



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

Ref. No.: DPRM-(PP)-240525-078

AUG 14 2024

PNP MEMORANDUM CIRCULAR

No.: 2024-058

STRENGTHENING THE HUMAN RESOURCE MANAGEMENT (HRM) POLICIES, GUIDELINES, AND PROCEDURES ON CONFERMENT OF ELIGIBILITY AND CONFIRMATION OF PERSONNEL OCCUPYING HRM POSITIONS

1. REFERENCES:

- a. NAPOLCOM Memorandum Circular (NMC) No. 2007-008 dated September 20, 2007, entitled, "Prescribing the Promotion and Placement System for Third Level Police Commissioned Officers";
- b. PNP Memorandum Circular (MC) No. 2023-040 dated April 23, 2023 entitled, "Revised Merit, Selection, Placement, and Promotion Plan for Non-Uniformed Personnel (MSPPP-NUP) of the Philippine National Police (PNP)";
- c. PNP MC No. 2022-002 dated January 20, 2022, entitled, "Strengthening the Placement and Promotion System of Third Level Police Commissioned Officers (PCOs)";
- d. PNP MC No. 2021-107 dated July 27, 2021 entitled, "Revised Policies and Procedures Governing the Assignment, Reassignment, Placement, and Detail of Second (2nd) Level Uniformed Personnel";
- e. PNP MC No. 2017-040 dated June 13, 2017 entitled, "Human Resource Management Policies, Guidelines and Procedures in Placement and Eligibility";
- f. PNP MC No. 2013-014 dated October 19, 2013, entitled, "Prescribing the Policies and Procedures Governing the Placement of Second Level Uniformed Personnel";
- g. PNP Command Memorandum Circular (CMC) No. 15/2013 dated April 15, 2013, entitled, "Activation of the Assessment Center for Third Level PCOs";
- h. Training Directive No. 2009-30 entitled, "Human Resource Management Course for Police Non-Commissioned Officers/NUP";
- i. Training Directive No. 2009-29 entitled, "Human Resource Management Course for Police Commissioned Officer"; and
- j. Memorandum from TDPRM dated May 9, 2011 with subject: Designation/Relief of C, RPHRDDs/Personnel Officers.

2. RATIONALE:

This revised MC sets forth the guidelines for the granting of Human Resource Management (HRM) eligibility and confirmation of personnel to HRM positions in the



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Philippine National Police (PNP). This is to ensure that all PNP personnel who are assigned or designated to HRM positions are competent and eligible to be able to effectively implement HRM tasks, plans, policies, and initiatives to take care of the organization's most valuable asset, the PNP personnel, and to foster a productive work environment.

3. SITUATION:

The Directorate for Personnel and Records Management (DPRM) is mandated to assist the CPNP in human resource management. This commitment has a direct effect on achieving the "competency" aspect of the CPNP's programs, and as such, it requires thorough implementation. Consequently, the PNP provides various specialized training and courses tailored to each specific field of expertise, essential for the efficient execution of its assigned duties and responsibilities. If the personnel are equipped with values and training, combined with their experiences, they will perform well and be more efficient and effective in their respective duties and functions.

Inventory of personnel included in the Human Resource Management Eligibility List (HRMEL) for the fourth quarter of 2023 reveals that more than 15,195 PNP personnel are performing HRM functions, but only 1,914 or 12.60% possess the necessary HRM training.

This variance between trained/eligible and untrained/ineligible HRM officers can be attributed to the limited number of HRM courses offered each year. However, this can be minimized if those who are already performing HRM functions are prioritized to undergo the said courses.

4. PURPOSES:

This MC aims to attain the following objectives:

- a. To create a Human Resource Management Evaluation Board (HRMEB) and establish its functions;
- b. To set procedures in selecting the qualified HRM personnel and in maintaining of reliable HRMEL;
- c. To set eligibility guidelines as basis of the HRMEB in confirming the designation of PNP personnel to HRM positions and accreditation of personnel who are graduates of HRM-related courses offered by other agencies to be included in the HRMEL;
- d. To serve as one of the management tools to improve the performance of PNP personnel occupying HRM positions; and
- e. To ensure that all personnel assigned to or occupying HRM positions are trained and technically knowledgeable of their tasks.



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5. DEFINITION OF TERMS:

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

- a. **Category** – refers to the classification of expertise based on the attainment of required position, training, and experience in the PNP HRM positions.
- b. **Entry Positions** – refer to positions that may be occupied by Police Commissioned Officers (PCOs) holding one rank lower than the prescribed rank of the said positions.
- c. **Exclusive Positions** – refer to positions regarded as key positions that shall only be occupied by PCOs already holding the rank prescribed for the said positions. For Police Colonel (PCOL), these are the positions of Provincial Director (PD), City Director (CD), and Chief of Police (COP) of the City Police Station in NCRPO.
- d. **HRM Specialist Badge** – refers to the badge given to those PNP personnel who were classified and confirmed by the HRMEB as “HRM Specialist”;
- e. **Human Resource Management** – refers to the proper administration in the areas of recruitment, selection, and placement; awards, recognitions, promotion, and remuneration; records management; performance evaluation; discipline; and retirement.
- f. **Human Resource Management Eligibility** – refers to the qualification granted to PNP personnel to assume PNP HRM positions based on their acquired training, experience, and competence.
- g. **Human Resource Management Eligibility List (HRMEL)** – refers to the roster of PNP personnel who are qualified to occupy HRM positions based on established criteria which include the HRM Specialists and HRM Eligibles.
- h. **Human Resource Management Evaluation Board (HRMEB)** – refers to the board (NHQ, NSU, PRO) that deliberates on the confirmation, accreditation, and qualification of PNP personnel to occupy HRM positions.
- i. **Human Resource Management Functional Specialization (HRMFS)** – refers to the HRM-related functional specialization training, seminars, and symposia conducted by other government agencies such as the Civil Service Commission (CSC), National Police Commission (NAPOLCOM), and other highly reputable and recognized learning institutions as confirmed by the HRMEB.



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- j. Human Resource Management Positions (HRMP) – refer to all positions under DPRM and its counterparts in other PNP offices/units with HRM functions such as but not limited to the following:

HRM Positions in the PNP	
Office/Unit	Position/Designation
National Headquarters	All positions in DPRM
	All positions in the Administrative Office (AdmO) of the Command Group, Directorial Staff, and Personal Staff.
	All positions in the Administrative and Resource Management Division (ARMD) of the Area Police Commands (APCs).
National Support Units (NSUs)	Deputy Director for Administration (DDA), Chief of Staff (CS), and Chief, ARMD positions and other positions performing HRM functions.
Police Regional Offices (PROs)	Deputy Regional Director for Administration (DRDA), Chief of Regional Staff (CRS), and all positions in the Regional Personnel and Records Management Division (RPRMD).
	All positions in the Battalion Personnel and Resource Management Unit of all Regional Mobile Force Battalions.
NCRPO District Offices, Police Provincial Offices, and City Police Offices	District Deputy Director for Administration (DDDA), Deputy Provincial Director for Administration (DPDA), Deputy City Director for Administration (DCDA), and all positions in the Provincial Administrative and Resource Management Unit (PARMUs), City Administrative and Resource Management Units (CARMUs), and District Personnel and Resource Management Divisions (DPRMDs).
Provincial Mobile Force Companies (PMFCs)	All positions under the Administrative Section/Branch.
City and Municipal Police Stations	Assistant Chief of Police for Administration (ACOPA) in NCRPO and all positions in the Administrative Section.

- k. Human Resource Management Officers Course (HRMOC) – refers to training offered to PNP PCOs and to NUP with Salary Grades 15 and up to qualify them to occupy Category I HRM positions.
- l. Human Resource Management Staff Course (HRMSC) – refers to training offered to PNP personnel with the rank of PSSg to PEMS and



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NUP with Salary Grades 4 to 14 to qualify them to occupy Category II and Category III HRM positions.

- m. Placement – refers to the selection and designation of PNP personnel to positions of responsibility in the PNP.
- n. PNP Personnel – refer to the Uniformed and Non-Uniformed Personnel of the PNP.
- o. Police Colonel (PCOL) Exclusive 1 Positions – refer to positions of responsibility in the PNP that a PCOL must be designated in preparation for advancement to an Exclusive 2 position.
- p. Police Colonel (PCOL) Exclusive 2 Positions – refer to positions of responsibility in the PNP that a PCOL must be designated in preparation for advancement to Exclusive 3 position.
- q. Police Colonel (PCOL) Exclusive 3 Positions – refer to positions of responsibility in the PNP that a PCOL must be designated in preparation for advancement to an entry position for PBGEN.
- r. Qualification Standards – refers to the minimum requirements to be considered for HRM assignment.
- s. Regional Human Resource Management Evaluation Board (RHRMEB) – refers to the board within the PROs that deliberates on the confirmation and qualification of personnel to occupy HRM positions in the Regional Level (except Chief, ARMD), PARMUs, and Administrative Section of City and Municipal Police Stations.
- t. Second Level Uniformed Personnel – refers to active PNP personnel with the rank of Patrolman/Patrolwoman to PLTCOL.
- u. Second Level Positions – refer to positions in the PNP requiring the designation of Second Level uniformed personnel.
- v. Third Level Officers – refer to Senior Police Commissioned Officers with the rank of PCOL to PGEN.
- w. Third Level Positions – refer to positions in the PNP requiring the designation of Third Level Officers.

6. GUIDELINES:

- a. General Guidelines
 - 1) PNP personnel who are projected to be assigned to DPRM must possess the required competency course.



