



Republic of the Philippine
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

MEMORANDUM CIRCULAR
NUMBER 2005-009

**INSTITUTIONALIZING A SYSTEM OF
INVESTIGATORS & DETECTIVES ELIGIBILITY ACCREDITATION (IDEA)
THROUGH THE CREATION OF AN
INVESTIGATORS & DETECTIVES ELIGIBILITY ACCREDITATION BOARD**

I. REFERENCES

- a. NHQ PNP LOI "DETEKTIB" 49/96 dated 2 July 1996;
- b. NAPOLCOM Resolution No. 97-032 entitled "Enhancing the Investigative Function of the PNP through the Implementation of an Investigation and Detective Management Program" dated 24 February 1997 and its implementing Memorandum Circular DIN 97-01;
- c. PNP Memorandum Circular No. 97-003 dated October 1997;
- d. PNP Transformation Plan dated 1 March 2005.

II. SCOPE

This Memorandum Circular shall govern the eligibility of all police investigators and police detectives assigned at, but not limited to, the investigation and detective management offices of the Directorate for Investigation and Detective Management (DIDM) and at the different offices of the Criminal Investigation and Detection Group (CIDG).

III. DECLARATION OF POLICY

It is hereby declared the policy of the PNP to assign only competent, professional, and highly motivated police investigators and police detectives at, but not limited to, the investigation and detective management offices of the DIDM and at the different CIDG offices to ensure a full transformation into a capable, effective, and credible Philippine National Police.

This can be achieved by ensuring high level performance through the institutionalization of an investigators and detectives eligibility accreditation (IDEA) system.

IV. OBJECTIVES

This Memorandum Circular aims to establish the following objectives:

- a. To set a minimum qualification standards for PNP personnel to be eligible for assignment at the different IDM offices; CIDG offices; and other offices/units to be later identified;

- b. To create an Investigators and Detectives Eligibility Accreditation (IDEA) Board that shall evaluate the qualifications of PNP personnel for inclusion in and shall decide matters relative to exclusion from the list of eligible police investigators and police detectives;
- c. To establish policies on the assignment of eligible PNP personnel at the different IDM offices; CIDG offices; and other offices/units to be later identified and on their reassignment;
- d. To establish policies on human resources development and on performance rotation in specialty positions of police investigators for purposes of career advancement; job enrichment; and specialization;
- e. To boost the morale of PNCOs actually assigned at the different IDM offices; CIDG offices; and other offices/units to be later identified through availment of incentives such as the grant of specialist pay.

V. DEFINITION OF TERMS

- a. IDM OFFICES – refers to the investigation and detective management offices of the DIDM from the different regional, district, provincial, city, and municipal level;
- b. CIDG OFFICES – refers to the CIDG NHQ office and the Regional Criminal Investigation and Detective Units (RCIDU);
- c. POLICE INVESTIGATOR – refers to a PNP uniformed personnel conferred with the appropriate eligibility to investigate, with care and accuracy, by conducting a step-by-step examination, through patient inquiry and meticulous observation, data and other pertinent matters to support crime theories and establish relevant facts to aid in identifying the offense and the criminal offender, locating him, and providing evidence of his guilt leading to the successful filing and prosecution of the offense;
- d. POLICE DETECTIVE – refers to a PNP uniformed personnel, conferred with the appropriate eligibility, acting as an adjunct officer to a police investigator, performing the collection of additional data and other pertinent matters relative to the commission of an offense; the detection, location, and tracking of suspected criminal offenders and missing persons; the observation of the activities of suspected criminal offenders; and the development and follow up of leads for utilization as evidence to support the successful filing and prosecution of an offense.
- e. INVESTIGATION – refers to the process of planning, organizing, directing, coordinating, evaluating, and controlling the acquirement of data and other pertinent matters to accomplish the three fold aim of identifying the criminal offender, locating the criminal offender, and providing evidence of guilt of the criminal offender leading to the successful filing and prosecution of the offense;
- f. MINIMUM QUALIFICATION STANDARDS – refers to the statement of the minimum qualifications for a position which shall include education, licensure exam, training, work experience, and length of service as shown in **Annex "A"**;
- g. PERFORMANCE ROTATION – refers to the sequential personnel movement of a police investigator or a police detective from one specialty position to another as a means of developing and enhancing investigative capabilities through exposure to other allied work functions;
- h. SPECIALTY POSITIONS – refers to the cluster of positions requiring the actual performance of investigative functions at the different established Crimes against Persons;

Crimes against Property; Fraud, Economic, and Cyber Crimes; Women and Children's Desk at different operating offices;

i. IDEA BOARD – refers to the Investigators and Detectives Eligibility Accreditation Board created hereunder.

