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NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

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PNP MEMORANDUM CIRCULAR
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**REVISED GUIDELINES AND PROCEDURES FOR PNP PERSONNEL IN TAKING
MANDATORY CAREER COURSE AND OTHER RELATED MATTERS**

1. REFERENCES:

- a. PNP Circular No. 2006-009 entitled, "Implementing Rules and Procedures in the Formulation, Maintenance, and Updating of the PNP Training Lineal List (TLL) For Police Commissioned Officers Pursuant To PNP MC dated December 13, 1999";
- b. PNP Memorandum Circular (MC) 99-012 dated September 13, 1999 entitled, "Guidelines and Procedures for PNP Personnel in Taking Mandatory Career Courses/Training and Other Related Matters";
- c. Republic Act (RA) No. 8551 entitled, "Philippine National Police Reform and Reorganization Act of 1998";
- d. NAPOLCOM MC No. 92-007, dated September 18, 1992, subject: PNP Officers Career Management Development Program; and
- e. NAPOLCOM MC No. 92-00, dated October 7, 1992, subject: PNP-Non Officers Career Management Development Program.

2. RATIONALE:

Acquiring knowledge is a continuing process. This is one of the reasons why mandatory career courses are being conducted. The Philippine National Police (PNP) upholds the continuing education program through mandatory career courses for its uniformed personnel. Ideally, taking of mandatory career courses benefits both the organization and its personnel. Continuing education helps sustain a highly skilled and specialized police workforce. Uniformed personnel, on the other hand, may qualify for promotion by conforming to the required mandatory career course for the next higher rank.

The existing guidelines and procedures pertaining to the taking of mandatory career course for PNP personnel shall be revised to appropriately address issues and concerns relative to the recommendation, deferment, endorsement, application, and other matters pertaining to its conduct. Further, this shall serve as a reference concerning the taking of mandatory career courses that shall properly put things in the right perspective.

3. PURPOSE:

This Memorandum Circular (MC) aims to amend and establish streamlined guidelines and procedures in carrying out the mandatory career courses to all PNP uniformed personnel. It shall likewise correct wrong notions and practices regarding the taking up of the mandatory career courses which are vital and significant in the personnel's career development.

The objectives of this MC shall be as follows:

- a. To set a positive perspective on taking mandatory career courses which should be seen as a prime opportunity to expand knowledge for better work performance and career development;

- b. To lay down the guidelines and procedures in the recommendation, endorsement, and application for mandatory career courses and other matters relating to it;
- c. To streamline the documentary requirements for mandatory career courses;
- d. To stipulate the duties and responsibilities of both the office/unit and the PNP personnel;
- e. To highlight the purpose and importance of the Training Lineal List (TLL) as basis in generating list of personnel who shall be directed to undergo the mandatory career course; and
- f. To remove organizational dysfunctions such as "*bata-bata system*" relative to the taking of mandatory career course.

4. DEFINITION OF TERMS:

- a. **Attrition** – refers to the retirement or separation from the police service of PNP Uniformed personnel pursuant to any of the means mentioned in Sections 24 to 29 of RA No.8551.
- b. **Deferment from Schooling/Training** – The act of deferring or putting off, postponement or cancellation of one who was earlier included or given training slot in the course.
- c. **Duty** – A responsibility that a police uniformed personnel is required to do.
- d. **Failure in Schooling Duties** – The act or an instance of failing or proving unsuccessful in training or schooling.
- e. **Incompetency** – The manifestation of lack of adequate ability and fitness for the satisfactory performance of police duties. This has reference to any physical, moral, and intellectual quality, the lack of which substantially incapacitated one to perform the duties of a police officer.
- f. **Mandatory Career Courses** – These are compulsory trainings required to be undertaken by the PNP uniformed personnel in order to expand their knowledge for better work performance and career development. They also serve as *regular trainings that will help refresh and enhance the knowledge of police personnel on police matters as they prepare to assume the responsibilities of a higher rank.* These courses/trainings are of progressive-type. No PNP uniformed personnel can be accepted to the next higher level of mandatory course without completing the lower mandatory career course. Mandatory career courses are also considered as training qualification standard for PNP personnel to be promoted and appointed to PNP ranks.
- g. **Off- Campus** – venue outside PPSC premises where a particular mandatory course will be conducted upon approval of the Director for Human Resource and Doctrine Development (TDHRDD), and the Philippine Public Safety College (PPSC).
- h. **Physically and Mentally Fit** – All systems of the body are within the normal limits and that the mental status is negative for all signs of mental derangement or aberration as certified by a Medical Officer of the PNP Health Service.
- i. **Special Leave** – a period of time that someone is allowed to be away from work for a particular reason, for example, because a family member is ill or has died.
- j. **Responsibility** – A task that a police uniformed personnel is expected or required to perform.

