



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

SEP 15 2023

DHRDD(I-FTP) 2023-0726-983

**MEMORANDUM CIRCULAR**

NO.: 2023-056

**COMPREHENSIVE PNP FIELD TRAINING PROGRAM**

**1. REFERENCES:**

- a. Republic Act (RA) No. 11279 entitled, "An Act Transferring the Philippine National Police Academy (PNPA) and the National Police Training Institute (NPTI) from the Philippine Public Safety College (PPSC) to the 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 Therefor and for other Purposes";
- b. Sec. 19, RA No. 8551 entitled, "An Act Providing for the Reform and Reorganization of the Philippine National Police and for other Purposes, Amending Certain Provisions of Republic Act Numbered Sixty-Nine Hundred and Seventy-Five Entitled, "An Act Establishing the Philippine National Police Under a Re-organized Department of the Interior and Local Government, and for Other Purposes";
- c. Sec. 20 and 21, Implementing Rules and Regulations (IRR) of RA No. 8551 entitled, "An Act Providing for the Reform and Reorganization of the Philippine National Police and for other Purposes, Amending Certain Provisions of Republic Act Numbered Sixty-Nine Hundred and Seventy-Five Entitled, "An Act Establishing the Philippine National Police Under a Re-organized Department of the Interior and Local Government, and for Other Purposes";
- d. Civil Service Commission (CSC) Resolution No. 1800692 entitled "2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)" promulgated on July 3, 2021;
- e. NAPOLCOM Memorandum Circular (MC) No. 2021-003 entitled "Prescribing the Guidelines and Procedures for Lateral Entry as Police Commissioned Officers" dated August 3, 2021;
- f. NAPOLCOM MC No. 2021-002 entitled "Rules and Regulations in The Conduct of Termination Proceedings Against PNP Uniformed Personnel in Temporary Status" dated May 7, 2021;
- g. NAPOLCOM MC No. 2021-001 entitled "Prescribing Guidelines and Procedures for the Recruitment Selection and Appointment of Patrolman/Patrolwoman" dated April 8, 2021;
- h. NAPOLCOM MC No. 2018-002 entitled "Prescribing the Procedures and Guidelines in the Processing of Applicants for Appointment as Police Commissioned Officers via Lateral Entry" dated November 8, 2018;





- i. NAPOLCOM MC No. 2016-002 entitled "Revised Rules of Procedure Before the Administrative Disciplinary Authorities and the Internal Affairs Service of the Philippine National Police" dated March 7, 2016;
- j. PNP MC No. 2020-011 entitled "Revised Guidelines and Procedures in the Determination and Recognition of PNP Best Practice" dated March 11, 2021;
- k. PNP MC No. 2016-053 entitled, "Addendum to PNP Memorandum Circular No. 2016-006 entitled Revised PNP Field Training Officers Development Program dated February 22, 2016" dated August 8, 2016;
- l. PNP MC No. 2016-006 entitled "Revised PNP Field Training Officers Development Program" dated February 22, 2016;
- m. PNP MC No. 2014-017 entitled "PNP Field Training Officers Development Program" dated June 10, 2014;
- n. PNP Field Training Program Manual for Police Officer 1 (2006);
- o. PNP P.A.T.R.O.L. PLAN 2030;
- p. Directorate for Human Resource and Doctrine Development Family Conference held on October 23 to 24, 2019; and
- q. Pronouncement of former President Rodrigo Roa Duterte on January 17, 2022.

## 2. RATIONALE:

The development of this MC is in accordance with Section 19 of RA No. 8551 which provides that "All uniformed members of the PNP shall undergo a Field Training Program for 12 months involving actual experience and assignment in patrol, traffic and investigation as a requirement for permanency of their appointment."

This MC is also guided by Section 20 of the IRR of RA No. 8551 which provides that: "All uniformed members of the PNP shall undergo a Field Training Program involving actual experience and assignment in patrol, traffic and investigation as a requirement for permanency of their appointment. The program shall be for 12 months inclusive of the Basic Recruit Training Course for non-officers and Officer Orientation Course or Officer's Basic Course for officers." Section 21, thereafter, requires the formulation of a field training manual, which shall be submitted to the Commission for approval before its implementation, and Field Training Officers Course for the purpose of creating a pool of field training officers (FTOs).

Field Training Program (FTP) is a learning process undertaken within the training and working environment wherein a Police Trainee (PT) acquires knowledge and skills by learning appropriate subjects under competent PNP instructors in the Public Safety Basic Recruit Course (PSBRC) for Newly Appointed Police Non-Commissioned Officer (NAPNCO), as provided in NAPOLCOM MC No. 2021-001; and the Public Safety Officers Basic Course (PSOBC), as provided in NAPOLCOM MC No. 2021-003 for Newly Appointed Police Commissioned Officer (NAPCO).

The FTP concurrently intends to encourage, develop, and increase the motivation and competency of FTOs handling the Field Training Exercise (FTX) of PTs. It gives the FTOs the opportunity to contribute to the achievement of the PNP organizational goals of developing a more responsive, dynamic, competent, and credible police force.





The 12-month duration of the FTP shall be strictly followed to avoid delay in the permanency of the appointment of PTs. It shall be included in the Training Action Plan (TAP) of all offices/units concerned for appropriate funding and implementation.

### 3. SITUATION

The FTP was conceptualized to ensure that the training goals and objectives are met through the completion of mandatory courses for PTs, PSBRC for NAPNCOs and PSOBC for NAPCOs, and the FTX. The success of the FTP depends on the appropriateness of academic subjects, practical exercises, and competencies of instructors, training staff, and FTOs, who are the frontline supervisors, coaches, instructors, mentors, documenters, and evaluators of the PTs.

