



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

SUBJECT : Letter of Instructions "Task Force USIG"

TO : See Distribution

I. REFERENCES:

A. Command Guidance relating to the series of *killing* incidents of *members of militant party list groups / leftist activists* and *media practitioners*.

B. PNP Revised Master Plan "SANDUGO".

II. PURPOSE:

The proposed Task Force USIG is designed to strengthen the coordination of concerned PNP offices/units in the investigation, prosecution and monitoring of cases relating to the series of *killings against militant party list members / leftist activists* and *media practitioners*. This TF aims to spearhead the investigative and prosecutorial efforts of the PNP to facilitate the early resolution, successful prosecution and eventual conviction of the perpetrator/s.

III. SITUATION:

The series of *killings against militant party list members / leftist activists* and *media practitioners* for the past seven (7) years have been the utmost concern of the government. The turn of events in the political, social, economic condition and structure of government resulted in the current number of cases involving slain *militant party list members / leftist activists* and *media practitioners*.

The issue on "extralegal" or political killings is a very contentious concern which merited massive interests locally and overseas. The Philippines was subjected to Universal Periodic Review (UPR) last May 27 to June 3, 2008 before the United Nations in Geneva, Switzerland where "extralegal killings" and other human rights violations were at the forefront of the aforesaid scrutiny. The UPR is a monitoring mechanism by the United Nations (UN) over compliances of State Parties on treaties and accords and their observance of international standards on human rights and international humanitarian law on armed conflicts. The Office of the High Commissioner on Human Rights of the United Nations (OHCHR-UN) closely monitors Human Rights (HR) situations of every member nation. Likewise, it receives and acts on HR complaints. The OHCHR-UN follows-up individual cases thru letters/queries addressed to the Office of the President as endorsed by our Permanent Representative to the UN. The Department of Foreign Affairs, in turn, transmits such to the PNP for appropriate action and updates.

The shadow of extralegal killings continues to haunt our government. Various rights groups, domestic and foreign, declare that there is a culture of impunity within our jurisdiction. Some claims that there is a pattern and escalation in numbers. Worst, some suggests that there is a pervading climate of fear in the country.

The same being a mere sweeping conclusion of estimation which reached the bar of international opinion, it must be rectified by intensifying the efforts of the PNP in addressing these issues. Oftentimes, the police bears the bount of the blame on the perceived inaction, apathetic attitude and unconcerted efforts on the investigation of cases of this nature.

Based on the present situation, there is an urgent need to combine and intensify the investigative, intelligence, community relation and operational resources and efforts of the PNP in which the DIDM shall be the overall supervisor in conducting case build-up, investigation, filing of cases and monitoring of case status in courts.

IV. MISSION:

To investigate incidents of slain militant party list members/leftist activists and media practitioners who were killed due to work-related circumstances or by reasons of victim's political or ideological inclinations or related thereto for the early resolution of cases.

V. SCOPE AND LIMITATION:

The TF shall concentrate it's effort in the solution and prosecution of the following cases or crimes:

A. Task Force USIG Cases

1. Killings perpetrated against present members of militant party list / leftist activists including its affiliate organizations.
2. Killings perpetrated against present full-time media practitioners (broadcast and print media).
3. Cold Cases – cases which have no investigation development or progress for at least one (1) year.
4. Dropped and Closed – cases wherein the suspect/s are dead.

B. Excluded Cases - these are Non-TFU Cases that needs to be monitored for reference purposes

1. Former members of militant party list / leftist activists and former media practitioners.
2. Non-members of militant party list / leftist activists and Non-media practitioners.
3. Block-timer.
4. Militant party list members / leftist activists and media practitioners where the motive of the killing is not work related or not by reason of the victim's political or ideological inclination.
5. Agrarian related cases, Labor related cases, Judges, Lawyers, Government Officials and Clergies / Ministers / Pastors / Priests / Church workers are not included under

TFU mandate, unless otherwise, they are, at the same time, militant party list members / leftist activists or media practitioners and the motive of the killing is work related or by reason of the victim's political or ideological inclination or related thereto.

