



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

FEB 21 2017

MEMORANDUM CIRCULAR
 Number 2017 - 015

REVISED DOCTRINE ON PNP ISSUANCES

1. REFERENCES:

- a. The 1987 Revised Administrative Code of the Philippines;
- b. Staff Memorandum No. DHRDD-001-94 dated June 27, 1994 re Doctrine on PNP Issuances;
- c. Circular No. 97-004 entitled, "Guidelines in the Preparation and Filing of Administrative Issuances";
- d. Circular No. 98-003 entitled, "Addendum to PNP Circular No. 97-004 re Guidelines in the Preparation and Filing of Administrative Issuances"; and
- e. Memorandum from TACDS dated December 30, 2016 with subject Doctrines on PNP Doctrines and Issuances.

2. RATIONALE:

With the PNP's effort to demilitarize the organization and make it entirely civilian in character as embodied under the provision of Section 6, Art XVI of the 1987 Constitution, myriad revisions and developments have been espoused on various realms of the organization. Among its ramifications were: restructuring and reorganization of several administrative and operational units; renaming of some tactical units; reviewing staffing, job designs and table of equipment and allowances; among others.

These ramifications have in fact facilitated the demilitarization of the structures of the PNP albeit, were not enough to bring the process in its full swing. In order to optimize demilitarization, the existing doctrines enshrined in the policies and norms of the PNP must be revisited and eventually revised which this Circular purports to achieve. In this way, the jargons and conventional procedures associated with the PC/INP will be contemporized to the "civilian character" enunciated in the Mandate of the PNP which is likewise responsive to the demand of the time and the citizens. Nevertheless, such paradigm shift will pave a way for a more humane and effective policing since civilian character denotes community-oriented and rights-based policing.

3. PURPOSE:

This Memorandum Circular (MC) outlines all the existing and pertinent PNP issuances and policies purposely to prescribe guidelines to all offices/units regarding the promulgation of their respective policies and/or issuances which include their exchange of information to both internal and external stakeholders as well as the classifications and types of PNP issuances promulgated by this organization.

4. DEFINITION OF TERMS:

- a. **Administrative Issuances** – policies, guidelines, rules, regulations and procedures promulgated pursuant to existing laws, standard operating

procedures, and implementing instructions from other government agencies and the like, issued by the Chief, PNP which is directory, advisory, or informative in nature and permanent in duration. It requires compliance or information of, a majority or all of the PNP personnel and are classified as Circulars.

- b. **Approving Authority/Authority to Approve** – the designated office/unit or person authorized to approve a document/issuance.
- c. **Classification** – the individual identification of documents categorized under the various types.
- d. **Description** – explains the classification and use of issuances and distinguishes one from the other.
- e. **Effectivity/Duration** – refers to the life span of a particular issuance.
- f. **Issuing Authority/Authority to Issue** – the designated office/unit or person authorized to issue such document/issuance.
- g. **Subject/Coverage** – refers to the scope to be covered by an issuance.
- h. **Type** – the category of the document such as: Issuance; Letters; Administrative Orders; Operational Order; and Manual/Bulletin and other related publications.

5. GUIDELINES:

- a. The Directors of offices/units shall have the authority to approve and duly sign policies and/or issuances concerning the respective functions delegated to them. Originating office/unit shall be responsible for the reproduction, distribution, recording, and filing of documents issued by them;
- b. Issuing authority of the office/unit is limited only to the formulation of a particular issuance and such document shall only be released and made official upon signing of the person delegated with the authority to approve;
- c. The person delegated with the authority to approve shall have the right to make decisions or final action on matters within their inherent or perfunctory function;
- d. All administrative issuances, prior to approval and signature of the CPNP, shall be coursed through the Legal Service to determine whether such issuance is in accordance with existing laws except when the issuances or policies are developed either as compliance to certain government policies or inherent to the function of the issuing authority;
- e. The Directorate for Human Resource and Doctrine Development, through the PNP Command Library, shall be responsible for controlling and assigning numbers to all administrative issuances and/or circulars to be signed by the Chief, PNP;
- f. Upon CPNP's approval and signature on the issuance, it shall be returned to the originating office which shall be responsible for the promulgation of the policy, to include reproduction, distribution, and filing of the same. A

copy of the approved issuance shall likewise be sent to the PNP Command Library for subsequent submission to the University of the Philippines Law Center for publication in accordance with the Revised Administrative Code of the Philippines;

