

Republic of the Philippines
NATIONAL POLICE COMMISSION
Makati City

MEMORANDUM CIRCULAR NO. 2007 - 007

RULES, POLICIES, PROCEDURES AND GUIDELINES IN THE ESTABLISHMENT OF SENIORITY LINEAL LIST (SLL) FOR POLICE COMMISSIONED OFFICERS (PCOs)

WHEREAS, the Commission issued several issuances as criteria/implementing guidelines and rating system for the rank adjustment and formulation of Seniority Listing of Police Commissioned Officers (PCOs) of the Philippine National Police (PNP);

WHEREAS, in accordance with the Commission's thrust to continuously professionalize the PNP, there is a need for the issuance of clear-cut policy in the establishment of a Seniority Lineal List (SLL);

NOW, THEREFORE, the Commission, pursuant to its constitutional mandate to administer and control the PNP, **HAS RESOLVED TO PRESCRIBE, AS IT HEREBY PRESCRIBES**, the following rules, policies, procedures and guidelines in the establishment of Seniority Lineal List for Police Commissioned Officers (PCOs), to wit;

Section 1. PURPOSE AND SCOPE. – This Circular prescribes the rules, policies, procedures and guidelines in establishing the relative seniority of Police Commissioned Officers (PCOs) by rank. It sets the adoption of an official *Seniority Lineal List (SLL)* that shall serve as a principal reference in determining the **“zone of consideration”** for the promotion, assignment and designation to positions of responsibility of PCOs. It also provides procedures and guidelines in resolving complaint, appeals and other relevant issues on the PCO SLL.

This Circular shall apply to all Police Commissioned Officers of the Philippine National Police.

Section 2. DEFINITION OF TERMS. – To ensure clarity and consistency in the implementation of this Circular, the following terms shall be construed, thus:

- a. **Seniority Lineal List (SLL)** - official document indicating the relative seniority of all Police Commissioned Officers by rank.
- b. **Relative Seniority** - the order of precedence or ranking of Police Commissioned Officers in the same rank.
- c. **Secondment** - the temporary movement of personnel from the PNP to another agency which may or may not require the issuance of an appointment but may involve reduction or increase in compensation.
- d. **Permanent Appointment** - the appointment issued to a person who meets all the requirements for the rank to which he/she is being appointed/promoted, including the appropriate eligibility prescribed, in accordance with the provisions of law, rules and standards promulgated pursuant thereof.
- e. **Temporary Appointment** - the appointment issued to a person who meets all the requirements for the rank to which he/she is being

appointed/promoted except the appropriate eligibility or the required mandatory training.

- f. **Attestation-** the process of determining the validity of appointments of personnel in all government departments and agencies by the Civil Service Commission (CSC) in accordance with the provisions of law, rules and standards promulgated pursuant thereof.
- g. **Clean List-** a seniority list of PCOs in a particular rank who possess the minimum qualification standards of education, mandatory training and appropriate eligibility for the next higher rank.
- h. **Order of Merit-** the relative academic ranking of Academy graduates or relative ranking based on the recruitment standards in the case of other appointees into the officer corps and which will be the basis for the assignment of Badge Numbers.

Section 3. RULES, POLICIES AND PROCEDURES:

a. Establishment of Seniority Lineal List (SLL):

- 1) All active PCOs of the PNP shall be included in a SLL by rank. The SLL shall be published quarterly and shall be valid until its next publication.
- 2) The fill-up of PCOs in the SLL for all ranks shall abide with the percentage rank distribution as provided under NAPOLCOM Resolution No. 2001-070 and NAPOLCOM Resolution No. 2003-013.
- 3) The names of PCOs in the SLL shall be arranged in such a way that the number one in the list is the most senior, followed by the second most senior and so on, as established in accordance with the rules, policies, procedures and guidelines prescribed by this circular.
- 4) Promotion of PCOs on secondment, whose names appear in the SLL shall abide with PNP Circular 2002-014 and other existing NAPOLCOM rules and guidelines on promotion.
- 5) The SLL by rank shall indicate the following data on each entry:
 - a) Rank;
 - b) SLL number;
 - c) Surname, given name and middle initial;
 - d) Date of Birth;
 - e) Date of Compulsory Retirement;
 - f) Source of Commissionship [Philippine Military Academy (PMA), Direct Commission (DC), Integrated National Police (INP), Reservist (Res), Philippine National Police Academy (PNPA), Lateral Entry for Line Officer (LELO) and Lateral Entry for Technical Officer (LETO)];
 - g) Present designation and unit assignment;
 - h) Date appointed to present rank (original or promotional)
 - i) Status of appointment in present rank (as attested by the Civil Service Commission (CSC) in permanent or temporary status);
 - j) Date appointed to previous rank;

