

**[ PNP MEMORANDUM CIRCULAR NO. 2011-002,  
January 17, 2011 ]**

**GUIDELINES ON THE UTILIZATION OF PCSO-SMALL TOWN  
LOTTERY (PCSO-STL) FUND TO THE PHILIPPINE NATIONAL  
POLICE**

**I REFERENCES**

- A. Republic Act 1169
- B. PCSO Resolution No. 464
- C. PCSO Resolution No. 312 dated July 18, 2007
- D. PCSO Resolution No. 323 dated May 14, 2008
- E. NAPOLCOM Resolution No. 2006-116
- F. COA Circular No. 94-116

**II. SCOPE**

This Memorandum Circular shall cover the accounting and utilization of funds remitted to the Philippine National Police by the PCSO-STL. The funds shall come from Small Town Lottery (STL) operation based on PCSO Memo Circular 464 and to be disbursed in accordance with the rules and regulations set forth by the Commission on Audit under COA Circular No. 94-013.

**III. PURPOSE**

The purpose of these guidelines is to prescribe uniform rules and procedures for the proper accounting and utilization of funds remitted to the Philippine National Police by the PCSO, to promote transparency, accountability and equity in the utilization of funds in accordance to the approved government accounting procedures.

**IV. DEFINITION OF TERMS**

- A. *STL Fund* - cash or money remitted to the PNP as part of the percentage share from the PCSO-STL Project.
- B. *Unit* - territorial office of the PNP that includes the National Headquarters down to the smallest police offices.

C. *PNP Official Receipt* - an official form issued by authorized PNP Collection Officer upon receipt of any funds remitted/transferred in favor of the PNP.

D. *Program of Expenditure (POE)* - is an itemized list of authorized projects prepared by requesting unit for funding purposes.

## **V. PRINCIPLES AND POLICIES**

### **A. Remittance of Revenue Share**

Correspondingly, an official receipt will be issued to PCSO by the Collection Officer for the checks received.

A checking account shall be opened in the name of PNP-STL Fund of respective Police Regional Office. Initial deposits incurred in the opening of account shall be charged to the STL Fund of the Regional Office.

B. Income from PNP-STL remittance shall constitute the PNP-STL Fund, which is available for use by the PNP subject to the approval of the CPNP/RD/PD.

C. The PNP-STL Fund shall not be utilized for payment of additional compensation to employees in the form of allowances, incentive pay, bonuses or other forms of additional compensation except as may be authorized pursuant to PD 985 of PD 1597.

D. The PNP-STL Fund shall likewise not be used to create new positions and to augment salaries of regular personnel.

E. Disbursement increments of or the total net programmable amount of the PNP- STL Fund in the National Headquarters shall be made available to the Chief of the Philippine National Police to fund PNP programs and projects.

F. Utilization shall be based on a Program of Expenditures (POE), which shall be approved by the CPNP/RD/PD subject to existing accounting and auditing rules and regulations. Approval for all obligating instruments and DVs chargeable against the PNP-STL Fund are:

### Approving Authority

Over 1 Million	Chief, PNP
Below P1 Million	DC/RD
Below P500,000	DDC

The authorized signatories for checks chargeable against the PNP-STL Fund are

Signed by:                      Countersigned  
by:

Over 1 Million	D, PNPFS	Chief, PNP
Below P1 Million	CO, RFSO	RD
Below P500,000	CO, RFSO	C, RCD

G. Submission of corresponding POE for PNP-STL Fund shall be made on a monthly basis subject to the approval of CPNP/RD/PD.

H. Realignment may be made from within the POE during the fund execution subject to the approval of the Chief, PNP, RD or PD.

## **VI. PROCEDURES**

### **A. Collections and Remittances**

1. The PNP Finance Service shall designate Collection Officers/Fund Custodians in Regional and Provincial Offices.

2. The designated Collection Officers/Fund Custodians of the NHQ/PROs PPOs shall deposit all their collections into their respective PNP-STL Fund Account in authorized Government Depository Bank.

3. The designated Collection Officers/Fund Custodians of the NHQ/PROs/PPOs shall accomplish the AGDB deposit slip in three (3) copies. A List of Collections (LC) shall be attached to the deposit slip copy. Distribution of the validated deposit slips are as follows:

- a. Original Copy - AGDB Branch
- b. Second Copy - Collecting Officer
- c. Third Copy (with attached LC) - TFE

4. The Collection Officers/Fund Custodians of NHQ/PROs/PPOs shall submit a monthly Report of Collections and Disbursements, together with a duly authenticated copy of the deposit slip to DC (Attn: Accounting Division and Management Division) not later than 15th day of the following month.

5. Collections pertaining to dishonored checks shall be footnoted making reference to the date subject check was deposited.

### **B. Disbursements**

Disbursement Vouchers/claims shall be made in accordance with the