



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

JAN 13 2023

MEMORANDUM CIRCULAR
NO.: 2023-005

DUTIES, RESPONSIBILITIES, AND MANAGEMENT OF PNP NON-UNIFORMED PERSONNEL (NUP) DESIGNATED AS CRIME REGISTRARS AND ASSISTANT CRIME REGISTRARS

1. REFERENCES:

- a. Section 26 of Republic Act (RA) No. 6975, as amended;
- b. Section 13 of RA No. 8551;
- c. Section 7, Rule XVII (Government Office Hours) of the Omnibus Rules Implementing Book V of Executive Order No. 292;
- d. CSC-DBM Joint Circular No. 2, s. 2004 dated October 4, 2004, as amended by CSC-DBM Joint Circular No. 2-A, s. 2005 dated July 1, 2005;
- e. CSC Memorandum Circular No. 10, s. 2013 dated April 16, 2013;
- f. PNP Memorandum Circular (MC) No. 2015-032 entitled "Duties and Responsibilities of Non-Uniformed Personnel (NUP) Appointed as Crime Registrars and Radiophone Operators (Under the 7,439 New NUP Positions)";
- g. TDPRM memorandum dated February 4, 2014 with subject: Additional Guidelines on the Filling Up of 7, 439 Additional NUP Vacant Positions;
- h. PNP's Digital Transformation Roadmap (S.M.A.R.T. Policing); and
- i. PNP Next Generation Investigation Solutions (NGIS).

2. RATIONALE:

The Philippine National Police (PNP), as the country's premier law enforcement agency, is organized primarily for the performance of police functions. For the purpose of facilitating the fulfilment of its mandate and the attainment of its mission, the PNP has strengthened its crime prevention efforts and crime solution measures that are responsive to global situation and trends.

To ensure that the organization's investigation service is also enhanced in line with global trends and that investigative functions are carried out efficiently, the PNP shall establish the guidelines in the proper management of Non-Uniformed Personnel (NUP) who are designated as Crime Registrars and Assistant Crime Registrars and provide the duties and responsibilities they should perform giving importance to their morale and welfare.

3. SITUATION:

The role of Crime Registrars is vital in the fulfillment of the mandate of the PNP "to provide a safer place to live and do business" because without them, the Next

Generation Investigation Solutions (NGIS) will not prosper. While their importance is evident, their contributions are often overlooked and are given less recognition.

The hiring of 7,439 Crime Registrars in CY 2014 provided the PNP with additional manpower to cope up with the rising demand for better investigative service. This has given the organization additional human resource to enable the digitization and enhancement of police processes. At present, the PNP no longer resorts to the manual way but is using information technology systems to record crimes. With the advent of the NGIS, the PNP was able to save time in recording, reporting, and monitoring crimes, which would not be possible without the Crime Registrars who are working round the clock to ensure that all records are encoded in the system.

On October 8, 2015, PNP MC No. 2015-032 titled, "Duties and Responsibilities of Non-Uniformed Personnel (NUP) Appointed as Crime Registrars and Radiophone Operators (Under the 7,439 New NUP Positions)" took effect. One provision of the aforesaid MC stipulates that NUP hired with plantilla positions of Communication Equipment Operator I (SG-4) and Communication Equipment Operator II (SG-6), shall perform as Radiophone Operator. However, the designation of these personnel as such is not in accordance with the original plan of the organization to designate the hired NUP with Salary Grades 4 and 6 as Assistant Crime Registrars. Instead, they were designated as Radiophone Operator because its job description is the closest to the job description of the abovementioned plantilla. The shifting of designation provided by the MC had immensely contributed to the issue of lack of Crime Registrars and Assistant Crime Registrars to man the PNP e-Projects.

During the conduct of validation by the DIDM, it was found out that most Crime Registrars have been working overtime. Work-Life balance is no longer practiced as some of them are directed to work beyond the prescribed 8-hour work a day and sometimes even during weekends and holidays.