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- 2) All PNP personnel who are graduates of HRMOC or HRMSC are considered HRM eligible and shall be automatically included in the HRMEL being maintained by the HRMEB Secretariat;
- 3) All qualified personnel designated to HRM key positions shall be confirmed by the Board and must be designated in a full-time capacity. Ineligible personnel shall be confirmed after the completion of the required training eligibility. Hereunder are the categories of HRM key positions:

HRM Key Positions		
Category	Office	Position/Title
Exclusive Category	DPRM	TDPRM
		DDPRM
		Ex-O, DPRM
	NSUs	DDA
		CS
	PROs	DRDA
		CRS
	NCRPO	DRDA
CRS		
Category I	DPRM	Division Chief
		Chief, NUPAD
	NCRPO Districts	DDDA
		CDDS
		Chief, DPRMD
APCs/NSUs	Chief, ARMD	
PROs/NCRPO RHQ	Chief, RPRMD	
Category II	DPRM	Assistant Division Chief
	Command Group/ D-Staff/ P-Staff	Administrative Officer
	APCs/NSUs/PROs	Assistant Chief, ARMD/ RPRMD
	NCRPO Districts	Assistant Chief, RPRMD
		Assistant Chief, DPRMD
	CPOs	ACOPA
		DCDA
PPOs	Chief, CARMUs	
	DPDA	
Category III	DPRM Division	Section Chief
		Section Chief
		Section Chief
	ARMD, APCs/NSUs	Section Chief
		Section Chief
	RPRMD, PROs	Section Chief
DPRMD, NCRPO Districts	Section Chief	
	Section Chief	
RMFB/PMFCs/CPS/MPS	Section Chief	



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	PARMU/CARMU	Assistant Chief
Category IV	All other HRM positions not included in Categories I, II, and III occupied by qualified PCOs, PNCOs, and NUP.	

- 4) All star-ranked PCOs who have been designated to HRM exclusive category positions are deemed competent to the position and are not required to undergo HRMOC due to their extensive experience and knowledge in managing human resources, which make them well-equipped to handle higher responsibilities. They are authorized to wear the HRM Specialist Badge;
- 5) All positions under Category I, II, III, and IV of the HRM key positions shall be confirmed by the Board;
- 6) PNP personnel who are already performing HRM functions for a cumulative period of two years shall be granted testimonial eligibility within 60 days effective upon approval of this MC;
- 7) HRMEB Secretariats shall conduct inventory of personnel who will be granted testimonial eligibility as basis of the Board in the conferment of certificates in order to classify them as HRM eligible;
- 8) The deliberation for the conferment of testimonial eligibility shall be conducted by the HRMEBs within 60 days reckoning from the approval of this MC. The list of qualified personnel shall be submitted by the HRMEBs to DPRM (Attn: Chief, PPPD) for the issuance of appropriate orders and certificates;
- 9) HRMEB Secretariats shall maintain a list of HRM-trained personnel classified as HRM Specialists and HRM Eligibles which shall be the basis of the Board for confirmation of the position of eligible personnel;
- 10) Requests for accreditation of HRM equivalent courses offered by other government agencies such as CSC, NAPOLCOM, and other highly reputable and recognized learning institutions shall be submitted to HRMEB Secretariat for deliberation and approval of the Board and further inclusion of the name of the applicant in the HRMEL. The unanimous approval and signature of the members and the Chairperson of the Board is required for the accreditation of the candidate;
- 11) Requirements for accreditation of equivalent HRM-related training are the following:
 - a) Certificate of Completion;
 - b) Declaration of Graduates;



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- c) Order of Merit; and
- d) Other relevant documents.

12) Only PNP personnel who are graduates of HRMOC or HRMSC are authorized to wear the HRM Specialist Badge which shall be pinned on the middle part of the left breast pocket of GOA Types "A" and "B" Uniform/Ceremonial Blouse while currently holding or designated to HRM position and on the upper part of the left chest of the NUP Uniform;

13) PNP personnel who desire to upgrade the HRM classification from HRM Eligible to HRM Specialist shall submit request to the HRMEB Secretariat for deliberation of the Board;

14) Only personnel who meet the requirements and classified as HRM Specialists are authorized to wear the "HRM Specialist Badge";

15) PROs are required to program at least two classes of HRMSC annually to be conducted on a semestral basis in coordination with the DPRM and DHRDD;

16) HRMOC shall be conducted solely by DPRM twice a year on a semestral basis or as needed/necessary;

17) The HRMEB shall conduct monthly meetings to discuss issues and concerns arising from the implementation of this MC and shall likewise review all pending confirmation of applicants for HRM positions;

18) Lower offices/units shall conduct monthly inventory indicating therein their respective personnel occupying HRM positions either trained or untrained; and

19) HRMOC/HRMSC eligibility of PNP personnel occupying HRM positions shall form part of the UPER parameters of DPRM.

b. Specific Guidelines

1) PNP Personnel who possess the required training and experience as HRM Officers shall be classified as follows:

a) HRM Specialists – Third Level PCOs who are designated to any of the positions under HRM Exclusive Category, and all other PNP personnel who have acquired the following requirements:

(1) Minimum of three years in any HRM positions (cumulative):

(a) Division Chief;

(b) Assistant Division Chief;



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- (c) Section Chief; and
 - (d) Assistant Section Chief.
- (2) With a rank of PSMS to PCOL;
 - (3) For NUP, at least three years in any HRM positions with Salary Grade 15; and
 - (4) Graduate of any of the HRMCs offered/accredited by DPRM.
- b) HRM Eligible – PNP personnel who are graduates of HRMOC, HRMSC or who have equivalent training and experience accredited by the Board and are currently designated to any HRM Position not falling under the classification of specialist.
- 2) PNP personnel shall meet the following required criteria for training eligibility.

Title of Training	Rank Criteria
Human Resource Management Officers Course (HRMOC)	PCOs and NUP with SG 15 and above
Human Resource Management Staff Course (HRMSC)	PSSg to PEMS and NUP with SG 4 to 14

- 3) Categorization of HRM Key Positions: (See Annex A)
 PNP HRM position shall be categorized according to the following:
- a) **Exclusive Category** – Command Group Positions of DPRM and equivalent positions of DDPRM and Ex-O, DPRM in NSUs and PROs:
 - (1) Director, DPRM;
 - (2) Deputy Director, DPRM;
 - (3) Executive Officer, DPRM;
 - (4) DDA and CS of NSUs; and
 - (5) DRDA and CRS of NCRPO/PROs.
 - b) **Category I - all Third Level HRM Positions**
 - (1) Division Chief classified as PCOL Exclusive 1-3 positions;
 - (2) DDDA, CDDS, and Chiefs, DPRMD of NCRPO Districts;
 - (3) Chiefs, ARMDs of APCs;
 - (4) Chiefs, ARMDs of NSUs;
 - (5) Chiefs, RPRMDs of PROs/NCRPO RHQ; and
 - (6) Chief, NUPAD.

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c) **Category II – HRM Second Level Positions or their equivalent**

- (1) Assistant Division Chiefs, DPRM;
- (2) Administrative Officers (Command Group/D-Staff/P-Staff);
- (3) Assistant Chiefs, ARMD/RPRMD of APCs, NSUs, PROs, and NCRPO RHQ;
- (4) Assistant Chiefs, DPRMD of NCRPO Districts;
- (5) Assistant Chief of Police for Administration (ACOPA) of NCRPO;
- (6) DPDA of PPOs;
- (7) DCDA of CPOs;
- (8) Chiefs, PARMU of PPOs; and
- (9) Chiefs, CARMU of CPOs;

d) **Category III- Other HRM Second Level Positions**

- (1) Section Chiefs, DPRM Divisions;
- (2) Section Chiefs, APCs/NSUs-ARMDs;
- (3) Section Chiefs, RMFBs/PMFCs/CPS/MPS;
- (4) Section Chiefs, RPRMDs/DPRMDs;
- (5) Asst. Chiefs, PARMUs of PPOs; and
- (6) Asst. Chiefs, CARMUs of CPOs.

e) **Category IV-** All other HRM positions not included in Categories I, II, and III occupied by qualified PCOs, PNCOs, and NUP.

- 4) **Composition of HRMEB:** (See Annexes B.1, B.2, and B.3)
 The HRMEB shall determine the qualification and eligibility of PNP personnel to be included in the HRMEL and confirm the designation of Chief, RPRMD/ARMD in PROs and NSUs. Further, NSUs and PROs shall create their own HRMEBs intended to confirm the designation of Chiefs, ARMDs; Chief, PARMUs; and Chiefs, Administrative Section of City or Municipal Police Stations;

Table 1. Composition of HRMEB National Headquarters

Composition of NHQ HRMEB	
Position	Designation
Deputy Director, DPRM	Chairperson
Ex-O, DPRM	Vice Chairperson
Chief, Personnel Plans and Policies Division (PPPD), DPRM	Member
Chief, Police Commissioned Officers Placement and Promotion Division (PCOD), DPRM	Member
Chief, Police Non-Commissioned Officers Placement and Promotion Division (PNCOD), DPRM	Member



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Chief, Records Management Division (RMD), DPRM	Member
Chief, Morale and Welfare Division (MWD), DPRM	Member
Chief, Discipline Law and Order Division (DLOD), DPRM	Member
Chief, Personnel Holding and Accounting Unit (PHAU), DPRM	Member
Chief, Budget and Fiscal Office (BFO), DPRM	Member
Chief, Non-Uniformed Personnel Affairs Division (NUPAD), DPRM	Member
Administrative Officer (AdmO), DPRM	Member
Servicing Legal Officer (SLO), DPRM	Member
Training Section/Special Project Section, PPPD, DPRM	Secretariat

5) Functions of NHQ HRMEB:

- a) Deliberation of personnel included in the HRMEL for classification as HRM Specialist or HRM Eligible;
- b) Deliberation for the upgrading of HRM Eligible personnel to HRM Specialist;
- c) Evaluate and validate all requests for HRM equivalent training accreditation for inclusion in the HRMEL; and
- d) Deliberate on the qualification and confirmation of personnel occupying HRM positions (AdmOs/C, ARMDs/C, RPRMDs) in the Command Group, APCs, D-Staff, P-Staff, NSUs, and PROs.

