

DHRDD  
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FROM THE ORIGINAL  
JEAN MARY MANGAHIS  
Police Lieutenant Colonel  
Chief Admin Section, DHRDD



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

MEMORANDUM CIRCULAR  
NUMBER 2020-070

26 OCT 2020

**REVISED ELIGIBILITY LIST ON OCCUPATIONAL SPECIALTY  
FOR PNP DIRECTORATE FOR HUMAN RESOURCE AND  
DOCTRINE DEVELOPMENT UNITS**

**1. REFERENCES:**

- a. Republic Act 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", as amended;
- b. NAPOLCOM Resolution 2019-009 dated January 3, 2019 entitled "Approving the Restructuring of All Police Regional Offices Excluding the National Capital Region Police Office;
- c. PNP Memorandum Circular (MC) No. 2018-002 dated January 23, 2018 entitled "Eligibility List Cum Occupational Specialty for PNP Directorate for Human Resource and Doctrine Development Units";
- d. PNP MC No. 2007-007 dated July 2, 2007 entitled "PNP Human Resource and Doctrine Development Eligibility List and Police Human Resource and Doctrine Development Occupational Specialty"; and
- e. TCDS Memorandum Directive dated May 24, 2017 entitled "Policies, Guidelines, and Procedures on Placement and Eligibility in the Directorial Staff."

**2. RATIONALE**

The Philippine National Police (PNP) aims to strengthen its foundation through continuous development and improvement of the skills and competencies of its human resource that focuses on enhanced training and continuing education of its personnel through a progressive and comprehensive human resource development program. In building a foundation of a successful organization, continuous development is necessary since it is the quality of personnel that determines the success or failure of an organization. Competent, reliable, and well-trained PNP members bring prestige and honor to the institution while conversely inept, incompetent, and misinformed staff damages the public image and overall goodwill of the PNP. As training manager and prime mover of doctrine development, it is incumbent upon the Directorate for Human Resource and Doctrine Development (DHRDD), to oversee and ensure the development and molding of PNP members into professional, trustworthy, and dedicated personnel.



Hence, the DHRDD is stern in the formulation of policies, plans and budget; organization, direction, coordination, supervision, and evaluation of all matters pertaining to training, education, and doctrine development. In addition, it rationalizes and upgrades the systems and doctrines for PNP units and personnel toward the attainment of the PNP mission and vision, particularly the development of the moral, spiritual, physical, and mental competence of PNP personnel.

### 3. OBJECTIVES:

This Eligibility List on Occupational Specialty is an offshoot of the commitment of the DHRDD to ensure development and molding of professional and competent uniformed personnel who have grown in other fields of specialization. This shall ensure that all uniformed personnel to be assigned in DHRDD and all offices/units under its functional supervision are competent in the overall management of PNP training and education and development of doctrines.

The eligibility list of Non-Uniformed Personnel (NUP) shall be based on the qualification standards stated in Civil Service Commission (CSC) policies. Nevertheless, the Directorate shall design competency courses that will further enhance the knowledge and hone the skills of NUP in human resource and doctrine development.

The following are the specific objectives of this MC:

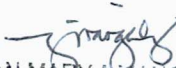
- a. To set eligibility parameters and establish a list of eligibles for DHRDD and all offices/units under its functional supervision that are readily available to the Directorate for Personnel and Records Management (DPRM) as basis for deliberation for promotion and placement of uniformed personnel; and
- b. To prescribe guidelines pertaining to career development of uniformed personnel in Human Resource and Doctrine Development (HRDD).

### 4. DEFINITION OF TERMS:

- a. **Eligibility Parameters** – refer to the qualification standards, competencies, specialty training as well as experiences of all uniformed personnel making him or her fit to any PNP HRDD positions.
- b. **List of Eligibles** – refer to the roster of uniformed personnel in the active service whose training, experiences, and competence gave them eligibility to be assigned in any HRDD positions.

- c. **PNP Human Resource and Doctrine Development Units** – refer to all offices/units under the functional supervision of DHRDD. It shall include the Regional Learning and Doctrine Development Division (RLDDD) of Police Regional Offices (PROs); National Capital Region Police Office, District Special Training Unit (NCRPO, DSTU); and National Support Units Training and Development Section (NSU TDS).

