal Officer*

The Guidelines in the investigation, documentation and filing of drug-related cases (DIDM ID No. 3) sets guidelines for the Investigator-on-Case (IOC), Arresting Officers, Chiefs of Investigation Offices/Units, Chiefs of Police and Legal Officers in the investigation, documentation and subsequent filing of drug-related cases. It prescribes that the IOC shall certify that he had reviewed and examined the Affidavit of Arrest issued by the Arresting Officer. The COP, on the other hand, will issue a certification that he has examined all documents and other pieces of evidence before its filing to the Prosecutor's Office. In the event that the case has been dismissed, the concerned personnel shall be subjected to investigation if there were irregularities in the preparation of documents pertinent to the case.

e. *Crimes Statistics Validation and Performance Audit*

Accurate crime statistics is important in the implementation of OPLAN LAMBAT-SIBAT since the statistics guide strategist in planning the deployment of police force and allocation of resources. Thus, the role of DIDM, as the repository of crime incident reports and statistics is crucial in the implementation OPLAN LAMBAT-SIBAT.

To ensure the credibility of crime statistics, the DIDM continuously conducts crime statistics validation wherein the crime statisticians and investigation personnel checks the recording system of the police stations. Along with the conduct of crime statistics validation is the performance audit. The conduct of performance audit provides venue for the DIDM National Headquarters to clarify and reiterate the policies and guidelines that must be followed in recording crime incidents, investigating and filing of case.

f. *Arrest of Wanted Persons*

In increasing the crime solution efficiency, the PNP intensified its campaign against wanted persons by ensuring that more arrests will be made through LOI Manhunt Charlie; Several systems were developed to aid operating units in determining the actual number of wanted persons in their AOR based on the unserved warrants of arrest. Moreover, system of accountability and monitoring of performance of tasked units were more clearly defined. Specifically, LOI Manhunt Charlie requires three principles:

- 1) the development and maintenance of database of wanted persons;
- 2) organization of appropriate tasked units, and
- 3) monitoring of performance.

1.11 Policy Development is one of the major tasks of DIDM. The policies created assist in the decision-making and guide actions to achieve the desired outcome, most especially for organizational and personnel development.

1.12 System Development and Enhancement has been the focus of the DIDM to modernized investigation process and data management. The Next Generation Investigation System (NGIS) is composed of several IT solutions

initiatives that are envisioned to make monitoring and reporting of crime incidents and cases more accurate. It will also expedite the generation of a more reliable statistics.

a. *Crime Information, Reporting and Analysis System (CIRAS)*

CIRAS sets a standard procedure by which all crime incidents that are reported to the police stations are stored electronically in a database. The system does not only facilitate crime documentation and data storage but also presents quick, fast and reliable transmission of crime information from a particular police station to the National Headquarters at Camp Crame, Quezon City. CIRAS can be interfaced with Geographic Information System (GIS) to evolve into a Qualitative Crime Analysis Management Tool. The PNP is currently working on the enhancement of the e-Blotter system so that it can smoothly interface with a GIS application capable of geospatial time series analysis and include multi-functionalities like data visualization, incorporate more modalities of crimes, and generate data/report in just a matter of minutes. These modifications of CIRAS would enhance the ability of field commanders to conduct qualitative crime analysis that is more efficient and accurate.

The core objective of CIRAS is to serve as a scientific management tool for efficient and effective prescription of police intervention. The system shall hasten the process of transmitting, updating, and retrieving of records as well as generating statistical reports down to the municipal police level. This will serve as an effective management tool for our decision makers and security strategists to have an easy and intelligent way of mapping out peace and order and anti-criminality strategy to ensure public safety.

b. *Case Information and Database Management System (CIDMS).*

Case Information and Database Monitoring System (CIDMS) is a LAN-based system designed to establish a central database system of pertinent information of all cases handled and investigated of the Philippine National Police (PNP). It aims to efficiently record and monitor case information, case status, evidences, evidence custodians, and PNP personnel who handled the cases as well as to provide statistical reports and case information needed by the higher management.

c. *Case Management and Analysis System (CMAS)*

The Case Management and Analysis System (CMAS) utilizes the i2 Analyst Notebook which analyzes data information for the timely dissemination of information to operating/field units. CMAS is an IT Solution designed to help investigators in the management and analysis of investigative data. The system is a visual intelligence analysis environment that can optimize the value of massive amounts of information, allowing the analysts to quickly collate, analyze and visualize complex data from different sources.

Among the features of CMAS are: Serve as the "nerve center" and central repository of all data on crimes, high profile and high value targets, modus operandi, Organized Crime Groups (OCGs) and Criminal Gangs (CGs); Identify and analyze crime patterns, trends and linkages between and among individual criminals, OCGs and CGs through link diagrams; Collate, analyze and process relevant information to produce criminal intelligence requirements; and Conduct studies and researches for the formulation of effective and efficient policy guidelines pertaining to intelligence and investigation operations.

d. *Wanted Persons Information Systems (WPIS) or "e-Warrant"*

This is a system where all warrants of arrest will be electronically documented so that they can be accessed through the internet by all police stations nationwide. This is a necessary investigative tool available to authorized police personnel to query on the status of a certain person. It will also serve as an account for the status of all wanted persons nationwide. Hiding places of criminals will become smaller for them.

e. *e-Rogues System*

The electronic Rogues Gallery or e-Rogues System of wanted persons will provide an access to the data of criminals, including pictures that can be utilized by authorized personnel in every police station in the country. Through the PNP e-Rogues Gallery System, the records of an individual or a suspect wanted for a crime in one locality can be instantly accessed by a police station in another locality with just a click of their fingers at the system.

The said system was updated to improve the resolution of mug shots being uploaded. Among the modification of the system was the inclusion of counters to determine units accessing and downloading data to the system.

f. *e-Subpoena System*

Basically, this system is a PNP monitoring process of its personnel involved as witnesses on criminal cases as well as a feedback mechanism to the courts. It shall render analysis of various reports pertaining to compliances, postponement of hearings, non-attendance of court duties and other relative matters pertaining to court proceedings to be attended by the PNP. The archiving of relative documents and their retrieval shall be administered through this policy to avert lost files and improve document tracking of all PNP units.

g. *Bantay Krimen Mobile Application*

Although it is not really part of the family of systems and databases, Bantay Krimen Mobile Application is another milestone in IT solutions and an off-shoot of NGI. It aims to promote awareness, crime reporting and prevention through smartphones or Personal Digital Assistants. It was formally launched on March 16, 2016 at the NHQ Lobby, Camp Crame, Quezon City. The Bantay Krimen Mobile Application was created in collaboration with the University of the Cordilleras and the Directorate for Investigation and Detective Management.

2. **Investigative Capability**

a. *Projects on Recognition and Appreciation of Individuals performing Service Worthy of Emulation (DIDM-PRAISE)*

DIDM-PRAISE is aimed at encouraging, recognizing, and appreciating individual personnel for their superior accomplishments, resourcefulness, innovations, initiatives, exemplary performance and outstanding efforts which contribute to the improvement of existing systems and protocols, and overall achievement of the Directorate.

b. *Core Competency-Based Training Program*

The following Core Competency-Based Training Program contains different investigative trainings for investigators and would-be investigators to equip them with knowledge and skills necessary to perform their jobs properly.

- 1) Criminal Investigation Course (CIC) – It is designed to introduce basic investigation concepts and skills for PNCOs who are assigned, will be assigned or projected to be assigned to investigative positions.
- 2) Investigation Officers Basic Course (IOBC) – Enables PCOs to possess advance investigative skills that would make them competent and well rounded PCOs in the field of detective and investigation work while possessing leadership and management skills at the same time.
- 3) NUP Investigation and Detective Management Orientation Course (IDMOC) – For NUPs to be educated on the basic functions and services of DIDM in relation to the PNP's core functions, to develop basic skills and competencies vis-à-vis functional tasks of DIDM, be educated with the different programs, projects, and activities being implemented by DIDM and to be motivated to seek career path advancement with DIDM.
- 4) Police Detective Course (PDC) - This course aims to provide the necessary trainings needed by a police investigator to confer with the appropriate eligibility as Police Detective. With the advent of modern technology, the PNP must keep itself abreast with the current trends in crime investigation in order to be a step ahead of the criminals.
- 5) Crime Scene First Responders Workshop (CSFRW) - This provides the basic procedures to be observed when responding to a crime scene. Participants to this workshop are Police Officers who will be downloaded to PPOs.

- 6) Women and Children Protection Desk Specialized Course (WCPDSC) - This is a twelve-day training for WCPD personnel regardless of gender to provide the basic skills in handling cases involving women and children.
- 7) Investigation Officers Management Course (IOMC) - This is being conducted to standardize the Training Program of the Investigation Officers Case Management Course and institutionalize the teaching methods, reference materials, visual aids, module outline and syllabus based on the investigative requirements.
- 8) Crime Scene Initial Response Orientation Course (CSIROC) - It is a cross training of personnel between the PNP and AFP which aimed to strengthen the inter-operability of the two-agencies in relation to the legal offensives that the AFP and PNP undertakes against Threat to National Security Groups (TNSGs) after the conduct of Internal Security Operations (ISO) that mandatorily requires investigation.
- 9) Criminal Investigation Course On Environmental Law Enforcement - A review of investigation and its application on environmental law enforcement will be discussed as well. Finally, review of the functional set-up of investigation and detective management offices will be outlined.

c. *Disciplinary Mechanism*

Pre-charge evaluation under NAPOLCOM MC No. 2016-002 and preliminary investigation under RRACS are processed, the objective of this is to determine the existence of probable cause/ prima facie evidence based on the allegations on the complaint and evidence submitted.

If after evaluation/ preliminary investigation of the complaint, the case shall be referred for formal hearing or formal investigation. Otherwise, the complaint shall be dropped and closed/dismissed.

d. *Diagnostic Examinations for Patrol and Investigation Officers*

The School for Investigation and Detective Development (SIDD) formulated the Diagnostic Examination for both Patrol and Investigation Officers. It is now in the final process of segregating the questionnaires per cluster. The examinations are DIDM's mechanisms to validate the competency of every Patrol and Investigation Officer in line with the Chief, PNP's Back to Basic (B2B) Program.

e. *Accreditation Program*

This program prescribes a set of qualification standards in terms of education, training, work experience, eligibility or license, and appropriate communication skills that must be complied by a field of investigator before he/she is certified as either Police investigator, Police Detective or Case Manager.

g. **Financial and Logistical Management** is a program intended to standardize the manner on how the resources of this Directorate is placed upon and equitably distributed among all its divisions in order to answer the investigative needs of the PNP. This is in line with transparency, stream lining and accountability required to all procuring government entities.

In time for the massive launching of e-projects, repository of logistics and financial records are all ICT assisted programs and organized in such a manner that it will ensure easy access and monitoring. The funding requirements are anchored on the strategic Program Project Activities (PPAs) for CY 2015.

Section 1-7 Job Description

1.13 Office of the Director

- a. Assists and advises the C, PNP in the direction, control, coordination and supervision of the investigation activities of the PNP;
- b. Exercises supervision over the investigation and detection-related activities of the Police Regional Offices and National Support Offices;
- c. Administers the studies, researches and formulate concept and doctrines to enhance the investigation and detection capabilities;
- d. Develops plans, programs, policies, procedures and guidelines relative thereof for implementation by PNP offices/units;
- e. Coordinates with other PNP offices/units, other government offices and foreign counterparts regarding crime investigation; and
- f. Exercises supervision over the Investigation and Detective School and prepare plans and programs on the education and training of investigators and detectives in order to develop and enhance professional and scientific method of investigation and detection.

1.14 Office of the Deputy Director

- a. Assists and advises TDIDM in the direction, control, coordination and supervision of the investigation activities of the PNP;
- b. Supports the TDIDM in the conduct of studies, researches and in the formulation of plans and policies to enhance the investigation capabilities of the PNP;
- c. Assists the TDIDM in the supervision and direction of crime laboratories and investigative support units; and

- d. Performs other duties as may be directed by TDIDM and C, PNP.

1.15 Office of the Executive Officer

- a. Assists the TDIDM and DDIDM in the direction, control, coordination and supervision of the daily activities of the Directorate;
- b. Coordinates with the different Directorial Staff on matters related to investigation activities.
- c. Monitors accomplishment/compliance of the different divisions of the Directorate;
- d. Recommends plans and policies to enhance the capabilities and efficiency of the Directorate;
- e. Edits all communications prior to signature of TDIDM and Deputy Director; and
- f. Performs other duties as may be directed by Superior Officers.

1.16 Administrative Office

- a. **Administrative Officer (ADMO)**
 - 1) Supervises the receipt and disposition of all incoming and outgoing communications;
 - 2) Responsible in the implementation of all command and office administrative policies, rules and regulations;
 - 3) Formulates plans and policies for the morale and welfare of personnel and implement the same accordingly;
 - 4) Responsible in the supervision of the general housekeeping activities of the office such as: maintenance of cleanliness, minor repairs of office facilities, furniture and fixtures and equipment;
 - 5) Responsible in the formulation and implementation of security measures of the office;

- 6) Supervises the accounting and attendance of personnel in command activities;
- 7) Supervises the preparation of all administrative reports for submission to cognizant D-Staff or the Command Group, NHQ PNP;
- 8) Reviews all communication emanating from the Admin Section;
- 9) Attends conferences pertaining to administrative matters; and
- 10) Performs other duties as may be directed.

b. **Directorate Chief Clerk**

- 1) Maintains records of all incoming and outgoing communications;
- 2) Acts as custodian of all administrative records;
- 3) Ensures that all incoming and outgoing communications are properly recorded at the DIDM record center;
- 4) Secures that all incoming and outgoing communications are promptly assigned for immediate action by concerned Section/Division;
- 5) Sees to it that all outgoing communications are promptly dispatched to concerned office/units;
- 6) Maintains a bulletin board containing the aging of all incoming communications with target dates and constantly follow-up the compliance of the same with concerned sections/division;
- 7) Maintains a general file of all outgoing and incoming communications;
- 8) Maintains file of all documents of Administrative Value;
- 9) Prepares the list of DIDM personnel to participate in command activities;

- 10) Prepares the daily accounting report of personnel;
- 11) Maintains a ledger of leave of absences of personnel;
- 12) Supervises the cleanliness of the office and recommends minor repairs of facilities and equipment;
- 13) Laterally coordinates with Division Chief Clerks of the Directorate on Administrative Matters;
- 14) Regularly checks the attendance of personnel during Flag Raising, Flag Lowering and Daily PNP Personnel Accounting Report (DPPAR);
- 15) Sees to it that the posting of publications and pictorials at the DIDM Bulletin Board are regularly updated;
- 16) Prepares periodic reports;
- 17) Supervises all utility personnel in their assigned job more particularly in the maintenance of cleanliness of the office; and
- 18) Performs other duties as may be directed.

c. **Administrative Assistant II (SG 8)**

- 1) Maintains records of all incoming and outgoing communications;
- 2) Screens all visitors of the office;
- 3) Acts as custodian of all administrative records;
- 4) Prepares periodic reports;
- 5) Updates publication and pictorials at the DIDM Bulletin Board;
- 6) Regularly inspects the status of office facilities, furniture and fixtures and equipment and make a regular report on it;
- 7) Visits the pigeon hole daily and pick-up communications intended for DIDM;

- 8) Assists the message clerk/dispatcher in the delivery of urgent communications to concerned unit/office;
 - 9) Supervises all utility personnel in their assigned job more particularly in the maintenance of cleanliness of the office; and
 - 10) Performs other duties as may be directed.
- d. **Administrative Aide VI (SG 6) – Administrative Clerk**
- 1) Acts/prepares the encoding of weekly, monthly, accomplishment report of the Directorate;
 - 2) Acts on the preparation of the referrals to other units;
 - 3) Assists in maintaining records of all incoming and outgoing communications; and
 - 4) Performs other duties as may be directed.
- e. **Administrative Aide IV (SG 4) – Administrative Clerk**
- 1) Scans all incoming and outgoing communications;
 - 2) Follow-ups communications at different offices;
 - 3) Files records and communication;
 - 4) Answers and manages incoming calls at the Administrative Section; and
 - 5) Performs other duties as may be directed.
- f. **Administrative Aide IV (SG 4) – Reproduction Machine Operator/Dispatcher**
- 1) In-charge of reproduction of official documents;
 - 2) Ensures that all reproduced copies are properly sorted;
 - 3) Responsible in the ordinary care and maintenance of reproduction equipment;

- 4) In-charge in requisitions and reproduction materials;
- 5) Assists in the dispatching of outgoing communications;
and
- 6) Performs other duties as may be directed.

g. **Administrative Aide IV (SG 4) – Dispatcher/Utility**

- 1) Segregates incoming and outgoing communication and prepare them for dispatch to concerned Section/Division or Unit/Office;
- 2) Dispatches all outgoing communications on time;
- 3) Reproduces all outgoing administrative communications in the number of copies as may be necessary;
- 4) Follow-ups all outgoing administrative communications with D-Staff and the Command Group of NHQ PNP;
- 5) Receives correspondence, letters, packages intended for DIDM and forward it to concern division, section or personnel;
- 6) Assists the Administrative Supervisor in the screening of all visitors of this Directorate;
- 7) Sees to it that all administrative forms, such as routing slip, message registry, PER forms and personnel accounting form are always available;
- 8) Maintains cleanliness of the office, furniture and equipment; and
- 9) Performs other duties as may be directed.

h. **Administrative Aide IV (SG 4) – Driver/Messenger**

- 1) Delivers communications and other materials to other offices/units;
- 2) Drives the official vehicle of the office for official office business;

- 3) Drives for the personnel of the Directorate attending conferences, seminars, gatherings, and other official engagements;
- 4) In-charge in the requisition of gasoline, parts and other vehicle requirements for minor repair; and
- 5) Performs other duties as may be directed.

i. **Administrative Aide I (SG 1) – Utility Worker**

- 1) Maintains cleanliness of the office, furniture and equipment;
- 2) Runs errands and does related work;
- 3) Helps in the reproduction of official documents;
- 4) Helps in delivering official documents; and
- 5) Performs other duties as may be directed.

1.17 Budget and Finance Office

a. **Budget and Finance Officer (BFO)**

- 1) Prepares and recommends the quarterly Program of Expenditures based on the approved Net Working Appropriation (NWA) provided by DC;
- 2) Formulates the Annual Budget Estimates and operating program for Investigation and Detective Management PNP Wide;
- 3) Analyzes Financial Report and other Financial Statements and make program recommendation;
- 4) Manages the financial expenditures/requirement and prepare request for additional funds;
- 5) Assists in the preparation of the quarterly, semi-annual and annual accomplishment report, Program Review Analysis (PRA) and other reports;

- 6) Counter-checks the proper utilization of DIDM funds by PROs/NSUs; and
- 7) Performs other functions as maybe directed.

b. **Budget/Supply/Finance PNCO**

- 1) Assists C, BFO in all matters pertaining to the preparation and execution of the DIDM Budget;
- 2) Prepares roster of personnel for submission to Finance Service;
- 3) Receives all Treasury warrants entrusted for encashment by concerned payees;
- 4) Encashes Treasury warrants entrusted for encashment by concerned payees;
- 5) Creates change report to Finance Service for newly assigned and transferred out personnel to and from this Directorate;
- 6) Prepares vouchers and payrolls for collateral allowances of personnel and receives the proceeds of which from concerned disbursing officers in behalf of the payees;
- 7) Submits acknowledgement receipts to Finance Service for cash items received by individual payees from the Finance PNCO.
- 8) Submits periodic report of salary and allowances to Finance Service copy furnished the Chief, Budget and Fiscal Officer;
- 9) Maintains and updates the inventory report on property, plant & equipment (PPE);
- 10) Prepares the Annual Procurement Plan (APP) of the Directorate; and
- 11) Performs other duties as directed by the C, BFO.

- c. **Budget Aide/Planning Assistant (SG-8) – Non Uniformed Personnel (NUP)**
- 1) Assists the Budget Officer in the preparation of the Investigation Services Budget Proposal and Program of Expenditures;
 - 2) Supports the BFO in the preparation of Program Review and Analysis;
 - 3) Prepares the request for Funds Support and Cash Disbursement Report of the Directorate;
 - 4) Prepares Disbursement Voucher for Reimbursement of Travel Expenses of DIDM personnel; and
 - 5) Performs other duties as directed by the BFO.

CHAPTER 2

SCHOOL FOR INVESTIGATION AND DETECTIVE DEVELOPMENT

Section 2-1 Background and Legal Mandate

2.1 Activation. The reorganization of the PNP gave birth to the creation of additional functional staff in the national police force. Criminal investigation therefore, is a police function which involves detection and apprehension of criminal offenders and the gathering of evidence against them.

On March 12, 1991, the Directorate for Investigation (DIN) was formally established. Through NAPOLCOM Resolution No. 97-032, "Enhancing the Investigative Functions of the PNP through the Implementation of the Investigation and Detective Management Program", DIN was renamed as the Directorate for Investigation and Detective Management (DIDM).

Pursuant to NAPOLCOM Resolution No. 97-032, the PNP Detective School was created as an ad hoc body under DIDM. The Detective School was envisioned to produce the most competent, highly professionalized and highly trained investigators and detectives nationwide. It is commissioned to develop and handle the career enhancement among investigators and detectives and has the following functions:

- a. Establish a systematic program of instructions for all courses relative to investigation;
- b. Maintain a pool of competent instructors with expertise on their field of subjects; and
- c. Develop an annual training schedule.

Not long after, the PNP Detective School was renamed as the School for Investigation and Detective Development (SIDD).

SIDD plays a vital role in the planning and implementation of training programs designed not only for DIDM personnel but also for all investigators nationwide. Dubbed as the "Super Division" of DIDM, it is a strong force which contributes in the over-all accomplishment of DIDM.

The School for Investigation and Detective Development (SIDD) of the Directorate for Investigation and Detective Management (DIDM) is responsible in the conduct of training for personnel who will be handling investigative positions in the PNP.

Section 2-2 Vision and Mission

2.2 Vision. By 2030, SIDD will be a highly capable and credible institution offering basic and advance investigative courses to all PNP personnel under the direction of DIDM.

2.3 Mission. The SIDD shall promote excellence in the professional conduct of investigation and detective management through capacity building of all personnel assigned in this field of work by providing them an institutionalized competency-based hierarchical and ladderized system of training courses intended to be sophisticated, globally competitive, and to be the foundation of a rewarding career development.

Section 2-3 Workflow Flowchart

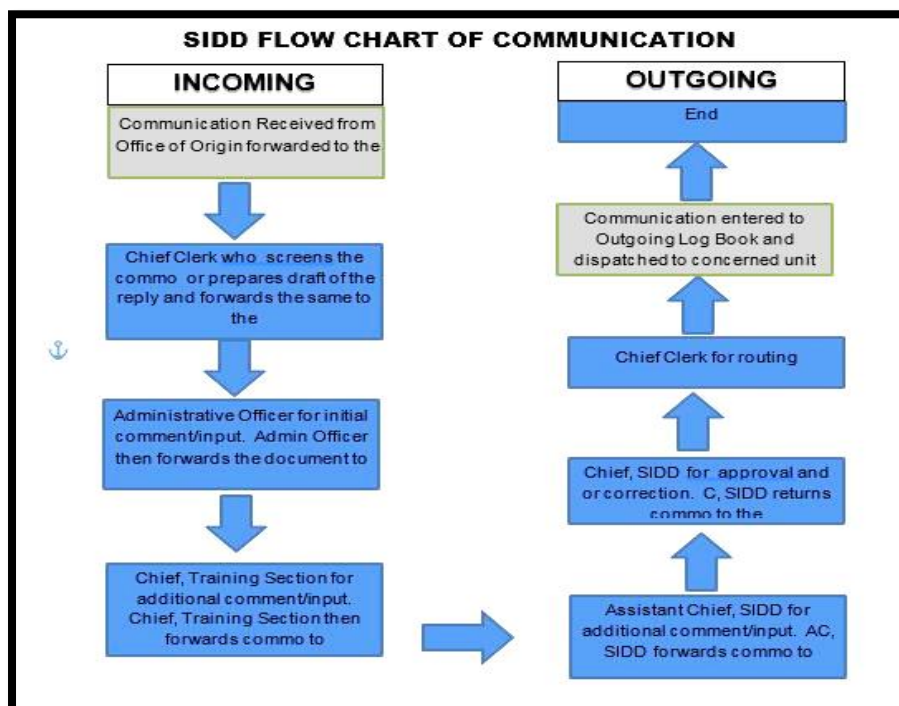


Figure 2.3 SIDD Flowchart of Communication

The flowchart illustrates the process of communication of SIDD. From receiving the communication (Incoming) down to dispatching (Outgoing)

Section 2-4 Functions

In realization of its mission, the SIDD shall generally function as follows:

- a. Institutionalize a competency-based, hierarchical and ladderized system of training courses for all personnel assigned in the field of investigation and detective management nationwide;
- b. Set forth a rewarding career path for both personal and professional development in the field of investigation and detective management nationwide;

- c. Develop competency-based curriculum with corresponding program of instructions utilizing modern learning approaches for each course level; Develop administrative policies for the effective and efficient conduct and management of all training courses and pertinent supplemental educational tools such as, but not limited to, workshops, seminars and other practical sessions;
- d. Establish a periodic and categorical evaluation of performance in measurement of efficiency of all assigned personnel through their actual conduct of investigation and detective management functions;
- e. Maintain a pool of competent instructors who are considered experts in their field of subject; and
- f. Perform any other functions relevant in furthering the professional development of a competent investigation and detective management force of the PNP.

Section 2-5 Job Description

The following are the job descriptions of the personnel of SIDD:

- a. **Chief, SIDD**
 - 1) Manages and supervises the over-all operation of the DIDM-School for Investigation and Detective Development, to include the supervision of all personnel in the performance of their assigned tasks; and
 - 2) Performs other duties and responsibilities as directed by the Director, DIDM.
- b. **Assistant Chief, SIDD**
 - 1) Reviews and edits all outgoing communications prior to the approval of the Chief, SIDD;
 - 2) Assists the Chief, SIDD in monitoring all courses being conducted in SIDD;

- 3) Attends the Opening and Closing Ceremonies of all courses being conducted in SIDD;
- 4) Attends meetings and conferences concerning training;
- 5) Supervises the conduct of Qualifying Examinations (QE) in SIDD and in the PROS;
- 6) Assists the Chief, SIDD in the evaluation of the performance of the students in the course of their training;
- 7) Supervises the conduct of modular and comprehensive examinations in SIDD and in the PROs;
- 8) Assists in the preparations for any SIDD activity; and
- 9) Perform other duties as directed by Chief, SIDD.

c. **Chief, Administrative Section**

- 1) Assists the Chief, SIDD in managing and supervising the administrative function and personnel of SIDD;
- 2) Prepares and drafts correspondence and make letter-replies on incoming communications as required by the office concerned;
- 3) Issues orders and keep records of administrative policies;
- 4) Evaluates and rates the PNCOs and NUP depending upon their performance and accomplishment and submit recommendations to the Chief, SIDD;
- 5) Provides logistical requirements necessary for training and operations of the school;
- 6) Prepares budget and financial programs and judiciously allocate the same;
- 7) Supervises the maintenance of its facilities, cleanliness and orderliness of the school building and its premises and monitor the school's standing operating procedures;

- 8) Maintains transportation and other training/operations of the school and office equipment;
- 9) Assists in the preparations of any SIDD activity; and
- 10) Performs other duties as directed by Chief, SIDD.

d. **Chief, Training and Academic Section**

- 1) Assists the Chief, SIDD in the operation and training of the school;
- 2) Supervises the daily accounting/formation of the IOBC/CIC classes;
- 3) Supervises the overall requirements of each course or examination;
- 4) Manages training-related communications;
- 5) Assigns communications for action to concerned training personnel;
- 6) Acts as member of the Certification Board for Investigators and Detectives;
- 7) Assists in the preparations of any SIDD activity; and
- 8) Performs other duties as directed by Chief, SIDD.

e. **Division Chief, Clerk**

- 1) Responsible in consolidating all documents pertaining to trainings and other classified documents;
- 2) Supervises the monitoring/updating of the PCOs/PNCOs training Profile of Unit Investigators;
- 3) Provides updates on the accomplishment of every section designated positions within the school;
- 4) Administers PNCOs and Non-Uniformed Personnel (NUP) and liaison/utility personnel with their daily routine tasks/jobs;

- 5) Drafts correspondence and make letter-replies on incoming communications as required by the office concerned;
- 6) Evaluates and rates the PNCOs and NUP depending upon their performance and accomplishment and submit recommendations to the Administrative Officer;
- 7) Assists in the preparations of any SIDD activity; and
- 8) Performs other duties as directed by Chief, SIDD.

f. **Administrative PNCO**

- 1) Monitors the incoming and outgoing communications;
- 2) Drafts correspondence and letter-replies on incoming communications as required by the office concerned;
- 3) Prepares and keep individual file of SIDD personnel and records of periodic administrative reports;
- 4) Compiles the accomplishment reports of the SIDD office;
- 5) Keeps records of all PNP personnel trained on investigation courses/seminars offered by the School;
- 6) Assists in the preparations in any SIDD activity; and
- 7) Monitors the ongoing off-campus courses/trainings to the different PROS.

g. **Assistant Administrative PNCO**

- 1) Prepares correspondence and make letter-replies on incoming communications as required by the office concerned;
- 2) Maintains records and monitor the Profile Unit Investigators of PCOs and PNCOs in all PROs, NASUs, and NOSUs;
- 3) Organizes and stores papers works, documents and computer based information;

- 4) Maintains office systems;
- 5) Prepares and keeps records of periodic administrative reports;
- 6) Assists the Chief, SIDD in all activities and compliances of SIDD;
- 7) Assists during the Opening and Closing Ceremonies on Schooling and Induction of Officers;
- 8) Prepares the compliances of the SIDD in the DIDM Submission of Quarterly Scorecard Accomplishments;
- 9) Create powerpoint presentations;
- 10) Responsible in the submission of evaluation rating parameters for PROs and NSUs Submission of Periodic Reports;
- 11) Responsible in the submission of updates on Data on Competency Courses; and
- 12) Performs other duties as may be directed by his superior officers and Chief, SIDD.

h. **Registrar (SG 11)**

- 1) Keeps individual personnel file of all training staff;
- 2) Responsible for data processing and individual records;
- 3) Assists in the preparations of any SIDD activity; and
- 4) Performs other duties as directed by Chief, SIDD.

i. **Finance and Supply PNCO**

- 1) Responsible in matters pertaining to the provisions of supply, maintenance, transportation and other supply requirements of the school;
- 2) Maintains close and continuous coordination with other staff on matters affecting logistics support and supplies;

- 3) Prepares budget and financial programs and judiciously allocate the same;
- 4) Responsible for data processing and individual records;
- 5) Assists in the preparations of any SIDD activity; and
- 6) Performs other duties as directed by Chief, SIDD.

j. **Encoder**

- 1) Prepares necessary orders/certificates relative to training;
- 2) Keeps records of all PNP personnel who were trained on all courses/seminars offered by the school;
- 3) Assists in the preparation during the opening, closing and other activities of the training;
- 4) Assists in the preparation of classrooms including the installation of projector, computer and sound system;
- 5) Conducts qualifying examination for walk-in IOBC participants;
- 6) Computes the final grades of IOBC & CIC participants;
- 7) Assists in the preparations for any SIDD activity; and
- 8) Performs other duties as directed by Chief, SIDD.

k. **Academic PNCO**

- 1) Assists the Chief, Academic in the design and development of the training program;
- 2) Prepares questionnaire for Modular Exams and Comprehensive Exam of IOBC for all regions;
- 3) Drafts and formulates STP for all courses offered by SIDD;
- 4) Evaluates training performance and prepare report of the same;

- 5) Evaluates training performance;
- 6) Assists in the preparations of any SIDD activity; and
- 7) Performs other duties as directed by Chief, SIDD.

