



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

MAY 08 2018

**PNP MEMORANDUM CIRCULAR**  
**NUMBER 2018- 020**

**GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF THE  
NATIONAL POLICE CLEARANCE SYSTEM (NPCS)**

**1. REFERENCES:**

- a. NAPOLCOM Resolution No. 2016-393 dated June 17, 2016 *"Authorizing the Philippine National Police to Adopt and Implement a PNP Clearance System as a Tool for the Maintenance of Peace and Order and to Ensure Public Safety"*;
- b. DILG Administrative Order No. 2016-01 dated June 17, 2016 *"Authorizing the Philippine National Police (PNP) to Design and Implement the National Police Clearance System"*;
- c. Joint DILG-DBM Circular No. 1-92 dated May 8, 1992 entitled: *Rules and Regulations in the Proper Handling/Administration of the Trust Receipts of the Philippine National Police*; and
- d. Administrative Order No. 257 dated December 27, 1991 *"Authorizing the Philippine National Police (PNP) to Continue Collecting Fees and Charges that Used to be Collected by Agencies Absorbed by the PNP, Treating the Collection as Trust Receipts and Granting the Chief, PNP, the Authority in the Use Thereof, Subject to the Approval of the Secretary of the Interior and Local Government."*

**2. RATIONALE:**

This PNP Memorandum Circular (MC) provides the comprehensive guidelines and procedures in the implementation of the National Police Clearance System (NPCS).

**3. SITUATION:**

Administrative Order No. 257 dated December 27, 1991 provides among others that the statutory and regulatory functions of all agencies absorbed into the PNP *"must be continued by the PNP and revenues derived therefrom must accrue to the PNP."*

Consequently, a Joint DILG - DBM Circular No. 1-92 dated May 8, 1992 includes the "Police Security Clearance" and "Station Police Clearance" among the documents issued by the PNP in the exercise of its statutory and regulatory functions. This Joint DILG-DBM Circular, in effect authorizes the PNP to continue collecting fees and charges including police clearances.

The National Police Clearance System (NPCS) is included in the PNP Reorganization and Modernization Draft Bill specifically in Chapter II, Section 6, which states that *"The PNP shall have the following powers and functions: Formulate and implement policies on the issuance of the National Police Clearance; maintain a national record of all reported crime incidents, warrants of arrest, pictures of arrested and wanted persons, fingerprints and ballistics examination records."*

The above statement establishes that the National Police Clearance is an integral part of the reorganization and modernization of the PNP. Hence, the nationwide implementation of the NPCS is imperative.

#### 4. PURPOSE:

This MC aims to set guidelines and procedures in the nationwide implementation of the NPCS. The NPCS will likewise streamline the process of issuance of police clearance for the convenience of the public. In the same manner, it will provide clarity among several issues, which vary across local jurisdictions in terms of sources of information on criminal records, scope, period of validity, cost, processing time, and certificate format.

In essence, the implementation of the NPCS is geared towards a centralized crime-related record checking nationwide, specifically to:

- a. Standardize and streamline police clearance application;
- b. Provide convenient online application portal;
- c. Create a central payment gateway;
- d. Validate record in the existing PNP crime-related databases;
- e. Build up fingerprints and facial photo database of all applicants; and
- f. Integrate PNP's crime-related databases.

#### 5. DEFINITION OF TERMS:

- a. **Applicant** – person who is applying for a National Police Clearance.
- b. **Application Program Interface (API)** – is a set of routines, protocols, and tools for building applications. An API specifies how software components should interact. Additionally, APIs are used when programming graphical user interface (GUI) components. In NPCS, the API serves as a front-line system used for encoding required information, processing, and validating of records.
- c. **Authorized Government Depository Bank (AGDB)** – refers to a bank where Government Entities are allowed by law to deposit their funds and maintain depository accounts, or by way of exception, a bank authorized by the DOF and the Monetary Board (MB) to be a government depository bank.

- d. **Biometrics** – the science and technology of measuring and statistically analyzing biological data. It refers to technologies for measuring and analyzing human body characteristics such as fingerprints, eye retinas and irises, voice patterns, and hand measurements, especially for authenticating the identity of an individual.
- e. **Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP)** – refers to the systematic planned procedures and facilities designed and deployed to allow the continuous operation of the EPCS in the event of a system failure. The BCP and DRP shall include, but is not limited to: remote server facilities, automated remote data back-up facilities, automated transaction roll-back forward mechanisms, and server/storage/connectivity redundancies.
- f. **Clean National Police Clearance** – national police clearance stating that the applicant has no record found in the PNP crime-related databases. *"No record on File"* shall be reflected on the print out.
- g. **Clearance PNCO/NUP** – personnel from the police station who is in-charge of the Police Clearance Desk.
- h. **Clearing Account** – refers to a settlement account opened and maintained by the Government Entity/Treasurer of the Philippines (TOP) with an AAB, which is zeroed out at the end of the period which is acceptable to the Bureau of the Treasury and credited to liability account of the TOP with the designated AGDB.
- i. **Collecting Bank** – refers to any AGDB or AAB authorized to accept electronic payments for NC.
- j. **Electronic Official Receipt (EOR)** – refers to a proof of payment generated/issued through EPCS with unique or sequential reference numbers that can be validated using the same system.
- k. **Electronic Payment** – refers to the transfer of money or equivalent electronic representations of legal tender, for purposes of payment, solely through electronic means as opposed to the use of cash or physical notes to accomplish the same.
- l. **Electronic Payment and Collection System (EPCS)** – refers to a system that accepts and processes Electronic Payments, authenticates the payor and payee, validates availability of the funds, and executes the appropriate debit and credit instructions for the fund source and destination accounts, generates and forwards electronic proof of payment of EOR to the payor, or allows secure access thereof and creates, retains and safeguards the resulting detailed electronic transaction records which are accessible by authorized personnel.
- m. **Electronic Payment Gateway Provider (EPGP)** – refers to a bank or non-bank entity which operates and/or maintains an electronic payment and collection system.
- n. **Encoding Station/Office** – the police station/office which makes the entry at the crime-related databases of the PNP.
- o. **Government Entity** – refers to National Government Agencies (NGAs), Local Government Unit (LGUs), Government Owned and/or Controlled Corporations (GOCCs), or State Universities and Colleges (SUCs) which are required by law to remit their collections to the National Treasury.

