MEMORANDUM

FOR : OIC, PNP
THRU : TDCA
       TDCO
       TACDS
FROM : TDIDM

SUBJECT : Guidelines in the Accounting of Wanted Persons

DATE : September 13, 2019

1. References:
   a. General Appropriations Act (GAA);

   b. Regular DIDM Strategy Review; and

   c. LOI 03/11 "Manhunt Charlie" dated November 22, 2011.

2. On November 22, 2011, the PNP issued LOI 03-11 (MANHUNT CHARLIE) to set forth the mission, objective, concept of operations and tasks of all concerned units in the campaign against wanted persons. However, in the regular Strategy Review conducted by the Directorate for Investigation and Detective Management (DIDM) with respect to the implementation of the aforesaid LOI, the following were observed:

   a. There are new PNP operational units that were created such as the PNP Drug Enforcement Group (PDEG), Women and Children Protection Center (WCPC), Anti-Cybercrime Group (ACG), Aviation Security Group (AVSEGGROUP) and the Maritime Group (MG) that are not included in the list of units that has target in the LOI;

   b. A new system called e-Warrant was already developed which is being used by all police stations nationwide;

   c. Some units do not have "Most Wanted Persons" based on the parameters but were given targets for the arrest of "Most Wanted Persons" per month. Based on the parameters set in the LOI, the target
of arresting at least One Most Wanted Person per month cannot be attained or achieved by some PROs, NOSUs, Districts, PPOs/CPOs and CPS/MPS; and

d. For seven consecutive years, the accomplishment for Most Wanted Person is way below the required target of 100% every year. Only 8.56% was achieved in CY 2012, 10.84% in CY 2013, 13.08% in CY 2014, 18.15% in CY 2015, 11.56% in CY 2016, 17.39% in CY 2017 and 19.37% in CY 2018; and

3. With this, new Guidelines in the Accounting of Wanted Persons was formulated by the TWG composed of DIDM Division Chiefs and representatives from D-Staffs, NOSUs and PROs.

4. In this regard, attached is the aforesaid guidelines for approval and signature of the CPNP.

ELMO FRANCIS G. SARONA
Police Major General
GUIDELINES IN THE ACCOUNTING OF WANTED PERSONS

1. REFERENCES:
   a. General Appropriations Act (GAA);
   b. PNP Anti-Criminality/Action Plan; and
   c. PNP LOI MANHUNT CHARLIE dated November 22, 2011.

2. RATIONALE

   This PNP Memorandum Circular (MC) provides the comprehensive
guidelines in the accounting of Wanted Persons.

3. SITUATION:

   On November 22, 2011, the PNP issued LOI 03-11 (MANHUNT CHARLIE)
to set forth the mission, objectives, concept of operations and tasks of all concerned
units in the campaign against wanted persons.

   However, based on the study conducted by the Directorate for Investigation
and Detective Management (DIDM) with respect to the implementation of the
aforesaid LOI, the following were observed:

   a. There are new PNP operational units that were created such as the PNP
      Drug Enforcement Group (PDEG), Women and Children Protection
      Center (WPCPC), Anti-Cybercrime Group (ACG), Aviation Security Group
      (AVSEGGROUP) and the Maritime Group (MG) that are not included in the
      list of units that has target in the LOI;
   b. A new system called e-Warrant was already developed which is being
      used by all police stations nationwide;
   c. Some units do not have "Most Wanted Persons" based on the parameters
      set in the LOI but were given targets to arrest "Most Wanted Persons" per
      month. Thus, these PROs, NOSUs, Districts, PPOs/CPOs and
      CPS/MPS cannot attain the target given to them.
   d. For seven consecutive years, the accomplishment for "Most Wanted
      Person" is way below the required target of 100% every year. Only 8.56%
was achieved in CY 2012, 10.84% in CY 2013, 13.08% in CY 2014, 18.15% in CY 2015, 11.56% in CY 2016, 17.39% in CY 2017, and 19.37% in CY 2018.

With the PNP’s vigorous campaign to arrest wanted persons, the foregoing intervening factors must be taken into consideration. Thus, it is necessary to develop a policy and guidelines that will cover those which were not included/considered in LOI 03-11.