6. *Other forms of crimes committed against militant party list members / leftist activists and media practitioners.*

VI. EXECUTION:

A. Concept of Operation:

The TF shall be under the supervision of TDIDM as the Task Force USIG Commander. The Deputy Directors of DO, DI, and DPCR shall compose the staff members of the task force and provide staff support.

In operation, the TF shall conduct an aggressive, concerted and sustainable investigative action through strengthening the coordinating system between the DIDM, DI, DO, DPCR, IG, CIDG, PCRG, LS and CL in order to properly investigate and prosecute the series of killings committed against *militant party list members / leftist activists and media practitioners.*

All TF USIG Units shall observe the following guidelines;

1. *First responders at the crime scene shall protect and secure the same based on Police Operational Procedure. It is highly enjoined that local government officials and force multipliers be educated & trained in first responder technique.*

2. *Once an incident is reported, local police units shall immediately dispatch investigator/s to the crime scene and request for the assistance of SOCO as long as practicable and applicable.*

3. *Assigned Investigator must establish if the victim/s is a militant party list member / leftist activist/s or media practitioner/s and determine the motive of the crime. If the motive remains unknown within five (5) days after the occurrence of the crime, said case shall temporarily fall under TF USIG concern until such time that the motive is determined.*

4. *In determining the affiliation of the victim/s whether he/she is a militant party list member / leftist activists or media practitioners, look for identification cards where the victim/s might be affiliated and if practicable coordinate with his/her organization to secure documents proving membership or obtain affidavits from at least two (2) officers/members or family members attesting that the victim is a member of that organization.*

5. *Coordinate with the families, relatives, friends, co-workers and co-members of the victim to determine the most probable motive of the killing. If it would be attested that the victim has no known enemy and that the only possible motive for the killing was due to his/her membership of a militant party list group / leftist activists or related to his work as media practitioner, said incident will temporarily fall under TF USIG concern until such time that the motive is determined.*

6. Investigator/s shall turn-over all objects/physical evidences recovered from the crime scene to the Crime Laboratory for forensic examination such as empty cartridges or slugs for ballistic cross-matching examinations as long as applicable and practicable. Likewise, Crime Laboratory shall conduct examination on the submitted evidences.

7. Investigating unit/s shall offer security/protection to the families of the victims and witnesses to the crime. Refusal for such protection must be in writing. In coordination with the prosecutors, when appropriate, investigating unit shall apply for the admission of any witness/es under the DOJ's Witness Protection Program.

8. Investigating unit/s shall ensure that the body of the victim has undergone autopsy examination and other related examinations as long as applicable and practicable. Refusal of the family for autopsy examination must be in writing.

9. Investigator/s shall determine whether or not the incident falls under TF USIG concern and will recommend to higher headquarters for inclusion or exclusion from the list of TF USIG cases set forth in the scope and limitation under this LOI.

10. Likewise, higher headquarters will approve or disapprove the recommendation of lower units in the inclusion or exclusion of incidents under TF USIG concern.

11. Investigating unit/s shall regularly maintain two (2) copies of updated case folders regarding the incident.

12. As much as possible, no investigator on case shall be relieved, transferred or re-assigned without a valid cause or justifiable reason.

13. Outgoing Investigators on case shall turn-over all documents, evidences and other pertinent records to the incoming investigator/s in cases of transfer, reassignment or relief of the former. The turn-over must be done thru a formal written communication duly acknowledged by the incoming investigator and approved by the head of the local investigating unit.

