



Republic of the Philippines
PHILIPPINE NATIONAL POLICE
National Capital Region Police Office
Southern Police District
LAS PIÑAS CITY POLICE STATION
Station Operations and Plans Section
Las Piñas City Hall Compound, Pampanga 5, Las Piñas City



MEMORANDUM

TO : See Distribution
FROM : Chief, SOPS
SUBJECT : **Spot Report Template**
DATE : February 8, 2017

1. References:
 - a) Undated memo from ADRDO, NCRPO with subject same as the above; and
 - b) Memo from DDDO dated February 8, 2017 with subject same as the above.
2. This pertains to the observation of the Higher Headquarters that spot reports on significant incidents are reaching the OTDO very late. Most Often, the Chief PNP is being interviewed by the tri-media and inevitably need the date regarding these incidents. It is also observed that the spot reports submitted by the reporting Offices/Units have different formats.
3. In this regard, the Directorate for Operation intends to simplify the reporting of significant incidents to ensure fast reporting. Spot Report must contain the basic information of an incident and should reach the NOC through SMS within One (1) Hour after the incident and within Three (3) Hours from the discovery of the incident.
4. Henceforth, you are directed to disseminate and adapt the attached Spot Report Template in submitting Spot Report.
5. Submit results of your action taken to this office NLT 8:00 AM of February 9, 2017.
6. For strict compliance.

FOR THE ACOP, PSSUPT MARION D BALONGLONG:

ORIGINAL SIGNED
ARNOLD SERRANO ALABASTRO
Police Chief Inspector
Chief SOPS

Example Of Spot Report

AN Whitehead



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