



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

MEMORANDUM

FOR : CPNP

THRU : TDCA

TDCO

TACDS

TDPRM

TDC

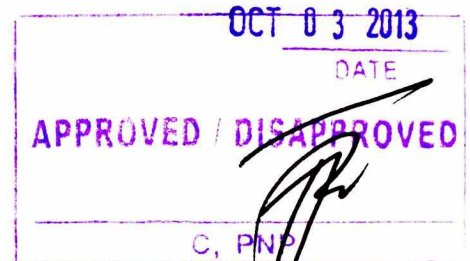
TDICTM

FROM : TADIDM

SUBJECT : **Proposed Command Memorandum Circular, Re: Mandatory Accomplishment and Submission of Investigator Performance Matrix (IPM) By Field Investigators and Detectives**

DATE :

SEP 26 2013



DIDM to identify and submit the detailed budgetary requirements to this Directorate in a separate memo request subject to evaluation

1. References:

a. PNP Strategic Focus, CODE-P: "2013 and Beyond", in realization of the PNP P.A.T.R.O.L. PLAN 2030;

b. National Police Commission Memorandum Circular Number 2013-002 (Professionalizing the PNP Field Investigation Service through the Implementation of a Certification Program for Field Investigators of the PNP and promulgating Guidelines for the Purpose) dated March 19, 2013;

c. PNP Field Manual on Investigation of Crimes of Violence and Other Crimes (2011); and,

d. PNP Operational Procedure dated March 2010.

2. The herein attached Command Memorandum Circular is proposed for approval for the purpose of providing for the mandatory accomplishment and maintenance of an Investigator Performance Matrix (IPM) by all Field Investigators and Detectives.

3. The said IPM, which shall contain in detail a record of the cases handled by a Field Investigator or Detective, including the outcome of each case handled by him/her, among others, will help determine his or her fitness, qualification, and competence, to remain as a Field Investigator or Detective (FI/D).

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OCPNP

In Doc 13 P303557



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4. All personnel in any police office/unit, who are actually conducting field investigation, shall be required to accomplish, maintain, and submit an individual IPM to his office'/unit's chief or director. This shall thereafter become the Chief's or Director's management tool or worksheet in order to rate or determine the performance of the FI/D assigned in his police office/unit.

5. Aside from this, the IPM will also become the worksheet of the Investigation and Detective Certification Board when a PNP personnel applies for a Certification pursuant to NAPOLCOM Memorandum Circular Nr 2013-002, otherwise known as the Certification Program for Field Investigators of the Philippine National Police (PNP).

6. Recommend approval and signature on the attached CMC.



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

Incl: a/s



Republic of the Philippines
National Police Commission
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

COMMAND MEMORANDUM CIRCULAR
NUMBER 48 / 13

**SUBJECT : MANDATORY ACCOMPLISHMENT AND SUBMISSION OF
INVESTIGATOR'S PERFORMANCE MATRIX (IPM) BY FIELD
INVESTIGATORS AND DETECTIVES**

TO : See Distribution

DATE : OCT 03 2013

1. REFERENCES:

- a. PNP Strategic Focus, CODE-P: 2013 AND BEYOND, in realization of the PNP P.A.T.R.O.L. PLAN 2030;
- b. National Police Commission Memorandum Circular Number 2013-002 (Professionalizing the PNP Field Investigation Service through the Implementation of a Certification Program for Field Investigators of the PNP and promulgating Guidelines for the Purpose) dated March 19, 2013;
- c. PNP Field Manual on Investigation of Crimes of Violence and Other Crimes (2011); and
- d. PNP Operational Procedures dated March 2010.

2. PURPOSE:

This Command Memorandum Circular (CMC) provides for the mandatory accomplishment and maintenance of an Investigator's Performance Matrix (IPM) by all Field Investigators and Detectives, in line with the PNP P.A.T.R.O.L. PLAN 2030 and CODE-P: "2013 and Beyond", to engender and promote Competence, Organizational Development, Discipline, Excellence and Professionalism in the PNP organization.

