

MEMORANDUM CIRCULAR NO. 2007 - 009

**PRESCRIBING THE PROCEDURES AND GUIDELINES FOR THE RECRUITMENT,
SELECTION AND APPOINTMENT OF PNP UNIFORMED PERSONNEL AND TERMINATION
OF SERVICE OF NEWLY APPOINTED POLICE OFFICER 1 (PO1) WHILE STILL
IN TEMPORARY STATUS**

WHEREAS, Section 14 of Republic Act No. 8551 amended Section 30 of Republic Act No. 6975 which prescribes the minimum qualifications for appointment of uniformed personnel in the Philippine National Police (PNP);

WHEREAS, the Commission has issued Memorandum Circular Nos. 92-015, 2003-009 and 2005-002 to ensure the entry of highly qualified individuals into the police service and to strengthen the human resource capability of the PNP;

WHEREAS, there is a need to come up with a new circular on recruitment, selection and appointment of Police Officer 1, whether through **regular** or **attrition** recruitment, providing for uniform standards and procedures for all PNP recruiting units to follow in order to ensure the appointment of the best and most qualified police applicants;

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 procedures and guidelines in the recruitment, selection and appointment of PNP uniformed personnel and termination of service of newly appointed Police Officer 1 while still in temporary status:

Section I. Objectives

To ensure the entry of highly qualified individuals into the police service and to strengthen the human resource capability of the PNP, this Circular aims to:

- A. Establish a system that is characterized by strict observance of the rule of merit and fitness and the principle of equal opportunity in the recruitment, selection and appointment of PO1 in the PNP;
- B. Ensure that all appointments are in accordance with existing laws, rules and regulations; and
- C. Ensure that the recruitment quota shall be equitably distributed down to the city/municipal police station level and to give priority to qualified residents in the locality to serve as law enforcers.

Section II. Policies

The following personnel policies on recruitment, selection and appointment are hereby established:

- A. Recruitment of PNP Uniformed Personnel to the rank of Police Officer 1 (PO1) shall be based on the principle of merit and fitness and shall be open to all qualified men and women, subject to limitations provided by law.
- B. The PNP shall reserve ten percent (10%) of its annual regional recruitment quota for qualified women-applicants.

There shall be no discrimination on account of gender, religion, ethnic origin or political affiliation.

- D. The annual attrition recruitment quota, which shall specify the recruitment allocation at the national, regional, provincial, district and city/municipal levels and the regular recruitment quota which shall be equitably distributed to the different Police Regional Offices and selected NSUs shall be approved by the Commission.
- E. There shall be established Screening Committees at the NHQ, PROs and NSUs that shall be responsible for the widest dissemination of vacancies in their respective areas, the evaluation of applicants' qualifications and the selection of the most qualified applicants to be recommended for appointment into the police service.
- F. To have a wider base for the selection process and for budgetary reasons, the number of applicants for initial screening shall not be more than 150% of the recruitment quota allocated to the particular recruiting unit as approved by the Commission.
- G. No person shall be appointed as Police Officer I unless he or she possesses the minimum qualifications provided for under Section 14, R.A. No. 8551 and in this Circular.
- H. Preference shall be accorded to the applicants who are residents of the city/municipality where the quota is allocated provided they meet the minimum qualification standards and officially endorsed by the city/municipal mayor in accordance with the procedures set in this Circular.
- I. The age, height and weight requirements for initial appointment in the PNP may be waived only when the number of qualified applicants falls below the approved quota after the final interview of the recruiting unit.

The application of a member of an indigenous group for height waiver shall be processed regardless of whether or not the number of applicants falls below the annual quota.

Age, height, weight or educational waiver for applicants other than the members of indigenous group may be granted by the Commission en banc only while height waiver to indigenous people is granted by the Napolcom Regional Directors.

- J. As much as possible and practicable, recruitment shall be conducted by the Police Regional Office and National Support Units simultaneously to prevent the applicants from applying in two or more recruiting units within the annual recruitment period.
- K. The issuance of Appointment shall be in accordance with Civil Service rules and regulations and this Circular.
- L. The whole recruitment process shall be transparent and conducted with the most reasonable cost on the part of the PNP and the individual applicant.
- M. The strict implementation of this Circular shall be the responsibility of the appointing authority and any violation hereof shall be dealt with accordingly.