4. PURPOSES:
   a. To come-up, maintain, and update the list of Most Wanted and Other Wanted Persons from the National, Regional, District, Provincial, City, Municipal levels and other concerned operational units based on the parameters that will be set hereinafter;
   
   b. To account wanted persons in the National, Regional, District, Provincial, City, Municipal levels and other concerned operational units;
   
   c. To set a feasible and attainable target for the arrest of Most Wanted and Other Wanted Persons;
   
   d. To effectively measure the performance of all police units;
   
   e. To maintain the established e-Warrant System that could be easily accessed by all police units nationwide;
   
   f. To fast track the arrest of wanted persons in order to contribute to the processes of the Criminal Justice System and to serve the ends of justice;
   
   g. To determine areas with high fugitive activity;
   
   h. To unite and support the efforts of all law enforcement units, agencies and the community in the relentless drive against wanted persons;
   
   i. To enhance coordination with local and foreign counterparts; and
   
   j. To further improve crime solution efficiency.

5. DEFINITION OF TERMS:
   a. Accounting of Wanted Persons – an organized activity involving the acquisition of the list of wanted persons based on the warrants of arrest received from the issuing courts, arrested accused by virtue of warrant of arrest, accused who died during service of warrant of arrest, accused who posted bail, and warrant of arrest returned to the issuing court.
   
   b. Committee on Wanted Persons – a body that shall monitor and supervise the strict implementation of this MC and periodically evaluate the performance of tasked units.
c. e-Warrant – is a system where all warrants of arrest are electronically stored and documented so that they can be accessed through the internet by all police units nationwide.

d. Habitual Delinquent/Offender – is one who, within a period of 10 years from the date of his release or last conviction of the crimes of serious or less serious physical injuries, robbery, theft, estafa or falsification, is found guilty of any of the said crimes a third time or oftener.

e. Heinous and Sensational Crimes - refer to cases where the crime committed was directed against Elected Government Officials (EGO), officials appointed by the President, Judges, Prosecutors, members of the Philippine Bar, Media Practitioners, militant party list members/leftists, labor leaders, foreign nationals, and other persons, by means of shooting, bombing, strafing, enforced disappearance and other violent acts, resulting in their death or incapacitation that attract national/international public and/or media attention or scrutiny.

f. Lead Unit – a police unit that has the primary responsibility of accounting targeted wanted persons;

g. Most Wanted Persons (MWP) – are the most notorious among the wanted persons whose arrest is prioritized and most sought as this will provide relief and comfort to the community.

h. Other Wanted Persons – are those Wanted Persons who do not fall under the parameters of MWP.

i. Recidivist – is one who, at the time of his trial for one crime, shall have been previously convicted by final judgment of another crime embraced in the same title of the Revised Penal Code.

j. Return of Warrant – a return of a warrant for the arrest of a person, by the officer to whom it was given for service, showing substantially all that the officer did within the scope of proper execution.

k. Served Warrant of Arrest – a warrant of arrest that is presented personally to the accused who is subsequently arrested. A warrant containing more than one respondent is considered served if at least one of them is arrested.

l. Tracker Team (TT) – a police team specifically organized to arrest wanted persons.

m. Wanted Persons (WP) – are persons against whom warrant of arrest has been issued by competent authority.

n. Warrant of Arrest (WA) – a written document issued by a court ordering any law enforcer to bring the person before the court so that he may be bound to answer for the commission of the offense.
6. GUIDELINES:
   a. General Guidelines
      1) Parameters for Most Wanted Persons
         Any of the following parameters can be considered for the identification of Most Wanted Persons:
         a. Gravity of the crime committed:
            1) The crime is heinous and/or sensational; and
            2) There are at least two victims.
         b. Notoriety of the accused:
            1) Degree of his/her involvement in the crime:
               a) Principal;
               b) Accomplice; and
               c) Accessory.
            2) The accused is habitual delinquent/offender and/or recidivist; and
            3) Two or more WOA were issued against the accused.
         c. Degree of Public Outcry - Outrage and condemnation of the public.
         d. Position of the accused in the crime organization/syndicate:
            1) Mastermind; or
            2) Occupying a sensitive position in the organization other than Mastermind.
         e. Individual/Crime Group's Scope of Operation
            1) National- operates in two or more regions;
            2) Regional-operates in two or more cities/province/districts;
            3) Provinces/Districts-operates in two or more municipalities and/or cities; and
            4) Cities/Municipalities- operate in two or more barangays.
2) Four Operational Concepts

