

Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
Makati City

MEMORANDUM CIRCULAR No. 2007-006

SUBJECT : PRESCRIBING THE NEW GUIDELINES GOVERNING PROPERTY ACCOUNTABILITY AND RESPONSIBILITY INCLUDING THE DELINEATION OF DUTIES AND FUNCTIONS OF CONCERNED PNP OFFICERS AND PERSONNEL

WHEREAS, the National Police Commission is constitutionally mandated to administer and control the Philippine National Police;

WHEREAS, in the exercise of such power, it is necessary for the Commission to look into the assets and properties of the PNP;

WHEREAS, Memorandum Circular No. 94-015 dated May 2, 1994 entitled "*Guidelines Governing Property Accountability/Responsibility of PNP Supply Accountable Officers and Personnel*" was issued to effect proper and accurate inventory and physical accounting of PNP properties and equipment;

WHEREAS, the policy on issued equipment for use in the performance of official duties by PNP personnel when required to surrender or turnover the same to the proper authorities have not been properly observed and complied with;

WHEREAS, there is need to put a stop to the malpractice in the interest of the public and to bring all erring PNP personnel with issued government equipment legally and criminally accountable;

NOW, THEREFORE, pursuant to its constitutional and statutory authority over the Philippine National Police, the Commission **PRESCRIBES, AS IT HEREBY PRESCRIBED** the following guidelines for strict compliance and implementation by the PNP and concerned PNP personnel :

A. GUIDELINES:

- 1) The Directorate for Logistics (DL) is the office principally tasked to ensure that the property accountability of a PNP personnel is strictly observed and properly enforced by the Supply Accountable Officer (SAO) and Responsible Supply Police Non-Commissioned Officer (RSPNCO).
- 2) The concerned SAO or RSPNCO of the acquiring and/or gaining unit is the only personnel authorized to receive and dispose any equipment kept in stock and/or subject for issuance to any PNP unit.
- 3) In case of an Order for Relief or Transfer of Assignment or Retirement from the service is issued to any incumbent (out-going) SAO or RSPNCO, proper relinquishment and turn over of property accountability and records to the Incoming SAO or RSPNCO must be completed within the following period:

- (a.1) Thirty (30) working days for National Support Units with no regional units/offices;
- (a.2) Sixty (60) working days for National Support Units with regional units/offices; and,
- (a.3) Ninety (90) working days for Police Regional Offices.

All documents covering the proper relinquishment and turn over from outgoing to the incoming SAO must be noted by the SAO-PNP wide, while all documents covering the proper relinquishment and turn over from outgoing to the incoming RSPNCO must be noted by the RSAO of PRO for the Police Regional Office, by the PSAO for the Provincial Police Office and by the SAO NSUs for the NSUs.

- 4) In case a PNP personnel is relieved or transferred to other unit assignment or retired from the service but failed to turn-in the equipment or is without the required Unit Property Accountability Clearance issued by the SAO or RSPNCO and resulted in the loss or misplacement of the same, the concerned PNP personnel and the Head or Chief of Office shall be held jointly liable.
 - 5) A PNP personnel without a Unit Property Accountability Clearance issued by the concerned SAO or RSPNCO of the losing unit must not be given accommodation by any gaining unit and in no case shall a relief/reassignment order be issued without the required clearances.
 - 6) A Task Force is organized in every office/unit/station primarily to recover all equipment not turned-in or still in the possession of suspended, dismissed, AWOL, retired, and transferred PNP personnel. The task force must recover within thirty (30) working days the equipment of the losing unit.
 - 7) A PNP personnel who have been ordered suspended or dismissed, AWOL, retired and transferred to other units under a final decision in an administrative case shall be required to surrender or turn-over all issued equipment to the SAO or RSPNCO to ensure custody and safekeeping before suspension or dismissal orders are implemented.
- In case an equipment is still in the possession of the PNP personnel meted with a suspension or dismissal from the service, the Head or Chief of Office must direct the concerned SAO or RSPNCO of the losing unit to immediately initiate recovery of the same within a maximum period of three (3) months.
- 8) The beneficiaries of deceased PNP personnel in custody of issued equipment must submit a Death Certificate duly certified by the Office by the Civil Registrar within thirty (30) working days from the date of death to secure a Unit Property Accountability Clearance from the concerned SAO or RSPNCO.
 - 9) A PNP personnel applying for retirement must secure within ninety (90) working days before the actual date of retirement a Unit Property Accountability Clearance from the concerned SAO or RSPNCO.
 - 10) Non-compliance with the foregoing guidelines will subject the erring PNP personnel to administrative/criminal sanctions, as may be warranted under the circumstances.