14. Report Requirements for TF USIG Cases, Validation / Verification on KARAPATAN List and Other Lists:

- a. Comprehensive report narrating the incident (5 W's and 1 H), suspects and its disposition, status of case, investigator/s on case with contact numbers, place and time of incident, extent of investigation conducted and evidence gathered;
- b. Inclusion of GROUP AFFILIATION of the alleged victim for proper classification;
- c. Inclusion of the MOTIVE of the killings for proper classification;
- d. Proof that the validation was conducted on the exact place of incident as indicated in the list claimed by KARAPATAN or other groups;
- e. Additional documentary requirements for ALIVE VICTIM/S;
 - Print-out and e-copy of picture of the alleged victim/s
 - Affidavit of the alleged victim/s and witness/es
 - Photocopy of any identification card

- Certification from baranggay chairman and local civil registrar that no death certificate was issued in the name of the alleged victims
- f. Additional documentary requirements for NONE REPORTED INCIDENT;
- Certification from baranggay chairman regarding the existence or non-existence of the alleged incident in the locality.
- g. Additional documentary requirements for FICTITIOUS/NON-EXISTING PERSON, and;
- Certification from Baranggay Chairman regarding the non-existence of the alleged victim on the said locality.
 - Certification from the local civil registrar regarding the non-existence of any birth or death of the alleged victim in the locality.
- h. Additional documentary requirements for LEGITIMATE/ARMED ENCOUNTER.
- After Combat/Operation Report of Concerned AFP/PNP Unit.
 - Affidavit of any witnesses
 - Certification from baranggay chairman that a legitimate encounter transpired in the locality.
 - Dossier of the killed or arrested suspected NPA members, if any.
 - Inclusion in the report, evidences gathered at the crime scene to include but not limited to firearms, subversive documents, explosives and other items of evidentiary value.

B. Tasking:

The over-all supervisor of the TF shall be *TDIDM* as the Task Force Commander. The Task Force shall consist of the Directorate for Intelligence (DI), Directorate for Police Community Relation (DPCR), Directorate for Operation (DO), Intelligence Group (IG), Criminal Investigation and Detection Group (CIDG), *Police Community Relation Group (PCRG)*, Legal Service (LS) and Crime Laboratory (CL). *TDIDM* will designate the Secretariat of the TF *within DIDM* that shall provide updates on cases filed with the Department of Justice (DOJ) and the courts.

1. TDIDM

- a. Shall be the TF USIG Commander.
- b. Shall create a Secretariat of the TF *within DIDM* to be the custodian of all case folders of *slain militant* party list members / *leftist activists* and media practitioners.
- c. Shall conduct the needed investigative training in coordination with DHRDD to all *TF USIG* personnel.

- d. Shall direct all DRDAs and DPDAs to be the *Commander* of the Regional and Provincial TFs, respectively
- e. Perform other tasks as directed.

2. DI

- a. Shall assist TDIDM by providing *intelligence* information on the *whereabouts* of suspects.
- b. *Shall regularly provide the TF an updated list of militant party list / leftist activist groups including its affiliate organizations on a quarterly basis.*
- c. Shall direct its counterpart Regional and Provincial sub-groupings to be the members of the Regional and Provincial TF within the AOR.
- d. *Shall establish reward system for informants who can provide any information that will lead to the arrest of suspects.*
- e. Shall perform other tasks as directed.

3. DO

- a. Shall assist TDIDM in monitoring the implementation of this LOI.
- b. *Shall furnish the TF copy of spot reports / progress reports of incidents that falls under TF USIG mandate.*
- c. *Shall provide lower units with any information about motor vehicles, firearms and security guards/officers who might be involved in any TF USIG cases.*
- d. Shall perform other tasks as directed.

4. DPCR

- a. Shall support the PIO in the conduct of public information drive or campaign through various medium on the activities/accomplishments and efforts done by TF USIG, to include Regional and Provincial TF USIG through the Regional and Provincial PCR officers.
- b. Shall establish and maintain liaison with concerned government and non-government organizations, including victims' families, to get their cooperation and support for the solution of cases being investigated by the TF USIG.