Further, it was observed that the recruited Crime Registrars are not performing their actual plantilla position as most of their positions are filled up by Police Non-Commissioned Officers (PNCOs). Some reasons cited were: designation of hired NUP to other unit/office to perform other jobs e.g., secretary to commanders or designation to another job in a concurrent capacity; lack of hired Crime Registrars to encode voluminous data and influx of compliances required by higher offices; and resignation of hired NUP to seek greener pasture. Further, it was also found out that some are being utilized to perform law enforcement operations. Hence, issues and concerns were raised by some NUP about their duties and responsibilities and working hours.

Considering the above, interventions must be made to cope up with the demand of the digitization of investigation service which calls for defined guidelines and procedures in the management of crime registrars and their corresponding duties and responsibilities.

4. PURPOSE:

This MC sets forth the guidelines and procedures in the management of crime registrars and their corresponding duties and responsibilities.

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5. DEFINITION OF TERMS:

- a. **Adaptable Designations** – office designations that may be adapted by the Crime Registrar or Assistant Crime Registrar that are outside of his or her present designation.
- b. **Assistant Crime Registrar** – refers to the NUP with position title of “Communication Equipment Operator I (SG-4)” and “Communication Equipment Operator II (SG-6).”
- c. **Crime Registrar** – refers to the NUP responsible for consolidating and maintaining the crime data files of each unit to ensure consistency and continuity. Specifically, it refers to a PNP personnel with position title of “Computer Operator I (SG-7)” and “Computer Operator II (SG-9).”
- d. **Next Generation Investigation Solutions (NGIS) or e-Projects** – refer to the electronic database systems that include the Crime Information, Reporting, and Analysis System (CIRAS), Case Information Database Management System (CIDMS), enhanced e-Warrant System, e-Subpoena System, and e-Rogues Gallery System and other systems that may be developed in connection with the investigation service.
- e. **Government Office Hours** – refer to the time required from all government employees to render not less than eight hours of work a day for five days a week or a total of 40 hours a week, exclusive of time for lunch. As a general rule, it shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays, and holidays.
- f. **Law Enforcement** – refers to activities involving patrols or surveillance to dissuade and discover criminal activities, investigate crimes, and apprehend offenders.
- g. **Non-Uniformed Personnel** – refer to the civilian employees of the PNP, appointed and assigned to positions which are purely administrative, technical, and clerical or menial in nature and other positions which are not directly related to police operations as specified in Section 13 of RA No. 8551.
- h. **Police Operations** – refer to legitimate law enforcement operations or activities such as raids on drug trafficking, illegal gambling, prostitution dens, among others.
- i. **Crime Information, Reporting and Analysis System (CIRAS) (formerly e-Blotter)** - 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.

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- j. **Exigency of Public Service** – refers to a situation where service is urgently needed and where any delay in its execution and delivery will adversely affect the outcome of the service to a client and its effective delivery.

6. GUIDELINES:

a. General Guidelines:

- 1) All Crime Registrars and Assistant Crime Registrars shall be utilized as encoders in CIRAS. However, if the latter signify to accommodate other adaptable designations, they may be allowed for career development purposes, provided that the output of their main task will be maintained. Any other computer systems that may be developed will be included in the job coverage of Crime Registrars and Assistant Crime Registrars;
- 2) The 7,439 NUP holding the Plantilla Positions of Computer Operator II (SG-9) and Computer Operator I (SG-7), Communications Equipment Operator II (SG-6) and Communications Operator I (SG4) shall be designated and shall function as Crime Registrars and Assistant Crime Registrars, respectively;
- 3) All NUP holding plantilla positions of Administrative Aide IV "Communication Equipment Operator I (SG-4)" and "Communication Equipment Operator II (SG-6)" designated as Radio Operators hired in temporary status in their first year of service may be designated as Assistant Crime Registrars and will be granted permanent status only after a year of very satisfactory actual performance. It shall be included in the position Description Forms indicating their duties and responsibilities and IPCR for 1st and 2nd semesters upon acquiring permanent status;
- 4) All NUP presently functioning as Radiophone Operators under the plantilla positions "Communication Equipment Operator I (SG-4)" and "Communication Equipment Operator II (SG-6)," shall be recalled and reassigned to Investigation Section/Units or Offices and be designated as Assistant Crime Registrars upon the approval of this MC;
- 5) All Crime Registrars and Assistant Crime Registrars reassigned to other office or unit by the time of the effectivity of this PNP MC shall be recalled and reinstated to their original unit and shall perform in accordance with their designations and shall undergo appropriate trainings to be fully equipped with necessary skills for their new job description;
- 6) All D-Staff, Unit Commanders, Administrative Officers, and NUP Supervisors at the National Headquarters, National Support Units, and territorial units/offices from Police Regional Offices (PROs) down to the police stations, shall ensure that all hired Crime Registrars and Assistant Crime Registrars are utilized in CIRAS in their respective AORs;
- 7) Adjustments in the work scheme of NUP Crime Registrars and Assistant Crime Registrars in all police stations approved by the Chief of Police

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(COP) shall be submitted to S7 and R7, copy furnished PPO NUP Supervisors and RPRMD (Attn: NUPAS) for easy accounting and monitoring of their official schedule of duty and to submit updates whenever there are changes in their work schedule, whether they will perform within the usual eight to five working hours or if they will be assigned to a different shift, provided that the eight-hour a day shift is still covered. It shall be reported to the RIDMD who will be in charge in monitoring the movement and accounting of all Crime Registrars and Assistant Crime Registrars within their respective AOR;

- 8) A copy of Office Orders of designations of Crime Registrars and Assistant Crime Registrars issued by the respective police stations shall be furnished to the S7, R7, PARMUs, and PPO NUP Supervisors and RPRMD (Attn: NUPAS);
 - 9) Crime Registrars and Assistant Crime Registrars who do not have much workload may be given additional duties and responsibilities within the investigation section of police station supported by an Office Order;
 - 10) Competency training, enhancement program, and regular refresher course for Crime Registrars and Assistant Crime Registrars shall be developed to ensure that they are fully equipped with necessary skills and knowledge suited to their job to include but not limited to Computer Software literature/training like computer reformatting, printer resetting, Microsoft office (excel, word, PowerPoint) hands-on training;
 - 11) A Crime Registrar Inspection and Audit Team (CRIAT) shall be activated in the national and regional levels to monitor the performance of Crime Registrars and Assistant Crime Registrars nationwide and to ensure that the appointed NUP are reporting to their respective units and performing their actual duties and responsibilities. The National CRIAT shall be headed by Ex-O, DIDM and composed of the following members: Chief, Information Technology Division-DIDM, Chief, School for Investigation and Detective Development-DIDM, Chief, Case Monitoring Division-DIDM, Chief, Pre-Charge Evaluation and Investigation Division-DIDM, Chief, Crime Research and Analysis Center-DIDM; NUP Supervisor; and one NUP from CRAC; and
 - 12) A Regional CRIAT shall also be created and composed of the Chief, RIDMD with Section Chiefs of all RIDMD Sections, PRO-NUP Supervisor, and NUP in-charge of NGIS in RIDMD.
- b. Specific Guidelines:
- 1) Management of Crime Registrars and Assistant Crime Registrars:
 - a) Commanders and direct supervisors of NUP shall allow the Crime Registrars and Assistant Crime Registrars to perform other designations for their career development (if willing) provided that the core function of the plantilla position will produce and maintain a very satisfactory output;

