



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

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PNP MEMORANDUM CIRCULAR

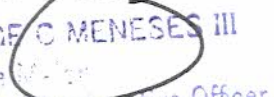
NO.: 2022-002

**STRENGTHENING THE PLACEMENT AND PROMOTION SYSTEM OF
THIRD LEVEL POLICE COMMISSIONED OFFICERS (PCOs)**

1. REFERENCES:

- a. Republic Act (RA) No. 9708, entitled "*An Act Extending for Five (5) Years the Reglementary Period for Complying with the Minimum Educational Qualification for Appointment to the Philippine National Police (PNP) and Adjusting the Promotion System Thereof, Amending for the Purpose Pertinent Provisions of Republic Act No. 6975 and Republic Act No. 8551 and for other Purposes*";
- b. National Police Commission Memorandum Circular (NAPOLCOM MC) Number 2019-001 dated January 17, 2019 entitled: "*Prescribing the Placement and Promotion System for Third Level Officers*";
- c. NAPOLCOM MC No. 95-05 dated January 24, 1995 entitled: "*Regulating the Re-appointment of the PNP Officers and Members who have Resigned from the Service or Filed a Certificate of Candidacy for and Elective Public Office*";
- d. PNP Memorandum Circular (PNP MC) Number 2020-077 dated November 5, 2020 entitled: "*Policies and Guidelines in the Use of Service Reputation in the Rating System for Police Commissioned Officers Applying for Placement and Promotion to Third Level Positions*";
- e. PNP MC No. 2020-046 dated July 13, 2020 entitled: "*Amending PNP Memorandum Circular Number 2019-044 entitled: 'Revised Placement and Promotion System for Police Commissioned Officers to Third Level Positions'*";
- f. PNP MC No. 2020-029 dated April 20, 2020 entitled: "*Revised PNP Comprehensive Health and Physical Fitness Program*";
- g. PNP MC No. 2019-068 dated December 3, 2019 entitled: "*Placement and Promotion System for Technical Service Officers to Third Level Positions*";
- h. PNP MC No. 2019-047 dated August 27, 2019 entitled: "*Policies and Procedures in the Conduct of Placement and Promotional Interview of Qualified Police Lieutenant Colonel for Entry Position to Police Colonel*";
- i. PNP MC Number 2019-044 dated May 14, 2019 entitled: "*Revised Placement and Promotion System for Police Commissioned Officers to Third Level Positions*";
- j. Senior Officers' Placement and Promotion Board (SOPPB) Resolution Number 2021-157 dated February 9, 2021 entitled: "*Setting Parameters in the Placement of Police Colonel to the Positions of Provincial*

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Directors, City Directors and Chief of Police of the National Capital Region Police Office”;

- k. SOPPB Resolution Number 2020-638 dated October 14, 2020 entitled: *“Prescribing the Classification of the Directors of the Directorates for Integrated Police Operations (DIPOS) and their Deputies as a Result of the NAPOLCOM Resolution Upgrading the Rank of the Director of the DIPOs in Western Mindanao, Eastern Mindanao, Visayas, Southern Luzon and Northern Luzon from Police Major General to Police Lieutenant General, and Other Related Matters”;*
- l. SOPPB Resolution Number 2020-272 dated March 26, 2020 entitled: *“Redistribution of Points Pertaining to Diversity of Assignment of the Rating System for Promotion to Police Colonel”;*
- m. SOPPB Resolution Number 2016-581 dated December 5, 2018 entitled: *“Recommending the Elimination of Computer-Aided Diagnostic Examination as Requirement for Placement and Promotion to Police Senior Superintendent”;*
- n. SOPPB Resolution Number 2018-522 dated November 5, 2018 entitled: *“Resolving the Year of Commissionship of PSUPT MARIA SABEL C SANTOS, PSUPT ANDRES O SIMBAJON, JR, PSUPT HECTOR U GRIJALDO, JR and all Other Police Commissioned Officers who are Similarly Situated”;* and
- o. PNP Staffing Pattern and Table of Organization and amendments thereto.

2. RATIONALE:

In order to cope with the recent developments in the PNP Staffing Pattern and Career Ladder for Third Level Police Commissioned Officers, there is a need to revise the approved PNP MC Number 2019-044 dated May 14, 2019, entitled: *Revised Placement and Promotion System for Police Commissioned Officers to Third Level Positions.*

3. SITUATION:

Recently, NAPOLCOM MC No. 2019-001 dated January 17, 2019 was issued in confirmation to PNP MC No. 2018-011. However, there are situations or circumstances wherein the PNP Senior Officers' Placement and Promotion Board (SOPPB) recommends new policies and guidelines in order to cope with the sudden changes/developments in the PNP Staffing Pattern and Career Ladder System for senior officers.

In view of the above recent PNP circulars and resolutions issued by the SOPPB which significantly affect the placement and promotion system of Third Level PCOs, it is deemed appropriate to recommend the revision of PNP MC No. 2019-044 and consequently NAPOLCOM MC No. 2019-001 to incorporate these developments.

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4. PURPOSE:

Attuned with the present organizational development needs of the PNP, this MC prescribes the policies and guidelines governing the selection and placement of PCOs to third level positions and their promotion to third level ranks in the PNP.

This MC aims to:


- a. Define a new career ladder system and prescribe the revised guidelines for the placement of senior PCOs to third level positions and their promotion to third level ranks;
- b. Establish a rational, fair, and transparent placement and promotion system using merit and fitness as the primary considerations;
- c. Ensure equal access and opportunity for professional growth and career advancement for all eligible PCOs regardless of the source of commission, gender or affiliation;
- d. Standardize the policies and guidelines in classifying Table of Organization positions in the career ladder system for Third Level positions; and
- e. Provide guidelines and procedures for fair and immediate adjudication of any protest, complaint or grievance arising from the implementation of this Circular.

5. DEFINITION OF TERMS:

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

- a. Adjudication – is a process outside the court system where the submitted documents such as but not limited to declarations under oath, admission of facts and result of investigation conducted against PNP personnel involved are reviewed and evaluated by the designated Board to determine if subject personnel may be granted security clearance and be cleared from any derogatory information.
- b. Administrative Case – is a formal inquiry, in furtherance of public accountability to determine whether a PNP member committed a violation of existing laws, rules and regulations and policies. It shall be deemed formally filed and pending upon receipt and entry of the approved pre-charge investigation report and formal charge in the official docket of the Disciplinary Authority until a decision thereof becomes final and executory. A complaint undergoing pre-charge investigation shall not be considered as pending administrative case.
- c. Administrative Duty – is a designation to positions involving purely clerical, staff and managerial functions. It includes assignment to NHQ PNP, National Administrative Support Units (NASUs), PROs, and NSUs' Headquarters except operating units, HSS, and other headquarters support units.

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- d. Career Ladder – refers to the progression of positions in the PNP based on the degree of authority and responsibility, prescribing therein the entry level positions, positions exclusive to a particular rank, and preparatory positions to a higher rank. It is the path by which the career of uniformed PNP personnel progresses through a system of assignments in command and staff functions, field duties, and administrative duties in the line, technical, and internal affairs services.

The career ladder for third level PCOs is based on the hierarchical and pyramidal rank structure as follows: (**Annex A-1 & A-2**)

<u>Rank</u>	<u>Number of Positions</u>
Police General (Entry)	One (1)
Police Lieutenant General (Exclusive)	Two (2)
Police Lieutenant General (Entry)	Six (6)
Police Major General (Entry)	Twenty-Three (23)
Police Brigadier General (Exclusive)	Thirty (30)
Police Brigadier General (Entry)	Ninety- One (91)
Police Colonel (Exclusive 3)	Ninety- Eight (98)
Police Colonel (Exclusive 2)	Ninety (90)
Police Colonel (Exclusive 1)	One Hundred Twenty-Nine (129)
Police Colonel (Exclusive)	One Hundred Fifty (150)
Police Colonel (Entry)	Six Hundred Thirty (630)

- e. Career Ladder Compliant Certification – is a certification issued to a PCO as a result of evaluation and assessment to his career path conducted by the Third Level Career Ladder Assessment Board.
- f. Command Duty – designation to positions where the PCO exercises command and control of the office/unit such as Station Commanders, Force Commanders, Chiefs of Police, Group Directors, Regional Chiefs of NSUs, City Directors, Provincial Directors, NSU Directors, District Directors, Regional Directors and Directors in the Directorial Staff.
- g. Criminal Case – is a proceeding in court as a result of the filing of information charging a PNP personnel with an act or omission or a violation of special law which is criminal in nature. It is considered pending upon the filing of the information with the court until the decision becomes final and executory.
- h. Command Group Positions – refers to positions in the PNP with higher authority in terms of decision-making and is responsible to command and direct the subordinates to attain the vision and mission of the organization. At the national level, the Command Group shall be headed by the CPNP assisted by The Deputy Chief, PNP for Administration, The Deputy Chief, PNP for Operations and The Chief of the Directorial Staff. Such authority shall be delegated to Head of Office/Units and counterparts in the Directorial Staff, National Support Units and Police Regional Offices, according to their jurisdictions and functions.

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- i. Commissionship – refers to the conferment of rank and authority. In the PNP, it pertains to the entry into the police service as a PCO.
- j. Detail – for purposes of this MC, refers to temporary movement of a Uniformed Personnel (UP) from one unit to another unit or from the PNP to other government office/agency which does not involve a reduction in rank, status or salary and issuance of an appointment order and only requires the issuance of PNP orders.
- k. Derogatory Information – refers to information which reflects unfavorably on the character, integrity, morality, honesty, loyalty, and reliability of an individual. It can be classified into two categories: security-related derogatory information and non-security related derogatory information.
- l. Derogatory Records or Reports – for this purpose, shall mean records or reports that are validated, investigated and confirmed to be true, and a corresponding case or action was filed against the PNP personnel in relation to the said derogatory records or reports.
- m. Diversity of Assignment – refers to the variety of assignments of PCOs in terms of location and nature/extent of responsibility; used as one of the bases in evaluating the level of experience and understanding of a PCO on different situations, cultures, beliefs, customs, and traditions on their impact policing. It shall not refer only to the assignment in a particular island grouping, i.e. Luzon, Visayas or Mindanao, nor shall it be used to discriminate a particular area, region, province, city, and/or municipality. It shall be determined by three factors such as field duty, administrative duty and geographical assignments.
- n. Entry Positions – refer to positions that may be occupied by PCOs holding one rank lower than the prescribed rank of the said positions as enumerated in **Annex "A."**
- o. Exclusive Positions – refer to positions regarded as key positions that may only be occupied by PCOs already holding the rank prescribed for the said positions. For PCOL, these are the positions of Provincial Director (PD), City Director (CD) and Chief of Police (COP) of the National Capital Region Police Office (NCRPO) to include Pateros Police Station, and those considered as Directorship/Commandership positions that may be classified by the SOPPB.
- p. Exclusive 1 Positions – refer to positions that can be occupied only by PCOLs after occupying Exclusive positions in the career ladder for at least six months. These positions are found in the Divisions of the D-Staff, PROs and NSUs, and those that may be classified by the SOPPB. It is considered the 3rd among equals in which it has broader supervisory/staff workload than Exclusive position.
- q. Exclusive 2 Positions – refer to the positions of the Chief of Regional Staff (CRS), Chief of the District Directorial Staff (CDDS), Chief of Staff (CS), and other Senior Division Chiefs of D-Staff and those that may be classified by the SOPPB. It is considered the 2nd among equals and regarded as the Supervisor/Manager of administrative affairs of its offices/units and has broader workload than an Exclusive 1 position.
- r. Exclusive 3 Positions – refer to positions that can be occupied only by PCOL after occupying Exclusive 2 position in the career ladder for at least six months. It is considered the 1st among equals in which the nature of function, volume, degree/complexity of work, and high level of

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trust and importance of the different Divisions were taken into consideration. It is considered as the preparatory position for Police Brigadier General.

These positions include the Deputy Regional Director for Operations (DRDO), Deputy Director for Administration (DDA), Deputy Director for Operations (DDO), District Deputy Director for Administration (DDDA), District Deputy Director for Operations (DDDO), Chiefs of Super Divisions of the D-Staff, CS of SAF and CSG, and those that may be classified by the SOPPB. However, the DDDO/DDO cannot directly occupy/assume a PBGEN entry position. He/She must first occupy a DDDA/DDA or DRDO position.

- s. Field Duty – designation to positions performing and/or supervising operational police functions i.e. law enforcement, crime prevention and security operations, intelligence, investigation, training, and police community relations. It includes assignment to police precincts/stations, CPO/PPOs, operating units of PROs, and the regional offices and operating divisions of the National Operational Support Units (NOSUs). For purposes of evaluating the type of assignment of third level PCOs, assignment to training units, such as PNP Training Service, Philippine National Police Academy (PNPA), National Police Training Institute (NPTI), Philippine Public Safety College (PPSC), etc. shall be considered field duty assignment.
- t. Fitness – shall mean the capability of the Third Level PCOs to cope with the demands of a position. It includes physical fitness, mental health and academic aptitude of a PCO. Fitness shall be initially determined on the basis of the qualification standards established for the position.
- u. Geographical Assignment – shall mean the assignment of a PCO to the three island groups in the Philippines, namely Luzon, Visayas and Mindanao for the officer to experience the different area/terrain, cultures, environment, and situations peculiar in the area that will help the PCO to grow professionally.
- v. Key Positions in the PNP – refer to positions of major responsibility in a command, office/unit. The key positions in the PNP are as follows:
 - 1) Chief, Philippine National Police (CPNP);
 - 2) The Deputy Chief, PNP for Administration (TDCA);
 - 3) The Deputy Chief, PNP for Operations (TDCO);
 - 4) The Chief of Directorial Staff (TCDS);
 - 5) Commanders, Area Police Command (Cmdr, APCs)
 - 6) The Directors of the Directorial Staff (D-Staff)
 - 7) Regional Directors, Police Regional Offices (RD, PROs);
 - 8) Directors, National Support Units/District Directors, National Capital Regional Police Office (D, NSUs), DDs, NCRPOs);
 - 9) Provincial/City Directors and COPs, NCRPO;
 - 10) Force Commanders, Regional Mobile Force Battalions (RMFBs); and
 - 11) Other similar positions that maybe activated and/or created in the future in consonance with the proposed reorganization of the PNP Offices/Units.

