

MEMORANDUM CIRCULAR NO. 2005-005

PROVIDING ADDITIONAL GUIDELINES FOR IMPROVING CASE MANAGEMENT AND INITIATING EFFORTS TOWARDS ADDRESSING THE PROBLEM OF TRAFFICKING IN PERSONS AS EMBODIED UNDER MEMORANDUM CIRCULAR NO. 2004-003 DATED MAY 18, 2004

WHEREAS, the National Police Commission issued Napolcom Memorandum Circular No. 2004-003, dated May 18, 2004, directing all Women and Children's Desks on all police stations nationwide to utilize the **Standard Reporting Format (SRF)** or **Napolcom Form 24**;

WHEREAS, the adoption of the said format aims to establish a uniform standard system of reporting cases that will facilitate more systematic and accurate monitoring and documentation of statistical data on women and children at the police precinct level;

WHEREAS, in order to achieve the objectives of the aforementioned Circular, and to maintain proper receipt, transmittal and handling of the Women and Children's Protection Desks (WCPD) case reports, there is a need to supplement the existing guidelines relative thereto;

NOW, THEREFORE, the Commission in the exercise of its administrative control and operational supervision over the PNP, RESOLVED as it HEREBY RESOLVES, that additional guidelines be incorporated in the decretal portion of Napolcom Memorandum Circular No. 2004-003, as follows:

1. x x x x

A complete set of the Standard Reporting Format consists of white, blue, pink and yellow colored copies of the form. The white form will remain with the originating police unit. The blue form shall be submitted to the Directorate for Investigation and Detective Management (DIDM), NHQ, PNP, Camp Crame, Quezon City, while the pink and yellow forms shall be submitted to the Napolcom thru the Crime Prevention and Coordination Service or the Napolcom Regional Offices that will transmit the same to the Central Office.

2. x x x x

3. x x x x

4. x x x :

5. PNP officers and Napolcom employees who shall receive, transmit and handle the SRF shall observe confidentiality of all records. Likewise, they are expected to respect the rights of privacy of victims, especially women and children.

Whoever publishes or causes to be published, in any format, the name, address, telephone number, business address or other identifying information of a victim or an immediate family member is liable under the law and may suffer the penalty of one (1) year imprisonment and a fine of not more than five hundred thousand pesos (Php 500,000.00)

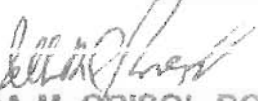
The CPCS shall implement a system of consolidation and generate statistics on women and children based on the reports submitted

APPROVED this 29th day of JULY 2005, in Makati City, Metro Manila, Philippines.


ANGELO T. REYES
Chairperson

 NATIONAL POLICE COMMISSION
OFFICE OF THE CHAIRPERSON
REPLYING PLS CITE
CATR05-001155




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ATTESTED BY:


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