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IMPLEMENTING RULES AND REGULATIONS OF NAPOLCOM RESOLUTION NO. 96-093 RE AMENDING CERTAIN PROVISIONS OF NAPOLCOM RESOLUTION NO. 91-18, ENTITLED “RATIONALIZING THE STRUCTURE AND A...

PNP CIRCULAR NO. 2002-008, May 16, 2002

Read online (full-text search, related cases, audio case brief): https://batas.org/library/0e828f97a68a/

REFERENCES:

- NAPOLCOM Resolution No. 96-093 entitled: Amending Certain Provisions of NAPOLCOM Resolution No. 91-18, entitled "Rationalizing the Structure of Allowances and Incentive Pays Over and Above the Basic Pay and Longevity Pay of Uniformed Personnel of the Philippine National Police" and, Authorizing the Grant of Individual Equipment Allowance of Uniformed Personnel of the Philippine National Police dated October 30, 1996;

- NAPOLCOM Resolution No. 91-18 entitled: "Rationalizing the Structure of Allowances and Incentives Pays Over and Above the Basic Pay and Longevity Pay of Uniformed Personnel of the Philippine National Police dated October 21, 1991; and

- Fiscal Directive No. 20-003 dated February 29, 2000, subject: Payment of Replacement Clothing Allowance.

II. SCOPE/COVERAGE:

This Circular shall apply to ail uniformed personnel of the Philippine National Police. It lays out the guidelines and procedures in the processing of initial clothing allowance (!CA) and replacement clothing allowances (RCA) granted to uniformed personnel under existing rules and regulations.

III. OBJECTIVES:

1. Establish a system that will hasten the granting of Initial Clothing and Individual Equip ment Allowance to new recruits and graduates of the Philippine National Police Academy (PNPA) who opted to join the PNP, and replacement Clothing Allowance (RCA) to all uniformed personnel.

2. Unburden grantees in the processing of Initial Clothing Allowance, Individual Equipment Allowance and Replacement Clothing Allowance.

IV. DEFINITION OF TERMS:

Uniformed Personnel - Police Commissioned and Police Non-Commissioned Officers of the PNP.

Initial Clothing Allowance (ICA) - allowance given to new recruits upon entry in the service.

Replacement Clothing Allowance (RCA) - allowance given to uniformed personnel regardless of position/designation/rank to replace the initial gratuitous clothing issued upon recruitment. PNP uniformed personnel are entitled RCA every after three (3) years of continuous service.

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Individual Equipment Allowance - supplies/equipment given to newly recruited PNP personnel upon entry into the police service. The same may be granted gratuitously to in-service personnel who are assigned in Police Internal Security Operations subject to availability of funds.

V. POLICIES AND PROCEDURES:

1. initial Clothing and Individual Equipment Allowances

a Upon appointment in the PNP Service, new recruits and graduates of the Philippine National Police Academy who opted to join the PNP shall be granted initial clothing and individual equipment allowance.

b For new recruits and graduates of the PNPA who opted to join the PNP, appointment orders shaii be issued by the Directorate for Personnel and Records Management and in the case of recruits of NHQ and NSUs, while the appointment orders of recruits from the police Regional Offices shall be issued by the C, RPHRDD.

c. The appointment order issued by the Directorate for Personnel and Records Manage ment and/or C, RPHRDD shall be the basis of the Directorate for Logistics and Chief, Regional Logistics Division in granting initial clothing and individual equipment allowance to new recruits.

d. The Regional Directors of PROs shall request the Directorate for Comptrollership for the release of funds for the payment of initial clothing and individual equipment allowance' attaching the orders of appointment of new recruits.

e. The initial clothing and individual equipment shall be issued to PNPA graduates who opted to join the PNP and new recruits instead of monetary allowance.

2. Replacement Clothing Allowance

In general, Replacement Clothing Allowance (RCA) shall be given every three (3) years of continuous service to all uniformed personnel in the PNP. For PNPA graduates, the reckoning date in the counting of the three (3) years continuous service shall be from the date of their graduation, the date they received their initial clothing allowance.

a. Uniformed Personnel Assigned at the NHQ/NSUs

1. The Budget and Fiscal Office (BFO) of the Directorate for Personnel and Records Management (DPRM) shall generate the names of prospective grantees from the Records Management Division at least six (6) months prior to the date of entitlement.

2. After the names of prospective grantees have been generated from the Personnel and Accounting Information System (PAIS) of the Records Management Division, DPRM, list of grantees shall be sorted and forwarded to the respective offices/units of grantees for their confirmation.

3. The list of grantees confirmed by respective offices/units shall be submitted to TDPRM(Attn: BFO) for subsequent issuance of orders.

4. Chief, BFO shall initiate the issuance of orders granting replacement clothing allowance to grantees at least five (5) months prior to the date of entitlement.

5. Units/offices of grantees shall be furnished copies of orders, which shall be the basis for the preparation of payrolls/vouchers.

6. Payment of RCA shall be through individual check.

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b. Uniformed Personnel Assigned at PROs

1. The Chief, Regional Personnel and Human Resource Doctrine Development Division shal! generate the names of prospective grantees at least six (6) months prj0 to the date of entitlement.

2. Afterthe names of prospective grantees have been generated, the list shall be submitted to DPRM(Attn; RMD) for confirmation.

3. The list of grantees confirmed by RMD shall be sent back to PROs (Attrv C RPHRDD) for subsequent issuance of orders.

4. Chief, RPHRDD shall issue orders granting replacement clothing allowances to grantees at least five (5) months prior to the date of entitlement.

5. After the orders have been issued, C, RPHRDD shall request for the availability of funds at the National Headquarters thru the Directorate for Controllership.

6. While waiting for the availability of funds, the payroll/vouchers shall be prepared and processed.

7. TDC shall notify the PROs once funds are available

8. Payment of RCA shall be through individual check.

VI. PENALCLAUSE:

PNP personnel who file fictitious claims shall be subjected to criminal and administrative prosecution. PNP commanders who tolerate such unscrupulous claims shall be included as co-conspirators under the principle of command responsibility.

VII. EFFECTIVITY:

This Circular shal! take effect after fifteen (15) days from the filing of a copy hereof at the University of the Philippines Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987", as amended.

Adopted: 16 May 2002

(SGD.) LEANDRO R. MENDOZA
Police Director General
Chief, PNP

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