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- d. **Human Resource and Doctrine Development Promotion and Eligibility Review Board (HRDDPERB)** – refers to the body that reviews and recommends to TDHRDD the HRDD List of Eligibles submitted by the respective RLDDD and NSU within their jurisdiction. It is also in charge of the evaluation and interview on the placement and promotion to entry position from PLTCOL to PCOL.
- e. **PNP Human Resource and Doctrine Development Occupational Specialty (PHRDDOS)** – refers to the areas of expertise that personnel possess in the field of HRDD such as those enumerated in paragraph 5, sub- paragraph 3 of this MC.
- f. **Qualification Standards (QS)** – refers to the minimum requirements for a class of positions in terms of education, training and experience, civil service eligibility, physical fitness ,and other qualities required for successful performance, (EO 292, Book V, Title 1, subtitle A, Chapter 5, Section 22).

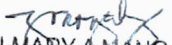
**5. GUIDELINES:**

**a. General Guidelines:**

1) Categories in PNP HRDD

The PNP HRDD shall have five regular categories and a reserve category with the position and required eligibility list, Performance Evaluation Rating (PER), skills, and leadership traits.


a) Regular Category

Category	Position	Eligibility	PER	Skills	Leadership Qualities	
I	<p>The eligibility list for this category shall be primarily determined by the Senior Officers Placement and Promotion Board (SOPPB) in accordance with the existing guidelines of NAPOLCOM and the PNP.</p> <p>In addition, he/she shall possess any of the five criteria listed as PNP HRDDOS.</p> <p style="text-align: center;">DHRDD CERTIFIED TRUE COPY FROM THE ORIGINAL  JEAN MARY A-MANGAHIS Police Lieutenant Colonel Chief Admin Section, DHRDD</p>					<p>Must be able to convey vision and conviction in providing direction;</p> <p>Must be firm and decisive;</p> <p>Must be accountable;</p> <p>Must promote learning and culture of professionalism; and</p> <p>Excellent Service Reputation.</p>



II	<p>Division Chiefs of DHRDD, PNPTS, PNPTI and PNPA;</p> <p>Chief, RLDDD (R8); and</p> <p>Chief, RTD (PNPTI).</p>	<p>Graduate of PBOSEC or its equivalent;</p> <p>Holder of any of the five criteria listed as PNP HRDDOS; and</p> <p>Commutatively held a HRDD position in Category III for at least three years.</p>	<p>VS or higher for the last rating period and average rating of VS or higher during his/her accumulated HRDD assignment.</p>	<p>Proficient in both written and oral communication.</p>	<p>Must be dynamic, responsible, and accountable steward of one's turf;</p> <p>Must be receptive and decisive;</p> <p>Must be able to articulate thoughts/ideas into policies;</p> <p>Good facilitator and motivator; and</p> <p>Excellent Service Reputation.</p>
III	<p>Assistant Division Chief (DHRDD);</p> <p>Assistant Chief, RLDDD;</p> <p>Chief, TDS (NSUs); and</p> <p>Chief, DSTU (NCRPO District).</p>	<p>Graduate of PSOAC or its equivalent;</p> <p>Holder of any of the five criteria listed as PNP HRDDOs; and</p> <p>Commutatively held a HRDD position in Category IV for at least three years.</p>	<p>VS or higher for the last rating period and average rating of VS or higher during his/her accumulated HRDD assignment.</p>	<p>Proficient in both written and oral communication.</p>	<p>Must be responsible and accountable for delegated tasks;</p> <p>Good facilitator and motivator;</p> <p>Dynamic;</p> <p>Creative and innovative but receptive; and</p> <p>Excellent Service Reputation</p>

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IV	<p>Section Chiefs (DHRDD);</p> <p>Chief, HRDD (PPOs);</p> <p>Assistant DSTU (NCRPO District); and</p> <p>RPSB TDS (PRO).</p>	<p>Graduate of PSOAC or at least a Master's Degree on HRM; and</p> <p>Holder of any of the five criteria listed as PNP HRDDOs; and</p> <p>Must be holding continuously HRDD position for at least one year.</p>	<p>VS or higher for the last rating period and average rating of VS or higher during his/her accumulated HRDD assignment.</p>	<p>Proficient in both written and oral communication.</p>	<p>Must be responsible and accountable for delegated tasks;</p> <p>Creative but receptive to ideas;</p> <p>Must be ready to articulate ideas and concepts; and</p> <p>Excellent Service Reputation.</p>
V	<p>Chief, Clerks and Section PNCOs (DHRDD); and</p> <p>Section PNCOs (PROs and NSUs).</p>	<p>Graduate of PSSLC;</p> <p>One-year accumulated assignment in any area of HRDD; or</p> <p>Must be holding continuously HRDD position for at least one year.</p>	<p>VS or higher for the last rating period and average rating of VS or higher during his/her accumulated HRDD assignment.</p>	<p>Proficient in both written and oral communication.</p>	<p>Must be responsible and accountable for delegated tasks; and</p> <p>Excellent Service Reputation.</p>

b) Reserve Category.

