

[NAPOLCOM MEMORANDUM CIRCULAR NO. 2008-004, March 18, 2008]

PRESCRIBING GUIDELINES IN THE PLACEMENT OF POLICE COMMISSIONED OFFICERS TO STAFF POSITIONS IN THE POLICE REGIONAL OFFICES AND NATIONAL SUPPORT UNITS, REGIONAL CHIEFS OF NSUS, GROUP DIRECTORS OF REGIONAL/PROVINCIAL MOBILE GROUPS, CHIEFS OF POLICE (COPS) OF CITY POLICE STATIONS (CPS) AND MUNICIPAL POLICE STATIONS (MPS) AND OTHER POSITIONS OF RESPONSIBILITY

WHEREAS, pursuant to Section 14 of R.A. No. 6975, as amended, the National Police Commission (Napolcom) is mandated to exercise administrative control and operational supervision over the Philippine National Police (PNP).

WHEREAS, there is a need to improve the current placement system of Police Commissioned Officers (PCOs) in the Police Regional Offices (PROs) and National Support Units (NSUs) and create equal access and opportunity for professional growth and career advancement for all qualified PCOs regardless of the source of commission, gender or affiliation, among others;

WHEREAS, the PNP prepared guidelines in the Placement of Police Commissioned Officers to Staff Positions in the Police Regional Offices and National Support Units, Regional Chiefs of NSUs, Group Directors of Regional/Provincial Mobile Groups, Chiefs of Police (COPs) of City Police Stations (CPS) and Municipal Police Stations (MPS) and Other Positions of Responsibility;

WHEREAS, after consideration of said guidelines, the Commission finds the same to be in order;

NOW, THEREFORE, the Commission in the exercise of its constitutional mandate to administer and control the PNP, HAS RESOLVED TO PRESCRIBE, AS It HEREBY PRESCRIBES, the Guidelines in the Placement of Police Commissioned Officers to Staff Positions in the Police Regional Offices and National Support Units, Regional Chiefs of NSUs, Group Directors of Regional/Provincial Mobile Groups, Chiefs of Police (COPs) of City Police Stations (CPS) and Municipal Police Stations (MPS) and Other Positions of Responsibility.

SECTION 1. Purpose - This Circular prescribes the policies and guidelines governing the selection and placement of Police Commissioned Officers to Staff Positions in the Police Regional Offices and National Support Units, Regional Chiefs of NSUs Group Directors of Police Regional/Provincial Mobile Groups, Chiefs of Police of City/ Municipal Police Stations and other positions of responsibility.

SECTION 2. Declaration of Policy -Consistent with the provisions of Republic Act No.

6975, as amended by Republic Act No. 8551 and other pertinent Saws, it is hereby declared the policy of the PNP to promote professionalism and fairness through the institution of a placement system in the designation of Staff Officers to staff positions in the Police Regional Offices and National Support Units, Regional Chiefs of NSUs, Group Directors of Police Regional/Provincial Mobile Groups, Chiefs of Police of City/ Municipal Police Stations and other positions of responsibility

SECTION 3. Objectives- This Circular aims to:

- a. Improve the current placement system of Police Commissioned Officers in the Police Regional Offices and National Support Units level through the institutionalization of an objective placement system that is firmly anchored on the principles of merit and fairness;
- b. Create equal access and opportunity for professional growth and career advancement for ail qualified PCOs regardless of the source of commission, gender or affiliation; and
- c. Provide guidelines for the fair adjudication of any protest, complaint or grievance arising from the implementation of this Circular.

SECTION 4. Definition of Terms - For purposes of this Circular, the following terms are hereby defined:

- a. Administrative Case - It is a formal inquiry, in furtherance of public accountability, to determine whether a PNP member committed a violation of existing laws, rules, regulations and policies. It shall be deemed formally filed and pending upon receipt and entry of the approved pre-charge evaluation report in the official docket of the Disciplinary Authority until a decision thereof becomes final and executory. A complaint undergoing pre-charge evaluation shall not be considered an administrative case.
- b. Administrative Duty - It refers to the designation to positions involving purely clerical, staff and managerial functions. It includes assignment to NHQ PNP, National Administrative Support Units, PRO and NSU Headquarters, except operating units, HSS and other headquarters support units.
- c. Career Path or Pattern - It is the course by which PNP personnel progress in the service through a system of rotation of assignments in command, staff, technical and training duties including exposure to a variety of police operation and administrative experiences that enable them to develop as a well rounded police officers and advance to positions of greater responsibility.
- d. Criminal Case - It is a proceeding in court as a result of the filing of information or complaint charging a PNP member with an act or omission or a violation of special law which is criminal in nature. It is considered pending upon the filing of the information with the court until the decision becomes final and executory.
- e Field Duty - It is the designation to positions performing essential and purely police functions, i.e law enforcement, crime prevention and security operations, intelligence, investigation, training and police community relations. It includes assignment to police precincts, stations, CPO/PPOs, operating units of PROs, and the

regional offices and operating divisions of the National Operational Support Units.

f Fitness - It refers to the appropriateness or suitability of an officer to hold a particular position based on an established set of criteria.

g. Geographical Assignment - It refers to the location and/or nature of unit assignment of personnel; used as one of the bases for evaluation of the well-roundedness of an officer. It does not refer only to the assignment in a particular island grouping, i.e. Luzon, Visayas or Mindanao, nor shall it be used to discriminate for or against a particular area, region, province, city or municipality- Geographical assignments shall be classified as urban or rural, and national, regional or local. For purposes of this Circular, personnel assigned to maneuver operational units like PNP SAF, RSAF/RMGs, Regional Offices of NSUs and mobile training teams maybe considered as having served in the different regions or provinces where their units were actually deployed.

