



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

06 SEP 2021

MEMORANDUM CIRCULAR

NO.: 2021-124

**REVISED POLICIES ON ATTESTATION OF APPOINTMENT FOR
SECOND (2ND) LEVEL PNP UNIFORMED PERSONNEL**

1. REFERENCES:

- a. Civil Service Commission (CSC) 2017 Revised Omnibus Rules on Appointments and other Human Resource Actions, as amended;
- b. Revised Omnibus Rules on Appointments and other Personnel Action (CSC);
- c. Revised Rules on Administrative Cases in the Civil Service (RRACCS);
- d. CSC Memorandum Circular (MC) No. 06 S. 2007 entitled: Revised Policies on Change of Status of Appointment from Temporary to Permanent;
- e. CSC MC No. 9, S. 2005 entitled: Limitation on Renewal of Temporary Status;
- f. CSC Resolution No. 1101479 entitled: Qualification Standard for Appointment to PNP Ranks;
- g. CSC Resolution No. 101182 entitled: Last Extension for Validation of Appointment;
- h. CSC Resolution No. 081772 entitled: Extension for Validation of Appointment;
- i. NAPOLCOM MC No. 2018-002 entitled: Prescribing the Procedures and Guidelines in the Processing of Applicants for Appointment as PCOs via Lateral Entry;
- j. NAPOLCOM MC No. 2008-008 entitled: Guidelines in the Change of Appointment Status from Temporary to Permanent;
- k. NAPOLCOM MC No. 2001-007 entitled: Prohibiting PNP from Issuing Special Orders for either Appointments or Promotions before Attestation thereof, by the Civil Service Commission (CSC);
- l. NAPOLCOM Resolution No. 2007-540 entitled: Validation of Appointment;
- m. NAPOLCOM Resolution No. 2006-183 entitled: Resolution Approving the Circulation No. 2002-015 issued by the PNP;
- n. NAPOLCOM Resolution No. 2005-042 entitled: Submission to the NAPOLCOM of all PNP Unconfirmed Rank Adjustment Orders;
- o. PNP MC No. 2014-038 entitled: Prescribing the Policies of Attestation of Appointment for Second (2nd) Level Uniformed Personnel; and
- p. PNP MC No. 2002-015 entitled: Policies, Guidelines, and Procedures on the Processing and Appointment of Personnel from the Bureau of Fire Protection (BFP) and Bureau of Jail Management and Penology (BJMP) seeking transfer as uniformed personnel of the PNP.

2. RATIONALE:

The Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) provides that all government departments, bureaus and local government and government-owned and/or-controlled corporation and state universities and colleges employees must be covered with the CSC attested appointments whether in temporary or permanent status.

As an initial compliance, the PNP revitalized its old forms of standard guidelines and procedures in implementing the attestation policies as prescribed by NAPOLCOM and the CSC in 2014 as it crafted PNP MC No. 2014-038 entitled, "Prescribing the Policy on Attestation of Appointment for Second (2nd) Level PNP Uniformed Personnel."

The ever changing human resource management needs an equal response to ensure that the new policy is aligned with other administrative issuances and pertinent laws to expedite the processing of attestation of appointment of the uniformed personnel of the PNP. This MC sets forth the revised PNP policy governing the attestation of appointments of Second (2nd) Level PNP Uniformed Personnel.

3. SITUATION:

Presently, the PNP MC 2014-038 is the only existing policy that sets the standard guidelines in the processing of attested appointments of Second (2nd) Level Uniformed Personnel which is basically outmoded due to various and current administrative principles affecting CSC appointments. The unaligned and complex guidelines generally result in sluggish issuance of attested appointments.

As enshrined in the PNP Quality Policy, this initiative is geared to deliver quality personnel service by fixing the administrative infirmities and further streamlining the processing of attested appointments.

4. PURPOSE:

This MC will simplify the process involved in the attestation of appointment of Second (2nd) Level PNP Uniformed Personnel.

