MEMORANDUM CIRCULAR
NO. 2003-42

March 10, 2003

TO: ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS AND FIELD OFFICERS, DIRECTORS OF INTERIOR SECTOR BUREAUS, PPSC PRESIDENT, DILG LGU AND BUREAU DIRECTORS, AND OTHERS CONCERNED

SUBJECT: GUIDELINES ON PROFESSIONALIZING THE BARANGAY TANOD

I. Background

The maintenance of peace and order is a key factor in the development process. The enactment of the Local Government Code ushered a new development paradigm that placed local governments at the center stage of national development including the promotion of peace and order in local communities. As enunciated in Section 391 (16) of the Local Government Code of 1991, the barangay may provide for the organization of a community brigade, barangay tanod or community service as may be necessary to assist in the peace and order efforts of the LGU.

Consistent with the thrust of the present administration towards building a strong republic, there is a need to strengthen the capability of the Barangay Tanods as frontliners in addressing the peace and order concerns in the locality. The present challenges, along the area of peace and order that the country confronts today, underscore the need to strengthen community-based mechanisms and citizens involvement in the government’s initiatives of ensuring peace and safety. Tanods serve as the frontliners in the fight against lawlessness, crime and terrorism. Their Professionalization, therefore, as agents for peace and development is a primordial concern.
Legal Basis

Chapter 2 Section 387 (b) of the Local Government Code provides that the Sangguniang Barangay may form community brigades and create such other positions or offices as may be deemed necessary to carry out the purposes of the barangay government in accordance with the needs of public service, subject to the budgetary limitations and personal services prescribed under Title Five, Book II of this Code.

Chapter 4 Section 391 No. 16 provides for the organization of community brigade, barangay tanod or community service unit as may be necessary.

Chapter 4 Section 393 (d) provides that all duly appointed members of the barangay tanod brigades or their equivalent, which number shall not be more than twenty (20) in each barangay, shall be granted insurance or other benefits during their incumbency, chargeable to the barangay of the city or municipal government to which the barangay belongs.

II. Administration

Organization of Barangay Tanod

The barangay tanod shall be supervised by the Punong Barangay. The Punong Barangay shall also designate a Chief Tanod/Executive Officer to head the group. The tanod shall be organized into teams composed of a Team Leader and two (2) to four (4) members.

Composition of Barangay Tanod

The barangay tanod is a community brigade composed of civilian volunteers duly appointed by the Punong Barangay upon recommendation of the Barangay Peace and Order Council (BPOC). While the Local Government Code provides a maximum of twenty (20) tanods in each barangay, it may create more as maybe necessary to carry out the purposes of the barangay government in accordance with the needs of public service, subject to the budgetary limitations of the barangay.

Qualifications of Barangay Tanod Members

1. A Filipino citizen
2. Must be a resident for at least 6 months of the barangay where he is appointed
3. Must be a registered voter
4. At least 18 years old but not more than 60 years old
5. Can read and write but preferably high school graduate
6. Of good moral character
7. Physically and mentally fit

Barangay tanod members who have been appointed prior to the effectivity of this Memorandum Circular must meet the qualifications herein stated. Exemptions maybe granted to barangays where there are lack of qualified volunteers.

Retired government employees, police or military personnel/officers maybe appointed.
Confirmation of Appointment

A barangay tanod member shall be appointed by the Punong Barangay upon recommendation of the Barangay Peace and Order Committee.

Term and Renewal of Appointment

The term of appointment of barangay tanod member shall be for three (3) years which may be renewed unless earlier revoked for a valid cause, such as:

1. Violation of law (Revised Penal Code and Special Laws)
2. Commission of crime involving moral turpitude
3. Gross neglect of duty
4. For other causes that the BPOC may determine
5. Voluntary resignation

Renewal of appointment shall require favorable recommendation of the BPOC.

In case of any replacement due to expiration of appointments, voluntary resignation or for other cause, the BPOC shall submit the name of replacement to the Punong Barangay for approval.

Deployment

The basic operational area of the Tanod is their own Barangay. However, the Barangay Tanod may be deployed outside their area of responsibility when requested to assist in other barangays upon written request to the concerned Punong Barangay.

Equipage

1. Uniform – Maling pants, white T-shirts, vest with markings and name cloth, ball cap and rubber shoes shall be the minimum requirement of the Tanod’s uniform. ID shall be worn as part of their uniform to be provided by the barangay.

The Tanod can be issued patches attached to their jacket, if prescribed. Awards and decorations can be part of the uniform.

2. Gadgets –

- Nightstick with teargas (probaton) with belt and holster
- Handcuff with holster
- Whistle
- Flashlight
- Raincoat
- Rainboots
- Small notebooks and ballpens
- First aid kits

Fire extinguishers may be maintained in the Barangay Halls.
If the barangay lacks resources to finance equipment mentioned above, the most important equipment shall be the priority, to be determined by the concerned barangay.

