

Republic of the Philippines  
Department of the Interior and Local Government  
NATIONAL POLICE COMMISSION  
Makati, Metro Manila

MEMORANDUM CIRCULAR NO. 92-007

SUBJECT: PNP OFFICERS CAREER MANAGEMENT AND  
DEVELOPMENT PROGRAM

WHEREAS, Republic Act No. 6975, otherwise known as the "Department of the Interior and Local Government Act of 1990" has established the Philippine National Police (PNP) as a unified lead agency for law enforcement, public safety and social defense, to be administered by a National Police Commission;

WHEREAS, one of the powers and functions of the National Police Commission is to "foster and develop policies and promulgate rules and regulations, standards and procedures to improve police services based on sound professional concepts and principles;

WHEREAS, the institutionalization of a career management and development program for the PNP Officer Corps is envisioned to promote its professional competence and development of management and leadership qualities and skills compatible with the dynamic role of public safety and social defense in national security, stability and development;

NOW, THEREFORE, the National Police Commission, by virtue of its powers vested therein by law, does hereby adopt and promulgate the following:

RULE I

PURPOSE AND SCOPE

Section 1. Purpose. - This Circular defines the duty areas and assignments which PNP officers should go through in attaining a progressive career development in the PNP Officer Corps.

Section 2. Scope. - It shall cover a period of 35 years maximum career service expectancy for officers.

RULE II

OBJECTIVES

Section 1. General Objectives

a. To develop officers with appropriate knowledge and skills to meet the functional requirements of the PNP.

b. To prepare officers for service in positions of major responsibility involving the integration of various functions of the PNP in the context of the overall development program of the government.

## Section 2. Specific Objectives

a. To provide PNP officers the opportunity of pursuing a balanced and well-rounded career in the PNP through a system of assignment rotations and in-service trainings.

b. To develop career consciousness in every PNP officer by prescribing duties and responsibilities best suited to his grade and skills.

c. To guide PNP Commanders in arriving at sound decisions in the assignment/rotation of their subordinate officers to prescribed duty areas.

d. To make PNP officers well-versed in the overall administration and operation of the Criminal Justice System.

## RULE III

### DEFINITION OF TERMS

Section 1. Chief of Police/Station/Precinct Commander's Duties - Duties prescribed by PNP Rules and Regulations to command, control and direct the activities of PNP stations/precincts in municipalities and cities of the country.

Section 2. District Superintendent's Duties - Duties in tactical law enforcement functions and units. It includes duties as Commanding Officer of PNP district-wide teams or equivalent units whose T/O's call for the rank of at least Police Senior Inspector.

Section 3. Provincial Director/Metro District Superintendent's Duties - Duties prescribed by PNP Rules and Regulations to command, control and direct the activities of the PNP in provinces or metropolitan districts.

Section 4. Regional Director/Separate Unit Commander's Duties - Duties prescribed by PNP Rules and Regulations to command, control and direct the activities of PNP offices in a region or separate unit/ command. It includes duties as Commandant of PNP in-service training units.

Section 5. Directorial/Special/Technical Staff Duties - Duties as members, assistants of the Directorial/Special/Technical Staffs of National or Regional offices, special detail to VIP or in other government agencies.

Section 6. Higher Command Duties - Duties in various positions of major responsibility in the PNP with a T/O rank higher than Senior Superintendent.

Section 7. Student/Instructor's Duties - Duties as student officers in service schools, local and foreign, or duties as instructors or members of the faculty/staff of PNP training institutions. It includes detail as scholars in other public or private educational institutions.

Section 8. Junior Officer's Duties - Duties as Junior Officers of a company-sized PNP tactical and service support units. It includes duties as leader of detachments, platoons, support teams and equivalent elements.

Section 9. Troop Staff Duties - Duties as staff assistants in Station/Precincts, District Office, Provincial Office and Regional Office or equivalent service support/separate units. This includes aide-de-camp and other staff assistants performing field office duties.

Section 10. Duty Area - This refers to specific designation in either administrative or operational duties, such as commander, junior officer, staff officer, student, instructor, etc. The general duty areas are: Command, Staff, and Training. (Annex 1)

#### RULE IV

#### PROGRAM IMPLEMENTATION

##### Section 1. Policies:

a. The number and skills of PNP officers to be developed are determined by organizational requirements. As requirements change, the number and skills of PNP officers to be developed are adjusted accordingly.

b. Career management and development shall be undertaken through the following schemes:

1) Planned and progressive rotation of duty and area assignments.

2) Officer professional education and training system.

3) Officer evaluation system.

4) Officer promotion system.

5) Individual participation in professional development.

6) Professional development counseling.

c. Those who are relieved for cause due to administrative/criminal cases, inefficiency, unsatisfactory performance, abusive conduct and other acts that are inimical to the service are not included.

d. Career development shall be conducted in five (5) phases corresponding to typical duty assignments that can be expected during each phase, and a progression of

education and training opportunities. Each phase of career development has certain broad goals in accordance with the generalist concept. These phases should be considered as flexible, as the actual course of an officer's career development and utilization will be influenced by the organizational requirements and the officer's own capabilities and performance. These phases and their specific goals are:

1) Career Entry Phase. The goal of this phase is to commence development of INSPECTORS in primary specialty area and to acquire maximum practical management and leadership experience and basic knowledge of the profession.

