



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF PNP
Camp BGen Rafael T Crame, Quezon City

MAR 15 2023

HRAO(PC)-300123-0011

MEMORANDUM CIRCULAR
NO.: 2023-022

POLICY PRESCRIBING PROMOTABLE PNP PERSONNEL TO TAKE AND PASS THE HUMAN RIGHTS ONLINE LEARNING AND ASSESMENT TEST BEFORE THEIR PROMOTION FOLDER BE ACCEPTED FOR SCREENING PROCESS

1. REFERENCES:

- a. 1987 Philippine Constitution;
- b. Universal Declaration of Human Rights (UDHR) of 1948;
- c. International Covenant on Civil and Political Rights (ICCPR);
- d. United Nations Joint Programme;
- e. NAPOLCOM Resolution No. 2007-247 entitled, "Approving the Human Rights Affairs Office (HRAO)";
- f. Revised Philippine National Police Manual;
- g. General Orders Number DPL-07-20 (Activation of Human Rights Desks);
- h. PNP Guidebook on Human Rights-Based Policing;
- i. PNP Human Rights Desk Operations Manual;
- j. LOI 55/07 "PAMANA" (PNP Human Rights Development Program);
- k. After Activity Report re: Soft Launching of the Human Rights Online Assessment Information System (HROAsIS) noted by the OIC, PNP.

2. RATIONALE:

The Philippines as a signatory to the Universal Declaration of Human Rights and related international conventions, treaties, and protocols has crafted the Bill of Rights under Article III of the 1987 Philippine Constitution as well as the creation of a Police Force under Section 23, Chapter III of Republic Act No. 6975 otherwise known as the "Department of the Interior and Local Government (DILG) Act of 1990" which provides for the organization of the Philippine National Police (PNP).

The responsibility of the PNP in Human Rights protection was encapsulated in its mission statement which states:

"The PNP shall enforce the law, prevent and control crimes, maintain peace and order, and ensure public safety and internal security with the active support of the community."

There are incidents, writings, articles, and illustrations, from politically-driven people and organizations that portrayed the PNP as a threat to human rights and in the same way brought forth the proposition that HUMAN RIGHTS POLICING ARE NOT COMPATIBLE. Understanding the spirit of human rights as



"Life is Beautiful...Kaligtasan Nyo, Sagot Ko. Tulong-tulong Tayo."

Page 1 of 9

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March 15, 2023

embodied in the Constitution and the mandate of the PNP, it is clear that police officers are indeed human rights defenders and its police duties are in no way in conflict with human rights. In fact, it fulfills the state obligation to protect human rights.

Letter of Instructions 55/07 ("LOI PAMANA") or the PNP Human Rights Development Program serves as the blueprint of the PNP for action on human rights. One of its components is capability building requiring that all police officers shall undergo appropriate knowledge, skills, attitude enhancement, and other human resource development programs encompassing the recruitment, assignment, and promotion processes.

To keep in step, on July 22, 2022, the Human Rights Affairs Office (HRAO) launched the Human Rights Online Assessment Information System (HROAsIS) coinciding with the HRAO's 15th Founding Anniversary. PLTGEN VICENTE D DANAÑO, then Officer-In-Charge, PNP stated that the creation of HROAsIS is very timely to reinvigorate our personnel on how to protect their rights. This is the checklist reported incidents of torture, rub-out, and planting of evidence that was sensationalized in local and international media and caught the interest and attention of the international community, especially the United Nations (see attached Tab "A"). Further, the PNP is constantly put into question as to its ability to protect and uphold human rights.

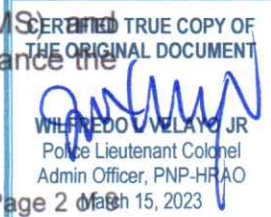
This online learning and assessment tool will evaluate, measure and document the readiness, learning progress, and skills of PNP personnel on human rights principles and practices in the context of duty bearer. A competency training in support to the Internal Cleansing program and the PNP Open Academy (POA).

3. SITUATION:

Although subjects on human rights are embedded in all mandatory and specialized training courses in the PNP, there is no effective testing and measurement system for human rights as a police competency. It is also important to note that there are limitations in the instructional methods used in the PNP for human rights education and training. The methods used are usually confined to lectures, seminars, workshops, and power point briefings about human rights. These methods are still useful but are already considered lacking in creativity and inadequate in terms of measuring and evaluating results.

