



Republic of the Philippines

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

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## OMNIBUS GUIDELINES FOR PEACE AND ORDER COUNCILS (POCs)

Memorandum Circular No. 2019-143

27 AUG 2019

### 1. PREFATORY STATEMENT

- 1.1. Republic Act No. 7160 or the Local Government Code particularly, Section 16 mandates all local government units to ensure and maintain peace and order within their respective areas of jurisdiction, among other concerns. In addition, Section 116 thereof states that a POC shall be established in every Province, City, and Municipality.
- 1.2. Executive Order No. 773, series of 2009, entitled *Further Reorganizing the Peace and Order Council*, particularly Section 3 (b), states that Sub-National Councils shall identify strategies which will enrich peace and order and public safety within their respective areas of responsibility.
- 1.3. This Department issued Memorandum Circulars (MC) to further facilitate the above-mentioned laws and policies, to wit:
  - 1.3.1. DILG MC No. 2015-128, Guidelines on the Formulation of Peace and Order and Public Safety (POPS) Plan
  - 1.3.2. DILG MC No. 2015-130, Guidelines on the Functions of the Peace and Order Councils, Barangay Peace and Order Committees, and the Peace and Order Council Secretariats
  - 1.3.3. DILG MC No. 2017-64, Compliance to Peace and Order and Anti-Illegal Drug Related Issuances
  - 1.3.4. DILG MC No. 2017-67, Amending Memorandum Circular No. 2017-64, Entitled "Compliance to Peace and Order and Anti-Illegal Drug Related Issuances"
  - 1.3.5. DILG MC No. 2017-142, Guidelines in the Formulation of a Simplified Barangay Peace and Order and Public Safety (BPOPS) Plan
  - 1.3.6. DILG MC No. 2019-72, Guidelines on Accreditation of Civil Society Organizations and Selection of Representatives to Local Special Bodies.
  - 1.3.7. DILG MC No. 2019-125, Guidelines for the Local Government Units in the Implementation of Executive Order No. 70 s., 2018.

### 2. PURPOSE

This MC shall harmonize and codify existing policies affecting POCs, and provide additional guidelines concerning Peace and Order and Public Safety Plans (POPSP), POPSP Policy Compliance Monitoring System (POPSP-PCMS), and POC Performance Audit.

### 3. COVERAGE

This MC shall cover the National, Regional, Provincial, City, and Municipal POCs and Secretariats nationwide, and all other concerned agencies, offices, and stakeholders.

### 4. OPERATIONAL DEFINITION OF TERMS

- 4.1. **Accreditation** refers to the process of granting authorization, within 60 days from the organization of the newly elected Sanggunian, to an organization for purpose of representation to a local special body. Selection of CSO representatives to the Local Special Bodies (LSBs) are specified in DILG MC No. 2019-72.
- 4.2. **Civil Society Organization (CSO)** refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organization, civic organization, cooperative, social movement, professional group, and business group. (DILG MC No. 2019-72)
- 4.3. **Confidential Fund (CF)** refers to the lump-sum amount provided in appropriation ordinance for confidential expenses, which expenses are pertaining/related to surveillance activities in civilian government agencies that are intended to support the mandate or operations of the agency. The computation of allowable CF of an LGU shall be based on the budget of the LGU's peace and order programs only and shall not exceed 30% of the total

annual amount allocated for the LGU's peace and order programs. The Confidential Fund is a separate fund from the peace and order programs budget. (COA-DBM-DILG-Governance Commission for GOCCs-DND Joint Circular No. 2015-01)

- 4.4. **Crisis** or emergency is a threatening condition that requires urgent action or response (National Crisis Management Core Manual 2012).
- 4.5. **Crisis Management** involves plans and institutional arrangement to engage and guide the efforts of government, non-government, voluntary and private agencies in comprehensive and coordinated ways to respond to the entire spectrum of crisis needs (National Crisis Management Core Manual 2012).
- 4.6. **Crisis Management Committee** is a committee that takes decisive actions to resolve a crisis or emergency.
- 4.7. **Internal Security Operations (ISO) Coordinating Center** is a mechanism, structure and procedure focused on the coordination of ISO efforts of civil authorities and agencies, military and police. The Infantry Division Commander or equivalent commander shall act as the coordinating officer.
- 4.8. **Local Special Bodies (LSBs)** refer to the Local Development Council, Local Health Board, Local School Board, and the Local Peace and Order Council.
- 4.9. **Peace** describes an environment or state of being where conflicts are managed well, individuals and communities are able to fully develop their potentials and at the same time, attain progress, and are able to freely exercise their rights with due regard for the rights of others while being equally mindful of their responsibilities (OPAPP, 2009).
- 4.10. **Peace and Order Programs (POP)** refer to any or a combination of the following programs, activities, and projects which may be included as part of the Peace and Order and Public Safety Plan of an LGU.
- 4.11. **Peace and Order and Public Safety (POPS) Plan** refers to a 3-year term based plan consisting of programs and activities to promote peace and order and public safety in the locality. It is formulated by the local Peace and Order Council within 150 days after a newly elected LCE assumes office. (POPS Planning Guidebook, 2016)
- 4.12. **Provincial/City/Municipal counterparts** are offices of national government agencies (NGA) that are either stationed or devolved at the local government unit (LGU).
- 4.13. **Public Safety Programs (PSP)** covers activities that protect the community from dangers threatening their general welfare and safety, and address the focus areas of: (i) road and vehicle safety, (ii) jail management and (iii) emergency/crisis management and fire safety.
- 4.14. **Regional counterparts** are offices of national government agencies at the regional level.
- 4.15. **Special Action Committee (SAC)** is any committee, task force, or institution created under/thru the POC. The council may create/establish any other SAC to address and prevent specific peace and order and public safety issues and concerns.

## 5. POLICY CONTENT AND GUIDELINES

### 5.1. NATIONAL PEACE AND ORDER COUNCIL (NPOC)

5.1.1. **Composition:** The NPOC shall be chaired by the Secretary of Interior and Local Government (SILG) with the following members:

- The Director-General of the National Security Council;
- The Executive Secretary;
- The Secretary of Foreign Affairs;
- The Secretary of National Defense;
- The Secretary of Justice;
- The Secretary of Agriculture;
- The Secretary of Agrarian Reform;
- The Secretary of Public Works;
- The Secretary of Social Welfare and Development;
- The Secretary of Health;
- The Secretary of Trade and Industry;
- The Secretary of Transportation;
- The Secretary of Education;
- The Secretary of Environment and Natural Resources;
- The Press Secretary;

- The Presidential Adviser on the Peace Process;
- The Chairperson of the Dangerous Drugs Board;
- The Chairperson of the National Commission on Indigenous Peoples;
- The Presidential Adviser on the Peace Process;
- The Director-General of the Presidential Management Staff;
- The Director-General of the Philippine Information Agency;
- The Chairperson of the Presidential Anti-Graft Commission;
- The Chief of Staff of the Armed Forces of the Philippines;
- The Chief of the Philippine National Police;
- The Director of the National Bureau of Investigation; and
- Three (3) Representatives from the Civil Society Organizations (CSOs).

- 5.1.1.1. The Chairperson of the NPOC, upon consultation with the NPOC members, shall recommend three (3) NGA-registered/-accredited CSOs, as members of the Council, provided, that the CSOs concerned are involved in peace and order and public safety services, and issued with security clearance from the National Intelligence Coordinating Agency.
- 5.1.1.2. The recommended CSOs shall be represented by their highest ranking official to sit in the Council, and who shall be appointed by the President of the Philippines.
- 5.1.1.3. The NPOC Chairperson, may recommend to the President the revocation of the membership of a CSO representative, as may be necessary.

#### **5.1.2. Duties and Functions of the NPOC**

- 5.1.2.1. Convene the National Council at least twice a year, or as often as the need arises;
- 5.1.2.2. Contribute to the strategies of the National Security Council that would effectively respond to peace and order problems.
- 5.1.2.3. Coordinate with Sub-National POCs and monitor the implementation of peace and order plans.
- 5.1.2.4. Invite other concerned agencies which are not included in E.O. No. 773, s. 2009, to join or participate in NPOC meetings and/or activities, as may be necessary.
- 5.1.2.5. Provide a forum for inter-disciplinary dialogue and deliberation of major issues and concerns affecting peace and order and public safety nationwide.
- 5.1.2.6. Recommend strategic actions or activities aimed at promoting, improving, and maintaining peace and order and public safety.
- 5.1.2.7. Develop performance standards of Sub-National POCs.
- 5.1.2.8. Link performance of Sub-National POCs to awards and incentives, appropriate interventions, and legal and administrative measures.
- 5.1.2.9. Perform such other functions as may be directed by law, by the NPOC Chairperson, or by the President.

