



Republic of the Philippines
Department of the Interior and Local Government
National Police Commission

NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT
Camp Crame, Quezon City



TF USIG_06_

MEMORANDUM

FOR : **See Distribution**
FROM : OIC, DIDM/TF USIG Commander
SUBJECT : **Submission of Required Supporting Documents and Utilization of All Available Means of Communication in Sending Compliance**
DATE : **JUN 08 2012**

1. Reference: LOI TF USIG.

2. This pertains to the practice of submitting compliance to this Directorate without the attached supporting documents despite that specific requirement were indicated in our memo-directive like the submission of court decision. The concerned PNP unit in its memo-reply, would only discuss some important contents of the decision without attaching the court decision itself. As a result, another memo-directive will be sent to that PNP unit for them to submit a copy of said decision.


3. Please be informed that the documents and other information being requested are very vital in the recording and monitoring of cases. These are also used in giving updates and answering inquiries from foreign embassies, local or foreign non-governmental organizations and various government agencies such as the Office of the President, DILG, DFA and DOLE, among others. Hence, the need for supporting documents to solidify our claim or assertions is imperative.

4. In view of the foregoing, to save time, effort and resource in making follow-ups on the same inquiry or request, please attach all the required supporting documents in your compliance.

5. In order to avoid late compliance, especially for PROs that are far from the NHQ and only depend on their liaison officer for the submission of their compliance, please send an advance copy either thru our fax at **(02) 723-0401 local 3650** or **e-mail address (didm_tfusig@yahoo.com)** aside from the official transmission that will be sent thru courier which will take time before it reach this Directorate.

6. In addition, for instances where the memo-directive request only for a copy of specific document/s such as warrant of arrest, picture of the suspect, court order and the likes, you are advised to initially submit it thru fax or e-mail pending the receipt of the official or signed memo-transmittal thru courier.

7. For information, widest dissemination and strict compliance.


CHRISTOPHER A LAXA, CSEE
Police Senior Superintendent

Distribution:

RDs, PROs 1-13, COR, ARMM and NCRPO
Dirs, NOSUs