



HUMAN RIGHTS DESK OPERATIONS MANUAL



M E S S A G E

I commend the PNP Human Rights Affairs Office (HRAO) for yet another successful endeavor to promote and protect human rights. The publication of the *Human Rights Desk Operations Manual* is a timely and relevant initiative amidst the proliferation of alleged cases of human rights violations.

The contents of this Manual are designed to raise the level of understanding of Human Rights Officers (HRO) in the National Operational Support Units (NOSUs), Police Regional Offices (PROs), Provincial and City Police Offices (P/CPOs), and City/Municipal Police Stations (C/MPS). The strengthening of the Human Rights Desks brings us closer to achieving human-rights based policing by developing and adopting proactive and practical measures to handle and monitor alleged violations of human rights at the local level where victims are able to report such cases at the first instance.

The promotion and protection of human rights is one of the priority thrusts under the PNP Integrated Transformation Program. It captures the essence of law enforcement which is to serve and protect our people and to uphold their rights and freedoms under the law.

For the men and women assigned with the PNP Human Rights Desks nationwide, I admire your dedication for continuously bringing forward effective results that are truly valuable and supportive in making the PNP an organization that champions the promotion and protection of human rights.

A handwritten signature in black ink, which appears to read "Raul M. Bacalzo". The signature is written over a horizontal line.

ATTY RAUL M BACALZO, Ph. D.
Police Director General
Chief, Philippine National Police

M E S S A G E



Human rights are not mere empty words that are to be spoken and later to be forgotten. They are of major concern to the international community with great emphasis in the field of law enforcement. Violations of human rights are deplorable and should be meted with appropriate sanctions. The PNP, as advocates and protectors of human rights, has since then adopted proactive measures to address human rights issues.

With the publication of the *Human Rights Desk Operations Manual*, we in the PNP has tread one step forward to strengthen the Human Rights Desks established in police stations nationwide. This serves as a key document for the training of PNP personnel who are to be put in the field as HR officers who will handle incidences of human rights violations.

The promotion of human rights is one of the key result areas in the PNP Integrated Transformation Program. More than this, we in the PNP are duty-bound to protect and safeguard these rights as well as to secure their continued exercise and enjoyment.

The *Human Rights Desk Operations Manual* is again another significant contribution towards the attainment of genuine and lasting reforms in the PNP. By strengthening the mechanisms already in place, as well as enhancing the capabilities of our personnel to promote and protect human rights, we hope to gain more confidence from the Filipino people and ultimately look up to the PNP as the protector of their human rights.


ARTURO G CACDAC JR, CEO VI
Police Director
The Director for Investigation
and Detective Management



M E S S A G E

The multi-year roadmap for reform of the PNP has identified the promotion of human rights as one of the 12 key result areas, for which the plan of action was laid out under Letter of Instructions 55/07 ("PAMANA") or the PNP Human Rights Development Program.

In a continuing effort to assist the Philippine National Police (PNP) in its avowed goal to promote and protect human rights within its ranks, the Hanns Seidel Foundation/Germany in cooperation with the PNP Human Rights Affairs Office (HRAO) pursued the development and publication of the *Human Rights Desk Operations Manual* in support of one of the program's strategic initiatives for 2010, which is "the strengthening of the *PNP Human Rights Desks*" nationwide.

This Operations Manual underscores the important role of the PNP Human Rights Desks in carrying out the organization's primary duty to serve and protect the Filipino people, which is at the core of all human rights efforts of the PNP. It helps deepen the awareness and commitment of the PNP personnel on the ground to respect human rights and, in the process, making human rights-based policing a way of life.

This publication is another milestone in our existing partnership with the PNP towards strengthening the organization amid a general sentiment of renewed hope and fervor at this particular time in the country.

We would like to congratulate the PNP HRAO for spearheading this endeavor and we look forward to a stronger and more proactive PNP Human Rights Desks in the future.



**Hanns
Seidel
Foundation**


PAUL G. SCHÄFER

Resident Representative
Hanns Seidel Foundation/Germany

FOREWORD



A central challenge confronting policing reform process around the world is how best to guarantee that police agencies are representatives of the communities they serve and ensure their practices recognize the human dignity and the rights of all individuals, while providing them with effective protection from wrongdoing.

The establishment of Human Rights Desks (HR Desks) in all levels of command of the Philippine National Police is one of the projects under the PNP Human Rights Development Program to bring closer to the people the realization of its motto "To Serve and Protect." As it is, however, the Human Rights Desks need to be strengthened in terms of operational effectiveness.

This *Human Rights Desk Operations Manual* is one of the concrete efforts of the PNP to strengthen the HR Desks. The strengthening of the HR Desks is intended to establish a more effective mechanism in promoting human rights in the frontlines.

The manual talks of the creation of the HR Desks and illustrates the organization and staffing pattern thereof. It describes in detail the duties and responsibilities of the HR Officers in the implementation of the PNP Human Rights Program within their respective area of jurisdiction. This Manual will be updated from time to time to incorporate new or revised policies, procedures, guidelines as well as other practical measures to be adopted to meet the recent developments in law and jurisprudence affecting police operations, and to ensure that its contents remain responsive to the human rights advocacy of the PNP.

The publication of the *Human Rights Desk Operations Manual* is another project under the PNP Human Rights Development Program (LOI "PAMANA") through the support of the Hanns Seidel Foundation/Germany and a modest contribution to further achieve genuine transformation in the PNP.


FRANKLIN JESUS B. BUCAYU
Police Chief Superintendent
Chief, PNP Human Rights Affairs Office

Note to Users of this Manual

This manual is meant solely as a resource and a guide for every Human Rights Officer. It provides a detailed step by step procedure to be followed by every Human Rights Officer in the performance of his/her duties and responsibilities as focal points and frontliners in the implementation of the PNP Human Rights Development Program at the community level.

The Philippine National Police and Hanns Seidel Foundation/Germany have done their best to provide high quality content in terms of accuracy and timeliness. Use of this material is encouraged with appropriate credit given to the authors, editors and publishers.

BACKGROUND

The Philippine National Police (PNP), the premier law enforcement agency of the land, serves as one of the government arms charged with ensuring the full protection of human rights. Given the social, doctrinal, constitutional/legal, and moral rationale behind the police duty and obligation to promote and protect human rights, it is therefore imperative for the PNP to adopt new policies, systems and procedures that would better protect the rights of the citizens and other stakeholders in Philippine society.

The seriousness of this endeavor compelled the PNP to create the Human Rights Affairs Office (HRAO), which was officially activated on June 29, 2007 pursuant to PNP General Orders Number DPL 07-20 and confirmed by the National Police Commission through its Resolution No. 2007-247. The HRAO, which is under the Office of the Chief, PNP, serves as a management facility that oversees the implementation of the PNP policies and guidelines on human rights.

Human Rights Development Program

The PNP has drawn up the PNP Human Rights Development Program by issuing Letter of Instructions 55/07 ("PAMANA") on December 7, 2007. LOI "PAMANA" serves as the blueprint for action on human rights which the agency aims to accomplish to ensure the protection of the citizenry. The promotion of human rights is also one of the key result areas of the PNP Integrated Transformation Program (ITP), the roadmap for long-term and lasting reforms in the PNP towards a more Capable, Effective and Credible police force.

Human Rights Desks

One of the projects under the PNP Human Rights Development Program is the establishment of HR Desks in all National Operational Support Units (NOSUs), Police Regional Offices (PROs), Police Provincial and City Police Offices (PPO/CPOs), and City and Municipal Police Stations (CPS/MPS). The designated HR Officers shall serve as the focal point in all aspects of human rights promotion and protection relevant to law enforcement within their respective jurisdiction

Human Rights-Based Policing

The PNP is adopting the Human Rights-Based Policing Concept in the implementation of its organizational thrusts. It operates through deliberate and more focused efforts to integrate human rights principles, norms and standards into the culture and practices of the police and in the conduct of police or law enforcement duties, consistent with the objectives of the PNP ITP.

Human Rights-Based Policing is the comprehensive, systematic and institutional compliance with international human rights standards and practices in the conduct of police or law enforcement functions. It is also an approach to policing that defines the relationship between individual citizens and various groups or sectors of society as claim holders whose rights have to be respected and protected by the police, and the Police as duty holders to meet their duties and obligations as human rights protectors.

It is the firm conviction of the PNP that human rights should be at the core of police philosophy and practice. In essence, there is no conflict between human rights and policing; rather, policing means protecting human rights. Indeed, effective policing in a democracy depends on respect for human rights and the rule of law.

Strengthening of HR Desks

The PNP Human Rights Development Program Thrusts for CY 2010 is focused on three (3) strategic initiatives, namely, Human Rights Mainstreaming, Strengthening of the PNP Human Rights Desks, and Trust-Building Efforts.

The "Strengthening of Human Rights Desks" is a priority thrust intended to establish the foundation of a national human rights monitoring system. The HR Desks will also be capacitated to make human rights promotion and protection a reality at the level of the NOSUs, PROs and down to the police stations.

The PNP is undertaking necessary measures covering policy and management aspects to enhance the operational effectiveness of the HR Desks. As focal points and frontliners in the implementation of the PNP Human Rights Development Program at the community level, the HR Desks will be institutionalized as this approach presents the best means of ensuring that police practices recognize the human rights and dignity of every person, while providing him/her a practical and effective venue to air alleged human rights violations (HR violations) committed by both State and non-State actors.

Another measure to make HR Officers more effective in pursuing their mandate is to provide them with information on the organization, functions and procedures in performing their duties and responsibilities, through the development and publication of the manual.

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CREATION OF HUMAN RIGHTS DESKS