#### **5.1.3. NPOC Secretariat Composition**

- 5.1.3.1. The NPOC Secretariat shall be composed of the following officials and personnel from the Bureau of Local Government Supervision (BLGS):
  - Secretariat Head :BLGS Director;
  - Assistant Secretariat Head :BLGS Assistant Director; and
  - Members :POC Project Management Office.

#### **5.1.4. Duties and Functions of the NPOC Secretariat**

- 5.1.4.1. Cause the reorganization of NPOC within 60 days after the assumption of office of the newly-elected President of the Philippines.
- 5.1.4.2. Facilitate the selection process of the NPOC CSO membership through the following:
  - a. Call for nomination;
  - b. Review CSO profiles; and
  - c. Endorse and recommend CSO nominees to the NPOC Chair.

- 5.1.4.3. Undertake liaising and coordination of activities with appropriate agencies of the government.
- 5.1.4.4. Provide technical and administrative assistance to NPOC.
- 5.1.4.5. Propose programs, projects, services, and activities (PPSAs) contributing to the furtherance of peace and order and public safety situation at the national level.
- 5.1.4.6. Recommend NPOC agenda, and prepare resolutions, minutes of the meeting, and other documents.
- 5.1.4.7. Monitor and consolidate semestral regional reports on POC activities and accomplishments.
- 5.1.4.8. Maintain systems and database for POC-related reports and records.
- 5.1.4.9. Perform such other tasks as may be directed by the Council.

## **5.2. REGIONAL PEACE AND ORDER COUNCIL (RPOC)**

### **5.2.1. Composition:** The RPOC shall be composed of the following:

- Provincial Governors;
  - Mayors of Highly Urbanized Cities (HUCs);
  - President of the League of Municipalities;
  - One (1) Representative of the Mayors of the Component Cities to be chosen from among themselves;
  - Regional counterparts of the departments, offices, and agencies enumerated in number 5.1.1. above, wherever applicable;
  - Commander of the AFP Infantry Division;
  - Three (3) representatives from the Civil Society Organizations (CSOs).
- 5.2.1.1. Departments, offices and agencies with no regional and/or field offices shall not sit in the RPOC.
  - 5.2.1.2. The DILG Regional Director shall perform as a member and as the RPOC Secretariat Head.
  - 5.2.1.3. There shall be a Chairperson to be appointed from among the members of the Council. The RPOC Secretariat shall submit 3-5 nominees for Chairperson to the NPOC Chairperson, within thirty (30) days after the assumption into office of the local elective officials every election year.
  - 5.2.1.4. There shall be two (2) Vice Chairpersons: the PNP Regional Director and the AFP Infantry Division Commander. The Vice Chairpersons shall assist the Chairperson in the performance of his/her duties. In the absence of the Chairperson, either of the Vice Chairpersons shall preside over meetings. The Vice Chairpersons shall perform any other function as may be assigned by the RPOC Chairperson, by the NPOC Chairperson, or by the President.
  - 5.2.1.5. The Chairperson and Vice Chairpersons shall be appointed by the Secretary of Interior and Local Government, subject to the confirmation of the President of the Philippines.
  - 5.2.1.6. The Chairperson of the RPOC, upon consultation with the RPOC members shall appoint three (3) Sangguniang Panlalawigan/Panlungsod/Bayan-accredited CSOs, as members of the council, provided, that the CSOs concerned are involved in peace and order and public safety services, and with issued security clearances from the Regional Office, PNP and Infantry Division, AFP.
  - 5.2.1.7. The appointed CSOs shall be represented by their highest ranking official to seat in the council.
  - 5.2.1.8. The RPOC Chairperson, may revoke the membership of a CSO representative, as may be necessary and with concurrence of the majority of the members present during the deliberation.
  - 5.2.1.9. The Chairperson of the RPOC, upon consultation with its members, may expand the composition of the RPOC as may be necessary, provided that the minimum composition is met.

## **5.2.2. Duties and Functions of the RPOC**

- 5.2.2.1. Convene the RPOC quarterly, or as often as the need arises.**
- 5.2.2.2. Adopt the following resolutions:**
  - a. A resolution on the composition of the RPOC immediately after the appointment of the new RPOC Chairperson, and in the event that there is any change in the composition thereof;**
  - b. A resolution on the creation of Special Action Committees, as may be necessary;**
  - c. An annual resolution on the schedule of the quarterly meetings;**
  - d. A resolution on the composition of the RPOC Secretariat;**
  - e. A resolution on the designation and location of the Regional ISO Coordinating Center; and**
  - f. Such other resolutions, as may be necessary.**
- 5.2.2.3. Invite other concerned agencies which are not included in E.O. No. 773, s. 2009, (e.g. intelligence communities or agencies) to join or participate in RPOC meetings and/or activities, as may be necessary.**
- 5.2.2.4. Provide a forum for inter-disciplinary dialogue and deliberation of major issues and concerns affecting peace and order and public safety within their respective areas of jurisdictions.**
- 5.2.2.5. Recommend strategic actions or activities aimed at promoting, improving, or enhancing peace and order and public safety measures, including anti-insurgency measures within their respective areas of jurisdictions.**
- 5.2.2.6. Recommend measures to converge and orchestrate internal security operations efforts of civil authorities and agencies, military, and police.**
- 5.2.2.7. Formulate and adopt an effective mechanism for the coordination, cooperation, and consultation involving the local executives, citizenry, and law enforcement agencies under R.A. 6975, as amended, in the adoption of the Community and Service-Oriented Policing (CSOP) System.**
- 5.2.2.8. Apply moral suasion to and/or recommend sanctions against local chief executives who are giving material and political support to the insurgents.**
- 5.2.2.9. Monitor the provision of livelihood and infrastructure development programs and projects in the remote rural and indigenous population areas to isolate them from the insurgents' ideological, political, and organizational works.**
- 5.2.2.10. Create Special Action Committees (SACs), as may be necessary, to prevent or address issues or incidents on peace and order and public safety.**
- 5.2.2.11. Serve as the convergence mechanism to support the Enhanced Comprehensive Local Integration Program (E-CLIP) Committee in its implementation, at the Provincial and HUC POC level.**
- 5.2.2.12. Support the implementation of Ending Local Communist Armed Conflict (ELCAC) initiatives.**
- 5.2.2.13. Monitor the functionality of the POCs through an annual conduct of POC performance audit, the implementation of LGU POPS Plans, and reporting in the POPSP-PCMS.**
- 5.2.2.14. Provide regular staff and financial assistance from the Office of the RPOC Chairperson to support the RPOC Secretariat.**
- 5.2.2.15. Perform such other functions as may be directed by law, the NPOC Chairperson, or the President.**

## **5.2.3. RPOC Secretariat Composition**

- 5.2.3.1. The RPOC Secretariat shall be composed of the following officials and personnel from the DILG Regional Offices and regular staff support from the RPOC Chair:**
  - a. Secretariat Head :DILG Regional Director;**
  - b. Assistant Secretariat :DILG Assistant Regional Director;**

- c. Members
- :LGMED Chief as Regional Focal Person;
  - :Alternate Regional Focal Person;
  - :Research Analyst;
  - :Information Technology (IT) Staff;
  - :Administrative Staff;
  - :Regular staff/s from the Office of the RPOC Chair; and
  - :Additional personnel, subject to availability of funds and the usual accounting and auditing rules and regulations.

5.2.3.2. In the event that a member performs the function of other members stated in 5.2.3.1., indicate the roles and responsibilities of each individual in the resolution stated in 5.2.2.d.

5.2.3.3. The Secretariat Head may issue directives and guidelines to ensure effective performance of the tasks of the Secretariat.

#### 5.2.4. Duties and Functions of the RPOC Secretariat

5.2.4.1. The RPOC Secretariat Head shall cause the reorganization of the RPOC pending the appointment of the RPOC Chairperson after a national and local election through the following:

- a. Convene the prospective members of the RPOC;
- b. Nominate 3-5 LCE RPOC members for Chairpersonship;
- c. Submit to NPOC Secretariat the list of nominees for chairpersonship and the names of the RPOC Vice Chairpersons;
- d. Call for CSO nomination for RPOC representation;
- e. Review CSO profiles; and
- f. Endorse and recommend CSO nominees to the RPOC Chair.