I. Training PNCO

- a. Prepares the Duty Marcher and Duty Participant Schedule;
- b. Consolidate attendance of students;
- c. Prepares the weekly student Absences/Late and Infraction Report and Training Schedule;
- d. Issues Delinquency Report to defiant student and evaluates their explanation;
- e. In charge in consolidating the introductions of instructors;
- f. Responsible in the preparation of the Venue and Program (Opening/Induction/Graduation);
- g. Prepares Questionnaire for the exam and conduct critique;
- h. Regularly publishes the modular grades of the students and their class standing;
- i. Sends invitation to Guest Lecturer;
- j. Liaises with other offices regarding class activities outside SIDD Building and assists students in the activities;
- k. Conducts regular class formation and physical fitness to students;
- l. Acts as course coordinator;
- m. Assists in the preparations of any SIDD activity; and
- n. Performs other duties as directed by Chief, SIDD.

m. **Consultant/Writer**

- 1) Consulting services, including writing and pedagogy, for the creation of curriculum matrix, program of instructions, standard training packages and other activities related to the development of the courses and trainings that the SIDD is mandated to implement; and
- 2) Consulting services, including writing of documents that would help in the progress/implementation of the courses and other trainings during course administration and implementation such as modular exams and other measurement-related activities.

Section 2-6 Training Programs

Various courses are regularly conducted nationwide, namely: Criminal investigation Course (CIC) for Police Non-Commissioned Officers (PNCOs) and Investigation Officers Basic Course (IOBC) for Police Commissioned Officers (PCO), Police Detective Course (PDC) for PNCOs and Investigation Officers Crime Management Course (IOCMC).

These training programs provide career enhancement among investigators, detectives, case managers and supervisors handling cases in their units/offices. The investigators, detectives and case managers are not only equipped with the skills and competencies for the job at hand, but have largely contributed in improving the Crime Solution Efficiency of the whole PNP, which is the main objective of the said courses.

The implementation of these courses in the NHQ level is catered by SIDD and RIDMD in the regional level through an Investigation for Training Committee (ITC) headed by the DRDO, with the supervision of the SIDD.

The following seminars/workshops are also regularly conducted in the 18 Polices Regional Offices:

a. **Crime Scene First Responders Workshop (CSFRW)**

This is a five-day workshop which provides the basic DO's and DON'T's to be observed when responding to a crime

scene. Participants to this workshop are Police Officers who will be downloaded to PPOs.

b. Automated Fingerprint Identification System (AFIS)

This is a two-day seminar/workshop involving the scientific method of processing fingerprint for Police Investigators projected to be assigned as Crime Scene Processors.

c. Women and Children Protection Desk Specialized Course (WCPDSC)

This is twelve-day training for WCPD personnel regardless of gender to provide the basic skills in handling cases involving women and children.

CHAPTER 3

CRIME RESEARCH AND ANALYSIS CENTER

Section 3-1 Background and Legal Mandate

3.1 Activation. Pursuant to PNP-DPL General Orders No. 13-08 dated October 13, 2014, Research and Analysis Division (RAD) under the Directorate for Investigation and Detective Management is hereby strengthened and subsequently renamed as Crime Research and Analysis Center (CRAC).

CRAC was reorganized as reflected in its organizational structure and staffing pattern. It is headed by a PCO with the rank of PSSUPT and assisted by a Non-Uniformed Personnel with Salary Grade 22. A PCO with the rank of PSUPT may be designated as Assistant Chief until such time that a qualified non-uniformed personnel will occupy such position.

The CRAC is composed of eight (8) sections, namely:

1. Crime Against Person Analysis Section;
2. Crime Against Property Analysis Section;
3. Violation of Special Laws and other Non-Index Crimes Section;
4. Geographical Crime Analysis Section;
5. Transnational Crime Analysis Section;
6. Strategic and Special Studies Section;
7. Crime Information Section; and
8. National Crime Registry Section.

CRAC shall have a total of 91 personnel composed of six (6) uniformed personnel with the ranks of PCINSP to PSSUPT for PCOs, one (1) PNCO with the rank of PEMS and 84 Non-Uniformed Personnel.

The proposed additional seventy (77) NUP positions is still subject to the approval and release of funds by Department of Budget and Management (DBM). The existing personnel, equipment, and funding requirement of the then RAD shall be assimilated by CRAC.

Section 3-2 Vision and Mission

3.2 Vision. The Crime Research and Analysis Center will be a highly capable, effective and credible Office working towards the attainment of the mission and vision of the Directorate for Investigation and Detective Management.

3.3 Mission. The CRAC shall assist and advise TDIDM regarding the conduct of in-depth studies, researches and analysis of crimes nationwide and shall focus on strengthening of the PNP investigation capabilities and analysis of crime trends and modi operandi based on gathered facts and reports.

Section 3-3 Organizational Structure

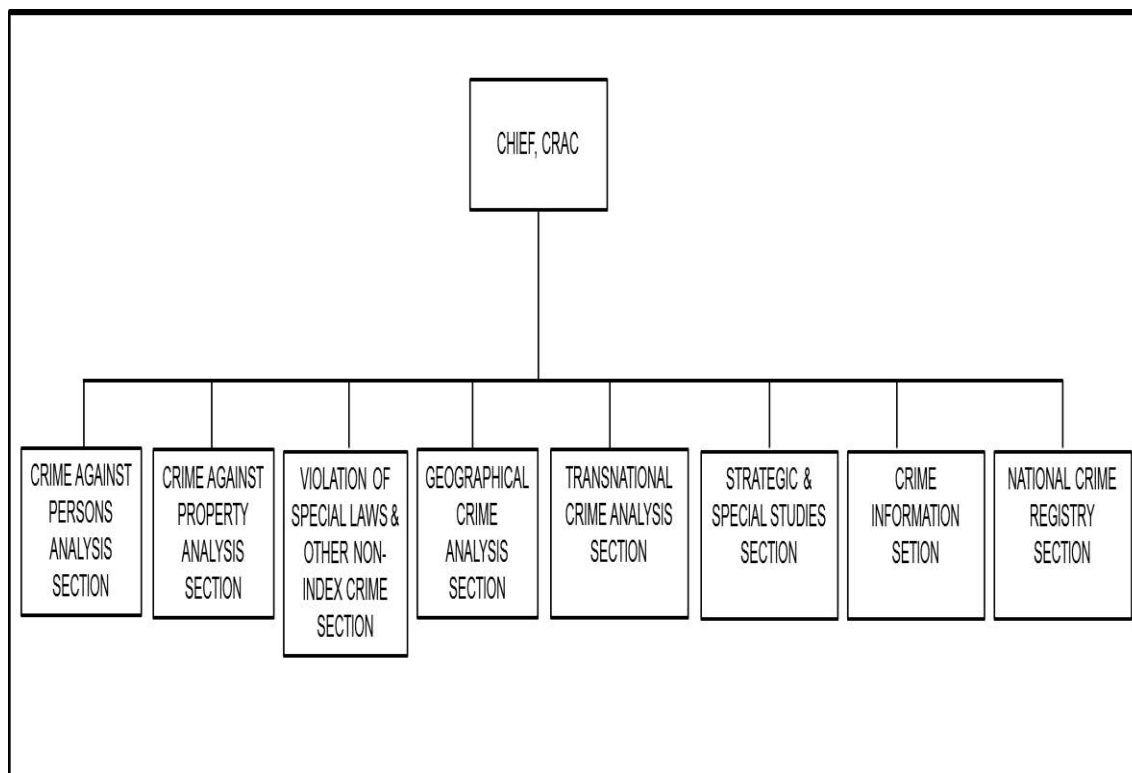


Figure 3.4 CRAC Organizational Structure

Shown in the table is Organizational Structure of Crime Research and Analysis Center.

Section 3-4 Functions

a. **General Functions**

- 1) Formulates guidelines for collecting, recording, analyzing, and reporting of crime data;
- 2) Collects information on reported crimes, criminals and victims to produce more specific and in-depth analysis and submit reports based on the types of crimes and geographical aspects of the crime incidents;

- 3) Conducts study, research, review and identify recurring crime problems, and prepare reports on the patterns of crime incidents, crime trends and modus operandi and analysis for possible solutions;
- 4) Conducts study on the profile of offenders, victims and possible targets and maintain a database of pertinent information relating to specific types of crimes committed;
- 5) Conducts trainings and seminars on crime research and analysis in coordination with the PNP Training Service and Directorate for Human Resource & Doctrine Development (DHRDD);
- 6) Prepares reports on specific crimes based on their geographical aspects which can lead to practical solutions and prevention of intermittent crimes;
- 7) Drafts and recommend proposals for strategic planning on investigation and crime solution and communicate with the local government agencies, national government agencies, and international agencies/organizations on matters pertaining to crime research and analysis;
- 8) Formulates plans and policies on the deployment of investigators and detectives, and conduct review and evaluation of existing policies for organizational effectiveness;
- 9) Serves as central repository of all crime statistics reported to the PNP to include crimes reported at the barangay level and maintain a database of pertinent information relating to specific types of crimes committed;
- 10) Supervise, monitor and maintain clearance systems through e-projects (e-blotters, e-warrants, and e-rogues); and
- 11) Performs other tasks as directed by higher authority.

b. **Sectional Functions**

- 1) **Crime Against Persons Analysis Section**
 - a) Prepares analysis and interpretation trends and Modus operandi of crimes against persons, specifically, Murder, Homicide, Physical Injury and Rape;

- b) Undertakes comprehensive analysis focusing on the causes and other circumstances of the crimes committed (e.g. the victims, suspects, and motives of the attacks);
 - c) Responsible for keeping and categorizing all the necessary records and files pertaining crimes against person for reference purposes; and
 - d) Performs other tasks as directed.
- 2) **Crime Against Property Analysis Section**
- 1) Prepares analysis and interpretation trends and Modus Operandi of crimes against properties, specifically Robbery, Carnapping, Theft, and Cattle Rustling as well as Bank and Pawnshop Robbery;
 - 2) Undertakes comprehensive analysis focusing on the causes and other circumstances of the crimes committed (e.g. the victims, suspects, and motives of the attacks);
 - 3) Responsible for keeping and categorizing all the necessary records and files pertaining crimes against property for reference purposes; and
 - 4) Performs other tasks as directed.
- 3) **Violation of Special Laws and Other Non-Index Crimes Section**
- 1) Prepares analysis and interpretation trends and Modus Operandi of cases of Violation of Special Laws and other non-index crimes as well as cases of Violence against Women and Children;
 - 2) Analyzes cases of violence against women and children to examine characteristics that influence the behaviour of offenders, and consider whether some women/children are highly vulnerable to abuse;
 - 3) Responsible for keeping and categorizing all the necessary records and files pertaining violation of special laws and other non-index crimes for reference purposes; and

- 4) Performs other tasks as directed.
- 4) **Geographical Crime Analysis Section**
 - 1) Analyzes the geographical aspects of crime incidents and determine underlying relationships on how crimes are affected/ influenced by socio-cultural, ethnic and religious aspect;
 - 2) Provides police officers with knowledge and intuition to support better operational decisions to address recurring crime incidents with the use of sophisticated tools and techniques;
 - 3) Draw/plot Crime Maps thru Geographical Information Systems; and
 - 4) Performs other tasks as directed.
- 5) **Transnational Crime Analysis Section**
 - 1) Analyzes methodologies, arrests and convictions on transnational crimes relating to terrorism, cybercrimes, and trafficking in persons;
 - 2) Analyzes crimes involving terrorism, threats, arson and bombings;
 - 3) Study and identify patterns or characteristics of the methods and usual targets of the attacks as well as the terrorists profile;
 - 4) Prepares analysis and interpretation trends and Modus Operandi of cybercriminals, specifically on cases including, but not limited to card fraud, cybersquatting, and cybersex;
 - 5) Analyzes cases on transnational crimes to strengthen Interdiction, Investigations, and Prosecution on the said crimes; and
 - 6) Performs other tasks as directed.

- 6) **Strategic and Special Studies Section**
 - 1) Evaluates analyses of crimes created by the different crime sections to draft and propose recommendations for strategic planning on crime solution and investigations;
 - 2) Formulates plans for deployment of investigators and detectives;
 - 3) Conducts reviews and evaluations of existing policies for organizational effectiveness;
 - 4) Collates all the reports of the different sections for submission to TDIDM; and
 - 5) Performs other tasks as directed.

- 7) **Crime Information Section**
 - 1) Collect, record, and maintain a central repository of all crime statistics reported by the PROs to include those reported to all barangay blotters;
 - 2) Takes appropriate action on requests for statistics from agencies from agencies or departments engaged in collecting national crime statistics; and
 - 3) Performs other tasks as directed.

- 8) **National Crime Registry**
 - 1) Supervise, monitor and maintain Clearance Systems through e-projects (e-blotters, e-warrants, and e-rogues);
 - 2) Maintain Database of Warrants of Arrest, Arrested Persons, Complaints records, persons detained in detention cells in local police stations; and
 - 3) Performs other tasks as directed.

Section 3-5 Job Description

a. **Chief, CRAC**

- 1) Directs and supervises the Crime Research and Analysis Center in the completion of its tasks of providing up to date and comprehensive analysis and reports;
- 2) Represents the Center in high organizational meetings and maintain awareness of new trends and developments in the field of law enforcement, crime prevention, and related support services;
- 3) Incorporates new developments in the Center as appropriate;
- 4) Supervises all the activities and ensures cooperation of the subordinates of CRAC in achieving maximum target output of research work so as to maintain an even steady flow of working relationship;
- 5) Ensures the reliability and accuracy of departmental research reports, memo, directives, crime statistics and other paper files to meet the standard qualifications of communication reports that was taken out and forwarded to appropriate Offices; and
- 6) Performs other tasks as directed.

b. **Assistant Chief, CRAC**

- 1) Assists the Chief, CRAC in supervising, directing, and coordinating the activities of the Crime Research and Analysis Center;
- 2) Identifies opportunities for improvement of the Center and assist the Chief, CRAC in the implementation of policies of the Center;
- 3) Validates the correctness and accuracy of departmental research reports, memo, directives, crime statistics and other communications; and

- 4) Performs other tasks as directed.

c. **Action PNCO**

- 1) Assists the Chief, CRAC and Assistant Chief, CRAC in the overall administration and supervision of PNCOs and NUPs;
- 2) Supervises and ensures the smooth flow of communications to and from the Division;
- 3) Follows-up referral of cases to PROs and directives intended for PROs;
- 4) Ensures timely submission of CRAC compliances;
- 5) Prepares memoranda/directives and corresponding reports for higher authorities as directed by Chief, CRAC; and
- 6) Performs other functions/tasks as directed as directed by Chief, CRAC.

3.4 Crime Against Person Analysis Section

a. **Chief, Crime Against Person Analysis Section**

- 1) Directs and supervises the Crime Analysts and Researchers of the Crime Against Person Analysis Section in the performance of their tasks and creation of reports specific to their respective tasks;
- 2) Reviews the reports and approve/make recommendations thereto;
- 3) Supervises Crime Analysts and Researchers in the completion of their tasks of providing up-to-date and comprehensive analyses and reports; and
- 4) Performs other tasks as directed.

b. Assistant Chief, Crime Against Person Analysis Section

- 1) Assists the Section Chief in the performance of his/her duties in directing and supervising the Crime Analysts and Researchers in the performance of their tasks;
- 2) Edits all communications from the Section; and
- 3) Performs other tasks as directed.

c. Crime Analysts

- 1) Prepares analysis and interpretation of trends in Crimes against Persons;
- 2) Undertakes comprehensive analyses on the causes and other circumstances of Crimes against Persons;
- 3) Studies criminal patterns in an effort to predict trends in the occurrence of Crimes against Person, including the time, day and place that crimes occurred;
- 4) Prepares updates of the available databases and e-projects relative to Crimes against Person;
- 5) Maintains statistics of Crime against Person for periodic reporting, that includes, but not limited to monthly, quarterly, semestral, and yearly reports;
- 6) Prepares up-to-date and comprehensive reports and other documents relative to crimes against Persons;
- 7) Presents recommendatory actions on matters regarding crimes against persons; and
- 8) Performs other tasks as directed.

d. Researchers

- 1) Assists the Crime Analysts in determining trends and causes in the occurrence of Crime against Person;
- 2) Researches on relevant matters pertaining to Crime against Person including, but not limited to, international trends and policing strategies;

- 3) Prepares pertinent reports;
- 4) Assists the Crime Analysts in updating databases and statistics; and
- 5) Performs other tasks as directed.

3.5 Crime Against Property Analysis Section

a. Chief, Crime Against Property Analysis Section

- 1) Directs and supervises the Crime Analysts and Researchers of the Crime Against Property Analysis Section in the performance of their tasks and creation of reports specific to their respective tasks;
- 2) Reviews the reports and approve/make recommendations thereto;
- 3) Supervises Crime Analysts and Researchers in the completion of their tasks of providing up-to-date and comprehensive analyses and reports; and
- 4) Performs other tasks as directed.

b. Assistant Chief, Crime Against Property Analysis Section

- 1) Assists the Section Chief in the performance of his/her duties in directing and supervising the Crime Analysts and Researchers in the performance of their tasks;
- 2) Edits all communications from the Section; and
- 3) Performs other tasks as directed.

c. Crime Analysts

- 1) Prepare analysis and interpretations of trends in Crimes against Property;
- 2) Undertakes comprehensive analyses on the causes and other circumstances of Crimes against Property;

- 3) Studies criminal patterns in an effort to predict trends in the occurrence of Crimes against Property, including the time, day and place that crimes occurred;
- 4) Prepares update the available databases and e-projects relative to Crimes against Property;
- 5) Maintains statistics of Crime against Property for periodic reporting, that includes, but not limited to monthly, quarterly, semestral, and yearly reports;
- 6) Prepares up-to-date and comprehensive reports and other documents relative to Crimes against Property;
- 7) Presents recommendatory actions on matters regarding crimes against property; and
- 8) Performs other tasks as directed.

d. **Researchers**

- 1) Assists the Crime Analysts in determining trends and causes in the occurrence of Crime against Property;
- 2) Conduct research on relevant matters pertaining to Crime against Property including, but not limited to, international trends and policing strategies;
- 3) Prepares pertinent reports;
- 4) Assists the Crime Analysts in updating databases and statistics; and
- 5) Performs other tasks as directed.

3.6 Violation of Special Laws and Other Non-Index Crimes Section

a. **Chief, Violation of Special Laws and Other Non-Index Crimes Section**

- 1) Directs and supervises the Crime Analysts and Researchers of the Violation of Special Laws and other Non-Index Crimes Section in the performance of their tasks and creation of reports specific to their respective tasks;

- 2) Reviews the reports and approve/make recommendations thereto;
 - 3) Supervises Crime Analysts and Researchers in the completion of their tasks of providing up-to-date and comprehensive analyses and reports; and
 - 4) Performs other tasks as directed.
- b. **Assistant Chief, Violation of Special Laws and Other Non-Index Crimes Section**
- 1) Assists the Section Chief in the performance of his/her duties in directing and supervising the Crime Analysts and Researchers in the performance of their tasks;
 - 2) Edits all communications from the Section; and
 - 3) Performs other tasks as directed.
- c. **Crime Analysts**
- 1) Prepares analysis and interpretation of trends in Violation of Special Laws and other Non-Index Crimes;
 - 2) Undertakes comprehensive analyses on the causes and other circumstances of Violation of Special Laws and other Non-Index Crimes;
 - 3) Conducts study of criminal patterns in an effort to predict trends in the occurrence of Violation of Special Laws and other Non-Index Crimes, including the time, day and place that crimes occur;
 - 4) Prepares update of the available databases and e-projects relative to Violation of Special Laws and other Non-Index Crimes;
 - 5) Maintains statistics of Violation of Special Laws and other Non-Index Crimes for periodic reporting, that includes, but not limited to monthly, quarterly, semestral, and yearly reports;

- 6) Prepares up-to-date and comprehensive reports and other documents relative to Violation of Special Laws and other Non-Index Crimes;
- 7) Presents recommendatory actions on matters regarding Violation of Special Laws and other Non-Index Crimes; and
- 8) Performs other tasks as directed.

d. **Researchers**

- 1) Assists the Crime Analysts in determining trends and causes in the occurrence of Violation of Special Laws and other Non-Index Crimes;
- 2) Conduct research on relevant matters pertaining to Violation of Special Laws and other Non-Index Crimes including, but not limited to, international trends and policing strategies;
- 3) Prepares pertinent reports;
- 4) Assists the Crime Analysts in updating databases and statistics; and
- 5) Performs other tasks as directed.

3.7 Geographical Crime Analysis Section

a. **Chief, Geographical Crime Analysis Section**

- 1) Directs and supervises the Crime Analysts and Researchers of the Geographical Crime Analysis Section in the performance of their tasks and creation of reports specific to their respective tasks;
- 2) Reviews the reports and approve/make recommendations thereto;
- 3) Supervises Crime Analysts and Researchers in the completion of their tasks of providing up-to-date and comprehensive analyses and reports; and
- 4) Performs other tasks as directed.

- b. **Assistant Chief, Geographical Crime Analysis Section**
- 1) Assists the Section Chief in the performance of his/her duties in directing and supervising the Crime Analysts and Researchers in the performance of their tasks;
 - 2) Edits all communications from the Section; and
 - 3) Performs other tasks as directed.
- c. **Crime Analysts**
- 1) Prepare analysis the geographic aspects of crime incidents and determine the underlying relationships on how crimes are affected/influenced by socio-cultural, ethnic and religious aspect;
 - 2) Provides police officers with knowledge for better operational decisions to address recurring crime incidents with the use of sophisticated tools and techniques;
 - 3) Prepares crime maps through Geographic Information Systems;
 - 4) Studies criminal patterns in an effort to predict trends in the occurrence of Violation of Special Laws and other Non-Index Crimes, including the time, day and place that crimes occur;
 - 5) Prepare up-to-date and comprehensive reports relative thereto;
 - 6) Present recommendatory actions on matters relative thereto; and
 - 7) Performs other tasks as directed.
- d. **Researchers**
- 1) Assists the Crime Analysts in analysing the relationships of crimes with socio-cultural, ethnics, and religious aspect;
 - 2) Conduct research on relevant matters relative thereto including but not limited to, policing strategies;

- 3) Prepares pertinent reports; and
- 4) Performs other tasks as directed.

3.8 Transnational Crime Analysis Section

a. Chief, Transnational Crime Analysis Section

- 1) Directs and supervises the Crime Analysts and Researchers of the Transnational Crime Analysis Section in the performance of their tasks and creation of reports specific to their respective tasks;
- 2) Reviews the reports and approve/make recommendations thereto;
- 3) Supervises Crime Analysts and Researchers in the completion of their tasks of providing up-to-date and comprehensive analyses and reports; and
- 4) Performs other tasks as directed.

b. Assistant Chief, Transnational Crime Analysis Section

- 1) Assists the Section Chief in the performance of his/her duties in directing and supervising the Crime Analysts and Researchers in the performance of their tasks;
- 2) Edits all communications from the Section; and
- 3) Performs other tasks as directed.

c. Crime Analysts

- 1) Prepares analysis and interpretation of methodologies, threats, modus operandi, arrests and convictions on transnational crimes relating to terrorism, cybercrimes and trafficking in persons, threats, arson and bombings;
- 2) Studies and identify patterns or characteristics of the methods and usual targets of the attacks as well as the terrorists profile;

- 3) Prepares analysis cases of transnational crimes to strengthen interdiction, investigations, prosecution on the said crimes;
- 4) Prepares up-to-date and comprehensive reports relative thereto;
- 5) Presents recommendatory actions on matters relative thereto; and
- 6) Performs other tasks as directed.

d. **Researchers**

- 1) Assists the Crime Analysts in analysing and interpreting threats, modi operandi, arrests and convictions on transnational crimes relating to terrorism, cybercrime and trafficking in persons, threats, arson and bombings;
- 2) Conducts research on relevant matters relative thereto including but not limited to, policing strategies;
- 3) Prepares pertinent reports; and
- 4) Performs other tasks as directed.

3.9 Strategic and Special Studies Section

a. **Chief, Strategic and Special Studies Section**

- 1) Directs and supervises the Crime Analysts and Researchers of the Strategic and Special Studies Section in the performance of their tasks and creation of reports specific to their respective tasks;
- 2) Reviews the reports and approve/make recommendations thereto;
- 3) Supervises Crime Analysts and Researchers in the completion of their tasks of providing up-to-date and comprehensive analyses and reports; and
- 4) Performs other tasks as directed.

b. Assistant Chief, Strategic and Special Studies Section

- 1) Assists the Section Chief in the performance of his/her duties in directing and supervising the Crime Analysts and Researchers in the performance of their tasks;
- 2) Edits all communications from the Section; and
- 3) Performs other tasks as directed.

c. Planning Officers

- 1) Evaluates analyses of crimes created by the different crime sections to draft and propose recommendations for strategic planning on crime solution and investigations;
- 2) Formulates plans for deployment of investigators and detectives;
- 3) Conducts reviews and evaluations of existing policies for organizational effectiveness;
- 4) Collates all the reports of the different sections for submission to appropriate offices;
- 5) Presents recommendatory actions on matters relative thereto; and
- 6) Performs other tasks as directed.

3.10 Crime Information Section**a. Chief, Crime Information Section**

- 1) Directs and supervises the all personnel of the Crime Information Section in the performance of their tasks and creation of reports specific to their respective tasks;
- 2) Reviews the reports and approve/make recommendations thereto;
- 3) Supervises all personnel in the Section in the completion of their tasks of providing up-to-date and comprehensive analyses and reports; and

- 4) Performs other tasks as directed.
- b. **Assistant Chief, Crime Information Section**
- 1) Assists the Section Chief in the performance of his/her duties in directing and supervising all personnel in the performance of their tasks;
 - 2) Edits all communications from the Section; and
 - 3) Performs other tasks as directed.
- c. **Statisticians**
- 1) Collates, records and maintains a central repository of all crime statistics reported by the PROs to include those reported to all barangay blotters;
 - 2) Coordinates with the focal persons of different PNP units to ensure completion of requirements on crime statistics;
 - 3) Coordinates with Crime Analysts and Researchers of the different sections for collation of statistics;
 - 4) Maintains nationwide statistics for periodic reporting, that includes, but not limited to monthly, quarterly, semestral and yearly reports;
 - 5) Prepares necessary reports and outputs relative to statistics; and
 - 6) Performs other tasks as directed.
- d. **Information Officer**
- 1) Takes appropriate action on the requests of other units for statistics; and
 - 2) Performs other tasks as directed.
- e. **Assistant Information Officer**
- 1) Assists the Information Officer in the performance of his/her duties; and

- 2) Performs other tasks as directed.

3.11 National Crime Registry

a. Chief, National Crime Registry

- 1) Directs and supervises the all personnel of the National Crime Registry in the performance of their tasks and creation of reports specific to their respective tasks;
- 2) Reviews the reports and approve/make recommendations thereto;
- 3) Supervises all personnel in the Section in the completion of their tasks of providing up-to-date and comprehensive analyses and reports; and
- 4) Performs other tasks as directed.

b. Assistant Chief, National Crime Registry

- 1) Assists the Section Chief in the performance of his/her duties in directing and supervising all personnel in the performance of their tasks;
- 2) Edits all communications from the Section; and
- 3) Performs other tasks as directed.

c. Statisticians and Assistant Statisticians

- 1) Maintains Clearance Systems through the e-projects; and
- 2) Maintains database of Warrants of Arrest, Arrested Persons, Complaints Records, Persons detained in PNP Custodial facilities in local police station. Perform other tasks as directed.

d. Assistant Information Officer

- 1) Takes appropriate action on the requests of other units for statistics; and
- 2) Performs other tasks as directed.

e. **Data Controller II**

- 1) Encodes data on the Clearance Systems;
- 2) Updates and maintains the database;
- 3) Perform other task as directed.

f. **Administrative Aides**

- a. Supports administrative support functions such as word processing and coordination with other units and offices;
- b. Provides clerical and logistical support vis-à-vis the needs of the office; and
- c. Performs other tasks as may be directed.

Section 3-6 Request for Crime Data/Statistic Flowchart

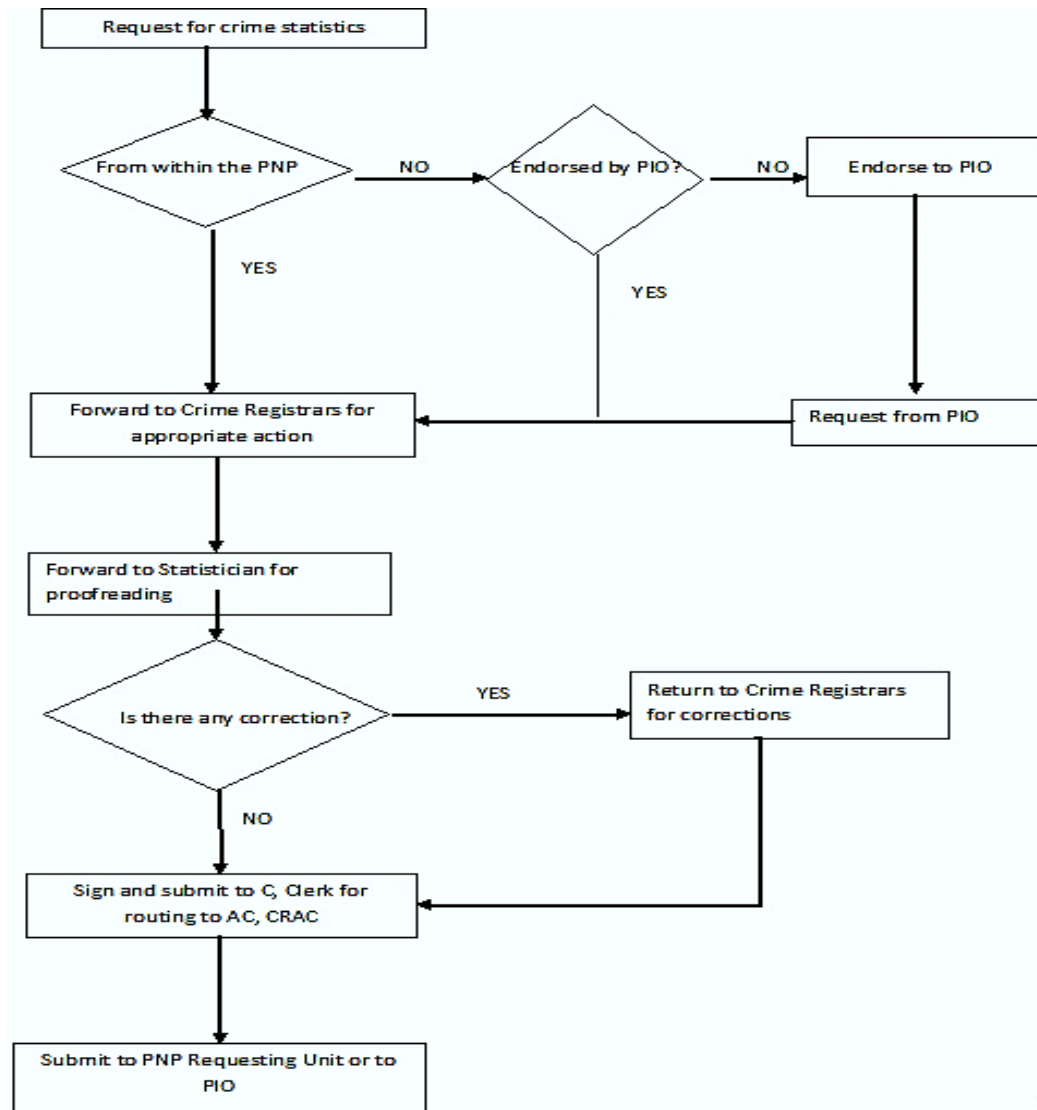


Figure 3.5 Request for Crime Statistics Flowchart

Shown is the illustration of flowchart regarding the request of crime statistics in CRAC starting from receiving the request communication up to the releasing of data to the requesting unit or to PIO.

