



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

MAR 11 2022

MEMORANDUM CIRCULAR  
NO.: 2022-028

**REVISED GUIDELINES IN THE ARREST AND ACCOUNTING  
OF WANTED PERSONS**

**1. REFERENCES:**

- a. Annual General Appropriations Act;
- b. Supreme Court En Banc Resolution A.M. No. 21-06-08-SC, "Rules on the Use of Body-Worn Cameras in the Execution of Warrants" dated June 29, 2021;
- c. PNP Handbook PNPM-DO-DS-2-13-21, Revised Philippine National Police Operational Procedures;
- d. Supreme Court Memorandum of Agreement with the PNP on Enhanced e-Warrant System dated August 3, 2020;
- e. PNP Memorandum Circular (MC) No. 2019-063, "Guidelines in the Accounting of Wanted Persons" dated November 19, 2019;
- f. PNP MC No. 2019-035, "Reward Validation and Payment of Reward for the Arrest, Surrender or Death Through Lawful Police Intervention of Wanted Persons Considered Threats to National Security and to Law and Order" dated June 21, 2019;
- g. PNP MC No. 2018-027, "Guidelines and Procedures in the Management and Supervision of All Custodial Facilities and Persons Under PNP Custody" dated June 28, 2018;
- h. PNP MC No. 2018-009, "Operational Guidelines and Policies on the Use of Body-Worn Cameras";
- i. PNP Command Memorandum Circular No. 11-2021, "Revised 2021 PNP Unit Performance Evaluation Rating (UPER) Guidelines and Procedures" dated March 25, 2021;
- j. PNP Criminal Investigation Manual (Revised) 2011;
- k. PNP LOI 03-11 (Manhunt Charlie) dated November 22, 2011;
- l. Memorandum from OCPNP dated October 7, 2008 with subject: Policy Prescribing the Presentation and Non-Presentation of Suspects to the Media; and
- m. DIDM Next Generation Investigation Solutions.

**2. RATIONALE:**

This Memorandum Circular (MC) provides the revised guidelines and procedures to be undertaken by PNP offices/units concerned in the arrest and accounting of wanted persons (WP).

### **3. SITUATION:**

On November 19, 2019, PNP MC 2019-063, "Guidelines in the Accounting of Wanted Persons" was issued providing for the comprehensive guidelines in the accounting of WPs that cover those which were not in the PNP LOI 03-11 (Manhunt Charlie).

However, based on the periodic study and assessment conducted by the National Committee on Wanted Persons through the Directorate for Investigation and Detective Management (DIDM) with respect to the implementation of the aforesaid MC, there are recent laws, circulars, and developments in the e-Warrant System that are not yet included and run contrary with the previous MC.

In 2012, the e-Wanted Person Information System (e-WPIS/e-Warrant) was created and developed by the DIDM. In 2020, the DIDM and the Information Technology Management Service (ITMS), in coordination with the Office of the Court Administrator, Supreme Court of the Philippines, developed the Enhanced e-Warrant by changing the manner how the warrants of arrest are uploaded in the system. Instead of the PNP uploading digital copies of warrants of arrest, the courts as new end-users are now the ones that digitally issue warrants of arrest in the system. The enhanced version of the e-Warrant serves as a management tool in the effective and efficient accounting of not only the warrants of arrest but also of wanted persons and contributes to the improvement of the Crime Solution Efficiency (CSE).

The foregoing intervening factors must be taken into consideration with the PNP's vigorous campaign against WPs. Thus, there is a need to revise the existing policy and guidelines in the accounting of WPs.

### **4. PURPOSE:**

This MC shall serve the following purposes:

- a. To come up with, maintain, and update the lists of WPs and Most Wanted Persons (MWP) from the National, Regional, District, Provincial, City, Municipal levels and NOSUs concerned based on the parameters set hereinafter;
- b. To set a feasible and attainable target for the arrest of WPs and MWP;
- c. To effectively measure the performance of all police offices/units and NOSUs concerned;
- d. To maintain the established Enhanced e-Warrant that could be easily accessed by police offices/units and NOSUs concerned nationwide;
- e. To fast track the arrest of WPs in order to contribute to the process of the Criminal Justice System to serve the ends of justice;
- f. To unite and support the efforts of all law enforcement units, agencies, and the community in the relentless campaign against WPs;
- g. To enhance coordination and collaboration with local and foreign counterparts; and
- h. To further improve the CSE.

