



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
NO.: 2020 - 078

09 NOV 2020

**POLICIES AND GUIDELINES IN THE CLASSIFICATION/RECLASSIFICATION OF
POLICE COLONEL POSITIONS**

1. REFERENCES:

- a. Republic Act (RA) No. 6975 as amended by RA No. 8551 and further amended by RA No. 9708, entitled "*An Act Extending for Five (5) Years the Reglementary Period for Complying with the Minimum Educational Qualification for Appointment to the Philippine National Police (PNP) and Adjusting the Promotion System Thereof, Amending for the Purpose Pertinent Provisions of RA No. 6975 and Republic Act No. 8551 and for other Purposes*";
- b. National Police Commission (NAPOLCOM) Memorandum Circular (MC) No. 2019-001 entitled: "*Prescribing the Placement and Promotion System for Third Level Officers*" adopted on January 17, 2019;
- c. PNP MC No. 2019-044 entitled: "*Revised Placement and Promotion System for Police Commissioned Officers to Third Level Positions*" dated May 14, 2019; and
- d. PNP Staffing Pattern and Table of Organization and Amendments thereto.

2. RATIONALE:

PNP MC No. 2019-044 entitled: "*Revised Placement and Promotion System for Police Commissioned Officers (PCOs) to Third Level Positions*" provides the classifications of Police Colonel (PCOL) Table of Organization (T.O.) positions in the career ladder system. However, there are no specific policies and guidelines on how to classify the positions for PCOL.

Thus, this PNP MC provides the specific parameters on the future classification/reclassification of such positions so that vagueness and confusion will be cleared, and to serve as a solid basis in classifying/reclassifying PCOL positions.

3. SITUATION:

At the third level positions specifically on the PCOL positions, we follow the ladderized system to avoid senior officers from returning to positions they have previously occupied. This is also to develop the know-how of every senior officer in assuming greater responsibilities in the PNP hierarchy.

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This is the main reason why the leadership identified and classified the 3rd level senior positions into five (5) classifications: Entry, Exclusive, Exclusive 1, Exclusive 2, and Exclusive 3. This is to ensure that PCOLs passed or occupied the required positions or its equivalent before they will be promoted or designated to the next ladder.

Presently, there are 1,065 T.O. positions for PCOL in the updated Provisional List of the Directorate for Plans as of June 2020. These positions were already classified as provided in PNP MC 2019-044. Moreover, some of these positions were later on reclassified/upgraded due to recent developments in the PNP staffing pattern. However, newly created positions have no solid basis on how they shall be classified in the career ladder.

Thus, in order to have bases and consistency in classifying PCOL positions, there is a need to establish specific policies and guidelines on their classification.

4. PURPOSE:

In line with the recent developments in the PNP, this MC aims to:

- a. Provide policies and guidelines in classifying T.O. positions for PCOL in the career ladder system for third level officers; and
- b. Ensure equal access and opportunity for professional growth and career advancement for all eligible PCOs regardless of the source of commission, gender or affiliation.

5. DEFINITION OF TERMS:

For purposes of this MC, the following terms are hereby defined:

- a. Career Ladder - the progression of positions in the PNP based on the degree of authority and responsibility, prescribing therein the entry level positions, exclusive positions to a particular rank, and preparatory positions to the next higher rank.
- b. Entry Position - position that may be occupied by a promotable Police Lieutenant Colonel (PLTCOL) who is one (1) rank lower than the prescribed rank of the position. Usually, these are Regional Staff positions with equivalent positions at the National Separate Units (NSUs) and Directorial Staff (D-Staff). At present, there are 669 Entry PCOL positions.
- c. Exclusive Position - position that can be occupied only by PCOL such as positions of Provincial Director (PD), City Director (CD) and Chief of Police (COP) of the National Capital Region Police Office (NCRPO) to include Pateros Police Station, and those that may be classified by the Senior Officers' Placement and Promotion Board (SOPPB) *En Banc*.

