



PASAY CITY POLICE STATION MANUAL

CITIZEN'S CHARTER
2024



III. Mission:

The PNP shall enforce the law, prevent and control crimes, maintain peace and order, and ensure public safety and internal security with the active support of the community.

IV. Service Pledge:

Anchored on the provisions set forth by the Philippine Constitution through the enactment of Republic Act No. 6975, we, the personnel of the Philippine National Police oath to embody our philosophy of “Service, Honor and Justice” in every public safety initiative we deemed important to address the diverse concerns of the Filipino people. As a law enforcement agency, we shall indulge ourselves to promote and reflect our core values whilst upholding the vision and mission of the police organization.

Likewise, we adhere to Republic Act No. 11032 entitled “Ease of Doing Business and Efficient Government Service Delivery Act of 2018” by implementing directives to foster apt, convenient, innovative, and client-friendly process flow of various frontline services offered by the agency within the specified processing time. In doing so, we guarantee paperless transactions and accessible payment methods to augment customer satisfaction and received feedbacks to further enhance our delivery of services.

Thereafter, we shall realize our end goal of empowering police-community partnership that is responsive and resilient towards the point pursuit of attaining a safer Pasay City, Philippines to live, work and do business.

LIST OF SERVICES

Pasay City Police Station

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Administrative and Resource Management Section

Cater On-the-Job Training of Students from Different Universities, Colleges and Senior High School

Schedule of Availability:

- ✓ Monday to Sunday
- ✓ 24 hours (8:00 AM – 8:00 AM)

Office or Division:	Administrative and Resource Management Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	✓ Recognized Educational Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Letter of Intent from School for the conduct of OJT signed by the Principal/Dean				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Provide Request Letter addressed to COP for the conduct of OJT of students	Receive the letter and request for Approval of the COP	None	1 day	Training PNCO, ARMS
	Once approved, concerned/ personnel will prepare MOA to be signed by the COP and the requesting party (Dean/Principal)	None	2 days.	
End of Transaction	Duration: 3 days			

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Call the PS1 Hotlines - 0956-800-5277 - 8831-1544
How feedbacks are processed	If the Feedback requires a response they are forwarded to the concerned office
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 - 8831-1544
How complaints are processed?	Complaints are handled by this office for proper investigation
Contact Information of Administrative and Resource Management Section	Email: stocpasaycps@gmail.com

Station Intelligence Section

Request for Threat Assessment

SIS is responsible for the conduct of Threat assessment to individuals as a requirement for the issuance of Permit to Carry Firearms Outside Residence.

Schedule of Availability:

- ✓ Monday to Friday
- ✓ 8:00 AM to 5:00 PM

Office or Division:	Station Intelligence Section
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Any licensed citizen whose life is under actual threat or in imminent danger
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
✓ Letter request addressed to the COP	✓ Requesting party
✓ Proof of Threat (Blotter/Affidavit of Undertaking)	✓ PNP/Requesting party
✓ Personal History Statement/Resume	✓ PNP
✓ Photocopy of PTCFOR	✓ FEO

✓ Photocopy of LTOPF				
✓ NBI Clearance		✓ NBI		
✓ Appointment Order (KSS) (1 certified true copy) for Government Employees		✓ Human Resource/Personnel Department/Office of the government employee		
✓ Office/Government Issued ID		✓ Human Resource/Personnel Department/Office of the government employee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request addressed to COP for the conduct of threat assessment report	<ul style="list-style-type: none"> SIS personnel will validate the threat assessment report upon the approval of the COP 	None	1 day	SIS personnel
2. Submit requirements to SIS Office	<ul style="list-style-type: none"> Check if the submitted requirements are complete 	None	None	SIS personnel
3. Wait for the result of the application	<ul style="list-style-type: none"> Verify and check the authenticity and validity of the documents After all the assessment, CI will approve and sign the document SIS personnel will contact the Requesting party for the release of document 	None	2 days	SIS personnel
4. Proceed to SIS office and get the documents				
End of Transaction	Duration: 3 days			

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Call the PS1 Hotlines - 0956-800-5277 -8831-1544

How feedbacks are processed	If the Feedback requires a response they are forwarded to the concerned office
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 -8831-1544
How complaints are processed?	Complaints are handled by this office for proper investigation
Contact Information of Station Intelligence Section	Email: stocpasaycps@gmail.com

Process Company Security Survey and Inspection

SIS is responsible to process company security survey and Inspection for PNP Controlled Chemical Permit

Schedule of Availability:

- ✓ Monday to Friday
- ✓ 8:00 AM to 5:00 PM

Office or Division:	Station Intelligence Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Companies Handling Controlled Chemicals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Letter request addressed to the COP		✓ Requesting party		
✓ Business Permit		✓ LGU		
✓ Company Profile		✓ Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request addressed to COP	<ul style="list-style-type: none"> • SIS personnel will send the 	None	1 day	SIS personnel

	letter request to the OCOP			
2. Submit requirements to SIS Office	<ul style="list-style-type: none"> Check if the submitted requirements are complete 	None	None	SIS personnel
3. Wait for the result of the application	<ul style="list-style-type: none"> Verify and check the authenticity and validity of the documents 	None	1 day	SIS personnel
	<ul style="list-style-type: none"> After all the assessment, the SIS personnel will conduct visitation on their company 	None	1 day	SIS personnel
	<ul style="list-style-type: none"> SIS personnel will contact the Requesting party for the release of document 	None	1 day	SIS personnel
4. Proceed to SIS office and get the documents				
End of Transaction	Duration: 4 days			

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Call the PS1 Hotlines - 0956-800-5277 -8831-1544
How feedbacks are processed	If the Feedback requires a response they are forwarded to the concerned office
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 -8831-1544
How complaints are processed?	Complaints are handled by this office for proper investigation



Contact Information of Station Intelligence Section	Email: stocpasaycps@gmail.com
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Conduct Basic Intelligence Seminar to Security Guard and Barangay Police

SIS is responsible for the conduct of Basic Intelligence Seminar/Training to Security Guard and Barangay Police.

Schedule of Availability:

- ✓ Monday to Friday
- ✓ 8:00 AM to 5:00 PM

Office or Division:	Station Intelligence Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Barangay Captains and other Agency who requests to conduct seminar for Bantay Bayan, Stakeholders and other force multipliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Letter request addressed to the COP		✓ Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit letter request addressed to COP	<ul style="list-style-type: none"> SIS personnel will send the letter request to the OCOP for approval 	None	1 day	SIS personnel
	<ul style="list-style-type: none"> Once Approved, SIS personnel to conduct training/seminar 	None	2 days (training)	SIS personnel
End of Transaction	Duration: 3 days			

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Call the PS1 Hotlines - 0956-800-5277 -8831-1544
How feedbacks are processed	If the Feedback requires a response they are forwarded to the concerned office
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 -8831-1544
How complaints are processed?	Complaints are handled by this office for proper investigation
Contact Information of Station Intelligence Section	Email: stocpasaycps@gmail.com



Station Drug Enforcement Unit

Walk-In Complaint Management Process

Republic Act No. 9165 - An Act Instituting the Comprehensive Dangerous Drugs Act Of 2002, Repealing Republic Act No. 6425, Otherwise Known as The Dangerous Drugs Act Of 1972, as amended, Providing Funds therefore, and for other Purpose.

Schedule of Availability:

- ✓ Monday to Sunday
- ✓ 24 hours (8:00 AM to 8:00 AM)

Office or Division:	Station Drug Enforcement Unit	
Classification:	Simple	
Type of Transaction:	Government to Citizen	
Who may avail:	BIN, Walk-In complainant, Concerned Citizen, Info text and other relatives in connection to Anti-Illegal Drug activity	
PRE- REQUISITE TO CONDUCT ANTI-ILLEGAL DRUG OPERATION		WHERE TO SECURE



✓ PDEA Coordination Form	✓ COP			
✓ Pre-Operation Clearance	✓ COP			
✓ Pre-Operation Report	✓ COP			
✓ Certificate of Coordination from PDEA	✓ PDEA Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Individuals with knowledge of illegal drug activity can take the following actions: • Proceed at SDEU office • Submit information thru text or email	• Will validate the report thru inter-agency coordination	None	2 days	Concerned citizen/ SDEU operatives
	• If the validation yielded positive, a joint illegal drug operation will be conducted	None	3 day	SDEU operatives
	• For filing of case, the following steps will be undertaken: - Drug test (arrested person) - Drug Analysis (Item confiscate)	None	1 day	Forensic Laboratory
	• Prepare all necessary documents for filing at - PAO - Fiscal	None	2 days	SDEU personnel
End of Transaction	Duration: 8 days			



FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	1. Answer the Client Feedback Form and drop it at the SDEU office. 2. Email: sdeupasay2@gmail.com
How feedbacks are processed	Every day, the designated PNCO checks the survey box and email, then records and sorts all feedback submitted. If the Feedback requires a response, a 3-day period will be provided. The answer is then relayed to the concerned client.
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 - 8831-1544
How complaints are processed?	Complaints are handled by this office for proper investigation