- g. Issuances that require filing to the Office of the National Administrative Register (ONAR), UP Law Center as stated under Executive Order 292 dated July 25, 1987 shall include, but not limited to, the following:
- 1) Statements of general applicability which implement or interpret a law;
 - 2) Statements of general applicability which fix and describe the procedure in, or practice requirements of, an agency;
 - 3) Amendments or repeal of any prior rule;
 - 4) Regulations affecting private rights, privilege, occupation, or business; and
 - 5) Administrative disciplinary action and the governing rules of procedure.
- h. Issuances that do not affect the general public and contains internal administration and management of the agency need not be filed with the ONAR. However, every rule establishing an offense or defining an act which, pursuant to law, is punishable as a crime or subject to a penalty shall in all cases be published in full text; and
- i. Standard formats for communications commonly used by the PNP such as: Command Memorandum Circular; Standard Operating Procedures; Memoranda; civilian letters and the like shall be prescribed by The Chief of Directorial Staff.

6. TYPES AND CLASSIFICATIONS OF PNP ADMINISTRATIVE ISSUANCES:

For purposes of clarity, the PNP issuances are categorized into different classifications, namely: Circulars, PNP Regulations, Standard Operating Procedures, Letter Directive, Training Directive, Fiscal Directive, Resolution, Memoranda, Memorandum of Agreement, Subject to Letter, Civilian Letters, Radio Message, Staff Journal, Police Blotter, Record Book, Other Routinary Forms, General Order, Special Order, Training Order, Appointment Order, Awards Order, Incentive Order, Quarters Designation Order, Leave of Absence Order, Retirement Order, Dismissal Order, Punishment Order, among others, which are classified further in the matrix appended hereto entitled Table of PNP Issuances.

7. RESCISSION:

This MC rescinds Staff Memorandum No. DHRDD-001-094 entitled, "Doctrine on PNP Issuances" issued on June 27, 1994.

8. EFFECTIVITY:

This MC shall take effect immediately.



RONALD M. DELA ROSA
Police Director General
Chief, PNP

CPNP Ltrs '17 S068311



S068311

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TYPE/ CLASSIFICATION	ABBRE- VIATION	DESCRIPTION	ISSUING AUTHORITY	APPROVING AUTHORITY	ISSUED TO	EFFECTIVITY/ DURATION	SUBJECT/COVERAGE/ SCOPE/ACTIVITY
A. Issuances							
a. General Circular	CIR	An administrative instruction which is directive, advisory or informative in nature and general in application. It deals with subjects or topics purported to be known by field persons like delegation of authority, implementing instructions or regulations, among others. It is an issuance of wide circulation. Some administrative instructions that are permanent in nature may contain one or more topics. They are numbered consecutively by calendar year.	NHQ- TCDS only	CPNP	All units/ offices (All levels)	Permanent unless superseded	Personnel, Intelligence, Logistics, Fiscal, Organizational, Police Relations, Training, Plans, Operations, Investigation, among others. Firearms Ban is a common interest to the general public.
b. Memorandum Circular	MC	Issued for purposes of providing policies/guidelines and specific details of certain rules and regulations which are to be observed by PNP personnel. It has a continuing effect unless rescinded or amended. It is numbered consecutively by calendar year.	Command Group, D-Staff, PROs and NSUs	CPNP	All Personnel/ Unit/Offices	Permanent unless superseded	Clarifications on issues or previous policies and rules and regulations; explanations on gray areas or previous directives
c. Command Memorandum Circular	CMC	A policy issued to prescribe guidelines for PNP personnel aimed to clarify/explain certain rules and regulations in case of confusion in its implementation. It is also issued when a particular activity/event is to be undertaken, regardless of its duration, and	Command Group, D-Staff, PROs and NSUs	CPNP	All Units/ Offices	Temporary	Sets policies/guidelines, clarifies issues on gray areas or previous directives or sets tasks of concerned units/offices on a particular activity such as celebrations, commemoration, and

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d. Office Circular	OFFCIR	Provides tasking of concerned units/offices. It is numbered consecutively by calendar year. Covers administrative instructions which direct, inform, or require compliance from the personnel of a particular office/unit only except to those assigned in the field. It is numbered consecutively by calendar year.	All levels of Command	D-Staff/ Directors, NSUs and RDs PROs	Majority or all personnel in a particular office only	Permanent unless superseded	Administrative instruction, directive, advisory, information of office concerns other major or minor activities.
2. PNP Regulations	PNPR	Issuances defining rules and regulations of some subject of interest or benefits. They have sanctions. Primarily administrative regulations for the administration of the PNP and based on the memorandum/recommendation/circular published by NAPOLCOM. They are numbered consecutively by calendar year.	NHQ-D- Staff	CPNP	Unit Directors/All levels	Permanent unless superseded	PNP-wide
3. Standard Operating Procedure	SOP	It is a set of instructions regarding the procedures and guidelines to be followed on a routine basis.	D-Staff, PROs and NSUs	TCDS/Dir, D- Staff and RDs, PROs	Unit Directors	Permanent unless superseded	Personnel, Logistics, Comptroller, Investigation, Operation, Intelligence, Police Community Relations, Training, etc. i.e. Preparation and submission of reports,

