

**[ PNP MEMORANDUM CIRCULAR NO. 2009-006,  
April 29, 2009 ]**

**RULES AND PROCEDURES IN THE SELECTION OF PNP  
PERSONNEL FOR SECONDMENT, DETAIL TO INTERNATIONAL  
ORGANIZATIONS, PEACEKEEPING MISSIONS, AMENDING PNP  
MEMO CIRCULAR NO. 2007-012, AND FOR OTHER PURPOSES**

**1. REFERENCES:**

- a. PNP Memorandum Circular No. 2007-012 dated October 10, 2007 entitled *"Rules and Procedures in the Selection of PNP Personnel for Secondment and Detail to International Organization and Peacekeeping Missions"*;
- b. Section 6c Rule III, Civil Service Commission Memorandum Circular No. 40 dated December 14, 1998 re Revised Omnibus Rules on Appointments and Other Personnel Actions;
- c. PNP Circular No. 2008-018 dated December 26, 2008, entitled: *"Prescribing the Policies, Guidelines and Procedures on Foreign Travel of PNP Personnel"*, amending PNP Memorandum Circular No. 2002-017 dated November 16, 2002, entitled: *Foreign Travel*";
- d. PNP Circular No. 2007-004 dated May 8, 2007, entitled *"Revised Guidelines and Procedures on Personnel Action on Detail of Philippine National Police (PNP) Uniformed Personnel to other Government Offices/Agencies"*;
- e. PNP Memorandum Circular No. 2002-014 dated October 5, 2002, entitled: *"Policies, Guidelines, and Procedures on the Processing of Personnel Applying for Secondment with other Government Agencies"*;
- f. PNP Memorandum Circular No. 2006-010 dated June 14, 2006, entitled: *"Assignment with PNP Training Service and Other Similar Institutions of PNP Personnel Returning from the United Nations Missions and those who have undergone more than one (1) month of Foreign Schooling"*;
- g. Executive Order No. 97 dated April 23, 2002, entitled *"Approving and Adopting a Policy Framework and Guidelines for Philippine Participation in UN Peacekeeping Operations"*;
- h. Policy Framework and Guidelines for Philippine Participation in UN Peace Keeping Operations;
- i. United Nations Civilian Police Handbook; and

j. United Nations Selection Assistance Team (UNSAT) Guidelines dated January 1, 2005.

## **2. PURPOSE AND SCOPE:**

This Circular prescribes the rules and procedures governing the selection and deployment/detail of PNP personnel to United Nations and other International Peacekeeping Missions.

## **3. POLICY:**

a. The deployment/detail to the United Nations and other International Peacekeeping Missions/Organizations is not a matter of right but only a privilege bestowed upon qualified PNP personnel.

b. Only vacancies officially referred by the United Nations and other International Organizations shall be processed by the PNP. Individual PNP personnel are prohibited from applying directly to any foreign agencies or organization that published such vacancies.

## **4. OBJECTIVES:**

a. To provide a fair and objective procedure that is based on merit and fitness in the selection of personnel for secondment to international organizations, deployment to UN peacekeeping missions and for other purposes;

b. To give qualified PNP personnel equal opportunity to be selected or nominated to any secondment post to international organizations or deployment to UN peacekeeping missions; and

c. To streamline the deliberation process and ensure that the results of the selection and screening process are beyond reproach.

## **5. DEFINITION OF TERMS:**

a. *Active Police Service* - refers to the actual performance of police duties.

b. *Personnel* - refers to active PNP uniformed personnel.

c. *Deferment* - refers to the act of postponing the deployment of PNP personnel to the mission area.

d. *Detail* - refers to the movement of an employee from one department or agency to another which is temporary in nature and which does not involve a reduction in rank, status or salary and does not require the issuance of another appointment.

e. *Secondment* - refers to the movement of an employee from one department or agency to another which is temporary in nature and which may or may not require issuance of an appointment but may either involve reduction or increase in compensation.

f. *Peacekeeping* - refers to the United Nations presence in the field (normally involving military and civilian personnel), with the consent of

the parties, to implement or monitor the implementation of arrangements relating to the control of conflicts and their resolution or to ensure the safe delivery of humanitarian relief.

g. *United Nations Department of Peacekeeping Operations (UNDPKO)* - refers to the department in the United Nations Headquarters Secretariat directly in charge of United Nations peacekeeping operations.

h. *End of Mission (EOM)* - refers to the date the tour of duty of deployed PNP personnel in any UN Mission ends which is normally one (1) year from the actual arrival in the mission area.

i. *Mission Area* - refers to the country and other areas designated by the UN where the peacekeeping operation is being undertaken.

j. *United Nations Standby Arrangement System (UNSAS)* - refers to the system of establishing a pool of personnel in a UN member country for deployment to mission areas as mandated by UN.

k. *United Nations Selection Assistance Team (UNSAT)* - refers to the group of personnel selected by UNDPKO to conduct qualifying examination to police officers being offered by a member state for deployment to any UN Mission.

