

PNP INTERNAL AFFAIRS SERVICE GUIDELINES AND PROCEDURES TITLE V, SECTIONS 39 TO 51 RA 8551

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/ad4efda90291/>

I. CREATION

a. The Internal Affairs Service (IAS) was created pursuant to the provisions of Title V, Section 39 of Republic Act No. 8551 approved on February 25, 1998.

On May 7, 1999, the President issued Executive Order No. 101 providing for the immediate organization and operationalization of the Internal Affairs Service (IAS) of the Philippine National Police.

“Section 2. Status. The interim IAS shall be the lead agency for the PNP organization in the campaign against all forms of misconduct in the police service. It shall be accorded the status of an independent, impartial and objective investigative and adjudicatory agency within the PNP. Aside from efficiently and effectively performing the powers and functions of the IAS as enumerated under the R.A. 8551, it shall also formulate, develop and maintain the following programs:

1. A career development and management program for both uniformed and non uniformed personnel;
2. A retirement and separation benefit program;
3. A separate financial and budgetary management program;
4. A separate logistics management and services program; and
5. Other programs as may be needed, subject to approval of the Secretary of the Interior and Local Government.”

b. MISSION – to secure for the nation the evolvement of a well-disciplined, effective, efficient and service oriented Philippine National Police.

c. VISION - We envision the IAS to be a truly independent and impartial body, manned by God-centered and professional personnel, with the end in view of sustaining PNP professionalism by instilling police discipline, enhancing delivery of police services and dispensing justice for the people to whom the PNP is mandated to serve and protect.

II. POWERS AND FUNCTIONS

The IAS which is constituted directly under the Office of the Chief, PNP shall exercise the following powers and functions:

1. Pro-actively conduct inspections and audits of PNP personnel and units:

- a. Conduct Pro-Active Inspection - Annual General Inspection/Operational Readiness Security Inspection Test and Evaluation (AGI/ORSITE) and other Special Inspection to determine the state of readiness and willingness to perform official police functions as well as the character and behavior, and state of discipline of PNP personnel and units from the National Headquarters down to the lowest police community blocks or precincts;
- b. Conduct management audit on all PNP units and offices to determine the condition, effectiveness, adequacy and management of assigned resources to accomplish the assigned mission;

c. Identify obstacles that hinder the accomplishment of the PNP units or offices with regard to their mission and function;

d. Establish strong liaisoning with non-government organizations and other stakeholders for the sole purpose of improving the relationship between the police and the community to enhance the quality of police service.

It is however, understood that these NGOs and other stakeholders shall maintain their own identity and the use of logo, insignias, uniforms and other IAS identification cards shall be prohibited unless approved by the Inspector General.

e. Render periodic report on the result of inspection and audits and assessment, analysis and evaluation of the character and behavior of PNP personnel and units.

2. Investigate complaints and gather evidence in support of an open investigation;

a. Evaluate evidence to determine existence of probable cause; Prepare Pre-Charge Evaluation Report (PCER), recommend for dropping/closing of complaints for lack of probable cause; or indorse formal charges to Legal Affairs Division for formal hearing;

b. Undertake prosecution of administrative cases involving PNP members before the IAS;

c. Assist in the filing of appropriate criminal complaints before the courts as evidence warrants and the prosecution thereof;

d. Maintain accurate docket/records/files of PNP personnel subject to complaint;

e. Establish Women and Children Desk to handle and facilitate complaints against PNP personnel involving violence against women and children;

f. Appeal in administrative cases where decisions are adverse to the government;

g. Prepare/submit monthly or other periodic reports as required.

3. Conduct summary hearings on PNP members facing administrative charges;

a. Hear and adjudicate administrative cases of PNP members;

b. Review cases as may be referred on first instance or on appeal;

c. Investigate and review application for availment of benefits under PD 448 filed by IAS members;

d. Conduct legal research and/or render legal opinion within IAS;

e. Conduct periodic research on jurisprudence related to police administrative cases and compile the same for reference;

f. Institutionalize IAS jurisprudence for uniformity and clarity in the decisions rendered which shall be treated as law of the case;

g. Prepare reports of accomplishments in the adjudication of administrative cases of National and Regional Offices for submission to PNP and NAPOLCOM for policy formulation; and

h. Coordinate with PNP Legal Service and assist the Office of the Solicitor General (OSG) on all matters involving petition for certiorari, prohibition and the like filed with the proper courts and prepare reports on the status and progress of those cases from time to time.