Section III. General Qualifications and Standards

- A. **General Qualifications:**
 - 1. A citizen of the Philippines;
 - 2. A person of good moral character;

3. Must have passed the psychiatric/psychological, physical, medical and dental, and drug tests to be administered by the PNP Health Service and Crime Lab Group or by any Napolcom accredited government hospital for the purpose of determining the appointee's physical and mental health;
4. Must possess a formal baccalaureate degree from a recognized learning institution;
5. Must be eligible in accordance with the standards set by the Commission;
6. Must not have been dishonorably discharged from military employment or on AWOL or Dropped from Rolls from the PNP service or dismissed for cause from any civilian position in the Government;
7. Must have no pending criminal case in any court, including at the Office of the Ombudsman or administrative case if he/she is already an employee of the government ;
8. Must not have been convicted by final judgment of an offense or crime involving moral turpitude;
9. Must be at least one meter and sixty-two centimeters (1.62m) in height for male and one meter and fifty-seven centimeters (1.57m) for female;
10. Must weigh not more or less than five kilograms (5.0 kg) from the standard weight corresponding to his/her height, age and sex; and
11. Must not be less than twenty-one (21) nor more than thirty (30) years of age.

An applicant shall be considered to be 21 years of age on his/her 21st birth date and shall be considered more than thirty (30) years of age on his/her 31st birth date.

B. The appropriate eligibilities for Police Officer I are those acquired from the following:

1. Napolcom PNP Entrance Examination
2. RA No. 6506 (licensed criminologist)

Section IV. Procedural Guidelines

A. Preparation and approval of PNP Recruitment Program

1. The PNP shall prepare, thru the Directorate for Personnel and Records Management, and submit to the Commission for approval the PNP annual recruitment quota.
 - a. The Regular Recruitment Quota shall be submitted to the Commission within thirty (30) working days from receipt of the DBM advice on the number of new uniformed personnel authorized and funded under the Annual General Appropriation Act. Such regular recruitment quota shall indicate the allocation for all the provinces in the 17 regions and highly urbanized cities including the cities and municipalities in Metro Manila as well as selected National Support Units (NSUs).

3. The DPRM shall distribute, within three (3) working days, copies of the approved recruitment quota to all Directors of recruiting units which, in turn, shall provide within two (2) working days a copy to each of the Police Provincial Directors and City Directors. Thereafter, the PNP Directors shall activate and organize their respective screening committees.
4. The Police Provincial Directors shall, within three (3) working days from receipt of the copy of the recruitment quota, inform the city/municipal mayors of their recruitment quota, through their respective Chiefs of Police.
5. The Napolcom Regional Directors shall, within ten (10) working days from receipt of their copies, monitor whether or not the city/municipal mayors have been informed of their respective recruitment quota.
6. Within five (5) days from receipt of the approved recruitment quota, the PRO/PPO/City and Municipal Police Stations and the Office of the City/Municipal Mayor shall undertake various recruitment strategies to attract the most number of qualified applicants, such as information drives in school campuses, barangays and housing subdivisions, distribution of posters and leaflets, posting of recruitment quota in conspicuous places, dissemination through tri-media, and other recruitment information strategies.
7. The Chiefs of Police shall, upon receipt of their recruitment quota, post a Notice of Recruitment at the City/Municipal Hall and in two (2) other conspicuous places.

The Notice of Recruitment shall include the following data for the information of prospective applicants:

- a. quota for the city/municipal police station;
- b. vacancies are open for both male and female applicants;
- c. general qualification standards;
- d. documentary requirements;
- e. where to submit the application papers and documents;
- f. deadline for submission; and
- g. schedules of screening/evaluation

C. Recruitment and Selection Process at the City or Municipal Level (For Attrition Quota only)

1. The screening and evaluation at the municipal/city/district levels shall only start after the lapse ten (10) working days from the publications of their respective recruitment quota. In the case of recruitment direct at the NSU and PRO level, the recruitment and selection process shall start only after the lapse of ten (10) working days from the publications made of unit's recruitment quota.
2. Upon receipt of the recruitment quota, the mayor as chair of the local POC shall create an Ad Hoc Body composed of four (4) members to be chaired by the Vice-Mayor, namely:
 - a. Vice-Mayor;
 - b. DILG CLGOO/MLGOO;
 - c. POC member from the academe; and
 - d. City Director/Chief of Police.

The City Director/Chief of Police shall serve as the Secretariat for this activity. He shall publish the list of applicants in public places and through the local media, if any, to encourage the public to report any information relative to the worthiness of the applicant to become a law enforcer in their community.