- k) Date appointed as Commissioned Officer of the Armed Forces Of the Philippines (AFP), Integrated National Police (INP) or Philippine National Police (PNP);
 - l) Date entered the Military or Police Service [as Cadet/Enlisted Personnel (EP)/Integrated National Police (INP) Personnel/Police Non-Commissioned Officer (PNCO)];
 - m) Required Mandatory Educational Attainment (RMEA) for the rank;
 - n) Required Mandatory Training (RMT) for the rank;
 - o) Required Eligibility (RE) for the rank; and
 - p) Order of Merit/Ranking upon Commissionship or entry into the police service.
- 6) The Directorate for Personnel and Records Management shall be responsible for the publication of the official SLL and other related documents.

b. Criteria in determining Seniority:

- 1) The following significant data on the PCO's background and qualifications shall be the criteria in establishing the relative seniority according to their chronological importance:
 - a) *Status of present appointment or rank;*
 - b) *Date appointed to present rank (original or promotional);*
 - c) *Date appointed in previous rank;*
 - d) *Date appointed as Commissioned Officer in the AFP, INP or PNP;*
 - e) *Date entered the Military or Police Service (as Cadet/EP/INP/PNCO); and*
 - f) *Order of Merit/Ranking upon Commissionship or entry into the police service.*
- 2) PCOs with temporary appointments in their present ranks shall be placed below the most junior PCO with permanent appointment in the same rank.
- 3) In no case shall a temporary appointee overtakes a permanent appointee except in case of change of status of appointment. A PCO whose appointment has been upgraded from temporary to permanent shall be placed back to his relative position with his contemporary promotees for the rank.
- 4) Former personnel and civilian agents of the National Police Commission (NAPOLCOM), Criminal Investigation Service (CIS) and Economic Intelligence and Investigation Bureau (EIIB) who were absorbed into the PNP on January 2, 1992 shall be placed below the personnel of the AFP and INP who were similarly absorbed on January 1, 1991 in the same rank.
- 5) The date of appointment of any lateral entrant from the Armed Forces of the Philippines (AFP), Bureau of Fire Protection (BFP) and Bureau of Jail Management and Penology (BJMP) as Commissioned Officers of the PNP shall be consistent with the provisions of NAPOLCOM Memorandum Circular 2003-010, which provides among others that the effectivity of the appointment of subject lateral entrant shall be the date of approval and signature of the appointing authority.

c. **Seniority Lineal List (SLL) Board:**

There shall be organized two (2) PCO SLL Boards; the **3rd Level PCO SLL Board** and **2nd Level PCO SLL Board**. There shall also be organized SLL Technical Working Group (TWG) for each rank to assist the PCO SLL Boards in establishing the relative seniority of PCOs by rank.

1) The 3rd Level PCO SLL Board:

The board shall have the same chair and composition as the Senior Officer's Placement and Promotion Board (SOPPB) and shall be responsible in the establishing of the relative seniority of PCOs with the ranks of Police Senior Superintendent (PSSUPT), Police Chief Superintendent (PCSUPT) and Police Director (PDIR). The board shall be assisted by the TWG that shall undertake periodic study and review of the 3rd Level PCO SLL for the approval of the board en-banc.

Composition of the 3rd Level PCO SLL TWG

<i>The Deputy Director for Personnel and Records Management</i>	-	<i>Chairman</i>
<i>The Deputy Director for Human and Doctrine Development</i>	-	<i>Vice-Chairman</i>
<i>The Deputy Director for Plans</i>	-	<i>Member</i>
<i>The Deputy Director for Investigation and Detective Management</i>	-	<i>Member</i>
<i>The Deputy Director, Legal Service</i>	-	<i>Member</i>
<i>Chief, RSD, DPRM</i>	-	<i>Member</i>
<i>Chief, RMD, DPRM</i>	-	<i>Head, Secretariat</i>

2) The 2nd Level PCO SLL Board:

The board shall be responsible in the establishment of the relative seniority of PCOs with the rank from Police Inspector (PINSP) to Police Superintendent (PSUPT) and shall be composed of the following:

<i>The Director for Personnel and Records Management</i>	-	<i>Chairman</i>
<i>The Director for Human Resource and Doctrine Development</i>	-	<i>Vice-Chairman</i>
<i>The Director for Plans</i>	-	<i>Member</i>
<i>The Director Investigation and Detective Management</i>	-	<i>Member</i>
<i>The Director, Legal Service</i>	-	<i>Member</i>
<i>Asst. Chief, RMD, DPRM</i>	-	<i>Head, Secretariat</i>

The board shall be assisted by a SLL TWG that shall undertake periodic study and review of the 2nd Level PCO SLL for approval of the board en-banc.

