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

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MEMORANDUM CIRCULAR NO.: 2024-046

MAY 28 2024

GUIDELINES AND PROCEDURES IN THE USAGE OF THE PNP DRUG-RELATED DATA INTEGRATION AND GENERATION SYSTEM (PNP DRDIGS) VERSION 2

1. **REFERENCES:**
   a. Republic Act (RA) No. 9165 otherwise known as the "Comprehensive Dangerous Drugs Act of 2002" as amended by RA No. 10640 dated July 15, 2014;
   b. RA No. 10173 otherwise known as the "Data Privacy Act of 2012" dated August 15, 2012;
   c. Executive Order No. 226, "Institutionalization of the Doctrine of Command Responsibility in All Government Offices, Particularly at Levels of Command in the Philippine National Police and Other Law Enforcement Agencies" dated February 17, 1995;
   d. NAPOLCOM Memorandum Circular (MC) No. 2016-002 entitled, "Revised Rules of Procedure before the Administrative Disciplinary Authorities and the Internal Affairs Service of the Philippine National Police" dated March 7, 2016;
   e. PNP MC No. 2018-050 entitled, "Guidelines and Procedures in Reporting Crime Incidents" dated January 7, 2019;
   f. PNP and Philippine Drug Enforcement Agency (PDEA) Joint MC with subject: "Unified Coordination Guidelines in the Conduct of Anti-Illegal Drug Operations" dated July 9, 2021;
   g. PNP Command Memorandum Circular (CMC) No. 07-2022 entitled, "PNP Campaign Plan Double Barrel Finale Version 2022 - Anti-Illegal Drugs Operation thru Reinforcement and Education (ADORE)" dated April 12, 2022;
   h. PNP CMC No. 09-2020 entitled, "Institutionalization of the Philippine Anti-Illegal Drugs Strategy (PADS) in the PNP" dated April 14, 2020;
   i. PNP CMC No. 01-2019 entitled, "PNP Drug-Related Data Integration and Generation System (PNP-DRDIGS)" dated January 3, 2019;
   j. PNP Standard Operating Procedure No. 01-2017 entitled, "Standard Operating Procedures (SOP) in Handling Voluntary Illegal Drugs Personality Surrenderers and Assistance for their Rehabilitation" dated January 11, 2017;
   k. Intelligence Directive No. 02-2021 with subject: Guidelines and Procedures in the Validation and Adjudication of Watch-listed Illegal Drug Personalities thru the Sub-Committee dated October 7, 2021;
   l. Fiscal Directive No. 2021-14 entitled, "Guidelines and Procedures in the Allocation, Distribution and Utilization of PNP Anti-Illegal Drugs Strategy (PADS) Funds for FY 2021";

m. Directorate for Operations' "PNP Drug Related Data Integration and Generation System (PNP DRDIGS) Business Continuity Plan and Disaster Recovery Plan" dated May 5, 2022;
n. Dangerous Drug Board (DDB) Regulation No. 4, s.2021, with subject: "Sustaining the Implementation of Barangay Drug Clearing Program (BDCP) and Repealing for such Purpose Board Regulation No. 3, series of 2017" dated July 29, 2021; and
o. Undated Memorandum of Agreement between the DILG and PNP on the Anti-Illegal Drugs Information System (AIDIS).

2. **RATIONALE:**

This MC provides the guidelines and procedures in the usage of PNP DRDIGS version 2 (PNP DRDIGS v.2) by offices/units of the PNP to effectively manage the recording, storing, controlling, and handling of data on the accomplishments of the anti-illegal drugs campaign. This is to ensure a secure, accurate, quick, efficient and real-time reports and statistics.

3. **SITUATION:**

The PNP's historic anti-illegal drugs campaign resulted in a significant number of surrenderees, arrests, and fatalities during police operations nationwide. Thus, the accounting, monitoring, and collecting of these voluminous data from Police Regional Offices (PROs) and other offices/units involved in the anti-illegal drug operations became challenging and time-consuming. To address these issues, the National Oversight Committee on Anti-Illegal Drugs conceptualized the PNP DRDIGS v.1 in 2021.

The PNP DRDIGS v.1 was developed by the Information Technology Management Service (ITMS) for the use of the Directorate for Operations (DO) and operationalized on March 4, 2021 with the primary objective of streamlining the gathering, storing, recovering, and generating of data on anti-illegal drugs operations nationwide.