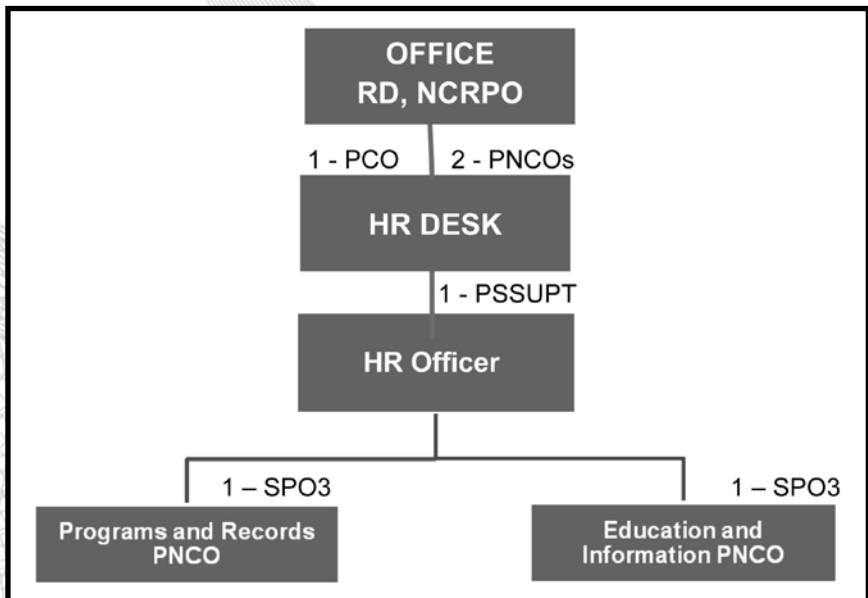
CHAPTER I

Section 1 - Activation of Human Rights Desks

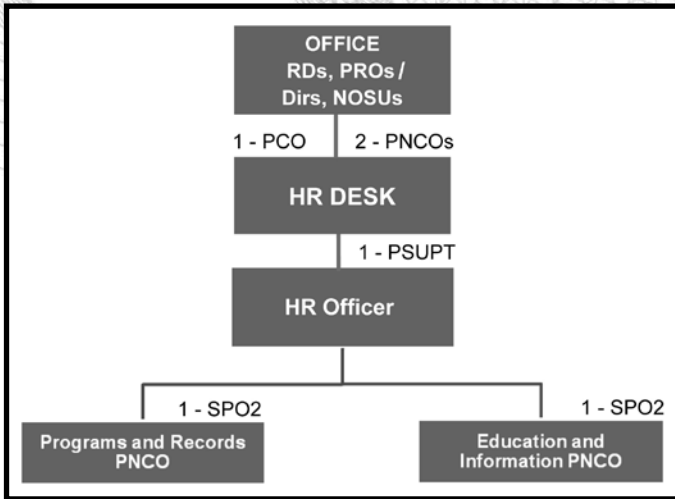
- 1.1 The PNP HR Desks were activated pursuant to **GENERAL ORDERS NUMBER DPL-07-20** dated December 30, 2007 under the Offices of the Directors of the National Operational Support Units, Regional Directors of Police Regional Offices, Provincial Directors of Police Provincial Offices, City Directors of City Police Offices, District Directors of District Police Offices and Chiefs of Police of the City Police Offices and City/Municipal Police Stations, as enumerated below:
- a. Directors of National Operational Support Units (D, NOSUs)
 - a.i. Aviation Security Group
 - a.ii. Criminal Investigation and Detection Group
 - a.iii. Civil Security Group
 - a.iv. Special Action Force
 - a.v. Highway Patrol Group
 - a.vi. Intelligence Group
 - a.vii. Crime Laboratory Group
 - a.viii. Police Security and Protection Group
 - a.ix. Police Community Relations Group
 - a.x. Maritime Group
 - b. Regional Directors (RDs) of 17 Police Regional Offices (PROs);
 - c. Provincial Directors (PDs) of 80 Police Provincial Offices (PPOs);
 - d. City Directors (CDs) of 20 City Police Offices (CPOs);
 - e. District Directors (DDs) of 5 District Police Offices of National Capital Regional Police Office (NCRPO); and
 - f. Chiefsof Police(COPs)of 1,509 City/Municipal Police Stations (C/MPS).

Section 2 - Organizational Chart and Staffing Pattern of Human Rights Desks at Different Levels of Command

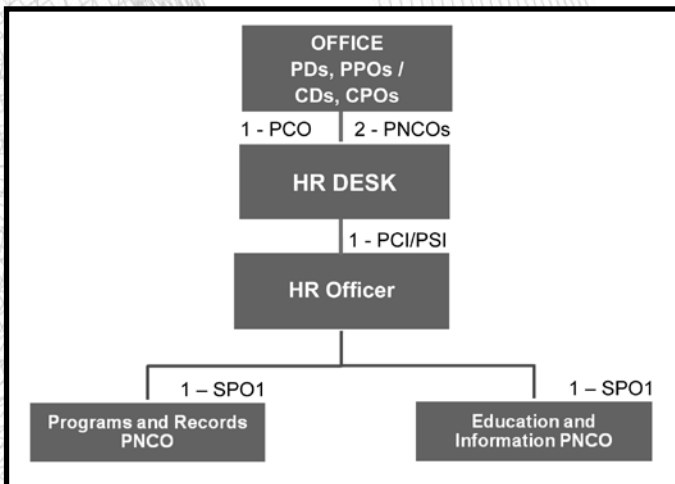
- 2.1 Organization and Staffing Pattern - The HR Desks at the different levels of command has the following organizational structure and staffing pattern:
- HR Desks at NCRPO – It is headed by a Human Rights Officer (HR Officer) with the rank of Police Senior Superintendent (PSSUPT), assisted by 2 Police Non-Commissioned Officers (PNCOs) with the rank of Senior Police Officer 3 (SPO3).



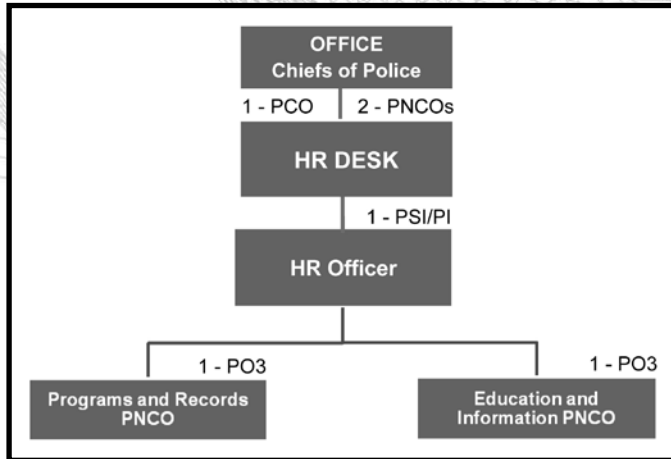
- b. HR Desks at Headquarters, PROs 1–12, CORDILLERA, CARAGA and ARMM, and NOSUs – It is headed by the HR Officer with the rank of Police Superintendent (PSUPT), assisted by 2 PNCOs with the rank of Senior Police Officer 2 (SPO2).



- c. HR Desks at PPOs, CPOs and NCR Districts – It is headed by an HR Officer with the rank of Police Chief Inspector (PCI) or Police Senior Inspector (PSI), assisted by 2 PNCOs with the rank of Senior Police Officer 1 (SPO1).



- d. HR Desks at C/MPS – It is headed by an HR Officer with the rank of Police Senior Inspector (PSI) or Police Inspector (PI), assisted by 2 PNCOs with the rank of Police Officer 3 (PO3).



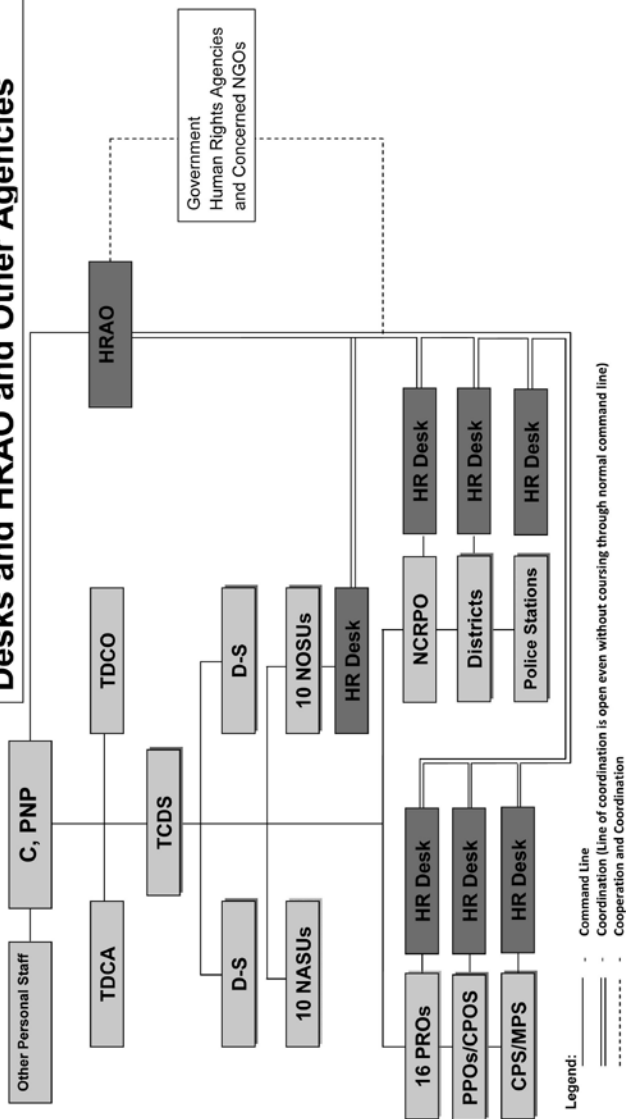
2.2 Qualification criteria of police personnel to be assigned to the Human Rights Desks:

- Have undergone basic human rights training;
- Preferably with experience in investigation and police community relations work;
- Demonstrated leadership capability; and
- Ability to interact with people from all walks of life.

Section 3 – Functional Relationship between Human Rights Desks and Human Rights Affairs Office and Other Agencies

- 3.1 The primary relationship between HR Desks and HRAO at the different levels of command shall be at the level of coordination on matters of mutual interest related to human rights, which may be done directly. Thus, HR Desks shall act as conduits of HRAO on human rights concerns at the lower levels of the organization. The functional relationship, however, is not limited to coordination, but also include monitoring and reporting of activities under the PNP Human Rights Development Program.
- 3.2 Communication lines must be established and maintained between HRAO and the HR Desks of NOSUs, PROs, PPOs, CPOs, DPOs, and C/MPS to improve coordination and cooperation towards advancing the cause of human rights.
- 3.3 The HR Desks are the frontliners and focal points in the implementation of the PNP Human Rights Development Program at the community level. As such, the relationship of the HR Desks with concerned government entities, local community organizations, non-government organizations (NGOs), and private civic-oriented groups, shall be enhanced to strengthen trust-building efforts.

Diagram: Functional Relationship between HR Desks and HRAO and Other Agencies



Section 4 - Functions of Human Rights Desks

The HR Desks shall serve as the focal point on all aspects of Human Rights relevant to the police within their respective jurisdiction, and shall perform the following functions:

- a. Oversee the implementation of human rights program within their respective areas;
- b. Initiate various human rights projects and activities in line with the *Letter of Instructions 55/07 "PAMANA" or the PNP Human Rights Development Program, in coordination with concerned PNP offices, local chief executives (LCEs) and NGOs;
- c. Monitor and maintain records/files of cases involving violation of human rights allegedly committed by State and non-State actors, as reported by different groups and individuals through any means (news reports, walk-in complaints, electronic communications, etc.) within their areas of responsibilities;
- d. Receive and consolidate reports/complaints on violation of human rights allegedly committed by State and non-State actors and assist in the referral of complaints to appropriate investigating offices/bodies;
- e. Enhance partnerships and cooperation with concerned government entities, local community organizations, NGOs, and private-civic oriented groups towards advancing the cause of human rights;
- f. Represent the PNP in dialogues, meetings, conferences, consultations and the like, on human rights concerns;
- g. Establish direct communication lines with HRAO and other HR Desks, as may be appropriate, on matters of mutual interest concerning human rights;

- h. Prepare the Annual Work Plan on the Promotion and Protection of Human Rights of the office or unit based on the four components of the PNP Human Rights Development Program, namely: 1) Institutional Policy Development on Human Rights; 2) Capability Building; 3) Prevention and Control of Human Rights Violations; and 4) Multi-Sectoral Cooperation;
- i. Establish direct links with investigating/disciplinary offices and authorities in the consolidation of complaints/reports on human rights violations (HR violations); and,
- j. Perform other tasks related to human rights protection and promotion, as may be directed by the Head of Office or National Headquarters (NHQ) through HRAO.