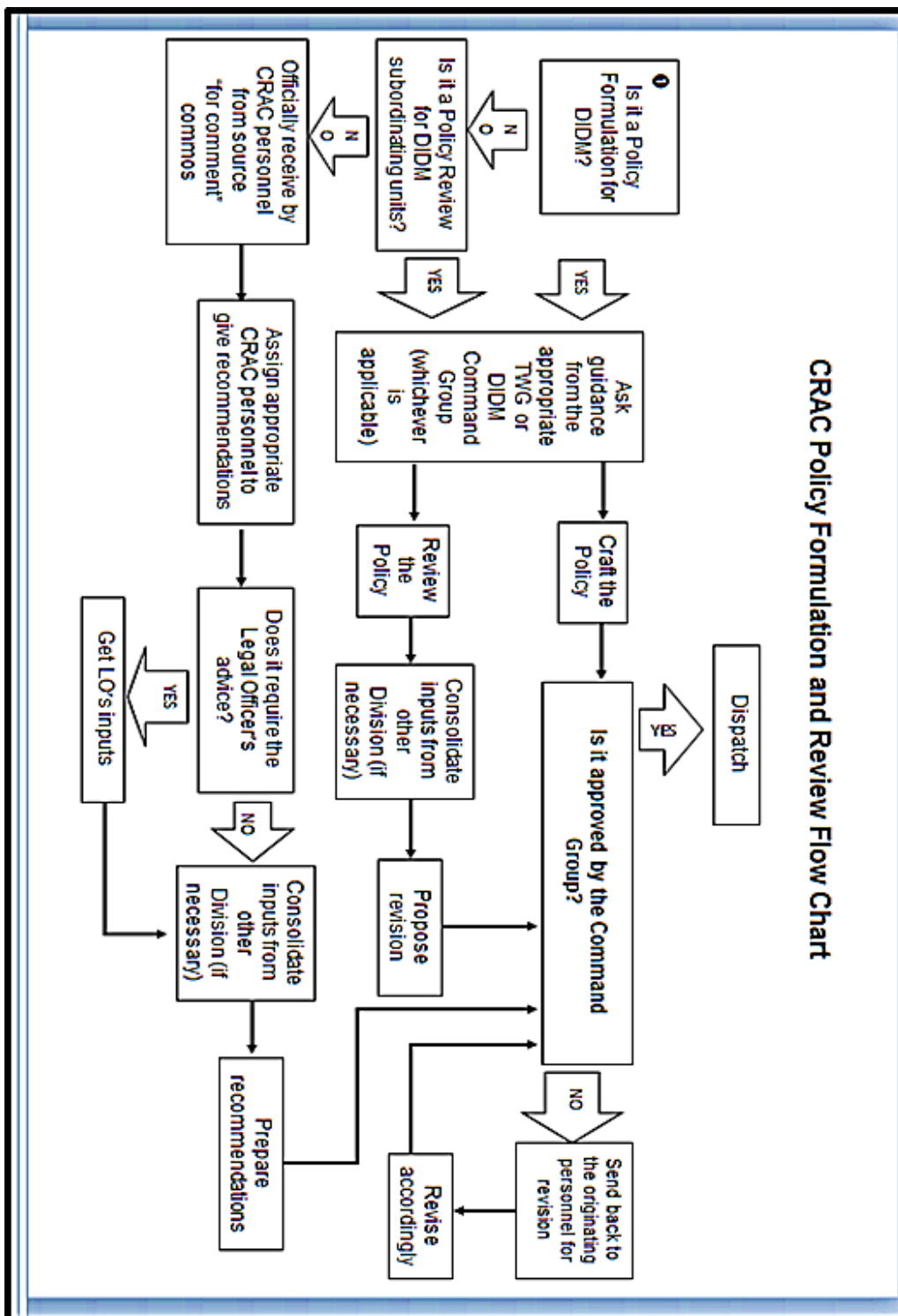


Figure 3.6 CRAC Policy Formulation and Review Flowchart

The flowchart shows the process conducted by DIDM pertaining to Policy Formulation and Review.

Section 3-7 Pertinent Policies

3.12 Letter of Instructions 02/09 Unit Crime Periodic Report (UCPER)

To promote consistency in the recording of crime incidents, these guidelines prescribe a uniform procedure for the Philippine National Police in reporting and collecting crime data including cases reported to other law enforcement agencies involved in the Criminal Justice System. Further, these data shall be the working basis for policies and programs on various anti-criminality measures

3.13 Investigative Directives (ID)

- a. *ID No. 2015-01 Reiteration on the Guidelines in the PNP Field Manual on Investigation of Crimes of Violence and Other Crimes*

The IOC shall have the full responsibility over the crime scene during the entire processing. It is mandatory that the IOC remains at the crime scene until the termination of the investigation. The IOC and the SOCO shall at all times work as a team during the crime scene process and when attending or holding conferences.

- b. *ID No. 2015-02 Quality Assurance Support to Victims and Complainants (QASVC)*

It provides guidelines on how investigators carry out their responsibilities towards crime victims and complainants. It spells out mechanisms on how investigators provide feedbacks and notifications, how they conduct visits and how they perform their investigative beats.

- c. *ID No. 2015-03 Guidelines in the Investigation, Documentation and Filing of Drug-Related Cases*

It provides sets of guidelines for IOC, Arresting Officers, Chiefs of Investigation Offices/Units, Chiefs of Police and Legal Officers in the investigation, documentation and subsequent filing of drug-related cases. It specifically indicates that the IOC shall certify the Affidavit of Arrest to execute by the Arresting Officer that he has examined and reviewed its contents and has guided the affiant in its preparation.

The COP shall likewise issue a certification that he has examined all the documents and other evidence before its filing to the Office of the Prosecutor or with regular Courts.

In the event that the drug related case is dismissed or the accused is released for further investigation, the COP, IOC and the Arresting Officer will be subjected for investigation to determine if there have been irregularities or lapses in the preparation of the documents.

- d. *ID No. 2015-04 Intake and Booking Procedure on the Initial Contact of Children in Conflict with the Law (CICL)*

It provides the step-by-step procedures during the initial contact with Child-At-Risk (CAR) and CICL below the age of criminal responsibility. It also sets specific booking procedures, including the taking of fingerprints and photographs, without prejudice to the confidentiality of the records involving the CICL.

- e. *ID No. 2015-05 Collection of DNA Samples from Arrested Persons and Persons Under Custody and Registration of their DNA Profiles into the PNP DNA Database*

It institutionalizes the collection, analysis, and registration of DNA profiles of arrested individuals during booking and persons under custody into the PNP DNA Database that is consistent with existing Philippine laws. It shall also aid in maximizing the capability of CODIS by registering DNA profiles for future cross-matching and positive identification of disaster victims.

- f. *ID No. 2015-06 Guidelines and Procedures in Handling Security Risk Items (SRI) cases Referred by the Office of the Transportation Security (OTS) (Firearm and Ammunition)*

It prescribes the guidelines and procedures to be followed by the PNP uniformed personnel from the PNP AVSEGROUP and Crime Laboratory in handling SRI cases referred by the OTS.

- g. *ID No. 2015-07 Patrulya ng Pulisya sa Kapaskuhan*

It prescribes the investigative guidelines on how to carry out the responsibilities of the patrollers as first responders in the crime scene aside from their main duty of preventing any

untoward incident to keep the holiday celebrations merry and safe.

- h. *ID No. 2016-08 Reiteration of Policies and Guidelines in the Investigation of Bombing and Explosive-Related Incidents.*

It emphasizes existing PNP policies that indicate the delineation of functions and responsibilities of First Responders, IOC and SOCO Team in the conduct of all crime scene investigation. It likewise reiterates the procedures stated in the Criminal Investigation Manual regarding the discovery/seizure/recovery of Improvised Explosive Device and unassembled complete IED components.

- i. *ID No. 2016-09 Determining Cases to be Handled by Women and Children Desks in the Conduct of Investigation*

It sets the guidelines in determining cases under the jurisdiction of WCPD.

- j. *ID No. 2016-10 Guidelines in the Recording of Arrest of Most Wanted Persons (MWP) and Wanted Persons (WP) in relation to Crime Solution Efficiency (CSE)*

It aims to streamline and set clarificatory guidelines in the recording of the arrest of MWPs and WPs. It further emphasizes that the CV, which includes the time when the crime was committed, is important because it serves as the denominator in determining CSE. Therefore, the arrest of MWPs and WPs has no effect on the CSE if the crime was committed in a period different from the time the arrest was effected. (ex. Murder in 2013, arrested in 2015).

- k. *ID No. 2016-11 Guidelines and Procedures in the Creation and Activation of SITG to Handle Cases Related to Crowd Dispersal Incidents*

It aims to strengthen and synchronize the coordinative mechanism of concerned PNP offices/units in the investigation, monitoring and prosecution of cases in relation to crowd dispersal incidents.

- l. *ID No. 2016-12 Additional Policies and Guidelines in the Conduct of PNP Anti-Illegal Drugs Campaign Plan: "Double Barrel"*

This Investigative Directive reiterates the protocols of investigation and sets guidelines on how the investigative units can perform their responsibilities in case of armed confrontation during the implementation of PNP Campaign Plan: “Double Barrel”. It likewise reiterates proper coordination among PNP investigative units and the observance of due process in the conduct of investigation, including those that involve PNP personnel. The Doctrine of Command Responsibility continues to be in effect in the implementation of Double Barrel.

- m. *ID No. 2016-13 Guidelines in the Conduct of Financial Investigation on Persons of Interest Involved in Illegal Drugs Activities*

The Directive prescribes the guidelines to be observed by Police investors in the conduct of financial investigation on persons of interest who are believed to be involved in illegal drugs activities. The focus of the investigation is to determine if their assets are derived from their lawful income or are derived from proceeds or fruits of illegal drug trafficking, and to refer the result of investigation to the proper forum.

- n. *ID No. 2016-14 Guidelines Relating to the Taking of Statements of Persons Who Voluntarily Surrender under Project Double Barrel*

This Detective prescribes the guidelines to be observed by police investigators in taking voluntary statements of illegal drug users and pushers, as well as police/military and appointed/elected government officials who voluntarily surrendered to authorities as a result of the implementation of Project “Tokhang” of the PNP. The focus of the statements to be taken from the users and pushers shall be for the identification of all the other drug personalities such as coddlers and police/military and government officials who serve as protector, the extent of their individual participation in illegal drug trade, the organizational network of drug syndicates and other illegal drug-related matters.

- o. *ID No. 2016-15 Guidelines and Procedures for Investigation and Detection of Crimes involving Violation of Intellectual Property Rights (IPR) Laws*

This Investigative Directive prescribes the procedures and guidelines to be observed by all PNP units tasked in the

investigation and detection of cases involving violations of IPR laws in order to ensure the propriety and the orderly conduct thereof.

p. *ID No. 2017-16 Guidelines on the Transfer of Investigators*

This Investigative Directive sets the guidelines to be observed on the transfer of investigators. In order to avoid the repetition of recurrent lapses and to ensure a systematic case management, it is imperative to establish a mechanism which prescribes the guidelines on the transfer of investigators. This is to emphasize to PNP personnel designated as investigators of their responsibility in handling crime investigation and tracking the development of the case. The record-keeping is one of the most important aspects in the management of investigation which reflects not only the accurate account of the investigation but also the quality of the investigation service.

q. *ID No. 2017-17 Directive on the Referral and Conduct of Digital Forensic Examination*

This Investigative Directive prescribe the requirements to be observed by all PNP units in referring seized digital devices to the PNP ACG or in requesting for technical assistance for the conduct of digital forensic examination and analysis. The procedures and principles shall ensure that digital evidence is gathered in a manner that is admissible in any judicial, administrative or quasi-judicial bodies and the chain of custody is observed.

r. *ID No. 2018-18 Guidelines in the Shifting of PNP Investigators*

The main purpose of this directive is to improve the PNP investigative services and ensure that all case folders handled by PNP investigators are given adequate attention for the further improvement of PNP's Crime Solution Efficiency (CSE) and Crime Clearance Efficiency (CCE).

3.14 PNP MC No. 2018-20 Guidelines and Procedures in the Implementation of the National Police Clearance System (NPCS)

This MC aims to set guidelines and procedures in the nationwide implementation of the NPCS. The NPCS will likewise streamline the process of issuance of police clearance for the convenience of the public. In the same manner, it will provide clarity among several issues, which vary local

jurisdictions in terms of sources of information on criminal records, scope, period of validity, cost, processing time and certificate format.

In essence, the implementation of the NPCCS is geared towards a centralized crime-related record checking nationwide, specifically to:

- a. Standardize and streamline police clearance application;
- b. Provide convenient online application portal;
- c. Create a central payment gateway;
- d. Validate record in the existing PNP crime-related databases;
- e. Build up fingerprints and facial photo database of all applicants;
and
- f. Integrate PNP's crime-related databases.

3.15 PNP MC No. 2018-027 Guidelines and Procedures in the Management and Supervision of all PNP Custodial Facilities and Persons Under PNP Custody

To set guidelines and procedures for PNP custodial officers in ensuring that persons under PNP custody are humanely taken care of according to the standards of the International Human Rights adopted by the Philippines and recognized by the PNP.

In essence, the implementation of a policy for the management and supervision of PNP custodial facilities and persons in custody under the DIDM is geared towards efficient police service, specifically to:

- a. Standardize guidelines and procedures; and
- b. Ensure that the PNP is compliant with the Human Rights requirements.

3.16 PNP MC No. 2018-050 Guidelines and Procedures in Reporting Crime Incidents

This MC provides a more stringent and comprehensive guidelines and procedures in reporting and recording crime incidents with the end in view implementing standards procedures to be followed by all police units nationwide with criminal investigative functions.

CHAPTER 4

PRE-CHARGE EVALUATION AND INVESTIGATION DIVISION (PCEID)

Section 4-1 Background and Legal Mandate

4.1 Activation. Pursuant to NAPOLCOM Memorandum Circular 99-006, PNP-DPL General Orders 99-07 dated January 4, 2000 activated Pre-Charge Investigation Division (PCID) and mandated its functions; and PNP-DPL General Orders 01-02 dated April 25, 2001 amended PNP-DPL General Orders 99-07 the functions of PCID.

Section 4-2 Vision and Mission

4.2 Vision. Imploring the aid of the Almighty, The PCEID will be a highly capable and effective evaluation and investigation service successful in achieving zero backlogs on administrative cases handled and monitored, by 2025.

4.3 Mission. The PCEID receives, evaluates, investigates, refers, supervise and monitors administrative complaints as well as assists and advise TDIDM in the direction, control and coordination of administrative cases.

Section 4-3 Organizational Structure

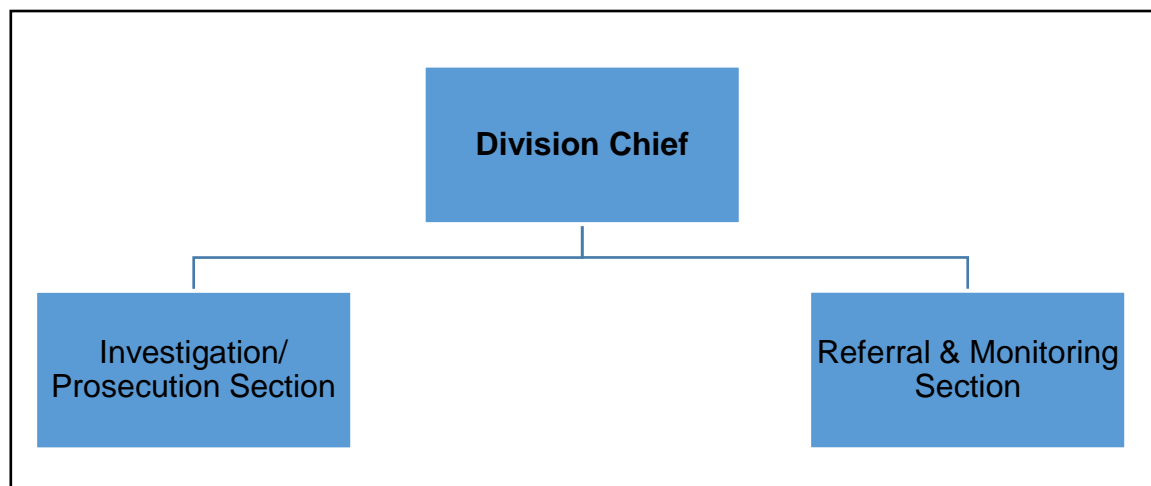


Figure 4.7 PCEID Organizational Structure

Shown in the table is Organizational Structure of Pre-Charge Evaluation and Investigation Division.

Section 4-4 Legal Basis

4.3 GO No. DPL 99-07; dated January 4, 2000

- a. Monitors and supervise the conduct of administrative investigation by the different units of the PNP;
- b. Recommends to the Chief, PNP qualified PNP officers to conduct Pre-Charge Investigation to determine probable cause;
- c. Monitors and/or supervise other disciplinary authorities in the conduct of summary proceedings against erring PNP personnel; and
- d. Performs such other functions as may be appropriate in pursuance of Title VI of RA 8551.

4.4 GO No. DPL 01-02; dated April 25, 2001

- a. Receives and record administrative complaints against PNP personnel;
- b. Conducts pre-charge investigation on administrative complaint falling under the disciplinary authority of the Chief, PNP;
- c. Recommends to the CPNP qualified PNP officers to conduct summary hearing proceedings;
- d. Refers administrative complaints falling under the jurisdiction of the other disciplinary authorities for investigation;
- e. Supervises and monitor the conduct of administrative investigation by the disciplinary authorities;
- f. Issues clearance to all PNP personnel upon request; and
- g. Performs other functions as directed by the CPNP and as may be appropriate pursuant to Title VI of RA 8551.

4.5 NAPOLCOM MC 2016-002 dated March 9, 2016; and **2017 Rules on Administrative Cases in the Civil Service** dated July 3, 2017

- a. Assists the complainant in preparing his/her complaint-affidavit and other documents in support thereof;
- b. Receives and record administrative complaints against PNP personnel;
- c. Conducts Initial Evaluation to determine on administrative complaint falling under the disciplinary authority of the Chief, PNP;
- d. Conducts Pre-charge Investigation for the purpose of determining the existence of probable cause (for uniformed personnel);
- e. Conducts Preliminary Investigation for the purpose of determine whether a prima facie case exist to warrant the issuance of a formal charge (for non-uniformed personnel);
- f. Recommends to the CPNP qualified PNP officers to conduct summary hearing proceedings;

- g. Refers administrative complaints falling under the jurisdiction of the other disciplinary authorities for investigation;
- h. Supervises and monitor the conduct of administrative investigation by the disciplinary authorities;
- i. Issues clearance to all PNP personnel upon request; and
- j. Performs other functions as directed by the CPNP and as may be appropriate pursuant to Title VI of RA 8551.

Section 4-5 Job Description

4.5 Duties and Responsibilities

a. Chief, PCEID

- 1) Supervises and monitor the conduct of administrative investigation by the different disciplinary authorities;
- 2) Supervises and appears before the court if necessary;
- 3) Approves or disapproves and signs all communications coming out of the division;
- 4) Signs in the charge sheet as the nominal complainant of Administrative cases being handled by the Division;
- 5) Attends Conferences; and
- 6) Performs other functions as TDIDM may direct.

b. Assistant Chief, PCEID

- 1) Proofreads all office communications prior to the signing and counter signing of the Chief, PCEID;
- 2) Reviews / evaluates the correctness / completeness of the action taken;
- 3) Administers complaints;

- 4) Administers the PCE Report with Chief, PCEID as nominal complainant;
- 5) Attends Conferences;
- 6) Assists the Chief, PCEID in the supervision, direction and instruction of personnel on matters of concern; and
- 7) Performs other functions as TDIDM may direct.

c. **Division Chief Clerk**

- 1) Takes charge in the supervision and control of memo or communications to and from the division;
- 2) Implements policies on administrative function, such as monitoring and tracking of communications;
- 3) Takes charge in the supervision and control of all the personnel of the Division;
- 4) Monitors the incoming and outgoing communication;
- 5) Conducts inventory of personnel and job description;
- 6) Supervises the daily attendance of PCEID personnel; and
- 7) Performs other functions as Chief, PCEID may direct.

4.6 Investigation Section

a. **Chief, Investigation Section**

- 1) Assists the Chief, PCEID in ensuring that administrative cases are properly evaluated;
- 2) Evaluates and reviews the Pre-Charge Evaluation and Investigation Reports prepared and submitted by the Pre-Charge Investigators;
- 3) Handles Investigation of special/sensational cases and cases involving high ranking PCO's;
- 4) Administers the complaint of the complainants;

- 5) Assists in the confrontation between complainant and respondent as the case may be; and
- 6) Performs other functions as directed.

b. Investigators

- 1) Conducts Pre-charge evaluation and investigation of administrative cases raffled to them for action;
- 2) Submits Pre-charge evaluation and investigation report to Chief, PCEID for review and for his/her approval;
- 3) Prepares cover memo of the Pre-charge evaluation report recommended by TDIDM for approval of the Chief, PNP;
- 4) Prepares notice/s or summons;
- 5) Prepares Memoranda, Motion for Reconsideration and Appeal, if warranted;
- 6) Attends SHP and participates in the prosecution of admin cases filed by this office; and
- 7) Performs other functions as directed.

4.7 Complaint, Referral, Monitoring, Records and Clearance Section

a. Chief, Complaint, Referral, Monitoring, Records and Clearance Section

- 1) Monitors the pre-charge evaluation and investigation/summary proceedings conducted by the different disciplinary authorities;
- 2) Ensures the maintenance of files and database records of pending/resolved administrative and criminal cases filed against any PNP member nationwide;
- 3) Supervises the issuance of PNP clearance upon request of requesting PNP personnel;
- 4) Administers the complaint of the complainants;

- 5) Provides available records regarding pending/resolved administrative cases filed against PNP personnel and its reporting;
- 6) Monitors the referred and reported cases; and
- 7) Performs other functions as directed.

b. **Complaint PNCO**

- 1) Receives, docketed and records administrative complaints against PNP personnel;
- 2) Interviews walk-in complainant/s for evaluation and dock prior raffle to the investigators;
- 3) Assigns case folders to the investigators as directed by the Chief, Investigation Section; and
- 4) Performs other functions as directed.

c. **Supply PNCO**

- 1) Prepares requests for supplies for approval of BFO;
- 2) Signs Inventory Documents;
- 3) Issues available equipment/supplies to the requesting parties; and
- 4) Performs other functions as directed.

d. **Referral and Monitoring PNCO**

- 1) Checks the records of PNP Personnel who applied for DIDM Clearances in the database;
- 2) Updates the status of cases in the record;
- 3) Ensures the maintenance, recording and monitoring of records of pending/resolved administrative and criminal cases filed against any PNP member nationwide;
- 4) Prepares for the submission of statistic reports if necessary;

- 5) Formulates statistics and reports of administrative case;
- 6) Encodes and update status of reported administrative cases;
- 7) Accepts the application and release of DIDM clearances; and
- 8) Performs other functions as directed.

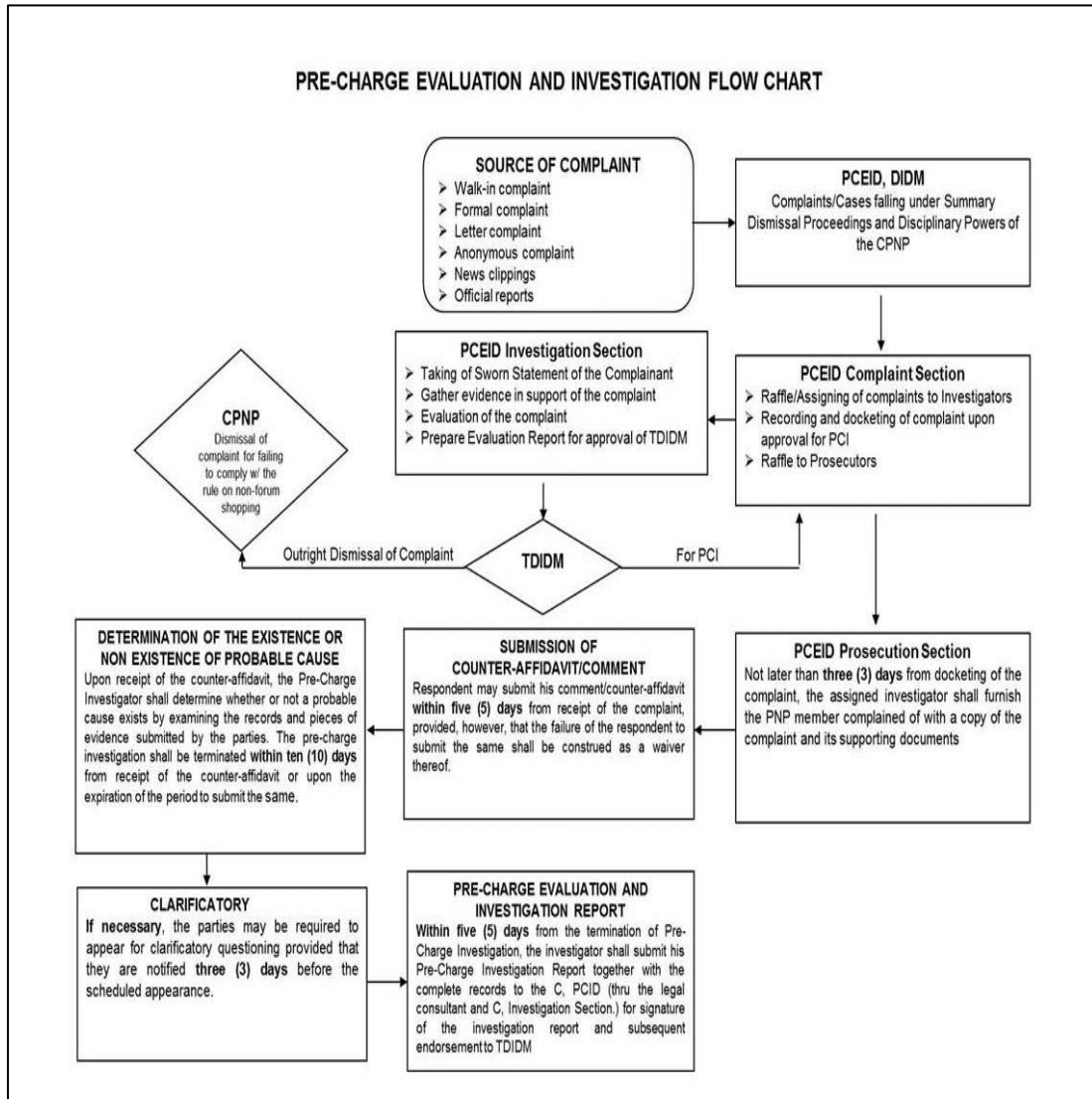
e. **Records PNCO**

- 1) Ensures the maintenance of records of pending/resolved administrative and criminal cases filed against any PNP member nationwide;
- 2) Accepts the application and release of DIDM clearances;
- 3) Prepares statistics and reports of administrative case;
- 4) Checks the record of PNP Personnel who applied for DIDM Clearance in the database;
- 5) Encodes and updates status of referred and reported admin cases; and
- 6) Performs other functions as directed.

f. **Records Check and Certification PNCO**

- 1) Accepts the application and release of DIDM clearances;
- 2) Checks the records of PNP Personnel who applied for records check and certification in the database;
- 3) Updates the status of cases in the record; and
- 4) Performs other functions as directed.

Section 4-6 PCEID Flowchart



(continuation in the next page)

Figure 4.8 PCEID Flowchart

This figure shows the process in conducting pre-charge evaluation and investigation from receiving the complaint up to the finalization of pre-charge evaluation and investigation report.

(continuation of PCEID Flowchart)

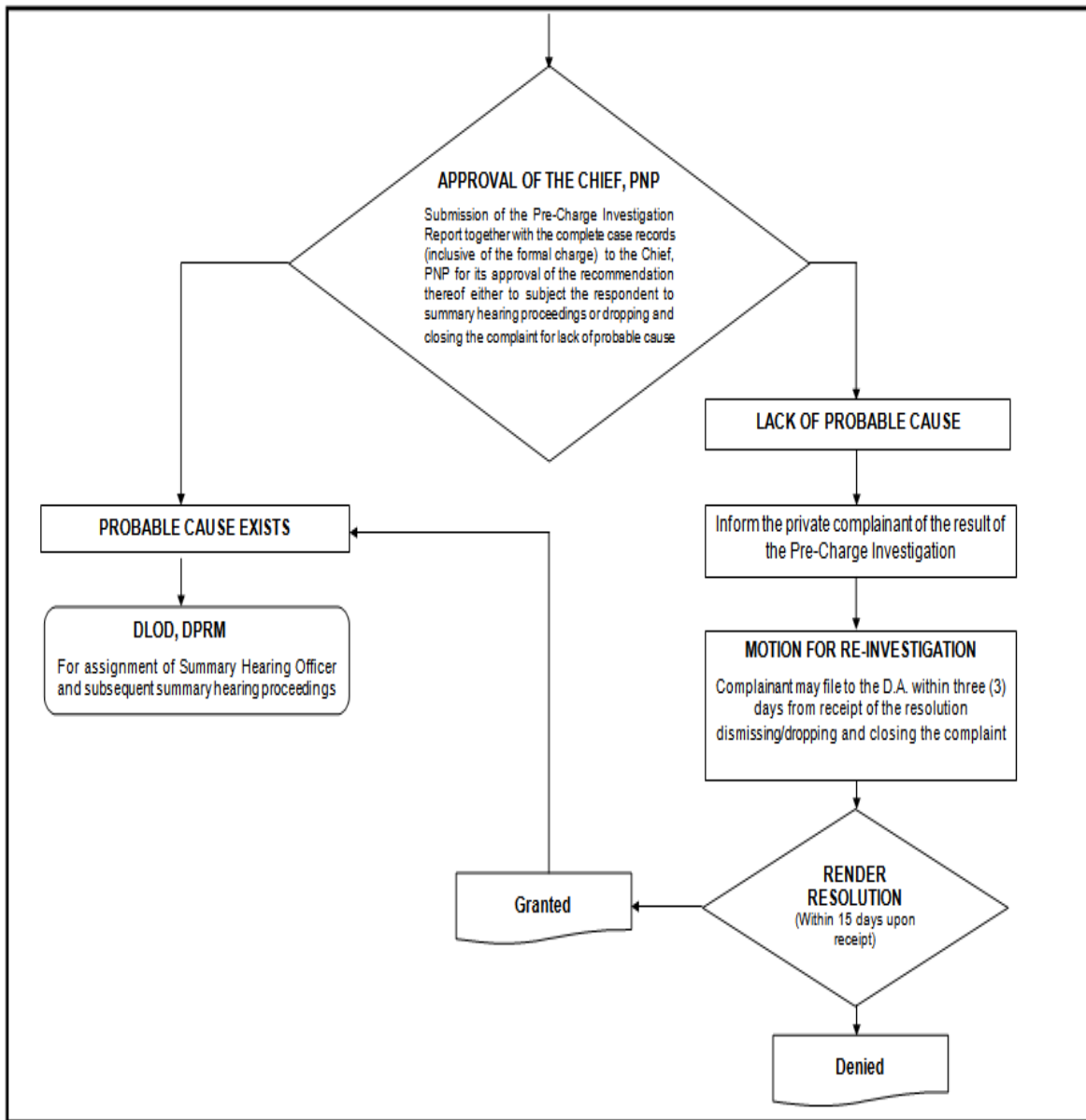


Figure 4.8 PCEID Flowchart

This figure shows the process in conducting pre-charge evaluation and investigation from receiving the complaint up to the finalization of pre-charge evaluation and investigation report.

CHAPTER 5

CASE MONITORING DIVISION

Section 5-1 Background and Legal Mandate

5.1 Activation. Pursuant to NAPOLCOM Resolution No. 97-032, the CMD was created as an ad hoc body under DIDM. The CMD was envisioned to provide consistent, accurate and well accounted data, cases and records that are significant and essential in the field of investigation.

Section 5-2 Vision and Mission

5.2 Vision. CMD will be a highly capable and effective Division working towards the attainment of the mission and vision of the Directorate for Investigation and Detective Management

5.3 Mission. The CMD shall provide TDIDM the pertinent regarding the monitoring and tracking of cases relevant to the field of investigation that are in line with the mandate of the PNP.

