

UNIT CRIME PERIODIC REPORT (UCPER)

PNP LETTER OF INSTRUCTIONS 02/09, April 22, 2009

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/897d30310fa9/>

1. REFERENCES

- a) E.O. 386 entitled “Establishing a National Crime Information System;
- b) NAPOLCOM Resolution No. 92-39 entitled “Resolution Adopting a New Crime Reporting Format for the Law Enforcement Pillar”;
- c) R.A. 6975 dated December 13, 1990;
- d) C, PNP Instructions;
- e) Local Government Code of 1991;
- f) NAPOLCOM Memorandum Circular 94-017; and
- g) PGMA Instructions on March 11, 2009.

2. PURPOSE

To promote consistency in the recording of crime incidence, 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. SITUATION

For the past years, generating statistical crime data on various crimes committed in the regions/provinces has been a growing concern of the Philippine National Police (PNP). To address this issue, two (2) mechanisms were in place, such as: The National Crime Reporting System (NCRS), which is concerned more with the details of the crime, to wit: victim’s data, offender’s data, among others, while crime statistics gathered through the Police Regional Office Periodic Report (PROPER) is mainly concerned simply with WHAT HAPPENED, WHERE, TO WHOM, WHY and the results of investigation.

Crime Statistics provide a mathematical measure of the level or amount of crime that is prevalent in societies. It usually refers to figures compiled by the Police and similar law enforcement agencies. However, it is well known that many, if not most crime incidents are not recorded and reported accordingly. The study conducted by UNDP, IRC of DI and the recent survey made by DIDM show that there is a need to undertake measures to address the gaps in the present crime reporting system. There have been some notable lapses in the present system and collection of relevant data must correspond to the requirements for planning and analysis purposes.

The PNP, as the premier law enforcement agency, needs an accurate statistical crime data for both administrative and operational decisions. The data gathered from the regions/provinces play an important role to the PNP’s

overall assessment of crime trends and for determining the pattern of crime activity in the country. If the problem on gathering/generating the crime situation is not properly addressed, the PNP cannot present an accurate crime situation of the country.

4. DEFINITION OF TERMS

For purposes of uniformity, the following terms shall be operationally defined and used:

a. Crimes - include felonies which are violations of the Revised Penal Code and offenses which are violations of special laws.

b. Crime Volume - the number of crime incidents committed in a given area over a period of time which include the index and non-index crimes.

$$CV = \text{Index Crimes} + \text{Non-Index Crimes}$$

c. Population - the number of inhabitants in a given area. The figure to be used is the medium assumption as per the records from the National Statistics Office (NSO).

d. Crime Rate - is the number of crime incidents in a given period of time for every 100,000 inhabitants of an area.

Crime rate =

Crime Volume

Population/100,000

e. Index Crimes - are crimes which are serious in nature and which occur with sufficient frequency and regularity such that they can serve as an index to the crime situation. We consider only the crimes of murder, homicide, physical injury (serious and less serious), carnapping, cattle rustling, robbery, theft and rape as index crimes.

f. Solved Cases - NAPOLCOM M.C. No. 94-017 provides that:

1) A case shall be considered solved when the following elements concur: The offender has been identified; there is sufficient evidence to charge him; the offender has been taken into custody; and the offender has been charged before the prosecutor's office or court of appropriate jurisdiction.

2) A case shall be considered solved when some elements beyond police control prevent the arrest of the offender, such as when the victim refuses to prosecute after the offender is 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.

g. Crime Solution Efficiency - is the percentage of solved cases out of the total number of crime incidents handled by law enforcement agencies for a given period of time.

CSE =

Solved Cases

----- x 100%

Crime Volume

h. 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.

i. Crime Clearance Efficiency - is the percentage of cleared cases out of the total number of crime incidents handled by law enforcement agencies for a given period of time.

$$\text{CCE} =$$

CC

----- x 100%

CV

Where:

CC = Cleared Cases

CV = Crime Volume

CCE = Case Clearance Efficiency

5. EXECUTION

a. Principles and Policies

The following procedures shall prescribe the guidelines in the conduct of Crime Reporting for purposes of obtaining an accurate data for interpretation:

- 1) The adoption of a consistent and accurate crime recording standard shall require the unconditional commitment of the Chiefs of Police, Provincial/District/City and the Regional Directors. The IDM Officers shall continuously ensure that the crime recording is clearly articulated throughout the organization, and that the service and personal implications of such a system are understood.
- 2) All line units should seek to gather, collate and record all crime-related incidents so as to establish an accurate and timely picture of what is happening locally.
- 3) The Police Blotter shall serve as the main source of crime data for submission and shall be the basis for preparing and accomplishing the Unit Periodic Report and NCRS Form 1.
- 4) Crime data from other stakeholders and law enforcement agencies shall also be recorded into the Police Blotter.
- 5) It is envisioned that all future incidents and crime recording systems should be fully integrated or at least linked to facilitate tracking and audit between the systems.
- 6) The Chief of Police must ensure that crime data are gathered from all sources, such as:

Barangay, NBI, PDEA, BFAR, DENR, DSWD, BUCUS, BI and other agencies with law enforcement functions in the locality.

- 7) Unit Commanders shall appoint a Crime Register who shall be responsible in consolidating and maintaining crime data files of each unit to ensure consistency and continuity.
- 8) The Chief of Police is primarily responsible for the maintenance of accurate crime data. Accuracy and integrity of crime recording processes must be ensured by the Chief of Investigation Section and Crime Registrar.

b. Procedures

1) Recording

a) Incident Reports

As a general rule, all crime incidents, whether reported by the victims, witnesses or third parties must be recorded in the police blotter, even under the following circumstances:

- a.1) When the offender is ill and is unlikely to recover or is too senile or too mentally disturbed for proceedings to take place;
- a.2) When the complainant or an essential witness is dead and the proceedings cannot be pursued;
- a.3) When the victim or an essential witness refuses, or is permanently unable to stand as a witness; and,
- a.4) The victim or complainant or witness are minors.

b) Reporting Jurisdiction

The police unit with territorial jurisdiction where the crime was committed shall have the primary responsibility to record and report the same. If a continuing crime is committed in various areas of responsibilities, it should be recorded and reported as a single crime by the unit taking cognizance of the crime.

2) Counting Mechanism

The following rules shall apply in the counting of crime incidents:

- a) Murder cases (Art. 248, RPC) shall include those that were consummated only. Infanticide (Art 255, RPC) and Parricide (Art 246 RPC) cases shall be counted as murder cases. Killings perpetrated by insurgents and/or terrorists must be included. Attempted and Frustrated cases of Murder, Infanticide and Parricide are counted as physical injury cases if indeed the victim(s) was injured. Otherwise, these cases shall be counted as non-index crimes.
- b) Homicide - (Art. 249, RPC). Similarly, only consummated homicide cases are to be counted. Attempted and Frustrated homicide cases which result to injuries to the victim(s) are counted as physical injury cases. Otherwise, these cases shall be counted as non-index crimes.
- c) Serious and Less Serious Physical Injuries - (Arts. 263, 264 and 265, RPC). In addition to actual physical injury cases, incidents perpetrated by/or involving insurgents/terrorists which resulted to the wounding of the victim(s) must also be counted.
- d) Robbery - (Art. 293, RPC). Only consummated robbery cases and robbery in band are to be counted.
- e) Carnapping - (RA No. 6539). Only consummated carnapping cases are to be recorded.
- f) Cattle Rustling - (PD N o. 533). Only consummated cases shall be recorded.
- g) Theft - (Art. 308, RPC). Only consummated theft cases are to be counted.
- h) Rape - (Art. 335, RPC and RA 8353). Only consummated and statutory rapes shall be included.
- i) Suicide shall not be counted as a crime.
- j) For compound and complex crimes, only the most serious offense should be counted. (Principal crime rule)
- k) The reported incident shall be counted as a crime after validation by the investigation officer that there is such an incident constituting a crime.

- l) Infractions involving violations of provincial/city/municipal and barangay ordinances shall not be counted.
- m) Violations of the Revised Penal Code and Special laws which are to be settled at the Barangay (Under PD 1508 as amended by Local Government Code of 1991 and Supreme Court Administrative Circular No. 14-93) shall be recorded separately.
- n) Crime Incident/s under RA 9344 or the Juvenile Justice Act where absolute confidentiality of the parties and the documents are provided shall be recorded. Data from local DSWD office shall be collated.
- o) For purposes of generating separate statistics of all offenses arising from violations of traffic rules and regulations, the Traffic Investigation Section/ Division shall assume responsibility in recording all traffic offenses and submit the same to the Crime Registrar for data integration in the crime statistics.