3. Applicants shall submit to the City Director/Chief of Police their application folders. In case the applications for police appointment are being filed in other PNP Offices, the applicants shall be advised to submit their papers to the concerned City Director or Chief of Police. The application folder shall contain the following mandatory documents:
 - a. Duly accomplished CSC Form 212;
 - b. Birth Certificate authenticated by the NSO;
 - c. Report of Rating of Eligibility authenticated by the issuing authority;
 - d. Two (2) pieces 2"x2" black and white picture indicating applicant's name;
 - e. Transcript of Scholastic Records and Diploma duly authenticated by the school registrar;
 - f. Clearances from the Barangay, Local Police Station, RTC/MTC and NBI; and
 - g. Medical certificate issued by the local health officer.
4. The Secretariat shall consolidate and submit all application folders to the Ad Hoc Body which shall convene to conduct an initial screening and preliminary interview of individual applicants in order to:
 - a. determine their real residency status;
 - b. determine the completeness of the documents required;
 - c. establish whether or not the applicant meets the age, height, weight, education and eligibility requirements;
 - d. determine his potential and worthiness to be appointed as law enforcer; and
 - e. assess his/her personal appearance and conversational ability.
5. In case the number of qualified applicants from the locality is less than the city/municipal quota, applicants from other localities shall be considered according to the following priority:
 - a. 1st Priority -those coming from the adjacent cities/municipalities;
 - b. 2nd Priority - those coming from other cities/municipalities within the province or district;
6. The screening at the municipal/city level shall be completed in seven (7) working days while that in the highly urbanized and Metro Manila cities shall be completed within fifteen (15) working days from commencement thereof. The list of recommendees shall be submitted to the mayor, who shall in turn endorse the list within two (2) working days to the PNP Regional Director, copy furnished the PNP Provincial Director. In case the mayor fails or refuses to indorse the list, the Chairman shall endorse the list to the PNP Regional Director with an explanation on the fact on the failure and/or refusal of the mayor to indorse the same. The number of applicants to be submitted to the Regional Screening Committee shall be equivalent to 200% of the city/municipal quota.

In the case of highly urbanized cities (HUCs), the list of recommendees shall be submitted directly to the PNP Regional Director.

D. Selection and Evaluation process by the PNP Screening Committee

1. The NSU (SAF and HSS) and PRO Screening Committees shall be composed of the following:

POSITION	P R O s	N S U s
Chairman	DRDA	Dep Director / DDA
Vice Chairperson	Senior NAPOLCOM Official with Salary Grade 24 or higher	Senior NAPOLCOM Official with Salary Grade 24 or higher
Member	RPOC Member	NPOC Member
Member	Sr. Regional DILG Officer	Private Sector Rep
Member	Women's Rep from the private sector	Women's Rep from the private sector
Secretariat	C, RPHRDD	ADPRM/ HRMO

- a. In the Police Regional Office Screening Committee, the Senior Napolcom Official with SG 24 or higher shall be designated by the Napolcom Regional Director. The Regional Peace and Order Council (RPOC) member is one designated by the RPOC Chairman. The senior Regional DILG Officer shall be designated by DILG Regional Director. Lastly, the women's representative shall be one of known probity and shall be designated by the PNP Regional Director.
 - b. In the National Support Unit Screening Committee, the senior NAPOLCOM official with Salary Grade 24 or higher shall be designated by the Vice-Chairperson and Executive Officer. The NPOC member shall be designated by the NPOC Chairman. The private citizen shall be designated by the NPOC Secretary General. Lastly, the women's representative shall be one of known probity and shall be designated by the NSU Director.
2. The Secretariat, headed by the Chief of RPHRDD or ADPRM, shall perform the following functions:
 - a. accept all application folders and initially evaluates the qualifications of applicants and completeness of the required documents;
 - b. advise all applicants initially qualified to stand by and monitor any instructions and publications on the recruitment;
 - c. inform any disqualified applicant of the reason(s) of his/her disqualification or advises any applicant to submit any lacking document immediately for his/her application to be given due course;
 - d. prepare calendar of activities of the screening committee and notices of meetings;
 - e. strictly implement the sequential steps of the screening process by formally and officially endorsing to the next stage only those applicants who passed the preceding stage;
 - f. undertake proper documentation of all activities in all stages of the recruitment process;

	1000 Meter Run	Male	Female	
5	3' 25" and Below	18.0 pts		18.0 points
	3' 26" – 3' 46"	16.0 pts		
	3' 47" – 4' 07"	14.0 pts		
	4' 08" – 4' 28"	12.0 pts		
	4' 29" and Up	10.0 pts		
	4' 25" and Below	-	18.0 pts	
	4' 26" – 4' 46"	-	16.0 pts	
	4' 47" – 5' 07"	-	14.0 pts	
	5' 08" – 5' 28"	-	12.0 pts	
	5' 29" and Up	-	10.0 pts	
GRAND TOTAL				100.00 points
Passing Score (Male and Female)				75.0 points