The procedures to be followed by all tasked units in the implementation of this MC shall be in four operational concepts: Development and Maintenance of WP Database; Updating of the list of WP; Organization of appropriate units which will manage and implement the tasks mandated under this MC; and the Monitoring and Evaluation of the performance of all tasked units.

a) Development, Maintenance and Updating of Wanted Persons List

At the Municipal and City Police levels, list of WP shall be developed, maintained, and updated. On the other hand, the City and Provincial or District Police Office shall be responsible for the maintenance of a database of all WP based on the WOA issued by all courts in their respective jurisdiction. List of MWP in the National, Regional, Provincial/District, City and Municipal levels shall be generated from this list/database of wanted persons taking into consideration the parameters set forth in this MC.

At the national level, the DIDM, in coordination with ITMS shall maintain/enhance the e-Warrant System and ensure that the units that needed the said system will be given access for the immediate arrest of the Wanted Persons.

b) Updating of the list of Wanted Persons

All WOA uploaded in the system should be updated as to the status of the Warrant and as to the status of the WP. Concerned station/unit that arrested the suspect based on the WOA should be the one that will update the system. In case of a joint operation, the lead unit will update the status of the WP.

In case of WOA served by other unit or unit outside the AOR of the lead unit, it is the duty of the lead unit that filed the case to deliver/transfer the arrested suspect to the nearest police station or jail.

Updating should be done within 24 hours upon arrest of the WP.

c) Organization of Appropriate Tasked Units

A Committee on Wanted Persons shall be organized at the NHQ and PROs while Task Groups Manhunt (TGM) shall be established in the City/District/Provincial Police Offices to undertake the various activities prescribed by this MC.

The National Committee on Wanted Persons shall be activated and chaired by TDIDM and composed of the Directors of the NHQ Quad Staff, DICTM, CIDG, IG, HPG, AKG, PDEG, WCPC, ACG,
AVSEGROUP, MG and LS as members. The Deputy Director for Investigation and Detective Management shall be the Vice Chairperson, while the Chief of the Case Monitoring Division (CMD) - DIDM shall act as the Head Secretariat.

The Regional Committee on Wanted Persons shall be headed by the Deputy Regional Director for Operations (DRDO) as the Chairperson and shall be composed of the Chiefs of the Regional Quad Division to include the Chief of the Regional IG, HPG, ACG, AVSEGROUP, MG, CIDG and LS. The Chief Regional Investigation and Detective Management Division (RIDMD) shall be the Vice Chairperson and concurrent Secretariat.

At the Provincial/District and City Police Offices, the TGM shall be activated and be composed of the Provincial/City/District Quad Staff and Team Leaders of the Provincial IG, HPG and CIDG. The Deputy/Provincial/City Director for Operation DDO/DPDO/DCDO) shall be the Task Group Commander. The Chief, IDM branch shall be the Deputy Task Group Commander and concurrent Secretariat.

The operating team of TGM shall be the TT that will be organized in every police station/precinct. TT may also be organized at the National or Regional level.

The aforesaid Committees shall convene quarterly to update their accomplishments and submit after activity report to DIDM (Attn: C, CMD).

d) Monitoring of Performance

Performance of all tasked units shall be measured based on a performance indicator with reasonably set targets. The commanders of the City/District or Provincial Manhunt Task Group shall regularly measure the monthly performance of all police stations under their jurisdiction. The Chairperson of the National and Regional Committees shall do the same. Police stations are required to account at least 10% of the total number of WPs on a monthly basis. The number of other WPs being considered during a particular rating period is based on the number of unaccounted WPs during the preceding period plus the new ones as dictated by new warrants of arrest received within the said rating period/month (previous warrants of arrest not served + warrants of arrest received during the period/month). For the MWP, there should be at least one arrest per month per unit/station.