5. DEFINITION OF TERMS:

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

- a. **Absorption Order** - refers to the order issued by the PNP to former PC/INP personnel who were absorbed into the PNP service;
- b. **Appointment Form** – refers to CS Form No. 33, Revised 2018 which shall be in English, which is referred to as the appointment given to the appointee as proof of the confirmation of his/her rank. Formerly known as *KSS or Komisyon ng Serbisyo Sibil Porma Blg.33 (Narebisa 1998) [CSC Form No. 33 (Revised1998)]*;

- c. **Appointing Authority** - refers to the person or body authorized by law to issue appointments in the Civil Service;
- d. **Attested Appointment** - refers to the Appointment Form of a PNP personnel confirmed/approved by the Civil Service Commission;
- e. **Change of Status Order** - refers to the order issued by the PNP to a uniformed PNP personnel changing his/her status from temporary to permanent, after having completed the lacking/deficiency in the qualification standard needed for his/her appointment;
- f. **Confirmation of Rank Adjustment** - refers to the action taken by the NAPOLCOM on the Rank Adjustment Order issued by the PNP to the former members of the PC/INP who were absorbed into the PNP service;
- g. **Demotion Order** - refers to the order issued by the PNP to a PNP personnel who was found guilty of an administrative case filed against him/her as a form of penalty. A corresponding Demotion Appointment shall be issued and attested by the CSC effective on the date of the demotion order;
- h. **Designation** - movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing authority/officer. Designation may involve the performance of the duties of another position on a concurrent capacity or on full-time basis;
- i. **Effective date of Appointment** - refers to the date of signing by the appointing authority on the CSC Appointment Form issued to the appointee;
- j. **Eligibility** - refers to the certificate of eligibilities granted by law, the CSC, and the NAPOLCOM as a requirement for recruitment, lateral entry, or promotion to the next higher ranks as indicated in the PNP Qualification Standards (QS). Second level eligibilities are appropriate for appointment to the PNP from Patrolman (Pat) to Police Lieutenant Colonel (PLTCOL). While third level eligibilities are appropriate for all ranks in the PNP;
- k. **Lateral Entry** - is a provision of law that allows the appointment of Police Commissioned Officers (PCOs) to fill the vacancies for line and technical service positions in the PNP to include graduates of the Philippine National Police Academy (PNPA);
- l. **Lateral Transfer** - the movement of personnel from the Bureau of Fire Protection (BFP) and Bureau of Jail Management and Penology (BJMP) to the PNP. Likewise, **transferred personnel** refer to personnel absorbed in the PNP service via lateral transfer;

- m. **Line Service Officers** - refers to PCOs mandated to perform essential and purely police, i.e. law enforcement, crime prevention and investigation, intelligence, internal security operations, and related administrative work;
- n. **Line Service Position** – refers to designation/position performing essential and purely police functions, i.e. law enforcement, crime prevention and investigation, intelligence, internal security operations, training, and police community relations. It includes positions in police precincts, stations, City Police Offices/Provincial Police Offices, operating unit of Police Regional Offices (PROs), and the regional offices and operating divisions of the National Support Units (NSUs);
- o. **Meritorious/Special Promotion** - refers to the promotion issued to PNP uniformed personnel who displayed acts of conspicuous courage and risk of life above and beyond the call of duty;
- p. **Original Appointment** - refers to appointment issued to a PNP uniformed personnel who meet the minimum requirements and qualifications of the rank during his/her entry into the PNP or government service;
- q. **Permanent Appointment** - refers to an appointment issued to a person who meets all the minimum requirements for the position to which also he/she is being appointed;
- r. **Plantilla Appointment** - refers to the appointment issued to a PNP uniformed personnel based on the absorption order to cover his/her absorbed rank;
- s. **Publication** - refers to the posting at the CSC and PNP bulletin, CSC and PNP websites of vacancies of position that are authorized to be filled, together with their corresponding qualification standards;
- t. **Promotional Appointment** - refers to an appointment issued to PNP uniformed personnel who is promoted from one rank to next higher rank with an increase in duties, responsibilities and benefits. No promotion in temporary status shall be issued;
- u. **Rank Adjustment Order** - refers to the order issued by the PNP to former PC/INP which is one rank higher from the absorbed rank;
- v. **Reassignment** – movement of personnel across the organizational structure within the same department or agency, which does not involve a reduction in rank status or salary;
- w. **Re-appointment (Change of Status)** - refers to the appointment in permanent status issued to PNP uniformed personnel who has been previously appointed in the service in temporary status for lack of

mandatory training or appropriate eligibility and has complied with the lacking requirement before the temporary appointment lapsed/expired;

Reappointment (renewal) in temporary status is issued if he/she cannot comply with the lacking requirement before the temporary appointment issued to him/her expire;

- x. **Re-employment** (Change of status) - refers to the appointment in permanent status issued to PNP personnel who has been previously appointed in temporary status due to lack of appropriate eligibility or mandatory training and has only complied with the lacking requirement after the temporary appointment lapsed/expired.