Section 5 – Specific Duties of Human Rights Desk Personnel

5.1 Human Rights Officer

- a. Exercise administrative and operational control and supervision in the performance of functions/duties/tasks;
- b. Serve as focal person in the implementation, monitoring and accomplishment of plans and activities on the promotion and protection of human rights;
- c. Evaluate the performance of the HR Desk and recommend appropriate measures in the course of the implementation of human rights projects and activities; and
- d. Perform other duties as directed by competent authority.

5.2 Programs and Records, PNCO

- a. Assist the HR Officer in planning, programming, supervision and monitoring of activities;
- b. Assist the HR Officer in the preparation of reports and other documentation requirements of the different activities;
- c. Receive complaints on violation of human rights and refer same to appropriate investigating office;
- d. Monitor progress of the investigation of HR violation/s;
- e. Maintain records/data/statistics of HR violation/s within area of responsibility;
- f. Maintain files and records; and
- g. Perform other duties as directed by competent authority.

5.3 Education and Information, PNCO

- a. Assist the HR Officer in the preparation and conduct of human rights training and information dissemination activities;
- b. Maintain list of personnel who had undergone human rights training/seminars and training/seminars attended;
- c. Act as coordinator in establishing ties with other government agencies, NGOs/civil society groups, and the communities;

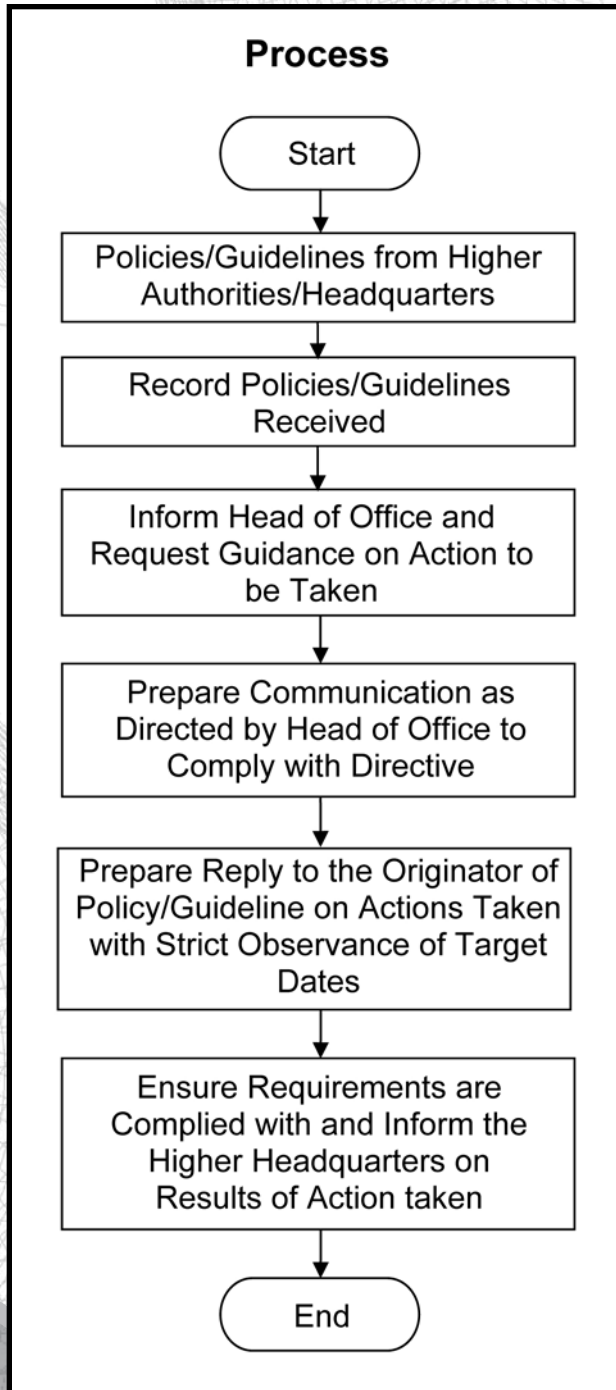
- d. Act as liaison officer in all human rights-related programs, activities and events;
- e. Assist and coordinate with the Police Community Relations (PCR) Office in the implementation of projects and activities related to human rights promotion; and
- f. Assist in the planning, supervision and implementation of human rights training and seminars; and
- g. Perform other duties as directed by competent authority.

PROCEDURES IN PERFORMING THE FUNCTIONS AND DUTIES OF THE HUMAN RIGHTS DESK

CHAPTER II

Section 1 - Dissemination of policies, guidelines and other pertinent information in the promotion and protection of human rights

- 1.1 Policies, directives and guidelines on human rights and other related matters received by the HR Desk from higher authorities/headquarters must be immediately acted upon. The following actions should be done:
- a. Record the policies or guidelines received;
 - b. Inform immediate superior regarding the information or communication material received (may request guidance on what appropriate action to be done or may recommend actions to be undertaken, depending on the requirement of higher headquarters);
 - c. Prepare necessary communication in compliance with the policies or directives from the immediate superior (e.g., for information, for implementation, for submission of data and requirements, etc);
 - d. Prepare feedback or reply to the originator of the policy or directive on actions taken, and submit to immediate superior for approval, with strict observance of target dates;
 - e. Ensure that the requirements of the policies/guidelines are complied with and inform higher headquarters/ authorities on the result of actions taken.



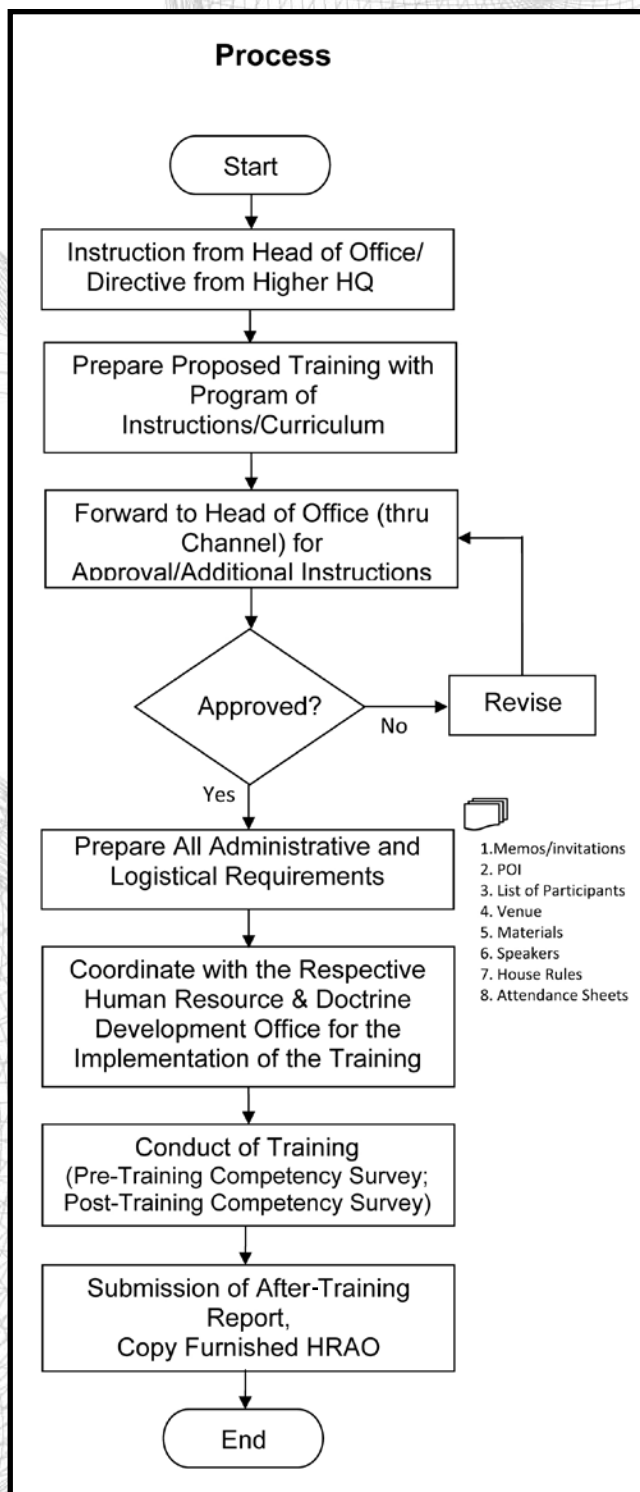
Section 2 - Conduct of Human Rights Training/Seminars

- 2.1 To deepen the awareness of police personnel on the concept, principles and standards of human rights, the PNP will continuously conduct training, seminars, workshops and Police Information and Continuing Education (PICE) on human rights. HR Officers shall be actively involved in the preparation and conduct of said capability building activities. The following are the steps to be followed in the conduct of human rights training or seminar:
- a. Prepare **Program of Instruction (POI)*** on Human Rights, with the following considerations (in compliance with instruction/directive from Head of Office or higher headquarters):
 - objective/s of the activity
 - number of participants
 - names of participants
 - date/time and number of minutes/hours of the subject/s
 - venue
 - resource speaker/s
 - training requirements, ex: references, other training aides
 - funding requirements
 - logistical support
 - b. Prepare communication in coordination with concerned staff, for approval of the Head of Office;
 - c. Invite competent resource person/s to handle/deliver topics for the training/seminar;
 - d. Coordinate with Human Resource and Doctrine Development Office for the implementation of training activity;

- e. Conduct Pre-Training Competency Survey and Post-Training Competency Survey using the prepared Model Pre-Course/Training Questionnaire*;and
- f. Prepare and submit an After-Training Report*, in soft and hard copies for every complied/completed training/seminar, copy furnished HRAO.

**Model Pre-Course/Training Questionnaire – Annex C*

** After Training Report Format - Annex D*



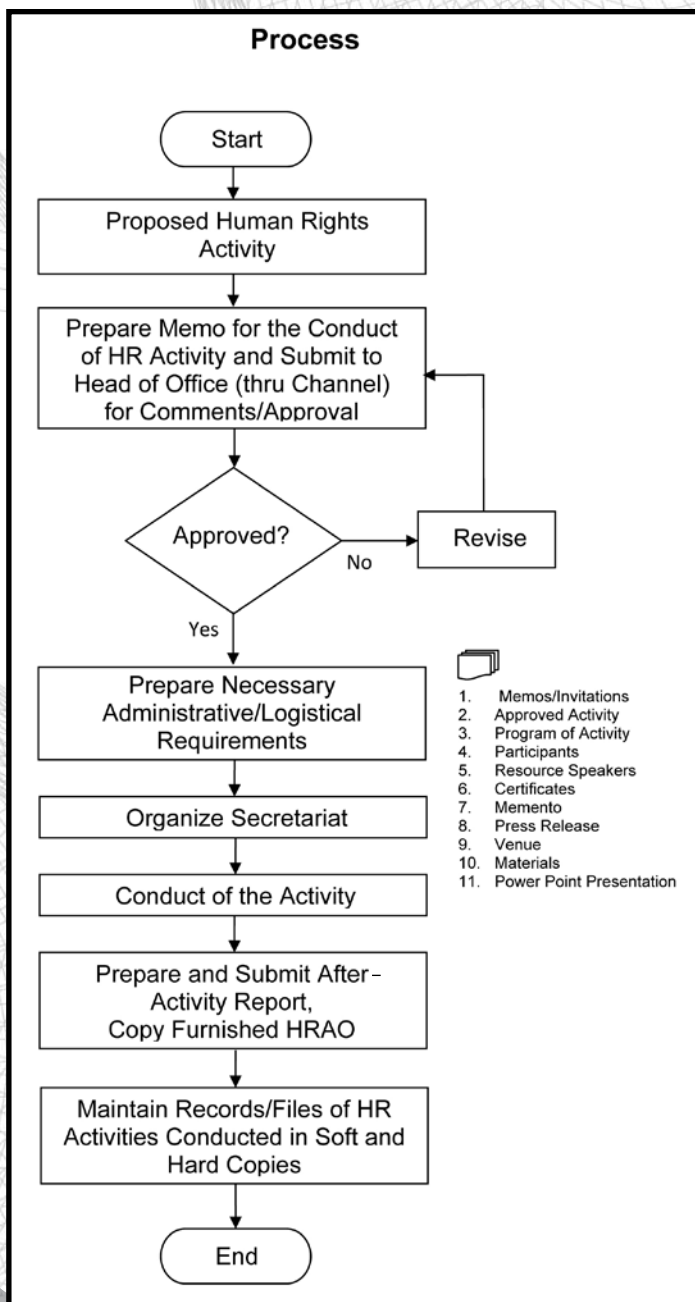
Section 3 – Receiving, Referral, Monitoring and Maintaining Records/Data/Statistics of Cases on Human Rights Violation

