



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

JUL 09 2018

PNP MEMORANDUM CIRCULAR
NO.: 2018-030

REVISED PARAMETERS/GUIDELINES FOR ACCREDITATION OF
NON-GOVERNMENT ORGANIZATIONS (NGOs)

1. REFERENCES:

- a. Section 23, Article II of the 1987 Philippine Constitution re "Declaration of State Principles and State Policies";
- b. Article 177 of the Revised Penal Code of the Philippines re "Usurpation of Authority or Official Function" and Article 179 re "Illegal Use of Uniforms or Insignia";
- c. Section 1 of the Executive Order No. 297 re "Regulating the Manufacture, Sale, Distribution and Use of PNP Uniforms, Insignias and Other Accoutrements";
- d. NAPOLCOM Resolution No. 2015-342 entitled "Resolution to Empower the PNP to Perform Its Role as a Community and Service-Oriented Agency Through the Adoption of the Community and Service-Oriented Policing (CSOP) System Involving the Local Executives, the PNP and the Community, as Mandated under Section 2, of R.A. 6975, as Amended by R.A. 8551";
- e. DILG Memorandum Circular No. 2005-50 re-Disaffiliation of All NGOs Affiliated with the Patrol "117" Program dated May 25, 2005;
- f. PNP Memorandum Circular (PNPMC) No. 2015-009 dated April 30, 2015, entitled "BARANGAYANIHAN (Revitalized Barangay Peacekeeping Operations)";
- g. PNP LOI 30/2002 (PNP Organizational Plan "SAMBAYAN");
- h. CPNP approved memorandum dated March 25, 2013, re Proposed Resolution Recommending the Revocation of LOI 36/2010;
- i. PNP NGO Accreditation Committee Resolution No. 2013-02-01;
- j. Uniform and Insignia Standardization Board Resolution No 2002-35;

- k. PNP Implementing Rules and Regulations (IRR) of Executive Order No. 297 Otherwise Known as "Regulating the Manufacture, Sale, Distribution and Use of PNP Uniforms, Insignias and other Accoutrements";
- l. NHQ PNP Letter Orders Number 622 dated April 4, 2018, with subject "Technical Working Group on the Revival and Revision of Guidelines for Accreditation of NGOs with the PNP"; and
- m. DPCR Memorandum dated April 4, 2018 re Issuance of Order for TWG on the Revival and Revision of Guidelines for Accreditation of NGOs with the PNP.

2. PURPOSE:

This Memorandum Circular (MC) sets forth the guidelines and procedures to be undertaken by the concerned PNP offices/units in accrediting NGOs, people's organizations and sectoral organizations.

3. SITUATION:

As enshrined under Section 23, Article II of the 1987 Philippine Constitution on the Declaration of Principles and State Policies, "the state shall encourage non-governmental, community-based, or sectoral organizations that promote the welfare of the nation."

Relatedly, the PNP recognizes the vital role of the NGOs, people's organizations and sectoral organization in ensuring public order, safety, and security of the community and in the government's campaign against criminality, insurgency, terrorism, illegal drugs, and corruption, as well as on the disaster response.

Since the time that the PNP employed the NGOs in the campaign against lawlessness and public safety, there were significant testimonies on the success and importance of their partnership. The NGOs provided the necessary organization and resources in assisting the PNP in various concerns; at the same time achieve their visions and objectives as a NGO.

However, some NGOs lose focus and forgot the very intent of their organizations visions to the point that some have been subjects of complaints by their members and the community for allegedly indulging in illegal activities or abuse of authority, which resulted in the revocation of their accreditation, vis-à-vis the revocation of the PNP guidelines and procedures in the accreditation of NGOs with the PNP through PNP NGO Accreditation Committee Resolution No. 2013-02-01, entitled "A Resolution Recommending the Revocation of LOI 36/2010 - Amended Guidelines for Accreditation of NGOs with the PNP."

With the PNP's thrust of "**strengthening community engagement**", there is a need to reach out with the various sectors of the community and establish guidelines and mechanism in accrediting NGOs, people's organizations and sectoral organizations as the PNP's partner in the promotion of peace and public safety.

