



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

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MEMORANDUM CIRCULAR
NO. 2022-049

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

1. REFERENCES:

- a. Republic Act (RA) No. 10173 "An Act Protecting Individual Personal Information in Information and Communications Systems in the Government and the Private Sector, Creating for this Purpose a National Privacy Commission, and for other Purposes" otherwise known as the "Data Privacy Act of 2012";
- b. RA No. 11032 "Ease of Doing Business and Efficient Government Service Act of 2018 or the Anti-Red Tape Act of 2007";
- c. Presidential Administrative Order No. 257 dated December 27, 1991 "Authorizing the Philippine National Police 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, DILG";
- d. 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";
- e. DILG Administrative Order No. 2016-01 dated June 17, 2016 "Authorizing the Philippine National Police to Design and Implement the National Police Clearance System" as amended;
- f. 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";
- g. PNP People's Freedom of Information Manual (2018);
- h. PNP Memorandum Circular (MC) No. 2018-020 entitled, "Guidelines and Procedures in the Implementation of the National Police Clearance System" dated May 8, 2018;
- i. Fiscal Directive No. 2021-07 as amended (Series 2020) "Guidelines and Procedures in the Collection of Payments for National Police Clearance System and the Utilization Thereof";
- j. NPCS User's Manual for Administrators, Clearance PNCO, Verification Officer and Applicant;
- k. CPNP Memo to RD, PROs and Dirs, NSUs re Utilization of National Police Clearance for PNP Transactions dated January 17, 2021; and
- l. DIDM Next Generation Investigation Solutions (NGIS).

2. RATIONALE:

The Philippine National Police (PNP), as the country's premier law enforcement agency continues to pursue its goals and objectives through effective, efficient, and streamlined crime prevention and investigation measures that are responsive to the existing global situation and trends.

Moreover, the PNP is likewise committed in providing innovative, streamlined, and client-centric frontline services that are focused on creating positive experience for the customers by ensuring that such services serve its purpose in line with the existing laws and policies set forth by the government and the organization.

As the primary office responsible in ensuring the implementation of National Police Clearance System (NPCS), the Directorate for Investigation and Detective Management (DIDM), in coordination with the Information Technology Management Service (ITMS), continuously establishes new measures and enhances the existing ones for streamlined and organized process responsive to the current needs of the organization and its clients.

With the continuing endeavors of the PNP to enhance the delivery of its services to the general public, the NPCS also contributes to the improvement of the crime solution efficiency.

3. SITUATION:

The NPCS derives its authority to operate from Presidential Administrative Order No. 257 approved on December 27, 1991, which provides among others, the authority of the 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 CPNP the authority to use said collected fees subject to the approval of the Secretary of the Interior and Local Government. Further, the following issuances authorized the operation and use of revenue generated from the NPCS: Joint DILG-DBM Circular No. 1-92 signed on May 8, 1992, which included the "Police Security Clearance" and "Station Police Clearance" among the documents issued by the PNP in the exercise of its statutory and regulatory functions that authorized the PNP to continue collecting fees and charges for police clearances; DILG AO No. 2016-01 approved on June 17, 2016, which further authorized the PNP to design and implement the NPCS; and NAPOLCOM Resolution No. 2016-393, authorizing the PNP to adopt and implement a PNP Clearance System as a tool for the maintenance of peace and order and to ensure public safety.

On May 8, 2018, PNP MC No. 2018-020, which sets forth the guidelines and procedures in the implementation of the NPCS, was signed. The same paved the way for the nationwide implementation of the NPCS and the operationalization of the five NPCS pilot stations in Quezon City Police District on August 10, 2018.

The foregoing was followed by the continuous launching of NPCS-enabled police stations nationwide. The said endeavor brought the PNP services closer to the public in line with the attainment of the vision of the PNP to have a "safer place to live, work, and do business." At present, a total of 557 NPCS-enabled police stations

across the country are already operationalized and over a hundred Wanted Persons (WPs) who applied for a national police clearance were put in police custody upon verification from the system that they have existing warrants of arrest.

4. **PURPOSE:**

This MC sets forth the revised guidelines and procedures in the implementation of the NPCCS.