Data on the accomplishments in anti-illegal drugs operations of PNP drug enforcement units and watch list of illegal drugs personalities validated by the Directorate for Intelligence (DI) and other intelligence units were stored in the PNP DRDIGS v.1.

After its implementation, the technical team conducted a series of studies and assessments of the features and capabilities of the Information System (IS). These studies concluded that there is a need to enhance the system to generate more comprehensive reports by including data from other offices/units involved in the campaign against illegal drugs, thus the creation of PNP DRDIGS v.2.

Aside from the data stored in the first version, the PNP DRDIGS v.2 includes connectivity with the Police Operations Management Information System (POMIS) to harmonize data on incidents and other data on the accomplishments of the anti-illegal drugs campaign, the list of surrenderees, including their activities under the Recovery and Wellness Program (RWP) of the Directorate for Police Community

Relations (DPCR), operation and validation of drug personalities by the PNP Drug Enforcement Group (PNP DEG), and confiscated items and their disposition by the Forensic Group (FG).

The system was also conceptualized to include monitoring of anti-illegal drug cases thru the Directorate for Investigation and Detective Management's (DIDM) Crime Incident Reporting and Analysis System (CIRAS) and Internal Affairs Service harmonization of cases on illegal drugs of PNP personnel with drug-related cases.

4. **PURPOSE:**

To provide uniform procedures, guidelines, and standard framework in recording and reporting drug-related data in order to have clear mechanisms, measures, and specific guidelines to be followed by data encoders, verifiers, and approvers of offices concerned. The objective is to streamline and enhance the encoding and utilization of the PNP DRDIGS to ensure accuracy, efficiency, and consistency in data management throughout the organization while securing digital infrastructure for stakeholders and upholding the principles enshrined in RA No. 10173 or the Data Privacy Act of 2012.

This MC aims to promote effective information handling to facilitate data analysis and improve decision-making.

5. **DEFINITION OF TERMS:**

a. Allowed Time - duration allocated by each module owner for encoding, verifying, and approving their respective data.

b. Approver - a Police Commissioned Officer (PCO) who reviews and officially endorses or grants permission of the encoded and verified data ensuring compliance with established standards and policy, and endorses or gives permission for the correctness of the data to be printed or officially used.

c. Authorized Users – PNP personnel designated as encoders, reviewers, approvers, and viewers who are vetted and provided with unique user accounts to access the PNP DRDIGS.

d. Business Intelligence - comprises the strategies and technologies used by the PNP for data analysis, forecasting, and business information analytics providing historical, current, and predictive views of operations.

e. Continuing Crime - one consisting series of acts such as, when an offender performs all the material ingredients of a crime and remains to be continuously committing the crime even when moved or transported into different territorial jurisdiction.

f. Dashboard - a visual display of important information and data consolidated into a single, easy-to-understand interface. It provides an at-a-glance summary of key metrics, trends, and performance indicators relevant to drug-related information collected as encoded by the user.

g. Delisting - is a process of removing a person's name from the watch list based on procedures and parameters set forth by Intelligence Directive 02-2021.

h. Encoder - a PNP uniformed personnel or Non-Uniformed Personnel (NUP) responsible for recording operations and activities pertaining to the campaign against illegal drugs into the PNP DRDIGS.

i. Fingerprint Matching System (FMS) - is an application system capable of fingerprint scanning and collection, cross matching, and hit detection in profiling and identifying drug offenders.

j. High Value Individuals (HVI) - refer to financiers, distributors, traffickers, manufacturers, importers, target-listed personalities, narco-list, leaders/members of drug groups, foreign nationals, members or armed groups, government officials or employees, celebrities, drug den maintainers/owners, clandestine laboratory/warehouse workers, personalities arrested during high-impact operations, protectors of illegal drugs activities, and other high value targets with the seizure of any of the following: 50 grams and above of shabu, 500 grams and above of marijuana dried leaves, 20 pieces or more of ecstasy, and 20 grams or more of other dangerous drugs.

k. Module Owner - PNP office/unit that has the authority over the data of a particular module in the PNP DRDIGS.

l. Non-Shareable Data - refers to the Sensitive Personal Information as defined under Section 3(l) of RA No. 10173.

m. Police Operation Management Information System (POMIS) - a web-based information system that records and monitors significant incidents, operational accomplishments, and special events of the PNP organization through timely, secured, and reliable, single database on reporting and monitoring of incidents and law enforcement operations.

n. Security Clearance - a security mechanism to maintain the integrity of the DRDIGS in support to the PNP anti-illegal drugs campaign.