4. MISSION:

The PNP, concurrent with its mission and functions shall strengthen community engagement and forge alliance with various sectors of the community through the accreditation of NGOs, people's organizations and sectoral organizations. The organizations shall serve as force multipliers to assist the PNP in the maintenance of peace and order and the delivery of public safety services.

5. DEFINITION OF TERMS:

For purposes of clarity and the intentions of this MC, following are defined as follows:

- a. **Accreditation** - Process of granting recognition to an organization that had passed or complied with the requirements or standard set forth by the accrediting office.
- b. **Accreditation Committee (National, Regional, Provincial and Chartered City Levels)** - "Committee" for brevity, it receives, process, and evaluate the NGO-applicant for accreditation.
- c. **Barangay Peacekeeping Operations (BPO)** - Comprehensive and "catch-all" crime prevention strategy that seeks to empower all stakeholders to share the responsibility of peacekeeping and order maintenance towards self-policing.
- d. **Force Multipliers** - Organizations outside the government which perform voluntary public safety services in support to existing government public safety functions and programs.
- e. **Non-Governmental Organization (NGO)** - An intermediary organization between the people and the state and where the principal interest is to promote the welfare of the poor and disadvantaged, and where the members do not necessarily belong to such marginalized sector and live in the same area.
- f. **People's Organization** - Association of residents in a barangay, or barangays established to promote the public interest and with an identifiable leadership structure and membership.
- g. **Public Safety Services** - Government functions that contribute to the attainment of a safe, orderly, and peaceful environment towards the improvement of quality of life.
- h. **Socio-Civic Organization** - Comprised of people who join together to provide a service or services to their community.

6. GUIDELINES IN THE ACCREDITATION OF NGOS AND PEOPLE'S ORGANIZATIONS:

- a. The participation of the NGOs in various crime prevention and public safety activities of the PNP is purely voluntary and that there is no employer-employee relationship between the PNP and the members of NGOs.

b. Levels of Accreditation Committee

A PNP Accreditation Committee shall be organized at the National, Regional, District (NCR), Provincial and Chartered City levels, purposely to screen and recommend approval of the accreditation of NGOs and POs, and to perform other functions as may be necessary thereto:

- 1) The NHQ Accreditation Committee (NAC) shall be composed of the following:

TDPCR	- Chairman
D, PCRG	- Co-Chairman and Head Secretariat
Deputy, DI	- Member
D, CIDG	- Member
D, LS	- Member
C, CADD, PCRG	- Member/Secretariat

The NAC shall have jurisdiction over NGOs which have two or more active regional presence and NGOs which are acknowledged partners of the NSUs of the PNP.

- 2) The Regional and District (NCR) Accreditation Committee (RAC) shall be composed of the following:

DRDO/DDDO	- Chairman
C, RPCRD/DPCRB	- Co-Chairman and Head Secretariat
C, RIU/DIU	- Member
C, RCIDU/DCIDU	- Member
C, RLS/Dist Legal Officer	- Member
C, CAS, RPCRD/SC, CAS	- Member/Secretariat

The RAC shall have jurisdiction over NGOs and POs which have two or more active provincial presence.

- 3) The Provincial and City Police Office Accreditation Committee (PCAC) shall be composed of the following:

PD/CD	- Chairman
C, PCRB	- Co-Chairman and Head Secretariat
C, CIDT	- Member
C, PIB	- Member
Legal Officer	- Member

The PCAC shall have jurisdiction over NGOs and POs which presence is limited within the City/Municipality.

c. Eligibility Requirements for Accreditation

- 1) NGO applying for accreditation must undergo the PNP-NGO accreditation process (**NGO Accreditation Flow Chart - Annex A and Requirements for Accreditation - Annex B**);
- 2) All NGO-applicants and its official members shall undergo complete background investigation to be conducted by the DI;
- 3) NGO-applicants must submit all necessary documentary requirements to the Secretariat, PNP-NGO Accreditation Committee for processing (**NGO Application Form - Annex C**);
- 4) NGO applicant must be duly organized and registered with any of the national government agencies (i.e DSWD, DOLE, SEC, CDA), and local government authorities (LGAs) that is empowered by law or policy to accredit people's organizations, NGOs or private sector groups;