VI. POLICIES

a. ASSIGNMENT AND REASSIGNMENT

(i) No PNP personnel shall be assigned as police investigator or police detective without satisfying the required minimum qualification standards set forth in this Memorandum Circular and without being included in the list of eligibles maintained by DIDM;

(ii) Obtaining DIDM clearance may be required for assignment to such positions included in Annex "A" hereof, and to such other positions to be later included, as identified by the IDEA Board;

(iii) Assignment to positions in the different IDM offices, CIDG offices, or other offices/units to be later identified shall strictly conform with the prescribed minimum qualification standards and the required eligibility;

(iv) In exceptional circumstances involving specific cases, the Chief, PNP, upon the favorable recommendation of DIDM, may consider the granting of waiver on minimum qualification standards and eligibility requirements for a PNP personnel to be assigned to perform actual investigative functions;

(v) No PNP personnel, without the required appropriate eligibility, shall be assigned to perform the duties and responsibilities attached to the identified positions at the different IDM offices; CIDG offices; and other offices/units to be later identified;

(vi) Reassignment of a police investigator or a police detective to an office, other than an IDM office; a CIDG office; or other offices/units to be later identified, shall result in the temporary suspension of his eligibility, as well as the grant of his specialist pay, and in the inclusion of his name under the "Non Active List".

b. HUMAN RESOURCES MANAGEMENT

(i) A task reorientation session on the duties and responsibilities of selected positions identified in Annex "A" hereof, and of other positions to be later identified, shall periodically be conducted;

(ii) All eligible police investigators and police detectives shall be systematically programmed to undergo the regular enhancement courses offered by the PNP Detective School;

(iii) A regular annual survey on perceived training needs shall be conducted among all eligible police investigators and police detectives using a Training Needs Interview Form to be prescribed by the IDEA Board with a view of identifying the appropriate enhancement courses needed to be offered;

(iv) The IDEA Board shall develop an Accredited Investigators and Detectives Proficiency Evaluation Rating (AIDPER) System as a tool to assess the state of progress and development achieved by eligible police investigators and police detectives and to serve as basis of recommendation for availment of training;

(v) Investigation and detective operations is a distinct field of specialization in the PNP, hence, all Police Non Commissioned Officers (PNCOs) actually assigned at the different IDM offices; CIDG offices; and other offices/units to be later identified shall, in addition to other authorized allowances, be granted specialist pay of five (5%) percent of their basic monthly salaries for every five (5) years of active service, until the twentieth (20th) year of service, to be reckoned from the date of conferment of eligibility.

c. PERFORMANCE ROTATION IN SPECIALTY POSITIONS

(i) Subject to the approval of the head of the IDM office, an eligible police investigator may be recommended by his supervisor for rotation within the different specialty positions based on satisfactory performance measured as follows:

1. The successful conviction involving three (3) cases of the same nature (e.g. crimes against persons) can be the basis of a recommendation for rotation to another specialty position; or

2. The successful filing in the proper court of five (5) cases of the same nature (e.g. crimes against persons) can also be the basis of a recommendation for rotation to another specialty position.

(ii) The IDEA Board may prescribe additional measurement of satisfactory performance as basis for recommending performance rotation from one specialty position to another;

(iii) An eligible police investigator shall in no case be allowed such performance rotation without first completing two (2) continuous years in one specialty position.

VII. MINIMUM QUALIFICATION STANDARDS

No PNP personnel shall be included in DIDM's list of eligibles, to be assigned at the different IDM offices; CIDG offices; and other offices/units to be later identified, unless possessing the following minimum qualification standards as shown in Annex "A" hereof.

VIII. INVESTIGATORS & DETECTIVES ELIGIBILITY ACCREDITATION BOARD

There shall be created an Investigators and Detectives Eligibility Accreditation (IDEA) Board to be composed of representatives from other PNP offices/units as follows :

Director, DIDM	-	Chairman (<i>ex officio capacity</i>)
Deputy Director, DIDM	-	Vice Chairman
Deputy Director, DPRM	-	Member
Deputy Director, DHRDD	-	Member
Deputy Director, DPL	-	Member
Deputy Director, DC	-	Member
Administrator, PNP Detective School	-	Secretariat

The IDEA Board shall perform the following functions :

- a. Evaluate the individual qualifications of PNP personnel for their inclusion in the DIDM list of eligible police investigators and police detectives and for the upgrading of their appropriate eligibilities;
- b. Identify and develop the areas for career advancement; job enrichment; and specialization of police investigators and police detectives;

- c. Decide matters relative to the exclusion from the list of eligibles of a PNP personnel;
- d. Regularly update and publish the list of eligible police investigators and police detectives;
- e. Confer such appropriate eligibilities required for the identified positions at the different IDM offices, CIDG offices; and other offices/units to be later identified in accordance with the herein prescribed minimum qualification standards attached hereto as Annex "A";
- f. Identify future positions that will also require appropriate eligibilities; and
- g. Issue resolutions providing for supplemental guidelines and additional policies to ensure the smooth implementation of this Memorandum Circular.