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- w. List of Eligibles – refer to the roster of officers who meet the mandatory requirements set for a particular position consistent with the approved PNP Qualification Standards.
- x. Mandatory requirements – refer to the qualifications that an officer must possess in order to be considered for promotion and/or placement to key positions and other positions in the PNP.
- y. Merit – refers to the demonstrated superiority in capability (skills, experience) accomplishments, service reputation, competence, and core values manifested in the PCOs individual police service and private life. It shall also mean excellence in the performance of duty (for line officers) or technical expertise in their respective fields (for technical service officers).
- z. Next-in-line Projection – refers to the management and planning of possible candidates or successor to a particular position wherein all Third Level PCOs are being assessed based on the criteria for choosing the most qualified candidate to the position.
- aa. Occupational/Functional Eligibility Courses – refer to the basic in-service training courses used as a pre-requisite eligibility for assignment to a specific PNP Office/Unit with specialized functions.
- bb. Other Positions of Responsibility – refer to positions of importance other than the key positions in the PNP, such as Deputy Directors; Executive Officers and Division Chiefs of the Directorial Staff; Command Group of PROs and NSUs; Division Chiefs of Regional/District Offices; and Staff of PROs and NSUs.
- cc. Placement – refers to the selection and designation of an officer to a key position or other positions of responsibility.
- dd. PNP Senior Officers' Placement and Promotion Board (SOPPB) – refers to the group of Senior Officers duly authorized to vet, select and recommend officers due for promotion and/or placement to key positions and other positions of responsibility in the PNP based on the established standards and criteria. It is divided into the following Committees:
 - 1) PNP SOPPB Executive Committee - refers to the group of officers duly authorized to vet, select, and recommend to the CPNP qualified senior PCOs due for promotion and/or placement to the positions of Directors of the different Directorial Staffs, PROs, and NSUs based on the established standards and criteria;
 - 2) SOPPB Committee "Alpha" and Committee "Bravo" - refers to the group of Senior Officers duly authorized to vet, select, and recommend to the SOPPB En Banc candidates for both administrative and operational related positions/functions listed in the **Annex "B"**; and
 - 3) Police Regional Offices/National Support Units Officers' Placement and Promotion Board (PROs/NSUs OPPB) - refers to the group of officers duly authorized to vet, select, and recommend candidates to the Head of Office/ Unit for placement to entry positions for PCOL and/or placement to key position and other positions of responsibility in Police Regional Offices/National Support Units.

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- ee. Police Commissioned Officers (PCOs) – active PNP uniformed personnel with the rank of Police Lieutenant (PLT), Police Captain (PCPT), Police Major (PMAJ), Police Lieutenant Colonel (PLTCOL), Police Colonel (PCOL), Police Brigadier General (PBGEN), Police Major General (PMGEN), Police Lieutenant General (PLTGEN) and Police General (PGEN).
- ff. Preparatory Positions – refer to the positions that will prepare the PNP uniformed personnel for advancement to a higher rank.
- gg. Promotable – refers to the status of PNP uniformed personnel who possess the latest Qualification Standards prescribed by NAPOLCOM and satisfy the guidelines for promotion prescribed in this circular as initially evaluated by the PROs/NSUs Officers Promotion and Placement Board (OPPB) and confirmed by the PNP SOPPB.
- hh. Promotional Vacancy – the difference between the authorized and the actual number of PCOs in their respective ranks plus the anticipated number of PCOs for attrition (retirement/resignation/separation for cause) for the period.
 - ii. Promotional Zone of Consideration – refers to the group of PCOs who are occupying T.O. positions and considered for promotion, provided, that they shall not reach the age of compulsory retirement within one year from the time the promotion shall be given.
- jj. Qualification Standards – refer to the minimum and basic requirements of positions in government agencies, however, are not precluded from establishing higher standards for positions if deemed necessary. Where higher standards are established by an agency and approved by the CSC, these standards shall be used and applied in its internal selection process and shall be adopted uniformly and consistently in all its offices/organizational units.
- kk. Selection – refers to the process by which PCOs are screened and evaluated based on the criteria set for a particular position with the end in view of choosing the most qualified for the said position.
- ll. Senior Division – refers to a Division of the PNP Directorial Staff categorized as Exclusive 2 position which is next-in-line to a Super Division.
- mm. Seniority Lineal List – refers to the hierarchical listing by rank of all uniformed police personnel based on dates of promotions, appointments, and other established parameters.
- nn. Service Reputation – refers to the available information pertaining to the applicants' personal and professional character. This shall include administrative/criminal/civil cases and derogatory records as well as feedbacks/evaluation from their present and former supervisors, peers, and subordinates.
- oo. Source of Commissionship – refers to the officers' origin of officership such as, PNPA, PMA, Lateral, NAPOLCOM, regular promotion, and the like.
- pp. Staff Duty – refers to assignment to a position where the PCO provides advice and performs task relating to personnel management, intelligence, operations, logistics, training, investigation, police community relations, and other PNP managerial functions.

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- qq. Super Division – refers to the Division of the PNP Directorial Staff (D-Staff) categorized as Exclusive 3 position in which the nature of function, volume, degree/complexity of work and high level of trust and importance of the different Divisions were taken into account since it is considered as the preparatory position to PBGEN entry.
- rr. Table of Organization (T.O.) Positions – refer to positions requiring a particular rank as required by the latest PNP staffing pattern.
- ss. Technical Service Officers – refer to PCOs who were *originally* commissioned to the PNP, either directly or through lateral entry, by virtue of their special technical skills and competencies (i.e. Medical Doctors/Officers, Dentists Nurses, Lawyers, Priests/Imams/Pastors, Forensic Specialists, Licensed Criminologists, Nutritionists, etc.).
- tt. Third Level Career Ladder Assessment Board (TLCLAB) – shall be chaired by the Deputy Director for Personnel and Records Management with Executive Officer, Directorate for Personnel and Records Management and Chief, PCO Placement and Promotion Board as Members and Assessment Section as the Secretariat.
- uu. Third Level PCOs/Senior PCOs – refer to PCOs with the rank of PCOL up to PGEN.
- vv. Third Level Positions – refer to positions in the PNP requiring designation of Third Level PCOs/Senior PCOs.
- ww. Time-in-Grade (TIG) – refers to the minimum period required before a third level PCO becomes eligible to be promoted to the next higher rank.
- xx. Time-in-Position (TIP) – refers to the minimum period required for a PCO to occupy a key position before the PCO becomes qualified to apply for and occupy another higher key position.
- yy. Tour-of-Duty (TOD) – refers to the specific period wherein a PCO can occupy a particular position.
- zz. Year of Commissionship – It refers to the reckoned from the date/year of actual appointment into officership in the PNP. For lateral transfers into the PNP coming from other uniformed services/agencies, their date/year of Commissionship shall be reckoned from the date/year of their entry/appointment in the PNP and not on their date/year of appointment/graduation from their previous institution/line of service prior joining the PNP.

6. GUIDELINES:

a. General Guidelines:

- 1) The PNP promotion system should be based on merits and on the availability of vacant positions in the PNP Staffing Pattern and shall be gender fair to ensure that policewomen shall enjoy equal opportunity for promotion as that of men;
- 2) All promotions to the ranks of PCOL up to PLTGEN shall be for reason of vacancy both in position and rank. No officer shall be promoted to any third level rank unless she/he is holding a position requiring such rank. In case there are no PCOs with the rank required for the position, it shall be given to the most qualified next lower rank PCO who must be eligible for promotion. The primary determinant

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shall be the candidate's qualification, capability, and competence to perform the assigned task and not merely seniority;

- 3) Third Level PCOs shall be given priority in assignments commensurate with their rank before allowing qualified promotable PCOs to Third Level entry positions. Under no circumstances that a Third Level PCO be on a floating status for more than two years or had been assigned to position not commensurate to his/her rank within 18 months, otherwise, the PCO shall be recommended for attrition proceedings;
- 4) A PCO who has applied for promotion shall not be relieved from his present position until he/she has been promoted, unless relieved for other cause. Otherwise, the PCO shall no longer be eligible for promotion as the PCO no longer holds a position commensurate to the rank applied for;
- 5) A PCO who has just been promoted shall not be qualified to apply and/or occupy another/higher position within a period of six months after the effectivity date of promotion.
- 6) The established PNP Career Ladder System shall be strictly followed except in cases where exigency of the service so requires otherwise;
- 7) The PNP Career Ladder System also specifies the Time-In-Position (TIP) required for each position. The TIP shall be strictly observed. No Third Level PCO shall be allowed to apply/occupy from one exclusive position to another higher exclusive position if the PCO has not met the minimum TIP in his/her present entry or exclusive position. The following is the TIP for the various key positions for PCOL:

From	To	Minimum Time-in-Position
PCOL Entry	PCOL Exclusive	6 months
PCOL Exclusive	PCOL Exclusive 1	6 months
PCOL Exclusive 1	PCOL Exclusive 2	6 months
PCOL Exclusive 2	PCOL Exclusive 3	6 months
* PCOL Exclusive 3	PBGEN Entry	6 months

** For District Offices of NCRPO and NSUs with two PCOL Deputy Directors, a minimum of three months TIP shall be required for DDOs and 3 months for DDAs. No DDO from these units shall be allowed to occupy any PBGEN Entry positions without passing through the DDA position for a minimum of three months.*


- 8) Third Level Career Ladder Assessment Board (TLCLAB) shall be established under the DPRM wherein a Career Ladder Complaint Certification shall be issued by the Board to certify that Third Level PCOs who are applying for placement to key positions are qualified and must have complied with the established Career Ladder System. Said certification shall be furnished to the SOPPB as one of the references for placement of PCOLs to key positions;

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- 9) Candidates/applicants for CRS/CDDS/CS positions and other Exclusive 2 positions may be required to appear before the members of SOPPB as appropriate; during SOPPB deliberations for interview and evaluation for inclusion in the Pool of Candidates for Exclusive 2 Positions;
- 10) SOPPB Secretariat shall maintain the Pool of PCOLs qualified for CRS/CS/CDDS, NCRPO and other equivalent Exclusive 2 positions. No PCO shall be designated to such positions or be included in the Pool of Exclusive 2 positions without satisfying the following parameters:
 - a) Must be within the zone of consideration approved by the SOPPB;
 - b) Must be holding the PCOL rank for at least two years;
 - c) Must have at least three years of PNP service remaining;
 - d) Must have occupied any Exclusive 1 position for a continuous period of at least six months; and
 - e) Must have occupied Exclusive positions identified as Provincial/City Director/Chief of Police of NCRPO or selected Regional Chiefs of NSUs for a continuous period of at least six months.
- 11) In case a PCO was excluded from the pool of candidates for CRS/CS/CDDS, NCRPO and other equivalent Exclusive 2 positions by reason of questionable service reputation or by any other reason not specified therein, he/she can be reconsidered in the pool upon recommendation of his/her current Head of Office/Unit Commander for deliberation by the SOPPB;
- 12) If a PCOL who is currently holding an Exclusive 2 or 3 position for at least three months is relieved, his/her three months TIP will be credited when he/she occupies for the same or equal position. If he/she held the position for less than three months, his/her TIP will not be credited;
- 13) If a PCOL who is currently holding an Exclusive 1 or 2 position, is designated to a higher PCOL position in concurrent capacity, his/her TIP in occupying the higher position in concurrent capacity shall only be credited after satisfying the minimum TIP required in the position where the senior PCO is incumbent as well as the position that he/she has skipped or not held/occupied;

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14) In the event that the CPNP, in the exercise of his power under Section 26 of RA No. 6975 and in the interest or exigency of the service, designates a Third Level PCO to a key position or other position of responsibility, which is not consistent with the established career ladder system, the following requirements/conditions must be complied with:

- a) In case of vacancy and lack of qualified Third Level PCO, the CPNP may temporarily designate a Third Level PCO to occupy key positions and or other positions of responsibility until such time that a qualified Third Level PCO is permanently appointed/designated per Section 26 of RA 6975. Third Level PCOs must first comply with the requirements intended for occupying a key position and or other positions of responsibility before being appointed/designated in full/permanent capacity and/or before he/she can occupy a higher position in the career ladder;
- b) A Third Level PCO will be considered for placement to a star rank position (for those who are designated to a command group position) and for promotion to star rank (for those who are designated directly to a star rank positions) if and only if his/her batch is already included in the promotional zone of consideration for star ranked officers;
- c) If the PCO occupying a key position and/or other positions of responsibility was relieved, he/she can and will only be designated to a position equal to and/or lower than what he/she has previously held. He/she must comply with the minimum requirements for the position he/she is occupying/will be occupying as indicated in the career ladder system to include those requirements of the positions that he/she has not yet held. Example, if a PCO who has just occupied Exclusive position, was designated to Exclusive 3 position and eventually relieved from said position after eight months, then, said PCO could only be designated to an Exclusive 2 position since said PCO was only able to complete the minimum TIP of six months for the Exclusive 1 position. Subject PCO cannot be designated to a position higher than what he/she was previously holding; and
- d) If a PCOL is designated to an Exclusive 2 or Exclusive 3 position without passing through the required career ladder for PCOL positions, his/her designation shall remain in acting capacity and the TIP where he/she is incumbent shall only be credited after satisfying the minimum required TIP that he/she has skipped or not held/occupied.

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Further, his/her designation in Exclusive 2 position shall only be credited and upgraded to full capacity if his/her batch is


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included in the zone of consideration for the position and that he/she must be a PCOL for a minimum period of two years.

- 15) There shall also be a considerable balance between competencies and seniority. Candidates for placement must neither be too junior nor too senior (overqualified) for a particular position. While the PNP culture considers seniority as an important criterion in the selection and placement of officers, the qualifications and competencies of candidates shall be taken into account with at least equal, if not, more importance;
- 16) For purposes of determining the zone of consideration for placement and promotion to third level, PCOs who were promoted ahead of their peers through special/meritorious promotion shall no longer be treated as part of the immediate class preceding their year of Commissionship in the seniority range. Thus, even if the PCO was meritoriously promoted, his current seniority range shall remain equivalent to that of his/her batch/class;
- 17) There shall be no special/meritorious promotion to any Third Level ranks;
- 18) Except for the CPNP, no PNP member who has less than one year of service before reaching the compulsory retirement age shall be promoted to a higher rank or designated/appointed to any other position that calls for a higher rank;
- 19) Each Directorate shall formulate the parameters for their respective Core Competency Lists which shall become a requirement for Third Level positions under their respective functional fields. The core competency lists shall be used as basis in designating PCOs to specific key positions requiring specializations. Furthermore, assigning personnel in the Directorates shall also be used as basis in rating candidates applying for specific key positions.

