



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

JAN 16 2024

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PNP MEMORANDUM CIRCULAR

NO.: **2024-004**

“PRESCRIBING THE GUIDELINES AND PROCEDURES IN PROCESSING THE RESIGNATION FROM THE PNP SERVICE AND TRANSFER OF PNP PERSONNEL TO OTHER GOVERNMENT AGENCIES”

1. REFERENCES:

- a. Republic Act (RA) No. 8551 dated February 25, 1998 entitled, “An Act Providing for the Reform and Reorganization of the Philippine National Police and for Other Purposes, Amending Certain Provisions of RA No. Sixty-nine Hundred and Seventy-five entitled, “An Act Establishing the Philippine National Police Under a Reorganized Department of the Interior and Local Government, and for Other Purposes”;
- b. RA No. 6975 dated December 13, 1990 entitled, “An Act Establishing the Philippine National Police Under a Reorganized Department of the Interior and Local Government, and for Other Purposes;
- c. RA No. 3019 dated August 17, 1960 entitled, “Anti-Graft and Corrupt Practices Act;
- d. Article IX, Section 66 of Batas Pambansa Bilang 881 (Omnibus Election Code of the Philippines) dated July 24, 2006;
- e. Civil Service Commission (CSC) 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) Revised July 2018 promulgated on July 3, 2018;
- f. CSC Memorandum Circular (MC) No. 21, s. 2004 dated September 14, 2004 with subject: Amendment to Section 68 of CSC MC No. 14, s. 1999 relative to the Guidelines on Study Leave;
- g. CSC MC No. 14, s. 1999 dated August 23, 1999 with subject: Additional Provisions and Amendments to CSC Memorandum Circular No. 41, s. 1998 relative to the Guidelines and Operating Procedures on the Local Scholarship Program (LSP) for Masteral Degree Courses;
- h. CSC MC No. 18, s. 1998 dated May 14, 1998 with subject: Revised/Additional Guidelines and Operating Procedures on the LSP for Masteral Degree Courses;
- i. NAPOLCOM Memorandum Circular (NMC) No. 2021-003 dated August 3, 2021 entitled, “Prescribing the Guidelines and Procedures for Lateral Entry as Police Commissioned Officers”;
- j. NMC No. 2021-001 dated May 7, 2021 entitled, “Prescribing the Guidelines and Procedures for the Recruitment, Selection and Appointment of Patrolman/Patrolwoman”;
- k. NMC No. 95-05 dated January 24, 1995 entitled, “Regulating the Re-appointment of PNP Officers and Members who have Resigned from

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the Service or Filed a Certificate of Candidacy for an Elective Public Office”;

- l. PNP MC No. 2021-107 dated July 27, 2021 entitled, “Revised Policies and Procedures Governing the Assignment, Reassignment, Placement and Detail of Second Level Uniformed Personnel”;
- m. PNP MC No. 2017-008 dated February 2, 2017 entitled, “Comprehensive PNP Policies and Guidelines on Leave”; and
- n. PNP MC No. 2014-055 dated November 10, 2014 entitled, “Guidelines and Procedures in the Application for Optional Retirement”.

2. RATIONALE:

This MC provides the guidelines and procedures for processing the resignation, *ipso facto* resignation, and transfer of PNP personnel to other government agencies.

3. SITUATION:

The PNP has no internal policy that governs the processing of resignation from the PNP service, *ipso facto* resignation, and transfer of PNP personnel to other government agencies.

At present, the resignation and transfer of PNP personnel to other government agencies are based solely on the provisions of CSC ORAOHRA wherein there is no specific office/unit in the PNP tasked to act as primary responsible in handling the said human resource action. Also, there is no specific provision that it is mandatory for a PNP personnel to fulfill his/her service obligation before he/she can resign from the service or can transfer to other government agencies or whether a PNP personnel is obliged to pay the corresponding amount incurred for his/her recruitment, training, or scholarship granted by authority in case he/she resigns from the service or transfers to other government agencies without the fulfilment of his/her service obligation.

Based on the data from RMD, DPRM, a total of 5,955 personnel resigned from the PNP service and a total of 1,259 personnel transferred to other government agencies covering the period from 1991 to 2022.

