



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE**  
**DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT**  
Camp BGen Rafael T Crame, Quezon City



B-01-0319-2019

**MEMORANDUM**

FOR : CPNP  
THRU : TDCA *[Signature]* APR 25 2019  
: TDCO *[Signature]* APR 25 2019  
: TCDS *[Signature]* APR 24 2019  
FROM : OIC, DIDM  
SUBJECT : **Draft PNP CMC re DIDM National Validation 2019**  
DATE : April 15, 2019

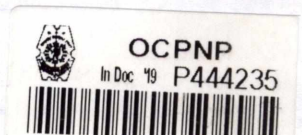
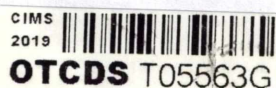
MAY 14 2019  
DATE  
APPROVED / DISAPPROVED  
*[Signature]*  
C. PNP



1. References:
  - a. DIDM Annual Operation Plans and Budget (AOPB);
  - b. DIDM Current Program Thrusts;
  - c. DIDM Plans, Programs and Activities;
  - d. Oversight Committee Meetings; and
  - e. PNP MC No. 2018-050 or Guidelines and Procedures in Reporting Crime Incident dated January 7, 2019, which establishes that a nationwide validation shall be conducted every year.
2. In connection with the above references, forwarded is the draft of the PNP Command Memorandum Circular re: DIDM National Validation 2019 that sets forth the guidelines to be undertaken by the DIDM Validation Team for the successful conduct of the said activity in all Police Regional Offices (PROs) from April to October 2019.
3. For your approval.

*[Signature]*  
**TYRONE V MASIGON**  
Police Brigadier General

Incl:  
as







Republic of the Philippines  
NATIONAL POLICE COMMISSION  
**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE**  
**OFFICE OF THE CHIEF, PNP**  
Camp BGen Rafael T Crame, Quezon City

**COMMAND MEMORANDUM CIRCULAR**

No.: **16-2019**

SUBJECT : **DIRECTORATE FOR INVESTIGATION AND DETECTIVE  
MANAGEMENT (DIDM) NATIONAL VALIDATION 2019**

TO : See Distribution

DATE : **MAY 14 2019**

**1. REFERENCES:**

- a. DIDM Annual Operation Plans and Budget (AOPB);
- b. DIDM Current Program Thrusts;
- c. DIDM Plans, Programs and Activities;
- d. Oversight Committee Meetings; and
- e. PNP Memorandum Circular No. 2018-050 or Guidelines and Procedures in Reporting Crime Incidents dated January 7, 2019, which provides that a nationwide validation shall be conducted every year.

**2. RATIONALE:**

This Command Memorandum Circular (CMC) provides the guidelines and procedures to be undertaken by the DIDM Validation Team for the successful conduct of the DIDM NATIONAL VALIDATION 2019 in all Police Regional Offices (PROs) from April to October 2019.

This activity generally aims to achieve the following objectives:

- a. To determine the true crime picture;
- b. To analyze and evaluate the crimes being reported in all Police Stations;
- c. To determine the important information on how the crime was committed such as the modus operandi, crime clock, profiles of victims and suspects, and others so that proper counter mechanism will be executed;
- d. To cascade the Strategic Initiatives of DIDM;



- e. To increase the compliance efficiency in the Next Generation Investigation Solutions (NGIS);
- f. To provide clear guidance on the target of the Investigation Service;
- g. To improve Crime Solution Efficiency (CSE) and Crime Clearance Efficiency (CSE);
- h. To resolve discrepancies between:
  - 1) UCPER versus the encoded data in CIRAS to include erroneously encoded data;
  - 2) Number of persons arrested versus number of uploaded mug shots in e-Rouge;
  - 3) Number of warrants of arrest received versus number of uploaded in e-Warrant;
  - 4) Number of case folders versus number of uploaded case folders in CIDMS; and
  - 5) Number of received e-Subpoena versus number of acknowledged e-Subpoena.
- i. To provide clear guidance on the PNP personnel involved in the encoding, updating, and its responsibilities in NGIS;
- j. Validation and Identification of gaps on low accomplishment relative to the LOI Manhunt Charlie; and
- k. Ensure training and competency of commanders and personnel.