h. Staff Positions in the PROs - It refers to positions of major responsibility over an office or unit. The staff positions in the PROs are as follows:

- Chief, RPHRDD
- Chief, RID
- Chief, ROPD
- Chief, RLD
- Chief, RCD
- Chief, RIDMD
- Chief, RPCRD

i. Staff Positions in the NSUs - These are the Chiefs of Division of the different National Support Units (Annex "A"*).

j. Line Officers - PCOs mandated to perform essential and purely police functions, i.e. law enforcement, crime prevention and investigation, intelligence, internal security operations, and related administrative work, who were originally commissioned and/or absorbed into the Philippine National Police by virtue of RA 6975 from the defunct Philippine Constabulary/Integrated National Police and the Armed Forces of the Philippines who were assigned with the PC Narcotics Command, Aviation Security Command and Maritime Command, investigators from the PC Criminal Investigation Service, graduates of the Philippine National Police Academy (PNPA) and the National Police Commission, and SPO4s promoted to Inspector through regular or meritorious circumstances. For purposes of determining their respective competencies vis-a-vis selection and placement line officers ^ be classified as either Command Line Officers or Staff Line Officers.

1) Command Line - This refers to the career path of line officers who have held or are qualified to hold key positions in the PNP because of their command, leadership and managerial competence, well-rounded experience in administrative and field duty, and diversified geographical assignments.

2) Staff Line - It refers to the career path of line officers who have specialized in a particular police operational skill or functional field, e.g. administration (personnel/human resource management/planning),

administrative investigation, and intelligence, logistics, finance, police community relations, etc., or those who have spent most of their active service as staff officer or in administrative assignments.

k. List of Eligibles - It refers to the roster of officers who meet the mandatory requirements set for a particular position and minimum qualification standards for a particular rank based on the Revised PNP Qualification Standards.

I. Mandatory Requirements - For purposes of this Circular, it refers to the qualifications that an officer must possess in order to be considered in the placement to a certain position.

m. Merit - It refers to the qualities or characteristics of an officer who deserves recognition or commendation. .

n. Placement - It refers to the selection and designation of an officer to a certain position.

o. Police Regional Officer's Placement Board (PROPb)-it refers to the group of officers duly authorized to undertake the screening and evaluation of officers due for promotion and/or placement to key positions and other positions of responsibility in the PNP in the Police Regional Offices.

p. National Support Units Officers' Placement Board (NSUOPB) - It refers to the group of officers duly authorized to undertake the screening and evaluation of officers due for promotion and/or placement to key positions and other positions of responsibility in the PNP in the National Support Units.

q. Physical Profile

1) P-1 -may engage in fatiguing work, marching and prolonged hand-to-hand fighting (combat) for long period of time. Free from any disease.

2) P-2 - may be exposed to the same rigors as P1 but may have minor defects as slight limitation of joint movements; still qualified for combat duty; Free from any disease.

3) P-3 - may serve in support capacities including ability to march, work for long period of time and can defend himself in close encounter but can no longer be deployed for combat duty or tactical units; and

4) P-4 - unqualified for police service as he fails to meet the criteria for the first three (3) classifications.

r police Commissioned Officers (PCOs) - These are active PNP uniformed personnel with the rank of Inspector up to Director General.

s Selection - It refers to the process by which Police Commissioned Officers are screened and evaluated based on the criteria set for particular position with the end in view of choosing the most qualified for the said position.

t Seniority Lineal List - It is a hierarchical listing of all uniformed police personnel based on established criteria and guidelines indicating their relative seniority by

rank.

u Seniority Range - It refers to the hierarchical order of seniority by virtue of the year of commissionship of Police Commissioned Officers regardless of their source of commissionship.

Officers who were promoted ahead of their peers through special promotion shall be treated as part of the seniority range in the current ranking in the Seniority Lineal List (SLL) and not their original year of commission. Thus, even if the officer was commissioned in 1986 and his current seniority range is equivalent to that of 1982, then he/she shall be treated as batch 1982.

SECTION 5. Applicability - This Circular shall apply to all Police Commissioned Officers from the ranks of Police Inspector to Police Senior Superintendent.

The following are the positions of responsibility in the Police Regional Offices based on the PNP Staffing Pattern and Table of Organization, herein listed according to the degree of importance:

POSITIONS	RANK REQUIREMENT
Chief, RPHRD	Senior Superintendent
Chief, RID	Senior Superintendent
Chief, ROPD	Senior Superintendent
Chief, RLD	Senior Superintendent
Chief, RCD	Senior Superintendent
Chief, RIDMD	Senior Superintendent
Chief, RPCRD	Senior Superintendent
Chief, RHSSG	Senior Superintendent
Group Director, RMG	Senior Superintendent
COP of City Police Stations of NCRPO	Senior Superintendent
COP of Pateros Municipal Police Station	Senior Superintendent
Group Director, PMG	Senior Superintendent
COP of City Police Stations	
Class "A"	Superintendent
Class "B"	Superintendent
Class "C"	Superintendent
COP of Municipal Police Stations:	
Class "A"	Superintendent
Class "B"	Chief Inspector
Class "C"	Superintendent

The positions of responsibility in the National Support Unit based on the PNP Staffing Pattern and Table of Organization, according to the degree of importance are listed in Annex "B"*

SECTION 6. Governing Principles on Placement. - The principles that govern placement are the following:

a PNP Rank Structure

The rank structure of the Police Regional Offices and National Support Units shall be