5.2.4.2. Assist the Chairperson and Vice Chairpersons in the conduct of RPOC meetings.

5.2.4.3. Provide technical and administrative assistance to the RPOC.

5.2.4.4. Propose PPSAs contributing to the furtherance of peace and order and public safety situation at the regional level, consistent to national thrusts.

5.2.4.5. Recommend RPOC agenda, and prepare resolutions, minutes of the meeting, and other documents.

5.2.4.6. Prepare and submit to the NPOC, through the NPOC Secretariat, (i) Semestral RPOC Accomplishment Written Report and (ii) Annual Audio Visual Presentation (AVP) Physical and Financial Accomplishment Report.

5.2.4.7. Monitor, consolidate, and submit the following status reports to the NPOC Secretariat:

- a. Conduct of the annual POC performance audit;
- b. Formulation and development of LGU POPS Plans;
- c. Encoding in the POPSP-PCMS.

5.2.4.8. Provide technical support or assistance to activities related to the Enhanced Comprehensive Local Integration Program (E-CLIP), ELCAC Task Force, and other peace and order and public safety related programs in the region; and

5.2.4.9. Perform such other tasks as may be directed by law, the RPOC Chairperson or the NPOC Chairperson.

### 5.3. PROVINCIAL PEACE AND ORDER COUNCIL

5.3.1. **Composition:** The PPOC shall be composed of the following:

- Provincial Governor;
- Provincial Vice-Governor;
- One (1) Representative from the Sangguniang Panlalawigan—the Chairperson of the Committee on Peace and Order and Public Safety;
- Provincial counterparts of the departments, offices, and agencies, as enumerated in number 5.1.1. above, wherever applicable; and

- Three (3) representatives from Civil Society Organizations.
- 5.3.1.1. Departments, offices, and agencies with no regional and/or field offices shall not sit in the PPOC.
- 5.3.1.2. The Chairperson of the PPOC shall be the Provincial Governor, while the Provincial Vice-Governor as the Vice Chairperson.
- 5.3.1.3. The DILG Provincial Director shall perform as a member and as the PPOC Head Secretariat.
- 5.3.1.4. The Chairperson of the PPOC, upon consultation with the PPOC members shall appoint three (3) Sangguniang Panlalawigan-accredited CSOs, as members of the council, provided, that the CSOs concerned are involved in peace and order and public safety services, and with issued security clearances from the Provincial Office, PNP and Infantry Division, AFP.
- 5.3.1.5. The appointed CSOs shall be represented by their highest ranking official to seat in the council.
- 5.3.1.6. The PPOC Chairperson, may revoke the membership of a CSO representative, as may be necessary and with concurrence of the majority of the members present during the deliberation.
- 5.3.1.7. The guidelines on accreditation of CSOs and selection of representatives to POC are specified in DILG MC No. 2019-72.
- 5.3.1.8. The Chairperson of the PPOC, upon consultation with its members, may expand the composition of the PPOC as may be necessary, provided that the minimum composition is met.

### **5.3.2. Duties and Functions of the PPOC**

- 5.3.2.1. Convene the PPOC quarterly, or as often as the need arises;
- 5.3.2.2. Adopt the following resolutions:
  - a. A resolution on the composition of the PPOC immediately after the assumption of the new PPOC Chairperson, and in the event that there is any change in the composition thereof;
  - b. A resolution on the creation of Special Action Committees;
  - c. An annual resolution on the schedule of the quarterly meetings;
  - d. A resolution on the composition of the PPOC Secretariat;
  - e. A resolution on the approval of Provincial POPS Plan; and
  - f. Such other resolutions, as may be necessary.
- 5.3.2.3. Invite other concerned agencies which are not included in E.O. No. 773, s. 2009, (e.g. intelligence communities or agencies) to join or participate in PPOC meetings and/or activities, as may be necessary;
- 5.3.2.4. Formulate a 3-year Local Peace and Order and Public Safety Plan (POPS) Plan, to be incorporated/and consistent with the Provincial Development and Physical Framework Plan (PDPFP).
- 5.3.2.5. Create a Special Action Committee (SAC) on Anti-Insurgency and Anti-Criminality, Crisis Management, and other SACs, to prevent or address the issues or incidents on peace and order and public safety.
- 5.3.2.6. Create a Technical Working Group (TWG) for the purpose of POPS Planning, following the guidelines prescribed by this Omnibus and other DILG issuances on the tools and processes on POPS Planning.
- 5.3.2.7. Provide a forum for inter-disciplinary dialogue and deliberation of major issues and concerns affecting peace and order and public safety within their respective areas of jurisdictions.
- 5.3.2.8. Recommend strategic actions or activities aimed at promoting, improving, or enhancing peace and order and public safety measures, including anti-insurgency measures within their respective areas of jurisdictions.
- 5.3.2.9. Recommend measures to converge and orchestrate internal security operations efforts of civil authorities and agencies, military, and police.
- 5.3.2.10. Formulate and adopt an effective mechanism for the coordination, cooperation, and consultation involving the local executives, citizenry, and law enforcement

agencies under R.A. 6975, as amended, in the adoption of the Community and Service-Oriented Policing (CSOP) System.

- 5.3.2.11. Apply moral suasion to and/or recommend sanctions against local chief executives who are giving material and political support to the insurgents.
- 5.3.2.12. Monitor the provision of livelihood and infrastructure development programs and projects in the remote rural and indigenous population areas to isolate them from the insurgents' ideological, political, and organizational works.
- 5.3.2.13. Serve as the convergence mechanism to support the Enhance Comprehensive Local Integration Program (E-CLIP) Committee in its implementation, at the Provincial level.
- 5.3.2.14. Support the implementation of ELCAC initiatives.
- 5.3.2.15. Monitor the functionality of the POCs through an annual conduct of POC performance audit, the implementation of LGU POPS Plans, and reporting in the POPSP-PCMS.
- 5.3.2.16. Provide regular staff and financial assistance from the Office of the PPOC Chairperson to support the PPOC Secretariat.
- 5.3.2.17. Perform such other functions as may be directed by law, the RPOC Chairperson, or the President.

### **5.3.3. PPOC Secretariat Members**

- 5.3.3.1. The PPOC Secretariat shall be composed of the following officials and personnel from the DILG Provincial Offices and support from the PPOC Chairperson:
  - a. Secretariat Head :DILG Provincial Director;
  - b. Members :DILG Staff as Regional Focal Person;  
:Research Analyst;  
:Information Technology (IT) Staff;  
:Administrative Staff;  
:Regular support staff/s from the Office of the PPOC Chair; and  
:Additional personnel, subject to availability of funds and the usual accounting and auditing rules and regulations.
- 5.3.3.2. In the event that a member performs the function of other members stated in 5.2.3.1., indicate the roles and responsibilities of each individual in the resolution stated in 5.3.2.2.d.
- 5.3.3.3. The Secretariat Head may issue directives and guidelines to ensure effective performance of the tasks of the Secretariat.

### **5.3.4. Duties and Responsibilities of the PPOC Secretariat**

- 5.3.4.1. The PPOC Secretariat Head shall cause the reorganization of the PPOC upon assumption of the new PPOC Chairperson after a national and local election through the following:
  - a. Convene the prospective members of the PPOC;
  - b. Call for CSO nomination for PPOC representation;
  - c. Review CSO profiles; and
  - d. Endorse and recommend CSO nominees to the PPOC Chair.
- 5.3.4.2. Assist the Chairperson and Vice Chairperson in the conduct of PPOC meetings.
- 5.3.4.3. Provide technical and administrative assistance to the PPOC.
- 5.3.4.4. Propose PPSAs contributing to the furtherance of peace and order and public safety situation at the provincial level, consistent to national thrusts.
- 5.3.4.5. Recommend PPOC agenda, and prepare resolutions, minutes of the meeting, and other documents.
- 5.3.4.6. Monitor, consolidate, and submit the following status reports to the RPOC Secretariat:
  - a. Conduct of the annual POC performance audit;
  - b. Formulation and development of LGU POPS Plans;



- c. Encoding in the POPSP-PCMS.
- 5.3.4.7. Prepare and submit the following accomplishment reports through the POPSP-PCMS, based on the timeline provided in 9.3.4.:
  - a. Reporting Forms 1 (semestral) and 2 (annual);
  - b. PPOC Secretariat semestral accomplishment report;
- 5.3.4.8. Provide technical support or assistance to activities related to the Enhanced Comprehensive Local Integration Program (E-CLIP), ELCAC Task Force, and other peace and order and public safety related programs in the region; and
- 5.3.4.9. Perform such other tasks as may be directed by law, the RPOC Chairperson or the NPOC Chairperson.

