

Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
Makati City

MEMORANDUM CIRCULAR NO. 2011-005

AMENDING THE PRESCRIBED SEQUENTIAL PROCEDURES IN THE PROCESSING OF LATERAL ENTRY APPLICANTS IN THE PNP AND THE GUIDELINES ON PROBATIONARY PERIOD AS PROVIDED FOR UNDER NAPOLCOM MEMORANDUM CIRCULAR NO. 2008-006

WHEREAS, the Commission has issued Memorandum Circular No. 2008-006 prescribing the guidelines and procedures in the processing of lateral entry of officers in the PNP;

WHEREAS, the PNP requested for the amendment of certain provisions of Memorandum Circular No. 2008-006 in order to attune it with recent developments and to address current issues at hand and to ensure the appointment of the best and most qualified lateral entry applicants;

WHEREAS, the proposed amendments are intended to ensure entry of physically and mentally fit lateral entry applicants, expedite the resolution of cases involving termination of officer on probationary period, and to save resources on the part of the PNP;

NOW THEREFORE, the Commission, pursuant to its constitutional mandate to administer and control the PNP, **HAS RESOLVED TO AMEND, AS IT HEREBY AMENDS**, the prescribed sequential procedures in the processing of lateral entry applicants in the PNP, as provided for under Section VI (Items D to J) and the guidelines on probationary period as provided for under Section XI (Items C and D) of Memorandum Circular No. 2008-006, to wit:

Section VI. PROCEDURE IN PROCESSING APPLICANTS FOR LATERAL ENTRY

- A. " x x x "
- B. " x x x "
- C. " x x x "
- D. **Psychological and/or Neuro-Psychiatric Test**
(To be conducted by PNP-HS NP Section)

Applicants shall undergo the psychological and/or neuro-psychiatric test to exclude applicants who may be suffering from any mental disorder to be administered by the PNP-HS NP Section.

- E. **Physical and Medical Examination**
(To be conducted by PNP Health Service)

In order to determine whether or not the applicant is in good health and free from any contagious diseases, dental, physical and medical



examinations shall be conducted by the PNPHS after he/she has passed the Psychological/Neuro-Psychiatric test.

F. Character Background Investigation
(To be conducted by DI/IG)

Applicants who passed the PMDE shall be subjected to Character Background Investigation (CBI) to determine the character, reputation and possible involvement of the applicant in any questionable or criminal activity as well as his propensity toward violence or use of force. Any derogatory report is a ground for disqualification. The said activity must be conducted once the PMDE result is published. The final CBI report shall be forwarded to the LEB (Attn: Head Secretariat) before the start of the Final Interview stage.

G. Drug Test
(To be conducted by the Crime Laboratory)

The drug test shall not follow the sequential steps but shall be conducted anytime after the character and background investigation (on passers only) and before the final interview in order to ensure that the applicants are free from use or abuse of any prohibited drug. Any positive indication of drug use or abuse is a ground for disqualification.

H. The Physical Agility Test (10 pts.)
(To be conducted by Secretariat, LEB)

SCORE X .10 = ____ (Points Earned on PAT)

The standard DHRDD Physical Fitness Test (PFT) score system shall be used to determine whether or not they possess the required coordination, strength and speed of movement in the police service.

I. Final Interview (FI) – (15 pts.)
(Lateral Entry Board)

INTERVIEW GUIDE	ALLOTTED POINTS
1 – IQ and Current Events	3
2 - Communications Skills	3
3 – Leadership Qualities	3
4 - Job Knowledge	3
5 - Work Ethics and Moral Reasoning	3

TOTAL = _____ (Points Earned on FI)

The Lateral Entry Board shall interview the qualified applicants (those who were certified by the PNPHS to be mentally and physically fit) for suitability to police work. There are two categories as bases in the reevaluation of the Lateral Entry Board during the conduct of the final interview: Confirmation of the technical and general qualifications of the candidates and validation of the candidate's personality. The final interview shall aid in the reevaluation, revalidation and confirmation of the qualifications, particularly the technical qualifications of candidates based on the Qualification Standards set for the position to which the candidate is to be appointed.