5. **DEFINITION OF TERMS:**

- a. **Applicant** – refers to a person applying for a National Police Clearance.
- b. **Application Program Interface (API)** - set of routines, protocols, and tools for building applications. In NPCCS, the API is used for the linkage of NPCCS to the payment gateway and connection to PNP crime-related databases for the validation of crime records.
- c. **Authorized Government Depository Bank (AGDB)** - refers to the 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 Department of Finance (DOF) and the Monetary Board (MB) to be a government depository bank.
- d. **Biometrics** - the measurement and statistical analysis of an individual's unique physical characteristics by photo and fingerprint capture to authenticate the individual's identity.
- e. **Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP)** - refer to the systematic planned procedures and facilities designed and deployed to allow the continuous operation of the Electronic Payment Collection System (EPCS) in the event of system failure. The BCP and DRP shall include, but 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** – refers to an NPC stating that the applicant has no record found in the PNP crime-related databases. "No record on File" shall be reflected on the printout.
- 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 Authorized Agent Banks (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 National Collections (NC).

- j. **Electronic Official Receipt (EOR)** - refers to the 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 an applicant 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. **ITMS NPCS Technical Team** - group of Information Technology Management personnel with specific tasking in the NPCS, grouped as follows:

- 1) NPCS Development Team - system developers at SMD, ITMS responsible for the enhancement and maintenance (source code) of the system;
 - 2) Help Desk Team from ITSD and DMD, ITMS - ITMS dedicated personnel responsible for the maintenance of hardware server, database, and network/connectivity requirements of the NPCS, and provide support/help desk; and
 - 3) NPCS Security Team at ISSD, ITMS - ITMS dedicated personnel primarily responsible in checking and ensuring the security aspects of the NPCS.
- t. **Marked National Police Clearance** - national police clearance stating the record of the applicant as found in the PNP crime-related databases and its status.
- u. **National Collections (NC)** - refer to all fees, charges, assessments, and revenues collected by the Government Entity that are remitted to the Bureau of the Treasury (BTr) pursuant to law, rules, and regulations.
- v. **National Police Clearance System** - is the centralized information system of the PNP for crime-related record checking nationwide which is the basis for the issuance of National Police Clearance.
- w. **National Police Clearance (NPC)** - is an official document which certifies the existence or non-existence of one's record in any of the PNP crime-related databases.
- x. **NPCS Administrator** - pertains to the DIDM as the sole administrator whether technical and non-technical that shall oversee and address all issues and concerns regarding the NPCS.
- y. **NPCS Technical Team** - pertains to the ITMS technical personnel detailed to the DIDM and shall be assisted by ITMS Technical Support Team.
- z. **PNP Crime-related Databases** - are databases that store crime-related records, such as:
- 1) Case Information and Database Management System (CIDMS) - 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** - 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"** - a system where all warrants of arrest are electronically stored so that they can be accessed by all police stations nationwide.
- aa. **Payment Service Provider** - one that provides an alternative payment scheme that offers NPCS payment using credit card, bank transfer, real-time bank transfer, based on online banking, ATM payment, mobile payment, and other authorized online payment methods.
 - bb. **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).
 - cc. **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 NPC.
 - dd. **Service Agreement** - refers to an agreement entered into by the PNP with any Collecting Bank and/or EPGP and AGDB concerning the use of EPCS.
 - ee. **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.
 - ff. **NPCS User's Manual** - is a technical communication document intended to guide all authorized PNP personnel in the operation of the NPCS.
 - gg. **Verification** - the process to be undertaken before the issuance of clearance if the name of the applicant has a HIT. It involves the determination whether the applicant is one and the same person who has a HIT in the crime-related database of the PNP.

hh. **Verifier** - an office/agency or any person querying for the authenticity of the issued National Police Clearance.

6. GUIDELINES:

a. General Guidelines:

- 1) The PNP shall design, implement, and continuously enhance the NPCCS, which will henceforth issue the NPC with a validity of six months from the date of issuance.
- 2) The NPC may be renewed without appearance for three years from the last appearance, provided that the following steps are undertaken by the applicant of the NPC:
 - a) Update his/her record and details in the NPCCS applicant dashboard;
 - b) Provide necessary e-copies of supporting documents (e.g. Marriage Contract for change of marital status) to support change of information; and
 - c) Update photo through uploading of an e-copy of his/her 2x2 id picture showing a newspaper of current date.
- 3) The NPCCS Project Management Office (PMO) shall be created to oversee the implementation of the provisions of this MC, as follows:

Deputy Director, DIDM	Chairman
Executive Officer, DIDM	Vice Chairman
Chief, CRAC-DIDM	Member/Head Secretariat
Chief, CMD-DIDM	Member
Chief, SIDD-DIDM	Member
Chief, PCEID-DIDM	Member
Chief, ITD-DIDM	Member
SLO, DIDM	Member

Secretariat:

Assistant Chief, CRAC-DIDM	Assistant Head Secretariat
BFO, DIDM	Member
Chief, NPCCS – CRAC-DIDM	Member
Project PNCO/NUP, CRAC-DIDM	Member
IT PNCO/NUP, ITD-DIDM	Member

- 4) The NPCCS shall utilize appropriate biometrics technology to capture the required information from the applicants; the storage and retrieval of which shall be governed by security protocols that ensure the safety, availability, confidentiality, and integrity of data. The records of applicants for police clearances shall be cross-referenced with the existing crime-related databases of the PNP.

- 5) NPCS applicant shall present at least one acceptable issued ID, as follows:
 - a) Social Security Systems (SSS) Card;
 - b) Government Service Insurance System (GSIS) Card;
 - c) Unified Multi-Purpose Identification (UMID) Card;
 - d) Land Transportation Office (LTO) Driver's License;
 - e) Professional Regulatory Commission (PRC) ID;
 - f) Philippine Identification (PhilID);
 - g) Overseas Workers Welfare Administration (OWWA) E-Card;
 - h) Commission on Elections (COMELEC) Voter's ID or Voter's Certificate;
 - i) PNP Permit to Carry Firearms Outside Residence (PTCFOR);
 - j) PNP Firearm License;
 - k) PNP License To Own and Possess Firearm (LTOPF);
 - l) Senior Citizen ID;
 - m) Airman License (issued August 2016 onwards);
 - n) Philippine Postal ID (issued November 2016 onwards);
 - o) Seafarer's Record Book (SRB) (issued February 2020 onwards);
 - p) Valid or Latest Passport;
 - q) Company Employee ID;
 - r) For applicant overseas, Residence Card;
 - s) For minor applicant, School ID or Certificate of Enrolment; and
 - t) If not possible, Barangay Residence Certification.
- 6) 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 the ITMS and DIDM.
- 7) All PNP stations/units shall ensure the prompt encoding and updating of their respective entries in the crime-related databases. The Chiefs of Offices, immediate supervisors and Crime Registrars shall ensure the accuracy, completeness, and timeliness of the information encoded in the NGIS.
- 8) The NPCS PMO shall recommend the appropriate fiscal directive if there is any change in the payment scheme for the NPCS subject to the approval of the CPNP.
- 9) To offer the NPCS applicants the reliable and convenient ways of paying fees, the PNP-accredited bank for the NPCS shall accredit outsourced payment collection companies pursuant to existing laws, rules, and regulations.
- 10) Administration and Utilization of Fees Collected from the NPCS - The revenues generated from the issuance of the NPC shall be classified as Trust Receipts and shall be deposited in the National Treasury through the authorized government depository bank.

Fiscal Directive shall be issued for the proper administration and utilization of fees collected from the NPCCS.

- 11) Designation of NPCCS Focal Persons in every Encoding Stations/Offices. - The Chiefs of Investigation at the Regional/District/Provincial/City/Municipal levels shall be designated as the primary NPCCS Focal Persons.
- 12) The DIDM as NPCCS Administrator shall be in-charge of addressing issues and concerns, both technical and non-technical, encountered in the implementation. The DIDM-NPCCS Technical Team shall be assisted by the ITMS NPCCS Technical Team.
- 13) Designation of PPO/CPO/District and Station Verification Personnel - Investigation personnel 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 contact of all verification personnel from PIDMB/CIDMB or its equivalent, and police stations conducting verifications. They shall serve as linkage of coordination among issuing and encoding stations/offices about 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.
- 14) All trained NPCCS personnel shall not be removed from their post without just cause for a minimum period of three years. COPs shall also ensure that no concurrent designation/s will be given to all NPCCS personnel under their supervision. Likewise, COPs shall ensure that only trained personnel will be allowed to replace NPCCS focal persons.
- 15) Treatment of Records of Child-in-Conflict with the Law (CICL) - Records of the applicant as a CICL in the PNP crime-related databases shall not be reflected in the NPC.
- 16) All resolved or dismissed criminal records shall not be reflected in the NPC but shall still be shown in the NPCCS. Blotter records (CIRAS) will not be reflected for a certain period based on the date reported. Traffic incidents and violations, Reckless Imprudence Resulting to Damage to Property and Slight Physical Injuries, shall not be reflected in the NPCCS but Reckless Imprudence Resulting to Serious Physical Injuries and Homicide shall be reflected.
- 17) Appropriate measures shall be adopted and undertaken to ensure that the data collected and used in the implementation of the NPCCS will be duly protected.

