



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
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JUN 24 2022

MEMORANDUM

TO : All RDs, PROs and Dirs, NSUs

FROM : TDIDM

SUBJECT : **DIDM Investigative Directive No. 2022-002 "Guidelines on the Transfer of Pre-charge Evaluators and Investigators"**

DATE : June 17, 2022



1. Reference: PNP Internal Cleansing Policy.
2. Forwarded to your office is the DIDM Investigative Directive No. 2022-002 entitled "Guidelines on the Transfer of Pre-charge Evaluators and Investigators" dated June 6, 2022.
3. Aforesaid guidelines shall be observed by PNP personnel assigned in RIDMDs and counterparts in lower office/unit or PCEIS in NSUs, specifically supervisors and pre-charge evaluators/investigators, to minimize, if not avoid the clogging and piling of administrative complaints/case folders. It further aims to resolve common problems that hinder the timely submission of reports and other compliances.
4. For guidance.

OMEGA JUREH D FIDEL
Police Major General

Copy Furnished:
Command Group
Cmdr, APCs
Directorial Staff

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Camp BGen Rafael T Crame, Quezon City



DIDM INVESTIGATIVE DIRECTIVE
NUMBER 2022-002

06 JUN 2022

**GUIDELINES ON THE TRANSFER OF PRE-CHARGE EVALUATORS
AND INVESTIGATORS**

1. REFERENCES:

- a. NAPOLCOM MC No. 2016-002 dated March 9, 2016 otherwise known as the "Revised Rules of Procedure before the Administrative Disciplinary Authorities and the Internal Affairs Service of the Philippine National Police"; and
- b. PNP MC No. 2016-062 dated October 3, 2016, entitled "PNP Comprehensive Internal Disciplinary Mechanism."

2. PURPOSE:

This Directive sets forth the general guidelines to be followed by the RIDMDs and counterparts in lower units and PCEIS, NSUs to minimize, if not to avoid, clogging and piling of administrative complaints/case folders. Further, it aims to resolve common problems that hinder the timely submission of reports and other compliances.

3. DEFINITION OF TERMS:

- a. Case Folder – refers to a documentary file containing Pre-charge Investigation Report; Initial Evaluation Report; and other pertinent documents necessary/relative to the case at hand.
- b. Complaint Folder - refers to a documentary file containing a written and sworn statement regarding a wrong, grievance or injury sustained by a person; certificate of non-forum shopping and evidence, if any. This also includes official reports regarding the infraction committed by the PNP personnel.
- c. Pre-Charge Evaluator (Evaluator) – refers to the officer authorized to conduct initial evaluation for the purpose of determining whether or not the office has jurisdiction to resolve the administrative complaint or refer the same to the appropriate disciplinary authority; or treat it as a grievance/request for assistance and refer it to the concerned office.
- d. Pre-charge Investigator (Investigator) – refers to personnel authorized to conduct pre-charge investigation for the purpose of determining the existence of probable cause. He is also task in preparing the pre-charge investigation reports, formal charge and verification together with the complete case records.

4. SITUATION:

It has been noted that despite repeated reminders, some PROs and NSUs still fail to keep up with our efforts to attain and maintain the Zero Backlog Cases Policy on Administrative Complaints/Cases. Reports received by the DIDM that some offices take considerable length of time in resolving complaints/case folders. Worse, some folders went missing in the process.

As such, we not only fail to comply with the policy but also inadvertently run over the rights of both the complainants and respondents who deserve speedy disposition of their complaints/cases.

To prevent these instances from occurring and recurring, the DIDM conducted an assessment to determine the problems encountered by different offices/units and come up with a suitable solution/s.

Among these problems are:

- a. Frequent change of evaluators/investigators brought about by reassignment;
- b. No proper turn-over of the complaints/case folders between the outgoing and incoming evaluators/investigators;
- c. The replacement (incoming evaluators/investigators) lacks the necessary experience in handling administrative complaints and/or investigative course/training;
- d. Poor record-keeping/documentation; and
- e. Laxity in tracking and monitoring the status of complaints/cases.

5. GUIDELINES:

To address the aforesaid issues and concerns, the following guidelines shall be strictly observed:

- a. Evaluators/Investigators shall not be reassigned or transferred to other units without a replacement and Clearance from the Chief, RIDMD or equivalent supervisor in lower unit/office or C, PCEIS, NSUs, and duly noted by the DRDO/DPDO in PROs/PPOs and DDO in NSUs;
- b. The Clearance shall be issued only after ascertaining that the outgoing evaluator/investigator requesting for reassignment has already resolved all complaints/cases under his custody. The outgoing evaluator/investigator shall execute an affidavit of undertaking to this effect;
- c. That the replacement (incoming evaluator/investigator) must be a graduate of Criminal Investigation Course (CIC) or any equivalent investigative competency training;
- d. Maintain sufficient numbers of evaluators/investigators to prevent work overload;

- e. The C, RIDMD or equivalent supervisor in lower unit/office or C, PCEIS, NSUs and Pre-charge Investigators, shall be primarily responsible in monitoring and tracking of complaints/case folders until submission of the same to DLOS or equivalent office in lower units; and
- f. In addition to the evaluator/investigator-on-case, designate a particular personnel within the RIDMD or equivalent office in lower office/unit or PCEIS in NSUs, solely responsible in keeping a copy (hard and/or soft) of the complaints/case folders and updating the database of all administrative cases handled by the office.