o. Shareable Data - refers to all data which can be shared and processed within the PNP DRDIGS Business Intelligence Platform except those defined by RA No. 10173.

p. Street Level Individual (SLI) - refers to an illegal drug personality involved in the sale and distribution of illegal drugs whose sphere of influence and area of operation transcend two or more barangays.

q. Suspicious System Activity - any unusual or unexpected behavior or patterns on a computer system that may indicate a security breach, malware infection, or other malicious or unauthorized activity. Identifying such activity is crucial for the timely detection of potential threats,

ensuring the security of data, and maintaining the integrity of computer systems.

r. Unique User Account - refers to an individual and distinct set of credentials and permissions that allows a user to access the PNP DRDIGS.

s. User - is a PNP personnel given the authority as encoder, verifier, approver, and viewer with user account to access to the PNP DRDIGS.

t. Validation - act of checking or proving the accuracy and reliability of an information obtained during intelligence gathering.

u. Verifier - a PNP personnel authorized to check the correctness of encoded data into the PNP DRDIGS.

v. Viewer - a person authorized to utilize DRDIGS without any administrative and encoding capabilities.

w. Watch List - consists of persons suspected to be involved in the trading, manufacture, importation, exportation, large scale distribution, transport or delivery of illegal drugs, CPECs, laboratory equipment/apparatus, maintenance of drug den, dive or resort, and cultivation of plant sources of illegal drugs based from unverified reports and are subjected for further monitoring, investigation, and case build-up.

6. **GUIDELINES:**

This MC shall be the basis of all PNP offices/units in using the PNP DRDIGS v.2 for recording all operations and activities relative to the campaign against illegal drugs.

The PNP DRDIGS v.2 is composed of four modules namely: 1) Operation Module as the repository of Anti-Illegal Drug Operations Data of police stations and PDEG units. It captures operation details, including data on arrested persons, Died in Police Operations (DIPO), and confiscated evidence. It also includes operation mapping and monitoring and accounting of drug personalities; 2) Intelligence Module focuses on watch list monitoring and validation. It involves the encoding of watch list data by police stations. It also categorizes drug personalities as HVI or SLI and utilizes link analysis; 3) PCR Module monitors PCR activities, including house visitation and personal appearances. It keeps a close watch on the status of Persons Who Use Drugs (PWUDs) and those who underwent the RWP. It also generates reports, lists of graduates, and inventory of RWP participants as well as monitors barangays that have been declared drug-cleared; and 4) Forensic Module manages details of confiscated items, tracks the disposition of confiscated illegal drugs and maintains an inventory of these. It also uploads result of examination of confiscated drugs received by FG and generates chemistry reports.

These modules are compartmentalized. Nevertheless, they are interconnected based on essential needs for dedicated encoders, verifiers, approvers, and viewers who are allowed access to the system.

a. General Guidelines:
   1) The PNP DRDIGS shall be the primary tool of the PNP units in reporting all anti-illegal drug operations, activities, and related crimes/incidents, including the confiscation, seizure and/or detection of drugs.

   2) All required entries in the PNP DRDIGS must be filled in by the encoders of units concerned.

   3) The PNP DRDIGS must be operational at all times to accommodate the recording, updating, and maintenance of all drug-related data, anti-illegal drug operations, laboratory results, and personalities from the different PNP offices/units nationwide. The modules encapsulated in the PNP DRDIGS shall be monitored and updated by the respective module owners to facilitate the generation of comprehensive reports and statistics. The Module owners shall designate their authorized users to function as Encoder, Verifier and Approver:
      a) Encoders shall be responsible for encoding precise and accurate data in their respective module within the allowed period of time.

      b) Verifiers shall be responsible for the verification of encoded data in their respective modules within the allowed period of time. Intensive verification should be done prior approval.

      c) Approvers shall be a PCO who is responsible for the approval of the verified data in their respective modules within the allowed period of time.

   4) Authorized users (PCOs/PNCOs/NUP) of PNP DRDIGS must be vetted through complete background investigation, trained, and provided with a unique user account.

   5) Personnel with PNP DRDIGS user account shall have a minimum of 3-year tenure of assignment. In case of reassignment and/or retirement of the principal, an alternate encoder must be trained, and be equipped with the same level of knowledge prior his assumption.

   6) No personnel with PNP DRDIGS user account may be reassigned, transferred or be allowed to undergo mandatory schooling without proper clearance from the Head of Office/Unit and module owner administrator. Personnel concerned shall train a replacement before his/her transfer/mandatory schooling, while the proposed replacement must undergo and pass the regular security screening for PNP DRDIGS users.