The current situation prevents the PNP leadership from gathering objective baseline data and analysis of the scope of practical knowledge possessed by police personnel about human rights in the context of public safety and law enforcement. Moreover, the human rights eligibility list does not encompass every aspect of the police service because a suitable mechanism is not yet in place to evaluate and certify the knowledge and competencies of police personnel on human rights vis-à-vis their respective fields of work. To date, no initiative has been introduced to maximize the use of computers or information technology to educate, train, and evaluate police competencies on human rights.

To address the aforementioned issues and concerns, the PNP HRAO coordinated with the Information Technology Management Service (ITMS) and developed a computer-based instructional and testing tool that will help enhance the



knowledge of our PNP personnel on human rights as well as their understanding of human rights-based policing in fulfilling their obligation to claim holders.

HROAsIS is not to be considered a burden for promotion but a tool to ensure that personnel when promoted know their obligation to uphold human rights and are fully aware that they should perform their sworn duties faithfully and professionally in accordance with human rights principles and practices.

4. PURPOSE:

This MC provides the policy, directives, guidelines, and procedures in the implementation of human rights assessment test as a pre-requisite to PNP personnel promotion.

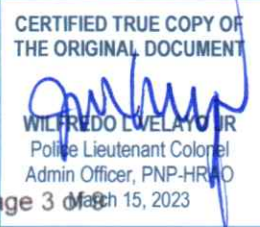
The goals are the following:

- a. Dispel the proposition that human rights and policing are incompatible;
- b. Illustrate the human rights concept from the standpoint of a police officer as a duty bearer and raise the sense of responsibility of being a human protector;
- c. Enhance the practical knowledge of PNP personnel on human rights topics;
- d. Enhance efficiency, speed, and comfort in the delivery and access to Human Rights instructional modules;
- e. Develop a user-friendly, cost-effective, and reliable tool for testing and evaluating the knowledge and competencies of police personnel on human rights topics;
- f. Establish a testing certification system to grant in-service eligibility on Human Rights to qualified personnel; and
- g. Apply Human Rights principles from the standpoint and context of a Duty Bearer.

5. DEFINITION OF TERMS:

For purposes of this MC, the following terms, words, and phrases shall mean or be understood as follows:

- a. Dashboard - is a visual display of all data in the developed Information System;
- b. Database - an organized group or set of inter-related information about a subject that can be processed, retrieved, analyzed, and used in drawing conclusions and making decisions;



- c. Examinees - PNP personnel who are categorized into five: Tactical Operator, Investigator, Custodial Officer, Patroller, and Administrative Personnel;
- d. Human Rights Online Assessment Information System (HROAsIS) - is a web-based information system to be used as an Instructional Delivery tool and computer - aided test on human rights;
- e. HROAsIS Administrator - personnel who has full control of all the system's modules and performs the following:
 - 1) Manage the creation of exams and user of the system;
 - 2) Monitor the activities of the system user; and
 - 3) Assign encoders to manage data entry of topics and questions;
- f. HROAsIS Modules - are folders uploaded in the system and categorized into Examination Module, User Module, and Question Bank Module;
- g. HROAsIS User - refers to a system user who is authorized to use the system, such as encoder or personnel/examinee;
- h. Information System - a system of major processes or operations that facilitates the storage, processing, retrieval, and generation of information for decision-making, planning, controlling, and monitoring purposes. It also refers to a group of related processes (manual or computerized) designed to generate information for the exclusive support of a major functional area of an organization;
- i. Project Management Team (PMT) - includes the project manager and the group of individuals who work together on a project to achieve its objectives; and
- j. Super Administrator - personnel who has complete access to all folders and modules in the system and who will look after the system management.

