



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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MEMORANDUM CIRCULAR

NO.: 2023-038

GUIDELINES ON THE GRANT OF INSTRUCTORS' DUTY PAY TO UNIFORMED PERSONNEL ASSIGNED OR DETAILED IN TRAINING INSTITUTIONS WHO ACT AS LECTURERS, INSTRUCTORS, AND RESOURCE PERSONS

1. REFERENCES:

- a. Republic Act (RA) No. 11639, General Appropriations Act 2022;
- b. RA No. 11279 dated April 12, 2019, "An Act Transferring the Philippine National Police Academy (PNPA) and National Police Training Institute (NPTI) from Philippine Public Safety College (PPSC) to the Philippine National Police (PNP), Amending for the Purpose Sections 24, 35, 66, 67, and 68 of RA No. 6975, Otherwise Known as the "Department of the Interior and Local Government Act of 1990", as Amended, Appropriating Funds Therefore and for Other Purpose";
- c. RA No. 8551 dated February 25, 1998, "Philippine National Police Reform and Reorganization Act of 1998";
- d. RA No. 6975 dated December 13, 1990, "Department of the Interior and Local Government Act of 1990";
- e. RA No. 6758 dated August 21, 1989, "Compensation and Position Classification Act of 1989";
- f. Congress, Joint Resolution (JR) No. 01, January 1, 2018, "Joint Resolution Authorizing the Increase in Base Pay of Military and Uniformed Personnel in the Government, and for Other Purposes";
- g. Congress, JR No. 4, dated July 28, 2008, "Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and the Base Pay Schedule of Military and Uniformed Personnel in the Government, and for Other Purposes";
- h. Department of Budget and Management (DBM) National Budget Circular No. 576, May 14, 2019 "Implementation of the Modified Base Pay Schedule for the Military and Uniformed Personnel (MUP) Beginning January 1, 2019, and Other Provisions of Congress Joint Resolution (JR) No. 1, s. 2018";
- i. NAPOLCOM Resolution No. 2019-1029 dated December 19, 2019 entitled, "Suspending the Implementation of NAPOLCOM Resolution No. 2018-340, entitled: "Amending Section IV-B of NAPOLCOM Resolution No. 91-18, "Rationalizing the Structure of Allowances and Incentive Pays Over and Above the Basic Pay and Longevity Pay of Uniformed Personnel of the Philippine National Police";
- j. NAPOLCOM Resolution No. 2018-340 dated July 11, 2018 entitled, "Amending Section IV-B of NAPOLCOM Resolution No 91-18, entitled: Rationalizing the Structure of Allowances and Incentive Pays Over and



Above the Basic Pay and Longevity Pay of Uniformed Personnel of the Philippine National Police”;

- k. NAPOLCOM Resolution No. 91-18 entitled, “Rationalizing the Structure of Allowances and Incentive Pays Over and Above the Basic Pay and Longevity Pay of Uniformed Personnel of the Philippine National Police”;
- l. PNP Memorandum Circular (MC) 2020-023 dated March 26, 2020 entitled, “Policies and Procedures Governing the Assignment, Placement, and Promotion of the Philippine National Police Academy (PNPA) and the National Police Training Institute (NPTI) Uniformed Personnel”; and
- m. PNP MC 2015-006 dated April 6, 2015, re Implementation of Flying Pay (FP), Instructor’s Duty Pay (IDP), and Sea Duty Pay (SDP) Based on CY 2012 Salary Standardization Law 3 (SSL3).

2. RATIONALE:

All personnel assigned to training schools and centers, including the recently transferred PNPA and NPTI, immensely contribute to the molding of our personnel in general by making them a competent and productive workforce of the PNP.

To remunerate their valuable contribution to training and education, they shall be paid just and equitable incentives. This MC prescribes the guidelines to ensure that lecturers, instructors, resource persons, and all other training staff are awarded appropriate incentives corresponding to their qualifications and contributions.

3. SITUATION:

The Constitution ensures that all government employees are justly compensated by the nature of their responsibilities and the qualifications of their positions.