Table 2. Composition of NSU HRMEB

Composition of NSU HRMEB	
Position	Designation
Deputy Director for Administration (DDA)	Chairperson
Chief of Staff (CS)	Vice Chairperson
Division Chiefs of respective Units (At least three)	Member
Servicing Legal Officer (SLO)	Member
NUP Supervisor	Member
Placement and Promotion Section	Secretariat

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Table 3. Composition of PRO HRMEB

Composition of RHRMEB	
Position	Designation
Deputy Regional Director for Administration (DRDA)	Chairperson
Chief, Regional Staff (CRS)	Vice Chairperson
All Chiefs of the Regional Staff	Member
Chief, Regional Legal Office (RLO)	Member
NUP Supervisor	Member
Placement and Promotion Section, RPRMD	Secretariat

- 6) Functions of NSU and PRO HRMEBs:
- a) Recommend to the NHQ HRMEB through a Board Resolution the upgrading of HRM Eligible personnel to HRM Specialist;
 - b) Endorse to the NHQ HRMEB all requests for HRM equivalent training accreditation for inclusion of the applicant to the HRMEL; and
 - c) Deliberation on the qualification and confirmation of personnel occupying HRM positions in the Police Regional Field Units (NSU) and PROs (except Chief, RPRMD), PARMU, Administrative Section of City and Municipal Police Stations.
- 7) Functions of the HRMEBs Secretariats:
- a) Maintain the database of personnel listed in the HRMEL in collaboration with DPRM Training Staff of HRM Courses;
 - b) Prepare the schedule of monthly board meetings for approval of the HRMEB Chairperson;
 - c) Issue Certificate of Accreditation to personnel who passed the deliberation conducted by the Board;
 - d) Identify the classification of personnel who are HRMOC/HRMSC graduates based on the requirements provided by this MC and other documents submitted by personnel concerned such as, Reassignment Orders, Office Orders, and Duty Status, for deliberation and approval of the Board; and
 - e) Endorse to Publication and Distribution Section (PDS), RMD, DPRM the names of personnel who are HRMOC/HRMSC graduates, provided by DPRM Training Staff or newly accredited by the Board, for the issuance of letter orders and for classification of personnel as HRM Specialist or HRM Eligible. The requirements for the issuance of orders are the following:
 - (1) Certificate of Completion;



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- (2) Declaration of Graduates;
- (3) Order of Merit; and
- (4) Certificate of Accreditation (for non-graduates of HRMOC/HRMSC).

8) Procedures

a) Accreditation to HRMEL (See flowchart Annex C)

- (1) All personnel applying for accreditation of equivalent course for inclusion in the HRMEL shall submit the following requirements to HRMEB Secretariat:

- (a) Unit Endorsement/Certification that the applicant is assigned and performing HRM functions;
- (b) Certificate of Completion on HRM-related functional specialization trainings/seminars/symposia conducted by other government agencies such as CSC, NAPOLCOM, and other highly reputable and recognized learning institutions; and
- (c) Unit Generated PDS.

- (2) The HRMEB shall convene and evaluate the submitted requirements of the PNP applicant for HRM equivalent training accreditation;

- (3) The HRMEB shall approve or deny the application of the PNP personnel for HRM equivalent training accreditation and recommend for approval of TDPRM;

- (4) The HRMEB Secretariat shall inform the office concerned on the status of the applications through a memorandum;

- (5) The HRMEB Secretariat shall prepare Certificate of Confirmation for PNP applicants who passed the deliberation and include the name of the applicants in the HRMEL; and

- (6) DPRM shall issue Letter Orders to personnel who passed the deliberation and confirmed by the Board.

b) Confirmation of Designation to HRMP (See Flowchart Annexes D.1, D.2, and D.3)

- (1) All PNP offices/units shall endorse the names of newly designated Chief, ARMD/RPRMD/AdmO to HRMEB Secretariat for deliberation and confirmation of the position.



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The same procedure shall be observed within the level of the NSUs and PROs to newly designated personnel in the regional and Provincial Field Units of NSUs and in the PROs, and City/Municipal Police Stations of PROs by respective HRMEBs;

- (2) The HRMEB shall conduct deliberation to evaluate and validate the names of the newly designated personnel if included in HRMEL;
- (3) Upon validation, the Board through a resolution shall confirm the designation of the subject PNP personnel to the position;
- (4) Upon confirmation, the Secretariat shall notify the lower offices/units to issue orders designating subject personnel in full-time capacity; and
- (5) If the applicant did not possess the required training or not included in the classification of HRM personnel, the Secretariat shall inform the lower offices/units to prioritize the subject PNP personnel to undergo the required HRM Course within six months pending confirmation of his/her position.

c. Responsibilities:

1) **DPRM**

- a) TDPRM is designated as Over-all Supervisor in the implementation of this MC;
- b) Keep and maintain database of HRMEL;
- c) Issue Letter Orders to personnel who passed the accreditation procedures as certified by the Board;
- d) Ensure full implementation of this MC; and
- e) Perform other task as directed.

2) **Command Group, APCs, D-Staff, and P-Staff**

- a) Submit names of newly designated AdmOs to NHQ HRMEB Secretariat for evaluation and deliberation of the Board;
- b) Strictly adhere to the directives provided by this MC pertaining to placement of personnel to HRM positions; and
- c) Perform other tasks as directed.

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3) **NSUs and PROs**

- a) Issue appropriate orders to the members of the respective HRMEBs;
- b) Submit names of newly designated Chief, ARMD/RPRMD to NHQ HRMEB Secretariat for evaluation and deliberation of the Board;
- c) Submit to PPPD, DPRM monthly inventory of trained and untrained personnel occupying HRM positions;
- d) Keep and maintain list of HRM-trained personnel;
- e) Recommend to the NHQ HRMEB all applications of personnel for accreditation of HRM-related training;
- f) Strictly adhere to the directives provided by this MC pertaining to placement of personnel to HRM positions;
- g) Ensure religious implementation of this MC in respective AORs; and
- h) Perform other tasks as directed.

7. **REPEALING CLAUSE:**

All PNP directives and other issuances which are contrary to or inconsistent with this MC are hereby rescinded or modified accordingly.

8. **EFFECTIVITY:**

This MC shall take effect upon confirmation by the NAPOLCOM and 15 days immediately after filing a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code of 1987," as amended.

Distribution:

Command Group
IG, IAS
Cmdrs, APCs
D-Staff
P-Staff
Ds, NSUs
RDs, PROs
SPA to the SILG



ROMMEL FRANCISCO D MARBIL
Police General
Chief, PNP



CERTIFIED TRUE COPY



"Sa Bagong Pilipinas, Ang Gusto ng Pulis, Ligtas Ka."

BRYAN ANGELO K PAJARILLO
POLICE LIEUTENANT COLONEL
ADMINISTRATIVE OFFICER, DPRM

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Strengthening the Human Resource Management (HRM)
Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of
Personnel Occupying HRM Positions

CATEGORIZATION OF HRM PERSONNEL

CATEGORY	POSITION/DESIGNATION	REQUIREMENTS
Exclusive Category	TDPRM	<ul style="list-style-type: none"> • PBGEN or PMGEN
	DD, DPRM	<ul style="list-style-type: none"> • PBGEN (Exclusive)
	Ex-O, DPRM	<ul style="list-style-type: none"> • PCOL (Promotable to PBGEN)
	DDA, NSUs DRDA, NCRPO DRDA, PROs	<ul style="list-style-type: none"> • PBGEN (Exclusive)
	CS, NSUs CRS, NCRPO CRS, PROs	<ul style="list-style-type: none"> • PCOL (Promotable to PBGEN)
Category I	Division Chief Classified as PCOL Exclusive 1, 2, and 3 positions	<ul style="list-style-type: none"> • Designated as Chief classified as PCOL Exclusive 2 position of DPRM or Chief, RPRMD of NCRPO for at least six months • Occupied any of the following positions for continuous term of at least six months: <ul style="list-style-type: none"> ➤ Chief, RPRMD of any PRO except NCRPO; ➤ Chief, ARMD of the NSU; ➤ Chief, District Personnel and Records Management Division (Chief, DPRMD) of NCRPO Districts; and ➤ PCOs who have been designated to PD/CD position in PROs and COP position in NCRPO shall have an advantage. • HRM Specialist
	DDDA, CDDS, and Chiefs, DPRMDs of NCRPO Districts	<ul style="list-style-type: none"> • Police Colonel classified as Exclusive 3
	Chiefs, ARMDs of APCs and NSUs; Chiefs, RPRMDs of PROs and NCRPO HQs.	<ul style="list-style-type: none"> • Must have been PD/CD in PROs for at least six months. • COP, CPS, NCRPO for at least six months. • Battalion Commander, RMFBs • HRM Qualified

ANNEX "A"

**Strengthening the Human Resource Management (HRM)
Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of
Personnel Occupying HRM Positions**

		<ul style="list-style-type: none"> • Designated to any HRM positions for a continuous period of at least six months
	Chief, NUPAD	<ul style="list-style-type: none"> • Incumbent plantilla position holder as Chief Administrative Officer • HRMOC Graduate
Category II	Assistant Division Chief of DPRM	<ul style="list-style-type: none"> • Must be with the rank of PLTCOL/PMAJ or NUP with at least SG 15 • Occupied at least two different Section Chief positions in any HRM offices/units or Assistant Chief of RPRMD, NCRPO • Eligible based on training eligibility
	Administrative Officers of Command Groups/D-Staff/P-Staff	<ul style="list-style-type: none"> • Designated as Section Chief of DPRM for at least six months • Eligible based on training eligibility
	DPDA/DCDA	<ul style="list-style-type: none"> • Must be PLTCOL • Designated to any HRM positions for at least six months • Eligible based on training eligibility
	Assistant Chief, RPRMD/ARMD of APCs, NSUs, PROs and NCRPO RHQ	<ul style="list-style-type: none"> • Must be with the rank of PLTCOL or PMAJ qualified for promotion to PLTCOL or NUP with at least SG 15
	Assistant Chief, DPRMD and ACOPA of NCRPO Districts	<ul style="list-style-type: none"> • Designated to any HRM positions for at least six months • Eligible based on training eligibility
	Chief, CARMU of CPOs and PARMU of PPOs,	<ul style="list-style-type: none"> • Must be with the rank of PLTCOL or PMAJ qualified for promotion to PLTCOL or NUP with at least SG 15 • Must have been a COP of any CPS/MPS • Designated to any HRM positions for at least six months • Eligible based on training eligibility

