



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 04 2024

LS(LAD)240102-002

MEMORANDUM CIRCULAR

NO.: 2024-013

**REVISED PROCEDURES ON DIRECT LEGAL REPRESENTATION UNDER THE
LEGAL ASSISTANCE PROGRAM OF THE PNP LEGAL SERVICE, AMENDING
PNP MEMORANDUM CIRCULAR No. 2017-062**

1. REFERENCES:

- a. Republic Act (RA) No. 6975, as amended by RA No. 8551;
- b. RA No. 10924 (2017 General Appropriations Act);
- c. Executive Order (EO) No. 292, otherwise known as Revised Administrative Code of 1987;
- d. EO No. 298 dated March 23, 2004, entitled "Amending further EO No. 248 dated May 29, 1995 as amended by Executive Order No. 248-A dated August 14, 1995, entitled Prescribing Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel";
- e. DOJ Department Order No. 78 dated October 26, 2009 entitled, "Legal Assistance to Certain Police Officials of the Philippine National Police";
- f. DOJ, NAPOLCOM, and PNP Joint Memorandum Circular (MC) dated February 2, 2000;
- g. COA Circular Nos. 86-255 and 95-011 entitled, "Inhibition against Employment by Government Agencies and Instrumentalities, including Government-Owned or Controlled Corporations, of Private Lawyers to Handle their Legal Cases and its amendments, dated April 2, 1986";
- h. NAPOLCOM MC No. 2008-014 entitled, "Implementing Rules and Regulations on Section 49 of RA No. 6975", as amended, as prescribed by the Joint MC dated February 02, 2000 of the Department of Justice, National Police Commission, and Philippine National Police, dated September 26, 2008;
- i. PAO MC No. 18, Series of 2002, dated May 9, 2002 entitled, "Amended Standard Office Procedures In Extending Legal Assistance"; and
- j. PNP MC No. 2017-062 entitled, "Simplified Procedure on Direct Legal Representation dated June 29, 2017.

2. RATIONALE:

Access to justice is a fundamental right, and it is essential to ensure that individuals are provided with legal representation when the exigencies of work so demand. Undoubtedly, innumerable PNP personnel, particularly those with service-related cases faced barriers in accessing prompt and competent legal services due to high costs of legal action such as court fees and costs of representation.



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LYRA STELLAC VALERA
Police Lieutenant Colonel

The conceptualization of the Legal Assistance Program-Direct Legal Representation (LAP-DLR) will bridge this gap.

The LAP-DLR was established to provide legal support and advice to PNP personnel with service-related cases. Since its initiation, the program has proven to be a valuable resource for the personnel allowing them to navigate legal challenges and minimize risks. The Program became one of the national priorities that needed reinforcement hence LAP-DLR was strengthened for PNP personnel especially those who were involved in the government's war against illegal drugs, purposely to assuage their predicaments and quandaries in performing their functions.

LAP-DLR was implemented through PNP MC No. 2017-62 otherwise known as the "*Simplified and Streamlined Procedures Governing Legal Representation under Legal Assistance Program of the PNP.*" This policy allowed the LAP-DLR to be tapped as the core process of the PNP Legal Service (LS) for Quality Management System under ISO 9001:2015. At present, the PNP LS has gained its reputation as ISO Certified PNP Unit which is critical to the organization's ability to meet customer requirements and enhance customer satisfaction.

To continue its crucial role in driving process excellence and continuous improvement within the organization, this MC aims to promote inclusivity and fairness when it comes to legal representation, streamline the process but accommodate the needs of personnel deployed in different locations, continuously improve the program and address any concerns or issues that may arise and proactively address potential legal risks to protect the organization's interest.

3. SITUATION

Over time, the LAP-DLR championed the trust and confidence of PNP personnel thereby increasing the number of cases referred thereto. As a matter of fact, from 2017 up to July of 2023, a total of 1,411 DLR cases endorsed by different Regional Legal Officers (RLOs) and Provincial Legal Officers (PLOs) were approved. These include criminal, administrative and civil cases filed against PNP personnel. As of July 2023, a total of 4,596 personnel were directly represented under the program by PNP LS Lawyers.

Hence, in order to cope with the growing number of cases under LAP-DLR, the PNP LS through the Legal Assistance Division (LAD) conducted a thorough review of the existing policy where certain areas were revised to better serve the stakeholders and align with evolving legal landscape.