The FTP placed a great demand on the instructors and FTOs, thus, they need a solid foundation to effectively transfer good values, knowledge, skills, and experiences to PTs. Academic instructors and FTOs should have the dedication, commitment, and motivation to mold the finest PTs for the PNP organization. For the FTP to be successful, the best resources and incentives shall be provided to the instructors, training staff, and FTOs.

The implementation of FTP shall be included in the TAP of all offices/units/institutions concerned for appropriate fund allotment. This includes funds for the conduct, supervision, inspection, evaluation, and monitoring of FTP activities, facilities, venues, FTOs, and PTs.

The DHRDD has continuously consulted and assessed with stakeholders so as to develop a system that would be more effective in the transfer of knowledge, skills, values, and attitudes to the PTs. It is a system that motivates the instructors and FTOs, for the reason that they need appropriate and commensurate incentives to befit their role as leaders and mentors of PTs. It will also address FTX concerns in the new normal by using alternative modes of instruction commensurate to the alert level system with strict observance of minimum public health protocols. Hence, this MC was crafted to come up with a comprehensive, time-bound, and progressive system and procedures attuned to the dynamic demands of the PNP organization.

The MC on Comprehensive PNP FTP shall be applied to all PTs who shall undergo the FTP, which is composed of PSBRC for NAPNCO and the PSOBC for NAPCO via Lateral Entry (Line and Technical Service Officers) and the FTX, as a mandatory requirement for permanency of their appointment. The FTX requires the services of FTOs with ranks ranging from PSSg to PMAJ and other Officers concerned who are directly tasked with the implementation of the FTP. This MC, therefore, serves as a reference and guide to those directly involved in the implementation of the FTP.

### 4. PURPOSE

To provide guidelines and procedures on the implementation of FTP, this MC specifically aims to:

- a. Provide standard training guidelines on FTP to be implemented in all training institutions and police offices and units concerned;



- b. Determine the pool of accredited, certified, and competent instructors, training staff, and FTOs;
- c. Enhance and strengthen the systems and procedures in the implementation of the FTP Standard Training Package (STP) and FTX Manual by providing specific guidelines on the daily routine and activities of FTOs and PTs during the FTX;
- d. Develop competent, and physically and mentally fit police officers as well as weed out incompetent and undesirable PTs;
- e. Institutionalize incentives and a reward system to motivate Instructors, Training Staff, FTOs, Field Training Coordinators (FTC)/COPs;
- f. Imbibe the proper values and attitude;
- g. Provide standard criteria and qualifications for the selection of FTOs;
- h. Enhance the leadership, supervisory, and mentoring skills of FTCs and FTOs;
- i. Establish a revitalized Oversight Committee, NSU FTO Selection Board, Regional FTO Selection Board, and Red Team;
- j. Specify the roles of the Regional Directors (RDs), Provincial Directors (PDs), FTCs/COPs, FTOs, and all Office/Unit Directors/ Commanders concerned in the implementation of the FTP;
- k. Include moral and spiritual enhancement activities like life coaching, squadding, buddy accountability system, worship, fellowship with spiritual advisers/supervisors, case-based scenarios, and other related activities during the conduct of FTP;
- l. Include in the Program of Instruction (POI) and STP subjects/activities that promote the core values, customs, traditions, and other good deeds of the PNP as well as the adherence to human rights and gender development program;
- m. Provide a specific FTX venue until its completion as well as the standard specifications of accoutrements to be used by both PTs and FTOs such as brassards, IDs, traffic vests, and the like; and
- n. Set a standard for examinations pro-forma grading system, evaluation forms, feedback survey forms, reports, and certificates of PTs and FTOs.

## 5. DEFINITION OF TERMS

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





- a. Daily Observation Logbook (DOL) – is a logbook being used by FTOs to record the daily activities of PTs which shall include the activities and an assessment of the attitude and demeanor of each PT in the performance of his/her tasks.
- b. Field Training Coordinator (FTC) – refers to the Station Commander or Chief of Police of the host Police Station who shall supervise and ensure the strict implementation of the FTP MC and STP under the direction and administration of the Regional Learning and Doctrine Development Division (RLDDD) or R8, and Regional Special Training Unit (RSTU) concerned.
- c. Field Training Exercise (FTX) – is a training program for NAPCOs and NAPNCOs involving actual experience and assignment in patrol, investigation, and traffic in the police station as an active observer and passive performer.
- d. Field Training Officer (FTO) – refers to a PNP uniformed personnel with the rank of Police Staff Sergeant (PSSg) to Police Major (PMAJ) who finished his/her FTOC and is designated as the direct supervisor of PTs during the conduct of FTX. He/she is selected by his/her respective NSU or Regional FTO Selection Board.
- e. Field Training Officer Course (FTOC) – is a prerequisite training for FTOs designed to orient them on the proper implementation of this MC, the STP for FTX, and the FTP Manual. FTOC for PNCOs (PSSg to PEMS) is conducted separately from the FTOC for PCOs (PCPT to PMAJ). Since it is a prerequisite training, it has no other equivalent competency training or course and must be conducted in coordination with the PNP Training Service (PNPTS).
- f. Field Training Program (FTP) – is a 12-month program for PTs composed of the academic phase (PSBRC for NAPNCOs and PSOBC for NAPCOs via Lateral Entry) and the FTX which involves actual experience and assignment in patrol, investigation, and traffic as active observers and passive performers.
- g. Field Training Over-all Administrator (FTOA) – refers to the Director of the PNPTS who shall be responsible for the overall conduct and administration of FTX for NAPCOs and NAPNCOs.
- h. Field Training Supervisor (FTS) – refers to the Chief of RSTU who shall be responsible for the supervision and monitoring of the FTX.
- i. Field Training Section (FTSec) – refers to the office of the Assistant Chief of Police for Operations of the host police station.
- j. FTO Service Duty (FTOSD) – is the time required from FTOs in the rendition of their functions in any of the three phases of FTX following the STPs on Patrol, Investigation, and Traffic. However, the FTOSD may



be extended in the exigency of police service.