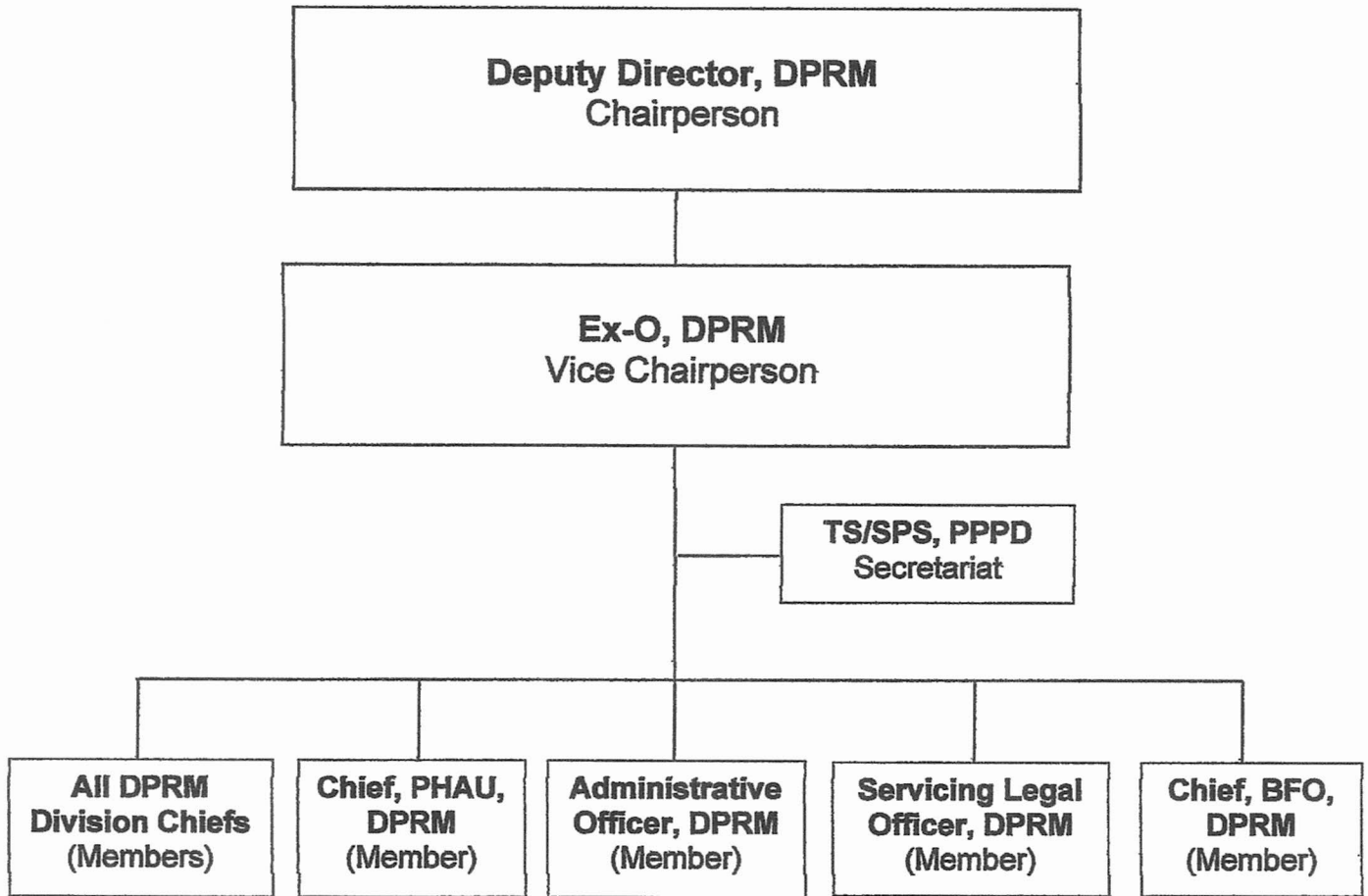
ANNEX "A"

**Strengthening the Human Resource Management (HRM)
Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of
Personnel Occupying HRM Positions**

Category III	Section Chiefs, DPRM Divisions	• Must be with the rank of PMAJ or PCPT or NUP with at least SG 11
	Section Chiefs, ARMDs, APCs/NSUs	Must be with the rank of PMAJ or PCPT or NUP with at least SG 11
	Section Chiefs, RMFBs/PMFCs/CPS/MPS	Must be with the rank of PLT or PCPT
	Section Chiefs, RPRMDs/DPRMDs	• Must be with the rank of PMAJ or PCPT or NUP with at least SG 11
	Asst. Chief, PARMU/CARMU	• Must be with the rank of PMAJ
Category IV	• All other HRM positions not included in Categories I, II, and III occupied by qualified PCOs, PNCOs, and NUP.	

**Strengthening the Human Resource Management (HRM)
Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of
Personnel Occupying HRM Positions**

**ORGANIZATIONAL STRUCTURE OF THE HUMAN RESOURCE MANAGEMENT
EVALUATION BOARD (NHQ HRMEB)**

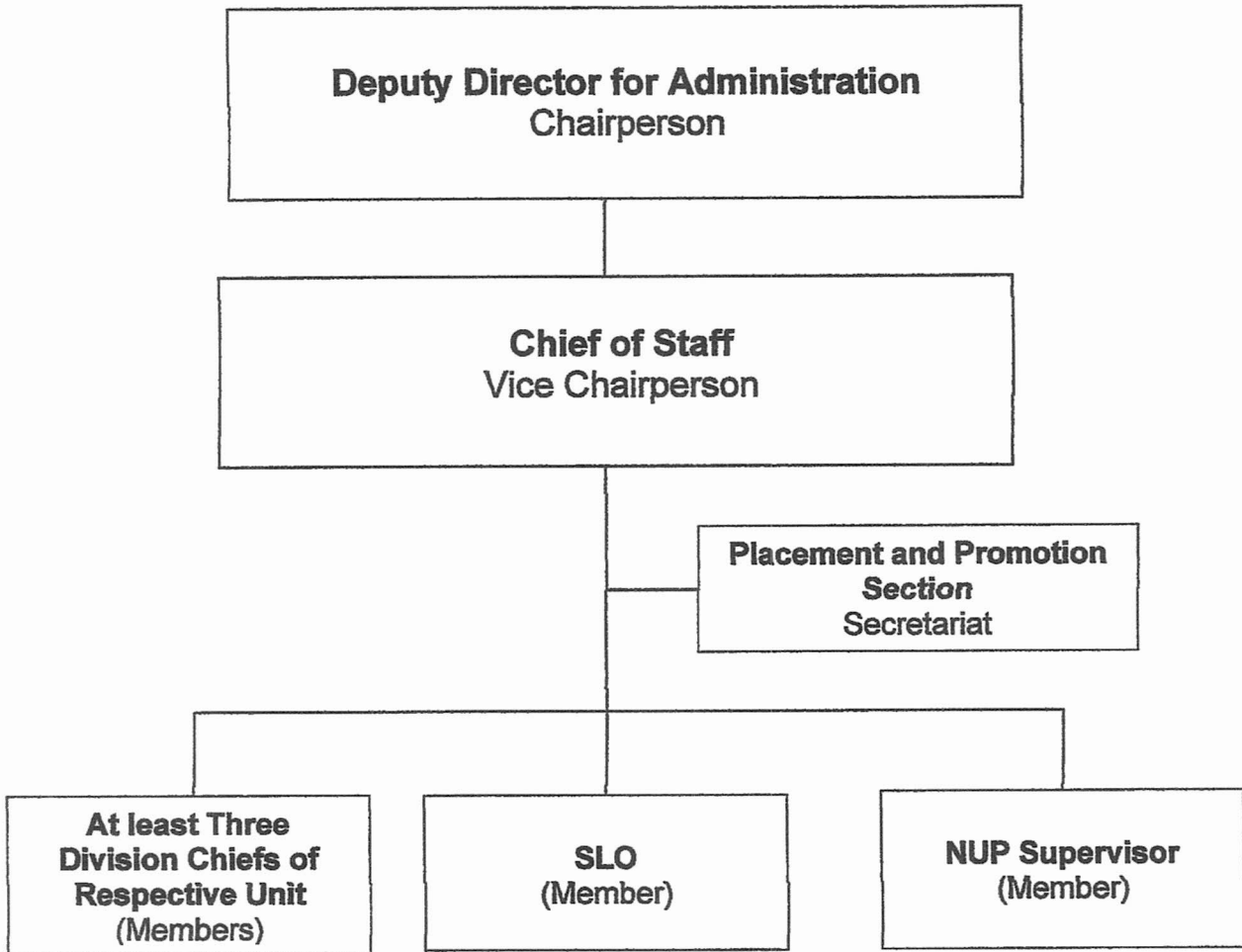


Recapitulation:

DDPRM	-1
Ex-O, DPRM	-1
DPRM Division Chiefs	-7
C, PHAU, DPRM	-1
ADMO, DPRM	-1
SLO, DPRM	-1
C, BFO, DPRM	-1
Total:	13

**Strengthening the Human Resource Management (HRM)
Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of
Personnel Occupying HRM Positions**