4. Submit a periodic report on the assessment, analysis and evaluation of the character and behavior of PNP personnel and units to the Chief, PNP and the National Police Commission;

- a. AGI/ORSITE Accomplishment Report – on or before the 15[th] day of December (IAD);
 - b. Quarterly Pro-Active Inspection Report-on or before the 15[th] day of the month of April, July, October and January (IAD);
 - b. Semi-Annually Assessment Reports on administrative complaints-on or before the 10[th] day of July and December (PD);
 - c. Semi-Annually Assessment Reports on administrative cases involving PNP members-on or before the 10th day month of July and November (LAD);
 - d. Quarterly Reports on motu-proprio or automatic investigations on cases numerated in Sec 39, RA 8551 – on or before the 10th day of the month of April, July, October and January (IID);
 - f. Periodic Operational and Administrative Accomplishment Report – on or before the 15[th] day of December (PRD).
5. Provide Assistance to the Office of the Ombudsman in cases involving the personnel of the PNP.
6. Conduct motu-proprio, automatic investigation of the following cases;
- a. Incidents where a police personnel discharges a firearm;
 - b. Incidents where death, serious physical injuries or any violation of human rights occurred in the conduct of police operation;
 - c. Incidents where evidence was compromised, tampered with, obliterated or lost while in the custody of police personnel;
 - d. Incidents where a suspect in the custody of the police was seriously injured; and e. Incidents where the established rules of engagement have been violated.
7. The IAS may likewise conduct background checks on PNP members and provide documents or recommendations as regards the promotion or assignment of a PNP member to any key position.
- a. Issuance of Clearance – clearances can be issued on time to applicants for purposes of promotion, retirement, reassignment, loan, travel abroad, death claims and other purposes. The request shall contain the name of the requesting party, name of the police officer subject of the verification and the purpose of the request as well as the photocopy of PNP ID and certificate of duty status. The Service authorized official upon written request and payment of the legal fee shall issue a clearance or certification indicating the pendency or non-pendency of an administrative case against any PNP member. (NAPOLCOM MC 2007-001 Rule 23 Sec. 5)
 - b. Special Award – to be awarded to any PNP personnel who has shown exemplary performance above and beyond the call of duty.

III. ORGANIZATION

The IAS is organized on the national, regional and provincial levels nationwide. The agency is headed by the Inspector General (IG) who is a civilian duly appointed by the President. He is assisted by a Deputy Inspector General (DIG) with the rank of Police Director. The Regional Offices shall be headed by a Director while the Provincial Offices shall be headed by a Superintendent with position title of Provincial Superintendent (Sec. 40, RA 8551)

In case of absence due to temporary or permanent incapacity or death of the Inspector General, the Deputy

Inspector General shall act as Officer-In-Charge (OIC).

a. Organizational Structure

The Service shall consist of the following offices:

1. The National Internal Affairs Service offices (NIAS);
 - a. The Office of the Inspector General (OIG)
 - b. The Office of the Deputy Inspector General (ODIG);
 - c. Administrative and Financial Management Division (AFMD);
 - d. Planning and Research Division (PRD)
 - e. Inspection and Audit Division (IAD)
 - f. Prosecution Division (PD)
 - g. Legal Affairs Division (LAD)
 - h. Investigation and Intelligence Division (IID)
2. The Regional Internal Affairs Service (RIAS) corresponding to the 17 regions (RIAS 1, 2, 3, 4a, 4b, 5,6,7,8,9,10,11,12,13,NCR, COR, ARMM). The heads of the RIAS offices shall have a title positions of Director, Regional Internal Affairs which composed of the following offices:
 - a. The Office of the Director, Regional Internal Affairs
 - b. The Office of the Deputy Director, Regional Internal Affairs
 - c. Administrative Section
 - d. Investigation and Intelligence Section
 - e. Legal Affairs Section
 - f. Inspection and Audit Section
3. The five District Internal Affairs Service (DIAS) which is under the Regional Internal Affairs Service of the National Capital Region (NCRIAS) shall be headed by a District Superintendent with the rank of Police Senior Superintendent.
4. The Provincial Internal Affairs Service (PIAS) corresponding to all provinces throughout the country shall be headed by a Provincial Superintendent with the rank of Police Superintendent.
5. The City Internal Affairs Service Offices (CIAS) which are organized in highly urbanized cities outside NCR shall be under the direct command and control of Director, RIA. The heads of the CIAS offices with the rank of Police Superintendent shall have a position title of City Superintendent.

