



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

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MEMORANDUM CIRCULAR

NO.: 2020 - 077

POLICIES AND GUIDELINES IN THE USE OF SERVICE REPUTATION IN THE RATING SYSTEM FOR POLICE COMMISSIONED OFFICERS APPLYING FOR PLACEMENT AND PROMOTION TO THIRD LEVEL 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 RA No. 8551 and for other Purposes*";
- b. National Police Commission Memorandum Circular (NAPOLCOM MC) No. 2019-001 dated January 17, 2019, entitled: "*Prescribing the Placement and Promotion System for Third Level Officers*";
- c. NAPOLCOM MC No. 2016-002 entitled: "*Revised Rules of Procedure before the Administrative Authorities and the Internal Affairs Service of the Philippine National Police*";
- d. PNP MC No. 2019-044 dated May 14, 2019, entitled: "*Revised Placement and Promotion System for Police Commissioned Officers to Third Level Positions*";
- e. Senior Officers' Placement and Promotion Board (SOPPB) Resolution No. 2020-274, entitled: "*The Seniority Lineal List (SLL) as Basis for Placement and Promotion to Third Level Positions*";
- f. SOPPB Resolution No. 2019-518, entitled: "*Prescribing the Remedy to Allow the Conduct of Validation of Information Affecting the Service Reputation of Third Level PCOs whose Application for Placement or Promotion were already deliberated by SOPPB En Banc*";
- g. Standard Operating Procedure No. 14-01 entitled: "*Revised Guidelines and Procedures in the Formulation and Submission of CI Watchlist and the Subsequent Adjudication and Extinguishment of Derogatory Information of PNP Personnel dated January 17, 2014*"; and
- h. PNP Staffing Pattern and Table of Organization and amendments thereto.

AUTHENTICATED BY:

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2. RATIONALE:

This Memorandum Circular (MC) integrates service reputation as one of the criteria for placement and promotion of third level Police Commissioned Officers (PCOs) to the next rank. Service reputation per se is a broad term that cannot be measured/rated without using specific/tangible measures. Thus, this policy provides the specific parameters/measures on how to rate applicants for placement and promotion based on their service reputation.

3. SITUATION:

PCOs are leaders and are considered role models to their subordinates. They are expected to act and lead in accordance with the law. Hence, service reputation plays a vital role in their performance as leaders.

Presently, service reputation is one of the criteria in placement and promotion of PCOs to higher positions. However, there are no specific/tangible measures on how to rate applicants based on this criterion. Thus, through this MC, vagueness and confusion will be cleared, and fairness and equality as well as objectivity will be achieved.

4. PURPOSE:

In line with the focus directive of the Chief, PNP, this MC integrates service reputation in the rating system for 3rd level PCOs applying for placement and promotion.

This MC aims to:

- a. Provide specific parameters/measures on how to rate PCOs applying for placement and promotion based on their service reputation; and
- b. Establish a rational, fair, and transparent placement and promotion system using merit and fitness as the primary considerations.

5. DEFINITION OF TERMS:

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

- a. **Adjudication** – is a process outside the court system where the submitted documents such as but not limited to declarations under oath, admission of facts and result of investigation conducted against PNP personnel involved are reviewed and evaluated by the designated Board to determine if subject personnel may be granted security clearance and be cleared from any derogatory information.
- b. **Administrative Case** – refers to a formal inquiry, in furtherance of public accountability to determine whether a PNP member committed a violation of existing laws, rules and regulations, and policies. It shall be deemed formally filed and pending upon receipt and entry of the

approved pre-charge investigation report in the official docket of the Disciplinary Authority until a decision thereof becomes final and executory. A complaint undergoing pre-charge investigation shall not be considered as pending administrative case.

- c. **Clean list** - refers to the updated Seniority Lineal List (SLL) after removing those who have less than one year in the service.
- d. **Criminal Case** – refers to a proceeding in court as a result of the filing of information charging a PNP member with an act or omission or a violation of special law which is criminal in nature. It is considered pending upon the filing of the information with the court until the decision becomes final and executory.
- e. **Derogatory Record** – refers to any intelligence report of an applicant or candidate recorded in the database of the Directorate for Intelligence (DI) that will undermine his/her character or reputation such as, but not limited to, engagement in any activity which is unlawful, dishonest, or otherwise deceitful as well as his/her propensity towards violence or use of force.
- f. **Derogatory Information** – refers to information which reflects unfavorably on the character, integrity, morality, honesty, loyalty, and reliability of an individual. It can be classified into two categories: security-related derogatory information and non-security related derogatory information.
- g. **Exonerated** – the respondent has been discharged or exculpated by the disciplinary authority from a charge or liability.
- h. **Pending Case** – refers to a case when the respondent has been formally charged before any Disciplinary Authority or Internal Affairs Service (IAS) or Office of the Ombudsman; or an appeal is pending with any of the Appellate Bodies.
- i. **Promotable** – refers to the status of PNP uniformed personnel who possesses the latest Qualification Standards prescribed by NAPOLCOM and satisfies the guidelines for promotion prescribed in this MC as initially evaluated by the PROs/NSUs Officer's Placement and Promotion Board (OPPB) confirmed by the PNP SOPPB.
- j. **Service-connected case** – is a criminal, civil, or administrative case filed against the applicant arising from an incident related to the performance of his/her official duty, wherein the PNP or its duly agent is not the complainant.
- k. **Seniority Lineal List** - is the hierarchical listing by rank of all uniformed police personnel based on dates of promotion, appointment, and other established parameters.