**ORGANIZATIONAL STRUCTURE OF THE NATIONAL SUPPORT UNIT HUMAN
RESOURCE MANAGEMENT EVALUATION BOARD (NSU HRMEB)**



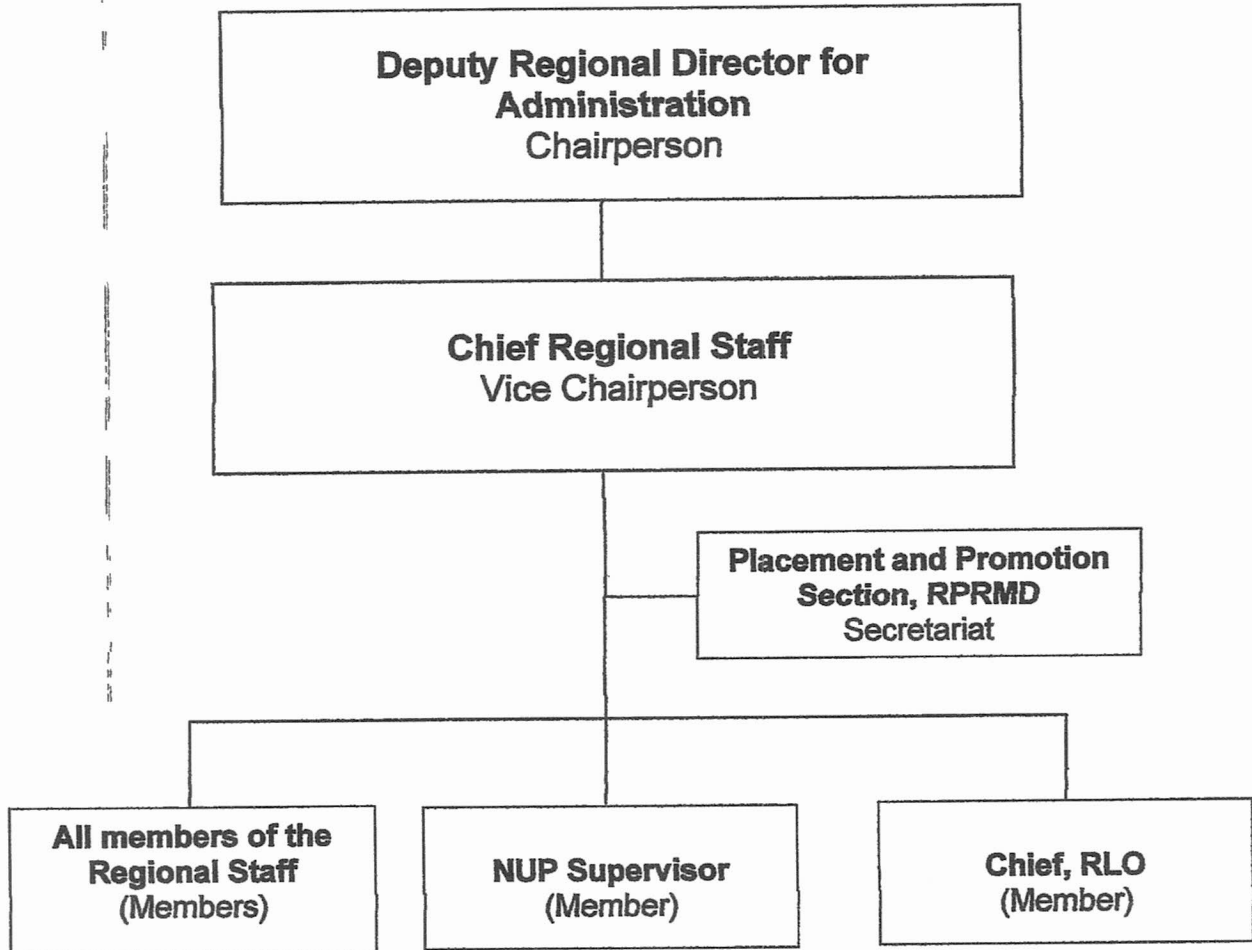
Recapitulation:

DDA	-1
CS	-1
Division Chiefs	-3
NUP Supervisor	-1
C, RLO	-1
Total:	7

**Strengthening the Human Resource Management (HRM)
Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of
Personnel Occupying HRM Positions**

ANNEX B.3

**ORGANIZATIONAL STRUCTURE OF THE REGIONAL HUMAN RESOURCE
MANAGEMENT EVALUATION BOARD (PRO HRMEB)**

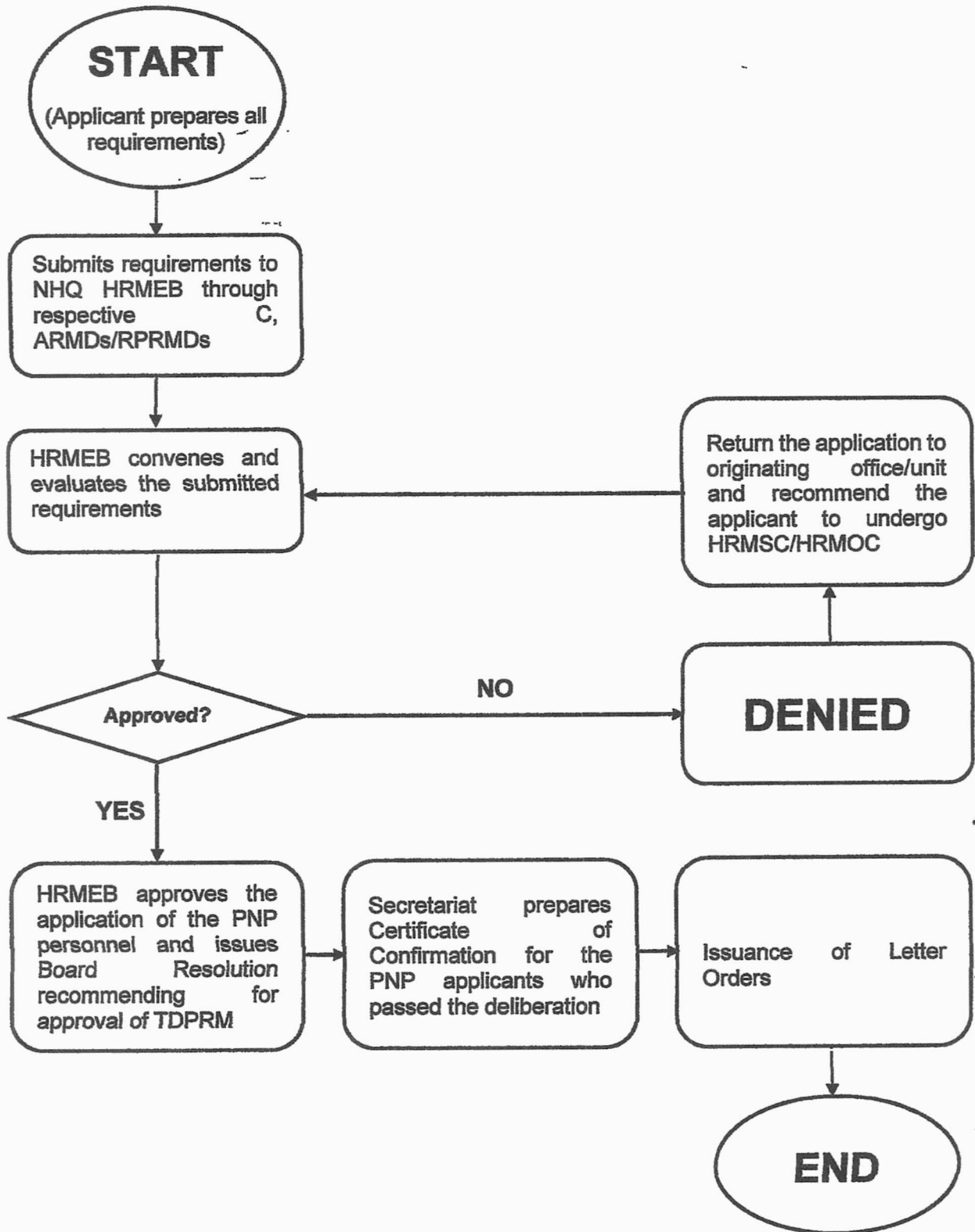


Recapitulation:

DRDA	-1
CRS	-1
Regional Staffs	-11
NUP Supervisor	-1
C, RLO	-1
Total:	15

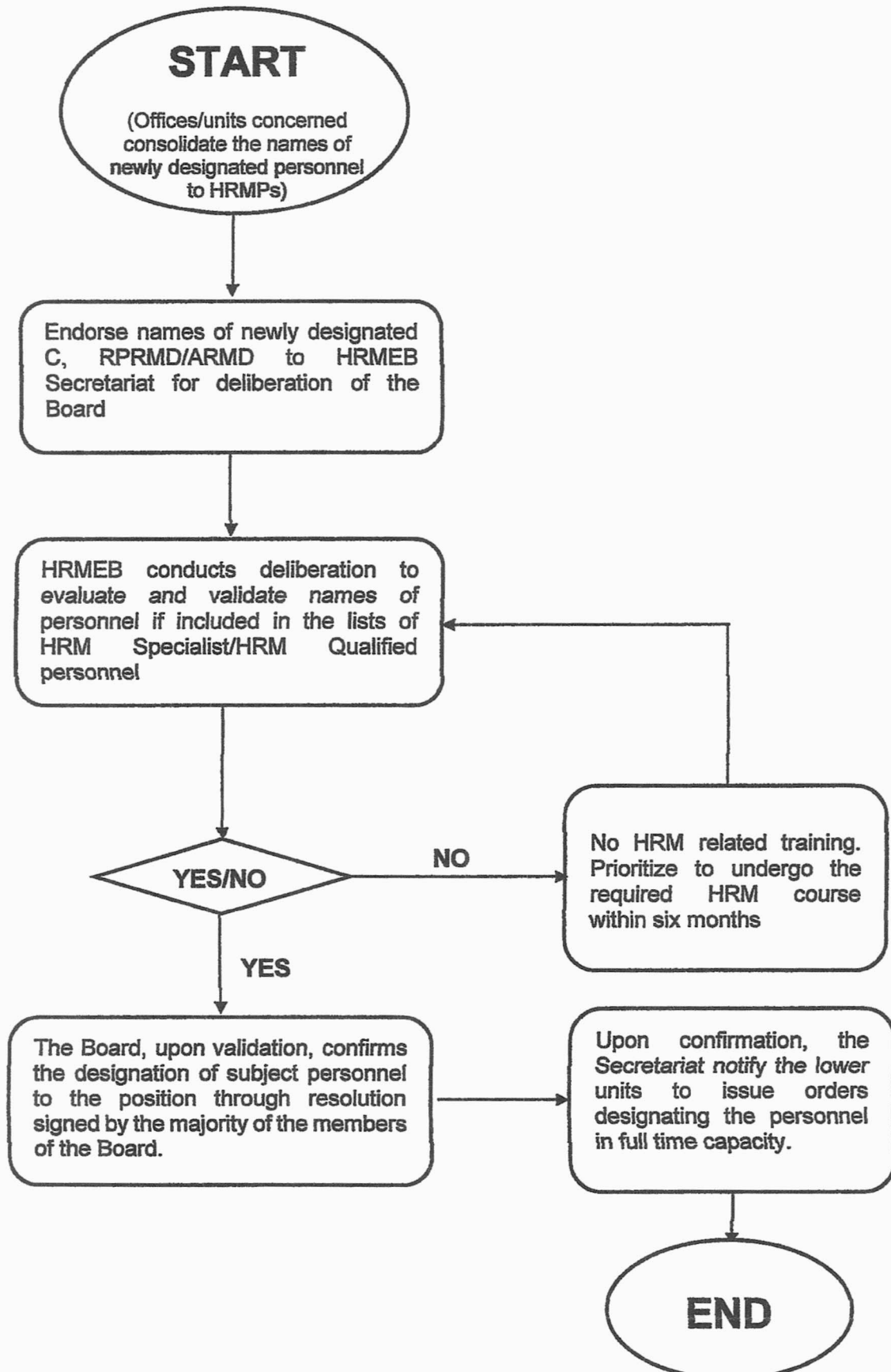
Strengthening the Human Resource Management (HRM)
Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of
Personnel Occupying HRM Positions