The bulk of applications for DLR is administrative cases where the applicants are constrained to seek legal support and comply with documentary requirements within the limited period of time to submit counter-affidavits/answers/comments and other legal processes. This time pressure puts the PNP Lawyers at risk of not being able to immediately provide legal support to qualified applicants for lack of necessary authority to represent due to incomplete documentary requirements.

Through this revised MC, the PNP Lawyers are authorized to provide prompt


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legal assistance under direct legal representation to qualified applicants facing service-connected cases.

4. PURPOSE:

This PNP MC prescribes the revised procedures on direct legal representation by PNP Legal Officers for qualified PNP personnel under the Legal Assistance Program of the PNP, amending the PNP MC No. 2017-062.

5. DEFINITION OF TERMS

For the purpose of this MC, the following terms or words and phases shall mean or be understood as follows:

- a. Above and Beyond the Call of Duty - a voluntary, conscientious and civic act done by a PNP personnel above and beyond the tasks mandated by his/her position or designation. It is characterized by the demand of necessity to save life and implored by one's sense of righteousness.
- b. Administrative Case - a proceeding instituted before a competent quasi-judicial body against PNP personnel for acts or omissions punishable under NAPOLCOM MC No. 2016-002 (Revised Rules of Procedure Before the Administrative Disciplinary Authorities and the Internal Affairs Service of the Philippines), 1987 Revised Administrative Code, RA No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), Ombudsman Act or the Civil Service Rules and Regulations and other Laws pertaining to PNP personnel.
- c. Administrative Officer – refers to the head of office in charge with human resource and records management in the Municipal/City Police Stations, Police Provincial Offices (PPOs), Police Regional Offices (PROs), National Support Units (NSUs), and other unit/office in the PNP.
- d. Applicant - refers to any PNP personnel with service-connected/service-related cases who applied for legal assistance.
- e. Authorized PNP Lawyer - refers to the designated counsel with permanent authority issued by the Director, LS.
- f. Civil Case - is one by which a PNP personnel was sued by another person to enforce or protect a right, or to prevent or redress of a wrong as an incidental consequence of his/her lawful performance of duty.
- g. Chief, Investigation Officer – refers to the head of office in charge of the investigation office/unit, with the duty to conduct investigation pertaining to a complaint, charge, or case in the Municipal/City Police Stations, PPOs, PROs, NSUs, or other unit/office in the PNP.
- h. Competent Body - refers to the disciplinary authorities such as Prosecutor's Offices, Office of the Ombudsman, Regular Courts,

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Congress, Commission on Human Rights (CHR), National Police Commission (NAPOLCOM), People's Law Enforcement Board (PLEB), Internal Affairs Service (IAS), National Bureau of Investigation (NBI) and other Quasi-Judicial Bodies or before any government agencies.

- i. Conflict of Interest – refers to an instance in which the legal officer has competing interest or obligation that could potentially compromise his/her ability to act impartially or in the best interest of the party.
- j. Criminal Case - one by which the State prosecutes a PNP personnel for an act or omission punishable by law arising from service-connected/service-related offenses.
- k. Direct Legal Representation - refers to the representation of PNP LS Lawyers, before the Prosecutor's Offices, Office of the Ombudsman, Judicial Court, Senate, HOR, CHR, NAPOLCOM, PLEB, IAS, NBI and other Quasi-Judicial Bodies or before any government agencies, on behalf of a qualified applicant facing service-connected/service-related case, including the rendition of legal advice, preparation of pleadings, appearance in court/legislative hearings/government agencies.
- l. Excusable Neglect - refers to the failure to exercise the level of care that is expected of police officers due to acts/omissions which are considered justified under the circumstances.
- m. Handling Lawyer - refers to designated counsel under provisional authority.
- n. Immediate Supervisor - refers to the Police Commissioned Officer (PCO) who exercises direct administrative control and/or operational supervision over the applicant.
- o. Legal Assistance Fund - refers to the funds provided for by the PNP purposely for legal assistance pursuant to Section 49 of RA No. 6975, as amended by Section 56 of RA No. 8551.
- p. Legal Assistance Programs (LAP) refer to the two core functions of the PNP Legal Service, to wit:
 - 1) Legal Education which consists of six projects listed as follows:
 - a) Legal Advice through Panyerong Pulis @ Ur Serbis 24/7;
 - b) Legal Counseling;
 - c) Seminars;
 - d) Lectures;
 - e) Legal Consultation; and