- p. **HIT** – term used if the applicant's name has record in the crime-related databases of the PNP.
- q. **Information System** – system of major processes or operations which facilitates the storage, processing, retrieval, and generation of information for decision-making, planning, controlling, and monitoring purposes. It also refers to a group of related processes designed to generate information for the exclusive support of a major functional area of an organization (e.g. Personnel Management Information System, Logistics Management Information System, Financial Management Information System, etc).
- r. **Issuing Station/Office** – the police station/office that issues the National Police Clearance.
- s. **Marked National Police Clearance** – national police clearance stating the record of the applicant as found in the PNP crime-related databases and its status.
- t. **National Collections (NC)** – refers to all fees, charges, assessments, and revenues collected by the Government Entity that are remitted to the Bureau Treasury (BTr) pursuant to law, rules, and regulations.
- u. **National Police Clearance System** – is the PNP's centralized information system for crime-related record checking nationwide which will be used for the issuance of National Police Clearance.
- v. **National Police Clearance** – is an official document which certifies the existence or non-existence of one's record in any of the PNP crime-related databases. Layout of the National Police Clearance is attached as *Annex A*.
- w. **PNP Crime-related Databases** – are databases that store crime-related records such as:
  - 1) **Case Information and Database Management System (CIDMS)** - is a system designed to establish a central database system of pertinent information of all cases handled and investigated by Investigators-On-Case (IOC) of the PNP. It aims to efficiently record and monitor case information, case status, pieces of evidence, evidence custodians, and PNP personnel who handled the cases, among others, as well as to provide statistical reports and case information needed by the higher management.
  - 2) **Crime Information, Reporting and Analysis System (CIRAS)** (formerly e-Blotter) - It sets a standard procedure by which all crime incidents that are reported to the police stations are stored electronically in a database. The system does not only facilitate crime documentation and data storage but also presents quick and reliable transmission of crime information from a particular police station to the National Headquarters at Camp BGen Rafael T Crame, Quezon City.
  - 3) **e-Rogue Gallery System** – is a system where all Electronic Rogues Gallery or e-Rogues of all arrested persons are electronically stored. Through the PNP e-Rogues Gallery System, the records of an individual or a suspect arrested for a crime in one locality can be

instantly accessed by a police station in another locality with just a click of their fingers at the system.

4) **Wanted Persons Information Systems or "e-Warrant"** - is a system where all warrants of arrest are electronically stored so that they can be accessed by all police stations nationwide.

- x. **Payment Service Provider** - one that provides an alternative payment scheme that offers NPCS payment by the use of credit card, bank-based payment such as direct debit, bank transfer, real-time bank transfer, based on online banking, ATM payment, mobile payment, and other authorized online payment methods.
- y. **Police Clearance Desk** - an office in the police stations where the processing of National Police Clearance takes place. It shall be manned by a Senior Police Non-Commissioned Officer (PNCO)/Non-Uniformed Personnel (NUP).
- z. **PPO Verification Personnel** - personnel from the PIDMB/CIDMB or its equivalent in NCR Police Stations who will conduct verification and evaluation of applications with "HIT" on PNP crime-related databases, prior to the issuance of National Police Clearance.
- aa. **Service Agreement** - refers to an agreement entered into by the Government Entity with any Collecting Bank and/or EPGP and AGDB concerning the use of EPCS.
- bb. **Station Verification Personnel** - personnel from the issuing station/office who will conduct verification and evaluation of applications with "HIT" on PNP crime-related databases, and/or with the concerned encoding station/office, prior to the issuance of National Police Clearance. *The same shall be utilized as help desk which will attend to the queries of Non-I.T. and persons with disability (PWD) applicants.*
- cc. **User's Manual** - is a technical communication document intended to guide all authorized PNP personnel in the operation of the NPCS.
- dd. **Verification** - the process to be undertaken before the issuance of clearance if the name of the applicant has a HIT. It involves the determination of whether or not the applicant is one and the same person who has a HIT in the crime-related database of the PNP.
- ee. **Verifier** - an office/agency or any person querying for the authenticity of the issued National Police Clearance.

## 6. GUIDELINES:

### a. Policies

- 1) **Implementation of the NPCS.** The PNP shall design and implement the NPCS, which will henceforth issue the National Police Clearance with a validity of six (6) months from the date of issuance;
- 2) **Creation of Project Management Office (PMO).** For the proper implementation of the provisions of this MC, the Project Management Office (attached as *Annex B*) shall be created/established and shall:

- a. Supervise the actual design and implementation of the NPCS;
- b. Ensure that the NPCS is operationalized down to the police station levels;
- c. Create a TWG to formulate the implementing rules and regulations for the NPCS for the approval of the Chief, PNP;
- d. Develop and execute the appropriate communication plans to inform the general public about the NPCS and training programs for PNP personnel who will implement the new information system;
- e. Devise and recommend an effective scheme for proper management and utilization of funds generated from the implementation of NPCS, in order to make NPCS a self-sustaining program, and for the necessary and related capability enhancement of the concerned police stations;
- f. Submit regular accomplishment reports to the Chief, PNP and the Secretary of the Interior and Local Government on the status of the implementation of NPCS; and
- g. Perform other functions as directed by the Chief, PNP.