Reemployment (renewal) in temporary status is issued to appointee when he/she failed to complete the lacking requirement after the temporary appointment expired;

- y. **Technical Service Officers** - refers to PCOs originally commissioned to the PNP either directly or indirectly or through Lateral Entry, by virtue of their special technical skills and competencies such as: medical officers, dentists, nurses, lawyers, priests, imams and pastors, forensic specialists, licensed criminologists, information technologists, pilots, psychologists, nutritionists and among others;

- z. **Technical Service Position** - refers to position requiring highly technical qualifications in the PNP technical services, such as dentists, optometrists, nurses, engineers, and graduates of forensic sciences, licensed criminologists, doctors of medicine, members of the Bar, chaplains and among others;

- aa. **Temporary Appointment** - refers to an appointment issued to PNP uniformed personnel (Original Pat and Lateral Entry except PNPA graduate) who meets the minimum requirements for the position which he/she is being appointed except for the mandatory training; and

- bb. **Training** - refers to the mandatory training required to be taken by PNP uniformed personnel for promotion to certain rank as indicated in the PNP Qualification Standards (QS) for attestation of appointment.

6. GUIDELINES:

a. General Guidelines

- 1) The PNP shall strictly observe the existing NAPOLCOM and CSC policies on appointments;
- 2) All vacant positions for promotion, recruitment, reappointment and reemployment shall be published. Upon approval of NAPOLCOM, the PNP shall determine the vacancy for Patrolman recruitment as well as Police Lieutenant (PLT) and Police Captain (PCPT) Lateral Entry Program.

An application or request for publication of vacancies will be submitted to the CSC Field Office (FO) and upon approval, the printed copies of vacant positions will be posted at the PNP and the CSC Bulletin board while the electronic copies of the same will be posted at the PNP and the CSC website for at least ten days.

Vacancies in position shall likewise be forwarded and posted for publication to the CSC Regional Offices, Police Non-Commissioned Officers Placement and Promotion Division (PNCOD) of the Directorate for Personnel and Records Management (DPRM) Lobby and in the PNP website;

- 3) It is the primary responsibility of PNCOD, DPRM, Regional Personnel and Records Management Divisions (RPRMDs) of PROs and Administrative Records and Management Divisions (ARMDs) of NSUs to ensure that all appointments, promotion, and demotion orders of 2nd level uniformed personnel shall be covered with the CSC Attested Appointments. The appointment must be prepared in three original copies; one copy each for the appointee, the CSC and the PNP;
- 4) All PNP appointment and promotion orders shall be issued only after the transmittal and receipt by the CSC of all appointments with complete supporting documents;
- 5) The attestation of appointment of all PNCOs from Patrolman to Police Executive Master Sergeant (PEMS) shall be prepared by their respective offices/units, (NSU/PRO), and the corresponding CSC Appointment shall be submitted to the CSC Regional/Field Offices as follows:
 - a) NCRPO, SAF and ASG - Bicutan CSC Field Office;
 - b) All other PROs – Respective CSC Regional Office; and
 - c) NHQ and all other NSUs – Camp Crame CSC Field Office.
- 6) Attestation of appointment of PLT, PCPT, PMAJ, and PLTCOL shall be prepared by their respective offices/units (NSUs/PROs) to be signed by the appointee and indorsed by their respective offices/units to the PNCOD, DPRM with the documentary requirements for attestation. Same will be forwarded to the Chairman of the PNP Screening and Selection Board and Appointing Authority for signatures before it will be submitted to the CSC - Crame FO for approval;
- 7) The temporary appointment only shall be issued to Pat Recruits and Lateral Entrants during the duration of their Public Safety Field Training Program and shall be valid only for one year. Their appointment is deemed terminated upon reaching the expiry date unless their appointment is renewed. If they are not able to complete the required training within the prescribed period, the

recruiting office must request for the renewal of their temporary appointment before it will expire. The renewal of temporary appointment shall be limited to five times only as prescribed under CSC MC No. 25, S. 2017 (CSC ORAOHRA);

- 8) Upon completion of the PNP personnel of his/her Public Safety Basic Recruit Course/Public Safety Officers Basic Course, he/she will submit his/her Certificate of Completion and the other requirements for the renewal/change of his/her attestation from temporary to permanent and issuance of change of status order;
- 9) No promotion in temporary status shall be issued;
- 10) In case the Appointment is disapproved by the CSC, it is the duty and responsibility of the Administrative Officer of the corresponding office/unit to inform the appointee of his/her right to appeal to the CSC regional office within 15 calendar days upon receipt thereof; and
- 11) It is the responsibility of the appointee to appeal his/her disapproved appointment with the CSC. Refer on the general guidelines hereof for the requirements on appeal.

