



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

20 JAN 2022

MEMORANDUM CIRCULAR

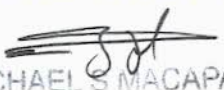
NO.: 2022-005

REVISED PNP INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)  
MANAGEMENT ELIGIBILITY

1. REFERENCES:

- a. Republic Act (RA) No. 9292 entitled, "An Act Providing for a More Responsive and Comprehensive Regulation for the Registration, Licensing and Practice of Professional Electronics Engineers, Electronics Engineers and Electronics Technicians, Repealing Republic Act No. 5734, Otherwise Known as The Electronic and Communications Engineering Act of the Philippines";
- b. RA No. 7920 entitled, "An Act Providing for a More Responsive and Comprehensive Regulation for the Practice, Licensing, and Registration of Electrical Engineers and Electricians";
- c. NAPOLCOM Resolution No. 2020-1073 dated December 1, 2020, entitled, "Approving the Restructuring and Strengthening of the Directorate for Information and Communications Technology Management (DICTM)";
- d. NAPOLCOM Resolution No. 2020-1074 dated December 1, 2020, entitled, "Approving the Activation of the Regional Information and Communications Technology Management Division (RICTMD) as a Regional Staff (R10) of Police Regional Offices";
- e. NAPOLCOM Resolution No. 2006-008 entitled, "Prescribing the Promotion and Placement System for Third Level Police Commissioned Officers", specifically under Section 7 para 1.2 which states that "Each Directorate shall formulate the parameters for the different competencies which shall become a mandatory requirement for the third level positions under their respective functional fields";
- f. NAPOLCOM Resolution No. 2006-325 entitled, "Prescribing the Qualification Standards for Appointment as Information Technology Officer in the PNP via Lateral Entry" dated September 5, 2006;
- g. Command Memorandum Circular No. 15/2013 entitled, "Activation of the Assessment Center for Third Level PCOs" that sets forth guidelines and procedures governing the activation and operations of an assessment center that will vet and assess PCOs for placement to third level positions and promotion to the ranks of PSSUPT to PDDG;
- h. The PNP's Strategic Focus termed as "CODE-P: 2012 and Beyond", specifically under the Strategic Focus 1: Competence which states that "the foundation of a highly capable effective and credible PNP is the human resource development and management because our personnel is the most important component in helping our organization fulfill its

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mandate. Hence, upgrading and enhancing the competence (knowledge skills and attitude) of the police from basic to mandatory and specialized courses shall be a continuous process before they pursue their field of expertise”;

- i. Memorandum Circular No. 2008-012 entitled, “Logistics Eligibility and Placement Policy” which prescribes the procedures and manner in granting logistics eligibility to PNP personnel; and
- j. Civil Service Commission (CSC) Resolution No. 050910 approving the standards for lateral entry position of Computer Programmer in the PNP dated July 13, 2005.

## **2. RATIONALE:**

This Memorandum Circular (MC) provides the guidelines and procedures to be undertaken by the D-Staff concerned/offices/units with regard to the ICT Management Eligibility for the PNP personnel.

## **3. SITUATION:**

Information and Communications Technology (ICT) has been at the forefront of global innovations in the 21<sup>st</sup> century. It has contributed so much to the growth and productivity of organizations and societies around the world. In the Philippine National Police (PNP), ICT is considered an important driver of innovation and transformation as the organization aims for a strategic change through the institutionalization of the Integrated Transformation of Program-Performance Governance System (ITP-PGS) or the Peace and Order Agenda for Transformation and Upholding of the Rule of Law (P.A.T.R.O.L.) Plan 2030, which envisions a more professional, effective, and credible police service by the year 2030. Part of attaining the said vision is to consider the eligibility of every PNP personnel as basis of their qualifications in the performance of their mandated tasks.


Further, to guarantee that the PNP organization will reap the benefits brought about by technology, the organization’s ICT systems, facilities, processes, and other resources must be managed properly and effectively. Therefore, it is fundamental that the deployment of ICT personnel is governed by a specific policy that ensures the assignment of the right person to the right job. And so, the establishment and maintenance of the PNP ICT Management Eligibility List (PNP ICTMEL) is necessary.

## **4. PURPOSE:**

Specifically, this MC aims to lay down the procedures and manner in granting ICT Management eligibility to the PNP personnel.

