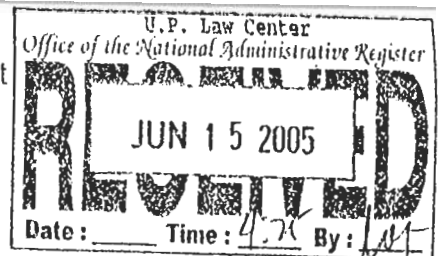


Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
Makati City



MEMORANDUM CIRCULAR NO. 2005-002

**AMENDING MEMORANDUM CIRCULAR NO. 2003-009 ENTITLED "FURTHER
AMENDING NAPOLCOM MEMORANDUM CIRCULAR NO. 92-015 PRESCRIBING A
STANDARD PROCEDURE FOR THE RECRUITMENT, SELECTION AND APPOINTMENT
OF PNP UNIFORMED PERSONNEL DATED NOVEMBER 26, 1992"
AND OTHER RELATED ISSUANCES**

WHEREAS, Republic Act No. 8551, entitled "*An Act Providing for the Reform and Reorganization of the Philippine National Police and for Other Purposes, Amending Certain Provisions of R.A. No. 6975, An Act Establishing the Philippine National Police Under a Reorganized Department of the Interior and Local Government, and for Other Purposes,*" specifically Section 14 thereof, amended the minimum qualifications for appointment embodied in Section 30 of Republic Act No. 6975;

WHEREAS, the Commission issued Memorandum Circular No. 2003-009 amending Memorandum Circular No. 92-015 which is aimed to ensure high quality of personnel entering the police service and to strengthen the human resource capability of the PNP;

WHEREAS, there is a need to amend Memorandum Circular No. 2003-009 to address the problems which surfaced during its implementation and to make certain the recruitment, selection and 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 AMEND, AS IT HEREBY AMENDS**, Napolcom Memorandum Circular No. 2003-009, and other related issuances and accordingly prescribes the following revised guidelines in the recruitment, selection and appointment of Police Officer I in the PNP:

Section I. Objectives

- A. Establish a system that is characterized by strict observance of the merit, fitness and **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.

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 **INDIVIDUALS**.
- B. **THE PNP SHALL RESERVE AT LEAST TEN PERCENT (10%) OF ITS ANNUAL RECRUITMENT QUOTA FOR WOMEN.**

- C. There shall be no discrimination on account of gender, religion, ethnic origin or political affiliation.
- D. **THE PNP SHALL PROGRAM THE ANNUAL RECRUITMENT QUOTA AT THE NATIONAL, REGIONAL, PROVINCIAL AND CITY/MUNICIPAL LEVELS SUBJECT TO APPROVAL BY THE COMMISSION.**
- E. **IN ORDER TO HAVE A WIDER BASE FOR THE SELECTION PROCESS, THE PNP SCREENING COMMITTEE SHALL PROCESS APPLICANTS UP TO 150% OF THE APPROVED QUOTA IN ALL OFFICES.**
- F. No person shall be appointed as Police Officer I unless **THE APPLICANT SATISFIES THE MINIMUM QUALIFICATIONS FOR APPOINTMENT AS PROVIDED FOR UNDER SECTION 14, R.A. NO. 8551.**
- G. 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.**
- H. 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 AT THE NATIONAL/REGIONAL LEVEL.**

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: **PROVIDED, THAT APPLICANTS GRANTED HEIGHT WAIVER BY VIRTUE OF MEMBERSHIP IN AN INDIGENOUS GROUP SHALL ONLY BE CONSIDERED FOR APPOINTMENT IN THE AREAS WHEREIN THEY ARE CONSIDERED INDIGENOUS BY THE NATIONAL COMMISSION FOR INDIGENOUS PEOPLES (NCIP) OR OFFICE ON MUSLIM AFFAIRS (OMA).**

- I. No appointment shall be issued by the PNP National Office or by any of the National Support Units unless the **COMMISSION CERTIFIES THE PROPOSED APPOINTEES TO BE QUALIFIED FOR APPOINTMENT**, while in the regional offices the **PROPOSED APPOINTEES SHALL BE CERTIFIED** by the Napolcom Regional Directors before issuance of appointment by the PNP Regional Director.
- J. The Appointing Authority shall in no case issue a Special Order earlier than the date of **THE ISSUANCE OF THE APPOINTMENT.**
- K. No appointee shall be entitled to payment of salary prior to the taking of his/her Oath of Office (Panunumpa sa Katungkulan) and assumption of duty.
- L. The appointing authority shall be **HELD RESPONSIBLE FOR THE STRICT IMPLEMENTATION OF THIS CIRCULAR.**

