# ESTABLISHING A DELINQUENCY REPORTING SYSTEM IN THE PHILIPPINE NATIONAL POLICE AND INSTITUTIONALIZING COMMUNITY SERVICE AS AN INTEGRAL COMPONENT THEREOF

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WHEREAS, it is the declared policy of Republic Act No. 8551, otherwise known as the Philippine National Police (PNP) Reform and Reorganization Act of 1998, to make the police service a community and service-oriented organization;

WHEREAS, the National Police Commission, as the constitutional body tasked to control and administer the PNP, recognizes the significant role of the police in community development and desires to infuse into the organization's delinquency reporting system a more positive and community-oriented outlook;

WHEREAS, there is a compelling need to empower the citizens which we have sworn to serve and protect as well as the deputized local government units as active partners in the transformation of the police in a community-based level;

NOW THEREFORE, the Commission, pursuant to its constitutional mandate to administer and control the PNP, HAS RESOLVED, AS IT HEREBY RESOLVES, to establish a Delinquency Reporting (DR) System in the PNP and to institutionalize community service as an integral component thereof.

Section 1. Coverage – This Memorandum Circular shall be applicable to all officers and non-officers of the PNP.

Section 2. Purpose - This Circular aims to enhance police discipline and ensure adherence to professional conduct among PNP members. It also aims to establish guidelines and prescribe rules and procedures for the Delinquency Reporting System in the Philippine National Police and institutionalizes community involvement and service as an integral component of the said system.

The DR System is a preventive measure designed to lessen the incidence of misdemeanors of PNP personnel by instituting on the spot corrections thereby eliminating or at least mitigating the causes of such wrongdoing, and to remind and instill in all PNP members the observance of proper decorum at all times.

Section 3. Definition of Terms – As used in this Circular, the following terms shall be understood to mean as follows:

> a. Administrative Officer – refers to the respective Administrative Officers of every police unit, from Police Community Precincts, City, Municipal, Provincial, Regional Offices up to the Directorates, National Headquarters, Command Group and National Support Units.
>
> b. Community Service – shall refer to tasks, duties and responsibilities to be rendered by the offending police personnel assigned at Municipal or City Police Stations or Police District Offices, upon written order by the Chief of Office, to be administered by the Office of the Mayor of the city, town or municipality having territorial jurisdiction over his operational unit, or by the Provincial Director, Regional Director or National Support Unit Director with respect to personnel assigned to Police Provincial Offices, Police Regional Offices and in the National Support Units.

In no case shall the term community service be interpreted to mean inhumane, immoral and illegal activity. Community service may include, but shall not be necessarily limited to, tree planting, clean-up drives, information dissemination campaigns and other vital and priority programs of the government; Provided that, community service may be administered only during rest days and in athletic uniform.

c. Chief of Office – shall refer to the highest ranking PNP officer-in-command of the PNP office/unit.

d. Delinquency Report – refers to a report which contains the minor infraction(s) committed by the police personnel, the format of which is prescribed in this Circular.

e. Demerit – a mark in numerical value made against a police personnel committing a minor infraction.

f. Discipline – individual or group attitude that insures prompt obedience to orders and the performance of appropriate action in the absence of orders.

g. Explanation – an answer in writing of the offender, confirming or refuting the infraction reported against him.

h. Minor Infractions – acts or omissions committed by a police personnel, whether during office hours or beyond, as far as practicable as included in the list appearing under Section 4 of this Circular.

i. Violator – refers to any PNP personnel who committed a minor infraction.

Section 4. Demerits – Any uniformed personnel of the PNP found committing a minor infraction, during office and non-office hours, shall be charged the appropriate demerit. The infractions and their corresponding demerits are listed hereunder:

List of Infractions and Corresponding Demerits

## INFRACTIONS

Number of Demerits

1. Violation of “Tamang Bihis”

a. Unauthorized or improper wearing of uniforms, Insignias and accouterments
b. Unauthorized haircut
c. Dirty shoes
d. Dirty uniform
e. Unshaved mustache
f. No hanky/tickler/Miranda warning card (as required during inspection) and;
g. Other similar minor infractions.

5

2. Tardiness in reporting for duty/office work

5

3. Tardiness in reporting to command activities

5

4. Smoking in places not designated as “smoking area”

5


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5. Violation of traffic, pedestrian and parking regulations

5

6. Use of vulgar or insulting languages or exhibit similar rudeness to the public

7

7. Spitting or littering in public areas

7

8. Urinating in places other than the designated areas (restroom, public urinating area)

10

9. Leaving post for more than two (2) minutes

15

10. Dozing of post

15

11. Failure to initiate actions on complain

15

12. Absent in formation and or any command activities, and

20

13. Other similar minor infractions

Minimum – 5

Maximum – 20

The maximum allowable demerits shall be fifteen (15) demerits per month or 90 demerits per semester. One demerit in excess of the allowable number shall be equivalent to one (1) hour of community service.