b. Documentary Requirements for Attestation:

The following are the mandatory requirements for attestation of appointments. All documents must be original or authenticated by the issuing office and/or agency:

- 1) Original Appointment for PNPA Newly Graduates:
 - a) Original CSC PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet (WES);
 - b) PSA birth certificate printed in Security Paper (SECPA);
 - c) Authenticated copy of College Diploma and Transcript of Records (TOR);
 - d) Appropriate Eligibility;
 - e) CSC Form No. 32 (Oath of Office) in three copies;
 - f) Position Description Form (PDF DBM –CS Form No.1);
 - g) CSC Form No. 4 (Assumption to Duty Certificate) in three copies; and
 - h) CSC Checklist of Common requirements.
- 2) Original appointment for Patrolman, Lateral Entrants and Transferred personnel:
 - a) Original CSC PDS (CS Form No. 212, Revised 2017) with Work

Experience Sheet (WES);

- b) PSA birth certificate printed in SECPA;
 - c) Authenticated copy of College Diploma and Transcript of Records;
 - d) Authenticated copy of Eligibility;
 - e) Position Description Form (PDF DBM –CS Form No.1);
 - f) CSC Form No. 4 (Assumption of Duty Certificate) in three copies;
 - g) CSC Form No. 32 (Oath of Office) in three copies;
 - h) Checklist of Common Requirements; and
 - i) Height/age waiver (when applicable).
- 3) Promotion:
- a) Original CSC PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet (WES);
 - b) Attested/Approved CSC Appointment of present rank (for PNCOs only);
 - c) Authenticated copy of appropriate eligibility;
 - d) Certificate of Mandatory Training;
 - e) Position Description Form (PDF DBM –CS Form No.1);
 - f) CSC Form No. 32 (Oath of Office) in three copies;
 - g) CSC Form No. 4 (Assumption to Duty Certificate) in three copies; and
 - h) CSC Checklist of Common Requirements.
- 4) Meritorious/Special Promotion:
- a) Original CSC PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet (WES);
 - b) Promotion Orders;
 - c) NAPOLCOM Confirmation;
 - d) Appropriate Eligibility;
 - e) Mandatory Training;

- f) Attested/Approved Appointment of present rank (for PNCOs only);
 - g) Position Description Form (PDF DBM –CS Form No.1);
 - h) CSC Form No. 32 (Oath of Office) in three copies;
 - i) CSC Form No. 4 (Assumption to Duty Certificate) in three copies; and
 - j) CSC Checklist of Common Requirements.
- 5) Reappointment/Reemployment (Change of Status):
- a) Original CSC PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet (WES);
 - b) Attested/Approved Appointment Form in temporary status;
 - c) Authenticated copy of appropriate eligibility;
 - d) Certificate of Mandatory Training; and
 - e) Service Record.
- 6) Plantilla:
- a) Original CSC PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet (WES);
 - b) Absorption Order; and
 - c) Service Record.
- 7) Rank Adjustment:
- a) Original CSC PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet (WES);
 - b) Absorption Order;
 - c) Attested/Approved Plantilla Appointment;
 - d) Service Record; and
 - e) Confirmed Rank Adjustment Order.
- 8) Demotion:
- a) Original CSC PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet (WES);
 - b) Attested Appointment before demotion;
 - c) PNP Demotion Order; and

- d) Decision of the case.
- 9) Requirements in the filing of an appeal:
 {Pursuant to Sections 113 and 114, Rule 23 Revised Rules on Administrative Cases in the Civil Service (RRACCS)}
- a) Appeal Memorandum (Letter Appeal);
 - b) Certificate of Non-Forum Shopping;
 - c) Original Copy of Disapproved Appointment;
 - d) Filing Fee of PhP500.00;
 - e) Lacking document that caused the disapproval; and
 - f) Personal Data Sheet (CSC PDS) with Work Experience Sheet (WES) and other documents (Certified copy of Training, Service Record, Special/General Orders, Eligibility, etc).
- 10) Requirements for Accreditation of Government Services
 (Prescribed under Rule 21 of RRACCS):
- a) With Approved and Disapproved Appointments:
 - (1) Personal Request Letter;
 - (2) Updated Service Records from RMD, DPRM;
 - (3) Filing fee of PhP500.00;
 - (4) Original Copy of Disapproved/Approved appointment subject of accreditation; and
 - (5) Any of the following when applicable:
 - (a) Pay slip;
 - (b) Payroll;
 - (c) Vouchers;
 - (d) Copy of leave cards;
 - (e) Daily Time Records or Bundy Cards;
 - (f) Income Tax Return (ITR); or
 - (g) Withholding Tax Receipts.
 - b) Without Approved/Disapproved Appointments:
 - (1) Personal Request Letter;
 - (2) Updated Service Records;
 - (3) Index of salary payments; and
 - (4) Any of the above list from (a) to (g).