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4. Letter Directive	DIR	Contains routine directives by which subordinate HQS are given instructions, information or advice. This is used when a General Order, Circular or Regulation is inappropriate. It is numbered consecutively by calendar year.	NHQ-D- Staff/TCD, RD's	TDCS, RDs, PROs	Subordinate unit/ commander or individual	Immediate compliance, effective in (2) two years unless being rescinded	performance and for the performance of those vehicles, both operational and administrative. Directive could be issued by D-Staff Directors
5. Training Directive	TD	It prescribes courses for individual/unit training for PNP personnel and units specifying therein the time, scope and frequency of opening of courses. It is numbered consecutively by calendar year.	NHQ- DHRDD RDs, PROs,Dir, NSUs	CPNP RDs, PROs Dirs, NSUs	Concerned Unit	Time specified	Foreign or local schooling, Value Formation, Police Auxiliary Training, Enhancement/Entry courses/Career Course (Specialized Courses)
6. Fiscal Directive	FD	A directive that provides the guidelines in the implementation of fiscal-related policies of the PNP.	NHQ-DC	CPNP	All personnel/u nits/offices	No duration, effective upon approval	Budget, fiscal and internal control

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7. Resolution	RES	Issued by a Committee/Technical Working Group/Board created for a specific purpose. It is numbered consecutively by calendar year.	Committee organized by all levels of the Command	CPNP TCDS Dir, NSUs RDs, PROs	Unit/individual at respective levels of Command	No specified duration, effective upon issuance unless revoked	Assigned subject matter to the Committee
8. Memoranda	MEMO						
a. Memorandum for	MEMO for	Clearly stated. Inter-office communications dealing with official matter of advisory or informative nature. Contains only one topic.	Subordinate to Superior or co-equal	Chief/Head of originating office	Individual Concerned	N/A	Information item/ advisory matter/ briefly or reports
b. Memorandum to	MEMO to	Maybe of general application requiring compliance by, or information of a majority or all of the officers and personnel of the PNP. This may be or limited to, or requiring performance/ or action by, an individual or groups within a particular unit, such as; D-Staff, PROs, PPOs/CPOs and PS, and often contains one topic.	Superior to subordinate (all levels)	From originating head of office	Subordinate concerned	No duration, but date of compliance may be specified	Explanation/directive/ compliance exercised by all Commanders at all levels to his subordinate. Also, Chief of Divisions to his subordinates.
d. Office Memorandum	OFF Memo	Issuance for the regulations within an office at all levels. It is internal. It is numbered consecutively by calendar year.	Office concerned	Director/ Supervisor of Office Concerned	Individual Concerned	Not specified	Any office regulations or guidelines concerning its office functions. Guidance of the office Chief regarding office operations

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9. Memorandum of Agreement	MOA	Document issued by two or more agencies/instrumentalities of the government. Only lateral. It is numbered; the date and title are mandatory.	Department to Department; Bureau to Bureau.	SILG; CPNP	Unit Commander or Agencies concerned/involved	As specified	Issue/ conflict/ agreement of operational or administrative matters/concerns
10. Joint Agreement	JOA	Document issued between one unit commander and another concerning matters that should be resolved by both. Also executed by two or more individuals to resolve some minor administrative problems. It could be a unit represented by a Commander as first party with that of a citizen as second party.	Commanders of both units concerned All levels of Command; Concerned individual	Dir of higher office/unit or D-Staff concerned	Individual or unit/office concerned	No duration, Effective on date specified or upon approval	Swapping of assignment /transfer of property/logistics. Land donation/transfer without cost of items/ equipment.
B. LETTERS, MESSAGES AND OTHERS							
11. Subject to Letter	N/A	Prepared for formal communication; addressed either to lower or higher echelon, within the organization. It is a vertical and horizontal flow	Any member of the PNP; all levels of command/ unit/ office	Originating Office/ individual	Individual or unit concerned	No duration	Various types of subject matters, verification, complaint, recommendations for award, requesting information, application, reports, resignation, request for restoration and others