4. PURPOSES:

- a. Formulate a set of guidelines and standard procedures in the processing of resignation, *ipso facto* resignation, and transfer of PNP personnel to other government agencies; and
- b. Establish the responsibilities of the personnel concerned and office/unit involved in the processing of resignation, *ipso facto* resignation, and transfer of PNP personnel to other government agencies.

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5. DEFINITION OF TERMS:

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

- a. Approving Authority/Head of Office – refers to a person duly authorized to approve resignation and other forms of separation from the service:

Level of Appointment	Approving Authority/ Head of Office
Third Level Uniformed PNP Officers	President of the Republic of the Philippines through Office of the Executive Secretary (OES)
Second Level PCOs	CPNP
PNCOs assigned with the NHQ	TDPRM
PNCOs assigned with the Internal Affairs Service (IAS), Area Police Commands (APCs), Police Regional Offices (PROs), and National Support Units (NSUs)	Inspector General (IG), Commanders/Regional Directors (RDs)/Unit Directors
NUP with SG-18 and above	Chairman, NAPOLCOM
NUP with SG-17 and below assigned with the NHQ	TDCA
NUP with SG-17 and below assigned with the IAS, APCs, PROs, and NSUs	Inspector General; Commanders/RDs/Unit Directors

**Assigned with the NHQ (Command Group, P-Staff, D-Staff)*

- b. Immediate Supervisor – refers to the person who has direct supervision and control over PNP personnel.
- c. *Ipsa Facto* Resignation – refers to the automatic resignation of a PNP personnel upon filing the certificate of candidacy in any elective position pursuant to Sec. 66 of BP Blg. 881 or otherwise known as the Omnibus Election Code.
- d. Lateral Entry – refers to the appointment of Police Commissioned Officers to fill the vacancies for line and technical service positions including those who graduated from the Philippine National Police Academy (PNPA).
- e. NAPCO – Newly Appointed Police Commissioned Officer.
- f. NAPNCO – Newly Appointed Police Non-Commissioned Officer.
- g. PNPA Cadetship Program – refers to the four-year government education and scholarship training program of the PNPA leading to the Bachelor of Science and Public Safety (BSPS) degree.

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- h. PNP Personnel – refers to the members of the PNP both Uniformed Personnel and Non-Uniformed Personnel (NUP).
- i. Resignation – is an act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date which shall not be less than 30 days from the date of such notice or earlier as mutually agreed upon by the employee and the appointing officer/authority. To constitute a complete and operative resignation of an official or employee, there must be a written intention to relinquish the office, the acceptance by the appointing officer/authority, and a written notice of such acceptance duly served to the official or employee concerned.
- j. Second Level Uniformed Personnel – refers to PNP uniformed personnel with the ranks of Patrolman/Patrolwoman (Pat) to Police Lieutenant Colonel (PLTCOL).
- k. Service Obligation – refers to the mandatory service that a PNP personnel must serve upon accepting an appointment via Lateral Entry Program (PNPA, Line Service, and Technical Service), Patrolman/Patrolwoman Recruitment Program, and after the grant of study leave or Local Scholarship Program (LSP)/PNP Scholarship which will be computed based on the provided formula illustrated in the specific guidelines in pages 8 and 9 of this policy.
- l. Study Leave – refers to a time-off from work with pay for qualified PNP personnel to help them prepare for their bar, board examination or completion of post-graduate studies as approved by the proper authority.
- m. Transfer – refers to the movement of a PNP personnel to another government agencies without gap in the service which may be equivalent in rank, level, or salary.
- n. Third Level Uniformed Personnel – refers to PNP uniformed personnel with the ranks of Police Colonel (PCOL) to Police General (PGEN).

6. GUIDELINES:

a. General Guidelines

- 1) All PNP personnel who intend to voluntarily resign or transfer to other government agencies shall submit a written request to the respective Approving Authority/Head of Office;
- 2) All PNP personnel tendering resignation or seeking transfer to other government agencies must be cleared from Money and/or Property, Accountability;
- 3) The office/unit concerned shall immediately act for the issuance of implementing orders of resignation, *ipso facto* resignation, or

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transfer to other government agencies upon receipt of the resignation letter, Certificate of Candidacy (COC), or letter request for transfer, respectively, based on the procedures and documentary requirements stated in this policy;