The said IPM shall contain in detail a record of the cases handled by the Field Investigator or Detective, including the outcome of each case, among others, which will help determine his or her fitness, qualification, and competence to remain as a Field Investigator or Detective. This mechanism will also aid the PNP and the concerned individual to gauge and monitor his or her level of performance.

3. SCOPE:

All police personnel, who are actually conducting field investigation, shall be required to accomplish, maintain, and submit an individual IPM to their Chiefs of Offices/Units, through their investigation office.

4. SITUATION:

CODE-P: 2013 AND BEYOND is the PNP Strategic Focus scheme which was conceptualized in order to effectively and efficiently meet the PNP's goals of better serving and protecting the public. It is centered on enhancing and instilling competency, discipline, excellence, and professionalism among police personnel, and instituting organizational development within the PNP.

On March 19, 2013, in conjunction with the above Strategic Focus, Memorandum Circular Number 2013-002 (Certification Program for PNP Investigators) was promulgated by the National Police Commission with the aim of upgrading the level of competence and qualifications of police field investigators. Under this Memorandum Circular, certain qualifications, trainings, educational requirements and experience in the field of investigation must be met by PNP personnel for them to be certified as an Investigator (PCO or PNCO) or Detective.

Information gathered from the Office of the Supreme Court Administrator reveals that an alarming percentage of about 90% of criminal cases filed in Court by the PNP were dismissed or resulted in the acquittal of the accused for various reasons. This is notwithstanding the fact that schoolings and trainings are continuously being conducted; and policy guidelines and directives are regularly issued in order to guide all Field Investigators and Detectives on the proper handling of cases.

The competence and qualification of Field Investigators or Detectives should not only be based on training and educational background but also on actual work performance.

5. DEFINITION OF TERMS:

a. **Certification** - refers to a document issued by the Chief, Philippine National Police, or his duly authorized representative indicating therein that the field investigator has met the criteria or standards established under NAPOLCOM Memorandum Circular No. 2013-002.

b. **Field Investigator** - is a PNP uniformed personnel who is a graduate of the Criminal Investigation Course (CIC) for PNCOs and the Investigation Officers Basic Course (IOBC) for PCOs, or other accredited investigation trainings/courses as certified by the Investigation and Detective Certification Board pursuant to NAPOLCOM Memorandum Circular Number 2013 -002. He is tasked to investigate with care and proficiency, by conducting a step-by-step examination, through patient inquiry and meticulous observation of 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.

c. **Detective** - a PNP uniformed personnel who was previously certified as Police Investigator and was able to complete at least 18 units of any Masters Degree, completed the Police Detective Course (PDC), and acquired the requisite experience relating to investigation of cases and appearance in court duties to support the successful filing and prosecution of an offense.

6. OPERATIONAL GUIDELINES AND PROCEDURES:

a. All police personnel who are actually conducting field investigation, are hereby mandated to accomplish, regularly update and submit their individual IPMs using the templates attached as Annex "A" (Forms 1, 1-A, 1-B, 1-C, 1-D).

b. All Chiefs of Offices/Units (Chiefs of Police; Station Commanders; Provincial Officers, Regional Chiefs/Officers and Chiefs of Operating Divisions and Directors of NOSUs; Provincial and City Directors; District Directors of NCRPO; and Regional Directors of Police Regional Offices) shall ensure that the data contained in the IPMs of all Field Investigators and Detectives are encoded in **the e-Investigator's Matrix System (e-IMS)** to be created by virtue of this CMC.

c. The consolidated IPMs submitted shall be evaluated by the respective Chiefs of Offices/Units, which shall take any of the following actions:

- 1) Issue/recommend awards or commendations to deserving investigators who contributed to the conviction of the accused in the case handled by him/her;
- 2) Relief of any investigator who is found to be inefficient and/or ineffective;
- 3) Designate additional field investigators, if necessary; and
- 4) Identify and recommend potential and deserving personnel who should undergo investigation schoolings or trainings;

7. TASKING:

a. The Director for Investigation and Detective Management (TDIDM)