FLOW CHART FOR ACCREDITATION TO HRMEL



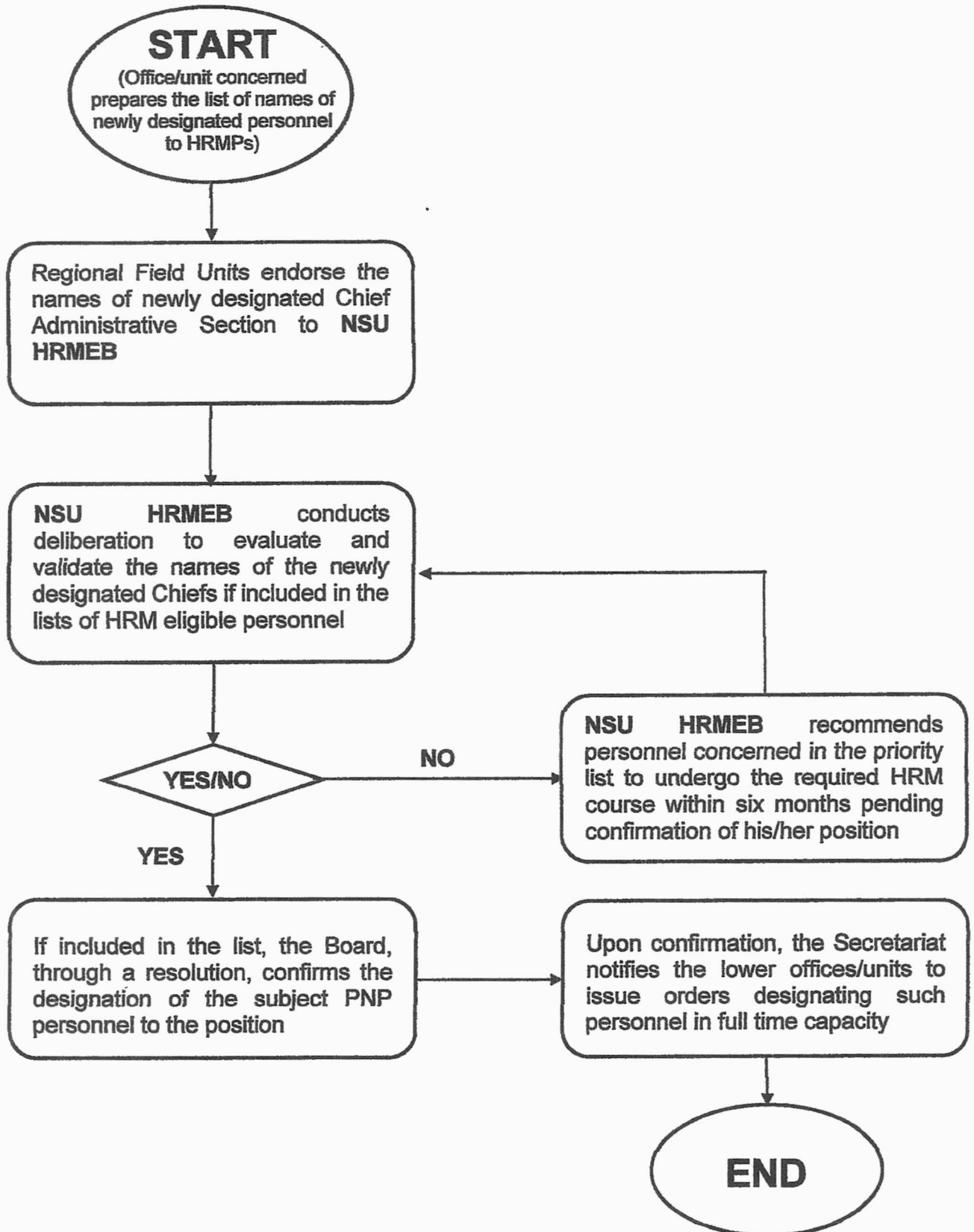
Strengthening the Human Resource Management (HRM) Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of Personnel Occupying HRM Positions

NHQ FLOW CHART FOR CONFIRMATION TO HRMP



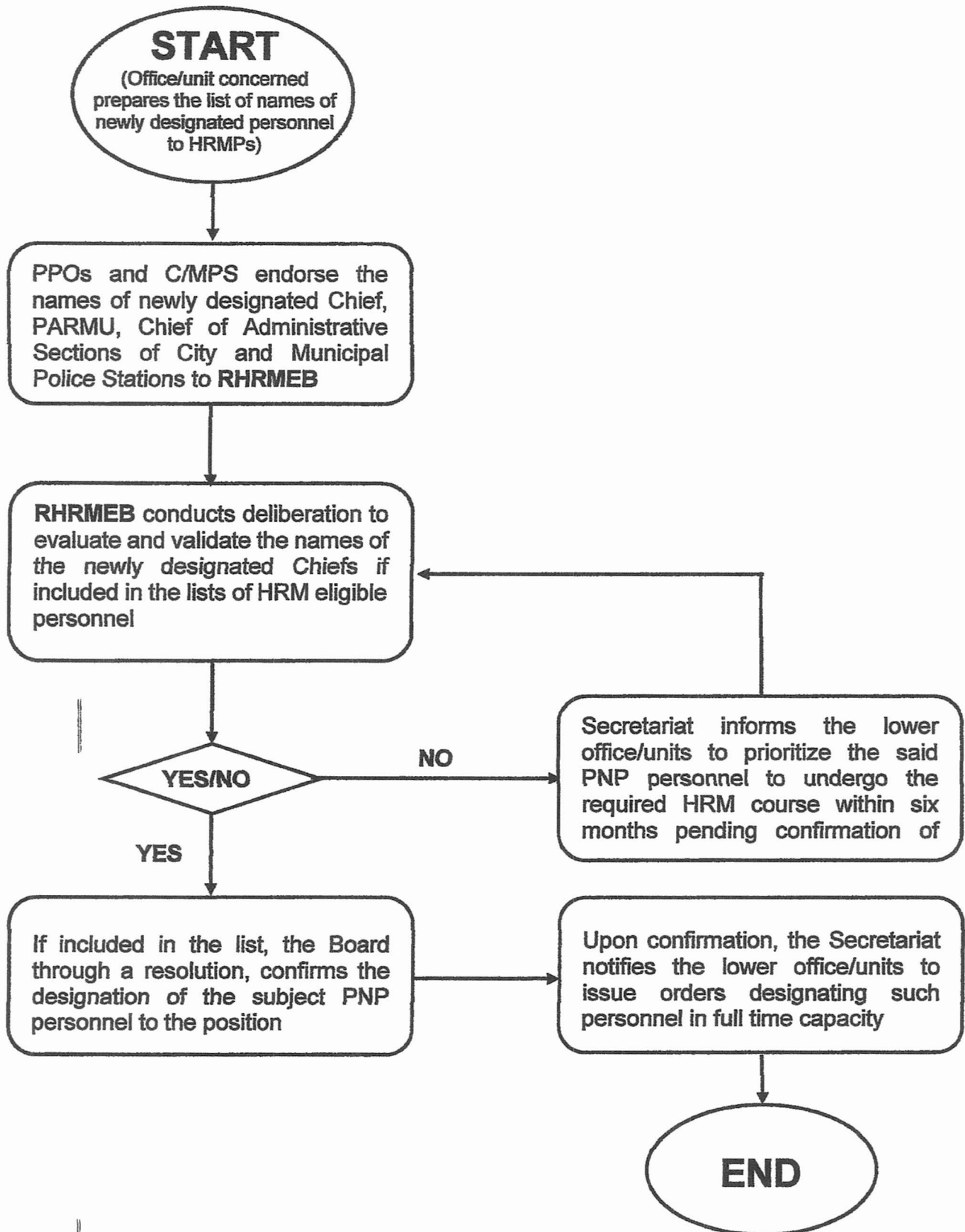
Strengthening the Human Resource Management (HRM)
Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of
Personnel Occupying HRM Positions