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, drug and physical tests to be administered by the PNP 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 dismissed for cause from any civilian position in the Government;
7. Must not have been convicted by final judgment of an offense or crime involving moral turpitude;
8. 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;
9. Must weigh not more or less than five kilograms (5 kg) from the standard weight corresponding to his/her height, age and sex; and
10. 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. PNP Entrance Examination
2. CSC Police Officer I/Police Officer (Second Level Eligibility – 1998 onwards)
3. R.A. No. 1080 (Bar and Board examinations)
4. P.D. No. 907 (Granting Civil Service Eligibility to College Honor Graduates)

Section IV. Procedural Guidelines

A. Pre-recruitment Activities

1. The PNP Directorate for Personnel and Records Management (DPRM) shall prepare and submit to the Chief, PNP the annual recruitment PROGRAM. Such annual recruitment **PROGRAM** shall indicate the quota allocation for cities and municipalities of the various provinces in each of the 17 regions as well as the National Support Units (NSUs).

THE DPRM SHALL PREPARE THE QUOTA ALLOCATION IN CONSULTATION/COORDINATION WITH THE PNP REGIONAL AND NSU DIRECTORS.

2. The allocation of quota at the city/municipal set of criteria, as follows:

- a. police-to-population ratio
- b. peace and order condition in the locality
- c. actual demands of the service
- d. class of city/municipality

The recruitment quota given to any of the NSUs shall be based on the actual demands of the functional area covered.

3. Within two (2) working days from receipt of the recruitment **PROGRAM** prepared by the DPRM, the Chief, PNP shall submit the same to the Commission which shall act on the same within five (5) working days.
4. Within two (2) working days, the Commission shall return the approved recruitment **PROGRAM** to the PNP and a copy of the same shall be furnished all Napolcom Regional Directors.
5. Within **TWO (2)** working days from receipt of the approved recruitment quota, the DPRM pursuant to R.A. No. 7041 (Publication Law) shall publish in at least three (3) national broadsheets the number of POIs to be recruited in each region/province/city/municipality, the requisite qualifications and eligibility to be met, the documents to be submitted and where to file the application and documentary requirements.
6. The DPRM shall disseminate within **TWO (2)** working days copies of the approved recruitment quota to all PNP Regional Directors who, in turn, shall provide within two (2) working days a copy to each of the Police Provincial Directors. **THEREAFTER, THE PNP REGIONAL DIRECTORS SHALL ACTIVATE AND ORGANIZE THEIR RESPECTIVE SCREENING COMMITTEES.**

THE PNP REGIONAL AND PROVINCIAL/CITY DIRECTORS ARE NOT AUTHORIZED TO ALTER THEIR APPROVED QUOTA.

7. The Police Provincial/**CITY** Directors shall, within five (5) working days from receipt of the copy, inform the City/Municipal Mayors of their recruitment quota, through their respective Chiefs of Police.
8. The Napolcom Regional Directors shall monitor whether or not the city/municipal mayors have been informed of their respective recruitment quota.
9. **ALL PNP REGIONAL AND PROVINCIAL/CITY DIRECTORS SHALL UNDERTAKE INFORMATION DRIVES TO ATTRACT THE MOST NUMBER OF QUALIFIED APPLICANTS USING THE TRI-MEDIA.**
10. **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
- g. schedules of screening/evaluation

11. **THERE SHALL BE ESTABLISHED PNP SCREENING COMMITTEES AT THE NATIONAL AND REGIONAL POLICE OFFICES THAT SHALL BE RESPONSIBLE FOR THE PROCESSING AND SELECTION OF THE MOST QUALIFIED APPLICANTS TO BE RECOMMENDED FOR APPOINTMENT.**

B. Selection of the Most Qualified Applicants at City/Municipal Level

1. **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, NAMELY:**

- a. **VICE-MAYOR**
- b. **DILG CLGOO/MLGOO**
- c. **CITY DIRECTOR/CHIEF OF POLICE**
- d. **POC MEMBER FROM THE ACADEME**

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 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.