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7) In the exigency of service, the verifier may be allowed to encode the data of stations without encoders only after a written request of the Regional Director concerned to DO is approved. No switching of roles shall be allowed.

8) In the creation of account, the following process shall be followed:
   Step 1 - Request from Unit with clearance from DRDO;

   Step 2 - Validation of request by regional counterpart;

   Step 3 - Creation of account by ITPO of AOR to be verified by Regional Unit Administrator and attachment of pertinent documents (Status will be tagged as VERIFIED);

   Step 4 - Regional counterpart will submit request for vetting/CBI of user to RID;

   Step 5 - RID will conduct vetting/CBI of user;

   Step 6 - RID will update the status of CBI result (Status will be tagged as RECOMMENDED or NOT RECOMMENDED); and

   Step 7 - Account Administrator from DO will approve all requests with VETTED STATUS (Status will be tagged as APPROVED).

9) In the activation of account, the following process shall be followed:
   Step 1 - Unit will request clearance from DRDO;

   Step 2 - Regional counterpart will validate the request;

   Step 3 - ITPO of AOR will create the account to be verified by Regional Unit Administrator with attachment of pertinent documents and status will be tagged as verified;

   Step 4 - Regional counterpart will submit request for vetting/CBI of user to RID;

   Step 5 - RID will conduct vetting/CBI of user;

   Step 6 - RID will update the status of user if vetted or Recommended /Not Recommended; and

   Step 7 - Account Administrator from DO will approve all requests with vetting result tagged as approved.

10) In the deactivation of account, the following process shall be followed:
   Step 1 - Unit shall request deactivation with clearance from DRDO;

Step 2 - Regional counterpart will validate the request with attachment of pertinent documents. Status will be tagged as verified; and

Step 3 - Account Administrator from DO will approve the deactivation of the account and the status will be tagged as deactivated.

11) All account users shall exercise confidentiality and integrity in the handling and storage of all data.

12) The PNP DRDIGS contains personal information of drug personalities arrested, surrendered, and watchlisted by DI and PDEG in which under R.A. No. 10173, such information shall not be divulged to anyone unless permitted. All account users must execute a duly notarized Non-Disclosure Agreement (NDA) to uphold data security and avoid data breach.

13) Encoders are required to encode details of drug personalities and other drug-related information to PNP DRDIGS within 24 hours of reporting an incident/operation/activity to POMIS. The Operations Management Department, PCR, Intel and FG officers must continuously ensure the timely encoding of drug-related data and this must be made clear at all levels of command throughout the organization. The timely encoding in the PNP DRDIGS shall be one of the parameters in the Unit Performance Evaluation Rating (UPER).

14) The Chief of Police or the immediate supervisor of the encoder shall validate all data encoded before submission.

15) All Unit Commanders/Head of Office shall ensure that users are given ample support in terms of stable internet connection for faster submission and processing of data to the PNP DRDIGS v.2.

16) Intelligence, Operations, PCR, and Forensic units of the PNP shall be equipped with adequate ICT equipment/resources compliant with the minimum specifications prescribed in NAPOLCOM Resolutions and PNP MCs to be used solely for PNP DRDIGS to ensure that data will be secured and violation of the data privacy law will be prevented.

17) Module owners shall report to DO any suspicious system activity like hacking and data breach.

a) All users are required to strictly follow the specified guidelines, preventive measures, and security protocols to guard against Malicious Software (Malware):
(1) Use strong and unique passwords;

(2) Be cautious of suspicious emails, especially those requesting personal or sensitive information;

(3) Avoid clicking on links from unknown or untrusted sources;

(4) Refrain from opening suspicious attachments or links;

(5) Employ authentic and regularly updated anti-virus software to detect and prevent malware infections;

(6) Keep installed programs updated and uninstall unnecessary ones;

(7) Prohibit the use of pirated software and unlicensed programs;

(8) Safeguard sensitive data, avoid storing it on unsecured devices or in unencrypted files;

(9) Avoid using public Wireless Fidelity (Wi-Fi) networks;

(10) Limit access to sensitive information within the system using your account;

(11) Make it a habit to log-out when not using the system; and

(12) Do not post anything related to PNP DRDIGS, POMIS, and Election Monitoring System on social media.

18) Module owners shall submit a written recommendation for any additional features or modification of the system for review and approval of DO and subsequent submission to ITMS.