NSU FLOW CHART FOR CONFIRMATION TO HRMP

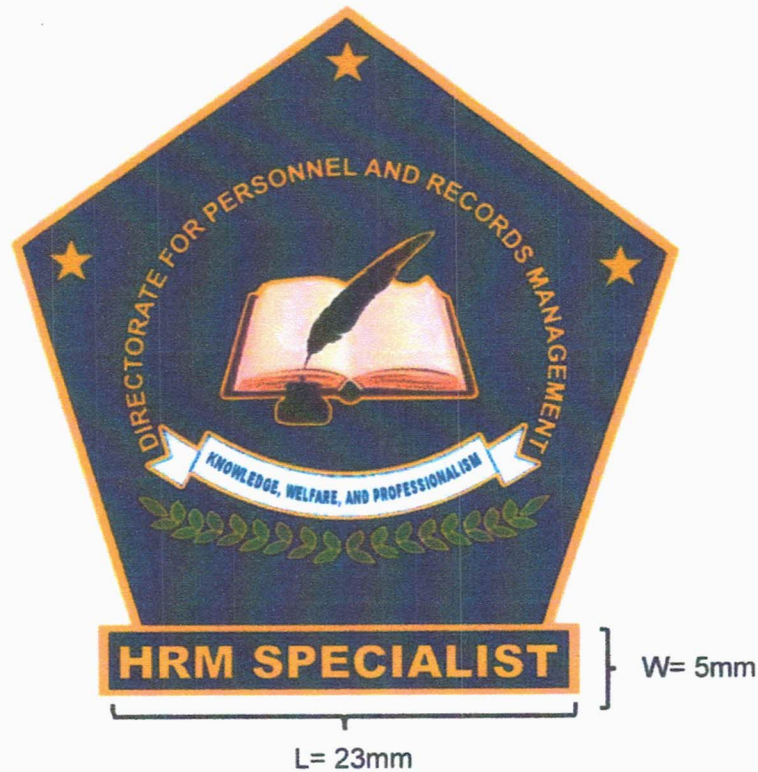


Strengthening the Human Resource Management (HRM)
Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of
Personnel Occupying HRM Positions

PROs FLOW CHART FOR CONFIRMATION TO HRMP



PROPOSED STANDARD SPECIFICATIONS FOR HUMAN RESOURCE MANAGEMENT SPECIALIST BADGE



DESCRIPTION

The Human Resource Management (HRM) Specialist Badge will be conferred to PNP personnel classified and confirmed by the HRMEB/RHRMEB to give distinction and recognition.

The technical specifications of the HRM Specialist Badge are the same as the approved specifications of the HRMOC/HRMSC Badge (please see attached), except the inclusion of the following:

1. Bar Plate with a dimension of "23mm x 5mm" placed at the bottom of the original HRMOC/HRMSC Badge; and
2. The words HRMOC/HRMSC were removed, and the "HRM Specialist" are engraved in the bar plate.

STANDARD SPECIFICATIONS FOR HUMAN RESOURCE MANAGEMENT TRAINING BADGE

I. PURPOSE:

- a. To give recognition to the graduates of the Human Resource Management (HRM) Courses; and
- b. To have distinction between the HRM Course graduates and graduates of other specialized courses.

II. TYPES OF HRM TRAINING BADGE:

- a. Human Resource Management Officers Course (HRMOC) Training Badge – is intended for Police Commissioned Officers who graduated from the 160 training hours which is equivalent to 20 working days; and
- b. Human Resource Management Staff Course (HRMSC) Training Badge – is intended for Police Non-Commissioned Officers and Non-Uniformed Personnel who graduated from the 120 training hours which is equivalent to 15 working days.

III. PROPER WEARING:

- a. **WHO TO WEAR:** All Personnel who have undergone the Human Resource Management Officers Course and the Human Resource Management Staff Course.

- b. **WHEN TO WEAR:**

- 1) **PNP Uniformed Personnel**

- a) PCOs when wearing Bush Coat and Type "B";
 - b) PCOs when wearing Ceremonial Blouse; and
 - c) PNCOs when wearing GOA Type "A" and "B".

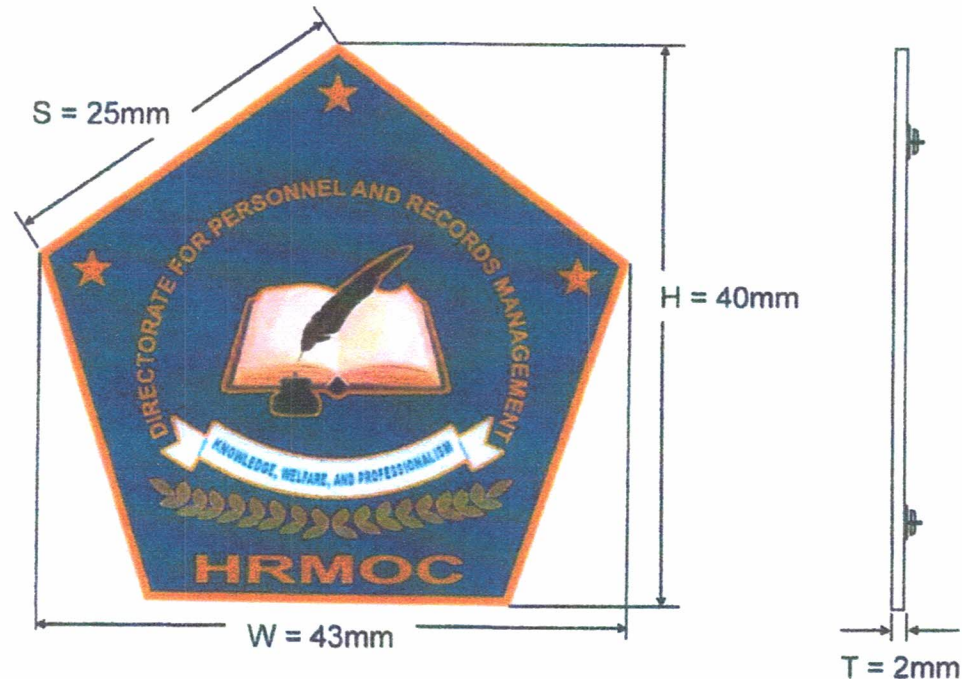
- 2) **Non-Uniformed Personnel:** When wearing M-W-F Uniform

- c. **WHERE TO PUT THE BADGE:**

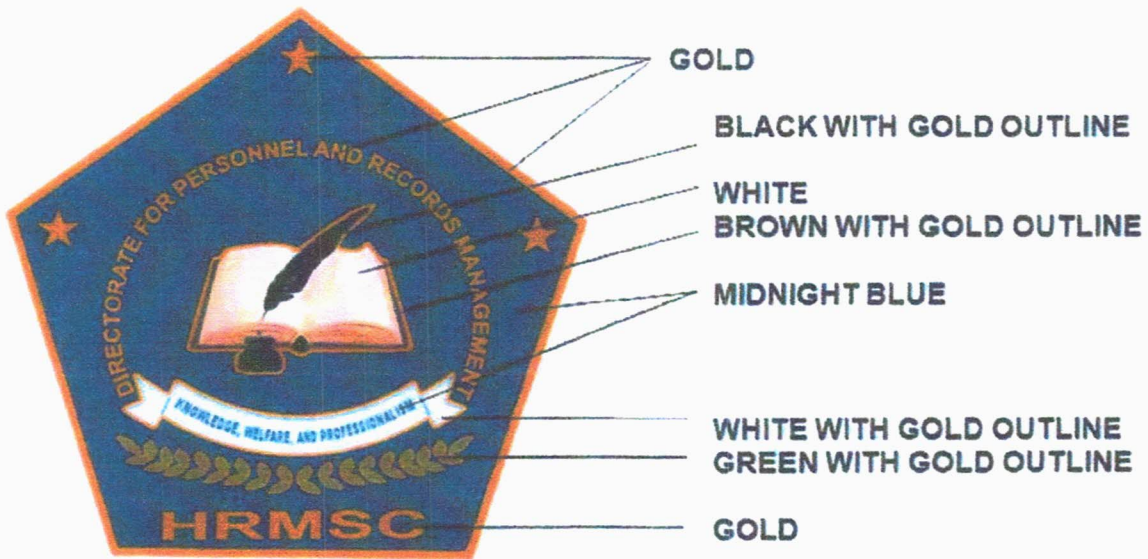
- 1) **PNP Uniformed Personnel:** Middle left pocket of GOA/Ceremonial Blouse



- 2) **Non-Uniformed Personnel:** Upper left chest part of the M-W-F Uniform

IV. TECHNICAL SPECIFICATIONS:







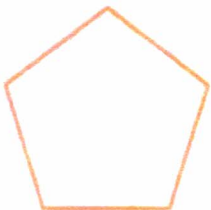
- a. Material Composition:
 - 1) Base Metal – laminated bronze
 - 2) Back Pin Mechanism – two sets of catch and pin
- b. Features:
 - 1) Plating – Laminated and with colored yellow gold plating on the border of the base plate
 - 2) Colors – midnight blue, gold, green, white, black, and brown (ordinary paint)
 - 3) Color Difference from the Standard Color of base plate (midnight blue) – 0 to 1
- c. Dimension of the Base Plate: ($\pm 0.5\text{mm}$ tolerance)
 - 1) Height (H) – 40mm
 - 2) Width (W) – 43mm
 - 3) Side (S) – 25mm
 - 4) Thickness – 2mm
- d. Weight (with catch) – 10g (maximum)
- e. Manufacturers Trademark: Engraved on the metal portion at the back.



