

**[PNP Memorandum Circular No. 2015-001,
February 16, 2015]**

**SUPPLEMENTAL GUIDELINES ON THE DELINQUENCY REPORT
SYSTEM (STRENGTHENING THE DISCIPLINARY AUTHORITY OF
CHIEF OF OFFICE)**

Adopted: 16 February 2015

Date Filed: 26 February 2015

1. REFERENCES:

- a. PNP Memorandum Circular (MC) No. 2014-025 entitled: "Delinquency Report System (Strengthening the Disciplinary Authority of Chief of Office)" approved by the CPNP on July 28, 2014; and
- b. DPRM Memorandum dated July 18, 2014, approved by the CPNP on July 28, 2014.

2. RATIONALE:

This pertains to the implementation of the Delinquency Report (DR) System in order to strengthen the disciplinary authority of the chiefs of offices and subordinate units. The system aims to implement corrective measures against PNP personnel who commit light offenses, minor infractions and breaches of discipline more expeditiously with the end in view of improving the overall state of discipline within the PNP without resorting to the long and tedious process of summary proceedings.

The DR System took effect 15 days after August 6, 2014, the date of filing thereof with the Office of the National Registrar, UP Law Center. Hence, the effectivity of the DR System is on August 21, 2014.

During the one day Seminar on the implementation of the DR System held on September 9, 2014, issues were raised by the participants. Said specific concerns were not addressed in PNP MC No. 2014-025 hence the necessity of issuing supplemental guidelines thereon to ensure proper implementation thereof.

3. SITUATION:

The current issue on disciplinary mechanism is the increasing number of pending administrative cases filed against PNP personnel both uniformed and non-uniformed. Based on the review of the statistics on administrative cases, one-third of the dockets are minor offenses, which can be resolved immediately by the Chief/Head of Office.

To enhance the disciplinary authority of the Chief/Head of Office, the modified Delinquency Report (DR) System is adopted to respond to the demands for immediate or on the spot corrections of misdemeanors or minor infractions committed by PNP personnel without the need for a full blown hearing or summary proceedings.

4. PURPOSE:

To ensure uniformity in the implementation of the DR System at the National Headquarters (NHQ), Police Regional Offices (PROs), and National Support Units (NSUs) down to the lowest level of offices/units, to attain the objectives of PNP MC No. 2014-025.

5. DEFINITION OF TERMS:

- a. **IP card** - refers to the Individual Performance Card shall indicate therein the name, position/designation, badge number for uniformed personnel (UP) or plantilla (item number) for Non-Uniformed Personnel (NUP) and the individuals specific duties and responsibilities and the accompanying enabling actions;
- b. **Loafing** - an act of loitering or lazing around to pass the time or stand about idly or to hung about;
- c. **Senior PCOs** - shall refer to PCOs with at least one rank higher than the alleged offender; and
- d. **Visible tattoos** - refer to tattoos which are not completely covered by authorized PNP athletic t-shirt, shorts and GOA/uniform.

6. GUIDELINES:

a. General Guidelines:

1. The following are the list of Covered Offenses and Corresponding Demerits, the imposition of which is subject to the discretion of the Chief of Office, to wit:

The following infractions shall incur a maximum of three Demerits each:

- a) Violation of "Tamang Bihis", by uniformed personnel such as:
 - a.1) Unauthorized or improper wearing of uniform insignias and accoutrements;
 - a.2) Unauthorized/Improper haircut;
 - a.3) Dirty shoes/Unauthorized Shoes;
 - a.4) Dirty uniform/Wearing of faded/tacked out athletic uniform/Wearing of colored rubber shoes;
 - a.5) Unshaved mustache/Improper Shaving;
 - a.6) Improper haircut/colored nail polish/long and dirty finger nails;
 - a.7) Not wearing hairnets during command activities;
 - a.8) No hanky/tickler/Miranda warning card (as required during inspection); and
 - a.9) No IP Card.

- b) For NUP
 - b.1) No IP Card;
 - b.2) Non-compliance with the approved and prescribed NUP uniform for Monday, Wednesday, and Friday; and
 - b.3) Wearing the following prohibited attire when performing official functions in the workplace during Tuesday and Thursdays:
 - b.3.1) Gauzy, transparent or net-like shirt or blouse;
 - b.3.2) "Sando," tank-tops, strapless or spaghetti-strap blouse (unless worn as undershirt) and blouse with over-plunging necklines;
 - b.3.3) Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
 - b.3.4) Rubber sandals, rubber slippers, "bakya";
 - b.3.5) Maong/denim pants/skirts;
 - b.3.6) Highlighted hair, dangling earrings, flamboyant accessories, heavy make-ups; and
 - b.3.7) Mustache and visible tattoos.

The following infractions shall incur a maximum of five Demerits each:

- c) Tardiness in reporting for duty/office work;
- d) Tardiness in reporting to command activities;
- e) Smoking while on duty;
- f) Violation of traffic, pedestrian, and parking regulations within the camp; and
- g) Violation during troop formation/parade:
 - g.1) Moving in ranks;
 - g.2) Speaking during formation;
 - g.3) Use of cellular phones during formation;
 - g.4) Walking or roaming around while program is ongoing; and
 - g.5) Standing on one leg.

The following infractions shall incur a maximum of seven Demerits each:

- h) Use of vulgar or insulting languages or exhibit similar rudeness to the public; and
- i) Spitting or littering in public areas.

The following infractions shall incur a maximum of ten Demerits each:

- j) Urinating in places other than the designated areas (restroom, public urinating area);
- k) Dozing on post;
- l) Not observing courtesy to officers/senior officers inside and outside the office/not saluting senior PCOs;
- m) Loafing;
- n) Leaving post while on duty for more than five minutes (15 Demerits); and
- o) Absent in formation or command activities (20 Demerits).