Contact Information of Station Drug Enforcement Unit	Email: sdeupasay2@gmail.com
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Investigation and Detective Management Section

Walk-In Complaint Management Process

Schedule of Availability:

- ✓ Monday to Sunday
- ✓ 24 hours (8:00 AM – 8:00 AM)

Office or Division:	Investigation and Detective Management Section	
Classification:	Complex	
Type of Transaction:	Government to Citizen	
Who may avail:	✓ The offended party	
	✓ Any peace officer	
	✓ Public officer charged with the enforcement of the law violated	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
✓ Affidavit of Complaint		Investigation and Detective Management Section
✓ Incident Record Form (IRF)		
✓ Valid ID		
✓ Other required documents		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complainant files a complaint	Duty Officer receives complaint and fill-out Incident Record Form (IRF) properly	None	3 mins.	Desk Officer
2. Desk Officer will refer the complainant to the Investigation Section	Case is referred to IOC for appropriate investigation	None	3 mins.	Investigator
3. Complainant will answer the question of the investigator	Investigator will proceed to investigation proper and IRF will be signed by the complainant and investigator	None	30 mins.	Investigator
	Investigator/ Crime Registrar inputs crime data to CIRAS	None	3 mins.	Investigator /Crime Registrar

	Crime Data is stored in CIRAS IRF and can be printed	None	2 mins.	Crime Registrar
	Desk Officer enters the crime data to police blotter	None	5 mins.	Desk Officer
4. Complainant together with Investigator proceed to Prosecutor for referral. (Inquest/Regular Filing)	The Investigator and Complainant consolidate all necessary documents and refer them to the Prosecutor	None	20 mins.	Investigator / Complainant



End of Transaction	Duration: 1 hour and 6 mins
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FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	1. Answer the Client Feedback Form and drop it at the IDMS Office. 2. Email: pasayidmsreports@gmail.com
How feedbacks are processed	Every day, the designated PNCO checks the survey box and email, then records and sorts all feedback submitted. If the Feedback requires a response, a 3-day period will be provided. The answer is then relayed to the concerned client.
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 -8831-1544
How complaints are processed?	Complaints are handled by specific office for proper investigation
Contact Information of Investigation and Detective Management Section	Email: pasayidmsreports@gmail.com

Application for Local and National Police Clearance

Issuance of National Police Clearance to all concerned citizens.

Schedule of Availability:

- ✓ Monday to Friday
- ✓ 8:00 AM to 5:00 PM

Office or Division:	Investigation and Detective Management Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Any Individual may apply for Police Clearance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Valid ID				
✓ Proof of Payment				
✓ Reference Number				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Register online Visit https://pnpclearance.ph a. Register (new applicant) b. Log in (existing applicant) c. Fill out information d. Set Appointment	<ul style="list-style-type: none"> Provide assistance and support to Requesting Party (RP) 	None	3 mins	Applicant
2. Settle Payment a. Proceed to Selected Payment Channel b. Process Payment c. Secure a copy of Payment Confirmation Slip and Electronic OR		180	3 mins	Applicant

3. Proceed to your selected Police Station a. Present your Reference Number, Proof of payment and 2 valid IDs	NPCS Processor will check the data of the applicant and Capture Biometrics (Photo fingerprint and signature)	None	3 mins	NPCS Processor
	NPCS verifies the clearance (Hit-Yes/No)	None	2 mins	NPCS Verifier
	Clearance with NO Hit will be released immediately	None	2 min	NPCS Verifier

4. Applicant with HIT shall present necessary documents for the case. (Order, Decision, Resolution, Affidavit of Desistance)	Clearance with Hit will be verified in Crime Related Database of the PNP. A. CIRAS B. E-Warrant C. CIDMS D. E-Rouge	None	2 mins	NPCS Verifier
	After Verification Clearance will be released (Solved, Cleared, Dismissed)	None	2 min	NPCS Processor
End of Transaction	Duration: 17mins.			