- k. **Returned To Unit (RTU)** – refers to an instance when PNP personnel are being returned to their former unit/mother unit, either due to their being medically unfit, or they requested for deferment not to undergo mandatory schooling.
- l. **Training Lineal List** – It is a data base system that indicates the seniority and lineup of police officers based on the date of their officership for the Police Commissioned Officers (PCOs) and entry in the service for the Police Non-Commissioned Officers (PNCOs), promotion to their current rank, and date of retirement. It is being used as basis in generating names of police officers who will be directed to undergo mandatory schooling.
- m. **Training Subsistence Allowance (TSA)** – is an additional allowance, or training emolument, over and above the regular subsistence allowance, given to PNP uniformed personnel undergoing schooling sanctioned by the PNP organization.
- n. **Without Valid or Justifiable Reason** – Any act, deed, or any other concept which has no basis in both practical and/or legal considerations.

5. GUIDELINES:

Undergoing the mandatory career course shall be considered as a duty and individual responsibility of the PNP personnel. Having completed a mandatory career course shall serve as an indicator of the capability of the personnel to have a higher position for career development, and enabling them to be more competent, and productive in the interest and benefit of the PNP organization.

a. General Policies and Principles:

For the purpose of this circular, hereunder are the mandatory career courses with its minimum requirements:

Course	Rank and Time-in-Grade (TIG)	Status	Pre-requisite Course
Public Safety Officers Senior Executive Course (PSOSEC)	PSUPT with three years TIG	permanent appointment	PSOAC
Public Safety Officers Advance Course (PSOAC)	PSINSP with two years TIG	permanent appointment	PSOBC
Public Safety Officers Basic Course (PSOBC)	PINSP with two years TIG	permanent appointment	PSOCC/BSPS
Field Training Program	Newly Appointed Police Commissioned Officers via Lateral Entry	temporary status	N/A
Public Safety Officers Candidate Course (PSOCC)	SPO4 with two years TIG	permanent appointment	PSSLC
Public Safety Senior Leadership Course (PSSLC)	SPO1 with two years TIG to SPO3	permanent appointment	PSJLC and Field Training Officers Course (FTOC)

Public Safety Junior Leadership Course (PSJLC)	PO2 with two years TIG to SPO2	permanent appointment	PSBRC/PSFTP and for PO1 recruited from CY 2015 onwards: Patrol Officers Development Program (PODP)
Public Safety Basic Recruit Course (PSBRC)/ Public Safety Field Training Program (PSFTP)	New Recruits	temporary status	N/A

These career courses are progressive-type of training. Personnel concerned cannot be accepted to a higher level of training course without satisfactorily completing the pre-requisite mandatory career courses. In other words, police personnel who are recipients of special promotion and did not undergo the required course for their current rank shall not be allowed to take the next level of mandatory career course. Likewise, other trainings cited under Civil Service Commission (CSC) Resolution Number 1401222 approved Qualification Standards (QS) for Appointment to PNP Ranks promulgated on August 18, 2014 are regarded only as QS for promotion and not as substitute for mandatory career courses. Personnel who have acquired other training/s that would qualify them for promotion will still be obliged to undergo the mandatory career course.

b. Policies:

- 1) The taking of mandatory career course is both a duty and responsibility. Hence, every PNP uniformed personnel should be aware of the different mandatory career courses in the various stages of their service;
- 2) Those personnel whose names were generated from the TLL shall be directed to undergo the mandatory career course;
- 3) Directors/Chiefs of Offices/Units will be informed ahead of time of the personnel under their respective offices/units who are due for schooling. This will enable them to screen/select and train appropriate replacements in order to maintain continuity and smooth unit/office operation. They shall no longer be required to endorse their personnel to undergo the mandatory career course as training orders will automatically be issued for those who are already due for said schooling/training based from the list generated from the TLL;
- 4) All PNP uniformed personnel are not allowed to apply directly to the Philippine Public Safety College (PPSC) (or to its lower offices/units) to undergo mandatory schooling without the appropriate training orders;
- 5) Concerned personnel issued with training orders to undergo mandatory career schooling but failed to report/attend the same shall be subjected to Pre-Charge Investigation (PCI);
- 6) R.A. No. 9708 includes the adjustment on certain provisions of promotion. Section 2 of the said Act, states that "...a criminal action or complaint against a police officer shall not be a bar to promotion: Provided, however, That upon finding of probable cause, notwithstanding any

considered for promotion... Provided, furthermore, that if the complaint filed against the police officer is for a crime including, but not limited to, a violation of human rights, punishable by reclusion perpetua or life imprisonment, and the court has determined that the evidence of guilt is strong, said police officer shall be completely ineligible for promotion during the pendency of the said criminal case."

Thus, following the intention of the law, a pending criminal or administrative case instituted against PNP personnel shall not be a bar for him/her to undergo mandatory career courses.

- 7) Personnel whose deferment was approved shall be allowed to take the mandatory career course within a year from the time of his/her deferment or as determined by the Deferment Board. If failure to comply the mandatory career course within the said prescribed period is attributed to the personnel concerned, he/she shall be relieved from his/her current designation/assignment and shall be placed under the Personnel Holding Accounting Unit (PHAU) until he/she completes his/her mandatory career course;
- 8) Those who refused to undergo the mandatory career course because of his/her optional retirement from the service should submit a copy of his/her Application for Irrevocable Retirement received and authenticated by the PNP Retirement and Benefits Administrative Service (PRBS);
- 9) To avoid any conflict, no personnel scheduled to undergo the mandatory career course in the current year shall avail of any other training/scholarship ;
- 10) Concerned personnel for deployment to United Nations (UN) Mission who are due to undergo mandatory career course must submit a formal letter request for deferment and will be required to undertake such course upon termination of their mission;
- 11) PNP personnel issued with training orders at a specific venue, and who intends to transfer to other venue shall request it in writing prior to the start of the schooling, subject to the approval of The Director for Human Resource and Doctrine Development (TDHRDD);
- 12) The TLL shall strictly be followed in order that only police personnel who are qualified are allowed to undergo the mandatory career course. Likewise, personnel training profile shall be updated;
- 13) A database of all PCOs and PNCOs TLL shall be maintained by DHRDD and its counterparts in the lower PNP units linked with the Personnel Accounting Information System (PAIS) of the Directorate for Personnel and Records Management (DPRM); and
- 14) Conduct of off-campus/outside the PPSC premises of mandatory career courses is strictly discouraged. This is to ensure that the quality and standard of the training are not sacrificed.

c. General Procedure:

- 1) **Selection Process.** The following courses of action shall be implemented in the selection of PNP personnel who will undergo mandatory schooling:

- a) Qualified personnel who are in the TLL shall be endorsed to DPRM for issuance of Training Orders; and
 - b) PNP uniformed personnel shall, in no case, be endorsed to the National Police College (NPC)/National Police Training Institute (NPTI)/Regional Training Center (RTC), PPSC to undergo mandatory career courses without the required training orders.
- 2) **Documentary Requirements.** Personnel with Training Orders shall no longer be required to prepare the needed documentary requirements, except for the medical certificate issued by a PNP Medical Officer of the Health Service indicating the physical and mental fitness of the participants to undergo schooling. Local Training Section (LTS) of DHRDD for PCOs and Training Section, Regional Personnel and Human Resource Development Division (RPHRDD) for PNCOs shall prepare their documents that will be forwarded to the NPC/NPTI/RTC. While the concerned Admin Offices of PNCOs from NHQ and NSUs should prepare their documents to LTS DHRDD for subsequent submission to NPTI/RTC. The medical certificate should be brought by the participants during the opening of the course for submission to the Registrar, NPC/NPTI/RTC.
- a) Updated computer generated Personal Data Sheet from Records Management Division (RMD), DPRM (to be secured by DHRDD/Training Section, RPHRDD)/ARMD, NSU/Admin Offices, D-Staff;
 - b) Medical certificate (to be complied by the concerned PNP uniformed personnel); and
 - c) Public Safety Officers Senior Executive Course (PSOSEC) participants should secure Non-Money/Property Accountability Clearance from their Office/Units.
- 3) **Recommendation/Endorsement.** Directors/Chiefs of Offices/Units shall no longer be required to give recommendation/endorsement. However, they are required to comply with the standing training orders of their personnel due for schooling and direct them to attend;
- 4) **Assignment.** PNP uniformed personnel undergoing mandatory training shall be reassigned to Personnel Holding Accounting Unit (PHAU)/Regional Personnel Holding Accounting Unit (RPHAU), as the case may be, and further detailed to the appropriate training institutions during the duration of the training. All personnel (except PSOSEC students) shall return to their former office/unit after completion of their course; and
- 5) **Training and TSA Orders.** Only DHRDD (or its counterpart in the lower units) shall request and facilitate the issuance of training and TSA orders through DPRM/ARMD/RPHRDD for the purpose of accounting.