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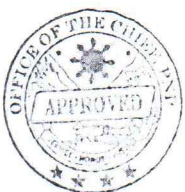


- f) Legal Opinion.
- 2) Legal Representation which pertains to four projects:
- a) Direct Legal Representation (DLR);
 - b) Legal Representation in Civil Actions;
 - c) Crime Scene Attorney; and
 - d) Police Prosecution Assistant.
- q. Legal Expenses - refer to the expenses incurred in the direct legal representation and/or incurred by qualified personnel with service-connected cases as authorized under Executive Order No. 298 dated March 23, 2004, special counsel allowance (SCA) as provided in the General Provisions of the General Appropriations Act (GAA), and other direct, actual, and necessary expenses, subject to the usual accounting and auditing rules.
- r. Not Service-Connected Case - refers to a criminal, civil, or administrative case or complaint filed against the applicant NOT arising from an incident related to the performance of his/her official duty.
- s. Performance of Duty - refers to the performance of duties in good faith by the PNP personnel in accordance with the law, PNP Operational Procedures, and other pertinent rules and regulations of the PNP.
- t. Permanent Authority - refers to the authority given by Director, LS to designated counsels after final evaluation of the complete case folder unless otherwise revoked, withdrawn or substituted.
- u. Personal Conflicts - refer to cases involving Police Officers in their private capacity and not in any way connected to the performance of their official functions.
- v. PNP Legal Officers - refer to PNP lawyers assigned with the PNP LS to provide direct legal representation in accordance with this MC.
- w. Provisional Authority - refers to the authority given by C, RLO/C, LAD in cases when there is a need for immediate provision of direct legal representation but the applicant could not provide the complete required documents within the given period.
- x. Qualified Applicant - refers to any PNP personnel, who formally applied for direct legal representation and whose application has been approved based on the provisions of this MC.
- y. Regular Courts - refer to the Metropolitan Trial Court, Municipal Trial Court, Municipal Circuit Trial Court, Regional Trial Court, Court of Appeals, Sandiganbayan, and the Supreme Court.

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- z. Sensational Cases - refer to cases where the crime committed was directed against elected Government Officials (EGO), officials appointed by the President, Judges, Prosecutors, members of the Philippine Bar, Media Practitioners, militant party list members/leftists, labor leaders, foreign nationals, and other persons, by means of shooting, bombing, strafing, enforced disappearance and other violent acts, resulting in their death or incapacitation that attract national/ international public and/or media attention or scrutiny. (2021 Revised Police Operational Procedure).
- aa. Service-Connected/Service-Related Cases - refer to criminal, civil, or administrative case filed against the applicant arising from an incident related to the performance of his/her official duty.

6. GUIDELINES:

a. General Guidelines:

1) Coverage and Extent of Assistance

This MC shall apply to all qualified applicants with service-connected/service-related cases and/or proceedings before the Prosecutor's Office, Office of the Ombudsman, Regular Courts, Congress, CHR, NAPOLCOM, PLEB, IAS, NBI and other Quasi-Judicial Bodies or before any government agencies. The extent of direct legal representation for qualified applicants shall continue until the decision in the case becomes final and executory or upon adjournment/conclusion of the legislative inquiry.


2) Liberal Construction

This rule shall be construed liberally in favor of the applicants to achieve the objectives of this MC.

3) Determination of Service - Related and Service-Connected Case

a) The incident committed by the police officer shall be considered service-connected/service-related offense under the following instances:

- (1) Conduct of Legitimate Buy-Bust Operation;
- (2) Service/Implementation of validly obtained arrest/search warrant;
- (3) Valid warrantless arrest/search;
- (4) Valid Checkpoint Operation;
- (5) Reasonable Discharge of Firearms covers excusable neglect in the discharge of firearms;
- (6) Procurement related activities such as those acts/omissions committed in the performance of official duties as

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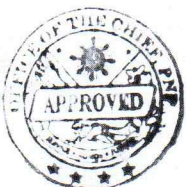


members/secretariat/technical working group of the Bids and Awards Committee (BAC) and/or Committee on Inspection and Acceptance (CIA);