## **5. SCOPE:**

This MC applies to all uniformed and Non-Uniformed Personnel (NUP) of the PNP who are presently holding or aspiring to hold a management position in the DICTM, CES, ITMS, and RICTMD.

  
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## 6. DEFINITION OF TERMS:

For purposes of this MC, the following terms are defined as follows:

- a. **Communication Technology (CT)** – refers to the tools, equipment, and methods used in communication. It includes telephones, telex, facsimile, radio, television, satellite, and recent computer-based technologies for communications such as video-conferencing, etc. Communication technology facilitates communication between individuals or groups who are not physically present at the same location, at the same time.
- b. **Communications Technology (CT) Officer** – a PNP personnel who has work experience in Communications Technology particularly in telephony, radio, and data communications/networking technology.
- c. **Computer Engineering** – refers to the study that integrates electronic engineering with computer sciences to design and develop computer systems and other technological devices. Computer engineering professionals have expertise in a variety of diverse areas such as software design, electronic engineering, and integrating software and hardware (TechOpedia).
- d. **Electrical Engineer (EE)** – a person who renders or offers to render professional electrical engineering service [RA 7920, Sec (2) (a)].
- e. **Electrical Engineering (EE)** - is an engineering discipline concerned with the study, design and application of equipment, devices and systems which use electricity, electronics, and electromagnetism (Wikipedia).
- f. **Electronics Engineer (ECE)** – a person who is qualified to hold himself/herself out as a duly registered/licensed Electronics Engineer and to affix to his/her name the letters "ECE" [RA9292, Sec (3) (c)].
- g. **Electronics Engineering (ECE)** - deals with the implementation of applications, principles, and algorithms developed with many related fields, for example, solid-state physics, radio engineering, telecommunications, control systems, signal processing, systems engineering, computer engineering, instrumentation engineering, electric power control, robotics, and many others (Wikipedia).
- h. **Eligibility** – refers to the qualification granted to a member of the PNP (uniformed or non-uniformed) to qualify him/her to be assigned to a position in the PNP ICT family based on acquired training, experience, and competence. The inclusion of PNP personnel in the PNPICTMEL shall be covered by the appropriate PNP-NHQ orders upon request of the Director, DICTM thru the ICTEP Board.

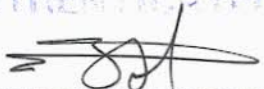
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- i. **Eligible** – one who is in the PNPICTMEL and is qualified to be designated in a particular position in the PNP ICT Family as provided in this Memorandum Circular.
- j. **Equivalent Degree Course** – any Bachelor of Science (B.S.) or Bachelor of Arts (B.A.) course with at least eighteen units of IT and/or CT Subjects.
- k. **Fundamentals of Networking and Data Communication Course** – the course is designed to provide students/participants the knowledge about designing and installing shared information, data, or resources through LAN/Internet connections. This training course is conducted by ITMS for 63 training hours.
- l. **ICT Course** – a formal study in any of the following disciplines, Computer Science, Information Technology, Software Engineering, Information Security, Computer Engineering, Electronic Communications Engineering, Electronics Engineering.
- m. **ICT Resources** – may include computer machines, software applications, information systems, data and databases, communication devices, information networks, and other related hardware and software components.
- n. **ICT Systems and Infrastructures** – pertain to the collection of hardware, software, and processes used to generate, store, transmit, and/or share information. These include computer-based information systems, information networks, and communication facilities.
- o. **ICT Specialist** – a person who has work experience for at least three (3) years in the field of information and communications technology particularly as either a Systems Analyst, Software Engineer, Computer Programmer, Information Security Officer, System Administration, Network Administrator, IT Project Manager or other professional work in the field of Information Technology (IT).
- p. **Information and Communications Technology (ICT)** – is the broader term of IT to explicitly include the field of electronic communications.
- q. **Information and Communications Technology Management Course (ICTMC)** – a qualification/competency course conducted by DICTM, in coordination with PNPTS, for Senior Police Commissioned Officers (PCOs) particularly for third-level PCOs and NUP with a salary grade of at least SG 15. The ICTMC has a duration of 248 hours. The AFP ICT Executive Management Course or other postgraduate ICT courses from any recognized colleges and universities locally or abroad may be considered as equivalent courses, provided that the PNP personnel who undergo such courses are covered with appropriate PNP NHQ orders. However, PNP personnel who have taken or still taking equivalent

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courses during their free time need not be covered by appropriate NHQ orders.

