MEMORANDUM

FOR : TDIDM

FROM : TDPRM

SUBJECT : NAPOLCOM Memorandum Circular No. 2020-006

DATE : August 27, 2020


2. In view of the above reference, referred is the NAPOLCOM Memorandum Circular No. 2020-006 approving the certification program for investigators, detectives and case managers of the PNP, amending for the purpose NAPOLCOM MC no. 2013-002 entitled: Professionalization of the PNP Field Investigation Service through the implementation of certification program for field investigators of the PNP and promulgating guidelines for the purpose, as this matter falls under your concern.

3. Request acknowledge.

REYNALDO G. BIAY
Police Major General

DPRM: "Serving with a smile!"
26 AUG 2020

PGEN ARCHIE FRANCISCO F. GAMBOA
Chief, Philippine National Police
PNP National Headquarters
Camp Crame, Quezon City

Attn: TDPRM

Dear PGEN Gamboa:


Thank you and more power!

Very truly yours,

BY AUTHORITY OF THE VICE-CHAIRMAN AND EXECUTIVE OFFICER:

DIR. RAMON M. RAÑESES, MNSA, CESO IV
Staff Service Chief
Personnel and Administrative Service

WHEREAS, Section 14(a) of Republic Act No. 6975, as amended by Section 5 of Republic Act No. 8551, provides that the National Police Commission shall exercise administrative control and operational supervision over the Philippine National Police (PNP);

WHEREAS, the PNP is the primary agency mandated to enforce all laws and ordinances relative to the protection of lives and properties, maintain peace and order, and ensure public safety, investigate and prevent crimes, effect the arrest of criminal offenders, bring offenders to justice and assist in their prosecution, among others;

WHEREAS, in the pursuit of its mission, one of the PNP's basic functions is to conduct investigation at all levels of police operations particularly after commission of a crime;

WHEREAS, in order to improve the PNP's Crime Clearance Efficiency and Crime Solution Efficiency, there is a need to enhance the proficiency of its field investigators;

WHEREAS, to give premium to the aforesaid need, NAPOLCOM issued Memorandum Circular No. 2013-002, entitled: "PROFESSIONALIZING THE PHILIPPINE NATIONAL POLICE FIELD INVESTIGATION SERVICE THROUGH THE IMPLEMENTATION OF A CERTIFICATION PROGRAM FOR FIELD INVESTIGATORS OF THE PHILIPPINE NATIONAL POLICE AND PROMULGATING GUIDELINES FOR THE PURPOSE" on March 19, 2013;

WHEREAS, NAPOLCOM Resolution No. 2018-340, entitled: "RATIONALIZING THE STRUCTURE OF ALLOWANCES AND INCENTIVE PAYS OVER AND ABOVE THE BASIC PAY AND LONGEVTY OF UNIFORMED PERSONNEL OF THE PHILIPPINE NATIONAL POLICE" provides for the Specialist Pay which shall be the provisional basis for pay of Certified Investigators, Detectives and Case Managers prior to approval of its addendum pertaining to Investigators' Duty Pay;

WHEREAS, during the implementation of NAPOLCOM Memorandum Circular No. 2013-002, it was observed that there is a need to improve and revise the said Certification Program to better serve its purpose, which is to enhance and upgrade the level of competence and qualifications of PNP Investigators, Detectives and Case Managers thereby improving and enhancing the investigative capability of the PNP;

WHEREAS, after review of the proposal by the PNP, the Commission finds the Revised Certification Program for Investigators, Detectives and Case Managers (RCPIDC) of the PNP to be in order;

"Ang bang may katahimikan ay bang may kaunlaran"
NOW, THEREFORE, the Commission in the exercise of its constitutional and statutory mandate to administer and control the PNP, HAS RESOLVED TO APPROVE, AS IT HEREBY APPROVES, the Revised Certification Program for Investigators, Detectives and Case Managers of the PNP, and hereby promulgates the following guidelines to govern its implementation:

Section 1. Purpose

This MC promulgates the revised guidelines in the implementation of the certification program of the PNP, the composition of the Certification Board, and the Ladderized Standard Procedure for the Certification Process.

