

**[ PPSC BOT CIRCULAR NO. 03-2003, May 13, 2003 ]**

**AMENDING CERTAIN PROVISIONS OF THE PNPA  
ADMINISTRATIVE DISCIPLINARY MACHINERY**

WHEREAS, BOT Circular No. 7, s. 2001, otherwise known as the PNPA Administrative Disciplinary machinery provide the rules and regulations in the conduct of administrative proceeding and early disposition of the case against erring PNPA cadets, delineates the organization, jurisdiction, powers, duties and functions of the investigation and disciplinary authorities;

WHEREAS, since its effectivity on December 20, 2001, some of its provisions, particularly on the modes of filing motion for reconsideration or appeal to the decision/order of the disciplining authorities were observed to be not effective in the early disposition of the case, and are being used by the aggrieved parties to delay the final disposition of the case;

WHEREAS, there is a need to improve, update, the plug several loopholes noted on the provisions of the PNPA Administrative Disciplinary Machinery in order to expedite disposition of cases against erring cadet, without sacrificing the right to due process;

WHEREFORE, the Board RESOLVES, as it hereby RESOLVED, that amendments be made on BOT Circular No. 7, s. 2001, otherwise known as the PNPA Administrative Disciplinary Machinery, as follows:

1. Infractions a. and e. under Rule II, Sec. 2 are hereby be deleted:
  - a. Infraction a — Violation of the Honor Code (i.e., cheating, stealing, lying, or tolerating the violation of the Honor Code);
  - b. Infraction e — Exceeding maximum allowable demerits;
2. The following serious offenses are hereby included as infractions under Rule II, Sec. 2:
  - a. Grave misconduct
  - b. Violation of PNPA Grievance Machinery
3. Rule IV, Sec. 1 is hereby amended to read as follows:

Section 1. **Complaint or Delinquency Report** — All proceedings must be commenced by a verified written complaint signed by the complainant or his/her duly authorized representative against any cadet(s) who appears to be responsible therefor. The proceedings may also be commenced by a Delinquency Report signed by competent