## 5. DEFINITION OF TERMS:

- a. **Accounting of Wanted Persons** – an organized activity involving the acquisition of the list of wanted persons based on the warrants of arrest received from the courts, execution of warrants of arrest against the accused, and the return of warrants of arrest to the issuing courts.
- b. **Committee on Wanted Persons** – a body that shall monitor and supervise the strict implementation of this MC and periodically evaluate the performance of tasked PNP offices/units.
- c. **Enhanced e-Warrant** – a system where all warrants of arrest are electronically issued by the courts to PNP units concerned for implementation. It also provides a real-time status of warrants of arrest since the courts are the ones that issue the same and it can be accessed and updated through the system by all police units nationwide.
- d. **Habitual/Delinquent Offender** – is one who, within a period of ten years from the date of his release or last conviction of the crimes of serious or less serious physical injuries, robbery, theft, estafa or falsification, is found guilty of any of the said crimes a third time or more.
- e. **Heinous Crimes** – is defined as grievous, odious and hateful offenses and which, by reason of their inherent or manifest wickedness, viciousness, atrocity, and perversity are repugnant and outrageous to the common standards and norms of decency and morality in a just, civilized, and ordered society.
- f. **Lead Unit** – the PNP unit that conducted the operation and arrested subject wanted person (not necessarily the unit/station that conducted case build-up, investigated, and referred the criminal complaint before the prosecutor) and has the primary responsibility of updating the Enhanced e-Warrant.
- g. **Most Wanted Person (MWP)** – the most notorious among the wanted persons whose arrest is prioritized and most sought as this will provide relief and comfort to the community.
- h. **Recidivist** – is one who, at the time of his trial for one crime, shall have been previously convicted by final judgment of another crime embraced in the same title of the Revised Penal Code.
- i. **Return of Warrant** – a return of a warrant for the arrest of a person, by the officer to whom it was given for service, showing substantially all that the officer did within the scope of proper execution.
- j. **Sensational Crimes** - refer to cases where the crime is committed by/or against elected government officials, government officials appointed by the President, Judges, Prosecutors, members of the Philippine Bar, Media Practitioners, militant party list members/activists, labor leaders, foreign nationals, and other persons, by means of shooting, bombing, strafing, enforced disappearance and other violent acts, resulting in death or incapacitation that attract national/international public and/or media attention or scrutiny.
- k. **Served Warrant of Arrest** – a warrant of arrest that was presented personally to the accused who was subsequently arrested. A warrant

containing more than one respondent is considered served if at least one of them was arrested.

- l. **Tracker Team (TT)** – a police team specifically organized to arrest WPs.
- m. **Unserved Warrant of Arrest** – a warrant of arrest which was not served personally to the accused by reason of their absence and/or intentional evasion of the law.
- n. **Wanted Person (WP)** – a person who is fugitive from justice either convicted or accused of a crime and hiding in order to avoid arrest from law enforcement units.
- o. **Warrant of Arrest (WOA)** – a written document issued by a court ordering any peace officer to bring the person before the court so that he may be bound to answer for the commission of an offense.

## 6. GUIDELINES:

### a. General Guidelines:

The arrest and accounting of WPs shall be based on the Enhanced e-Warrant. The list of MWPs whose arrest will be given priority shall be generated in the Enhanced e-Warrant based on the parameters prescribed in this MC. Of the generated list of MWPs, all PROs/NOSUs with MWPs shall deliberate their respective list of Top Ten Most Wanted Persons (TTMWP) in the Regional/ District/Provincial/City/Municipal levels.

Any of the following parameters can be considered for the identification of MWPs and TTMWPs.