Section 2. Definition

For the purposes of this MC, the following terms are hereby defined:

a. POLICE COMMISSIONED OFFICER SERVICE – refers to the length of service of any Police Commissioned Officer with the ranks of Police Lieutenant to Police General who is performing actual investigative function; provided that the training shall not be counted to accrue the length of police service;

b. POLICE NON-COMMISSIONED OFFICER SERVICE – refers to the length of service of any Police Non-Commissioned Officer with the ranks of Patrolman to Police Executive Master Sergeant who is performing actual investigative function; provided that the training shall not be counted to accrue the length of police service;

c. CERTIFICATION – refers to a document approved by the Chief, PNP as recommended by TDIDM, indicating therein that the Investigators, Detectives, and Case Managers met the criteria or standards established under the NAPOLCOM Circular;

d. CERTIFICATION BOARD – refers to a body composed of NAPOLCOM representative, PNP Officers and Civilian sector representative whose function is to process the certification of Investigators, Detectives, and Case Managers;

e. CERTIFIED CASE MANAGER – refers to a PNP Uniformed Personnel (PCO) who is certified as Police Investigator (PCO Category), and later on certified as Case Manager after meeting the criteria or standards established under this NAPOLCOM Circular;

f. CERTIFIED POLICE DETECTIVE – refers to a PNP Uniformed Personnel (PNCO) who was previously certified as Police Investigator, and was later on certified as Police Detective after meeting the criteria or standards established under this NAPOLCOM Circular;

g. CERTIFIED POLICE INVESTIGATOR – refers to a PNP Uniformed Personnel (PCO and PNCO) who is tasked to investigate criminal cases with utmost care and accuracy, collect data, and other pertinent pieces of evidence to support crime theories leading to the identification and apprehension of the criminal with the end view of proving his guilt before the court, and later on certified as Police Investigator as such, after meeting the criteria or standards established under this NAPOLCOM Circular;

h. CRIME SOLVED – a crime shall be considered solved under the following circumstances as provided in NAPOLCOM MC No. 94-017, entitled: "ADOPTING A UNIFORM CRITERIA IN DETERMINING WHEN A CRIME IS CONSIDERED SOLVED":

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1) A case shall be considered solved when the following elements concur:
   a) The offender has been identified;
   b) There is sufficient evidence to charge him;
   c) The offender has actually been taken into custody; and
   d) The offender has actually been charged before the prosecutor’s office or court of appropriate jurisdiction.

2) A case shall also be considered solved when some elements beyond police control prevent the arrest of the offender, such as when the victim refuses to prosecute after the offender is identified or the offender dies or absconds.

3) The arrest of one offender can solve several crimes or several offenders may be arrested in the process of solving one crime.

i. SITG – refers to the Special Investigation Task Group created whenever a major case or crime of violence occurs. It shall be organized either at the regional or provincial/city police office, or at the highly urbanized cities depending on how sensational or heinous the crime is, and/or upon order/direction of the Chief, PNP.

j. COLD CASES – are cases which have no investigation development or progress for at least one year.

k. HEINOUS CRIMES – refer to crimes directed against politicians, elected government officials, government officials who are appointed by the President, judges, prosecutors, IBP lawyers, media practitioners, militant party list members/leftist activists, foreign nationals and other persons through shooting, bombing, strafing, assault and other overt acts resulting in their death or incapacitation.

l. INDEX CRIMES – refers to the consummated seven focus crimes and the eight special complex crimes defined by the Revised Penal Code (RPC), namely:
   1) Murder
   2) Homicide
   3) Physical Injuries - including Less and Serious Physical Injuries
   4) Rape
   5) Robbery
   6) Carnapping of Motor Vehicles
      a) Four-wheeled (or up) Vehicle
      b) Motorcycle (two-three wheeled)
   7) Theft
   8) Eight Special Complex Crime (composite crimes)

m. NON-INDEX CRIMES – are violations of Special Laws and RPC that are NOT categorized as index crimes. Excluded herein are Reckless Imprudence, Vehicular Incidents, and Other Quasi-Offenses under the provisions of the RPC.

n. SENSATIONAL CRIMES – refer to crimes that attract national/international public attention/scrutiny widely covered by the media.
o. **INVESTIGATORS DUTY PAY** — refers to an additional pay to uniformed PNP personnel who are eligible in consonance with the standards and qualifications of Certified Police Investigators, Police Detectives, and Case Managers.

p. **INVESTIGATOR-ON-CASE (IOC)** — refers to any PNP personnel who is duly designated or assigned to conduct the inquiry of the crime by following a systematic set of procedures and methodologies for the purpose of identifying witnesses, recovering evidence, and arresting and prosecuting the perpetrators. The IOC shall assume full responsibility over the crime scene during the conduct of CSI;

q. **MOST WANTED PERSON (MWP)** — refers to the most notorious among the wanted persons, whose arrest is prioritized and most sought as this will provide relief and comfort to the community.