- 4) RMD, DPRM/ARMD of NSUs/RPRMD of PROs shall upload in the online PAIS the implementing orders of personnel whose status is resigned or transferred and the RMD online PAIS Validator shall validate the orders affecting salary to update the PNP salary alpha list;
- 5) The office/unit concerned shall furnish the RMD, DPRM; CSCRO/ CSCFO; and NAPOLCOM the copy of implementing orders of resignation, *ipso facto* resignation, or transfer to other government agencies;
- 6) NUPAD, DPRM; ARMD/RPRMD of NSUs/PROs shall maintain the records pertaining to NUP resignation, *ipso facto* resignation, and transfer of NUP to other government agencies for purposes of monitoring, updating of Plantilla, DBM Personal Services Itemization and Plantilla of Personnel (PSIPOP), for publication and such records shall be furnished to the RMD, DPRM;
- 7) RMD, DPRM shall act as the Central Repository of all records pertaining to resignation, *ipso facto* resignation, and transfer of PNP personnel to other government agencies for purposes of monitoring;
- 8) The following are the documentary requirements to be submitted to DPRM/ARMD/RPRMD:
 - a) Voluntary Resignation
 - (1) Resignation Letter addressed to the respective Approving Authority/Head of Office stating the reason/s and effectivity date;
 - (2) Certificate of Non-Money and/or Property Accountability issued by the office/unit concerned;
 - (3) DLOD Clearance/Certification;
 - (4) Certification issued by the head of the Division/Section that has access to the pending administrative/criminal case/s of the concerned personnel do not fall under Section 12 of RA No. 3019 (For PNP personnel with pending case/s); and
 - (5) Proof of payment issued by FS (for PNP personnel who have served less than the required service obligation).
 - b) Transfer to Other Government Agencies
 - (1) Letter Request for Authority to Transfer;

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- (2) Undertaking of Transfer to Other Agencies (ANNEX "B");
 - (3) Certificate of Non-Pending Case issued by the office/unit concerned;
 - (4) Certificate of Non-Money and/or Property, Accountability issued by the office/unit concerned;
 - (5) Proof that he/she is admitted to another government agencies (appointment order, oath of office, certificate of assumption to duty, notice, etc); and
 - (6) DLOD Clearance/Certification.
- 9) Chiefs, PCOD/PNCOD/NUPAD of DPRM; Chiefs, ARMD of NSUs; and Chiefs, RPRMD of PROs shall prepare the endorsement for approval of the respective Approving Authority/Head of Office;
 - 10) For *ipso facto* resignation, Chiefs, ARMD of NSUs and Chiefs, RPRMD of PROs are required to coordinate with their respective COMELEC offices to secure the list of PNP personnel who filed his/her COC (National, Local or Barangay and Sangguniang Kabataan) and submit the same to DPRM (Attn: PCOD/PNCOD/NUPAD); and
 - 11) PNP personnel concerned may withdraw the resignation through a letter addressed to their respective Approving Authority/Head of Office. However, once the resignation order is approved/issued, it is deemed complete, operative, and irrevocable regardless of its effectivity date.
- b. **Specific Guidelines**
- 1) **Voluntary Resignation**
 - a) A PNP personnel is deemed to have tendered his/her resignation only upon receipt by the Approving Authority/Head of Office of the letter of resignation;
 - b) The Approving Authority/Head of Office shall act on the letter of resignation within 30 calendar days from receipt thereof. In case the resignation of the personnel remains unacted after 30 days from receipt of the resignation letter by the Approving Authority/Head of Office, it shall be deemed approved on the specified date of effectivity or after 30 days;
 - c) While waiting for the action taken by the Approving Authority/Head of Office on the resignation, the subject personnel shall remain in office and perform all his/her duties and responsibilities;

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- d) In the interest of service, however, the Approving Authority/Head of Office may set the date of effectivity of the resignation, but in no case shall be earlier than the date specified in the letter of resignation;
- e) PNP personnel who failed to report for duty prior to the approval of his/her resignation may be placed on AWOL status or issued a Dropped from the Rolls (DFR) Order and/or be recommended for appropriate administrative charges in accordance with the existing laws, rules, and policies;
- f) The acceptance of resignation is mandatory. However, the Approving Authority/Head of Office may suspend the effectivity date of resignation despite its initial written notice of acceptance due to any of the following reasons:
 - (1) When the country is at war or when any other national or local emergency has been declared by the appropriate authority; or
 - (2) When it is necessary to prevent loss of life or property or in case of imminent danger to public safety due to an actual impending emergency caused by serious accidents, fire, flood, typhoon, earthquake, epidemic, or other disaster or calamity.