- k. Host Police Station – refers to the City Police Offices and its numbered Police Stations, City Police Stations, Class “A” Municipal Police Stations, and on a case-to-case basis, Class “B” Municipal Police Stations where FTX is being conducted.
- l. Instructor’s Duty Pay (IDP) – is an incentive monetary allowance based on the approved budget that is given to Instructors and FTOs, who are entitled to receive it, for teaching and facilitating the subjects and activities specified in the STP for FTP (Academic and FTX) and field training manual.
- m. Investigation Phase – is an FTX phase wherein PTs experience the police role in various aspects of investigation such as the proper collection, evaluation, and documentation of evidence in a crime scene including the preservation of chain of custody, conduct of interviews on witnesses or complainants, identification and interrogation of suspects, preparation of complaint affidavits and pertinent documents needed in the filing of cases.
- n. National Support Unit FTO Selection Board (NFSB) – is a Board created by National Support Units to select FTOs who will render their FTOSD.
- o. Newly Appointed Police Commissioned Officers (NAPCOs) – refer to PNP uniformed personnel who were appointed as PCOs via Lateral Entry for Line or Technical Service in temporary status.
- p. Newly Appointed Police Non-Commissioned Officers (NAPNCOs) – refer to PNP uniformed personnel who were appointed as Patrolmen/Patrolwomen in temporary status.
- q. Patrol Phase – is an FTX phase wherein PTs experience various aspects of patrol functions as active observers and passive performers in the conduct of foot and mobile patrols, response to emergency calls and crime incidents, rendition of police assistance to the general public, and implementation of national laws and local ordinances.
- r. Police Trainee (PT) – refers to both NAPCO and NAPNCO who will undergo the 12-month FTP.
- s. Public Safety Basic Recruit Course (PSBRC) – is an intensive and progressive training designed for NAPNCOs to develop their knowledge, skills, values, and attitude about law enforcement.
- t. Public Safety Officer Advance Course (PSOAC) – a four-month resident training program intended for middle level uniformed commissioned officers with a minimum rank of Police Captain.





- u. Public Safety Officers Basic Course (PSOBC) – is an intensive and progressive training designed for NAPCOs via Lateral Entry to develop their knowledge, skills, values, and attitude about law enforcement.
- v. Public Safety Senior Leadership Course (PSSLC) – is a mandatory course designed to provide senior PNCOs with appropriate managerial and leadership skills in administration in their respective units.
- w. Regional FTO Selection Board (RFSB) – is a Board created by Police Regional Offices to select FTOs who will render their FTOSD.
- x. Remedial Test – is a test given upon written request of PT who failed the written or practical test in the academic phase or in any of the three phases of FTX.
- y. Special Test – is a test given to a PT who failed to take the written or practical test in the academic or non-academic phase due to excused absence.
- z. Termination Proceeding – is a course of action taken which allows due process to be given to a PT who failed to comply with the minimum academics and FTX standards of FTP.
- aa. Tour of duty – is the 8-hour tour of duty per day of a PT in the Patrol, Investigation, and Traffic Phase, under the supervision of a designated FTO.
- bb. Traffic Phase – an FTX phase wherein PTs experience actual traffic functions such as, but not limited to, traffic management, enforcement of traffic rules and regulations, acting as first responders to traffic accidents, and preservation of peace and order in the streets.
- cc. Weekly Performance Report – is a report rendered by the FTO indicating the performance of PTs in the three Phases of FTX.

## 6. GUIDELINES:

### a. General Guidelines

All personnel shall comply with the guidelines, procedures, and policies stipulated in this PNP MC. All offices and units concerned shall be responsible for ensuring that only well-trained and competent PTs graduate from the FTP.

The PSOBC of NAPCOs shall be administered by the National Police College (NPC), while the PSBRC of NAPNCOs shall be handled by the NPTI. These foundational courses are subject to change based on any future issuance of NAPOLCOM. The FTX of NAPCOs and NAPNCOs shall be supervised by PNPTS through RSTUs, in collaboration with RLDDD/R8. The FTX of PTs that involves actual experience in patrol,



investigation, and traffic duties as active observers and passive performers shall be undertaken in the police stations under the exclusive supervision of designated FTOs pursuant to the provisions of RA No. 8551 and RA No. 11279.

The duration of the FTP shall neither be shortened nor prolonged without any compelling reason like a calamity, disaster, epidemic, pandemic, and other situations that are detrimental to national safety and security. PTs shall not be deployed during their academic phase. In times of crisis situations, the modification in the conduct of training and deployment of PTs during their FTX shall be properly documented and shall only be allowed with the approval of the CPNP upon the recommendation of TDHRDD.

The FTP aims to promote professional growth and inspire motivation among PNP uniformed personnel while enhancing the effectiveness of the police service. Thus, the following policies shall be observed:

- 1) Appropriate subjects, case-based scenarios, and practical exercises shall be included in the curriculum and Learning/Training Package of PSBRC and PSOBC attuned with the current demands of police service;
- 2) All subjects and practical exercises in the PSBRC and PSOBC shall be taught and administered only by accredited Subject Matter Experts (SMEs) and from among the pool of certified PNP Instructors;
- 3) Physical, moral, and spiritual enhancement activities like physical fitness, squadding, life coaching, and other activities which promote human rights, gender equality, good deeds, financial literacy, and core values of the PNP shall be undertaken by all PTs during their FTP. All activities shall be documented by the Training Staff and FTOs to be submitted to the RTCs and RSTUs for consolidation and endorsement to DHRDD;
- 4) The DRD shall provide the standard design and specifications of accoutrements for PTs and FTOs. The NPTI shall provide for the standard template of IDs, examination questionnaires, evaluation forms, survey forms, and certificates for NAPNCOs during their PSBRC, while PNPTS shall provide the same for NAPCOs and NAPNCOs during their FTX;
- 5) No Reassignment Orders shall be issued to any PT during the entire duration of the FTP until the completion of the program;
- 6) Issuance of IPER of FTOs shall be in accordance with the existing DPRM policies;
- 7) Prior to the acceptance of PTs and FTOs, the COPs/Station Commanders, Assistant Chief of Police for Operations, Chief,