#### **5.4. HIGHLY URBANIZED CITY (HUC)/INDEPENDENT COMPONENT CITY (ICC) PEACE AND ORDER COUNCIL (HUCPOC/ICCPOC)**

**5.4.1. Composition:** The HUCPOC/ICCPOC shall be composed of the following:

- Mayor;
- Vice Mayor;
- One (1) Sangguniang Panlungsod Member—the Chairperson of the Committee on Peace and Order and Public Safety;
- The Liga ng mga Barangay City or Municipal Federation President;
- City counterparts of the departments, offices, and agencies as enumerated in number 5.1.1. above, wherever applicable; and
- Three (3) representatives from Civil Society Organizations.

- 5.4.1.1. Departments, offices, and agencies with no regional and/or field offices shall not sit in the HUCPOC/ICCPOC.
- 5.4.1.2. The Chairperson of the HUCPOC/ICCPOC shall be the City Mayor, while the City Vice-Mayor as the Vice Chairperson.
- 5.4.1.3. The DILG City Director shall perform as a member and as the HUCPOC/ICCPOC Head Secretariat.
- 5.4.1.4. The Chairperson of the HUCPOC/ICCPOC, upon consultation with the its members shall appoint three (3) Sangguniang Panlungsod-accredited CSOs, as members of the council, provided, that the CSOs concerned are involved in peace and order and public safety services, and with issued security clearances from the City Office, PNP and Infantry Division, AFP.
- 5.4.1.5. The appointed CSOs shall be represented by their highest ranking official to seat in the council.
- 5.4.1.6. The HUCPOC/ICCPOC Chairperson, may revoke the membership of a CSO representative, as may be necessary and with concurrence of the majority of the members present during the deliberation.
- 5.4.1.7. The guidelines on accreditation of CSOs and selection of representatives to POC are specified in DILG MC No. 2019-72.
- 5.4.1.8. The Chairperson of the HUCPOC/ICCPOC, upon consultation with its members, may expand the composition of the council, as may be necessary, provided that the minimum composition is met.

#### **5.4.2. Duties and Functions of the HUCPOC/ICCPOC**

- 5.4.2.1. Convene the HUCPOC/ICCPOC quarterly, or as often as the need arises;
- 5.4.2.2. Adopt the following resolutions:
  - a. A resolution on the composition of the HUCPOC/ICCPOC immediately after the assumption of the new Chairperson, and in the event that there is any change in the composition thereof;
  - b. A resolution on the creation of Special Action Committees;
  - c. An annual resolution on the schedule of the quarterly meetings;
  - d. A resolution on the composition of the HUCPOC/ICCPOC Secretariat;
  - e. A resolution on the approval of HUCPOC/ICCPOC POPS Plan; and

- f. Such other resolutions, as may be necessary.
- 5.4.2.3. Invite other concerned agencies which are not included in E.O. No. 773, s. 2009, (e.g. intelligence communities or agencies) to join or participate in PPOC meetings and/or activities, as may be necessary.
- 5.4.2.4. Formulate a 3-year Local Peace and Order and Public Safety Plan (POPS) Plan, to be incorporated/and in consistent with the Comprehensive Development Plan (CDP).
- 5.4.2.5. Create a Special Action Committee (SAC) on Anti-Insurgency and Anti-Criminality, Crisis Management, and other SACs, to prevent or address the issues or incidents on peace and order and public safety.
- 5.4.2.6. Create a Technical Working Group (TWG) for the purpose of POPS Planning, following the guidelines prescribed by this Omnibus and other DILG issuances on the tools and processes on POPS Planning.
- 5.4.2.7. Provide a forum for inter-disciplinary dialogue and deliberation of major issues and concerns affecting peace and order and public safety within their respective areas of jurisdictions.
- 5.4.2.8. Recommend strategic actions or activities aimed at promoting, improving, or enhancing peace and order and public safety measures, including anti-insurgency measures within their respective areas of jurisdictions.
- 5.4.2.9. Recommend measures to converge and orchestrate internal security operations efforts of civil authorities and agencies, military, and police.
- 5.4.2.10. Formulate and adopt an effective mechanism for the coordination, cooperation, and consultation involving the local executives, citizenry, and law enforcement agencies under R.A. 6975, as amended, in the adoption of the Community and Service-Oriented Policing (CSOP) System.
- 5.4.2.11. Apply moral suasion to and/or recommend sanctions against local chief executives who are giving material and political support to the insurgents.
- 5.4.2.12. Monitor the provision of livelihood and infrastructure development programs and projects in the remote rural and indigenous population areas to isolate them from the insurgents' ideological, political, and organizational works.
- 5.4.2.13. Serve as the convergence mechanism to support the Enhance Comprehensive Local Integration Program (E-CLIP) Committee in its implementation, at the Provincial level.
- 5.4.2.14. Support the implementation of ELCAC initiatives.
- 5.4.2.15. Participate in the conduct annual POC performance audit.
- 5.4.2.16. Provide regular staff and financial assistance from the Office of the HUCPOC/ICCPOC Chairperson to support the HUCPOC/ICCPOC Secretariat.
- 5.4.2.17. Perform such other functions as may be directed by law or higher authorities.

#### **5.4.3. HUCPOC/ICCPOC SECRETARIAT MEMBERS**

5.4.3.1. The HUCPOC/ICCPOC Secretariat shall be composed of the following officials and personnel from the DILG Provincial Offices and support from the HUCPOC/ICCPOC Chairperson:

- c. Secretariat Head :DILG City Director;
- d. Members :DILG Staff as City Focal Person;
- :Research Analyst;
- :Information Technology (IT) Staff;
- :Administrative Staff;
- :Regular support staff/s from the Office of the HUCPOC/ICCPOC Chair; and
- :Additional personnel, subject to availability of funds and the usual accounting and auditing rules and regulations.

5.4.3.2. In the event that a member performs the function of other members stated in 5.4.3.1., indicate the roles and responsibilities of each individual in the resolution stated in 5.4.2.2.d.

5.4.3.3. The Secretariat Head may issue directives and guidelines to ensure effective performance of the tasks of the Secretariat.

#### **5.4.4. Duties and Responsibilities of the HUCPOC/ICCPOC Secretariat**

- 5.4.4.1. The HUCPOC/ICCPOC Secretariat Head shall cause the reorganization of the HUCPOC/ICCPOC upon assumption of the new POC Chairperson after a national and local election through the following:
- a. Convene the prospective members of the HUCPOC/ICCPOC;
  - b. Call for CSO nomination for HUCPOC/ICCPOC representation;
  - c. Review CSO profiles; and
  - d. Endorse and recommend CSO nominees to the HUCPOC/ICCPOC Chair.
- 5.4.4.2. Assist the Chairperson and Vice Chairperson in the conduct of HUCPOC/ICCPOC meetings.
- 5.4.4.3. Provide technical and administrative assistance to the HUCPOC/ICCPOC.
- 5.4.4.4. Propose PPSAs contributing to the furtherance of peace and order and public safety situation at the provincial level, consistent to national thrusts.
- 5.4.4.5. Recommend HUCPOC/ICCPOC agenda, and prepare resolutions, minutes of the meeting, and other documents.
- 5.4.4.6. Submit the following status reports to the RPOC Secretariat:
- a. Conduct of the annual POC performance audit;
  - b. Formulation and development of LGU POPS Plans;
  - c. Encoding in the POPSP-PCMS.
- 5.4.4.7. Prepare and submit the following accomplishment reports through the POPSP-PCMS, based on the timeline provided in 7.1.4.:
- a. Reporting Forms 1 (semestral) and 2 (annual);
  - b. PPOC Secretariat semestral accomplishment report;
- 5.4.4.8. Provide technical support or assistance to activities related to the Enhanced Comprehensive Local Integration Program (E-CLIP), ELCAC Task Force, and other peace and order and public safety related programs in the region; and
- 5.4.4.9. Perform such other tasks as may be directed by law, the RPOC Chairperson or the NPOC Chairperson.