Section 5-3 Organizational Structure

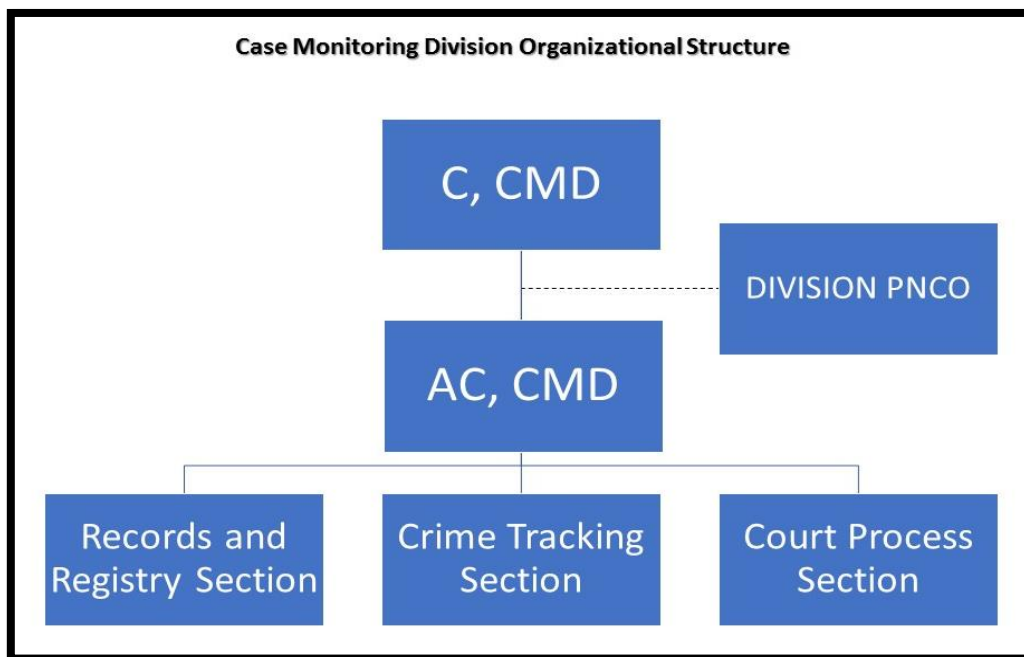


Figure 5.9 CMD Organizational Structure

Shown is the Organizational Structure of Case Monitoring Division including its sections and designated personnel based on the approved staffing pattern of Directorate for Investigation (DIN).

Section 5-4 Functions

5.3 General Functions

- a. Monitors status of cases and maintain records of all heinous crimes and sensational cases;
- b. Monitors status of cases and maintain records of election-related incidents and COMELEC Gun Ban violations;
- c. Receives referral complaints;
- d. Conduct follow-up the progress of investigation of all cases;

- e. Maintains record of all reported criminal cases;
- f. Prepares letter-reply;
- g. Furnishes requesting parties of any information or record on cases handled/received;
- h. Monitors status of cases and maintain records/reports of the Service of Warrants/Orders of Arrest;
- i. Monitors status of cases and record the Neutralized/Arrested Wanted Persons by the PROs; and
- j. Receives court orders and Subpoena thru e-Subpoena system.

5.4 Sectional Functions

- a. **Records and Registry Section**
 - 1) Receives incoming communication intended for CMD, disseminates to concerned personnel and dispatches outgoing communications to the ADMIN section for appropriate action;
 - 2) Maintains electronic copies of significant documents;
 - 3) Acts as OPR in CMD scorecard and other PGS-related matters;
 - 4) Manages/Amends systems and procedures of the Division and proposes recommendatory actions for the subsequent approval of Assistant Chief, CMD and Chief, CMD;
 - 5) Maintains records/file pertaining to CMD;
 - 6) Performs complete staff work on complaints and requests for investigation of private individuals and higher offices; and
 - 7) Performs complete staff work on various matters pertaining to PNP policies, programs, and projects and prepares reports relative to the Division's functions and mandate.

b. **Court Process Section**

- 1) Receives court orders and Subpoena thru e-Subpoena system from the Court and forwards directly to their unit assignment; and
- 2) Prepares memo directives to concern PNP personnel.

c. **Case Tracking Section**

- 1) Monitors and maintains records of all cases handled by CMD:
 - a) Heinous Crimes
 - b) KFR
 - c) Incidents Involving the used Firearms
 - d) Illegal Drugs
 - e) Illegal Gambling
 - f) Incidents Involving Foreign Nationals (Suspects & Victims)
 - g) Robbery Cases
 - h) Bank Robbery
 - i) Theft Cases
 - j) Cyber Crime Cases
 - k) Motorcycle Riding Criminals (MRS)
 - l) LOI Manhunt Charlie
 - m) EGO Cases
 - n) ERI Cases
 - o) COMELEC Gun ban
 - p) Violation of Intellectual Property Rights
 - q) Incidents Involving Threat Groups (COLA Cases)
 - r) TF Judges Prosecutors and Lawyers (TF JPL)
 - s) SITG Cases
 - t) Hostage Taking
 - u) Cases solved with the use of CCTV
 - v) Human rights violation and torture
 - w) Violation of Anti Hazing Law
 - x) Case Review on Dismissed Drug Cases
Investigative Directive 3 (Filing of Cases related to Illegal drugs)
 - y) COLA cases
- 2) Monitors and maintains records of sensational cases;

- 3) Conducts follow-up the progress of investigation of all cases;
- 4) Maintains record of all reported criminal cases;
- 5) Prepares reply letter; and
- 6) Furnishes requesting parties of any information or record on cases handled/received.

d. **Special Concerns Section**

Acts as:

- 1) Secretariat on LOI Manhunt Charlie
- 2) Member of Joint Anti Bank Robbery And Cyber Crime Coordinating Committee (JABRAC) and JABRAC Technical Working Group
- 3) Member of National Committee on Intellectual Property Rights (NCIPR)
- 4) Secretariat of Task Group Legal Offensive (i.e. elections)
- 5) Member of COLA
- 6) Member of National Law Enforcement Coordinating Committee (NALECC)
- 7) Secretariat of PNP Foreign Travel Screening Board (FTSB)

Section 5-5 Job Description

5.5 Duties and Responsibilities

a. **Chief, CMD**

- 1) Supervises the preparation of Quarterly, Semi-Annually and Yearly Performance Evaluation of all PROs as far as CMDs parameters are concerned;
- 2) Supervises the CMD personnel in the maintenance and filing of all communications received and acted upon;
- 3) Updates the Director, DIDM on the progress of cases on all heinous crimes and sensational cases for the information of the Chief, PNP and other cases handled by CMD;
- 4) Supervises CMD personnel in the preparation of election related reports;
- 5) Updates the Director, DIDM on the status of PNP personnel who failed to attend court hearings;
- 6) Supervises in the preparation of different action plans to enhance effectiveness of CMD personnel;
- 7) Assists other Division on other related activities;
- 8) Attends to meetings, conferences and symposium when required;
- 9) Ensures that directives, instructions and requirements from higher headquarters and offices are complied;
- 10) Acts on other communications referred to CMD by the Director, DIDM;
- 11) Supervises on other compliance of lower units to directives issued by CMD;
- 12) Represents the Director, DIDM on some activities as directed; and
- 13) Performs other duties as directed by Director, DIDM.

b. Assistant Chief, CMD

- 1) Supervises the Daily Accounting of Personnel Report (along with the Chief, Clerk);

- 2) Proofreads all incoming and outgoing communications prior submission to the Chief, CMD;
- 3) Supervises the preparation of significant reports for the information of the SILG, CPNP and the Command Group;
- 4) Supervises all CMD Personnel in the performance of their assigned tasks in the absence of or as directed by the Chief, CMD;
- 5) Attends conferences and conduct meetings on CMD-related matters as directed Represent the Division and or the Directorate in conferences;
- 6) Prepares memoranda/directives and corresponding reports for higher authorities; and
- 7) Performs other tasks as directed by Chief, CMD.

c. **Chief, Records and Registry Section**

- 1) Supervises the maintenance of record/filing pertaining to CMD;
- 2) Prepares report relative to the Division's accomplishment;
- 3) Creates memoranda/directives and corresponding reports for higher authorities;
- 4) Acts on the referral complaints and requests from of private individuals and higher offices;
- 5) Attends conferences/meetings as instructed by Chief, CMD; and
- 6) Performs other task as directed by Chief, CMD.

d. **Chief, Court Process Section/NCIPR Representative**

- 1) Supervises/Monitors concerned NUP for the e-Subpoena and other legal process to ensure the timely delivery;
- 2) Prepares memoranda/directives and corresponding reports for higher authorities;

- 3) Attends Conferences/meetings as instructed by Chief, CMD; and
- 4) Performs other tasks as directed by Chief, CMD.

e. **Chief, Case Tracking Section**

- 1) Disseminates significant incidents and cases to be monitored by concerned CMD personnel;
- 2) Supervises the updating and monitoring of cases handled by CMD personnel and furnish concerned offices/agencies of copies thereof when requested or directed;
- 3) Prepares memoranda/directives and corresponding reports for higher authorities;
- 4) Attends meetings/conferences as instructed by Chief, CMD; and
- 5) Performs other tasks as directed by Chief, CMD.

f. **Division Chief Clerk**

- 1) Assists the Chief, CMD and Assistant Chief, CMD in the overall administration and supervision of PNCOs and NUPs;
- 2) Supervises and ensures the smooth flow of communications to and from the Division;
- 3) Conducts follow-ups referrals of cases to PROs and directives intended for PROs;
- 4) Ensures timely submission of CMD compliances;
- 5) Prepares memoranda/directives and corresponding reports for higher authorities as directed by Chief, CMD;
- 6) Attends meetings/conferences as directed by Chief, CMD; and
- 7) Performs other functions/tasks as directed as directed by Chief, CMD.

- g. **Monitoring Officer (LOI Manhunt Charlie/Service of Warrant of Arrest and Murder Cases Under Investigation (MCUI))**
- 1) Analyzes data and reports pertaining to LOI Manhunt Charlie (Arrest of Wanted Persons and Most Wanted Persons), Warrantless Arrest and Service of WOA;
 - 2) Performs functions as Action PNCO on e-Rogues Gallery and e-Warrant of Arrest;
 - 3) Performs completed staff actions on various Warrant of Arrest received by the Division and endorse the same to the concern unit;
 - 4) Monitors status of cases of MCUI; and
 - 5) Performs other tasks as directed.
- h. **Monitoring Officer, Investigative Directive 3, Campaign against Illegal Drug and Dismissed Drug Cases**
- 1) Prepares memo directives for PROs/NSU's in connection with the assigned tasks;
 - 2) Consolidates reports concerning the assigned tasks based on the details and recap submitted by the above Units/Offices in preparation for summary reports;
 - 3) Monitors status of cases relative to illegal drug related cases; and
 - 4) Performs other tasks as directed.
- i. **Monitoring Officer, Election Related Incidents (ERI)/Elected Government Official (EGO), Disposition of Confiscated Firearms and filed cases on Murder Cases**
- 1) Prepares memo directives for PROs/NSU's in connection with the assigned tasks;
 - 2) Consolidates reports concerning the assigned tasks based on the details and recap submitted by the above Units/Offices in preparation for summary reports;
 - 3) Monitors status of cases relative to ERI/EGO; and

- 4) Performs other tasks as directed.
- j. **Monitoring Officer (Court Orders & Subpoena/e-Subpoena; Monitoring Officer for PNP Personnel Involving various cases/offenses)**
- 1) Prepares memo directives for PROs/NSU's in connection with the assigned tasks;
 - 2) Performs completed staff action on various Court Orders for PNP personnel received by the Division and monitors their compliances;
 - 3) Monitors status of cases on PNP personnel charged with criminal offenses; and
 - 4) Performs other tasks as directed.
- k. **Monitoring Officer, AFIS/IBIS HITS, Carnapping and Cyber/Transnational Crime**
- 1) Prepares memo directives for PROs/NSU's in connection with the assigned tasks;
 - 2) Consolidates reports based on the details and recap submitted by the above Units/Offices in preparation for summary reports;
 - 3) Monitors status of cases of AFIS/IBIS., Carnapping and Cyber/Transnational Crime; and
 - 4) Performs other tasks as directed.
- l. **Monitoring Officer, Robbery/Theft/JABRACHIEF, Intellectual Property Rights and SITG cases**
- 1) Prepares memo directives for PROs/NSU's in connection with the assigned tasks;
 - 2) Consolidates reports based on the details and recap submitted by the above Units/Offices in preparation for summary reports;
 - 3) Monitors status of cases of Robbery/Theft, Intellectual and SITG cases; and

- 4) Performs other tasks as directed.
- m. **Monitoring Officer, CNN involving threat group (COLA cases) incidents, involving Motor-Riding Suspects (MRS, Division Operation Center PNCO on Significant Incidents (Heinous and Sensational Crimes)**
- 1) Prepares memo directives for PROs/NSU's in connection with the assigned tasks;
 - 2) Consolidates reports concerning the assigned tasks based on the details and recap submitted by the above Units/Offices in preparation for summary reports;
 - 3) Prepares initial memorandum for the Chief, PNP of all sensational cases after the advised of the Chief, CMD;
 - 4) Monitors status of cases of CNN involving threat group (COLA cases) incidents, MRS; and
 - 5) Performs other tasks as directed.
- n. **Statistician 1/Monitoring Officer, Heinous and Kidnapping, statistics of Heinous and sensational crimes**
- 1) Prepares and maintain reports/statistical data pertaining to kidnapping incidents and heinous crimes;
 - 2) Monitors the progress and status of investigation, status of cases of heinous crimes and KFR incidents;
 - 3) Prepares memo-directive to concerning the assigned tasks;
 - 4) Performs other tasks as directed.
- o. **Planning Assistant/Monitoring Officer, Crime Incidents Involving the Use of FAs, Gun Ban Violations/Disposition of Confiscated FAs for 2016**
- 1) Prepares and maintain statistical data on crime incidents involving the use of firearms for consumption of the CHIEF, PNP and other stakeholders.

- 2) Monitors status of cases of crime incidents involving the use of firearms.
 - 3) Prepares memo directive to PROs and other offices concerning incidents involving the use of firearms as directed by Chief, CMD; and
 - 4) Performs other tasks as directed.
- p. **Administrative Assistant 1/Monitoring Officer, Illegal Gambling, Foreign National, Judges, Prosecutor and Lawyers (JPL)**
- 1) Prepares and maintain reports/statistical data pertaining to investigation of crime incidents related to Illegal Gambling, Foreign National and JPL;
 - 2) Monitors status of cases of Illegal Gambling, Foreign National and JPL related incidents;
 - 3) Prepares memo concerning the assigned tasks; and
 - 4) Performs other tasks as directed.
- q. **Administrative Assistant I/Monitoring Officer, Human Rights Violations, Torture, Hostage Taking and Hazing and cases with the use of CCTV**
- 1) Takes charge of the incoming Communications;
 - 2) Monitors status of cases of Human Rights Violations and Torture; Hostage Taking and Cases with the use of CCTV;
 - 3) Prepares memo concerning the assigned tasks;
 - 4) Maintains electronic & hardcopy filing system; and
 - 5) Performs other functions/tasks as directed.

Section 5-6 Flow of Communication Flowchart

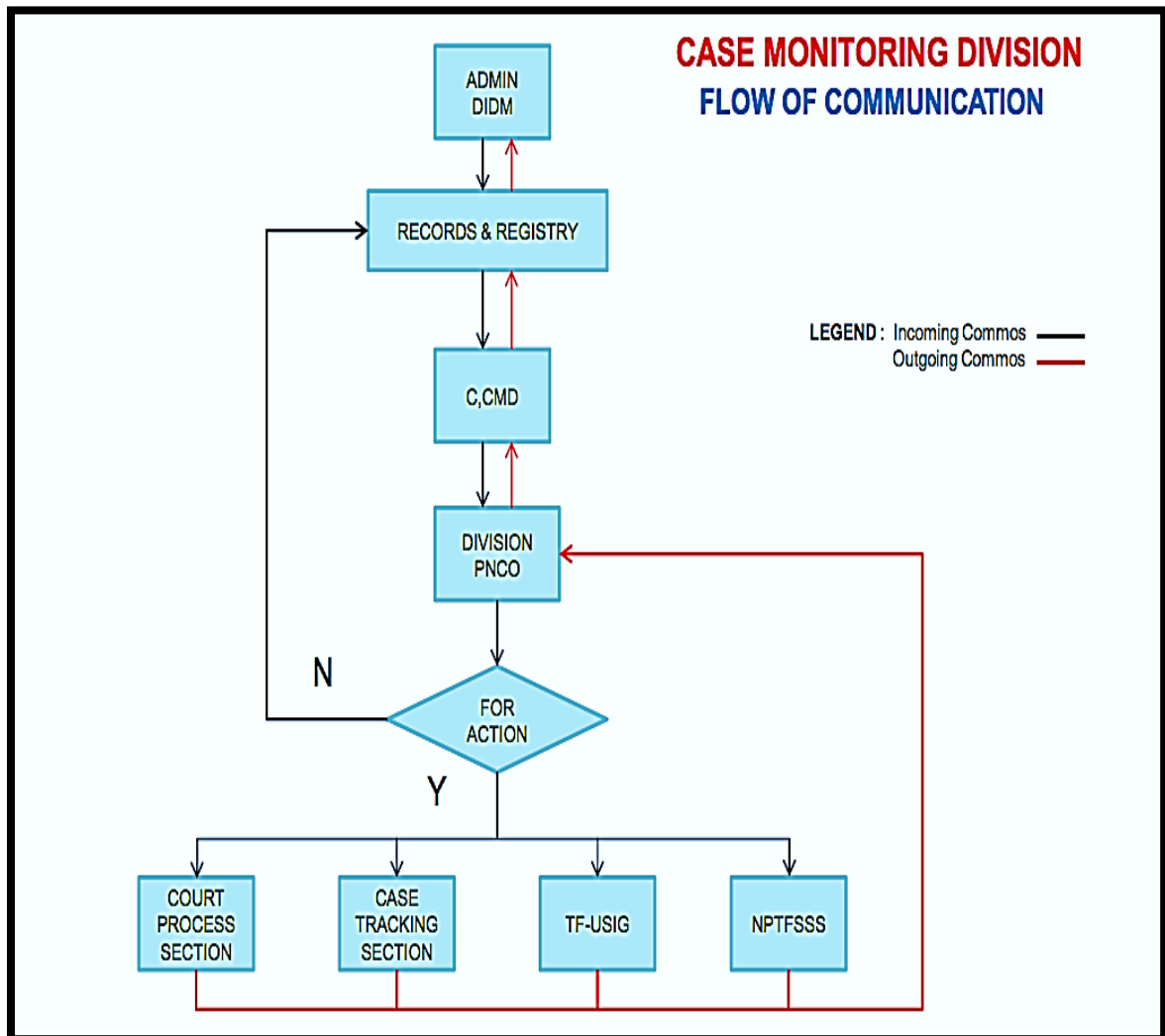


Figure 5.10 Flow of Communication Flowchart
The figure shows the flow of communication at CMD.

Section 5-7 Pertinent Policies

5.4 LOI Manhunt Charlie 03-11 – Accounting of Wanted Persons

Conducts re-intensified campaign to consolidate a comprehensive list of warrants of arrest and arrest/neutralize/account wanted persons accused in various crimes.

5.5 MC 2008-0801-003 – Court Process

Intended to strengthen existing policies with regard to the service of subpoena and other legal processes issued by the courts tribunals, administrative and quasi-judicial bodies to ensure that their timely implementation and compliance shall redound to the speedy disposition of cases and the proper and fair administration of justice consistent with the mandate of the PNP as a law enforcement agency.

5.6 MC 2014-016 - e-Subpoena

Provides the policy guidelines on the actions to be undertaken by the police to ensure the delivery of subpoena to concerned personnel and monitor their faithful compliance with the court orders.

5.7 DIDM Investigative Directive 3 – Guidelines in the Investigation, Documentation and Filing of Drug Related Cases

Provides a set of guidelines for the Investigator-on-Case, Arresting Officers, Chiefs of Investigation Offices/Units, Chiefs of Police and Legal Officers in the investigation, documentation and subsequent filing of drug-related cases.

5.8 SOP No. 02/11 (SOP in the Investigation of Heinous and Sensational Crimes)

Sets forth the procedures in the investigation of heinous and sensational cases in order to harmonize seemingly overlapping and confusing provisions, LOIs, directives and other issuances; strengthen and synchronize coordinative mechanism of concerned PNP units relative to the investigation of heinous and sensational crimes; define functions and responsibilities among tasked offices/units; and reinforce PNP Criminal Investigation Manual, PNP Operational Procedures and other investigative references.

5.9 CMC 49/13 (Case Review Committee to Evaluate Dismissed Cases Related to Illegal Drugs, Heinous, and Sensational Crimes)

Dated October 2, 2013 was issued to review and analyze the grounds for the dismissal of cases pertaining to illegal drugs from the standpoint of errors and negligence committed by PNP personnel.

5.10 CMC 28-2015 - Guidelines and Procedures in the Conduct of Secure and Fair Election (SAFE) 2016

Provides comprehensive security coverage to ensure a safe and fair conduct of Election 2016 in partnership with COMELEC, AFP and other government agencies

5.11 Integration of IPR in PNP Function

Prescribes the procedures and guidelines in integrating and incorporating Intellectual Property Rights (IPR) in PNP functions at all levels purposely to consolidate all investigative data and efforts in support to Executive Order No. 736.

5.12 LOI 11-12 Kontra Droga Charlie

Sets forth the revision of the anti-illegal drug strategy of the Philippine National Police (PNP) to further strengthen its support mechanism to the Philippine Drug Enforcement Agency (PDEA) in the campaign against illegal drugs.

5.13 LOI 55-19 (Committee on Legal Action)

Organization and activation of the PNP Committee on Legal Action (COLA) to ensure the strengthening and effective orchestration of the agencies specifically on cases involving leaders and other personalities involved in threats to national security groups (TNSG).

5.14 LOI 01-06 TF Judges, Prosecutors and IBP Lawyers

Provides direction to concerned police units in the conduct of investigation geared towards the identification, prosecution and arrest of the suspects in the killing of Judges, Prosecutors and IBP Lawyers in the country.

5.15 LOI 03-09 – AFIS/IBIS HITS

Procedures in the submission of tenprints taken from the arrested suspected criminals during “booking” and latent prints

collected by police investigators from the crime scene to the PNP Crime Laboratory for AFIS registration, inquiry, and reference.

5.16 PNP-CMC NO. 16-2016 PNP Anti-Illegal Drugs Campaign Plan Project Double Barrel

Sets for the general guidelines, procedures and tasks of police offices/units/stations in the conduct of the Philippine National Police (PNP) Anti-Illegal Drugs Campaign Plan – PROJECT: “DOUBLE BARREL” in support to the Barangay Drug Clearing Strategy of the government and the neutralization of illegal drug personalities nationwide.

CHAPTER 6

WOMEN AND CHILDREN PROTECTION CENTER

Section 6-1 Background and Legal Mandate

6.1 Activation. The WCPC traces its origin to the first Women's Desk of the PNP, which was established in 1993 in Quezon City pursuant to a project of the Directorate for Police Community Relations (DPCR). In 1998, upon the enactment of RA 8551, otherwise known as the "PNP Reform and Reorganization Act," the Women's Desk was formally merged with the Child and Youth Relations Section (CYRS), and was later known as the Women and Children Concerns Division (WCCD) under the DPCR.

In January 2001, the Women's Crisis and Child Protection Center (WCCPC) was activated to serve as a one-stop shop for the investigation of all VAWC cases. In April 10, 2002, the WCCD was transferred to the DIDM and the WCCD was reconfigured to Family, Juvenile and Gender Development Division (FJGADD) under the DPCR.

On October 15, 2007, the WCCD underwent another reform and was renamed the Women and Children Protection Center (WCPC), pursuant to DPL General Order No. 07-03. Currently, the WCPC CHIEF, which has been strengthened and restructured pursuant to NAPOLCOM Resolution No. 2014-441, handles not only VAWC cases but also Trafficking in Persons (TIP) cases.

The strengthened and restructured WCPC has a mandate to initiate investigation, counter-trafficking-intelligence gathering and conduct rescue operations against TIP and VAWC cases. In addition to that, it prepares and updates watchlist of most wanted traffickers, as well as maintain a database system to receive complaints and calls to assist the victim and their families.

Among the many steps taken since the passage of RA 9208, the strengthening and reorganization of WCPC as the designated Anti-Trafficking Unit of the PNP has been proven as one of the effective means of containing trafficking, not only in rescuing trafficked victims and

arresting suspects, but in reducing the prevalence of trafficking in persons altogether.

Section 6-2 WCPC Logo



Figure 6.11 WCPC Logo

Shown is the official logo of the Women and Children Protection Center.

6.2 The official Logo of WCPC symbolizes the following:

- a. **Gold:** The color of success. It symbolizes achievement and triumph.
- b. **Lavender:** Symbolizes the woman; The color of purpose and good judgment.

- c. **Black:** gives protection from external emotional stress, providing comfort while protecting its emotions and feelings.
- d. **Yellow:** stimulates the mind and mental activity. It increases the analytical processes and our logical reasoning, helping with decision-making.
- e. **The break in the chain:** Connotes freedom from bondage and slavery against violence and trafficking, embracing the fullness of life, liberty and freedom.
- f. **Laurel leaves:** Symbolizes the excellence and pursuit to achieve the mandate of WCPC. The stem represents the WCPC connecting all PROs in its fight on Violence Against Women and Children and Trafficking in Persons.
- g. **The Philippine Sun:** In the olden days was worshiped by the people as God. It also serves as a guide to the people.
- h. **The color of the Philippine Flag:** Represents the Philippines and its people. It also denotes the Special Laws for the protection of women and children from any form of violence and those victims of trafficking in persons.
- i. **The Motto:** “To rescue and protect” stands out as a battle cry. It speaks of the main objective of the WCPC in its commitment to save and safeguard the well-being and safety of the vulnerable victims.

Section 6-3 Vision and Mission

6.3 Vision. In pursuit of its vision, the WCPC has the mission of implementing the anti-trafficking law effectively, developing solutions to new modes of trafficking in persons, rescuing survivors, and charging suspects before relevant authorities.

6.4 Mission. To set the global standard in anti-violence and anti-trafficking law enforcement through world-class police work, victim-sensitive rescues, and quality evidence gathering.

Section 6-4 Organizational Structure

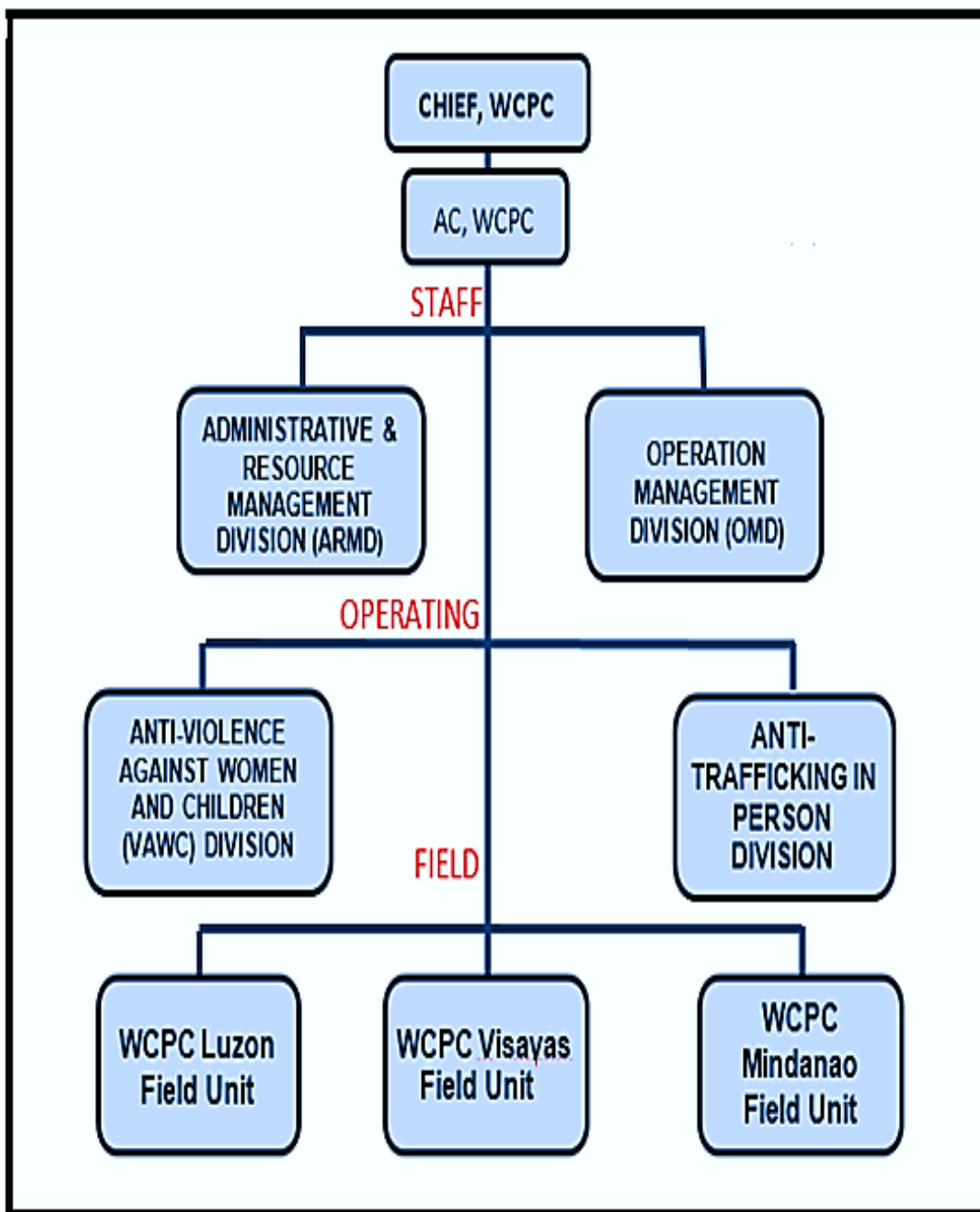


Figure 6.12 WPCPC Staffing Pattern

The figure shows the staffing pattern of WPCPC including its Division and Field units.

Section 6-5 Functions

6.5 General Functions

- a. Initiates investigation and counter-trafficking-intelligence gathering upon receipt of statements or affidavits from the victims of trafficking, migrant workers or their families who have knowledge or information about trafficking in persons cases;
- b. Conducts investigation and operations against offenders of violence against women and children (VAWC) and trafficking in persons, initiate necessary actions against these offenders for prompt prosecution and effect their arrest;
- c. Undertakes surveillance and monitoring of suspected traffickers, trafficking in persons activities and modi operandi, and execute necessary proactive campaigns to deter the commission of such crimes;
- d. Handles cases of battered women and children;
- e. Conducts computer-based investigations to identify and apprehend suspects who utilize the internet as a means of enticing and/or coercing young people into prostitution, in coordination with the PNP Anti-Cybercrime Group and other law enforcement agencies;
- f. Assists the local police units in the trafficking-related investigations and /or task force operation;
- g. Conducts rescue operations of VAWC and victims of TIP;
- h. Conducts relevant information gathering activities, process and analyze the gathered information for policy and strategy formulation;
- i. Develops and evaluate the implementation of best practices strategies in order to prompt respond to specific issues that may arise when dealing with victims of trafficking in persons and when apprehending traffickers;

- j. Facilitates identification and referral of victims, and attendance of witnesses during trials in courts;
- k. Coordinates social, legal, rehabilitation and health services for rescued victims with the concerned agencies;
- l. Prepares and updates watchlist of most wanted traffickers and maintain a system to receive complaints and calls to assist the victim and their families;
- m. Initiates related advocacy measures and conducts public awareness campaigns in coordination with the PNP Public Information Office;
- n. Maintains linkages for exchange of information with competent Local and international authorities or private institutions for effective anti-trafficking measures, prevention, victim's protection and assistance;
- o. Represents the PNP in conventions of the United Nations and other for a regarding violence against women and children; and
- p. Performs other duties as directed by higher authority.