At present, NAPOLCOM Resolution 91-18 grants collateral allowances known as Instructor’s Duty Pay (IDP) to uniformed personnel in the PNP assigned or detailed at PNP training institutions for teaching and/or conveying knowledge.

In view of the foregoing and with the enactment of RA No. 11279 that transferred PNPA and the NPTI from the PPSC to the PNP, a policy on granting IDP has become imperative.

4. PURPOSE:

This PNP MC thereby prescribes the granting of training incentives and allowances in the form of IDP to uniformed personnel, engaged in actual teaching as lecturers, instructors, subject matter experts (SMEs), and other training and education-related activities.

5. DEFINITION OF TERMS:

The following terms and phrases shall be defined for the implementation of this MC:



- a. Activities Supportive to Teaching – activities directly held in the conveyance of knowledge or skill to students. It may be executed by a facilitator or training officer and include but is not limited to the following:
 - 1) Helping the instructor in the preparation of teaching materials/or teaching aides;
 - 2) Helping the instructor as part of the demonstration team in classroom or field instructions by performing duties as a training aide;
 - 3) Assisting the instructor in supervising the students in laboratory work;
 - 4) Gathering data and other important materials for instructional use; and
 - 5) Facilitating and supervising physical exercises, physical fitness tests, and other non-academic activities of the training.
- b. Actual Teaching Activities – constitute classroom or field instructions conducted face to face, virtual (online), or blended whereby the instructor shows or demonstrates to police students/trainees how to do something; gives them lessons; provides them knowledge, insights, or understanding on a particular subject or supervises the learners to do something in a specific field of interest. It includes the assessment and evaluation of the students/trainees, and activities conducted. Actual teaching may be performed by an instructor, lecturer, trainer, or SME.
- c. Certification of Confirmation – a certificate that will attest to the completeness of the documentary requirements (cited in paragraph 7.d) submitted by the training institute.
- d. Collateral Allowance – refers to an allowance given in addition to the regular allowances but subject to certain conditions for entitlement.
- e. Course – is an organized and structured activity using different modes of learning aimed at transferring knowledge, attitudes, skills, and values to participants towards a specific goal or required competency level.
- f. Course Coordinator – a person designated to coordinate, facilitate, and assist Instructors or Course Directors in the conduct of a specific course.
- g. Course Director – an official designated to provide general supervision in the conduct of a specific course.
- h. Education – a systematic learning process that entails the development and acquiring of knowledge on a certain subject, which may be formal or informal. It specifically refers to the 4-year baccalaureate degree, i.e. Bachelor of Science in Public Safety or cadetship program of the PNPA.
- i. Facilitator – any person who is a subject expert in neutrally managing group processes and dynamics such that he/she intervenes to enable the participants to fully understand such processes and dynamics, be



involved, and have shared responsibility in the achievement of their objectives and/or in making decisions.

- j. Faculty Members– refer to the personnel of PNPA who are engaged in the actual teaching of the cadets and are covered by a teaching load.
- k. Instructor – personnel engaged in actual teaching activities who can facilitate non-academic and academic instruction and impart knowledge and learning. Capable of formulating a lesson plan, manuscript, and slide presentation on the topic, and can deliver the lesson using facilitation skills, various modes of instruction, and appropriate training aids.
- l. Instructor's Duty – refers to the duty assignment of uniformed personnel to teach, convey, or communicate knowledge or supervise training activities or conduct research or perform duties as training aides in one or more subjects in any PNP training offices/units where said uniformed personnel is assigned or detailed.
- m. Instructor's Duty Pay (IDP) – a collateral allowance provided to all uniformed personnel assigned or detailed with the training institutions, as defined in this MC, who perform instructor's duties.
- n. Lecturer – a person who, by his/her expertise in a specific subject, uses lecture as an instructional method in seminars, workshops, conferences, symposia, training programs, and other similar activities.
- o. Resource Person – any person who, by virtue of his/her expertise in a specific area, serves as a speaker in seminars, workshops, conferences, symposia, training programs, and other similar activities.
- p. Research Work – refers to the conduct of academic research such as preparation of instructional and action research; preparation of standard training packages; academic policies, and other training-related instruments/guides for the effective conduct of training.
- q. Seminar – refers to a form of academic discussion offered by an individual or a professional organization to share ideas and disseminate information.
- r. Service Provider – resource person, lecturer, facilitator, coordinator, and the like.
- s. Subject Matter Expert (SME) – any person who is proficient and has mastery of a specific subject.
- t. Supervisory Activities – refer to the overall supervision of the conduct and implementation of all training courses including classroom and field activities. These include training management, monitoring, and evaluation of education and training policies and guidelines. It is executed by supervisors, coordinators, or Course Directors.