**Duties and Responsibilities**

Under the supervision of the Punong Barangay, the barangay tanod shall:

1. Assist the barangay officials in the prevention of crime and the promotion of public safety;
2. Conduct patrol/rounda in the barangay;
3. Report to the concerned barangay officials or through Hotline “117” the occurrence of any crime, fire, accident, public disturbance, and environmental degradation activities and other untoward incident in the barangay;
4. Monitor the presence and or activities of suspicious persons, criminals, and other lawless elements within their jurisdiction and report the same to the proper authorities or through Hotline “117”;
5. Conduct surveillance on crime breeding areas within the barangay/puroks and report their observations/findings to the proper authorities or through Hotline “117”;
6. Assist the police and the lupon tagapamayapa in the execution of warrants and other judicial processes such as tracking the whereabouts of missing persons, in arresting escaped prisoners and other fugitives from justice, and in the recovery of stolen properties;
7. Coordinate closely with the barangay officials and police/local authorities in the drive against all forms of crimes such as terrorism, smuggling, carjacking, drug trafficking, drug pushing, illegal gambling, child abuse, crime against women, all forms of vices and syndicated crimes;
8. Assist in the institutionalization of PATROL “117” Program;
9. Assist in the implementation of the Fire Code of the Philippines;
10. Detect all forms of fire hazards and other public safety hazards/violations and to institute corrective measures within their capability;
11. Assist in facilitating smooth flow of traffic; and
12. Perform other functions as may be directed by the Punong Barangay.

**Benefits**

1. All duly appointed members of the barangay tanod shall be granted honoraria/allowances, insurance or other benefits stated under Section 393 of the Local Government Code during their incumbency.

2. Pursuant to CHEJ Order No. 62 series of 1997 a maximum of two (2) children of Barangay Tanods who have met the hereunder qualifications shall be provided study grants:
   a. Children of a Barangay tanod as certified by the Punong Barangay;
   b. Not more than 21 years of age at the time of application;
   c. High school graduate whose average rating is 80% or higher;
   d. “Have passed the entrance examination of the State College or University where he/she intends to enroll;
   e. Financially incapable to pursue a college education and whose parent’s annual income does not exceed P72,000.00.
3. The city/municipality shall provide incentives and awards to the best performing tanod/barangay Tanod.

III. Program Components

1. Advocacy

Formulation, printing and distribution of information, education campaign materials as well as primer for Barangay Tanods shall be undertaken by the concerned stakeholders.

Utilization of tri-media shall also be employed emphasizing the role of Barangay Tanod in keeping the community safe and secured and its role in national security.

Issuance of enrollment form shall be part of the advocacy activities. The National Barangay Operation Office (NBDO) is tasked to prepare and print sufficient copies of enrollment form for distribution to interested tanods.

2. Capacity Building

The capacity building component of the program shall be managed by the Philippine Public Safety College (PPSC) in coordination and cooperation with the PATROL “117” and the Local Government Academy (LGA), and with the assistance/support of the interior sector bureaus and their field units and DILG field offices. It shall have two (2) phases as follows:

Phase I: Orientation Course

The Orientation Course shall be designed by the LGA and shall be undertaken for four (4) Saturdays through the Tanod Aralan sa Radyo. Barangay Tanod members shall enroll in the course through the ATOMM Team member/s or DILG offices or the PNP station in their city or municipality. The modules shall be aired through the facilitating radio stations in strategic areas in Luzon, Visayas and Mindanao for one hour, every Saturday which shall start every 1st Saturday of the month.

The facilitators/coaches composed of ATOMM Team members shall organize the enrollees into learning groups gathered on specific venues to listen to the radio broadcast. After each broadcast, workshops, exercises and sharing sessions shall be conducted to review major points discussed during the broadcast hour to be followed by a short quiz to assess participants’ learning. The coaches/facilitators shall be provided with a facilitators guidebook and the participants with a workbook. At the end of the four broadcast sessions, a revalida shall be conducted which will be the basis for the issuance of certificate of completion of the first phase.

Phase II: Skills Training

Barangay Tanod members need this skills training for confidence in the performance of their duties. The DILG through the PNP, PPSC and PATROL “117” shall strengthen the Barangay Tanod by equipping them with appropriate basic and advance knowledge, attitude and skills (KAS) vital to the performance of their function. This training shall be facilitated by the PNP in the city and municipality led by the Chief of
Police. The PATROL ATOMM Team organized in every city and municipality shall be utilized as core trainers to effectively assist the PNP. They shall be assisted by the city/municipal management coordinating committee (C/MMCC), the City/Municipal Peace and Order Council and partner agencies. private sectors, NGOs, martial arts clubs/associations such as arnis, karate and judo, and gun clubs, and training institutions among others. The PSPC-RTS can assist the hands-on training with proper coordination.