2) Junior Intermediate Management Phase. The goal of this phase is to continue development of SENIOR INSPECTORS in primary specialty, and commence to grow in several alternate specialties, while continuing to grow in practical management leadership experience and professional knowledge and skills.

3) Senior Intermediate Management Phase. The goal of this phase is to continue development of CHIEF INSPECTORS in primary specialty while emphasizing development in several alternate specialties and acquiring the staff experience and professional knowledge appropriate for an officer with the grade of Chief Inspector.

4) Junior Executive Management Phase. The goal of this phase is to continue development of SUPERINTENDENTS in primary and alternative specialties, acquire command and staff experience appropriate to an officer in the grade of Superintendent and demonstrate potential for advancement through service in positions of higher responsibility in either primary or any of the alternative specialties.

5) Senior Executive Management Phase. The goal of this phase is maximum utilization of SENIOR SUPERINTENDENTS capabilities and development of managerial and leadership qualities and skills in positions of major responsibility in either primary or any of the alternative specialties. Utilization will stress the specialty in which the officer is best qualified or most required.

## Section 2. Operating Principles/Guidelines

a. Career Pattern. Each PNP officer progresses in his career through a system of assignment rotation in command, staff and training duties including exposure to a variety of field and headquarters experiences designed to enable him to advance his service in the organization.

b. Assignment/Territorial Rotation. All officers in their respective grades are required to serve or undertake the duties as follows:

1) At least one (1) year and at most three (3) years in a duty assignment, and

2). At least three (3) years in each of the geographical areas in Luzon, Visayas and Mindanao.

c. Mandatory Educational Profile.

1) All officers shall possess at least a formal four-year collegiate degrees from a public or private institution of learning duly recognized by the government as minimum educational career entry qualification.

2) Upon reaching the rank of Superintendent, the officer concerned shall aspire to obtain an appropriate masteral degree to prepare him for positions of higher responsibility.

d. Mandatory Career Training and Job Enrichment.

1) The PNP Officer Candidate Course (FNPOCC) or its equivalent will be the mandatory initial service training for officership for personnel emanating from the PNP non-officer grades.

2) The PNP Officer Basic Course (FNPOBC) or its equivalent is required for INSPECTORS and SENIOR INSPECTORS.

3) The PNP Officer Advanced Course (FNPOAC) or its equivalent is required for CHIEF INSPECTOR.

4) The PNP Officer Senior Executive Course (FNPOSEC) or its equivalent is required for SUPERINTENDENT and SENIOR SUPERINTENDENT.

5) Masters in National Security Administration (MNSA) or its equivalent is required for CHIEF SUPERINTENDENT and higher-ranks one (1) year after the effectivity of this Circular.

6) In addition to the above mandatory career training, all officers must undergo other forms of specialization training within their respective specialty areas.

7) Officers absorbed into the PNP with the rank lower than SENIOR SUPERINTENDENT and lateral entrants not coming from PNPA shall undergo an Officers Orientation Course.

f. Mandatory Career Positional Eligibility Requirements.

1) A Career Executive Service (CES) eligibility or its equivalent such as MNSA is required for the positions of Regional Directors; Directors of National Support Units with TO positions for Chief Superintendents; The Chief Directorial Staff, PNP; and the Deputy Chiefs for Operations and Administration; to be effective three (3) years after the approval of this Circular.

2) Eligibility in the PNP Directorial Staff Corps (DSC) or its equivalent is required of all Chiefs of Offices of Directorial Staffs of the National, Regional and National Support Units; the Metropolitan District Directors; and the Provincial Directors.

3) In addition to the above, job specialization eligibility is required for assignment in specific career field sub-systems within the broad areas of functional interest of the different Directorial Staffs.

f. Tenure.

1) In terms of prescribed duty areas, the assignments of officers to a particular duty area is normally fixed at a maximum of three (3) years after which time he should be rotated to other duty areas. The ideal mix will be a variety of command, staff and training duties.

2) Officers shall serve at least three (3) years in each of the geographical areas in Luzon, Visayas and Mindanao.

3) Exceptions:

a) Those who are assigned on training/schooling duties which require less than three (3) years completion.

b) Those who are due for training/schooling. In any case, the Commander concerned shall insure that the affected officers shall have served at least one (1) year of duty in their current assignment.

c) Those who are relieved for cause due to administrative/criminal cases, inefficiency, unsatisfactory performance, abusive conducts and other acts that are inimical to the service.

d) Those who are required by the Chief, PNP to stay longer in one assignment in the interest of the service.

**RULE V**

**PROGRAM TASKING**

Section 1. All commanders/chiefs of offices shall insure that their subordinate officers are rotated to other assignments at the expiry date of their three (3) years maximum tenure in their current duties, more particularly to prescribed duty areas where they have not yet served.

Section 2. Each command shall cause the accomplishment by all officers under their respective jurisdiction of the PNP Officer Career Management Data Sheet (Annex 2) which shall be submitted to GHQ PNP as basis for the eventual computerization of the PNP Officer Career Management and Development Program NLT 31 December 1992.