**3) Use of Biometrics.** The NPCS shall utilize appropriate biometrics technology to capture the required information concerning the applicant; the storage and retrieval of which shall be governed by security protocols that ensure the availability, confidentiality and integrity of data. The records of applicants for police clearances shall be cross-referenced with the PNP's existing crime-related databases.

**4) Integration of the PNP Crime-Related Databases.** In order to enhance the record verification process of the NPCS, the PNP crime-related databases shall be migrated and integrated into one single platform that will be managed and administered by ITMS and DIDM respectively;

**5) Integrity of the PNP Crime-Related Databases.** Encoding Stations/Offices are directed to ensure the prompt encoding and updating of their respective entries in the crime-related databases of the PNP. Crime Registrars, Immediate Supervisors and the Chief of Offices shall ensure the accuracy of the information that will be encoded in the said databases;

**6) Authority to Collect Fees.** *The PNP is authorized to collect National Police Clearance (NPC) fees in the exercise of its statutory and regulatory functions pursuant to Administrative Order No. 257 and Joint DILG-DBM Circular No. 1-92, dated May 8, 1992. For this purpose, the NPCS Governance Board shall recommend the appropriate fiscal directive on the adoption of a new payment scheme for the NPCS, for approval of the SILG;*

**7) Payment Service Provider Accreditation Board.** *To offer the NPCS applicants the reliable and convenient ways of paying fees, the Payment Service Provider Accreditation Board shall be created and established to accredit outsourced payment collection companies.*

(National Police Clearance Payment Service Provider Accreditation Board is attached as *Annex C*);

**8) Administration and Utilization of fees collected from NPCS.**

*Revenues generated from the issuance of National Police Clearance shall be classified as Trust Receipts and shall be deposited in the National Treasury through an authorized government depository bank. Fiscal Directive shall be issued for the proper administration and utilization of fees collected from NPCS;*

**9) Designation of NPCS Focal Persons in every Encoding Stations/Offices.** The Chief of Investigation in all Police Stations and the Chief of the IDMB in all PPOs and its equivalent, shall be designated as the primary NPCS Focal Persons;

**10) NPCS Administrator.** DIDM shall be the NPCS Administrator who shall be in-charge in addressing non-technical problems encountered in the implementation of the NPCS. Likewise, ITMS shall create the NPCS Technical Support Group who will assist the administrator and likewise respond/attend to all technical problems within the system;

**11) Designation of PPO/CPO/District and Station Verification Personnel.** Selected personnel from PIDMB/CIDMB or its equivalent, and Police Station Investigation Branch shall be designated as verification personnel who shall conduct the verification of all applications with "HIT" prior to the issuance of the requested police clearance. Similarly, ***the same personnel shall act as points of contacts of all verification*** personnel from PIDMB/CIDMB or its equivalent, and Police Stations conducting verifications. They shall serve as linkages of coordination among Issuing and Encoding Stations/Offices with regard to the verification and updating of data in the crime-related databases. ***Periodic reports of all verifications conducted shall be submitted to the RIDMDs for subsequent submission to DIDM;*** and

**12) Treatment of Child-in-Conflict with the Law (CICL) records.** Records of the applicant as a CICL in the PNP crime-related databases shall not be reflected in the National Police Clearance.

**13) Utilization of the PNP Crime-Related Database and Data Protection.** Measures shall be adopted and undertaken to ensure that the data which will be collected and used in the implementation of NPCS shall be duly protected. As such, the PNP crime-related database shall be exclusively and solely used in the implementation of NPCS as regards the issuance of police clearances.

**b. Procedures**

- 1) The NPCS shall be made available online, accessible to the public at **"<https://clearance.pnp.gov.ph>"** All applicants shall use this platform

to apply for National Police Clearance. They may, however, go to the police station for assistance and seek advice on how to make such application;

- 2) In the police station, a Police Clearance Desk shall be created and a designated **Clearance PNCO/NUP** will be in charge of all applications and the release of such. Depending on the findings of the printed police clearance, the applicant will receive the clearance outright, or be requested to return after five working days in case there is a HIT. Likewise, selected **Station Verification Personnel** in addition to their function as part of the verification team shall also be utilized and to man the NPCS help desk and attend to the queries of Non-I.T. and persons with disability (PWD) applicants. Walk-in applicants will be assisted to register and make online NPCS applications, and will be scheduled for the releasing of clearance upon payment;
- 3) The NPCS will use an ordinary bond paper with a minimum thickness of 120 grams per square meter (gsm) to print the National Police Clearance. In addition, an API shall be developed by the ITMS to ensure that the Verifier will be able to counter check the authenticity of the said clearance. Nevertheless, the Verifier shall have no access to the personal details of the applicants and other related information;
- 4) Further, the NPCS shall generate periodic reports and statistics. This shall ensure the PNP leadership of the transparency of collections and revenues of the NPCS. The police station will also have this feature only within their area of responsibility; they will have no access to information of other police stations; and
- 5) The NPCS project comprises several phases of development and implementation, which involves a three-pronged approach aimed at improving the hard, soft, and social component of the PNP organization, to wit:

Hard Component	Soft Component	Management Component
National Police Clearance System	Policies on Deployment and Implementation	Users Training
Equipment needed to implement the project	Organizational Management and Vulnerability Test	Project Management, Monitoring and Evaluation
Administrative, Operational, and Training Manuals	Migration and Integration Plan	Media Mileage

- a) The Hard Component of the project will cover the development of NPCS and the establishment of a reliable NPCS platform. Meantime, cloud services will be used to pilot test the NPCS initially at selected stations of NCRPO and then gradually at all PROs

nationwide. The DIDM will be provided a space at the ITMS Server Farm wherein the NPCCS equipment (e.g. server, security appliance) will be housed. The DIDM shall remain the sole administrator of the NPCCS (System and Database). Formulation of administrative, operational, and training manuals will be included to ensure the harmonious implementation of all the processes identified in the NPCCS.