IX. COORDINATING INSTRUCTIONS

- a. The DIDM shall be the office of primary responsibility (OPR) to implement this Memorandum Circular;
- b. Within thirty (30) days from the effectivity of this Memorandum Circular, the DPRM shall issue a Special Orders for the creation of an Investigators and Detectives Eligibility Accreditation (IDEA) Board;
- c. Within thirty (30) days from the effectivity of this Memorandum Circular, the DC shall program the grant of specialist pay;
- d. The DHRDD may, upon prior request, extend appropriate technical assistance to the PNP Detective School in the identification, development, and conduct of necessary enhancement courses as may later be defined.
- e. The IDEA Board shall submit, for C, PNP notation, the names of PNP personnel for inclusion in or exclusion from the list of eligible police investigators and police detectives to be maintained by the DIDM;
- f. The DIDM shall regularly furnish the DPRM and other lower PNP offices/units a copy of an updated list of eligible police investigators and police detectives;

X. MODIFICATION

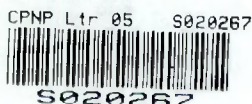
All PNP issuances not consistent with this Memorandum Circular are hereby modified accordingly.

XI. EFFECTIVITY

This Memorandum Circular shall immediately take effect upon approval.



[Signature]
ARTURO C LOMIBAO
Police Director General
Chief, PNP



MINIMUM QUALIFICATION STANDARDS FOR ELIGIBILITY ACCREDITATION

C	POSITIONS	ELIGIBILITIES	LEVEL	MINIMUM QUALIFICATION STANDARDS			LENGTH OF SERVICE	
				EDUCATION	LICENSURE EXAM	TRAINING		WORK EXPERIENCE
P O L I C E C O M M I S S I O N E D O F F I C E R S	D, DIDM	Chief Investigator	CI 3	Bachelor of Laws	Philippine Bar	Executive/Senior Officers Inves/Intel/Criminalistics Course (Foreign/ Local)	Must have supervised or participated in the investigation and/or prosecution of at least twenty five (25) cases	20 yrs
	Dep Dir, DIDM		CI 2				Must have supervised or participated in the investigation and/or prosecution of at least twenty (20) cases	17 yrs
	Dir, CIDG		CI 1	Masters Degree in Criminology and/or other related disciplines (but Masters Degree in Criminology is preferred) or LLB graduate	Preferably Board of Criminology	Executive/Senior Officers Inves/Intel/Criminalistics Course (Foreign/ Local)	Must have supervised or participated in the investigation and/or prosecution of at least twenty (20) cases	17 yrs
	Ex-O, DIDM	Asst. Chief Investigator	ACI	Masters Degree in Criminology and/or other related disciplines (but Masters Degree in Criminology is preferred) or 72 Units in LLB	Preferably Board of Criminology	Officers Advance Inves/Intel/Criminalistics Course (Foreign/Local)	Must have supervised or participated in the investigation and/or prosecution of at least fifteen (15) cases	15 yrs
	Dep Dir, CIDG		SSI 4	BS Crim/BSPS/ BSPMA/72 Units in LLB	not required	Officers Advance Inves/Intel/Criminalistics Course (Foreign/Local)	Must have supervised or participated in the investigation and/or prosecution of at least fifteen (15) cases	15 yrs
	Division Chief, DIDM		SSI 3		not required		Must have supervised or participated in the investigation and/or prosecution of at least twelve (12) cases	12 yrs
	Chief of Staff, CIDG	Senior Supervising Investigator	SSI 2	BS Crim/BSPS/ BSPMA/72 Units in LLB	not required	Officers Basic Inves/Intel/Criminalistics Course (Foreign/Local)	Must have supervised or participated in the investigation and/or prosecution of at least ten (10) cases	9 yrs
	Chief, RIID							
	C, IDM Office, PPO							
	C, RCIDU							
	Division Chief, CIDG							
	C, IDM Office, NCRPO District							
	Asst. Div Chief, DIDM							
	Chief, IDM Ofc, CPS (SPD, NPD, & EPD)							
	Chief, IDM Ofc, CPO							
Chiefs, Sections (WPD & CPD)								
Chiefs, Sections (SPD, EPD, & NPD)								
Asst. Div Chief, CIDG								
Asst Chief, RCIDU								
Sec Chief, DIDM Divisions								