Section 3. The Director for Personnel is primarily responsible for the implementation of this Circular within GHQ PNP level and shall undertake the following actions upon receipt of the accomplished data forms:

a. Coordinate with Commanding Officer, PNP Computer Center for the preparation of automated data to successfully implement and keep tract of the career management and development of PNP officers.

b. Advise the Chief, PNP on the progress and status in the implementation of this program.

c. Render periodic review and assessments to improve, refine and update the program.

## RULE VI

### PROCESS OF IMPLEMENTATION

Section 1. For purposes of career development, officers who are newly appointed in the service will be assigned/detailed to PNP stations after completion of orientation training relevant to the PNP units concerned, except those in the technical services.

Section 2. Officers newly appointed in the technical services who had already undergone orientation/familiarization training along their respective areas of interest will be assigned to their respective technical service units.

Section 3. Assignment of officers to duty areas shall be in accordance with the Career Management and Development Program of the PNP provided the tour of duty shall be for a minimum of one (1) year and a maximum of three (3) years at any one time, unless operational requirements demand otherwise.

Section 4. Officers who have signified their willingness to stay longer than three (3) years in the maneuver field forces assignment may be allowed to do so subject to approval of unit commander concerned.

Section 5. Officers whose detail/DS outside the PNP or foreign assignments are terminated, will be given priority assignment to maneuver forces and PNP schools, respectively.

Section 6. Rotation of assignment of technical service officers shall be governed by the respective existing rotation policy of the technical service concerned.

Section 7. For all intents and purposes, receiving units of orders for officers to be relieved will keep records and give feedback. Attention: Director for Personnel, duly signed/receipted relief orders indicating data of receipt or refusal to receive by the officers concerned.

Section 8. Officer replacements should be qualified to take over the positions or duty assignments of the respective officers to be relieved or rotated out of the unit concerned.

Section 9. Officers scheduled to be replaced will not be relieved/reassigned from the unit concerned until such

time their respective replacements have reported for duty in the unit concerned. Should there be a need for an overlap or turn-over of responsibilities, the relief of officers concerned will be effected upon completion of the turn-over of responsibilities.

Section 10. Unit commanders concerned will insure that their officers will undergo regular training which is designed to maximize their service efficiency and effectiveness.

Section 11. The officers who are in the following categories will not be considered for reassignment to maneuver/field forces:

- a. Sick in Hospital;
- b. Not physically fit for field forces duties;
- c. Those with pending cases or who are witnesses to pending cases.
- d. Those enjoying accumulated terminal leave prior to separation/retirement from the active service;
- e. Those who enjoy preferential assignment prior to compulsory retirement; and
- f. Those undergoing schooling, local and abroad.

Section 12. Officers reassigned to Regional Commands who can not report to their station due to transportation/administrative difficulties, will report immediately to the Director for Personnel/Regional Personnel of their respective units for purposes of administrative control. Director for Personnel/Regional Personnel will coordinate their transportation with Director for Logistics/Regional Logistics and other transportation agencies.

Section 13. Exception to the above-mentioned policies/procedures are subject to the approval of the Chief, PNP.

Section 14. Unit Commanders may evolve their respective offices assignment and rotation program conformably with the policies prescribed herein.

## RULE VII

### ADMINISTRATIVE INSTRUCTIONS

Section 1. This Circular will form part of current PNP policies and will serve as guide for the PNP Promotion Boards in determining the promotion potentials of PNP officers.

Section 2. Solicitation of any form of assistance or intercession by officers from outside sources or otherwise



for purposes of influencing their relief or retention in any particular duty assignment or promotion is strictly prohibited under pain of strict disciplinary/administrative action against the PNP officer concerned.


## RULE VIII

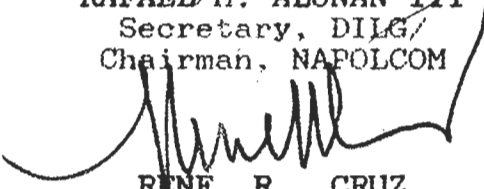
### RESCISSION AND EFFECTIVITY

Section 1. Any circular or issuance of this Commission or part thereof which is in conflict with this Circular is hereby rescinded or modified accordingly.

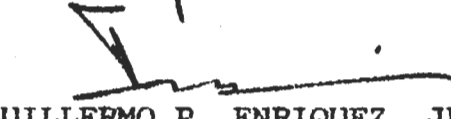
Section 2. This Circular shall take effect upon approval.


Approved at Makati, Metro-Manila this 18th day of September 1992.

  
RAFAEL M. ALUNAN III  
Secretary, DILG/  
Chairman, NAPOLCOM

  
RENE R. CRUZ  
Vice Chairman & Executive Officer

  
EDGAR OULA TORRES  
Commissioner

  
GUILLERMO P. ENRIQUEZ, JR.  
Commissioner

  
FEDERICO S. COMANDANTE  
Commissioner

Attested By:

  
REYNALDO J.D. CUADERNO  
Deputy Executive Director IV