

**[PNP MEMORANDUM CIRCULAR NO. 2010-017,
September 09, 2010]**

**AUTHORIZED USE OF GOVERNMENT INFORMATION AND
COMMUNICATIONS TECHNOLOGY EQUIPMENT, FACILITIES OR
PROPERTIES**

1. REFERENCES:

- a. Activation of DICTM pursuant to NHQ-PNP General Orders Number DPL-09-08 dated April 1, 2009;
- b. RA 6713, "An Act Establishing A Code of Conduct and Ethical Standards for Public Officials and PNP Personnel, to Uphold the Time-Honored Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and For Other Purposes";
- c. RA 3019 "Anti Graft and Corrupt Practices Act"; and
- d. National Institute of Standards and Technology, US Department of Commerce Policy on Limited Use of Government Equipment including Information Technology.

2. PURPOSE

This Circular provides the policy governing the manner in which all PNP personnel utilize government owned office equipment and supplies including information and communications technology.

3. DEFINITION OF TERMS:

For purposes of this circular, the following terms shall mean:

- a. Privilege means, in the context of this policy, that the Philippine National Police is providing the opportunity to its PNP personnel to use government property for authorized/ official use in the optimal performance of their official duties and functions. However, this policy does not confer a right to use government office equipment for non-official business/transactions nor does the privilege extend to modifying such equipment, including loading personal software or making configuration changes. Simply put, use of government equipment, facilities or property is a mere privilege on their part and a pure benefaction on the part of the government.
- b. Government Information and Communications Technology Equipment, Facilities or Property - includes but is not limited to: computers and related peripheral equipment and software, library resources, telephones to include cellular, facsimile machines, photocopiers, office supplies, internet connectivity and access to internet services, and E-mail of the Philippine National Police;

c. Personal Use means activity that is conducted for purposes other than accomplishing official or otherwise authorized activity and inures to the benefit of the PNP personnel concerned. PNP personnel are specifically prohibited from using government office equipment to maintain or support a personal transaction or business activity. Examples of this prohibition include but are not limited to PNP personnel using a government computer and/or internet connection to run a travel business or investment service;

d. Information and Communications Technology means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission, or reception of data or information;

e. Government Agency refers to any agency, bureau, or organization of the Government of the Republic of the Philippines; and

f. Government refers to the Government of the Republic of the Philippines.

4. POLICIES:

a. PNP personnel are prohibited to use government office ICT equipment for personal needs even if said use does not substantially interfere with official business and involves minimal additional expense to the government.

b. Personal use of government office ICT equipment even if the same takes place during the employee's non-work time shall not be tolerated. PNP employees cannot invoke any privilege to use government office ICT equipment for non-government purposes as the same defeats efficiency in the use of limited public resources.

5. GUIDELINES:

a. Use of Equipment and Services

1. PNP personnel are NOT authorized to use Government Office ICT equipment even if said personal use does not result in substantial loss of employee productivity or interference with official duties. Moreover, such personal use though incurring only minimal or negligible additional expense to the Government is prohibited in areas such as:

a. Communications infrastructure costs e.g. telephone charges, telecommunications traffic, etc.;

b. Use of consumables in limited or negligible amounts e.g. paper , ink, toner, etc.;

c. General wear and tear on equipment;

d. Data storage on storage devices; and

e. Transmission impacts with moderate E-mail message sizes such as E-mails with small attachments.

b. Inappropriate Personal Use

PNP personnel must conform to a norm of conduct compatible with their standing as members of the law enforcement community. As such, they are expected to conduct