For those PNP units that have zero MWPs within their AOR, it must be clearly specified as such in the monthly report to be submitted to the Case Monitoring Division (CMD), DIDM.
b. Responsibilities:

1) DIDM
   a) Designated OPR in the implementation of this MC;
   b) Maintain and enhance the e-Warrant that will be regularly updated thru the concerned unit;
   c) Initiate the convening of the National Committee to evaluate the list of MWP submitted by all PROs/NSUs/Special Units;
   d) Measure and evaluate the performance of tasked units based on established standards;
   e) Initiate the conduct of periodic assessment of this MC to ensure that targets are reasonably set, established parameters are adopted, and gaps are sufficiently addressed;
   f) Determine areas with high fugitive activity;
   g) Support other law enforcement agencies in the investigation and apprehension of wanted personalities;
   h) Coordinate with local and foreign counterparts to increase manhunt capability;
   i) Submit periodic reports to the CPNP on the accomplishment of various tasked units including the assessment of their performance;
   j) Establish new parameters for the listing of MWP in coordination with DI;
   k) Establish a procedure for the de-listing of MWP and WP whose WA had been served. The same shall be adopted by the regions, cities provinces, districts and municipalities for purpose of regular updating; and
   l) Perform other tasks as directed.

2) DI, DO, DICTM
   a) Support the National Committee in the performance of its mandated functions; and
      b) Perform other tasks as directed.

3) DL
   a) Provide additional POI and gas allocation and other logistical requirements vital to the implementation of this MC; and
b) Perform other tasks as directed.

4) **DC**
   a) Provide financial support as established by the National Committee to the tasked units; and
   b) Perform other tasks as directed.

5) **DPRM**
   a) Issue Letter Order to the TWG and Committees stated in this MC;
   b) Cause the issuance of appropriate award to operating unit/personnel for every arrest of MW and Other WP; and
   c) Perform other tasks as directed.

6) **DPCR**
   a) Develop media lines, information kits, and posters that will aid police units in the accomplishment of their targets;
   b) Develop link between the police and the community which focuses on the monitoring and accounting of MWP's and effective public dissemination of the wanted list; and
   c) Perform other tasks as directed.

7) **CIDG**
   a) Maintain a list of WPs involved in bank robbery, transnational crimes, and large scale illegal recruitment;
   b) Generate list of MWP's each at the national and regional level on bank robbery, transnational crimes, and large scale illegal recruitment;
   c) Organize tracker teams to account wanted persons in various category;
   d) Arrest at least one MWP per month;
   e) Account for at least 10% of the total number of WP in the generated list at the provincial/district levels;
   f) Determine areas with high fugitive activity;
   g) Support other law enforcement agencies in the investigation and apprehension of wanted personalities;
   h) Coordinate with local and foreign counterparts to increase manhunt capability;
i) Submit monthly accomplishment report to DIDM (Attn: CMD) NLT the 10th day of the succeeding month; and

j) Perform other tasks as directed.

8) PDEG
   a) Maintain a list of WPs involved in illegal drug trade;
   b) Generate a list of MWPs involved in the illegal drug trade;
   c) Organize tracker teams to account most wanted persons;
   d) Arrest at least one MWP per month;
   e) Account for at least 10% of the total number of WP in the generated list nationwide;
   f) Determine areas with high illegal drug activity;
   g) Support other law enforcement agencies in the investigation and apprehension of wanted personalities;
   h) Coordinate with local and foreign counterparts to increase manhunt capability;
   i) Conduct relentless campaign against illegal drugs;
   j) Submit monthly accomplishment report to DIDM (Attn: CMD) NLT the 10th day of the succeeding month; and
   k) Perform other tasks as directed.

9) HPG
   a) Maintain a list of WPs involved in carnapping and hijacking characterized by brigandage or robbery in band;
   b) Generate a list of MWPs in the regional and provincial level on carnapping and hijacking;
   c) Organize tracker teams to account most WPs;
   d) Arrest at least one MWP per month;
   e) Account for at least 10% of the total number of WP in the generated list at the provincial/district levels;
   f) Determine areas with high carnapping and hijacking activity;
   g) Support other law enforcement agencies in the investigation and apprehension of wanted personalities;
h) Coordinate with local and foreign counterparts to increase manhunt capability;

i) Conduct relentless campaign against carnapping and hijacking;

j) Submit monthly accomplishment report to DIDM (Attn: CMD) NLT the 10th day of the succeeding month; and

k) Perform other tasks as directed.