d. Policy on Deferment

1) Deferment:

- a) Request for deferment shall be endorsed in writing by the Director/Head of Office/Unit concerned, certifying to the validity of the reason(s) cited therein and must reach the DHRDD/Deferment Board immediately upon receipt of the TLL;
- b) **Deferment Board** on mandatory career course shall be established for the purpose of screening, evaluating, and deliberating on all requests for deferment of PNP personnel and shall be composed of the following members:

NHQ Deferment Board

Ex-O, DHRDD	-	Chairman
C, ITPDD	-	Vice Chairman
Asst. C, UTPDD	-	Member
Asst. C, GDDD	-	Member
C, LTS, ITPDD	-	Secretariat

The NHQ Deferment Board shall be in charge of deliberating all requests for deferment of all PCOs PNP- wide and for those PNCOs assigned at the National Headquarters.

The Deferment Board Secretariat may invite representatives from concerned office/units who will provide appropriate information during its deliberation.

PRO/NSU Deferment Board

RCDS/CDS /CS	-	Chairman
C, RPHRDD/C, ARMD	-	Vice Chairman
C, Regional Investigation Division	-	Member
C, Regional Intelligence Division	-	Member
C, Regional Health Service	-	Member
C, Training Section	-	Member/Head Secretariat

The Police Regional Office/National Support Unit (PRO/NSU) Deferment Board shall be in charge of deliberating all requests for deferment of PNCOS assigned in their respective unit.

- c) Personnel shall comply with the DPRM Orders when no Deferment Resolution is received.

6. Failure in Schooling Duties:

- a. PNP personnel should always bear in mind that *"schooling is a duty."* Satisfactorily completing a course or grades obtained in school shall serve as an indicator of the capability of the personnel to assume higher positions. His performance in school/training reflects on his/her attitude, knowledge, and intellectual prowess;
- b. Obtaining a failing grade or the status of "Returned To Unit" in a mandatory training may be viewed as "Inefficiency or Incompetence," and shall be dealt with accordingly. The disciplinary action to be undertaken shall follow the normal procedural action pursuant to existing laws, rules, and regulations governing the PNP. Once the failure is attributed to the personnel concerned, such failure shall serve as a derogatory record against the PNP personnel concerned and shall be considered a negative factor for purposes of promotion, schooling, and placement.

If they shall continue to have no assignment or not considered for promotion within the prescribed period or if they are found to be inefficient or incompetent and are physically or mentally incapable to perform police functions and duties or have failed to finish the required career courses without justifiable reasons, they shall be subjected for attrition after due notice and hearing, as provided for under the pertinent provision on Attrition System in RA No. 8551.

- c. Aside from non-consideration for promotion, future schooling, non-assignment to key position, they shall be assigned to PHAU/RPHAU until they have satisfactorily complied with their mandatory training.