3.1 The PNP receives numerous inquiries on alleged HR violations committed by State and non-State actors from individual complainants and human rights organizations/institutions. The HR Desk will be an effective mechanism to facilitate investigations of HR violations by referring them to appropriate investigating offices/units/bodies and maintaining records and data/statistics. The task of receiving, referral, monitoring and maintaining records/data of cases of HR violation shall be done by the HR Desk through the following procedures:

- a. Record all complaints/reports received by the desk;
- b. Refer the complaints to appropriate investigating office within 24 hours, and inform the complainant that he/she will receive an update on the result of the action taken by the HR Desk and the investigation office within three (3) days;
- c. Inform the complainant that the update on actions taken may be sent through fastest available means. Also provide the complainant with your telephone/fax numbers, email address, and other contact details;
- d. Thank the complainant for reporting the incident/alleged human rights violation. Express assurance that the HR Desk would closely monitor the actions that will be taken by the appropriate police units or government agencies that will handle the complaint or report of alleged HR violation/s;

- e. Maintain records/files of complaints and investigation reports for future reference;
- f. All HR Officers of PPOs/CPOs must submit monthly report (soft and hard copies) of HR violations to HR Desks PROs;
- g. All HR Officers of PROs and NOSUs must submit HR violations data to HRAO every 10th day of the month, filling up the prepared **HR Violation Data Form*** ; and,
- h. Submit annual reports on HR violations, in soft and hard copies, to higher headquarters, copy furnished HRAO.

* Human Rights Violation Data Form– Annex E

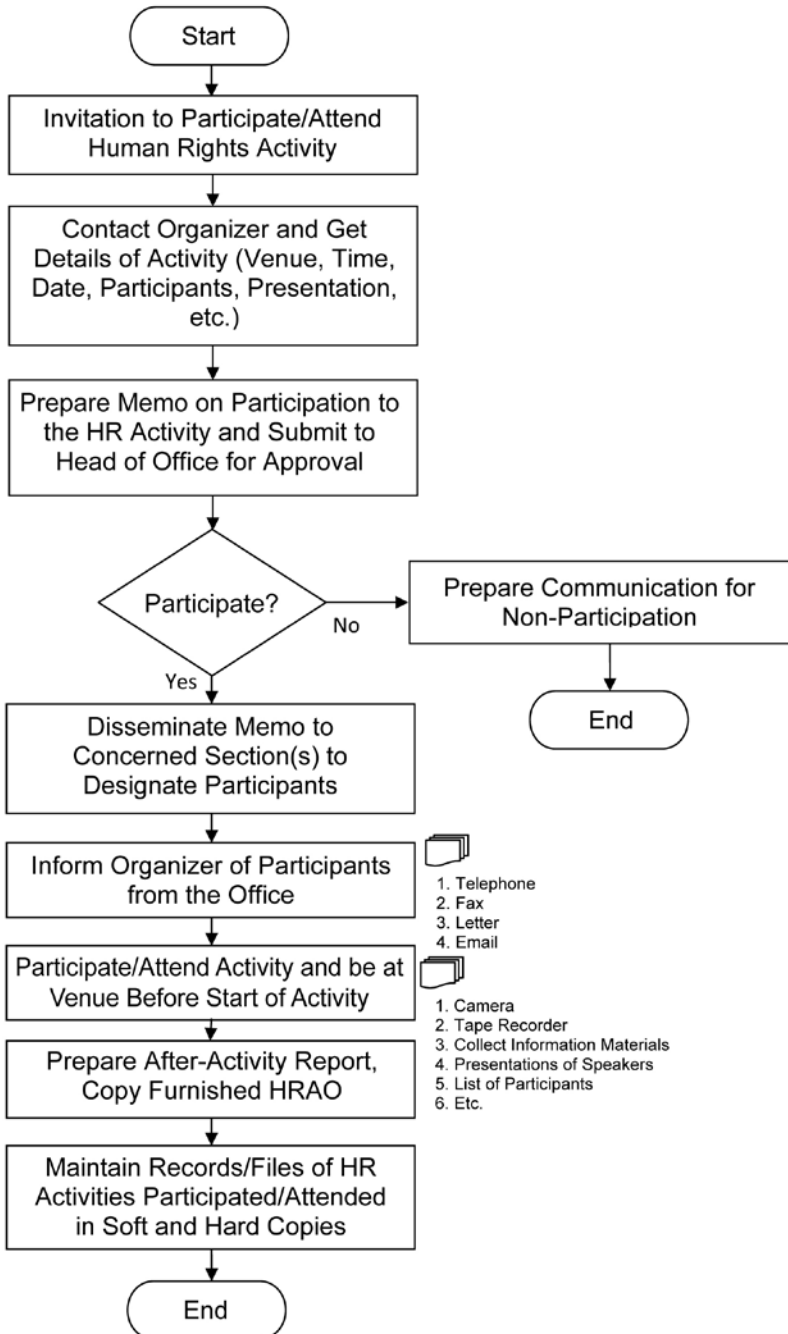


Section 4 - Inspection of Custodial Detention Facilities

- 4.1 To ensure that persons under custody are treated in a humane and dignified manner, and to uphold their individual rights pursuant to human rights standards and existing laws, regular and random inspection of PNP Custodial Detention Facilities (CDF) must be conducted. The following are the steps in conducting inspection of CDF:
- a. All HR Officers of PROs and PPOs/CPOs shall conduct unannounced random inspection of CDF in C/MPS within their areas of jurisdiction;
 - b. Coordinate with the Chief of Police who has jurisdiction of the CDF to be inspected;
 - c. Prepare **CDF** Inspection Form* to be filled up during the inspection with emphasis on the following:
 - Number of detainees, male and female
 - Separate custodial facilities for male and female detainees
 - Minors
 - Detainees with serious injury or illness
 - Record of medical examination conducted prior to detention
 - Traces of wounds or other manifestation of torture among detainees
 - Adequate food, water, ventilation and items for personal hygiene
 - Presence of duty warden to monitor health condition of detainees
 - Persons detained beyond reglementary period
 - Record of turn-over and Updated turn-over record

- Detainees who have availed of services of legal counsel (Public Attorney's Office or private lawyer)
 - Maintain data base of detainees, including their complete name, address, age, sex, and nature of offense/crime committed
- d. Bring a camera to document conduct of inspection. Pictures taken during the inspection will be included in the inspection report to be submitted to HRAO;
- e. HR Officers of PROs shall collate all inspection report forms from PPOs/CPOs and submit the same to HRAO, including pictures and observations noted during the inspection;
- f. The CDF inspection reports shall be submitted to HRAO every 10th day of the month. A copy of the inspection reports should also be submitted to the Head of Office and concerned LGUs; and,
- g. Maintain records/files of inspections conducted.

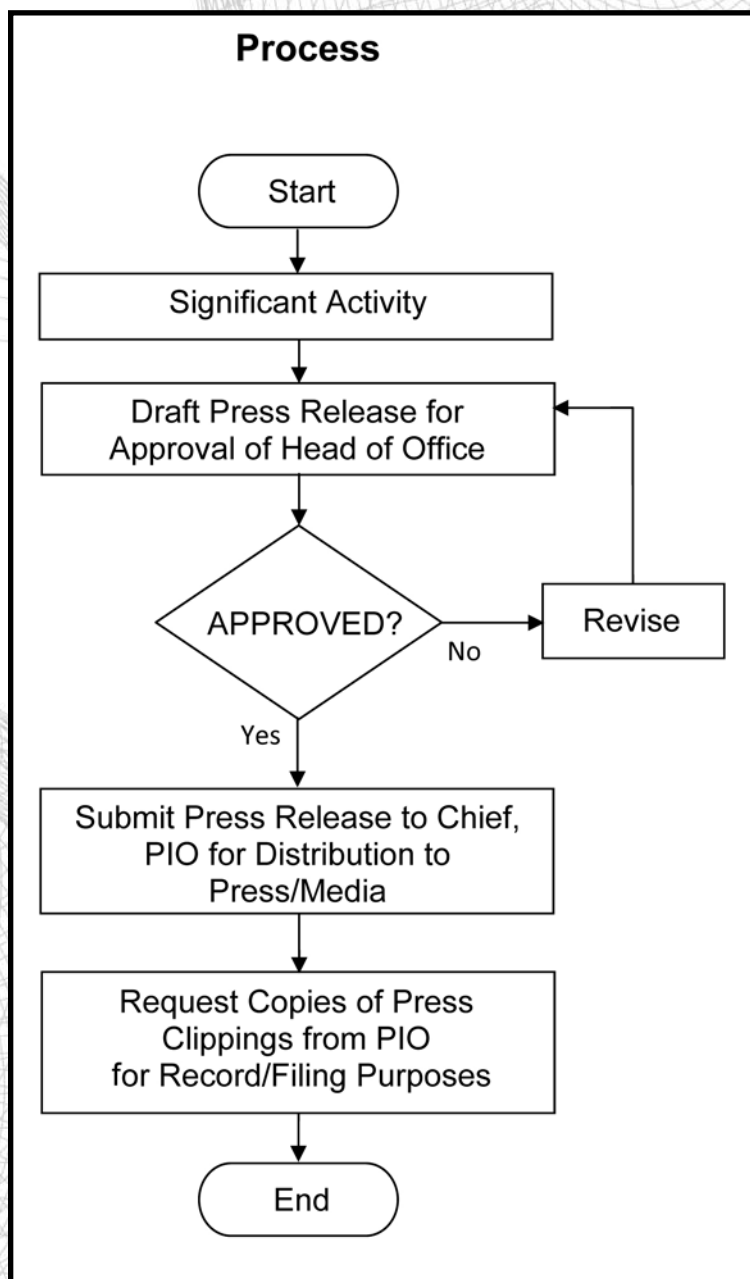
Process



Section 5 – Coordination and Linkages with Other Government Agencies, Non-Government Organizations (NGOs), Civil Society Organizations (CSOs), Local Government Units (LGUs), Local Communities and the Media

- 5.1 Coordination and linkages with other government agencies, NGOs, CSOs, LGUs, local communities and the media enhance stronger cooperation and partnership between the PNP and various sectors of the society. In performing these functions, the following are to be observed:
 - a. Maintain a list of existing partners from the government, NGOs, CSOs, and the media;
 - b. Regularly update list of existing partners, including new head/chief, address, telephone/fax number(s), email address; and,
 - c. Maintain a calendar of important events celebrated/observed by these entities.
- 5.2 The HR Desks shall be responsible for planning and execution of the promotion of human rights activities initiated by concerned PNP offices. These activities shall be participated in by the different sectors of society. The following procedures are to be followed:
 - a. Prepare memo for the conduct of activity through concerned offices/staff to be approved by the Head of Office. Attach the following documents to the memo:

- 1) Memo directive for the tasking of concerned offices:
 - Funds needed
 - Logistical requirements
 - Photo and video coverage
 - Press Release
 - Plaque or Letter of Appreciation
 - Memento
 - Certificates
- 2) Program of Activity
- 3) Invitation letters to Guest Speaker/s and/or Resource Person/s, concerned Government Offices (GOs), NGOs, CSOs, etc.
 - b. Organize secretariat to supervise and manage the activity;
 - c. Prepare venue for the activity, including chairs, tables, backdrop/tarpaulin, public address system, projector/computer, white screen, etc;
 - d. Prepare presentation materials (Power Point presentation, if needed);
 - e. Attendance sheet;
 - f. Prepare an After-Activity Report copy furnished HRAO; and
 - g. Maintain records/files of HR activities conducted in soft and hard copies.