- (7) Incidents arising from the statements or pronouncements made in good faith of PNP personnel against persons before the media;
 - (8) Implementation of Legal Orders issued by Courts or other competent bodies;
 - (9) When the action of the PNP personnel is considered an act above and beyond the call of duty; and
 - (10) Other analogous circumstances.
- b) The following cases filed against the applicant shall not be considered service-connected/service-related cases:
- (1) Personal conflict/s between/among police officers;
 - (2) Personal conflict/s between a police officer and a civilian;
 - (3) Violence Against Women and their Children;
 - (4) Non-Support of Children;
 - (5) Violation of Child Abuse Law (RA No. 7610);
 - (6) Police Officers involved in illegal transactions;
 - (7) Personal Business and Proprietary Concerns;
 - (8) Violation of the Anti-Fencing Law;
 - (9) Gross Negligence in the loss of PNP-issued properties;
 - (10) Legal Separation, Annulment, and Declaration of Nullity of Marriage;
 - (11) Unreasonable use of force/violence/torture committed by PNP personnel against arrested persons during custodial investigation;
 - (12) Violation of R.A No. 3019;
 - (13) When the acts/omissions involved breach of PNP Internal Discipline provided for under PNP MC No. 2016-002 as amended;
 - (14) When there is conflict of interests;

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- (15) Insurance and Death Claims of the beneficiaries;
- (16) Land Dispute;
- (17) Acts Attributable to the Abuse of Authority or Negligence of the Respondent; and
- (18) Other analogous circumstances.

b. Specific Guidelines:

1) All applications for DLR shall be supported by Certification duly signed by the immediate supervisor/head of office and authorities provided for hereunder:


National Level	
APPLICANT FOR DLR	AUTHORIZED IMMEDIATE SUPERVISOR/HEAD OF OFFICE TO ISSUE CERTIFICATION
CPNP	No need for a certification
The Deputy Chief, PNP for Administration (TDCA), The Deputy Chief, PNP for Operations (TDCO), The Chief of Directorial Staff (TCDS), Heads of Personal Staff (P-Staff), Inspectorate General (IG), Internal Affairs Service (IAS), or Commanders of Area Police Command (APC)	CPNP
All Heads of Directorial Staff, Directors of National Support Units (NSU), Regional Directors (RD)	TCDS
Deputies, Chief of Staff, Executive Officers, and Chief, Administrative Records Management Division (ARMD) of respective D-Staff, P-Staff, APCs, NSUs and IAS	IG, IAS or Heads of respective D-Staff, P-Staff Office/Units, APCs, NSUs.
All other personnel from the OCPNP, ODCA, ODCO, OTCDS, P-Staff, D-Staff, APCs, NSUs, and IAS	Respective C, ARMD

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Regional, Provincial, District, City and Municipal Level	
The National Capital Region Police Office (NCRPO)	
DRDA DRDO CRS NCRPO	RD, NCRPO
District Director, Heads of Regional D-Staff, Heads of Regional Headquarters Support Unit, PNP Presidential Security Force Unit, NCRPO Mobile Force Battalion, Regional Administrative Support Units, and Regional Operational Support Units	CRS
Personnel of Regional Staff, Personnel of Regional Headquarters Support Unit, PNP Presidential Security Force Unit, NCRPO Mobile Force Battalion, Regional Administrative Support Unit, and Regional Operational Support Unit	Head of Corresponding Regional Staff, Heads of Regional Headquarters Support Unit, PNP Presidential Security Force Unit, NCRPO Mobile Force Battalion, Regional Administrative Support Unit and Regional Operational Support Unit
DDDA DDDO CDDS	DD
Heads of District D-Staff	CDDS
Personnel of District D-Staff	Head of Corresponding District D-Staff
Chief of Police (COP)/Station Commander	Chief, DPRMD
Personnel of the Office of COP, Section Chiefs in Police Stations	COP
Personnel of Sections in Police Station	Section Chief
Sub-Station Commander	Chief, Admin Section, Police Station
Personnel of the Sub-Station	Sub-Station Commander