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12. Civilian Letters	CIVIL	It is used to communicate information and invitation outside the organization	Staff of all levels of Command/office D-Staff	Directors of all levels of Command	Individual/Office/Director concerned	No duration	Information and invitation
13. Radio Message	RAD MSG	The fastest mode of transmitting information to other office/unit using a prescribed format that espouses abbreviated words.	All levels of Command	Dir, D-Staff of issuing offices	Receiver/unit/individual concerned	Target date is specified; sometimes immediate/ urgent	Policy, directive, information, issuance of administrative orders or operational orders that are not covered by previous issuance; or a reminder or referral to previous policy and other multi-dimensional matters. Usually contains only one subject.
14. Staff Journal	SJ	Record of Daily events, prepared by the Duty PNCO, supervised by the Duty Officer, submitted first hour of the day. Every item of the journal is numbered consecutively by calendar year. Every office has its own Staff Journal.	All Offices	To be signed by Duty Officer	Unit/office or individual concerned	Prepared Daily	All events/ radio messages/ activities/instructions and others recorded in the SJ for submission to the Commander every morning.

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15. Police Blotter	POLBLOT	A permanent record maintained in the Police Stations to record all events/activities /incidents reported to the station or undertaken by the unit/individual police.	N/A	N/A	All concerned units	N/A	All activities/ events/incidents reported or undertaken, operational or administrative.
16. Record Book	N/A	Maintained in all offices at all levels to record personnel presence and detailed personnel	N/A	N/A	All concerned units	Every 24 hours beginning 8 o'clock	This record is a substitute of the punch card or the morning report, except those used by NUP.
17. Routinary forms, Disposition Form (DF)/Summary Disposition Form (SDF), Information briefing, Discussion Briefing, Staff Briefing, Staff study, Assumption of Command and Relinquishment of Command		For any communications that are of internal circulation, routinary forms, DF/SDF are used, especially when requesting approval. Briefing manuscript is prepared when briefing is required Staff study is also used when making proposals	All levels of Command	Directors/ D-Staff Units/Offices/ HQs	Individual or Unit concerned	No duration, date of effectivity and activity is usually specified	Policy, organizational conduct of operations/ activity. Presentation of program projects mission briefing and other facts and information. Staff study of any subject is submitted for approval or adoption. Assumption of Command and Relinquishment of Command letters are executed only during turn-over of command ceremony. All levels of the Command should maintain a copy of these letters.

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C. ADMINISTRATIVE ORDERS							
18. General Order	GO	Order of general circulation subject to publication. Contains permanent instruction that applies to all members of a command; not readily susceptible for incorporation with other publication. It is numbered consecutively by calendar year. Issued to promoted PCOs.	NHQ- DPRM; NSU's- Personnel and RPHRDD	CPNP, Dir, NSUs, RDs, PROs	Individual unit/Office	Actual date specified, permanent or semi-permanent in duration	Designation to position as Directors/Commanders, and others. Transfer of HQs' /unit's location.
19. Special Order	SO	Order issued purely concerning personnel's relief/transfer, reassignment, promotion, demotion, among others which concerns PNCOs and NUP. It is numbered consecutively by calendar year	NHQ- DPRM; PROs- RPHRDD; PPOs/CPOS -PDs/CDs; and PS-COPs	CPNP for Officers; TCDS for PNCOs and NUPs; RDs for Officers within PROs; RCDS for PNCO's PDs/CDs/ COPs within respective command level	Individual/ Unit concerned	Usually specified	Transfer/assignment/r eassignment/relief. If travel of an individual is involved, it should be mentioned.
20. Training/ Schooling Special Order	TRASO	Order issued when an individual or unit will undergo training. It is numbered consecutively by calendar year.	NHQ- DHRDD; PROs- RPHRDD	SILG CPNP; TCDS RD, PROs PD/CD,	All personnel and offices/units concerned	Duration is from one day and above	Career courses/ in-service courses/ entrance examinations/ seminar

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21. Promotion Order a. Regular or Special	PROMO	Order issued when a PNP personnel is promoted to the next higher rank after meeting the Qualification Standards (QS) of the position and passing the sequential process in regular promotion. It may be special/meritorious promotion wherein there is a waiver of QS for the heroic act done. It is numbered consecutively by calendar year.	NHQ- DPRM; PROs- RPHRDD	President- PSSUPT to PDG CPNP-PInsp to PSupt TDCA-NUP RD-PNCOs only	Concerned individual	On date specified	NHQ-Officers and PNCOs assigned in NHQ and NSUs. RHQ-PNCOs. Temporary or permanent promotion must be specified.
b. Rank Adjustment Order	RAO	Order issued when the rank of a PNP personnel who were former Philippine Constabulary/ Integrated National Police is adjusted to the next higher rank. It is numbered consecutively.	DPRM	CPNP only	Concerned individual	Date specified	Officers, PNCOs/NUP. (Rank adjustment after absorption)
d. Change or Rank Status Order	CHARSO	Order issued when a temporary promotion is adjusted or reclassified as the case may be. It is numbered consecutively.	NHQ- DPRM; PROs- RPHRDD	PCO-CPNP PNCO-TCDS	-do-	-do-	Temporary promotion to permanent status.

