



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

OCT 03 2024

DHRDD(U)-240802-963

MEMORANDUM CIRCULAR
NO.: 2024-081

AMENDING PARAGRAPHS 6.A.8 AND 7 OF PNP MC NO. 2023-056 (COMPREHENSIVE PNP FIELD TRAINING PROGRAM) AND PARAGRAPH 6 OF THE PNP MC NO. 2023-064 (AMENDED GUIDELINES AND PROCEDURES FOR PNP PERSONNEL IN TAKING MANDATORY CAREER COURSES AND OTHER RELATED MATTERS)

1. REFERENCES:

- a. Sec. 19, Republic Act (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";
- b. 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";
- c. PNP Memorandum Circular (MC) No. 2023-064 dated October 19, 2023 entitled, "Amended Guidelines and Procedures for PNP Personnel in Taking Mandatory Career Course and Other Related Matters";
- d. PNP MC No. 2023-056 dated September 15, 2023 entitled, "Comprehensive PNP Field Training Program";
- e. PNP MC No. 2016-002 dated March 7, 2016 entitled, "Revised Rules of Procedure Before the Administrative Disciplinary Authorities and the Internal Affairs Service of the Philippine National Police"; and
- f. PNP MC No. 2014-046 dated October 22, 2014 entitled, "PNP Standards for In-Service Training".

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2. SITUATION:

The promulgation of RA No. 8551 mandated all PNP uniformed personnel to undergo a Field Training Program (FTP) involving actual experience and assignment in patrol, traffic, and investigation as a requirement for permanent appointment. In support therewith, the PNP shall conduct Field Training Officers Course (FTOC) for the purpose of creating a pool of field training officers (FTOs), pursuant to the IRR of RA No. 8551.



In May 2024, the DHRDD surveyed the reasons for non-promotion among Police Captains (PCPTs) and Police Staff Sergeants (PSSGs). In result thereof, 1,176 out of 1,941 PCPTs or 60.59%, and 15,748 out of 17,140 PSSGs or 91.88% responded that the primary reason for their non-promotion is being unable to undergo mandatory training, while 1,519 or 78.26% PCPTs, and 13,758 or 80.27% PSSGs responded that non-compliance with the pre-requisite FTOC hindered them from taking their respective mandatory training.

PNP MC No. 2023-056 instituted FTOC, an in-service training, and Field Training Officers Service Duty (FTOSD), the time required from FTOs in the rendition of their functions, as prerequisites for PSSLC and PSOAC, to ensure that there will be sufficient number of PNCO and PCO FTOs who shall handle Newly Appointed Police Non-Commissioned Officers (NAPNCOs) and Newly Appointed Police Commissioned Officers (NAPCOs) during their Field Training Exercises (FTXs), respectively. The prerequisite nature of FTOC and FTOSD is likewise conferred in PNP MC No. 2023-064, which governs the amended guidelines and procedures for taking mandatory career courses.

However, neither the provision of RA No. 8551 nor its IRR explicitly mandates that FTOC and FTOSD be prerequisites for mandatory training programs as the statutory requirement is limited to the conduct of FTP and the creation of a pool of FTOs. Hence, it is established that aforesaid MCs implicitly conferred the mandatory nature of FTOC and FTOSD as prerequisites to mandatory training which is not in conformity to the statutory requirement of RA No. 8551.

As it is, the DHRDD, through its Technical Working Group, resolved to recommend the removal of FTOC and FTOSD as requisites for mandatory training, anchored on the authority of the PNP to amend or revise such internal policies.

While this MC serves to remove the prerequisite nature of FTOC and FTOSD, it will not put an end to the existence of FTOC and FTOSD as they will remain one of the criteria for a PNP uniformed personnel to be eligible as FTO. Rather, this MC intends to reinforce the implementation of FTOC and FTOSD in an efficient manner that is consistent with existing statutory requirements.

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3. PURPOSE:

This PNP MC removes the categorization of FTOC and FTOSD as requisites for mandatory training courses, particularly for Public Safety Senior Leadership Course (PSSLC) for Police Non-Commissioned Officers (PNCOs) and Public Safety Officers Advance Course (PSOAC) for Police Commissioned Officers (PCOs).

4. AMENDMENTS:

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a. Paragraph 6.a.8 of PNP MC No. 2023-056 to read as follows:

“FTOC and FTOSD shall no longer be prerequisites for PSOAC and PSSLC.”



- b. 2nd Sub-paragraph of Paragraph 7 Procedures of PNP MC No. 2023-056 to read as follows:

“The FTO must render FTOSD after completing FTOC.”

- c. Paragraph 6 Guidelines of PNP MC No. 2023-064 to read as follows:

Course	Rank and Time-in-Grade (TIG)	Status	Pre-requisite Course
<i>Public Safety Officers Advance Course (PSOAC) and its training equivalence vis-à-vis CSC and NAPOLCOM Qualification Standards</i>	<i>PCPT with two years</i>	<i>Permanent Appointment</i>	<i>PSOBC</i>
<i>Public Safety Senior Leadership Course (PSSLC) and its training equivalence vis a vis CSC and NAPOLCOM Qualification Standards</i>	<i>PMSG with two years TIG to PCMS</i>	<i>Permanent Appointment</i>	<i>PSJLC</i>

5. NEW PROVISIONS:

New provisions in addition to Paragraph 6 Guidelines, subparagraph (a) General Guidelines of PNP MC No. 2023-056, are to read as follows:

- 39) *National Support Units (NSUs)/Police Regional Offices (PROs) shall provide FTOs for their respective PTs;*
- 40) *Quota allocation and other requirements of NAPCOs and NAPNCOs shall be the basis in evaluating and assessing the necessity of NSUs and PROs for FTOs;*
- 41) *To ensure that there will be sufficient number of FTOs in PROs, at least one class of FTOC for PNCO and PCO with 50 participants shall be programmed under the respective Training Action Plan (TAP) every calendar year;*
- 42) *Given the limited quota allocations in NSUs, the programming of their FTOC shall be based on the necessity for FTOs;*

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- 43) All PCOs and PNCOs who will undergo FTOC shall submit an Affidavit of Undertaking indicating their commitment to render FTOSD within their respective offices/units after the completion of FTOC, to be submitted to the Training Officer/C, RLDDD (**Annex "A"**); and
- 44) PCOs and PNCOs with appropriate orders for FTOSD who will fail to render their service duties within their respective offices/units shall be subject to pre-charge evaluation and investigation.

New provisions in addition to Paragraph 6 Guidelines, sub-paragraphs (e)(3), (16), (17), and (18) Responsibilities, are to read as follows:

3) DPRM

- i) Issue appropriate orders to FTOC graduates who will render FTOSD; and
- j) Perform other tasks as directed.

16) PNPTS

- i) Schedule FTOC graduates to render their FTOSD;
- j) Request for issuance of appropriate orders to FTOC graduates who will render FTOSD;
- k) Maintain the following:
- (1) Database of the pool of FTOs PNP-wide;
 - (2) List of FTOC graduates with appropriate orders who shall render FTOSD; and
 - (3) List of FTOC graduates who rendered FTOSD.
- l) Perform other tasks as directed.

17) NSU

- i) Schedule FTOC graduates to render their FTOSD;
- j) Request for issuance of appropriate orders to FTOC graduates who will render FTOSD;
- k) Ensure the programming of FTOC in the TAP based on the necessity for FTOs of respective units;
- l) Maintain a list of FTOC graduates with appropriate orders in their respective units who shall render FTOSD;
- m) Maintain a list of FTOC graduates who rendered FTOSD in their respective units; and

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- n) Perform other tasks as directed.
- 18) RD, PROs
 - k) Schedule FTOC graduates to render their FTOSD;
 - l) Request for issuance of appropriate orders to FTOC graduates who will render FTOSD;
 - m) Ensure the programming of at least one class of FTOC in the TAP;
 - n) Maintain a list of FTOC graduates with appropriate orders in their respective units who shall render FTOSD;
 - o) Maintain a list of FTOC graduates who rendered FTOSD in their respective units; and
 - p) Perform other tasks as directed.

6. PENAL CLAUSE:

Any violation of the provisions of this MC shall be dealt with accordingly in accordance with NAPOLCOM MC No. 2016-002 and other applicable administrative issuances.

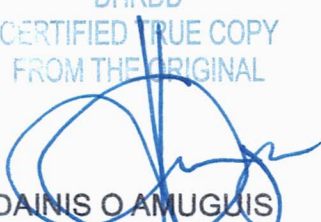
7. REPEALING CLAUSE:

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


8. 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.

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ROMMEL FRANCISCO D. MARBIL
 Police General
 Chief, PNP

Ds, NSUs
 RDs, PROs
 DDs, NCRPO
 SPA to the SILG

OCPNP Signed 2024 S100026

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ANNEX "A"

**AFFIDAVIT OF UNDERTAKING FOR THE PARTICIPANT OF
FIELD TRAINING OFFICERS COURSE**

KNOW ALL MEN BY THESE PRESENTS:

I, (Rank, First, Middle, and Last Name), of legal age, a member of the Philippine National Police, presently assigned at (Office/Unit) with Viber number _____ and address at _____, do hereby depose and state that:

- 1) I am an eligible participant of the Field Training Officers Course (FTOC) for Police Non-Commissioned Officers (PNCOs)/Police Commissioned Officers (PCOs) to be held from _____ to _____ at the _____ through _____ learning mode of instruction as facilitated by _____;
- 2) I am not a participant of other training with the same duration of FTOC for PNCO/PCO nor shall I am a participant and an instructor at the same time for the same training;
- 3) I will be part of the pool of Field Training Officers (FTOs) of my office/unit upon the completion of FTOC for PNCO/PCO;
- 4) I will render FTOSD based on the duration prescribed by existing PNP policies and procedures;
- 5) I will fulfill my duties and responsibilities as Field Training Officer (FTO) in accordance with existing PNP policies and procedures;
- 6) In case I fail to complete my FTOSD within my office/unit, I shall be subject to pre-charge evaluation and investigation; and
- 7) I am executing this affidavit to attest to the veracity of my statements and for all legal intents and purposes in accordance with existing PNP policies and procedures relative to Field Training Program; and
- 8) I submit to the legal and administrative consequences thereof if ever the statements above are wanting in truth and substance.

IN WITNESS WHEREOF, I set my hands this _____ day of _____ in _____, Philippines.

Affiant (Printed name and signature)



SIGNED IN THE PRESENCE OF:

Witness (Printed name and signature)

Witness (Printed name and signature)

SUBSCRIBED and SWORN to before me this _____ day of _____ at _____, Philippines.

Administering Officer



BAGONG PILIPINAS