SYMBOL	SYMBOLISM
	<p>BOOK - Symbolizes knowledge.</p> <p>BLACK INK AND PLUME - Symbolize various methods towards the development of efficient and reliable records management.</p>
	<p>WHITE RIBBON – Symbolizes purity of intention in attaining objective, function, mission, vision, and unity towards achieving excellence through stronger tie.</p> <p>KNOWLEDGE – The sum of information and principles acquired by PNP personnel in every work or task assigned to him.</p> <p>WELFARE – Concern of the organization not only to its personnel but also to its families and dependents.</p> <p>PROFESSIONALISM – Performing and discharging of duties with the highest degree of excellence, intelligence, and skill which is expected in each and every PNP personnel.</p>

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SYMBOL	SYMBOLISM
	<p>LAUREL LEAVES – Symbolize the 18 Police Regional Offices of the PNP.</p>
	<p>3 STARS – Symbolize Luzon, Visayas, and Mindanao which constitute the Republic's Territorial integrity over which the PNP must enforce the law and maintain peace and order.</p>
	<p>COLOR BLUE – Symbolizes the flow of communication and broaden the perspective in learning new information. It also symbolizes importance, confidence power, and authority. Blue is the international color for law enforcement.</p>
	<p>COLOR GOLD – Symbolizes higher ideals, wisdom and understanding. It also resembles the stability of the organization.</p>
	<p>PENTAGON SHAPE – resembles the shape of a house that symbolizes the PNP HR practitioners on recruitment, selection, placement and promotion; discipline, law and order; morale and welfare; performance evaluation; and records management.</p>

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Republic of the Philippines
National Police Commission
National Headquarters, Philippine National Police
UNIFORM AND EQUIPMENT STANDARDIZATION BOARD
Camp Crame, Quezon City

HUMAN RESOURCE MANAGEMENT TRAINING BADGE



OFFICE OF THE CHIEF, PNP
Approved by the Authority of the C, PNP


ERREN M PEREZ
Police Director
The Director for Research and Development/
Chairman, UESB

Date Approved: July 25, 2017

DRD Copy

UESB Res. No. 2017-035
HRM Training Badge

Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
Camp BGen Rafael T Crame, Quezon City

**TECHNICAL WORKING GROUP (TWG)
FOR THE REVISION OF PNP MC NO. 2017-040**

RESOLUTION NO. 2024-003

**A RESOLUTION RECOMMENDING APPROVAL OF THE PROPOSED
PNP MEMORANDUM CIRCULAR ENTITLED: "STRENGTHENING THE HUMAN
RESOURCE MANAGEMENT (HRM) POLICIES, GUIDELINES, AND
PROCEDURES ON CONFERMENT OF ELIGIBILITY AND CONFIRMATION OF
PERSONNEL OCCUPYING HUMAN RESOURCE MANAGEMENT POSITIONS".**

WHEREAS, pursuant to NHQ-LO-TWG-2023-808 dated April 3, 2023, a Technical Working Group (TWG) was created to review and revise the PNP Memorandum Circular No. 2017-040 entitled "Human Resource Management (HRM) Policies, Guidelines, and Procedures on Placement and Eligibility to make it more responsive to the current needs of the PNP in order to achieve competency, professionalism and excellence in human resource management functions;

WHEREAS, from June 14, 2023 to February 20, 2024, the TWG conducted a series of meetings and deliberations where it was recommended to draft the proposed revision of PNP MC No. 2017-040. The drafted revision was distributed to members of TWG and different PNP offices and units for their inputs, comments and recommendations.

WHEREAS, Chairman, TWG recommended to update all HRM positions from National Headquarters down to police stations, categorize objectively said HRM positions, set specific guidelines and defining responsibilities of all PNP offices/units in its implementation, and designing a pin intended for HRM Specialist;

WHEREAS, based on the consolidated inputs, comments, and recommendations of all Divisions of the DPRM and different PNP offices and units, the TWG come up with the final draft of the revision entitled "Strengthening the Human Resource Management Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of Personnel Occupying HRM Positions" and was forwarded to the Legal Service (LS) on March 8, 2024 for legal opinion and recommendations;

WHEREAS, on April 4, 2024, after careful evaluation of LS on the final draft, they submitted a copy of their comments and recommendations which was adopted and incorporated in the final draft of the proposed MC;

NOW, THEREFORE, and in consideration of the foregoing and after thorough deliberation, the TWG for the revision of PNP MC No. 2017-040 **RESOLVED**, as it





hereby **RESOLVED** to recommend the approval and signature of the CPNP on the proposed Memorandum Circular entitled: **"Strengthening the Human Resource Management (HRM) Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of Personnel Occupying Human Resource Management Positions"**.

SO RESOLVED.

Done this 16th day of May 2024 at Camp BGen Rafael T Crame, Quezon City.


PORFIRIO A CALAGAN
Police Brigadier General
Ex-O, DPRM/Chairman


LAUDEMER N LLANETA
Police Colonel
Acting Chief, PCOD, DPRM/Vice-Chairman


PCOL ARNE V OLQUIANO
Member


PCOL RENELLE SABALDICA
Member


PCOL REXMEL G REYES
Member


PCOL MARLO A CASTILLO
Member


PCOL LYNETTE M TADEO
Member


PCOL FERDINAND Z DE ASIS
Member


PLTCOL MARLON M MANALO
Member


PLTCOL BRYAN ANGELO K PAJARILLO
Member



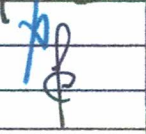
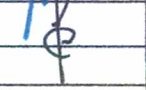

NUP CYNTHIA S ROSALES
Member



Document Tracking No. _____

(Please do not detach this routing form throughout the entire process)

SUBJECT: Proposed PNP Memorandum Circular Entitled: “Strengthening the Human Resource Management (HRM) Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of Personnel Occupying Human Resource Management Positions”

DPRM ROUTING AND ACTION FORM						DO NOT WRITE ON THIS FORM APPROVE/ DISAPPROVAL/ CONCURRENCE OR SIMILAR ACTION	
FROM	TO	AR	DATE	SENDER/ NAME	SIGNATURE	CHECK ACTION REQUESTED (AR)	
C, PPPD	ADMO	6	05/27/2024	OLQUIANO		(1)	APPROPRIATE ACTION
ADMO EX-O			MAY 29 2024	PAJARILLO		(2)	ATTENTION TO HWI INSIDE
EX-O DDPRM			MAY 28 2024	CALAGAN		(3)	NOTATION/INFORMATION
DDPRM			MAY 31 2024	KRAFT		(4)	GUIDANCE
						(5)	APPROVAL
						✓ (6)	SIGNATURE
						(7)	OTHERS

INFORMATION SUMMARY:

1. This pertains to the revision of PNP MC No. 2017-040 entitled: “Human Resource Management Policies, Guidelines, and Procedures on Placement and Eligibility” dated June 13, 2017. The Technical Working Group (TWG) come up with the final draft of the revision and proposed a Memorandum Circular entitled: “Strengthening the Human Resource Management (HRM) Policies, Guidelines, and Procedures on Conferment of Eligibility and Confirmation of Personnel Occupying Human Resource Management Positions.”

2. In view thereof, request signature of TDPRM on the attached memorandum for the CPNP.

REMARKS:

LSRM
RND
daisy
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4/17/24





LS(LRED)-240401-0630
MEMORANDUM



Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE
LEGAL SERVICE
Camp BGen Rafael T Crame, Quezon City



FOR : TDPRM
(Attn: C, SPS, PPPD)

FROM : D, LS

SUBJECT : **Request for Comments, Inputs, and Recommendations on the Final Draft Revision of PNP Memorandum Circular No. 2017-040**

DATE : 04 APR 2024

1. References:

- a) Initial Legal Comment of LO, DPRM dated April 1, 2024 with subject: Comment on the Proposed MC re: Strengthening the Human Resource Management Policies, Guidelines, and Procedures on the Conferment of Eligibility and Confirmation of Personnel Occupying HRM Positions;
- b) Memorandum from TDPRM dated March 8, 2024 with same subject as above; and
- c) Draft PNP MC entitled as Strengthening the Human Resource Management Policies, Guidelines, and Procedures on the Conferment of Eligibility and Confirmation of Personnel Occupying HRM Positions.

2. This pertains to the request of TDPRM for comments, inputs, and recommendations relative to the final draft of the revision of PNP Memorandum Circular No. 2017-040, which is proposed to be entitled as "Strengthening the Human Resource Management Policies, Guidelines, and Procedures on the Conferment of Eligibility and Confirmation of Personnel Occupying HRM Positions."

3. After careful review of the final draft of the aforesaid PNP MC, this Service humbly submits the following comments:

- a) This revision strengthened and encompassed all the policies and guidelines for human resource management courses being offered and conferred by the Directorate of Personnel Resource and Management (DPRM), which is in consonance with its functions under R.A. 6975 and R.A. 8551, that is, recommending changes in plans and policies to ensure the efficient procurement and employment of human resources;



- b) Similarly, it bolsters the virtue behind PNP selection process, that is, choosing the most qualified personnel for the said position, pursuant to *NAPOLCOM Memorandum Circular No. 2019-01 or Prescribing the Placement and Promotion System for Third Level Officers*, and *PNP Memorandum Circular No. 2018-048 or the Revised Policies and Guidelines Governing the Regular Promotion Program for 2nd Level PCOs and PNCOs*.
- c) However, in order to strongly institutionalize human resource management courses in the PNP, it is highly recommended that the following provisions be modified:

Draft Version	Suggested Version
6. GUIDELINES	6. GUIDELINES
a. General Guidelines	a. General Guidelines
3) All personnel designated to Exclusive Category are encouraged to undergo HRMOC.	3) All personnel designated to Exclusive Category are mandated to undergo HRMOC. <i>now 6a4)</i>
5) PNP personnel who were already performing HRM functions without eligibility shall be prioritized to undergo HRMOC/HRMSC.	5) PNP personnel who were already performing HRM functions without eligibility shall be directed and prioritized to undergo HRMOC/HRMSC. <i>now 6a3)</i>
14) Lower units shall submit monthly report indicating therein all personnel occupying HRM positions in their respective Offices/Units either trained or untrained personnel including those who are trained personnel not assigned at any HRM positions. These shall be included in the UPER parameters of DPRM.	14) Lower units shall submit monthly report indicating therein all personnel occupying HRM positions in their respective Offices/Units either trained or untrained personnel including those who are trained personnel not assigned at any HRM positions . <i>now 6a19)</i>
	15) HRMOC/HRMSC eligibility of PNP personnel occupying HRM positions shall form part of the UPER parameters of DPRM.

- d) Additionally, in order to heavily strengthen this revised PNP MC, it is recommended to add sanctions in case of unauthorized use of HRMOC/HRMSC and Specialist badges.

4. Respectfully submitted.

LS

ARTHUR R. LLAMAS
Police Brigadier General

DD, LS/AMP
CS, LS/RADG
C. LRED/MJBB