Evaluators/Investigators who are due for retirement must also secure a Clearance from the RIDMD or equivalent office in lower units or C, PCEIS, NSUs and shall submit an undertaking that they have complied with the foregoing.

Likewise, C, RIDMD and equivalent supervisor in lower unit/office or C, PCEIS, NSUs who are due for retirement or reassignment shall also execute an undertaking, noted by the DRDO/DDO, stating therein either of the following:

- a. That all administrative complaints received during and before his assumption of office have already been resolved or submitted to the Disciplinary Authority for approval; or
- b. That an Inventory of all administrative complaints/cases with status and justification, in case of failure to resolve the same has been submitted.

6. RESPONSIBILITY:

Office Heads/Unit Commanders are reminded on the NHQ policy regarding the strict prohibition in using transfer of personnel as a form of punishment and or corrective measures. Instead, they are expected to fully exercise their disciplinary authority over erring personnel under their area of jurisdiction.

Unit Commanders and concerned supervisors shall be held responsible and accountable under the Doctrine of Command Responsibility for non-observance of this Directive. Any violation hereof shall be dealt with accordingly under NAPOLCOM MC No. 2016-002 and/or the 2017 Rules in Administrative Cases in the Civil Service (2017 RACCS).

7. EFFECTIVITY:

This Investigative Directive shall take effect immediately upon approval.


OMEGA JIREH D FIDEL
Police Major General
The Director for Investigation
and Detective Management

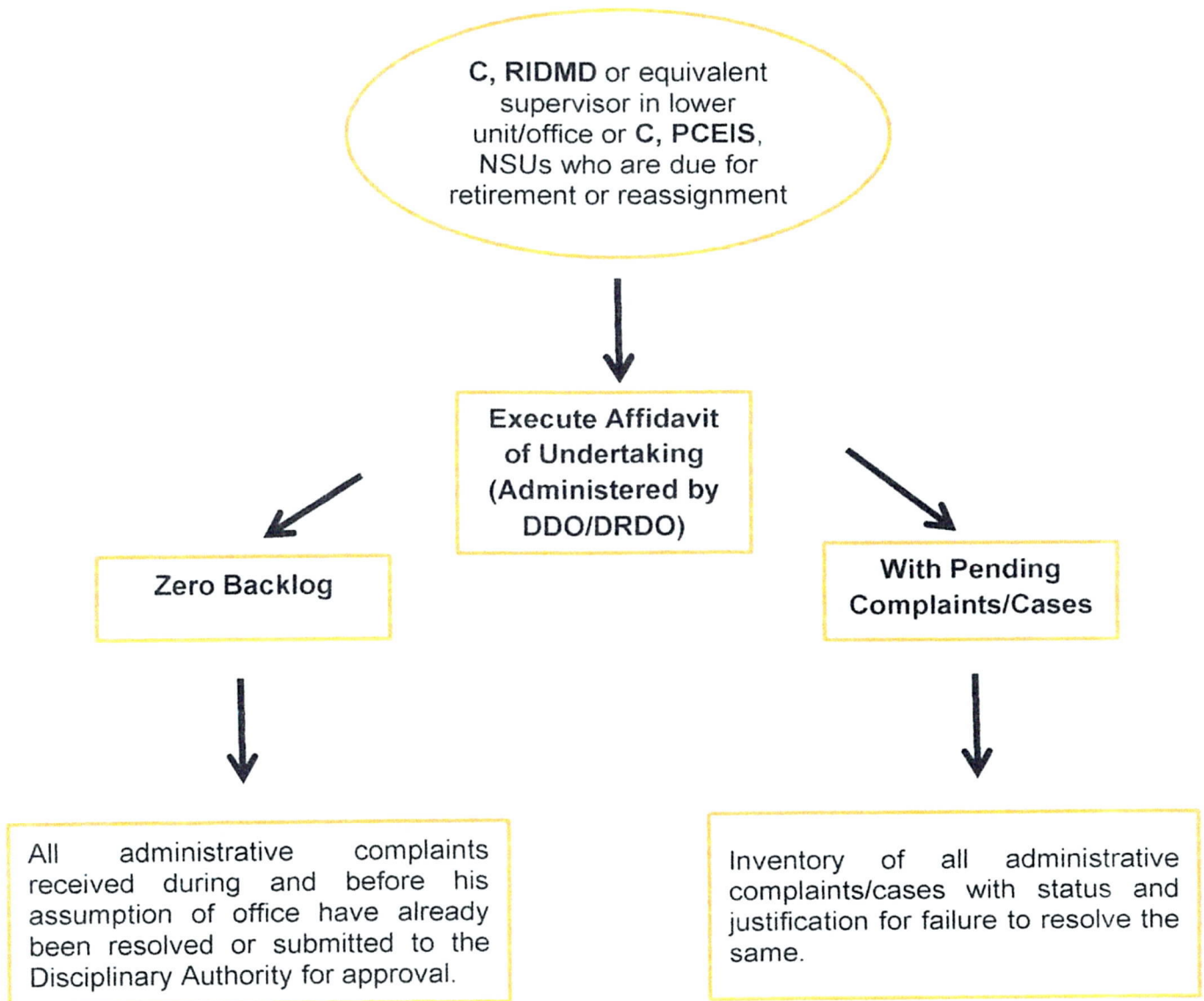
Distribution:

RDs, PROs
Dirs, NSUs

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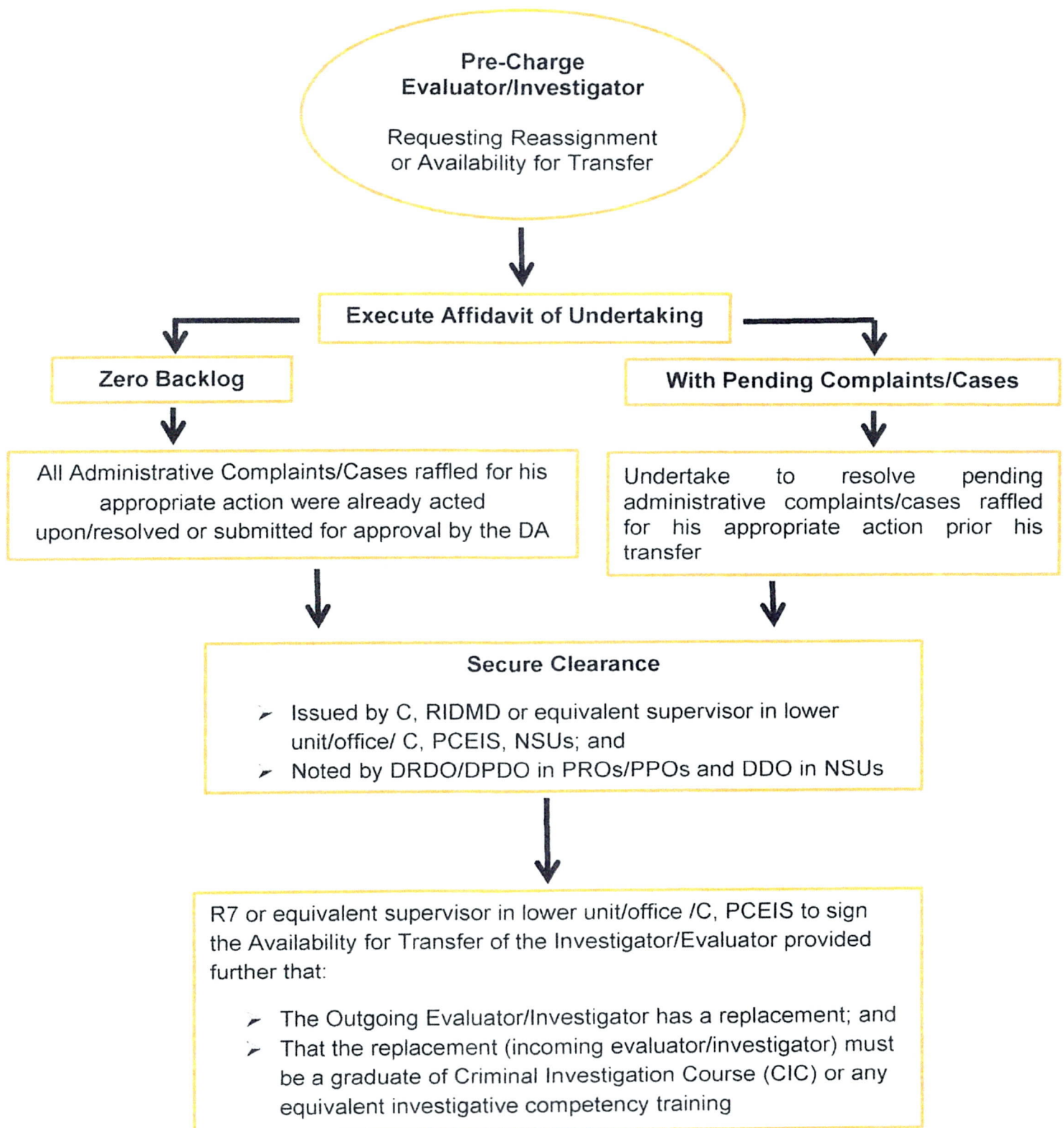
Command Group
Area Police Command
Directorial Staff

