



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

PNP MEMORANDUM CIRCULAR
NO: 2021-018

FEB 04 2021

IMPLEMENTING GUIDELINES AND TIMELINE ON THE RECRUITMENT AND SELECTION PROGRAM FOR PHILIPPINE NATIONAL POLICE ACADEMY CADETSHIP, PATROLMAN/WOMAN RECRUITMENT (REGULAR/ ATTRITION), AND ENTRY OF DECOMMISSIONED MORO ISLAMIC LIBERATION FRONT (MILF)/MORO NATIONAL LIBERATION FRONT (MNLF) MEMBERS INTO THE PHILIPPINE NATIONAL POLICE (PNP)

1. REFERENCES:

- a. NAPOLCOM Memorandum Circular No. 2020-007 dated November 5, 2020 entitled: "*Prescribing the Guidelines and Procedures in the Entry into the Philippine National Police (PNP) of Decommissioned Moro Islamic Liberation Front (MILF) and Moro National Liberation Front (MNLF) Members*";
- b. NAPOLCOM Resolution No. 2019-1030 dated December 27, 2019, entitled: "*Approving the Creation of the PNP Recruitment and Selection Service*"; and
- c. NHQ-PNP General Orders No. DPL-19-04 dated December 27, 2019 providing the activation of the PNP Recruitment and Selection Service (PRS).

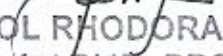
2. RATIONALE:

This Memorandum Circular (MC) provides the guidelines and procedures to be undertaken by concerned D-Staff, offices/units responsible in the Recruitment and Selection Program for PNPA Cadetship, PNP Recruitment and Selection Program for Patrolman/woman and Entry of Decommissioned MILF/MNLF members into the PNP.

3. SITUATION:

The PNP Recruitment and Selection Service (PRS) has been activated as a National Administrative Support Unit under the functional supervision of the Directorate for Personnel and Records Management (DPRM) pursuant to General Orders No. DPL-19-04 and NAPOLCOM Resolution No. 2019-1030 both dated December 27, 2019, which is intended to institutionalize the standard implementation

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of the PNP recruitment and selection program to ensure the entry of qualified and competent uniformed personnel in the PNP.

By virtue of the activation of the PRS, it is committed to perform the following functions:

- a. Implement and evaluate the policies and guidelines governing the PNP recruitment and lateral entry programs and recommend necessary amendments for the continuous development of the PNP recruitment and selection systems;
- b. Manage the implementation of the Recruitment and Selection Program for Cadets/Cadettes of the PNPA, PNP Recruitment and Selection Program for Patrolman/Patrolwoman (Regular and Attrition), and Lateral Entry (Line and Technical Officers);
- c. Develop recruitment capability in terms of human resource and technology for sustainable, efficient, and effective recruitment and selection system;
- d. Determine regular recruitment/lateral quota, in coordination with the Directorate for Plans and other concerned members of the Directorial Staff and submit the same for concurrence of TDPRM prior to the approval of the CPNP; and
- e. Perform other functions as directed by the CPNP.

4. PURPOSE:

- a. To prescribe guidelines on the recruitment and selection of PNPA Cadets/Cadettes;
- b. To carry out the provisions of Republic Act (RA) No. 11054 to achieve the legislative intent of the law and to harmonize the same with the provisions of RA No. 6975 as amended by RA No. 8551;
- c. Institutionalize the standard recruitment and selection process for PNP uniformed personnel;
- d. Ensure transparency in the recruitment and selection process through one-month processing and immediate release of results of evaluation;
- e. Ensure the appointment of the most qualified and highly competent applicants;
- f. Design the recruitment cycle to make it a continuous process wherein the physical, mental, medical and dental including drug testing shall be done by PNP personnel duly endorsed by the Director, Health Service (HS);

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- g. Establish and train specific teams to enhance and facilitate the conduct of standard Complete Background Investigation (CBI), Psychiatric and Psychological Examination (PPE), Physical, Medical, and Dental Examination (PMDE), Drug Test (DT) and Physical Agility Test (PAT);
- h. Utilize electronic measurement that facilitates the process and promotes less human interference during the conduct of physical, mental, medical and dental screening, and drug test;
- i. Eliminate subjectivity, such as but not limited to "*padrino*" system/political intervention and other forms of corruption in the recruitment and selection process;
- j. Isolate personnel involved in the recruitment and selection process against undue influence, coercion, threat, intimidation, and to enhance the capability of units and personnel to ensure the on-time release of Initial Clothing Allowance (ICA), uniforms and other paraphernalia which are the basic necessities needed by the newly-appointed PNP personnel for their training; and
- k. Ensure that all appointments are in accordance with existing laws, rules and regulations.