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C. Units, (PPO & RIID)	Senior Supervising Investigator	SSI 1	BS Crim/BSPS/ BSPMA/72 Units in LLB	not required	Officers Basic Inves/Intel/Criminalistics Course (Foreign/Local)	Must have supervised or participated in the investigation and/or prosecution of at least seven (7) cases	9 yrs
Supervising Police Investigator, IS (SPD, NPD, & EPD)							
Chiefs, Units (CPS & CPO-HUC)	Supervising Investigator	SI	BS Crim/BSPS/ BSPMA/72 Units in LLB	not required	Officers Basic Inves/Intel/Criminalistics Course (Foreign/Local)	Must have supervised or participated in the investigation and/or prosecution of at least five (5) cases	6 yrs
Sec Chief, RCIDU							
Sec Chief, CIDG Divisions							
Asst. Sec Chief, CIDG Divisions							
Chief Section, 11 PS							
Chief Unit, MPS (Prov)							
Chief Section, MPS (SPD, NPD, & EPD)							
Chief Unit, CCPS							
Supervising Police Investigator, CPS (SPD, NPD, & EPD)							
Supervising Police Investigator (WPD & CPD)							
Supervising Police Investigator, CPO-HUC	Asst. Supervising Investigator	ASI	BS Crim/BSPS/ BSPMA/72 Units in LLB	not required	Officers Basic Inves/Intel/Criminalistics Course (Foreign/Local)	Must have supervised or participated in the investigation and/or prosecution of at least three (3) cases	3 yrs
Asst Sec Chief, I Sec, RCIDU							
Asst Sec Chief, Det Mngt Sec, RCIDU							
Team Leader, CID Team, RCIDU							
Chief Desk, IS (WPD & CPD)							
Chiefs, Desks, IU, CPS (NPD, SPD, & EPD)							
Chief Desk, IU, CPO-HUC							
Chiefs, Investigation Desk (CCPS, MPS-NCRPO, 11 PS, & MPS-Prov)							
Chiefs, Det Mngt Desk (CCPS, MPS-NCRPO, 11 PS, & MPS-Prov)							
Chiefs, CRME Desk (CCPS, MPS-NCRPO, 11 PS, & MPS-Prov)							
PCI, PCO Investigators (CCPS, MPS-NCRPO, 11 PS, & MPS-Prov)							
Asst Team Leader, CID Team, RCIDU	Supervising Police Investigator (11 PS or MPS-NCRPO)	Supervising Police Detective (11 PS or MPS-NCRPO)	Supervising Police Detective (WPD & CPD)	Supervising Police Detective (CPS & CPO-HUC)	Police Patrol Duties Preferably Team Leader of Police Patrol	2 yrs	
Asst Team Leader, CID Team, RCIDU							
Supervising Police Investigator (11 PS or MPS-NCRPO)							
Supervising Police Detective (11 PS or MPS-NCRPO)							

P O L I C E N O N - C O M M I S S I O N E D O F F I C E R S	PCI PNCO Investigators	Senior Investigator	13	Any Bachelor's Degree	not required	CRIDEC and any Invest/Intel Enhancement Course	Must have supervised or participated the investigation and/or prosecution of at least five (5) cases Preferably be the most Senior PNCO	10 yrs
	Action PNCO (Sec./Unit/Desk/ IDM Offices)	Investigator	12 or 13	Any Bachelor's Degree	not required	CRIDEC and any Invest/Intel Enhancement Course	Must have supervised or participated the investigation and/or prosecution of at least three (3) cases	6 yrs
	Action/Operation PNCO, Inves Sec, RCIDU							
	Supervising PNCO Police Investigators (MPS & CCPS)	Asst. Investigator	11	Any Bachelor's Degree	not required	Public Safety Basic Recruit Course	Police Patrol Duties	2 yrs
	Supervising PNCO Police Detectives (MPS & CCPS)							
	Division PNCO, CIDG							
	Police Investigators, IDM Offices							
	Police Detective, IDM Offices							
	Investigators/Operatives, Division (Special Operations Div, Anti-Fraud & Eco Crimes Div, & Anti-Money Laundering & High Tech Crimes Div) - CIDG							
	Police Investigator, Inves Sec, RCIDU							
	Police Investigators, CID Teams, RCIDU							
	Police Detectives, Detective Management Section, RCIDU							
	Police Investigators, IDM Offices							
	Police Detective, IDM Offices							
	Investigators/Operatives, Division (Special Operations Div, Anti-Fraud & Eco Crimes Div, & Anti-Money Laundering & High Tech Crimes Div) - CIDG							
Police Investigator, Inves Sec, RCIDU								
Police Investigators, CID Teams, RCIDU								
Police Detectives, Detective Management Section, RCIDU								