- u. Trainers – competent persons assigned to training institutions responsible for imparting knowledge and skills, and having the ability to develop individual or group competency.
- v. Training – the process of bringing a person to a desired level of competency in terms of knowledge, attitudes, skills, and values to improve individual performance for the benefit of the organization.
- w. Training and Education-Related Activities – institutional development, capability building activities, training of trainers, and forum or convention on training and education.
- x. Training Institution – refers to the PNPA, NPTI, Training Service (TS), and the units/centers under their respective auspices including the institutions under the PPSC such as the National Forensic Science Training Institute (NFSTI) and National Police College (NPC).
- y. Uniformed Personnel – refers to active Police Commissioned Officers (PCOs) and Police Non-Commissioned Officers (PNCOs) who are assigned or detailed with training institutions, as defined in this MC.
- z. Workshop – a method of training that applies theoretical knowledge during practical exercises where tangible output is expected at the end of the training or a brief intensive course where interaction and exchange of information are evident among the participants.
- aa. Writeshop – a training method focused on enhancing or developing the participant's skills in writing.

6. GUIDELINES:

a. General Guidelines:

- 1) Uniformed personnel who are assigned or detailed with training institutions shall be entitled to IDP;
- 2) Monthly IDP to uniformed personnel who perform actual teaching activities is 25% of their base pay provided that they satisfy the aggregate minimum monthly instructional time of 48 hours, to be computed as follows:
 - a) One hour of actual classroom instruction is equivalent to one instructional hour;
 - b) One and a half (1.5) hours of research work shall be considered one instructional hour; and
 - c) Two and a half (2.5) hours of supervisory activities shall be considered one instructional hour.
- 3) All uniformed personnel who are assigned/detailed to any training institution performing activities supportive of classroom or field teaching are granted an IDP of 10% of their base pay;



- 4) Activities that involve general administration of training units such as regular duties indirectly connected to classroom/field activities or routine duties as an officer of the day shall not be included as Instructor's Duty;
 - 5) A corresponding fiscal directive shall be issued in case a new law increasing the monthly base pay, or new rate of IDP, or inclusion/exclusion of personnel entitled to IDP is issued;
 - 6) Mandatory subjects in a course/training shall be taught by the respective office primarily responsible for its implementation, as part of the information dissemination of its functions;
 - 7) The following PNP uniformed personnel, not assigned or detailed to training institutions are not entitled to IDP:
 - a) Those who are in charge of the conduct of training and similar programs and activities by virtue of their positions when they act as lecturers, resource persons, coordinators, or facilitators in in-house training and similar programs and activities or within their respective sponsoring offices/units;
 - b) Those who convey knowledge/information as deemed part of the duties and responsibilities of their designation to disseminate information and as implementers of their mandate; and
 - c) Those who are tasked to act as coordinators, facilitators, lecturers, resource persons, facilitators, and other related/similar functions in PNP initiated/organized activities as such services are deemed part of the duties and responsibilities as implementers of the PNP's mandate. Similarly, uniformed personnel who conduct or organize capability-building activities/programs and similar activities in the PNP are likewise not entitled.
 - 8) For out-of-town learning activities, in addition to IDP, the lecturers, coordinators, and facilitators may be entitled to transportation, accommodation, meals, and other expenses incidental thereto, subject to existing rules and regulations; and
 - 9) There shall be no double/multiple claims or payments of collateral allowances. In such cases where personnel is allowed to receive other allowances, he/she shall be entitled to the higher rate.
- b. Specific Guidelines:
- 1) The following training institutions are allowed to grant IDP on the courses/training they offer, as identified hereof:
 - a) PNPA
 - (1) Bachelor of Science in Public Safety; and
 - (2) Other certified courses that may hereinafter be offered.