b. Staffing Pattern

UNIFORMED PERSONNEL

1. Authorized Strength

RANK AUTHORIZED STRENGTH %

Police Director 1 .10

Police Chief Superintendent 6 .60

Police Senior Superintendent 24 2.40

Police Superintendent 102 10.20

Police Chief Inspector 114 11.40

Police Senior Inspector 136 13.60

Police Inspector 148 14.80

Senior Police Officer IV 103 10.30

Senior Police Officer III 104 10.40

Senior Police Officer II 130 13.00

Senior Police Officer I 132 13.20

Total

1,000

2. Designation/Assignments

RANK AUTHORIZED STRENGTH DESIGNATION/ ASSIGNMENTS

Police Director 1 Deputy Inspector General

Police chief Superintendent 6 Selected Directors, RIA Chief IAD NIA

Police Senior Superintendent 24

Deputy Chief IID, NIA

Deputy Chief IAD, NIA

Comptroller, AFMD NIA

Selected Directors, RIA

District Superintendent, NCRIA

Police Superintendent 102 Deputy Director, RIA

Deputy District Supt. NCRIA

Provincial Superintendent, PIA

Police Chief Inspector 114 Selected PS, IA

Selected DPS, IA

Chief Section, NIA

Chief Section RIA

Deputy City Sup, IA

Police Senior Inspector 136 Selected Prov. Supt, IA

Investigation Officer/

Intelligence Officer

Police Inspector 148 Investigation Officer/

Intelligence Officer

Aide-de-Camp

Senior Police Officer IV 103 Investigation/Intelligence

Agent; SESPO

Senior Police Officer III 104 Investigation/Intelligence Agent

Senior Police Officer II 130 Investigation/Intelligence Agent

Senior Police Officer I 132 Intelligence Agent Driver/Security

Total 1000

NON-UNIFORMED PERSONNEL

For the civilian component, 297 personnel are authorized and approved per DBM Ref. No. 2001-C03136R dated January 2, 2002 thereafter filling in of additional positions shall be made based on priority need.

c. Organizational Relationship with PNP

The creation provides the initial guideline on how IAS is related to the PNP, Sec. 39 of RA 8551 states that “An Internal Affairs Service of the PNP is hereby created which shall”... the word “of the” connotes IAS is a part of the PNP.

Executive Order 101 describes further than “RA 8551 has established the IAS as the mandated institutional watchdog agency for the PNP organization.” And that the “government provides the PNP with a highly professional and competent office within the PNP that shall be independent, impartial and objective...”

IAS is constituted directly under the Office of the Chief PNP as special arm that enjoys functional independence as provided under RA 8551 mandating it to conduct motu-proprio investigations, inspections and audit and exercises other functions of its own initiative.

RIAS and PIAS which are under the control and supervision of the inspector General, shall likewise function as special arm of Regional Director PRO but maintains functional independence as provided under RA 8551 mandating it to conduct motu-proprio investigations, inspections and audit and exercises other functions of its own initiative

IV. APPOINTMENTS/APPOINTING AUTHORITIES

Appointments, assignment, reassignment and transfer of uniformed and non-uniformed personnel who shall occupy various positions shall be made by the Inspector General and shall be based on an established career pattern and criteria duly approved by the National Police Commission subject to Civil Service Rules and Regulations. (Sec 41, RA 8551)

The Inspector General shall be the appointing authority to various positions and shall issue the promotional appointment.

