DELINQUENCY REPORTING (DR) SYSTEM

Read online (full-text search, related cases, audio case brief): https://batas.org/library/ed37a9a1ab88/

1. REFERENCE: Section 26, RA 6975, as amended by RA 8551.

2. PURPOSE AND SCOPE:

This Circular aims to establish guidelines, and prescribe rules and procedures for the Delinquency Reporting (DR) System in the PNP. The System shall cover minor infractions committed by uniformed and non-uniformed personnel during office and non-office hours, command activities such as inspection, ceremonies, and the like within PNP camps and facilities or while on duty outside camp or office premises for uniformed personnel, and shall provide corresponding demerits for these infractions. The DR system is not punitive in nature.

3. DEFINITION OF TERMS:

The following terms are defined for purposes of this Circular:

a. Admin. Officer – Refers to the respective Adm. Officers of the Command Group, Directorates; CARMD of NSUs; C, RPHRDD of PROs; Admin. Officers of the Provincial/ City Police Offices and City/Municipal Police Stations, or their equivalent;

b. Awarding Authorities (AA) – refer to C, PNP; the Command Group; Head of Directorates; Regional Directors or equivalent supervisors (Dir, NASU; Dir, NOSU; DD, Police District Office, (NCRPO); PRO Command Group and Regional Staff; Provincial Directors or equivalent supervisors (GD, RPSMG/Battalion Commander, Regional Public Safety Management Battalion; Chief of the Regional Unit of Administrative and Operational National Support Units); Chiefs of Police or equivalent supervisors (GD, PSMG/Company Commander, Provincial Public Safety Management Company);

c. Community service – refers to tasks/chores to be rendered by the offender upon his/ her written request to offset the number of awarded/excessive demerits, which includes, among others, cleaning of camp premises, tree-planting gardening, and the like;

d. Delinquency Report (DR) – refers to a report which contains the minor infraction committed and the explanation of the offender in prescribed form as described in Annex “A of this Circular;

e. Demerits – a mark in numerical value made against a PNP 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 – a written answer of the offender confirming or refuting the minor infraction reported against him;

h. Minor Infractions – acts or omissions committed by both uniformed or non-uniformed personnel which can be made as basis in awarding demerits as enumerated in Annex “B” of this Circular;

i. Performance Evaluation Rating (PER) - is a method of measuring the effectiveness of employee’s work using objective criteria;

j. Recidivist – an offender who has been previously awarded with demerits for a minor infraction and has again committed another infraction of the same nature;

k. Reporting Officer (RO) – a PCO, PNCO or NUP higher in rank or grade, as the case maybe, than the offender; and

l. Offender – refers to any PNP personnel who committed a minor infraction.

4. PROCEDURES

a. Upon commission of a minor infraction by an offender in the presence of RO, the latter may right then and there issue a DR, or shall report it to the Administrative Officer of the former proper disposition.

b. The DR shall be issued in quadruplicate copies indicating therein the date, time and specific infraction committed, and requiring the offender to write his explanation at the back of the DR form.

c. The original copy shall be given to the offender where he/she will writer his/her explanation, the duplicate copy for the reporting officer, the triplicate copy for the concerned Admin. Officer of the offender which shall form part of the record, and the quadruplicate copy for the DPRM (Attn: DLOD) for monitoring purposes.

d. The offender shall submit the original copy of the DR form with his explanation to the Admin. Officer not later than twenty (24) hours upon receipt thereof.

e. Upon receipt of the offender's explanation, the Admin. Officer shall immediately evaluate the explanation and recommend to the awarding authorities (AA) to revoke the DR or award demerits, as the case may be.

f. Upon approval by the concerned AA of the recommendation of the Admin. Officer, above stated, the Admin Officer shall furnish the offender a copy of the DR.

g. Admin Officers shall maintain a record of all DRs issued in their respective Offices and Units, and ensure that DRs will form part of the 201 file of the offender.

5. MISCELLANEOUS PROVISIONS:

a. The issuance of DR shall not preclude the institution of an administrative case against the offender who committed an offense defined and punishable under Rule 21, NAPOLCOM Memorandum Circular 2007-001 and Rule IV, CSC Resolution No. 991936 or URACCS.

b. The maximum allowable demerits shall be 15 demerits/months or 90 demerits/semester.

c. An offender who exceeded the maximum allowable demerits per month may render one (1) hour community service duty for every one (1) excess demerit to be rendered within the month following which the offender exceeded the allowable number of demerits.

d. An offender who exceeded the maximum allowable demerits per semester shall be rated POOR in his/her PER for the particular rating period and he/she may be subjected to appropriate disciplinary action.

e. Records of excessive demerits may be considered as an aggravating circumstance in any disciplinary action against the offender.

f. The DR System shall be considered as part of administrative accountability of the offender which could affect his/her reassignment/transfer from one unit to another.

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

6. REPEALING CLAUSE:

All existing circular/s, issuances/s or portions of circular/s or issuance/s which is/are inconsistent with this circular is/are deemed repealed or amended.

7. SEPARABILITY CLAUSE:

In case any provision of this Circular or any portion thereof is declared unconstitutional or invalid by a competent Court, other provisions shall not be affected thereby.

8. EFFECTIVITY:

This Circular shall take effect 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.

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

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.