6.6 WCPC Divisions and Sections

- a. **Administrative and Resource Management Division (ARMD)**
 - 1) Formulates and implements plans and policies pertaining to personnel matters and other administrative requirements of the Center;
 - 2) Translates decisions into directives concerning personnel management, morale and welfare of personnel, and discipline and order;
 - 3) Identifies problems and deficiencies and recommend revision on administrative system, policies and procedures;
 - 4) Manages the recruitment and placement of personnel and other related activities;

- 5) Monitors and conducts performance evaluation of all WCPC personnel and submit necessary recommendations to Chief, WCPC;
- 6) Administers the referrals and dispatch of all incoming and outgoing communications;
- 7) Supervised cleanliness of WCPC building and its surroundings;
- 8) Prepares financial and logistical support proposals of WCPC;
- 9) Plans, coordinates and determines the logistical and financial requirements of WCPC;
- 10) Facilitates the necessary issuance of logistical requirements of WCPC;
- 11) Ensures maintenance and serviceability of all logistical equipment of WCPC;
- 12) Attends to financial related requirements of WCPC to higher office to include personnel claims and benefits; and
- 13) Performs other tasks as directed.

b. **Operations Management Division (OMD)**

- 1) **Operations and Plans Section**
 - a) Plans, coordinates and supervises operations of the Center and update the Chief, WCPC on the progress of operations of the Field Units;
 - b) Prepares and evaluates mobilization, assignment and deployment of units;
 - c) Prepares and issues appropriate operations, plans, orders and directives pertaining to anti-VAWC and anti-trafficking in persons subject to the approval of Chief, WCPC;

- d) Conducts relevant information gathering activities, process and analyze the gathered information for the policy and strategy formulation;
- e) Prepares and updates watchlist of most wanted traffickers and maintain a system to receive complaints and calls to assist victims and their families;
- f) Develops and evaluates the implementation of best practices strategies in order to promptly respond to specific issues that may arise when dealing with victims of trafficking in persons when apprehending traffickers;
- g) Prepares Monthly Accomplishment Report, After Operation Report and other reports pertaining to the mandate of the Center; and
- h) Performs other tasks as directed.

2) **Technical Support Section**

- a) Secures and maintains the building, facilities, vehicles and equipment of the Center;
- b) Provides security and protection services to the victims of VAWC and trafficking in persons;
- c) Coordinates social, legal, rehabilitation and health services for rescued victims with the concerned agencies;
- d) Provides security services to detainees while under investigation and/or under trial pursuant to court order; and
- e) Performs other tasks as directed.

c. **Anti-Violence Against Women and Children Division (AVAWCD)**

- a) Conducts investigation and operations against offenders of violence against women and children

(VAWC), initiate necessary actions against these offenders for prompt prosecution and effect their arrest;

- b) Conducts case build-up and analysis of cases of VAWC;
 - c) Conducts rescue operations of victims of VAWC;
 - d) Maintains database of VAWC cases;
 - e) Undertakes visitation of victims including juvenile offenders for the purpose of extending necessary assistance to women and children in need of special protection; and
 - f) Performs other tasks as directed.
- d. **Anti-Trafficking in Persons Division (ATIPD)**
- a) Initiates investigation upon receipt of statement/s or affidavit/s from victims of trafficking, migrant workers or their families who have knowledge or information about the cases;
 - b) Conducts computer-based investigations to identify and apprehend suspects who utilize the internet as means of enticing and/or coercing young people into prostitution, in coordination with the PNP Anti-Cybercrime Group and other Law Enforcement Agencies (LEAs);
 - c) Conducts operations against traffickers, initiate necessary actions for their prosecution and effect arrests of traffickers;
 - d) Assists the local police units in the conduct of investigation of cases of VAWC and TIP;
 - e) Conducts rescue operations of trafficked persons;
 - f) Undertakes surveillance and monitoring of suspected traffickers, trafficking in persons activities and modi operandi, and execute necessary proactive campaigns to deter commission of such crime;

- g) Prepares and updates watchlist of most wanted traffickers and maintain a system to receive complaints and calls to assist victims and their families;
- h) Maintains and updates database on TIP in compliance with Section 16 of Republic Act No. 10364;
- i) Maintains linkages for exchange of information with competent local and international authorities or private institutions for effective anti-trafficking measures, prevention, victim's protection and assistance;
- j) Conducts public awareness campaigns in coordination with the Public Information Office; and
- k) Performs other tasks as directed.

e. **WCPC Field Units**

- a) Conducts WCPC operations within its area of jurisdiction;
- b) Implements operation plans, orders and directives;
- c) Responsible for serving of warrants and conduct manhunt operations of most wanted human traffickers;
- d) Ensures prompt submission of periodic reports to higher office to include statistical data of related incidents;
- e) Maintains and updates the database system of the Unit;
- f) Coordinates with the concerned Divisions of WCPC in the building-up of cases against target personalities;
- g) Coordinates with other PNP, AFP and other law enforcement units, within its area of jurisdiction; and
- h) Performs other tasks as directed by the Chief, WCPC.

Section 6-6 Job Description

6.7 Duties and Responsibilities

- a. Chief, WCPC
 - 1) Approves/Disapproves the investigation and operations against offenders of VAWC and TIP, initiates necessary actions against these offenders for prompt prosecution and effect their arrest;
 - 2) Approves/Disapproves surveillance and monitoring of suspected traffickers, VAWC and TIP activities;
 - 3) Supervises the maintenance of linkages for exchange of information with competent local and international authorities of private institutions for effective anti-trafficking measures, prevention, victim's protection and assistance;
 - 4) Spearheads policy/directive/OPLAN/IMPLAN and Manual formulation;
 - 5) Approves submission of WCPC Accomplishment Reports to TDIDM/CPNP/ SILG/Stakeholders etc.;
 - 6) Ensures that outgoing communications signed;
 - 7) Approves/disapproves public awareness campaigns;
 - 8) Represents the PNP in conventions of the ASEAN and other for a regarding VAWC, and TIP;
 - 9) Approves/disapproves trainings to be conducted by WCPC; and
 - 10) Approves/disapproves personnel to undergo mandatory trainings/specialized courses/seminars.

b. Security Officer/Aide-de-Camp

- 1) Maintains Calendar of Activities of the CHIEF,WCPC;
- 2) Reminds Chief, WCPC of scheduled activities;
- 3) Maintains Calendar of activities of CHIEF,WCPC; and
- 4) Ensures readiness of necessary documents for every activity of Chief, WCPC.

c. Driver/Security

- 1) Ensures that all vehicles are in good running condition;
- 2) Maintains BLOWFATCH (Battery, brakes, belts, leaks, license, lights, oil, water, wiper, washer, fluids, fuel, accessories, tires, tools, car documents, cleanliness, horn and hose of the office; and
- 3) Maintains journal of WCPC personnel drove.

6.8 Administrative and Resource Management Division (ARMD)**a. Chief, ARMD**

- 1) Supervises the conduct of DPAR at WCPC Office;
- 2) Supervises and monitors all incoming and outgoing communications;
- 3) Reviews recommendation of Assistant. Chief, ARMD and provides guidance in all incoming communication;
- 4) Counter-signs outgoing communication prior to signature of Chief, WCPC;
- 5) Approves the weekly accomplishment reports of ARMD;
- 6) Endorses to the Chief, WCPC on matters pertaining to personnel and service support;

- 7) Endorses the recommendation of Assistant Chief, ARMD on the issuance of commendations, awards and punishment;
- 8) Endorses to Chief, WCPC the required financial, medical and legal support;
- 9) Monitors the performance of all WCPC personnel and submit necessary recommendations to Chief, WCPC;
- 10) Approves the submitted individual scorecard of ARMD personnel;
- 11) Signs the submitted IPER;
- 12) Recommends to Chief, WCPC the personnel to undergo mandatory/specialized courses/seminars;
- 13) Conducts weekly PICE;
- 14) Supervises the logistical and financial requirements of WCPC; and
- 15) Reviews communications by the Budget Officer and Logistics PNCO.

b. **Assistant Chief, ARMD**

- 1) Assists the Chief, ARMD in the monitoring of all incoming and outgoing communication;
- 2) Proofreads all incoming communication and provides recommendation to Chief, ARMD;
- 3) Drafts and/or edits, finalize outgoing communication prior to Chief, ARMD's signature;
- 4) Assists in the Chief, ARMD in the supervision of weekly administrative accomplishments;
- 5) Reviews and edits the prepared weekly accomplishment of Division Chief Clerk;

- 6) Assess the recommendation of the Senior Action PNCO on the issuance of commendations, awards and punishment for the approval of Chief, ARMD;
- 7) Monitors and conducts performance evaluation of ARMD personnel and submit necessary recommendations to Chief, ARMD;
- 8) Ensures the submission of individual scorecard of ARMD personnel;
- 9) Ensures the submission of IPER of ARMD personnel prior Chief, ARMD; and
- 10) Evaluates the recommendations of Chief, Person and Records Section of the personnel who will undergo mandatory/ specialized course/ seminars/trainings.

c. **Senior Action PNCO**

- 1) Receives and endorses all incoming and outgoing communication to Assistant Chief, ARMD;
- 2) Ensures incoming communications be delivered to concerned division (in coordination with Admin/Message NUP);
- 3) Endorses the drafted compliance on incoming communications to Asst. Chief, ARMD for Complete Staff Work (CSW);
- 4) Ensures outgoing communications be delivered to concerned unit/person (in coordination with Admin/Message NUP);
- 5) Consolidates data gathered from ARMD Section Chiefs for weekly accomplishment;
- 6) Facilitates the performance evaluation of all WCPC personnel and submit necessary recommendations to Chief, ARMD;
- 7) Consolidates the individual scorecard of ARMD personnel;

- 8) Prepares IPER of all WCPC personnel; and
- 9) Assists Chief, ARMD in weekly PICE.

d. **Assistant Chief, Personnel & Records Section, ARMD**

- 1) Proofreads the drafted compliance pertaining to administrative matters;
- 2) Assists the Chief in the operation of message center;
- 3) Reminds that all outgoing communications are properly dispatched;
- 4) Ensures telephone calls are handled;
- 5) Guarantees WCPC visitors are attended;
- 6) Reminds the compilation of updated 201 file of WCPC personnel;
- 7) Proofreads the drafted recommendation for merits, awards and welfare assistance to personnel;
- 8) Reviews the compilations of all leave, merit, award and punishment records;
- 9) Reminds the updating of records of established desks nationwide; and
- 10) Recommends to Chief, ARMD personnel to undergo mandatory/specialized courses/seminars.

e. **Moral and Welfare PNCO**

- 1) Drafts Office Orders and recommendations for merits, awards and welfare assistance to personnel:
 - a) Merits;
 - b) Awards;
 - c) Welfare Assistance; and
 - d) Commendation.

- 2) Acts and process communications pertaining to the following:
 - a) Long Pay Order;
 - b) Athletic Program;
 - c) Welfare Activities;
 - d) Rest and Recreational Services;
 - e) Religious activities; and
 - f) Retirement activities.

f. **Publication & Records NUP, ARMD**

- 1) Maintains the records of established desks nationwide;
- 2) Compiles legal documents of WCPC:
 - a) Memorandum of Understanding (MOUs);
 - b) Memorandum of Agreements (MOAs);
 - c) Letter of Instructions (LOIs);
 - d) Memorandum Circulars (MCs);
 - e) Command Memorandum Circulars (CMCs); and
 - f) Directives.
- 3) Distributes and keeps information materials:
 - a) Training manuals;
 - b) Posters;
 - c) Flyers;
 - d) CDs; and

- e) Other issuances.
 - 4) Coordinates with Partners and Participants of WCPC Trainings; and
 - 5) Updates educational and training profile of WCPC personnel.
- g. **Motorpool PNCO, ARMD**
- 1) Ensures that all motor vehicle are in good running condition;
 - 2) Maintains BLOWFATCH (Battery, brakes, belts, leaks, license, lights, oil, water, wiper, washer, fluids, fuel, accessories, tires, tools, car documents, cleanliness, horn and hose; and
 - 3) Maintains logbook of WCPC trips including driver, personnel transported, odometer and signature of driver.
- h. **Liaison NUP, ARMD**
- 1) Receives/Log-ins incoming communications;
 - 2) Acts as courier and coordinator for all outgoing Communications; and
 - 3) Keeps and maintains directory of PNP units and other agencies.

6.8 Operations Management Division (OMD)

- a. **Division Chief, OMD**
- 1) Recommends to Chief, WCPC the preparation and evaluation of Mobilization, Assignment and Deployment;
 - 2) Supervises the monitoring of operations of the Field Units;
 - 3) Recommends approval of operations, plans, orders and directives regarding AVAWC and ATIP:

- a) Reviews the draft IMPLAN/OPLAN, other directives formulated by VAWCD and ATIPD;
 - b) Recommends to Chief, WCPC the approval and signature of the IMPLAN for endorsement to TDIDM;
 - c) Recommends to Chief, WCPC the approval and signature of the OPLAN for endorsement to TDIDM; and
 - d) Recommends to Chief, WCPC signature on the directives.
- 4) Spearheads information gathering activities
- a) Requires appropriate OMD personnel to process and analyze the information gathered;
 - b) Reviews and checks the policy formulated by concerned personnel; and
 - c) Supervises the formulation of policies based on the information gathered.
- 5) Leads the development and evaluation of Best Practices Strategies and recommends such to Chief, WCPC;
- 6) Ensures preparation of accomplishment report of WCPC, including the weekly submission of accomplishment report of every division for consolidation;
- 7) Manages the communications of the OMD
- a) Reads all incoming communications and assign to OMD personnel for appropriate staff action; and
 - b) Signs and countersigns outgoing documents.
- 8) Supervises the consolidation of monthly statistical data from PROs and NOSUs to generate PNP wide statistic reports on:

- a) Violence against Children (VAC);
 - b) Violence against Women (VAW);
 - c) Trafficking in Person (TIP);
 - d) Children in Conflict with the Law (CICL); and
 - e) Gender-Based Violence (GBV).
- 9) Administers local and international linkages.
- b. **Assistant Chief, OMD**
- 1) Helps Chief, OMD in recommending approval of operations, plans, orders and directives regarding AVAWC and ATIP:
 - a) Review drafted IMPLAN;
 - b) Review drafted OPLAN;
 - c) Review drafted Policies;
 - d) Review drafted Directives; and
 - e) Review drafted Disposition of Operation.
 - 2) Supports Chief, OMD in leading the development and evaluation of Best Practices Strategies, including review of the submitted best practices of personnel assigned prior submission to Chief, OMD;
 - 3) Assists Chief, OMD in ensuring the preparation of accomplishment report of WCPC like assessing the prepared accomplishment report of every division prior the review of Chief, OMD;
 - 4) Assists Chief, OMD in managing the communications of the OMD
 - a) Reads all incoming communications and provides recommendations to Chief, OMD on the appropriate staff action;

- b) Countersigns outgoing documents prior submission to Chief, OMD;
- c) Reviews the consolidation of monthly statistical data from PROs and NOSUs to generate PNP wide statistic reports on:
 - Violence against Children (VAC)
 - Violence against Women (VAW)
 - Trafficking in Person (TIP)
 - Children in Conflict with the Law (CICL)
 - Gender-Based Violence (GBV)
- 5) Review local and international linkages.

c. **Chief, Operations & Plans Section, OMD**

- 1) Manages the preparation of all incoming and outgoing memos/ directives/ communications;
- 2) Manages the consolidation and preparation of weekly/ monthly/ quarterly/ semi-annual/ annual accomplishment report;
- 3) Drafts OPLAN/IMPLAN, directives, policies etc for Chief, OMD;
- 4) Manages the disposition of operations;
- 5) Manages the monitoring of operations of the Field Units;
- 6) Monitors the submitted best practices of personnel assigned prior submission to Chief, OMD;
- 7) Manages the consolidation of monthly statistical data from PROs and NOSUs to generate PNP wide statistic reports on:
 - a) Violence against Children (VAC);
 - b) Violence against Women (VAW);
 - c) Trafficking in Person (TIP);

- d) Children in Conflict with the Law (CICL); and
 - e) Gender-Based Violence (GBV).
- 8) Reviews local and international linkages.
- d. **Operations Center PNCO, OMD**
- 1) Drafts communications as need arises;
 - 2) Monitors the progress of operations of the Field Units; and
 - 3) Consolidates and encodes all TIP cases nationwide and prepares monthly TIP statistical data nationwide.
- e. **Operations and Plans PNCO, OMD**
- 1) Prepares and draft compliances pertaining to OMD;
 - 2) Processes the texts received thru SMS Aleng Pulis Hotline;
 - 3) Prepares monthly statistical data from PROs and NOSUs to generate PNP wide statistics reports on:
 - a) Gender-Based Violence (GBV);
 - b) Person with Disabilities (PWD);
 - c) Child Pornography and Domestic Violence involving PNP Personnel re NON-SUPPORT; and
 - d) WCPC Quarterly Performance Evaluation Rating Parameter for PROs.
 - 4) Prepares disposition of operations;
 - 5) Consolidates Best Practices; and
 - 6) Consolidates Division Accomplishment Reports.

f. Statistics, Organizations and Plans, OMD

- 1) Prepares and draft compliances pertaining to OMD;
- 2) Prepares monthly statistical data from PROs and NOSUs to generate PNP wide statistic report on:
 - a) Violence against Children (VAC);
 - b) Violence against Women (VAW);
 - c) Children in Conflict with the Law (CICL); and
 - d) VAC cases committed by Foreign National.

g. Technical Support NUP, OMD

- 1) Maintains local and international linkages

6.9 Anti-Violence against Women and Children Division (AVAWCD)**a. Division Chief, AVAWCD**

- 1) Supervises all activities of VAWCD;
 - a) Approves operations on VAWC cases;
 - b) Attends major activities of the Division;
 - c) Attends conferences related to VAWC;
 - d) Initiates projects and activities to be designated to subordinate; and
 - e) Maintains linkages with local & international partners on VAWC.
- 2) Coordinates with partner agencies on VAWC concerns;
- 3) Represents Chief, WCPC on VAWC concerns;
- 4) Supervises the communications of VAWCD on:

- a) Countersign or sign communications prepared by subordinates;
- b) Provides Hand-Written Instruction (HWI) or VI on communications; and
- c) Provides comments and guidance on communications.

b. **Assistant Chief, AVAWCD**

- 1) Assists the Chief, VAWCD in the supervision of all activities of VAWCD;
- 2) Approves operations on VAWC cases;
- 3) Attends major activities of the Division;
- 4) Attends conferences related to VAWC;
- 5) Initiates projects and activities to be designated to subordinate;
- 6) Maintains linkages with local & international partners on VAWC;
- 7) Coordinates with partner agencies on VAWC concerns;
- 8) Represents Chief, WCPC on VAWC concerns;
- 9) Assists the Chief, VAWCD in the supervision of the communications of VAWCD;
- 10) Countersigns or sign communications prepared by subordinates;
- 11) Provides HWI or VI on communications; and
- 12) Provides comments/guidance on communications.

c. **Chief, Operations & Plans Section, AVAWCD**

- 1) Manages walk-in complaints;

- 2) Manages GBV intervention;
- 3) Initiates activities related to VAWC concerns;
- 4) Manages all incoming and outgoing communications;
- 5) Gives updates on all activities to Chief, VAWCD;
- 6) Spearheads in the formulation of policies and guidelines on VAWC concerns;
- 7) Assigns personnel to make the draft policies/guidelines; and
- 8) Reviews the draft policy for comment of Chief, VAWCD.

d. **Chief, Intelligence and Investigation Section, AVAWCD**

- 1) Takes responsibility in the direction, control, coordination & supervision of the investigation of GBV;
- 2) Reviews case folder and actions prepared by Assistant Chief;
- 3) Countersigns and signs communications as necessary;
- 4) Approves/Disapproves recommendation by Assistant Chief on related matters on women and children;
- 5) Monitors all cases handled by VAWCD;
- 6) Requires IOC to submit progress report of cases handled;
- 7) Requires updated database of all VAWC cases handled;
- 8) Supervises the intelligence activities of VAWCD;
- 9) Formulates report of surveillance conducted by intelligence operatives; and

- 10) Provides recommendation on the report given by intel operatives for approval of Chief, VAWCD.

e. **Assistant Chief, Intelligence and Investigation Section, AVAWCD**

- 1) Assists the Chief in the direction, control, coordination and supervision of the investigation of AVAWCD;
- 2) Reviews case folder and actions prepared by IOC/personnel;
- 3) Designates personnel to act on complaints;
- 4) Countersigns and signs communications as necessary;
- 5) Provides recommendation to the Chief, AVAWCD on related matters on women and children;
- 6) Monitors all cases handled by VAWCD;
- 7) Requires IOC to submit progress report of cases handled;
- 8) Requires updated database of all VAWC cases handled; and
- 9) Investigates crimes related to anti-violence against women and children.

f. **Crime Registry and Information System PNCO**

- 1) Updates and maintains the database of walk-in complaints received;
- 2) Encodes details of complaints received;
- 3) Prepares statistics of complaints received;
- 4) Monitors transmitted communications in email/outlook;
- 5) Manage email of VAWC account;

- 6) Forwards communication to Chief, AVAWC Operation & Plans requiring action/notation; and
- 7) Prepares accomplishment report of VAWCD.

g. Investigator

- 1) Receives the assessed complaint endorsed by social worker
 - a) Blotter complaints; and
 - b) Pending/Withdrawn.
- 2) Prepares necessary memo on:
 - a) Medico-legal request;
 - b) Mental Health;
 - c) Appearance;
 - d) Agreement;
 - e) Marital counselling;
 - f) Salary Assignment;
 - g) Forwarded to PCEID; and
 - h) Referrals.
- 3) File cases
 - a) Forensic interview;
 - b) Make the sworn statement; and
 - c) Prepare attachments.
- 4) Prepares case folder Endorsement to Prosecutor's Office Attachments;
- 5) Forwards case folder to Chief, AVAWC Intelligence and Investigation for evaluation;

- 6) Prepares update of cases handled; and
 - 7) Makes necessary preparations regarding the activity.
- h. **AVAWC Operations Center/Complaints and Referral Action Officers**
- 1) Performs initial interview and assessment of complaint and filling-up of complaint sheet;
 - 2) Records the complaint to Pink Blotter;
 - 3) Initiates GBV intervention; and
 - 4) Schedules counselling.

6.10 Anti-Trafficking in Persons Division (ATIPD)

- a. **Chief, ATIPD**
- 1) Supervises the communications in ATIPD;
 - 2) Reads all incoming communications and provide guidance;
 - 3) Approves/disapproves outgoing communications;
 - 4) Checks the daily submission of reports from all the Division of ATIPD;
 - 5) Supervises the initiated TIP operations;
 - a) Serves as the Assistant Team Leader of the operations conducted on TIP; and
 - b) Provides guidance to operating team based on TIP Operating Procedure.
 - 6) Supervises all activities of ATIPD;
 - a) Attends all activities related to TIP;
 - b) Requires Division Chiefs for the update on all activities of their respective Division; and

- c) Provides guidance on all activities of ATIPD.
- 7) Supervises the records and database of ATIPD;
- a) Requires weekly update of the watchlist of most wanted traffickers; and
 - b) Requires the daily report of cases handled, status of cases and the progress reports of cases.
- 8) Maintains linkages for exchange information with competent local and international authorities or private institution for effective anti-trafficking measures, preventions, victims' protection and assistance;
- a) Attends the local and foreign training related to TIP;
 - b) Attends conferences and briefing regarding TIP; and
 - c) Coordinate with other agencies, NGOs for possible partnerships.
- b. **Assistant Chief, ATIPD**
- 1) Assists the Chief, ATIPD in the investigative functions involving TIP;
 - 2) Aids the Chief, ATIPD in the initiated computer-based investigations to identify and apprehend suspects who utilize the internet as a means of enticing and/or coercing young people into prostitution, in coordination with the PNP Anti-Cybercrime Group and other law enforcement agencies;
 - 3) Supports the Chief, ATIPD in the initiated TIP operations;
 - 4) Assists the Chief, ATIPD in the preparation, development, execution, formulation, implementation and evaluation of TIP operating procedures;

- 5) Helps the Chief, ATIPD in the assistance to the local police units in the initiated investigation of cases of VAW and TIP;
- 6) Assists the Chief, ATIPD in the undertaking of surveillance and monitoring of suspected traffickers, trafficking in persons activities and modus operandi, and execute necessary proactive campaigns to deter the commission of such crime;
- 7) Abets the Chief, ATIPD in the preparation and updating of watchlist of most wanted traffickers and maintain a system to receive complaints;
- 8) Assists the Chief, ATIPD in the maintenance and updating of database in TIP in compliance with Section 16 of Republic Act No. 10364;
- 9) Facilitates the Chief, ATIPD in the maintenance of linkages for exchange information with competent local and international authorities or private institution for effective anti-trafficking measures, preventions, victims' protection and assistance; and
- 10) Assists the Chief, ATIPD in the initiated public awareness campaign pertaining to TIP in coordination with the public information office.

c. Chief, Operations and Plans Section, ATIP

- 1) Manages OPLAN/IMPLAN, Letter of Instruction (LOI) and other directives pertaining to TIP operational matters that includes the following:
 - a) Reviews the draft OPLAN, IMPLAN, LOI and other directives prepared by subordinates;
 - b) Manages the studies and assessment of information pertaining to operational programs of ATIPD;
 - c) Reviews the assessment and recommendation of personnel on the action to be taken on all activities of the ATIPD;

- d) Provides guidance on the action to be taken in the complaints referred by IOC;
- e) Updates Chief, ATIPD on all matters pertaining to TIP operations and activities; and
- f) Formulates relevant plans and activities for ATIPD in consultation with all sections and Chief, ATIPD.

d. **Assistant Chief, Operations and Plans Section, ATIP**

- 1) Assists OPLAN/IMPLAN, LOI and other directives pertaining to TIP operational matters, including review the draft OPLAN, IMPLAN, LOI and other directives prepared by subordinates;
- 2) Evaluates the studies and assessment of information pertaining to operational programs of ATIPD;
- 3) Reviews the assessment and recommendation of personnel on the action to be taken on all activities of the ATIPD;
- 4) Provides guidance on the action to be taken in the complaints referred by IOC;
- 5) Updates Chief, ATIPD on all matters pertaining to TIP operations and activities; and
- 6) Formulates relevant plans and activities for ATIPD in consultation with Chief, ATIPD and other sections.

e. **Chief, Intel and Investigation Section, ATIP**

- 1) Manages the initiated investigation, info collection and counter-intelligence activities, follow-up and special operation;
- 2) Receives the report from Operations and Plans Section for special operation;
- 3) Assigns personnel who will act on the report;

- 4) Manages the initiated continuous surveillance against target personalities or organized group involved in human trafficking;
- 5) Endorses the validated report to Operation and Plans Section for execution of operation;
- 6) Manages the filing of cases in relation to ATIP and continuous monitoring of the cases at court;
- 7) Checks the case folder and endorsement prepared by the IOC;
- 8) Signs the approved cases for filing;
- 9) Coordinates with other LEAs/ or intelligence units regarding ATIP operations; and
- 10) Provides Chief, ATIPD of the updates on all cases handled.

f. **Assistant Chief, Intelligence and Investigation, ATIP**

- 1) Assists the manage on the initiated investigation, info collection and counter-Intel activities, follow-up and special operation;
- 2) Receives the report from Operations and Plans Section for special operation;
- 3) Assigns personnel who will act on the report;
- 4) Assists in the management on the initiated continuous surveillance against target personalities or organized group involved in human trafficking;
- 5) Endorses the validated report to Operation and Plans Section for execution of operation (rescue or entrapment);
- 6) Manages the filing of cases in relation to ATIP and continuous monitoring of the cases at court;
- 7) Check the case folder and endorsement prepared by the IOC;

- 8) Signs the approved cases for filing;
- 9) Coordinate with other LEAs/ or Intel units regarding ATIP operations; and
- 10) Assist Chief, Intelligence and Investigation Section of the updates on all cases handled.

g. Investigator, ATIP

- 1) Acts on TIP complaints/reports received by the office;
- 2) Handles investigation, gather pieces of evidence, submits report or file case in court if warrant;
- 3) Interviews the victim/s and prepare the sworn statement of victim/s and witness/es;
- 4) Prepares draft memo endorsement for Crime Lab or ACG for medico-legal examination of victim/s and witness/es, fingerprint of suspect and examination of evidences (dusting, digital examination, etc.);
- 5) Gathers the personal data of the suspect;
- 6) Prepares draft letter endorsement to the Prosecutor and the necessary attachments for review of the Chief, Intelligence and Investigation Section;
- 7) Accompanies the victim and suspect for inquest proceedings;
- 8) Encodes cases in CIDMS;
- 9) Maintains and secure case folder of investigated cases;
- 10) Retains regular monitoring of case filed at court for the immediate issuance of resolution, including follow –up handled cases in the assigned Prosecutor of the case; and
- 11) Attends court hearings.

6.11 Field Units (FU)**a. Chief, Field Unit**

- 1) Supervises the communications in FU;
- 2) Reads all incoming communications and provide guidance;
- 3) Approves/disapproves outgoing communications;
- 4) Checks the weekly submission of reports;
- 5) Supervises the initiated TIP operations;
- 6) Serves as the Team Leader of the operations conducted on TIP;
- 7) Supervises all activities of FU;
- 8) Attends all activities related to TIP;
- 9) Supervises the records and database of the division;
- 10) Requires weekly update of the watchlist of most wanted traffickers;
- 11) Maintains linkages for exchange information with competent local and international authorities or private institution for effective anti-trafficking measures, preventions, victims' protection and assistance;
- 12) Attends the conferences, briefings local and foreign trainings related to TIP;
- 13) Coordinates with other agencies, NGOs for possible partnerships; and
- 14) Updates Chief, WCPC on all matters regarding FUs.

b. Assistant Chief, Field Unit

- 1) Assists on the implementation of TIP operation plans, orders and directives, and implementation of WOA of most wanted traffickers;
- 2) Monitors the submission of periodic reports to include statistical data of related incidents;
- 3) Supervises the maintenance of database system of the unit; and
- 4) Assists in the coordination with the concerned Division/offices/agencies to the WCPC in the building up of cases against target personalities.

c. Team Leader

- 1) Directs actual case build-up;
- 2) Evaluates/analyzes the submitted information;
- 3) Makes recommendation to Chief, VFU for possible TIP operation;
- 4) Leads on the implementation of search warrants;
- 5) Supervises on the service of warrant of arrest and documentations on TIP cases;
- 6) Oversees the preparation and submission of reports;
- 7) Directs the concerned personnel to attend court duties;
- 8) Ensures the maintenance/preservation of pieces of evidence; and
- 9) Coordinates with other PNP, AFP and other law enforcement units, within its area of jurisdiction on operational matters of mutual concern.

