

CAMP CRAME PASSCARD, DECAL/STICKER AND INTERIM ID CARD SYSTEM

PNPHSS Standard Operating Procedure No. 11191-01, November 19, 2014

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/506e0f66393a/>

Adopted: 19 November 2014

Date Filed: 22 January 2015

1. REFERENCE: SOP Nr IID-072010-01 dated July 26, 2010 with subject: Camp Crame interim ID System.

2. GENERAL:

Camp Crame is the place where the National Headquarters of the Philippine National Police and some of its National Administrative and Operational Support Units are based. Camp Crame accommodates PNP personnel, dignitaries, high ranking government officials and visitors on their official business transactions with various PNP offices. The Camp also houses the PNP Custodial Center where high risk and high profile detainees are confined.

Headquarters Support Service being a National Support Unit of the PNP in charge with the security and maintenance of peace and order of the camp is mandated to implement appropriate security measures to ensure the safety and wellness of all persons and facilities inside the camp.

With these inherent duties, HSS shall control the ingress and egress of people and vehicles entering the camp.

3. PURPOSE:

This SOP prescribes the guidelines in the implementation of the Passcard, Decal/Sticker and Interim ID Card system as a procedure in controlling the access of people and vehicles entering the camp.

4. SCOPE:

This SOP shall apply to all PNP personnel and dependents, including camp residents, concessionaires and employees, affiliated dealers and suppliers, construction workers, and other persons entering the camp for whatever purpose.

5. POLICIES:

All persons entering the camp shall be required to apply for the necessary Passcard, Decal/sticker or Interim ID Card based on respective classification and purpose. The following policies shall be strictly observed, to wit:

a.

Policies for the issuance of Passcard, Decal/Sticker:

a1)

All persons with vehicle entering the camp shall be required to present the necessary Passcard or Decal/Sticker based on their classification and purpose;

a2)

For PNP personnel with Passcard or Decal/Sticker, Passcard shall be presented to the duty personnel at the camp gates while the Decal/Sticker shall be placed in the bottom left side of the windshield;

a3)

Loss, alteration or destruction of the issued vehicle Passcard, Decal/Sticker and or pass shall be investigated and sanctioned/as evidence warrants; and

a4)

All Passcards and Decals/Stickers are to be issued by the IID, as approved by the Director, HSS.

b.

Policies for the issuance of Interim ID Card:

b1)

All persons entering the camp shall be required to wear the necessary ID card based on their classification and purpose;

b2)

For PNP personnel and their dependents with issued IDs from DPRM, said ID shall be used as identification cards in the camp gates;

b3)

Issued Interim ID cards and visitors pass should be worn upon entering the camp and while transacting business inside the premises of the camp at all times;

b4)

“NO ID, NO ENTRY” policy shall be strictly enforced at all times, specifically for the walk-in visitors, who will be required to leave a valid and unexpired Identification Card (company ID, Driver’s License, others) at the gate prior the issuance of a visitor’s pass which shall be surrendered upon completion of the purpose in the camp;

b5)

Loss, alteration or destruction of the issued identification cards shall be investigated and properly sanctioned.

b6)

Interim ID cards are to be issued by the IID, and duly approved by the Director, HSS/Camp Commander.

6. PROCEDURES:

REQUIREMENTS FOR PASSCARD, DECAL/STICKER AND INTERIM IDENTIFICATION CARD:

a. FOR PASSCARD AND DECAL/STICKER:

Following requirements should be properly filled up and accomplished and submitted to the Intelligence Division of the IID, HSS for the issuance of Passcard or Decal/Sticker:

a1)

Fill out the application form for pass card or decal and attach the 2x2 picture of the applicant;

a2)

The applicant shall bring and submit to IID, HSS the following;

-

Official Receipt of Registration (Photocopy)

-

Certificate of Registration (Photocopy)

-

Photocopy of PNP ID (Uniformed and Non-Uniformed Personnel)

-

Photocopy of Deed of Sale, if not yet transferred in the name of the applicant

-

Certification from the registered owner authorizing the applicant to use the vehicle of the former (for vehicle/motorcycle under the name of the company/business entity)