All promotional appointments issued by the Inspector General from the rank of SPO1 to Police Superintendent shall be submitted to the National Police Commission for confirmation and attestation by the CSC.

For promotion to the ranks of Police Senior Superintendent to Police Director, the Inspector General shall forward the list of recommendees together with their promotional folders to the National Police Commission for review prior to endorsement to the Office of the President.

V. ENTRY QUALIFICATION

Entry to the Service shall be voluntary and subject to rigid screening where only PNP personnel who have at least five (5) years experience in law enforcement and who have no derogatory record shall be considered for appointment regardless of rank, preferably those with experience in investigative work. Provided, that members of the Bar may enter the service laterally. (Sec. 42, RA 8551).

UNIFORMED PERSONNEL

Uniformed Personnel who opted to join the Service particularly personnel who have no investigative background must undergo IAS Specialization Course conducted by the Service.

The new entrants shall be subjected to rigid Character Background Investigation (CBI). Likewise, regardless of the rank, the new entrants must have at least 2 years remaining active police service and have no pending administrative or criminal case from IAS, NAPOLCOM, Office of the OMBUDSMAN and National Bureau of Investigation (NBI).

To fill up the authorized initial strength of 1000 personnel, the PNP through DPRM shall allocate and include quota allocation of IAS Uniformed Personnel in all levels of recruitment/promotion nationwide. The Service shall establish a pre-recruitment activities/ program to determine the actual needs of its respective personnel nationwide. The recruitment/promotion program will indicate the quota allocation for cities and districts of various provinces in each of the 17 regions as well as in the National Office. The result of the program shall be coordinated through DPRM for publication.

New recruits shall be issued assignment orders and IAS unit identification numbers. The names and personal data of the newly IAS personnel shall be added/appended to the IAS Roster and shall be added to the existing IAS Seniority Lineal List. As soon as the names added/appended to the IAS Roster, the Chief, AFMD shall then issue IAS ID after approval/signature by the inspector General.

NON-UNIFORMED PERSONNEL

The new applicant shall undergo the screening process conducted by the Selection, Recruitment and Promotion Board based on the qualification standards, fitness to perform the duties and to assume the responsibilities of the position. Like other government agencies, the Service is bound to abide by the Civil Service laws, rules and regulations on human resources management practices.

The qualified applicants/candidates shall also be subjected to Character Background Investigation to determine his character and reputation.

All new Personnel shall undergo orientation as well as the newly employed lawyers and summary hearing officers shall undergo on the job training and orientation at the National Office for a period of 60 days, unless earlier terminated, in order to familiarize them on policies and procedures in the conduct of summary hearing proceedings and other related matters.

IV. PROMOTION SYSTEM

The established promotion system for the Uniformed Personnel shall follow the general principles of promotion system in the PNP which shall be based on merit to include seniority and availability of vacant positions in the staffing pattern. Such system shall be gender fair and shall ensure that women members shall enjoy equal opportunity for promotion as that of men.

Any Uniformed Personnel designated to any key position whose rank is lower than that which is required for such position shall, after six months of occupying the same, be entitled to a rank adjustment corresponding to the position: Provided, that the personnel shall not be reassigned to a position calling for a higher rank until after two years from the date of such rank adjustment.

UNIFORMED PERSONNEL

1. Promotion Board - there shall be an IAS Executive Promotion and Placement Board (EPPB) which shall deliberate in the promotion of uniformed personnel to be assigned at the national and regional offices. The AFMD will be the secretariat in all Promotional Deliberations.

Promotion Board “A” – to deliberate on promotion and placement of Uniformed Personnel. It shall be composed of the Inspector General as Chairman, Deputy Inspector General as Vice Chairman and two Police Chief Superintendent and C, AFMD as members. It shall likewise deliberate on the Special Promotion and Promotion by Virtue of Position in all ranks.