- l. Service Reputation – refers to the available information pertaining to the applicants’ personal and professional character. This shall include administrative/criminal/civil cases and derogatory records as well as feedbacks/evaluation from their present and former supervisors, peers, and subordinates.
- m. Third Level Positions – refer to positions in the PNP requiring designation of Third Level Officers/Senior PCOs.

6. GUIDELINES:

a. General Guidelines:

- 1) Under the established rating system for promotion, 100 points is the perfect score, 30 points of which is allotted for service reputation. For purposes of increasing the objectivity in the selection process and evaluating PCOs who are candidates for placement and promotion, the following parameters for service reputation shall be considered as a guide, subject to changes as may be deemed appropriate by the SOPPB. The raw score shall be computed into 30%:

SERVICE REPUTATION (100 PTS)	PARAMETERS	ALLOTTED POINTS
		1. Criminal/Administrative/Civil Case
	a. Without pending case	40
	b. With pending service-connected case	40
	c. With pending non-service-connected case (1 or more)	-5
	d. With previous case, not service-connected (Penalized)	
	d.1) 1 to 2 cases	-15
	d.2) 3 or more cases	-40
	e. With previous service-connected case (Penalized)	
	e.1) 1 to 2 cases	-10
	e.2) 3 or more cases	-20
	2. Evaluation/Feedback from present and former supervisors, peers, and subordinates	30
	a. Highly Recommended	30
	b. Recommended	-5
	c. Fairly Recommended	-20
	d. Not Recommended	-30
	3. Derogatory Information	30
	a. No Derogatory Information	30
	b. With Derogatory Information but cleared	30
	c. With confirmed/validated Derogatory Information (Not cleared)	
	c.1) 1 to 2 information	-15
	c.2) 3 or more information	-30

b. Specific Guidelines:

- 1) The candidate shall be evaluated based on available information in present rank pertaining to his/her personal and professional character. This shall include administrative/criminal/civil cases, derogatory information/ records, as well as feedbacks from his/her present and former superiors, peers, and subordinates in writing and duly signed/certified by the same. Most recent former Directors/superiors/peers and subordinates shall only be considered when the candidate is designated to his/her present position for less than six months. (See Annex "A" - Evaluation Form).

All derogatory information gathered by PNP offices/units, Intelligence Agents, Other sources, and from Anonymous Letter, Letter of Complaints, or Captured Enemy Documents be thoroughly processed and submitted to the Regional Intelligence Division/Intelligence Division, copy furnished the Counterintelligence and Security Division, DI which serves as the repository of derogatory information;

- 2) In case of conflict in *parameter 2* (recommendation from present vs former Directors/immediate supervisors/peers), the average shall be computed. ;
- 3) The SOPPB shall entertain complaints and grievances related to the implementation of the rating system for 3rd level PCOs applying for placement and promotion based on service reputation within 15 days from the publication of the order of placement and/or promotion;
- 4) Complaints and grievances shall be submitted in writing and must be under oath. The SOPPB shall resolve such complaints within 15 days from receipt thereof; and
- 5) This MC shall apply to all promotable PLTCOL eligible to apply for promotion to PCOL.

c. Duties and Responsibilities:

- 1) **DPRM**
 - a) Designate Chief, Police Commissioned Officers Placement and Promotion Division as the Head, Secretariat;
 - b) Consolidate reports of administrative and criminal cases, if any, forwarded by Directorate for Investigation and Detective Management and derogatory records, if any, by DI;
 - c) Prepare memorandum addressed to former Directors/ immediate supervisors of applicants, requesting their recommendation/feedback/evaluation on their performance;

- d) Issue and implement orders for reassignment, relief, and designation; and
 - e) Perform other tasks as directed.
- 2) **DI**
- a) Conduct complete background investigation (CBI) for PCOs applying for placement and promotion and provide DPRM records of derogatory information, if any; and
 - b) Perform other tasks as directed.
- 3) **DIDM**
- a) Consolidate reports of administrative and criminal cases of applicants and provide DPRM reports, if any; and
 - b) Perform other tasks as directed.
- 4) **OTHER D-STAFF** - Perform tasks as directed.

7. REPEALING CLAUSE:

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

8. EFFECTIVITY:

This MC shall take effect after 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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