

## MEMORANDUM CIRCULAR NO. 2004-003

### GUIDELINES FOR IMPROVING CASE MANAGEMENT AND INITIATING EFFORTS TOWARDS ADDRESSING THE PROBLEM OF TRAFFICKING IN PERSONS

**WHEREAS** the Department of the Interior and Local Government (DILG), the National Police Commission (NAPOLCOM) and the Philippine National Police (PNP) have been implementing agencies of the United Nations - Republic of the Philippines Pilot Project "**Coalitions Against Trafficking in Human Beings in the Philippines**" under the UN Global Program Against Trafficking in Human Beings approved on 29 March 1999 and completed Phase 1 implementation on October 1, 2003;

**WHEREAS**, the said agencies are committed to the strategic goals of their respective agencies indicating the need for inter-agency, regional and global cooperation in responding to trafficking in human beings as a transnational crime and stressing the need for a holistic approach and coordination of efforts in achieving the interrelated and interdependent goals through the implementation of effective measures to control and prevent human trafficking;

**WHEREAS**, there is a need to strengthen crime prevention strategies against trafficking in persons, improve the effectiveness of law enforcement and criminal justice responses and improve victim and witness protection and assistance;

**WHEREAS**, in May 2003, Republic Act No. 9200 otherwise known as "**The Anti-Trafficking in Persons Act of 2003**", was enacted setting up policies to eliminate trafficking in persons, especially of women and children, and establishing the necessary institutional mechanisms to protect and support trafficked persons, and providing penalties for violators;

**WHEREAS**, R. A. 9208 tasks the DILG to conduct comprehensive community education and information campaign programs against trafficking, monitor and document trafficking cases, and establish a database to support law enforcement and prosecutor/efforts;

**WHEREAS**, the DILG, Napolcom and the PNP are members of the Technical Working Group of the Trade Union Congress of the Philippines and Solidarity Center's **Anti-Trafficking Project** which prepared and formulated a **Standard Reporting Format** for receiving cases of trafficking in persons;

**WHEREAS**, the same standard reporting form can be used by the WCCD, not only for cases of trafficking in persons, but also in recording all cases involving women and children, either as victims and/or as offenders;

**WHEREAS**, information and statistics derived from the reporting system can be utilized to determine the nature, causes and volume of trafficking in persons; to form a basis for the study of the problem; to plan intelligently; and to evaluate effectively the programs for addressing said crime;

**NOW THEREFORE**, the Commission, in the exercise of its administrative control and operational supervision over the Philippine National Police, hereby orders and directs the PNP to:

1. Institutionalize the strict observance of the **Standard Reporting Format** (copy herein attached) for Women and Children's Protection Desks in all police stations and other officers having stake on such cases, including the submission of accomplished forms to the Napolcom;
2. Assist the Crime Prevention and Coordination Service, Napolcom in the formulation, adoption and implementation of a system of collating, consolidating and analyzing the data on trafficking in persons;
3. Conduct seminars, fora, training programs and other similar programs which aim to enhance the knowledge, skills and attitude not only of WCPD officers but also other concerned police personnel in handling and treatment of victims of trafficking; and
4. Assist the DILG in the conduct of comprehensive community education and information campaign programs on trafficking in persons.

**APPROVED** this 18th day of May in the Year Two Thousand and Four in Makati City, Philippines.

**JOSE D. LINA, JR.**  
Chairperson, Napolcom

**LINDA L. MALENAB-HORNILLA**  
Commissioner  
OIC, OVCEO

**CELIA V. SANIDAD-LEONES**  
Commissioner

**MIGUEL G. CORONEL**  
Commissioner

**HERMOGENES E. EBDANE, JR.**  
Commissioner

ATTESTED BY:

**ADELMALYN A. MUNIEZA**  
Chief, Secretariat