Investigation and Detective Management Section, and Chief of Traffic Section of the host police office/station shall be required to attend the Orientation Seminar being conducted by Chief of RLDDD/R8 in coordination with the Chief of RSTU;

- 8) FTOC and FTOSD shall be prerequisites for PSSLC to ensure a sufficient number of PNCO FTOs who shall handle NAPCOs during their FTX;
- 9) NSUs and PROs shall conduct a rigid selection process of FTOs and shall maintain a pool of FTOs on each FTX Phase;
- 10) All qualified PNP uniformed personnel with the ranks of PSSg to PMAJ assigned in the host police station shall be designated to serve as FTOs to PTs. The FTO to PT ratio of supervision shall be 1:5 or as may be determined by the NHQ Oversight Committee;
- 11) No FTO shall handle the same PTs in all three phases of FTX to avoid subjectivity and familiarization. Relatively, only female FTOs shall handle female PTs. No male FTOs in any instance shall handle female PTs to avoid gender-based related issues;
- 12) Detailed FTOs shall be entitled to IDP and shall also be given the following after completely rendering FTOSD:
  - a) FTOSD Certification by PNPTS; and
  - b) Appropriate awards and commendations as warranted.
- 13) Upon the effectivity of this MC, the following PNP personnel shall be endorsed by units concerned to the NFSB or RFSB to undergo the FTOC and render FTOSD:
  - a) Those who have served UN Mission (PSSg to PMAJ);
  - b) Those who underwent schooling/training abroad for one month or more;
  - c) Those who have availed of study leave for Bar/Board exam; and
  - d) Those who have availed of the PNP Scholarship Grant.
- 14) FTOs shall be evaluated by the COP/FTCs. All evaluation reports shall be subsequently submitted to RFSB/NFSB upon the termination of FTOSD;
- 15) PCOs who shall serve as FTOs for NAPCOs shall be of higher rank than that of the NAPCOs;
- 16) PTs shall undergo the three phases of FTX in the police station as active observers and passive performers regardless of their technical expertise/specializations and unit assignments pursuant to the



provisions of RA No. 8551;

- 17) Chief, NTC/RTC shall immediately turn over the NAPCOs to the C, RTSU right after their graduation from PSBRC, for their FTX. PTs of NSUs shall undergo FTX in the PRO where they finished their PSBRC or PSOBC. In case the PRO cannot accommodate them due to lack of material and manpower requirements, the Unit Director of PTs concerned may request from DHRDD for the transfer of FTX venue;
- 18) RTSUs shall collaborate with the RLDDD of the PRO concerned relative to the distribution and deployment of NAPCOs and NAPCOs to different police stations. They shall coordinate with the respective mother units of the NAPCOs and NAPCOs of NSUs for the availability of FTOs to augment the FTOs assigned in the host police stations;
- 19) Billeting area of PTs shall be within the vicinity of the police station or an affordable boarding house located within walking distance from the police station;
- 20) PTs are prohibited to drive or ride motorcycles. They shall be conveyed to and from their area of deployment, venue of Physical Fitness Test (PFT), medical check-up, and evaluation using PNP vehicles;
- 21) RLDDDs and RSTUs shall conduct regular inspections of the billeting and deployment areas to ensure the safety and security of all PTs;
- 22) RLDDDs and RSTUs shall assist the family of PTs involved in accidents for the facilitation of claims or benefits they are entitled to receive;
- 23) PNPTS shall submit Investigation Report (IR) of incidents involving PTs with complete attachments and mention all the assistance extended to PTs concerned or his/her family;
- 24) NAPCOs from Technical Service Units shall exercise their technical, managerial, and leadership skills while acquainting themselves on the basic field duties and functions of police officers during their FTX in the police stations. It shall not however include other regular police duties that are not related to patrol, investigation, traffic, or activities not specified in the FTX Manual considering that they are still under training and in temporary status;
- 25) PTs shall not be utilized or detailed to perform any function that is not covered by the three phases of FTX particularly functions requiring combative skills and police operations expertise. However, utilization of PTs in the exigency of police service such as national emergency and crisis situations shall be allowed, provided it is approved by the





Chief, PNP upon the recommendation of DHRDD;

- 26) PTs under the supervision of their respective FTOs, shall observe and assist in the proper collection, evaluation, and documentation of evidence in a crime scene including the preservation of chain of custody, conduct of interviews on witnesses or complainants, identification and interrogation of suspects, and preparation of pertinent documents needed in the filing of cases. However, the NAPCO shall not be designated as Section Chief or Team Leader, and the NAPNCO shall not be designated as evidence collector, evidence custodian, or investigator-on-case in actual cases since they are under training and their appointment in the PNP is still temporary;
- 27) PTs shall perform and document a "good deed" every week as one of the requirements of the FTX evaluation by the COP/FTC;
- 28) PTs who are undergoing the 12-month FTP are not allowed to attend seminars, training, and conferences as representatives of police stations;
- 29) PTs are not allowed to leave their billeting area after their tour of duty;
- 30) PTs shall be rated and evaluated in every phase of FTX by the assigned FTOs and the latter shall submit the evaluation report to the FTC. Any PT who failed in a particular phase shall be given a chance to take the remedial test and pass it first before proceeding to the next phase. If the PT still failed to pass the remedial test, a termination from training proceedings shall be conducted against him/her;
- 31) Any PT who failed to take the scheduled test due to excused absence may request a special test by filing a written request with supporting documents (e.g. Death Certificate of a relative or Certificate of Appearance in any quasi-judicial body as a witness or victim) addressed to the approving authority of the training center/unit within 24 hours upon return;
- 32) Any PT who failed to take the test due to unauthorized absence and those who failed to avail the special test will be given a score of zero equivalent to 50% of their grade;
- 33) Any PT who avails the special examination due to job-related activities will be given the actual grade he/she received from his/her special examination;
- 34) Any PT who avails the special examination due to valid personal reasons will be given a grade of 75% or lower as the case may be;