Section 6-7 Workflow Flowchart

6.12 ATIP Intervention

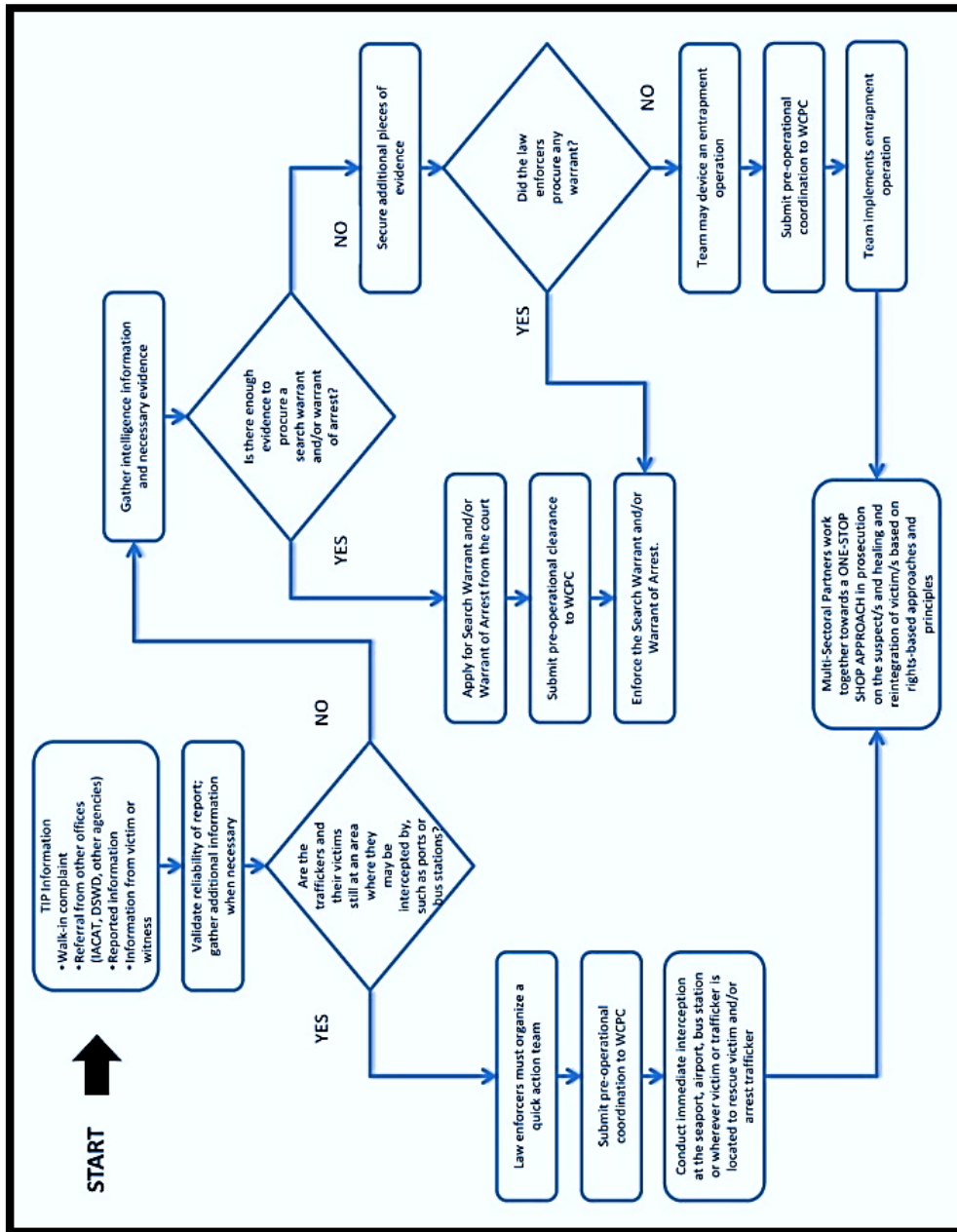


Figure 6.13 ATIP Intervention Workflow Flowchart
Shown is the process of ATIP intervention conducted by WCPC

6.13 Case Treatment of VAWC Flowchart

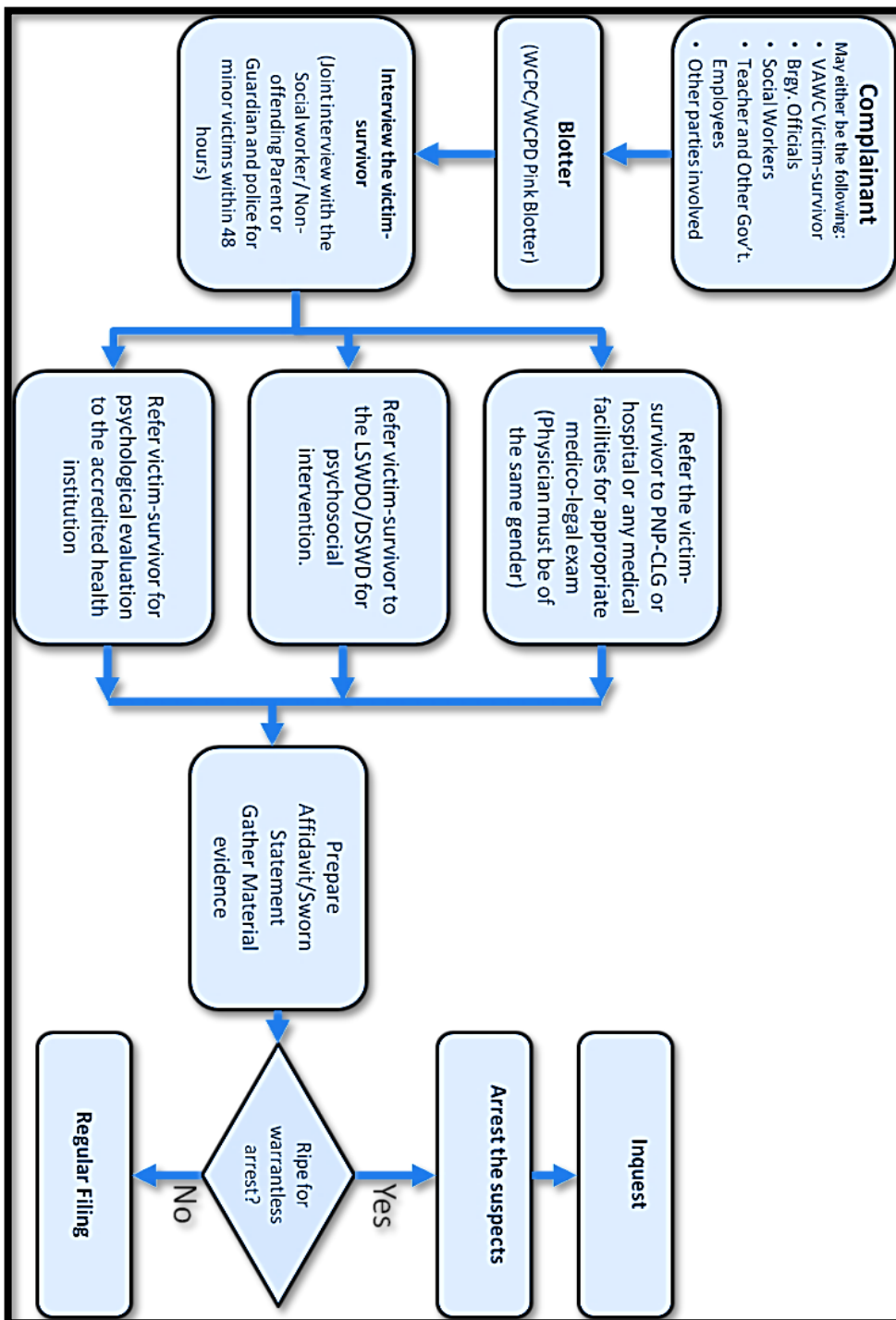


Figure 6.14 Case Treatment of VAWC Flowchart
Shown is the process conducted by WCPC regarding Case Treatment of VAWC.

6.14 CACL Flowchart (Light Offense)

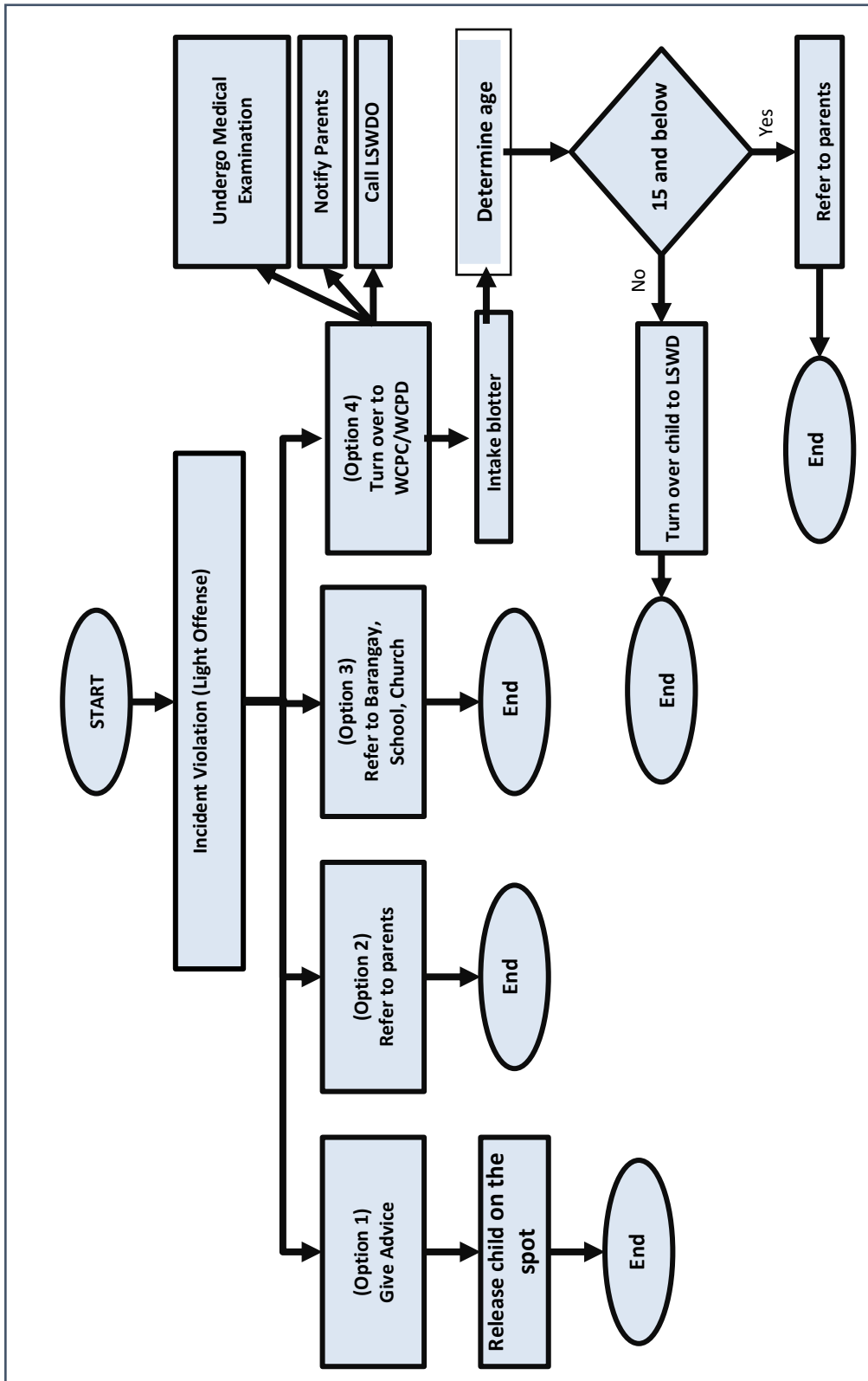


Figure 6.15 CACL Flowchart (Light Offense)
The figure shows the process conducted by WPCP in CACL (Light Offense)

6.15 CICL Flowchart (Less Serious/Serious Offense)

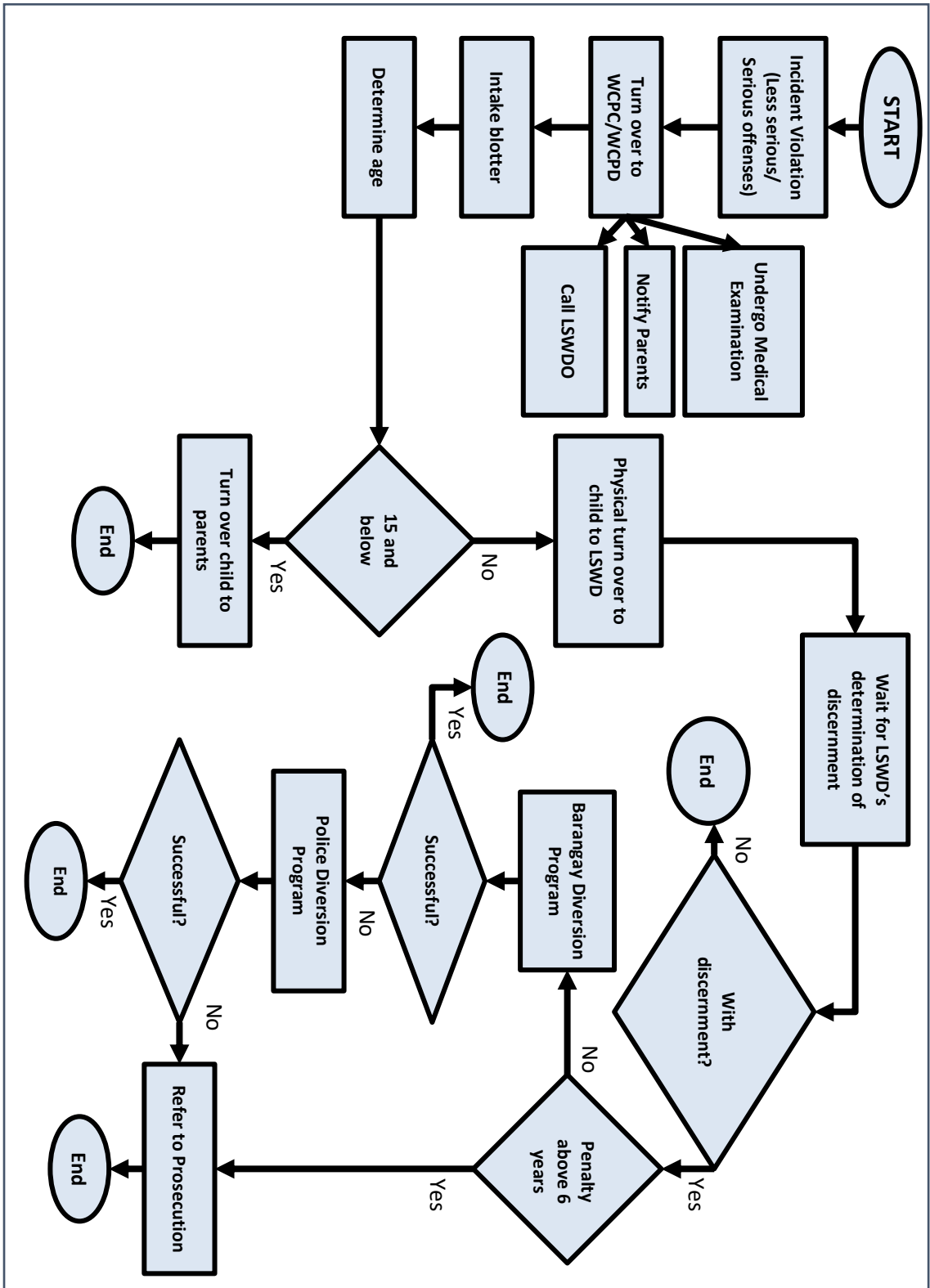


Figure 6.16 CICL Flowchart (Less Serious/Serious Offense)
The figure shows the process conducted by WCPC in CICL (Less Serious/Serious Offense)

Section 6-8 Pertinent Policies

6.16 DIDM Investigative Directive on the Intake and Booking Procedure of Children in Conflict with the Law (CICL)

The booking procedure for CICL states that all procedures taken should be duly recorded and destroyed should the case not be filed or is dismissed, or when the child reaches twenty-one years old and that there is no record that he committed an offense after reaching age of majority.

6.17 PNP Policy on Addressing VAWC Cases Committed by PNP Personnel

The policy sets forth guidelines in addressing the issues of violence committed by PNP Personnel against women and children. This serves as an effective strategy approach on the four-main agenda of advocacy, training, alternative dispute resolution, and administrative action as a means of last resort.

6.18 Delineation of Functions of WCPC Chief, PROs and Other NOSUs on Matters Pertaining to Women and Children Protection and the Campaign Against Trafficking in Persons

The Delineation was crafted by this Center in coordination with its stakeholders, keeping in mind its mandate pertaining to Violence Against Women and Children (VAWC), Gender-Based Violence (GBV) and Trafficking in Persons (TIP). It describes the relationship between the WCPC and the PROs vis-à-vis the Women and Children Protection Desks (WCPDs).

6.19 Law (CICL) and Children-At-Risk (CAR)

The Manual was crafted by the WCPC to serve as a more comprehensive guide to PNP personnel in handling cases involving CICL and CAR. For a long time, the police officers are caught in a dilemma on how to treat CICL because of their extended rights as provided in R.A. No. 9344 or the "Juvenile Justice and Welfare Act of 2006."

6.20 Standard Operation Procedure: Trafficking in Persons Investigation

The Manual provides a comprehensive approach to the campaign against TIP and will serve as a reference for all Police Investigators, especially those involved in the investigation of cases pertaining to TIP.

6.21 Investigative Directive in Determining the Cases to be Handled by Women and Children Protection Desks in the Conduct of Investigation

The Investigative Directive aims to specify which cases shall fall under the jurisdiction of the WCPD to distinguish from those under the general investigation in light of the confusion and conflict between WCPD investigators and those from the general investigation.

Section 6-9 Specialized Training Programs and Programs of Instruction

6.22 Development of the Standard Training Program. Recent developments in the crime environment put the PNP on the spot and questioned its institutional ability to effectively investigate serious and sensational cases if not manage a coherent and holistic approach towards developing an air-tight case against criminal offenders. While the PNP has recorded several success stories in various fronts, it appears that our investigative processes deserve another look, considering that investigation is the heart and soul of policing.

A quick look at our investigative processes would lead us to examine its main components, which basically include organizational structure, practices, systems and procedures, new technology and people, who must be competent if the system were to function well. It is quite ironic that the PNP offers only one (1) regular investigation course, the Criminal Investigation Course (CIC) and only for Police Non-Commissioned Officers (PNCOs). Over the years, the organization seems to have forgotten to conceptualize and implement regular training programs both for Police Commissioned Officers (PCOs) and PNCOs. As training is the bedrock of competence, it is no wonder that most cases remain unsolved while solved ones barely make it to conviction.

DIDM memo dated November 5, 2010 was approved by the Chief, PNP regarding Investigative Training Programs for the Line Officers of the PNP. This includes the proposal for the line officers to undertake specialized investigation courses/trainings to address various investigative areas of concerns where competency or expertise is lacking, and this includes the PNP policy on addressing VAWC Cases Committed by PNP personnel.

With this, a Program of Instruction (POI) was created and was approved by the DIDM. It was a pilot training for the WCPD Investigators of NCRPO, Maritime Group (MG), Aviation Security Group (AVSEGROUP), Criminal Investigation and Detection Group (CIDG), Women and Children Protection Center (WCPC) and investigators from Headquarters Support Service (HSS). After the evaluation of the said training, an enhanced POI was replicated nationwide.

A pilot class on Specialized Course for WCPD Officers was conducted on February 10-23, 2011 at the PNPTS Building, Camp Crame, Quezon City. This was attended by 44 WCPD Officers from NCRPO, MG, AVSEGROUP, CIDG and WCPC. This pilot class aimed to generate important feedbacks necessary for the formulation of the standard POI for this course.

On March 15, 2011, in the desire to further improve the said POI, DIDM conducted a workshop wherein representatives/experts from different agencies. The workshop explained the PNP training program for WCPD which aims to provide standard competency training for women officers nationwide, to lessen the volume of untrained personnel. The best practice on training which evolves from the conduct of Criminal Investigative Course (CIC) will also be adopted.

On March 25, 2011, the PNP Technical Working Group on the development of POI convened to finalize and improve the POI of the Specialized Course for WCPD Officers. All the inputs of the workshop and the PNP requirements in the training were incorporated and the module for the Training of Trainers (TOT) was finalized.

The TOT on the Specialized Course for WCPD Officers was conducted at the Soriano Hall, PNP Training Service, Camp Crame, Quezon City attended by a total 36 PCOs; two (2) qualified officers from WCPD from all the PROs and WCPC. The participants had undergone the 7-days Instructor's Development Course (IDC) therefore they know how and what to teach. Afterwards, they had attended the 10-days Specialized Course for WCPD Officers with several practical exercises. After the 10-

day training, the Standard Training Package (STP) including seven modules and 36 Lessons were also improved.

The prepared lessons and presentations were evaluated and edited by the Technical Working Group and it was finalized. In order to test the Standard Training Package, the Specialized Course for WCPD Officers was simultaneously conducted to the three chosen regions; PRO 4B, PRO 8 and PRO 13 on September 5-16, 2011.

6.23 The Revised Standard Training Program. After almost three years since the creation of the POI for the Specialized Course for WCPD, a workshop was conducted last April 3 – 4, 2014 at St. Giles Hotel, Makati City with the purpose of reviewing the training modules and integrating the new Philippine laws or amendments in the existing ones. With the pressing issues that the country is facing at that time, strengthening the components of child protection and gender-based violence in the context of emergencies as well as handling cases for other vulnerable diverse groups like the Lesbian-Gay-Bisexual-Transgender (LGBT), Persons with Disabilities (PWDs) and indigenous people (IP) were also considered.

United Nations Children's Fund (UNICEF) in conjunction with the Philippine National Police – Women and Child Protection Division (PNP-WCPD) and Child Protection Unit Network foundation (CPU-Net) spearheaded the experts and representatives from government and non-governmental organizations, namely: Commission on Human Rights (CH), Department of Justice's Juvenile Justice and Welfare Council (JJWC) and Inter-Agency Council Against Trafficking (IACAT), Department of Education (DepEd), Department of Health (DOH), Department of Interior and Local Government (DILG), Department of Labor and Employment (DOLE), Department of Social Welfare and Development's Council for the Welfare of Children (CWC), National Bureau of Investigation (NBI), National Council on Disability Affairs (NCDA), Philippine Commission on Women (PCW), Philippine National Police's Anti-Cybercrime Group (ACG) and Women and Child Protection Center (WCPC), Regional Office-MIMAROPA (PRO-MIMAROPA), Asian Human Rights Commission (AHRC), Consuela Foundation, Humanitarian Legal Assistance Foundation (HLAF) and Rainbow Rights Foundation.

Based on the proceedings of the workshop, a seven-day refresher course was conducted on June 2 – 10, 2014 at the Center for Law Enforcement Studies - PNP Training Service, Camp Crame, Quezon City with the main objectives of evaluating the existing STP and improving the additional components for the revised programme. It was attended by 35 representatives from PRO 1 to PRO 13 and from NCRPO, PRO COR, and PRO ARMM.

The revised STP will not just train WCPD officers in handling cases on child protection and gender-based violence but specifically in the context of pressing issues on the vulnerabilities of the diverse groups (i.e. LGBT, IPs and PWDs) and of disaster preparedness.

CHAPTER 7

INFORMATION TECHNOLOGY DIVISION

Section 7-1 Background and Legal Mandate

7.1 Activation. The Information Technology Division started in the year 2000 to be, in-charge of all the IT equipment of the Directorate and to ensure internet connectivity. Since the National Police Commission (NAPOLCOM) assigned the National Crime Information System (NCIS) project to the PNP, which was then given to DIDM, the encoding of all crimes from the NCIS System was delegated to ITD. DIDM requested encoders from the Computer Service now Information Technology Management Service (ITMS) to ensure that the crime incidents will be recorded in the system.

Later on, the ITD was in-charge of the e-projects that will help DIDM record crimes efficiently to include crime analysis. These are now the Crime Information, Reporting and Analysis System (CIRAS), e-Rogue Gallery System, e-Wanted Persons Information System, Case Information and Database Management System (CIDMS), Case Management and Analysis (CMAS) and e-Subpoena system under the Next Generation Investigation System (NGIS).

Section 7-2 Vision and Mission

7.2 Vision. Information Technology Division will be recognized as a high performance team providing technology excellence that advances learning, research, and stakeholders' formation in alignment with the PNP mission and goals.

7.3 Mission. In support of DIDM strategic plans, the ITD mission is to provide through stakeholder engagement, outstanding technology infrastructure, services and solutions that advance teaching and learning, enable research, empower staff to provide exceptional services, enrich the community experience, and effectively manage and protect institutional data.

Section 7-3 Organizational Structure

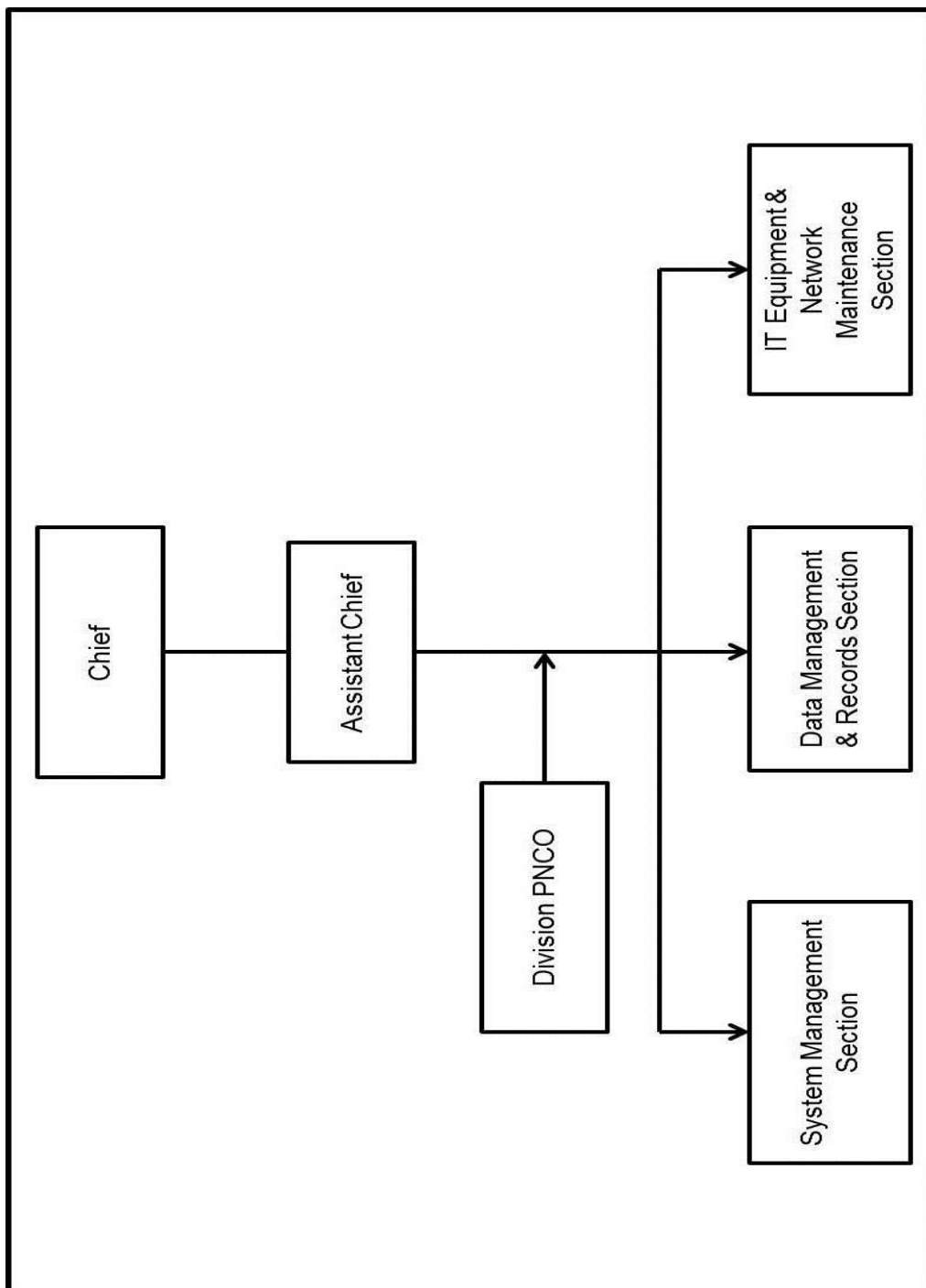


Figure 7.17 ITD Organizational Structure
Shown is the Organizational Structure of ITD including its section and designated personnel.

Section 7-4 Functions

7.4 General Functions

- a. Ensures that network service is available every time;
- b. Provides technical support service to ensure uninterrupted access to front line systems;
- c. Gives support service and advice needed for the use of personal computers and associated peripherals and software and their maintenance (including hardware);
- d. Takes charge the monitoring of reports on PNP e-Projects System (CIRAS, e-Warrant, e-Rogue, e-Subpoena, CIDMS, CIMAS) coming from all Police Regional Offices;
- e. Takes charge of accurately preparing and maintaining programs necessary to support various office functions;
- f. Conducts user training on newly developed programs for the system users nationwide;
- g. Provide access to systems developed;
- h. Conducts training for DIDM personnel including providing access for users in each division for crime analysis and monitoring since ITD cannot provide processed data only raw data;
- i. Troubleshoots problems with computer systems, including troubleshooting hardware and software, e-mail, network and peripherals equipment problems; makes repairs and corrections when required; and
- j. Performs such other functions as directed by TDIDM and higher authorities.

7.5 Sectional Functions

a. System Management Section

- 1) Takes charge of accurately preparing and maintaining programs necessary to support various office functions;
- 2) Provides technical support service to ensure uninterrupted access to front line systems;
- 3) Conducts user's training on newly developed system including training of computer literacy;
- 4) Updates the DIDM Website;
- 5) Evaluates the e-projects for enhancements and effectivity;
- 6) Responsible in planning for the necessary programs and systems needed by DIDM; and
- 7) Performs other tasks as directed.

b. Data Management and Records Section

- a) Responsible in the monitoring of reports PNP e-Projects System (CIRAS, e-Warrant, e-Rogue, e-Subpoena) databases coming from all Police Regional Offices nationwide;
- b) Monitors compliances on data uploaded into the e-Projects System;
- c) Prepares necessary reports on data uploaded into the e-Projects System;
- d) Acts on communications (incoming and outgoing);
- e) Takes charge of the activities of the whole division; and
- f) Performs other tasks as directed.

- c. **IT Equipment and Network Maintenance Section**
- a) Ensures that network service is available every time that covers the Internet, Intranet, external and internal e-mail virus and security control services;
 - b) Gives support service and advice needed for the use of PCs and associated peripherals and software and their maintenance (including hardware);
 - c) Troubleshoots problems with computer systems, including troubleshooting hardware and software, e-mail, network and peripherals equipment problems; makes repairs and corrections when required; and
 - d) Performs other tasks as directed.

Section 7-5 Job Description

7.6 Duties and Responsibilities

- a. **Chief, ITD**
- 1) Acts as IT Officer of the Directorate;
 - 2) Monitors the implementation of the e-Project Systems IT related projects;
 - 3) Ensures the serviceability of network in the different DIDM Offices;
 - 4) Supervises the conduct of users training on e-Projects and other newly developed program;
 - 5) Plans for the necessary system and programs needed by the Directorate;
 - 6) Supervises the maintenance of the DIDM Website; and
 - 7) Performs other tasks as directed.

b. Assistant Chief, ITD

- 1) Acts as the Assistant IT Officer of the Directorate;
- 2) Assists the Chief, ITD in the monitoring of the e-Project Systems IT related projects;
- 3) Assists the Chief, ITD in ensuring the serviceability of network in the different DIDM Offices;
- 4) Assists the Chief, ITD in supervising the conduct of users training on e-Projects and other newly developed program;
- 5) Assists the Chief, ITD in planning for the necessary system and programs needed by the Directorate;
- 6) Assists the Chief, ITD in supervising the maintenance of the DIDM Website; and
- 7) Performs other tasks as directed.

c. Division Chief Clerk

- 1) Checks all the incoming and outgoing communications of ITD;
- 2) Monitors the implementation of e-Rogue and e-WPIS;
- 3) Prepares the compliance efficiency of all PPOs and PROs in e-WPIS and e-Rogue; and
- 4) Performs other tasks as directed.

7.7 System Management Section**a. Chief, System Management Section**

- 1) Acts as the System Administration of the e-Projects System of this Directorate;
- 2) Ensures that network service is available every time;
- 3) Assists in providing technical support service to ensure uninterrupted access to front line systems;

- 4) Acts on communications for appropriate action intended to this Division; and
- 5) Performs other tasks as directed.

b. **Programmer/ITMS based**

- 1) Develops and enhances system according to the needs of the Directorate; and
- 2) Performs other tasks as directed.

7.8 Data and Evaluation Section

a. **Chief, Data and Evaluation Section**

- 1) Conducts the implementation of CIRAS, e-Rogue and e-WPIS and other e-projects, if any;
- 2) Assists the Chief, ITD in all activities of the Division;
- 3) Monitors the encoding efficiency of CIRAS, e-Rogue and e-Warrant of all the stations nationwide;
- 4) Supervises the conduct of users training on e-Projects and other newly developed program including training on computer literacy;
- 5) Manages the communications in ITD;
- 6) Assists the Chief, ITD in the planning and execution of plans and programs and activities of the Division; and
- 7) Performs other tasks as directed.

b. **Action PNCO e-Projects**

- 1) Monitors the implementation of CIRAS in all PROs nationwide;
- 2) Prepares the compliance efficiency of all PROs in CIRAS; and
- 3) Perform other tasks as directed.

