



Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE
MUNICIPALITY OF CARMEN

OFFICE OF THE CHIEF OF POLICE

PNP VISION

THE MEN AND WOMEN OF THE PNP IS COMMITTED TO THE VISION OF A PROFESSIONAL, DYNAMIC AND MOTIVATED PHILIPPINE NATIONAL POLICE WORKING IN PARTNERSHIP WITH A RESPONSIBLE COMMUNITY TOWARDS THE ATTAINMENT OF A SAFE PLACE TO LIVE, TO WORK AND DO BUSINESS WITH.

PNP MISSION

TO ENFORCE THE LAW, TO PREVENT AND CONTROL CRIME, TO MAINTAIN PEACE AND ORDER, AND TO ENSURE PUBLIC SAFETY AND INTERNAL SECURITY WITH THE ACTIVE SUPPORT OF THE COMMUNITY.

FRONTLINE SERVICES

(Carmen Police Station)

- 1. CRIME PREVENTION AND SUPPRESSION**
- 2. PUBLIC ASSISTANCE THRU POLICE COMMUNITY RELATION**
- 3. ENHANCEMENT OF POLICE INTELLIGENCE THRU BARANGAY INFORMATION NETWORK**
- 4. POLICE ASSISTANCE IN TIMES OF DISASTER AND CALAMITY**
- 5. LEGAL OFFENSIVE AGAINST TERRORIST AND LAWLESS ELEMENTS**
- 6. MASSIVE IMPLEMENTATION OF PNP MASTER PLANS IN THE MUNICIPALITY**
- 7. APPREHENSION OF WANTED PERSONS**



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CITIZEN'S CHARTER

1. Type of Service : Daily Police Routine Duties

Schedule of Availability of Service :
24 hours daily

Who May Avail of the Service : General Public of the
municipality of Carmen, Surigao del Sur

How to avail of the service:

Requirements:

For Police Clearance:

- Apply in Person
- Community Certificate (Sedula)
- Barangay Clearance
- Two pieces 2X2 picture
- Official receipt
- Documentary Stamp

| ACTIVITY | | Duration of Activity | Person In-Charge | Fees | Form |
|---|--|----------------------|------------------|-------|------|
| Applicant/Client | Service Provider | | | | |
| <u>For Police Clearance:</u> - Submit requirements - Fill up Form - Finger Print Applicant - Signature - Thumb Mark | - Check and validate requirements - Back Investigation - Issued Police Clearance | 5 to 25 min | Desk Officer | 50.00 | |
| <u>For Police Assistance:</u> - Inform/Ask assistance to duty officer - Inform Concern Section | - Assist & entertain the client 's report and put into blotter - Provide action/solution - Referral/Recommendation | 10 to 20 min | Desk Officer | None | |
| - Call Police Response | - Conduct immediate action - Investigate - Arrest Offenders | Within 5 min | Alert Personnel | None | |
| - Call Police Assistance | - Conduct immediate action - Providing Police Visibility - Arrest Offenders | Within 5 min | Alert Personnel | None | |