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22. Appointment Orders							
a. Appointment Order	APO	Issued to individuals who will be commissioned as PInsp and to civilians who will be appointed as PO1 or NUP. It is numbered consecutively by calendar year.	NHQ-DPRM only	CPNP only	Concerned individual	Permanent	PNPA graduates and incoming PO1 and NUP.
b. Absorption Order	ABO	Order issued to former members of the PC/INP, civilian employees of the Criminal Investigation Service and Narcotics Command and other allied forces who opted to join the police force such as civilian employees from the technical services of the Armed Forces of the Philippines assigned with the PC, including NAPOLCOM hearing officers with an effective date of January 2, 1991.	NHQ-DPRM only	CPNP only	Person/ Individual equipment/ properties	Date specified until revoked	Absorption to the PNP of personnel/property/ equipment
c. Lateral Entry Order	LEO	Order issued to an individual/PNP personnel who will be originally appointed in the PNP and commence with the rank of PInsp and PSInsp	NHQ only- DPRM	CPNP only	Applicants	Permanent	Lawyers, Doctors, Dentists, Criminologists, Engineers and others specified by law

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23. Awards Order	AWARDO	Issued when a personnel is awarded a medal. It is numbered consecutively by calendar year.	NHQ- DPRM; PROs- RPHRDD (All levels as appropriate)	CPNP RD's All levels as authorized	Individual concerned	N/A	All types of awards/medals conferred to individuals due to their exemplary achievements
24. Incentive Order	INCENTO	Issued when a personnel is granted incentive like ICA, hazard pay, radiation pay, combat pay, flying pay, specialist, hardship pay, instructor duty pay and others. It is numbered consecutively by calendar year.	NHQ- DPRM; PROs- RPHRDD	CPNP TDCA TCDS RD	Concerned individuals	Date specified	Granted scholarship, prizes; allowance; acceleration of salary and pays
26. Leave of Absence Order	LOA	Order issued when a PNP personnel files a leave from work due to sickness, vacation, emergency, among others. It is numbered consecutively by calendar year.	D-Staff; RDs and PDs	President; SILG/ NAPOLCOM; CPNP/TCDS; D-Staff; RDs and PD's	Individual concerned	90 days above-SILG not exceeding 90 days-CPNP Not exceeding 60days-TCDS Not exceeding 45 days-NHQ- DPRM and RDs, PROs Not exceeding 30 days-PD	Officers and PNCOs and NUP, Leave of Absence of CSupt to Dir Gen,the DILG is the approving authority; Supt to SSupt,-CPNP For Abroad: Officers and men-DILG Extension of Leave-C,PNP Emergency or sick leave is governed by Sec. 16 & 17 of the Omnibus Rules of the Revised Administrative Code of 1987

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27. Retirement Order	RETIRO	Order issued when a PNP personnel bows out from the police service optionally after earning 20 years of government service and compulsorily after attaining the age of 56. It indicates the effective date of retirement, number of longevity pay and account number of the retiree.	NHQ-DPRM for PCOs and PNCOs in NHQ/ NSUs; PRO-RPHRDD	CPNP-PCOs; TCDS-PNCOs in NHQ; and RDs-PROs	Individual concerned	Number of years rendered in the service must be indicated	Optional Retirement or Compulsory. It must be indicated. It must be issued one year before retirement date.
28. Dismissal Order	DISMISSO	Issued when a personnel is dismissed or terminated from the service. It is numbered consecutively by calendar year.	NHQ-DPRM; PRO-RPHRDD	President; NAPOLCOM/SILG; CPNP (NHQ); and RDs (for PNCOs only)	Individual concerned	Permanent	RD is authorized only for PNCOs; CPNP is for PCOs; President for PSSUPT up.
29. Punishment Order	SUSPENO	Order issued when an individual is suspended from duty. It is numbered consecutively by calendar year.	NHQ-DPRM; PRO-RPHRDD, PDs; and COPS	PNP-beyond 60 days RD-60 days PD-30 days COP-15 days	Individual concerned	On date specified	Personnel with serious cases; Respondent to any criminal case; Others as the law provides. Commander or superior concerned should inform higher units/offices, copy furnished Finance and DPRM or equivalent