- 1) Designated OPR of this CMC;
- 2) Consolidate, review, and analyze the final reports regarding the IPM of all field investigators for the formulation of appropriate policies, guidelines, CMCs and/or SOPs to guide PNP investigators accordingly;
- 3) Recommend the conferment of awards and/or recommendations to deserving Field Investigators to TDPRM; and
- 4) Perform other tasks as may be necessary in order to efficiently and effectively carry out this CMC.

b. The Director for ICT Management & Director, IT Management Service

- 1) In coordination with TDIDM, create a database system to be known as the "e-Investigator's Matrix System" to collate and encode the IPM of all field investigators nationwide; and
- 2) Perform other tasks as may be necessary in order to efficiently and effectively carry out this CMC.

c. The Director for Personnel and Records Management (TDPRM)

- 1) Issue appropriate orders as recommended by TDIDM conferring awards and/or commendations to deserving Field Investigators; and
- 2) Perform other tasks as may be necessary in order to efficiently and effectively carry out this CMC.

d. The Director for Comptrollership (TDC)

- 1) Arrange and provide the budgetary requirements for the implementation of this CMC; and
- 2) Perform other tasks as may be necessary in order to efficiently and effectively carry out this CMC.

e. All Regional Directors, Police Regional Offices and Directors, NOSUs

- 1) Ensure that the data contained in the IPMs of all Field Investigators and Detectives are encoded in the e-Investigator's Matrix System (e-IMS);
- 2) Consolidate all the recommendations of Provincial Directors/City Directors and District Directors; and Regional Chiefs and Chiefs of Operating Divisions of NOSUs and submit a quarterly report to DIDM (Attn: RAD) every 10th day of April, July, October and January using the template attached as Annex "B" (Form 2);
- 3) Issue/recommend awards and/or commendations to deserving Field Investigators who are found to be efficient and/or effective in his/her work;
- 4) Cause the administrative relief and investigation of Field Investigators or Detectives found to have deliberately caused the dismissal of the case or acquittal of the accused, through non-appearance during court duties and other similar irregularities; and
- 5) Perform other tasks as may be necessary in order to efficiently and effectively carry out this CMC.

f. Provincial Directors/City Directors of PPOs/CPOs; Regional Chiefs and Chiefs of Operating Divisions of NOSUs; and District Directors of Police District Offices of NCRPO

- 1) Ensure that the data contained in the IPMs of all Field Investigators and Detectives are encoded in the e-Investigator's Matrix System (e-IMS);
- 2) Consolidate all the recommendations of Chiefs of Police, Station Commanders, Provincial Officers of NOSUs and submit a quarterly report to their respective Regional Directors, Police Regional Offices and Directors, NOSUs every 7th day of April, July, October and January using the template attached as Annex "C" (Forms 3 and 3A);

- 3) Cause the relief of Field Investigators or Detectives found to be inefficient and/or ineffective in his/her work as a Field Investigator as recommended by the COPs, POs of NOSUs or Chiefs, Investigation Section of different Operating Divisions of NOSUs;
- 4) Cause the administrative relief and investigation of Field Investigators or Detectives found to have deliberately caused the dismissal of the case or acquittal of the accused, through non-appearance during court duties and other similar irregularities; and
- 5) Perform other tasks as may be necessary in order to efficiently and effectively carry out this CMC.

g. All Chiefs of Police, Station Commanders and Provincial Officers of NOSUs

- 1) Ensure that the data contained in the IPMs of all Field Investigators and Detectives are encoded in the e-Investigator's Matrix System (e-IMS);
- 2) Consolidate the IPMs of all Field Investigators and make a report based thereon to be submitted to the Provincial/City/District Directors or Regional Chiefs of NOSUs every 4th day of the month using the template attached as Annex "D" (Form 4);
- 3) Perform other tasks as may be necessary in order to efficiently and effectively carry out this CMC.