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- d. Exclusive 1 Position - considered the 3rd among equals in which it has broader workload than Exclusive positions. It is a position that can be occupied only by PCOL after occupying an Exclusive position in the career ladder for at least six (6) months. These are found in the Divisions of the D-Staff and big NSUs (CSG, SAF and CIDG), and those that may be classified by SOPPB *En Banc*.
- e. Exclusive 2 Position - considered the 2nd among equals and regarded as the Director/Supervisor/Manager of administrative affairs of its offices/units and has broader workload than an Exclusive 1 position. It is a position that can be occupied only by PCOL after occupying an Exclusive 1 position in the career ladder for at least one (1) year, or complied with all the following parameters:
 - e.1 Must be holding the PCOL rank for at least two (2) years;
 - e.2 Must have at least three (3) years remaining in the service;
 - e.3 Must have occupied staff position in Police Regional Offices (PROs)/NSUs for a continuous period of at least six (6) months; and
 - e.4 Must have occupied the position of PD/CD/COP of NCRPO, Battallion Commander (BATCOM), Regional Chief of NSUs for a continuous period of at least six (6) months.

These are the Chief of Regional Staff (CRS), Chief of the District Directorial Staff (CDDS), Chief of Staff (CS), and other senior Division Chiefs of D-Staff or those that may be classified by the SOPPB *En Banc*.
- f. Exclusive 3 Position - considered the first among equals in which the nature of function, volume, and degree of work and level of importance of the different Divisions were taken into consideration. It is considered as the preparatory position for Police Brigadier General. It is a position that can be occupied only by PCOL after occupying an Exclusive 2 position in the career ladder for at least six (6) months. These are the Deputy Regional Director for Operations (DRDO), Deputy Director for Administration (DDA), Deputy Director for Operations (DDO), and Chiefs of the Super Division of the D-Staff, some Divisions of NSUs, CS of SAF and CSG, and those that may be classified by the SOPPB *En Banc*. However, the DDO cannot directly occupy a PBGEN entry position. He/She must first occupy a DDA or DRDO position.
- g. Table of Organization (T.O.) Positions – refer to positions requiring a particular rank as required by the latest PNP staffing pattern

6. GUIDELINES:

a. General Guidelines:

- 1) The SOPPB shall classify all positions for PCOL based on established rules and regulations by the PNP and NAPOLCOM.

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- 2) The classifications of PCOL positions as provided in PNP MC No. 2019-044 shall be carried unless reclassified/upgraded due to some changes and developments in the PNP staffing pattern, in which case the provisions of this MC shall be the main reference.
- 3) Newly created T.O. positions for PCOL shall be classified/approved first by the SOPPB before the position can be used/claimed by the PCO holding the position as basis for his/her placement and promotion to the next rank.

b. Specific Guidelines:

- 1) In case of newly created/upgraded positions for PCOL, the concerned unit may recommend to the SOPPB their preferred classifications with justifications based on the provisions of this MC, subject to the deliberation and approval of the SOPPB *En Banc*.
- 2) The upgrading/reclassification of positions shall be by ladder. To bypass a level in the career ladder is not allowed (**For example, from Exclusive 1 to Exclusive 2 and NOT Exclusive 1 to Exclusive 3**). Newly created offices/units with T.O. positions for PCOL are exempted.
- 3) The number of Exclusive 3 positions in each D-Staff/Unit/PRO shall correspond to the number of PBGEN Entry positions in that D-Staff/Unit/PRO, except when there is a DDO, and Deputy District Director for Operations (DDDO) in the NCRPO Districts.
- 4) There shall be one (1) Exclusive 3 position in each Directorate, except in cases of offices/units headed by Police Brigadier General (entry position) but under the umbrella of one Directorate headed by a Police Major General (entry position). For example, Chief, Law and Enforcement Division and Assistant Chief, PNP Command Center, under DO.
- 5) The upgrading/reclassification of a position shall not affect the status of the PCO who is occupying said position for less than six (6) months. He/She may continue to hold said position and must finish the six (6) months Time-in-Position (TIP) before his TIP in the upgraded position will be counted. In case he/she already occupied said position for more than six (6) months, said PCO shall comply with the minimum TIP required for the upgraded position before he/she can be considered for a higher classification.

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- 6) PLTCOL position that will be upgraded to a PCOL position shall be automatically classified as an Entry position for PCOL.

- 7) The PNP SOPPB shall entertain complaints and grievances related to the implementation of the placement and promotion system within

fifteen (15) days from the publication of the order of placement and/or promotion; and

8) Complaints and grievances shall be submitted in writing and must be under oath. The Board shall resolve such complaints within fifteen (15) days from receipt thereof.

7. REPEALING CLAUSE:

All existing PNP policies and issuances inconsistent with this MC are hereby rescinded.

8. EFFECTIVITY:

This MC shall take effect after fifteen (15) days from the filing of a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987", as amended.




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