Parameters	MWP	TTMWP
1) Gravity of the crime committed: a) The crime is heinous;	✓	
b) The crime is sensational; and		✓
c) There are at least two victims.		✓
2) Notoriety of the accused: a) Degree of his/her involvement in the crime, either by: (1) Principal;		✓
(2) Accomplice; or		✓
(3) Accessory.		✓
b) The accused is habitual/delinquent offender and/or recidivist;		✓
c) More than one outstanding warrant of arrest; and	✓	
d) With recommended bail bond of PhP100,000.00 and above, including that with no bail recommended.	✓	
3) Position of the accused in the crime organization/syndicate:		

a) Mastermind; or		✓
b) Occupying a sensitive position in the organization other than Mastermind.		✓
4) Individual/crime group's scope of operation and impact to security, peace and order in the area.		
a) National - operates in two or more regions;		✓
b) Regional - operates in two or more cities/provinces/districts;		✓
c) Provinces/Districts - operates in two or more municipalities and/or cities; and		✓
d) Cities/Municipalities - operates in two or more barangays.		✓

**b. Specific Guidelines:**

The procedures to be followed by all tasked units in the implementation of this MC shall have four operational concepts.

**1) Organization:**

- a) A Committee on WPs shall be organized at the NHQ and PROs/NOSUs while Task Groups Manhunt (TGM) shall be created in the District/Provincial/City Police Offices/NOSU Regional Units to undertake the various activities prescribed by the MC;
- b) The NHQ Committee on Wanted Persons shall be chaired by TDIDM and composed of the Deputy Directors of NHQ Quad Staff and DC, and D, LS as members. The DDIDM shall be the Vice Chairperson, while the Chief, CMD, DIDM shall act as the Head Secretariat;
- c) The PRO/NOSU Committee on Wanted Persons shall be headed by the DRDO/DDO - as the Chairperson with the same composition as the NHQ Committee. The Chief, RIDMD/Investigation Division shall be the Vice Chairperson and the Chief, Case Monitoring Section as Secretariat;
- d) The aforesaid Committee shall convene quarterly for accounting of their WP/MWP list and deliberation/updating of their TTMWP list. However, it is the prerogative of the Committee as to the regularity of their meetings;
- e) At the District/Provincial/City Police Offices/NOSU Regional Units, the TGM shall be activated and composed of their Quad Staff and COPs/Field Units. The DDO/DPDO/DCDO shall be the Task Group Commander and the Chief, IDM shall be the Deputy Task Group Commander and the Assistant Chief, IDM as Secretariat; and
- f) The TGM shall oversee and ensure that the TT will be organized in every police station/field unit to arrest WPs/MWPs. The TT will be led by a Police Commissioned Officer (PCO) with

Warrant Police Non-commissioned Officer (PNCO), Intel PNCO, Investigation PNCO, and Female PNCO as members. The TT may also be organized at the National/Regional/Provincial levels.

2) Maintenance and Updating of WP/MWP/TTMWP List:

- a) The DIDM, in coordination with ITMS shall maintain the Enhanced e-Warrant and ensure that all PROs/NOSUs and its operating units will be given access for the immediate arrest of WPs/MWPs;
- b) All PROs/NOSUs and its subordinate units shall maintain their respective WP/MWP/TTMWP list based on the WOAs issued by the courts in their jurisdiction through the Enhanced e-Warrant and the parameters set forth in this MC;
- c) Upon deliberation and approval of respective Committee, PRO units/NOSU field units concerned shall tag their TTMWPs in the Enhanced e-Warrant;
- d) All wanted persons with WOAs served shall be delisted in the monitoring list of WPs/MWPs/TTMWPs and subsequent updating of said list shall be made; and
- e) All PRO units/NOSU field units with reported deaths of accused within their AOR shall counter check the system and update their respective list of WPs/MWPs/TTMWPs. However, it will not be considered as accomplishment. The unit handling the case shall make a request to the court concerned for the cancellation of the WOA in the Enhanced e-Warrant System.

