



Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

(DHRDD)

STANDARD OPERATING PROCEDURE
NO. 2011- 0 0 8

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**GUIDELINES IN THE PREPARATION, PUBLICATION AND DISTRIBUTION OF PNP
MANUALS AND OTHER DOCTRINES**

1. REFERENCES:

- a. PNP ITP-PGS and the DHRDD Scorecard;
- b. DPRM Letter Orders Number 1013 dated October 13, 2010 with subject: Technical Working Group on Doctrine Development;
- c. DHRDD Memo dated October 11, 2010 with subject: Organizational Meeting of Technical Working Group on Doctrine Development (TWG-DocDev);
- d. DHRDD Memo dated June 29, 2007 with subject: "Proposed Format for Manuals and Similar Issuances/Publications";
- e. PNP-DHRDD 2010 Inventory of existing PNP Manuals;
- f. PNP Fundamental Doctrine, 1994, PNPM-D-0-1-94 (DHRDD);
- g. PNP Letter Directive issued by PDG RECAREDO A SARMIENTO III on "Numerical Designation of PNP Manuals" dated December 26, 1994; and
- h. Staff Memorandum Nr DHRDD-001-94 dated June 27, 1994 with subject: "Doctrine on PNP Issuances";
- i. NAPOLCOM Memo-Circular No. 2010-002 entitled "Reiterating NAPOLCOM Memo Circular No. 2002-009 entitled "Amending Certain Provisions of Memorandum Circular No. 99-013 entitled Clarifying the Scope and Extent of the NAPOLCOM's Power of Administrative Control and Operational Supervision Over the PNP Under Section 14 of RA 6975, as Amended".

2. PURPOSE:

To set uniformed standard procedures and guidelines in the preparation, publication and distribution of PNP manuals and other doctrines.

3. OBJECTIVES:

- a. To prescribe a standard format for PNP manuals and doctrines for uniformity and consistency;
- b. To set detailed and step-by-step procedures and guidelines on the preparation of PNP manuals and other doctrines;

c. To facilitate the proper functioning of the DHRDD as the Doctrine Development arm of the PNP and repository/keeper of all PNP-related issuances and publications through the Command Library; and

d. To ensure that the doctrine of Complete Staff Work (CSW) is being strictly followed in the process of drafting and preparing PNP manuals and doctrines.

4. DEFINITION OF TERMS:

a. **Administrative Doctrine** – emphasizes management functions and generates broad administrative principles that would serve as guidelines for the rationalization of organizational activities.

b. **Command Group** – term used to collectively identify the offices of TCDS, TDCO, and TDCA.

c. **Complete Staff Work (CSW)** – must have passed the scrutiny and review of all Directorial Staff and other Concerned Units/Offices, experts in the field (if any), and has come up with the best recommendation for submission to the Command Group and finally to the Chief, PNP for approval.

d. **Ethical Doctrine** – defines the fundamental principles governing the rules of conduct, attitude, behavior and ethical norms of the PNP.

e. **Functional Doctrine** – provides guidance for specialized activities of the PNP in the broad fields of interest such as personnel, intelligence, operations, logistics, planning, comptrollership, community relations, investigation, research and training. This includes operational and technical services.

f. **Fundamental Doctrine** – states the basic principles in the planning, organization and management of the PNP in support to the overall pursuits of the PNP vision, mission, strategic action plan and for the attainment of the national objectives.

g. **Handbook** – a reference providing specific information or instruction.

h. **Manual** – contains general and detailed information and instruction on processes and techniques for the training and education of PNP personnel on quad and other functional concerns of the PNP. It may also contain step-by-step instructions on technical procedures in the administration and operation of materiel, equipment and other resources as well as management of personnel and equipage used in mandatory and specialized training of police personnel.

i. **Operational Doctrine** – comprises of principles and rules governing the planning, organization, direction and employment of PNP forces in the accomplishment of basic security operational mission in the maintenance of peace and order, crime prevention and suppression, internal security and public safety operations, unconventional warfare, counter-insurgency, special operations, law enforcement and in other assigned tasks.

j. **PNP Doctrine** – is an authoritative statement of principles prescribing the acquisition, utilization and employment of PNP human and materiel resources to achieve the plans and programs of applied strategies in the PNP. It is based on accumulated knowledge gained through time-honored culture and tradition, studies, test and analysis.

k. **PNP Issuances** – include Implementing Guidelines, Letters of Instructions, Letter Directives, Memorandum Circulars and Standard Operating Procedures other than those already included in a PNP Manual/Doctrine.

l. **Technical Working Group (TWG)** – a focus group composed of representatives of the D-Staff and other experts tasked and organized to produce a specific output at a specified time.