A resignation previously suspended due to any of the abovementioned reasons shall nonetheless be effective 30 days after the circumstances causing the previous suspension has ceased as certified by the appropriate authority.

- g) PNP personnel under investigation, except those prohibited by law (Section 12, RA No. 3019) may be allowed to resign pending decision of his/her case without prejudice to the continuation of the proceedings until finally terminated;
- h) The head of the Division/Section with access to the case/s shall determine if the pending administrative/criminal case filed against the PNP personnel applying for resignation falls under Section 12, RA No. 3019, prior endorsement to Approving Authority/Head of Office;
- i) The office/unit concerned shall submit the following to the respective CSCRO/CSCFO and NAPOLCOM within 30 calendar days from the date of the effectivity of resignation:
 - (1) Resignation letter of the PNP personnel;
 - (2) Acceptance of Resignation Letter (ANNEX "A"); and

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(3) Resignation Order.

j) For purposes of computation of monetary accountability of a resigning personnel, the following Service Obligation shall be strictly considered:

(1) Service Obligation to be fulfilled by a PNP personnel upon appointment:

Table 1. Service Obligation by PNP Personnel

Mode of Entry	Service Obligation
NAPCO (PNPA Graduates)	Eight years
NAPCO (Line/Technical)	Five years
NAPNCO (Patrolman)	Five years

(2) Service Obligation to be fulfilled by a personnel who was granted study leave or PNP scholarship:

Table 2. Corresponding Service Obligation for PNP Personnel Who Were Granted Study Leave/PNP Scholarship

Mode of Grant	Period Grant	Service Obligation
Study Leave	One month	Six months
	Two to three months	One year
	More than three months to six months	Two years
PNP Sponsored Scholarship	One year	Two years
	One year and six months	Three years
	Two years	Four years

k) In case a PNP personnel who applied for study leave fails to render in full the service obligation referred to in the affidavit of undertaking on account of voluntary resignation from the service, he/she shall refund the gross amount of salary, allowances, and other benefits received while on study leave proportionate to the balance of the service obligation required based on the following formula:

Table 3. Formula for the Computation of Refund for PNP Personnel who were Granted Study Leave or PNP Scholarship.

$R = \frac{(SOR - SOS)}{SOR} \times TCR$	
Where:	
R=	Refund
SOS=	Service Obligation Served
SOR=	Service Obligation Required

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TCR=	Total Compensation Received (gross salary, allowance, and other benefits received while on leave)
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- l) NAPCOs/NAPNCOs except for PNPA graduates who will resign within the period of five years reckoned from the date of appointment shall reimburse to the PNP FS their Initial Clothing Allowance (ICA), Replacement Clothing Allowance (RCA) and the cost incurred for their recruitment and the trainings undergone, from the date of their appointment until their resignation to be computed based on the following formula:

Table 4. Formula for the Computation of Refund for NAPCOs/NAPNCOs

$R = \frac{(SOR - SOS) \times TCR}{SOR}$	
Where:	
R=	Refund
SOS=	Service Obligation Served
SOR=	Service Obligation Required (five years)
TCR=	Total Compensation Received (Recruitment Cost, Training Cost, allowance, and other benefits received)
Where TCR be computed as follows:	
$TCR = TRC + TTC + ICA + RCA$	
TRC=	Total Recruitment Cost (PMDE, PPE, CBI etc.)
TTC=	Total Training Cost (FTP/PSBRC etc.)
ICA=	Initial Clothing Allowance
RCA=	Replacement Clothing Allowance
This formula will also apply in cases of <i>ipso facto</i> resignation and transfer to other government agencies.	

- m) Budget and Fiscal Office/Regional Comptrollership Division shall provide the computation of RCA, ICA, and the cost incurred in the recruitment and training of NAPCO/NAPNCO except for PNPA graduates who fail to fulfill the five-year service obligation prior approval of Approving Authority/Head of Office.
- n) NAPCO/NAPNCO except for PNPA graduates who fail to fulfill the five-year service obligation shall reimburse the computed cost incurred to the PNP FS payable over the counter during the processing period or deductible to future claims whichever is applicable.
- o) A PNP personnel who was granted Local Scholarship Program but fails to fulfill his/her service obligation due to voluntary resignation shall be required to refund to the PNP the full

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amount allotted for the scholarship. This provision shall also apply in case of *ipso facto* resignation computed based on the following formula:

$$R = \frac{(SOR - SOS) \times TCR}{SOR}$$

- p) In case a PNPA graduate fails to fulfill his/her service obligation of eight years due to voluntary resignation, he/she shall reimburse the total cost incurred during his/her cadetship program.