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b. Restriction Order	RESTRINO	It is issued when a personnel is subjected to restriction due to offense committed by him as per mandate of the law. Numbered consecutively by calendar year.	Concerned Director/Chief	Director/Chief of all levels of Command	Concerned individual	Not beyond 30 days	Personnel who has been reported for an offense and recognized by the Director/Chief concerned
c. Forfeiture of Pay Order	FORPAYO	Issued to a personnel who has been meted of punishment of forfeiture of pay. Numbered consecutively by calendar year.	All Levels of Command; CPNP, RDs, NSUs, PDs and COPS	CPNP; RDs; Dir, NSUs; PDs; and COPS	Concerned individual	CPNP-90 days pay below RD-60 days pay below PD-30 days pay below COP- 15 days pay below	Individual punished with forfeiture of pay. The unit/office concerned should copy furnish Finance, DPRM in their level and higher level.
30. Resignation Order	RESIGNO	Order issued to an individual member who resigned from the PNP. It is numbered consecutively by calendar year.	NHQ- DPRM; and PRO- RPHRDD	TCDS and RDs	Concerned individual	Upon approval	Only pertaining to member of the PNP who resigned from the service.
31. Reinstatement Order	REINSTO	Issued when the personnel is restored to the service/returned to duty after being dismissed. It is numbered consecutively by calendar year.	NHQ- DPRM; PROs- RPHRDD	President; SILG/ NAPOLCOM; CPNP; and RDs (for PNCOs only)	Concerned individual	Permanent	Reinstatement/ Restoration of PNCOs may be done in the regional level where the subject was dismissed upon consideration of the Board.
32. Line of Duty Status (LOD) Report	LODSO	Order issued covering the status of death of the PNP personnel, based on the recommendation of the Board. It is numbered consecutively by calendar year.	-do-	TDCA RD	Concerned individual	Permanent	Death or injury of any kind and circumstances, after the Board has determined it.

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33. Commutation of Leave Order		Order issued pertaining to commutation of leave. It is numbered consecutively.	NHQ-DPRM	CPNP	Individual concerned	Specified	Unexpected leave credit
34. Hospitalization Order	HOSPITALO	Issued when the personnel is hospitalized/ confined in the PNP hospital or other government hospital. It is numbered consecutively by calendar year.	NHQ-DPRM PRO- RHRDD Chief of Hospital PDs	NHQ-TCDS; PRO- RPHRDD; and PD's	Individual concerned	Not specified except when the doctor determined the duration	Hospitalization should be determined by the supervisor/Director/Chief. When discharged, the hospital will issue hospitalization discharge order.
35. Convalescence Order	CONVALO	Issued to personnel who has been hospitalized due to injury or serious illness and needs some convalesce period to heal while discharged from the hospital. It is numbered consecutively by calendar year.	Staff of all levels of Command	Chief of all levels	Individual concerned	As per regulation	Only hospitalization due to injuries and serious illness
36. Office Order	OFO	Purely internal. Order issued within the office/Directorate to effect designation of personnel as to his duty/assignment. It includes job description. It is numbered consecutively by calendar year.	All offices/units Directorate All levels of Command	Concerned Chief/ Supervisor/ Director	Individual concerned	As specified	Designation of personnel in said office
37. Letter Order	LO	Order concerning official travel of individual from his station to higher echelon or lower echelon. Normally with per diems and allowances. It is numbered consecutively by fiscal year.	NHQ-D-Staff; PROs-R-Staff; Districts-PDs, CDs and COPs; and other offices/units	President; SILG; and All levels of PNP Command	Individual concerned	Not to exceed 7 days except for foreign schooling	Travel from one unit/station to another. Foreign travel.

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38. Committee/ Board Composition Order	CAMPODO	Issued only when a committee is formed to conduct study/ evaluation/research/ prepare manuals/doctrines and bound to meet regularly until the task is completed. Usually the members are from the different staff/directorates or units. It is numbered consecutively by calendar year.	D-Staff; Dir, NSUs; RDs; and PDs	TCDS-NHQ; RDs-PROs; and PDs	Individual/ Unit concerned	No duration; sometimes created with specified period of existence	Personnel, Intelligence, Logistics, Comptrollership, Training, Human Resource, Plans; Death, Award, Claims, Staff study, Doctrines Development, among others.
39. Program Order/ Project Order	N/A	Issued relative to issuances of program either short range or long range. This includes projects of various dimensions granted to individual personnel/unit. It is numbered.	All levels of Command	TCDS RDs	Individual/ Unit concerned	No duration; project is specified	All strategic programs, short range programs, livelihood projects.
40. Activation/ Deactivation Order	ACTIVO/ DEACTIVO	Order issued when activating/deactivating a unit or office, as the case maybe. It is numbered consecutively by calendar year.	CPNP- (PNP Wide); RDs-PROs	CPNP	Unit concerned	Upon approval	Any unit/office to be activated/deactivated at all levels should be cleared by the CPNP
41. Camp Development Order	CAMPODO	Order issued when developing a camp or base. It originates from a submitted camp development program. Any revision should be clearly by higher office and such order may be issued.	All levels of Command	CPNP for PROs, RDs for PPOs/CPOs and PS camps	Unit concerned	Upon approval	Building/structure construction whether initiated or supported by other government entity; tree growing and other infrastructure like roads/streets.