10) AKG
   a) Maintain a list of WPs involved in Kidnapping for Ransom (KFR);
   b) Generate a list of MWPs involved in KFR;
   c) Organize tracker teams to arrest MWPs;
   d) Arrest at least one MWP per month;
   e) Account for at least 10% of the total number of WP in the generated list nationwide;
   f) Determine areas with high kidnapping activity;
   g) Support other law enforcement agencies in the investigation and apprehension of wanted personalities;
   h) Coordinate with local and foreign counterparts to increase manhunt capability;
   i) Submit monthly accomplishment report to DIDM (Attn: CMD) NLT the 10th day of the succeeding month; and
   j) Perform other tasks as directed.

11) IG
   a) Maintain a list of terrorist personalities with warrants of arrest;
   b) Generate a list of MWPs involved in terrorist activities in the national and regional level;
   c) Organize tracker teams to arrest MWPs involved in terrorist activities;
   d) Arrest at least one MWP per month;
   e) Account for at least 10% of the total number of WP in the generated list at the provincial/district levels;
f) Provide intelligence support to operating units;

g) Develop a CI plan that shall monitor and update the accounting of all WPs;

h) Determine areas with high terrorist activities;

i) Support other law enforcement agencies in the investigation and apprehension of wanted personalities;

j) Coordinate with local and foreign counterparts to increase manhunt capability;

k) Submit monthly accomplishment report to DIDM (Attn: CMD) NLT the 10th day of the succeeding month; and

l) Perform other tasks as directed.

12) **ACG**

   a) Maintain a list of MWPs with warrants of arrest involving cybercrimes;

   b) Generate a list of MWP in the national and regional level involving cybercrimes;

   c) Organize tracker teams to arrest most wanted person involving cybercrimes;

   d) Arrest at least one MWP involving cybercrimes per month;

   e) Account for at least 10% of the total number of WP in the generated list at the regional levels;

   f) Determine areas with high cybercrime activity;

   g) Support other law enforcement agencies in the investigation and apprehension of wanted personalities;

   h) Coordinate with local and foreign counterparts to Increase manhunt capability;

   i) Submit monthly accomplishment report to DIDM (Attn: CMD) NLT the 10th day of the succeeding month; and

   j) Perform other tasks as directed.

13) **AvSeGroup**

   a) Maintain a list of hijackers with warrants of arrest;

   b) Generate a list of MWPs in the national level;
c) Organize tracker teams to arrest MWP;
d) Arrest at least one MWP per month;
e) Account for at least 10% of the total number of WP in the generated list at the national level;
f) Determine areas with high hijacking crime activity;
g) Support other law enforcement agencies in the investigation and apprehension of wanted personalities;
h) Coordinate with local and foreign counterparts to increase manhunt capability;
i) Submit monthly accomplishment report to DIDM (Attn: CMD) NLT the 10th day of the succeeding month; and
j) Perform other tasks as directed.

14) Maritime Group
a) Maintain a list of WPs involved in maritime and environmental crimes and other criminals with warrants of arrest;
b) Generate a list of MWPs in the national, regional and provincial or station level;
c) Organize tracker teams to account MWP;
d) Account at least one MWP per month;
e) Account for at least 10% of the total number of WP in the generated list at the provincial/district levels;
f) Determine areas with high crime activity;
g) Support other law enforcement agencies in the investigation and apprehension of wanted personalities;
h) Coordinate with local and foreign counterparts to increase manhunt capability;
i) Submit monthly accomplishment report to DIDM (Attn: CMD) NLT the 10th day of the succeeding month; and
j) Perform other tasks as directed.

15) WCPC
a) Maintain a list of WPs involved in Trafficking in Persons (TIP), sexual offenses, gender-based violence, and other crimes against children;
b) Generate a list of MWP in the national and regional level;

c) Organize tracker teams to account MWP;

d) Arrest at least one MWP per month;

e) Account for at least 10% of the total number of WP in the generated list at the provincial/district and city/municipal levels;

f) Determine areas with high crime activity;

g) Support other law enforcement agencies in the investigation and apprehension of wanted personalities;

h) Coordinate with local and foreign counterparts to increase manhunt capability;

i) Submit monthly accomplishment report to DIDM (Attn: CMD) NLT the 10th day of the succeeding month; and

j) Perform other tasks as directed.