2) *Ipsa Facto* Resignation

- a) A PNP personnel shall be considered *ipso facto* resigned from the PNP service upon filing of the COC to any elective position in a National, Local or Barangay and Sangguniang Kabataan (SK) Elections. He/she must vacate his/her office at the start of the day of the filing of the COC with COMELEC, even if later, he/she was disqualified or he/she has withdrawn the COC;
- b) In case a PNP personnel file his/her optional retirement and the effectivity date is after the filing of his/her COC, the rule on *ipso facto* resignation shall apply. However, if the effectivity date of the optional retirement is before the filing of COC, the personnel may be considered optionally retired, subject to compliance with the requirements under Section 40 of RA No. 6975 or any related law or amendatory laws that may be later on approved or enacted;
- c) NAPCO/NAPNCO except for PNPA graduates who filed his/her COC within the period of his/her service obligation shall reimburse to the PNP FS the corresponding amount incurred during the processing of the application for the PNP Recruitment or Lateral Entry Program, training, grant of study leave or scholarship;
- d) PNPA graduates who filed his/her COC within the period of his/her service obligation shall reimburse the total cost incurred in his/her cadetship program;
- e) The office/unit concerned of the PNP personnel who filed his/her COC shall immediately process the implementing orders for *ipso facto* resignation and secure the COC, duly authenticated/certified by the COMELEC copy furnished RMD, DPRM; and
- f) A PNP personnel who intends to run for any elective position shall submit his/her COC duly authenticated/certified by the COMELEC to the PNP. Failure to do such shall be recommended for appropriate administrative charges in accordance with the existing laws, rules, and policies.

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3) Transfer to Other Government Agencies

- a) A PNP personnel who seeks transfer to other government agencies shall submit a written notice of the same addressed to the Approving Authority/Head of Office at least 30 days prior to the effectivity date of his/her transfer unless the filing of notice for a shorter period than 30 days is based on justifiable reasons;
- b) A PNP personnel shall be deemed transferred on the date specified on the authority to transfer granted by the Approving Authority/Head of Office. However, should the personnel concerned decided to remain in the PNP service, he/she shall submit a letter to withdraw his/her intention to transfer prior the approval/issuance of his/her transfer of service order;
- c) NAPCO/NAPNCO except for PNPA graduates who filed his/her transfer within the period or below his/her service obligation shall reimburse to the PNP the corresponding amount incurred during the processing of the application for the PNP Recruitment and Lateral Entry Program to be computed based on the given formula:

$$R = \frac{(SOR-SOS)}{SOR} \times TCR$$

- d) PNPA graduates who filed their transfer within the period or below of their service obligation shall reimburse to the PNP the total cost incurred in their cadetship training program.

7. PROCEDURES

In the processing of the resignation, *ipso facto* resignation, and transfer of PNP personnel to other government agencies, this procedure shall be observed:

1) Voluntary Resignation

- a) The PNP personnel who intends to resign shall submit the duly accomplished documentary requirements provided in General Guidelines, para 8, sub para-a, 1 to 5 of this MC, addressed to his/her immediate supervisor;
- b) The immediate supervisor, upon receipt of the documentary requirements shall undertake the following:
 - (1) **For personnel assigned with the Command Group, D-Staff, P-Staff, APC, and IAS**
 - (a) For NUP with SG-17 and below, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Division or Office Chief or its equivalent. Then, the Division concerned or Office Chief or its equivalent shall endorse the same to the Director or Head of Office (Attn: AdmO/C, ARMD). The Director or Head of Office shall forward the endorsement to

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the DPRM (Attn: NUPAD) for evaluation and preparation of necessary documents prior endorsement to the TDCA for acceptance and approval;