- c. Absolutely, there shall be no retake of the PAT.
6. Applicants who passed the PAT shall undergo Psychiatric or Psychological Examination (PPE) to be administered by the PNP Health Service for purposes of determining the mental capacity and emotional stability of the applicant to perform police functions.
- a. The PNP shall coordinate with the AFP Hospital or the Regional DOH for assistance in the conduct of Psychiatric or Psychological Examination on the applicants.
 - b. A report on who among of the applicants passed and failed the said test duly certified under oath shall be prepared by the PNP officer who conducted the same and submitted to the Screening Committee within three (3) working days from the conduct of said examination.
 - c. The individualized PPE results shall be submitted to the Secretariat within ten (10) working days.
 - d. In addition to the publications made by the Secretariat, the Health Service shall publish the PPE results in conspicuous areas at the NP Section (HS) and in the different Regional Health Service Units.
 - e. Once an applicant fails the PPE, he/she can only be allowed to retake the same after six (6) months. There will be no reevaluation or reconsideration once the applicant has been declared as **FAILED or NOT RECOMMENDED**.
7. Applicants who passed the Psychiatric/Psychological Examination shall go through a complete Physical, Medical and Dental Examination (PMDE) to be conducted by the PNP Health Service or accredited diagnostic centers inside the camp (mobile clinic) or outside the camp under the supervision of the PNP Medical Officer and Napolcom representative. The tests shall determine whether or not the applicants are in good health and free from any contagious diseases. The items to be covered by the Physical, Medical and Dental Examination are specified under PNP Circular No. 2000-010.
- a. A report certified under oath by the PNP Medical Officer and signed by the Committee members present as to who among the applicants passed and failed the PMDE (and the reason behind their failure), shall be submitted to the Screening Committee within five (5) days from the last day of medical and physical examination.

- b. The individualized Summary of the Medical Results shall be submitted to the Secretariat before the Final Deliberation of the Screening Committee.
 - c. In addition to the publications made by the Secretariat, the Health Service shall publish the PMDE results in conspicuous areas at the Health Service and in the different Regional Health Service Units.
 - d. Absolutely, there shall be no retake of the PMDE.
8. Applicants who passed the **Physical, Medical and Dental Examinations** shall be indorsed to the Screening Committee through the Secretariat for the interview portion.
9. Prior to the conduct of Final Interview, essay writing shall be administered by the Screening Committee to those who passed the PMDE to determine the applicant's writing skills/ability.
10. **Final Interview** – The Screening Committee shall interview *en banc* the applicants who successfully passed through the sequential stages including the drug test and character and background investigation.
 - a. The Final Interview shall determine the applicants' aptitude to join the police service, likableness, affability, outside interest, conversational ability, disagreeable mannerisms, etc.
 - b. Absolutely, no applicant shall be interviewed unless he/she passes through the sequential process and is declared "**Passed**" in all these stages.
11. The PRO Screening Committee shall fill up the city/municipal quota with qualified applicants indorsed by their respective mayors regardless of their ranking in the final list. In case of no qualified or lack of applicants, the following **order of priority** shall be strictly observed in filling up the quota:
 - a. 1st Priority - those coming from the adjacent cities/municipalities;
 - b. 2nd Priority - those coming from other cities/municipalities within the province or district;
 - c. 3rd Priority - those coming from any part of the region; and
 - d. 4th Priority - those coming from other regions.
12. The PRO Screening Committee shall have a Summary Table containing the names of the qualified applicants by city and municipality which shall include their age, eligibility, educational and other qualifications, and the result of each examination conducted. The NSU screening shall prepare the same Summary Table without including the city or municipal residence of the applicants.

E. Certification by NAPOLCOM and Attestation by the CSC

1. Simultaneously with the preparation of the list of qualified applicants for the required certification by the NAPOLCOM Regional Directors for recruits at the regional level or Chief, Personnel and Administrative Service (PAS) for NSU recruits, the PNP Regional Director or the NSU Director shall direct the Chief, PHRDD to prepare the appointment papers in five (5) copies of the qualified and eligible using KSS Porma Blg. 33 to be distributed as follows:

Original	-	Appointee
Duplicate	-	RPHRDD

Triplicate - CSC
Quadruplicate - Appointee (initial copy)
Quintuplicate - RMD, DPRM

2. The Appointing Authority shall approve and sign the KSS Porma BLG. 33 and thereafter, submit the same to the proper CSC office for attestation without any delay and waiting for the Certification by the NAPOLCOM Regional Director or the Vice Chairperson and Executive Officer. The rule that it should be submitted within thirty (30) days from the date of issuance thereof, which should be the date appearing on the face of the appointment, shall be strictly observed.
3. Once the appointment is issued by the appointing authority, the appointee shall take his Oath of Office (Panunumpa sa Katungkulan) as much as possible on the date declared by NHQ PNP and assume the duties of the position as preconditions for entitlement to receipt of salary. The appointment shall not be consummated without the appointee taking the said oath.

In no case shall an appointee take his oath of office before the issuance of an appointment by the proper appointing authority.