e.a. NGO must be registered with Security and Exchange Commission, while transport groups (tricycle or public utility vehicles) should have at least a certification from the incumbent Mayor.
- 5) NGO applicant with pending application for accreditation can be utilized to support peace and order and public safety programs of the PNP. They must be capable to support and assist the PNP through any of the following areas of concerns: criminality, terrorism, insurgency, illegal drugs, corruption, environmental protection, and disaster response (through giving of timely and relevant information);
- 6) NGO applicant at the regional level must be duly endorsed by the Provincial Director while NGO applicant at the Provincial level must be duly endorsed by Chief of Police;
- 7) NGO applicant must have a formal organizational structure, has potential for all levels (national, regional, provincial, and city/municipality) of operation, must be operationally active for at least one (1) year and has demonstrated its capacity to promote law and order, peace, public safety, civic actions and similar activities;
- 8) NGO applicant must submit and present their recent annual operational accomplishment report to the concerned Committee;
- 9) NGO applicant shall have at least 25 members who shall appear personally to the National/Regional/Provincial PNP- NGO Accreditation Committee for accounting and validation of membership, as scheduled by the Committee;

- 10) NGO applicant must abide by the Provision of Article II, Section 18 of Batas Pambansa 68, specifically on the use of names wherein its name is not identical or deceptively or confusingly similar to that of any corporation or any other name already protected by law;
- 11) NGO applicant must abide by the provision of Article 179 of the Revised Penal Code of the Philippines, particularly on the illegal use of uniforms and/or insignia, which provides "any person who shall publicly and improperly make use of insignia, uniforms or dress pertaining to an office not held by such person or to a class of persons of which he is not a member";
- 12) NGO applicant is prohibited from using the PNP name, logo, symbols, and/or uniform as part of their corporate communication, uniform, signage, insignia, badge, rank, other paraphernalia, etc.;
- 13) A Certificate of Accreditation shall be issued by the Committee to qualified NGO which shall be valid for a period of two (2) years, unless sooner revoked/cancelled for cause: and
- 14) Accredited NGO must report to concerned Committee on a monthly basis for monitoring whether they are performing their duties and responsibilities as partners, force multipliers or advocacy groups. In relation thereto, their accreditation and affiliation to any police units would be revoked based on the following grounds:
 - 14.a) Involvement in illegal activities;
 - 14.b) Failure to perform their duties and responsibilities; and
 - 14.c) Failure to report on the schedule set by concerned city/municipal, provincial, regional and national accreditation committees.

d. Mobilization of NGOs and POs

All accredited NGOs shall perform the following:

- 1) Depending on their capability and capacity, accredited NGOs shall be mobilized to assist on the following areas of concern: criminality, terrorism, insurgency, illegal drugs, corruption, environmental protection, disaster response, and police community related activities;
- 2) Shall not use/utilize any government resources to support any of their activities, except upon proper coordination and approval of concerned PNP offices/units;
- 3) Shall participate and initiate projects in accordance with their areas of concern/advocacies in coordination with LGUs and appropriate government agencies in the locality;

- 4) Shall have a common logo to distinguish them as a PNP accredited NGO, aside from their individual logo;
- 5) Shall report to the nearest Police Stations/PCPs to complement the Barangay Peacekeeping Operation (BPO) of the PNP;
- 6) Shall render information reports to the PNP, relating to the peace and order concerns;
- 7) Shall actively participate/assist in giving information on anti-illegal drugs activities and actively participate in recovery and wellness program; and
- 8) Shall perform and support the PNP on the activities cited in the provisions of the Revised Police Operational Procedure (2013), to wit:
 - 1) Section 11.3 (h) provides for the participation of civic groups in police checkpoints, provided that they are duly registered and accredited by the PNP;
 - 2) Section 20.1 (f) provides for certain visitational right of accredited NGOs to any persons arrested and detained with the PNP; and
 - 3) Section 33.5 (i) allows turn-over of custody of a Child in Conflict with Law (CICL) to accredited NGOs.

e. Monitoring of NGOs and POs

As part of monitoring mechanism by the Committee and the local police units, all accredited NGOs shall perform the following:

- 1) Submission of quarterly and annual reports to the following:
 - a) NGO at the national level shall submit report/s to the NAC through PCRG;
 - b) NGO at the regional shall submit report/s to the RAC through the RPCRD/DPCRD, duly endorsed by the PD; and
 - c) NGO at the provincial and chartered city level shall submit report/s to the PCAC through the PCRB, duly endorsed by the COP;
- 2) Three (3) months prior to the expiration of their accreditation with the PNP, concerned NGOs shall submit a request for renewal of accreditation subject, to the requirements set by the Committee; and
- 3) Any actions committed by the accredited NGO, or any of their respective officers/members that are in violation of any of the provisions of existing law (Revised Penal Code of the Philippines, this MC and the Guidelines on NGO Accreditation) shall be serious grounds for immediate suspension/cancellation/ revocation of accreditation in the PNP, without prejudice to the filing of appropriate charges, if warranted.

f. Tasks:

- 1) DPCR
 - a) Supervise the over-all implementation of this MC;
 - b) TDPCR to act as Chairman of the NAC;
 - c) Conduct audit on the performance of NGOs on annual basis;
 - d) Perform other tasks as directed.
- 2) DRD
 - a) Assist PCRG in developing the design for the common logo to be used by the accredited NGO;
 - b) Perform other tasks as directed.
- 3) DC
 - a) Provide funds for the conduct of PNP-related police community relations efforts; and
 - b) Perform other tasks as directed.
- 4) DI
 - a) Conduct background investigation on the Officers/Incorporators/ Members of the Board of Directors of NGOs applying for accreditation;
 - b) Designate Deputy DI as member of the NAC; and
 - c) Perform other tasks as directed.
- 5) CIDG
 - a) Conduct investigation on all complaints received regarding the illegal acts of NGOs or any violation of the conditions of this MC;
 - b) D, CIDG to act as member of the NAC; and
 - c) Perform other tasks as directed.
- 6) PCRG
 - a) D, PCRG to act as Vice-Chairman and Head Secretariat of the NAC;
 - b) Utilize/mobilize only accredited NGOs for the accomplishment of office/unit mission and functions;
 - c) Prepare the design of the common logo for accredited NGO in coordination with DRD;
 - d) Educate and inform the public regarding this program;
 - e) Schedule a general assembly for the purpose of electing the president and members of the board of the PNP-NGO federation;
 - f) Perform other tasks as directed.
- 7) LS
 - a) D, LS to act as Member of the NAC;
 - b) Issue legal opinion/s upon request of the NAC; and
 - c) Perform other tasks as directed.

8) All PROs

- a) Support the over-all implementation of this MC ;
- b) Activate Regional/Provincial/City (chartered) Accreditation Committees specified under paragraph 6, sub-paragraph a.2 and a.3;
- c) Accredit NGOs operating in the regional/local levels;
- d) Utilize/Mobilize only accredited NGOs for the accomplishment of office/unit mission and functions;
- e) Submit to TDPCR/Chairman, NHQ Accreditation Committee, copy furnished Director, PCRG/Head Secretariat, NHQ Accreditation Committee, the list of NGOs accredited in their respective AORs;
- f) Educate and inform the public regarding this program; and
- g) Perform other tasks as may be directed.

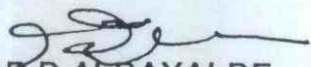
9) All NASUs/NOSUs

- a) Support the over-all implementation of this MC;
- b) Advise acknowledge partner NGOs to apply for accreditation; and
- c) Perform other tasks as directed.

7. EFFECTIVITY:

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




OSCAR D ALBAYALDE
Pólíce Director General
Chief, PNP JUL 10 2018

Distribution:

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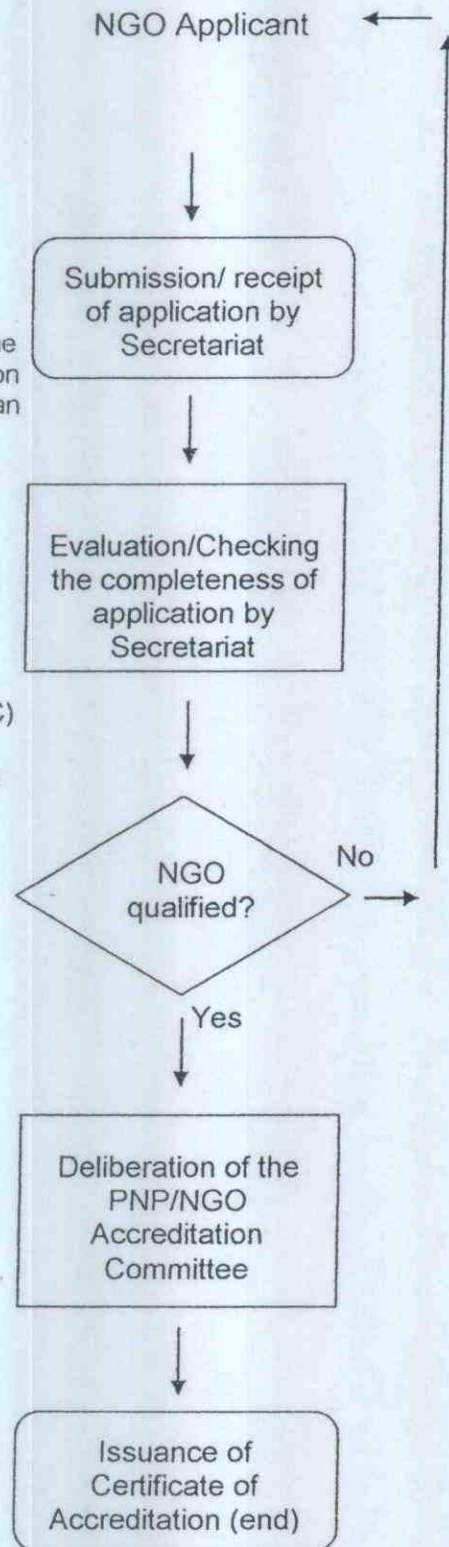
Annexes:

NGO Accreditation Flow Chart	- Annex A
Requirements for Accreditation	- Annex B
NGO Application Form	- Annex C
Members' Personal Data Sheet	- Annex D

NGO Accreditation Flow Chart

Requirements:

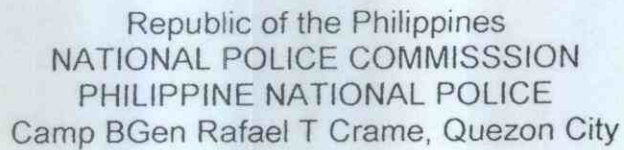
1. Letter of Intent
2. Endorsement (memorandum/letter) from the Chief of Police who has territorial jurisdiction over the Organization's President/ Chairman or the Organization's registered address
3. Duly accomplished application form for accreditation
4. Board resolution signifying intention for accreditation
5. Organization's Constitution and By-Laws
6. Organizational Structure
7. Certificate of Registration (DSWD, DOLE, SEC, CDA, LGU, etc.)
8. Clearances (NBI, Mayor, Police, RTC, MTC) of the Organization's President/Chairman;
9. Organization's Programs/Projects/Activities undertaken/conducted for the immediate preceding year with appropriate action pictures;
10. List of officers and members (with their addresses and contact numbers
11. Members' duly accomplished information forms (Personal Data Sheet).



ANNEX B

Requirements for Accreditation

1. Letter of Intent
2. Endorsement (memorandum/letter) from the Chief of Police who has territorial jurisdiction over the Organization's President/ Chairman or the Organization's registered address
3. Duly accomplished application form for accreditation
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6. Organizational Structure
7. Certificate of Registration (DSWD, DOLE, SEC, CDA, LGU, etc.)
8. Clearances (NBI, Mayor, Police, RTC, MTC) of the Organization's President/Chairman
9. Organization's Programs/Projects/Activities undertaken/conducted for the immediate preceding year with appropriate action pictures
10. List of officers and members (with their addresses and contact numbers
11. Members' duly accomplished information forms (Personal Data Sheet).