- (b) For 2nd Level PCOs, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Division or Office Chief or its equivalent. Then, the Division concerned or Office Chief or its equivalent shall endorse the same to the Director or Head of Office (Attn: AdmO/C, ARMD). The Director or Head of Office shall forward the endorsement to the DPRM (Attn: PNCOD) for evaluation and preparation of necessary documents prior endorsement to the CPNP for acceptance and approval;
- (c) For PNCOs assigned with the Command Group, D-Staff and P-Staff, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Division or Office Chief or its equivalent. Then, the Division concerned or Office Chief or its equivalent shall endorse the same to the Director or Head of Office (Attn: AdmO). The Director or Head of Office shall forward the endorsement to the DPRM (Attn: PNCOD) for evaluation and preparation of necessary documents prior endorsement to TDPRM for acceptance and approval; and
- (d) For PNCOs assigned with the IAS and APCs, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Division or Office Chief or its equivalent. Then, the Division concerned or Office Chief or its equivalent shall endorse the same to the Inspector General or Commander (Attn: C, AFMD/C, ARMD) for acceptance and approval.

(2) For personnel assigned in the NSUs

- (a) For PNCOs and NUP with SG-17 and below, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Division/Provincial Officer or its equivalent. Then, the Division/Provincial Officer concerned or its equivalent shall endorse the same to the Regional Chief prior endorsement to the Director (Attn: AdmO/C, ARMD) for acceptance and approval; and
- (b) For 2nd Level PCOs, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Division/Provincial Officer or its equivalent. Then, the Division/Provincial Officer concerned or its equivalent shall endorse to the Regional Chief prior endorsement to the Director (Attn: AdmO/C, ARMD). The Director shall forward the endorsement to the DPRM (Attn: PNCOD) for evaluation and preparation of necessary

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documents prior endorsement to the CPNP for acceptance and approval.

(3) For personnel assigned in PROs

- (a) For PNCOs and NUP with SG-17 and below, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Force Commander, Provincial Director, City Director or District Director in the NCRPO. Then, the Force Commander, Provincial, City or District Director concerned shall endorse the same to the Regional Director (Attn: C, RPRMD) for acceptance and approval; and
- (b) For 2nd Level PCOs, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Force Commander, Provincial Director, City Director or District Director. Then, the Force Commander, Provincial, City or District Director concerned shall endorse the same to the Regional Director. The Regional Director shall forward the endorsement to the DPRM (Attn: PNCOD) for evaluation and preparation of necessary documents prior endorsement to the CPNP for acceptance and approval.
- c) For 3rd Level PCOs, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Head of Office (Attn: C, RPRMD/ARMD/AdmO). The Head of Office concerned shall forward the endorsement to the DPRM (Attn: PCOD) for evaluation and preparation of necessary documents for signature of the CPNP prior endorsement to the President of the Republic of the Philippines through Secretary, DILG as Chairperson of the NAPOLCOM for acceptance and approval;
- d) For NUP with SG-18 and above, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Head of Office (Attn: C, RPRMD/ARMD/AdmO). The Head of Office concerned shall forward the endorsement to the DPRM (Attn: NUPAD) for evaluation and preparation of necessary documents for signature of the CPNP prior endorsement to Chairperson, NAPOLCOM for approval;
- e) DPRM/ARMD/RPRMD shall issue resignation orders upon approval of the Approving Authority/Head of Office and immediately upload in the Online PAIS copy furnished the CSCRO/CSCFO and NAPOLCOM concerned. The said orders for PNCOs and NUP issued by the NSUs and PROs, shall be furnished to the DPRM (Attn: PCOD/PNCOD/NUPAD); and

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- f) The office/unit concerned shall furnish the subject personnel the Acceptance of Resignation (ANNEX "A"), and implementing orders of Resignation.

2) ***Ipsa Facto* Resignation**

- a) The office/unit concerned of the PNP personnel who filed a COC to any elective position in National, Local or Barangay and Sangguniang Kabataan (SK) elections shall secure the copy of COC duly authenticated/certified by the COMELEC as basis for the issuance of *ipso facto* resignation;
- b) C, ARMD of NSUs/APCs shall issue order to PNCO and NUP with SG-17 and below assigned in the NSUs/APCs and furnish a copy to PNCOD/NUPAD, DPRM;
- c) C, RPRMD of PROs shall issue order to PNCO and NUP with SG-17 and below assigned in the PROs and furnish a copy to PNCOD/NUPAD, DPRM;
- d) C, AFMD of IAS shall issue order to PNCO and NUP with SG-17 and below assigned in the IAS and furnish a copy to PNCOD/NUPAD, DPRM;
- e) Publication Section, RMD, DPRM shall issue order to all PCOs; PNCOs assigned in the Command Group, D-Staff and P-Staff; and all NUP with SG 18 and above;
- f) DPRM/ARMD/RPRMD shall immediately upload in the Online PAIS the orders of *ipso facto* resignation and copy furnished the CSCRO/CSCFO and NAPOLCOM concerned;
- g) Personnel concerned who filed candidacy in any elective position shall furnish a copy of his/her COC to the Head of Office; and
- h) No PNP personnel who has resigned to run for an elective public office shall be allowed re-entry into the police service.