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Answer the Client Feedback Form and drop it at the Police Clearance Office. Email: pasayidmsreports@gmail.com
How feedbacks are processed	Every day, the designated PNCO checks the survey box and email, then records and sorts all feedback submitted. If the Feedback requires a response, a 3-day period will be provided. The answer is then relayed to the concerned client.
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 - 8831-1544
How complaints are processed?	Complaints are handled by specific office for proper investigation



Contact Information of Investigation and Detective Management Section	Email: pasayidmsreports@gmail.com
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Women and Children Protection Desk

Walk-In Complaint Management Process

Schedule of Availability:

- ✓ Monday to Sunday
- ✓ 24 hours (8:00 AM – 8:00 AM)

Office or Division:	Women and Children Protection Desk	
Classification:	Simple	
Type of Transaction:	Government to Citizen	
Who may avail:	✓ The offended party	
	✓ Any peace officer	
	✓ Public officer charged with the enforcement of the law violated	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
✓ Complaint Affidavit		Women and Children Protection Desk
✓ Other required documents		
✓ Valid ID		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. INQUEST PROCESS: 1. Complainant files a complaint	<ul style="list-style-type: none"> Duty Investigator receives referral from Sub-stations, (arrested suspect and complainant) Duty Investigator assess the incident and assist the complainant to fill-out IRF properly Spot Report will be sent to COP Office and STOC Office 	None	15 mins	WCPD Investigator
2. Complainant will answer the question of the investigator and submit pieces of evidence	<ul style="list-style-type: none"> Investigator will proceed to investigation proper IRF will be signed by the complainant and investigator Duty investigator prepares the affidavit and other documents for turn over to prosecutor 	None	50 mins	WCPD Investigator



	<ul style="list-style-type: none"> Duty Investigator/ Crime Registrar inputs crime data to CIRAS 	None	5 mins	Investigator/ Crime Registrar
	<ul style="list-style-type: none"> Crime Data is stored in CIRAS IRF and can be printed 	None	2 mins	Crime Registrar
	<ul style="list-style-type: none"> Duty Investigator enters the crime data to blotter 	None	5 mins	Investigator
3. Complainant together with Investigator proceed to Prosecutor for referral. (Inquest/ Regular Filing)	<ul style="list-style-type: none"> The Investigator and Complainant consolidate all necessary documents and refer them to the Prosecutor 	None	25 mins	Investigator/ Complainant
End of Transaction	Duration: 1 hour and 42 mins.			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
II.REGULAR FILING PROCESS: 1. Complainant files a complaint	<ul style="list-style-type: none"> Duty Investigator receives Walk-In Complainant Duty Investigator assess the incident and assist the complainant to fill-out IRF properly 	None	5 mins.	WCPD Investigator
2. Complainant will answer the question of the investigator and submit evidence	<ul style="list-style-type: none"> Investigator proceed to investigation Proper IRF will be signed by the complainant and investigator Duty investigator prepare the affidavit and other documents for turn over to prosecutor 	None	15 mins.	WCPD Investigator
	<ul style="list-style-type: none"> Duty Investigator/ Crime Registrar inputs crime data to CIRAS 	None	5 mins.	Investigator/ Crime Registrar
	<ul style="list-style-type: none"> Crime Data is stored in CIRAS IRF and can be printed 	None	2 mins.	Crime Registrar
	<ul style="list-style-type: none"> Duty Investigator enters the crime data to blotter 	None	5 mins.	Investigator



3. Complainant proceed to Prosecutor for (Regular Filing)	<ul style="list-style-type: none">The Investigator and Complainant consolidate all necessary documents and refer them to the Prosecutor	None	15 mins	Investigator/ Complainant
End of Transaction	Duration: 47 mins.			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
III. INVOLVES A MINOR (CICL) SUSPECT (Below 18 years old): 1. Complainant files a complaint	<ul style="list-style-type: none"> Duty Investigator receives Walk-In Complainant Duty Investigator assess the incident and assist the complainant to fill-out IRF properly 	None	5 mins.	WCPD Investigator
	IF FOR INQUEST: <ul style="list-style-type: none"> Spot Report will be sent to COP and STOC 	None	5 mins.	WCPD Investigator
2. Complainant will answer the question of the investigator and submit pieces of evidence	<ul style="list-style-type: none"> Investigator proceed to investigation Proper IRF will be signed by the complainant and investigator Duty investigator prepare the affidavit and other documents for turn over to prosecutor 	None	20 mins.	WCPD Investigator
3. Complainant proceed to Prosecutor for (Inquest/Regular Filing)	<ul style="list-style-type: none"> The Investigator and Complainant consolidate all necessary documents and refer them to the Prosecutor 	None	15 mins.	WCPD Investigator



	Minor suspect is a (Female & Male) <ul style="list-style-type: none"> Turn over the minor to DSWD for the determination of Discernment. 	None	15 mins	WCPD Investigator
End of Transaction	Duration: 1 hour			

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	1. Answer the Client Feedback Form and drop it at the WCPD Office. 2. Email: wcpdpasay14@gmail.com
How feedbacks are processed	Every day, the designated PNCO checks the survey box and email, then records and sorts all feedback submitted. If the Feedback requires a response, a 3-day period will be provided. The answer is then relayed to the concerned client.
How to file complaints?	Complaints can be done thru PS1 WCPD hotlines -0956-800-5277 8831-1544
How complaints are processed?	Complaints are handled by this office for proper investigation
Contact Information of Women and Children Protection Desk	Email: wcpdpasay14@gmail.com

Traffic and Investigation Unit

Requirements in securing Traffic Incident Report

Drivers involve in a vehicular incident requesting Investigation and Traffic Incident Report as requirement in claiming insurance and for other purposes.