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Other Regional Police Offices	
DRDA DRDO CRS Provincial Director (PD) City Director (CD)	RD
PDRS RHSU PNP PSFU RMFB RASU ROSU	CRS
Personnel of Regional Staff, Personnel of Regional Headquarters Support Unit, PNP Presidential Security Force Unit, Regional Mobile Force Battalion, Regional Administrative Support Unit, Regional Operational Support Unit, and Personnel of PPO-PSMU	CRS, Heads of RHSU, PNP PSFU, NCRPO MFB, RASU, ROSU, and C, PSMU
Provincial Police Offices	
Deputy Provincial Director for Administration, Police Provincial Office; Deputy Provincial Director for Operations; Chief PPO-Police Strategy Management Unit (PSMU) and Heads of Provincial Staff	PD
Personnel of Provincial Staff	Head of the Corresponding Provincial Staff
City Director, COP, Head of Provincial Mobile Force Company, Head of Tourist Police Unit	Chief, Provincial Administrative and Resource Management Unit
Personnel of PMFC	C, PMFC
Personnel of Tourist Police Unit	Chief, Tourist Police Unit
City Police Offices	
Deputy City Director for Administration, City Police Office; Deputy City Director for Operation; Chief CPO-Police Strategy Management Unit and Heads of City Staff	CD

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Personnel of City Staff and Personnel of CPO-PSMU	Head of the Corresponding City Staff and Chief-PSMU
Chiefs of City Mobile Company, Mobile Patrol Unit, Traffic Enforcement Unit, and Tourist Police Unit	Chief, City Administrative and Resource Management Unit
Personnel of City Mobile Force Company	Company Commander Mobile Company
Personnel of Mobile Patrol Unit	Chief, City Mobile Patrol Unit
Personnel of Traffic Enforcement Unit	Chief, Traffic Enforcement Unit
Personnel of Tourist Police Unit	Chief, Tourist Police Unit
Police Stations	
Section Chiefs	COP
Section Personnel	Section Chief

As a general rule, the Head of Office/Unit or the C, ARMD shall issue the Certification. In their absence, the C, Investigation Officer shall issue the required Certification.


c. Responsibilities:

- 1) D, LS – Within seven days from receipt of the duly endorsed application for direct legal representation from C, LAD and upon approval of the memorandum, the D, LS, shall issue permanent authority. Thereafter, D, LS through C, LAD shall notify the Authorized PNP Lawyer concerned, as the case may be, on the approved request for direct legal representation;
- 2) BFO, LS – Provide to handling/authorized PNP lawyer transportation/travel allowance, representation funds and other expenses incurred in providing legal assistance as may be provided for by law, pertinent rules and regulations; and
- 3) Handling Lawyers – Submit all after activity reports of appearances and case conferences conducted, copies of pleadings, motions, and memoranda prepared including the status of the case to the Legal Assistance Division on or before the 25th of the month covering the activities from the 25th of the immediately preceding month until the 24th of the current month.

7. PROCEDURES:

- a. Who may file? Any PNP qualified applicant may apply for DLR.

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If the applicant cannot personally file the application, the same may be filed by the applicant's duly authorized representative or, if there is none, his immediate supervisor;

- b. Where to file? Applicants assigned at PROs may file their applications with the RLO, PLO, DLO or CLO concerned. Those applicants assigned at NSUs may file their applications directly with the NSU Legal Officer (LO). An applicant assigned with an office without any LO may file his/her application directly with the C, LAD, or to the nearest C, RLO, as the case may be.

PNP personnel may file directly their applications before the legal officers concerned within their area of responsibility.

In the absence of available legal officers assigned within AOR, the applicant may directly apply with the RLO concerned;

- c. When to file? The application may be filed anytime during office hours;
- d. How to file? The applicant shall accomplish under oath, one (1) legible copy of QMS Format Application for DLR (LS Form 1A). The application form must be accompanied by supporting documentary requirements as provided under paragraph 7(e) hereof. The forms can be secured at the Office of the PLO, DLO, RLO, NSU LO, or at the office of the LAD, LS. *(Please see sample format of LS Form 1A attached as Annex A).*
- e. Documentary Requirements. The application for DLR must be supported by the following documents:
 - 1) Certification *(Please see sample format of certification attached as Annex B)*

- (a) The immediate supervisor/head of office as provided for in paragraph 6.b hereof at the time the offense being complained of shall issue the certification.