4. The CSC Field/Regional Office is expected to act on the submitted appointments and return the same to the appointing authority at the earliest time. Should the CSC disapprove any appointment, the PNP Regional Director/NSU Director may either file a motion for reconsideration or an appeal to the next higher CSC office within fifteen (15) days from receipt of the disapproved appointment, or terminate the employment and direct the discontinuance of the grant of salary.
5. The Napolcom Regional Director or the Chief, Personnel and Administrative Service shall review and return the certified list of proposed appointees to the PNP Regional Director or NSU Director within three (3) working days from receipt thereof. Any finding that an applicant is not qualified for appointment as Police Officer 1 shall be clearly indicated in the official report to the PNP appointing authority. The concerned PNP appointing authority shall terminate the disqualified Police Officer 1 by immediately recalling the KSS appointment paper from the Civil Service Office and nullifying the appointment order of the latter.

F. Issuance of Appointment Orders and Oath Taking

1. After submission of the application folders and other documentary requirements to support the attestation and approval by the CSC of the appointments of the new PO1s, the Appointing Authority shall issue the appropriate orders:
 - a. Appointment Orders effective on the issuance of the appointments in alphabetical order indicating the addresses opposite the PO1 names; and
 - b. Orders according to their ranking with Badge Numbers and PPINs opposite their names. The order of merit established by the Screening Committee through the evaluation of the qualifications and results of interview shall be used in the assignment of the Badge Numbers and PPINs.
2. Any disapproved appointment by the CSC or non-certification by the Napolcom shall be acted upon immediately by recalling the appointment papers and nullifying the appointment orders unless the Appointing Authority files a timely motion for reconsideration or appeal as provided by existing CSC or Napolcom rules and regulations.

3. The Oath Taking shall be scheduled immediately but not earlier than the issuance and effectivity of the appointments issued.

G. **Related Guidelines**

1. The presence of the Chairperson and Vice Chairperson is required to constitute a quorum of the Screening Committee.
2. The records of the recruitment, selection and appointment shall be available for inspection by the Commission, NHQ PNP, or its duly authorized representatives.
3. Any misrepresentation or concealment of a material fact by the applicant, such as submission of fake eligibility or spurious documents, shall be a cause for the immediate termination from the police service and/or for permanent disqualification for appointment into the police service.

Section V. Appointing Authorities

The following shall be the appointing authorities to the rank of Police Officer I:

- A. The Chief, PNP for applicants recruited at the national office.
- B. The PNP Regional Director for applicants recruited at the regional level.
- C. The Director of the concerned National Support Unit (NSU) for applicants recruited by such particular unit.

Section VI. Status of Appointment of a Newly Appointed PO1

- A. **Temporary Appointment** shall be issued to a newly recruited PO1 who meets the required minimum qualifications, except the training requirement which is the **PNP Field Training Program (FTP)**. The **FTP** shall be composed of the Public Safety Basic Recruit Course (PSBRC) and the Field Training Exercise (FTX). Such temporary appointment shall not exceed twelve months to be reckoned from the date it was issued.
- B. **Permanent Appointment** shall be issued to a PO1 after the completion of the required PNP Filed Training Program for twelve (12) months involving actual experience and assignment in patrol, traffic and investigation.

Section VII. Appointment under A Waiver Program

A. **Conditions on Waivers for Initial Appointment to the PNP**

1. The age, height and weight for initial appointment to the PNP may be waived only when the number of qualified applicants falls below the approved national/regional quota.
2. The Commission en banc may grant age, height and weight waiver. The Napolcom regional director may grant height waiver to a member of an indigenous group.
3. Waiver of the age requirement may be granted provided that the applicant shall not be less than twenty (20) nor more than thirty-five (35) years of age. For purposes of this paragraph, one is considered to be not over thirty-five (35) years old if he or she has not yet reached his or her thirty-sixth (36th) birthday on the date of the issuance of his or her appointment.

4. Waiver of the height requirement may be granted to a male applicant who is at least 1 meter and 57 cm (1.57m) and to a female applicant who is at least 1 meter and 52 cm (1.52m): Provided, that the minimum height requirement for applicants who belong to indigenous group duly certified by the Office of the Muslim Affairs (OMA), or the National Commission on Indigenous Peoples (NCIP) shall be 1.52m for male and 1.45m for female. Provided, further, that the Commission may require said applicants to submit appropriate proof of their membership in a certain indigenous group.
5. An applicant who is granted a weight waiver shall be given reasonable time but not exceeding six (6) months within which to comply with said requirement. Failure to attain the required weight shall cause the termination from the service.
6. The grant of waiver is not a guarantee for appointment into the police service.
7. The Screening Committee shall, through the Chief of the PNP, request the Commission for the grant of waiver with a certification under oath that the qualified applicants fall below the office/unit quota.

B. Factors to be Considered in the Grant of Waivers

1. Outstanding accomplishments or possession of special skills in law enforcement, police work, martial arts, marksmanship and similar skills;
2. Special talents in the field of sports, music, and others;
3. Extensive experience or training in forensic science and other technical services.