Section 3. General Policies

a. Only uniformed personnel of the PNP who possess the qualifications set forth in this Circular are eligible for certification program.

b. The members and secretariat of the National Certification Board shall be issued Honorary Certification as Police Investigator by virtue of position.

c. The issuance of this Circular shall be without prejudice to those PNP personnel who were already certified pursuant to NAPOLCOM Memorandum Circular No. 2013-002.

d. All those who are certified as Police Investigators, Detectives, and Case Managers shall be authorized to wear their respective specialization badges.

e. The criteria for certification shall conform with the education and eligibility requirements as provided for in existing NAPOLCOM issuance prescribing the Qualification Standards for Appointment to PNP Ranks.

f. All criminal cases investigated/supervised by the applicant must be encoded in the Case Information Database Management System (CIDMS).

g. The National Certification Board shall issue resolutions for certification and promulgation of other rules and regulations, including the specific procedures to be observed in the certification process that aim to enhance the Program.

Section 4. Criteria for Certification

a. **Police Investigator (PNCO Category).** A candidate under this category must possess the following qualifications:

1) Training: A graduate of Criminal Investigation Course (CIC), Criminal Investigation and Detective Development Course (CIDCC), or other equivalent investigation competency courses such as Criminal Investigation and Detection Course (CIDC) and Crime Investigation and Detection Course (CRIDEC).

2) Experience:

   a) The candidate is an Investigator-on-case;
b) The candidate must have been assigned in any Investigation Unit, satisfying either of the following requirements (whichever comes first); and

i. Must have served at least five (5) years of cumulative service as an IOC and have caused the filing in court of at least ten (10) criminal cases; or

ii. Must have caused the filing in court of at least twenty (20) index and ten (10) non-index crimes/traffic incidents.

c) Must have prepared and duly served at least five (5) Search Warrants with positive results.

b. Police Investigator (PCO Category). A candidate under this category must possess the following qualifications:

1) Training: A graduate of the Investigation Officers Basic Course (IOBC) or Criminal Investigation and Detective Management Course (CIDMC);

2) Experience:

a) The candidate must have been assigned in any Investigation Unit, satisfying either of the following requirements (whichever comes first); and

i. Must have served at least five (5) years of cumulative active police commissioned officer service in Police Station and other Investigation Units and supervised the investigation and cause the filing in court of at least twenty (20) criminal cases; or

ii. Must have supervised and caused the filing in court of at least forty (40) index and twenty (20) non-index crime/traffic incidents;

b) Must have supervised and/or duly served at least ten (10) Search Warrants, with positive results.

c. Police Detective. A candidate under this category must possess the following qualifications:

1) Training: A graduate of the Police Detective Course (PDC);

2) Experience:

a) A certified Police Investigator with at least three (3) years of cumulative investigative service;

b) Personally conducted case build-up and, as a consequence thereto, has served at least ten (10) Search Warrants, with positive results;

c) Must have caused the filing in court of at least three (3) SITG/COLD/Heinous/Sensational Cases; and

d) Must have supervised and/or caused the arrest of at least three (3) Most Wanted Persons.

d. Case Manager. A candidate under this category must possess the following qualifications:
1) Training: A graduate of the Investigation Officers Advance Course (IOAC);

2) Experience:

   a) A Certified Police Investigator with at least five (5) years of cumulative investigative service and actual management and supervision of cases;

   b) Must have supervised the conduct of case build-up and, as a consequence thereto, has served at least twenty (20) Search Warrants, with positive results;

   c) Must have caused the filing in court of at least five (5) SITG/COLD/Heinous/Sensational Cases; and

   d) Must have supervised and/or caused the arrest of at least five (5) Most Wanted Persons.

Section 5. Board Evaluation

The candidate under the following categories must undergo the following processes:

a. Police Investigator (PNCO and PCO) and Police Detective (PNCO)

   1) Recommended for certification by his/her Chief of Police/Head of Office/Unit;

   2) Passed the evaluation and screening of, and recommended by the Regional/NOSU Certification Board; and

   3) Passed the evaluation and screening of, and recommended by the National Certification Board.

b. Case Manager (PCO)

   1) Passed the evaluation and screening of, and recommended by the Regional/NOSU Certification Board; and

   2) Passed the evaluation and screening of, and recommended by the National Certification Board.

Section 6. Certification Board

a. Organization. A National Certification Board at the National Headquarters and Regional Certification Boards in the Police Regional Offices and National Operation Support Units shall be organized.

b. Composition. The following is the composition of the Board:

   1) National Certification Board

      a) Chairperson - Deputy Director, DIDM;

      b) Vice Chairperson - Executive Officer, DIDM;

      c) Member - Chief, Crime Research and Analysis Center (CRAC);
d) Member - Chief, School for Investigation and Detective Development (SIDD);

e) Member - Chief, Case Monitoring Division (CMD);

f) Member - Chief, Pre-Charge Evaluation and Investigation Division (PCEID);

g) Member - Legal Officer, DIDM;

h) Member – Civilian sector representative who shall be one of known probity, practitioner in investigation, holder of at least Master's Degree in Criminology, law enforcement and other related disciplines and shall be designated by the Chairperson;

i) Member – NAPOLCOM representative, holder of at least Master’s Degree in Criminology, law enforcement and other related disciplines and shall be designated by the Vice Chairman and Executive Officer (VCEO); and

j) Head Secretariat (Non-Voting) – Administrative Officer, DIDM.