Schedule of Availability:

- ✓ Monday to Sunday
- ✓ 24 hours (8:00 AM to 8:00 AM)

Office or Division:	Traffic Unit, IDMS			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Driver of vehicles Involved and/or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Driver's License		LTO		
✓ Sworn Affidavit by the driver's		Traffic Unit, IDMS		
✓ Driver of the vehicles involved				
✓ Vehicles involved				
✓ Vehicle's OR/CR/Deed of Sale				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the required documents for verification and inspection	<ul style="list-style-type: none"> Investigator will conduct an ocular inspection then will proceed to proper investigation 	None	3 hours	Investigator-on-Case
End of Transaction	Duration: 3 hours			

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Answer the Client Feedback Form and drop it at the Traffic Unit Office. Email: stocpasaycps@gmail.com
How feedbacks are processed	Every day, the designated PNCO checks the survey box and email, then records and sorts all feedback submitted. If the Feedback requires a response, a 3-day period will be provided. The answer is then relayed to the concerned client.
How to file complaints?	Complaints can be done thru PS1 Hotlines 0956-800-5277 8831-1544
How complaints are processed?	Complaints are handled by this office for proper investigation
Contact Information of Traffic and Investigation Unit	Email: stocpasaycps@gmail.com



Human Rights Affairs Office

Walk-In Complaint Management Process

Schedule of Availability:

- ✓ Monday to Sunday
- ✓ 8:00 AM to 5:00 PM

Office or Division:	Human Rights Desk			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Complainant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Complaints		Human Rights Violation		
✓ Submission of the required documents				
✓ Valid ID				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. FOR THE INQUEST PROCESS: 1. Complainant files a complaint	<ul style="list-style-type: none"> Duty Human Rights Desk Officer assess the complaint After initial assessment, the Human Rights Desk Officer will endorse the complaint to the Duty Investigator/ Pre-Charge Section (for PNP Personnel violator) to verify the incident and assist the complainant to fill-out IRF properly 	None	15 mins	Investigator-on-case

	<ul style="list-style-type: none"> Then, a Spot Report will be sent to COP and STOC Office 			
2. Complainant will answer the question of the investigator and submit pieces of evidences	<ul style="list-style-type: none"> Investigator will proceed to investigation Proper IRF will be signed by the complainant and investigator Duty investigator prepare the affidavit and all other necessary documents for turn over to prosecutor 	None	30 mins	WCPD Investigator
	<ul style="list-style-type: none"> Duty Investigator/ Crime Registrar inputs crime data to CIRAS Crime Data is stored in CIRAS IRF and can be printed 	None	5 mins	Investigator/ Crime Registrar
	<ul style="list-style-type: none"> Duty Investigator enters the crime data to blotter 	None	5 mins	Investigator



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3. Complainant together with Investigator proceed to Prosecutor for referral. (Inquest/Regular Filing)	<ul style="list-style-type: none"> Investigator and Complainant consolidate necessary documents and refer them to the Prosecutor 	None	15 mins	Investigator/Complainant
End of Transaction	Duration: 1 hour and 10 mins			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
II. REGULAR FILING PROCESS: 1. Complainant files a complaint	<ul style="list-style-type: none"> Human Rights Desk Officer assess the complaint After initial assessment, complaint will be endorsed to Duty Investigator/Pre-Charge Unit Duty Investigator verify the incident and assist the complainant to fill-out IRF properly 	None	15 mins	Pre-Charge Investigator/ Duty Investigator
2. Complainant will answer the question of the investigator and submit evidences	<ul style="list-style-type: none"> Investigator proceed to Investigation Proper IRF will be signed by the complainant and investigator Pre-Charge Investigator/Duty Investigator prepare the affidavit and other documents for turn over to prosecutor 	None	20 mins	Pre-Charge Investigator/ Duty Investigator