8. PENAL CLAUSE:

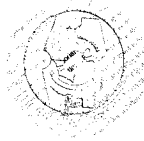
- a. Immediate supervisors and/or Chiefs of Offices who shall fail to take action on the prescribed guidelines shall be liable for 'Neglect of Duty', in accordance with NAPOLCOM Memorandum Circular 2007-001;
- b. Deliberate or intentional manipulation, false entry or any other acts which shall not reflect the right information or true situation in the conduct of case review shall constitute 'Serious Irregularity in the Performance of Duty', in accordance with NAPOLCOM Memorandum Circular 2007-001; and
- c. Unit Commanders shall be investigated and be held accountable under the Principle of Command Responsibility for non-compliance with this SOP. Likewise, criminal complaints shall be filed against those who commit acts or omissions punishable under the Revised Penal Code or Special Laws.

9. REPEALING CLAUSE

Any issuances, memoranda, rules and regulations issued by the PNP which are inconsistent herewith are deemed repealed or amended accordingly.

10.EFFECTIVITY

This CMC shall take effect after 15 days from the filing of a copy hereof at the University of the Philippines Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987," as amended.



ALAN L. MADRID PURISIMA
Police Director General
Chief, PNP

CPNP Ltrs '13 S055305



S055305

Annexes:

- A - *Template for Field Investigators/Detectives*
 - Form 1 - *Investigator Performance Matrix (Individual Worksheet)*
 - Form 1-A - *Investigator Performance Matrix (Search Warrants Applied)*
 - Form 1-B - *Investigator Performance Matrix (Cases Filed)*
 - Form 1-C - *Investigator Performance Matrix (Court Duties Attended)*
 - Form 1-D - *Investigator Performance Matrix (Cases Pending)*
- B - *Template for RDs, PROs and Directors of NOSUs*
 - Form 2 - *Investigator Performance Matrix Worksheet (Quarterly Report)*
- C - *Template for PDs and CDs; RCs and Chiefs of Operating Divisions of NOSUs*
 - Form 3 - *Investigator Performance Matrix Worksheet (Quarterly Report)*
 - Form 3-A - *Investigator Performance Matrix Worksheet (Summary of Police Station Activities)*
- D - *Template for Chiefs of Police, Station Commanders, POs of NOSUs*
 - Form 4 - *Investigator Performance Matrix Worksheet (Monthly Report)*

Distribution:

RDs, PROs
Dirs, NOSUs
C, AIDSOTF

cc: Command Group
D-Staff
P-Staff

INVESTIGATOR PERFORMANCE MATRIX (INDIVIDUAL WORKSHEET)

Form 1

For Calendar Year 2013

| | | | | |
|-----------------|-----------|---------------------------------|-------------|----------------------|
| RANK | LAST NAME | FIRST NAME | MIDDLE NAME | BADGE NUMBER |
| UNIT ASSIGNMENT | | DESIGNATION AND DATE DESIGNATED | | IMMEDIATE SUPERVISOR |

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| SWs Applied | | | | | | | | | | | | | |
| Cases Filed | | | | | | | | | | | | | |
| Court Duties Attended | | | | | | | | | | | | | |
| Cases Pending | | | | | | | | | | | | | |
| Other Investigation Activities | | | | | | | | | | | | | |

I HEREBY CERTIFY and attest to the correctness and truthfulness of the data stated hereon and I further submit to the legal and administrative consequences thereof if ever the statements above are wanting in truth and in substance.

JUAN A DELA CRUZ
Senior Police Officer 3
Field Investigator

INVESTIGATOR PERFORMANCE MATRIX (SEARCH WARRANTS APPLIED)

Form 1-A
For the Month of January 2013

| | | | | |
|-----------------|-----------|---------------------------------|-------------|----------------------|
| RANK | LAST NAME | FIRST NAME | MIDDLE NAME | BADGE NUMBER |
| UNIT ASSIGNMENT | | DESIGNATION AND DATE DESIGNATED | | IMMEDIATE SUPERVISOR |

| Date Applied | Court / Judge | Result | Return / Date | Remarks |
|--------------|---------------|--------|---------------|---------|
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I HEREBY CERTIFY and attest to the correctness and truthfulness of the data stated hereon and I further submit to the legal and administrative consequences thereof if ever the statements above are wanting in truth and in substance.