Promotion Board “B” – to deliberate on promotion and placement of Non-Uniformed Personnel. It shall be composed of Deputy Inspector General as Chairman with Chief, AFMD as Vice Chairman and three Senior Officers as members.

2. Duties of the Promotion Boards - conduct evaluation and draw up a list and ranking of qualified personnel eligible for promotion based on qualification standards and criteria for submission to the Inspector General. It shall likewise discharge the following duties:

- a. Formulate a formal screening procedure to determine the merit and fitness of personnel being considered for placement and promotion;
- b. Ensures that the rating system as described in these guidelines is applied fairly and consistently;
- c. The Seniority Lineal List (SLL) shall be given initial consideration in the promotion;
- d. Review and update the Order of Merit periodically as may be necessary.

3. Key Positions –the following are the key positions in the PNP-IAS with the corresponding ranks for Police Commissioned Officers. The IG IAS shall designate and place a PCO to a key position upon recommendation of the IAS EPPB.

Key Position Authorized Rank

Deputy Inspector General Police Director

Directors NCRIA; RIA 3; RIA 4-A (Calabarzon);
RIA 7; RIA 11 and Chief, IAD NIA Police Chief Superintendent

Directors, RIA (1, 2, 4-B, 5, 6, 8, 9, 10, 12, 13,
ARMM & COR); Comptroller, NIAS; Deputy
Chief IID & Deputy Chief IAD, NIA; District
Supt, NCRIA and Selected Deputy Directors, RIA Police Senior Superintendent

Deputy Directors, RIA; Deputy District Supt, NCRIA;
City Supt, City IAS Offices Police Superintendent

Selected Provincial Superintendent, IA; Selected
Deputy Prov Supt, IA; Deputy City Supt, IA Police Chief Inspector

The maximum tenure of PNP IAS Uniformed Personnel holding key position is hereby prescribed as follows:

Positions Maximum Tenure

Deputy Inspector General four (4) years

Directors six (6) years

Provincial Superintendent nine (9) years

District Superintendent nine (9) years

City Superintendent nine (9) years

Other positions higher than Provincial Superintendent shall have the maximum tenure of six years. Unless earlier separated, retired or promoted to a higher position in accordance with the PNP IAS Staffing Pattern, police officer holding the above-mentioned positions shall be compulsorily retired at the maximum tenure in position herein prescribed, or at age 56, whichever is earlier.

4. Qualification Standards - the existing qualification standards for promotion under NAPOLCOM Resolution and other issuances shall be adopted by IAS with additional provisions suited to the promotional requirements of the IAS. The following qualification standards shall be observed in the promotion of PNP uniformed personnel:

Table 1.0

IAS Qualification Standard Requirement (see Appendix 1 page 1287)

5. Parameters for Promotion – The Promotion Board shall be guided by the following set of criteria:

Performance (20 pts) – this factor shall take into account the performance as reflected in the Performance Evaluation Report Form.

Outstanding Accomplishments (15 pts) – this factor shall take into account all previous positions held, awards and commendation, Recognition shall likewise be given to officer who has shown consistent exemplary performance.

Education and Training (25 pts) – Police work is multi-faceted. Educational Background and training normally determine the area of specialization and expertise. Key positions require not only managerial skills but also strong academic foundation. In this regards, rating under those factor shall take into account education and training that are relevant to the functions of the position.

Neuro-psychiatric and physical fitness (10 pts) - this factor shall take into account the ability of an officer to use judgment and discretion in perceiving and weighing facts for decision making, tolerate routine task well, and maintain presence of mind under pressure. This is in view of the fact that police work is generally regarded as a high-stress occupation.

Eligibility (12 pts.) – All officers are expected to have passed the required eligibility examinations. Testimonials, cultural minority and veteran preference shall not be considered.

For those who possess the required eligibility for the rank in which they are to be promoted shall be given 10 points, while those who possess higher education and relevant training than what is required, an additional two (2) points (maximum) shall be given.

Service and Moral Reputation (8 pts) – the candidate shall be evaluated based on all information and records (both favorable and unfavorable such as being relieved for cause) available to the Board.