- 35) Any PT who failed any written and practical test shall request a remedial test to the approving authority of the concerned training center/unit within 24 hours after its publication;
- 36) Termination from service of any NAPCO or NAPNCO shall be in accordance with NAPOLCOM MC No. 2021-002 entitled "Rules and Regulations in the Conduct of Termination Proceedings Against PNP Uniformed Personnel in Temporary Status";
- 37) Academic breaks may only be filed by PTs to the Admin Office of their respective mother units after the completion of their FTP; and
- 38) All existing guidelines and procedures on mandatory and specialized courses shall still be strictly observed. Likewise, other policies not specifically covered by this MC but deemed favorable to the best interest of the PNP organization shall be in effect.

b. Specific Guidelines

- 1) An Oversight Committee (OC) shall be created at the National Headquarters to exercise overall supervision and control in the implementation of the FTP. The Committee shall evaluate the plans, programs and activities, and recommendations of the National Support Unit Field Training Officer Selection Board (NFSB) and Regional Field Training Officer Selection Board (RFSB). The OC shall be composed of the following:

TDCA	Chairman
TCDS	Vice Chairman
TDPRM	Member
TDI	Member
TDO	Member
TDL	Member
TDPCR	Member
TDC	Member
TDIDM	Member
TDHRDD	Member
TDPL	Member
TDRD	Member
D, PNPTI	Member
D, PNPTS	Member
D, LS	Member
D, HS	Member
C, ITPDD, DHRDD	Member/Head Secretariat

- 2) The NFSB shall be created purposely to screen and evaluate potential FTOs for NSU PTs to ensure that the criteria/qualifications in the selection process are being strictly followed, hence, only competent and values-oriented PNP personnel shall handle PTs during FTX. The Board is responsible for maintaining a pool of





qualified and competent FTOs. The composition of the said Board shall be as follows:

DDA	Chairman
C, ARMD	Vice Chairman
C, ID	Member
C, OMD	Member
C, PCADD	Member
C, BFO	Member
C, IDMD	Member
Chief, Training Section	Member/Secretariat

- 3) The RFSB shall be created purposely to screen and evaluate potential FTOs in the PROs to ensure that the criteria/qualifications in the selection process are being strictly followed, hence, only competent and values-oriented PNP personnel shall handle PTs during FTX. The Board is responsible for maintaining a pool of qualified and competent FTOs. It shall also oversee the distribution of funds to the COPs/Station Commanders who shall serve as FTCs. The composition of the said Board shall be as follows:

DRDA	Chairman
C, RLDDD	Vice Chairman
C, RID	Member
C, ROD	Member
C, RCADD	Member
C, RCD	Member
C, RIDMD	Member
C, RPRMD	Member
C, RSTU	Member
C, Training Section	Member/Secretariat

- 4) The selection criteria of FTOs shall be composed of the following:
- a) Must have completed the FTOC; and
  - b) Must possess the following qualifications:
    - (1) With the ranks of PSSg to PMAJ;
    - (2) With mandatory career course not lower than PSOBC for PCOs and Public Safety Junior Leadership Course (PSJLC) for PNCOs;
    - (3) Completed any related seminar or training either on patrol, investigation, or traffic;
    - (4) Physically and mentally fit; and
    - (5) Recommended by the NFSB/RFSB.



- 5) The Red Team shall be created purposely to conduct inspection and ensure strict implementation of training guidelines and minimum health standard protocol in the conduct of PSOBC, PSBRC, and the three phases of FTX. The team is responsible for submitting After Inspection Reports to DHRDD through the RLDDD/R8. The composition of the Red Team shall be as follows:

Chief, RLDDD/ R8	Team Leader
Assistant Chief, RIAS	Assistant Team Leader
Assistant Chief, RTC	Member
Assistant Chief, RSTU	Member
Assistant Chief, RHSU	Member
Assistant Chief, RSMU	Member/Secretariat

- 6) Administrative Jurisdiction and Management Policy

- a) Commitment to the PNP Leadership

The implementation of the FTP is the responsibility of the PNP leadership. The program shall be established as a policy and accepted at all levels of the hierarchy. The PNP leadership shall ensure the FTP's success by providing policy and doctrinal guidance and allocating an annual budget for its administrative and operational requirements.

- b) Role of DHRDD

The FTP is a program geared towards the training and development of PNP uniformed personnel. Hence, at the national level, the DHRDD has the primary responsibility of supervising the implementation of the program. RLDDD/R8 at the regional level shall likewise assume the same. At the police station level, the Administrative Section has functional supervision over the program being in charge as the Human Resource Training and Development staff.

- c) Venue of the FTX

The venue for the FTX shall be at the designated City Police Office, Municipal Police Stations of Class "A" municipalities, and Class "B" Municipalities on case to case basis, where substantial activities on patrol, investigation, and traffic are being conducted. The COP/FTC in the designated FTX areas shall be responsible for the implementation of the FTX and shall ensure that it is implemented efficiently and effectively to attain its objectives.

Furthermore, the COP/FTC concerned shall provide a space within the police station that will serve as an FTX center to be used by the FTOs and PTs. The former shall also provide the necessary requirements of the center such as office furniture and fixtures;





office supplies and equipment; and FTP reference materials.

d) Field Training Program Implementation Structure (FTPIS)

To guarantee focus on the instructional and learning process during the FTX of PTs, FTPIS shall be established for the proper conduct of the FTP. The personnel concerned under the FTPIS shall work together to attain the purpose and objectives of the FTP which shall guarantee the success of the program. The composition and functions of the members of FTPIS are as follows:

(1) Field Training Director (FTD)

The Director of DHRDD shall be designated as the FTD. He shall be responsible for the overall implementation of the FTP for PTs nationwide. He may delegate his functions concerning FTP to the Chief of the Individual Training Program Development Division (ITPDD), DHRDD who supervises mandatory schooling.