Section 6 – Participation in Human Rights Events and Other Activities

6.1 Participation in human rights meetings, forums, conferences and other human rights-related events is one way of strengthening relationships and partnership with all sectors of society, especially those involved in human rights advocacy. Upon receipt of an invitation or communication to participate in said events, the following should be observed:

a. Basic information:

- 1) Venue, time and date of activity
- 2) Duration of the activity
- 3) Number of Participants
- 4) Coordinator/contact person of the activity and his/her telephone (landline and mobile), email and fax number
- 5) Requirements (if needed such as speech, message and presentation)
- 6) Attire
- 7) Transportation requirements (if out-of-town, what mode of transportation, who will provide transportation, and who will shoulder cost)
- 8) Accommodation (who will shoulder cost)

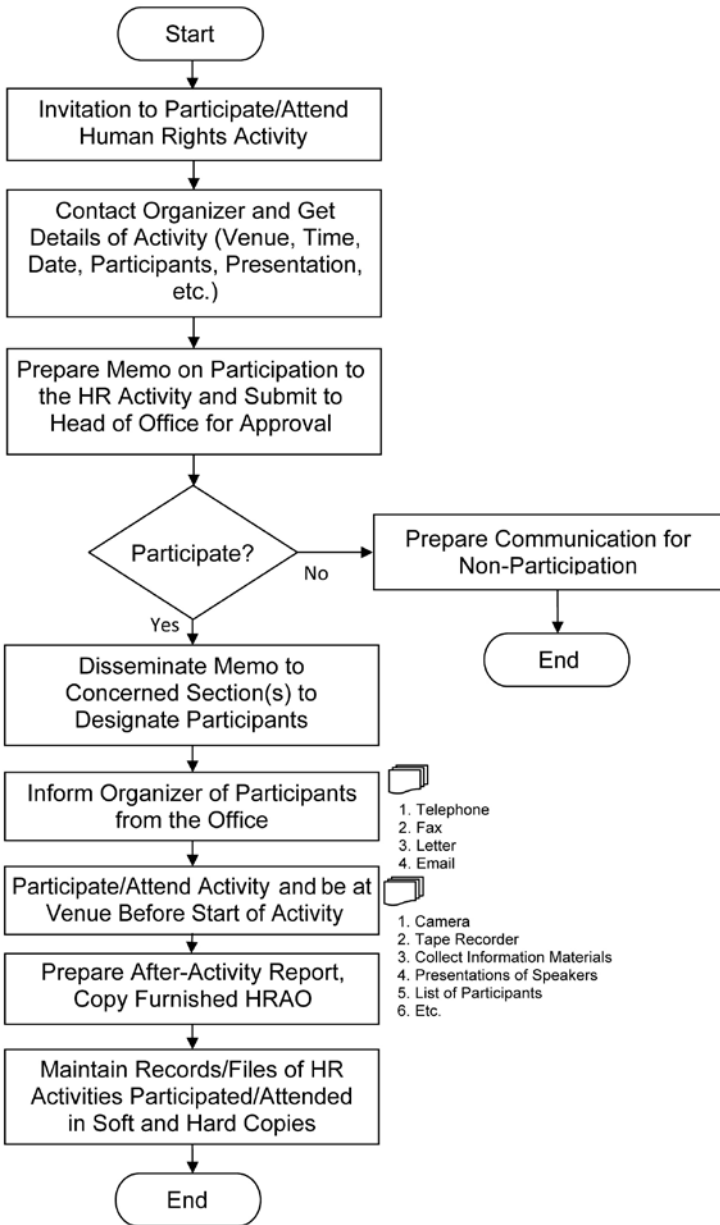
b. Prepare memo on participation to said activity to be approved by Head of Unit/Office;

c. Disseminate memo to concerned section/s;

d. Prepare requirements (if needed such as speech/message, Power Point presentation);

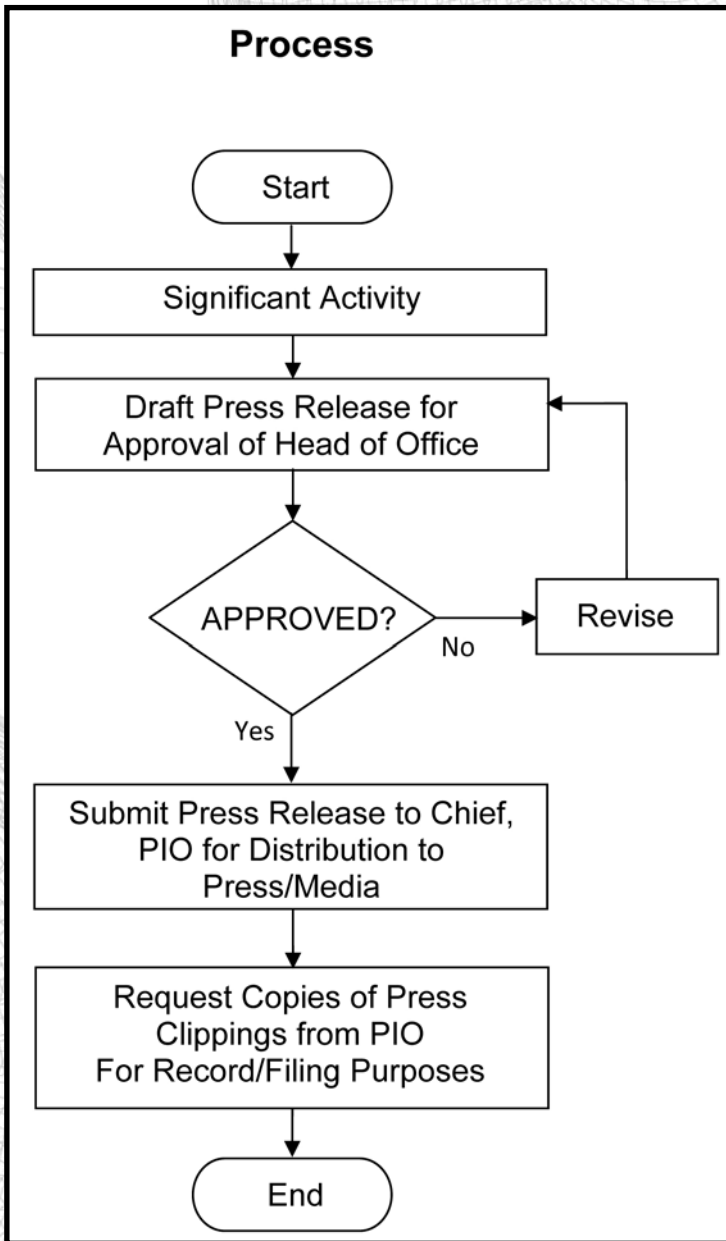
- e. Be at the venue before the start of the activity;
- f. Bring camera and take pictures of the activity;
- g. Bring a tape recorder (or any other recording device) to document proceedings;
- h. Collect information materials being given away such as flyers, brochures, pamphlets, and information kits;
- i. Request/secure a copy of the presentation of the resource persons/speakers for reference;
- j. Request/secure a copy of the list of participants, including their organization, address and contact numbers; and
- k. Prepare an After-Activity Report to be submitted to Head of Office. HR Desks of PROs to consolidate monthly multi-sectoral activities of the different offices under their respective jurisdiction for submission to HRAO every 10th day of the month. HR Desks of NOSUs shall likewise submit same report to HRAO; and,
- l. Maintain records/files of HR activities participated/attended in soft and hard copies.

Process



Section 7 - Preparation and Distribution of Press Releases on Human Rights Promotion

- 7.1 Human rights are an important concern that major activities and significant accomplishments of the PNP have to be announced for the information of other police personnel and the public. Hereunder are some pointers that will be helpful to the HR Officers in the preparation and distribution of press releases:
- a. Prepare a press release on significant activities for the promotion of human rights, taking into consideration the following:
 - 1) Relevance
 - 2) Accuracy of the report/Facts of the story
 - 3) Brevity/Clarity
 - 4) News value
 - 5) Timeliness
 - b. The press release should be able to answer or give information on the following questions: who, what, when, where, why, how, (and cite the significance of the activity to our organization and in the promotion of human rights); and
 - c. Submit the press release to the Head of Office for approval through a memorandum.
 - d. Provide copies of the press release to the Public Information Office (PIO) for distribution to the press/media.
 - e. Request copies of clippings from PIO for record/filing purposes.



ANNEXES

- A. Letter of Instructions 55/07 (LOI "PAMANA") or the PNP Human Rights Development Program
- B. Model Pre-Course/Training Questionnaire
- C. Program of Instruction Format
- D. After-Training Report Format
- E. Human Rights Violation Data Form
- F. Checklist on Inspection of Custodial Detention Facilities



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

SUBJECT : Letter of Instructions 55/07 ("PAMANA")
TO : All PNP Offices and Personnel

I. REFERENCES:

- A. Universal Declaration of Human Rights (UDHR) of 1948;
- B. International Covenant on Civil and Political Rights (ICCPR);
- C. UN Convention Against Torture or Other Cruel, Inhuman and Degrading Treatment (CAT);
- D. UN Code of Conduct for Law Enforcement Officials;
- E. UN Convention on the Rights of the Child (CRC);
- F. UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW);
- G. Art II and Art III, 1987 Philippine Constitution;
- H. RA 7438, RA 9262, RA 7610, RA 8371 and other special laws with human rights standards;
- I. Comprehensive Agreement on Respect for Human Rights and International Humanitarian Law (CARHRIHL);
- J. PNP Code of Professional Conduct and Ethical Standards (COPCES);
- K. PNP Operational Procedures;
- L. PNP Implementing Guidelines on Human Rights dated 14 Feb 95; and
- M. Other administrative issuances on human rights.

II. SITUATION:

The Philippine National Police, the premier law enforcement agency of the land, serves as one of the government instruments charged with enforcing the full protection of human rights. Existing international standards on human rights to which the Philippines is a state party are supposed to guide the police in practicing human rights principles as the highest embodiment of policing.