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- b) If the number of Crime Registrars does not correspond to the amount of workload received by the office or unit, Commanders may temporarily designate PNCOs as Crime Registrars;
 - c) Commanders shall give equal importance to the morale and welfare of Crime Registrars and Assistant Crime Registrars;
 - d) Relief of Crime Registrars and Assistant Crime Registrars is allowed if they are promoted to higher plantilla position;
 - e) A career path for Crime Registrars and Assistant Crime Registrars shall be developed such that qualified and deserving NUP shall be promoted to the next higher position provided they meet the qualification standards set for the position;
 - f) During holidays, weekends, and beyond regular working hours, Crime Registrars and Assistant Crime Registrars should be replaced by CIRAS PNCO to be designated by the COP/Head of Office/Unit, except in the exigency of public service;
 - g) A list of Crime Registrars and Assistant Crime Registrars who have died, resigned, or went on absence without official leave shall be submitted to R7, who shall then endorse to R1 the said list for immediate replacement.
- 2) Duties and Responsibilities of Crime Registrars
- a) Ensure that all crime incidents are encoded in CIRAS within 24 hours;
 - b) Ensure that all NGIS programs are monitored;
 - c) Ensure that all updates and other additional information on encoded incidents are updated in CIRAS;
 - d) Prepare periodic Crime Situation Report or Crime Environment Report covering their AOR;
 - e) Prepare monthly compliance on UCPER and CIRAS; and
 - f) Perform other tasks related to crime statistics.
- 3) Duties and Responsibilities of Assistant Crime Registrars
- a) Assist the Crime Registrar in the encoding of data in CIRAS;
 - b) Maintain a monitoring list of all compliances and the corresponding actions to be taken;
 - c) Assist the Crime Registrar in preparing periodic Crime Situation Report or Crime Environment Report covering their AOR;

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- d) Assist the Crime Registrar in the preparation of monthly compliances; and
 - e) Perform other tasks related to crime statistics.
- 4) Duties and Responsibilities of the CRIAT
- a) The NCRIAT shall conduct an audit on a yearly basis in the national level and shall be included in the program of yearly nationwide validation conducted by the DIDM;
 - b) The NCRIAT shall strictly monitor, evaluate, and assess the performance of the Crime Registrars and Assistant Crime Registrars nationwide and shall come up with a performance evaluation report with recommendations and submit the same to the PNP Directorate for Personnel and Records Management (DPRM) every last quarter of the year;
 - c) The NCRIAT shall recommend and schedule the conduct of quarterly enhancement training on the NGIS to update all Crime Registrars and Assistant Crime Registrars of any development/changes in the e-projects being implemented;
 - d) The NCRIAT shall conduct random visits to PROs, police stations, and units immediately upon approval of this MC to check and ensure its implementation;
 - e) During the conduct of random inspection and audit, any violation of the provisions of this MC shall be documented by the NCRIAT;
 - f) The NCRIAT shall serve as the National Grievance Committee of Crime Registrars and Assistant Crime Registrars to air their grievances and shall act on it;
 - g) A Regional Audit shall be conducted bi-annually during the months of January and July by the RCRIAT and submit reports and recommendations to NCRIAT; and
 - h) The RCRIAT shall check if the Crime Registrars and Assistant Crime Registrars are functioning as to their mandate.
- c. Responsibilities
- 1) Directorate for Investigation and Detective Management (DIDM)
 - a) Responsible for the overall implementation of this MC;
 - b) Ensure that all designated Crime Registrars and Assistant Crime Registrars have appropriate relevant training to perform their tasks; and
 - c) Perform other tasks as directed.

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- 2) Directorate for Personnel and Records Management (DPRM)
 - a) Assist the DIDM in the implementation of this MC;
 - b) Provide appropriate orders to concerned personnel; and
 - c) Perform other tasks as directed.
- 3) Police Regional Offices (PROs)
 - a) Ensure the proper dissemination and application of this MC to all lower units;
 - b) Make necessary adjustments in the assignment and designation of NUP affected by the provisions of this MC;
 - c) Coordinate with units concerned for the proper implementation of this MC within respective office;
 - d) Monitor compliance of lower units; and
 - e) Perform other tasks as directed.
- 4) Police Provincial Offices (PPOs)/District Offices/City Police Offices (CPOs)
 - a) Ensure the proper dissemination and application of this MC to all lower units;
 - b) Make necessary adjustments in the assignment and designation of NUP affected by the provisions of this MC;
 - c) Coordinate with units concerned for the proper implementation of this MC within respective office;
 - d) Monitor compliance of lower units; and
 - e) Perform other tasks as directed.
- 5) Chiefs of Police/Station Commanders
 - a) Supervise, monitor, and ensure the proper application of the guidelines set forth by this MC;
 - b) Make necessary adjustments in the assignment and designation of NUP affected by the provisions of this MC; and
 - c) Perform other tasks as directed.