- 18) All information maintained and accessed through the NPCCS are considered properties of the PNP. All personnel and officers shall be held accountable of its confidentiality.
- 19) The PNP crime-related databases shall be strictly and exclusively used in the implementation of the NPCCS as regards the issuance of NPC.
- 20) All NPCCS-enabled police stations shall strictly issue the NPC only and shall not collect any other fees aside from the authorized online payment through the system. Republic Act No. 11261, otherwise known as the "First Time Jobseeker's Act" shall be applicable in connection with the payment of fees including the discount for Persons with Disability or PWD and senior citizens. Setting other requirements for the issuance of NPC by the issuing station/office aside from those imposed in this MC is strictly prohibited.
- 21) All information maintained and accessed through the NPCCS contain personal information of complainants, victims, and suspects. Under the Data Privacy Act of 2012, the same shall not be divulged to anyone unless they are among the real party-interest or there is an order from the court.
- 22) The access to the information maintained and accessed by the NPCCS shall only be limited to NPCCS personnel. All NPCCS personnel who have accessed the information from the NPCCS and other related systems and databases shall maintain the confidentiality of all information therein and ensure that such are free from information leakage.
- 23) The NPCCS shall be made available online, accessible to the public. All applicants shall use the platform provided to apply for NPC. They may, however, go to the nearest police station for assistance on how to apply.
- 24) An NPC Help Desk shall be established in all NPCCS-enabled police stations and a designated Help Desk personnel shall be in-charge in assisting applicants for NPC.
- 25) An NPC Clearance PNCO shall be designated to process NPC applications. The applicant will receive the clearance outright, if he has no record, or be requested to return within five working days in case there is a HIT.
- 26) The Station Verification Personnel, in addition to their functions as part of the verification team, shall also be utilized to man the NPC Help Desk to assist and attend to the queries from applicants.

- 27) All walk-in applicants shall be assisted by the NPC Help Desk personnel in the registration, scheduling, payment, and submission of NPC application.
- 28) The NPCCS will use an ordinary bond paper with a minimum thickness of 100 grams per square meter or GSM to print the NPC. In addition, a system generated QR Code and verification module in the NPCCS shall be developed by the ITMS Technical Support Team (NPCS Development Team) to ensure that the Verifier will be able to counter check the authenticity of the said clearance.
- 29) The NPCCS Secretariat shall generate nationwide periodic reports and statistics in relation to the implementation of the NPCCS. This shall ensure the PNP leadership of the transparency of collections and revenues of the NPCCS. The police station shall also be able to access same information, within their respective area of responsibility.
- 30) The DIDM shall be in charge of the enhancement/revision of the administrative, operational, and training manuals to make it responsive and maintain the harmonious implementation of all the processes in the NPCCS.
- 31) The soft component of the project will cover the policies on deployment and nationwide implementation of NPCCS. Policies for migration and integration of the mission critical information systems of DIDM will also be undertaken. To ensure the security of the system, Vulnerability Assessment and Penetration Testing (VAPT) will be included in the project that will be done by the ITMS Technical Support Team (NPCS Security Team) in coordination with DICTM, every two years or as the need arises. Funding requirements for VAPT shall be allocated by DIDM as the Administrator of NPCCS.
- 32) The Management Component of the project includes training for network and systems administrators, end-users, and top-level managers. It also includes awareness campaign of the project for the full acceptability of the general public and stakeholders. 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.
- 33) The 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.

b. Responsibilities:

1) DIDM

- a) Designated as OPR for the implementation of this MC;