Flowchart for C, RIDMD or equivalent supervisor in lower unit/office or C, PCEIS, NSUs



Affidavit of Undertaking shall remain in the RIDMD or equivalent office in lower office/PCEIS for record and future reference

Flowchart for Evaluator/Investigator



SAMPLE FORMAT ONLY

Republic of the Philippines}
Quezon City } S.S.

AFFIDAVIT OF UNDERTAKING

I, **PSSq Juan P Emmanuel** of legal age, a bona fide member of the Philippine National Police, presently assigned at IID of the Headquarters Support Service, Camp BGen Rafael T Crame, Quezon City and designated as Pre-charge Investigator, after having been sworn to in accordance with law, hereby depose and state:

That, I was designated as pre-charge investigator effective May 15, 2021 pursuant to Office Order No. ____ dated May 15, 2021;

That, I have already resolved or acted upon all the administrative complaints/cases raffled for my appropriate action or for conduct of pre-charge investigation;

That I am requesting for unit transfer from HSS to DIDM;

That, I will be leaving the HSS without pending task or administrative complaints/cases to be resolved;

That, I agree to the automatic nullification of my request for transfer to other unit/office and I hold myself liable for perjury, misrepresentation or omission, if there are any falsehood in the aforesaid statements;

That, I attest to the truthfulness of this undertaking and I submit to the legal and administrative consequence hereof, if ever the statements above are wanting in truth and in substance.

IN WITNESS WHEREOF, I hereunto set my hand this 17th day of May at Camp BGen Rafael T Crame, Quezon City.

PSSq Juan P Emmanuel
(Affiant)

SUBSCRIBED AND SWORN to before me this 17th day of May 2022 at Camp BGen Rafael T Crame, Quezon City, Philippines.

Chief PCEIS, IID

SAMPLE FORMAT ONLY

Republic of the Philippines}
Quezon City } S.S.

AFFIDAVIT OF UNDERTAKING

I, **PLTCOL ROMULO S ALCERS** of legal age, a bona fide member of the Philippine National Police, presently assigned at IID, Headquarters Support Service, Camp BGen Rafael T Crame, Quezon City and designated as C, PCEIS after having been sworn to in accordance with law, hereby depose and state:

That, I was designated as C, PCEIS effective May 15, 2021 pursuant to Office Order No. ____ dated May 15, 2021;

That, all the administrative complaints/cases received and forwarded to my office before and during my term as the C, PCEIS were all acted upon and were already resolved or submitted to DLOS for Summary Hearing Proceedings;

That, I am requesting for unit transfer from HSS to DIDM;

That, I will be leaving the HSS without pending task or administrative complaints/cases to be resolved by the incoming C, PCEIS;

That, I agree to the automatic nullification of my request for transfer to other unit/office and I hold myself liable for perjury, misrepresentation or omission, if there are any falsehood in the aforesaid statements;

That, I attest to the truthfulness of this undertaking and I submit to the legal and administrative consequence hereof, if ever the statements above are wanting in truth and in substance.

IN WITNESS WHEREOF, I hereunto set my hand this 17th day of May at Camp BGen Rafael T Crame, Quezon City.

PLTCOL ROMULO S ALCERS
(Affiant)

SUBSCRIBED AND SWORN to before me this 17th day of May 2022 at Camp BGen Rafael T Crame, Quezon City, Philippines.

DDO, HSS

SAMPLE FORMAT ONLY

HEADING

CERTIFICATION

This is to certify that PSSg Juan P Emmanuel, 212xxx, presently assigned at IID, HSS, as pre-charge investigator have already resolved all the administrative complaints/cases raffled for his appropriate action.

This further certifies that the undersigned has no objection to his request for transfer to other unit/office.

Given this 17th day of May 2022 at HSS, Camp BGen Rafael T Crame, QC.

Chief PCEIS, IID

NOTED:

DDO, HSS

SAMPLE FORMAT ONLY

HEADING

CERTIFICATION

This is to certify that PLTCOL ROMULO S ALCERS, 0-12xx presently assigned at IID, HSS, as C, PCEIS have already resolved all the administrative complaints/cases forwarded to his office for its appropriate action.

This further certifies that the undersigned has no objection to his request for transfer to other unit/office.

Given this 17th day of May 2022 at HSS, Camp BGen Rafael T Crame, QC.

DDO, HSS