- r. **Information Systems (IS)** – is a collection of hardware, software, process, and personnel organized to collect, store, process, present information in support of business operations, management, and decision-making.
- s. **Information Technology (IT)** – refers to the tools, machines techniques, crafts, and methods used to support the collection, storage, processing, and presentation of information. This includes computer machines, computer applications, databases, information systems, computer networks, and similar technologies.
- t. **Information Technology Project Officer (ITPO)** – a person tasked to administer the development, utilization, and maintenance of information systems databases and computer networks of the PNP.
- u. **Integrated and Accredited Professional Organization** – a non-stock, non-profit corporation registered with the Securities and Exchange Commission and recognized by the Board, the Commission, and all government agencies as the only integrated and accredited national organization for the said professionals.
- v. **PNP ICT Family** – all PNP units performing ICT functions to include the personnel assigned thereat. For purposes of this MC, the PNP ICT Family includes the Directorate for Information and Communications Technology Management (DICTM), Information Technology Management Service (ITMS), Communications and Electronics Service (CES), Regional Information and Communications Technology Management Division (RICTMD), and their subordinate offices in the regional, provincial, city, and municipal levels.
- w. **PNP Information & Communications Technology Management Eligibility List (PNPICTMEL)** – refers to the roster of PNP personnel who possess the mandatory training, experience, and competence to qualify them for assignments in the PNP ICT family.
- x. **Postgraduate ICT Course** – any advanced ICT Course that is considered as preparatory to a master's degree (*see ICT Course*)
- y. **Qualification Standards** – refer to the basic qualifications that PNP personnel must possess to be considered for assignment in the PNP ICT family.
- z. **Regional Communications and Electronics Units (RCEUs)** – RCEUs are concerned with all the communication requirements of the Police Regional Offices including its subordinate units.

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- aa. **Information and Communications Technology Plans and Programs Division (ICT PPD)** – refers to the Division of DICTM that sets policy agenda on Information and Communications Technology (ICT) management and development.
- bb. **System Management and Infostructure Division (SMID)** – refers to the Division of DICTM that formulates and supervises the implementation of policies on systems management.
- cc. **Research and Capability Development Division (RCDD)** – refers to the Division of DICTM that collaborates with the Research and Development (R&D) offices of leading ICT companies on the latest trends.
- dd. **Cybersecurity Management Division (CMD)** – refers to the Division of DICTM that formulates, evaluates, reviews and supervises the implementation of cybersecurity policies and standards for the safety and security of ICT resources of the PNP.
- ee. **Data Privacy Division (DPD)** – refers to the Division of DICTM that administers the implementation of the Data Privacy Act of 2012, monitors and ensures compliance of the PNP with the standards set forth by the National Privacy Commission (NPC) in relation to electronic data protection.
- ff. **Regional Information and Communications Technology Management Division (RICTMD)** – refers to the Division in charge in the formulation and implementation of region-wide plans and programs on information systems (IS) and network development as well as on the implementation of policies and directives regarding data privacy and other ICT-related matters.

**7. GUIDELINES:**

- a. There shall be an ICT Steering Committee (ICTSC) which is the sole approving authority for the conferment of Eligibility for Category I to V positions (for DICTM), Category I to IV positions (for CES and ITMS) and Category I to II (for RICTMD).
- b. The composition of the ICTSC shall be as follows:
  - Director, DICTM - Chairman
  - Deputy Director, DICTM - Vice Chairman
  - Director, ITMS - Member
  - Director, CES - Member
  - Deputy Director, ITMS - Member
  - Deputy Director, CES - Member
  - Admin, DICTM - Secretariat

c. There shall also be an Information and Communications Technology Management Eligibility Assessment Board (ICTMEAB) which shall

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deliberate/process and recommend to the ICTSC the approval of the conferment of ICT Management eligibility for all the aforementioned categories.

d. The ICTMEAB shall be composed of the following:

- Deputy Director, DICTM - Chairman
- Executive Officer, DICTM - Vice Chairman
- CoS, ITMS - Member
- CoS, CES - Member
- C, ICT PPD, DICTM - Member
- C, SMID, DICTM - Member
- C, RCDD, DICTM - Member
- C, CMD, DICTM - Member
- C, DPD, DICTM - Member
- Asst. Chief, ARMD, ITMS - Secretariat for IT Matters
- Asst. Chief, ARMD, CES - Secretariat for CT Matters

e. Other functions of the ICTMEAB:

- 1) Prepare, maintain, and update the PNP ICT Management Eligibility List; and
- 2) Responsible for the semi-annual publication of the list of ICT management eligible personnel as a reference in the designation/placement of personnel in ICT positions.

f. Both the ICTSC and ICTMEAB shall be formally organized through the issuance of official orders by DPRM.

g. For Category V (Lateral Entry Level Positions) – the respective Personnel Board of ITMS and CES shall be responsible for selecting the most qualified among the applicants who meet the basic qualification requirements enumerated in their respective matrix under Section 7 of this PNP MC.

**8. PROCEDURES:**

**a. Eligibility categories in the PNP ICT positions:**

There shall be five categories for regular management positions in DICTM, ITMS, CES and two categories for the RICTMD, and a reserved category with the description and criteria, as follows:

**1) For Management Positions in the DICTM**

Category	Position	Qualifications	Rank Requirement/ Salary Grade
Category I	<ul style="list-style-type: none"> <li>• Director</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• Must be an Engineer (ECE/EE) or Graduate of Bachelor of Science</li> </ul>	Prescribed PNP Staffing Pattern

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		<p>in Computer Science, Computer Engineering, Information Technology, Information Management or equivalent degree course;</p> <ul style="list-style-type: none"> <li>• For organic DICTM Third Level PCO, any degree course is considered;</li> <li>• With master's degree in any related field;</li> <li>• Must have completed the ICTMC or its equivalent; and</li> <li>• At least one year experience in any position under Category II in DICTM or Category I in CES and ITMS.</li> </ul>	
Category II	<ul style="list-style-type: none"> <li>• Executive Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Must be an Engineer (ECE/EE) or Graduate of Bachelor of Science in Computer Science, Computer Engineering, Information Technology, Information Management or equivalent degree course;</li> <li>• For organic DICTM Third Level PCO, any degree course is considered;</li> <li>• With master's degree in any related field;</li> <li>• Must have completed the ICTMC or its equivalent; and</li> <li>• At least one year experience in any position under Category III in DICTM or Category II in CES and ITMS.</li> </ul>	Prescribed PNP Staffing Pattern
Category III	<ul style="list-style-type: none"> <li>• Division Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Must be an Engineer (ECE/EE) or Graduate of Bachelor of Science</li> </ul>	Prescribed PNP Staffing Pattern

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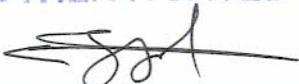


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		<p>in Computer Science, Computer Engineering, Information Technology, Information Management or equivalent degree course;</p> <ul style="list-style-type: none"> <li>• For organic DICTM Third Level PCO, any degree course is considered;</li> <li>• With master's degree in any related field;</li> <li>• Must have completed the ICTMC or its equivalent; and</li> <li>• At least one year experience in any position under Category IV in DICTM or Category III in CES and ITMS.</li> </ul>	
Category IV	<ul style="list-style-type: none"> <li>• Assistant Division Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Must be an Engineer (ECE/EE) or Graduate of Bachelor of Science in Computer Science, Computer Engineering, Information Technology, Information Management or equivalent degree course;</li> <li>• For organic DICTM Third Level PCO, any degree course is considered;</li> <li>• Has completed the ICTMC or its equivalent; and</li> <li>• At least one year experience under Category V in DICTM.</li> </ul>	Prescribed PNP Staffing Pattern

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Category V	<ul style="list-style-type: none"> <li>Section Chief</li> </ul>	<ul style="list-style-type: none"> <li>Must be an Engineer (ECE/EE) or Graduate of Bachelor of Science in Computer Science, Computer Engineering, Information Technology, Information Management or equivalent degree course;</li> <li>For organic DICTM Third Level PCO, any degree course is considered;</li> <li>At least five years accumulated experience in the PNP ICT Family as either an IT or CT Officer; and</li> <li>Preferably, has completed the ICTMC or its equivalent.</li> </ul>	Prescribed PNP Staffing Pattern
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## 2) Eligibility Categories for Management Positions in the CES