- b) Ensure the linkage of the NPCCS with the PNP crime-related databases in coordination with ITMS;
 - c) Conduct NPCCS User's Training in coordination with ITMS;
 - d) Ensure the success of the NPCCS project in coordination with ITMS and other offices/units concerned;
 - e) Update and distribute the NPCCS User's Manual to all NPCCS-enabled police stations nationwide;
 - f) Conduct study on the enhancement of the system and the needed requirements for the implementation of NPCCS in other police stations; and
 - g) Perform other tasks as directed.
- 2) **DC**
- a) Provide the budgetary requirements for the effective implementation of this MC;
 - b) Furnish the DIDM through the NPCCS Secretariat, a funding memo of all the NPCCS mandatory share including the requested budget in a monthly basis;
 - c) Issue Fiscal Directives relative to the collection of fees and utilization of funds generated from the implementation of the NPCCS;
 - d) Ensure that the mandatory share will be provided to respective offices/units based on the generated amount in the system submitted by the DIDM; and
 - e) Perform other tasks as directed.
- 3) **DICTM**
- a) Ensure conformity of the NPCCS to the PNP information system and database standards; and
 - b) Perform other tasks as directed.
- 4) **DL**
- a) Facilitate the procurement of hardware through the NHQ-BAC, in coordination with ITMS for the specific hardware specifications and other logistical requirements;
 - b) Ensure proper distribution of logistical requirements; and
 - c) Perform other tasks as directed.

5) **DPCR**

- a) Prepare communication plan in relation to the implementation of the NPCCS;
- b) Conduct community-related activities that will help mainstream the implementation of the NPCCS;
- c) Assist the DIDM in the mainstreaming and information dissemination of the NPCCS; and
- d) Perform other tasks as directed.

6) **DPRM**

- a) Issue appropriate orders for the composition of the NPCCS PMO; and
- b) Perform other tasks as directed.

7) **ACG**

- a) Investigate and prosecute all cyber-related acts or omissions in violation of this MC and related laws affecting the NPCCS;
- b) Issue and disseminate timely Cyber Security Bulletins that may be necessary for the proper security and management of the NPCCS; and
- c) Perform other tasks as directed.

8) **FG**

- a) Ensure the availability of all databases (criminal records) relevant with the record checking and those essential in the issuance of NPC;
- b) Issue a Fingerprint Examination Report for AFIS Hits; and
- c) Perform other tasks as directed.

9) **CIDG**

- a) Ensure the availability of criminal record database for NPCCS integration;
- b) Investigate and prosecute all acts or omissions in violation of this MC and related laws affecting the NPCCS; and
- c) Perform other tasks as directed.

10) **FS**

- a) Provide DIDM a monthly report on the transfer of funds from Finance Service to Regional Comptrollership; and

- b) Perform other tasks as directed.

11)ITMS

- a) Develop, maintain, and enhance the NPCCS and other necessary technical requirements;
- b) Establish the ITMS Technical Support Team that shall assist the NPCCS Administrator and detailed ITM personnel to the DIDM in the technical concerns of the NPCCS;
- c) Maintain close coordination with payment partners regarding the linkage of the NPCCS to their respective payment systems;
- d) Assist in the procurement process;
- e) Assist in the establishment of payment gateway systems;
- f) Assist DIDM in ensuring the connection of the NPCCS with the PNP crime-related databases;
- g) Prepare and update the NPCCS User's Manuals in collaboration with DIDM;
- h) Assist the DIDM in the conduct of NPCCS User's Training;
- i) Ensure the availability, integrity, security and reliability of the NPCCS;
- j) Conduct periodic and preventive maintenance, assessment, and inspection of the NPCCS every one year or as need arises;
- k) Supervise the preventive maintenance of all NPCCS-issued computer equipment in the police stations through the detailed IT Project Officers/IT PNCOs of ITMS in the PRO; and
- l) Perform other tasks as directed.

12)LS

- a) Assist the DIDM in addressing legal issues concerning the implementation of NPCCS; and
- b) Perform other tasks as directed.

13)PIO

- a) Assist in the mainstreaming of the NPCCS;
- b) Prepare media lines and infographics in coordination with the Information Operation Research Center of DPCR; and
- c) Perform other tasks as directed.