- b) The Soft Component of the project will cover the policies on deployment and implementation of NPCCS (pilot testing and nationwide implementation). Policies for migration and integration of the mission critical information systems of DIDM will also be the activities. To ensure the security of the system, vulnerability assessment and penetration testing will be included in the project that will be done by ITMS in coordination with DICTM and ACG.
- c) The Management Component of the project includes the training for network and systems administrators, end-users, and top-level managers. It will also include the awareness campaign of the project for its full acceptability within the organization. To sustain the implementation of the project, monitoring and evaluation will be put in place to assess the timely compliance and impact of the system to the overall administrative efficiency of the police organization.

#### **6) Pilot Testing and Nationwide Implementation Plan**

##### **a) Pilot Testing through Cloud Services**

During the pilot testing, the NPCCS will be available through the cloud services. A link to the DIDM servers particularly on CIRAS, CIDMS, e-Warrant and e-Rouge will be established in collaboration with DIDM and ITMS. The information from these servers will be used to validate the records of the applicant during his/her application at the police station. In case there will be a HIT, verification process takes over.

##### **b) Nationwide Implementation through On Premise Platform**

After a successful pilot testing, NPCCS will be deployed nationwide. In this solution, the implementation will be on premise; this means that NPCCS servers and other ICT equipment will be established at the ITMS Server Farm. There will be a periodic update to the databases system housed at ITMS. A cloud services will simultaneously be implemented until 100% on premise solution becomes available.

#### **7) NPCCS Application Step-by-Step Procedures (Annex D)**

##### **a) Applicant Dashboard**

- 1) The applicant registers in the NPCCS portal using the PNP website available at "<https://clearance.pnp.gov.ph>" and enters his/her personal information to include an email address as mandatory

requirement, among others. After encoding his/her personal information, applicant must agree to the NPCCS Terms and Conditions to successfully register. An email confirmation will be sent to applicant's email to confirm the validity of that email address;

- 2) After a successful registration, the applicant shall sign in using his/her provided email address and password, a personal dashboard will thereafter be created. This will be the applicant's personal dashboard to monitor the progress of his/her application;
- 3) After the signing-in of the applicant, he/she will be required to fill out the applicant's information page. After all the fields in the applicant's information page were filled out, he/she can proceed to application of clearance page. He/she will first set an appointment on his/her preferred schedule date and police station where he/she will get the National Police Clearance. In this stage of his/her application, he/she will be given a system generated reference number which he/she will use for the payment of the police clearance. Said reference number will expire within the day. Once expired, he/she needs to re-apply;
- 4) The applicant shall now pay a non-refundable fee to the selected payment center using the generated reference number. Special field and discounted rate will be applied for students, senior citizens and/or person with disabilities (PWDs) in compliance with the existing laws and regulations. Payment shall be made two days prior to his/her appointment date, otherwise, the application will be disregarded or will not be acted upon; and
- 5) After payment, the applicant proceeds to the selected police station on his/her scheduled appointment and bring his/her Official Receipt with generated reference number, and two valid IDs. If in any case, the applicant failed to appear in the police station on the scheduled date of release of clearance because of unforeseeable circumstances (force majeure), or the system becomes unavailable (offline), said applicant shall be rescheduled to secure the same. NPC shall become forfeited if remains unclaimed for the period of fifteen (15) days after appointment.

**b) Police Station Dashboard**

- 1) The Clearance PNCO/NUP maintains a user account and password through biometrics for the NPCCS. He/She is the personnel to which the PNP entrusted the use of the system. However, he/she has no access/rights to add, edit, or delete records from the system. He/She can only print National Police Clearance after a successful application;

- 2) The Clearance PNCO/NUP may monitor the appointment module of the system. He/She has no capability of seeing the transactions of other police stations;
- 3) Operations Officers of the concerned PPO/CPO/District shall be appointed as System Administrator. As System Administrator, he/she sets the number of applications/transactions that will be accommodated in a day for every police station under his/her area of responsibility;
- 4) The Clearance PNCO/NUP in the police station accommodates the applicants based on their desired schedule. A list of applicants per day is prompted in the police station dashboard to alarm them of their daily National Police Clearance appointments;
- 5) In case there will be a walk-in applicant without an appointment, the applicant will be assisted and advised to register online providing them a leaflet on how to apply online. Said applicant shall likewise be advised to choose his appointment and return on his/her chosen date upon payment;
- 6) The Clearance PNCO/NUP shall validate the reference number. Once validated, the details of the applicant will appear in the Police Station's dashboard. In urban areas, the applicant will be requested to present his/her two valid IDs and official receipts; and
- 7) The Clearance PNCO/NUP in the police station shall start the verification process using the existing PNP crime-related databases.

**c) Verification Dashboard**

If there is a HIT, the Clearance PNCO/NUP shall forward these findings to the Station Verification Personnel for verification/evaluation. Said personnel shall now access the Verification Dashboard/PNP Crime Related Databases to ascertain the specific HIT and conduct verification/evaluation of the aforementioned HIT. Same personnel may likewise send verification with the encoding station to determine the current status of the said HIT.

Encoding Stations (Stations Point of Contact) will have their own dashboard that will alarm them if there is a pending request from the Issuing Police Station. They will have three (3) working days to resolve each request.