2. **APPLICANTS SHALL SUBMIT TO THE CITY DIRECTOR/CHIEF OF POLICE THEIR APPLICATION FOLDERS CONTAINING THE FOLLOWING 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**
- g. **MEDICAL CERTIFICATE ISSUED BY THE LOCAL HEALTH OFFICER**

3. **THE SECRETARIAT SHALL CONSOLIDATE AND SUBMIT ALL APPLICATION FOLDERS TO THE AD HOC BODY WHICH SHALL CONVEY TO CONDUCT AN INITIAL SCREENING AND PRELIMINARY INTERVIEW OF INDIVIDUAL APPLICANTS IN ORDER TO:**

- a. determine the **COMPLETENESS** of the documents required;
 - b. establish whether or not the applicant meets the age, height, weight, education and eligibility requirements;
 - c. **DETERMINE HIS POTENTIAL AND WORTHINESS TO BE APPOINTED AS LAW ENFORCER;** and
 - d. assess his/her personal appearance and conversational ability.
4. The screening shall be completed within fifteen (15) **WORKING** days from commencement thereof. **THE NAMES OF PRINCIPAL RECOMMENDEE(S) AND ALTERNATES, RANKED ACCORDING TO DEGREE OF QUALIFICATIONS AND COMPETENCE, SHALL BE SUBMITTED TO THE MAYOR WHO IN TURN ENDORSES TO THE PNP REGIONAL DIRECTOR, COPY FURNISHED THE PNP PROVINCIAL DIRECTOR.**

IN THE CASE OF HIGHLY URBANIZED CITIES (HUCs) THE LIST OF PRINCIPAL AND ALTERNATE RECOMMENDEES SHALL BE SUBMITTED DIRECTLY TO THE PNP REGIONAL DIRECTOR.

C. Selection by the PNP Regional Screening Committee

1. The PNP Regional Director shall endorse the list of qualified applicants, within three (3) days from receipt thereof, to the PNP Regional Screening Committee. The Regional Screening Committee is composed of the following:
 - a. Deputy Regional Director for Administration - Chairperson
 - b. Napolcom Asst. Regional Director (ARD) - Vice-Chairperson
or the Chief, Administrative Services Division
in case the regional office has no ARD
 - c. Regional Peace and Order Council - Member
MEMBER designated by the RPOC Chairperson
 - d. **WOMEN SECTOR REPRESENTATIVE** - Member
OF KNOWN PROBITY DESIGNATED BY
THE PNP REGIONAL DIRECTOR
 - e. **SENIOR REGIONAL DILG OFFICER** - Member
DESIGNATED BY THE DILG REGIONAL
DIRECTOR
 - REGIONAL PHRDD** - Secretariat
2. **THE REGIONAL PHRDD AS SECRETARIAT SHALL PERFORM THE FOLLOWING FUNCTIONS:**
 - a. **PREPARE CALENDAR OF ACTIVITIES OF THE SCREENING COMMITTEE/NOTICES OF MEETING**
 - b. **STRICTLY IMPLEMENT THE SEQUENTIAL STEPS OF THE SCREENING PROCESS BY ENDORSING TO THE NEXT STAGE ONLY THOSE WHO PASSED THE PRECEDING STAGE**

- c. DOCUMENT ALL ACTIVITIES OF ALL STAGES IN THE RECRUITMENT PROCESS
 - d. MAINTAIN FILES OF RESULTS OF ALL TESTS UNDERTAKEN BY THE APPLICANTS
 - e. PUBLISH THE RESULTS OF ALL THE TESTS, COPY FURNISHED THE CHAIRPERSON AND VICE CHAIRPERSON OF THE SCREENING COMMITTEE
 - f. MONITOR THE FILLING-UP OF THE CITY/MUNICIPAL QUOTA FROM AMONG THE RECOMMENDEES OF THE MAYOR OR IMPLEMENTATION OF THE PRIORITY RULE IN CASE OF LACK OF QUALIFIED APPLICANT
 - g. PREPARE MINUTES OF COMMITTEE DELIBERATIONS AND REQUIRED REPORTS
3. REGIONAL SCREENING OF APPLICANTS SHALL BE DONE IN BATCHES (BY PROVINCE OR CITY) SO AS TO CONFORM WITH THE QUOTA ALLOCATION AND MINIMIZE EXPENSES ON THE PART OF THE APPLICANTS.
4. THE FINAL EVALUATION INCLUDES THE SEQUENTIAL CONDUCT OF THE FOLLOWING EXAMINATIONS:
- a. WRITTEN COMPETITIVE EXAMINATION
 - b. PHYSICAL AGILITY TEST
 - c. NEURO-PSYCHIATRIC EXAMINATION
 - d. COMPLETE PHYSICAL, MEDICAL AND DENTAL EXAMINATION
 - e. FINAL INTERVIEW

THE DRUG TEST SHALL NOT FOLLOW THE SEQUENTIAL STEPS BUT SHALL BE CONDUCTED ANYTIME. 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 within five (5) days from date of administration of test.