The basic skills and enhancement training of the Barangay Tanod members shall be undertaken by the Action Team (organized in every city and municipality) to be headed by the Chief of Police and some member of the City/Municipal Police Station. Thus, the selected ATOMM Team shall be trained initially on the needed skills of the Tanod by the Regional Trainers Team composed of representatives from the PPSC-Regional Training School, PNP-PRO's, BFP and DILG, to be headed by the RTS representatives. Prior to the Action Team Training, the Regional Trainers Team shall undergo the Training Course to be conducted by PNP-PPSC-PATROL “117”-LGA combined.

The trained ATOMM Team members and the President of the Liga ng mga Barangay headed by the Chief of Police with the PCR Officer or NCO, shall conduct immediately the initial training of the Barangay Tanod core group such as the Punong Barangay Kagawad who chairman the committee on peace and order, and the Tanod Executive Officer.

The training of the other Barangay Tanods shall be undertaken by the trained Barangay core group to be assisted principally by the PNP COPs and PCR officer and the ATOMM Team. The training of the Tanod shall be incorporated in the Barangay Public Safety Plan, and in the City/Municipal Integrated Public Safety Plan.

Training Certificate shall be issued by the PNP in cooperation with the City/Municipal Mayor.

3. Accreditation

Accreditation shall be granted to those who will qualify. Hence, a system of accreditation shall be established. Training and services rendered by the Barangay Tanod members shall be given premium or equivalent credits in any of the following:

a. Security Guard License – (Subject to the approval of the PNP Security Agency and Guard Supervision Division). The General Orientation Course, the Basic Barangay Tanod Training and equivalent number of years of services will pre-qualify the individual tanod for security guard license.

b. Accredited National Service Training Program – (Subject to CHED’s approval). The General Orientation Course, the Basic Barangay Tanod Training and equivalent number of years of service as tanods will qualify the tanod for accreditation as equivalent to ROTC and civic welfare service under RA 9163.

c. Conferment of an equivalent CSC eligibility – (Subject to CSC’s approval) The General Orientation Course, the Basic Barangay Tanod Training, other related training, and an equivalent number of years of service as tanod will qualify the individual tanod to an equivalent CSC eligibility.
Only those who pass both the orientation course and the skills training shall be granted/issued accreditation.

4. Alliance Building

Partnership with the government agencies and private sector shall likewise be established. This shall be done through partnership agreements with associations and institutions engaged in public safety undertakings, martial arts and other related concerns. The intelligence community shall likewise be tapped in the training of the Tanods specifically in the intelligence/information gathering and reporting. The Philippine Drug Enforcement Agency (PDEA) and the Philippine Center for Transnational Crime (PCTC) shall be involved also.

5. Awards System

The DILG shall adopt a system of giving due recognition to extraordinary or commendable accomplishments of a Tanod member (individual) or a unit (Barangay Tanod) for courageous act, devotion and dedicated service, honesty and loyalty worthy of emulation or whose accomplishment contributed to a large extent the realization of the DILG’s mandate of crime prevention and promotion of public safety.

6. Monitoring

The ATOMM Team orchestrated by the Municipal LGOO shall submit through channels to the Secretary Attn: PMO (PATROL “117”) a periodic report of the implementation, following the monitoring system established by the DILG.

IV. Roles and Responsibilities of Agencies:

1. Barangay
   a. Shall primarily be responsible for the organization and mobilization of the Tanod.
   b. Provide the uniform and equipage of the Barangay Tanod, with assistance from the city/municipal government.
   c. Shall provide a Barangay Tanod Training Program in their Barangay Public Safety Plan.

2. DILG Regional Offices
   a. Shall oversee and monitor the implementation of the Project.
   b. Ensures the implementation of the program in the region.
   c. Shall render report as the SILG may require.

3. Provincial DILG Officer
   a. shall serve as intermediary monitoring and feedback mechanism of this program
   b. Shall render other related activities when ordered by higher authorities.

4. City/Municipal LGOO
   a. Shall monitor the implementation of the Tanod Training.
   b. Shall orchestrate and catalyze the conduct of the hands-on training, utilizing the “117” ATOMM Team.
   c. Shall spearhead the conduct of coaching session and revalida utilizing the ATOMM Team.
   d. Render report thru channel.

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5. Philippine National Police (PNP)
   a. Shall be the principal trainer of the Barangay Tanod.
   b. Ensure the conduct of training of the Barangay Tanod.
   c. Shall maintain and support the detail of personnel in the ATOMM Team preferably the Chief of Police.
   d. Shall perform their roles as required or as may be needed in the implementation of the program.
   e. Shall detail two (2) PCOs at the Project Management Office who are PCR experienced at the DILG National Office.
   f. Provides such other support as may be needed.