- c. **Action NUP, e-projects (per PRO concerned)**
 - 1) Approves/deletes registration of the users in all stations of PROs in CIRAS, e-WPIS, and e-Rogue;
 - 2) Monthly checks the encoded crimes versus the total crime volume of all PROs;
 - 3) Checks the daily email of ITD for appropriate action of concerned personnel; and
 - 4) Performs other tasks as directed.
- d. **Action NUP, Incoming/Outgoing Communications**
 - 1) Receives and records incoming and outgoing communications;
 - 2) Files and manages records of communications; and
 - 3) Performs other tasks as directed by higher officers of ITD.

7.9 IT Equipment & Network Maintenance Section

- a. **Chief, IT Equipment & Network Maintenance Section**
 - 1) Assists in troubleshooting problems with computer systems;
 - 2) Assist in giving support service and advice needed for the use of PCs and associated peripherals and software and their maintenance; (including hardware)
 - 3) Assists in the conduct users training on newly developed systems (e-Projects/NGI Systems) including training of computer literacy;
 - 4) Assists in accurately preparing and maintaining Programs necessary to support various office functions; and
 - 5) Performs other tasks as directed.

b. **Action NUP**

- 1) Provides Technical Support service to ensure uninterrupted access to front line systems;
- 2) Ensures that network service is available every time;
- 3) Troubleshoots problems with computer system; and
- 4) Performs other tasks as directed by higher officers of ITD.

Section 7-6 Workflow Flowchart

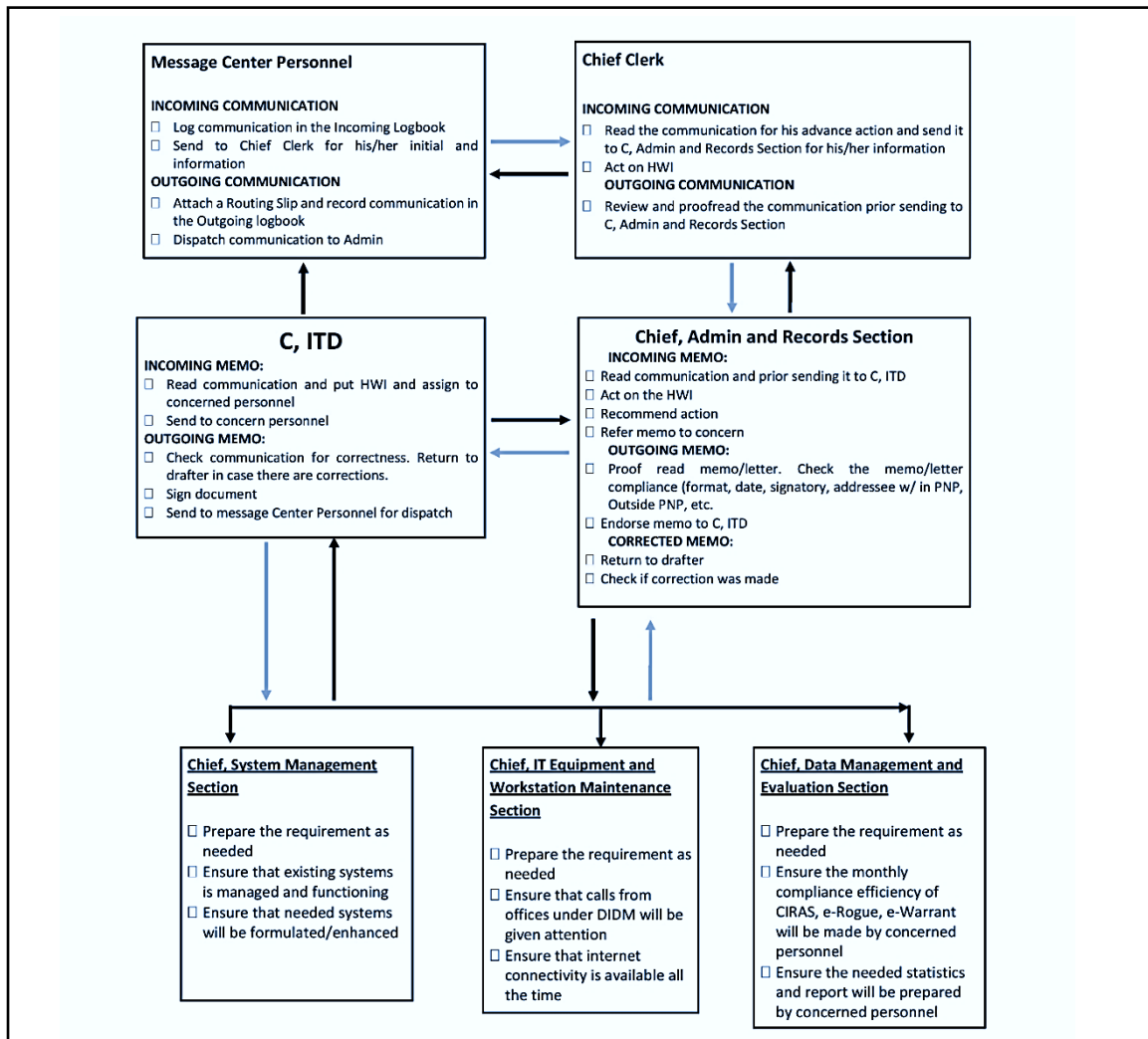


Figure 7.18 ITD Workflow Flowchart

The figure illustrates the process of workflow conducted by the Information Technology Division.

Section 7-7 Pertinent Policies

7.10 Crime Incident Recording and Analysis System (CIRAS). The purpose of the MC is to provide a uniform procedure in recording crime incidents into an electronic database system in all police stations and offices nationwide.

7.11 e-Subpoena System. This PNP Memorandum Circular (MC) provides the policy guidelines on the actions to be undertaken by the police to ensure the delivery of subpoena to concerned personnel and monitor their faithful compliance with the court orders.

CHAPTER 8

TASK FORCE USIG

Section 8-1 Background and Legal Mandate

8.1 Activation. Created on May 13, 2006 thru PNP Letter of Instruction (LOI) Task Force USIG.

8.2 Basic Function. Supervise, monitor and cause the investigation thru Special Investigation Task Groups (SITG) of slain media practitioners due to their TV, radio and newspaper commentaries (considered as an attack on press freedom). Supervise, monitor and cause the investigation of slain activists due to their affiliation and political activities. Supervise, monitor and cause the investigation of death of foreign nationals thru violent/intentional means.

8.3 Special Concerns:

- a. Labor Related Killings (LRK) of trade union leaders or members/workers, or by reason or in furtherance of their legally recognized labor rights or in occasion thereof.
- b. Enforced or Involuntary Disappearance (EID).
(AUTHORITY: DIDM Memo Directive on Labor Related Killings and Enforced Disappearances: Inclusion as TF USIG Special Concerns dated July 14, 2008)

8.4 Representative to the Following Committee / TWG / Meeting:

- a. **European Union-Philippines Justice Support Program II (EPJUST-II)**
 - 1) PNP is one of the twenty-one (21) implementing partners of EPJUST-II.
 - 2) DIDM serves as the OPR within the PNP, TDIDM as member of the Program Steering Committee.

- 3) The program is being handled by DILG.
- 4) TF USIG Secretariat was designated as the focal person and member of the TWG to the EPJUST-II program.

b. **Administrative Order No. 35:**

Serves as the representative of the PNP on the TWG of the Inter-Agency Committee on Extra-Legal Killings, Enforced Disappearances, Torture and Other Grave Violations to the Right to Life, Liberty and Security of Persons.

c. **DENR-DILG-DOJ Joint Department Order No. 001-2012**

Member of the Inter Agency Fact-Finding Committee on Illegal Logging mandated to take charge of the investigation, collection of evidence, case build-up and filing of appropriate charges in cases involving illegal logging operations, including incidents of violence against, or killing of forest rangers, DENR officials, and those charged with enforcing and implementing anti-illegal logging laws, or otherwise involved in the fight against illegal logging.

d. **Quarterly Joint Consultative Meeting with Korean Embassy**

Regular attendee/briefer to the quarterly meeting between the Government of the Republic of the Philippines, led by the DILG and NAPOLCOM, and the Government of South Korea as represented by the Korean Embassy, to discuss various issues and concerns relating to the safety and security of Korean nationals in the country.

Section 8-2 Vision and Mission

8.5 Vision. TF USIG will be highly capable, effective and credible Task Force in the investigation, direction, coordination and supervision of TF USIG cases towards successful prosecution by 2020.

8.6 Mission. To investigate incidents of slain militant party list members/leftist activists and media practitioners who were killed due to work-

related circumstances or by reasons of victim’s political or ideological inclinations or related thereto for the early resolution of cases.

Section 8-3 Organizational Structure

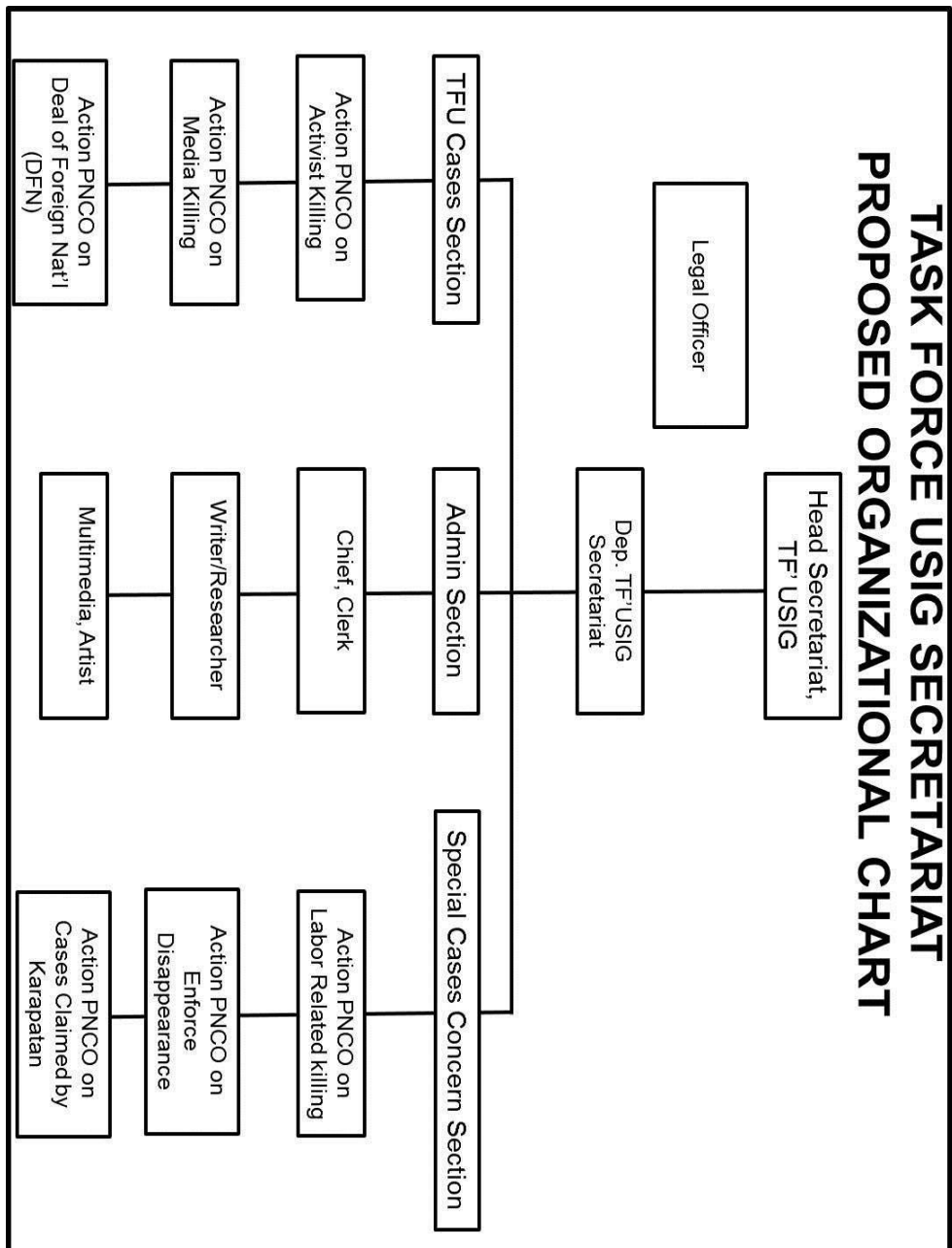


Figure 8.19 TF USIG Organizational Structure
Shown is the Organizational Structure of Task Force USIG including its sections and designate personnel.

Section 8-4 Functions of TF USIG Secretariat

8.7 Functions.

- a. Shall record, consolidate, monitor, maintain, update, coordinate and follow-up on all TF USIG cases nationwide;
- b. Shall conduct briefing presentation to include but not limited to foreign visitors, diplomatic communities, government agencies, non-governmental organization, media organization, human rights group and church groups, among others;
- c. Shall prepare to answer to all formal and informal inquiries on TF USIG cases addressed to the NHQ / TF USIG Commander;
- d. Shall inform the TF USIG Commander on newly reported incident and progress of TF USIG cases;
- e. Shall prepare progress report on TF USIG cases for the information of the CHIEF, PNP, SILG and President;
- f. Shall prepare press releases upon instruction of the TF USIG Commander and disseminate it to DPCR-IORCHIEF, PIO and media organization once approved;
- g. Shall monitor print media, broadcast media and PNP journal for any incident / development on TF USIG cases including the internet;
- h. Shall prepare and maintain an updated TF USIG accomplishment report and briefing presentation;
- i. Shall prepare info kit and write-up on TF USIG cases upon instruction of the TF USIG Commander;
- j. Shall coordinate with all PNP unit and local government agencies at the national level regarding TF USIG matters;
- k. Shall record, monitor and follow-up list of victims / cases / incidents being claimed by various group;
- l. Shall record, maintain and monitor those cases excluded from TF USIG mandate;

- m. Shall prepare memo directive per instruction of the TF USIG Commander and monitor its compliance;
- n. Shall represent the TF USIG Commander in media interviews upon his directive; and
- o. Shall have its own Legal Officer who shall review and analyze cases and make recommendation to the TF USIG Commander. The Legal Officer shall also be responsible for making comments/inputs of legal concern regarding TF USIG matters.

8.8 Emerging Functions:

- a. Conduct of Case Review on Sensational and Heinous Cases;
- b. Issuance of Investigative Directives;
- c. Formulation of new policy, guidelines and procedures that affects the conduct of investigation;
- d. OPR of foreign sponsored project coordinator/facilitator of sponsored training programs & equipment donation;
- e. OPR of foreign visitors; and
- f. Member of Inter-Agency Task Force on Illegal Logging.

Section 8-5 Job Description

8.9 Duties and Responsible

- a. **Head Secretariat, TF USIG**
 - 1) Supervises Chief, Clerk, TF USIG Secretariat on the monitoring of attendance of TF USIG personnel;
 - 2) Ensures that concerned TF USIG personnel are checking PIO News clippings and NOC Journal to monitor possible new TF USIG Case/s;

- 3) Ensures that concerned TF USIG personnel are checking PIO newsclipping and tri-media on updates on TF USIG cases that transpired in the past;
- 4) Edits draft memo-directive prepared by TF USIG personnel to concerned PRO/NSU based on the information gathered from PIO newsclipping, NOC Journal, tri-media and other sources;
- 5) Directs concerned TF USIG personnel to coordinate with concerned PRO/NSU on the memo-directive and conduct follow-up on the submission of their compliance via cellular phone, land line, fax or email;
- 6) Proofreads draft tracer-memo made by TF USIG personnel in case PRO/NSU failed to submit the required information/data on the given Target Date;
- 7) Directs and supervises TF USIG Personnel in making or updating of Case Synopsis based on the information/data from PRO/NSU, media and other sources (AO35 data, etc);
- 8) Directs and supervises TF USIG personnel in the updating of listing, matrix, quick look, statistics, executive summary and power point presentation of Task Force USIG;
- 9) Corrects the draft letter/memo-reply made by TF USIG personnel for stake holder;
- 10) Direct concerned TF USIG personnel to prepare data/info kit on TF USIG Cases to be used during PNP engagement such as conference, meeting, forum, seminar and other activities;
- 11) Directs concerned TF USIG personnel on the submission of compliance re Performance Governance System (PGS) matters and other related concerns;
- 12) Supervises the encoding of TF USIG Cases at Case Information Database Management System (CIDMS);
- 13) Supervises the recording and dissemination of incoming communication to TF USIG personnel;

- 14) Directs concerned TF USIG personnel to scan all important documents for future reference;
- 15) Ensures all activities of TF USIG are recorded and representation is made to ADMO and BFO, DIDM for the availability of transportation;
- 16) Attends meetings, conferences, workshops, seminars and the likes as Head Secretariat TF USIG;
- 17) Conducts briefing presentation during meetings, conferences, workshops, seminars and the likes;
- 18) Acts as contact person re EPJUST II Program;
- 19) Supervises the CIDMS Project and LO, TF USIG; and
- 20) Attends Command Activities.

b. **Legal Officer, TF USIG**

- 1) **Conduct of legal research and opinion writing**
 - a) Reads, study and analyze assigned task;
 - b) Identifies, obtain and study the necessary references;
 - c) Drafts legal opinion; and
 - d) Proofreads and amends the legal opinion drafted.
- 2) **Provide legal education and advice/consultation**
 - a) Reads and studies new laws and latest jurisprudence;
 - b) Answers legal query of DIDM personnel; and
 - c) Assists DIDM personnel in drafting pleadings and other documents.

- 3) **Perform other task as may be directed by DIDM Command Group**
 - a) Attends conference/meeting;
 - b) Drafts administrative requirements such as MCs, investigative directives, MOAs, contracts, memorandum, after activity reports, letter-reply, etc;
 - c) Reviews of administrative requirements; and
 - d) Attends command activities.

- c. **Chief, Clerk/ Monitoring Officer, Death of Foreign Nationals (DFNs)**
 - 1) Informs the TF USIG Head Secretariat on newly reported incident and progress of DFNs Cases and recommends to HS, Task Force USIG about administrative matters
 - 2) Monitors DFNs Cases of any incident / development as follow:
 - a) News clipping/print media;
 - b) Broadcast media;
 - c) Internet; and
 - d) PNP journal.
 - 3) Records, follows up, consolidates and monitors compliance of the following:
 - a) Prepares Memo directive of DFNs Cases;
 - b) Telephone calls;
 - c) Information provided by Government agencies (Local and international), NGOs; and
 - d) Caused oriented groups (Local and international).

- 4) Prepares progress report on DFNs cases for the information of the following:
 - a) TF USIG Commander;
 - b) Chief, PNP, SILG, President of the Philippines; and
 - c) Other local and international agencies requesting.
 - 5) Prepares reply to all formal and informal inquiries on DFNs cases addressed to the Chief, PNP/TF USIG Commander;
 - 6) Prepares info kit and write-up on DFNs Cases upon instruction of the TF USIG Head Secretariat;
 - 7) Attended meeting/conference upon instruction of the TF USIG Head Secretariat;
 - 8) Encodes CIDMS DFNs Cases; and
 - 9) Attends Command Activities.
- d. **ADMIN PNCO / Monitoring Officer of Media**
- 1) Records the Calendar of Activity of TF USIG and Coordinate with BFO and ADMO with the schedule of the activity and availability of transportation;
 - 2) Prepares draft memo and letter reply to all formal and informal inquiries and retype as corrected;
 - 3) Records and disseminates incoming communication to concerned PNCOs and PCOs;
 - 4) Monitors the compliance on the Hand-Written Instruction (HWIs) and inquiries from different agencies;
 - 5) Scans all important document for future references;
 - 6) Informs the TF USIG Head Secretariat on newly reported incident and progress report on Media Killings;

- 7) Attends conference / workshop regarding PGS as tasked by the TF USIG Head Secretariat;
- 8) Checks PIO news clippings and NOC Journal for new possible TF USIG Case;
- 9) Peruses PIO news clipping and tri-media on update on media cases that transpired in the past;
- 10) Prepares draft memo-directive to concerned PRO/NSU based on the information gathered from PIO News clipping, NOC Journal, tri-media and other sources;
- 11) Coordinates with concerned PRO/NSU on the memo-directive and conduct follow-up on the submission of their compliance via cellular phone, land line, fax or email;
- 12) Prepares draft tracer-memo in case PRO/NSU failed to submit the required information/data on the given Target Date;
- 13) Makes new or update synopsis, quick look, statistics, executive summary and power point presentation based on the information/data from PRO/NSU, media and other sources re: Media Killings;
- 14) Prepares the draft letter/memo-reply on media cases for stake holders;
- 15) Encodes case/s of Media Killings in the CIDMS; and
- 16) Attends Command Activities.

e. **Monitoring Officer, Activist Killings**

- 1) Records consolidates, coordinates and follows up TF USIG cases on Activist Killings;
- 2) Monitors print media, broadcast media, internet and PNP Journal for any incident / development on cases of Activist Killings and other cases;
- 3) Records and monitor cases of Activist Killings based on the information provided by Government agencies (Local and International);

- 4) Prepares memo directive per instruction of HS/TF USIG Commander and monitor its compliance;
- 5) Coordinates with all PNP units and local government agencies at the local and National level regarding cases of Activist Killings;
- 6) Encoders CIDMS Activist Killings Cases; and
- 7) Attends Command Activities.

f. **Monitoring Officer, Torture, Illegal Logging**

- 1) Monitors and maintains TF USIG cases on Torture, Illegal Logging Killings;
- 2) Examines print media, broadcast media, internet and PNP Journal for any incident / development on cases of Torture, Illegal Logging Killings;
- 3) Records, follows up, consolidates and monitors cases of Torture, Illegal Logging Killings based on the information provided by Government agencies (Local and International);
- 4) Prepares memo directive per instruction of HS/TF USIG Commander and monitor its compliance;
- 5) Coordinates with all PNP units and local government agencies at the local and National level regarding cases of Torture, Illegal Logging Killings;
- 6) Encodes CIDMS Torture, Illegal Logging Killings; and
- 7) Attends Command Activities.

g. **Monitoring Officer, Enforced Disappearances**

- 1) Consolidates and maintains TF USIG cases on Enforced Disappearances;
- 2) Prepares draft memo and letter reply to all formal and informal inquiries and retype as corrected;

- 3) Informs the TF USIG Head Secretariat on newly reported incident and progress report on Enforced Disappearance cases;
- 4) Reads daily report from the print media, PNP journal including those from the internet;
- 5) Scans all important document for future references;
- 6) Encodes case of Enforced Disappearances (EDs) in the CIDMS;
- 7) Prepares TF USIG Presentation;
- 8) Updates LAN-based CIDMS Status and Web CIDMS Cases Encoded; and
- 9) Prepares TF USIG Executive Summary for Command Activities.

Section 8-6 TF USIG Workflow Flowchart

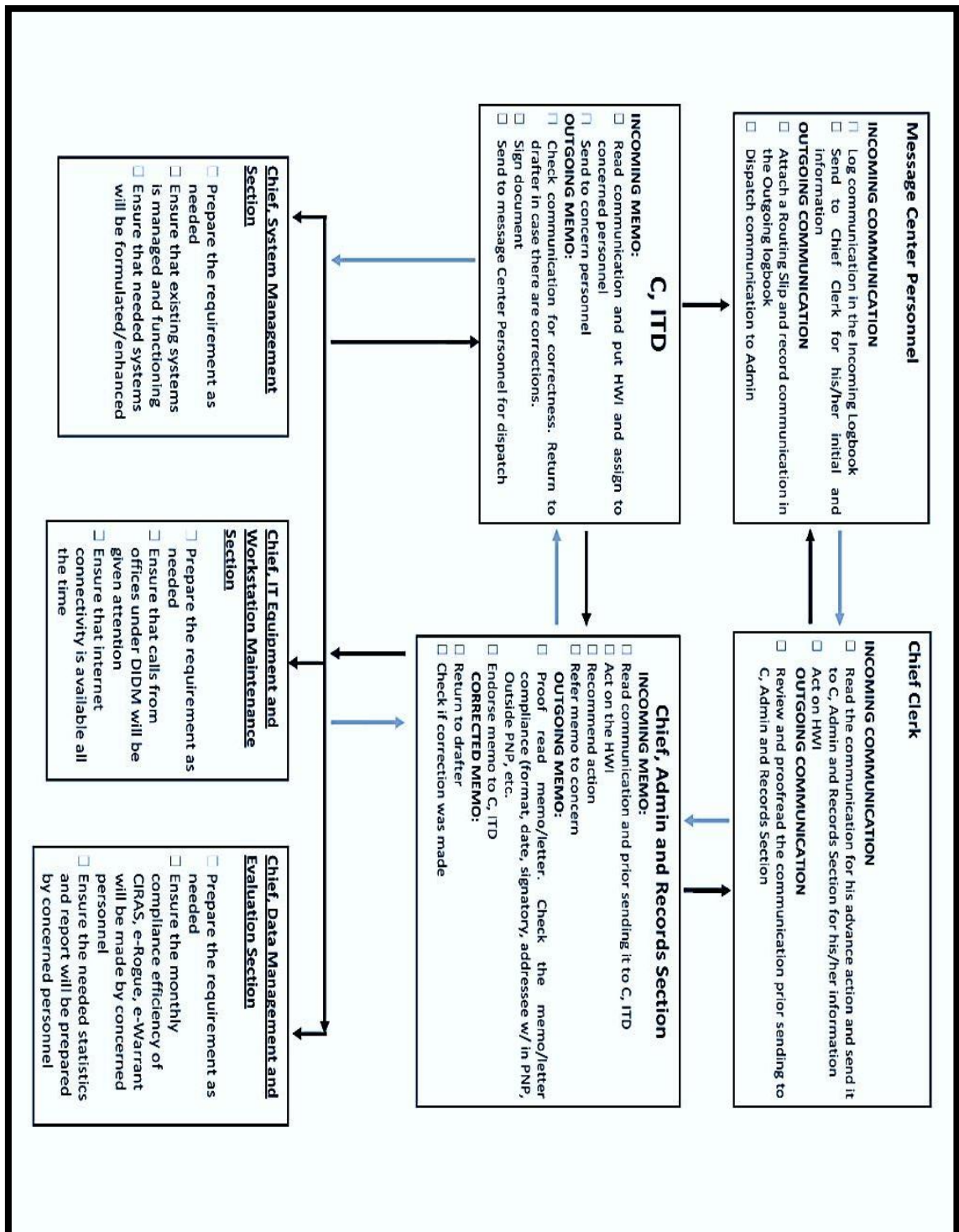


Figure 8.20 TF USIG Workflow Flowchart
 The Figure illustrates the process of workflow conducted by TF USIG.

CHAPTER 9

NATIONAL POLICE TASK FORCE FOR PROFESSIONAL SQUATTERS AND SQUATTING SYNDICATES

Section 9-1 Background and Legal Mandate

9.1 Republic Act No. 7279, also known as “Urban Development and Housing Act of 1992. Section 27. Action Against Professional Squatters and Squatting Syndicates. – The Local Government Units (LGUs), in cooperation with the PNP, PCUP, and PCUP-accredited urban poor organization in the area, shall adopt measures to identify and effectively curtail the nefarious and illegal activities of professional squatters and squatting syndicates, as herein defined.

9.2 Executive Order No. 178, issued on November 23, 1999, otherwise known as “Creating the National Police Task Force on Professional Squatters and Squatting Syndicates”.

9.3 Executive Order No. 129, issued on October 15, 1993, otherwise known as “Establishing an Institutional Mechanism to Curtail the Activities of Professional Squatting Syndicates and Professional Squatters and Intensifying the Drive Against Them”

9.4 Executive Order No. 153, issued on December 10, 2002, otherwise known as “Instituting the National Drive to Suppress and eradicate Professional Squatting and Squatting Syndicates, Amending Executive Order Nos. 187, S. 1999 and 129, S. 1993, and for other purposes”. Section 4, E.O. No. 153. Strengthening of the National Police Task Force (NPTF). The NPTF to apprehend Squatting Syndicates and Professional Squatters created under E.O. No. 178 is hereby strengthened. It shall serve as the operational arm of HUDCC in the drive against professional squatters and squatting syndicates. The Philippine National Police is hereby directed to designate full time staff and/or personnel for the NPTF.

9.5 General Orders Number ODO-01-2000 Pursuant to NHQ LOI 55/99 (SHANTIES) dated January 20, 2000 and Executive Order Number 178

Creating the National Police Task Force on Professional Squatters and Squatting Syndicates dated November 23, 1999, the National Police Task Force on Professional Squatters and Squatting Syndicates is hereby activated effective February 9, 2000.

9.6 LOI 55/99 (SHANTIES) Para 7 of memorandum from PDG ARTURO C LOMIBAO, Chief, PNP dated April 5, 2006 with subject: Strengthening of the National Police Task Force Against Professional Squatters and Squatting Syndicates in which the purpose is to set forth the mission, objectives, concept of operations and task of all concerned unit/offices in the campaign against professional squatters and squatting syndicates.

Section 9-2 Vision and Mission

9.7 Vision. Imploring the aid of the Almighty, the NPTFPSSS will be highly capable and effective in carrying out its tasks by properly disposing of 100% all received squatting related complaints through credible service and investigation by 2025.

9.8 Mission. The PNP, concurrent with the performance of its present missions, and in coordination with concerned government agencies conducts intensified operations to identify and neutralize the nefarious and illegal activities of professional squatters and squatting syndicates.

Section 9-3 Organizational Structure

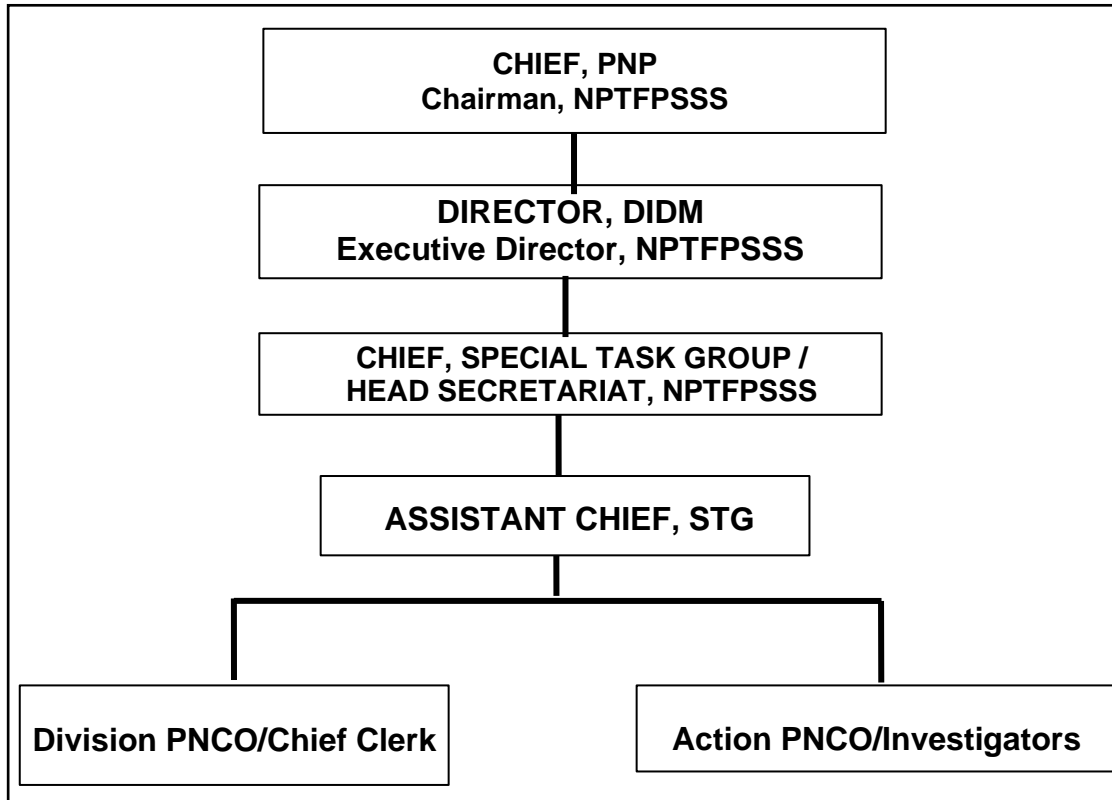


Figure 9.21 NPTFPSSS Organizational Structure
The figure shows the Organizational Structure of NPTFPSSS

Section 9-4 Functions of NPTFPSSS

9.10 Functions. Section 7, Implements Guidelines OF E.O. NO. 153 (s. 2002). Strengthening of the National Police Task Force – The NPTF on Professional Squatters and Squatting Syndicates created under E.O. No. 178, Series of 1999, as amended, is hereby strengthened.