	<ul style="list-style-type: none"> Duty Investigator/ Crime Registrar inputs crime data to CIRAS Crime Data is stored in CIRAS IRF and can be printed 	None	5 mins	Crime Registrar
	<ul style="list-style-type: none"> Duty Investigator enters the crime data to blotter 	None	5 mins	Pre-charge Investigator/Duty Investigator
3. Complainant proceed to Prosecutor for (Regular Filing)	<ul style="list-style-type: none"> Investigator and Complainant consolidate all necessary documents and refer them to Prosecutor 	None	15 mins	Pre-charge Investigator/Duty Investigator
End of Transaction	Duration: 1 hour			

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	1. Answer the Client Feedback Form and drop it at the Police Clearance Office. 2. Email: pasayidmsreports@gmail.com
How feedbacks are processed	Every day, the designated PNCO checks the survey box and email, then records and sorts all feedback submitted. If the Feedback requires a response, a 3-day period will be provided. The answer is then relayed to the concerned client.
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 - 8831-1544
How complaints are processed?	Complaints are handled by specific office for proper investigation
Contact Information of Human Rights Affairs Office	Email: pasayidmsreports@gmail.com



Warrant and Subpoena Unit

Issuance of Requirements for Bail

For persons arrested by virtue of Warrant of Arrest, this office issues requirements for Posting of cash, surety and property bonds pursuant to Section 2, Rule 114 of the Revised Rules of Criminal Procedure and OCA Circular No. 204-2022.

Schedule of Availability:

- ✓ Monday to Friday
- ✓ 8:00 AM to 5:00 PM

Office or Division:	Warrant and Subpoena Unit, IDMS			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	✓ Relatives of arrested person			
	✓ Authorized Bondsman			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Certificate of Residency		✓ Barangay		
• Home Sketch		✓ Requesting Party		
• Released Order and Information (Court/Prosecutor office)		✓ Pasay City Hall of Justice		
• Police Clearance		✓ Criminal Record Unit (CRU)		
• MTC Clearance		✓ Pasay City Hall		
• Prosecutor Clearance		✓ Pasay City Hall of Justice		
• RTC OCC (Certification of Non-Pending Case)		✓ Pasay City Hall of Justice (Issuing Court)		
• Valid ID		✓ Requesting Party		
• Mugshot of Accused		✓ WSU		
• Certificate of Custody		✓ Custodial Facility Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	<ul style="list-style-type: none"> • Duty Admin Officer will evaluate the completeness and authenticity of documents submitted • Issues documents 	None	1 hr	WSU personnel

	<ul style="list-style-type: none"> - PNP Arrest and Booking Sheet - Mugshot - Copy of Warrant of Arrest - Undertaking 			
End of Transaction	Duration: 1 hour			

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	<p>Answer the Client Feedback Form and drop it at the IDMS Office. Email: pasayidmsreports@gmail.com</p>
How feedbacks are processed	<p>Every day, the designated PNCO checks the survey box and email, then records and sorts all feedback submitted.</p> <p>If the Feedback requires a response, a 3-day period will be provided.</p> <p>The answer is then relayed to the concerned client.</p>
How to file complaints?	<p>Complaints can be done thru PS1 hotlines</p> <ul style="list-style-type: none"> - 0956-800-5277 - 8831-1544
How complaints are processed?	Complaints are handled by specific office for proper investigation
Contact Information of Warrant and Subpoena Unit	Email: pasayidmsreports@gmail.com



Station Tactical Operations Center

Receives Call for Police Assistance

This office provides Police Assistance to settle family/domestic matters, complaints thru PNP Hotline Numbers, request for assistance from LGUs, medical runs; through coordination with concerned Sub-Stations, Units, and to Pasay City Command Center and Control

Schedule of Availability:

- ✓ Monday to Sunday
- ✓ 24 hours (8:00 AM to 8:00 AM)

Office or Division:	Station Tactical Operations Center			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Anyone who needs police assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Name of the Reportee		✓ Station Operation Center		
✓ Complete and Exact Location of the Police Assistance				
✓ Nature of Police Assistance Requested				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call the Hotline provided for any Police Assistance	<ul style="list-style-type: none">Once the Duty personnel receive a call, they'll pass along the details to the concerned office or sub-station so that appropriate police action can be taken	None	5 mins	Duty STOC Personnel
	<ul style="list-style-type: none">After contacting the concerned office, Duty STOC will			

	provide feedback or follow-up to the caller, ensuring that they are informed about the actions taken or any further steps needed			
End of Transaction	Duration: 5 mins			

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Call the PS1 Hotlines - 09568005277 - 8831-1544
How feedbacks are processed	If the Feedback requires a response they are forwarded to the concerned office
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 - 8831-1544
How complaints are processed?	Complaints are handled by this office for proper investigation
Contact Information of Station Tactical Operations Center	Email: stocpasaycps@gmail.com

Custodial Facility Unit

Requirements in securing Certificate of Detention

For purposes of processing the required bail of the accused as requirement for his/her released.