c. Specific Cases Where Additional Documents are required.

The specific cases requiring submission of additional documents in support of the appointment are as follows:

- 1) Erasures or Alterations on Appointments. When there are erasures or alterations made on the appointment, they should be duly initialed by the authorized official who issued or prepared the document. However the certification shall be signed by the appointing authority or his/her authorized representative.

The appointing authority may delegate the signing of the Certification of Erasure/s to any authorized official through an office order, a copy of which should be furnished the CSC FO concerned.

Required Additional Document: Certification of Erasure or Alteration on Appointment Form (CS Form No. 3, Series of 2017 specifying and authenticating all erasures or alterations signed by the appointing authority or any authorized official.

- 2) Appointee with Decided Administrative/Criminal Case.
 - a) The appointee had been previously found guilty in an administrative/criminal case.

Required Additional Document: Certified true copy of the decision issued by the office/court/tribunal.

- b) The appointment by promotion of the uniformed personnel who had been found guilty in an administrative case for which a penalty of suspension or fine was imposed.

Required Additional Document: Certification issued by the appointing authority as to when the decision rendered became final and when the penalty imposed had been served.

- 3) Discrepancy in Name, Date/Place of birth as appearing in the Report of Rating or Certificate of Eligibility, appointment, service record and the entries in the Personal Data Sheet.

Required Additional Document: Resolution or Order issued by the Commission/CSC Regional Office (CSC RO) concerned correcting the discrepancy.

d. General Procedures:

To simplify procedures in the processing of attestation of appointment, the following shall be observed:

- 1) The C, RPRMD of PROs and C, ARMD of NSUs shall prepare all supporting documents and the required three Appointment Forms

for each appointee for signature of the Appointing Authority of the appointing units. He/She is likewise directed to ensure that the three copies of CSC Form 33-A were duly signed by the appointees/promotees.

In no case shall digital/electronic or rubber stamped signature of the HRMO, Chairperson HRMPSB/Placement Committee and Appointing Authority on the appointment be allowed;

- 2) The date of signing, which is the date of the issuance and the date of effectivity of the appointment, shall be indicated below the signature of the appointing authority;
- 3) The position title in the Attestation Form shall indicate the rank of the appointee. For PCOs, **LSP** (Line Service Position) or **TSP** (Technical Service Position) shall likewise be indicated to identify whether they were originally appointed as technical or line service officers;
- 4) Within 30 days upon the signing of the appointment forms by the appointing authorities, the C, RPRMD of PROs and C, ARMD of NSUs shall submit the duly accomplished Appointment Forms together with the supporting documents of PNCO appointees/promotees to their respective CSC Field Offices for approval. Likewise, the documentary requirements for attestation of second level PCO appointees will be submitted to PNCOD, DPRM prior to its submission to the CSC-PNP Field Office;

In cases the appointment may not be submitted to the CSC Field Office within 30 days, it shall be made effective 30 days prior to the date when the CSC may have received the said attested forms.

- 5) The CSC will process the request for the attestation of the appointment;
- 6) The CSC will transmit to the PNP the approved or disapproved appointment;
- 7) The C, RPRMD/C, ARMD shall receive the approved/disapproved CSC Appointment Forms for release to concerned uniformed personnel.