Composition of the 2nd Level PCO SLL TWG

- a) PSUPT SLL TWG -
- | | | |
|---|---|------------------------------|
| <i>Executive Officer, DPRM</i> | - | <i>Chairman</i> |
| <i>Executive Officer, DHRDD</i> | - | <i>Vice-Chairman</i> |
| <i>Executive Officer, DPL</i> | - | <i>Member</i> |
| <i>Executive Officer, DIDM</i> | - | <i>Member</i> |
| <i>Female PCO with the rank of PSSUPT</i> | - | <i>Member</i> |
| <i>Asst Chief, RSD, DPRM</i> | - | <i>Head,
Secretariat</i> |
- b) PCINSP SLL TWG -
- | | | |
|--|---|------------------------------|
| <i>The Deputy Director for PCR</i> | - | <i>Chairman</i> |
| <i>Executive Officer, DI</i> | - | <i>Vice-Chairman</i> |
| <i>Executive Officer, DRD</i> | - | <i>Member</i> |
| <i>Female PCO with the rank of PSUPT</i> | - | <i>Member</i> |
| <i>Asst Chief, PTD, DPRM</i> | - | <i>Head,
Secretariat</i> |
- c) PSINSP SLL TWG -
- | | | |
|---|---|------------------------------|
| <i>The Deputy Director for Operations</i> | - | <i>Chairman</i> |
| <i>Executive Officer, DPL</i> | - | <i>Vice-Chairman</i> |
| <i>Executive Officer, DL</i> | - | <i>Member</i> |
| <i>Female PCO with the rank of PCINSP</i> | - | <i>Member</i> |
| <i>Asst Chief, PPPD, DPRM</i> | - | <i>Head,
Secretariat</i> |
- d) PINSP SLL TWG -
- | | | |
|---|---|------------------------------|
| <i>The Deputy Director HRDD</i> | - | <i>Chairman</i> |
| <i>Executive Officer, DPCR</i> | - | <i>Vice-Chairman</i> |
| <i>Executive Officer, DO</i> | - | <i>Member</i> |
| <i>Female PCO with the rank of PSINSP</i> | - | <i>Member</i> |
| <i>Chief, Storage Section, RMD, DPRM</i> | - | <i>Head,
Secretariat</i> |
- 3) Functions of the PCO SLL Boards:
- Establish and approve the SLL of PCOs by rank;*
 - Resolve complaints and settle relevant issues on the SLL of PCOs; and*
 - Cause the publication of the SLL of PCOs every quarter.*
- 4) Functions of the PCO SLL TWGs:
- Review and recommend changes in the SLL of PCOs for approval of the mother boards;*
 - Investigate and deliberate complaints, appeals and other relevant issues on the SLL of PCOs and submit recommendations for approval of the mother board; and*
 - Publish the SLL for PCOs every quarter upon approval of the mother board.*

d. Publications, Conferences and Personnel Actions Affecting the SLL:

1) Periodic Publication of the SLL of PCOs

For the first publication, the PCO SLL Boards and their respective TWGs shall be given one (1) month from the approval of the Circular to review, assess, establish and cause the publication of the relative seniority of the PCOs by rank based on the criteria and guidelines provided herein. Subsequent publications shall be done on a quarterly basis; NLT the 10th day of the beginning month of every quarter.

2) Frequency of PCO SLL Board and TWG Meetings

Due to the changes arising from the normal human resource development that affect the SLL of PCOs, it is necessary that the PCO SLL Boards and their respective TWG convene once a month or more frequently as the situation demands with the end view of publishing a "clean" SLL that shall be acceptable to all PCOs. All issues affecting the SLL publication should be received by the concerned board NLT the 5th day of the beginning month of every quarter.

3) Significant Personnel Actions Affecting the SLL

The following are the guidelines in addressing significant personnel actions that usually affect the relative Seniority of PCOs:

a) Special /Meritorious Promotion

Any PCO who is meritoriously promoted and appointed in permanent status as attested by the CSC shall be immediately placed below the most junior PCO with permanent appointment in the same rank. In similar fashion, any PCO who is meritoriously promoted and appointed in temporary status shall be placed below the most junior with temporary appointment in the same rank.

b) Change of appointment status from temporary to permanent

Any PCO whose temporary appointment is changed to permanent as attested by the CSC shall be placed back to his relative position with his contemporary promotees for the rank.

c) Demotion

Any PCO who is demoted shall be placed below the most junior PCO holding permanent or temporary appointment in the demoted rank as the case maybe.

