



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

**MAY 15 2020**

**MEMORANDUM CIRCULAR**

No.: 2020-030<sup>th</sup>

**POLICIES AND GUIDELINES IN THE ACTIVATION OF THE PNP RECRUITMENT AND SELECTION SERVICE (PRS)**

**1. REFERENCES:**

- a. Republic Act No. 11200, entitled: "An Act Providing for the Rank Classification in the Philippine National Police, Amending for the Purpose Section 28 of Republic Act No. 6975, as Amended, Otherwise Known as the "Department of the Interior and Local Government Act of 1990" dated February 8, 2019;
- b. NAPOLCOM Resolution No. 2019-1030 dated December 27, 2019, entitled: "Approving the Creation of the PNP Recruitment and Selection Service";
- c. NHQ-PNP General Orders No. DPL-19-04 dated December 27, 2019 providing the activation of the PNP recruitment and Selection Service (PRS);
- d. PNP Memorandum Circular (MC) No. 2018-048, entitled: "Revised Policies and Guidelines Governing the 2<sup>nd</sup> Level PCOs and PNCOs Regular Promotion Program"; and
- e. PNP MC No. 2003-004, entitled: "Revised Guidelines Prescribing a Standard Procedure for the Recruitment, Selection and Appointment of Police Non-Commissioned Officers in the PNP."

**2. RATIONALE:**

This PNP Memorandum Circular (MC) provides the policies and guidelines that shall govern the activation of the PNP Recruitment and Selection Service.

**3. SITUATION:**

Pursuant to NHQ-PNP General Orders Number DPL-1904 and NAPOLCOM Resolution No. 2019-1030 dated December 27, 2019, the PNP Recruitment and Selection Service shall be activated as a National Administrative Support Unit (NASU) under the functional supervision of the Directorate for Personnel and Records Management.

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This unit was created to address the large and still growing personnel requirement of the PNP and to strengthen and institutionalize the standard implementation of the PNP recruitment and selection program to ensure the entry of qualified and competent uniformed personnel in the PNP.

The PRS shall be the main office to implement and evaluate the policies and guidelines governing the PNP recruitment and lateral entry programs; manage the implementation of the Recruitment and Selection Program for Cadets of the Philippine National Police Academy (PNPA), Patrolman/Patrolwoman, and Lateral Entry Program for Line and Technical Officers; develop recruitment capability in terms of human resource and technology; and determine regular recruitment/ lateral quota in coordination with Directorate for Plans and other concerned members of the Directorial Staff.

#### **4. PURPOSE:**

To establish comprehensive policies and guidelines governing the personnel fill-up, logistical requirements and financial requirements of the PRS upon its activation.

#### **5. DEFINITION OF TERMS:**

- a. Cadet – is a person undergoing training in the police for the purpose of acquiring the necessary education and professional competence for the development of potential officers.
- b. Complete Background Investigation (CBI) – it is the process of determining the reputation and possible involvement of a person in any criminal activities, violent incidents, or membership in any dubious or terrorist organization. The CBI shall be conducted by the Directorate for Intelligence (DI) through its operating units like the Intelligence Group (IG) and the Regional Intelligence Division (RID).
- c. Detail – is a temporary movement of a Uniformed Personnel from the PNP to other government office/agency which does not involve a reduction in rank, status or salary and issuance of an appointment but requires the issuance of PNP orders.
- d. Inspectorate Officer (IO) – is the designated personnel who conduct inspections for administrative and operational matters requiring the special attention of office and personnel concerned. The IO also receives, investigates and report on allegations, complaints and grievances of individuals and agencies and recommends remedial action to correct deficiencies noted in inspections or investigations.
- e. Lateral Entry – a mode of recruitment to fill-in vacancies in the uniformed personnel commissionship of officers for technical and line units.

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- f. Patrolman/Patrolwoman – the initial rank of appointment for Police Non-Commissioned Officers in the PNP.
- g. PNP Personnel – refer to the Uniformed and Non-Uniformed personnel of the PNP.
- h. Promotion – is an advancement of personnel from one position to a higher position with an increase in duties and responsibilities as well as increase in salary and benefits as authorized by law. Promotion is not a right; it is a privilege.
- i. Recruitment – the process of attracting candidates who satisfy the qualifications to be eligible for the selection procedure. It is the process by which potential candidates are brought to the initial point of the selection process.
- j. Selection – the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of the position. Recruitment ends where the selection process begins. It is concerned with the screening of candidates after they have applied. It involves also the ranking of candidates on the basis of qualification and fitness as determined by the Screening Committee.

