

**[ PNP MEMORANDUM CIRCULAR NO. 2010-007,  
June 08, 2010 ]**

**RULES AND PROCEDURES GOVERNING THE SELECTION AND  
DEPLOYMENT OF PNP PERSONNEL FOR SECONDMENT OR DETAIL  
TO INTERNATIONAL ORGANIZATIONS AND PEACEKEEPING  
MISSIONS, AMENDING PNP MEMO CIRCULAR NR. 2009-006,  
2007-012, AND FOR OTHER PURPOSES**

**1. REFERENCES:**

- a. PNP Memorandum Circular No. 2009-006 dated April 29, 2009 entitled: "Rules of Procedures in the Selection of PNP Personnel for Secondment, Detail to International Organizations, Peacekeeping Missions, Amending PNP Memo Circular No. 2007-012, and for other purposes";*
- b. PNP Memorandum Circular No. 2007-012 dated October 10, 2007 entitled: "Rules and Procedures in the Selection of PNP Personnel for Secondment and Detail to International Organization and Peacekeeping Missions";*
- c. Section 6c Rule III, Civil Service Commission Memorandum Circular No. 40 dated December 14, 1998 re-Revised Omnibus Rules on Appointments and Other Personnel Actions;*
- d. PNP Circular No. 2008-018 dated December 26, 2008, entitled: "Prescribing the Policies, Guidelines and Procedures on Foreign Travel of PNP Personnel", amending PNP Memorandum Circular No. 2002-017 dated November 16, 2002, entitled: "Foreign Travel";*
- e. PNP Circular No. 2007-004 dated May 8, 2007, entitled: "Revised Guidelines and Procedures on Personnel Action on Detail of Philippine National Police (PNP) Uniformed Personnel to other Government Offices/Agencies";*
- f. PNP Memorandum Circular No. 2002-014 dated October 5, 2002, entitled: "Policies, Guidelines, and Procedures on the Processing of Personnel Applying for Secondment with other Government Agencies";*
- g. PNP Memorandum Circular No. 2006-010 dated June 14, 2006, entitled: "Assignment with PNP Training Service and Other Similar Institutions of PNP Personnel Returning from the United Nations Missions and those who have undergone more than one (1) month of Foreign Schooling";*

*h. Executive Order No. 97 dated April 23, 2002, entitled: "Approving and Adopting a Policy Framework and Guidelines for Philippine Participation in UN Peacekeeping Operations":*

i. Policy Framework and Guidelines for Philippine Participation in UN Peacekeeping Operations;

j. United Nations Civilian Police Handbook; and

k. United Nations Selection Assistance Team (UNSAT) Guidelines dated January 1, 2005;

## 2. PURPOSE AND SCOPE:

This Circular prescribes the rules and procedures governing the selection of PNP personnel for Secondment or Detail to International Organizations and Peacekeeping Missions.

## 3. POLICY:

a. The Secondment or detail to an international organization and peacekeeping missions is an official duty; and

b. Active PNP Personnel are prohibited from applying directly to any international organization for any vacancy position.

## 4. OBJECTIVES:

a. To provide a procedure that is based on merit and fitness in the selection of PNP personnel for Secondment or detail to international organizations and peacekeeping missions and for other purposes;

b. To give qualified PNP personnel equal opportunity to be nominated to Secondment posts in international organizations peacekeeping missions; and

c. To streamline the deliberation process and ensure that the results of the selection and screening process are beyond reproach.

## 5. DEFINITION OF TERMS:

a. Active Police Service - refers to the actual performance of police duties;

b. Administrative Duty – designation to positions involving purely clerical, staff and managerial functions. It includes assignment to NHQ PNP, National Administrative Support Units, PRO and NSU Headquarters, except operating units, HSS and other headquarters support units;

c. Board of Inquiry - an investigative body composed of the Contingent Commander as Chairman and four (4) senior officers as members, to deliberate and recommend the repatriation of personnel alleged to have violated the provisions of this circular;

d. Contingent Commander – refers to a PNP Commissioned Officer vested with the authority to exercise overall responsibility for the conduct and

well-being of all members of the PNP contingent in the mission area consistent with UN rules, policies and regulations;

e. Deferment – is the act of postponing the deployment of PNP personnel to a mission area;

f. Detail – is the movement of an employee from one department or agency to another which is temporary in nature, which does not involve a reduction in rank, status or salary and does not require the issuance of another appointment;

g. Deployment Tracking – is an order issued by the UN Department of Peacekeeping Operations authorizing the deployment of police officer/individual to UN mission area indicating the officer/s expected date of arrival and the Tour of Duty (TOD);

h. Deployment – refers to the act of sending qualified PNP personnel to a mission area;

i. Extension - is the lengthening of the tour of duty beyond the period stipulated in the original agreement or contract of Secondment or detail;

j. End of Mission (EOM) – refers to the date when the tour of duty of deployed PNP personnel in a UN mission ends;

k. PNP UN Mission Qualifying Examination – is an examination administered by the Secretariat to pre-qualify PNP personnel to take the UNSAT examination;

l. Mission Area - a country or an area designated by the UN where peacekeeping operations are being undertaken.