d) Suspension

The penalty of suspension meted on a PCO shall not alter his relative ranking in the SLL. However, the commulative period of suspension in his present rank shall be deducted against his time-in-grade for purposes of promotion.

e) Secondment

Secondment shall not alter the relative seniority of a PCO as reflected in the SLL. However, any PCO who is on secondment shall be disqualified for promotion. Subject PCO shall qualify for promotion only after one (1) year from the termination of secondment. In addition, the period served outside the PNP by any PCO shall be deducted from his time-in-grade for the purpose of promotion.

f) Reversion

Any PCO who is reverted to his previous rank shall be placed ahead of the most senior PCO holding permanent appointment on the said rank. In addition, his time-in-grade shall be reckoned on the date of his permanent appointment in his reverted rank for purposes of promotion.

g) Reinstatement

In general, the relative seniority of any reinstated PCO shall follow the specifications spelled out in the decision of the disciplinary authority. In the absence thereof, subject PCO shall be placed below the most junior PCO holding permanent or temporary appointment as the case maybe.

h) Nullification

A PCO, whose promotion has been nullified, shall be considered as never been promoted to the next higher rank and shall be re-inserted back in the lineal list of the lower rank where he belongs.

i) Original Appointment

Any PCO appointed through the PNP Lateral Entry Program, whether technical officer, line officer or transferee from the AFP, BFP, BJMP or other government agencies shall be placed below the most junior PCO holding permanent or temporary appointment as the case maybe in the same rank. Service rendered outside the police service shall not be considered in the computation of time-in-grade for purposes of promotion nor determining the relative seniority of concerned lateral entrant.

j) Dropped from Rolls (DFR)

Name of any PCO who is dropped from the rolls shall be deleted from the SLL effective upon the issuance of the implementing orders. Name of subject PCO shall only be re-entered in the SLL upon resolution of the case subject to specifications spelled out in the decision of the disciplinary authority.

k) Attrition

Name of any PCO who was attrited from the Police Service shall be deleted from the SLL upon effectivity spelled out in the implementing orders.

l) Correction arising from complaint appeal

Correction in the relative seniority of any PCO arising from a complaint/appeal shall be reflected based on special orders issued pursuant to an en-banc decision of the concerned SLL Board.

e. **Disposition of Complaints and Appeals**

In the interest of justice and equity for all PCOs, a procedure in resolving complaints and appeals on the SLL shall be instituted based on the following guidelines:

- 1) Any appellant who intends to manifest his/her complaints/appeal may write to TDPRM (Attn: Chairman of the Concerned PCO SLL Board);
- 2) The Chairman of the concerned PCO SLL Board shall immediately direct its TWG to conduct investigation and review of the complaint/appeal;
- 3) Within ten (10) working days, the concerned TWG shall complete the investigation and review of the complaint/appeal and submits a report to the mother board;
- 4) Within five (5) working days after the receipt of the TWG report, the mother board deliberates and resolves the matter en-banc;
- 5) The concerned PCO SLL Board, through a Board Resolution, causes the correction of subject PCOs relative seniority in the SLL; and
- 6) DPRM shall issue appropriate orders to affect such change in the SLL.

f. **Determination of the "Zone of Consideration" for the Regular Promotion**

In general, the "**zone of consideration**" for the regular promotion in each PCO rank shall be the top 150% in relation to the number of vacancies. In order to effectively assist the various PCO Promotion Boards, the PCO SLL Boards shall come up with the "**clean list**" of candidates according to their relative seniority and basic requirements for the rank to which they are applying, namely: *educational attainment, mandatory training and appropriate eligibility.*

Section 4. COORDINATING INSTRUCTIONS.


- a) The first publication of the revised PCO SLL shall be **NLT October 10, 2007**;
- b) The quarterly publication of the PCO SLL shall be NLT the 10th day of the beginning month of every quarter;
- c) Complaints/appeals must reach the concerned board within thirty (30) days after the latest official quarterly publication of the SLL; and

- d) The SLL shall bear the signature of the Chief, PAIS, RMD, DPRM; Chief, RMD, DPRM and TDPRM. The date of publication shall also be indicated.

Section 5. RESCISSION.

All circulars and issuances inconsistent with this Circular are hereby rescinded/nullified upon approval.

ADOPTED this 20th day of SEPTEMBER 2007 at Makati City.



RONALDO V. PUNO
Secretary, DILG
and Chairman, NAPOLCOM


CELIA V. SANIDAD-LEONES
Commissioner


MIGUEL G. CORONEL
Commissioner


OSCAR C. CALDERON
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Attested by:


ADELMALYN A. MUNIEZA
Chief, Secretariat