3) **Transfer to Other Government Agencies**

- a) The PNP personnel who intends to transfer to other government agencies shall submit the duly accomplished documentary requirements provided in General Guidelines, para 8, sub para b, 1 to 6 of this MC, addressed to his/her immediate supervisor;
- b) The immediate supervisor, upon receipt of the documentary requirements shall undertake the following:
 - (1) For PNCOs and NUP with SG-17 and below, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Division or Office Chief or its equivalent. Then, the Division concerned or Office Chief or

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its equivalent shall endorse the same to the Director or Head of Office (Attn: AdmO/C, ARMD). The Director or Head of Office shall forward the endorsement to the DPRM (Attn: PNCOD/NUPAD) for evaluation and preparation of necessary documents prior to endorsement to CPNP for acceptance and approval.

(2) For 2nd Level PCOs, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Division/Office Chief/Force Commander/Provincial/City/District Director. Then, the Division/Office Chief, Force Commander/ Provincial/City/District Director concerned shall endorse the same to the Office/Unit Director or Head of Office (Attn: C, RPRMD/ARMD/AdmO). The Director or Head of Office shall forward the endorsement to the DPRM (Attn: PNCOD) for evaluation and preparation of necessary documents prior to endorsement to CPNP for acceptance and approval.

(3) For 3rd Level PCOs, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Head of Office (Attn: C, RPRMD/ARMD/AdmO). The Head of Office concerned shall forward the endorsement to the DPRM (Attn: PCOD) for evaluation and preparation of necessary documents for signature of the CPNP prior endorsement to the President of the Republic of the Philippines through the SILG/Chairperson, NAPOLCOM for acceptance and approval.

(4) For NUP with SG-18 and above, the immediate supervisor shall endorse the duly accomplished documentary requirements of subject personnel to the Head of Office (Attn: C, RPRMD/ARMD/AdmO). The Head of Office concerned shall forward the endorsement to the DPRM (Attn: NUPAD) for evaluation and preparation of necessary documents for signature of the CPNP prior endorsement to Chairperson, NAPOLCOM for approval.

c) DPRM shall issue transfer of service order upon approval of the CPNP/Chairperson, NAPOLCOM and immediately upload in the Online PAIS, furnish a copy to the CSCRO/CSCFO and NAPOLCOM.

d) The office/units concerned shall furnish to the subject personnel the Authority to Transfer (ANNEX "C") and implementing orders of Transfer of Service.

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 BRYAN ANGELO K PAJARILLO
 POLICE LIEUTENANT COLONEL
 ADMINISTRATIVE OFFICER, DPRM



8. PENAL CLAUSE:

Any PNP personnel who violates any provision of this MC shall be administratively liable pursuant to NMC No. 2016-002 and the 2017 Revised Rules on Administrative Cases in the Civil Service (2017 RRACCS).

9. SEPARABILITY CLAUSE:

In case any provision of this MC is declared invalid or ineffective, other provisions unaffected shall remain valid.

10. EFFECTIVITY:

This PNP MC shall take effect after 15 days from the date a copy thereof has been published at the University of the Philippines Law Center pursuant to Sections 3 and 4 of Chapter 2, Book VII of EO 292, otherwise known as the "Administrative Code of 1987".

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BRYAN ANGELO K PAJARILLO
POLICE LIEUTENANT COLONEL
ADMINISTRATIVE OFFICER, DPRM

- Distribution:
- Command Group
 - IG, IAS
 - Cmdr, APCs
 - D-Staff
 - P-Staff
 - D, NSUs
 - RD, PROs
 - SPA to the SILG



[Signature]
BENJAMIN C ACORDA, JR
Police General
Chief, PNP

OCPNP Signed 2022 5097625

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