7. PENAL CLAUSE:

Any violation of this MC shall be dealt with accordingly pursuant to the existing laws, rules and regulations. All Unit Commanders shall be included in the investigation under the principle of Command Responsibility.

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8. REPEALING CLAUSE:

Any issuances, memoranda, rules and regulations issued by the PNP which are inconsistent herewith are deemed repealed or amended accordingly.

9. 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.



RODOLFO S AZURIN, JR
Police General
Chief, PNP

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Designated as Crime Registrars and Assistant Crime Registrars



B-17-2022-288

MEMORANDUM

FOR : CPNP
THRU : TADCA
TDCO
TACDS
OIC, DPRM
FROM : TDIDM

SUBJECT : **Proposed PNP Memorandum Circular re: Duties, Responsibilities, and Management of PNP Non-Uniformed Personnel (NUP) Designated as Crime Registrars and Assistant Crime Registrars**

DATE : **NOV 17 2022**

1. References:

- Section 13 of Republic Act No. 8551;
- Section 7, Rule XVII (Government Office Hours) of the Omnibus Rules Implementing Book V of Executive Order No. 292;
- CSC-DBM Joint Circular No. 2, s. 2004 dated October 4, 2004, as amended by CSC-DBM Joint Circular No. 2-A, s. 2005 dated July 1, 2005;
- CSC MC No. 10, s.2013 dated April 16, 2013;
- PNP Memorandum Circular (MC) No. 2015-032 "Duties and Responsibilities of Non-Uniformed Personnel (NUP) Appointed as Crime Registrars and Radiophone Operators (Under the 7,439 New NUP Positions)";
- Memorandum from this Directorate dated December 13, 2021 with subject: Comments/Inputs/Recommendation on the Proposed Memorandum Circular re: Duties, Responsibilities, and Management of PNP Non-Uniformed Personnel (NUP) Designated as Crime Registrars and Assistant Crime Registrars;
- TDPRM Memorandum with subject: Additional Guidelines on the Filling Up of 7, 439 Additional NUP Vacant Positions dated February 4, 2014;
- PNP's Digital Transformation Roadmap (S.M.A.R.T. Policing);

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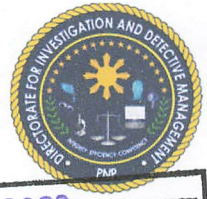
"Life is Beautiful... Kaligtasan Nyo, Sagot Ko. Tulong-tulong Tayo."



Republic of the Philippines
NATIONAL POLICE COMMISSION

**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT**

Camp BGen Rafael T Crame, Quezon City



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APPROVED / DISAPPROVED
DATE
JAN 13 2023

- i. PNP Next Generation Investigation Solutions (NGIS); and
- j. Online Recollection and Yearend Meeting for Non-Uniformed Personnel on December 10, 202.

2. This pertains to the proposed PNP Memorandum Circular (MC) that aims to standardize and provide comprehensive guidelines in the proper management of Crime Registrars and Assistant Crime Registrars and provide the duties and responsibilities to be performed.

3. In view of the foregoing, attached is the draft PNP MC regarding the duties, responsibilities, and management of PNP NUP designated as Crime Registrars and Assistant Crime Registrars.

4. Respectfully submitted for the approval of the CPNP.


ELISEO DC CRUZ
Police Major General

Incl:
a/s