The PNP also published the Implementing Guidelines on Human Rights on February 14, 1995 identifying specific human rights violations and the responsibilities of various tasked offices.

Yet, despite the countless awareness-raising efforts on human rights for its personnel, the PNP is still perceived as a human rights violator given the number of incidents of alleged human rights violations which have been highlighted in media reports and those filed with the Commission on Human Rights. From January 1991 to October 2007, the CHR received a total of 7,678 cases against PNP personnel for alleged human rights violations. The data on the disposition of these cases are still being processed by the CHR.

Incidentally, the passage of the Human Security Act (RA 9372), the influx of human rights issues, both in the local and international communities, and the increasing complexities in the maintenance of peace and order, have given the police more reasons to engage in an evolving effort to address human rights on a higher plane. Likewise, the challenge of Her Excellency President Gloria Macapagal-Arroyo for the PNP to make human rights at the centerpiece of all its actions serves as a catalyst for advancing the human rights agenda for police personnel

The creation of the Human Rights Affairs Office (HRAO) is one of the measures that the PNP leadership has brought into fore in order to improve existing mechanisms on human rights protection. However, far greater involvement of all PNP members is necessary for the citizenry to feel that the agency means business in serving the people and protecting their human rights. Thus, several institutional approaches on human rights are laid down in order to improve human capacities, enhance relationships and partnerships with other stakeholders, and adopt human rights-based policing programs, all geared towards making the PNP a protective bulwark of human rights.

III. PURPOSE:

This LOI sets forth renewed policy directions and guidelines in the PNP to respect, promote and protect human rights.

IV. VISION:

The Philippine National Police envisions the organization to be a UN-certified fortress of human rights protection.

V. MISSION:

Consistent with its mandate, the Philippine National Police shall serve the citizenry and ensure the full protection of their human rights.

VI. GENERAL POLICIES AND GUIDELINES:

In faithful compliance to the Philippine commitment to the universal principles of human rights and in furtherance of existing human rights standards and practices, the PNP leadership hereby issues the following policies and guidelines:

A. Human Rights is supreme, inalienable, and indivisible.

B. The entire members of the Philippine National Police shall embrace the highest principles of the Universal Declaration of Human Rights which proclaims the personal, civil, political, economic, social, and cultural rights of individuals, which are limited only by the recognition of the rights and freedoms of others and the requirements of morality, public order, and general welfare.

C. All police officers must internalize and put into practice Sec 11, Art II, in relation to Sec 2, Art III of the 1987 Philippine Constitution that "the State values the dignity of every human person and guarantees full respect for human rights".

D. Respect for human rights and human dignity shall apply to everyone, including members of the police service, regardless of education, gender, religion, and political beliefs.

E. All police officers shall adopt the paradigm of human rights-based policing by being “champions” and “catalysts”, individually and collectively, to strengthen the faith and trust of the citizenry in their police officers as protectors of human rights.

F. Efforts by the police to protect human rights shall come to terms with the peace-building program of the government;

G. Programs of Instruction for police personnel shall be regularly reviewed, as may be fitting and proper, to include issues of police ethics and human rights, especially in the investigative process, as well as alternatives to the use of force and firearms. Such alternatives may include but are not limited to the peaceful settlement of conflicts, the understanding of crowd behavior, and the methods of persuasion, negotiation and mediation, and other appropriate means, with the end in view of limiting the use of force and firearms.

H. All police officers shall undergo appropriate knowledge, skills and attitude enhancement and other human resource development programs that will cut across the recruitment, assignment, and promotion process.

I. Under no circumstance shall any police officer inflict, instigate, or tolerate extra-judicial killing, enforced disappearance, “salvaging”, arbitrary arrest, torture or other cruel, inhuman or degrading treatment or punishment, against any person.

J. Failure on the part of any police officer, in any capacity, to take appropriate action to prevent and/or report the commission of any human rights violation by a fellow PNP personnel with his knowledge or in his presence shall make him liable.

K. Violation of human rights shall be dealt with drastically through the existing administrative disciplinary machinery of the PNP.

L. In case of conflicting scenarios, the supremacy of respect for human rights remains inviolable over the performance of police duties and functions unless it is proven that the exercise of such rights runs counter to the requirements of morality, public order, and general welfare.

M. Any human rights violation committed by police officers shall be subject to appropriate sanctions under the existing internal administrative disciplinary system.

VII. EXECUTION

A. CONCEPT OF OPERATIONS:

The Philippine National Police shall implement a comprehensive human rights development program (Annex "A") that will address four (4) major components: institutional policy development; capability building on human rights protection; prevention and control measures against violation of human rights; and strengthening of partnership and cooperation with multi-sectoral organizations for human rights compliance.

Duty holders within the PNP shall be responsible for putting into place the necessary mechanisms with the implementation of the comprehensive human rights development program for police personnel, in particular, and for the public, in general.

The Human Rights Affairs Office (HRAO), in furtherance of its mandated functions, shall serve as the focal point on the formulation, implementation and monitoring of the PNP human rights development program in line with the policies herein set forth.

To enhance the capacities of police officers as human rights protectors, the PNP Human Rights Desks created pursuant to PNP Implementing Rules on Human Rights dated February 14, 1995, shall be strengthened to serve as conduits to the HRAO on various efforts involving human rights. Said PNP HR Desks shall be placed as an adjunct unit in the offices of the regional directors, provincial/city police office directors, district directors, and city/municipal chiefs of police as well as directors of concerned national support units.

B. PHASES OF IMPLEMENTATION

Phase 1: (October 2007 – January 2008) - Formulation of internal policy framework, revision of training programs, training of trainers, and strengthening of structural mechanisms.

Phase 2: (November 2007 – September 2008) - Cross-cutting implementation of the four major components.

Phase 3: (September 2008) - Initial Monitoring and Assessment

Phase 4: (October 2008 onwards) - Institutionalization of program initiatives.

C. TASKS

To ensure the proper implementation of these guidelines, various offices and units of the PNP are directed to carry out the following tasks:

1. HRAO

- a. Initiate advocacy measures to raise the consciousness and internationalization of the PNP personnel on human rights-based policing;
- b. Lead the organization in participating or initiating human rights-driven events and activities such as Human Rights Week, International Human Rights Day, International Humanitarian Law Day, and other related human rights events, including those on women, youth and children, and others;
- c. Establish ties with and generate support and assistance from various government and non-government organizations concerned with human rights, both local and international, to advance the cause of human rights within and outside the Philippine National Police;
- d. Establish a Human Rights Eligibility List for police officers directly engaged in human rights advocacy and promotion through the issuance of appropriate certificates of qualifications making them belong to a directory of human rights practitioners in the country;
- e. Coordinate regularly with various duty holders in the PNP for discussions and resolutions of human rights issues that include but are not limited to human rights violations by police officers and/or other government forces as well as non-state actors, development of knowledge, skills and attitude of PNP personnel as human rights protectors, and enhancement of partnerships with other sectors concerning human rights;

- f. Conduct regular and/or random inspections, dialogues, and field inquiries on human rights issues affecting members of the police service, including violation of their own rights as human beings, using existing mechanisms and venues such as the Annual General Inspections, directorial staff family conferences, conduct of mandatory courses in the PPSC and its regional training schools;
- g. Conduct researches and case studies on human rights that delve on the causes, role patterns, capacity gaps, and institutional mechanisms leading to the improvement of the PNP as a human rights protector;
- h. Initiate, *motu proprio*, inquiries on cases of human rights violations through walk-in complaints, electronic communications, and other means in order to facilitate appropriate actions thereof, including some mechanisms to explore alternative dispute resolutions especially when cases arise from personal acts on the part of police officers subject of the complaints. Otherwise, cases may be referred to the IAS for appropriate administrative action.
- i. Monitor, assess, and document human rights issues and concerns for use as reference of the Chief, PNP;
- j. Provide inputs to the PIO on various initiatives of the PNP on human rights for information of the public; and
- k. Perform other tasks as may be directed.

2. TDPRM

- a. Develop a human rights-based psychological evaluation tool, through the PNP Health Service, aimed at determining the capacity of every police officer to promote and protect human rights while in the performance of his or her duties;
- b. Issue orders for all PNP human rights desks officers throughout the country to ensure sustainability and dedication of individuals charged with advancing human rights agenda in the PNP; and
- c. Perform other tasks as may be directed.

3. TDI

- a. Strengthen counter-intelligence efforts to identify PNP personnel who commit human rights violations; and
- b. Perform other tasks as may be directed.

4. TDO

- a. Review, evaluate and reconstruct, as may be appropriate, some provisions of existing operational policies, procedures, guidelines, attuned to the human rights principles specifically in the areas of arrest, search and seizure, civil disturbance management, lockup, and other concomitant police operations regularly performed by police officers in the field; and
- b. Perform other tasks as may be directed.

5. TDPL

- a. Issue activation orders for the establishment of PNP Human Rights Desks in all PROs, PPOs, CPOs, CPS/MPS and NSUs, in coordination with NAPOLCOM; and
- b. Perform other tasks as may be directed.

6. TDHRDD

- a. Formulate a human resource development plan on human rights, in coordination with HRAO, the PPSC and other concerned offices, aimed at improving the existing training and education of police officers to enhance their knowledge, skills and attitude towards human rights;
- b. Develop a training needs analysis on the necessary contents and tools for the training and education of police officers concerning human rights;
- c. Undertake a joint effort with HRAO on the conduct of general knowledge examinations for all police officers

starting with candidates for promotion, positions of higher responsibility, and deployment in international peacekeeping missions;

- d. Ensure that the behavioral development of police officers, regardless of the nature of work, be it in intelligence, traffic, investigation, patrol, and/or community relations, shall bear the mark of human rights protector; and
- e. Perform other tasks as may be directed.

7. TDPCR

- a. Coordinate with HRAO on the production of complementary information, education and communication (IEC) materials aimed at raising the human rights awareness of both the police and the community;
- b. Conduct appropriate seminars on human rights, to include those of women and children, indigenous peoples, and other marginalized sectors, as part of the PNP information campaign on human rights;
- c. Include human rights subjects and invite the participation of trained police officers to expound on the subject in the ongoing PICE, television/radio programs, newsletter/journals, and website of the PNP; and
- d. Perform other tasks as may be directed.

8. TDIDM

- a. Fast track investigative capability development program for PNP offices and personnel;
- b. Initiate the installation of video recording systems in investigation rooms of PNP offices;
- c. Provide the HRAO a regular update on the list of cases of extrajudicial killings, enforced and involuntary

disappearances, and other forms of human rights violations against militants in the political, media, labor, and student sectors, for reference and discussion with human rights organizations and other parties of interest;

- d. Conduct and expedite the investigation of alleged violations of human rights by police officers not only for the purpose of inflicting punishment to erring personnel but to relieve innocent police officers from undue and malicious harassment charges; and
- e. Perform other tasks as may be directed.

9. TDC

- a. Provide funding support and earmark an annual budget for the PNP human rights development program in coordination with HRAO to ensure sustainability of its implementation; and
- b. Perform other tasks as may be directed.