19) The specific guidelines will be prescribed in the Standard Operating Procedure (SOP) and User Manual of each module.

20) To maintain integrity of the PNP DRDIGS, all Heads of Office/Unit Commanders, project team members, and users who shall be given access to classified data of PNP DRDIGS must have corresponding Orders from DPRM or RPRMD and security clearance from DI or RIDs.

b. Administrative Sanction:

The following actions or inactions, shall constitute a violation of this MC and shall be dealt with appropriate administrative and/or criminal sanction:

1) Erroneous encoding;

2) False reporting;

3) Late reporting/updating within the allowed time;

4) Failure to report;

5) Unauthorized Access;

6) Violation of RA No. 10173;

7) Sharing of PNP DRDIGS account;

8) Failure to provide notice of system and/or ICT equipment failure and/or computer malfunction of more than two consecutive days;

9) Failure of Head of Office/Unit Commander to seek clearance from the module owners and DO in case of reassignment/replacement of personnel with PNP DRDIGS account;

10) Failure of Head of Office/Unit Commander to supervise personnel with PNP DRDIGS account as mandated under the principle of Command responsibility; and

11) Failure to exercise due diligence in the proper use of PNP ICT resources intended for PNP DRDIGS.

7. **RESPONSIBILITIES:**

a. **DO**

1) System Owner of PNP DRDIGS and responsible for the Operations Module, and for the efficient and effective implementation of this MC;

2) Supervise the DI for the Intelligence Module, DPCR for the PCR Module, and FG for the FG Module;

3) Formulate an SOP and User's Manual for Operation Module;

4) Secure the system in collaboration with ITMS and comply the necessary IS certificate;

5) Conduct periodic audit on the drug data encoded in the system nationwide including data from modules of DRDIGS in coordination with ITMS Data Monitoring and Implementation Team (DMIT) and institute appropriate measures to ensure veracity of records and religious compliance with this policy;

6) Collate, analyze, and interpret the drug data generated from PNP DRDIGS for policy formulation and other compliance;

7) Conduct validation and training to new user every quarter as provided under Philippines Anti-Illegal Drugs Strategy (PADS) to check, ensure, and maintain the integrity and accuracy of the data generated by the PNP DRDIGS;

8) Conduct training activities to system and module users in coordination with module owners;

9) Improve, adjust, amend rules, and provide necessary inputs/upgrade for system enhancement as requested by module owners in coordination with ITMS;

10) Notify the Data Privacy Officer, DICTM within 48 hours in the event of breach or hacking incidents; and

11) Perform other tasks as directed.

b. **DI**

1) Responsible for the Intelligence Module (encoding/updating of watch-list drug personalities);

2) Formulate an SOP and User's Manual for Intelligence Module;

3) Secure the Intelligence Module in coordination with DO;

4) Take appropriate action and monitor watch-list of drug personalities encoded and generated in the system;

5) Collate, analyze, and interpret the watch-list data generated from PNP DRDIGS policy formulation and other compliance;

6) Endorse users of Intelligence Module for activation/deactivation of account with vetting result to DO;

7) Conduct CBI to all PNP DRDIGS users and provide result to DO;

8) Provide assistance to DO in the conduct of training activities for new account users of Intelligence Module;

9) Notify the DO immediately in the event of breach or hacking incidents; and

10) Perform other tasks as directed.

c. **DPRM**

1) Provide Application Programming Interface (API) connectivity with PAIS and update PAIS regularly in support to the users of PNP DRDIGS;

2) Provide appropriate orders to PNP personnel designated as users of PNP DRDIGS;

3) Propose plantilla position of NUP as PNP DRDIGS encoder;

4) Ensure that no DRDIGS personnel will be relieved unless with proper clearance and replacement; and

5) Perform other tasks as directed.

d. **DPCR**
   1) Responsible for the PCR Module such as the encoding/updating of surrenderees, RWP Activities, and Barangay Drug Clearing Program (BDCP) data;

   2) Formulate SOP and User's Manual for PCR Module;

   3) Secure the PCR Module in coordination with DO;

   4) Take appropriate action and monitor PWUDs encoded and generated in the system;

   5) Endorse users of PCR module for activation/deactivation of account with vetting result to DO;

   6) Collate, analyze, and interpret the data on surrenderees, rehabilitation, and BDCP generated from DRDIGS for policy formulation and other compliance;

   7) Provide assistance to DO in the conduct of training activities for new account users of PCR Module;