In resolving the request, the following are the choices which are visible from their dashboard:

- Unsolvable – if the verification cannot be solved at the station level.
- Cleared – if the applicant was determined not to be the same person who has a HIT in the crime-related database of the PNP.
- Confirmed - if the applicant was determined to be the same person who has a HIT in the crime-related database of the PNP.
- Resolved – if the applicant was determined to be the same person who has a HIT in the crime-related database of the PNP, but the case against him/her was already dismissed or resulted in an acquittal.

Within the same period, the status of the request shall be sent back to the requesting police stations for their disposition.

#### **d) PNP Executives Dashboard**

The PNP leadership, including the Director of DIDM, will have their own dashboard to monitor the collection and revenues of the NPCS in a daily, monthly, quarterly, and yearly basis. Reports or statistics shall be made available per station, per PPO/CPO, and per Police Regional Offices (PROs) for better understanding, transparency and for proper utilization of the revenue generated out of the National Police Clearance System.

### **8) NPCS Verification Procedure (Annex E)**

#### **a) HIT in the e-Rogues**

- 1) The Clearance PNCO/NUP shall examine and look into the mug shot and other pertinent details (middle name and birth date among others) in the e-Rogues entry to verify if the applicant is the same person who has a HIT.
- 2) If the applicant was determined to be the same person in the e-Rogues, he/she shall be referred to the Investigation Office/Station Verification Personnel for further investigation, verification and evaluation.
- 3) The Chief, Investigation shall coordinate with the NPCS Focal Person/point of contact of the Encoding Station/Office to determine if the applicant is an escapee. The same shall then become a basis for the conduct of warrantless arrest under Section 5-c, Rule 113 of the Rules of Court. After the conduct of investigation and verification, a Marked National Police Clearance shall be released to the applicant.

- 4) If the applicant was determined not to be the same person in the e-Rogues, a Clean National Police Clearance shall be issued in favor of the applicant.
- 5) In the e-Rogues report that will be submitted to the Verification Personnel for consolidation, the picture of the applicants and the picture reflected in the mug shot with HIT shall be included.

**b) HIT in the e-Warrant**

- 1) The Clearance PNCO/NUP shall refer the applicant to the Investigation Office/verification personnel for the conduct of verification/evaluation. The Encoding Station/Office shall be immediately alerted of the HIT and will be furnished with a copy of the applicant's picture.
- 2) If the offense subject of the warrant was investigated by the Issuing Station/Office, the concerned investigator shall be called upon and serve as the Issuing Station/Office Verification Officer (VO) to determine if the applicant is the same person with HIT.
- 3) If the offense subject of the warrant was not investigated by the Issuing Station/Office, the applicant shall be interviewed by the Issuing Station/Office VO to determine if he/she is the same person with HIT in the e-Warrant. Coordination with the NPCS Focal Person of the Encoding Station/Office shall be made.
- 4) After determining that the applicant is the same person who has a HIT in the e-Warrant, the status thereof shall be verified. If the warrant was already served and the applicant is an escapee, the same shall then become a basis for the conduct of warrantless arrest under Section 5-c, Rule 113 of the Rules of Court. If the warrant is still standing, the applicant will be arrested by virtue of the warrant of arrest. Thereafter, a Marked National Police Clearance shall be issued.
- 5) If the applicant was determined to be not the same person with HIT in the e-Warrant, a Clean National Police Clearance will be issued in his/her favor.
- 6) The issuance of the Clean or Marked National Police Clearance shall be dependent on the ***certification in writing that will be prepared by the VO***. The said certification shall also be included in the e-Warrant report that will be submitted to the Verification Team for consolidation.

**c) HIT in the CIDMS**

- 1) The Clearance PNCO/NUP shall examine and look into the pertinent details (middle name and birth date among others) in the

CIDMS entry, *if available*, to verify if the applicant is the same person who has a HIT.

- 2) If the applicant was determined to be the same person in the CIDMS or it cannot be determined if the applicant is the same person, he/she shall be referred to the Investigation Office for further investigation if the CIDMS entry was investigated by the Issuing Station/Office. The concerned investigator shall be called upon to perform appropriate actions including the updating of CIDMS entry as to the information about the suspect/applicant (date/place of birth, age, etc).
- 3) Appropriate actions mentioned in the preceding paragraph may also include the arrest of the applicant if there is information in the CIDMS that a warrant of arrest was already issued.
- 4) If the applicant was determined to be the same person in the CIDMS or it cannot be determined if the applicant is the same person, but the offense subject of the CIDMS entry was not investigated by the Issuing Station/Office, the application of the applicant shall be referred by the Clearance PNCO/NUP immediately to the Verification Personnel. On the other hand, the applicant shall be advised to come back after 5 working days.
- 5) The Verification Personnel shall immediately coordinate with the NPCS Focal Person of the Encoding Station/Office to determine what will be the appropriate action to be undertaken by the Issuing Station/Office similar to paragraphs "a" and "b".
- 6) If the applicant was determined not to be the same person with HIT, a Clean National Police Clearance shall be issued. Otherwise, a Marked National Police Clearance shall be issued.

d) **HIT in the CIRAS**

- 1) The Clearance PNCO/NUP shall examine and look into the pertinent details (middle name and birth date among others) in the CIRAS entry, if available, to verify if the applicant is the same person who has a HIT.
- 2) If the applicant was determined to be the same person in the CIRAS or it cannot be determined if the applicant is the same person, he/she shall be referred to the Verification Officer (VO) for further investigation/evaluation if the CIRAS entry was investigated by the Issuing Station/Office. The concerned investigator shall be called upon and serve as the Issuing Station/Office, VO to determine if the applicant is the same person with HIT.