The Certification shall declare that the applicant is assigned under his/her jurisdiction and certifying that the complaint/case arose from an incident which is related to the performance of official duty, copy furnished the respective administrative officers.

- (b) In the event of reassignment, transfer, retirement, or any mode of separation, the incumbent immediate supervisor shall issue certification. Provided that, in absences of case folder on file, a "Certificate of No Record" shall be issued in the absence of case folder on file. *(Please see sample format of certification of no record as Annex C).*
- (c) If there is no record to determine the issuance of certification of service-related cases, the handling lawyer shall conduct searching questions and answers to the applicant based on the

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allegations in the complaint as a condition precedent in handling the case. The handling lawyer shall determine whether the incident/case is service-connected/service related based on the parameters set forth in this MC.

Provided that, in cases filed by the C, Investigation Officer against its own personnel, the Administrative Officer may issue the required certification to avoid conflict of interest and appearance of impartiality in the conduct of investigation. Further, for cases initiated by TDIDM against his/her own personnel wherein it is likewise required to issue certification, TCDS may provide the same. For reference, a table is provided to determine who shall issue the required certification under paragraph 6(b) hereof.

- 2) Copy of Spot Report, Progress Report Incident Report, or Investigation Report;
- 3) Copy of the information, complaint or charge sheet, and other legal processes; and
- 4) Copy of the relevant documents, as may be required by the Legal Officer.

f. Provisional Authority

For those cases which need immediate assistance but the applicant cannot provide the required documents as provided for in Section 7(e.1-4) hereof, a *Provisional Authority* may be issued upon submission by the LS Handling lawyer of a memorandum stating the urgency of the request for Direct Legal Representation subject to the following procedures:

1) Action of Handling Lawyers


Within 24 hours from receipt of the request, the handling lawyer shall initially determine the probability of the existence of service-connected/service-related case based on the information gathered from the applicant. The handling lawyer shall then request for issuance of a Provisional Authority through a memorandum endorsed to the concerned approving officers:

- a) If the handling lawyer is the RLO/SLO/LS HQ Lawyers, the certification shall be issued by C, LAD; and
- b) If the handling lawyer is the PLO/DLO/CPO, the certification shall be issued by RLO.

2) Action of C, RLO and C, LAD

Within twenty-four (24) hours from receipt of the Memorandum of the

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handling lawyer/s, C, LAD/C, RLO shall issue a *Provisional Authority* indicating the name of the recommended handling lawyer. The suggested handling lawyer at this stage can initially handle the case.

The handling lawyer with approved provisional authority is mandated to provide/submit the case record to include copy of complaint affidavit, certification, and other relevant documents to D, LS (Attn: LAD) to evaluate the same for the issuance of permanent authority to handle the case.

The submission of the case record shall be made within seven days from receipt of provisional authority.

3) Action by the Handling Lawyers when the application is disapproved.

The Legal Officer who initially handled a case which was subsequently found to be not service-connected/service-related is mandated to withdraw from representing the administrative and criminal case. However, the legal officer may represent the respondent in the administrative case in his private capacity subject to the conditions provided for under the Limited Authority to Practice.

8. REPEALING CLAUSE

All other PNP memoranda, circulars, directives, or issuances in conflict or inconsistent with this MC are hereby repealed, amended, or modified accordingly.

9. EFFECTIVITY:

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



[Handwritten Signature]

BENJAMIN C ACORDA, JR
Police General
Chief, PNP

Distribution:

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




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[Handwritten Signature]

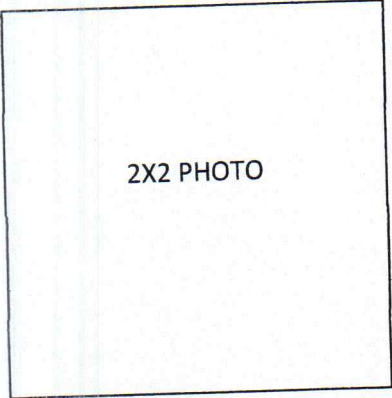
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	<u>Direct Legal Representation Application Form</u>	
	Document Reference Code:	LS-QMT-FR 05112022-031
	Revision Number:	00
	Effectivity Date:	June 6, 2022
Control Number:		QMS Form 31

Direct Legal Representation Application Form

Form 1A (Direct Legal Representation Application Form)
FILE DETAILS: (To be filled by RLO/PLO)



Date Time File No.