Category	Position	Qualifications	Rank Requirement/ Salary Grade
Category I	<ul style="list-style-type: none"> <li>Director</li> </ul>	<ul style="list-style-type: none"> <li>Must be an Engineer (ECE/EE) or organic CES Third Level PCO;</li> <li>With master's degree in any related field;</li> <li>Completed the ICTMC; and</li> <li>At least one year experience under Category II-A.</li> </ul>	Police Brigadier General (PBGEN) or Police Colonel (PCOL)
Category II			
A	<ul style="list-style-type: none"> <li>Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>Must be an Engineer (ECE/EE) or organic CES Third Level PCO;</li> <li>With master's degree in any related field;</li> <li>Completed the ICTMC; and</li> <li>At least one year</li> </ul>	Police Colonel (PCOL)

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		experience under Category II-B.	
B	<ul style="list-style-type: none"> <li>Chief of Staff (CoS)</li> </ul>	<ul style="list-style-type: none"> <li>Must be an Engineer (ECE or EE) or organic CES Third Level PCO;</li> <li>Completed the ICTMC; and</li> <li>At least one year experience under Category III.</li> </ul>	Police Colonel (PCOL)
Category III	<ul style="list-style-type: none"> <li>Division Chief, RCEU Chief</li> </ul>	<ul style="list-style-type: none"> <li>Must be an Engineer (ECE or EE) or organic CES Third Level PCO;</li> <li>Completed the ICTMC; and</li> <li>At least one year experience under Category IV-A.</li> </ul>	Police Colonel (PCOL) or Police Lieutenant Colonel (PLTCOL)
Category IV			
A	<ul style="list-style-type: none"> <li>Assistant Division Chief</li> </ul>	<ul style="list-style-type: none"> <li>Must be an Engineer (ECE or EE) or organic CES Officer;</li> <li>At least two years as CT Officer; and</li> <li>At least one year experience under Category IV-B or IV-C.</li> </ul>	Prescribed PNP Staffing Pattern
B	<ul style="list-style-type: none"> <li>Section Chief (CES NHQ Level)</li> </ul>	<ul style="list-style-type: none"> <li>Must be an Engineer (ECE or EE) or organic CES Officer; and</li> <li>At least one year as CT Officer.</li> </ul>	Prescribed PNP Staffing Pattern
C	<ul style="list-style-type: none"> <li>Section Chief (RCEO Level)</li> </ul>	<ul style="list-style-type: none"> <li>Must be an Engineer (ECE) or EE) or organic CES Officer;</li> <li>At least 120 hours relevant training on Communications Technology; and</li> <li>At least six months as CT Officer.</li> </ul>	Prescribed PNP Staffing Pattern
Category V	<ul style="list-style-type: none"> <li>Lateral Entry Level Position for CT Officer</li> </ul>	<ul style="list-style-type: none"> <li>Must be an Electronic and Communications Engineer (ECE); and</li> <li>At least two years experience in the field of Communication-Electronic Engineering.</li> </ul>	Police Lieutenant

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### 3) Eligibility Categories for Management Positions in the ITMS

Category	Position	Qualifications	Rank Requirement/ Salary Grade
Category I	• Director	<ul style="list-style-type: none"> <li>• Must be a graduate of Bachelor of Science in Computer Science, Computer Engineering, Information Technology, and other related course;</li> <li>• With master's degree in any related field;</li> <li>• Completed the ICTMC; and</li> <li>• At least one year experience under Category II-A.</li> </ul>	Police Brigadier General (PBGEN) or Police Colonel (PCOL)
Category II			
A	• Deputy Director	<ul style="list-style-type: none"> <li>• Must be a graduate of Bachelor of Science in Computer Science, Computer Engineering, Information Technology, and other related course;</li> <li>• With master's degree in any related field;</li> <li>• Completed the ICTMC; and</li> <li>• At least one year experience under Category II-B.</li> </ul>	Police Colonel (PCOL)
B	• Chief of Staff (CoS)	<ul style="list-style-type: none"> <li>• Must be a graduate of Bachelor of Science in Computer Science, Computer Engineering, Information Technology, and other related courses;</li> <li>• Completed the ICTMC; and</li> <li>• At least one year experience under Category III.</li> </ul>	Police Colonel (PCOL)
Category III	• Division Chief	<ul style="list-style-type: none"> <li>• Must be a graduate of Bachelor of Science in</li> </ul>	Prescribed PNP Staffing Pattern