3) Crime Registrar (CR)

To ensure that a consistent crime recording standard is maintained within the PNP, each unit shall appoint a Crime Registrar. The registrar shall ensure the proper accomplishment of NCRS Form-1 in accordance to NAPOLCOM Resolution 92-39.

4) What to Report/Submit

All PNP Units must submit their Unit Crime Periodic Report (UCPER) with corresponding analysis, interpretation and complete attachments as required in the original PROPER. The said report shall be accomplished by the reporting unit as stated below to be submitted on the dates indicated in these guidelines:

a) City/Municipal Police Stations

- a.1. All City/Municipal Police Stations (CPS/MPS) shall submit the Unit Crime Periodic Report (UCPER - CPS/MPS) to the PPO/NCR District every month.
- a.2. The Unit shall accomplish the List of Crime Incidents Referred/ Processed by Reporting PNP Unit/Office on a daily basis. (Tab A)
- a.3. The said list shall be tabulated/consolidated in order to accomplish the table on Statistics on Crime Incidents (Tab B) which shall be included in the monthly Unit Crime Periodic Report.
- a.4. The records of crime incidents from other agencies, such as: DSWD, DILG (Brgy Cases), Traffic Office and other law enforcement agencies shall be collected monthly and incorporated in the summary of incidents and form part of the Unit Crime Periodic Report.
- a.5. The report shall contain a summary and corresponding interpretation and analysis of all tables included in its annexes.
- a.6. The report submitted to the PPO/NCR District must indicate the signature of Unit Crime Registrar, the Unit Investigation Chief and Chief of City/Municipal Police Station.

b) Police Provincial/NCR Districts/City Police Offices

- b.1. All Police Provincial Offices/NCR Districts/City Police Offices shall submit the Unit Crime Periodic Report (UCPER - PPOs/NCR Districts/CPO) to the Police Regional Office on a monthly basis.
- b.2. The Police Provincial Office/NCR District/City Police Officer shall consolidate Statistics on Crime Incidents from all City/Municipal Police Stations under his AOR.
- b.3. The Police Provincial Office/NCR District/City Police Office shall submit to the Police Regional Office the consolidated report containing data from all units under its jurisdiction and crime data gathered from the provincial/ district/city offices with similar jurisdiction of the following agencies: PDEA, NBI, LTO, BFAR,

DENR, BOC and other agencies with law enforcement functions in the locality. (Tab C)

b.4. The report shall contain a summary and corresponding interpretation and analysis of all tables included in its annexes.

b.5. The report submitted by the Police Provincial Office/NCR District/ City Police Office must indicate the signature of Unit Crime Registrar, the Unit Investigation Chief and the Provincial/NCR District/City Director.

c) Police Regional Offices

c.1. All Police Regional Offices (PROs) shall submit the Unit Periodic Report (UCPER - PRO) to DIDM on a monthly basis.

c.2. The report shall be in hard and soft copies containing a summary and corresponding interpretation and analysis of all tables included in its annexes.

c.3. The report submitted by the PRO must indicate the signature of Unit Crime Registrar, the Chief, RIDMD and the Regional Director.

d. Concerned NSUs

d.1. Concerned National Support Units (NSUs) shall submit the Unit Crime Periodic Report (UCPER-NSU) to DIDM every month.

d.2. The report shall be in hard and soft copies containing a summary and corresponding interpretation and analysis of all tables included in its annexes.

d.3 The report submitted by the NSUs must indicate the signature of Unit Crime Registrar, the AD for Investigation and the Unit Director.

5. When to Report/Submit

a. CPS/MPS to PPO/NCR District = 1 st day of every month

b. PPO/NCR District/CPO to PRO = 3rd day of every month

c. PRO/NSU to DIDM = 5th day of every month

6. Flow of Reports (Annex "A")[*]

6. TASKS

a. Directorate for Investigation and Detective Management (DIDM)

1. Assume Directorial Staff responsibility for the efficient and effective implementation of this LOI.

2. Evaluate the crime reporting performance of all unit commanders and institute appropriate measures to ensure religious compliance.

