



Republic of the Philippines
 Department of Interior and Local Government
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR LOGISTICS
 Camp Crame, Quezon City



Standard Operating Procedure
 Number 2008-01

APR 10 2008

POLICY ON FORMULATION / AMENDMENT OF LOGISTICS POLICIES

I. GENERAL:

This SOP prescribes the policies and procedures in the formulation of Logistics policy or amendment thereto. To ensure the quality, relevance and timeliness of all Logistics policies, a uniform and effective policy defining the form, requisites, authorized proponents, the procedure, the system of evaluation and the approving authority as well as the manner of publication that should be observed in the formulation/revision of all Logistics policies.

II. OBJECTIVES:

- a. Prescribe the process by which a proposed Logistics Policy may be formulated/amended.
- b. Identify the proper Office/Unit authorized to initiate the formulation or amendment of Logistics policies.
- c. Identify the form and requisite of an effective Logistics policy, the system of evaluation and the approving authority.
- d. Codify existing policies, establish a central depository unit that will maintain and organize records, cause publication and distribution of all Logistics policies.
- e. Record the history of revision of all logistics policies.

III. DEFINITION OF TERMS:

1. PNP Memorandum Circular – Policies and procedures signed and approved by the C, PNP designed for the effective administration and operation of logistics resources affecting the entire PNP.
2. Standard Operating Procedure – Set of standard procedures that define the manner of implementing the functions within the Directorate for Logistics and its functional units.

IV. POLICIES:

- (a) Who May Submit Policy Proposal/Amendment?

1. *Directorate for Logistics (DL)* – The Directorate for Logistics consistent with its policy making power on matters involving logistics concern is

authorized to formulate/propose new policies and initiate revisions of other existing logistics policies.

2. *Other Units* – For the purposes of this SOP, the following units shall be considered as Logistics Support Units and shall also be authorized to propose logistics policies or initiate revisions on matters falling within their areas of concern:

- a. Logistics/Service Support (LSS);
- b. Engineering Service (ES);
- c. Communications and Electronics Service (CES); and
- d. Regional Logistics Divisions of Police Regional Offices (PROs).
- e. Logistics Division of NSUs
- f. Headquarters Support Service (HSS)

(b) Appropriate Type of Policy

1. A Memorandum Circular (MC) shall be formulated if the policy will be implemented and will affect the entire PNP.

2. An SOP shall be formulated if the policy will only be implemented and will affect the operations of the Directorate for Logistics and its functional units.

(c) Creation of TWG

The Chief of the LPPD may recommend the creation of a Technical Working Group (TWG) to conduct study and evaluation of the submitted proposed policy when the scope of the policy is so diverse and complicated.

(d) Signatory of the Proposal

Logistics policies commenced by the Logistics Support Units whether introduction of new or amendment to existing Logistics policies shall be duly signed and recommended by the Director.

(e) Approving Authority

1. All proposed Memorandum Circulars or amendment thereto intended for the implementation as Logistics policies of the PNP shall be approved and signed by the C, PNP through channel.

2. All proposed Standard Operating Procedures or amendment thereto intended to effectively carry out the duties and functions of the Directorate for Logistics and its functional units shall be approved and signed by the Director for Logistics.

3. Proposed policy or its amendment shall be forwarded to National Police Commission (NAPOLCOM) if required by law, rules and regulations.

(f) Approval of NAPOLCOM

Approved policy shall be submitted to NAPOLCOM if required by laws, rules and regulations.

V. PROCEDURES:

(a) Submission

1. All proposed policies and amendments shall be submitted to C, PRS, LPPD, DL for processing.

2. Policy proposals or amendments initiated by the Directorate for Logistics shall be submitted to Logistics Plans and Programs Division (LPPD) through its Policies and Research Section (PRS) attaching therein the proposed policy or amendment following the prescribed format (see attached).

3. With respect to the policy proposals and amendments initiated by other units, the same should be submitted to LPPD, DL, attaching therein the salient features of the proposed policy or amendments, duly approved by its Office's Heads.

(b) Registration – Upon the submission of the proposal or amendment, PRS, LPPD, DL shall record same in the registry book and shall cause the assignment of control number. The numbering must be consecutive according to the date of filing.

(c) Initial Deliberation

1. *Study/Evaluation* - The proposal or amendment shall be referred to the Division where the subject matter falls within its exclusive area of concern. The proposal or amendment shall then be further referred to the Section that has immediate concern over the policy for further study/evaluation. Said section shall be given a maximum of fifteen (15) days from receipt to make a report and recommendation and shall submit the same to LPPD. This rule is applicable only when the proposed policy emanated from PROs or NSUs.

2. *Preliminary Conference* - The LPPD shall calendar the proposed policy for deliberation to be attended by the proponent unit or office, Division Chiefs of the Directorate for Logistics, Other PNP units which has immediate concern over the policy and the Executive Officer, DL sitting as the Chairman. The proponent shall be given the opportunity to present the proposal. Corrections, queries and amendments to the original version of the proposed policy are allowed as this stage.