- 3) If the applicant was determined to be the same person in the CIRAS or it cannot be determined if the applicant is the same person, but the offense subject of the CIRAS was not investigated by the Issuing Station/Office, the application shall be referred immediately by the Clearance PNCO/NUP to the VO. On the other hand, the applicant shall be advised to come back after 5 working days.
- 4) The VO shall immediately coordinate with the NPCS Focal Person/Point of Contact of the Encoding Station/Office to determine whether the applicant is the same person with HIT in the CIRAS.
- 5) If the applicant was determined not to be the same person with HIT by the VO, a Clean National Police Clearance shall be issued. Otherwise, a Marked National Police Clearance shall be issued.

**e) Multiple HIT in different Crime-Related database**

- 1) If an applicant has a multiple HITs in different crime-related databases, verification of the same shall be conducted simultaneously.
- 2) No clearance shall be issued by the Issuing Station/Office unless the HITs in the crime-related databases of the PNP were all verified.

**7. RESPONSIBILITIES:**

**a. DIDM**

- 1) Designated as OPR for the implementation of this MC;
- 2) Ensure the linkage of the NPCS with the PNP crime-related databases in coordination with ITMS;
- 3) Conduct user's training in coordination with ITMS;
- 4) Ensure the success of the NPCS project in coordination with ITMS and other concerned offices;
- 5) Arrange a Memorandum of Agreement (MOA) between the PNP and Land Bank of the Philippines in coordination with Finance Service; and
- 6) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**b. DC**

- 1) Provide the budgetary requirements for the effective implementation of this MC;
- 2) Issue Fiscal Directives relative with the collection of fees and utilization of funds generated from the implementation of the NPCS; and

- 3) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**c. DL**

- 1) Facilitate the procurement of hardware, in coordination with ITMS for the specific hardware specifications and other logistical requirements;
- 2) Ensure proper distribution of logistical requirements;
- 3) Production of User's Manual; and
- 4) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**d. ITMS**

- 1) Develop the NPCCS and other necessary technical requirements;
- 2) Assist in the procurement process;
- 3) Assist in the establishment of payment gateway systems;
- 4) Assist DIDM in ensuring the connection of the NPCCS with the PNP Crime-Related Databases;
- 5) Prepare User's Manuals in collaboration with DIDM and submit to DL for its reproduction;
- 6) Assist DIDM in the conduct of user's training;
- 7) Ensure the availability, integrity, security and reliability of the NPCCS;
- 8) Conduct periodic maintenance, assessment and inspection of the NPCCS; and
- 9) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**e. FS**

- 1) Facilitate the application of the NPCCS account for the collection of fees in coordination with Land Bank;
- 2) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**f. LS**

- 1) Assist DIDM in addressing legal issues and concerns in the implementation of NPCCS; and
- 2) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**g. DPRM**

- 1) Issue appropriate orders; and
- 2) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**h. DPCR**

- 1) Prepare communication plan in relation to the implementation of the NPCCS; and

- 2) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**i. DICTM**

- 1) Ensure conformity of the NPCCS to the PNP information system and database standards; and
- 2) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**j. CL**

- 1) Ensure the availability of all available databases (criminal records) relevant with the record checking and essential in the issuance of National Police Clearance;
- 2) Provide/Issue Certified Fingerprint Examination Report for AFIS Hits; and
- 3) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**k. CIDG**

- 1) Ensure the availability of criminal record database for NPCCS integration;
- 2) Investigate and prosecute all acts or omissions in violation of this MC and related laws affecting NPCCS; and
- 3) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**l. PIO**

- 1) Ensure media coverage;
- 2) Prepare media lines and talking points in coordination with Information Operation Research Center of DPCR; and
- 3) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**m. NCRPO**

- 1) Support the pilot testing of the NPCCS;
- 2) Identify police units/stations for pilot testing;
- 3) Ensure the successful implementation of NPCCS within AOR; and
- 4) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**n. ACG**

- 1) Investigate and prosecute all acts or omissions in violation of this MC and related laws affecting the NPCCS;
- 2) Issue and disseminate timely Cyber Security Bulletins that may be necessary for the proper security and management of NPCCS; and

- 3) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**o. All PROs**

- 1) Ensure the successful implementation of NPCS in their respective AOR;
- 2) Ensure the integrity, prompt encoding and updating of respective entries in the PNP crime-related databases;
- 3) Submit a monthly report pertaining with the implementation of NPCS; and
- 4) Perform other tasks as may be necessary in order to efficiently and effectively carry out this MC.

**8. COORDINATING INSTRUCTIONS:**

- a. All PNP Units/Offices with existing crime-related systems and databases are directed to support the migration, integration, and streamlining of systems and processes for the successful implementation of NPCS;
- b. Lateral and vertical coordination with concerned units/offices involved in this undertaking is authorized and highly encouraged;
- c. Access to NPCS shall be the prerogative of the Governance Board, or of the Administrator, hence, any changes pertaining thereto shall seek/have prior clearance with the same, upon the recommendation of the head of the concerned office; and
- d. Tasked offices/units shall submit respective IMPLANs to DIDM within 15 days after the approval of this MC.

**9. ADMINISTRATIVE SANCTIONS:**

- a. Immediate supervisors and/or Heads of Offices shall act in accordance with the prescribed guidelines or be liable for NEGLECT OF DUTY pursuant to NAPOLCOM MEMORANDUM CIRCULAR No. 2016-002; and
- b. Deliberate or intentional manipulation of data or information in the NPCS such as false entry/encoding or any other acts which shall not reflect the accurate or true information pertaining to the identity of the person/applicant of the police clearance and accepting any gift or consideration for the favorable issuance of such shall constitute GRAVE MISCONDUCT in accordance with NAPOLCOM MEMORANDUM CIRCULAR No. 2016-002.