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TYPE/ CLASSIFICATION	ABBRE- VIATION	DESCRIPTION	ISSUING AUTHORITY	APPROVING AUTHORITY	ISSUED TO	EFFECTIVITY/ DURATION	SUBJECT/COVERAGE/ SCOPE/ACTIVITY
D. OPERATIONAL ORDERS							
43. Operation Plan	OPLAN	Issued for planning purposes or for specified preparatory action to a particular condition determined to exist. It contains assumptions. Not executed until directed by the Chief or Head of the Command, who is the signatory. When execution is directed, the plan becomes an order. It has a code name and numbered consecutively by calendar year.	NHQ-DO; PROs- ROPD; and PPO-PDs	CPNP-NHQ level; RDs-PRO level; or any commander concerned	Tasked subordinate Units	One year only, after which such plan is to be revised, if not earlier revised	Security operation/ training test mission. Operational plan of higher/larger unit.
44. Implementing Plan	IMPLAN	Plan implementing the policies/guidelines of higher office/unit	Subordinate Command	Commander concerned	Tasked Unit	One year only	Security operation or other plan of larger magnitude
45. Operation Order	OPORD	Carries with it the obligation of immediate execution at specific time and date. Issued to implement tactically the operational plan or contingency plan. It is issued when there is movement/ deployment/unemployment of unit.	PROs/ NSUs or Subordinate Tactical Units SAF or RPSB, PPSC or PS	Issuing authority/ Comdr concerned	Individual or Unit/section tasked	One month	Security, Law Enforcement and Anti-criminality operations platoon/company size operation
46. Mission Order	MO	Order issued to effect certain tactical tour of duty. It is issued by line units or front line units. It is numbered consecutively by calendar year.	NHQ- CPNP/ TCDS; Dir, D-Staff and NSUs; and RD's/PD's	CPNP RD's PD's	Individual concerned	Not more than one month	Team operation for the conduct of Arrest/raid/ search/ survey/ intelligence monitoring/ relocate/ install/ organize/ mobilize/ instruct / teach/lecture

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47. Patrol Order	PATO	Order issued to effect certain tactical tour of duty. It is issued by line units or front line units. It is numbered consecutively by calendar year.	PDs, COPs, RPSB, PPSC	PDs and COPs	Individual normally street-man or line man	Usually by hour or days but not more than 7 days	Patrol in the barangay/Beat
48. Supplementary Order	SUPLO	Issued when Oplan/Opord is in effect, subsequent order, not covered by the said Opord or Oplan; or to effect some revision. It is numbered bearing the basic OPLAN/OPORD for identification purposes.	Issuing Unit	Issuing Director	Task Unit/ individual concerned	Immediate compliance. No duration unless specified	All units involved in the operation; specified revised/ additional order. In military, this is the FRAGO
49. Warning Order		Order issued to warn a unit for operational movement/deployment. It is issued by letter form or radio message form. It is issued by letter form or RAD message form. It is numbered consecutively bearing the number of the Oplan/Opord.	NHQ-DO; PRO- ROPD; and PDs	Issuing Director	Unit/s concerned	No duration	Operational movement/ deployment
50. Termination Order	TERMINO	Order issued terminating an operation as a notice to personnel/unit involved. It is numbered according to the number of the Oplan/Opord as reference.	Issuing authority of the Oplan	Issuing Director	Unit/s involved	No duration	Termination of Order includes the provisions of rest/recreation of personnel for certain days and defines the scheme of the break, such as number of personnel for a certain period, etc.