3. *Approval by majority vote* – The Officers mentioned in the preceding sub-paragraph except for the proposing unit, shall pass the proposal thru a majority vote. The proposed policy shall then be forwarded to D-Staff, Legal Service and Technical Unit as the case may be for comments suggestions and recommendations. On the other hand, where majority vote is not secured, the proposed policy shall be referred back to the Division of the Directorate who has immediate concern over it for further study and enhancement.

4. *Comment/Recommendation of PROs and NSUs*

When the proposed policy is approved in the initial deliberation conducted by the Directorate for Logistics, copies thereof will be forwarded to different PROs and NSUs for comment and evaluation. The latter are required to submit their comment and evaluation within a period not exceeding fifteen days (15) from receipt of the proposed policy.

5. *Consolidation, Incorporation of Comments/Recommendations*

The LPPD shall consolidate and incorporate the comments/recommendations of PROs and NSUs to the proposed policy for signature and approval of TDL.

6. *Comment/Recommendation of D-Staff, Legal Service and other Technical Unit of the PNP*

a. *D-Staff* - Copies of the proposed policy shall be forwarded to the different Directorial Staff for evaluation and comment.

b. *Legal Service* - Legal opinion of the Legal Service shall be secured and considered in the deliberation final thereof.

c. *Technical Unit* - Where the proposed policy involves matters that calls for technical expertise, the policy shall be forwarded to the technical service or unit of the PNP covering the subject matter of the policy.

7. *Consolidation, Incorporation of Comments/Recommendations*

The LPPD shall consolidate and incorporate the comments/recommendations of D-Staff, Legal Service or Technical Unit to the proposed policy for approval of DL prior to its endorsement to the Logistics Steering Committee.

(d) Final Deliberation

1. Proposed policy intended to be approved as Memorandum Circular (MC) shall be deliberated by Logistics Steering Committee (LSC). While policies intended to be approved as Standard Operating Procedure (SOP) need not be deliberated by the LSC. After Procedure c-7 of this Policy, SOPs shall immediately be submitted to the Director for Logistics for Approval.

2. The LSC through its secretariat shall calendar the proposed Circular for deliberation during the Regular or Special meetings of the LSC.

3. The Chief, Plans and Program Division will be the officer responsible in presenting the proposed policies to the LSC.

4. Regular members shall decide on the merits and demerits of the proposed policy through a majority vote.

5. The Director for Logistics as Ex-Officio Chairman shall only vote to break the tie.

(e) Signature/Approval of C, PNP

Once the proposed policy or amendment to the existing policy was approved by the LSC it will be forwarded through channel to the C, PNP for signature and approval. But in the event of its disapproval, the reason shall be stated and the policy shall be sent back to LPPD for further study and enhancement based on the reason of the disapproval cited by the LSC.

(f) Publication

1. Where the proposed policy or amendment to the existing policy was approved by the C, PNP, DL through LPPD shall cause the necessary publication of the approved policy in accordance with Sections 3 and 4, Chapter 2, Book VII, E.O No. 292, otherwise known as "The Revised Administrative Code of 1987", as amended.

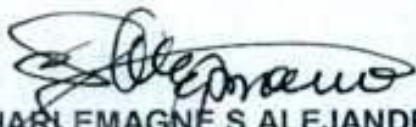
2. Copies of the approved and published policy shall then be disseminated to all PNP units.

VI. REPEALING CLAUSE:

This SOP shall supersede all other issuances contrary thereto.

VII. EFFECTIVITY:

This Standard Operating Procedure (SOP) takes effect upon approval.


CHARLEMAGNE S ALEJANDRINO
Police Director
The Director for Logistics

PREScribed FORMAT FOR MEMORANDUM CIRCULAR

C, PNP HEADING FORMAT

Date*

MEMORANDUM CIRCULAR
NUMBER _____ **

TITLE OF THE PROPOSED POLICY

1. REFERENCE/S
2. OBJECTIVES/PURPOSE
3. DEFINITION OF TERMS***
4. POLICIES
5. PROCEDURES
6. RESPONSIBILITIES
7. REPEALING CLAUSE***
8. PENALTY CLAUSE***
9. EFFECTIVITY CLAUSE
10. SIGNATURE/APPROVAL OF THE C, PNP

Legend:

- * - Depends upon the date of approval/signature by the C, PNP
- ** - Numbering of Circulars rest upon the records of HRDD
- *** - If any

PRESCRIBED FORMAT FOR STANDARD OPERATING PROCEDURE (SOP)

TDL HEADING FORMAT

Date*

**STANDARD OPERATING PROCEDURE
NUMBER _____****

TITLE OF THE SOP

1. **GENERAL (Purpose, Reference, Scope)**
2. **OBJECTIVES**
3. **DEFINITION OF TERMS*****
4. **POLICIES**
5. **PROCEDURES**
6. **RESPONSIBILITIES*****
7. **REPEALING CLAUSE*****
8. **PENALTY CLAUSE*****
9. **EFFECTIVITY CLAUSE**
10. **SIGNATURE/APPROVAL OF TDL**

Legend:

- * - Depends upon the date of approval/signature of TDL
- ** - Numbering of SOPs rest upon the records of LPPD
- *** - If any