- c. *Shall maintain and update the TF USIG website in coordination with the Computer Service and TF USIG Secretariat.*
- d. *Shall perform other tasks as directed.*

5. PCRG

- a. *Shall support DPCR in the conduct of public information drive or campaign through various medium on the activities/accomplishments and efforts done by TF USIG, to include Regional and Provincial TF USIG through the Regional and Provincial PCR offices.*
- b. *Shall establish and maintain liaison with concerned government and non-government organizations including various church groups, media groups, militant party list / leftist activist groups and human rights group to enlist their support and/or cooperation.*
- c. *Shall perform other tasks as directed.*

6. CIDG

- a. *Shall assist DIDM by providing investigation/progress reports on cases under jurisdiction.*
- b. *Shall assist or take over cases being investigated by lower units upon the directive of the TF USIG Commander.*
- c. *Shall take over cases upon request of PROs for cases that have no development or progress in the investigation for the past six (6) months since the occurrence of the incident.*
- d. *Shall direct its counterpart Regional and Provincial sub-groupings to be members of the Regional and Provincial TF within their AOR.*
- e. *Shall be responsible for case build-up against possible suspects.*
- f. *Shall submit to the TF updates of TF USIG cases being handled including the result of every preliminary investigation / court hearing and schedule of next hearings up to the final resolution of cases and final disposition of suspect/s.*
- g. *Shall conduct record check of all suspects in TF USIG cases from its database of warrants of arrest for possible involvement in other crimes and to provide such information to concerned units for the immediate arrest of the suspects.*
- h. *Shall perform other tasks as directed.*

7. LS

- a. Shall direct all the Regional and Provincial Legal Officers to assist the Regional and Provincial TF in the evaluation of evidences and witnesses, preparation of case folders and filing of appropriate criminal charges *including petition for review of cases that had been dismissed during the preliminary investigation.*
- b. Shall perform other tasks as directed.

8. RDs/PDs

- a. Shall create Regional and Provincial TF USIG and designate their *DRDA and DPDA* to be the *Commanders*, respectively.
- b. *The Chief, RIDMDs and Chief, PIDMBs shall be the Deputy Regional TF USIG Commander and Deputy Provincial TF USIG Commander, respectively, and will be the overall supervisors in the investigation of all cases falling under the TF mandate.*
- c. Makes an inventory, consolidate, *monitor and follow-up* all cases of *slain militant party list members / leftist activists and media practitioners.*
- d. Coordinate with other investigating units / agencies regarding the case-build up, evaluation of gathered pieces of evidence and filing of appropriate charges against the suspects.
- e. *Shall coordinate, update and monitor other TF USIG cases being handled by other law enforcement agencies other than the PNP and report its status to higher headquarters on a regular basis.*
- f. Cause the arrest of suspects and / or initiate manhunt against identified perpetrators.
- g. Enjoin Peace and Order Council at all levels to meet regularly and review existing Integrated Area/Community Public Safety Plan particularly on crime prevention and suppression.
- h. Encourage the organization or reactivation of neighborhood volunteer crime watch organizations;
- i. Strengthen linkages with other civilian organizations for the purpose of enlisting their cooperation and support in preventing crime.
- j. Conduct own press briefings *and press releases* regularly regarding updates on *slain militant party list members / leftist activists and media practitioners.*

- k. Submit update of cases to DIDM (Attn: TFU Secretariat) containing 5 W's and 1 H and the impact of the incident to the family of the victim to include their statements/sentiments regarding the incident and other information that may lead to the identification of the suspects *including result of every preliminary investigation/trial hearing and schedule of next hearing up to the final resolution of cases and final disposition of suspect/s.*
- l. Shall be ultimately responsible in the supervision of the investigation of all TF USIG cases falling within their respective jurisdiction.
- m. Perform other tasks as directed.

9. CLG

- a. Shall provide appropriate technical and/or forensic support to the TF *to include but not limited to ballistic examination, cross-matching of latent print, DNA examination, autopsy, polygraph etc.*
- b. *Shall immediately dispatch SOCO team to conduct crime scene investigation upon request of concerned unit even thru telephone call prior to the submission of a formal written request by the investigating unit.*
- c. Perform other duties as directed.