7. Academic Leave/Break:

- a. Academic break/leave can be availed by the personnel concerned. It is a practice that may be extended to graduating uniformed personnel to enable them to rest and enjoy quality time with their families preparatory for their return to their units. Considering that this kind of leave is not a "special leave," it shall be deducted from the cumulative leave credits of the PNP personnel concerned. As such, this will be left to the discretion of the personnel concerned if he/she will avail it. Accordingly, appropriate orders shall be issued by NHQ PNP (TDPRM) for personnel assigned in the NHQ and NSUs or RHQ for PNCOs assigned in PROs.
- b. To institutionalize and standardize the implementation of academic breaks, the following shall be followed:

Duration of Course	Authorized Academic Break
Less than six (6) months	Seven (7) days excluding Saturdays/Sundays/Holidays
Six (6) months to one (1) year	Fifteen (15) days excluding Saturdays/Sundays/Holidays
More than one (1) year to two (2) years	Thirty (30) days excluding Saturdays/Sundays/Holidays

8. RESPONSIBILITIES:

- a. **Directorate for Human Resource and Doctrine Development (DHRDD)**
 - 1) The Office of Primary Responsibility (OPR) for the Implementation of this MC;
 - 2) Maintain a database of TLL for PNP personnel (PCOs and PNCOs);
 - 3) Generate from the TLL the names of PCOs who are qualified to undergo schooling and facilitate the issuance of their Training Orders and TSA Orders once definite schedule of the opening of the course is available;
 - 4) Publish every first month of the year the list of PCOs scheduled to undergo schooling for the current year;
 - 5) Closely coordinate with the National Police College (NPC), Philippine Public Safety College (PPSC) pertaining to the conduct of PCO mandatory career courses and request from the latter copy of the Master Education and Training Program (METP);
 - 6) Request for the Personnel Accounting Information System (PAIS) generated PDS and Discipline Law and Order (DLOD) clearance of personnel due for mandatory schooling for subsequent submission to the Registrar, NPC/NPTI/RTC;
 - 7) Ex-O, DHRDD shall act as Chairman for the PCO Deferment Board to deliberate requests for deferment to undergo mandatory schooling; and
 - 8) Perform other functions as necessary.
- b. **Directorate for Personnel and Records Management (DPRM)**
 - 1) Designate a PCO to serve as resource person during the deliberation of the NHQ Deferment Board;
 - 2) Issue appropriate orders to the students of mandatory courses;
 - 3) Issue PAIS-generated PDS per request of DHRDD;
 - 4) Issue DLOD clearance per request of DHRDD; and
 - 5) Perform other functions as necessary.

c. Directorate for Investigation and Detective Management (DIDM)

- 1) Designate a PCO to serve as resource person during the deliberation of the NHQ Deferment Board;
- 2) Conduct pre-charge evaluation for any transgression of this PNP MC; and
- 3) Perform other functions as necessary.

d. Directorate for Comptrollership (DC)

- 1) Ensure reimbursement to the government of the amount of salary/allowance released to concerned personnel due to failure in schooling in coordination with DHRDD; and
- 2) Perform other functions as necessary.

e. Legal Service

- 1) Designate a PCO to serve as resource person during the deliberation of the NHQ Deferment Board; and
- 2) Perform other functions as necessary.

f. Health Service

- 1) Designate a PCO to serve as resource person during the deliberation of the NHQ Deferment Board;
- 2) Provide the needed Medical Certificate for personnel due for schooling;
- 3) Provide medical opinion on cases of deferment due to sickness/illness; and
- 4) Perform other functions as necessary.

g. Police Regional Offices and National Support Units

- 1) ARMD/RPHRDD shall be the OPR in the implementation of this MC in their respective unit;
- 2) Create and maintain a TLL database of all PCOs and PNCOs in their unit;
- 3) Generate list of PNCOs from the upper bracket of the TLL and publish the same every first month of the current year for the information of concerned personnel;
- 4) Coordinate with NPTI/RTC for the scheduled opening of PNCO mandatory career courses;
- 5) Submit the PAIS-generated PDS and DLOS clearance of personnel due for mandatory schooling for subsequent submission to the Registrar, NPTI/RTC;
- 6) Issue Training Orders and TSA orders to PNCOs slated to undergo schooling once definite schedule of opening is provided; and
- 7) Perform other functions as necessary.

9. ADMINISTRATIVE SANCTION:

- a. Any violation of the provisions of this MC shall constitute an administrative offense and shall be punishable according to existing rules and regulations; and
- b. Heads of Offices/Units are directed and shall be equally responsible for the strict implementation of this MC.

10. RESCISSION:

All existing PNP issuances inconsistent with this MC are deemed repealed, amended, or rescinded accordingly.

11. EFFECTIVITY:

This MC shall take effect after 15 days from filing a copy hereof at the UP Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code of 1987," as amended.



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