B. Duties And Responsibilities:

- 1) The Directorate For Logistics-National Headquarters:
 - (a) Shall keep and maintain an accountability network/link with all Logistics Officers/Supply Accountable Officers/Responsible Supply Police Non-Commissioned Officers to ensure strict adherence to the rules and guidelines of this Circular;
 - (b) Shall issue a Certificate of Property Accountability Clearance to the beneficiaries of deceased personnel only upon showing the concerned SAO/RSPNCO issued clearances with the corresponding report of survey in accordance with existing accounting and auditing rules and regulations.
 - (c) Shall prepare the corresponding annual report of survey of unaccounted equipment for submission to the NAPOLCOM Installations and Logistics Service.

- 2) The Director Or Chief Of Office:
 - (a) Shall issue Orders for Relief or Transfer of Unit Assignment of a PNP personnel only upon showing that a Unit Property Accountability Clearance is issued by the concerned SAO or RSPNCO of the losing unit.
 - (b) Shall not accommodate to the gaining unit any PNP personnel who fails to present a Unit Property Accountability Clearance from the SAO/RSPNCO of the losing unit;
 - (c) Shall organize a Task Group headed by the Logistics Officer or the SAO or the RSPNCO to recover unaccounted equipment issued to a relieved/transferred/retired PNP personnel; and,
 - (d) Shall dutifully submit to the Directorate for Logistics the corresponding quarterly report of survey for equipment listed as unaccounted.

- 3) The Regional/Provincial/District/National Support Unit SAO;
 - (a) Shall in case of an Order for Relief or Transfer of Assignment of Retirement from the Service of an incumbent (out-going) SAO, ensure that he/she must relinquish and upon receipt of the order must immediately turn-over all property accountabilities and records to the incoming SAO within the period specified in item a(3).
 - (b) Shall initiate the filing of administrative and/or criminal case against a PNP personnel without the required property clearance and resulted in the loss or misplacement of equipment;
 - (c) Shall be the only authorized personnel to receive and dispose any equipment kept in stocks and subject for issuance to any PNP office. He shall likewise record and document all transactions in the Property Books of Accounts; and,
 - (d) Shall submit to the NAPOLCOM Regional Office and the Head or Chief of PNP Office the corresponding monthly reports of survey of equipment listed as unaccounted.

- 4). The Directorate Offices/ The Cities Or Municipal Police Stations RSPNCO;
 - (a) Shall, in case of an Order for Relief or Transfer of Assignment of Retirement from the Service of an incumbent (out-going) RSPNCO, ensure that he/she must relinquish and upon receipt of the order must immediately turn-over all property accountabilities and records to the incoming RSPNCO within the period specified in item a(3).
 - (b) Shall initiate the filing of administrative/criminal case against a PNP personnel without the required property clearance; and,


- (c) Shall be the only authorized personnel to receive and dispose any equipment kept in stocks and subject for issuance to any PNP office. He shall likewise record and document all transactions in the Property Books of Account; and,
- (d) Shall submit to the Head or Chief of PNP Office and SAO the corresponding monthly report of survey for equipment listed as unaccounted.

5) A PNP Personnel:

- (a) Shall first immediately secure a Unit Property Accountability Clearance from the concerned SAO or RSPNCO as the case maybe, before orders for relief/transfer to other unit assignment/retirement from the service are issued; and,
- (b) Shall in case of suspension in an administrative and/or criminal case surrender or turn-in the issued equipment to the concerned SAO or RSPNCO for custody and safekeeping.
- (c) Shall renew the issued Acknowledgment of Receipt for Equipment.

FURTHER RESOLVED; all existing guidelines governing property accountability/responsibility inconsistent herewith are hereby cancelled or revoked.

APPROVED, this 3rd day of SEPTEMBER 2007 at Makati City, Philippines.


RONALDO V. PUNO
Chairman, NAPOLCOM


CELIA SANIDAD-LEONES
Commissioner


MIGUEL G. CORONEL
Commissioner


OSCAR C. CALDERON
Ex-Officio-Commissioner

Attested by:


ADELMALYN A. MUNIEZA
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