



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

NOV 20 2024

HS(M)-240731-0002

**MEMORANDUM CIRCULAR**

NO.: 2024-086

**GUIDELINES AND PROCEDURES GOVERNING THE PAYMENT  
(DISBURSEMENT) OF HOSPITALIZATION EXPENSES OF PNP  
PERSONNEL WOUNDED IN POLICE OPERATION (WIPO)**

1. **REFERENCES:**

- a. Section 1-2 of the Revised PNP Operational Procedures September 2021;
- b. PNP Memorandum Circular (MC) No. 2021-040 dated May 7, 2021 entitled, "Revised Rules Governing the Reimbursement of Service-Connected Hospitalization Expenses and other Hospital Benefits of PNP Personnel in the Active Service";
- c. PNP MC No. 2017-037 dated May 12, 2017 entitled, "Guidelines and Procedures for the Granting of Special Financial Assistance (SFA) to the Family or Beneficiary of any PNP Uniformed Personnel Killed in Police Operation (KIPO) and/or Permanently Incapacitated PNP Uniformed Personnel in Accordance with Republic Act No. 6993";
- d. PNP MC No. 2013-002 dated February 13, 2013 entitled, "Guidelines in the Availment of the President's Social Fund - Special Financial Assistance (PSF-SFA) for Philippine National Police Casualties of Police Operations";
- e. PNP MC No. 2006-16 dated August 15, 2006 entitled, "Reimbursement of Hospitalization Expenses of PNP Uniformed Personnel in the Active Service";
- f. PNP Provident Fund (PNPPF) Standard Operating Procedure 2024-01 entitled, "Guidelines and Procedures in the Granting of PNP Provident Fund WIPO Medical Loan";
- g. PNPPF Resolution No. 28-2024 entitled, "Granting of PNP Provident Fund (PNPPF) Medical Loan to Personnel Who are Wounded in Police Operation (WIPO)"; and
- h. Memorandum from DDC/President, PNPPF dated July 30, 2024 with subject: PNP Provident Fund Board of Trustees Memorandum "PF Loan for Payment of Hospital Expenses of personnel Who are Wounded In Police Operation (WIPO)."

**AUTHENTICATED BY:**

  
**MA YOLANDA RAGGABAO**  
Police Lieutenant Colonel  
Administrative Officer  
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## 2. RATIONALE:

This prescribes the guidelines and procedures to be undertaken by the offices/units concerned for the full payment of the hospitalization expenses of active PNP personnel wounded or injured in a legitimate police operation.

## 3. SITUATION:

A police officer is mainly responsible for enforcing the laws and protecting the public by responding to emergencies and rendering assistance to victims of crime. His/her work places him/her in dangerous situations where his/her life is exposed in peril through gun violence or accidents, as such, injuries are inevitable.

For this reason, the Philippine National Police (PNP) ensures that its members shall be provided with the best medical services. The payment of hospital expenses, however, remains a burden to the officer and his/her family.

## 4. PURPOSE:

This MC aims to uplift the morale and welfare of active PNP personnel wounded in police operations by paying the hospitalization expenses through the PNP Provident Fund WIPO Medical Loan.

## 5. DEFINITION OF TERMS:

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

- a. Active PNP personnel - shall mean the Uniformed Personnel of the PNP from the day of oath-taking excluding those on absence without official leave (AWOL), automatic leave of absence without pay due to detention, and those who are with administrative penalties including but not limited to suspensions, restrictions to specified limits, withholding of privileges, and other similar sanctions.
- b. Certificate of Legitimate Operation (CLO) - refers to a document signed by the Head of Office/Unit Commander attesting the legitimacy of the police operation.
- c. Letter of Guaranty - refers to a letter executed by the Chief, Regional Comptrollership Division (C, RCD) or Budget and Fiscal Officer (BFO) of the personnel wounded in a legitimate police operation, assuring the payment of his/her hospital expenses.
- d. Police Operations - refer to any anti-criminality, counter-insurgency, counter-terrorism, and/or police community operations, which place the police officer's life and person in danger. These duties shall include but not limited to the following:

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**MA YOLANDA RAGGABAO**  
 Police Lieutenant Colonel  
 Administrative Officer  
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- 1) Enforcement of all laws, ordinances, and legal orders of duly constituted authorities;
  - 2) Prevention, control, and investigation of crimes;
  - 3) Ensuring public safety and internal security;
  - 4) Protection of lives, liberties, and properties of the public;
  - 5) Arrest of criminal offenders, bringing them to justice/courts and assisting in their prosecution;
  - 6) Conduct of arrest, search and seizure operations in accordance with law; and
  - 7) Conduct of rescue operations to save lives and properties during natural or man-made calamities.
- e. Reimbursement of Hospitalization Expenses (RHE) - is a scheme for the PNP personnel in the active service, which is an adjunct health care delivery structure to the Health Service logistic support system and the benefits derived thereof is construed as an additional privilege and not a right which therefore has to be exercised in the best lights and always subject to the availability of funds.
- f. Wounded In Police Operation (WIPO) - refers to an active PNP personnel who incurred an injury in any of the situation mentioned above, which requires him/her to undergo medical procedure and confinement to a medical facility.
- g. WIPO Action Officer (WAO) - refers to a PNP personnel designated/appointed, covered with office order, to assist the WIPO during his/her confinement until the filing of RHE claims.

#### 6. GUIDELINES:

- a. The payment of hospitalization expenses of WIPO shall be through the WIPO Medical Loan from PNP Provident Fund;
- b. The WIPO Medical Loan will be without interest and its amount will be based on the final hospital bill (net of PhilHealth and/or Health Maintenance Organization (HMO) benefits), professional fees, and official receipts or sales invoice for other medical supplies used during the confinement of the WIPO;
- c. The office/unit where the WIPO is assigned shall immediately appoint/designate a WAO who will assist the WIPO from hospital confinement until the filing of RHE claims;

**AUTHENTICATED BY:**

*[Signature]*  
**MA YOLANDA RAGGABAO**  
 Police Lieutenant Colonel  
 Administrative Officer

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- d. The C, RCD or BFO of the office/unit shall execute a Letter of Guaranty addressed to the hospital where the WIPO is confined;
- e. The C, RCD or BFO concerned shall ensure the full settlement of the hospitalization expenses; and
- f. The payment of the Provident Fund WIPO Medical Loan shall be through the RHE claims.

#### 7. PROCEDURES:

- a. The office/unit where a WIPO is assigned shall determine if the injury was incurred in a legitimate police operation;
- b. The Chief of Office/Unit Commander concerned shall issue a CLO;
- c. Upon issuance of CLO, the C, RCD or BFO shall issue a Letter of Guaranty to the hospital where the WIPO is confined;
- d. Prior to discharge, the WIPO, through the assistance of the WAO, shall apply for a PNP Provident Fund WIPO Medical Loan;
- e. Upon discharge, the C, RCD or BFO shall ensure the full settlement of the hospitalization expenses incurred by the WIPO through the PNP Provident Fund WIPO Medical Loan pursuant to PNP PF SOP 2024-01; and
- f. The WIPO, through the assistance of the WAO, shall submit within 90 days upon discharge all the documentary requirements for RHE claims in accordance with PNP MC 2021-040.

#### 8. FUNDING:

The PNP Provident Fund WIPO Medical Loan shall provide the fund to support the WIPO under this MC.

#### 9. PENAL CLAUSE:

Any PNP personnel who fail to strictly observe and comply, or who willfully violate the provisions of this MC shall be subjected to disciplinary action under NAPOLCOM Memorandum Circular 2016-002.

#### 10. RESCISSION:

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

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**11. EFFECTIVITY:**

This MC shall take effect after 15 days from filing a copy hereof at the University of the Philippines Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1997," as amended.



**ROMMEL FRANCISCO D MARBIL**  
Police General  
Chief, PNP

**Distribution:**

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Police Lieutenant Colonel  
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