### **3. SITUATION:**

The LOI 02/09 Unit Crime Periodic Report (UCPER), a uniform procedure of reporting and recording of crime incidents was established on April 22, 2009 to generate a credible crime statistics which served as the basis in the planning, policy formulation, deployment of resources, and budgeting.

Unfortunately, during the conduct of DIDM Nationwide Validation from 2013 to 2014, several dysfunctions were noted specifically the high number of crimes that were not accounted from the police blotter books and some investigators were confused in counting and classifying crimes. This rendered the crime statistics inaccurate and not reflecting the true crime environment;

In 2016, the DIDM developed the Crime Information, Reporting and Analysis System (CIRAS) to establish a uniform procedure for crime recording and better analysis of the encoded crime incidents.



After the conduct of the project "*Imbestigatour 2017*," the DIDM concluded that the UCPER and CIRAS data never reconciled due to reasons that need to be properly addressed.

On the other hand, the DIDM came up with a strategy to validate all the case folders on Homicide Cases Under Investigation (HCUI), drug cases, heinous and sensational crimes handled by the local police units, to improve the solution and success of prosecution of these cases and to ensure that the concerned Investigator-on-Case (IOC) or unit is performing his function.

Concurrent with the foregoing issues, there are several defects, dysfunctions, discrepancies in data in the following; NGIS compliance, adherence to several investigative policies, records, and processes in the conduct of administrative complaint filed against erring PNP personnel, and competence of IOC and Crime Registrars. These are some of the issues that need to be addressed to further improve the investigative capability of the PNP.

The conduct of DIDM National Validation 2019 in line with the continuous effort of the PNP of providing true public service will ensure the integrity and accuracy of the crime data and religious implementation of strategic initiatives to achieve one of the organization's core functions.

#### **4. MISSION:**

The PNP DIDM will conduct a 3-day validation of police blotters, case folders, compliance efficiency, data integrity, and cascading of pertinent investigative policies to all Police Regional Offices (PRO) to ensure that the investigative function of the PNP is well executed.

#### **5. EXECUTION:**

##### **a. Concept of Operation:**

To accomplish the successful conduct of validation, the following shall be the composition of the committees and participants and how the Team DIDM will execute the tasks:

- 1) The Validation Committee shall be composed of DIDM Command Group, Divisions and Sections Chief, PNCOs, and NUPs headed by the TDIDM being the Overall Supervisor. The Committee shall be divided into two teams and shall conduct validation and cascading to all PROs Nationwide (Annex "A").
- 2) The participants of the activity will be the following:
  - a) Regional Director - (Days 1 and 3, during opening and closing ceremony only);
  - b) DRDO or DRDA - (Days 1 and 3, during opening and closing ceremony only);



- c) All DDs - (Days 1 and 3, during opening and closing ceremony only);
  - d) DDDA or DDDO - (Days 1 and 3, during opening and closing ceremony only);
  - e) C, RIDMD;
  - f) C, DIDMD;
  - g) C, Investigation Section, All police stations;
  - h) All Investigators-on-Case (IOCs);
  - i) Two (2) Crime Registrars, RIDMD;
  - j) One (1) Crime Registrar, DDIDMD;
  - k) Two (2) Crime Registrars, each police station; and
  - l) At least two (2) representatives from District/Region GIS Team.
- 3) DIDM personnel will conduct validation of the blotter book to determine the true crime picture and check the integrity of one data recorded in UCPER and CIRAS. Accounting of case folders and case review will be conducted to check the completeness of such, which will aid the PROs in their investigation.
  - 4) Crime Research and Analysis Center (CRAC) and Information Technology Division (ITD) will conduct e-Projects entry validation to increase the NGIS compliance efficiency and resolve issues and discrepancies in data entry which is the source of PNP Crime Statistics and one of the bases in decision making, resource allocation and project implementation of the PNP National Headquarters and even the National Government.
  - 5) DIDM personnel will conduct accounting of Chiefs of Police (COPs), IOC, and PNP personnel assigned in investigation units with competency trainings, validation of actual function of hired Crime Registrars, to ensure that personnel performing investigative functions are well versed in their respective field. In line with the current thrust of the organization vis-a-vis internal cleansing, it is necessary to review the data and records of administrative complaints filed against erring PNP Personnel.
  - 6) CRAC and ITD will conduct the reiteration and cascading of the pertinent provisions of PNP MC No. 2108-050 entitled, "Guidelines and Procedures in Reporting Crime Incidents" to provide a clear instruction to all the end-users for its comprehensive implementation.