m. Repatriation - refers to the act of sending a PNP personnel back to the Philippines from a UN mission before his/her scheduled EOM either on the initiative of the UN or the PNP for failure to meet the UN standards, misdemeanor or due to medical grounds. The cost of travel shall be borne by the concerned PNP member, unless shouldered by UN;

n. Secondment - is a movement of an employee from one department or agency to another which is temporary in nature and which may or may not require issuance of an appointment which may either involve reduction or increase in compensation;

o. Personnel - refers to active PNP uniformed personnel

p. Peacekeeping - refers to a United Nations presence in the field (normally involving military and civilian personnel), with the consent of the parties, to implement or monitor the implementation of arrangements relating to the control of conflicts and their resolution or to ensure the safe delivery of humanitarian relief;

q. United Nations Department of Peacekeeping Operations (UNDPKO) – a department in United Nations Headquarters Secretariat directly in charge of United Nations peace-keeping operations;

- r. United Nations Standby Arrangement System (UNSAS) – refers to a system of establishing a pool of UNSAS eligible's in a UN member country for deployment to mission areas as mandated by UN;
- s. United Nations Selection Assistance Team (UNSAT) – composed of personnel selected by UNDPKO to administer the UNSAT examination;
- t. UNSAT Examination - is an examination to determine competencies of PNP personnel candidates on English communication, vehicle driving and firearms proficiency; and
- u. UNSAS Eligible - PNP Personnel who passed the UNSAT in the Philippines, entitling such member eligibility for deployment within a period of eighteen (18) months commencing from the last day of the test, as certified by members of the UNSAT who administered the same.

## 6. QUALIFICATIONS FOR DEPLOYMENT TO UN PEACEKEEPING MISSIONS:

Applicants for UN peacekeeping mission should satisfy the following standards and qualifications at the time of filing the application thereof:

- a. An UNSAS eligible;
- b. A Police Commissioned Officer (PCO) applicant must have a rank of at least Police Senior Inspector while a Police Non-Commissioned Officer (PNCO) applicant must have a rank of at least Police Officer 3;
- c. Have attained at least five (5) years of active police service (excluding cadetship for PMA, PNPA, PMMA, and equivalent Officer's Training/Field Training Program (FTP) for Lateral Entry Officers and Recruitment Training for Police Non-Commissioned Officers);
- d. Appointed in permanent status in his/her present rank;
- e. Have at least one (1) year experience in vehicle driving reckoned from the date of issuance of his/her valid driver's license;
- f. Recommended by his/her Unit Commander (Command Group, D-Staff Directors, RDs of PROs, NSUs Directors and District Directors);
- g. Have a Performance Evaluation Rating (PER) of at least Very Satisfactory (VS) for two (2) consecutive semestral rating periods immediately preceding his/her application;
- h. With no pending administrative or criminal case in any body/tribunal or court nor a witness to any such case nor a summary hearing officer with unresolved cases;
- i. Have not been repatriated from previous UN Mission for disciplinary reason/s;
- j. With knowledge on basic computer operations (e.g. Word, Excel, Powerpoint, e-mail and internet);
- k. Passed the latest Physical Fitness Test (PFT) conducted by DHRDD as well as Medical, Dental and Neuro-Psychiatric Examination; and

I. Without firearm accountability as certified by DL.

## 7. PRIORITY FOR DEPLOYMENT

Priority for deployment to mission area is as follows:

- a. 1<sup>st</sup> priority – PNP Personnel who passed the UNSAT Examination but without previous UN mission deployment.
- b. 2<sup>nd</sup> priority – PNP personnel who passed the UNSAT Examination but with previous UN mission deployment.

Personnel who obtained the highest UNSAT exam rating, or those superior in rank, length of service, educational attainment, or with fewer missions, in such order, shall have priority for deployment.

## 8. DEFAULT:

Personnel after having been nominated for deployment shall be considered in default and will be removed from the priority list under the following circumstances;

- a. Non-submission of documentary requirements to the Secretariat on specified date;
- b. Failure to report for processing for deployment; and
- c. Non-attendance to the scheduled Pre-Departure Orientation Seminars (PDOS).

## 9. DEFERMENT:

- a. Deferment shall be allowed only once and only due to health reasons duly certified by the Director, Health Service;
- b. Personnel deferred due to justifiable reasons cited above can be re-nominated for deployment to the same mission area as last priority; and
- c. Requests for deferment shall be in writing;

## 10. OTHER REQUIREMENTS:

- a. Prior to deployment, all personnel shall execute an undertaking stating that he/she:
  1. Does not have any pending administrative or criminal case in any body/ tribunal or court nor a witness to any pending criminal or administrative cases nor a summary hearing officer with unresolved cases;
  2. Shall observe exemplary behavior, discipline and follow all the pertinent rules and regulations of the PNP and the UN;
  3. Shall abide by the PNP Code of Ethics and Professional Conduct and shall not commit any act/s or omission/s that will cause dishonor or disgrace to the PNP;