



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

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator

Philippine National Police  
**INCIDENT RECORD FORM**



IRF ENTRY NUMBER:	TYPE OF INCIDENT:	COPY FOR:
<small>INSTRUCTIONS: Refer to PNP SOP on 'Recording of Incidents in the Police Blotter' in filling up this form. This Incident Record Form (IRF) may be reproduced, photocopied, and/or downloaded from the DIDM website, <a href="http://www.didm.pnp.gov.ph">www.didm.pnp.gov.ph</a>.</small>		
DATE AND TIME REPORTED:	DATE AND TIME OF INCIDENT:	PLACE OF INCIDENT:

**ITEM "A" - REPORTING PERSON**

FAMILY NAME			FIRST NAME			MIDDLE NAME		QUALIFIER	NICKNAME
CITIZENSHIP	SEX/GENDER	CIVIL STATUS	DATE OF BIRTH (MM/DD/YY)	AGE	PLACE OF BIRTH		HOME PHONE	MOBILE PHONE	
CURRENT ADDRESS (HOUSE NUMBER/STREET)			VILLAGE/SITIO		BARANGAY	TOWN/CITY	PROVINCE		
OTHER ADDRESS (HOUSE NUMBER/STREET)			VILLAGE/SITIO		BARANGAY	TOWN/CITY	PROVINCE		
HIGHEST EDUCATIONAL ATTAINMENT			OCCUPATION		ID CARD PRESENTED	EMAIL ADDRESS (If Any)			

**ITEM "B" - SUSPECT'S DATA**

FAMILY NAME			FIRST NAME			MIDDLE NAME		QUALIFIER	NICKNAME
CITIZENSHIP	SEX/GENDER	CIVIL STATUS	DATE OF BIRTH (MM/DD/YY)	AGE	PLACE OF BIRTH		HOME PHONE	MOBILE PHONE	
CURRENT ADDRESS (HOUSE NUMBER/STREET)			VILLAGE/SITIO		BARANGAY	TOWN/CITY	PROVINCE		
OTHER ADDRESS (HOUSE NUMBER/STREET)			VILLAGE/SITIO		BARANGAY	TOWN/CITY	PROVINCE		
HIGHEST EDUCATIONAL ATTAINMENT			OCCUPATION		WORK ADDRESS	RELATION TO VICTIM	EMAIL ADDRESS (If Any)		
IF AFP/PNP PERSONNEL: RANK		UNIT ASSIGNMENT	GROUP AFFILIATION		WITH PREVIOUS CRIMINAL RECORD? [ ] Yes [ ] No <i>(If Yes, Pls. Specify)</i>		STATUS OF PREVIOUS CASE		
HEIGHT	WEIGHT	BUILT	COLOR OF EYES	DESCRIPTION OF EYES	COLOR OF HAIR	DESCRIPTION OF HAIR	UNDER THE INFLUENCE? [ ] NO [ ] DRUGS [ ] LIQUOR [ ] OTHERS		

**FOR CHILDREN IN CONFLICT WITH THE LAW**

NAME OF GUARDIAN			GUARDIAN ADDRESS			HOME PHONE	MOBILE PHONE
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**ITEM "C" - VICTIM'S DATA**

FAMILY NAME			FIRST NAME			MIDDLE NAME		QUALIFIER	NICKNAME
CITIZENSHIP	SEX/GENDER	CIVIL STATUS	DATE OF BIRTH (MM/DD/YY)	AGE	PLACE OF BIRTH		HOME PHONE	MOBILE PHONE	
CURRENT ADDRESS (HOUSE NUMBER/STREET)			VILLAGE/SITIO		BARANGAY	TOWN/CITY	PROVINCE		
OTHER ADDRESS (HOUSE NUMBER/STREET)			VILLAGE/SITIO		BARANGAY	TOWN/CITY	PROVINCE		
HIGHEST EDUCATIONAL ATTAINMENT			OCCUPATION		WORK ADDRESS	EMAIL ADDRESS (If Any)			