   8) Notify the DO immediately in the event of breach or hacking incidents; and

   9) Perform other tasks as directed.

e. **DIDM**
   1) Provide connectivity through API of Case Information Database Management System to the DRDIGS to monitor the cases of drug personalities in coordination with ITMS; and

   2) Perform other tasks as directed.

f. **DC**
   1) Provide funds to support the implementation of this MC; and

   2) Perform other tasks as directed.

g. **DL**
   1) Provide assistance in the procurement of logistical resources necessary for the implementation of this MC; and

   2) Perform other tasks as directed.

h. **DICTM**
   1) Provide assistance to ITMS and DO in the maintenance and operability of PNP DRDIGS;

   2) Conduct regular vulnerability assessment and penetration testing;

3) Provide assistance in securing the connectivity with other IS in compliance with the data privacy law; and

4) Perform other tasks as directed.

i. **IAS**

1) Provide connectivity through API of Internal Disciplinary Mechanism Information System (IDMIS) to the PNP DRDIGS to monitor PNP personnel with drug-related case/s in coordination with ITMS;

2) Assist the DPRM in providing updated and correct data of PNP personnel with drug-related case/s in coordination with ITMS encoded in IDMIS;

3) Provide support to the PNP DRDIGS Secretariat to monitor PNP personnel with drug related cases; and

4) Perform other tasks as directed.

j. **FG**

1) Responsible for the FG Module (encoding of classification, quantity, and disposition of dangerous drugs received and examined by PNP FG);

2) Formulate SOP and User's Manual for FG Module;

3) Secure the FG Module in coordination with DO;

4) Endorse users of FG module for activation/deactivation of account with vetting result to DO;

5) Collate, analyze, and interpret the FG module data generated from PNP DRDIGS for policy formulation and other compliance;

6) Provide assistance to DO in the conduct of training activities for new account users of FG Module;

7) Notify the DO immediately in the event of breach or hacking incidents; and

8) Perform other tasks as directed.

k. **ITMS**

1) Assist the DO in developing, maintaining, upgrading, and securing the PNP DRDIGS;

2) Provide technical expertise in the operability of PNP DRDIGS;

3) Conduct daily backup of PNP DRDIGS database;

4) Conduct monthly backup of PNP DRDIGS v.2 system files; and

5) Perform other tasks as directed.

l. **PDEG**

1) Provide support to DO in the Operations Module such as the encoding of details on arrested drug personalities, those who died in police operations, volume of drug seized/confiscated/recovered/ surrendered, and drugs estimated amount based on standard drug price;

2) Endorse users of operations module for activation/deactivation of account to DO;

3) Provide assistance to DO in collecting data for the operations module generated from PNP DRDIGS for policy formulation and other compliances;

4) Notify the DO immediately in the event of breach or hacking incidents; and

5) Perform other tasks as directed.

m. **Other D-Staff/P-Staff/NSUs**

1) Provide necessary support to the PNP DRDIGS, consistent with their respective office/unit mandates; and

2) Perform other tasks as directed.

n. **PROs**

1) Designate at least two trained and vetted PCOs from RID, ROD, and RCADD as PNP DRDIGS focal persons who shall be responsible in approving the data validated by PPO verifiers, and encoded by the City/Municipal Police Stations within AOR;

2) Notify the DO immediately in the event of breach or hacking incidents; and

3) Perform other tasks as directed.

o. **PPOs/CPOs**

1) Designate at least two trained and vetted personnel from the Operation, PCR, and Intelligence Section as PNP DRDIGS focal persons who will be responsible in the verification of data encoded to the system by the City/Municipal Police Stations within AOR;

2) Notify the DO immediately in the event of breach or hacking incidents; and

3) Perform other tasks as directed.

p. **CPS/MPS**

1) Designate at least two trained and vetted PNP personnel from Operation, PCR, and Intelligence Section as PNP DRDIGS encoders responsible in the encoding of drug-related data to the system;

2) Ensure the safety and security of the issued ICT equipment and ensure that these are exclusively used for PNP DRDIGS in compliance with the data privacy law;

3) Notify the DO immediately in the event of breach or hacking incidents;

4) Ensure the implementation of this MC; and

5) Perform other tasks as directed.

8. **REPEALING CLAUSE:**

All existing PNP directives and issuances which are contrary to or inconsistent with the provisions of this MC are hereby rescinded or modified accordingly.

12. **EFFECTIVITY:**

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

ROMMEL FRANCISCO D MARBIL
Police General
Chief, PNP

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