

**[CES (NAPOLCOM) DEPARTMENT CIRCULAR NO.
95-14, June 26, 1995]**

**PROVIDING GUIDELINES ON THE ACCESS TO AND USE OF THE
PNP MULTI-TRUNKED RADIO COMMUNICATIONS SYSTEM,
SETTING THE RULES AND PROCEDURES ON THE
ADMINISTRATIVE CONTROL, MONITORING, SECURITY AND
OPERATION AND MAINTENANCE THEREOF AND FOR OTHER
PURPOSES**

In order to provide the appropriate guidelines on the access to and use of the PNP Multi-Trunked Radio Communications System and set the rules and procedures on the administrative control, monitoring, security, operation and maintenance of the system necessary to enhance its effectiveness and efficiency, the following guidelines for the MTRS are accordingly adopted and hereby promulgated.

General Provisions

1. MTRS is not a telephone system but a Trunked Radio System where the telephone interface capability is only one of the optional features of the system and is not available to all users due to limited line capacity.
2. By the authority of the Chief of the Philippine National Police or his duly authorized representative, other law enforcement agencies and bureaus under the DILG and the AFP may also be allowed access to and use of the system, likewise subject to the guidelines of this circular.
3. In as much as the system is for Police operations and administration, communications and other public safety assistance, in no case shall non-government organizations and associations or private individuals be allowed access to and use of the system.
4. It is understood, however that all procedures and approvals allowing access to and use of the System shall be subjected to the guidelines of this Circular.

Schedule of Fees

5. For purposes of operating and maintaining the System for optimum capability and service to Government agencies/offices, groups or individuals who may be allowed access to and use of the System shall share/contribute in the expenses for operation and maintenance chargeable at cost and based on the following schedule of fees:

5.1 Non-recurring charges (Activation of units)

5.1.1 Access fees per unit per Talks Group

5.1.1.1 Portable (Handheld unit) P1,500.00

5.1.1.2 Mobile	2,000.00
5.1.1.3 Base	2,000.00
5.1.2 Programming fees/change unit	
5.1.2.1 Portable (Handheld unit) P	750.00
5.1.2.2 Mobile	1,000.00
5.1.2.3 Base	1,000.00
5.1.3 Installation fees per unit (Labor only)	
5.1.3.1 Portable (Handheld unit)	N/A
5.1.3.2 Mobile	5,000.00
5.1.3.3 Base (W/in Metro Manila)	8,000.00
5.2 Monthly fees per unit Talk Group	
5.2.1 Portable (Handheld unit) P	300.00
5.2.2 Mobile	400.00
5.2.3 Base (Within Metro Manila)	400.00
5.2.4 Telephone Interconnect (Unit/month)	500.00

6. The access to and use of the system are transactions strictly and purely between the PNP and other law enforcement agencies and bureaus under the DILG and the AFP as the case may be. In no case shall Third Parties, like suppliers, system integrators, contractors, consultants, repair/service shops, shall have the authority or personality to transact or do business, directly or indirectly, with the PNP.

7. The system software and key programs purchased and owned by the PNP for the system shall be for the exclusive use, control and possession of the same; any unauthorized use, control or possession thereof shall be illegal and shall be dealt with accordingly.

8. The PNP reserves the right to deny, interrupt or Cut-off access to and use of the System or reject radio units purchase from illegal sources, unauthorized dealers and suppliers. Those found having violated any provision of this Circular or other pertinent laws; and, those under investigation by the PNP for alleged illegal selling, possession or use of aforesaid system software and key programs, and other related illegal activities.

9. Those allowed access to and use of the System shall provide their own radio units which must be purchased in accordance with Guideline No. 8 herein and other pertinent laws, rules and regulations as prescribed by National Telecommunications Commission (NTC).

Collection and Remittance

10. Subscribers shall be billed directly in their usual place of business/establishment.

11. The bill collector shall be properly designated as "Agent Collecting Officer" and duly bonded.

12. Collections received by the bill collector shall be remitted to the collecting officer, PNP Finance Service who in-turn shall deposit the same to an authorized government depository bank as a Trust Liability Account.

13. A record of collection shall be maintained subject to Management Audit. Official receipts shall be used in acknowledging receipt of payment of subscribers. The official receipt shall be duly numbered and declared accountable forms and shall be registered at the Office of the Director for Comptrollership to avoid irregularities.

14. The Agent Collecting Officer shall furnish the Comptroller of the PNP COMMEL Service who is maintaining and operating the Multi-Trunk Radio System a monthly collection report. (copy furnish Directorate for Comptroller).

Accounting of Funds

15. Collections from access to and use of MTRS maintenance and operation shall be taken up as Trust Receipts by the Accounting Office of the concerned Government installation.

Disbursement of Funds

16. Collections shall be utilized for the repair and maintenance of the PNP MTRS. Based on this collection, a Program of Expenditures shall be prepared and submitted for approval of the DILG which shall be the basis of the utilization. Disbursement shall be made only on a duly approved Disbursement Voucher.

Responsibilities

17. PNP COMMEL Service

17.1 Supervise the billing, collection and remittance to collecting officer, PNP Finance Service.

17.2 Account for all moneys received from bill collectors.

18. PNP Finance Service

18.1 Responsible for the collection of bills in close coordination with PNP COMMEL Service

18.2 Maintain a separate account for MTRS related collections and disbursement.