C. Selection Criteria under the Waiver Program

1. Applicants who possess the least disqualifications shall take precedence over those who possess more disqualifications.
2. The requirement shall be waived in the following order:
 - a. Age
 - b. Height
 - c. Weight
3. Each applicant for waiver must possess special qualifications, skills, or attributes useful to or needed by the PNP such as those mentioned in letter B Section VII hereof, which are sufficient to compensate for his or her lack of certain minimum qualifications.

D. Reapplication of Separated PNP Members under the Waiver Program

Any PNP member who shall have entered and subsequently been separated under the weight or educational waiver aspects of the program shall be eligible to reapply for appointment to the PNP: Provided, that he or she possesses all the minimum qualifications required by his/her reappointment.

Section VIII. Procedure on the Termination of Service of PO1s in Temporary Status.

All newly recruited PO1 shall be appointed in temporary status for twelve (12) months pending compliance with the Field Training Program (FTP) involving actual experience and assignment in patrol, traffic and investigation. The termination of service shall be done with utmost objectivity and impartiality affording the PNP members concerned the right to due process

al protection of law. In general, termination shall be in the nature of a summary administrative proceeding.

A. Grounds for Termination. - The services of PNP personnel so appointed may be terminated at any time due to any or combination of the following grounds:

1. **Grave Administrative offense** – the following are the offenses for which a PNP member under temporary status maybe terminated from the police service.
 - a. Grave misconduct
 - b. Incompetence
 - c. Dishonesty
 - d. Disloyalty to the government
 - e. Serious irregularities in the performance of duties
 - f. Serious Neglect of duty
 - g. Oppression

2. **Lack of aptitude in the Service** – This shall refer to any of the following circumstances:
 - a. Academic deficiency arising from failure to obtain a passing grade in the required basic training course in accordance with the established training rules and regulations;
 - b. Serious violation of training rules and regulations involving non-academic matters.
 - c. Possession of such habits, traits, conduct or behavior which, when taken on their overall context, tends to manifest and display an undesirable disposition or attitude towards the law enforcement profession.

3. **Failure to complete the required FTP within the prescribed period of twelve (12) months from the time he/she was issued an appointment under temporary status.**
 - a. Non-completion of the PSBRC or FTX due to any or combination of the following reasons:
 - a.1. Unauthorized Absences or non-appearance in the PSBRC or FTX;
 - a.2. Non-completion of the PSBRC or FTX due to Physical and/or mental incapacity

For purposes of this Circular, physical and mental incapacity is defined as follows:

Physical Incapacity - the inability of a PNP uniformed personnel to perform his/her duties and responsibilities due to his/her unfit and/or limited physical capacity or capability.

The term "unfit and/or limited physical capacity or capability" shall include the state of being pregnant which, by reason of the risk or detrimental effects involved to both the mother and the child she is bearing, prevents her from taking the PSBRC or FTP.

Mental Incapacity – the inability of a PNP uniformed personnel to perform his/her duties and responsibilities due to his/her unfit mental condition.

If after an investigation, a PO1 undergoing FTP has been evaluated to be mentally incapacitated or suffering from any mental disturbance, he/she shall be terminated from the police service, even if such incapacity or disturbance is acquired prior to, after, during or outside the police training.

On the other hand, if after such investigation, the PO1 concerned was found to be physically incapacitated or suffering from health problem, he/she shall not be terminated from the police service, unless, such incapacity or health problem rendered him unfit to continue the FTP or perform basic police duties, as may be determined by the appropriate medical officer.

4. Failure to attain or satisfy the weight required within six (6) from appointment if admitted due to a waiver.

B. Termination Authorities

The Chief of the PNP, the PNP Regional Directors, and the NSU Directors as appointing authorities are the Termination Authorities for all new police recruits under temporary status.

C. Termination Procedure

1. Termination from the police service of PO1 under temporary status may be initiated by any concerned individual, police officer or police office/unit based on sworn complaint or statements and documents in support thereof.
2. The Philippine National Training Institute (PNTI) through the Regional Training School (RTS) Director shall issue a Return to Unit Order with the case folder pertaining to the trainees inability to comply with the requirements for the completion of the required FTP for the appointing authority to institute termination proceedings.
3. The respondent PNP member shall be furnished with a copy of the complaint or charges against him/her. He/she shall answer said complaint within three (3) days from receipt thereof, attaching therewith supporting documents or evidence in his/her behalf.

In the case of physical and/or mental incapacity, the duly designated termination authority shall order the conduct of medical/physical/neuro-psychiatric examination on the respondent and the results/findings will be used as supporting documents or evidence in the resolution of the case.