-

Type "C" applicant must be sponsored/endorsed by an active Police Commissioned Officer (PCO). (Attach photocopy of PNP ID of the sponsor)

-

Photocopy of retirement order (Retired PNP personnel)

-

Photocopy of NBI/DI/Police Clearance where the applicant resides in case of civilians

-

Photocopy of any Government issued ID in case of Type "C" applicant

a3)

The applicant shall secure an Order of Payment (OP) duly approved by the C, IID, from the Decal Counter, IID, HSS. Payment of the appropriate charge/fee shall be made to the FMD, HSS for the issuance of the Official Receipt (OR). The OR shall be presented to the IID, HSS for the processing of the application and subsequent release; and

a4)

All fees collected by the Finance Management Division, HSS shall be deposited to the Trust Receipt Fund Account of the PNP with the Land Bank of the Philippines (LBP), Camp Crame Branch. All reports of collection pertaining to Pass Card and Decal application shall be submitted to Directorate for Comptrollership for reference and recording purposes.

b. FOR INTERIM IDENTIFICATION CARD:

Following requirements should be accomplished and submitted to the Intelligence Division of the IID, HSS for the issuance of an Interim ID card:

b1)

Accomplish application form for Interim ID card.

b2)

Submit the accomplished application form to IID, HSS with the following supporting documents:

1)

Endorsement letter from unit/employer;

*

(if a striker is employed)

*

(if working for concessionaire of PNP Condo occupants)

2)

Accomplished Bio data;

3)

DI Clearance; and

4)

2x2 ID pictures (2 pcs)

b3)

The applicant shall secure an Order of Payment (OP) duly approved by the C, IID, HSS. Payment of the appropriate charge/fee shall be made to the FMD, HSS for the issuance of the Official Receipt (OR). The OR shall be presented to the IID, HSS for the processing of the application.

b4)

All fees collected by the Finance Management Division, HSS shall be deposited to the Trust Receipt Fund Account of the PNP with the Land Bank of the Philippines (LBP), Camp Crame Branch. All reports of collection pertaining to Interim ID card application shall be submitted to Directorate for Comptrollership for reference and recording purposes.

ASSIGNMENT AND CLASSIFICATION OF PASSCARD, DECAL/STICKER AND INTERIM IDENTIFICATION CARD:

FOR THE PASSCARD AND DECAL/STICKER - Annually, there shall be a variation in design of the Passcard and Decal/Sticker and the same shall be subjected to the approval of the C, PNP. Approved design shall be properly coordinated with the AFP counterparts and other government agencies for security purposes.

FOR INTERIM IDENTIFICATION CARD - The color of the Identification cards shall identify with the users as follows:

- Civilian camp residents - RED

- Concessionaires (owner, employees, dealers and caterers) – GREEN
- Other workers (construction workers, contractual,) - upon completion of their projects/activities - BLUE
- CIDG errands and CSG firearms affiliated dealers - ORANGE
- Walk-in Visitors - YELLOW

VALIDITY:

For Passcard and Decal/Sticker: The Pass Card and Decal/Sticker issued shall be valid for one (1) year and shall expire every 31 st of December of the year.

For Interim Identification Card: Validity/duration of Interim Identification cards varies with the following users:

- Civilian camp residents - one (1) year
- Concessionaires (Owners, employees, and dealers) - six (6) months
- Other workers (construction workers, contractual, caterers) - upon completion of their projects/activities
- CIDG errands and CSG firearms affiliated dealers -- six (6) months
- Walk-in Visitors - daily/upon finishing of purpose

7. REPEALING CLAUSE:

SOPs, Directives and Instructions in contravention to the provision of this SOP are deemed superseded and repealed.

8. PENAL CLAUSE:

Violation of the provisions of the SOP shall subject the offender to investigation. If evidence warrants, a certain can be blacklisted and restricted from entering the Camp. For PNP personnel, appropriate proceeding be conducted to determine culpability and imposition of penalty.

9. EFFECTIVITY:

This SOP shall take effect fifteen (15) days from filing a copy thereof with the office of ONAR University of the Philippines Law Center Sec. 3 Chapter 8, Book 7 Executive Order 292 otherwise known as Administrative Code of the Philippines.

(SGD) ALBERTO CORDERO SUPAPO
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