5. THE NAPOLCOM CENTRAL OFFICE SHALL FORMULATE THE TEST QUESTIONS FOR THE WRITTEN COMPETITIVE EXAMINATION FOR ADMINISTRATION BY THE REGIONAL SCREENING COMMITTEES.

THE WRITTEN EXAMINATION SHALL BE EQUIVALENT TO 100 POINTS; 50% SHALL BE ON GENERAL KNOWLEDGE (OBJECTIVE TYPE) AND 50% ON COMMUNICATION SKILLS (ESSAY TYPE).

THE QUESTIONS ON GENERAL KNOWLEDGE SHALL FOCUS ON CURRENT EVENTS, SIMPLE MATHEMATICAL COMPUTATION AND DATA INTERPRETATION.

ON THE OTHER HAND, QUESTIONS ON COMMUNICATION SKILLS SHALL DEAL WITH KNOWLEDGE OF GRAMMAR, READING COMPREHENSION AND VALUES/ATTITUDES.

THE CUT-OFF SCORE SHOULD NOT BE LESS THAN SIXTY PERCENT (60%).

6. The Physical Agility Test (PAT) shall be administered only to those who pass the written examination **AND WITHIN THE FIRST ZONE OF CONSIDERATION, THAT IS, THE CITY/MUNICIPAL QUOTA PLUS 50%. IN NO CASE 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 THE FOLLOWING EVENTS AND STANDARDS:**

Maximum Total - 100 pts
 Passing: - 70 pts

- 1) Pull-ups (3 pts each) for Men - **MAX 21 pts**

Horizontal Bar Hang for Women
(TIME IN SEC/ 6 = PTS)

- 2) 2-Minute Push-up - **MAX 20 pts**

Men - **0.5 PT EACH**
 Women - **1.0 PT EACH**

- 3) 2-Minute sit-ups - **MAX 21 pts**

Men - **0.5 PT EACH**
 Women - **1.0 PT EACH**

- 4) 100 Meter run - **MAX 20 pts**

100 Meter Run			
Men		Women	
below 13 sec	= 20 pts	below 19 sec	= 20 pts
13 sec	= 18 pts	19 sec	= 18 pts
14 sec+	= 16 pts	20 sec+	= 16 pts
15 sec+	= 14 pts	21 sec+	= 14 pts
16 sec+	= 12 pts	22 sec+	= 12 pts
17 SEC AND UP	= 10 PTS	23 SEC AND UP	= 10 PTS

1000 Meter Run**Men****Women**

3 mins. 25 sec & below = 18 pts

4 mins.25 sec & below = 18 pts

3 mins. 26 sec - 3.46 sec = 16 pts

4 mins.26 sec - 4.46 sec = 16 pts

3 mins. 47 sec - 4.07 sec = 14 pts

4 mins.47 sec - 5.07 sec = 14 pts

4 mins. 08 sec - 4.28 sec = 12 pts

5 mins.08 sec - 5.28 sec = 12 pts

4 mins. 29 sec AND UP = 10 pts**5 mins.29 sec AND UP = 10 pts**

7. Applicants who passed the PAT shall undergo **NEURO-PSYCHIATRIC EXAMINATION** to be administered by the PNP for purposes of determining the mental capacity and emotional stability of the applicant to perform police functions. A report on who among 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 Regional Screening Committee within five (5) days from the conduct of said examination.

THE PNP SHALL COORDINATE WITH THE AFP HOSPITAL OR THE REGIONAL DOH FOR ASSISTANCE IN THE CONDUCT OF NEURO-PSYCHIATRIC EXAMINATION OF APPLICANTS.

8. Applicants who passed the **neuro-psychiatric examination** shall go through a complete **PHYSICAL, MEDICAL AND DENTAL EXAMINATION** 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** to determine whether or not the applicants are in good health and free from any contagious diseases. A report certified under oath by the PNP Medical Officer and signed by the Committee members present on who among the applicants passed and failed the examination (and the reason behind their failure), shall be submitted to the Regional Screening Committee within five (5) days from the last day of medical and physical examination. The items to be covered by the **PHYSICAL, MEDICAL AND DENTAL** examination are shown in Annex A.