### **5.5. COMPONENT CITY (CC)/ MUNICIPAL PEACE AND ORDER COUNCIL (CCPOC/MPOC)**

**5.5.1. Composition:** The Component City (CC)/Municipal Peace and Order Council (CCPOC/MPOC) shall be composed of the following:

- Mayor;
- Vice Mayor;
- One (1) Sangguniang Panlungsod/Bayan Member—the Chairperson of the Committee on Peace and Order and Public Safety;
- The Liga ng mga Barangay President;
- Counterparts of the departments, offices, and agencies as enumerated in number 5.1.1. above, wherever applicable; and
- Three (3) representatives from Civil Society Organizations.

- 5.5.1.1. Departments, offices, and agencies with no regional and/or field offices shall not sit in the CCPOC/MPOC.
- 5.5.1.2. The Chairperson of the CCPOC/MPOC shall be the City/Municipal Mayor, while the City/Municipal Vice-Mayor as the Vice Chairperson.
- 5.5.1.3. The City or Municipal Local Government Operations Officer (C/MLGOO) shall perform as a member and as the CCPOC/MPOC Head Secretariat.
- 5.5.1.4. The Chairperson of the CCPOC/MPOC, upon consultation with the its members shall appoint three (3) Sangguniang Panlungsod/Bayan-accredited CSOs, as members of the council, provided, that the CSOs concerned are involved in peace and order and public safety services, and with issued security clearances from the Provincial Office, PNP and Infantry Division, AFP.

- 5.5.1.5. The appointed CSOs shall be represented by their highest ranking official to seat in the council.
- 5.5.1.6. The CCPOC/MPOC Chairperson, may revoke the membership of a CSO representative, as may be necessary and with concurrence of the majority of the members present during the deliberation.
- 5.5.1.7. The guidelines on accreditation of CSOs and selection of representatives to POC are specified in DILG MC No. 2019-72.
- 5.5.1.8. The Chairperson of the CCPOC/MPOC, upon consultation with its members, may expand the composition of the council, as may be necessary, provided that the minimum composition is met.

## **5.5.2. Duties and Functions of the CCPOC/MPOC**

- 5.5.2.1. Convene the CCPOC/MPOC quarterly, or as often as the need arises;
- 5.5.2.2. Adopt the following resolutions:
  - a. A resolution on the composition of the CCPOC/MPOC immediately after the assumption of the new Chairperson, and in the event that there is any change in the composition thereof;
  - b. A resolution on the creation of Special Action Committees;
  - c. An annual resolution on the schedule of the quarterly meetings;
  - d. A resolution on the composition of the CCPOC/MPOC Secretariat;
  - e. A resolution on the approval of CCPOC/MPOC POPS Plan; and
  - f. Such other resolutions, as may be necessary.
- 5.5.2.3. Invite other concerned agencies which are not included in E.O. No. 773, s. 2009, (e.g. intelligence communities or agencies) to join or participate in PPOC meetings and/or activities, as may be necessary.
- 5.5.2.4. Formulate a 3-year Local Peace and Order and Public Safety Plan (POPS) Plan, to be incorporated/and consistent with the Comprehensive Development Plan (CDP).
- 5.5.2.5. Create a Special Action Committee (SAC) on Anti-Insurgency and Anti-Criminality, Crisis Management, and other SACs, to prevent or address the issues or incidents on peace and order and public safety.
- 5.5.2.6. Create a Technical Working Group (TWG) for the purpose of POPS Planning, following the guidelines prescribed by this Omnibus and other DILG issuances on the tools and processes on POPS Planning.
- 5.5.2.7. Provide a forum for inter-disciplinary dialogue and deliberation of major issues and concerns affecting peace and order and public safety within their respective areas of jurisdictions.
- 5.5.2.8. Recommend strategic actions or activities aimed at promoting, improving, or enhancing peace and order and public safety measures, including anti-insurgency measures within their respective areas of jurisdictions.
- 5.5.2.9. Recommend measures to converge and orchestrate internal security operations efforts of civil authorities and agencies, military, and police.
- 5.5.2.10. Formulate and adopt an effective mechanism for the coordination, cooperation, and consultation involving the local executives, citizenry, and law enforcement agencies under R.A. 6975, as amended, in the adoption of the Community and Service-Oriented Policing (CSOP) System.
- 5.5.2.11. Apply moral suasion to and/or recommend sanctions against local chief executives who are giving material and political support to the insurgents.
- 5.5.2.12. Monitor the provision of livelihood and infrastructure development programs and projects in the remote rural and indigenous population areas to isolate them from the insurgents' ideological, political, and organizational works.
- 5.5.2.13. Serve as the convergence mechanism to support the Enhance Comprehensive Local Integration Program (E-CLIP) Committee in its implementation, at the Provincial level.
- 5.5.2.14. Support the implementation of ELCAC initiatives.
- 5.5.2.15. Participate in the conduct annual POC performance audit.

5.5.2.16. Provide regular staff and financial assistance from the Office of the CCPOC/MPOC Chairperson to support the CCPOC/MPOC Secretariat.

5.5.2.17. Perform such other functions as may be directed by law or higher authorities.

### **5.5.3. CCPOC/MPOC Secretariat Members**

5.5.3.1. The CCPOC/MPOC Secretariat shall be composed of the following officials and personnel from the DILG Provincial Offices and support from the CCPOC/MPOC Chairperson:

- a. Secretariat Head :CLGOO or MLGOO;
- b. Members :DILG Staff as Focal Person;  
:Research Analyst;  
:Information Technology (IT) Staff;  
:Administrative Staff;  
:Regular support staff/s from the Office of the CCPOC/MPOC Chair; and  
:Additional personnel, subject to availability of funds and the usual accounting and auditing rules and regulations.

5.5.3.2. In the event that a member performs the function of other members stated in 5.5.3.1., indicate the roles and responsibilities of each individual in the resolution stated in 5.5.2.2.c.

5.5.3.3. The Secretariat Head may issue directives and guidelines to ensure effective performance of the tasks of the Secretariat.

### **5.5.4. Duties and Responsibilities of the CCPOC/MPOC Secretariat**

5.5.4.1. The CCPOC/MPOC Secretariat Head shall cause the reorganization of the CCPOC/MPOC upon assumption of the new POC Chairperson after a national and local election through the following:

- a. Convene the prospective members of the CCPOC/MPOC;
- b. Call for CSO nomination for CCPOC/MPOC representation;
- c. Review CSO profiles; and
- d. Endorse and recommend CSO nominees to the CCPOC/MPOC Chair.

5.5.4.2. Assist the Chairperson and Vice Chairperson in the conduct of CCPOC/MPOC meetings.

5.5.4.3. Provide technical and administrative assistance to the CCPOC/MPOC.

5.5.4.4. Propose PPSAs contributing to the furtherance of peace and order and public safety situation at the provincial level, consistent to national thrusts.

5.5.4.5. Recommend CCPOC/MPOC agenda, and prepare resolutions, minutes of the meeting, and other documents.

5.5.4.6. Submit the following status reports to the PPOC Secretariat:

- a. Conduct of the annual POC performance audit;
- b. Formulation and development of LGU POPS Plan;
- c. Encoding in the POPSP-PCMS.

5.5.4.7. Prepare and submit the following accomplishment reports through the POPSP-PCMS, based on the timeline provided in 7.1.4:

- a. Reporting Forms 1 (semestral) and 2 (annual);
- b. PPOC Secretariat semestral accomplishment report;

5.5.4.8. Provide technical support or assistance to activities related to the Enhanced Comprehensive Local Integration Program (E-CLIP), ELCAC Task Force, and other peace and order and public safety related programs in the region; and

5.5.4.9. Perform such other tasks as may be directed by law, the RPOC Chairperson or the NPOC Chairperson.

## **6. P/C/M POC SPECIAL ACTION COMMITTEES (SAC)**

### **6.1. SAC on Anti-Insurgency**

**6.1.1. Composition:** The Committee shall be chaired by the Highest Ranking AFP Officer in the AOR with the following members, but not limited to:

- a. SAC Chair : Highest ranking Provincial/City/Municipal AFP;
- b. Members : Sanggunian Member;  
: Highest ranking Provincial/City/Municipal DILG;  
: Provincial/City/Municipal Social Welfare and Development Officer;  
: Highest ranking Provincial/City/Municipal PNP; and  
: Other members, as may be necessary.