[illegible]

12. Awards/Commendation/Recognition Received:

Nature of Award	Date Awarded	Awarded by

13. Have your Organization's accreditation with the PNP been revoked/suspended and/or terminated for cause? _____ If yes: (Nature of the case and date of Suspension/Termination _____ of _____ Accreditation)

Offense	Date Suspended/Revoked/Terminated	Status

14. Does any of your member been charged criminally and/or administratively in connection with any violation of law in the provision of Revised Penal Code (Illegal Usage of Uniforms and Insignia)? _____ If yes:

Name of Member	Nature of Offense	Where/When	Status

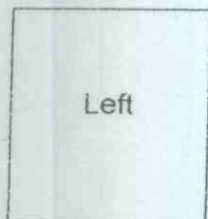
15. Is your organization already affiliated with any government agency other than the PNP? _____ if so, state the name of said agency:

I hereby certify that the answers given above are true and correct to the best of my knowledge and belief.

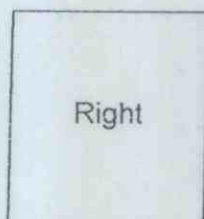
I commit myself to be liable for perjury and/or dishonesty as a result of any false misrepresentation or omission.

President

CTC No. _____
Issued on _____
Issued at _____

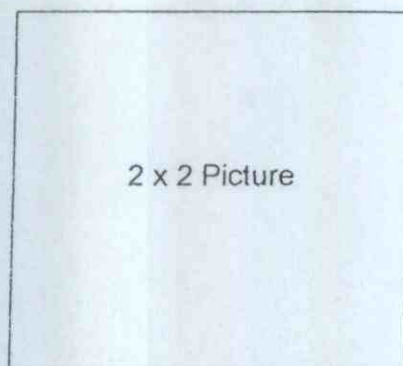


Left



Right

THUMBMARK



2 x 2 Picture

Subscribed and Sworn to before me this _____ day of _____
200__ at _____, _____, Philippines.

Administering Officer

Requirements:

1. Letter of Intent
2. Endorsement (memorandum/letter) from the Chief of Police who has territorial jurisdiction over the Organization's President/ Chairman or the Organization's registered address
3. Duly accomplished application form for accreditation
4. Board resolution signifying intention for accreditation
5. Organization's Constitution and By-Laws
6. Organizational Structure
7. Certificate of Registration (DSWD, DOLE, SEC, CDA, LGU, etc.)
8. Clearances (NBI, Mayor, Police, RTC, MTC) of the Organization's President/Chairman;
9. Organization's Programs/Projects/Activities undertaken/conducted for the immediate preceding year with appropriate action pictures;
10. List of officers and members (with their addresses and contact numbers
11. Members' duly accomplished information forms.

Filename: Application Form

Personal Data Sheet

PHOTO

5.08 cm x 5.08 cm

or 2" x 2"

SURNAME	FIRST NAME	MIDDLE NAME	SEX	CIVIL STATUS
			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Single <input type="checkbox"/> widower/Widow <input type="checkbox"/> Married <input type="checkbox"/> Separated
IF MARRIED, WRITE MAIDEN NAME			NAME OF SPOUSE	Occupation
DATE OF BIRTH:			PLACE OF BIRTH:	
ADDRESS:				
MEMBERSHIP IN OTHER ORGANIZATIONS:			Cellphone/Telephone:	

EDUCATION	NAME OF SCHOOL/ COLLEGE/UNIVERSITY	DEGREE EARNED (write NONE if not graduated)	Number of Units Completed/ Course Title	INCLUSIVE DATES OF ATTENDANCE	HONORS RECEIVED
ELEMENTARY					
SECONDARY					
			Course		
VOCATIONAL					
COLLEGE					
POST GRADUATE					

(continue on separate sheet, if necessary)

Do you have pending a) Administrative case? ☐ Yes ☐ No b) Criminal case? ☐ Yes ☐ No

If you have any, give details of the offense.

Have you any been convicted of any crimes or violation of any law, decree, Ordinance or regulations by any court or tribunal? ☐ Yes ☐ No

Have you ever been convicted of any administrative offence? ☐ Yes ☐ No
If your answer is "YES," give details of the offence.

Have you ever been retired, forced to resign or dropped from employment in the public and private sector?
☐ Yes ☐ No If "YES," give reasons.

REFERENCES (Persons not related by consanguinity or affinity to applicant/appointee)

Name

Address

I declare that the answers given above are true and correct.

Date Accomplished

Signature

Right Thumb mark

Community Tax No. _____

Issued at _____

Issued on _____