5. GENERAL GUIDELINES:

a. PNP manuals and doctrines must be crafted and prepared by a Technical Working Group (TWG) with formal Office/Unit or DPRM Order;

b. TWGs on manuals and doctrines must have a DHRDD designated officer/representative as its secretariat/member;

c. PNP manuals and doctrines after being approved for adoption by the NHQ TWG must be duly endorsed for the approval of the Chief, PNP through the Command Group and subsequently returned to DHRDD for proper transmittal to NAPOLCOM for confirmation/adoption or notation as the case may be;

d. PNP manuals and doctrines shall be classified as Fundamental, Operational, Administrative, Functional or Ethical and shall be serialized based on their type and corresponding numerical designation as prescribed by PNP Letter Directive dated December 26, 1994 on "Numerical Designation for PNP Manuals";

e. PNP manuals and other doctrines must be appropriately classified and labeled as RESTRICTED, CONFIDENTIAL, SECRET or otherwise by the TWG Member from the Directorate for Intelligence for proper disposition and records management;

f. The DHRDD through the Command Library under the General Doctrine Development Division shall be furnished a soft copy and three (3) hard copies of all published PNP manuals and doctrines for safekeeping and reference;

g. Intention to revise, annotate and/or reprint existing PNP manuals and doctrines must be made known to the DHRDD prior to the initial drafting of such for proper guidance on procedures and available references;

h. This SOP also covers revised and/or annotated editions of existing PNP manuals and doctrines;

i. A confirmatory NAPOLCOM Resolution and a message signed by SILG/Chairman, NAPOLCOM shall form part of all PNP manuals for printing, dissemination and distribution to concerned PNP office/unit and its personnel. Said message shall be the basis of immediate printing of the manuals provided that a final draft copy have been forwarded to NAPOLCOM for subsequent issuance of resolution or notation as the case may be;

j. Printed manuals, handbooks and other doctrines must be disseminated to all PNP offices/units from the Command Group, Directorial Staff, NSUs, and PROs down to the police stations and must have a corresponding **Acknowledgement Receipt of Equipment (ARE) signed by the Supply Accountable Officer (SAO), Responsible Supply PCO (RSPCO), Responsible Supply PNCO (RSPNCO), Administrative Officer and Chief Clerk** as the case may be, to ensure the accountability of the office/unit for its maintenance, safekeeping, availability and use by its personnel. Issued

manuals will form part of the annual inventory of accountabilities by concerned office/unit to which it was originally issued; and

k. Printed manuals, handbooks and other doctrines shall only be uploaded in the PNP website upon clearance from DI.

6. PROCEDURES:

a. Any Office/Unit, upon thorough evaluation and assessment of their programs and functions, shall request clearance with the DHRDD (Attn: C, GDDD) stating therein their intention to revise the existing and/or need to draft a manual and the rationale of publication for proper coordination, guidance and monitoring;

b. Upon clearance of the DHRDD, the concerned office/unit shall create its own Technical Working Group, and if necessary, invite and consult experts and resource persons in drafting the manual. Said draft shall be transmitted to the NHQ TWG on Doctrine Development to ensure Complete Staff Work (CSW). Composition of the NHQ TWG on Doctrine Development is as follows:

Chairman	:	Executive Officer, DHRDD
Vice Chairman	:	Secretary to the Directorial Staff
Head Secretariat	:	Chief, GDDD, DHRDD
Members	:	CS, PMO
		CS, PNPTS
		CS, Legal Service
		Executive Officer, DI
		Executive Officer, DPRM
		Executive Officer, DPL
		Executive Officer, DIDM
		Executive Officer, DO
		Executive Officer, DL
		Executive Officer, DPCR
		Executive Officer, DC
		Executive Officer, DRD
		Executive Officer, DICTM
		Executive Officers, DIPOs (NL, SL, Visayas, EM, WM)

Chairman, TWG in methodical approach shall explain to its members the prescribed standard format of the manual based on the existing PNP policy and furnish them a copy of the guidelines used;

c. In lieu of convening the NHQ TWG, the Secretariat NHQ TWG shall furnish the members of the TWG a draft copy of the manual for their comment, specifically, DI for security classification and Dir, LS for legal issues/comments.

d. The sponsoring unit shall submit the soft copy of the draft manual/handbook/doctrine to DHRDD which shall finalize the document prior to its printing;

e. After the Final Draft of the manual/doctrine has been approved, the sponsoring Office /Unit shall endorse and certify the completeness of the same to the Chief, PNP for approval through TCDS, TDCO and TDCA.

f. Upon approval of the Chief, PNP, the manual/doctrine must be transmitted to the DHRDD for proper indexing and subsequent endorsement to NAPOLCOM for

confirmation and/or adoption, as the case may be, through a NAPOLCOM Resolution; and

g. The DHRDD Command Library shall serve as the repository of all draft and approved PNP manuals and doctrines and should at all instances be furnished a clear hard copy and soft copy in .pdf format of such for safekeeping and future reference.

7. FORMAT OF PNP MANUALS/DOCTRINES:

a. The prescribed technical format of manuals/doctrines shall be provided by the DHRDD in the form of a Memo duly approved by the Chief, PNP which shall be revised/ amended as necessary, to conform to the rules of Technical Writing and other related policies;

b. Revision of existing manuals/doctrines must carry the original title of the same with the word "REVISED" indicated together with the year to which it was printed except in circumstances where the Unit or Group has been renamed through a PNP General Orders or other related issuances, copy of which should be included in the annexes of the new manual/doctrine. This will facilitate proper archiving of repealed or rescinded manuals;

c. Handbooks are considered manuals since they contain detailed information on PNP operations, training and information and should therefore conform to the requirements of this SOP; and

d. Manuals/Doctrines sponsored by other organizations or agencies in partnership with the PNP must conform to the prescribed standard format and size for uniformity and consistency with this SOP.

8. RESCISSION:


All existing PNP issuances in conflict with this SOP are deemed repealed, amended or rescinded accordingly.

9. EFFECTIVITY:

This SOP shall take effect upon approval.




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