The following are the functional fields of specialization in the PNP (including all units and NSUs under their respective functional groupings):

- a) DPRM - personnel administration and human resource management; qualified officers shall be conferred Human Resource Management Competency;
- b) DHRDD - training and education; qualified officers shall be conferred Human Resource Development Competency;
- c) DIDM - criminal investigation and detective management; qualified officers shall be conferred Investigation and Detective Management Competency;
- d) DI - intelligence operations and strategic management; qualified officers shall be conferred Intelligence Management Competency;
- e) DO - operations management; qualified officers shall be conferred Operations Management Competency;

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- f) DPL - strategic planning and program management; qualified officers shall be conferred Strategic Planning Management Competency;
 - g) DPCR - police, community and media relations; qualified officers shall be conferred Strategic Communications Management Competency;
 - h) DC - fiscal management and comptrollership; qualified officers shall be conferred Comptrollership Executive Competency;
 - i) DL - logistics and supply chain management; qualified officers shall be conferred Logistics Management Competency;
 - j) DRD - research and development management; qualified officers shall be conferred Research and Development Management Competency; and
 - k) DICTM - information and communications technology management; qualified officers shall be conferred Information and Communications Technology Management Competency.
- 20) DPRM shall publish/announce vacant and soon-to-be vacated/anticipated vacancy positions as well as the list of eligible PCOs to those positions before the SOPPB conducts its deliberations. No PCO shall be included in the List of Eligibles for a particular position unless he/she possessed all the mandatory requirements for the position. Likewise, any Third Level PCO who is not included in the said list may not be designated to any of the Third Level positions in the PNP;
- 21) Placement and promotion to Third Level positions shall at all times be based on merit and fitness. The candidates must possess the qualification standards for the rank/position. The candidates shall be further evaluated on their demonstrated abilities, talents, competencies and service reputation through careful scrutiny of his/her service/track record;
- 22) Next-in-line projections shall be part of the preparation of a sound career management and planning for Third Level PCOs. The pool of candidates shall not only include possible replacements to a vacant or soon-to-be vacated position but also the next-in-line potential candidates to enable them to make plans, programs, and necessary preparations. It is necessary, that the potential candidates for the position are prepared to handle the responsibilities and possessed the needed managerial exposure required by the aspired position;
- 23) Third Level Officers who were meted punishment due to administrative case can only be considered for placement and promotion if they meet the following requirements/conditions:
- a) Those whose earlier dismissals were downgraded to demotion or suspension shall be given administrative duties for at least six months before they will be considered for placement to key position and other positions of responsibility, and for promotion;

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- b) Those who were restored after serving suspension shall be given administrative duties for at least six months before they will be considered for placement to key positions and for promotion; and
 - c) Those who were exonerated later on shall be exempted from administrative duties.
- 24) Third Level PCOs who are on secondment or detail with other government agencies outside DILG shall be assigned to administrative positions for at least six months before they are designated to any key position upon their return to the PNP mainstream;
- 25) The power of the Local Chief Executives in selecting his/her PDs/CDs/COPs of NCRPO, is limited only from the list of nominees submitted by the PNP pursuant to Section 51, RA No. 6975 as amended by Section 63 of RA No. 8551;
- 26) No PCO shall directly or indirectly solicit political patronage and/or seek recommendation from influential individuals and organizations for purposes of assignment/reassignment;
- 27) Technical Service Officers shall be assigned exclusively to the technical services of the PNP where they were originally recruited or commissioned. However, they may be placed on detailed service only to line service units where their services may be required and or needed in the exigency of the police service as may be defined in existing policies on the detail and secondment of PNP uniformed personnel. They are barred to be assigned, reassigned, designated, and/or be transferred to any line service offices/units and/or occupy line service T.O. positions;
- 28) In case of vacancy and lack of qualified Third Level Technical Service Officers, the CPNP may temporarily designate a qualified Line Service Officer to occupy Third Level Technical Service Officers key command positions until such time that a qualified Third Level Technical Service Officer is permanently appointed/designated pursuant to Section 26 of RA No. 6975;
- 29) For purposes of determining the zone of consideration for promotion to PCOL of Technical Service PCOs, a separate SLL, which shall be the basis in determining the zone of consideration, shall be prepared by the respective technical service offices/units to be submitted to PCOD, DPRM/SOPPB Secretariat on a quarterly basis for subsequent SOPPB deliberation and approval of the CPNP. Failure on the technical service offices/units to craft/submit their quarterly SLL will compel the PCOD, DPRM/SOPPB Secretariat to utilize the last submitted/ available technical service SLL at their disposal during SOPPB deliberations/evaluations;
- 30) Technical Third Level PCOs shall not be allowed to transfer to Line Units and/or be promoted using position for Line Service Officers. Likewise, Third Level Line PCOs shall not be allowed to transfer to Technical Service Units unless decided by the CPNP;

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- 31) The PNP Internal Affairs Service shall be a strictly closed organization. PNP personnel assigned to and/or are originally recruited for/by IAS cannot be detailed, transferred, reassigned, designated, re designated, and/or occupy T.O. positions of and/or to any other offices/units in the PNP. Line Service Officers may transfer to IAS in case of vacancy or lack of qualified Third Level Officers thereat for all intents and purposes, provided that they still have at least three years remaining in the police service. Moreover, PCOs who will opt to be assigned and/or reassigned with IAS shall remain assigned thereat for the duration of their remaining years of their compulsory service and/or until the date of their retirement, resignation, and/or separation from the PNP with no possibility of returning to the PNP mainstream;
- 32) PCOLs who opted to transfer to IAS and to occupy PBGEN Entry positions must have at least occupied Exclusive 1 position from the PNP mainstream for a minimum period of six months;
- 33) The PNP Senior Officers Placement and Promotion Board (SOPPB) *En Banc* is composed of the following members:

<u>Members</u>	<u>Designation</u>
The Deputy Chief, PNP for Administration (TDCA)	-Chairman
The Deputy Chief, PNP for Operations (TDCO)	-Vice Chairman
The Chief of Directorial Staff (TCDS)	-Member
Commander, Area Police Command-Northern Luzon	-Member
Commander, Area Police Command-Southern Luzon	-Member
Commander, Area Police Command-Visayas	-Member
Commander, Area Police Command-Eastern Mindanao	-Member
Commander, Area Police Command-Western Mindanao	-Member
The Director for Personnel and Records Management (TDPRM)	-Member
The Director for Intelligence (TDI)	-Member
The Director for Operations (TDO)	-Member
The Director for Logistics (TDL)	-Member
The Director for Police Community Relations (TDPCR)	-Member
The Director for Comptrollership (TDC)	-Member
The Director for Investigation and Detective Management (TDIDM)	-Member
The Director for Human Resource and Doctrines Development (TDHRDD)	-Member
The Director for Plans (TDPL)	-Member
The Director for Research and Development (TDRD)	-Member

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The Director for Information and Communications Technology Management (TDICTM)	-Member
Director, Legal Service (D,LS)	-Member
Senior Female PCO Representative	-Member
Chief, Police Commissioned Officers' Placement and Promotion Division (PCOD), DPRM	-Head, Secretariat

SOPPB Executive Committee

<u>Members</u>	<u>Designation</u>
The Deputy Chief, PNP for Administration (TDCA)	-Chairman
The Deputy Chief, PNP for Operations (TDCO)	-Vice Chairman
The Chief of Directorial Staff (TCDS)	-Member
The Director for Personnel and Records Management (TDPRM)	-Head Secretariat
Commander, Area Police Command-Northern Luzon	-Member
Commander, Area Police Command-Southern Luzon	-Member
Commander, Area Police Command-Visayas	-Member
Commander, Area Police Command-Eastern Mindanao	-Member
Commander, Area Police Command-Western Mindanao	-Member

Reconstituted SOPPB Committee "Alpha"

<u>Members</u>	<u>Designation</u>
The Chief of Directorial Staff (TCDS)	- Chairman
The Director for Personnel and Records Management (TDPRM)	- Vice Chairman
The Director for Logistics (TDL)	- Member
The Director for Information and Communications Technology Management (TDICTM)	- Member
The Director for Plans (TDPL)	- Member
The Director for Intelligence (TDI)	- Member
The Director for Police Community Relations (TDPCR)	- Member
Chief, Police Commissioned Officers' Placement and Promotion Division (PCOD), DPRM	- Head, Secretariat

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Reconstituted SOPPB Committee "Bravo"

Members	Designation
The Deputy Chief, PNP for Operations (TDCO)	- Chairman
The Director for Operations (TDO)	- Vice Chairman
The Director for Personnel and Records Management (TDPRM)	- Member
The Director for Investigation and Detective Management (TDIDM)	- Member
The Director for Comptrollership (TDC)	- Member
The Director for Research and Development (TDRD)	- Member
The Director for Human Resource and Doctrine Development (TDHRDD)	- Member
Chief, Police Commissioned Officers' Placement and Promotion Division (PCOD), DPRM	- Head, Secretariat

- 34) Senior Female PCO Representative to the SOPPB shall be the most senior star rank officer assigned within the National Headquarters (NHQ). In the absence of a female star rank officer, the SOPPB may select and recommend to the CPNP a temporary Senior Female PCO Representative among the most senior female PCOLs occupying at least PCOL Exclusive 3 position, until such time that a new female PCO has been promoted to star rank.
- 35) Officers-In-Charge (OICs) during SOPPB *En Banc* deliberations are treated as voting members, provided that the number of OICs present who will be selected by means of draw lots, will not exceed 30% of the total voting members present at a time; provided further, that if there is already a quorum composed of regular members, an OIC is no longer allowed to vote during the said meeting/deliberation; For SOPPB Committee Alpha and Bravo deliberations, the Deputy Director of the SOPPB Members may act as Alternate and may be allowed to cast his vote. Provided, that the number of Alternate shall not exceed 30% of the total voting members present at a time.
- 36) All designations to third level key positions and other positions of responsibility classified as PCOL Exclusive (PD/CD/COP, NCRPO), Exclusive 2 and 3 shall remain interim until confirmed by the SOPPB and approved by the CPNP. However, the placement of a Third Level PCO to other positions of responsibility not included in the above-mentioned classification/positions may be delegated to the Heads of Offices/Units;

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37) The deliberation and selection of candidates for placement in third level positions and/or recommendation for promotion to third level ranks in the PROs/NSUs shall initially be conducted by the respective Officers' Placement and Promotion Board (OPPB) of PROs/NSUs which shall be composed of the following members:

<u>Members</u>	<u>Designation</u>
Deputy Regional Director for Administration/ Deputy Director for Administration	- Chairman
Deputy Regional Director for Operations/ Deputy Director for Operations	- Vice Chairman
Chief Regional Staff/ Chief of Staff	- Member
All Division Chiefs	- Members
C, Personnel Section/Admin Officer	- Head Secretariat

38) Third Level PCOs who are applicants for Regional Directors (RDs); Provincial Directors (PDs)/City Directors (CDs); and Chiefs of Police (COPs) must have completed qualification courses for RD, PD/CD, and COP positions respectively;

39) In order to promote a more diverse experience and expertise and to accommodate and give opportunity to an increasing number of qualified officers, Third Level PCOs may hold the following key positions for a maximum cumulative period indicated below:

<u>Positions</u>	<u>Maximum Cumulative Period*</u>
Chief, PNP	four years
Deputy Chief, PNP	four years
Chief of the Directorial Staff	four years
Director, Directorial Staff	four years
Regional Directors, PROs	six years
Director, NSUs	six years
District Directors, NCRPO	six years
Provincial/City Directors and COPs, NCRPO	nine years

**Maximum cumulative period is based on Section 25 of RA No. 8551.*

However, except for the CPNP and Provincial/City Directors and COPs of NCRPO, other key positions may be held by a PCO for a continuous period of two years. After which, he/she shall be assigned to a staff position for a period of at least six months before he/she can be designated to another key position.

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- 40) Unless relieved for cause which merit the untimely relief of Third Level PCOs as provided in paragraph 40 hereof, the position of Provincial Director, City Director or COP of NCRPO shall be shortened from traditional two-year TOD to one-year TOD to give greater opportunity to other qualified Third Level PCOs. PD/CD or COP, NCRPO shall be held by a PCOL for a continuous period of one year, extendible to a maximum of three months upon approval by the CPNP. A PCO who have occupied the maximum tour of duty or even for a period of less than one year shall not be designated to another PD/CD/COP, NCRPO position immediately after his relief. Instead, subject PCO must occupy a staff position for a minimum period of six months before he/she can be designated to another key position;
- 41) A minimum tour of duty of six months for the Regional Director, Provincial Director, City Director, and Chief of Police of NCRPO as Acting Capacity shall be counted as part of the cumulative period for RD/PD/CD/COPs, NCRPO. Hence, OIC capacity shall not be counted in the computation of the TIP;
- 42) The following offenses may merit the untimely relief of Third Level PCOs:
- a) Filing of grave administrative case;
 - b) Filing of a criminal complaint which is grave in nature and/or involving moral turpitude;
 - c) Serious offenses involving conduct unbecoming of a police officer;
 - d) Insubordination; and
 - e) Other acts analogous to the abovementioned offenses.
- 43) PCOLs holding other positions of responsibility by virtue of their specialization, technical expertise, and extended assignments in special fields or administrative units may hold such position for a maximum period of two-year TOD. They may then be designated to other positions, if qualified;
- 44) All PCOLs who have less than a year in the service may be allowed to hold their current positions until retirement. However, for PCOL occupying Exclusive 3 and Exclusive 2 positions, they will be relieved and may be considered for any available Entry, Exclusive or Exclusive 1 positions;
- 45) All PCOLs who will be designated to any Command Group/Exclusive 2 positions must still have three years remaining in the police service;
- 46) The candidates for PD/CD/COP, NCRPO shall be thoroughly screened by the SOPPB in order to put the right man on the right job and to ensure equality and transparency in the placement to the

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position. The following shall be the parameters for inclusion of PCOL in the short list for PD, CD or COP, NCRPO positions:

- a) Must have been a Police Colonel for at least six months;
- b) Must have held **any** of the following positions for a cumulative period of at least six months:
 - (1) Division Chief of the Regional Staff or Regional Chief of the NSUs or Division Chiefs of the NSUs
 - (2) Provincial Officer of NSUs
 - (3) COP of a MPS, Station Commander of CPOs, Platoon Leader or Company Commander of the Mobile Forces
 - (4) Assigned as DPDO/DCDO or DPDA/DCDA
- c) Completed at least one administrative and one operational competency course from the following:

Administrative Competency Courses

- (1) Human Resource Management Officer's Course
- (2) Comptrollership Officers' Course
- (3) Logistics Management Course
- (4) Specialized Planning Course
- (5) Finance Officer's Course
- (6) Research and Development

Operational Competency Courses

- (1) Police Intelligence Officers' Course
- (2) Operations Officers Management Course
- (3) Police Community Relation Officers' Course
- (4) Investigation Officers' Basic Course
- (5) Provincial Director's Course

- d) Must have normal or acceptable BMI; and
- e) No Derogatory Record (validated) in present rank until adjudicated and cleared by the proper body.