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	<ul style="list-style-type: none"> <li>Regional Chief (when a position becomes available)</li> </ul>	<ul style="list-style-type: none"> <li>Computer Science, Computer Engineering, Information Technology or other related courses;</li> <li>Completed the ICTMC; and</li> <li>At least one year experience under Category IV-A.</li> </ul>	
<b>Category IV</b>			
A	<ul style="list-style-type: none"> <li>Assistant Division Chief</li> </ul>	<ul style="list-style-type: none"> <li>Must be a graduate of Bachelor of Science in Computer Science, Computer Engineering, Information Technology or other related courses;</li> <li>At least two years as IT Officer; and</li> <li>At least one year experience under Category IV-B or IV-C.</li> </ul>	Prescribed PNP Staffing Pattern
B	<ul style="list-style-type: none"> <li>Section Chief</li> </ul>	<ul style="list-style-type: none"> <li>Graduate of Bachelor of Science in Computer Science, Computer Engineering, Information Technology, Information Management or equivalent degree course;</li> <li>At least one year as IT Officer;</li> <li>Has completed the following IT Courses: <ul style="list-style-type: none"> <li>a. System Analysis and Design or any Computer Programming Course;</li> <li>b. Fundamentals of Networking and Data Communication Course; and</li> </ul> </li> <li>Completed at least 24 hours of continuing professional education</li> </ul>	Prescribed PNP Staffing Pattern

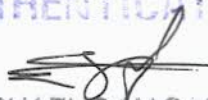
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		obtained through training, seminars, conferences, and/or workshops about Information Technology.	
Category V	<ul style="list-style-type: none"> <li>Lateral Entry Level Position for IT Officer</li> </ul>	<ul style="list-style-type: none"> <li>Graduate of Bachelor of Science in Computer Science, Computer Engineering, Information Technology, Information Management or equivalent degree course;</li> <li>At least three years practicing IT Specialist; and</li> <li>Has an Electronic Data Processing Specialist Eligibility for Software Experts or passed the Civil Service Commission (CSC) Career Service Professional Eligibility. <i>(based on NAPOLCOM Resolution No. 2006-325 and CSC Resolution No. 050910).</i></li> </ul>	Police Lieutenant

**4) Regional Information and Communications Technology Management Division (RICTMD)**

Category I	<ul style="list-style-type: none"> <li>Division Chief RICTMD</li> </ul>	<ul style="list-style-type: none"> <li>Must be an Engineer (ECE/EE) or Graduate of Bachelor of Science in Computer Science, Computer Engineering, Information Technology, Information Management or equivalent degree course;</li> <li>For organic DICTM/PROs Third Level PCO, any degree course is considered;</li> <li>With master's degree in any related field;</li> </ul>	Police Colonel (PCOL) or Police Lieutenant Colonel (PLTCOL)
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		<ul style="list-style-type: none"> <li>• Must have completed the ICTMC or its equivalent; and</li> <li>• At least one year experience in any position under Category IV in DICTM or Category III in CES and ITMS.</li> </ul>	
<b>Category II</b>			
A	<ul style="list-style-type: none"> <li>• Assistant Division Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Must be an Engineer (ECE/EE) or organic ITMS/CES Officer;</li> <li>• At least two years as ITPO/CT Officer; and</li> <li>• Completed the ICTMC.</li> </ul>	Prescribed PNP Staffing Pattern
B	<ul style="list-style-type: none"> <li>• Section Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Must be an Engineer (ECE/EE) or organic ITMS/CES Officer;</li> <li>• At least with 120 hours relevant training on Communications Technology; and</li> <li>• At least one year as ITPO/CT Officer.</li> </ul>	Prescribed PNP Staffing Pattern