5. DEFINITION OF TERMS:

- a. **Applicants** – refer to persons applying for PNPA Cadetship or Patrolman/woman and Lateral Officers both line and technical services.
- b. **Attestation** – pertains to the process of confirmation of appointment by the Civil Service Commission (CSC).
- c. **Initial Clothing Allowance** – refers to the grant of certain amount for the initial uniforms and paraphernalia for patrolman/patrolwoman, cadet/cadette and lateral entrants.
- d. **MILF and MNLF Members** – members duly certified by the Chief Prime Minister of BARMM who are eligible to apply as Patrolman/woman provided they possess the qualifications and none of the disqualifications provided by RA No. 6975, as amended by RA No. 8551, RA No.11054 and other pertinent rules and regulations governing the PNP.
- e. **Probationary Period** - refers to the 12-month period where the newly appointed Police Commissioned Officers (PCOs), through lateral entry, and Patrolman/Patrolwoman possess a temporary status pending the completion of the Public Safety Training Program (Public Safety Officers Basic Course and Field Training Exercises) or Public Safety Basic Recruit Course (PSBRC) and Field Training Program (FTP), respectively.

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- f. **PNP Recruitment and Selection Unit (PRSU)** – refers to recruitment units of National Capital Region (NCR), Philippine National Police Academy (PNPA), and National Support Units (NSUs).
- g. **Regional Recruitment and Selection Unit (RRSU)**- refers to recruitment units of all Police Regional Offices (PROs) except NCR.
- h. **Recruiting Units** - refer to PROs/NSUs with allocated Lateral Entry recruitment quota and are authorized to process applications to fill the quota.
- i. **Recruitment Office** - refers to a designated office/unit in PROs and NSUs that shall continuously initiate and conduct extensive information dissemination, pre-assessment of applicants, acceptance of folders, initial evaluation of the submitted documents, and facilitate the entire screening and selection process.
- j. **Recruitment Staff and Officers** – refer to personnel of PRS, PNP Recruitment and Selection Units (PRSUs) and Regional Recruitment and Selection Units (RRSUs) including all personnel from the Directorate for Intelligence (DI)/Intelligence Group (IG), HS, Crime Laboratory (CL) and PROs/NSUs involved in the recruitment and processing of ICA.
- k. **Temporary Appointment/Status** – refers to the status of newly appointed Patrolman/Patrolwoman and/or lateral entrant who meets the minimum training requirements but whose appointment has not yet been attested by the CSC as certified by the PNP Accounting and Information System, Records Management Division (RMD), DPRM.

6. GUIDELINES:

- a. The recruitment and selection of PNPA Cadets/Cadettes shall be undertaken by the PRS through the PRSU-PNPA;
- b. All recruitment officers and personnel of PROs/NSUs and PNPA shall be committed to ensure transparency in the recruitment and selection process;
- c. The recruitment, selection, and appointment of decommissioned MILF/MNLF members into the PNP shall be in accordance with the existing guidelines and procedures on recruitment, selection, and appointment of PNP under the supervision of PRS through RRSU of PRO BAR;
- d. The TDI shall designate personnel who shall be devoted in the one month conduct of background investigation of all applicants, by PROs;
- e. The D, HS shall designate personnel who shall be devoted only for the one-month recruitment process, by PROs and NSUs;

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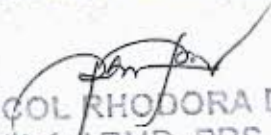

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- f. The D, CL shall conduct drug test based on the request of PRS on a specific time/date as deemed necessary to maintain the element of surprise;
- g. The ICA Board/Committee shall initiate its meeting one month prior to the conduct of PPE and procurement will be conducted after the release of PPE results;
- h. The PPE shall be conducted through electronic or other fastest means to eliminate human intervention;
- i. The PAT shall be conducted after the Electrocardiogram (ECG) clearance is issued by the HS/RHS Doctors;
- j. The PRS shall strictly observe the "No Waivers, No Processing" policy at all times;
- k. The DRDA/DDA of PROs/NSUs, shall ensure that all successful applicants shall be in Field Service Uniform during the oath-taking, which shall be decentralized to respective appointing authority; and
- l. Any form of recruitment irregularities shall be reported to the CPNP, and if warranted, be referred to the appropriate disciplinary authority.

