

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

MEMORANDUM CIRCULAR NO. 95-025

**PRESCRIBING THE POLICIES AND PROCEDURES GOVERNING THE
OFFICIAL FOREIGN TRAVELS OF UNIFORMED PERSONNEL OF THE PNP**

WHEREAS, the National Police Commission administers and controls the Philippine National Police in pursuance of the provisions of Section 6, Article XVI of the 1987 Constitution and exercises administrative control over the Philippine National Police as provided under RA 6975;

WHEREAS, in line with the objectives of police professionalization and upgrading of police services, PNP personnel are being sent to foreign countries to attend training programs/seminars/conferences;

WHEREAS, these opportunities for foreign training and attendance to foreign conferences/meetings should be extended to as many qualified PNP personnel in order to develop a critical mass of highly qualified and competent police personnel;

NOW, THEREFORE, this Commission, in the exercise of its constitutional and statutory functions over the PNP, hereby promulgates the following policies and procedures in the selection of participants for foreign conferences/seminars.

A. POLICIES

1. The significance of the foreign trainings/conferences/meetings to the PNP shall be properly evaluated.
2. Participation/attendance of personnel shall be limited to not more than one (1) foreign training or conference every two years, except to those who are designated official representatives in specific international bodies such as INTERPOL.
3. Participants to trainings pertaining to policy and management matters shall, as much as possible, be selected from the National Headquarters while participants to those relating to police operations shall come from the field offices.
4. Field offices shall be given at least 30% allocation of the total number of participants in any foreign trainings.
5. Participants shall submit an after-travel report to the Commission thru Chief, PNP within fifteen (15) days upon completion of the training.

B. PROCEDURAL GUIDELINES


1. An Evaluation Board shall be organized composed of the following:

- The Chief Directorial Staff - Chairman
- Directors of the Directorial Staff - Members

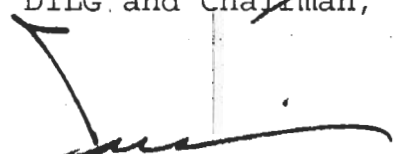
The Directorate for Plans shall provide the administrative support to the Board.

2. All invitations for training/seminars/symposium both local and foreign shall pass the Evaluation Board to determine the relevance of the training/seminar/symposium to the present needs of the PNP. It shall determine which directorate/office/unit the training/conference would be most beneficial.
3. The Board shall endorse the invitation to the appropriate directorate/office where the participants should come from.
4. The Director concerned shall evaluate and select the recommended participants. The following criteria shall be applied in the evaluation and selection of recommendees:
 - a. Priority shall be given to those personnel whose educational qualifications and positions are relevant to the trainings/seminars to be attended.
 - b. Should there be several qualified candidates, the age bracket shall be considered. Priority shall be given to those who are forty five (45) years old and below.
 - c. Qualified candidates who do not have previous trainings shall be given priority.
 - d. All of the above factors being equal, candidates with the least accredited trainings or with the longest interval of trainings shall be given preference.
5. The Director concerned shall return the invitation to the Board with the list of recommended participants.
6. The Board shall submit the list of recommendees to the Chief, PNP for endorsement to SILG thru the Vice Chairman and Executive Officer at least fifteen (15) days before the actual travel. The recommendation shall be supported by the personal data sheet of the individual recommendees.

This Memorandum Circular shall take effect immediately
this 8th day of December, 1995 at the City of
Makati.



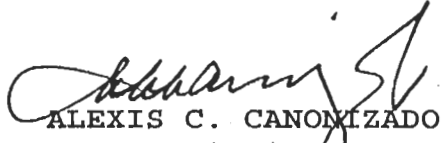
RAFAEL M. ALUNAN III
Secretary, DILG and Chairman, Napolcom



GUILLELMO P. ENRIQUEZ, JR.
Commissioner
Vice-Chairman and Executive Officer




EDGAR DULA TORRES
Commissioner



ALEXIS C. CANONIZADO
Commissioner

Attested by:



REYNALDO JD CUADERNO
Deputy Executive Officer