(2) Field Training Over-all Administrator (FTOA)

The Director of PNPTS shall be designated as the FTOA. He shall be responsible for the overall conduct, supervision, and monitoring of the FTX.

(3) Field Training Regional Administrator (FTRA)

The RD of PROs shall be designated as FTRA. He shall receive the NAPCOs and NAPNCOs who are to undergo FTX. He shall also oversee the conduct of FTX within his area of jurisdiction. He may delegate his tasks pertaining to FTX to the C, RLDDD/R8.

(4) Field Training Supervisor (FTS)

The Chief of RSTU shall act as FTS. As such, he shall:

- (a) Ensure the proper implementation of FTX;
- (b) Review, compile, and monitor with fairness and impartiality the evaluation of PTs;
- (c) Supervise the FTOs in the preparation and administration of all FTX examinations;
- (d) Submit reports required by the DHRDD and disseminate directives and guidelines coming from higher offices to FTCs, FTOs, and PTs;



- (e) Issue Return to Unit (RTU) orders to PTs who failed in the FTX or who committed class one offense punishable by RTU; and
- (f) Perform other functions as may be directed.

(5) Field Training Coordinator (FTC)

The FTC shall be the COP of the host police station/office where FTX will be conducted. He shall take part in the proper conduct of FTX within his jurisdiction. He shall:

- (a) Receive the PTs who shall undergo FTX, together with their FTOs;
- (b) Monitor and ensure that FTX activities are properly observed in accordance with this MC, the FTX Manual, and STP for FTX;
- (c) Assist in the administrative, operational, and logistical support in the conduct of FTX;
- (d) Evaluate reports rendered by the FTS and FTOs in the FTX implementation;
- (e) Conduct performance evaluation of FTOs and PTs;
- (f) Recommend appropriate sanctions on FTO or PT for any violation as warranted; and
- (g) Perform other functions as may be directed.

While the COP/FTC shall ultimately be responsible for the success of the FTX in his locality, the day-to-day operations of the program may be designated to his/her Assistant Chief of Police for Operations, who shall assume the position as Chief of Field Training Section (FTSec) in concurrent capacity. The Chief of FTSec shall be accountable to the COP/FTC for the proper implementation of the FTX. He/she shall recommend the appointment of Field Training Leaders (FTL) on the three phases of FTX. He/she can also recommend the termination from the training of any PT who failed in the FTX.

The Chief of FTSec, FTLs, and FTOs are basically training officers. As such, they shall be responsible for the training of the PTs detailed to them for the FTX and they shall work as a team to ensure that the PTs acquire the knowledge, skills, attitude, and values of a dedicated and service-oriented law enforcer.

The Chief of FTSec, FTLs, and FTOs shall be entitled to Instructor's Duty Pay (IDP) or incentives during the conduct of





FTX subject to the existing policies and regulations governing IDP.

(6) Field Training Section (FTSec)

The Chief of the FTSec shall be the Assistant Chief of Police for Operations of the host Police station. As such, he/she shall:

- (a) Oversee the proper implementation of FTX on patrol, investigation, and traffic;
- (b) Supervise the checking of daily attendance of PTs and FTOs;
- (c) Monitor the DOL of FTOs and keep the COP/FTC informed; and
- (d) Perform other functions as may be directed.

(7) Field Training Leaders (FTLs)

The FTLs for different phases of the FTX shall refer to the Chiefs of Operations, Investigation, and Traffic Sections of the host police station. As such, they shall:

- (a) Prepare the schedules of the daily activities of the FTO and PTs based on the FTX Manual and STP for FTX;
- (b) Assist FTOs and PTs in the conduct and implementation of their daily learning activities;
- (c) Check the DOL accomplished by FTOs and prepare the weekly performance report of PTs;
- (d) Act as counselors and frontline supervisors of FTO and PTs;
- (e) Prepare the completion reports of each phase of FTX; and
- (f) Perform other functions as may be directed.

(8) Field Training Officer (FTO)

The FTO shall have the rank of PSSg to PMAJ. He/she is primarily responsible for the conduct of the daily training activities of the PTs. As such, he/she shall:

- (a) Serve as supervisor, instructor, mentor, and evaluator of the PTs during the entire duration of the phase where they were assigned;



- (b) Attend to the daily and weekly documentation requirements of FTX until its completion;
- (c) Ensure the proper learning experiences of PTs in the three phases of FTX;
- (d) Perform and facilitate activities stated in the FTX Manual; and
- (e) Perform other functions as may be directed.

c. Supervision and Control

All successful PNP applicants for Patrolman/Patrolwoman shall be turned over to NTC/RTC to undergo the PSBRC. The NAPCOs via Lateral Entry (Line and Technical Service Officers) shall be turned over to NPC to undergo PSOBC. A certificate of completion from the NPTI and NPC shall be issued to the PTs upon completion of their respective mandatory courses. Subsequently, they shall undergo their FTX under the supervision of the RSTU concerned in collaboration with RLDDD/R8 of host PRO.

Prior to FTX, an orientation seminar for COPs, FTOs, and PTs shall be conducted by RLDDD/R8 and RSTU to ensure that all policies and regulations pertaining to FTX are clearly defined and understood by different personnel and units involved.

The NSUs/PROs shall provide FTOs for their respective PTs. The PTs shall be divided into different groups with respective FTOs and thereafter, be assigned to the police stations. The COPs concerned shall assist and support the conduct of FTX within their respective jurisdictions. The Director of PNPTS shall monitor and submit a report on the conduct of the FTX of NAPCOs and NAPNCOs to DHRDD.