- (1) PNP personnel in the active service who are no longer designated to HRDD positions or assigned in the Human Resource Management service but were formerly included in Categories I to V of the HRDD Eligibility List; and
- (2) Personnel included in this category are priority and the primary pool of HRDD eligible personnel. They may qualify for any HRDD positions in the categories enumerated in the HRDD Category.



2) Guidelines for inclusion in the PNP HRDD Eligibility List.

- a) PNP uniformed personnel in the active service who satisfy all the qualifications and none of the grounds for disqualification enumerated in the subsequent paragraphs are qualified for inclusion in the PNP HRDD List of Eligibles;
- b) Eligibility for a particular category shall be considered after the personnel has met both the required trainings and experiences and has served in HRDD position commensurate to that required in the particular category. However, one may be designated to HRDD assignment in a higher category if he/she has been included in the next lower category for at least a year;
- c) In cases where the personnel occupies a position but does not have the required trainings and experiences, the HRDD eligibility classification shall be based on whichever category is lower. Where the HRDD position occupied belongs to a higher category for more than one year, said personnel shall be recognized in the next higher category; and
- d) Career and specialization courses corresponding to the various eligibility categories as herein defined and such other trainings as may be necessary to respond to the needs of the PNP shall be developed and conducted by the DHRDD for uniformed and non-uniformed personnel. Cross training in other local and foreign schools is highly encouraged.

3) PNP HRDD Occupational Specialty.

- a) There are five criteria to be considered in order to determine the areas of expertise, specific skills, and level of proficiency of HRDD personnel acquired through appropriate training and experiences in the PNP HRDD, such as:
  - (1) Human Resource and Doctrine Development Officers Course (HRDDOC);
  - (2) Instructor's Development Course;
  - (3) Training Management Officers Course (TMOC);
  - (4) Two years accumulated assignment in any office/unit of HRDD; and
  - (5) Any other HRDD courses that will be developed subject to determination/approval by DHRDD Board.

- b) These criteria are established as part of the eligibility list to further classify HRDD personnel for entry and progression in positions of responsibility and prioritization to undergo specialized training and professional development.
- 4) Procedure in the preparation of HRDD List of Eligibles. The preparation and maintenance of the PNP HRDD list of eligibles is primarily decentralized with a central governing body outlining the policies and procedures to be followed and undertaken provided that:
- a) The HRDD Promotion and Eligibility Board shall review and recommend to TDHRDD the preparation, publication, and updating of the HRDD Eligibility List of PNP offices/units;
  - b) A HRDD Eligibility Board at the NSUs and Police Regional Offices (PROs) shall be constituted to confirm, manage, and review the preparation, publication and updating of the HRDD Eligibility List in their respective units/areas;
  - c) The PNP HRDD List of Eligibles shall be prepared and published upon approval of this MC and shall be subsequently updated on a quarterly basis thereafter;
  - d) The DPRM shall be provided with the list of eligibles which shall serve as requisite for the assignment and placement of uniformed personnel to DHRDD staff, support, and its line offices/units; and
  - e) The DHRDD and other offices/units under its functional supervision reserve the rights in the appointment and placement of their uniformed personnel hence, DPRM on its equivalent office must seek its concurrence prior to issuance of orders.

5) HRDD Promotion and Eligibility Review Board.

a) Composition:

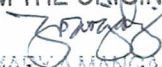
(1) NHQ

Deputy Director, DHRDD	–	Chairman
Ex-O, DHRDD	–	Vice Chairman
Chief, GDDD	–	Member
Chief, UTPDD	–	Member
Chief, ITPDD	–	Member
Chief, ADMIN	–	Member/Secretariat

(a) Functions:

- a.1) The NHQ Board shall review and recommend to TDHRDD the HRDD List of Eligibles of the NSUs, and PROs;

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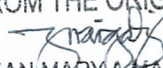
  
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- a.2) Shall conduct evaluation of competency and interview of applicants for placement and promotion to entry position from PLTCOL to PCOL;
- a.3) Periodically assesses the effectiveness of the HRDD Eligibility List as a Human Resource Management tool;
- a.4) Recommends to the TDHRDD the necessary policies in the training, placement, and promotion of personnel in the DHRDD and facilitates the expeditious determination of the qualification standards and determination of category of candidates recommended by functional units;
- a.5) Periodically reviews and formulates policies relative to career development in the police service, processes, and recommends candidates for inclusion in the HRDD Eligibility List to a certain category; and
- a.6) Evaluates and conduct deliberations regarding any PNP member having grounds for disqualification and determines if such PNP member should be excluded in the list of eligibles.