10. PIO

- a. Shall conduct public information dissemination and prepare press releases especially on the accomplishments of the TF.
- b. Publish press releases and publication to the PNP Web in coordination with *TF USIG Secretariat, DPCR-IORC* and PNP Computer Service.
- c. Perform other duties as directed.

11. TF USIG Secretariat (NHQ)

- a. *Shall record, consolidate, monitor, maintain, update, coordinate and follow-up on all TF USIG cases nationwide.*
- b. *As part of information dissemination, shall conduct briefing presentation to include but not limited to foreign visitors, diplomatic communities, government agencies, non-governmental organization, media organization, human rights group and church groups, among others.*

- c. Shall prepare answer to all formal and informal inquiries on TF USIG cases addressed to the NHQ/TF USIG Commander.
- d. Shall inform the TF USIG Commander on newly reported incident and progress of TF USIG cases.
- e. Shall prepare initial report and progress report on TF USIG cases for the information of the C, PNP. .
- f. Shall prepare press releases upon instruction of the TF USIG Commander and disseminate it to IORC-DPCR, PIO and media organization once approved.
- g. Shall monitor print media, broadcast media and PNP journal for any incident/development on TF USIG cases including the internet.
- h. Shall prepare and maintain an updated TF USIG accomplishment report and briefing presentation.
- i. Shall prepare info kit and write-up on TF USIG cases upon instruction of the TF USIG Commander.
- j. Shall coordinate with all PNP unit and local government agencies at the national level regarding TF USIG matters.
- k. Shall record, monitor and follow-up list of victims/cases/incidents being claimed by various group.
- l. Shall record, maintain and monitor those cases excluded from TF USIG mandate.
- m. Shall prepare memo directive per instruction of the TF USIG Commander and monitor its compliance.
- n. Shall represent the TF USIG Commander in media interviews upon his directive.
- o. Shall have its own Legal Officer who shall review and analyze cases and make recommendation to the TF USIG Commander. The Legal Officer shall also be responsible for making comments/inputs of legal concern regarding TF USIG matters.
- p. Perform other duties as directed.

VII. COORDINATING INSTRUCTIONS:

A. The killings committed against militant party list members / leftist activists and media practitioners shall be given priority over other concerns.

B. All tasked units shall strictly observe the Police Operational Procedure, Rules on Competency of Evidence and Witnesses, respect for Human Rights, chain of custody of evidence and the confidentiality of evidence and records.

C. A qualified desk officer, preferably an investigator, must be designated for this purpose.

D. All case folders must be reproduced and submit one (1) copy to DIDM (Attn: TF USIG Secretariat).

E. The *TFU Commander* shall update the C, PNP on all matters pertaining to this undertaking.

F. Lateral Coordination between and among all units/offices concerned is highly encouraged / authorized.

G. At the time of incident, text message must be sent immediately to the TF USIG Commander with cell phone Nr 0917-5787676 or to the TF USIG Secretariat cell phone nr 0927-7794867 within one (1) hour and spot report through fax at (02) 724-9916 within three (3) hours after the occurrence of the incident. Thereafter, investigation and progress reports must be submitted to DIDM (Attn: TF USIG Secretariat) either thru fax or email at didm_tfusig@yahoo.com or thru courier.

H. In case of press releases, the TF USIG Commander and concerned staff/office such as DPCR, PCRG and PIO must be furnished a copy.

I. All other applicable LOIs, memoranda, MOAs/MOUs, circulars and directive not in conflict with this LOI are still in effect.



AVELINO LRAZON, JR.
Police Director General
Chief, PNP

CPNP Ltr 08 S031196



S031196

Distribution:

Command Group
DIDM, DI, DO, DPCR, DHRDD
CIDG, IG, CLG, PCRG, LS, CS, PIO
RDs, PROs