**10. REPEALING CLAUSE:**

All other policies, guidelines, issuances, rules and regulations pertaining to the formulation or updating of standard specifications in contrary to this MC are hereby revoked/rescinded for purposes of consistency and uniformity.

## 11. EFFECTIVITY:

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



  
**OSCAR D. ALBAYALDE**  
Police Director General  
Chief, PNP

MAY 08 2018







### Distribution:

Command Group  
D-Staff  
P-Staff  
RDs, PROs  
Dir's, NSUs

CPNP Ltrs'18 S073022



S073022

 <p>Republic of the Philippines National Police Commission Philippine National Police Camp BGen Rafael T Crame, Quezon City</p> <p><b>NATIONAL POLICE CLEARANCE</b></p>		<p>RECKLESS IMPRUDENCE RESULTING IN HOMICIDE AND DAMAGE TO PROPERTIES - For Filing</p> <p>MURDER -</p> <p>CITY ORDINANCE - FILED IN COURT</p>
 <p>PICTURE</p>	<p>This IS TO CERTIFY that the person whose name, photo, signature and right thumbmark appears herein, has subjected to the routine identification and verification of the Crime-Related Records and Identification of National Police Clearance System.</p>	
	<p>NAME: JAVIER, JOE AGRUD ADDRESS: 5-1 Bgy. No. 42, Apaya LAOAG CITY (Capital)</p>	
<p>DATE ISSUED: February 08, 2018 VALID UNTIL: August 08, 2018</p>	<p>BIRTH DATE: January 01, 1988 BIRTH PLACE: ADAMS CITIZENSHIP: FILIPINO GENDER: Male</p>	
<p><b>SAMPLE ONLY</b></p>		
<p>SIGNATURE</p> <p>THUMBMARK</p>	<p>PCSUPT ELMQ FRANCIS O. SARONA TADIDM</p>	
 <p>Q.R. CODE</p>	<p>NOTE: To verify the authenticity of this Police Clearance, please visit <a href="http://www.pnclearance.com">www.pnclearance.com</a> or use Q.R. code scanner</p>	
<p>ID No. TRA201802070000000046</p>		
 <p>Republic of the Philippines National Police Commission Philippine National Police Camp BGen Rafael T Crame, Quezon City</p> <p><b>NATIONAL POLICE CLEARANCE</b></p>		<p>RECKLESS IMPRUDENCE RESULTING IN HOMICIDE AND DAMAGE TO PROPERTIES - For Filing</p> <p>MURDER -</p> <p>CITY ORDINANCE - FILED IN COURT</p>
 <p>PICTURE</p>	<p>This IS TO CERTIFY that the person whose name, photo, signature and right thumbmark appears herein, has subjected to the routine identification and verification of the Crime-Related Records and Identification of National Police Clearance System.</p>	
	<p>NAME: JAVIER, JOE AGRU ADDRESS: 5-1 Bgy. No. 42, Apaya LAOAG CITY (Capital)</p>	
<p>DATE ISSUED: February 08, 2018 VALID UNTIL: August 08, 2018</p>	<p>BIRTH DATE: January 01, 1988 BIRTH PLACE: ADAMS CITIZENSHIP: FILIPINO GENDER: Male</p>	
<p><b>SAMPLE ONLY</b></p>		
<p>SIGNATURE</p> <p>THUMBMARK</p>	<p>PCSUPT ELMQ FRANCIS O. SARONA TADIDM</p>	
 <p>Q.R. CODE</p>	<p>NOTE: To verify the authenticity of this Police Clearance, please visit <a href="http://www.pnclearance.com">www.pnclearance.com</a> or use Q.R. code scanner</p>	
<p>ID No. TRA201802070000000046</p>		

Feb 27, 2018

**NPCS PROJECT MANAGEMENT OFFICE (PMO)**

<b>PROJECT MANAGER</b>	DDIDM
<b>ASSIST. PROJECT MANAGER</b>	Ex-O, DIDM
<b>MEMBERS:</b>	
	Ex-O, DPRM
	Ex-O, DICTM
	Ex-O, DPCR
	Ex-O, DC
	Ex-O, DI
	Ex-O, DL
	Ex-O, DO
	COS, LS
	COS, ES
	COS, ACG
	COS, CES
	COS, ITMS
	COS, All PROs

**NPCS ACCREDITATION BOARD**

<b>CHAIRMAN</b>	DDIDM
<b>VICE CHAIRMAN</b>	DDC
<b>MEMBERS</b>	
	DDITMS
	DDICTM
	DDPCR
	DDACG
	DDCES
	DDFS
	DDL
	DDLS
	DDES
	DDL
	DDO
	DDI

## NPCS PROCESS FLOW



**Applicant**

### Visit NPCS Website

- Register
- Sign In
- Fill up Form
- Set Appointment
- Select Mode of Payment



### Payment

- Proceed to selected payment channel
- Process payment
- Issue Payment Confirmation Slip
- Issue Electronic OR