(b) Procedure:

- b.1) The Chairman shall preside during the periodic review and confirmation of HRDD list of eligibles, evaluation and interview of placement and promotion of PLTCOL to PCOL, and other concerns of the Board.
- b.2) In the absence of the Chairman, the Vice Chairman shall preside provided there is a quorum to avoid delays and ensure continuity of the plans and programs of the DHRDD.
- b.3) The Secretariat shall provide support to the Board, and after deliberation shall prepare the resolution for signature of the Board members.
- b.4) All resolutions/recommendations shall be signed by all members present and endorse to TDHRDD for his information and approval.
- b.5) Where the applicant for placement was promoted, he/she must serve the unit for another six months

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as service obligation/requirement thereat with a minimum of 1 year in total. This shall be considered equivalent to cumulative assignments of 2 years or above for personnel assigned at DHRDD or equivalent/similar training institutions.

- b.6) To ensure commitment and dedication to professionalism, learning and education, the designated applicant for promotion to the next higher rank up to Police Colonel must have been occupying the position for six months prior to the submission of papers for deliberation by the HRDD Promotion and Eligibility Review Board. Where the applicant was promoted, the applicant must serve the unit for another six months as service obligation/requirement thereat with a minimum of 1 year in total. This shall be considered equivalent to cumulative assignment of 2 years or above for personnel assigned at DHRDD or equivalent/similar training institutions.

(2) The NSUs and PROs shall also create their HRDD ERB.

(a) NSUs:

Deputy Director	–	Chairman
CS	–	Vice Chairman
C, ARMD	–	Member
C, HRDD	–	Member
AC, HRDD	–	Secretariat


(b) PROs:

DRDA	--	Chairman
CRS	–	Vice Chairman
C, RPRMD (R1)	–	Member
C, RLDDD (R3)	–	Member
AC, RLDDD	–	Secretariat

(c) Functions:

- c.1) Assess the effectiveness of the HRDD Eligibility List as a Human Resource Management tool;
- c.2) Implement policies relative to career development in the police service;
- c.3) Processes and recommends candidates for inclusion in the HRDD Eligibility List to a certain category;
- c.4) Recommend to TDHRDD necessary policies in the training, placement, and promotion of personnel, policies for qualification standards; and

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- b) Recommends the inclusion of their members in any HRDD training or schooling here and abroad;

c.5) Determine if there are any grounds for disqualification or exclusion of members in the eligibility list.

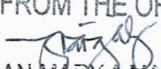
6) Grounds for Disqualification from PNP HRDD Eligibility List. The HRDDPERB may remove a personnel's name from the HRDD List of Eligibles for any of the following causes:

- a) The PNP member has been found guilty of any grave offense;
- b) Presence of any of the following:
  - (1) Conviction in criminal offense or felony;
  - (2) Excessive drinking of intoxicating liquor and/or failure in any standard or random drug test; and
  - (3) Failure in standard neuro-psychiatric examination or any overt display of erratic or psychotic behavioral tendency.
- c) Other factors detrimental to the interest of the PNP as determined by the HRDD Eligibility Review Board may constitute a valid ground for removal from the List of Eligibles.

**b. Responsibilities:**

- 1) DHRDD
  - a) Shall act as the overall supervisor in the implementation of this MC;
  - b) Shall ensure that all personnel assigned in HRDD offices/units must possess the occupational eligibilities; and
  - c) Perform other tasks as directed.
- 2) Other D-Staff
  - a) Ensure that the qualification standards and criteria set forth in this MC is applied fairly and consistently;
  - b) Recommends the inclusion of their members in any HRDD training or schooling here and abroad; and
  - c) Perform other tasks as directed.
- 3) PROs
  - a) Ensure that the qualification standards and criteria set forth in this MC are applied fairly and consistently;
  - b) Recommends the inclusion of their members in any HRDD training or schooling here and abroad;

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- c) Evaluate and deliberate their personnel for inclusion or exclusion in the list of eligibles and endorse their resolution to the NHQ Board; and
  - d) Perform other tasks as directed.
- 4) NSUs
- a) Ensure that the qualification standards and criteria set forth in this MC is applied fairly and consistently;
  - b) Recommends the inclusion of their members in any HRDD training or schooling here and abroad;
  - c) Evaluate and deliberate their personnel for inclusion or exclusion in the list of eligibles and endorse their resolution to the NHQ Board; and
  - d) Perform other tasks as directed.

**6. REPEALING CLAUSE:**

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

**7. 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 No. 292 otherwise known as the "Revised Administrative Code of 1987," as amended.



**CAMILO PANCRATIUS P CASCOLAN**  
 Police General  
 Chief, PNP



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