2) Regional/NOSU Certification Board

a) Chairperson - Deputy Regional Director for Operations (DRDO) or Deputy Director for Operations (DDO), in the case of NOSU;

b) Vice Chairperson - Regional Chief Directorial Staff (RCDS), or its equivalent in the NOSU;

c) Member - Chief, Personnel and Human Resource and Doctrine Development (RPHRDD) of the PRO, or its equivalent in the NOSU;

d) Member - Chief, Regional Investigation and Detective Management Division (RIDMD) of the PRO, or its equivalent in the NOSU;

e) Member - Chief, Regional Intelligence Division (RID) or its equivalent in the NOSU;

f) Member - Chief, Regional Legal Service or the LO of the NOSU;

g) Member – Civilian sector representative which shall be one of known probity, practitioner in investigation, holder of at least master's degree on criminology, law enforcement and other related disciplines and shall be designated by the Chairperson;

h) Member – NAPOLCOM representative, holder of at least master's degree on criminology, law enforcement and other related disciplines and shall be designated by NAPOLCOM Regional Director; and

i) Head Secretariat (Non-Voting) - Deputy Chief, RIDMD, or its equivalent in the NOSUs.
c. Quorum

1) National Certification Board

The presence of the Chairperson and the Vice Chairperson, Civilian sector representative, NAPOLCOM representative and at least two voting members shall constitute a quorum.

2) Regional/NOSU Certification Board

For purposes of determining the presence of a quorum, the Board should have an odd-numbered membership to preclude a tie during voting; provided, however, that the Board shall not proceed with the deliberation or meeting if the Chairperson, Vice Chairperson, Civilian sector representative and NAPOLCOM representative are not present.

Section 7. Procedural Guidelines

a. The investigator submits his/her application to the Chief of Police, or immediate supervisor, who has jurisdiction over his/her investigative duties.

b. The Chief of Police, or the chief of the investigation unit, conducts initial assessment of the applicant and validates all submitted documents pertaining to education, training, experience, and eligibility. Thereafter, the application will be recommended to the District Director/Provincial Director or Provincial Officer in case of NOSUs.

c. The application is then endorsed by the District Director/Provincial Director or Provincial Officer in case of NOSUs to the Secretariat of the Regional/NOSU Certification Board which shall determine if the applicant is fit for deliberation by the Regional Certification Board and who then recommends the conduct of deliberation.

d. For application filed with the Regional/NOSU level, the Certification Board convenes, evaluates, deliberates, and submits recommendation to the Director, DIDM through the National Certification Board, which in turn recommends the granting of certification to the Chief, PNP or his duly authorized representative for approval.

e. For application filed with the National Headquarters, the Secretariat of the National Certification Board will determine if the application is sufficient in form and substance, and that the applicant is qualified for certification, and thereafter recommends the conduct of deliberation by the Board.

f. The National Certification Board convenes, evaluates, deliberates, and submits the recommendation to the Director, DIDM who shall then recommend the granting of certification to the Chief, PNP for approval.

g. The granting of certification shall be conducted in a fitting ceremony.

Section 8. Revocation of Certification

The National Certification Board shall recommend to the Chief, PNP the suspension or revocation of the Certification if the Investigator, Detective or Case Manager had been suspended or dismissed from the service, as the case may be.
Section 9. Reissue of Revoked Certificate

The lifting of the suspension order or the revocation of the dismissal order shall be the basis of the National Certification Board to recommend to the Chief, PNP the reissuance of the Certification.

Section 10. Specialist Pay

The Specialist Pay under NAPOLCOM Resolution No. 2018-340 shall be the provisional basis for pay of Certified Investigators, Detectives and Case Managers prior to approval of its addendum pertaining to Investigators’ Duty Pay.

Section 11. Repealing Clause

NAPOLCOM MC 2013-002 and other directives and issuances which are in conflict herewith are hereby rescinded or modified accordingly.

ADOPTED this 25th day of AUGUST in the year Two Thousand and Twenty in Quezon City, Metro Manila, Philippines.

Attested by:

MYRNA DE PERSIA-MEDIÑA, MPA, Ph.D., CESE
Director III
Acting Deputy Executive Officer and
Head, Office for Strategy Management