Experience and Seniority (10 pts) – this factor shall consider years of satisfactory service beyond the minimum requirement. Those who possess the required experience and number of years for the rank in which they are to be promoted shall be given eight points. Additional two points shall be given to those who possess relevant experience and length of service than what is required.

NON-UNIFORMED PERSONNEL

The promotion system for non-uniformed members of the IAS shall follow the qualification standards, rules and regulations of the Civil Service Commission (CSC) based on merit and fitness.

The Selection/Recruitment and Promotion Board shall be established to ensure objectivity in promotion. The Board will evaluate the qualifications of an employee being considered for promotion in accordance with the Service/Agency Merit Promotion Plan. The board shall likewise determine en banc the list of employees recommended for promotion from which the appointing authority may choose the employees to be promoted in preparing the list, the Board shall see to it that the qualifications of employees recommended for promotion are comparatively at par and that they are best qualified from among the candidates.

The board shall likewise maintain records of deliberations which shall be available for inspection by the CSC or its duly authorized representatives.

VII. PROHIBITIONS

Any personnel who joins the IAS may not thereafter join any other unit of the PNP. Neither shall any personnel of the IAS be allowed to sit in a committee deliberating on the appointments, promotion or assignment of any PNP personnel. (Sec. 45 RA 8551)

VIII. CAREER DEVELOPMENT AND INCENTIVES

Personnel of the IAS shall, in addition to other allowances authorized under existing laws, be granted occupational specialty pay which shall be fifty percent (50%) of basic pay. This pay shall not be considered a forfeiture of other remuneration and allowances which are allowed under existing laws and shall be incorporated in the PNP Annual Budget for the calendar year which shall be released on a monthly basis. (Sec. 45 RA 8551) Likewise, personnel of IAS may also avail of the benefits of PD 448 as provided under Sec 4 of EO 101.

IAS Personnel shall also have priorities in the quota allocation for training and education both local and foreign.

a. Career Pattern for Uniformed Personnel

A separate Seniority Lineal List and Career Pattern for Uniformed members of the IAS shall be established for entry and promotion purposes. (Sec. 46, RA 8551)

Career development shall be implemented in three phases corresponding to typical duty assignments that can be expected during each phase. Each phase of career development has certain broad goals in accordance with the specialist concept. These phases are considered flexible, as the actual course of an officer's career development and utilization will be influenced by the level/point of entry into the IAS, the organizational requirements and the PNP uniformed personnel's own capabilities and performance. These phases and their specific goals are:

1. Career entry Phase – The goal of this phase is to commence development of new entrant PNP uniformed personnel up to their third year in primary specialty training to acquire maximum practical management and teamwork experience and basic knowledge of the profession. Provided that the new entrant PNP Uniformed Personnel shall have at least two years in IAS prior to promotion.
2. Intermediate Management Phase - The goal of this phase is to continue the development of senior IAS members in primary specialty area with nine (9) years or more stay in primary specialty while emphasizing development in particular related specialties and acquiring the staff experience and professional knowledge appropriate for an officer with appropriate police commissioned officer ranks.

3. Executive Management Phase - The goal of this phase is maximum utilization of senior field level police commissioned officer in IAS in terms of capabilities and development of managerial and leadership qualities and skills in positions of major responsibility in either primary or any of the alternative specialties. Utilization will focus on the specialty in which the officer is best qualified or most required.

Career Management and Development Program for Police Commissioned Officer (PCO) and Police Non-Commissioned Officer (PNCO) – there shall be a career management and development program for police commissioned officer and police non-commissioned officer assigned with IAS which shall be undertaken through the following:

1. Planned and progressive rotation of duty and area assignments;
2. Professional education and training system;
3. Performance evaluation system;
4. Specialization and professional development; and
5. Professional development counseling.

IX. RECORDS MANAGEMENT

The RIAS shall be responsible for the maintenance and update of the records of the members of the PNP within their jurisdiction.

The Service shall establish a Local/Wide Area Network for information exchange and computerization system thru the Police Profile Management System (PPMS). This System will monitor and update the Police Personal Data which counter check the existing Personnel Accounting and Information System (PAIS) of PNP DPRM.