3) Updating of WOAs in the Enhanced e-Warrant:

- a) The station/unit that arrested the accused by virtue of a WOA shall be the one to update the Enhanced e-Warrant. In case of a joint operation, the warrant PNCO of the lead unit will update the status of the WOA in the Enhanced e-Warrant.;
- b) The station/unit that received a hard copy of WOA from Sandiganbayan, Court of Appeals, and other courts shall upload the warrant in the Enhanced e-Warrant;
- c) Updating of the Enhanced e-Warrant shall be done within 24 hours upon arrest of the WP by the Warrant PNCO of the arresting/lead unit; and
- d) Designated Warrant PNCO shall verify daily the Enhanced e-Warrant to check new WOAs issued by the courts in their AOR.

4) **Monitoring of Performance:**

- a) Performance of all PROs/NOSUs shall be measured based on the requirements and compliance with this MC;
- b) The station/unit that handled/filed the case shall make a return/report to the issuing court for unserved WOA within 30 days upon receipt of the warrant. In case a WOA was served (when accused is arrested), the arresting/lead unit shall immediately make a return/report to the issuing court and update the Enhanced e-Warrant to include the e-Rogue;
- c) All PROs/NOSUs are required to account on a monthly basis at least 10% of their respective total number of unaccounted WPs during the preceding period (previous/old WOAs not served) and at least 5% of the new WOAs received within the said rating period/month;
- d) All PRO units/NOSU field units that have MWPs shall account at least one arrest of MWP per month; and
- e) Arrest of MWPs/TTMWPs shall also be considered as arrest of WPs.

c. **Responsibilities:**

1) **DIDM**

- a) Designated OPR in the implementation of this MC;
- b) Act as Chairperson, NHQ Committee on Wanted Persons and designate DDIDM as Vice Chairperson;
- c) Maintain and continue to further develop the Enhanced e-Warrant in coordination with the ITMS and the Supreme Court;
- d) Supervise and monitor the regular updating of the Enhanced e-Warrant by stations/units concerned;
- e) Initiate the convening of the National Committee to evaluate the performance of all PROs/NOSUs in the implementation of this MC;
- f) Prescribe the standard format of the Monthly Report of PROs/NOSUs in the arrest and accounting of WPs/MWPs/TTMWPs;
- g) Initiate the conduct of periodic assessment of the implementation of this MC to ensure that targets are reasonably set, established parameters are adopted, and gaps are sufficiently addressed;
- h) Conduct annual refresher trainings on the use and maintenance of Enhanced e-Warrant;
- i) Support other law enforcement agencies in the investigation and apprehension of wanted personalities;
- j) Coordinate with local and foreign counterparts to improve manhunt capability and capacity;

- k) Submit periodic reports to the OCPNP on the accomplishment of various tasked offices/units including the assessment of their performance; and
  - l) Perform other tasks as directed.
- 2) **DI**
- a) Designate DDI to act as Member, NHQ Committee on Wanted Persons;
  - b) Maintain and update the list of DILG/National/Regional/Provincial MWPs with monetary rewards based on established policies; and
  - c) Perform other tasks as directed.
- 3) **DO and DC**
- a) Designate DDO and DDC to act as Members, NHQ Committee on Wanted Persons;
  - b) Support the NHQ Committee on Wanted Persons in the performance of its mandated functions; and
  - c) Perform other tasks as directed.
- 4) **DPCR**
- a) Designate DDPCR to act as Member, NHQ Committee on Wanted Persons;
  - b) Develop media lines, information kits and posters that will aid police units in the accomplishment of their targets;
  - c) Develop link between the police and the community which focuses on the monitoring and accounting of WPs/MWPs/TTMWPs and effective public dissemination of the wanted list; and
  - d) Perform other tasks as directed.
- 5) **DPRM**
- a) Issue appropriate orders to compose the NHQ Committee on Wanted Persons pursuant to this MC;
  - b) Cause the issuance of appropriate awards to operating units/personnel for every arrest of WP/MWP/TTMWP; and
  - c) Perform other tasks as directed.
- 6) **DL and DICTM**
- a) Provide support to the NHQ Committee in the implementation of this MC; and

b) Perform other tasks as directed.

7) **LS**

a) Act as Member, NHQ Committee on Wanted Persons;

b) Provide legal support/assistance to all Committees and tasked units; and

c) Perform other tasks as directed.

