

**OFFICE OF THE REGIONAL INVESTIGATION AND DETECTIVE MANAGEMENT DIVISION**

<b>Type of Frontline Services</b>	<b>Concerned Office</b>	<b>Action taken</b>	<b>Processing Time under Normal Circumstances</b>
1. Walk-in Complainant (civilians)	Investigation/WCPD	Accommodate those walk in complainant from different PPOs of this PRO, then turn-over to concerned jurisdiction for proper filing of complaint	30 minutes to 1 hour

**ISSUANCE OF RIDMD CLEARANCE**

**Schedule of Availability of Service**

Monday-Friday – 8:00AM – 5:00PM

**Who May Avail of the Service:**

All PNP members (Uniformed and Non-Uniformed)

**Requirements:**

**FOR SCHOOLING:**

1. DUTY STATUS/NON-PENDING CASE FROM UNIT ASSIGNMENT
2. RIDMD CLEARANCE
3. PNP ID ( xerox back to back)
4. ENDORSEMENT FOR SCHOOLING

**FOR RETIREMENT:**

1. PIDMB CLEARANCE
2. RIAS CLEARANCE

**FOR LOAN:**

1. RETIREMENT ORDER
2. PIDMB CLEARANCE
3. RIAS CLEARANCE

**TRANSFER FOR REASSIGNMENT:**

1. AFFIDAVIT OF UNDERTAKING
2. PIDMB CLEARANCE
3. RIAS CLEARANCE

**FOR RESTORATION OF CFC/ADD TO ROSTER OF TROOPS**

1. AFFIDAVIT OF UNDERTAKING
2. DECISION APPROVED BY RD/ORDER OF RESTORATION
3. PIDMB CLEARANCE
4. RIAS CLEARANCE

**How to Avail of the Service:**

Step	Applicant/ Client	Service Provider	Duration of Activity	Person in Charge	Fees
Step 1	Proceed to PCEIS Section for submission of Requirements	Preparation and Printing of Clearance (for signature and thumb mark of Applicant)	Ten (10) minutes	RIDMD PCEIS	N/A
Step 2	-----	Approval of Chief PCEIS	Five (5) minutes	RIDMD PCEIS	
Step 3		For Signature			

		and Notification of C, RIDMD	Thirty (20) minutes	RIDMD PCEIS	
<b>Step 4</b>	Proceed to PCEIS to receive the Clearance	For Release RIDMD Clearance		RIDMD PCEIS	

**ISSUANCE OF CLEARANCE WHO WISHES TO  
RELIEVED/REASSIGNED FROM INVESTIGATION SECTION  
TO OTHER DESIGNATION OR UNIT**

**Schedule of Availability of Service**

Monday-Friday – 8:00AM – 5:00PM

**Who May Avail of the Service:**

All PNP members (assigned with investigation section)

**Requirements:**

1. Request Letter from PNP personnel directed to COP/head of Office
2. Availability of Transfer
3. Accommodation Letter from gaining unit
4. Recommendation from COP/Head of office in memo type address to C, PIDMD
5. Recommendation from C, PIDMD address to Provincial Director
6. Recommendation from Provincial Director address to C, RIDMD

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/ Client</b>	<b>Service Provider</b>	<b>Duration of Activity</b>	<b>Person in Charge</b>	<b>Fees</b>
<b>Step 1</b>	Proceed to RIDMD OFFICE (ADMIN) for submission of Requirements	Checking the data of requesting PNP personnel from the updated profile of investigators	Ten (10) minutes	RIDMD ADMIN	N/A
<b>Step 2</b>	-----	For notation of C, ADMIN	Ten (10) minutes	RIDMD ADMIN	
<b>Step 3</b>	-----	For Signature and Notification of C, RIDMD	Ten (10) minutes	RIDMD ADMIN	
<b>Step 4</b>	Proceed to ADMIN to receive the Clearance	For Release of Clearance		RIDMD ADMIN	