**b. GUIDELINES FOR INCLUSION IN THE PNP ICT ELIGIBILITY LIST:**

- a. PNP uniformed and NUP in the active service who satisfy all of the requirements and qualifications and none of the grounds for disqualification enumerated in this MC are eligible for inclusion in the PNPICTMEL.
- b. PNP personnel who satisfactorily completed the ICTMC shall be automatically included in the PNPICTMEL and may be designated to occupy the appropriate position in the PNP ICT family. Provided, that the designation of third-level PCOs aligns with the provisions of CMC 15-2013.
- c. PNP personnel who obtained a postgraduate diploma or certificate on ICT Course not conducted by the PNP or AFP may be granted eligibility provided that they submit a request for accreditation attaching the Program of Instruction of the course for deliberation of the ICTMEAB.
- d. PNP personnel who possess a Master's or Doctorate Degree on ICT Course need not apply for accreditation, provided that they shall submit an original copy of the Transcript of Records and Diploma of

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the said degree to the appropriate Secretariat of the ICTMEAB for their inclusion in the PNPICTMEL.

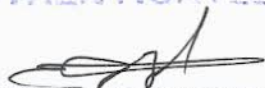
- e. PNP personnel who were recruited by ITMS and CES, and whose names were included in the PNPICTMEL, shall be given top priority to occupy Table of Organization positions in the ICT family provided that they are qualified for the position.
- f. Due to the technical nature of the functions of DICTM and to establish a regular source of its personnel, TDICTM may recommend to the appropriate approving authority for the transfer/reassignment of any personnel from ITMS and CES to DICTM provided that said personnel is included in the PNPICTMEL.
- g. TDICTM may also recommend to the appropriate approving authority the relief and transfer outside of ITMS, CES to DICTM of any PCO holding key position in the ICT family who is not eligible for the said position or whose designation violates this MC.
- h. Reserve Category - PNP personnel who are in the active service and are neither designated nor assigned to the PNP ICT family but are ICT eligible, based on the criteria and qualification standard mentioned in this MC, must be included in PNPICTMEL as the alternate pool of ICT eligible personnel. In case of vacancy and no immediate eligible personnel is available, those in the Reserve Category may be designated to any ICT position he/she is qualified for.

**c. GROUNDS FOR EXCLUSION FROM THE ICT ELIGIBILITY LIST:**

Any personnel may be dropped or removed from the ICT Eligibility List by the ICTSC for Category I positions, or by the ICTMEAB for Category II-IV positions, after having been found guilty of any of the following causes:

- a. Grave misconduct defined under PNP Rules and Regulations and Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. No. 6713, as amended);
- b. Violations of Anti-Graft and Corrupt Practices Act (R.A. No. 3019 as amended);
- c. Violations of Anti-Photo and Video Voyeurism Act (R.A. No. 9995);
- d. Violations of other ICT-related laws;
- e. Violations of PNP ICT Policies, MCs, Letter of Instructions, and other directives; and

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Police Lieutenant Colonel  
Administrative Officer

f. Other factors detrimental to the interest of the PNP as determined by the PNP ICTSC and ICTMEAB.



**9. TRANSITORY PROVISIONS:**

Any PCO, Police Non-Commissioned Officer, or NUP presently assigned to the ICT family who lacks any of the required eligibility shall be given one year upon the effectivity of this MC to comply with the requirements. For personnel who has ongoing schooling/training whose schedule of graduation is beyond the termination of one year probation, an extension shall be granted provided that he can provide his training order and letter of intent to remain as a member of the ICT family. Failure to take and complete the required course or other mandatory requirements (enumerated in the Category Matrix) shall cause his/her reassignment outside of the ICT family.

During this period, the DICTM shall program the conduct of a sufficient number of ICT eligibility courses to ensure that members of the ICT family will be allowed to comply with the mandatory training requirements.

**10. ADMINISTRATIVE SANCTIONS:**

Any violation of this MC or failure to implement or comply with the provision of this MC shall be a ground for the imposition of administrative sanction in accordance with existing policies, rules and regulations.

**11. REPEALING CLAUSE:**

All PNP policies, directives, and other issuances which are inconsistent with the provisions of this MC are hereby deemed rescinded or modified accordingly.

**12. EFFECTIVITY:**

This MC shall take effect after 15 days from filing a copy thereof 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.



**DIONARDO B CARLOS**  
Police General  
Chief, PNP

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