



Republic of the Philippines  
National Police Commission  
**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE**  
**DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT**  
Camp Crame, Quezon City



**MEMORANDUM**

**TO :** All, RDs  
**FROM :** TADIDM  
**SUBJECT :** Treatment of Reported Cases Before the Barangay  
**DATE :** SEP 17 2013

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1. References:

- a. LOI 02/09 Unit Crime Periodic Report (UCPER); and
- b. SOP No. 2012-001 Incident Recording System.

2. It has been observed that there are varied practices being undertaken by different regions in accomplishing their Crime Incident Recording System (CIRS) and reporting of monthly crime statistics especially crime incidents reported to the barangays.

3. As stated in LOI 02/09 UCPER, "Violations of RPC and Special Laws which are to be settled at the Barangay shall be recorded separately". Further, SOP No. 2012-001 Incident Recording System provides that "cases reported to the police station shall be first recorded in the Incident Record Form (IRF) for proper evaluation."

4. It must be emphasized that only those incidents reported and entered into the IRF and PNP blotter constituting a crime must be recorded into the CIRS. Incidents reported to the barangays although constituting a crime should not be entered into the CIRS, however, these incidents should be reported separately by the different police stations.

5. For strict compliance

**FRANCISCO DON C MONTENEGRO, Ph.D.**  
Police Chief Superintendent