4. The duly designated Termination Authority shall immediately order the conduct of a summary hearing within the next three (3) days after receipt of respondent's answer. Summary hearing shall be completed within five (5) days from its commencement.
5. If the respondent fails to answer the charge/s within the prescribed period, the duly designated Summary Hearing Officer/Board shall immediately proceed with the hearing *ex parte*.
6. Being summary in nature, direct examination of witnesses shall be dispensed with and the sworn statements of their witnesses or their affidavits shall take the place of their oral testimonies. Either party may ask clarificatory questions which shall be limited to the sworn statements and other documents on hand. Clarificatory questions must also be confined to material and relevant issues. Prolonged arguments and other dilatory proceedings shall not be entertained. In so far as may be compatible with the ends of justice, clarificatory questioning shall be limited to not more than thirty (30) minutes for each witness.

7. Within three (3) days after the completion of the hearing, the Termination Authority shall render a decision.
8. The decision on any termination case shall contain the name of the respondent and his/her unit of assignment, a brief statement of the material facts; the findings as established during the hearing, the applicable laws, rules and regulations, jurisprudence, and the disposition thereof.
9. The decision of the appointing authority shall be immediately executory by the issuance of appropriate orders terminating the concerned PO1 from the police service.

D. APPEAL PROCEDURE

1. Decisions of the Termination Authorities maybe appealed to the National Police Commission En Banc which shall be taken by filing a notice of appeal before the Termination Authority concerned, furnishing the National Police Commission (Napolcom) with a copy thereof within ten (10) days from receipt of the copy of the decision.
2. **Notice of Appeal and Memorandum On Appeal** - (a) A *Notice of Appeal* shall be filed in three (3) legible copies which shall contain the following: 1) the material dates showing that it was filed on time; 2) the assignment of the specific errors of fact or law, or both, allegedly committed by the terminating authority; and 3) the specific appellate body to which the appeal is being taken.

The appellant shall submit a *Memorandum on Appeal* in three (3) legible copies not later than fifteen (15) days from the filing of the notice of appeal, copy furnished the termination authority. However, the memorandum on appeal maybe submitted upon filing the notice of appeal. Proof that copy of the memorandum on appeal was served to the other party must be submitted by the appellant.

(b) In all appealed cases, the title of the case shall remain as it was before the termination authority, but the respondent appealing the case shall be further referred to as the appellant and the prevailing party as the appellee.

3. **Dismissal of the Appeal.** – Failure of the appellant to comply with the requirements provided in paragraphs 1 and 2 (a) shall be sufficient ground for the dismissal of the appeal.
4. **Transmittal of the Records.** – Within fifteen (15) days from receipt of the *Notice of Appeal*, the concerned Termination Authority shall forward the complete original records of the case to the NAPOLCOM en banc, which shall be systematically and chronologically arranged, paged and securely bound to prevent loss of any piece of document thereof. The transmittal of the records shall be a ministerial duty and failure to forward the same shall be a ground for administrative action against the concerned official or personnel for *serious neglect of duty*.
5. **Docketing of Appealed Cases.** – Upon receiving the complete original records, which shall include the exhibits and transcript of stenographic notes from the terminating authority, the NAPOLCOM EN BANC through the Legal affairs Service shall immediately docket the same by stamping the time and date of receipt on its cover, assigning the appellate case number and entering the same in the docket book which shall be purposely maintained for appealed cases only.
6. **Period to Act on Appeal.** – The Commission shall decide the appeal within the period of (60) days from receipt of the complete records of the case.

7. In case of reversal of the decision of the appointing authority terminating the appellant from the police service, the latter shall be processed and allowed to join the next batch of recruits for purposes of taking and completing the FTP.

E. Reappointment of Terminated PNP Members Who Failed to Complete the Required Basic Recruit Course and Field Training Program

Any newly appointed POI who has been terminated for failure to complete the required FTP within the prescribed period of twelve (12) months may be reappointed to the PNP provided he or she possesses all the minimum qualifications required for reappointment. **Provided further**, he/she should pass the required FTP. **Provided furthermore**, that the ground of his termination is not one of those provided in paragraph A(1) of this Section. **Provided finally**, that only those who have not yet availed of such reappointment shall be eligible.

Section IX. Filling up of vacancy due to resignation, separation or termination of a new PO1 recruit within the 12-month period