7. PROCEDURES

- a. All applicants shall present a 48-hour negative RT-PCR results before the date of actual recruitment process and on the day of oath taking;
- b. The assessment of Body Mass Index (BMI) should be included in the first stage of the sequential process of recruitment;
- c. The PPE shall be conducted on all applicants with BMI of 27 as maximum value;
- d. The CBI shall be conducted on all PPE passers for maximum period of one month;
- e. The PMDE shall be conducted on all PPE passers;
- f. The PAT should be given to PMDE passers since the applicants must have passed the ECG test before taking the PAT;
- g. The DT of the applicants shall be conducted anytime during the recruitment processing;
- h. The final interview and deliberation shall be conducted on all applicants who are physically, mentally, and medically fit and with recommended CBI results;

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- i. Each stage shall be given a maximum of one-week period to complete the examination except for CBI; and
- j. The results of each stage shall be published to make the recruitment process transparent.

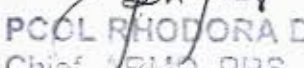
a. Patrolman/Patrolwoman Recruitment (PROs/NSUs)

MONTH	Recruitment Activities	OPR/Venue	ICA Activities	OPR/Venue
FEBRUARY	Online Registration/Initial Evaluation	PRSU/RRSU/HS with NAPOLCOM Representative	ICA Pre -Planning Preliminary meeting	PRO ICA Committee/RAC and QCT
MARCH	<ul style="list-style-type: none"> • BMI, EENT, Dental Examinations and CBI • PPE • Laboratory, ECG and X-ray Examinations • Physical Agility Test • Final Board Interview/Deliberation 	PRSU/RRSU /HS with NAPOLCOM Representative (NCRPO and NSUs recruitment process will be conducted at Marikina City Facilities and Camp BGen Rafael T Crame, Quezon City)	ICA Pre-Planning Election of representative/s among PPE passers Shopping Actual measurement	PRO ICA Committee/RAC and QCT
APRIL	<ul style="list-style-type: none"> • Oath-Taking • Attestation 	RPRMD/PRS/RRSU PRS/CSC	ICA Items Delivery and Distribution	PRO ICA Committee/RAC and QCT

b. MILF/MNLF Recruitment

Step	Activities	OPR	Period	Schedule	Venue
	Assessment Test	NAPOLCOM			
	Generate list of Applicant passers	Office of the Presidential Adviser on Peace Process/ NAPOLCOM/ BAR Minister of Peace		April, 2021	
1	Initial Evaluation/Online Process from the official list	PRS			
2	CBI	DI			
	BMI and PPE (Exams, Interview)	PRSU/RRSU/HS NP Team/NAPOLCOM	1month	April to May 2021	PRO BAR to be handled by PRS

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3		Representative [Main and Regional Office (RO)]			
	ICA Pre-Planning	PRO ICA Committee			
4	Lab Extraction, ECG	PRSU/RRSU/HS Medical Team/NAPOLCOM Reps (Main and RO)			
	ICA Acquisition Proceedings	RRSU/ PRO ICA Committee/PRO RAC & QCT	1month	April to May 2021	
5	EENT, X-ray and Dental Examination	PRSU/RRSU/HS Medical Team			
6	Physical Agility Test	PRSU/RRSU/NAPOLCOM Rep (Main and RO)			
7	Final Board Interview/Deliberation	RSC/ RPRSU/RRSU	1month	April to May 2021	
	ICA Items Delivery and Distribution	PRO ICA Committee/RAC and QCT	1 day		
8	Oath-taking	PRO BAR	1 day	June 2021	
9	Attestation	PRS/PRO BAR/CSC	2 months	June to July 2021	RPRMD BAR and CSC BAR

c. PNPA Recruitment

Step	Activities	OPR	Period	Schedule	Venue
	Cadet Admission Test Online/ electronic)	PNPA/PRS/PRSU PNPA/RRSUs	1month	March 2021	Clustered areas (Luzon, Visayas and Mindanao)
1	Initial Evaluation/Online Process	PRS/ PRSU- PNPA	1 month	March 2021	Marikina City Facilities/ Camp BGen Rafael T Crame and PNPA Camp
2	BMI, EENT and Dental Examination	PRSU- PNPA/ HS Medical Team			
3	PPE				
4	Laboratory, ECG and X-ray				
5	Physical Agility Test (PAT)	PNPA/ PRSU	1 month	April 2021	
6	Final Board Interview/Deliberation		2 weeks		
7	Oath-taking Preparation		1 day	May 2021	
8	Oath-taking and turn over Ceremony				

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8. PENALTY CLAUSE:

Any violation of this MC shall be dealt with in accordance with the existing disciplinary policies.


9. REPEALING CLAUSE

All PNP issuances, which are contrary or inconsistent with this MC are hereby repealed or amended accordingly.

10. EFFECTIVITY:

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




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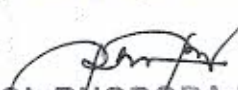
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