JUAN A DELA CRUZ
Senior Police Officer 3
Field Investigator

INVESTIGATOR PERFORMANCE MATRIX - CASES FILED

Form 1-B
For the Month of January 2013

| | | | | |
|-----------------|-----------|---------------------------------|-------------|----------------------|
| RANK | LAST NAME | FIRST NAME | MIDDLE NAME | BADGE NUMBER |
| UNIT ASSIGNMENT | | DESIGNATION AND DATE DESIGNATED | | IMMEDIATE SUPERVISOR |

| Date of Filing | Name of Court or Prosecution Office | Name of Judge or Prosecutor | Case Number | Remarks |
|----------------|-------------------------------------|-----------------------------|-------------|---------|
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I HEREBY CERTIFY and attest to the correctness and truthfulness of the data stated hereon and I further submit to the legal and administrative consequences thereof if ever the statements above are wanting in truth and in substance.

JUAN A DELA CRUZ
Senior Police Officer 3
Field Investigator

INVESTIGATOR PERFORMANCE MATRIX (COURT DUTIES ATTENDED)

Form 1-C
For the Month of January 2013

| | | | | |
|-----------------|-----------|---------------------------------|----------------------|--------------|
| RANK | LAST NAME | FIRST NAME | MIDDLE NAME | BADGE NUMBER |
| UNIT ASSIGNMENT | | DESIGNATION AND DATE DESIGNATED | IMMEDIATE SUPERVISOR | |

| Date of Court Duty | Name of Court / Prosecution Office | Case Number | Role | Remarks |
|--------------------|------------------------------------|-------------|------|---------|
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I HEREBY CERTIFY and attest to the correctness and truthfulness of the data stated hereon and I further submit to the legal and administrative consequences thereof if ever the statements above are wanting in truth and in substance.

JUAN A DELA CRUZ
Senior Police Officer 3
Field Investigator

INVESTIGATOR PERFORMANCE MATRIX (CASES PENDING)

Form 1-D
For the Month of January 2013

| | | | | |
|-----------------|-----------|---------------------------------|----------------------|--------------|
| RANK | LAST NAME | FIRST NAME | MIDDLE NAME | BADGE NUMBER |
| UNIT ASSIGNMENT | | DESIGNATION AND DATE DESIGNATED | IMMEDIATE SUPERVISOR | |

| Date of Offense | Place of Commission | Name of Victim/s | IRF Number | Reason for Pendency and Other Remarks |
|-----------------|---------------------|------------------|------------|---------------------------------------|
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I HEREBY CERTIFY and attest to the correctness and truthfulness of the data stated hereon and I further submit to the legal and administrative consequences thereof if ever the statements above are wanting in truth and in substance.

JUAN A DELA CRUZ
Senior Police Officer 3
Field Investigator

INVESTIGATOR PERFORMANCE MATRIX WORKSHEET

Form 2 (Quarterly Report)

Period Covered: 1st Quarter, CY 2013

POLICE REGIONAL OFFICE 5

Tel: +63 (52) 123-4567

| Nr | PPOs/CPOs | SWs Applied | SWs Approved | Criminal Cases Filed | Court Duties Attended | Other Invesn Activities | Total | Ranking | Recommendations and/or Remarks |
|----------|---------------------|----------------|-----------------|----------------------------|-----------------------------|-------------------------------|-------|---------|--------------------------------|
| | PRO HQs | | | | | | | | |
| | Albay PPO | | | | | | | | |
| | Sorsogon PPO | | | | | | | | |
| | Camarines Norte PPO | | | | | | | | |
| | - etc - | | | | | | | | |
| Total | | | | | | | | | |
| REMARKS: | | | | | | | | | |

I HEREBY CERTIFY and attest to the correctness and truthfulness of the data stated hereon and I further submit to the legal and administrative consequences thereof if ever the statements above are wanting in truth and in substance.