- A.** The filling up of any vacancy due to the termination of a new PO1 recruit in temporary status caused by resignation, separation or termination from the police service may be made and considered as part of the recruitment activity of the batch of recruits to which the new recruit belongs under the following conditions:
1. There is a vacancy caused by the resignation, separation or termination of a new PO1 recruit within one (1) month from the date of oath taking;
 2. There are excess qualified applicants and who have been officially declared and published as Alternates in case of any vacancy as contemplated above;
 - a. The ICA has not been issued to the attrited PO1 recruit or can still be recovered and transferred to the Alternate (new appointee);
 - b. PPSC-RTS rules and regulations will still allow the PO1-Alternate to join and catch up with the training of the rest of his batch members;
 3. If the PPSC-RTS rules and regulations, especially on the number of authorized absences, shall not allow the PO1-Alternate to join the training, the vacancy shall not be filled up anymore and shall be considered a vacancy due to normal attrition.
 4. The highest ranked Alternate in the list shall be notified by registered mail or telegraph for him to report and accept his appointment as PO1 within three (3) working days. Otherwise, the next most ranking Alternate shall be given the opportunity to join the police service.
 5. The Appointing Authority shall immediately sign his appointment papers and direct the Alternate to report without any delay to STU or PPSC-RTS to join his batch in the training. The Chief of PHRDD shall process his papers for certification by NAPOLCOM and attestation by CSC without any delay.
 6. Upon acceptance of the Alternate of the vacancy, request of a new Badge Number and PPIN shall be made to DPRM.
 7. NHQ thru DPRM shall be informed of this filling up of this kind of vacancy by submitting the copies of attested Appointment, Orders of Appointment and Orders assigning the new PO1 of his Badge Number and PPIN.

8. It is very important that in every recruitment program and after completion of the selection process, the qualified applicants in excess of the quota shall be declared and published as Alternates. These Alternates shall be ranked according to their performance in the different stages of the screening and selection process. The highest ranked Alternate shall follow the last Principal Candidate. In the case of PROs, they shall be ranked by provinces/city as the vacancy belonging to the quota of a particular province or highly urbanized city shall be filled up by an alternate from this particular place.

Section X. Grant of Leave to new PO1 Recruits who are unable to complete the required PNP Field Training Program (PNP FTP)

A. Leave without Pay and Allowances

1. A new PO1 recruit who is unable to complete the required Field Training Program upon orders/decision of the proper authority shall be granted leave without pay and allowances for a period of not more than one (1) year.
2. The Chief, RPHRDD or ADPRM shall issue the appropriate orders to stop the payment of his/her pay and allowances.
3. He/she shall be reemployed back to the police service under the following conditions:
 - a. Must apply in writing before the recruiting unit where his original quota belongs for re-employment;
 - b. Must passed the PAT, PPE, PMDE and Drug test to be conducted by the Health Service (or RHSU);
 - c. Must join the PNP FTP of the new batch of PO1 recruits;
 - d. Must shoulder initially the Initial Clothing Allowance, if he/she has not received before his/her sick leave.
4. The grant of leave and the subsequent re-employment shall result to a gap in the police service of the concerned PO1.
5. A PO1 recruit shall be granted leave under this Section only once.

B. Causes for non-completion of the PNP FTP

1. The following causes for non-completion of the PNP FTP are covered under this Section:
 - a. Pregnancy of a married female PO1;
 - b. Major medical operations due to training-related activities;
 - c. Serious injuries sustained during training-related activities;
2. The following causes for non-completion of the PNP FTP are not covered under this Section but shall be treated under Section VIII hereof:
 - a. Pregnancy of an unmarried female PO1 recruit;
 - b. Absence Without Leave or Unauthorized Long Absence;
 - c. Resignation; and

- d. Serious injuries which are not training-related and attributable to his/her intentional act or negligence.


Section XI. Final Provisions

- A. **Separability Clause** - Should any provision of this Memorandum Circular be subsequently declared unconstitutional, the other provisions not so declared shall remain in full force and effect.
- B. **Repealing Clause** - All memorandum circulars or issuances or any part thereof, which are inconsistent with this Memorandum Circular are repealed or amended accordingly.
- C. **Penal Clause** – (a) Chiefs of Offices/Unit, Chairman, Vice Chairmen and PNP members of the Screening and Selection Committee including the head and members of the Secretariat who shall fail to strictly observe and comply with the above rules and procedures and other pertinent policies and regulations on appointment of police personnel shall be dealt with under existing rules and regulations. **The PNP officer/personnel concerned shall be immediately relieved and shall not be designated to any position of major responsibility. He/she shall not be considered for promotion pending resolution of the case.**

(b) Solicitation in any form of assistance or intercession by officers from outside sources or otherwise for purposes of influencing their termination, appeal or retention to the police service while under temporary status is strictly prohibited under pain of strict disciplinary/administrative action against the PNP officer concerned.

- D. **Effectivity Clause.** – This Circular shall take effect after fifteen (15) days from the filing of a copy thereof at the University of the Philippine Law Center in consonance with Sections 3 and 4 Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "The Revised Administrative Code of 1987," as amended.

ADOPTED this _____, _____ Makati City, Metro Manila, Philippines.


RONALDO V. PUNO
Secretary, DILG
and Chairperson, Napolcom

OK SP


CELIA V. SANIDAD-LEONES
Commissioner


MIGUEL G. CORONEL
Commissioner


OSCAR C. CALDERON
Commissioner

Attested by:


ADELMALYN A. MUNIEZA
Chief, Secretariat