The PROs shall monitor the implementation of the program in their respective Provinces/Districts. Consequently, the Police Provincial Offices and Districts shall supervise the conduct of the program in their respective police stations.

d. Implementation of Field Training Officers Development Program (FTODP)

FTODP is a program that is comprised of two phases: (1) the Field Training Officers Course; and (2) the FTO Service Duty.

1) **Field Training Officers Course (FTOC)**

The conduct of FTOC shall be under the supervision of the School for Field Training and Technical Services (SFTTS), PNPTS. The SFTTS shall ensure the continuous conduct of training and





upgrading of POI as well as other requirements needed for the improvement of the FTP.

## 2) Field Training Officers Service Duty (FTOSD)

FTOSD shall be the time required from FTOs in one of the three phases of FTX. Below is the required FTOSD duration for FTOs vis-à-vis the PT's required days of actual experience in the police station before the final evaluation of PTs at their respective RSTU:

FTX Phase	Duration (inclusive of 3 days evaluation at the end of every phase)
Patrol	85 days
Investigation	60 days
Traffic	30 days
Final Evaluation	5 days
<b>TOTAL</b>	<b>183 days</b>

PNPTS shall review, update and formulate STPs and FTX Manuals for NAPCOs and NAPNCOs in collaboration with offices/units concerned.

### e. Responsibilities:

#### 1) ODCA

- a) TDCA is designated as Chairman of the Oversight Committee; and
- b) Perform other functions as required.

#### 2) OTCDS

- a) TCDS is designated as Vice Chairman of the Oversight Committee; and
- b) Perform other functions as may be directed.

#### 3) DPRM

- a) TDPRM is designated as member of the Oversight Committee;
- b) Coordinate with DHRDD with regard to the number of NAPCOs and NAPNCOs in preparation for the turnover of NAPCOs to NPC for their PSOBC, and NAPNCOs to NPTI for their PSBRC;
- c) Issue appropriate orders to PNP personnel who will compose the Oversight Committee;
- d) Issue appropriate orders to PTs who will undergo FTP;
- e) Provide DHRDD with the list of prospective FTOs with pending administrative cases;



- f) Issue appropriate orders to all PNP personnel who have rendered UN mission and those who were granted study leave, schooling abroad, and scholarship grants to render FTOSD;
  - g) Issue appropriate awards and commendations to those who have rendered exemplary services during the implementation of the FTP;
  - h) Issue Orders for PTs who were subjected to termination proceedings as well as Deferment Orders to pregnant PTs; and
  - i) Perform other tasks as directed.
- 4) **DI**
- a) TDI is designated as member of the Oversight Committee;
  - b) Ensure that all police trainees have no derogatory records; and
  - c) Perform other tasks as directed.
- 5) **DO**
- a) TDO is designated as member of the Oversight Committee;
  - b) Supervise and monitor the deployment of PTs in the exigency of police service during pandemic, disaster, and situation concerning national security; and
  - c) Perform other tasks as directed.
- 6) **DL**
- a) TDL is designated as member of the Oversight Committee;
  - b) Provide logistical requirements for the successful implementation of the FTP; and
  - c) Perform other tasks as directed.
- 7) **DPCR**
- a) TDPCR is designated as member of the Oversight Committee;
  - b) Facilitate gender and development programs for FTOs and PTs; and
  - c) Perform other tasks as directed.
- 8) **DC**
- a) TDC is designated as member of the Oversight Committee;
  - b) Provide fund support for the successful implementation of FTP;





- c) Facilitate the processing of funds needed in the timely implementation of the FTP to include Instructor's Duty Pay (IDP), Training Subsistence Allowance (TSA), and additional MOOE for host PROs and PNPTS during the conduct of FTX; and
  - d) Perform other tasks as directed.
- 9) **DIDM**
- a) TDIDM is designated as member of the Oversight Committee;
  - b) Provide DHRDD with the list of prospective FTOs with pending criminal cases;
  - c) Conduct pre-charge evaluation and investigation of PNP personnel violating this MC;
  - d) Provide a pool of investigators as potential FTOs; and
  - e) Perform other tasks as directed.
- 10) **DHRDD**
- a) TDHRDD is designated as member of the Oversight Committee;
  - b) OPR in the implementation of this MC;
  - c) Monitor the implementation of the FTP;
  - d) Review and update policies and guidelines in collaboration with the Technical Working Group composed of different PNP units concerned;
  - e) Ensure that those FTOs who rendered FTOSD are given priority in local and foreign training as well as scholarship grants subject to the existing PNP policies, rules, and regulations;
  - f) Maintain close coordination with DPRM regarding the quota allocation and other requirements of NAPCOs and NAPNCOs who will undergo FTP. Likewise, on the issuance of orders for PTs who were deferred or terminated from training or RTU;
  - g) Maintain coordination with different training institutions for the availability of material and manpower resources in the conduct of PSBRC, PSOBC, and FTX;
  - h) Conduct inspection and audit of training facilities and FTX venues in coordination with offices/units concerned;
  - i) Conduct periodic evaluation of the implementation of all NHQ focus directives such as Physical Fitness Test (PFT), BMI measurement, good deeds, squadding, and other programs for PTs;



- j) Maintain coordination with other units concerned for the successful implementation of the FTP;
  - k) Facilitate the accommodation of PTs who were recommended by their respective Termination Deliberation Board to return to training and were certified by HS as fit to undergo training; and
  - l) Perform other tasks as directed.
- 11) **DPL**
- a) TDPL is designated as member of the Oversight Committee;
  - b) Require PNP personnel with the ranks of PSSg to PMAJ to undergo FTOC and render service obligations through FTOSD after returning from UN Mission; and
  - c) Perform other tasks as directed.
- 12) **DRD**
- a) TDRD is designated as member of the Oversight Committee;
  - b) Provide standard specifications of all accoutrements for FTP and ensure that LOI "Tamang Bihis" is strictly implemented and complied with; and
  - c) Perform other tasks as directed.
- 13) **LS**
- a) D, LS is designated as member of the Oversight Committee;
  - b) Provide legal guidance and assistance as requested; and
  - c) Perform other tasks as directed.
- 14) **HS**
- a) D, HS is designated as member of the Oversight Committee;
  - b) Ensure that all PTs are physically and mentally fit for training;
  - c) Ensure that the training staff, instructors, and FTOs are in good health prior to and during the conduct of FTP;
  - d) Issue appropriate medical certificates with recommendations on PTs who became unfit for training due to sickness, injury, or pregnancy during the conduct of FTP;
  - e) Provide medical guidelines and health protocols in the conduct of face-to-face training; and
  - f) Perform other tasks as directed.