10. RDs, PROs

- a. Organize and establish the PNP Human Rights Desks in the PROs, PPOs/CPOs, CPS/MPS and designate qualified HR officers that will be responsible for addressing issues of human rights in their respective areas and for providing the HRAO necessary data and information on human rights;
- b. Conduct initiatives on human rights advocacy and protection in line with the attached PNP human rights development program;
- c. Enhance partnership with local community organizations, NGOs and private civic oriented groups, geared towards advancing the cause of human rights;
- d. Perform other tasks as may be directed.

11. Directors, NSUs

- a. Organize and establish the PNP Human Rights Desks and designate qualified HR officers that will be responsible for addressing issues of human rights in their respective areas and for providing the HRAO necessary data and information on human rights;
- b. Conduct initiatives on human rights advocacy and protection in line with the attached PNP human rights development program;
- c. Enhance partnership with local community organizations, NGOs and private civic oriented groups, geared towards advancing the cause of human rights; and
- d. Perform other tasks as may be directed.

12. IG, IAS

- a. Conduct pre-charge administrative evaluation of cases involving any human rights violation, subject to existing rules and regulations governing PNP personnel disciplinary machinery;
- b. Establish a data base of cases involving violations of human rights committed by police personnel; and
- c. Perform other tasks as may be directed.

13. C, PIO

- a. Issue press releases on various initiatives of the PNP on human rights protection in coordination with the HRAO;
- b. Conduct appropriate human rights seminars for PIO in the PROs/NSUs, press reporters and other media practitioners to enhance their knowledge on human rights in coordination with HRAO;
- c. Perform other tasks as may be directed.

VIII. COORDINATING INSTRUCTIONS:

- A. All concerned chiefs/heads of offices shall disseminate the foregoing policies and guidelines to their respective personnel immediately following the issuance of this LOI.
- B. Violations or non-compliance with this LOI shall be dealt with accordingly.
- C. D-Staff and NSUs given the tasks as indicated shall render an initial report of compliance in writing NLT 30 days upon receipt of a copy of this LOI. Succeeding reports shall be submitted quarterly or as may be appropriate.
- D. All regular reports must be submitted to the Chief, PNP (Attn: C, HRAO).

IX. EFFECTIVITY:

LOI "PAMANA" shall take effect upon approval.


AVELINO T. RAZON, JR
Police Director General
Chief, Philippine National Police

Distribution:

IG, IAS

Directors, D-Staff

RDs, PROs

Dirs, NSUs

C, HRAO

CS, PMO

C, PIO

Copy Furnished:

SILG/Chairman, NAPOLCOM

Commission on Human Rights of the Philippines

Presidential Human Rights Committee

ANNEX "A" to PNP Letter of Instructions "PAMANA"

PHILIPPINE NATIONAL POLICE
HUMAN RIGHTS DEVELOPMENT PROGRAM

The PNP, in its avowed intention of promoting and advancing the cause of human rights, has drawn up the PNP Human Rights Development Program in order to serve as a blueprint for action on human rights which the agency aims to accomplish at this time when the police have been overwhelmed with greater demand for the protection of the citizenry and the rights-based policing that comes with it. Prominent to its thrust on the promotion, protection and respect for human rights is the need for police officers to acquire a deep and profound understanding of the meaning of human rights and the mechanisms for human rights protection to work more effectively.

PROGRAM COMPONENTS:

1. Institutional Policy Development on Human Rights

Objective: To review and formulate policy framework in police operations attuned to the evolving issues on human rights protection.

Projects/Activities:

- a. Periodic review and updating of Police Operational Procedures with HR Components;
- b. Adoption of a glossary of specific human rights violations that may be committed by the police;
- c. Formulation of a Guidebook on rights-based community policing;
- d. Review and updating of the periodic NP Examinations to identify subjects' tendencies for violating human rights;
- e. Formulation of an evolving legislative agenda on human rights;
- f. Production of a Compendium of HR Standards and instruments;
- g. Publication of "Lessons Learned" on HR experiences of PNP personnel; and
- h. Conduct of surveys on HR policy advocacy and standards monitoring.

2. Capability Building

Objective: To develop the utmost capacity of police officers on human rights consciousness and their adaptation to embracing in their career the HR philosophy and principles – not just a recipient of change, but a ‘captain’ and a prime-mover for human resource development on human rights.

Projects and Activities:

- a. Enhancement of capacity of police investigators;
- b. Establishment of Human Rights Desks in all PROs, PPOs, CPOs, CPS/MPS and NSUs;
- c. Administration of written and verbal examinations on human rights for police personnel;
- d. Review and updating of the Human Rights Education Curriculum in the mandatory career courses;
- e. Inclusion of HR-related subject in specialized courses;
- f. Conduct of special training programs on HR/IHL and other HR components for PNP personnel;
- g. Development of police trainers and ‘champions’ in HR advocacy and continuing legal education;
- h. Organizing and formulation of eligibilities for HR officers at the national, regional, provincial/city and municipal levels based on competencies and direct involvement in HR advocacy;
- i. Development of “best practice” models in HR promotion and protection;
- j. Inclusion of the PNP “Human Righters” column in the PNP Digest;
- k. Development of “Pamana” website;
- l. Development and production of a DVD training program on human rights;
- m. Production of a short film on human rights; and
- n. Production and distribution of IEC Materials on Human Rights in various forms and for different target clientele.

3. Prevention and Control of Human Rights Violations

Objective: To reduce the incidence of human rights violations by establishing a system of integrity recognition to deserving members of the PNP who have exemplified themselves to the cause of human rights and to address the legal measures for its violations committed by state actors and non-state actors through administrative and legal remedies.

Projects/Activities

- a. Inclusion in the rewards and incentives system, the granting of incentives to exemplars in the field of human rights protection and the provision of opportunity sites for international exposures;
- b. Adoption of “HR Protector” campaign ribbon for PNP personnel;
- c. Conduct of PNP Photo-Journalism Contest on Human Rights Protection;
- d. Conduct of case studies and critical analyses on specific HR violations by police officers;
- e. Installation of video recording systems in investigation rooms;
- f. Regular conduct of inventory of detainees in lock-up cells;
- g. Random inspections of police stations to check lock-up cells;
- h. Speedy resolution of administrative cases filed against PNP personnel; and
- i. Closer coordination with CHR, AFP, and other agencies as well as the GRP Monitoring Committee on the continuing monitoring of cases of violation of human rights in accordance with the CARHRIHL.

4. Multi-Sectoral Cooperation

Objective: To enhance stronger cooperation between the PNP and relevant partners from the government, NGOs, and other sectoral groups, as well as international bodies in pursuit of the promotion, protection and fulfillment of human rights principles in the country:

Projects/Activities:

- a. Formation of “HR Time Check” – a focus group of PNP, AFP, DILG, DND, OPAPP, and DSWD to discuss current issues about human rights;
- b. Holding of partners and donors fora, covering local and international organizations, on human rights advocacy and protection;
- c. Conduct of consultative conferences, seminars, dialogues and human rights-driven activities on human rights with different sectors;
- d. Sectoral organizing and mobilization in the area of HR education and monitoring;
- e. Close coordination with other CJS pillars for the speedy resolution of cases in pursuit of justice for the victims of HR violations;
- f. Providing e-group for HR officers and other government partners to ensure interconnectivity between and among HR advocates;
- g. Establishment of continuing information exchange between the PNP and international and local NGOs for the advancement of HR for the police in particular and in the country in general; and
- h. Involvement in HR-related international and national events.

Model Pre-Course/Training Questionnaire

Personal Data

Name		Nickname	
Date of Birth	Age	<input type="checkbox"/> Female	Civil Status
		<input type="checkbox"/> Male	
Home Address			
Home Telephone No.	Mobile No.	Email Address	
Rank	Position	Length of Service	
Office / Address			
Office Telephone Nos.	Fax No.	Email Address	
Language/Dialect Spoken at home	Other Languages/Dialects Spoken		
If married, Name of Spouse	Occupation of Spouse	No. of Children	

Educational Background

Name of School	Current Year Level
Course	

Understanding of Human Rights

Have you had any previous human rights training? If yes, please give details.
Are you familiar with human rights? If yes, what areas of human rights are you most familiar with?
Are you familiar with the laws, rules or regulations, applicable jurisprudence and international rights instruments that deal with your actions as a law enforcement officer? If yes, please list those laws, rules or regulations, applicable jurisprudence and international rights instruments you are familiar with.

As a police officer, what concerns or issues did you encounter regarding human rights?

What concerns or issues did you encounter relating to the handling of your previous human rights training?

Which of these concerns, issues or problems do you think can be addressed with the help of the Human Rights Training?

Program of Instruction

TOPIC OR SUBJECT	OBJECTIVE	SCOPE AND METHODS OF INSTRUCTION	NUMBER OF MINUTES/HOURS	DATE/TIME	RESOURCE PERSONS

After Training Report

(LETTERHEAD)

ANNEX D

MEMORANDUM

FOR : _____

FROM : _____

SUBJECT : After-Activity Report on _____

DATE : _____

1. Reference/s:
2. State why the training was conducted
3. Date, venue of the training and participants.
4. Guest during the opening ceremony and time of opening ceremony.
5. Resource persons.
6. Guest during the closing ceremony and time of closing ceremony.
7. Attachments:
 - a. Opening Program
 - b. Program of Instruction
 - c. Training curriculum
 - d. List of participants
 - e. Summary of evaluation
 - f. Closing program
 - g. Pictorials with caption
8. Over-all assessment

Human Rights Violation Form

Nature of Offense	Number of Cases	Name of Police Personnel Involved	Status of Case	Time/Date Offense Committed	Place Offense Committed	Status of Victim	Status of Suspect
Alleged Extralegal Killing							
Alleged Enforced Disappearance							
Alleged Torture							
Alleged Arbitrary Arrest							
Alleged Illegal Detention							

Checklist on Inspection of Custodial Detention Facilities (CDF)

Police Station	Date/Time of Inspection	Chief of Police	Duty Officer	Duty Desk Officer	Duty Custodial Officer	Contact Number

Instruction: Please fill up the boxes for the answers/remarks.

1. How many detainees are in the custodial detention facility during the inspection?

	MALE	FEMALE	CHILDREN (if there are separate facilities)
No. of Detainees			
Total			
Maximum Capacity			
Size of CDF (square meters)			

2. Are female detainees separate from male detainees?
3. Is there any juvenile/s or mentally deranged person detained?
4. Is there any detainee with serious injury or illness?
5. Do all detainees have records of medical examination conducted prior to detention?
6. Are there signs/traces of wounds, bruises or other manifestations of torture among the person/s inside the cell?
7. Do detainees have adequate food, water, facilities and items for personal hygiene?
8. Are detainees allowed to be visited by their relatives, counsel and others?
9. Are the cells properly ventilated and lighted including the surroundings?
10. Is there a duty warden to monitor the condition, health and well-being of detainees?
11. Is there any person detained beyond the reglementary period for custody?
12. Is there any detainee that needs legal counsel?
13. Does the warden maintain record of turn-over?
14. Is the record of turn-over updated to the time of inspection?