6. GUIDELINES:

- a. Policies and Principles:

In faithful compliance with LOI 55/07 "PAMANA" otherwise known as the PNP Human Rights Development Program, and the promotion of Human Rights-Based Policing as part of Process Excellence perspective of the PNP Performance Governance System (PGS) - P.A.T.R.O.L. Plan 2030, and in furtherance to the Philippine commitment to the universal principles of human rights standards and practices, it is hereby the policy of the PNP that all its personnel aspiring to be promoted are required to



take and pass the Human Rights online assessment before his/her promotion folder be accepted for screening process.

b. General Guidelines:

This MC shall be implemented in three phases:

1) **Phase 1 - System Development**

- a) ITMS to develop a system to be used as a measuring tool in assessing and evaluating the acquired knowledge of PNP personnel on Human Rights principles; and
- b) HRAO shall provide the initial copy of Human Rights reference materials and test questionnaires to be uploaded into the system.

2) **Phase 2 - Implementation of HROAsIS**

This phase shall include the soft launching of the information system, cascading to all PNP offices/units, training of designated administrator, and full implementation of the said project.

- a) HRAO shall prepare the necessary documents prior to the soft launching of HROAsIS, to include Audio Visual Presentation (AVP);
- b) HRAO shall inform D, ITMS that the newly developed Information System will be launched; and
- c) HRAO shall coordinate with RPHROs for their virtual participation during the soft launching and cascading of HROAsIS in their AOR.

3) **Phase 3- Monitoring and Updating**

In this phase, designated Administrators shall identify and recapitulate on a daily basis if the scheduled examinee has passed or failed the online assessment test. They are also tasked to submit a monthly monitoring report to HRAO. Only the Super Administrator is authorized to upload the additional HR reference materials and questionnaires in the system.

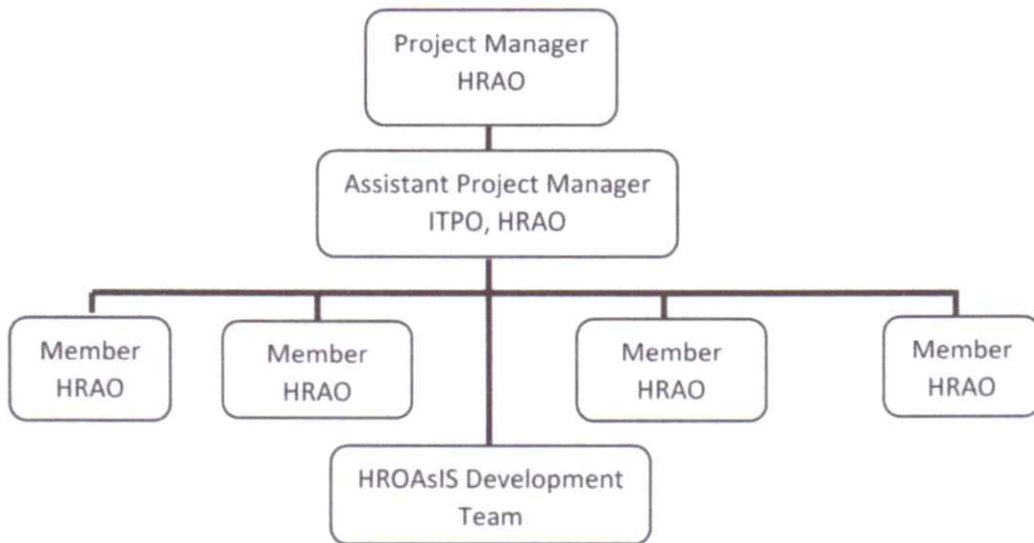
c. Specific Guidelines:

- 1) It is the responsibility of designated RPHROs to supervise their designated HROAsIS Administrator on the scheduling of examinees in their respective AORs and regularly account the personnel who have passed the online assessment test;



- 2) RPHROs/PHROs to periodically coordinate with Administrative Officers/C, ARMDs/RPRMDs on the updated Alpha List of personnel;
- 3) Administrative Officers/C, ARMDs/RPRMDs to provide the list of personnel due for promotion for them to be included in the priority list of personnel who will take the Human Rights assessment test, and require newly assigned personnel in their unit to undergo assessment to gauge their understanding on human rights;
- 4) A Project Management Team (PMT) shall be created. HRAO, being the system owner shall be designated as the Project Manager of PMT for PNP HROAsIS to ensure its effective implementation. The project shall include training for the end-users and top-level managers to sustain the PNP HROAsIS implementation and maintenance. Also, monitoring and evaluation shall be put in place to assess timely compliance;