J. Final Deliberation and Selection of Highly Qualified Candidates for Appointment

The Final Deliberation and Selection is the last phase in the lateral entry process wherein thorough selection/screening has already been done in the different stages to include the Final Interview. The selection shall be made only according to merit and fitness of applicants to the position in which they are going to be appointed. CSC Resolution Number 94-015 provides that when two or more applicants meet the minimum requirements for the position, objective criteria must be set to determine who are the most fit and meritorious among all the applicants to ensure that the exercise of management discretion is not abused.

WORKSHEET FOR FINAL DELIBERATION AND SELECTION

NR	Name of Candidates	QS				QE	PAT	FI	TOTAL	REMARKS
		EDUC	ELIG	TRNG	RANK SENIORITY/ EXPERIENCE					

CATEGORY	MINIMUM (Passing Score)	MAXIMUM	VARIANCE PREMIUM POINTS
QS			
Education	17.5	25	7.5
Eligibility	7	10	3
Training	7	10	3
Rank Seniority/ Experience	10.5	15	4.5
QE	10.5	15	4.5
PAT	7	10	3
FI	10.5	15	4.5
TOTAL	70	100	30

" X X X "

Section XI. GUIDELINES ON PROBATIONARY PERIOD

A. " x x x "

B. " x x x "

C. Termination Hearing Officer (THO)

The following shall be designated as THO at the NHQ, PROs and NSUs to review and hear the case against a PNP Lateral entrant on probationary status depending on the latter's assignment, as indicated:

Temporary Hearing Officer (THO)	Lateral Entrant's Latest Assignment
Deputy Director, DPRM	NHQ, PNP
Regional Director, PRO	PRO
Director, NSU	NSU

A Legal Officer from the Legal Service shall likewise be designated to assist the THO during the review and hearing of the case. The THO concerned shall submit a recommendation (thru channel) to the Chief, PNP based on the merits of the case.

D. Termination Procedures

1. Termination of service for unsatisfactory conduct or performance while under probationary period may be initiated by the appropriate RD, PRO or Director, NSU based on the investigation/official report of the case against any PNP member or upon a verified complaint of any person accompanied with sworn statements/documents in support thereof. The RD, PRO or Director, NSU concerned shall refer the case to the THO for review and Summary Termination Proceedings. The concerned THO shall follow the existing rules of procedures governing summary hearing proceedings in administrative cases as provided under NAPOLCOM Memorandum Circular NO. 2007-001 dated March 6, 2007, entitled "*Uniform Rules of Procedures Before the Administrative Disciplinary Authorities and the Internal Affairs Service of the Philippine National Police*".
2. The THO shall conduct a summary hearing within the next three (3) days after receipt of respondent's answer, sworn affidavit of his/her witnesses, other pertinent documents and other pieces of evidence. The hearing shall terminate within five (5) days from its commencement.
3. If the respondent, despite due notice, failed to answer the charge/s within the proscribed period, the THO shall immediately proceed with the hearing ex-parte.
4. Being summary in nature, direct examination of witness shall be dispensed with the sworn statements of witness or their affidavits shall take the place of their oral testimonies. Provided that, witnesses who are not able to submit their sworn affidavit as mentioned in para (1) hereof shall be allowed to be asked clarificatory questions directly or in lieu thereof to submit a sworn affidavit. Arguments that are not relevant and material to the issue and are obviously being employed as dilatory tactics shall not be entertained.
5. The THO concerned shall render its findings and recommendations within ten (10) days upon receipt of said findings and recommendations.

6. The decision shall contain the name of the respondent, his unit, a brief statement of the facts, the findings of the THO and the law and/or issuance on which the said decision was based.

E. " x x x "

This Circular shall take effect upon approval of the Commission.


ADOPTED this 4th day of MARCH, 2011 at Makati City, Metro Manila, Philippines.


JESSE M. ROBREDO
Chairman



Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT
IN REPLYING, PLS CITE:
SILG11-001858




EDUARDO U. ESCUETA
Commissioner
Vice Chairman and Executive Officer


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Commissioner


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CONSTANCIA P. DE GUZMAN, Ph.D.
Commissioner


RAUL M. BACALZO, Ph.D.
Commissioner

Attested by:


ADELMALYN A. MUNIEZA
Chief, Secretariat