YES	NO	REMARKS

Inspection Conducted by:

Acknowledged by:

Noted by:

LIST OF ACRONYMS

AFP HRO	– Armed Forces of the Philippines Human Rights Office
CARHRIHL	– Comprehensive Agreement on Respect for Human Rights and International Humanitarian Law
CD	– City Director
CDF	– Custodial Detention Facility
CHR	– Commission on Human Rights
COP	– Chief of Police
CPO	– City Police Office
C, PNP	– Chief, PNP
CJS	– Criminal Justice System
CPS	– City Police Station
CSO	– Civil Society Organization
D-Staff	– Directorial Staff
DILG	– Department of Interior and Local Government
DND	– Department of National Defense
DSWD	– Department of Social Welfare and Development
ED	– Enforced Disappearance
ELK	– Extra-legal Killing
GRP	– Government of the Republic of the Philippines
HR	– Human Rights
HRAO	– Human Rights Affairs Office
HSF	– Hanns Seidel Foundation/Germany
IAS	– Internal Affairs Service
IEC	– Information, Education and Communication
IHL	– International Humanitarian Law
LOI	– Letter of Instructions
MPS	– Municipal Police Station
NCRPO	– National Capital Regional Police Office

NAPOLCOM	– National Police Commission
NDF	– National Democratic Front
NGO	– Non-Government Organization
NHQ	– National Headquarters
NOSUs	– National Operational Support Units
NP	– Neuro-Psychiatry
NSUs	– National Support Units
NUP	– Non-Uniformed Personnel
OPAPP	– Office of the Presidential Adviser on the Peace Process
PCO	– Police Commissioned Officer
PICE	– Police Information and Continuing Education
PIO	– Public Information Office
PNCO	– Police Non-Commissioned Officer
PNP	– Philippine National Police
POI	– Program of Instruction
PPO	– Police Provincial Office
PPSC	– Philippine Public Safety College
PRO	– Police Regional Office
RA	– Republic Act
SPEAK	– Skills, Perception, Experience, Attitude, Knowledge
TCDS	– The Chief of Directorial Staff
TDCA	– The Deputy Chief, PNP for Administration
TDCO	– The Deputy Chief, PNP for Operations
TDIDM	– The Director for Investigation and Detective Management
TDO	– The Director for Operations
TDPCR	– The Director for Police Community Relations
TDI	– The Director for Intelligence
TDPL	– The Director for Plans
TDPRM	– The Director for Personnel and Record Management
UN	– United Nations

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18. Mr. Melvin O. Ragasa
19. Mr. Ernie Cifra

The PNP Human Rights Affairs Office and Hanns Seidel Foundation/ Germany acknowledge the Police Commissioned Officers (PCOs) and Police Non-commissioned Officers (PNCOs) who endeavored to help in the validation of this manual.

**First Forum (Manila): Human Rights Officers in NOSUs and NCRPO
(Batch 1) June 29-30, 2010
(Soriano Room, 2nd Floor, SIDD, PNP TS, Camp Crame, Quezon City)**

Directorial Staff and National Operational Support Units (NOSUs)

1. PSUPT ROBERT A GUERRERO
2. PSUPT ROWENA GARADO
3. PSUPT DAVID DL ALLAUIGAN

4. PCI CARLOS C CACERES
5. PCI EDER M COLLANTES
6. PCI ALFREDO B OPRIASA
7. PSI ARMANDO G HERNANDEZ
8. PSI VICENTE MATIENZO
9. SPO4 Eugenio F Celebre
10. SPO3 Felipe Tumibay
11. SPO2 Noel N Quimo
12. SPO2 Noli M Balatico
13. SPO2 Michael T Diorec
14. SPO2 Susan S Ferrer
15. SPO1 Leah DC Cristobal
16. PO3 Cherry T Bartolome
17. PO3 Alma V Irinco
18. PO3 Jovelita A Taguban
19. PO3 Maria Alicia B Valera

HRAO

1. PINSP JONATHAN VICTOR M OLVENA
2. SPO1 Isabelo S Mondejar
3. PO3 Cecilia T Tuminez
4. PO1 Editha A Guinto

National Capital Regional Police Office

A. NCRPO RHQ

1. PSUPT DATUMAMA M MOKALID
2. PO3 Freddie R Fernandez

B. Northern Police District

1. PSI CONCEPCION A SALAS
2. PO3 Jovelyn I Sanchez
3. PO3 Nicah C Belo
4. PO3 Benita L Terte
5. PO3 Arlene O alvero
6. PO3 Marietta O Castañeda

C. Southern Police District

1. PSUPT CARLOS E SALAZAR
2. PSINSP MARLON V ALMOGUERRA
3. PINSP EUTICIO G ONA
4. PINSP RICO I RAMOS
5. PINSP SYLVIA C SAYSON
6. SPO1 Danilo DR Gervacio
7. SPO1 Fresco A Paningbatan
8. PO3 Arnul A Salvacion
9. PO3 Dennis C Cajayon

D. Eastern Police District

1. PSINSP MELANIE DC REDON
2. SPO2 Judith P Ablaza
3. PO3 Francis G Gonzales
4. PO3 Rozen Julien R Garay
5. PO3 Erickson T Buted
6. PO2 Clifford S Hipolito

E. Manila Police District

1. PSUPT FRUMENCIO B BERNAL III
2. SPO1 Michael G Mariñas

F. Quezon City Police District

1. SPO3 Efren T Tating
2. SPO2 Almamerto A Dumaguing

Second Forum (Manila): Human Rights Officers in Luzon (Batch 1)
July 15-16, 2010
(EUROTEL, Bulacan St., corner North EDSA, Quezon City)

A. Police Regional Office I

1. PSUPT PERFECTO PAGADOR JR
2. PSINSP JOVENCIO RECOMIO
3. PSINSP TEDDY M ROSQUETA
4. PINSP HERMILITO DIAZ
5. PO3 Angeline L Alambra

B. Police Regional Office 2

1. PSUPT CORNELIO C TADENA
2. PSUPT JEFFERSON P CARIAGA
3. PCINSP MINA AGBISIT DOMINGO
4. PCINSP NICASIO R MENDOZA
5. PSINSP ESTEBAN B EUSTAQUIO JR

C. Police Regional Office 3

1. PSINSP IMELDA B MALINGAYON
2. PINSP MAITA GABRENTINA
3. PISNP MAYLA MARAMAG
4. SPO3 Bernadette Galura
5. SPO3 Froilan P Tolentino
6. PO3 Jeejune I Cabagbag
7. PO2 Bernadeth Releander
8. PO2 Joel N. Agnes
9. PO1 Ria A Diaz

D. Police Regional Office 4-A

1. PSUPT REYNALDO GALAM
2. PCINSP LYREA COSIO
3. PSINSP EDGARDO DIMAANO
4. PSINSP GRACE Y NAPARATO
5. PSINSP JOSEPH D MACATANGAY
6. PINSP FERDINAND C AGUILAR

E. Police Regional Office 4-B

1. PCINSP JUAN D CALALUAN
2. PCINSP MARLON M CATAN
3. PINSP GRACE VIC P GOMBA
4. SPO3 Danilo S Estuya
5. PO3 Gemie M Mallen
6. PO3 Rolando L Mendoza
7. PO2 Jerlo R Garcia

F. Police Regional Office 5

1. PCINSP LAZARO ABLAN
2. PSINSP ELY R COMPUESTO JR
3. PSINSP GIL L GANGAN
4. PINSP AILEEN G NAJE
5. PINSP AYN E NATUEL
6. PINSP DOMINGO NAPOLIS
7. PINSP GIL L GANGAN
8. PINSP STEPHEN H CABALTERA

G. Police Regional Office Cordillera (PROCOR)

1. PSINSP JONATHAN THOMAS C SABADO
2. PINSP JOEWEE B ALCANTARA
3. PINSP KERISSMA G STA JUANA
4. SPO3 Bartolome G Bakian
5. SPO3 Marcial A Adriano
6. SPO2 Romeo C Agngaray
7. PO3 Teodorico L Resusta
8. PO3 Victor K Dogminon

**Third Forum (Davao City): Human Rights Officers in Mindanao
(Batch 3)**

July 29-30, 2010

(The Manor Hotel, D.A. Bldg., A. Pichon St., Davao City)

A. Police Regional Office 9

1. SPO3 Edwin A Duco
2. PO1 Roel D Elarmo

B. Police Regional Office 10

1. PSINSP EDGAR A OMANDAM
2. PSINSP JANETH H LUMEN
3. PSINSP SILVERIO ESPIRITU
4. PINSP DUYLE VEMBU M BUNEAFLOR
5. PINSP NOEL F CANO
6. PINSP RAYMUNDO C PACTOL
7. PINSP SARAH J LAWAN
8. PO3 Napoleon Abadines

C. Police Regional Office 11

1. PSINSP JULIUS A BORJA
2. PINSP RICSON R GUIAB
3. SPO4 Jose O Herda Jr
4. SPO3 Juanito M Udin
5. SPO2 Dennis A Mansian
6. PO3 Helen D Bacaro
7. PO3 Ronald L Deocos
8. PO2 Meliton J Sango
9. PO1 Ace G Ondon

D. Police Regional Office 12

1. PCINSP HENRIETO W VILLAMOR JR
2. PCINSP JUAN R LANZADERAS JR, MPA
3. PSINSP NOEL C PALIWERO
4. PINSP ALEX P LNESTOSA
5. PINSP JOSEPH P FORDO
6. PINSP JOVENSON B BAYONA
7. PINSP MICHAEL DATUIN

E. Police Regional Office Autonomous Region in Muslim Mindanao (PROARMM)

1. PINSP WILFREDO R SNAGEL
2. PINSP ARESNIO DIRECTOR JR
3. PINSP BARLOUIE ESPIGA
4. PINSP REYNALDO GABUDAO
5. PO3 Marife G Garcing
6. PO3 Sharifa R Idjirani
7. PO1 Mary Grace G Tagabe

F. Police Regional Office CARAGA

1. PSINSP ROWENA A MARTINEZ
2. PSINSP ROXANNE C DURAN
3. PINSP CHARITY S GALVEZ
4. PINSP MARIFE FAROL
5. SPO1 Lilibeth L Plaza
6. PO1 Arlene Tanzo
7. PO1 Leonie Baldecir

**Fourth Forum (Cebu City): Human Rights Officers in Visayas
(Batch 4)
September 22-23, 2010
(Hotel Asia, 11 Don Jose Avila St., Capitol Site, Cebu City)**

A. Police Regional Office 6

1. PCINSP RICO SANTOTOME
2. PCINSP RUBY C GUMBAN
3. PCINSP PEDRO H ENRIQUEZ
4. PINSP JUVY E CORDERO
5. PINSP SACHARY M CAPELLAN
6. SPO2 Jojie J Gania
7. PO3 Gerry A Leones
8. PO3 Anna Liza P Licop
9. PO2 Jared E Esquilla

B. Police Regional Office 7

1. PINSP GENILO M VERAQUE
2. PINSP MANROF BANTOG
3. SPO4 Lamberto M Hibaya
4. SPO3 Lito B Rosales
5. SPO2 Rex L Cabrera
6. PO3 Stephen L Bocanegra
7. PO2 Absalon C Concepcion
8. PO1 Victor A Atto Jr

C. Police Regional Office 8

1. PSSUPT EUSEBIO A MEJOS
2. PCINSP FELIX G GERVAIO JR
3. PCINSP MANUEL O BLASI
4. PCINSP REYNALDO YAP
5. PSINSP CERELO R NICART JR
6. PSINSP NORMAN M PATNAAN
7. PSINSP SANTI NOEL G MATIRA
8. PSINSP VIRGILIO B BAYON-ON
9. PINSP GILBERT L MENDOVA III
10. SPO2 Lucio S. Bereso Jr
11. PO3 Mansueto M Paca-anas