

Republic of the Philippines  
NATIONAL POLICE COMMISSION  
PHILIPPINE NATIONAL POLICE  
**LARENA POLICE STATION**  
Helen, Larena, Siquijor

LPS-001

**MEMORANDUM**

FOR : The Chief, Operation Section  
FROM : The Team Leader  
SUBJECT : After Operation Report  
DATE : January 18, 2023

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A. References:

a. Call from a concerned citizen reporting a suspicious individual loitering near the school premises.

b. OPLAN " Safe School"

B. On January 17, 2023, the team was tasked to investigate the presence of an unidentified person loitering near the school grounds of Larena Integrated School. The individual was described as wearing a black hoodie and behaving suspiciously around the school entrance. The team comprised five (5) PNP members and two (2) School Security personnel.

C. At approximately 10:30 AM on January 17, 2023, the team arrived at Larena Integrated School and thoroughly inspected the area. They interviewed witnesses and gathered information about the suspicious individual. Following the initial investigation, further inquiries revealed that the individual was a former student expelled for disruptive behavior.

D. The additional information disclosed that the expelled student had a history of threatening the school staff and students. It was uncovered that the individual had been attempting to gain unauthorized access to the school premises to confront a specific teacher they held a grudge against.

E. Progress report will follow.

MARIA MAE WENCESLAO

Police Chief Inspector

Republic of the Philippines  
NATIONAL POLICE COMMISSION  
PHILIPPINE NATIONAL POLICE  
**LARENA POLICE OFFICE**  
Helen, Larena, Siquijor

LPS-001

**MEMORANDUM**

FOR : The Chief, Operation Section  
FROM : The Team Leader  
SUBJECT : After Encounter Report  
DATE : July 11, 2022

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I. AUTHORITY: OPLAN NO. 31-20 (Helen) Larena Police Office dated June 20, 2022

II. PERIOD COVERED: July 9 to 10, 2022

III. AREA COVERED: PUROK 1 Bgy. Sandugan, Larena, Siquijor.

IV. PARTICIPATING TROOPS: PSINSP ROMAN A. ALAMEDA and twenty-five (25) others.

V. NARRATIVE:

1. On July 9, 2022, an incident occurred during a routine patrol led by PSINSP Roman A. Alameda and twenty-five other personnel in Purok 1 Bgy. Sandugan, Larena, Siquijor. While conducting the patrol, the team encountered a group of armed individuals suspected of engaging in illegal activities. Despite attempts to peacefully resolve the situation, the armed individuals initiated gunfire, prompting PSINSP Alameda and his team to respond in self-defense.

#### VI. RESULTS OF OPERATIONS:

- No casualties were reported among the law enforcement team.
- Seized weapons and contraband were confiscated as evidence.

#### VII LESSONS LEARNED:

- Importance of maintaining situational awareness and readiness during routine patrols.
- Need for effective communication and coordination among team members during high-stress situations.

#### VIII RECOMMENDATION:

- Enhance training programs focusing on de-escalation techniques and self-defense tactics.
- Review and update standard operating procedures (SOPs) for responding to armed confrontations during patrols.

MARIA MAE WENCESLAO

Police Inspector

Republic of the Philippines  
NATIONAL POLICE COMMISSION  
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**LARENA POLICE OFFICE**  
Helen, Larena, Siquijor

LPS-001

**MEMORANDUM**

FOR : The Regional Director, HRDO  
FROM : The City Director  
SUBJECT : Endorsement  
DATE : February 13, 2023

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1. References: Allocation of Recruitment Quota for Calendar Year 2023
  2. Attached is the list of approved PNP applicants and their respective application folders. These applicants have undergone a meticulous screening process conducted by the Ad Hoc Body designated for this purpose.
  3. Kindly acknowledge receipt of this endorsement.

MARIA MAE WENCESLAO  
Police Senior Superintendent

Republic of the Philippines  
NATIONAL POLICE COMMISSION  
PHILIPPINE NATIONAL POLICE  
**LARENA POLICE OFFICE**  
Helen, Larena, Siquijor

LPS

**MEMORANDUM**

FOR : The Officer - in- Charge  
FROM : Chief Intelligence Section, LPS  
SUBJECT : Case Operation Plan (COPLAN) 22022 "Operation Fish Eye"  
DATE : 02 August , 2024

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1. The Case Operational Plan (COPLAN) 22022 " Operation Fish Eyes" aims to target and neutralize individuals involved in organized crime activities, specifically focusing on illegal gambling operations in the area. The operation will be conducted by the Intelligence Section, LPS, covering the period from August 2, 2024, to September 20, 2024, primarily focusing on disrupting illegal gambling activities in Bgy. Sandugan, Larena, Siquijor.

2. For your information and necessary approval.

MARIA MAE WENCESLAO  
Police Chief Inspector

Siquijor State College

Larena, Siquijor

November 25, 2024

Mr. Dun Dela Cruz Gomez

Captain Brgy. Sandugan, Larena, Siquijor

Dear Mr. Gomez:

Subject: Community Clean-Up Drive

In the full-block style format, each line is aligned to the left margin, creating a formal and professional appearance. The date is positioned six lines below the letterhead or heading. The inside address, in this case, your name and designation, is typically placed four lines below the date line.

The salutation, "Dear Mr. Gomez" is positioned two lines below the inside address. The body of the letter starts two lines below the salutation. When using the full-block style, paragraphs are single between paragraphs for clarity and readability.

Respectfully yours,

Noel Palaban

nlg

Enclosure

Republic of the Philippines  
NATIONAL POLICE COMMISSION  
PHILIPPINE NATIONAL POLICE  
**LARENA POLICE OFFICE**  
Helen, Larena, Siquijor

LPS/2023/05-001

**MEMORANDUM**

FOR : The Regional Director, Police Regional Office 6 Camp Gen Alex M Santos  
Helen, Larena, Siquijor At RID

FROM : The Officer – in- Charge

SUBJECT : Information Report

DATE : May 5, 2023

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1. References: Reports from witnesses and victims of recent robbery incidents in the province.

2. This memo summarizes recent armed robberies across Larena Municipal targeting stores and residences late at night. The investigative unit gathered details on methods, suspects, and leads to apprehend the culprits. The report aims to aid in enhancing security measures and preventing future incidents.

3. For references and request acknowledged receipt

FOR THE OFFICER- IN CHARGE:

MARIA MAE WENCESLAO  
Chief, Intelligence Branch