**b. Tasks:**

**1) DIDM**

- a) Act as the OPR of the activity;
- b) Ensure the effective conduct of the validation;
- c) Prepare the program, schedule, and necessary administrative requirements of the activity;
- d) Prepare the briefing presentations, checklists, handouts/kit, and other documents relative to the activity;
- e) Coordinate with the concerned unit/office for transportation and provide necessary provisions to the Validation Team;
- f) Send a memorandum and coordinate with the concerned PROs for the arrangements, venue, provisions of the participants and other preparations prior to the conduct of the activity; and
- g) Perform other tasks as directed.

**2) PROs**

- a) Subject of validation and host of the said activity in their respective region;
- b) Issue appropriate orders and ensure 100% attendance of the participants mentioned in para 5a;
- c) Coordinate with the DIDM and prepare the necessary administrative requirements (Annex "B");
- d) Ensure the availability of separate venues for the breakout activities (Annex "C");
- e) Responsible for the appropriate provisions and incidental expenses which may be incurred by the participants;
- f) Advise the abovementioned participants to bring the following materials during the said activity:
  - (1) Blotter Books (with records from January 2017 to present);
  - (2) HCUI Case Folders from July 1, 2016 to April 1, 2019;
  - (3) Drug Cases in relation to ID3 Compliance Case Folders from July 1, 2016 to April 1, 2019;



(4) Report of Case Review conducted by the Regional/Provincial/District office with the following attachments, such as:

(a) After Activity Report

(b) Minutes of Deliberation

(c) Office Orders of Composition of Case Review Committee

(5) SITG Case Folders from July 1, 2016 to April 1, 2019;

(6) Cold Case Folders from July 1, 2016 to April 1, 2019;

(7) COLA Case Folders from July 1, 2016 to April 1, 2019; and

(8) Uncomplained/Pending Administrative Complaints CYs 2016-2018 (those referred by PCEID, DIDM and those reported by their respective PROs).

g) Perform other tasks as directed;

3) **WCPC, CIDG, ACG, and CL**

a) Provide the checklist/presentation of issues and concerns of respective unit; and

b) Direct the Regional Unit concerned to attend and present their respective concerns during the validation;

c. Coordinating Instructions:

1) Lateral and vertical coordination is highly encouraged;

2) The attire for the Program and Validation activity are as follows:

Day 1 & 3

Police Commissioned Officer	- GOA "A"
Police Non-Commissioned Officer	- GOA "B"
Non-Uniformed Personnel	- Uniform of the Day

Day 2

All Participants	- Smart Casual
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3) The provision and other expenses of the Validation Team shall be shouldered by DIDM;

d. Sanctions:

1) Component City/Municipal COP, Station Commanders

The result of validation conducted by the personnel from DIDM or other authorized personnel that reveals false reporting, dishonesty, gross negligence, incompetence, and severe irregularity in the performance

of their respective investigative functions shall cause the relief of the Station Commander concerned.