HRAO PROJECT MANAGEMENT TEAM FOR PNP HROAsIS ORGANIZATIONAL STRUCTURE



- 5) The Super Administrator shall manage the system users, and the creation of exams and questionnaires. He/She shall monitor the activities of each user and ensure that only authorized personnel are allowed full access in order to maintain the integrity of the Information System.
- 6) First-time authorized/designated administrator of HROAsIS shall access the system in the internet browser by encoding <https://hroasis.net>. The user is required to register using his/her PNP payslip account number and official PNP Email System (PES) email address (firstname.lastname@pnp.gov.ph).
- 7) The HROAsIS project shall be regularly assessed for enhancement during its initial one-year implementation.



d. Responsibilities:

1) **DPRM**

- a) Strictly implement this MC;
- b) Provide Application Programming Interface (API) connection at online PAIS for the update of HROAsIS; and
- c) Perform other tasks as directed.

2) **DL**

- a) Provide logistical requirements such as computers, printers, and other IT equipment for HRAO Project Management Team; and
- b) Perform other tasks as directed.

3) **DC**

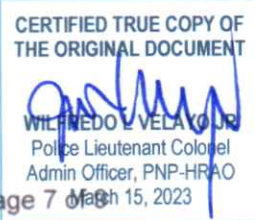
- a) Provide funds for the successful implementation of this MC;
- b) Provide funds for the subscription of web domain for HROAsIS;
- c) Provide funds for the purchase of equipment and other materials needed for the development, innovation, regular operations, and maintenance of HROAsIS; and
- d) Perform other tasks as directed.

4) **DICTM**

- a) Ensure conformity of HROAsIS to the Information Systems standards and certification; and
- b) Perform other tasks as directed.

5) **ITMS**

- a) Develop a user-friendly, cost-effective, and reliable tool for testing and evaluating the practical knowledge and competencies of police personnel on Human Rights topics;
- b) Provide technical support and expertise in the maintenance and enhancement of the system;
- c) Assist HRAO in cascading the HROAsIS to lower units;
- d) Assist HRAO in the conduct of User's Acceptance training;
- e) Direct ITPO, HRAO to provide technical support and expertise for the continuous development of the system;
- f) Ensure that it has regular database back-up; and
- g) Perform other tasks as directed.



6) HRAO

- a) Monitor and supervise the implementation of this MC;
- b) OPR for the maintenance of the system;
- c) Conduct cascading on the management of HROAsIS in all PNP offices/units;
- d) Monitor and manage the inventory of personnel who passed the online assessment test;
- e) Ensure that all personal information collected are secured and used for its intended purpose in compliance with the Data Privacy Act of 2012 and its Implementing Rules and Regulations;
- f) Coordinate with DPRM for the inclusion of HROAsIS assessment test results to the individual PAIS Personal Data Sheet; and
- g) Perform other tasks as directed.

7) PIO

- a) Disseminate this MC through all platforms of communication in coordination with HRAO; and
- b) Perform other tasks as directed.

8) D, NSUs and RD, PROs

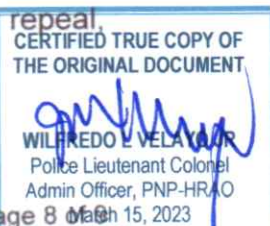
- a) Ensure the successful implementation of HROAsIS in respective AOR;
- b) Designate their unit focal person who shall assist the RPHROs/PHROs in the successful implementation and sustainability of HROAsIS;
- c) Issue appropriate orders to HROAsIS administrator; and
- d) Perform other tasks as directed.

7. PENAL CLAUSE:

All PNP personnel shall strictly adhere to the guidelines expressly stated in this MC. Any violation(s) hereof shall be dealt with pursuant to NAPOLCOM MC No. 2016-002 and other applicable rules and regulations.

8. AUTOMATIC REVIEW CLAUSE:

On the 3rd year following the effectivity of this MC, and every three years thereafter, or as earlier needed, the PNP-HRAO shall automatically review the provisions hereof, to determine possible updating, revision, amendment, or ~~repeal~~, as may be necessary.



9. SUPPLEMENTAL CLAUSE:

This MC shall be an additional parameter to all existing MCs related to Promotion of PNP personnel.

10. EFFECTIVITY:

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



RODOLFO S AZURIN, JR
Police General
Chief, PNP

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