#### **6.1.2. Duties and Responsibilities**

- 6.1.2.1. Identify specific PPPSAs that will prevent and counter insurgency.
- 6.1.2.2. Identify the point persons or agencies who will take the lead for every anti-insurgency PPPSAs identified.
- 6.1.2.3. Propose cost of implementation, anticipated timeline, and other factors pertaining to the activities.
- 6.1.2.4. Initiate and implement all ELCAC initiatives and all related activities.
- 6.1.2.5. Frame each activity as part of a comprehensive approach.
- 6.1.2.6. Submit identified anti-insurgency and ELCAC activities to the POPS Plan TWG for inclusion in the POPS Plan.
- 6.1.2.7. Implement and monitor the POPS Plan funded PPSAs.
- 6.1.2.8. Closely coordinate with POC Secretariat relative to the implementation of identified activities.
- 6.1.2.9. Submit the following reports:
  - a. Semestral accomplishment report, submit not later than 15<sup>th</sup> day of August for 1<sup>st</sup> Semester and 15<sup>th</sup> day of March for the 2<sup>nd</sup> Semester;
  - b. Annual Report, not later than 15<sup>th</sup> day of March.
- 6.1.2.10. Perform such other tasks as may be directed by the Council.

### **6.2. SAC on Anti-Criminality**

**6.2.1. Composition** The Committee shall be chaired by the Highest Ranking PNP Officer in the AOR with the following members, but not limited to:

- a. SAC Chair : Highest ranking Provincial/City/Municipal PNP;
- b. Members : Highest ranking Provincial/City/Municipal AFP;  
: Highest ranking Provincial/City/Municipal DILG;  
: Provincial/City/Municipal Social Welfare and Development Officer; and  
: Other members, as may be necessary.

#### **6.2.2. Duties and Responsibilities**

- 6.2.2.1. Identify specific PPPSAs that will prevent and counter criminality.
- 6.2.2.2. Identify the point persons or agencies who will take the lead for every anti-criminality activities.
- 6.2.2.3. Propose cost of implementation, anticipated timeline, and other factors pertaining to the activities.
- 6.2.2.4. Frame each activity as part of a comprehensive approach.
- 6.2.2.5. Submit identified anti-criminality activities to the POPS Plan TWG for inclusion in the POPS Plan.
- 6.2.2.6. Implement and monitor the POPS Plan funded PPSAs.
- 6.2.2.7. Closely coordinate with POC Secretariat relative to the implementation of identified activities.
- 6.2.2.8. Submit the following reports:
  - a. Semestral accomplishment report, submit not later than 15<sup>th</sup> day of August for 1<sup>st</sup> Semester and 15<sup>th</sup> day of March for the 2<sup>nd</sup> Semester;

- b. Annual Report, not later than 15<sup>th</sup> day of March.
- 6.2.2.9. Perform such other tasks as may be directed by the Council.

### 6.3. SAC on Public Safety

6.3.1. Composition: The Committee shall be chaired by the Highest Ranking BFP/Fire Protection Officer in the AOR with the following members, but not limited to:

- a. SAC Chair : Highest ranking Provincial/City/Municipal BFP/Fire Protection Officer;
- b. Members : Highest ranking Provincial/City/Municipal BJMP/Jail Officer;  
: Highest ranking Provincial/City/Municipal DILG;  
: Highest ranking Provincial/City/Municipal Health Officer; and  
: Other members, as may be necessary.

#### 6.3.2. Duties and Responsibilities

- 6.3.2.1. Identify specific Public Safety Programs (PSPs) and other related activities.
- 6.3.2.2. Identify the point persons or agencies who will take the lead for every PSP identified.
- 6.3.2.3. Propose cost of implementation, anticipated timeline, and other factors pertaining to the activities.
- 6.3.2.4. Frame each activity as part of a comprehensive approach.
- 6.3.2.5. Submit identified PSPs to the POPS Plan TWG for inclusion in the POPS Plan.
- 6.3.2.6. Implement and monitor the PSPs funded in the POPS Plan.
- 6.3.2.7. Closely coordinate with POC Secretariat relative to the implementation of identified activities.
- 6.3.2.8. Submit the following reports:
  - a. Semestral accomplishment report, submit not later than 15<sup>th</sup> day of August for 1<sup>st</sup> Semester and 15<sup>th</sup> day of March for the 2<sup>nd</sup> Semester;
  - b. Annual Report, not later than 15<sup>th</sup> day of March.
- 6.3.2.9. Perform such other tasks as may be directed by the Council.

### 6.4. Crisis Management Committee

6.4.1. Composition: The Committee shall be *chaired by the Chairperson of the POC* and shall designate the following point persons pursuant to Section 1-1 of the National Crisis Management Core Manual of 2012:

- a. Point Persons for:
  - Medical;
  - Legal;
  - Logistics;
  - Community Relations;
  - Public Safety;
  - Social Services; and
  - Technical Advisers, as needed.

#### 6.4.2. Duties and Responsibilities

- 6.4.2.1. Provide and mobilize available resources through an established inter-agency resource sharing protocol.
- 6.4.2.2. Coordinate inter-agency crisis management efforts;
- 6.4.2.3. Ensure that operational demands during crisis are met and all actions are coordinated and complementary.
- 6.4.2.4. Establish an accessible communication lines so that reliable and timely information are received and disseminated to appropriate levels.
- 6.4.2.5. Accomplish the tasks under Predict, Prevent, Prepare, Perform and Post-Action and Assessment pursuant to the Section 1-1 of the National Crisis Management Core Manual of 2012.
- 6.4.2.6. Designate a specific office to undertake or monitor crisis management efforts.
- 6.4.2.7. Perform such other tasks as may be directed by the Council.

**6.5. Other Sub-Committees:** Any committee, task force, or institution created under/thru the POC is considered a sub-committee. The council may create/establish any other sub-committee/s to address specific peace and order and public safety issues and concerns.

**6.6. POPS Plan Technical Working Group (TWG) Composition:**

- a. TWG Chair :Province/City/Municipality Planning Officer;
- b. Members :Province/City/Municipality Budget Officer;  
:League of City/Municipality Federation Presidents (for Provinces);  
:Liga ng mga Barangay President (for City/Municipality);  
:Highest Ranking Regional/Provincial/City/Municipal PNP Officer ;  
:Highest Ranking Regional/Provincial/City/Municipal AFP Officer;  
:Indigenous Peoples' Mandatory Representative, wherever applicable;  
:Highest Ranking Region/Province/City/Municipality DILG Officer;  
:Provincial/City/Municipal Social Welfare and Development Officer;  
:Provincial/City/Municipal Environment and Natural Resources Officer;  
:Province/City/Municipal DRMMO Representative;  
:CSO Representative; and  
:Other members deemed imperative and responsive to the local conditions.

**6.7. Duties and Functions of the POPS Plan TWG:**

- 6.7.1. Lead in the formulation of POPS Plan;
- 6.7.2. Prepare documents that could serve as reference for the profiling of the strategic direction and peace and order and public safety issues in the locality;
- 6.7.3. Conduct data gathering and stakeholder consultations as needed and analyze data gathered;
- 6.7.4. Coordinate with communities or barangays for data-gathering and action planning for the implementation of POPS Plan;
- 6.7.5. Coordinate with POC Sub-Committee Heads relative to the recommended PPSAs for inclusion in the POPS Plan;
- 6.7.6. In coordination with the POC Chair and Secretariat Head, convene the POC and present the POPS Plan for discussion, approval, and appropriate action;
- 6.7.7. Present data to the POC for prioritization of issues and development of strategies;
- 6.7.8. Draft and finalize the POPS Plan;
- 6.7.9. In coordination with the Mayor, convene the POC and present the POPS Plan for discussion, approval, and appropriate action;
- 6.7.10. Take part in the submission and SP/SB adoption of the POPS Plan;
- 6.7.11. Encode the approved POPS Plan in the POPSP-PCMS;
- 6.7.12. Coordinate with internal and external stakeholders for effective communication and monitoring as laid out in the POPS Plan;
- 6.7.13. Ensure inclusion of key programs or strategies (DILG MC No. 2015-128, Annex 3) CSOP, and conflict-sensitivity, if deemed appropriate, in the POPS Plan; and
- 6.7.14. Submit the following reports:
  - a. Semestral accomplishment report, submit not later than 15<sup>th</sup> day of August for 1<sup>st</sup> Semester and 15<sup>th</sup> day of March for the 2<sup>nd</sup> Semester;
  - b. Annual Report, not later than 15<sup>th</sup> day of March.
- 6.7.15. Perform such other tasks as may be directed by the Council.



