



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.: 2020 - 075

09 NOV 2020

**AMENDING ITEM NOS 5 AND 31, LETTER B OF THE GENERAL GUIDELINES UNDER PNP MEMORANDUM CIRCULAR NO. 2018-048 DATED JANUARY 3, 2019 ENTITLED: "REVISED POLICIES AND GUIDELINES GOVERNING THE REGULAR PROMOTION PROGRAM FOR 2ND LEVEL PCOS AND PNCOS" REMOVING FOR THIS PURPOSE THE REQUIRED T.O. POSITION FOR PROMOTION FROM PMAJ TO PLTCOL**

**1. REFERENCES:**

- a. Republic Act No. 8551 entitled: "An Act Providing for the Reform and Reorganization of the Philippine National Police and for Other Purposes," amending certain provisions of RA No. 6975 dated February 25, 1998;
- b. IRR of RA No 9708 dated September 20, 2010;
- c. Civil Service Commission (CSC) Resolution No 1600532 dated May 26, 2016;
- d. CSC Resolution No 1401222 dated August 14, 2014;
- e. NAPOLCOM Resolution No 2016-069 dated January 28, 2016 with subject: "Addendum to NAPOLCOM Resolution No 2013-501";
- f. NAPOLCOM Resolution No 2015-612 dated December 14, 2015 entitled: "Clarifying the Reckoning Date in the Computation of the Experience Requirement as Provided for under the Qualification Standards for Appointment to PNP Ranks;"
- g. NAPOLCOM Resolution No 2013-501 dated October 23, 2015 entitled: "Prescribing the Qualification Standards for Appointment to PNP Ranks;"
- h. PNP Memorandum Circular (MC) No. 2017-039 dated June 2, 2017 entitled: "Prescribing the Policies and Procedures Governing the Placement of Second (2<sup>nd</sup>) Level Uniformed" dated October 19, 2013;
- i. PNP MC No. 2018-048 entitled: "Revised Policies and Guidelines Governing the Regular Promotion Program for 2nd Level PCOs and PNCOs" dated January 3, 2019;
- j. LOI 23/10 dated June 11, 2010 entitled: "PSUPT Continuous Promotion Program;" and
- k. CPNP's 9-Point Strategic Thrusts.

**2. RATIONALE:**

This MC provides amendment to the provisions of PNP MC 2018-248 that covers the TO position as requirement for promotion from PMAJ to the rank of PLTCOL.

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### 3. SITUATION:

The continuous promotion program for PLTCOL which requires T.O. position under LOI 23/10 entitled: PSUPT Continuous Regular Program has been the basis of promotion to PLTCOL since it was issued on June 11, 2010. This administrative intervention was meant to prevent surge of PLTCOLs in a certain office or unit. However, some PROs have incurred high prevailing variance for PLTCOLs due to T.O. position as requirement for promotion.

While the added requirement ensured the regulated fill-up of vacancies, it has also affected other highly qualified promotable and more senior police commissioned officers whose unit of assignment has no available vacancy thereby effectively delaying their career advancement.

With the removal of T.O. Position as one of the requirements for promotion from PMAJ to PLTCOL included in the 9-Point Strategic Thrusts of the CPNP, morale and welfare of affected personnel will be boosted. It will also increase chances/opportunities for PMAJs who are not occupying T.O. position to be promoted provided they meet the Minimum Qualification Standards. Moreover, the organization will be compelled to adhere to the SLL (per rank) as the sole basis for determination of zone of consideration for promotion. All of these shall be geared towards attaining maximum work efficiency and effective law enforcement.

### 4. PURPOSE:

To efficiently process the promotion of best qualified PMAJ to fill up the promotional vacancies in the rank of PLTCOLs, there is a need for the amendment of Items No 5 and 31 Letter b of the General Guidelines under PNP MC No 2018-048.

### 5. GUIDELINES:

The guidelines shall be amended as follows:

- a. Item No 5 which reads as:

*"There shall be two promotion cycles to be conducted every year, except for promotion to the rank of PSUPT;"*

shall be amended to read as:

*"There shall be two promotion cycles to be conducted every year, including promotion to the rank of PLTCOL;"*

- b. Sub-Items a to e and g of Item 31 which read as follows:

*"The following guidelines shall govern the promotion to the rank of Police Superintendent (PSUPT):*

- a) *The processing of the PSUPT promotion program shall be continuous to fill-up the required vacancies in the PSUPT rank. The promotion to the said rank shall be by virtue of position on top of other basic collateral qualification standards to ensure the equitable*

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distribution of said rank among the field units.

- b) *The promotion board/committee shall only process the application for promotion to PSUPT of those who have satisfied all the minimum Qualification Standards and are occupying Table of Organization (T.O.) PSUPT positions in their respective unit;*
- c) *Promotion to PSUPT shall be in accordance with the prescribed positioning of PSUPTs and shall be by virtue of vacancy in position. Only those PCINSPs who satisfy all the Qualification Standards and are occupying PSUPT positions which are considered "Entry Level Designations" shall be qualified for promotion.*
- d) *All units shall exhaust all available PSUPTs in their respective units to fill up all the prescribed PSUPT positions, the remaining unfilled PSUPT position shall be the number of promotion quota for the unit. However, units with PSUPTs who are on floating status or occupying positions below the Table of Organization (T.O.) shall not be given quota for promotion. All Chief of Offices shall only recommend a number that corresponds to the actual vacancy;*
- e) *The Promotion Quota for the rank of PSUPT shall only be based on the number of prevailing vacancies of the recommending office/unit at the time of Board Deliberation; Page 14 of 23*
- g) *All experience required/Time-in-Position for promotion in terms of number of years assigned in the authorized T.O. position for PSUPT should be counted cumulatively."*

shall be amended to read as follows:

*"The following guidelines shall govern the promotion to the rank of Police Lieutenant Colonel (PLTCOL) in lieu of T.O. position:*

- 1. *Must have assumed/occupied any of the following operational or administrative positions for three (3) cumulative years:*
  - a) *Operational Positions:*
    - i. *COP of a 3rd class (Class C) or 2<sup>nd</sup> class (Class B) municipality;*
    - ii. *Station Commander of numbered police stations of CPOs or Police Districts;*
    - iii. *Deputy COP of a component city or 1st class municipality;*

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- iv. Deputy Station Commander of numbered police station of CPOs or Police Districts;
- v. Deputy Force Commander of a City/Provincial Mobile Force;
- vi. SAF Company Commander;
- vii. Quad Staff Officer of a SAF Battalion or Regional Mobile Force Battalion (RMFB);
- viii. Chief Provincial Officer of NOSUs; or
- ix. Equivalent position in the Technical Service Units (TSUs).

**b) Administrative Positions:**

- i. Section Chief of NHQ Command Group;
  - ii. Section Chief of Directorial Staff Divisions;
  - iii. Section Chief of NSU Staff Divisions and PRO Staff Divisions;
  - iv. Deputy Chief of PPOs/CPOs Staff;
  - v. Special Staff, PRO (CPSM, PIO); and
  - vi. Combination of cumulative 3-year service under operational and administrative positions.
2. Must be included in the Zone of Consideration (ZoC) based on the Seniority Lineal List (SLL) for Line Service Officers (LSOs) and Technical Service Officers (TSOs);
  3. For TSOs, applicant has assumed equivalent position in the TSUs not necessarily or actually occupying T.O. position but depending on the special technical skills and competencies required in their respective field of profession of their units.
  4. Prior pre-screening process, applicants shall execute an Affidavit of Undertaking for Promotion (DPRM Form PCOD/PNCOD 03-A Revised 2020) under oath and duly signed. The following shall be included in addition to the existing provisions:
    - a) They are willing to be reassigned within 60 calendar days after the effectivity of their promotion in any PRO with the highest prevailing variance, PNP learning institutions (PNPA, NPTI, PNPTS), other Non-Technical NSUs, or detailed to other allied government offices/agencies under DILG (PPSC and NAPOLCOM), in that order, subject to the approval of the CPNP; and
    - b) They are ~~barred to seek reassignment~~ or transfer within a period of one year ~~from the date of effectivity of assignment order.~~

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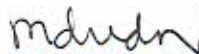
*Such prohibition maybe extended subject to exigency of service and existing policies and regulations.*

5. *PMAJs who are on mandatory career courses, detailed outside PNP or other government offices/agencies (except those under DILG), assigned with Personnel Holding and Accounting Unit (PHAU), RPHAU, or equivalent units in PROs/units due to relief for cause shall not be eligible for promotion;*
6. *Grounds for disqualification stipulated in Section 37 of PNP MC No. 2018-048 shall be retained; and*
7. *Quota for TSUs is based on vacancy of each unit. Other TSUs cannot use the quota intended for a given TSU.*
8. *To ensure the integrity in the processing of applicants for promotion to PLTCOL, the following shall be observed:*
  - a) *Use of SLL as basis for Zone of Consideration (ZoC);*
  - b) *The nationwide net variance plus 50% shall be used to determine the pool of candidates for promotion:*

Nationwide Net Variance + 50% = TOTAL VARIANCE

- c) *For Line Service Officers (LSOs), the Zone of Consideration (ZoC) by year of commission shall be utilized to ensure the equitable distribution using a minimum and maximum range for each class or year of commission to have fair share out of the total variance provided that the remaining qualified applicants from pre-determined batches or year of commission shall be prioritized for promotion. After processing their application for promotion, the top ranking qualified PMAJs from the next batches or year of commission will be considered provided further that the qualified applicants from said batches were included in the 150% of the SLL for LSUs to fill up the remaining vacancy in the line service positions;*
- d) *For Technical Service Officers (TSOs), their promotion shall be based on the SLL for TSUs. Further, the promotion quota is based on vacancy in their respective fields of profession and seniority provided that the remaining qualified applicants from pre-determined batches or year of commission shall be prioritized for promotion. After processing their application for promotion, the top ranking qualified PMAJs from the next batches or year of commission shall be considered provided further that the qualified applicants from said batches were included in the SLL for TSUs to fill up the remaining vacancy in the technical service positions; and*

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e) *Promotion of qualified PMAJs to the rank of PLTCOL shall commence in parallel with current year 2<sup>nd</sup> Level Uniformed Personnel Regular Promotion Program.*"

**6. PENALTY CLAUSE:**

- a. Any personnel who, through act or omission, commit any violation of this MC shall be subjected to disciplinary action pursuant to NAPOLCOM MC No. 2016-002 (Revised Rules of Procedures before the Administrative Disciplinary Authorities and the Internal Affairs Service of the PNP);
- b. The provisions of the Civil Service Law on Administrative Cases , as well as the Revised Rules of Court shall be suppletoryly applicable in the disposition of cases for violations of this MC; and
- c. A candidate, who misrepresents, perjures, falsifies, tampers, and distorts entries/information in his/her Affidavit of Undertaking (DPRM FORM PCOD/PNCOD-03-A Revised 2020) as well as other documents submitted and attached to the application shall be liable for PERJURY and DISHONESTY.

**7. REPEALING CLAUSE:**

All existing issuances which are contrary to or inconsistent with this MC are hereby repealed or amended accordingly.

**8. EFFECTIVITY:**

This PNP MC shall take effect 15 days from filing 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.



**CAMILO PANCRATIUS P. CASCOLAN**  
Police General  
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CPNP Ltrs 20 S083593



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**Distribution:**

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