9. Applicants who passed the **PHYSICAL, MEDICAL AND DENTAL EXAMINATION** shall be subjected to a **CHARACTER AND BACKGROUND INVESTIGATION** by the Regional/Provincial Intelligence Unit within thirty (30) days from receipt of the list of qualified applicants to determine their reputation and possible involvement in any questionable or criminal activities or violent incidents. The Regional Investigation and Intelligence Division/Provincial Investigation and Intelligence Division (RIID/PIID) shall submit the result of the validation of the character and background investigation to the Regional Screening Committee within three (3) days from completion thereof.

CONTINUING CHARACTER AND BACKGROUND INVESTIGATION SHALL BE CONDUCTED DURING THE ONE-YEAR PROBATIONARY PERIOD.

10. **FINAL INTERVIEW** – The Screening Committee shall interview *en banc* the applicants who passed the written **COMPETITIVE** examination, physical agility test, complete physical, medical and dental examination, neuro-psychiatric test, drug test and character and background investigation to determine their aptitude to join the police service, likableness, affability, outside interest, conversational ability, disagreeable mannerisms, etc.
11. The Screening Committee shall have a Summary Table containing the names of the qualified applicants by **CITY AND MUNICIPALITY INCLUDING THEIR ELIGIBILITY AND QUALIFICATIONS** and the result for each examination conducted.

D. CERTIFICATION BY THE NAPOLCOM

1. **WITHIN TEN (10) WORKING DAYS, THE PNP REGIONAL SCREENING COMMITTEE THROUGH THE PNP REGIONAL DIRECTOR SHALL SUBMIT TO THE NAPOLCOM REGIONAL DIRECTOR, FOR CERTIFICATION OF THEIR QUALIFICATIONS AND ELIGIBILITY, THE LIST OF CANDIDATES AND THEIR RESPECTIVE FOLDERS.**
2. **THE NAPOLCOM REGIONAL DIRECTOR SHALL REVIEW AND RETURN THE CERTIFIED LIST OF PROPOSED APPOINTEES TO THE PNP REGIONAL DIRECTOR WITHIN THREE (3) WORKING DAYS FROM RECEIPT THEREOF, COPY FURNISHED THE CSC FIELD OFFICE DIRECTOR.**

E. THE PREPARATION AND ISSUANCE OF APPOINTMENT PAPERS

1. The PNP Regional Director shall direct the Regional Personnel and Human Resource Development Division to prepare the appointments of the applicants assessed to be the most qualified and certified by the Napolcom Regional Directors using KSS Porma Blg. 33, in five (5) copies, to be distributed as follows:

Original	–	Appointee
Duplicate	–	RPHRDD
Triplicate	–	CSC
Quadruplicate	–	Appointee (initial copy)
Quintuplicate	–	RMD, DPRM

2. The PNP Regional Director shall approve and sign the KSS Porma Blg. 33 and shall, thereafter, submit the same to the Regional CSC for attestation within thirty (30) days from the date of issuance thereof, which should be the date appearing on the face of the appointment.
3. The CSC Field/Regional Office shall act on the appointments submitted and return the same to the appointing authority at the earliest.

Should the appointment submitted to the CSC be disapproved by the latter, the PNP Regional Director may file an appeal to the next higher CSC office within fifteen (15) days from receipt of the appointment.

4. **NO APPOINTEE SHALL TAKE HIS OATH OF OFFICE (PANUNUMPA SA KATUNGKULAN) UNLESS HIS/HER APPOINTMENT HAS BEEN ISSUED.**

5. The PNP Regional Director shall inform the Mayor of the appointment of his recommendees and furnish a copy of the list of appointees to the Napolcom Regional Director, PNP Provincial Director, Chief of Police concerned and the PPSC Regional Training School (RTS) concerned, within five (5) days from receipt of the attested appointment.