Schedule of Availability:

- ✓ Monday to Friday
- ✓ 8:00 AM to 5:00 PM

Office or Division:	Custodial Facility Unit, IDMS			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Accused, Family or Relatives and/or any authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Mugshot		✓ Custodial Facility Unit Office		
✓ Affidavit of Undertaking		✓ PAO Office, Pasay City Hall		
✓ Barangay Clearance		✓ Brgy. where the accused resides		
✓ Information		✓ Court who has jurisdiction over the case		
✓ MTC Clearance				
✓ RTC Clearance				
✓ Resolution		✓ Prosecutor's office		
✓ Authorization Letter Duly signed by the Accused		✓ Accused		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the required documents for verification and inspection.	<ul style="list-style-type: none"> Duty personnel shall check and verify the authenticity of the submitted documents and prepare the Certificate of detention prior notation/signature of OIC, CFU 	None	10 mins.	Duty Admin Personnel



	<ul style="list-style-type: none"> Certificate of Detention, Mugshot and Affidavit of Undertaking shall be forwarded to the Duty Custodial Officer or Duty Fingerprint Aide for signature and palm print of the accused 	None	15 mins.	Duty Custodial Officer and Fingerprint Aide
2. Issuance of Certificate of Detention, Booking Sheet and Affidavit of Undertaking	<ul style="list-style-type: none"> Authorized person only shall receive the Certificate of Detention and other pertaining documents. 	None	10 mins.	Duty Admin Personnel, Duty Custodial Officer
End of Transaction	Duration: 35 mins.			

Requirements for the Release of Person under PNP Custody (PUPC)

For purposes of releasing PUPCs after posting the required bail for his/her case.

Schedule of Availability:

- ✓ Monday to Friday
- ✓ 8:00 AM to 5:00 PM

Office or Division:	Custodial Facility Unit, IDMS			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Accused			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Released Order from Prosecutor's Office		✓ Office of the City Prosecutor		
✓ Information		✓ Court who has jurisdiction over the case		
✓ MTC Clearance				
✓ RTC Clearance				
✓ Resolution		✓ Custodial Facility Unit thru email from Court		
✓ Final Record Checking/verification				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the required documents for verification.	<ul style="list-style-type: none">Duty Custodial officers shall check and verified the authenticity of the submitted documents.	None	15mins.	Duty Custodial Officer
2. Receiving of Release Person	<ul style="list-style-type: none">Relatives or immediate members of shall only receive the living body of released person and any authorized known person by the accused or either any	None	10 mins	Duty Custodial Officer



	local government official.			
End of Transaction	Duration: 25 mins.			

Requirements for Visitation of Person under PNP Custody (PUPC)

For purposes of visitation PUPC by her/his immediate family members, relatives, lawyers, physician/medical practitioner, spiritual adviser, government authorities and anyone whose request for visit has been granted by the head of office/unit.

Schedule of Availability:

- ✓ Tuesday and Thursday - 1:00 PM to 4:00 PM
- ✓ Saturday – 10:00 AM to 3:00 PM

Office or Division:	Custodial Facility Unit, IDMS			
Classification:	Simple			
Type of Transaction:	Government to Citizen and Government to Government			
Who may avail:	Accused and his/her immediate family members, relatives, personal lawyer, medical Doctor practitioner, spiritual adviser, government authorities and anyone whose request for visit has been granted by the head of office/unit and foreign diplomats in case of foreign national.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Identification Card		✓ Custodial Facility Unit		
✓ Visitor's logbook		✓ Custodial Facility Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of Identification Card	<ul style="list-style-type: none"> Duty Custodial officers shall check and verified the authenticity of the said ID. 	None	5 mins.	Duty Custodial Officer
2. Fill up in the visitor's logbook	<ul style="list-style-type: none"> Visitors shall fill up the required data at the log book prior entering the visitation area. 	None	5 mins	Duty Custodial Officer
End of Transaction	Duration: 10 mins.			