Section 5. Reporting – Any person witnessing any infraction committed by a police officer shall fill-out a delinquency report form available at the nearest police precinct, stating therein clearly the date, time and the specific infraction committed by the police officer. The delinquency report shall be in the following format:

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

**DELINQUENCY REPORT**

1. Offender:

Rank/Name: _____

Badge No. _____
Office Unit: _____

2. Infractions:

( ) Unauthorized uniform

( ) Tardiness
( ) Spitting/Urinating in Public Places
( ) Smoking in unauthorized place
( ) Discourtesy to Officers and National Colors
( ) Violation of Traffic Rules
( ) Leaving of Post
( ) Dozing on Post
( ) Discourteous Conduct/Rudeness
( ) Failure to Initiate Action on Complaint
( ) Others

Details:_____

Date / Time / Place of Commission:_____

3. Reporting Officer / Citizen: _____
(Rank/Name/Signature)

Received By:

_____
(Rank/Name/Signature)

Acknowledged By:

_____
(Rank/Name/Signature)

4. Disposition: _____
Chief of Office

Delinquency Report Forms shall be made available to the public at every precinct, at all times.

Section 6. Notice and Disposition – It shall be the duty of the Administrative Officer who received the delinquency report form to immediately notify the offending police personnel concerned furnishing him a copy of the delinquency report. The police personnel subject of the delinquency report shall render an explanation in writing within 24 hours from notice. The explanation, together with the delinquency report, shall be submitted to the Chief of Office of the Municipal or City Police Stations or Police District Offices.

In case of personnel assigned at Police Provincial Offices, Police Regional Offices and in the National Support Units, the delinquency report form shall be submitted by the Administrative Officer to the Director of the PPO, PRO or NSU concerned.

The Chief of Office or Director of the PPO, PRO or NSU shall, not later than five days upon receipt of the delinquency report and written explanation, make a disposition whether the explanation is sufficient or award the appropriate demerits.

Section 7. Monthly Report of Delinquency - The Administrative Officer shall serve as the official repository and

record-keeper of the number of demerits earned by the members of his unit. It shall be the duty of the Administrative Officer to furnish the Chief of Office or the Director of the PPO, PRO or NSU of a monthly report of the demerits earned by a unit. In case of transfer, the Administrative Officer shall ensure that the demerits earned by a police officer shall be formally communicated to the Administrative Officer of the unit where the officer has transferred.

Section 8. Order of Community Service and Referral to the Mayor – Based on the monthly report of demerits, the Chief of Office or Municipal or City Police Stations or Police District Offices shall issue an order stating therein the persons in his unit who have exceeded the allowable number of demerits for the month, and the number of hours each shall devote to community service. The order shall be transmitted immediately to the Office of the Mayor of the city, town or municipality having territorial jurisdiction over the unit. The Mayor or his authorized representative, shall administer the community service, in accordance with the number of hours stated in the order.

In case of personnel assigned at Police Provincial Offices, Police Regional Offices and in the National Support Units, the Director of the PPO, PRO or NSU concerned shall issue an order stating the persons in his unit who must undergo community service. He or his duly-authorized representative may administer the community service himself and direct the offending personnel to render the community service within the grounds and premises of the camp.

The Director of the PPO, PRO or NSU may also, at his option and discretion, transmit the order of community service to the Mayor of any of the towns, municipalities or cities within his area of responsibility. Provided, that the offending personnel assigned at the NHQ and NSUs based in the National Headquarters in Camp Crame may be required to render community service within the premises or grounds of Camp Crame or in any municipality or city within the National Capital Region only

Upon completion of the community service, the Mayor or his duly authorized representative shall make a report stating therein the total number of hours devoted to community service, the times and places of service, with a certification under oath that the offending police officer has complied with the number of hours stated in the order. The report shall be transmitted immediately to the Chief of Office or Director of the PPO, PRO or NSU concerned.

Section 9. Effects of DR to the Concerned PNP Personnel – A violator who exceeded the allowable demerits per semester shall:

a. Be rated Poor in his/her Performance Evaluation Rating (PER) for the particular rating period and he/she may be subjected to appropriate disciplinary action;

b. Be recommended to undergo training;

c. Have his records of excessive demerits considered as aggravating circumstances in any disciplinary action against him/her; and

d. Have his excessive demerits as a consideration that may affect his/her reassignment/transfer from one unit to another.

Section 10. Effectivity - This Circular shall take effect after fifteen days from the filing of a copy hereof at the University of the Philippines Law Center, pursuant to E.O No. 292, the Revised Administrative Code, as amended.

(SGD) JESSE M. ROBREDO


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