## **7. PEACE AND ORDER AND PUBLIC SAFETY PLAN (POPS PLAN)**

### **7.1. Steps in the Formulation of POPS Plan (2020-2022):**

- 7.1.1. The POPS Plan must be formulated within the first 200 days of the newly-elected LCE, through the POC (January 15). During the meeting, the overall methodology of POPS Planning must be discussed. This will also be the time to identify the members of the POPS Plan TWG which shall be responsible for the drafting of the POPS Plan. POPS Planning must begin in conjunction with the preparation for the CDP to ensure inclusion in the Local Development Investment Program (LDIP).
- 7.1.2. Once established, the POC Secretariat shall, during the first meeting, orient the POPS Plan TWG regarding their duties and responsibilities, and identify the output and tasking. The POPS Plan TWG members shall provide and agree on the tasking relative to the data gathering process and profiling of POPS. The following documents must be prepared prior to the drafting of POPS Plan:
- LGU Profile;
  - LGU Mission, Vision, and Goals;
  - Comprehensive Development Plan;
  - Barangay Development Plan;
  - BPOPS Plan Summary;
  - Crime Statistics from the Philippine National Police (PNP);
  - Local Anti-Crime Action Plan, if available;
  - Statistics on Insurgency and Terrorism Threats Data from the Armed Forces of the Philippines (AFP), if applicable;
  - Data and Statistics on Children in Conflict with the Law (CICL); and
  - Other accurate facts and figures relative to peace and order and public safety situation of the LGU.
- 7.1.3. Using the gathered data from reliable sources, the POPS Plan TWG shall draft the POPS Plan using the POPS Plan Workbook (Annex A) provided by this omnibus guidelines. The members may choose to conduct a multi-sectoral workshop with the council to further equip each member the necessary skills and knowledge for drafting the plan. The following are the required and sequential content outline of the POPS Plan:
- (A) Review of Local Strategic Direction**  
This chapter contains required sections such as the LGU Socio-Economic Profile, Local Strategic Directions, and the Vision-Mission-Goal Descriptors. The CDP shall serve as the reference document for the completion of this chapter.
- (B) Peace and Order and Public Safety Situation**  
This chapter contains both tabular and narrative formats. It enumerates the different POPS Plan focus areas and its corresponding input indicators. For peace and order, the focus areas are: (1) Crime and Disorder; and (2) Conflict. In addition, there should be a mandatory sub-focus area on Illegal Drugs under Crime and Disorder per Republic Act No. 9165, or the Comprehensive Dangerous Drugs Act of 2002. For Public Safety, the focus areas are: (1) Road and Vehicle Safety; and (2) Emergency/Crisis Management and Fire Safety.
- (C) Priority Peace and Order and Public Safety Challenges**  
This chapter evaluates the data enumerated in Chapter B. Based on those data, the POPS Plan TWG shall identify the LGU POPS issues and challenges.
- (D) Objectives, Strategies, Targets, Indicators, and Baseline Data**  
This chapter identifies the specific objectives to address the issues and challengers in Chapter C. This chapter also elaborates the necessary approaches such as identifying strategies, targets, indicators and baseline data. A Strategy Formulation Matrix by POPS Issue is provided to complete this chapter.

**(E) Critical Policies, Programs, Projects, Services, and Activities**

This chapter identifies imperative actions after formulating the strategies such as critical policies, programs, projects, services, and activities (PPPSAs) for POPS issues. Certain PPPSAs shall be placed per indicated strategies.

**(F) Funding Requirements**

This chapter applies the Annual Investment Program (AIP) as a required template for writing the funding proposal for submission to the Sanggunian for the indicative annual expenditure of the local government. It includes the detailed annual allocation for each PPPSAs and in the regular operational budget items broken down into Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE), and Capital Outlay (CO). An Annual Investment Program or Plan and a narrative of Regulatory Measures are needed to complete this chapter.

**(G) Actual Allocation**

This chapter indicates Target Amount and Allocated Amount corresponding to each PPPSAs identified. The total amount appropriated for POPS Plan each year, General Appropriations Ordinance Number, Date Approved, and the General Appropriation Amount shall be placed thereto, as well as a scanned copy of the said document, to complete the chapter.

**(H) Reporting Form 1**

This chapter shall include the 1<sup>st</sup> semester and 2<sup>nd</sup> semester physical and financial accomplishment report of the POPS Plan. These reports shall be submitted based on the schedule provided in 7.1.4.

**(I) Reporting Form 2**

This chapter is also an accomplishment report. It measures the effectiveness of the POPS Plan through the achievement of the identified objectives to address the issues and challenges indicated in Chapter D.

**(J) POC Secretariat Report**

This chapter contains the narrative or tabular format of the PPPSAs assisted or accomplished by the POC Secretariat for every semester.

**(K) POPS Plan Summary**

This chapter encapsulates all the chapters of POPS Plan in a matrix format, covering the prioritized issues and challenges in Chapter C, formulated strategies in Chapter D, identified PPPSAs in Chapter E, and the calculated funding requirements in Chapter F.

**7.1.4. Schedule of POPS Planning and Submission for the Term 2020-2022**

<b>Activity</b>	<b>Schedule</b>
POPS Planning, Approving and Encoding	
POPS Planning, POC Approval, Endorsement to SB/SP for Funding	September – December 2019
Approved POPS Plan Encoding in POPSP-PCMS	January – March 2020
P/C/M POC POPS Plan Reporting Form Submission thru the POPSP-PCMS	
Form 1-1 <sup>st</sup> Semester	Every 30 <sup>th</sup> of August
Form 1-2 <sup>nd</sup> Semester	Every 30 <sup>th</sup> of March of the ensuing year
Reporting Form 2 (Annual Report)	Every 30 <sup>th</sup> of March of the ensuing year
P/C/M POC Secretariat Report 1 <sup>st</sup> Semester	Every 30 <sup>th</sup> of August
P/C/M POC Secretariat Report 2 <sup>nd</sup> Semester	Every 30 <sup>th</sup> of March of the ensuing year
RPOC Secretariat Report Submission	
RPOC Secretariat Written Report 1 <sup>st</sup> Semester	Every 30 <sup>th</sup> of August

RPOC Secretariat Written Report 2nd Semester	Every 30 <sup>th</sup> of March of the ensuing year
Annual AVP Report	Every 30 <sup>th</sup> of March of the ensuing year

## 8. PEACE AND ORDER AND PUBLIC SAFETY PLAN POLICY COMPLIANCE MONITORING SYSTEM (POPSP-PCMS)

- 8.1. **Background:** The Peace and Order and Public Safety Plan Policy Compliance Monitoring System (POPSP-PCMS) is a system that monitors the POPS Plan implementation of local government units. It simplifies the process of planning and implementation in terms of monitoring and report generations. It also serves as a POC directory both for the councils and Technical Working Group (TWG) of the POPS Plan. Further, it assists LGUs in determining the allowable Confidential Fund (Annual Computation of CF) per Joint Memorandum Circular (JMC) No. 2015-01 dated January 8, 2015, "Guidelines on the Entitlement, Release, Use, Reporting, and Audit of Confidential and/or Intelligence Funds."
- 8.2. **Chapters/Steps in the System (consistent with the POPS Plan):**
- A. Review of Local Strategic Direction;
  - B. Peace and Order and Public Safety Situation;
  - C. Priority Peace and Order and Public Safety Challenges;
  - D. Objectives, Strategies, Targets, Indicators, and Baseline Data;
  - E. Critical Policies, Programs, Projects, Services, and Activities;
  - F. Funding Requirements;
  - G. Actual Allocation;
  - H. Reporting Form 1;
  - I. Reporting Form 2;
  - J. POC Secretariat Report; and
  - K. POPS Plan Summary.
- 8.3. **User Access:** DILG users can access the system through [intranet.dilg.gov.ph](http://intranet.dilg.gov.ph) while Non-DILG users (LGUs) can access the system through [pops.dilg.gov.ph](http://pops.dilg.gov.ph). Below are the different access levels of the POPSP-PCMS:
- A. DILG Central Office Information Systems and Technology Management Service (ISTMS)/POPS IT Officer – Primary Administrator;
  - B. Regional IT Officer (RITO) – Regional Administrator;
  - C. NPOC Secretariat – National Management Level;
  - D. RPOC Secretariat – Regional Management Level;
  - E. PPOC Secretariat – Provincial Encoding And Management Level;
  - F. HUC/ICC/CC/MPOC Secretariat – Encoding Level ;
  - G. Two (2) accounts shall be provided per LGU:
    1. Municipal Local Government Operations Officer (MLGOO); and
    2. POC Representative (preferably permanent employee of the LGU).
- 8.4. **Manual (see Annex B):** The manual serves as the guide in encoding the POPS Plan in the system. It contains screenshots, videos and step-by-step guide on the processes and interface of the system.
- 8.5. **Generated Report Forms in the System:**
- A. Reporting Form 1 (1<sup>st</sup> and 2<sup>nd</sup> Semester);
  - B. Reporting Form 2 (Annual);
  - C. POC Secretariat Report (1<sup>st</sup> and 2<sup>nd</sup> Semester);
  - D. Annual computation of the CF;
  - E. POPS Plan Summary;
  - F. POPS Plan (per Steps);
  - G. Physical and Annual Accomplishments; and
  - H. Regional Summary (Status of Submission of Accomplishment Reports per LGUs).
- 8.6. **Issue Report Template (see Annex C):**  
This template assists the LGUs, DILG IT Officers and Interim NPOC Secretariat on the issues/errors (encoding, uploading and viewing of documents) encountered in the POPSP-PCMS. This report would be the basis of the programmer in investigating and resolving

such system issues/errors. The forms shall be sent to the official e-mail address of the Interim NPOC Secretariat at [npoc.secretariat@gmail.com](mailto:npoc.secretariat@gmail.com).