8) **ITMS**

a) Maintain and continue to further develop the Enhanced e-Warrant and e-Rogue in coordination with DIDM; and

b) Perform other tasks as directed.

9) **CIDG, PDEG, HPG, AKG, ACG, AVSEG, MG and IMEG (NOSUs with inherent investigative mandate and functions)**

a) Create respective Committee on Wanted Persons at HQS and TGM at the Regional level to undertake the activities prescribed in this MC;

b) Maintain updated list of WPs/MWPs/TTMWPs involved in all handled/filed cases based on the guidelines and parameters of this MC;

c) Account every month at least 10% of the total number of WPs in all cases handled/filed during the preceding period (previous/old WOAs not served) and at least 5% of new WOAs received during rating period/month;

d) NOSU field units with MWPs shall arrest at least one MWP per month;

e) Support other law enforcement units/agencies in the investigation and apprehension of wanted personalities;

f) Organize the TT to arrest WPs/MWPs whose cases were handled/filed by respective unit;

g) Coordinate with local and foreign counterparts to improve manhunt capability and capacity;

h) Submit Monthly Accomplishment Report and After TTMWP Deliberation Report to DIDM (Attn: CMD) NLT the 3<sup>rd</sup> day of the succeeding month; and

i) Perform other tasks as directed.

10) **PROs**

a) Create respective Committee on Wanted Persons at RHQ and TGM at the District/Provincial/City levels to undertake the activities prescribed in this MC;

b) Maintain updated list of WPs/MWPs/TTMWPs involved in all handled/filed cases based on the guidelines and parameters of this MC;

c) Account every month at least 10% of the total number of WPs in all cases handled/filed during the preceding period (previous/old

- WOAs not served) and at least 5% of new WOAs received during the rating period/month;
- d) PROs with MWPs shall arrest at least one MWP per month;
- e) Organize the TTs to arrest WPs/MWPs whose cases were handled/filed by respective unit/station;
- f) Evaluate the performance of subordinate units based on prescribed targets;
- g) Develop a dynamic cooperative arrangement with the community and various sectors aimed at monitoring WPs/MWPs;
- h) Support other law enforcement units/agencies in the investigation and apprehension of wanted personalities;
- i) Coordinate with local and foreign counterparts to improve manhunt capability and capacity;
- j) Submit Monthly Accomplishment Report and After TTMWP Deliberation Report to DIDM (Attn: CMD) NLT the 3<sup>rd</sup> day of the succeeding month; and
- k) Perform other tasks as directed.

**d. Coordinating Instructions:**

- 1) The Rule of Law and respect for Human Rights shall always be observed in the arrest of WPs (Rule 113, Section 2 of Revised Rules on Criminal Procedures);
- 2) The PNP Operational Procedures and other applicable issuances shall be strictly observed in the arrest of WPs;
- 3) Police units shall regularly liaise with the courts in the implementation of Enhanced e-Warrant and for the immediate issuance of Commitment Orders of arrested WPs;
- 4) Arrests by virtue of warrant shall be made with the use of at least one body-worn camera and one alternative recording device (Supreme Court En Banc Resolution A.M. No. 21-06-08-SC dated June 29, 2021);
- 5) In case a WOA was served by other unit or outside the AOR of the jurisdictional unit, the lead unit shall coordinate with the unit that handled/filed the case for the pick-up/transfer of the arrested WP. The handling unit shall be responsible for the presentation of arrested WP to the court as ordered;
- 6) NOSU field units shall coordinate with local PNP offices/units pertaining to the custody of arrested WPs and for updating of records;
- 7) Arrested suspects shall in no case be presented to the media in a "firing line";
- 8) Utilize alternative scheme such as e-Dalaw in case of temporary suspension of visitations of PUPCs; and
- 9) Lateral coordination is authorized and highly encouraged.

## 7. ADMINISTRATIVE SANCTION:

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

## 8. REPEALING CLAUSE:

All existing LOIs, directives, memoranda, circulars, and other issuances which are contrary to or inconsistent with this MC are hereby modified accordingly.

## 9. EFFECTIVITY:

This MC shall take effect 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," as amended.



  
**DIONARDO B CARLOS**  
Police General  
Chief, PNP



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