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Answer the Client Feedback Form and drop it at the Police Clearance Office. Email: pasayidmsreports@gmail.com
How feedbacks are processed	Every day, the designated PNCO checks the survey box and email, then records and sorts all feedback submitted. If the Feedback requires a response, a 3-day period will be provided. The answer is then relayed to the concerned client.
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 - 8831-1544
How complaints are processed?	Complaints are handled by specific office for proper investigation
Contact Information of Station Tactical Operations Center	Email: pasayidmsreports@gmail.com

Station Community Affairs Section

Receive E-Sumbong/ INFOTEXT or thru social media platforms

Citizens complaint thru SMS (8888) or email that need immediate action

Schedule of Availability:

- ✓ Monday to Sunday
- ✓ 24 hours (8:00 AM to 5:00 PM)

Office or Division:		Station Community Affairs Section		
Classification:		Simple		
Type of Transaction:		Government to Government Private to Government		
Who may avail:		All citizens complaint thru text SMS (8888) or email that need immediate action		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Citizen's complaint received from Web Portal (NCRPO Reports Web Portal)		✓ Station Community Affairs Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complaint thru text message from Web Portal	<ul style="list-style-type: none"> Monitor the complaint and endorse it to the respective office for immediate action/validation. 	None	10 mins.	Infotext Focal Person
	<ul style="list-style-type: none"> Concerned office immediately validates the complaint and makes a report to be submitted back to the CAS office 	None	1 day	Concerned office/sub-station
	<ul style="list-style-type: none"> Infotext focal person will then review the action taken and endorse it to the COP office for final checking 	None	10 mins	Infotext Focal Person
	<ul style="list-style-type: none"> After being checked by 	None	1 day	COP office/



	COP, the report will return to the CAS Office to be uploaded to the Web portal.			Infotext Focal Person
End of Transaction	Duration: 2 days and 20 mins.			

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Call the PS1 Hotlines - 0956-800-5277 - 8831-1544
How feedbacks are processed	If the Feedback requires a response they are forwarded to the concerned office
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 - 8831-1544
How complaints are processed?	Complaints are handled by this office for proper investigation
Contact Information of Station Tactical Operations Center	Email: pasaypolicepcr@gmail.com

Pre-Charge Evaluation and Investigation unit

Receive Complaint against PNP Personnel

Citizen's complaint initiated by a juridical person or his/her duly authorized representative or guardian on account of an injury, damage or disturbance sustained as a result of an irregular or illegal act or omission of a PNP member.

Schedule of Availability:

- ✓ Monday to Friday
- ✓ 8:00 AM to 5:00 PM

Office or Division:	Pre-Charge Evaluation and Investigation Unit, IDMS			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Complaining Witness/Government agency or office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint		Complaining witness		
Other Attachments as strong proof/evidence of complaint		Complaining witness		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complainant files a complaint	<ul style="list-style-type: none"> Draft and issue a directive requesting an explanation from the concerned PNP personnel (respondent) 	None	1 day	Pre-Charge Evaluator/ Investigator
2. Submit Affidavit of Complaint, Certificate of Non-Forum Shopping and Submit proof/evidence (if any) to suffice its claim	<ul style="list-style-type: none"> Validate the authenticity of the evidence submitted 	None	3 days	Pre-Charge Evaluator/ Investigator
End of Transaction	Duration: 4 days			



FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Answer the Client Feedback Form and drop it at the IDMS Office. Email: pasayidmsreports@gmail.com
How feedbacks are processed	Every day, the designated PNCO checks the survey box and email, then records and sorts all feedback submitted. If the Feedback requires a response, a 3-day period will be provided. The answer is then relayed to the concerned client.
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 - 8831-1544
How complaints are processed?	Complaints are handled by specific office for proper investigation
Contact Information of Station Tactical Operations Center	Email: pasayidmsreports@gmail.com

Operations and Plans Section

Requirements in Provision of Protective Security Operations

Schedule of Availability:

- ✓ Monday to Friday
- ✓ 8:00 AM to 5:00 PM

Office or Division:		Station Operations and Plans Section		
Classification:		Simple		
Type of Transaction:		Government to Government Government to Private (Events)		
Who may avail:		Barangay Captains, other agencies, and stakeholders who requests for security assistance		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ A Request Letter to COP for Security Assistance		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> Request Letter from Higher Headquarters, Stakeholders, private agencies address to COP for Security Assistance 	<ul style="list-style-type: none"> To process and provide Security Assistance for the event 	None	15 mins	SOPS PNCO
End of Transaction	Duration: 15 mins.			



FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Call the PS1 Hotlines - 0956-800-5277 - 8831-1544
How feedbacks are processed	If the Feedback requires a response they are forwarded to the concerned office
How to file complaints?	Complaints can be done thru PS1 hotlines - 0956-800-5277 - 8831-1544
How complaints are processed?	Complaints are handled by this office for proper investigation
Contact Information of Station Tactical Operations Center	Email: spdpasays3@gmail.com