- 2) City Directors  
Relief of two Station Commanders based on the abovementioned grounds shall cause the relief of the City Director concerned.
- 3) Provincial Directors  
Relief of three Component City/Municipal Chiefs of Police based on the abovementioned grounds shall cause the relief of the Provincial Director concerned.
- 4) District Directors  
Relief of three Station Commanders of numbered Police Station in MPD and QCPD and relief of two Chiefs of Police of Component City/Municipal Police Station based on the abovementioned grounds shall cause the relief of the District Director concerned.
- 5) Regional Directors  
Relief of two Provincial Directors or relief of two District Directors in NCRPO, based on the abovementioned grounds shall cause the relief of the Regional Director concerned.


**6. PENAL CLAUSE:**

The relief of the abovementioned officers shall cause the filing of appropriate administrative charges pursuant to NAPOLCOM Memorandum Circular 2016-002.

**7. EFFECTIVITY:**

This Command Memorandum Circular shall take effect immediately.



  
**OSCAR D'ALBAYALDE**  
Police General  
Chief, PNP

- Incl:
- DIDM Team Composition (Annex "A")
  - Administrative Requirements (Annex "B")
  - Venue and Schedule of Activities (Annex "C")

Distribution  
RDs, PROs  
WCPC  
CIDG  
ACG  
CL

CPNP Ltrs'19 S077057



**S077057**



## Annex "A" – Team Composition

TEAM COMPOSITION		
TEAM A	OFFICE/ROLE	TEAM B
PBGEN TYRONE V MASIGON Deputy Director, DIDM	Team Leader	PBGEN OMEGA JIREH D FIDEL Executive Officer, DIDM
PCOL NOEL R SANDOVAL C, CRAC – DIDM	Asst Team Leader	PCOL ROBERT T GALLARDO C, CMD - DIDM
PSSgt Beverly P Infante	CRAC	PMAJ MARK ANTHONY ANINGALAN
NUP Amelia A Nidea/ Alternate: NUP Emmanueliza S De Guzman	CRAC	NUP Emmanueliza S De Guzman Alternate: NUP Fe S Saplagio
PCMSg Wilfredo Oriel	CMD	PCPT JIGSON D MADDATU
PSMSg Lunelyn P Burgos	CMD	PMSg Ruth DC Gamiao
NUP Nympha R Relox	CMD	NUP Maria Margarita Rosario G Morales
NUP Rosenda R Ayson	ITD	PSSgt James V Vio
PSMSg Jeare B Agra	PCEID	PCMSg Nemecio Y Gallano
PMAJ ROWENA P AMATA	SMT	PMAJ ROWENA P AMATA
NUP Rosalyn Ann Domingo		NUP Rosalyn Ann Domingo



## **Annex "B" – Administrative Requirements**

- a. One (1) laptop per GIS Team member with pocket WiFi or Mobile Data connectivity and extension wire;
- b. Separate venues for following activities during the breakout session:
- c. Opening and Closing Program following the given format (see attached format);
- d. Equipment and other office supplies such as:
  - 1) Extension wires;
  - 2) Colored printer with A4 and long bond papers;
  - 3) Four (4) projectors;
  - 4) Four (4) projector screens;
  - 5) PA System; and
  - 6) Whiteboard and markers.
- e. Designate Protocol Officers (PCO) to assist the members of the DIDM team and act as focal person; and
- f. Three (3) PNCOs and three (3) NUPs to act as Secretariat and usherette during the entire activity, preferably those not included in the above-mentioned participants.



## Opening Program

Invocation	
Welcome Remarks	RD/DRDA/DRDO
Introduction of Participants	C, RIDMD or C, DIDMD
Introduction of the Guest of Honor and Speaker	PCOL NOEL R SANDOVAL (for Team A) or PCOL ROBERT T GALLARDO (for Team B) Assistant Team Leader, Team (A or B) DIDM Nationwide Validation 2019
Guidance Message	PMGEN ELMO FRANCIS O SARONA The Director for Investigation and Detective Management