47) In the event the Local Chief Executive (LCE) did not select among the submitted candidates and instead requests for another set of candidates, the Acting PD/CD/COP, NCRPO initially recommended by the CPNP shall be automatically included or remain in the short list and only the other applicants will be replaced with a new set of candidates;

48) PCOs presently holding an "upgraded position" shall benefit from such upgrading provided that he/she meets the required minimum TIP for such position, required TIG for promotion, and that his/her

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batch is within the zone of consideration for placement and promotion;

- 49) All Third Level Officers shall be given equal opportunity to be designated to any Third Level position provided they satisfy the minimum mandatory requirements. Previous positions held by candidates shall be considered in the selection process in order to give those who have held hardship posts the chance to occupy better positions. In no case shall any officer be assigned as Director of a Class "A" city, province or region to another or from one so-called choice position to another. Likewise, PCO who is currently occupying a PD/CD/COP, NCRPO position shall not be allowed to apply for another PD/CD/COP, NCRPO position;
- 50) Criss-crossing/changing career paths in the career ladder framework for PNP officers may be allowed in circumstances where there are no other qualified Third Level PCOs within PROs, NSUs, or Directorates in the NHQ to occupy the vacant higher key positions available;
- 51) The Chief, PNP has broad command and direction powers under RA No. 6975. Included therein is the power to designate a subordinate officer as PD/CD/COP, NCRPO in an acting capacity. Such designation is not a pre-emption on the conferment powers by NAPOLCOM because by the nature of an "acting capacity," it is essentially temporary and revocable in character and the holder of such appointment may be removed anytime even without hearing or cause;
- 52) Third Level PCO who filed a Certificate of Candidacy for an elective public office, as well as Third Level PCO who was appointed to other government position outside the PNP, shall not be allowed to be reappointed or reemployed in the PNP.
- 53) In case a Third Level PCO decided to avail of the optional retirement, the concerned AdmO/RPRMD/ARMD of his/her Office/Unit shall furnish PCOD, DPRM of the letter request of subject Third Level PCO and Affidavit of Irrevocable Undertaking to Avail Optional Retirement duly notarized by a Notary Public; and
- 54) All movements of Third Level PCOs pertaining to reassignment from one unit to other unit, detail to other unit and/or outside the PNP, as well as those Third Level PCOs who will avail the Non-Duty Status (NDS) shall be endorsed by his/her unit to PCOD, DPRM, subject for approval of the CPNP.

b. Specific Guidelines:


- 1) All PCOs shall possess the following qualification standards for Third Level before they are considered for promotion:
 - a) The minimum mandatory requirements on education, training, experience/TIG and eligibility shall be based on existing PNP qualification standards as approved by NAPOLCOM and confirmed by the Civil Service Commission, at the time of application;

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- b) Promotional Zone of Consideration based on SOPPB Resolutions and DPRM issuances; and
 - c) Placement to Entry Position.
- 2) The Classification of Third Level Positions shall be based on the established rules and regulations by the PNP and NAPOLCOM.
- a) The Deputy Chief, PNP for Administration (TDCA) and The Deputy Chief, PNP for Operations (TDCO) are classified as Exclusive Positions for PLTGEN while the position of The Chief of the Directorial Staff (TCDS) remains to be classified as Entry Position for PLTGEN;
 - b) In adherence to the long-recognized succession of position in the PNP Command Group, only the TCDS can go up the ladder to TDCO, and thereafter TDCA;
 - c) Commanders, APCs and PMGENs who are qualified, can be designated to the position of TCDS but incumbent TCDS cannot be designated as Commander of any APC;
 - d) Exclusive 3 position, being the preparatory position to PBGEN Entry, shall correspond to the number of PBGEN Entry position in each D-Staff/DIPOs/P-Staff/NSUs/PROs. Except, those positions under the Command Group and offices/units with two deputies (DDA and DDO/DDDA and DDDO);
 - e) In the D-Staff, for every Exclusive 3 position, there shall only be a maximum of two Exclusive 2 positions, in adherence to the principle of next-in-line projection, except for DI, DPCR and R-Staff of NCRPO which have more than two Exclusive 2 positions priorly classified as such;
 - f) The CRS/CDDS/CS positions shall be classified as Exclusive 2 for PROs/NSUs, except for big offices/units such as NCRPO, PNPA, NPTI, SAF, and CSG;
 - g) Division of offices/units with PBGEN as Head of Office but without an established Command Group in its organizational structure and under the umbrella of the Directorate/NSUs shall be strictly classified as either Entry or Exclusive 1 position (Example: WCPC, FEO and SOSIA);
 - h) Classification of newly created T.O. positions shall be vested with the SOPPB before the position can be used/claimed by the PCO holding the position to earn his/her TIP for placement and promotion to the next rank;
 - i) Upgraded PLTCOL position to PCOL position shall be automatically classified as Entry position for PCOL (Example: RCSUs of CSG);
 - j) Selected positions of RCs of NSUs and considered as T.O. position for PCOL may be reclassified accordingly as Exclusive PCOL positions equivalent to PD/CD/COP, NCRPO positions upon recommendation of the SOPPB and approval of the CPNP;

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- k) The reclassification of position/s may be requested by the concerned office/unit to SOPPB Head Secretariat/C, PCOD, DPRM through a position paper. Provided that such request shall be in accordance with the established rules on classification;
- l) The upgrading/reclassification of a position shall not affect the status of the PCO who is occupying said position for less than six months. PCO may continue to hold said position and must comply with the six months Time-in-Position (TIP) before his TIP in the upgraded position will be counted. A PCO who already occupied such position for more than six months shall abide with the minimum TIP required for the upgraded position before he/she can be considered for a higher classification;
- m) A hierarchical and pyramidal structure shall always be realized in Third Level classification. The number of positions in every classification shall not be equal nor greater than the number of positions in the lower classification. The following is the present structure of Third Level classification:


<u>Rank</u>	<u>Number of Positions</u>
Police General (Entry)	One (1)
Police Lieutenant General (Exclusive)	Two (2)
Police Lieutenant General (Entry)	Six (6)
Police Major General (Entry)	Twenty-Three (23)
Police Brigadier General (Exclusive)	Thirty (30)
Police Brigadier General (Entry)	Eighty-Eight (88)
Police Colonel (Exclusive 3)	Ninety-Eight (98)*
<i>*18 DDOs together with their respective DDAs will be counted as one Exclusive 3 position.</i>	
Police Colonel (Exclusive 2)	Ninety (90)
Police Colonel (Exclusive 1)	One Hundred
	Twenty-Nine (129)
Police Colonel (Exclusive)	One Hundred Fifty (150)
Police Colonel (Entry)	Six Hundred Thirty (630)

3) Rating System for PLTCOLs applying for promotion to PCOL

For purposes of objectivity in the selection process and evaluating the capability and readiness of PLTCOLs to assume third level positions and who are candidates for placement and promotion to PCOL, a rating system with the following criteria shall be considered by the PNP SOPPB as a guide. The passing rate is 75 points (**See Annex "C-1" – Parameters and Annex "C-2" – Evaluation form**):

- a) Pre-assessment and Evaluation Phase (70 pts):
 - (1) Seniority (10 pts) - The relative seniority of an officer shall be based on the Seniority Lineal List (SLL) and not by his/her Source of Commissionship (PMA/PNPA/LE), date of commission nor retirement date;

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- (2) Diversity of Assignment (25 pts) - Third Level positions call for officers with vast experience in terms of nature of responsibility (field/administrative duty) as well as geographical assignment that influence their understanding of different situations, cultures, beliefs, customs and traditions as they impact on policing. For purposes of this Circular, personnel assigned to PNP SAF, Regional Offices of NSUs and mobile training teams may be considered as having served in the different regions or provinces where their units were actually deployed;
- (3) Awards and Recognition (Present Rank) (10 pts) - This criterion will assess the level of excellence in the performance of duty by an officer as evidenced by awards received; and
- (4) Service Reputation (25 pts) - The candidate shall be evaluated based on available information pertaining to his/her personal and professional character. This shall include administrative or criminal cases and derogatory records as well as feedbacks from his/her former superiors, peers, and subordinates. For purposes of increasing the objectivity in the selection process and evaluating the capability and readiness Third Level PCOs who are candidates for placement and promotion, the parameters for service reputation shall be considered as a guide, subject to changes as may be deemed appropriate by the SOPPB. The raw score shall be computed into 25%.

b) SOPPB Promotional Interview Phase (30 pts):

- (1) Competence to Assume Position and Leadership Experience (30 pts) - The competence of an officer to assume Third Level positions shall be determined by his/her strategic planning and decision-making abilities when faced with difficult situations. Likewise, this is where his/her leadership skills and experience come into major play.

c. Responsibilities:

1) DPRM

- a) Designate C, PCOD as the Head, Secretariat of the SOPPB;
- b) Consolidate the List of Eligibles as generated by the respective functional directorates;
- c) Consolidate the SLL as generated by the technical service offices/units on a quarterly basis;

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- d) Issues and implements the following for reassignment, relief and designation:
 - (1) Reassignment Orders if the senior Third Level PCO is from another office/unit;
 - (2) Memorandum Directive directing RD, PROs/D, NSUs to issue orders designating the senior PCO to the entry/exclusive 1/2/3 position for PCOL, in an acting capacity;
 - (3) Designation Orders designating the senior Third Level PCO to the entry position for PBGEN/PMGEN/PLTGEN in an acting capacity;
 - e) Act as OPR in the conduct of Retirement Honors and Turnover of Command Ceremony;
 - f) Facilitate the issuance of detail orders to Third Level; and
 - g) Perform other tasks as directed.
- 2) **DHRDD**
- a) Prepares and submits to DPRM the Academic Rating of Candidates in PBOSEC or MNSA and the Results of the Physical Fitness Test and BMI result of the Candidates: and
 - b) Perform other tasks as directed.
- 3) **DI**
- a) Conducts complete background investigation for PCOs applying for PCOL entry positions and provides DPRM records of derogatory information (if any) of third level officers projected to key positions and other positions of responsibility and for promotion, if any; and
 - b) Perform other tasks as directed.
- 4) **DIDM**
- a) Prepares and consolidates reports of administrative and criminal cases of third level officers projected to key positions and other positions of responsibility and for promotion, if any; and
 - b) Perform other tasks as directed.
- 5) **Other Directorial Staff** - Perform tasks as directed.

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6) **P-Staff, PROs and NSUs**

- a) Prompt submission of fortnightly report every 5th and 20th of the month regarding the status and designation of all Third Level PCOs from their respective Offices/Units, and inventory of PLTCOLs qualified for promotion to PCOL;
- b) Ensure timely updating of profile in the PAIS of all Third Level PCOs; and
- c) Perform other tasks as directed.

7. **PROCEDURES:**

(See Annex "D-1, D-2, D-3 and D-4" Placement and Promotion Flowchart; and Annex "E-1 and E-2" Checklist for Promotion to Third Level)

a. Placement of PLTCOL to PCOL Entry Positions:

- 1) Each Office/Unit shall have its respective Officers Placement and Promotion Board (OPPB) which shall deliberate the positions, designate qualified PCOs as OICs, and endorse the applicants to DPRM (Attn: C, PCOD, DPRM) for initial screening of documents;
- 2) The PCOD, DPRM shall continuously accept applications for placement of PLTCOL to PCOL T.O. positions;
- 3) The applicants must first submit the following documentary requirements to the Assessment Section, PCOD, DPRM/SOPPB Secretariat for their initial evaluation:
 - a) Unit OPPB Resolution endorsed by the Office/Unit Head designating the applicant in an OIC capacity;
 - b) Duly notarized and completely accomplished computerized SOPPB Application Form (**Annex F-1**). It is the duty and responsibility of the PLTCOL applying for Third Level placement and promotion to find means and ensure that the entries in his/her application form are complete, updated, and synchronized with his/her PNP DPRM PAIS PDS from the date the applicant took oath in the PNP service up to his/her present designation at the time of application. The applicant must attach the following:
 - (1) Authenticated Eligibility;
 - (2) Authenticated Diploma and Transcript of Records with S.O. Number of Masters Degree; and
 - (3) Certificate of Completion of Mandatory Schooling (PSOSEC);

