

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

MEMORANDUM CIRCULAR NO. 2011-004

AMENDING THE PRESCRIBED SEQUENCE OF EXAMINATIONS/TESTS DURING THE FINAL EVALUATION IN THE RECRUITMENT, SELECTION AND APPOINTMENT OF POLICE OFFICER 1 (PO1) APPLICANTS AS PROVIDED FOR UNDER MEMORANDUM CIRCULAR NO. 2007-009

WHEREAS, the Commission has issued Memorandum Circular No. 2007-009 prescribing the procedures and guidelines in the recruitment, selection and appointment of PO1 that would ensure the entry of highly qualified individuals into the police service and to strengthen the human resource capability of the PNP;

WHEREAS, the Commission is conscious of recent developments affecting the image of the PNP and the performance of our police officers that necessitates the modification of the recruitment process to give extra premium to the applicants' intellectual, mental, emotional and psychological fitness and preparedness for police service;

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 sequence of examinations/tests during the final evaluation in the recruitment, selection and appointment of PO1 applicants as provided for under Section IV, D, 3 (a-d) of Memorandum Circular No. 2007-009, to wit:

Section I. The final evaluation includes the sequential conduct of the following examinations, test and interview:

- a. Psychiatric/Psychological Examination (PPE)
- b. Complete Physical, Medical and Dental Examination (PMDE)
- c. Physical Agility Test (PAT)
- d. Final Committee Interview (FCI)

The drug test (DT) shall not follow the sequential steps but shall be conducted on passers only anytime after the PPE, PMDE or PAT but before the Final Committee Interview. It shall be administered by the PNP Crime Laboratory. Report of the said test shall be prepared by the PNP officer who conducted the same duly certified under oath and submitted to the Regional Screening Committee thru the Secretariat within five (5) days from date of administration of test.

The conduct of the Physical Agility Test (PAT) and Neuro-Psychiatric (NP) examination shall be simultaneous nationwide to prevent a retake in another place of said tests by applicants who initially failed on the same.

The complete Character and Background Investigation (CBI) shall be conducted on all PPE passers and must be completed before the start of the Final Committee Interview. The complete CBI shall determine their reputation and possible involvement in any questionable or criminal activities or violent incidents. In order to get additional information on the applicant's worthiness, the CBI shall include the procurement of a Certificate of Good Moral Character issued by the applicant's college/university. The CBI shall be conducted by the Directorate for Intelligence through its operating units, like the Intelligence Group (IG) and Regional Intelligence Division (RID). The validated CBI results shall be submitted to the Committee immediately before the start of the Final Committee Interview stage.

The validation of the results of the Character and Background Investigation shall continue during the one-year probationary period. Any serious and validated derogatory records shall be a ground for the recruit's termination from the service.

The Secretariat of the different NSU and PRO Screening Committees shall publish and post in conspicuous areas the results in every stage, which shall include the passers, non-passers and the reason/s for failure.

Section II. Psychiatric/Psychological Examination (PPE)

The Psychiatric/Psychological Examination (PPE) shall be administered to all applicants under the supervision of the PNP Medical Officer and NAPOLCOM representative. Only those applicants who passed the PPE shall proceed to the next stage, the Physical, Medical and Dental Examination (PMDE).

Section III. Physical, Medical and Dental Examinations (PMDE)

The Physical, Medical and Dental Examinations (PMDE) shall be conducted by the PNP Health Service 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 conduct of Physical Agility Test (PAT).
- 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.

Applicants who passed the Physical, Medical and Dental Examinations shall be indorsed for the conduct of Physical Agility Test (PAT).

Section IV. Physical Agility Test (PAT)

The Physical Agility Test (PAT) shall be administered to applicants who passed the PMDE. In no case shall the PAT be conducted without the presence of the NAPOLCOM representative. The guidelines in the conduct of the Physical Agility Test are as follows:

- a. The PAT is given to determine whether or not they possess the required coordination, strength and speed of movement necessary in the police service.

b. The PAT shall consist of five (5) events namely:

b.1.	Pull-up for Men Horizontal Bar Hang for Women
b.2.	2 Minutes Push-ups
b.3.	2 Minute Sit-ups
b.4.	100 meter dash
b.5.	1000 meter run

c. Absolutely, there shall be no retake of the PAT.

Applicants who passed the PAT shall be indorsed to the Screening Committee through the Secretariat for the Final Interview Phase.

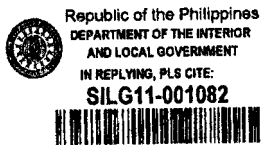
Section V. Final Committee Interview (FCI)

The Screening Committee *en banc* shall interview 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.

Section VI. Effectivity. – This Circular shall take effect upon approval of the Commission.

ADOPTED this 1st day of FEBRUARY, 2011 at Makati City, Metro Manila, Philippines.



[Signature]
JESSE M. ROBREDO
 Chairman

[Signature]
EDUARDO U. ESCUETA
 Commissioner
 Vice Chairman and Executive Officer

[Signature]
LUISITO T. PALMERA
 Commissioner

[Signature]
ALEJANDRO S. URRO
 Commissioner

[Signature]
CONSTANCIA P. DE GUZMAN, Ph.D.
 Commissioner

[Signature]
RAUL M. BACALZO, Ph. D.
 Commissioner

Attested by:

[Signature]
ADELMALYN A. MUNIEZA
 Chief, Secretariat