6. Bureau of Fire Protection (BFP)
   a. Shall provide two (2) PCOs to be detailed in the PMO.
   b. Shall maintain and support the detail of personnel in the ATOMM Team.
   c. Shall perform their roles as required or as may be needed.
   d. Provides such other support as needed.

7. Bureau of Jail Management and Penology (BJMP)
   a. Shall provide one (1) PCO to be detailed in the PMO.
   b. Shall perform their roles as required or as may be needed.
   c. Provide such other support as needed.

8. National Police Commission
   a. Shall issue Resolution confirming the roles and responsibility of the PNP in the Tanod Professionalization Program.
   b. Shall issue Memorandum to all POC at all level to support the Tanod Professionalization.

9. Philippine Public Safety College (PPSC)
   a. Shall serve as the primary agency to conduct the training of the Action Team from the cities and municipalities in coordination with PATROL “117”/PMO, DILG Regional Office.
   b. Shall utilize the Regional Training School (RTS) to facilitate the conduct of training of the Action Teams when necessary.
   c. Shall be responsible in the issuance of certificate of training of the Action Team.
   d. Shall conduct Barangay Tanod Specialized Course/Training upon coordination/with the PMO, and issue Certificate of Training.

10. Undersecretary (USEC) for Special Concerns
    a. Shall be the overall Program Supervisor.
    b. Shall provide direction and guidance with the assistance of the Advisory Board.

11. Assistant Secretary for Human Resource
    a. Shall assist the Program Supervisor.
    b. Shall provide advice to the PMO.
    c. Shall perform other task as the SILG may direct.

12. Project Management Office
    a. Shall coordinate and orchestrate the implementation of the program.
    b. Shall utilize the technical working group to assist in developing policies programs and projects.
    c. Shall utilize the PATROL ATOMM Team in every city and municipality to conduct the hands-on training of the Barangay Tanod.

    a. Shall monitor and evaluate the project status and its effectiveness.
    b. Shall likewise manage the Awards System for the Barangay Tanod.
c. Provides technical assistance in the conduct of training.

14. Local Government Academy (LGA)
   a. Shall conduct the Tanod Radyo Aralan.
   b. Shall train the coaches.
   c. Shall conduct coaching session and revalida after the session through the C/MLGOO with assistance of the ATOMM Team.
   d. Provides technical assistance in the conduct of training.

15. Office of Public Affairs (OPA)
   a. Shall provide media coverage and appropriate infomercial.
   b. Shall spearhead the alliance building.

16. Local Chief Executives (LCEs) –
   a. shall provide financial and logistical support in the conduct of training of the Barangay Tanod.
   b. Shall provide such other resources for the successful implementation of the program.
   c. Ensures effective implementation of the project in the Barangay.

17. PATROL “117” Development Group
   a. Shall serve as the PMO of the Tanod Professionalization program.
   b. Shall continue monitoring and orchestrating the institutionalization of the ATOMM Team in every city and municipality for the eventual employment as coaches and trainers of Barangay Tanod members.

V. Coordinating Instructions

1. This Barangay Tanod Professionalization is one of the projects of the Safe Community Program.
2. The Executive Director of PATROL “117” shall be the Head of the Project Management Office.
3. The present effort/initiative of the Philippine Public Safety College (PPSC) in conducting specialized training of the Barangay Tanod in the Regional Training Centers (RTS) shall continue.
4. The ATOMM Team shall be utilized to assist the training of the Barangay Tanod.
5. All DHLG Field Officers shall fast track the organization of the PATROL ATOMM Team in every city and municipality.
6. All C/MLGOO shall facilitate the enrollment of the Tanod immediately upon issuance of this Memorandum to be assisted by the ATOMM Team.
7. All local chief executives are encouraged to support the Tanod Professionalization program.
8. All city/municipal Chief Executives are encouraged to allocate office space for the Barangay Tanod Professionalization Program.
9. All Field Officers shall assist in the conduct of the Action Team training and in the hands-on training respectively.
10. All Field Officers are directed to coordinate with the Local Chief Executive concerned for the support of the Tanod Professionalization.
11. All Regional Directors must designate Action Officer for the Tanod Professionalization in the Regional level.
VI. Funding

Initial funding of the program shall be taken from the OSEC Community Based Crime Prevention Program funds.

Funding for the succeeding years shall be incorporated in the yearly budget proposal of the Department.

The national activities shall be supported by the DILG national management which shall be sourced from available sources. While the hands-on training shall be shouldered by the LGU concerned chargeable against local funds.

Concerned agencies may provide support when necessary and applicable.

For compliance,

JOSÉ D. LINA, JR.
Secretary

Attested:

ATTY. ALAN ROULLO YAP
Head Executive Assistant