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- c) Latest 3R high-definition colored whole body, white background photograph of the applicant in PNP GOA "A" uniform, without headgear (refer to Oplan "*Tamang Bihis*").
 - d) Copy of Resolutions of resolved/dismissed Case/s (administrative and/or criminal) and Certification from Ombudsman/Court for the status of pending case/s if any;
 - e) Affidavit of Undertaking duly notarized by a notary public (**Annex F-2**);
 - f) Updated Body Mass Index (BMI) Chart with "Normal" or "Acceptable" duly certified by the PNP Health Service;
 - g) Accomplished Personal History Statement (PHS) (**Annex F-3**); and
 - h) Certificate of Completion of the Competency Course required by each Directorate including NSUs under their functional supervision.
- 4) Upon receipt of the documentary requirements, the SOPPB Secretariat through the Assessment Section, PCOD, DPRM will conduct pre-assessment of the applicant to identify the applicant's significant accomplishments; SLL ranking; related assignments (whether in administration or operation); determine qualification based on the minimum QS; note any administrative case; verify any pending criminal case under the purview of RA 9708; determine the functional specialization of the applicant based on the current T.O. being occupied at the time of application; determine if the applicant belongs to the prevailing zone of consideration for promotion to PCOL; and other needed credentials.
 - 5) DPRM will now endorse to the concerned Directorate where the position/designation or functional specialization of the applicant is categorized at the time of application for competency evaluation and placement interview;
 - 6) Upon passing the competency evaluation and interview, the concerned Directorate will endorse the applicant to DPRM (Attn: C, PCOD). If the applicant fails the said evaluation/interview, DPRM will issue a memorandum directive to the concerned Head of Office/Unit directing him/her to place the applicant under three-month probation to prove whether he/she is qualified to occupy said position. Upon completion of the said probationary period, the Head of Office/Unit shall have the prerogative to re-endorse subject PCO for competency evaluation and placement interview or designate a new PCO to occupy the position;
 - 7) Likewise, the Secretariat shall submit the list of applicants to the Directorate for Intelligence (DI) for the issuance of the required clearance or reports. Applicants with derogatory information shall be adjudicated by the DI within 30 days upon receipt of the request from the SOPPB Secretariat. Reports shall be forwarded to the SOPPB

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Acting, Administrative Officer, DPRM

for their assessment whether or not such applicant can proceed to the next phase;

- 8) The Secretariat will request feedbacks from the present and/or former superiors, peers, and subordinates of the applicants, in writing and duly signed/certified by the same. Only the past and present superiors/peers/subordinates where the applicant has served for at least one year shall provide the evaluation rating (See **Annex E-4 – Evaluation Form**); and
- 9) The PCOD, DPRM shall consolidate the results of the competency evaluation, CBI, and evaluation/feedbacks from present and/or former superiors, peers, and subordinates of the applicants.

b. Promotion of PLTCOL to PCOL:

- 1) SOPPB Committee Alpha/Bravo will conduct promotional interview for applicants who are holding administrative/operational T.O. positions;
- 2) After passing the interview and evaluation of SOPPB Committee "Alpha/Bravo", the applicant shall be recommended to the SOPPB En Banc to either confirm or defer the promotion of the said applicant. If the applicant is confirmed for placement and promotion, SOPPB En Banc will pass a resolution recommending the applicant's placement and promotion to PCOL for subsequent approval of the CPNP.

If the applicant fails the SOPPB interview, he/she shall be placed under three-month probation. Thereafter, the Head of Office/Unit may re-endorse the applicant to undergo another SOPPB interview;

- 3) Upon approval of the CPNP, DPRM will issue a Memorandum Directive to the concerned Office/Unit to upgrade the designation of the applicant from OIC to Acting capacity;
- 4) Likewise, the applicant shall be directed to submit promotional documents, and to undergo drug test and Neuro-Psychiatric examination;
- 5) Thereafter, the Letter of Endorsement signed by the CPNP together with the promotional folders/documents, will be forwarded to NAPOLCOM and subsequent confirmation by the CSC. After evaluation by the CSC, the promotional folder will then be endorsed to the Office of the Executive Secretary prior to approval of the President of the Republic of the Philippines; and
- 6) Upon the release of the Appointment Letter, DPRM will issue promotion orders and a memorandum directing the concerned office to issue orders designating the newly promoted PCO to full capacity. The effectivity date will be reckoned on the date the appointment letter was signed by the President.


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c. Placement and Promotion of Third Level PCOs:

- 1) After publication of the vacant positions for PLTGEN, PMGEN, PBGEN and/or PCOL EXCLUSIVE 3, the SOPPB Secretariat will start screening the candidates/recommended senior PCOs for placement to entry positions which require promotion;
- 2) Pre-assessment shall be conducted by the SOPPB Secretariat through the Assessment Section, PCOD, DPRM to identify related previous assignments, SLL ranking, significant accomplishments, and functional specialization; and to determine the minimum QS and pending criminal/administrative case(s). The SOPPB Secretariat will also request for clearance/background investigation from DLOD, DPRM/PNP IAS/DI/DIDM/other related investigative/intelligence gathering agencies as may be required by the members of the SOPPB;
- 3) The SOPPB "Alpha" and SOPPB "Bravo" shall conduct initial deliberation to key positions and other positions of responsibility from units assigned under their respective committees (*see Annex B*);
- 4) The SOPPB *En Banc* will conduct the final deliberation on the recommendation of the SOPPB "Alpha" and SOPPB "Bravo" before passing a resolution recommending the designation of the candidates;
- 5) The SOPPB Executive Committee shall vet, select and recommend to the CPNP, candidates for placement and promotion to the PNP Command Group, Directors of D-Staff, Regional Directors, and Directors NSUs;
- 6) The role of the SOPPB is recommendatory in nature. The CPNP shall be the approving authority of all resolutions deliberated by the SOPPB. Placement requiring promotion shall be processed in accordance with established procedures for promotion of third level officers;
- 7) The assignment/designation of the Directors of the PNP Directorial Staff, Regional Director of NCRPO, District Directors of NCRPO, NSU Directors including the DRDAs of the PROs, Deputy SAF and CSG and DDA of CIDG, and other positions that maybe duly created which entail subsequent promotion, shall be submitted to NAPOLCOM for confirmation prior to the submission of the same to the President for approval. The NAPOLCOM has 30 days from receipt to review/confirm the assignment/designation. After the expiration of the said period, it shall be deemed approved; and
- 8) Upon approval of the promotion, DPRM will issue promotion orders and a memorandum directing the concerned office to issue orders designating the newly promoted PCO to full time capacity in his/her position. The effectivity date will be reckoned on the date the


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appointment letter/order was signed by the President of the Republic of the Philippines.

- d. Placement of PCOLs to CRS, PROs/CDDS, NCRPO; CS of NSUs and other Exclusive 2 positions:
- 1) The SOPPB *En banc* shall conduct interview to PCOLs and evaluate, vet, and select qualified candidates for CRS, PROs/CDDS, NCRPO; CS of NSUs and other Exclusive 2 positions and/or pass a resolution recommending the list of eligible PCOs (Pool of Candidates for Exclusive 2 Positions) for approval of the CPNP;
 - 2) In case of vacancy in CRS, PROs/CDDS, NCRPO; CS of NSUs and other Exclusive 2 positions, the DPRM shall publish the vacancy and start accepting the applications of qualified PCOs from the pool of Exclusive 2. The Pool of Exclusive 2 Eligibles shall be the main source of CRS, PROs/CDDS, NCRPO; CS of NSUs and other Exclusive 2 positions;
 - 3) A list of five (maximum) candidates from the pool of Exclusive 2 positions may be forwarded to the concerned Head of Office/Unit for him/her to select best candidate and to submit the same to the SOPPB Committee "Alpha or Bravo" for deliberation;
 - 4) The SOPPB *En banc* shall confirm and further recommend the selected candidate to the CPNP for his approval; and
 - 5) Once the resolution has been approved by the CPNP, the DPRM shall issue unit reassignment orders (if necessary) and/or a memorandum directing the concerned Heads of Office/Unit to designate the PCO in full capacity.
- e. Placement of Third Level PCOs to PDs/CDs/COPs in NCRPO positions:
- 1) After publication of the vacant positions for PDs/CDs/COPs in NCRPO, the SOPPB Secretariat will start accepting the application for initial assessment;
 - 2) The pre-assessment shall be conducted to identify previous assignments, SLL, significant accomplishments, and pending criminal/administrative case(s).
 - 3) The SOPPB Committee Alpha and Bravo will evaluate, vet and select qualified candidates during deliberation and recommend candidates to the SOPPB *En Banc* before passing a resolution recommending the list of eligible PCOs (three candidates for PD

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positions and five candidates for CD/COP, NCRPO positions) for approval of the CPNP;

- 4) The CPNP is the sole and final authority in the placement of third level officers and shall be the approving authority of all resolutions deliberated by the SOPPB. NAPOLCOM shall be given a copy of the resolution/s for its information (NAPOLCOM MC No. 2017-001);
- 5) Upon approval of the CPNP, the Placement Section, PCOD, DPRM will prepare the necessary documents and endorse the list of eligible PCOs to the concerned Regional Directors for subsequent transmittal to the concerned LCEs for the latter to choose their respective PD/CD/COP, NCRPO; and
- 6) After selection by the concerned LCEs, the concerned Office/Unit Heads will endorse the name of the chosen PD/CD/COP, NCRPO to DPRM (Attn: C, PCOD /Head Secretariat, SOPPB). Upon receipt of the endorsement, DPRM will issue appropriate orders to be implemented by the concerned Heads of Office/Unit.

8. COMPLAINTS AND GRIEVANCES

- a. The PNP SOPPB shall entertain complaints and grievances related to the implementation of the placement and promotion system within 15 days from the publication of the order of placement and/or promotion; and
- b. Complaints and grievances shall be submitted in writing and must be under oath. The Board shall resolve such complaints within 15 days from receipt thereof.

9. APPLICABILITY

This MC shall apply to all Third Level PCOs with the rank of PCOL to PGEN, to include all promotable PLTCOLs eligible to apply for promotion to PCOL.


10. TRANSITORY PROVISIONS

Officers who are currently holding key positions or other positions of responsibility as defined herein and are adversely affected by this Circular shall be allowed to complete their tour of duty unless sooner relieved by competent authority. Once relieved, these officers shall satisfy the mandatory requirements set forth in this Circular before they can be considered again for placement to another position and/or promotion, as the case may be.

11. REPEALING CLAUSE

All existing PNP policies and issuances inconsistent with this MC are hereby rescinded.


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Police Major
Acting Administrative Officer, DPRM

12. EFFECTIVITY

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




DIONARDO B CARLOS
Police General
Chief, PNP

CPNP Ltrs'21 S087977




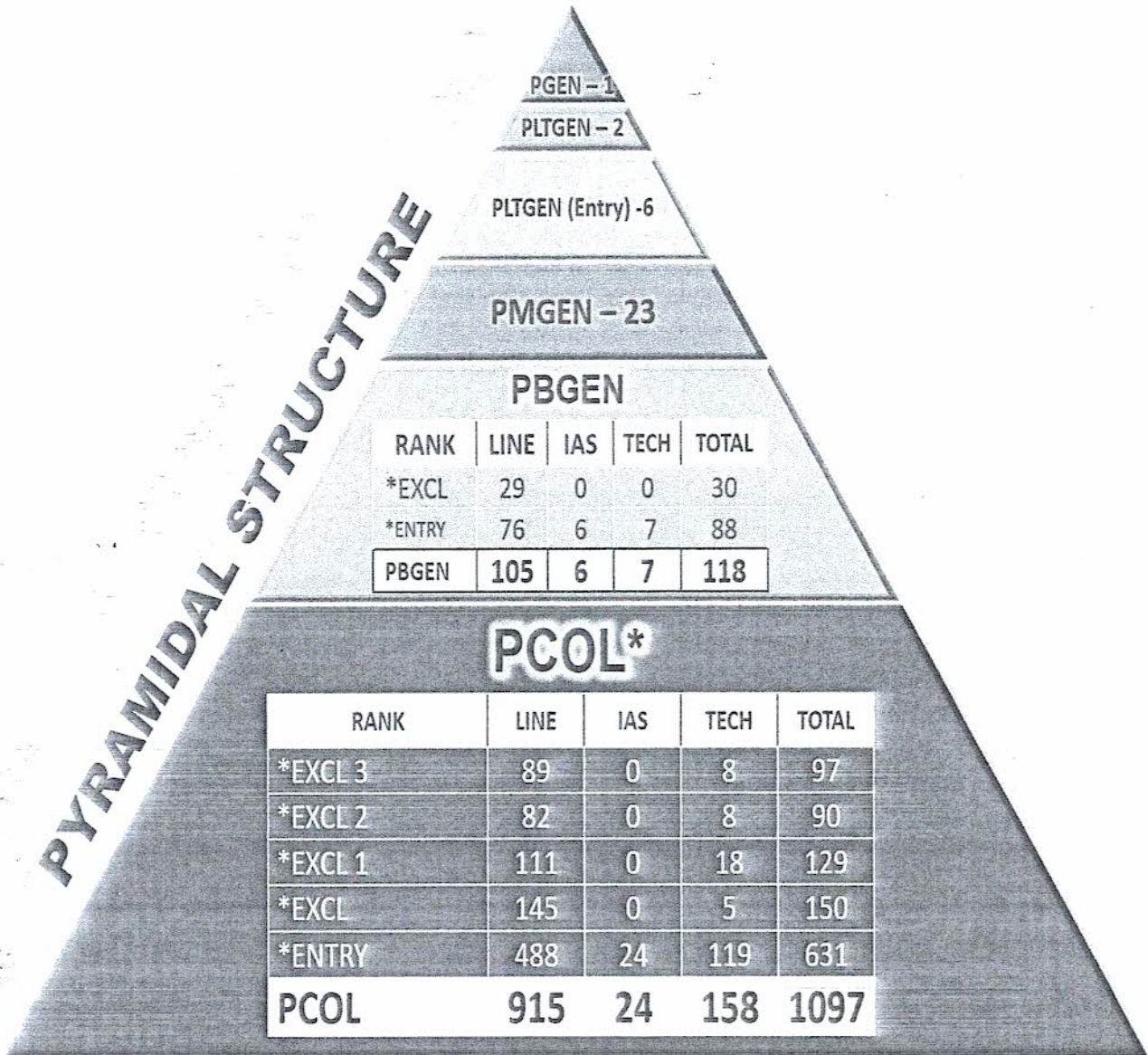
S087977

Annexes:

- "A-1" – Itemized List of Third Level Positions
- "A-2" – Pyramidal Structure
- "A-3" – Career Ladder Classification of Third Level Positions
- "B" – List to be Deliberated by the SOPPB Committee "Alpha" and "Bravo"
- "C-1" – Parameters for Placement and Promotion of PLTCOLs to Third Level
- "C-2" – Evaluation/Feedback Form
- "D-1" – Process Flowchart on Placement and Promotion of PLTCOLs
- "D-2" – Process Flowchart on Placement and Promotion to Third Level Positions
- "D-3" – Process Flowchart on Placement of PCOLs to Exclusive 2 Positions
- "D-4" – Process Flowchart on Placement of PCOL to PD/CD/COP, NCRPO Positions
- "E-1" – Checklist for Promotion to PCOL
- "E-2" – Checklist for Promotion to PBGEN/ PMGEN/PLTGEN
- "F-1" – SOPPB Application Form
- "F-2" – Affidavit of Undertaking for PCOL
- "F-3" – Accomplished Personal History Statement (PHS)

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CAREER LADDER CLASSIFICATION THIRD LEVEL

RANK	NHQ	PROs	NCRPO	NSUs			IAS	Nr
				BIG NSUs (CIDG, SAF, CSG)	Regular NSUs	Deputies		
				2 Deputies	1 Deputy	2 Deputies	1 Deputy	
PGEN	1 CPNP							1
PLTGEN (EXCLUSIVE)	1 TDCA							2
PLTGEN (ENTRY)	1 TDCO							6
	1 TCDS							
PMGEN (ENTRY)	5 Director, DIPOs							23
	11 D, D-Staff	1 RD, NCRPO		1 D, CIDG	1 D, CSG		1 Deputy, Inspector General	
	5 Deputies of DIPOs				1 D, SAF 1 PNPA 1 D, NPTI			
PBGEN (Exclusive)	11 Deputy Directors, D-Staff	16 RDs	1 DRDA 1 DRDO		1 DD, PNPA			30
	16 Ex-Os, D-Staff	16 DRDA	1 RCDS	1 DDA, CIDG	1 DD, SAF	1 D, CLG	1 C, IAD	88
PBGEN (Entry)	1 SEA, OCPNP		5 District Directors		1 DD, CSG	1 D, MG	1 D, ITMS	75-LINE 7 TECH 6-IAS
	1 C, PPDC, OCPNP				1 C, FEO	1 D, AVSEG	1 D, ES	
	1 D, CPSM				1 C, SOSIA	1 D, IG	1 D, HS	
	1 C, HRAO				1 DD, NPTI	1 D, HPG	1 D, LS	
	1 D, LOOP, OCPNP					1 D, HSS	1 D, CHS	
	1 SPA to the SILG					1 D, DEG	1 D, PNP TS	
	1 SDS, OTCDS					1 D, AKG	1 D, FS	
	1 Police Attache', WDC, DI					1 D, ACG	1 D, LSS	
	1 C, NOC, DO					1 D, EOD	1 D, PSPG	
	1 C, PIO, DPCR					1 D, IMEG	1 D, PRBS	
	1 C, WCPC, DIDM					1 D, PCADG		
	1 C, LAC, DPL							
	1 CS, PNPA							
1 Com, PNPA								
1 Dean of Acad, PNPA								
PCOL (Exclusive 3)	1 Asst Chief, HRAO	16 DRDO	5 DDA of District Offices	1 DDO, CIDG	1 CS, SAF	2 DDA & DDO, CLG	1 DDA, ITMS	97
	1 Asst Chief, PPDC		5 DDO of District Offices		1 CS, CSG	2 DDA & DDO, MG	1 DD, CES	
	1 Asst Chief, CPSM				2 Deputies of SOSIA & FEO, CSG	2 DDA & DDO, AVSEG	1 DD, ES	
	2 SEA, OTDCA ans OTDCO				1 CS, NPTI	2 DDA & DDO, IG	1 DDA, HS	
	1 Chief, PCOD, DPRM				1 Asst Dean, PNPA	2 DDA & DDO, HPG	1 DD, LS	
1 Chief, IOD, DI				1 Asst Comdnt, PNPA	2 DDA & DDO, HSS	1 DD, CHS	8 - TECH	

RANK	NHQ	PROs	NCRPO	BIG NSUs (CIDG, SAF, CSG)		NSUs		IAS	Nr
				2 Deputies	1 Deputy	2 Deputies	1 Deputy		
	1 C, SRD, DO 1 C, PSD, DO 1 C, RPMD, DL 1 C, IFMD, DL 1 C, LRMD, DL 1 C, BACS, DL 1 C, UNPOC, DPL 1 LOLA SP, DPL 1 LOLA HR, DPL 1 C, PID, DPCR 1 C, GSDD, DPCR 1 C, ITPDD, DHRDD 1 C, RDC, DRD 1 C, PPPD, DRD 1 C, PCEID, DIDM					2 AVSEG 1 AKG 3 ACG	6 HS 2 LS 2 CHS 2 PSPG		18-TECH
							REGIONAL CHIEFS: 1 RC, RUI NCR, IG 1 RC, ASU, NCR, AVSEG	REGIONAL CHIEFS:	
PCOL (Exclusive)		4 PD, PRO1 6 PD & CD (1), PRO2 9 PD & CD (2), PRO3 5 PD, PRO4A 6 PD & CD (1), PRO4B 7 PD & CD (1), PRO5 8 PD & CD (2), PRO6 7 PD & CD (3), PRO7 8 PD & CD (2), PRO8 4 PD & CD (1), PRO9 7 PD & CD (2), PRO10 6 PD & CD (1), PRO11 5 PD & CD (1), PRO12 6 PD & CD (1), PRO13 7 PD & CD (1), PRO COR 6 PD & CD (1), PRO BAR 16 C, RID 16 C, RLRDD	15 COP, Police Station		5 NPTI (NCRTS, NTC, 3, 7 & 7)	1 DIV, AKG	1 CES 1 CHS 4 DIV, PSPG	DIVISION CHIEFS:	150 145-LINE 5-TECH
							REGIONAL CHIEFS: 4 RC, RACU, ACG 4 RC, RMLU MG 4 RC, RIU, IG 3 RC, ASU, AVSEG	REGIONAL CHIEFS:	
PCOL (Entry)	1 EA, OCPNP 1 Deputy SPA SILG	5 FC, District Office 35 Chief, District D-Staff	7 Division Chiefs, CIDG 17 RC, CIDG	NPTI (CARTC, RTC, 1,2, 4A, 4B, 5, 6, 8, 9, 10, 12,			DIVISION CHIEFS: 7 CLG 6 ITMS	DIVISION CHIEFS: 7 Division Chiefs 12 RD, RIAS	631

RANK	NHQ	PROs	NCRPO	BIG NSUs (CIDG, SAF, CSG)		NSUs		IAS	Nr
				2 Deputies	1 Deputy	2 Deputies	1 Deputy		
1	C, ARMD, CPSM	16 C, RCD			CARAGATC and BARMITC	2 MG	3 CES	5 Deputy RD, RIAS	
1	C, SMD, CPSM	16 C, RPSMD			7 Div Chiefs, CSG (4SOSIA/3FEO)	3 AVSEG	2 ES		488-LINE
1	C, OAD, CPSM	16 C, RLDDD			4 Div'n Chiefs, SAF	4 IG	4 HS		119-TECH
1	C, SRD, CPSM	16 C, RICTMD			1 Air Unit, SAF	6 HPG	8 LS		24-IAS
1	AC, LOOP, OCPNP	16 C, RHSD			1 C, OMD, PNPA	6 HSS	4 PNP TS		
1	C, SCMU, OTDCO	17 FC, RMFB			1 C, CAD/STO, PNPA	4 DEG	5 FS		
1	ASDS, OTCDS				1 C, CDD/STO, PNPA	3 AKG	4 LSS		
1	C, PHAU, DPRM				1 Head Registrar, PNPA	6 ACG	1 PSPG		
1	C, PBDC, DI				1 C, LMD, PNPA	5 EOD	3 PRS - 3		
1	C, ARMD, WCPC, DIDM				1 C, FMD, PNPA	6 PCADG			
1	C, OMD, WCPC, DIDM				REGIONAL CHIEFS:	5 IMIEG - 8			
1	C, AVAWC, WCPC, DIDM				16 RC, RCSU, CSG	REGIONAL CHIEFS:	16 CES		
1	C, ATP, WCPC, DIDM					16 CLG	17 ES		
3	C, Field Units, WCPC, DIDM					12 MG	17 HS		
5	C, ARMD, DIPOs					9 AVSEG	17 LS		
5	C, OMD, DIPOs					12 IG	5 CHS		
5	C, ID, DIPOs					3 IMEG	17 PNP TS		
						3 AKG	17 FS		
						17 HPG	16 PSPG		
						17 DEG	14 PRS		
						12 ACG			

1247

- PGEN 1
- PLTGEN 8
- PMGEN 23
- PBGEN 118
- PCOL 1097

**UNITS TO BE DELIBERATED
BY SOPPB COMMITTEE "ALPHA"**

Command Group and Directorial Staff	Police Regional Offices (PROs)	National Support Units (NSUs) and Other Units	
OTDCA OTCDS DPRM DI DL DPL DPCR DICTM DIPO-NL DIPO-VIS	NCRPO PRO 2 PRO 4A PRO 4B PRO 6 PRO 8 PRO 10 PRO 12	HS LSS ES ITMS PRBS CIDG IMEG PNP DEG HPG	IG PCADG IAS CHS SAF FEO PNPA HRAO EOD/K9
<i>*And other functional units of the members of the SOPPB Committee One.</i>			

**UNITS TO BE DELIBERATED
BY SOPPB COMMITTEE "BRAVO"**

Command Group and Directorial Staff	Police Regional Offices (PROs)	National Support Units (NSUs) and Other Units	
OCPNP OTDCO DO DC DIDM DHRDD DRD DIPO-SL DIPO-EM DIPO-WM	PRO 1 PRO 3 PRO 5 PRO 7 PRO 9 PRO 11 PRO 13 PRO COR PRO BAR	CSG SAF NPTI FS LS PRS HSS CES PNP TS	CLG PSPG SOSIA AKG ACG PPDC AVSEG MG CPSM
<i>*And other functional units of the members of the SOPPB Committee One.</i>			

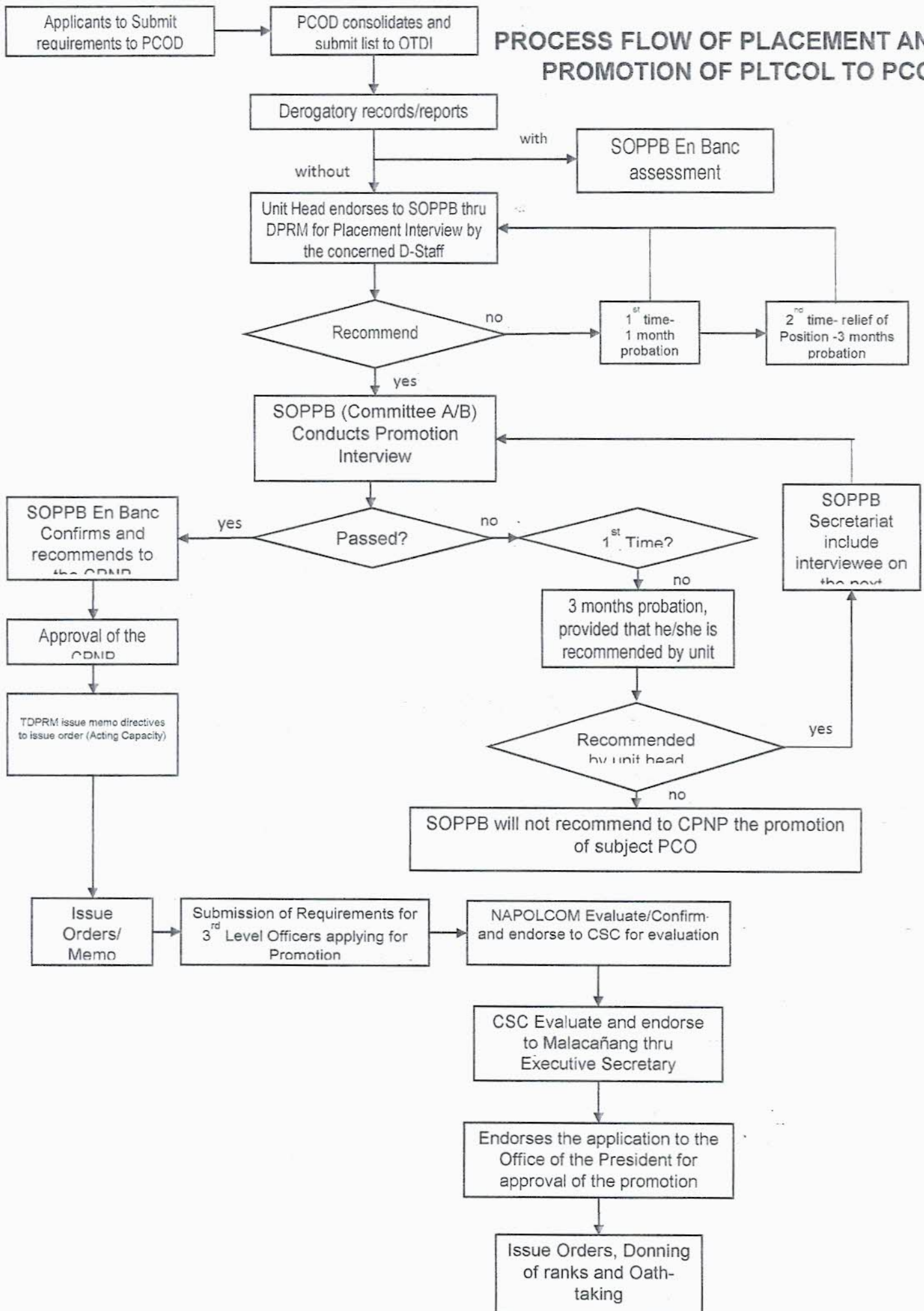
PARAMETERS

NR	CRITERIA	POINT ALLOCATION	POINT SYSTEM					
			SLL	POINT EQUIVALENT				
1	Seniority	10	1-100	10				
			101-200	9				
			201-300	8				
			301-400	7				
			401-500	6				
			501-above	5				
2	Diversity of Assignment	25	Assignment	POINT EQUIVALENT	MAXIMUM POINTS			
			Field Duty	1.5 points/6 months	10			
			Administrative Duty	1 point/6 months	5			
			Geographical Assignment	.5 pts.-NHQ, NCRPO, PRO 1, 3, 4A, and 7 .75 pts.-PRO COR, 2, 4B, 5 and 6 1 pt.-PRO 8, 9, 10, 11 12, 13 and BAR	10 (minimum of 5 points)			
3	Awards and Recognition (Present Rank)	10	OPERATIONAL AWARDS		ADMINISTRATIVE AWARD		MESCELLANOS AWARDS	
			Medalya ng Kagitingan (PNP Service)	10 pts.	Medalya ng Katangitanging Gawa	5 pts.	Medalya ng Paglilingkod	2 pts.
			Medalya ng Kabayanihan	8 pts.	Medalya ng Kasanayan	1.5 pts.	Medalya ng Mabuting Asal	1 pt.
			Medalya ng Katapangan	5 pts.	Medalya ng Papuri	1 pt.	Medalya ng Pagtulong sa Nasalanta	1 pt.
			Medalya ng Kadakilaan	2 pts.			Tsapa ng Natatanging Unit	1 pt.
			Medalya ng Kagalingan	2 pts.			Medalya ng Paglilingkod sa Santo Papa	1 pt.
			Medalya ng Papuri	1 pt.			UN Service Medal	1 pt.
			Medalya ng Sugatang Magiting	1 pt.			Medalya ng Ugnayang Pampulisya	0.5 pt.
							Medalya ng Paglaban sa Manliligalig	0.5 pt.
					Received since PCO entered PNP service		Medalya ng Paglilingkod sa Luzon/Visayas/Mindanao	0.5 pt.
4	Competency to assume Position/ Leadership Experience	25	To be rated by SOPPB Members during Interview					
5	Service Reputation	30	To be rated by SOPPB Members based on records pertaining to administrative/criminal cases, derogatory information and feedback from previous supervisors/peers/subordinates					