WASHINGTON M JAVIER, CEO VI
Police Chief Superintendent (DSC)
Regional Director

INVESTIGATOR PERFORMANCE MATRIX WORKSHEET

Form 3 (Quarterly Report)

Period Covered: 1st Quarter, CY 2013

Pampanga Provincial Police Office, PRO3

Tel: +63 (45) 123-4567

| Nr | Police Stations | SWs Applied | SWs Approved | Cases Filed | Court Duties Attended | Cases Pending | Other Invesn Activities | Total | Ranking | Remarks / Recommendation |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|--------------|-------------|-----------------------|---------------|-------------------------|-------|---------|--------------------------|
| | PPO HQs | | | | | | | | | |
| | San Fernando CPS | | | | | | | | | |
| | Guagua MPS | | | | | | | | | |
| | Apalit MPS | | | | | | | | | |
| | - etc - | | | | | | | | | |
| | T o t a l | | | | | | | | | |
| Remarks: (This section shall be filled up by the PDs/CDs, RCs of NOSUs and DDs, NCRPO stating therein relevant information which are important to be known to the RDs or Dirs, NOSUs. This may include remarks why a certain case is pending, etc. Thereafter, this worksheet, which summarizes the IPM worksheet submitted by the different Chiefs of Police, Station Commanders and POs of NOSUs, shall be submitted to the RDs or Dirs, NOSUs. This may be accomplished in several pages.) | | | | | | | | | | |

I HEREBY CERTIFY and attest to the correctness and truthfulness of the data stated hereon and I further submit to the legal and administrative consequences thereof if ever the statements above are wanting in truth and in substance.

PABLO REYES GARCIA JR, CEO VI
Police Senior Superintendent (DSC)
Provincial Director

INVESTIGATOR PERFORMANCE MATRIX WORKSHEET

Form 3A (Summary of Police Station Activities)

For Calendar Year 2013

Albay Provincial Police Office, PRO5

Tel: +63 (52) 123-4567

| Police Stations and Activities | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 1. Legazpi City CPS | | | | | | | | | | | | | |
| • SWs Applied | | | | | | | | | | | | | |
| • SWs Approved | | | | | | | | | | | | | |
| • Cases Filed | | | | | | | | | | | | | |
| • Court Duties Attended | | | | | | | | | | | | | |
| • Cases Pending | | | | | | | | | | | | | |
| • Other Investigation Activities | | | | | | | | | | | | | |
| T o t a l | | | | | | | | | | | | | |
| Remarks: | | | | | | | | | | | | | |

I HEREBY CERTIFY and attest to the correctness and truthfulness of the data stated hereon and I further submit to the legal and administrative consequences thereof if ever the statements above are wanting in truth and in substance.

PABLO REYES GARCIA JR, CEO VI
Police Senior Superintendent (DSC)
Provincial Director

INVESTIGATOR PERFORMANCE MATRIX WORKSHEET

Form 4 (Monthly Report)

For the Month of January 2013

Camalig Municipal Police Station, Albay PPO, PRO5

Tel: +63 (52) 123-4567

| Nr | Rank | Last Name (FI/D) | First Name | MI | SWs Applied | SWs Approved | Cases Filed | Court Duties Attended | Cases Pending | Other Invesn Activities | Ranking | Recommendation |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------|------------|----|----------------|-----------------|----------------|-----------------------------|------------------|-------------------------------|---------|----------------|
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| Total | | | | | | | | | | | | |
| Remarks: <i>(The recommendation section shall include comments on the performance of the FI/D, whether he be commended, transferred to a non-investigation duty, etc., as determined by the Chiefs of Police, Station Commanders or Provincial Officers of NOSUs.</i> | | | | | | | | | | | | |

I HEREBY CERTIFY and attest to the correctness and truthfulness of the data stated hereon and I further submit to the legal and administrative consequences thereof if ever the statements above are wanting in truth and in substance.

PEDRO GARCIA SANTOS JR
Police Senior Inspector
Chief of Police