l. *UNSAT Examination* - refers to the examination administered by the UN Selection Assistance Team to determine competencies of candidates on English communication, vehicle driving and firearm proficiency.

m. *UN Mission Qualifying Examination* - refers to the qualifying examination administered by the PNP as pre-selection screening of PNP personnel for UNSAT examination.

n. *UNSAS Eligible* - refers to the PNP personnel who passed the UNSAT in the Philippines, entitling such member eligibility for deployment within a period of eighteen (18) months commencing from the last day of the test, as certified by members of the UNSAT who administered the same.

o. *Repatriation* - refers to the act of sending a PNP personnel back to the Philippines from a UN mission before his/her scheduled EOM either on the initiative of the UN or the PNP through the Contingent Commander, for failure to meet the UN standards in the mission area, disciplinary reason or due to compassionate and medical grounds. The cost of which if not covered by UN shall be borne by the concerned PNP member.

p. *Contingent Commander* - refers to a PNP Commissioned Officer designated by the PNP to exercise command and control and overall responsibility for the conduct, welfare and well-being of all members of the PNP contingent in the mission area consistent with UN rules, policies and regulations.

q. *Committee* - refers to the PNP Selection Committee for UN Missions mandated to conduct screening, selection and deliberation of PNP personnel for secondment or detail to international organizations and peacekeeping missions.

r. *Deployment Tracking* - refers to the order issued by the UN Department of Peacekeeping Operations authorizing the deployment of police officer/individual to UN mission area indicating the officer/s expected date of arrival and the Tour of Duty (TOD).

s. *Extension* - refers to the lengthening of the tour of duty beyond the period stipulated in the original agreement or contract of secondment or deployment.

t. *Default* - refers to the failure to submit/comply with the documentary requirements and/or appear by an applicant during the processing for deployment.

## **6. QUALIFICATIONS FOR DEPLOYMENT TO UN PEACEKEEPING MISSIONS:**

Personnel applying for deployment to UN peacekeeping missions shall undergo the PNP Screening Process to ensure that they satisfy the following minimum standards and qualifications:

- a. Applicant must be an UNSAS eligible;
- b. Police Commissioned Officer (PCO) applicant must have a rank of at least Police Senior Inspector upon filing of application and Police Non-Commissioned Officer (PNCO) applicant must have a rank of at least Police Officer 3;
- c. Applicant must have attained at least five (5) years of active police service (excluding cadetship and Field Training Program (FTP) for Lateral Entry Officers and new PO1s), as of the first day of the UNSAT examination;
- d. Applicant must be appointed in permanent status in his/her present rank;
- e. Applicant must neither be less than twenty-five (25) years old nor more than fifty-three (53) years old upon actual deployment;

An applicant shall be considered to be twenty-five (25) years of age on his/her twenty-fifth (25th ) birth date and shall be considered more than fifty-three (53) years of age on his fifty-fourth (54th ) birth date;

- f. Applicant must have at least one (1) year of recent driving experience and must be in possession of a valid Non-Professional or Professional national or international driving license for at least one (1) year as of the first day of the UNSAT examination;
- g. Applicant must be recommended by his/her Unit Commander (Command Group, D-Staff Directors, RDs of PROs, NSUs Directors and District Directors);
- h. Applicant must have Performance Evaluation Rating (PER) of at least Very Satisfactory (VS) for two (2) consecutive

semestral rating periods immediately preceding the UNSAT examination;

i. Applicant must not have been ever convicted of criminal or administrative offense; has no pending case either administrative/criminal in any body/tribunal or court; a witness to any criminal or administrative case, especially those covered by RA 9165; or a summary hearing officer with unresolved cases;

j. Applicant must not have been repatriated from any previous UN Mission for disciplinary reasons;

k. Applicant must have knowledge on basic computer operations (e.g., Word, Excel, Powerpoint, e-mail and Internet);

l. Applicant must have passed the latest Physical Fitness Test (PFT) conducted by DHRDD as well as Medical, Dental and Neuro-Psychiatric Examination; and

m. Applicant must first be cleared by Directorate for Logistics of any firearm accountability prior to his/her mission area.

## **7. PRIORITY FOR DEPLOYMENT:**

Priority for deployment to mission area is as follows:

a. *1<sup>st</sup> Priority* - PNP personnel who passed the UNSAT Examination but without previous UN Mission deployment. The ranking shall be based on the rating obtained in the UNSAT examination.

b. *2<sup>nd</sup> Priority* - PNP personnel who passed the UNSAT Examination but with previous UN Mission deployment.

c. The police rank, length of service and educational attainment shall be the criteria to be considered in breaking equal rating. Those with fewer missions shall have priority over those with more missions.

## **8. DEFAULT:**

Personnel after having been nominated for deployment shall be considered in default and will be removed from the priority list under the following circumstances:

a. Non-submission of documentary requirements to the Secretariat on specified date.

b. Failure to report for processing for deployment.

Personnel in default due to justifiable reasons can be re-nominated for deployment to the same mission area as last priority.