

**[ NAPOLCOM MEMORANDUM CIRCULAR NO. 2010-003, October 01, 2010 ]**

**ESTABLISHING A DELINQUENCY REPORTING SYSTEM IN THE PHILIPPINE NATIONAL POLICE AND INSTITUTIONALIZING COMMUNITY SERVICE AS AN INTEGRAL COMPONENT THEREOF**

**WHEREAS**, it is the declared policy of Republic Act No. 8551, otherwise known as the Philippine National Police (PNP) Reform and Reorganization Act of 1998, to make the police service a community and service-oriented organization;

**WHEREAS**, the National Police Commission, as the constitutional body tasked to control and administer the PNP, recognizes the significant role of the police in community development and desires to infuse into the organization's delinquency reporting system a more positive and community-oriented outlook;

**WHEREAS**, there is a compelling need to empower the citizens which we have sworn to serve and protect as well as the deputized local government units as active partners in the transformation of the police in a community-based level;

**NOW THEREFORE**, the Commission, pursuant to its constitutional mandate to administer and control the PNP, **HAS RESOLVED, AS IT HEREBY RESOLVES**, to establish a Delinquency Reporting (DR) System in the PNP and to institutionalize community service as an integral component thereof.

**Section 1. Coverage** – This Memorandum Circular shall be applicable to all officers and non-officers of the PNP.

**Section 2. Purpose** - This Circular aims to enhance police discipline and ensure adherence to professional conduct among PNP members. It also aims to establish guidelines and prescribe rules and procedures for the Delinquency Reporting System in the Philippine National Police and institutionalizes community involvement and service as an integral component of the said system.

The DR System is a preventive measure designed to lessen the incidence of misdemeanors of PNP personnel by instituting on the spot corrections thereby eliminating or at least mitigating the causes of such wrongdoing, and to remind and instill in all PNP members the observance of proper decorum at all times.

**Section 3. Definition of Terms** – As used in this Circular, the following terms shall be understood to mean as follows:

- a. Administrative Officer – refers to the respective Administrative Officers of every police unit, from Police Community Precincts, City, Municipal, Provincial, Regional Offices up to the Directorates, National Headquarters, Command Group and National Support Units.

b. Community Service – shall refer to tasks, duties and responsibilities to be rendered by the offending police personnel assigned at Municipal or City Police Stations or Police District Offices, upon written order by the Chief of Office, to be administered by the Office of the Mayor of the city, town or municipality having territorial jurisdiction over his operational unit, or by the Provincial Director, Regional Director or National Support Unit Director with respect to personnel assigned to Police Provincial Offices, Police Regional Offices and in the National Support Units.

In no case shall the term community service be interpreted to mean inhumane, immoral and illegal activity. Community service may include, but shall not be necessarily limited to, tree planting, clean-up drives, information dissemination campaigns and other vital and priority programs of the government; Provided that, community service may be administered only during rest days and in athletic uniform.

c. Chief of Office – shall refer to the highest ranking PNP officer-in-command of the PNP office/unit.

d. Delinquency Report – refers to a report which contains the minor infraction(s) committed by the police personnel, the format of which is prescribed in this Circular.

e. Demerit – a mark in numerical value made against a police 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 – an answer in writing of the offender, confirming or refuting the infraction reported against him.

h. Minor Infractions – acts or omissions committed by a police personnel, whether during office hours or beyond, as far as practicable as included in the list appearing under Section 4 of this Circular.

i. Violator – refers to any PNP personnel who committed a minor infraction.

**Section 4. Demerits** – Any uniformed personnel of the PNP found committing a minor infraction, during office and non-office hours, shall be charged the appropriate demerit. The infractions and their corresponding demerits are listed hereunder:

#### **List of Infractions and Corresponding Demerits**

INFRACTIONS	Number of Demerits
1. Violation of "Tamang Bihis"	5
a. Unauthorized or improper wearing of uniforms, Insignias and accouterments	
b. Unauthorized haircut	
c. Dirty shoes	
d. Dirty uniform	

e. Unshaved mustache	
f. No hanky/tickler/Miranda warning card (as required during inspection) and;	
g. Other similar minor infractions.	
2. Tardiness in reporting for duty/office work	5
3. Tardiness in reporting to command activities	5
4. Smoking in places not designated as "smoking area"	5
5. Violation of traffic, pedestrian and parking regulations	5
6. Use of vulgar or insulting languages or exhibit similar rudeness to the public	7
7. Spitting or littering in public areas	7
8. Urinating in places other than the designated areas (restroom, public urinating area)	10
9. Leaving post for more than two (2) minutes	15
10. Dozing of post	15
11. Failure to initiate actions on complain	15
12. Absent in formation and or any command activities, and	20
13. Other similar minor infractions	Minimum – 5 Maximum – 20

The maximum allowable demerits shall be fifteen (15) demerits per month or 90 demerits per semester. One demerit in excess of the allowable number shall be equivalent to one (1) hour of community service.

**Section 5. Reporting** – Any person witnessing any infraction committed by a police officer shall fill-out a delinquency report form available at the nearest police precinct, stating therein clearly the date, time and the specific infraction committed by the police officer. The delinquency report shall be in the following format:

Republic of the Philippines  
Department of the Interior and Local Government  
National Police Commission  
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE  
Camp Crame, Quezon City

### **DELINQUENCY REPORT**

1. Offender:

Rank/Name: \_\_\_\_\_  
Badge No. \_\_\_\_\_  
Office Unit: \_\_\_\_\_