I. APPLICANT'S PERSONAL INFORMATION:

1. Name: _____
(Rank) (Surname) (First Name) (Middle Name) (Qualifier)

2. Age: _____ 3. Civil Status: _____ 4. Sex: _____

5. Office/Unit: _____

6. Home Address: _____

7. Personal active mobile number: _____

8. Personal active e-mail address: _____

II. CHARGE/S:

Criminal Case

Court/OCP/OPP: _____

Administrative Case

Disciplinary Authority: _____

Civil Case:

Court: _____



Offense(s)/ Charge(s)/ Title of Case:

Docket No: _____

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Lyra Stella C. Valera
LYRA STELLA C. VALERA
Police Lieutenant Colonel

 	<u>Direct Legal Representation</u> <u>Application Form</u>	Document Reference Code:	LS-QMT-FR 05112022-031
		Revision Number:	00
		Effectivity Date:	June 6, 2022
		Control Number:	QMS Form 31

III. STATUS OF THE APPLICANT:

- | | |
|--|---|
| <input type="checkbox"/> Under preventive suspension | <input type="checkbox"/> Under recognizance |
| <input type="checkbox"/> Under restrictive custody | <input type="checkbox"/> Under suspension |
| <input type="checkbox"/> Under detention | <input type="checkbox"/> Active Duty |
| <input type="checkbox"/> Posted bail | <input type="checkbox"/> Others (Pls specify) |
-

IV. BRIEF STATEMENT OF THE CASE:

V. DOCUMENTARY REQUIREMENTS:

- Duty Status
 - HO/NIR Certification that case is service connected
 - SII Report
 - Letter/Detail Orders
 - Information, Complaint, Charge Sheet
 - Other Relevant Documents (Pls specify) _____
-

VI. DECLARATION:

I declare under oath that this Direct Legal Representation Application Form has been accomplished by me, and this is true, correct, and complete statement. I authorize the Regional Legal Service/authorized representative to verify/validate the content stated herein. I trust that this information shall remain confidential.

I hereby grant my free, voluntary and unconditional consent to the collection and processing of all Personal Data, or records relating to me, disclosed/transmitted by me in person or by my authorized representative/s to the PNP Legal Service, by whatever means in accordance with Republic Act 10173, otherwise known as the "Data Privacy Act of 2012" of the Republic of the Philippines, including its Implementing Rules and Regulations (IRR) as well as all other guidelines and issuances by the National Privacy Commission (NPC).

Rank and Full Name

Badge No.

Signature

Date Accomplished

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Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE
LEGAL SERVICE
Camp BGen Rafael T Crame, Quezon City



CERTIFICATION

This is to certify that **Pat Juan Dela Cruz** is a bona fide member of the PNP and is currently designated as the _____ of the _____, an Office that is under the direct supervision and control of the Office of the Chief, PNP.

This further certifies that, based on available records, _____ Administrative Case No. _____ entitled "PHILIPPINE NATIONAL POLICE vs. Pat Juan Dela Cruz", involves acts of _____ that are related to the performance of his official duty when he was still the _____ which extended to the time after the subject PNCO was designated as _____.

This certification is issued this _____ at Camp PBGen Rafael T Crame, Quezon City.

RAYMOND A DE GUZMAN
Police Colonel
Chief-of-Staff, LS

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LYRA STELLAC VALERA
Police Lieutenant Colonel





Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE
LEGAL SERVICE
Camp BGen Rafael T Crame, Quezon City



CERTIFICATION OF NO RECORD

This is to certify that this Office/Unit is not in possession of relevant document pertaining to the following:

Case Title : PHILIPPINE NATIONAL POLICE vs. Pat Juan Dela Cruz
Docket No. : ABC-123

Without any record on file, this Office/Unit cannot determine whether the incident or case is service-related/connected.

Issued upon the request of Pat Juan dela Cruz, this 29th day of January 2024 _____ at Camp PBGen Rafael T Crame, Quezon City.

DINO T REFUGIA, IV
Police Major
Chief of Police

**Certified Copy Of
Records On File**

[Signature]
LYRA STELLA C VALERA
Police Lieutenant Colonel