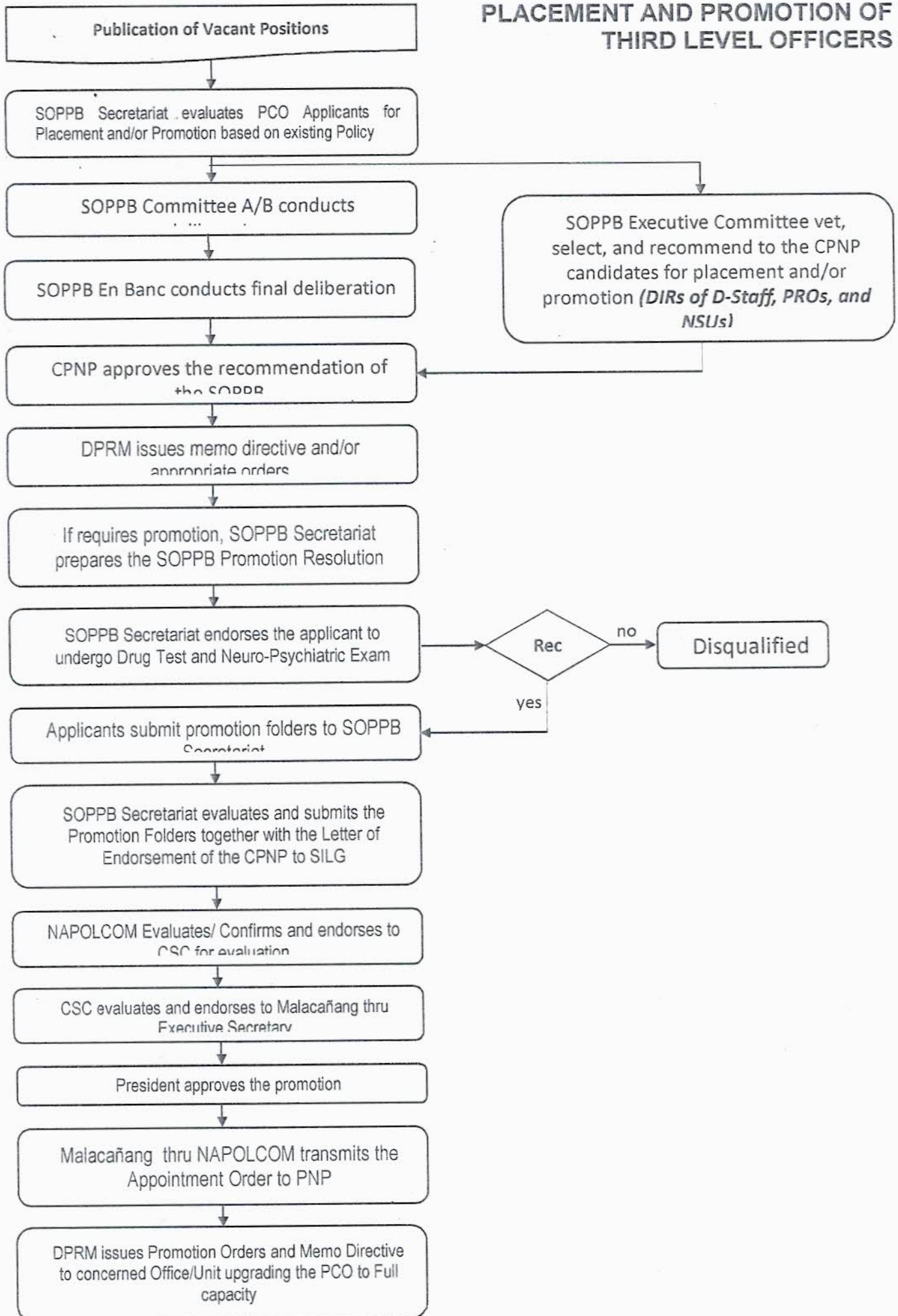
Evaluation Form

1. Evaluation/Feedback from <u>present</u> /former supervisors	Remarks
a. Highly Recommended	
b. Recommended	
c. Fairly Recommended	
d. Not Recommended	
2. Evaluation/Feedback from <u>present</u> /former peers	
a. Highly Recommended	
b. Recommended	
c. Fairly Recommended	
d. Not Recommended	
3. Evaluation/Feedback from <u>present</u> /former subordinates	
a. Highly Recommended	
b. Recommended	
c. Fairly Recommended	
d. Not Recommended	

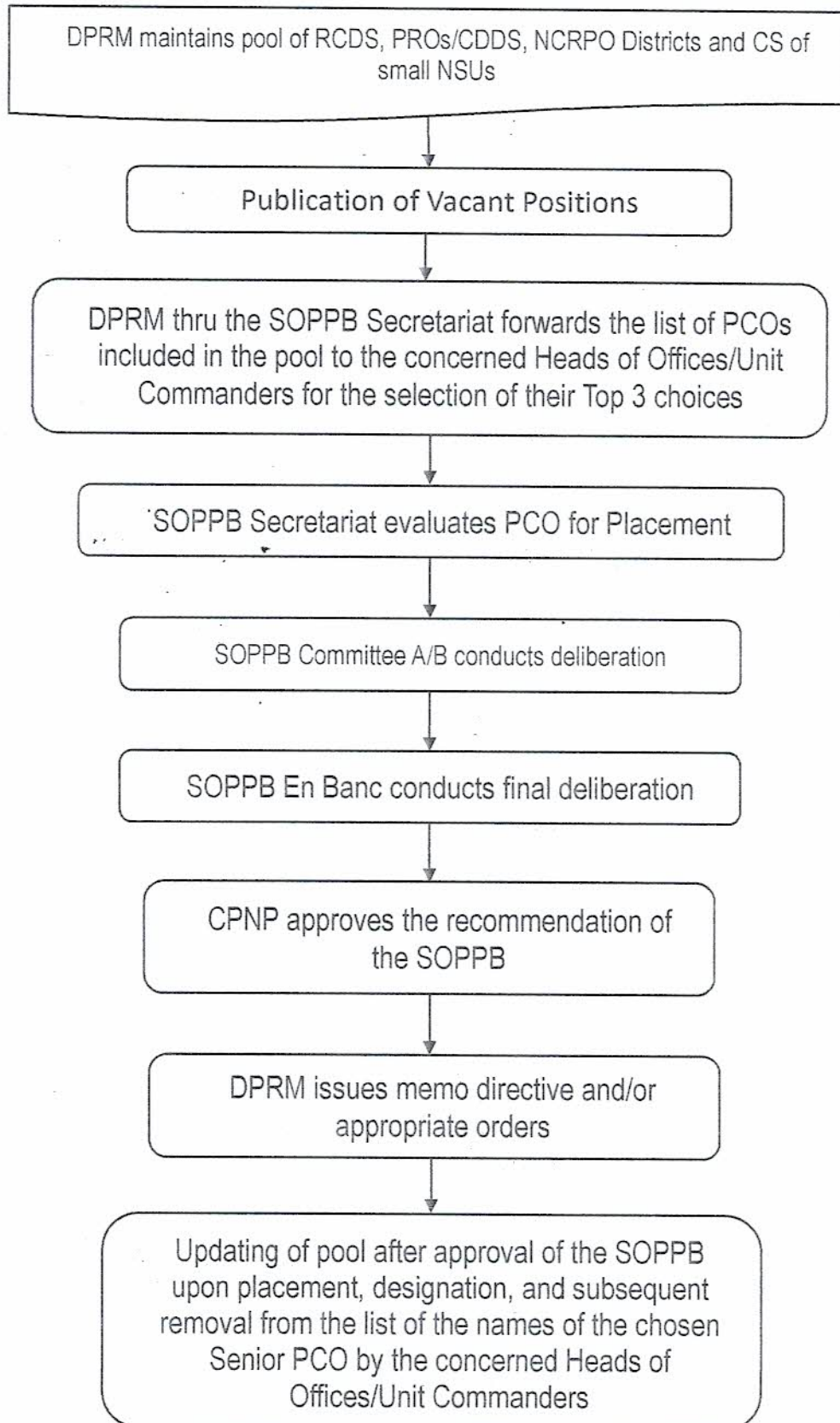
PROCESS FLOW OF PLACEMENT AND PROMOTION OF PLTCOL TO PCOL



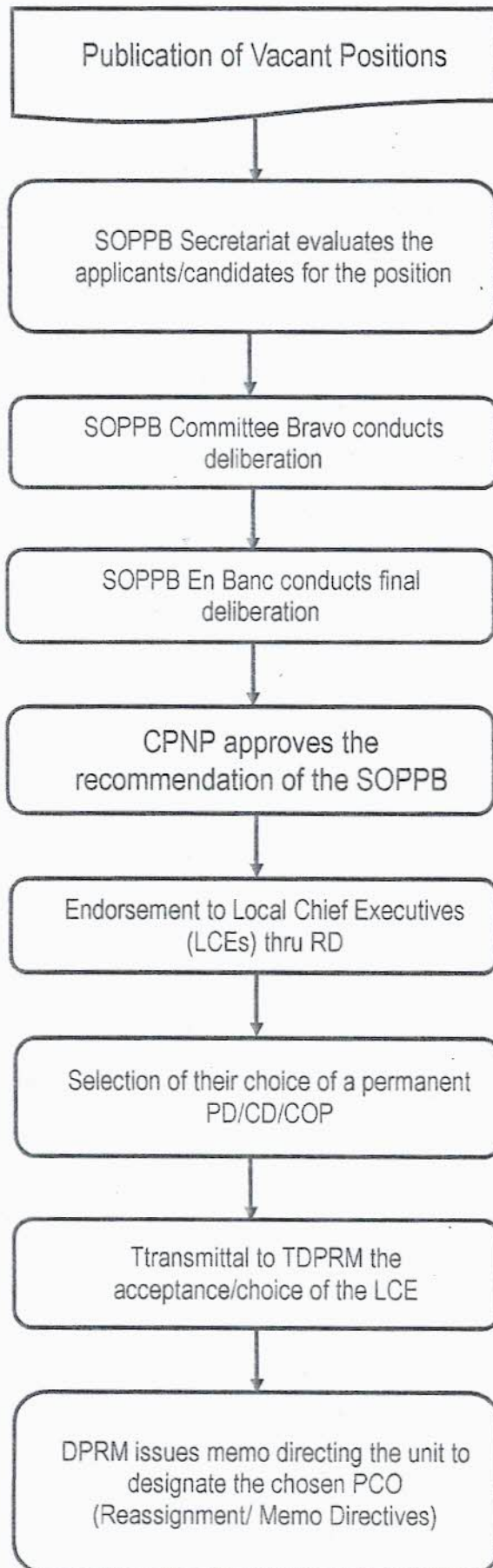
PLACEMENT AND PROMOTION OF THIRD LEVEL OFFICERS



**PLACEMENT OF THIRD LEVEL PCOS TO RCDS,
PROS/CDDS, NCRPO DISTRICTS AND
CS OF SMALL NSUs**



PLACEMENT OF THIRD LEVEL PCOS TO PDS/CDS/COPS IN NCRPO POSITIONS



Checklist for Promotion to PCOL

CLEAR BOOK FOR NAPOLCOM/CSC/PMS

Documentary Requirements

Tab (white)

Civil Service Personal Data Sheet (4 sets latest 2 x 2 ID picture).	"A"
RMD Generated PNP Personal Data Sheet (4 sets)	"B"
CSC Attested Appointment (KSS for PLTCOL)	"C"
PLTCOL Promotion Order	"D"
Present Designation Order	"E"
Certification (SOPPB only)	"F"
Updated Service Records (2 copies)	"G"
Highest Educational Attainment (Master's Degree)	
Diploma	"H"
Transcript of Records	"I"
Highest Mandatory Training:	
Training Certificate	"J"
Declaration of Graduates.	"K"
Order of Merit	"L"
Certificate of Eligibilities	"M"
NP Test Result (Original Copy)	"N"
Drug Test Result (Original Copy)	"O"
PFT (latest/APE)	"P"
IPER (2 preceding semesters)	"Q"
NBI Clearance (Original Copy)	"R"
SANDIGANBAYAN Clearance (Original Copy)	"T"
OMBUDSMAN Clearance (Original Copy)	"S"
Affidavit of Undertaking	"U"
Awards and Commendations	"V"
ITR (4 preceding years) 2 copies each	"W"
SALN (4 preceding years) 2 copies each	"X"

Checklist for Promotion to PBGEN/PMGEN/PLTGEN (1 Clear Book)

CLEAR BOOK FOR NAPOLCOM/CSC/PMS

Documentary Requirements

Tab

(white)