F. RECRUITMENT, SELECTION AND APPOINTMENT OF QUALIFIED APPLICANTS TO THE NATIONAL OFFICE OR A NATIONAL SUPPORT UNIT (NSU)

1. The DPRM shall allocate the recruitment quota of the national office or NSU based on their actual need for additional manpower, subject to the approval of the Commission.
2. Upon approval by the Commission, the DPRM and the NSU concerned shall undertake the widest dissemination of such quota, including such relevant information as to what to file, where to file and when to file.
3. Recruitment notice shall be posted in bulletin boards located in at least three (3) conspicuous public places. Advertisement through tri-media and other forms of information campaign may be resorted to.
4. Selection of qualified applicants for the National Offices or an NSU shall be done centrally at the PNP national office.
5. Police applicants shall submit their application papers at the recruiting NSU or the DPRM for the national office. The documents to be submitted are similar to those required under Section IV, (B,2) hereof.

6. The National Office as well as the concerned NSU shall organize its Screening Committee composed of the following:

- | | | | |
|----|--|---|------------------|
| a. | Deputy Director (NSU)/DPRM | - | Chairperson |
| b. | Napolcom Senior Official (designated by the VCEO) | - | Vice-Chairperson |
| c. | Private citizen, a non-government employee and known for probity and integrity designated by the Secretary General, NPOC | - | Member |
| d. | National Peace and Order Council
MEMBER to be designated by the NPOC Chairman | - | Member |
| e. | WOMEN SECTOR REPRESENTATIVE OF KNOWN PROBITY DESIGNATED BY THE NSU DIRECTOR | - | Member |
| | Administrative Officer, PNP | - | Secretariat |

THE ADMINISTRATIVE OFFICER SHALL BE RESPONSIBLE IN THE PREPARATION OF REPORTS AND MAINTENANCE OF RECORDS OF THE SCREENING COMMITTEE.

- Page 12 of 10
7. Within ten (10) days from the submission of application papers, the Screening Committee starts conducting initial processing and preliminary interview of applicants to determine if they meet the minimum qualifications and eligibility.
 8. The Screening Committee shall, within five (5) days from completion of initial screening, administer written **COMPETITIVE** examination to applicants who shall have passed the initial processing and preliminary interview.
 9. **APPLICANTS WHO PASSED THE WRITTEN COMPETITIVE EXAMINATION SHALL UNDERTAKE PAT. THAT IN NO CASE THE PAT BE CONDUCTED WITHOUT THE PRESENCE OF THE NAPOLCOM REPRESENTATIVE.**
 10. **APPLICANTS WHO PASSED THE PAT SHALL UNDERGO A NEURO-PSYCHIATRIC EXAMINATION.**
 11. **APPLICANTS WHO PASSED THE NEURO-PSYCHIATRIC EXAMINATION SHALL BE SUBJECTED TO COMPLETE PHYSICAL, MEDICAL AND DENTAL EXAMINATION.**
 12. **THE DRUG TEST SHALL NOT FOLLOW THE SEQUENTIAL STEPS BUT SHALL BE CONDUCTED ANYTIME.** 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 Screening Committee within five (5) days from date of administration of test.
 13. Applicants who passed the **COMPLETE PHYSICAL, MEDICAL AND DENTAL EXAMINATION** shall undergo a Character and Background Investigation to be conducted by the Directorate for Intelligence (DI) within thirty (30) working days which shall thereafter submit a report to the Committee within three days from completion of such examination.
 14. Applicants who passed the Character and Background Investigation shall have a final interview within five (5) working days from receipt by the Committee of the DI report.
 15. The summary report on the result of each of the examination phases (written **COMPETITIVE** examination, PAT, **neuro-psychiatric examination**, **COMPLETE PHYSICAL, MEDICAL AND DENTAL EXAMINATION**, Drug Test, Character and Background Investigation, final interview) shall be prepared within three (3) working days from completion of each of such phases for reference of the Committee in the ranking of the candidates.
 16. The list of qualified applicants who passed all the tests and the final interview shall be submitted to the Commission for certification of their qualifications and eligibility within three (3) working days from the completion of Summary Report on the Final Interview Results by the Screening Committee.
 17. The Commission shall return the certified list within two (2) working days from issuance of such certification.