If the concerned PNP personnel is no longer assigned with that Office/Unit, it is the responsibility of the Administrative Officer to forward the approved/disapproved CSC Appointment Form of subject PCO/PNCO to his/her new office/unit assignment;

- 8) In case the Appointment was disapproved by the CSC, it is the duty of the Administrative Officer to inform the concerned PNP uniformed personnel that he/she has 15 days to appeal to the CSC and that if no appeal is filed within the period, the disapproval shall

be deemed final;

When the appeal approved/granted, the appointment shall be effective on the date it was signed by the appointing authority;

- 9) The date of the appointment shall not fall on a Saturday, Sunday or holiday, except in cases where the date of issuance is specifically provided in a special law;
- 10) In no case shall an appointment take effect earlier than the date it was signed except in cases authorized by law (*i.e. for special meritorious promotion of Special Action Force personnel involved in Mamasapano encounter where appointments took effect on the date the act was done*).

e. Specific Procedures:

- 1) For appointment through Pat Recruitment and Lateral Entry:
 - a) Applicants for Pat Recruitment and Lateral Entry who passed the Psychological-Psychiatric Examination (PPE) and Physical, Medical and Dental Examination (PMDE) shall submit the documentary requirements for CSC attestation, as enumerated in the general guidelines of this MC, to PNP Recruitment Service (PRS);
 - b) Upon issuance of the appointment order, the Recruitment Officer shall forward the appointment documents including the PNP appointment order of all applicants who are recommended for appointment to the Attestation Section of NHQ, PROs, and NSUs;
 - c) The NHQ, PROs, and NSUs Attestation Section shall evaluate the submitted appointment documents as to completeness, authenticity, and correctness based on the CSC and NAPOLCOM requirements and standards; and
 - d) The Attestation Section of NHQ, PROs, and NSUs shall transmit the evaluated appointment documents to the CSC for attestation.
- 2) For Promotional Appointment:
 - a) The Promotion Section shall prepare and consolidate the appointment documents of all candidates for promotion who passed the Work Behavior Performance Appraisal (WBPA);
 - b) All the necessary documents for Appointments of PCOs who are recommended for promotions shall be forwarded by their respective Units with their prepared and signed CSC Appointments (in three original copies). The said Appointments will be submitted to PNCOD, DPRM for consolidation and to be

forwarded further to the Chairman of the Promotion Board and Appointing Authorities for their signatures. The PNCOD, DPRM shall forward the Appointments to CSC Field Office for approval;

- c) All the required documents for Appointments of PNCOs who are recommended for promotions shall be prepared by their Units to be signed by their respective Directors as the Appointing Authorities and Appointees. The said Appointments will be submitted further to the concerned CSC FO or CSC RO for approval; and
- d) All appointment documents of PNCOs, who are recommended for promotion, shall be forwarded to the attestation section of their respective units which shall prepare the appointment and for submission to the CSC Regional Office after it was signed by the appointing authority including the supporting documents.

3) Computation of Time-In-Grade (TIG)

- a) As a general rule time-in-grade is computed from the date of signing by the appointing authority of the Appointment.
Exceptions:
 - (1) When the CSC has an annotation at the back of the attested appointments as regards the effective date of the appointment; and
 - (2) Demotion and special promotion always take effect on the date as indicated in the PNP general order or special order.
- b) The time-in-grade shall be reckoned from the applicant's date of attested whether permanent or temporary appointment in present rank; and
- c) In case the appointment was received by the CSC beyond the required 30 days, the effectivity date shall be written by the CSC personnel in the space provided at the dorsal portion of the appointment marked as "CSC Notation". The said date shall be the basis of counting the time-in-grade.

7. PENAL CLAUSE:

- a. PNP personnel who commit any violation of this Circular shall be subjected to Pre-Charge Evaluation and/or investigation for filing of appropriate charges and may be held liable thereof pursuant to NAPOLCOM MC No. 2016-002, RRACCS and other existing laws, rules, and regulations;
- b. Applicant who commits any violation of this Circular shall be immediately disqualified or subjected to termination proceedings, as the case may be, and barred from applying for future Lateral Entry/Recruitment Program; and

- c. PNP personnel who fail to strictly observe pertinent provisions of Rule VI, IRR, R.A. No. 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employee," in the processing of herein requests for attestation shall be charged with **NEGLECT OF DUTY**.

8. REPEALING CLAUSE:

All PNP issuances which are contrary to or inconsistent with this Circular are hereby repealed or amended accordingly.

9. EFFECTIVITY:

This MC shall take effect after 15 days from filing a copy thereof at the University of the Philippines Law Center pursuant to Section 3, Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.



GUILLERMO LORENZO T ELEAZAR
Police General
Chief, PNP

A large, stylized handwritten signature in black ink, which appears to be "G. Lorenz T. Eleazar", is written over the printed name and title.

Distribution:
Command Group
IG, IAS
Cmdr, ACPs
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D, NSUs
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SPA to the SILG

CPNP 11/15/21 S086719
A standard 1D barcode is located below the alphanumeric code.
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