14)PROs

- a) Strictly implement the NPCS and support its successful implementation in their AOR;
- b) Ensure that the only police clearance that will be issued in all NPCS-enabled police stations is the NPC;
- c) Disseminate this MC and other related policies to all units in their AOR and ensure that all PNP personnel are well-informed about its implementation;
- d) Conduct community-based activities/programs that will help mainstream the implementation of the NPCS;
- e) Initiate NPCS-related dialogues with external stakeholders, including but not limited to local government units, schools, business establishments, and the like;
- f) The RIDMDs will be in-charge of the supervision and monitoring of NPCS-enabled police stations and the immediate verification of applicants/persons with "HIT" in their AOR;
- g) Ensure that problems and issues of NPCS-enabled police stations in their AOR will be acted upon accordingly;
- h) The COPs of NPCS-enabled CPS/MPS/PS shall ensure the availability of dedicated and fast (minimum of 20Mbps) internet connection for NPCS in their respective police stations;
- i) Ensure that NPCS offices are most visible and accessible to the public, being one of the frontline services of the PNP;
- j) Conduct close coordination with the NPCS Secretariat regarding the implementation of the NPCS;
- k) Ensure the periodic enhancement trainings of NPCS personnel to effectively perform their tasks;
- l) Submit periodic reports every 28th day of the month to DIDM (Attn: NPCS Secretariat) on the status of the implementation of NPCS, and the arrest of WPs made; and
- m) Perform other tasks as directed.

15)NPCS Project Management Office

- a) Supervise the overall implementation of the NPCS;
- b) Ensure the operationalization of all NPCS-enabled police stations/units;

- c) Develop and execute appropriate communication, implementation plans and training programs for PNP personnel who will use the NPCCS;
- d) Recommend an effective scheme for the proper management and utilization of funds generated from the NPC to make the NPCCS a self-sustaining program, and for the necessary and related capability enhancement of the police stations concerned; and
- e) Perform other tasks as directed.

16) NPCS Secretariat

- a) Conduct regular NPCS User's Training and Refresher Course nationwide in coordination with ITMS NPCS Technical Team;
- b) Monitor and attend to all administrative concerns in the implementation of the NPCCS, including but not limited to the generation of NPCS related reports, training, complaints, and other administrative functions;
- c) Develop plans for the enhancement and improvement of the NPCCS and related processes;
- d) Endorse the issuance or revocation of security clearance for NPCS personnel; and
- e) Perform other tasks as directed.

17) NPCS Technical Team

- a) Assist DIDM for the smooth implementation of the NPCCS nationwide;
- b) Attend to all technical concerns of NPCCS-enabled police stations;
- c) Assist DIDM in ensuring that all issuances regarding the NPCCS, including manuals, are updated and accurate;
- d) Assist in the enhancement and improvement of the NPCCS and related processes;
- e) Conduct NPCCS database backup; and
- f) Perform other tasks as directed.

7. PENAL CLAUSE:

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


8. REPEALING CLAUSE:

Any provision of issuances, memoranda, rules, and regulations issued by the PNP 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.




DIONARDO B CARLOS
Police General
Chief, PNP

Distribution:

Command Group
Cmdr, APCs
IG, IAS
D-Staff
P-Staff
D, NSUs
RD, PROs
SPA to the SILG


CPNP Ltrs'22 S089200

S089200

APR 18 2022



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 : CPNP

THRU : TDCA

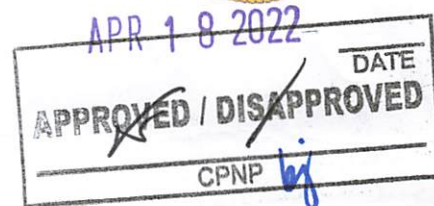
TDCA

TCDS

FROM : TDIDM

SUBJECT : **Revised Guidelines and Procedures in the Implementation of the National Police Clearance System (NPCS)**

DATE : February 21, 2022



1. References:

- PNP Memorandum Circular No. 2018-020 entitled "Guidelines and Procedures in the Implementation of the National Police Clearance System (NPCS) dated May 8, 2018; and
- CPNP Memo to RDs, PROs, and Dirs, NSUs re Utilization of National Clearance for PNP Transactions dated January 17, 2021.

2. This pertains to the proposed revision of the PNP Memo Circular No. 2018-020 re: Guidelines in the Implementation of the National Police Clearance System (NPCS) dated May 8, 2018.

3. In this regard, respectfully submitted herewith is the draft Revised Guidelines and Procedures in the Implementation of the NPCS, incorporating the inputs and comments of PNP offices/units.

4. Respectfully submitted for approval of the CPNP.

OMEGA JIREH D FIDEL
Police Major General



OCPNP

In Doc 22 P507179



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2022

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