18. The DPRM shall prepare the Individual Appointments (KSS Porma Blg. 33) in five (5) copies, within fifteen (15) working days from receipt of the Commission-certified list, for distribution as follows:
- | | | | |
|----|---------------|---|--------------------------|
| a. | Original | — | Appointee |
| b. | Duplicate | — | RPHRDD |
| c. | Triplicate | — | CSC |
| d. | Quadruplicate | — | Appointee (initial copy) |
| e. | Quintuplicate | — | RMD, DPRM |
19. The appointing authority shall approve and sign the Individual Appointment papers within three (3) working days from receipt thereof after which the DPRM shall, within five (5) working days from the date of issuance thereof, forward the same to the CSC Field Office at Camp Crame for attestation.
20. The CSC Field Office shall act on the appointment and thereafter return the same to the DPRM at the earliest.
21. The DPRM shall forward to the concerned national office or NSU the original copy of the attested appointment so that the latter may forward the same to the appointee within two (2) working days from receipt of attested appointment.
22. The national office or NSU shall provide the appointee with the original copy of the attested appointment, within three (3) working days.
23. A mass oath-taking ceremony shall be scheduled by the DPRM **UPON ISSUANCE OF THE APPOINTMENT.**
24. After the oath-taking of new appointees, the DPRM shall issue the Special Order **AND TURN THEM OVER TO THE PPSC FOR THE REQUIRED PSBRC TRAINING.**

G. RELATED GUIDELINES

1. The majority or quorum of the Screening Committee at the regional level **REQUIRES** the presence of the **CHAIRPERSON AND VICE CHAIRPERSON.**
2. The records of Screening Committees shall be available for inspection by the Commission 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 PERMANENT DISQUALIFICATION FOR APPOINTMENT INTO THE POLICE SERVICE.**

Section V. Appointing Authorities

1. The PNP Regional Director has the authority to issue the initial appointment of qualified and eligible applicants to the rank of Police Officer I at the regional level.
2. The Chief, PNP is the appointing authority for appointees to the rank of Police Officer I at the national office.

3. The Director of the concerned National Support Unit (NSU) is the appointing authority for appointees to the rank of Police Officer I who shall be assigned to such particular unit.

Section VI. Status of Appointment of a Newly Appointed PO1

Temporary Appointment – Issued to a newly appointed PO1 who meets the required education and eligibility for the rank to which he is being appointed, except the training requirement which is the Public Safety Basic Recruit Course (PSBRC). Such temporary appointment shall not exceed twelve months reckoning from the date it was issued

Permanent Appointment – A permanent appointment shall be issued to a PO1 after completion of the required PSBRC and field 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 WITHIN THE REGION. PROVIDED, THAT APPLICANTS GRANTED HEIGHT WAIVER BY VIRTUE OF MEMBERSHIP IN AN INDIGENOUS GROUP SHALL ONLY BE CONSIDERED FOR APPOINTMENT IN THE AREAS WHEREIN THEY ARE CONSIDERED INDIGENOUS BY THE NATIONAL COMMISSION ON INDIGENOUS PEOPLE (NCIP) OR OFFICE ON MUSLIM AFFAIRS (OMA).**
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 effectivity 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 Napolcom may set a lower 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). 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 MEAN SEPARATION FROM THE SERVICE.**
6. **THE GRANT OF WAIVER IS NOT A GUARANTEE FOR APPOINTMENT INTO THE POLICE SERVICE.**

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.

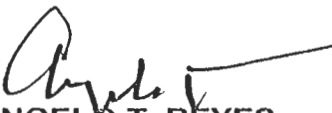
Section VIII. Penal Clause

Chiefs of Offices/Units and 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 **IMMEDIATELY RELIEVED, SHALL NOT BE DESIGNATED TO ANY POSITION OF MAJOR RESPONSIBILITY AND SHALL NOT BE CONSIDERED FOR PROMOTION PENDING RESOLUTION OF THE CASE.**

Section IX. Effectivity

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

ADOPTED this 14th day of JUNE, 2005 at Makati City, Metro Manila, Philippines.


ANGELO T. REYES
Secretary, DILG
and Chairperson, Napolcom
a:


IMELDA C. ROCES
Commissioner
Vice-Chairperson and Executive Officer

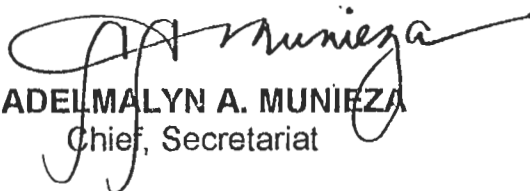

LINDA L. MALENAB-HORNILLA
Commissioner


CELIA SANIDAD-LEONES
Commissioner


MIGUEL G. CORONEL
Commissioner


PDG ARTURO C. LOMIBAO
Commissioner

Attested by:


ADELMALYN A. MUNIEZA
Chief, Secretariat