**6. GUIDELINES:**

- a. General Guidelines:
  - 1) The PNP Recruitment and Selection Service Command Group shall be composed of the Director, the Deputy Director, and the Chief of Staff;
  - 2) It shall also maintain three Divisions namely: Administrative and Resource Management Division; Recruitment and Selection Division; and Process Management and Appointment Division;
  - 3) The PRS shall maintain 17 PNP Recruitment and Selection Units (PRSU) under the Police Regional Offices (PROs) which shall serve as the operating arm of the Service on the recruitment and selection of applicants in the PROs;
  - 4) The PRS shall likewise maintain a PNP Recruitment and Selection Unit in the Philippine National Police Academy (PRSU-PNPA) to manage the implementation of the Recruitment and Selection Program for Cadets;
  - 5) Personnel Fill-up:
    - a) The PRS Command Group and Division Chiefs will have a rank of Police Colonel (PCOL);

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- b) It shall have an initial complement of 239 personnel broken down as follows: 54 Police Commissioned Officers (PCOs) with the ranks of Police Captain (PCPT) to PCOL; 148 Police Non-Commissioned Officers (PNCOs) with the ranks of Police Corporal (PCpl) to Police Executive Master Sergeant (PEMS) and 37 Non-Uniformed Personnel (NUP); and
  - c) Additional 51 NUP positions shall be submitted for approval of the Department of Budget and Management.
- 6) Upon activation of the PRS as a NASU, the DPRM shall be reorganized, as follows:
- a) The Recruitment and Selection Division (RSD), DPRM shall be deactivated and a PNCO Placement and Promotion Division (PNCOD) shall be activated;
  - b) The existing Senior Officers Placement and Promotion Division (SOPPD) shall be renamed as PCO Placement and Promotion Division (PCOD); and
  - c) The Recruitment Placement and Promotion Selection Section (RPPSS) under the Regional Placement and Promotion Section (RPRMD), PROs shall be renamed as Placement and Promotion Section.
- 7) The PRS shall have a maximum transition of two years;
- 8) Consequently during the transition, all PNP personnel in the RSD and the RPRMD who are performing recruitment and selection functions shall be automatically absorbed and transferred to the PRS; and
- 9) While waiting for the approval of Department of Budget and Management (DBM) for the 51 Additional NUP Plantilla, volunteers performing recruitment and attestation functions shall be reassigned to PRS.
- b. Specific Guidelines:
- 1) Detailed Personnel:
    - a) The PRS shall be supported by one Servicing Legal Officer who will also function as an Inspectorate Officer with the rank of Police Major (PMAJ) who shall be detailed from the PNP Legal Service; and
    - b) A PCO and two Information Technology (IT) Project PNCOs from the Information Technology Management Service shall be detailed with the PRS and act as IT Project Officers.

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- c. Responsibilities:
- 1) Directorate for Personnel and Records Management (DPRM)
    - a) Designated as the OPR to supervise the proper implementation of this MC;
    - b) Act as the approving authority and issue the corresponding orders for assignment of personnel to be assigned with the PRS;
    - c) SOPPD, DPRM shall identify and categorize the third level T.O. positions in the PRS; and
    - d) Perform other tasks as directed.
  - 2) Directorate for Intelligence (DI)
    - a) Conduct of CBI of all applicants for PNPA Cadets, Patrolman/Patrolwoman and Lateral Entry and submit results to the PRS; and
    - b) Perform other tasks as directed.
  - 3) Directorate for Comptrollership (DC)
    - a) Shall identify the source of funds for the full operationalization of the PRS;
    - b) Initiate appropriate action for the prompt release of funds;
    - c) Program the budgetary requirement for PRS and include in the PNP's budget proposal; and
    - d) Perform other tasks as directed.
  - 4) Directorate for Logistics (DL)
    - a) Come up with the Table of Equipment of the PRS in coordination with Directorate for Plans (DPL);
    - b) Determine the area and location where the PRS and its Regional Units will be housed; and
    - c) Perform other tasks as directed.
  - 5) PNP Recruitment and Selection Service (PRS)
    - a) Shall be the OPR in the proper implementation of this MC;
    - b) Consolidate the CBI results from the DI; and
    - c) Perform other tasks as directed.

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- 6) Crime Laboratory (CL)
  - a) Conduct Drug Test, lifting of fingerprint and handwritten specimen to all applicants for the PNPA Cadets, Patrolman/ Patrolwoman and Lateral Entry and submit results to PRS;
  - b) Shall maintain a data base of drug test, fingerprint and handwritten specimen results of all applicants; and
  - c) Perform other tasks as directed.
  
- 7) Health Service (HS)
  - a) Conduct Psychiatric and Psychological Examination (PPE), Physical, Medical and Dental Examination (PMDE) to all applicants for the PNPA Cadets, Patrolman/ Patrolwoman and Lateral Entry and submit results to the PRS;
  - b) Shall maintain a data base of the PPE and the PMDE results of all applicants;
  - c) Assist the recruiting office/unit in the conduct of Physical Agility Test (PAT) to all applicants for the PNPA Cadets, Patrolman/ Patrolwoman and Lateral Entry; and
  - d) Perform other tasks as directed.

**7. REPEALING CLAUSE:**

All PNP issuances that are contrary to or inconsistent with this MC are hereby repealed or amended accordingly.

**8. EFFECTIVITY:**

This MC shall take effect after 15 days from 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 "Revised Administrative Code of 1987," as amended.



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