## **9. ANNUAL PEACE AND ORDER COUNCILS PERFORMANCE AUDIT**

- 9.1. Audit Criteria:** The performance audit process shall be guided by the following pillars:
- 9.1.1. Organization.** POCs should conform to the composition prescribed in Executive Order (EO) No. 773, s. of 2009 titled, *Further Reorganizing Peace and Order Councils*, and other provisions as set by the said EO.
  - 9.1.2. Meetings.** Pursuant to DILG Memorandum Circular (MC) No. 2015-130, POCs must convene the council quarterly, or as often as needed.
  - 9.1.3. Policies, Plan and Budget.** Pursuant to DILG MC No. 2015-128, all POCs shall: (i) formulate a 3-year term-based plan which consists of programs and activities on peace and order and public safety, following the prescribed format of the POPS Planning Guidebook which operationalizes the said Memorandum Circular, and (ii) allocate a substantial portion of their respective annual budgets to enhance enforcement of anti-illegal drug activities, giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents.
  - 9.1.4. Reports.** In accordance with DILG MC No. 2015-130 and DILG MC No. 2017-67, all POCs shall submit accomplishment reports through the Peace and Order and Public Safety Plan Policy Compliance Monitoring System (POPSP-PCMS).
  - 9.1.5. Innovations.** This pillar recognizes the best practices and innovative programs initiated by the POC that have significantly contributed to the maintenance of peace and order in their respective localities.

### **9.2. Structures and Compositions:**

- 9.2.1.** The Regional/Provincial Peace and Order Councils shall form their respective six (6)-member Regional/Provincial Audit Teams (RAT/PAT) through an R/PPOC Resolution. The RAT/PAT shall be chaired by the DILG POC Secretariat Head or representative, with the highest ranking PNP, BFP, BJMP and PDEA in the area or their representatives, CSO representative, as members of the said audit teams.
- 9.2.2.** The National Peace and Order Council shall also form a seven (7)-member National Audit Team (NAT) through any of the following: (1) an NPOC Resolution, (2) Department Order, or (3) any administrative issuance appointing the members of the audit team. The BLGS, as the Interim NPOC Secretariat, shall organize the NAT, to be chaired by the DILG Interim NPOC Secretariat Head, with PNP, DDB, DND, BJMP, BFP and CSO representative as members. The CSO representative shall be determined by the NPOC Chair. The NPOC Chair may also include other members of the NPOC as members of the NAT, as may be deemed necessary.

### **9.3. Mechanism:**

- 9.3.1.** The sub-national POCs shall be divided into different clusters, as follows:
  - Cluster A – 1<sup>st</sup> – 3<sup>rd</sup> Class Municipalities;
  - Cluster B – 4<sup>th</sup> – 6<sup>th</sup> Class Municipalities;
  - Cluster C – Component Cities;
  - Cluster D – HUCs and ICCs;
  - Cluster E – Provinces;
  - Cluster F – Regions;
- 9.3.2.** The PAT shall audit and validate all Municipal and Component City POCs (Clusters A, B and C) within their respective areas of jurisdiction;
- 9.3.3.** The RAT shall audit and validate all Provincial, Highly Urbanized City and Independent Component City POCs (Clusters D and E) within their respective areas of jurisdiction; and
- 9.3.4.** The NAT shall audit and validate all RPOCs (Cluster F).

- 9.4. **Passing Rate:** The DILG shall set a passing rate and its conditions and mechanism to determine the functional and non-functional POCs, as well as, the Best POC and POC Secretariat.
- 9.5. **Awards and Incentives:** These shall be given to the Best POCs and POC Secretariats subject to the availability of funds and the usual accounting and auditing rules and regulations.

## **10. ANNEXES**

The following documents can be accessed and downloaded through [bit.ly/OMNIBUSGUIDELINESPOC](http://bit.ly/OMNIBUSGUIDELINESPOC).

- 10.1. POPS Planning and POPSP-PCMS Manual (Annex A)
- 10.2. POPSP-PCMS Issue Report Template (Annex B)

## **11. REPEALING CLAUSE**

All DILG Memorandum Circulars, or parts thereof, which are inconsistent with this MC are hereby repealed or modified accordingly. Any reference to the functionality of POCs, formulation of POPS Plans and conduct of POC Performance Audit shall be made in reference to this MC.

## **12. REFERENCES**

- 12.1. Section 16, Republic Act No. 7160, or the Local Government Code of 1991.
- 12.2. Section 116, Republic Act No. 7160, or the Local Government Code of 1991.
- 12.3. Section 51, Republic Act No. 6975, or An Act Establishing the Philippine National Police Under a Reorganized Department of the Interior and Local Government, and for Other Purposes.
- 12.4. Executive Order No. 773, s., 2009, or Further Reorganizing the Peace and Order Council.
- 12.5. Executive Order No. 6975, s., 1996, Further Amending Executive Order No. 309, S. Of 1987, Entitled "Reorganizing The Peace And Order Council," As Amended By Executive Order No. 317, S. Of 1988, Executive Order No. 320, S. Of 1988 And Executive Order No. 20, S. Of 1992 And Organizing The Barangay Peace And Order Committees As The Implementing Arm Of The City/Municipal Peace And Order Council At The Barangay Level.
- 12.6. Section 51 (b) (2), Republic Act. No. 6975, or An Act Establishing the Philippine National Police Under a Reorganized Department of the Interior and Local Government, and For Other Purposes.
- 12.7. Executive Order No. 82, s., 2012 or Operationalizing the Practical Guide for National Crisis Managers and the National Crisis Management Core Manual; Establishing National and Local Crisis Management Organizations; and Providing Funds thereof.
- 12.8. Crisis Management Core Manual of 2012.
- 12.9. DILG MC No. 2015-128, Guidelines on the Formulation of Peace and Order and Public Safety Plan (POPS PLAN).
- 12.10. DILG MC No. 2015-130, Guidelines on the Functions of the Peace and Order Councils, Barangay Peace and Order Committees, and the Peace and Order Council Secretariats.
- 12.11. DILG MC No. 2017-64, Compliance to Peace and Order and Anti-Illegal Drug Related Issuances.
- 12.12. DILG MC No. 2017-67, Amending Memorandum Circular No. 2017-64, Entitled "Compliance to Peace and Order and Anti-Illegal Drug Related Issuances".
- 12.13. DILG MC No. 2017-142, Guidelines in the Formulation of a Simplified Barangay Peace and Order and Public Safety (BPOPS) Plan.
- 12.14. DILG MC No. 2019-72, Guidelines on Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies.
- 12.15. DILG MC No. 2019-125, Guidelines for the Local Government Units in the Implementation of Executive Order No. 70 s., 2018.

**13.EFFECTIVITY**

This Memorandum Circular shall take effect immediately.

**14.APPROVING AUTHORITY**

  
**EDUARDO M. AÑO**  
Secretary     
DILG-OBEC 11052018-08481

**15.FEEDBACK**

For queries and clarifications, kindly contact the Policy Compliance Monitoring Division (PCMD) under the Bureau of Local Government Supervision (BLGS), through Telephone No. 876-3454 loc. 4210/4211 or email at [lops.blgs2017@gmail.com](mailto:lops.blgs2017@gmail.com).