When a PNP member is reassigned or transferred to another location or unit outside the jurisdiction of the current Internal Affairs Office, the original records of such member shall be transferred over to the Internal Affairs Office that shall acquire jurisdiction over the transferred member. Copies of his or her records shall be retained by the former Internal Affairs Office. In cases where a PNP member has been relieved of his or her position and has not been given an assignment, the Internal Affairs Office where the person has been last assigned shall continue to have custody over his or her records until such time that the PNP member shall have been given a new assignment in which case, his or her records shall be forwarded to the Internal Affairs Office acquiring jurisdiction over the PNP member.

X. INCLUSION OF SUPERVISORS AND SUPERIORS IN INVESTIGATION

The immediate superior and supervisor of the personnel or units being investigated by the IAS shall be automatically included on its investigation to exclusively determine lapses in administration or supervision. (Sec 48, RA 8551)

XI. RECOMMENDATION FOR THE IMPOSITION OF DISCIPLINARY MEASURES

Any Uniformed PNP member found guilty of any of the incidents mentioned in Sec. 41, RA 8551 and any immediate superior or supervisor found negligent under Sec. 50, RA 8551 hereof shall be recommended automatically for dismissal or demotion, as the evidence may warrant under the doctrine of command responsibility.

XII. JURISDICTION ON ADMINISTRATIVE COMPLAINTS

The Internal Affairs Service shall have jurisdiction to take cognizance of citizen's complaints, concurrent with that of the PLEB and other disciplinary authorities filed by any judicial or natural person.

XIII. PRE-CHARGE EVALUATION AND FORMAL HEARING

The purpose of pre-charge evaluation is to determine the existence of probable cause and once it is established a formal hearing shall be conducted in accordance with RA 6975, as amended and applicable NAPOLCOM Memorandum Circulars and other related issuances.

XIV. APPEALS

Decisions rendered by the provincial inspectors shall be forwarded to the area internal affairs office for review within ten (10) days upon the receipt thereof. Decisions of the area office may be appealed to the national office through the Office of Inspector General. Decisions rendered by the National IAS shall be appealed to the National Appellate Board or to the court as may be appropriate: Provided, that the summary dismissal powers of the Director General and Regional Directors as provided in Section 42 RA 6975 shall remain valid: Provided, further, that the existing jurisdiction over the offenses as provided under RA No. 6975 shall not be affected.

XV. COMPLAINTS AGAINST IAS PERSONNEL

Complaints against personnel of the IAS shall be brought either to the Office of the Inspector General or to the National Police Commission.

The Service shall activate the Personnel Relations and Grievances Committee to validate and investigate all complaints against IAS Personnel. The results/ recommendations shall be forwarded to the Office of the INSPECTOR GENERAL for appropriate disciplinary measures/actions.

XVI. NATURE OF THE INSPECTION AND AUDIT AUTHORITY

The IAS shall conduct inspection and audit of PNP personnel and units principally for the purpose of determining the state of behavioral discipline of personnel and operational preparedness of PNP units.

XVIII. ORGANIZATIONAL CHART [*]

XIX. EFFECTIVITY

This guidelines and procedures shall be effective after fifteen (15) days following the completion of its publication in at least two (2) newspapers of general circulation or Official Gazette.

(SGD.) ATTY. IFOR IBABAO MAGBANUA, PHD, CEO VI
Police Director (DSC)
Acting Inspector General

Drafted by the IAS Technical Working Group:

(SGD.) PSSUPT EDUARDO B. OCTAVIANO, JR
Chief, Inspection and Audit Division

(SGD.) ATTY. ALFONSO B. UMALI
Senior Executive Assistant

(SGD.) WILLARD N. GRAGEDA
Chief Administrative Officer Attorney V

(SGD.) ATTY. NEOTITO C. PERILLA
Chief, AFMD Chief, Prosecution Division

(SGD.) ATTY. CHITO S. PANTALEON
Attorney IV
Hearing Officer, LAD

Secretariat:

(SGD.) GENEVIEVE M. SOLAYAO
Planning Officer I

[*] 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.