3. Responsible for the collection and interpretation of crime data.

4. Prepare periodic assessment of crimes for the command and other law enforcement agencies concerned.

b. Directorate for Operations (DO)

1. Responsible in the coordination/liaison with other law enforcement agencies (NALECC) to make available to Police Units crime incidents that have come to their attention/initiated operations.

2. Assist in the implementation of this LOI.

c. Directorate for Comptrollership (DC)

Provide financial support for the smooth implementation of this LOI.

d. Directorate for Police Community Relations (DPCR)

1. Responsible in the information dissemination of these policy guidelines to other stakeholders and agencies with law enforcement functions.
2. Establish rapport with other stakeholders for their cooperation in the submission of the required crime data.

e. Regional Directors (thru RIDMDs)

1. Compile UCPER of Provincial/NCR District/City Offices and conduct crime trend analysis at the Regional Level.
2. Liaise with DIDM on crime data required at the regional level.
3. Monitor compliance and follow-up lower units.
4. Ensure that the report submitted is reflective of the actual, accurate and true crime situation in his area of responsibility.
5. Designate a Crime Registrar who shall be responsible for the maintenance and consolidation of UCPER from lower units and other enforcement agencies operating at the regional level.

f. Provincial/NCR District/City Directors (Thru PIDMBs/DIDMBs)

1. Collect and compile data from the City/Municipal Stations.
2. Conduct crime trend analysis for use at the provincial/district/city level.
3. Liaise with RIDMDs for crime data required at the provincial/district/city level.
4. Ensure that the report submitted is reflective of the actual, accurate and true crime situation in his area of responsibility.
5. Designate a Crime Registrar who shall be responsible for the maintenance and consolidation of UCPER from the lower units and other enforcement agencies operating at the provincial/district/city level.
6. Monitor compliance of lower units.

g. Chiefs of Police/NCR Station Commanders

1. Responsible in the accomplishment of the Unit Crime Periodic Report in accordance to the attached forms to be submitted to the PD/NCR DD (Attn: C, PIDMB/C, DIDMB). The data submitted must include in its recapitulation the following: (See attached format)

- a) DSWD (RA 7610 and RA 9144);
- b) DENR;
- c) DILG (Crimes referred/resolved by the Barangay);
- d) BFAR;
- e) PDEA;
- f) Traffic Section; and
- g) Others (NBI, BI, BUCUS, Coast Guard, OMB etc.)

2. Gather relevant data from other agencies operating in their respective area of responsibility.

3. Ensure that the Duty Desk Officers shall submit the Daily List of Crime Incidents Referred/Processed by the Reporting Unit containing all the incidents recorded in the Police Blotter to be submitted to the Station Crime Registrar. (See attached report for Tab A)[*]
4. Designate a Crime Registrar who shall be responsible for the maintenance and consolidation of crime data from the lower units and other enforcement agencies in the city/municipal level.
5. Certify as to the correctness and accuracy of the Unit Crime Periodic Report and the data contained therein.

h. Crime Registrar

1. Maintain files of all crime data including data gathered from other agencies operating in their respective area of responsibility.
2. Exercise confidentiality and integrity in handling and storage of all crime data.
3. Ensure proper turn over of data and documents.
4. Make an accurate periodic statistical and graphical interpretation of crime data.
5. Shall consolidate the accomplished daily List of Crime Incidents Report submitted by the Duty Desk Officer.
6. Certify as to the correctness and accuracy of the data contained in the Unit Crime Periodic Report.

7. ADMINISTRATIVE SANCTIONS

- a. Immediate Supervisors and/or Heads of Offices who fail or refuse to take action on the prescribed guidelines shall be liable for **NEGLECT OF DUTY** in accordance with **NAPOLCOM MEMORANDUM CIRCULAR 2007-001**.
- b. Deliberate or intentional manipulation of data such as: under counting of crime data, false entry or any other acts which shall not reflect the accurate or true crime situation shall constitute **SERIOUS IRREGULARITY IN THE PERFORMANCE OF DUTY**, in accordance with **NAPOLCOM MEMORANDUM CIRCULAR 2007-001**.

8. EFFECTIVITY

These guidelines shall take effect fifteen days upon filing at the UP Law Center.

Adopted: 22 Apr. 2009

(SGD.) JESUS A VERZOSA, CEO VI
Police Director General Chief, PNP

[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.