- b) NPTI
Mandatory and Leadership Courses for PNCOs:
 - (1) Public Safety Basic Recruit Course;
 - (2) Public Safety Junior Leadership Course;
 - (3) Public Safety Senior Leadership Course;
 - (4) Public Safety Officers Candidate Course; and
 - (5) Other courses that may hereinafter be developed.
 - c) TS. All certified specialized or competency courses approved and implemented under the Master Training Action Plan.
 - d) Other training institutions.
- 2) Instructors' qualifications. In addition to those required by PNP MC 2020-023, an instructor must also possess the following:
- a) PNPA.
 - (1) Academics.
 - (a) Preferably a PCO who specializes in the subject he/she shall teach;
 - (b) If PNCO, must be a graduate of Bachelor of Science in Education (BSE) or any courses related thereto, or completed a Training of Trainers (TOT) or other similar/equivalent courses, and specializes in the subject that he/she teach; and
 - (c) They must have a Master's Degree in the related subject.
 - (2) Tactics
 - (a) Must be a specialist on the subject he/she shall teach; and
 - (b) BSE graduate or related course, or completed a TOT or other similar/equivalent courses.
 - b) NPTI.
 - (1) Academics.
 - (a) Preferably a PCO who specializes in the subject he/she shall teach;
 - (b) If, PNCO, must be a graduate of the course he/she is teaching, supervising, or helping to teach, or specializes in the particular subject he/she shall teach; and
 - (c) Must have completed a TOT or other similar/equivalent courses.



- (2) Tactics
 - (a) Must be a specialist on the subject he/she shall teach; and
 - (b) Completed a TOT or other similar/equivalent courses.
- c) TS
 - (1) Must be a graduate of the course/training he/she shall teach, and specializes in the particular subject he/she is teaching/supervising; and
 - (2) Completed a TOT or other similar/equivalent courses.
- d) Supervisors and facilitators must be a graduate of the training/course they are supervising or assisting, respectively.
- 3) Aside from the qualification standards set-forth, uniformed personnel who are not BSE graduates must undergo the Instructor Development Course (IDC). Further, all instructors must exhibit the following:
 - a) Effectiveness in teaching;
 - b) Passion and commitment to teaching;
 - c) Profound knowledge of the subject being taught; and
 - d) High degree of proficiency in the subject being taught.
- 4) The training institution concerned shall keep a database of their lecturers, resource persons, and facilitators, and request for the issuance of orders for uniformed personnel through the DHRDD, before the start of a training or academic year for the PNPA and NPTI. Likewise, they shall maintain a database for the allowances and incentives received that shall be accessible for the training audit and validation to be conducted by DHRDD.
- 5) The training schools and centers must create their pool of instructors based on the minimum qualifications required. They may require additional requirements for the efficient and effective conveyance of knowledge, skills, values, and attitudes.
- 6) The training schools and centers shall ensure that every instructor, facilitator, and supervisor, accumulates at least 48 instructional hours per month. Uniformed personnel not assigned or detailed with any training institution shall not be given instructional hours in any course/training except for technical subjects that require SMEs from external sources and mandatory subjects to be taught by the offices/units responsible for its implementation. All subjects/modules of courses/training must be taught, facilitated, and supervised by the pool of instructors/personnel assigned/detailed at training schools/centers.



c. Responsibilities:

1) DHRDD

- a) Screen, deliberate, and certify instructors, lecturers, and subject matter experts;
- b) Accredite and certify the pool of instructors, lecturers, and SMEs;
- c) Approve the conduct of training;
- d) Confirm and certify the authenticity of the training requested for IDP claim processing;
- e) Confirm the claims and issue confirmation thereof;
- f) Endorse the granting of training incentives and allowances; and
- g) Perform other tasks as directed.