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51. Readiness Order	REDOR	Issued when declaring alert status such as heightened or full alert. Also in degrading the status	NHQ-DO; PROs-PDs	TDCS RD/NSUs PDs	All levels of Command or specified Command, individuals	Maximum of 7 days heightened alert; and 10 days full alert or longer	Full alert when it is higher degree readiness; and Heightened alert when it is highest degree. Readiness is called Headquarter/Camps/Stations.
52. Security Plan	SECPLAN	To establish security of the headquarters/camps/stations	NHQ-DO; RDs; and PDs/CDs	TDCO RDs PDs DDs	Unit concerned	No duration but to be updated	Headquarter/Camps/Stations.
53. Fire Plan	FPLAN	Issued to establish fire protection and safety	DCO RD's PD's	DCO RD's PD's	Unit concerned	No duration but to be updated	Headquarter/Camps/Stations/Offices.
E. MANUALS/ BULLETINS/ JOURNALS AND OTHERS							
54. Bulletin	BUL	Contains matters that are general in application and information or advisory and relatively permanent in nature; such as executive order, proclamation of the President and public laws. It is numbered by calendar year.	D-Staff concerned (All levels of Command)	TCDS; RDs	Unit/Command/Individual concerned	No duration	Executive order/press release/publications of the different D-Staff. It includes details of officers; news of immediate circulation; information of projects and others.

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55. Pamphlets	PAM	Published for dissemination of general information internally and externally.	D-Staff concerned All levels of Cod	TDCA	Unit/ Personnel concerned	No duration unless specified	Technical publication, training, self defense techniques/equipage, among others
56. Manual	FM	Functional Manual - contains general elementary information and instructions for the training of police personnel; operations; maintenance of material and equipment; and other functional concerns. It also contains instructional, informational and reference material relative to police training as well as operations	D-Staff	CPNP	Unit Concerned	No duration	Basic doctrines, operational doctrines, functional doctrines, and other field manuals for COIN, self-defense, and law enforcement (Fundamental, Administrative, Ethical, Functional and Operational Doctrines)
	TM	Technical Manual –Contains information and instructions for the D-Staff specialized training of police personnel; operation; maintenance of material/equipment; description of material and instruction for operation; handling, maintenance and repair thereof; information and instruction on technical procedures, inclusive of those that are administrative in nature.	D-Staff	CPNP	Unit concerned	No duration	Matters concerning equipment only. It includes vehicles and other equipage.
57. PNP Journal	PNPJ	General PNP organ of publication for ideas and thoughts and relevant PNP issues/events, activities, etc.	DPCR All levels of Command	CPNP RD's	PNP Wide Command concerned	Published Monthly or as specified	Any literary contribution from PNP personnel, or staff writer. Published at NHQ PNP or PRO level or NSUs

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58. Table of Organization and Equipment	TOE	Prescribes the organic structure and equipment of police units, the strength and functions of which are not subject to frequent change. Tables show, for information, the authorized allowance of weapons, transportation and principal items of equipment. In addition to tables of general application, special tables of organization are prescribed for units operating under special condition.	DO	CPNP	Unit concerned	No duration unless specifies	Structure of the Organization and equipment which includes authorized strength. It considers the police to population ratio as provided by law. SAF, NSUs operational units. PPOs, PS, maneuver units.
59. Table of Distribution	TD	Prescribes the distribution of personnel and rank for training school and units not employed as tactical organization	DO	CPNP	Unit concerned	No duration	Personnel assigned in the offices and Training Centers/Units, not employed for Tactical Operations, all levels of Command.
60. Table of Allowance	TA	Shows the allowances of equipment authorized for camps and stations. Public Safety College and training centers. Equipment included in the table of allowances are not included in the table of equipment. However, those included in the Table of Allowances of one unit cannot be transferred into the field or station	DO	CPNP	Unit concerned	No duration	Equipment used in non- field units like Training Centers, Technical Service is included.
61. Seniority Lineal List	SLL	Listing of officers indicating the seniority and qualifications. Technical Service has a separate lineal list.	DPRM	CPNP	Concerned Unit/ Individual	Updated every 6 months	All officers of the PNP organization

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62. Educational Profile List	EPO	Listing of officers' educational profile including its PER & occupational specialty	DHRDD	CPNP	Individual concerned	Updated every 6 months	All officers of the PNP organization
63. Eligibility List	ELIST	Listing of eligibility or primary job specialty of the PNP personnel	All D-Staff	TCDS	Staff/ individual concerned	Updated yearly	Police Community Relations, Training, Intelligence, Operation, Human Resource and Doctrine Development, Investigation, Comptroller, Finance, Electronics, Computer, Laboratory, Doctors, Nurses, Dentists, Lawyers, Engineers and others.
64. Miscellaneous	MISC	Other items not incorporated herein but subject to further study and observation	N/A	N/A	Individual/ unit concerned	N/A	Various items.
65. Training Lineal Lists	TLL	An official computer-generated priority list of police officers qualified to undergo a mandatory training.	DHRDD	DHRDD	Individual concerned	N/A	PCOs

Caveat: Any policies or issuances not included in the table albeit are inherent to the perfunctory functions of D-Staff may be issued in accordance with the Laws or national policy where said issuances are lodged.