

# Republic of the Philippines Supreme Court Office of the Court Administrator Manila

#### OCA CIRCULAR NO. 233-2016

TO : ALL JUDGES AND CLERKS OF COURT OF THE

FIRST AND SECOND LEVEL COURTS

SUBJECT: INCIDENT RECORD FORM AS ADDITIONAL

**EVIDENCE IN COURT** 

The Philippine National Police (PNP), through the Police Director General, Mr. Ronald M. Dela Rosa, has requested the Office of the Court Administrator to issue a circular on the admissibility of the new Incident Record Form (IRF) of the PNP as evidence in court.

The PNP recently implemented the Crime Incident Reporting and Analysis System (CIRAS), which aims to generate reliable information on crime incidents and enhance police investigative capabilities through an integrated database system. With the CIRAS, crime incidents would now be recorded utilizing the IRFs, which would eventually replace the police blotter. Once fully implemented, the police blotter will only be used as a log of duly accomplished IRFs and will no longer contain any other information.

In view thereof and considering the probative value of the Incident Record Form, all concerned are accordingly **DIRECTED** to judiciously **CONSIDER** and **ALLOW** the Incident Record Form as evidence in courts and eventually replace blotter entry excerpts.

Strict compliance is hereby enjoined.

November 16, 2016

OSE MIDAS P. MARQUEZ

Court Administrator

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## Philippine National Police

## **INCIDENT RECORD FORM**

IRF ENTRY NUMBER:			TYPE OF INCIDENT:					COPY FOR:				
			on 'Recording o I website, www.	.didm.pı	np.gov.ph.	r' in fillin	ig up this fo				may be	reproduced, photocopied,
DATE AND TIME REPORTED:				DATE AND TIME OF INCIDENT:					PLACE OF INCIDENT:			
				IT	ГЕМ "A" - RI	EPOF	RTING	PERS	ON			8.7
FAMILY NAME				FIRST	NAME			MIDDLEN	IAME	QUALIFIER		NICKNAME
CITIZENSHIP		SEX/GENDER	CIVIL STATUS	DATE	OF BIRTH (MM/DD/YY)	AGE	PLACE OF	BIRTH		номе рно	NE	MOBILE PHONE
CURRENT ADDI	RESS (HO	USE NUMBER/S	TREET)	<u></u>	VILLAGE/SITIO	1		BARANGA	,Y	TOWN/CITY	,	PROVINCE
OTHER ADDRES	SS (HOUS	E NUMBER/STR	EET)		VILLAGE/SITIO			BARANGAY		TOWN/CITY		PROVINCE
HIGHEST EDUC	ATIONAL	ATTAINMENT			OCCUPATION			ID CARD PRESENTED		EMAIL ADD	EMAIL ADDRESS (If Any)	
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CURRENT ADDRESS (HOUSE NUMBER/STREET)			VILLAGE/SITIO				BARANGAY		TOWN/CITY		PROVINCE	
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HIGHEST EDUC	ATIONAL	ATTAINMENT		OCCUP	PATION		WORK AD	DRESS		RELATION T VICTIM	0	EMAIL ADDRESS (If Any)
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NAME OF GUA	RDIAN			GUARI	DIAN ADDRESS	<u> </u>		номе рн		MOBILE PHO	ONE	
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HIGHEST EDUCA	ATIONAL	ATTAINMENT		OCCUP	ATION			WORK AD	DRESS	L		EMAIL ADDRESS (If Any)

	ITEM "D" - NARRATIVE O	F INCIDENT	
TYPE OF INCIDENT DA	TE/TIME OF INCIDENT PLACE OF INC	IDENT	
ENTER IN DETAIL THE NARRATIVE OF THE INCIDENT OR E	VENT, ANSWERING THE WHO, WHAT, WHEN, WHERE, W	HY AND HOW OF REPORTING.	
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	OF THIS NARRATIVE SHALL BE THE BASIS IN THE ENTRY O	F RECORD IN THE POLICE BLOTTER) SIGNATURE OF REPORTING PERSON	
I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING TO THE BEST OF MY	NAME OF REPORTING PERSON	SIGNATURE OF REPORTING PERSON	
KNOWLEDGE AND BELIEF.			
CURCOURS AND CHOOM TO REFORE ME	NAME OF ADMINISTERING OFFICER (DUTY OFFICER)	SIGNATURE OF ADMINISTERING OFFICE	R (DUTY OFFICER)
SUBSCRIBED AND SWORN TO BEFORE ME			
RANK, NAME AND DESIGNATION OF POLICE OFFICER (W INVESTIGATOR ON CASE OR THE ASSISTING POLICE OFFI	HETHER HE/SHE IS THE DUTY INVESTIGATOR, CER)	SIGNATURE OF DUTY INVESTIGATOR/IN POLICE OFFICER	VESTIGATOR ON CASE/ASSISTING
	RANK/NAME OF DESK OFFICER:	SIGNATURE OF DESK OFFICER:	BLOTTER ENTRY NR:
INCIDENT RECORDED IN THE BLOTTER BY:			
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REMINDER TO REPORTING PERSON

Keep the copy of this Incident Record Form (IRF). An update of the progress of the investigation of the crime or incident that you reported will be given to you upon presentation of this IRF. For your reference, the data below is the contact details of this police station.

	Telephone
Name of Police Station	releptione
Investigator-on-Case	Mobile Phone
Name of Chief/Head of Office	Mobile Phone