16) ITMS

a) In coordination with the DIDM, maintain and enhance the e-Warrant; and

b) Perform other tasks as directed.

17) LS

a) Provide legal support to all committees and tasks units; and

b) Perform other tasks as directed.

18) PROs

a) Direct all City/District or Provincial Police Offices to generate and maintain a comprehensive list/database of All WPs in their respective jurisdiction by vigorously liaising with the courts within their AOR and to ensure that all warrants of arrest not served are collated and updates on the respondents are reflected in the list;

b) Classify those WP and generate list of MWPs at regional, provincial or district, city and municipal levels based on the parameter;

c) Evaluate the list of MWPs of subordinate units following the parameters set by the National Committee on Wanted Persons;

d) Upload the Warrant of Arrest in the e-Warrant by the station/unit concerned within 24 hours upon receipt of the Warrant of Arrest;
e) Update the status of the Warrant if served and the status of suspect if arrested;

f) Conduct refresher courses to all concerned police elements especially on police intervention focusing on arrest and the observance of Rule 113 of the Revised Rules on Criminal Procedure;

g) Create the Regional Committee on WPs at the regional office;

h) Create Task Group Manhunt (TGM) at the district/provincial offices and implement its activities as prescribed by this MC;

i) Establish tracker teams in all police stations solely focused on operations and case build-up against WPs and MWPs;

j) Direct the District or Provincial Police Offices to account for least 10% of the total WPs in their respective AOR per month;

k) Account one MWP in the region, province, city or municipal police office/station per month;

l) Evaluate the performance of subordinate units based on the established standard and targets;

m) Adopt the de-listing procedure for MWPs and WPs whose warrants of arrest had been served and surrendered to the issuing courts as established by the National Committee on WPs;

n) Determine areas with high fugitive activity;

o) Support other law enforcement agencies in the investigation and apprehension of wanted personalities;

p) Coordinate with local and foreign counterparts to increase manhunt capability;

q) Develop a dynamic cooperative arrangement with the community and various sectors aimed at monitoring them and the campaign against WP;

r) Coordinate with the Courts that all persons with existing Warrant of Arrest who will voluntary surrender to the Court shall first report to the police station for purposes of accounting;

s) Submit monthly accomplishment report to DIDM (Attn: CMD) NLT the 10th day of the succeeding month; and

t) Perform other tasks as directed.
c. **Coordinating Instructions:**

1) The Rule of Law and respect for human rights shall always be faithfully observed in the arrest of MWP and WP;

2) The PNP Operational Procedures and other applicable issuances shall be strictly observed in the arrest of MWP and WP;

3) Unity of command and effort should always be exercised;

4) Lateral coordination is authorized and highly encouraged;

5) Police units shall regularly liaise with the courts regarding list of WOA issued;

6) Police units should regularly search for Wanted Persons in the e-Warrant for verification of those habitual/repeat offenders; and

7) All accomplishment reports from the PROs and NOSUs/Special Units should reach the DIDM (Attn: CMD) NLT every 10th day of every month for subsequent submission to the CPNP on or before the 15th of every month.

8. **ADMINISTRATIVE SANCTION:**

   Any violation of this MC shall be dealt with accordingly pursuant to NAPOLCOM Memorandum Circular 2016-002 and other applicable and pertinent laws rules and regulations.

9. **REPEALING CLAUSE:**

   All other policies, guidelines, issuances, rules and regulations which are contrary to this MC are hereby repealed or modified accordingly.

10. **EFFECTIVITY:**

    This MC shall take effect after 15 days from filing of a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order 292, otherwise known as the "Revised Administrative Code of 1987," as amended.

---

ARCHIE FRANCISCO F GAMBOA
Police Lieutenant General
Officer-In-Charge, PNP

Distribution:
Command Group
D-Staff
P-Staff
RDs, PROs
D. NSUs