2) DPRM

- a) Issue orders for instructors, lecturers, and SMEs within the PNP upon endorsement of DHRDD;
- b) Issue confirmed orders for the release of IDP; and
- c) Perform other tasks as directed.

3) DC

- a) Release funds through the issuance of a Notice of Fund Availability (NFA) to the training institution and transmit the same to Finance Service (FS); and
- b) Perform other tasks as directed.

4) DI

- a) Conduct a complete background investigation as regards the character of uniformed personnel; and
- b) Perform other tasks as directed.

5) PNPA, NPTI, TS, and other training centers

- a) Submit the list of qualified instructors vis-à-vis the subjects or topics being taught;
- b) Maintain a database of their instructors and faculty members;
- c) Issue a certification of rendered instructional time that specifies the activity conducted and the number of hours rendered;
- d) Provide validation of conducted teaching activities/training to the DHRDD with the attached requirements;



- e) Assess the performance of instructors and subsequently submit a report to DHRDD;
 - f) Every third quarter of the year, submit the program of classes for the succeeding year for the proposed budget for the requirement of IDP; and
 - g) Perform other tasks as directed.
- 6) FS
- a) Shall facilitate the release of the IDP directly to individual ATM Payroll Accounts; and
 - b) Perform other tasks as may be directed.

7. PROCEDURES:

- a. This applies to uniformed personnel who are entitled to receive 25% IDP or 10% IDP based on their monthly base pay;
- b. All training schools and centers shall, prior to the start of a training course request/inform the DHRDD of its intention to conduct the training indicating its duration, the platform of learning, the instructor for every subject/module, and the number of instructional hours to be rendered;
- c. The head of training schools and centers shall issue a certification of rendered instructional time to all instructors which specify:
 - 1) The particular activity conducted; and
 - 2) The actual number of hours conducted.
- d. On the last working day of every month, the training institution concerned shall submit to DHRDD the monthly claim of IDP with complete requirements:
 - 1) Endorsement and Validation of claims including after-activity report;
 - 2) Processed Payroll/Disbursement Vouchers;
 - 3) Certificate of Duty Status with Date of Last Promotion;
 - 4) Order of Entitlement;
 - 5) Summary of Instructional Hours Rendered; and
 - 6) Certificate of Non-Payment from FS.
- e. The DHRDD shall within two (2) days upon receipt of the request for confirmation, check the teaching activities/training and correctness of the attached necessary documents. The DHRDD, shall issue the result of confirmation and attach the same to the folder, and transmit the same to DC, otherwise require the originating unit to comply with the lacking document/s;



- f. The DC upon receipt of the request processes the submitted requirements and within two (2) days release the funds thru the issuance of an NFA to the training schools and centers and transmit the same to FS with its corresponding Notice of Cash Allocation;
- g. The FS upon receipt of the voucher with NFA shall prepare Obligation Request and status within one (1) day and forward the same to DC;
- h. The DC shall process the voucher and facilitate the approval of payment; and
- i. Once payment is approved, the FS within three (3) days shall facilitate the release of the IDP directly to the individual ATM Payroll Account.

8. ADMINISTRATIVE SANCTIONS:

Heads/Chiefs of Offices/Units are directed to strictly comply with this PNP MC. Failure to conform, negligence, or irregularities in its implementation shall be dealt with accordingly.

9. REPEALING CLAUSE:

All other policies, guidelines, issuances, rules, and regulations which are contrary or inconsistent with this MC are hereby repealed or modified accordingly.

10. EFFECTIVITY:

This PNP MC shall take effect after 15 days from filing a copy thereof at the UP Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 292 otherwise known as the "Revised Administrative Code of 1987," as amended.




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Chief, PNP 

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