**15) NPTI**

- a) D, NPTI is designated as member of the Oversight Committee;
- b) Facilitate the conduct of PSBRC for NAPNCOs;
- c) Supervise and monitor through the RTCs the implementation of FTP;
- d) Develop a standard template of certificates, evaluation forms, grading system, test questionnaires, and other training materials for NAPNCOs;
- e) Conduct termination from training proceedings of NAPNCOs;
- f) Issue RTU Order to NAPNCOs who were terminated from training; and
- g) Perform other tasks as directed.

**16) PNPTS**

- a) D, PNPTS is designated as member of the Oversight Committee;
- b) Act as FTOA for NAPCOs and NAPNCOs;
- c) Review, revise, and update STPs on Patrol, Investigation, and Traffic, and formulate FTX Manuals for NAPCOs and NAPNCOs in collaboration with units concerned;
- d) Conduct continuous evaluation and monitoring of the implementation of FTP;
- e) Maintain a database of the pool of FTOs PNP-wide;
- f) Develop a standard template of certificates, evaluation forms, test questionnaires, grading system, and other FTX training materials for NAPCOs, NAPNCOs, and FTOC participants;
- g) Conduct termination from training proceedings of PTs;
- h) Issue RTU Order to PTs who were terminated from training; and
- i) Perform other tasks as directed.

**17) NSU**

- a) Coordinate with DHRDD, NPTI, PNPTS, and RLDDD of PRO concerned for the conduct of FTP of their respective PTs;
- b) Issue detail orders to personnel who will serve as Assistant Instructors in the Training Centers;



- c) Activate the creation of their respective NFSB;
  - d) Issue appropriate orders for personnel who will undergo FTOC and FTOs who will render FTO service duty for NAPCOs or NAPNCOs undergoing FTX;
  - e) Ensure the inclusion of FTX and FTOC in the Annual Training Program;
  - f) Coordinate with PNPTS through the RSTU concerned for the conduct of FTX and FTOC;
  - g) Maintain a pool of qualified FTOs in their respective unit;
  - h) Conduct termination from service proceedings of PTs who were Returned to Unit in accordance with NAPOLCOM MC No. 2021-002; and
  - i) Perform other tasks as directed.
- 18) **RD, PROs**
- a) Ensure the successful implementation of this MC;
  - b) Activate the creation of RFSB in their respective PROs;
  - c) Issue appropriate orders for personnel who will undergo FTOC and those who will render FTOSD;
  - d) Coordinate with PNPTS through the RSTU concerned for the conduct of FTOC;
  - e) Ensure the inclusion of FTX and FTOC in the Annual Training Program;
  - f) Provide venues where the FTX will be conducted;
  - g) Provide necessary logistical and operational support to the COPs/FTCs and FTOs;
  - h) Implement the existing policy in the selection of qualified FTOs;
  - i) Conduct termination proceedings from the service of PTs who were Returned to Unit in accordance with NAPOLCOM MC No. 2021-002;
  - j) Maintain a pool of qualified FTOs in their respective PRO; and
  - k) Perform other tasks as directed.





**19) District/Provincial/City Directors**

- a) Provide administrative, operational, and logistical support for the successful conduct of FTX;
- b) Provide RFSB list of qualified and potential FTOs; and
- c) Perform other tasks as directed.

**7. PROCEDURES:**

All NAPCOs and NAPNCOs are mandatorily required to undergo FTX regardless of their unit assignment. They shall be detailed to RSTUs, together with their respective FTOs, and further deployed to the police stations.

The NAPCOs and NAPNCOs undergoing FTX shall be under the supervision of their respective FTO. The FTO render FTOSD after completing the FTOC as a pre-requisite of the PSSLC for PNCOs and the Public Safety Officer Advance Course for PCOs. PNCOs with the ranks of PSSg to PEMS shall be FTOs for NAPNCOs.

On the other hand, the direct supervision of the NAPCOs undergoing FTX shall be under the COP of host police station through the Chief of Patrol, Investigation, and Traffic Sections. PCOs with the ranks of PCPT to PMAJ who will handle the FTX of NAPCOs shall be graduates of FTOC for PCOs.

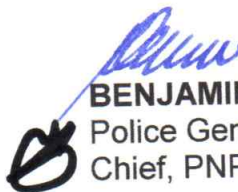
**8. REPEALING CLAUSE:**

All existing PNP issuances inconsistent thereto are deemed repealed, amended, or rescinded accordingly. Likewise, all issues not covered by this MC shall be interpreted for the best interest of the PNP organization.

**9. EFFECTIVITY:**

This 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 292 otherwise known as the "Revised Administrative Code of 1987," as amended.



  
**BENJAMIN C ACORDA, JR**  
 Police General  
 Chief, PNP

**Distribution:**

Command Group  
 IG, IAS  
 Cmdrs, APCs  
 D-Staff  
 P-Staff  
 D, NSUs

**OCPNP Signed 2023 S096116**



**\*S096116\***

RD, PROs

Copy furnished:  
SPA to the SILG