The NPTF shall serve as the operational arm of the HUDCC in the drive against professional squatters and squatting syndicates.

The Philippine National Police is hereby directed to designate full-time staff and/or personnel who shall be detailed to the NPTF and report directly to HUDCC.

In coordination with the HUDC, Chief, NPTF shall:

- a. Initiate the identification of professional squatters and squatting syndicates (PSSS) including the names of public officials and/or private individuals or companies suspected of abetting or tolerating the commission of the prohibited acts;
- b. Conduct surveillance activities to check and verify initial intelligence information gathered concerning the identities and activities of suspected PSSS including the names of public officials and/or private individuals suspected of abetting or tolerating the commission of said acts;
- c. Closely coordinate with the prosecutor's office and the concerned LGUs in gathering evidence as well as testify during court proceedings to ensure the speedy prosecution of identified PSSS;
- d. Provide police protection to victims of PSSS, including the rightful beneficiaries of the government's housing program, who may have been victimized in various forms such as collection of exorbitant fees, issuance of fake titles, sowing of disinformation, and the like.;
- e. Direct local police Chiefs, through the PNP regional directors, to extend full support and assistance to the LCASSPS, in line with the intensified drive against PSSS; and

- f. Perform such other functions as may be directed by the president and those it may deem reasonably necessary to carry out its tasks.

Section 9-5 Job Descriptions

9.11 Duties and Responsibilities

- a. **Chief, STG/HS, NPTFPSSS**
 - 1) Supervises the personnel and all activities of the Task Force.
 - 2) Ensures that the mandated tasks of the Task Force are carried out to practical and actual operations.
 - 3) Ensures accomplishments of the Task Force mandates thru proper coordination with concerned government agencies and all police task forces.
 - 4) Makes duly representations in any call or function requiring presence and participation of the Task Force.
 - 5) Renders regular report of accomplishments of the Task Force or as required by higher office.
 - 6) Performs other functions as directed.
- b. **Assistant Chief, STG/HS, NPTFPSSS**
 - 1) Assists the Chief, STG/HS, NPTFPSSS in the implementation and accomplishment of the Task Force mandated tasks;
 - 2) Assumes the duties and responsibilities in the absence of the Chief, STG/HS, NPTFPSSS; and
 - 3) Performs other functions as directed.

c. Division PNCO/Chief Clerk, STG/NPTFPSSS

- 1) Consolidates the accomplishment reports of all Regional Police Task Force on Professional Squatters and Squatting Syndicates (RPTFPSSS);
- 2) Maintains records and prepare report of periodic accomplishment report of the NPTFPSSS for the information of higher office;
- 3) Complies on all directives from higher office pertaining to administrative functions;
- 4) Receives complaints and refer the same to concerned RPTFPSSS for investigation or appropriate actions;
- 5) Supervises all activities and orderly flow of communications within the Task Force;
- 6) Monitors required compliance from PROs and prompt submission of investigation reports on referred complaints to the RPTFPSSS; and
- 7) Performs other functions as directed.

d. Action PNCO/Investigator, STG/NPTFPSSS

- 1) Receives complaints against PSSS and investigate the same or may refer it to concerned RPTFPSSS for investigation;
- 2) Conducts surveillance activities to check and verify initial intelligence information gathered concerning the identities of suspected professional squatters and squatting syndicates;
- 3) Coordinates with other government agencies and local government units in gathering pieces of evidence / witnesses in preparation for the filing of cases against professional squatters and squatting syndicates;

- 4) Conducts research and verification of documents needed in the case build-up against professional squatters and squatting syndicates;
- 5) Assist in the prosecution of PSSS and HUDCC in its Massive Information Dissemination and Education Campaign thru seminars and community dialogues; and
- 6) Performs other functions as directed.

Section 9-6 NPTFPSSS Workflow Flowchart

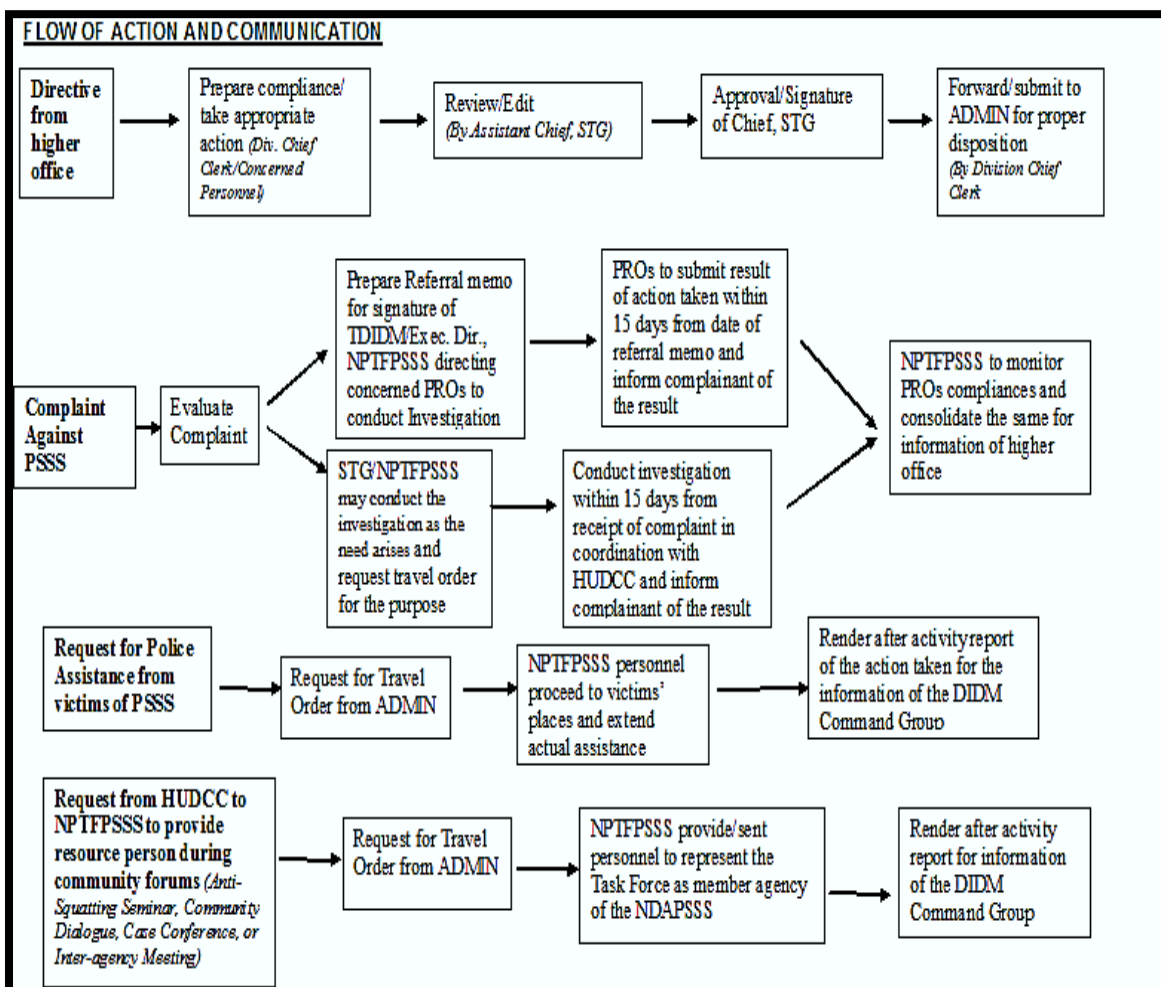


Figure 9.22 NPTFPSSS workflow Flowchart

The figure shows the process of workflow conducted by NPTFPSSS

LIST OF ACRONYMS

AFIS	Automated Fingerprint Identification System
ARMD	Administrative and Resource Management Division
ATIPD	Anti-Trafficking in Persons Division
AVAWCD	Anti-Violence against Women and Children Division
CCE	Crime Clearance Efficiency
CG	Criminal Gangs
CIC	Criminal Investigation Course
CICL	Children in Conflict with the Law
CIDMS	Case Information Database Management System
CIRAS	Crime Information Reporting and Analysis System
CMAS	Case Management and Analysis System
CMD	Case Monitoring Division
COLA	Committee on Legal Action
COMELEC	Commission on Elections
CPSM	Center for Police Strategy Management
CRAC	Crime Research and Analysis Center
CSE	Crime Solution Efficiency
CSFRW	Crime Scene First Responders Workshop
CYRS	Child and Youth Relations Section
DFN	Death of Foreign Nationals
DIN	Directorate for Investigation
DIDM	Directorate for Investigation and Detective Management
DPCR	Directorate for Police Community Relations
EID	Enforced or Involuntary Disappearance
EGO	Elected Government Official
EPJUST II	European Union-Philippines Justice Support Program II
ERI	Election Related Incidents
FJGADD	Family, Juvenile and Gender Development Division
FTSB	Foreign Travel Screening Board
GBV	Gender-Based Violence
HUDCC	Housing and Urban Development Coordinating Council
IACAT	Inter-Agency Council Against Trafficking
IBP	Integrated Bar of the Philippines
IDMOC	Investigation and Detective Management Orientation Course
IOBC	Investigation Officers Basic Course

IOC	Investigator-on-Case
IPR	Intellectual Property Rights
ITC	Investigation Training Committee
ITD	Information Technology Division
ITMS	Information Technology Management Service
JABRAC	Joint Anti Bank Robbery and Cyber Crime Coordinating Committee
JPL	Judges Prosecutors and Lawyers
KFR	Kidnap for Ransom
LOI	Letter of Instruction
MC	Memorandum Circular
MCUI	Murder Cases Under Investigation
MRS	Motorcycle Riding Criminals
NALECC	National Law Enforcement Coordinating Committee
NAPOLCOM	National Police Commission
NCIPR	National Committee on Intellectual Property Rights
NCIS	National Crime Information System
NGIS	Next Generation Investigation System
NPTF	National Police Task Force
NTFPSSS	National Task Force on Professional Squatters and Squatting Syndicates
OCG	Organized Crime Groups
OMD	Operations Management Division
OPLAN	Operational Plan
PCEID	Pre-Charge Evaluation and Investigation Division
PDC	Police Detective Course
PDEA	Philippine Drug Enforcement Agency
PRAISE	Projects on Recognition and Appreciation of Individuals Performing Service Worthy of Emulation
PWD	Person with Disabilities
QASVC	Quality Assurance Support to Victims and Complainants
QE	Qualifying Examinations
RAD	Research and Analysis Division
SIDD	School for Investigation and Detective Development
TF	Task Force
TNSG	Threats to National Security Groups
VAWC	Violence Against Women and Children
WCCD	Women and Children Concerns Division
WCPC	Women and Children Protection Center
WCPDSC	Women and Children Protection Desk Specialized Course
WOA	Warrant of Arrest

List of Figures

Figure 1.1	DIDM Seal
Figure 1.2	DIDM Organizational Structure
Figure 2.3	SIDD Flowchart of Communication
Figure 3.4	CRAC Organizational Structure
Figure 3.5	Request for Crime Statistics Flowchart
Figure 3.6	CRAC Policy Formulation and Review Flowchart
Figure 4.7	PCEID Organizational Structure
Figure 4.8	PCEID Flowchart
Figure 5.9	CMD Organizational Structure
Figure 5.10	Workflow Flowchart
Figure 6.11	WCPC Logo
Figure 6.12	WCPC Staffing Pattern
Figure 6.13	ATIP Intervention Workflow Flowchart
Figure 6.14	Case Treatment of VAWC Flowchart
Figure 6.15	CICL Flowchart (Light Offence)
Figure 6.16	CICL Flowchart (Less Serious/Serious Offence)
Figure 7.17	ITD Organizational Structure
Figure 7.18	ITD Flowchart
Figure 8.19	TF USIG Organizational Structure
Figure 8.20	TF USIG Workflow Flowchart
Figure 9.21	NPTFPSSS Organizational Structure
Figure 9.22	NPTFPSSS Flowchart

GLOSSARY OF TERMS

AFIS – stands for Automated Fingerprint Identification System (AFIS); AFIS is a type of biometric system that uses digital imaging to capture a fingerprint, which then can then be compared to a database of fingerprint records to help determine the identity of an individual. AFIS is a biometrics system commonly used in law enforcement where sets of prints recovered in the crime scene were compared against the database of known and unknown prints.

Cleared Case – a case shall be considered cleared when at least one of the offenders has been identified; there is sufficient evidence to charge him; and, he has been charged before the prosecutor’s office or any other court of appropriate jurisdiction. Included in this category are solved cases.

Crime Clearance Efficiency – is the percentage of cleared cases out of the total number of crime incidents. Formula of which is as follows:

$$CCE = \frac{\text{Cleared Cases}}{\text{Crime Volume}} \times 100\%$$

Crime Solution Efficiency – is the percentage of solved cases out of the total number of crime incidents. Formula of which is as follows:

$$CSE = \frac{\text{Solved Cases}}{\text{Crime Volume}} \times 100\%$$

CIRAS – sets a standard procedure by which all crime incidents that are reported to the police stations are stored electronically in a database.

e-Rogues System – The Electronic Rogues Gallery or e-Rogues System of wanted persons will provide an access to the data of criminals, including pictures that can be utilized by authorized personnel in every police station in the country. Through the PNP e-Rogues Gallery System, the records of an individual or a suspect wanted for a crime in one locality can be instantly accessed by a police station in another locality with just a click of their fingers at the system.

IBIS – stands for **Integrated Ballistic Identification System**; IBIS is the de facto world standard in automated firearms identification systems. Utilizing state-of-the-art 3D imaging technology to capture, store, and rapidly compare

huge numbers of digital ballistic images, IBIS dramatically shortens the time to find a match between two or more pieces of evidence.

Investigative Directive – provides directions to the subordinate units with additional instructions, clarifications, or guidance relative to investigation. It may also contain routine directives by which subordinate units are given information and advice. This is further used when a Memorandum, PNP Memorandum Circular or PNP Command Memorandum Circular is inappropriate. It is numbered consecutively regardless of calendar year.

Next Generation Investigation System (NGIS) – a mother program under the System Development and Enhancement that includes several sub-programs such as the e-blotter or Crime Information Reporting and Analysis System (CIRAS), Case Information Database Management System (CIDMS), e-Subpoena, e-Warrant, and e-Rogues Gallery. All of these sub-programs are centered in enhancing data gathering, database management, and records retrieval used as an aid in policy formulation and decision-making process.

Solved Cases – as per NAPOLCOM MC No. 94-017, a case shall be considered solved if:

1. The following elements occur:
 - a. The offender has been identified;
 - b. There is sufficient evidence to charge him;
 - c. The offender has been taken to custody;
 - d. The offender has been charged before the prosecutor's office or court of appropriate jurisdiction
2. When some elements beyond police control prevent the arrest of the offender, such as when the victim refuses to prosecute after the offender has been identified, or the offender dies or absconds.
3. The arrest of one offender can solve several crimes or several offenders may be arrested in the process of solving one crime.

Unit Scorecard – based on the Balanced Scorecard of Dr. Robert Kaplan and David Norton, a unit scorecard is a strategic planning and management system to align activities to the vision and strategy of the organization, improve internal and external communications and monitor organization performance with strategic goals.

Wanted Persons Information Systems or “e-Warrant” – a system where all warrants of arrest will be electronically documented so that they can be accessed through the internet by all police stations nationwide. This is a necessary investigative tool available to all police personnel to query on the status of a certain person. It will also serve as an account for the status of all wanted persons nationwide.

ANNEXES

SUMMARY OF CHANGES

Identification of Changes		Remarks
FROM	TO	
Chapter 1, job description of the Command Group was not included.	Under Section 1-7, functions/job description of the Office of the Director, Office of the Deputy Director and Office of the Executive Officer was added before Administrative Office.	
Chapter 1, the term used for the crime database is Enhanced Crime Incident Recording System (e-CIRS).	Enhanced Crime Incident Recording System (e-CIRS) was changed to Crime Information Reporting and Analysis System (CIRAS).	
Chapter 3, there are only two items under Pertinent Policies, to wit: Letter of Instructions and Investigative Directives.	PNP MC No. 2018-20 Guidelines and Procedures in the Implementation of the National Police Clearance System (NPCS), PNP MC No. 2018-027 Guidelines and Procedures in the Management and Supervision of all PNP Custodial Facilities and Persons Under PNP Custody and PNP MC No. 2018-050 Guidelines and Procedures in Reporting Crime Incidents was added.	

Identification of Changes		Remarks
FROM	TO	
Chapter 3, Section 3-7 there are only 15 Investigative Directives.	Three Investigative Directives was added, to wit: ID No. 2017-16 Guidelines on the Transfer of Investigators, ID No. 2017-17 Directive on the Referral and Conduct of Digital Forensic Examination and ID No. 2018-18 Guidelines in the Shifting of PNP Investigators.	
Items included in the annexes are Revised Rules on Administrative Cases in the Civil Service, Revised Rules of Procedure before the administrative Disciplinary Authorities and the Internal Affairs Service of the Philippine National Police, GO Number DP 99-07 re Activation, Letter to Chairman NAPOLCOM dated January 4, 2000, GO Number DPL 01-02 re Amendment, GO Number DPL 06-01 re Strengthening of Unit and Letter to Acting Chairman NAPOLCOM dated February 22, 2006.	Items included in the annexes are GO Number DP 99-07 re Activation, Letter to Chairman NAPOLCOM dated January 4, 2000, GO Number DPL 01-02 re Amendment, GO Number DPL 06-01 re Strengthening of Unit and Letter to Acting Chairman NAPOLCOM dated February 22, 2006.	The Revised Rules on Administrative Cases in the Civil Service, Revised Rules of Procedure before the administrative Disciplinary Authorities and the Internal Affairs Service of the Philippine National Police were removed due to irrelevance.
Others: Grammatical errors were corrected, alignment, margins and spacings were improved, abbreviated words were defined and numberings/tabs were modified.		



Republic of the Philippines
 Department of the Interior and Local Government
 NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
 Camp Crame, Quezon City

04 January 2000

**GENERAL ORDERS
 NUMBER DP 99-07**

ACTIVATION

1. Effective this date, the PRE-CHARGE EVALUATION AND INVESTIGATION DIVISION (PCEID) shall be organized under the Directorate for Investigation and Detective Management (DIDM) in conformity with the provisions of NAPOLCOM Memorandum Circular Number 99-06. The Division shall have the following functions:

- a. Monitor and supervise the conduct of administrative investigation by the different units of the PNP;
- b. Recommend to the Chief, PNP qualified PNP officers to : conduct Pre-charge evaluation and investigation to determine probable cause;
- c. Monitor and/or supervise other disciplinary authorities in the conduct of summary proceedings against erring PNP personnel; and
- d. Perform such other functions as may be appropriate in pursuance of Title VI of RA 8551.

2. Similar functions should be carried out by the equivalent offices from Regional Intelligence and investigation Division of the Police Regional Offices (PROs) Provincial Police Offices (PPOs) and City/Municipal Police Stations (CPS/MPS) PNP offices at the regional, provincial and station levels shall have the authority to conduct pre-charge evaluation and investigation against erring personnel upon orders of the appropriate unit leaders. Detailed implementing guidelines shall be clearly defined by DIDM in consultation with the Directorate for Plans (DPL).




3. Initial requirements for equipment, facilities and funds necessary to carry out these functions shall be provided by DIDM and the different police regional offices. Funding requirements for the succeeding years shall be programmed by DIDM.

BY COMMAND OF POLICE DEPUTY DIRECTOR GENERAL LACSON:


 REYNALDO V VELASCO
 Police Director
 Directorate for Plans

DISTRIBUTION:

CPNP
 DCA
 DCO
 TCDS
 Directorial Staff
 Directors, NSUs
 RDs, PROs 1-13, ARMM, CAR AND NCR
 IG, IAS

	<p style="text-align: center;">Republic of the Philippines Department of the Interior and Local Government NATIONAL POLICE COMMISSION NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE Camp Crame, Quezon City</p>
<p>The Honorable Chairman RONALDO V PUNO National Police Commission ALCO Building, 391 Sen Gil Puyat Avenue Makati City</p>	<p style="text-align: right;">JAN 04 2000</p>
<p>Dear Chairman Puno:</p>	
<p>Pursuant to the provisions of NAPOLCOM Memorandum Circular Number 99-006, attached is a copy of General Orders Number DPL 99-07 activating the Pre-Charge Investigation Division under the Directorate for Investigation and Detective Management. The Division shall have the following functions:</p>	
<ol style="list-style-type: none"> a. Monitor and supervise the conduct of administrative investigation by the different units of the PNP; b. Recommend to the Chief, PNP qualified PNP officers to conduct pre-charge investigation to determine probable cause; c. Monitor and/or supervise other disciplinary authorities in the conduct of summary proceedings against erring PNP personnel; and d. Perform such other functions as may be appropriate in pursuance of Title VI of RA 8551. 	
<p>Likewise, similar functions shall be carried out by the equivalent offices from the Regional Intelligence and Investigation Division of the Police Regional Offices (PROs), Police Provincial Offices (PPOs) and City/Municipal Police Stations (CPS/MPS)</p>	
<p>In this regard, this Headquarters respectfully requests the approval/notation by the Honorable Chairman, NAPOLCOM of the said NHQ-PNP Circular prior to its implementation and widest dissemination.</p>	
<p style="text-align: right;">Very truly yours,</p>	
<p style="text-align: right;">  PANFILO M LACSON Police Deputy Director General Chief PNP </p>	
<p style="text-align: right;">  <small>PNP L.A. 89 581 212</small> </p>	
<p style="text-align: right;"><small>5009 1 1 02 1 02</small></p>	



Republic of the Philippines
 Department of the Interior and Local Government
 National Police Commission
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
 Camp Crame, Quezon City

April 25, 2001

GENERAL ORDERS
NUMBER DPL 01-02


AMENDMENT

1. Effective this date, the functions of the Pre-Charge Investigation Division (PCD) of the Directorate for Investigation and Detective Management (DIDM), which was created pursuant to NHQ-PNP General Orders Number 99-07, is hereby amended to read as follows:

- a. Receive and record administrative complaints against PNP personnel;
- b. Conduct pre-charge investigation on administrative complaints falling under the disciplinary authority of the Chief, PNP;
- c. Recommend to the Chief, PNP qualified PNP officers to conduct summary hearing proceedings;
- d. Refer administrative complaints falling under the jurisdiction of the other disciplinary authorities (Regional Directors, through the Regional Investigation Intelligence Divisions (RIIDs) and through the investigation divisions at equivalent units) for investigation;
- e. Supervise and monitor the conduct of administrative investigation by the different disciplinary authorities;
- f. Issue clearance to all PNP personnel upon request; and
- g. Perform other functions as directed by the Chief, PNP and as may be appropriate pursuant to Title V of RA 8551.

2. Similar functions should be carried out by the equivalent offices from Regional Intelligence and Investigation Division of the Police Regional Offices (PROs), Provincial Police Offices (PPOs), and City/Municipal Police Stations (CPSMPS). PNP offices at the regional, provincial and municipal levels shall have the authority to conduct pre-charge investigation against erring personnel upon orders of the appropriate disciplinary authority. Detailed implementing guidelines shall be clearly defined by DIDM in consultation with the Directorate for Plans (DPL).

BY COMMAND OF POLICE DIRECTOR GENERAL MENDOZA:


RICARDO F. DE LEON
 Police Chief Superintendent
 Director for Plans

DISTRIBUTION:

- Chief, PNP
- DCA
- DCO
- TCDS
- Directorial Staff
- Directors, NSUs
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- IG, IAS



Republic of the Philippines
Department of the Interior and Local Government
National Police Commission
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
Camp Crane, Quezon City

**GENERAL ORDERS
NUMBER DPL 06-01**

STRENGTHENING OF UNIT

1. Effective this date, the Detective School, a section organized under the Research and Analysis Division (RAD) of the Directorate for Investigation and Detective Management (DIDM) is hereby strengthened and subsequently renamed as PNP School for Investigation and Detective Development with official acronym "SIDD".

2. The SIDD shall serve as the training unit placed under the supervision and control of the DIDM to develop and handle career enhancement courses for detectives. It shall perform the following functions:

a. Establish a standard Program of Instructions (POIs) for all courses for the development of investigative and detective skills and competence of PNP personnel;

b. Formulate and implement investigative and detective training programs;

c. Establish and maintain adequate physical training facilities and equipment;

d. Provide quality training and education and a pool of qualified and competent instructors on investigation and detective development;

e. Liaise with other PNP NSUs, other agencies, colleges/universities, and other international training units for exchange of investigative and detective techniques and procedures; and

f. Formulate the PNP Annual Master In-Service Training and Education Program for submission to the Directorate for Human Resource and Doctrine Development (DHRDD); and

g. Perform other functions related to investigation and detective training as directed.

3. The PNP School for Investigation and Detective Development shall be reorganized as reflected in the herein attached organizational structure and staffing pattern "Annex A", and functional chart "Annex B", respectively. It shall be headed by a PCO with a rank of Police Senior Superintendent and be composed of two (2) sections, namely: (1) Administrative and Registrar Section; and (2) Academic and Research Section.

4. The existing personnel, equipment, office space and funding requirement of the then Detective School shall be absorbed by the PNP School for Investigation and Detective Development.

5. The issuance of this General Orders is pursuant to the vested powers of the Chief, PNP under Section 26 of Republic Act 6975.

BY COMMAND OF POLICE DIRECTOR GENERAL LOMBAO:


RODOLFO A TOR, Ph. D
Police Director
Director for Plans

Incls:

Annex A – Organizational Structure and Staffing Pattern of the PNP
SIDO Annex B – Functional Chart of the PNP SIDO

DISTRIBUTION:

Chief, PNP
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TCDS
Directorial Staff
Directors, NSUs
RDs, PROs 1-13, ARMM, CAR and NCR
IG, IAS


 Republic of the Philippines
 Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
 Camp Crame, Quezon City

FEB 22 2006

The Honorable
WENCELITO T ANDANAR
 Acting Secretary of the Interior & Local Government/
 Acting Chairman, National Police Commission
 First E-Bank Building, 371 Sen Gil Puyat Avenue
 Makati City

THRU: The Honorable
Commissioner IMELDA M CRISOL-ROCES
 Vice Chairperson and Executive Officer
 National Police Commission

Dear Chairman Andanar:

This has reference to the strengthening of the existing Ad Hoc Detective School and its subsequent renaming as PNP School for Investigation and Detective Development with official acronym "SIDD" under the supervision and control of the Directorate for Investigation and Detective Management (DIDM) to develop and handle career enhancement courses for Detectives.

As a backgrounder the Detective School was organized as an ad hoc unit under the Special Studies Section of the Research and Analysis Division (RAD) of the Directorate for Investigation and Detective Management (DIDM) by virtue of NHQ-PNP Memorandum Circular No. 97-003 implementing NAPOLCOM Resolution No. 97-032 dated February 24, 1997.

In view of the current efforts to transform the PNP into a more effective and credible police force through the production of more competent and highly trained detectives in the entire PNP organization, the Detective School is reorganized and renamed as PNP School for Investigation and Detective Development. It shall perform the following functions:

- a. Establish a standard Program of Instructions (POIs) for all courses for the development of investigative and detective skills and competence of PNP personnel;
- b. Formulate and implement investigative and detective training programs;
- c. Establish and maintain adequate physical training facilities and equipment;
- d. Provide quality training and education and a pool of qualified and competent instructors on investigation and detective development;

e. Liaise with other PNP NSUs, colleges/universities, other agencies, for and other international training units investigative and detective exchange of techniques and procedures; and

f. Formulate the PNP Annual Master In-Service Training and Education Program for submission to the Directorate for Human Resource and Doctrine Development (DHRDD); and

g. Perform other functions related to investigation and detective training as directed.

The School for Investigation and Detective Development shall be headed by a PCO with a rank of Police Senior Superintendent and be composed of two (2) sections, namely: (1) Administrative and Registrar Section, and (2) Academic and Research Section

In this regard, attached for consideration of the Commission is NHQ-PNP General Orders Number DPL 06-01 providing for the strengthening of Ad Hoc Detective School and its subsequent renaming as PNP School for Investigation and Detective Development.

Very truly yours,


ARTURO C. LOMIBAO
Police Director General
Chief, PNP



Incl:

a/s

REFERENCES

Legal References:

- a. RA 6975 An Act Establishing The Philippine National Police Under A Reorganized Department Of The Interior And Local Government, And For Other Purposes
- b. RA 8551 "Philippine National Police Reform and Reorganization Act of 1998"
- c. RA 9708 "An Act Extending For Five (5) Years The Reglementary Period For Complying With The Minimum Educational Qualification For Appointment To The Philippine National Police (PNP) And Adjusting The Promotion System Thereof, Amending For The Purpose Pertinent Provisions Of Republic Act No 6975 And Ra 8551"
- d. Republic Act No. 7279, also known as "Urban Development and Housing Act of 1992
- e. NAPOLCOM Resolution Number 97-032, entitled "Enhancing the Investigative Functions of the PNP through the Implementation of the Investigation and Detective Management Program" dated March 12, 1991
- f. Administrative Order No. 35 **"Creating The Inter-Agency Committee On Extra-Legal Killings, Enforced Disappearances, Torture And Other Grave Violations Of The Right To Life, Liberty And Security Of Persons"**
- g. DENR-DILG-DOJ Joint Department Order No. 001-2012
- h. NAPOLCOM Resolution 2014-441
- i. Executive Order No. 178 "Creating the National Police Task Force on Professional Squatters and Squatting Syndicates"
- j. Executive Order No. 129 "Establishing an Institutional Mechanism to Curtail the Activities of Professional Squatting Syndicates and Professional Squatters and Intensifying the Drive Against Them"
- k. Executive Order No. 153 "Instituting the National Drive to Suppress and eradicate Professional Squatting and Squatting Syndicates, Amending Executive Order Nos. 187, S. 1999 and 129, S. 1993, and for other purposes"

Published Manual:

- a. PNP Manual in Handling Cases of Children in Conflict with the Law (CICL) and Children-At-Risk (CAR)
- b. Standard Operation Procedure: Trafficking in Persons Investigation

Issuances:

- a. CMC 49/13 (Case Review Committee to Evaluate Dismissed Cases Related to Illegal Drugs, Heinous, and Sensational Crimes)
- b. CMC 28-2015 - Guidelines and Procedures in the Conduct of Secure and Fair Election (SAFE) 2016
- c. PNP-CMC NO. 16-2016 PNP Anti-Illegal Drugs Campaign Plan Project Double Barrel Investigative Directives 01-14
- d. LOI 11-12 Kontra Droga Charlie
LOI Manhunt Charlie
LOI UCPER 02/09
LOI 55-19 (Committee on Legal Action)
LOI 01-06 TF Judges, Prosecutors and IBP Lawyers
LOI 03-09 – AFIS/IBIS HITS
PNPMC 2014-009 CIRAS
MC 2014-016 - e-subpoena
MC 2008-0801-003 – Court Process
SOP No. 02/11 (SOP in the Investigation of Heinous and Sensational Crimes)
LOI 55/99 (SHANTIES)
PNP Letter of Instruction (LOI) Task Force USIG
General Orders Number ODO-01-2000
General Orders Number DP 99-07 “Activation of PCEID”
General Orders Number DPL 01-02 “Amendment on the Functions of PCEID DIDM”

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