## Closing Program

Closing Remarks	RD/DRDA/DRDO
Awarding of Certificates	For awarding of Certificate of Appreciation (if applicable; may be omitted)
Introduction of the Guest of Honor and Speaker	PCOL NOEL R SANDOVAL (for Team A) or PCOL ROBERT T GALLARDO (for Team B) Assistant Team Leader, Team (A or B) DIDM Nationwide Validation 2019
Guidance Message	PMGEN ELMO FRANCIS O SARONA The Director for Investigation and Detective Management



## Annex "C" – Venue and Schedule of Activities

- 1) One venue to be used during the opening and closing program, preferably a big hall with PA system which can accommodate all attendees;
- 2) One venue for the CRAC Lecture Series and Blotter Validation to be used from Day 1 afternoon to Day 3 of the activity;
- 3) One spacious venue for CMD Case Folder Validation to be used for the entire duration of the activity;
- 4) One venue for PCEID Lecture and Validation to be used on the second day; and
- 5) Once venue for ITD for lecture and validation of NGIS entries.

## SCHEDULE FOR DAY 1

### Morning Session

TIME	ACTIVITY	FACILITATOR
07:00 - 08:00	Registration	DIDM Secretariat
08:00 - 09:00	Opening Program	DIDM & R7 Secretariat
09:00 - 09:15	Health Break	
09:15 - 09:30	Overview of DIDM Nationwide Validation 2019	Team Leader
09:30 - 10:45	DIDM Issues and Concerns	Assistant Team Leader
10:45 - 11:30	Open Forum	CRAC PCO
11:30 - 12:00	DIDM Way Forward	Team Leader
12:00 - 13:00	Lunch Break	
13:00 - 13:30	Breakout Session Briefing (including transfer of venue when applicable)	DIDM Secretariat

### Afternoon Session

TIME	ACTIVITY	FACILITATOR
13:30 - 17:00	(A) CRAC: Lecture Series	CRAC
	(B) CMD: HCUI Case Review	CMD



## SCHEDULE FOR DAY 2

CRAC	TIME	ACTIVITY	FACILITATOR
	08:00 - 12:00	Blotter Validation	CRAC
	LUNCH BREAK		
	13:00 - 17:00	Blotter Validation	CRAC

CMD	TIME	ACTIVITY	FACILITATOR
	08:00 - 12:00	Case Folder Validation	CMD
	LUNCH BREAK		
	13:00 - 17:00	Case Folder Validation	CMD

PCEID	TIME	ACTIVITY	FACILITATOR
	08:00 - 12:00	Lecture: NAPOLCOM MC No. 2016-002	PCEID
	LUNCH BREAK		
	13:00 - 17:00	Admin Complaints Validation	PCEID

ITD	TIME	ACTIVITY	FACILITATOR
	08:00 - 12:00	E-PROJECTS Entry Validation/Lecture Series	ITD
	LUNCH BREAK		
	13:00 - 17:00	E-PROJECTS Entry Validation/Lecture Series	ITD



## SCHEDULE FOR DAY 3

<b>CRAC</b>	<b>TIME</b>	<b>ACTIVITY</b>	<b>FACILITATOR</b>
	<b>08:00 - 12:00</b>	<b>Blotter Validation</b>	<b>CRAC</b>
	<b>LUNCH BREAK</b>		
	<b>13:00 - 15:00</b>	<b>Blotter Validation</b>	<b>CRAC</b>

<b>CMD</b>	<b>TIME</b>	<b>ACTIVITY</b>	<b>FACILITATOR</b>
	<b>08:00 - 12:00</b>	<b>Case Folder Validation</b>	<b>CMD</b>
	<b>LUNCH BREAK</b>		
	<b>13:00 - 15:00</b>	<b>Case Folder Validation</b>	<b>CMD</b>

<b>TIME</b>	<b>ACTIVITY</b>	<b>FACILITATOR</b>
<b>15:00 - 16:00</b>	<b>Exit Briefing</b>	<b>Assistant TL</b>
<b>16:00 - 17:00</b>	<b>Closing Program</b>	<b>DIDM Secretariat</b>