Civil Service Personal Data Sheet (4 sets with latest 2 x 2 I.D. picture)	"A"
RMD Generated PNP Personal Data Sheet (4 sets)	"B"
Updated Service Records (2 copies)	"C"
Latest Promotion Order	"D"
Oath of Office (PCOL/PBGEN/PMGEN)	"E"
Certification (SOPPB only)	"F"
Highest Educational Attainment: (Master's Degree)	
Diploma	"G"
Transcript of Records	"H"
Highest Mandatory Training	
Training Certificate	"I"
Order of Merit	"J"
Declaration of Graduates	"K"
Certificate of Eligibility	"L"
NP Test Result (Original Copy)	
"M"	
Drug Test Result (Original Copy)	"N"
IPER (2 preceding semesters)	"O"
PFT (2 preceding semesters)	"P"
Affidavit of Undertaking	"Q"
NBI Clearance (Original Copy)	"R"
SANDIGANBAYAN Clearance (Original Copy)	"S"
OMBUDSMAN Clearance	"T"
Awards and Commendations	"U"
ITR (4 preceding years) 2 copies each	"V"
SALN (4 preceding years) 2 copies each	"W"

NOTE: All photocopied documents shall be authenticated by the Admin Officer

For assistance and inquiries, call: SOPPD Promotion: 7230401 Local 4501

**PNP SENIOR OFFICERS' PLACEMENT AND PROMOTION BOARD
APPLICATION FOR 3rd LEVEL PLACEMENT AND PROMOTION**

POSITION APPLIED FOR :

CATEGORY: _____

DATE PUBLISHED: _____

NOTES:

1. Incomplete/improper filling up of data/information will invalidate your application.
2. Use additional sheet if necessary.
3. Do not apply if you are not qualified.
4. Submit this duly notarized Application Form together with your 3R whole body picture wearing GOA "A" uniform without headgear in white background at the SOPPB Secretariat/SOPPD, DPRM, 2nd Floor DPRM Annex Building, Camp BGen Rafael T Crame, Quezon City.
Trunkline: (02) 723-0401 local 4501. Email address: soppd.dprm@pnp.gov.ph

A. GENERAL INFORMATION

RANK/COMPLETE NAME:	PRESENT UNIT ASSIGNMENT:
PRESENT DESIGNATION (WRITE IN FULL):	DATE DESIGNATED & TIME-IN-POSITION:
SOURCE OF COMMISSION/YEAR OF COMMISSIONSHIP IN THE PNP:	PERSONAL CONTACT NUMBER:
DATE OF PROMOTION TO PRESENT RANK:	E-MAIL ADDRESS:
HIGHEST PNP/MILITARY CAREER/MANDATORY COURSE:	YEAR/CLASS NUMBER:
HIGHEST ELIGIBILITY:	DATE TAKEN:
HIGHEST EDUCATIONAL ATTAINMENT:	SCHOOL/YEAR GRADUATED:

B. POSITION/DESIGNATION AND ASSIGNMENT RECORDS FROM PINSP TO PRESENT RANK

(Please include PC/INP Services in chronological order. Start from the present designation.)

INCLUSIVE DATES		DESIGNATION/POSITION <i>(Please include the Sub-Unit)</i>	UNIT <i>(NHQ/PRO/N SU)</i>
FROM	TO		

C. SPECIALIZED COURSES/CORE COMPETENCIES *(Eligibility/Credential for T.O. position applied for)*

COURSE	WHERE TAKEN/CONDUCTED	NR. OF HOURS CREDITED	INCLUSIVE DATES	
			FROM <i>(MM/DD/YYYY)</i>	TO <i>(MM/DD/YYYY)</i>

D. LATEST TWO CONSECUTIVE INDIVIDUAL PERFORMANCE EVALUATION RATING (IPER)

RATING PERIOD	NUMERICAL RATING	ADJECTIVAL RATING

E. SUMMARY OF THREE (3) MOST SIGNIFICANT ACCOMPLISHMENT *(please attach certification and other proof if necessary)*

1.
2.
3.

F. AWARDS AND RECOGNITION RECEIVED IN PRESENT RANK *(continue on a separate page if necessary)*

NATURE OF AWARDS/ RECOGNITION	Number of Awards/ Recipient for how many times

(Signature over Printed Name)

G. INFORMATION ON ADMINISTRATIVE AND CRIMINAL CASES AND PENALTIES

1. Have you ever been formally charged or have any record of criminal/administrative cases and disciplinary penalties incurred? YES NO If YES, please give details:

Nature of Complaint/Offense	Complainant	Case Title/ Number and Venue	Case Status (Pending/Resolved)	Penalty/Decision	Date Filed/ Period of Penalty Imposed

2. Have you ever been relieved for cause? YES NO If YES, please give details:

CERTIFICATION

This is to certify to the truthfulness and accuracy of the above information to the best of my knowledge; and that any falsehood that may be found in the future shall be grounds for the nullification of my application for 3rd level placement and promotion as well as the possible filing of administrative charges against me if warranted.

I further certify that I am physically fit and medically sound to perform the functions of the position and or promotion I am applying for.

Rank/Name and Signature

Date Accomplished: _____

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20____
at _____. I hereby certify that I personally examined the herein affiant and fully convinced and satisfied that he voluntarily executed the same and understood the contents hereof.

(Notary Public)

Doc No. _____
Page No. _____
Book No. _____
Series of _____

Republic of the Philippines
National Police Commission
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
Camp Crame, Quezon City

AFFIDAVIT OF UNDERTAKING

I, _____ of legal age,
married, a resident of _____,
presently assigned at the _____ and
designated to the position of _____ effective
_____, after having been duly sworn to in accordance with law, do hereby depose and
state:

That I am an applicant for promotion to the rank of Police Colonel;

That I am a graduate of Master's Degree, to wit: _____
(degree)

_____ in _____
(school)
based on CHED Special Order No. _____ dated _____;

That I possess the following eligibility: _____
_____ issued by the NAPOLCOM/CSC on _____;
(date)

That I am a graduate of PBOSEC Class No. _____;

That I have no pending criminal case before the Sandiganbayan or any Court of Law;

That I am not facing any **attrition proceedings as of this date**;

That I have not applied for **optional retirement**;

That all documents submitted to support my application for promotion are authentic and
that all original copies are with me;

That I fully understand that any misdeclaration of facts or information contained herein
constitute Gross Dishonesty punishable by dismissal from the service.

That I hereto affix my signature this _____ day of _____, 20____, at _____,
_____, Philippines to attest the truthfulness of this undertaking.

Affiant

PNP ID Card No. _____
Date Issued _____
Expiry Date _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____ at _____.
I hereby certify that I personally examined the
herein affiant and fully convinced and satisfied that he voluntarily executed the same and
understood the contents hereof.

(Notary Public)



Republic of the Philippines
 Department of the Interior and Local Government
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR INTELLIGENCE
 Camp Crame, Quezon City



_____ Date

SECURITY DECLARATION

I, _____, assigned with _____ hereby declare and affirm:

1. That I shall be responsible in preserving the security of all classified information which may be imparted to me as a result of my employment with the Philippine National Police (PNP), and undertake to comply with such regulations concerning as from time to time be laid down;
2. That I shall not divulge any classified information acquired by me to any unauthorized person, either verbal or written form;
3. That I shall not, without the authority of the Chief, PNP, publish any classified information which I had acquired or to which I have access owing to my position whether orally or in any document, article, book, film, or otherwise;
4. That I shall, upon relief/transfer or retirement, surrender any classified sketch, plan, model article, note, security tag/badge, or document made or acquired by me in the course of my official duties.
5. That shall I fail to safeguard classified information I can be liable to lose my security clearance, prosecution under the Revised Penal code and Presidential Decree 51, and be declared as a security risk.

I hereby certify that I have read and fully understood the contents of my security declaration and I am aware of my responsibility for safeguarding PNP classified information.

I hereby further certify that I fully understood that the provisions of this security declaration apply not only during the period of my employment with the PNP shall have ceased. That I am liable to prosecution under the Revised Administrative Code, Presidential Decree 51, and other existing laws and regulations of the Republic of the Philippines, if cites by intent or negligence, I allow classified information to pass unto unauthorized hands.

Signature: _____
 Name : _____
 Rank: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2021.

 Administering Officer

Copy Furnished:
 1 - PPF

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PERSONAL HISTORY STATEMENT

FILE NR _____

INSTRUCTIONS

1. Answer all questions completely; if question is not applicable write "NA". Write "Unknown" only if you do not know the answer and if the answer cannot be derived from personal records. Use the blank pages at the back of this form for extra details on any question for which you do not have sufficient space.

2. Type, print, or write carefully; illegible or incomplete forms will not receive due consideration.

WARNING

1. The correctness of all statements of entries made herein may be ascertained through investigation.

2. Any deliberate omission or distortion of information may give sufficient cause for denial of clearance and unfavorable result of the investigation.

3. The statements made herein are classified CONFIDENTIAL. Revelation or use other than the authorized purpose is prohibited by PNP security policy.

I. PERSONAL DETAILS

Name:	
Rank:	
Present Job/Assignment	
Business or Duty Address:	
Home Address (Include Street & No.)	
Birth date:	Birthplace:
Change in Name (If by Court Action, give details):	
Nicknames:	Nationality:
TIN:	SSS ID No.:
PAG-IBIG ID No.:	Phil Health ID No.:
GSIS ID No.:	Other Details:

II. PERSONAL CHARACTERISTICS

Sex:	Age:	Height:	(meter)
Weight: (kg)	Build:		
Complexion (Dark, Fair, Light):	Color of Eyes:		
Color of Hair:			
Scars or Marks and other distinguishing features:			
Other Details:			

III. MARITAL HISTORY

A. Marital Status (Single, Married, Separated or Widowed):	
Name of Spouse (Full Name):	
Date & Place of Marriage:	
Birth date:	
Birthplace:	
Occupation and Place of Employment:	

Signature: _____ Date: _____

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Other Details: _____

B. Children:

Name	Date of Birth	Citizenship and Address

Other Details: _____

IV. FAMILY HISTORY AND INFORMATION

A. Father:

Date of Birth: _____

Place of Birth: _____

Address: _____

Occupation and Place of Employment: _____

Citizenship (If naturalized, give date and place where naturalized): _____

Other Details: _____

B. Mother:

Date of Birth: _____

Place of Birth: _____

Address: _____

Occupation and Place of Employment: _____

Citizenship (If naturalized, give date and place where naturalized): _____

Other Details: _____

C. Brothers and Sisters:

Name	Age	Address	Occupation

Other Details: _____

V. EDUCATIONAL BACKGROUND

Level	Name of School	Location	Inclusive Date of Attendance	Year Graduated	Awards Received
Elementary					
High School					
College					
Post Graduate					
Other Schooling					

Eligibility (Career Service / RA 1010-Board or Bar (CES/CSEE) and other similar qualifications required: _____

Signature: _____ Date: _____

C O N F I D E N T I A L

VI. PLACES OF RESIDENCE SINCE BIRTH		
Inclusive Dates	Addresses	Name of at least two (2) Neighbors

VII. UNIT ASSIGNMENT SINCE ENTERED THE PNP			
Position	Date	Unit	Qualifications

VIII. PNP TRAININGS/SEMINARS ATTENDED				
Title of Training/Seminar	Date of Attendance	Nature of Training	Conducted by	Awards Received

IX. EMPLOYMENT			
Inclusive Dates	Type of Employment	Name/Address of Employer	Reason for Leaving

Have you ever been dismissed or forced to resign from a position? YES NO
If yes, state the reason/s.

Signature: _____ Date: _____

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X. A. FOR POLICE COMMISSIONED OFFICERS ONLY

Source of Commission/ Entry to the Officers Corp	Please Check	Year	Indicate the Date and Number of Appointment Order
PMA			
PNPA			
AFP Reserve			
Lateral Technical			
Lateral Line			
SPO4 – INSP			
NAPOLCOM			
Others, please specify:			

B. FOR POLICE NON-COMMISSIONED OFFICER & NON-UNIFORMED PERSONNEL

Date Entered the PNP	Appointment Order Number

XI. FOREIGN COUNTRIES VISITED

Date	Country Visited	Purpose of Visit

XII. CHARACTER REFERENCE

A. Give five (5) character references (known three years or longer, who are not related to you)

Name	Address and Telephone Number

B. List down three (3) neighbors at your present address:

XIII. PLEASE COPY IN OWN HANDWRITING

"Our London business is good, but Vienna and Berlin are quite. Mr. D. Lloyd has gone to Switzerland. He will be staying at 1946 Zernatt St. for a week and will be going to Turnie and Rome joining Police Superintendent Perry.

XIV. ORGANIZATION

List organization or social groups which you have been a member of:

Organization	Address	Date of Membership & Position Held

Signature: _____

Date: _____

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XV. ADMINISTRATIVE/CIVIL/CRIMINAL OFFENSE DATA		
OFFENSE COMMITTED AS CHARGED	TYPE CHARGE (State whether admin/civil/criminal and date)	DISPOSITION (Exonerated, convicted, pending) (State penalty if convicted)

XVI. MISCELLANEOUS

A. Are you entirely dependent on your salary? YES__ NO__ If No, please state the other source of income:

B. Have you filed a Statement of your Assets and Liabilities with any government agency: YES__ NO__ If so what agency?

C. Have your latest income tax return? YES__ NO__ If Yes, amount paid for the last calendar year:

D. Do you use intoxicating liquor or narcotics? YES__ NO__ If Yes, to what extent?

E. Languages or dialects:

F. Hobbies, sports and past time:

XVII. CERTIFICATION

I certify that the foregoing answers are true and correct to the best of my knowledge and belief and I agree that any misstatement or omission as to material fact will constitute ground for immediate denial of my application for clearance.

Signed at:	Date:	(2 x 2) Photo
_____	_____	
(Witness)	(Witness)	

_____ Signature of Applicant	THUMBMARKS	
	Left	Right

Subscribe and sworn to before me this ____ day of _____, _____
 At _____, Philippines, affiant exhibited to me his/her residence certificate No. _____
 issued on _____, _____ at _____
 Philippines.

 (Administrative Officer/Notary Public)

 (Rank and Designation)

Signature: _____ Date: _____