Release  
Clearance

Verification

YES

NO

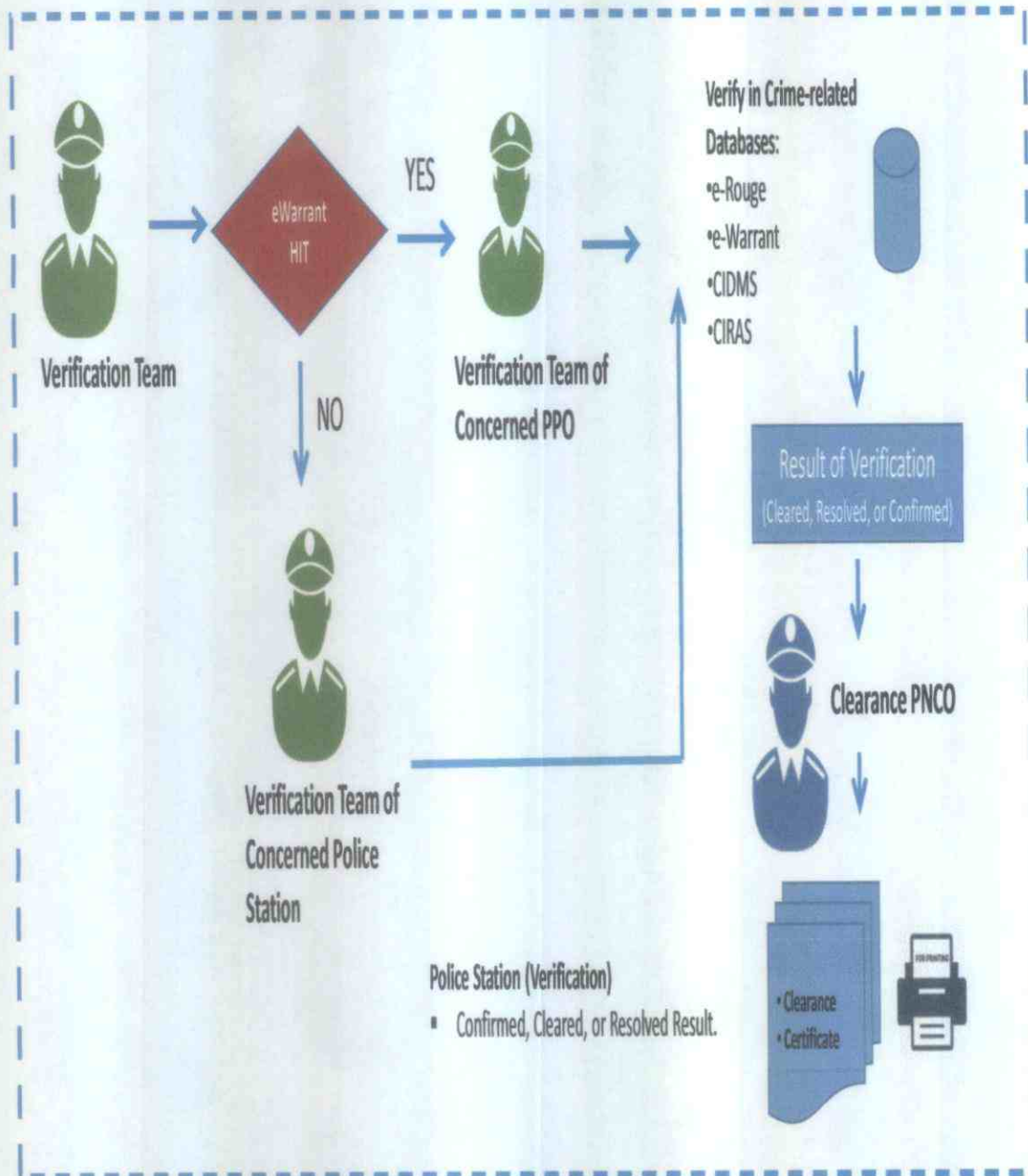
**HIT**



### Police Station

- Proceed to the selected police station
- Present proof of payment (OR)
- Present 2 valid IDs
- Capture biometrics (Photo & Fingerprint)

# VERIFICATION PROCESS FLOW





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



**MEMORANDUM**

FOR : C, PNP

THRU : TDCA

TDCO

TCDS

FROM : TADIDM

SUBJECT : **Proposed PNP Memorandum Circular (MC) re Guidelines and Procedures in the implementation of the National Police Clearance System (NPCS)**

DATE : March 16, 2018

MAY 8 2018  
DATE  
APPROVED / DISAPPROVED  
C, PNP

CPNP App Doc '18 A036698



A036698

1. Reference:

- NAPOLCOM Resolution No. 2016-393 dated June 17, 2016 "Authorizing the Philippine National Police to adopt and implement a PNP Clearance System as a tool for the maintenance of peace and order and to ensure public safety";
- DILG Administrative Order No. 2016-01 dated June 17, 2016 "Authorizing the Philippine National Police (PNP) to design and implement the National Police Clearance System";
- Joint DILG-DBM Circular No. 1-92 dated May 8, 1992 entitled: *Rules and Regulations in the Proper Handling/Administration of the Trust Receipts of the Philippine National Police*; and
- Administrative Order No. 257 dated December 27, 1991 "Authorizing the Philippine National Police (PNP) to Continue Collecting Fees and Charges that Used to be Collected by Agencies Absorbed by the PNP, Treating the Collection as Trust Receipts and Granting the Chief, PNP, the Authority in the Use Thereof, Subject to the Approval of the Secretary of the Interior and Local Government."

2. This pertains to the Proposed PNP Memorandum Circular that aims to set Guidelines and Procedures in the implementation of the National Police Clearance System (NPCS). The NPCS will streamline the process of issuance of police clearance for the convenience of the public. In the same manner, it will provide clarity among several issues, which varies across local jurisdictions in terms of sources of information on criminal records, scope, period of validity, cost, processing time and certificate format.

CIMS  
2018

OTCDS T04732F



OCPNP

In Doc '18 P419723



APR 18 2018

3. In view of the foregoing, attached is the said draft MC regarding the Guidelines and Procedures in the implementation of the National Police Clearance System (NPCS).

4. Respectfully submitted for your information and approval of the aforementioned MC.



**ELMO FRANCIS O. SARONA**  
Police Chief Superintendent

Incl: a/s

Copy furnished:  
DPL \_\_\_\_\_

