

[PNP CIRCULAR NO. 004, May 08, 2007]

**REVISED GUIDELINES AND PROCEDURES ON PERSONNEL
ACTION ON THE DETAIL OF PHILIPPINE NATIONAL POLICE
(PNP) UNIFORMED PERSONNEL TO OTHER GOVERNMENT
OFFICES/AGENCIES**

1. REFERENCES:

- a. DILG Circular No. 2006-08 dated May 15, 2006, entitled: "Termination of Detail";
- b. NAPOLCOM Resolution Number 98-281 entitled: 'Prescribing Specific Policies and Guidelines on the Detail or Assignment of PNP Offices or Agencies Outside the Organization";
- c. PNP Circular Number DPL 04-02 dated August 20, 2004, entitled: "*Guidelines and Procedures on Personnel Action on the Detail of Philippine National Police (PNP) Uniformed Personnel to Other Government Offices/Agencies*"; and
- d. Civil Service Commission Memorandum Circular No. 21, Series of 2002, entitled: "Policies on Details".

2. PURPOSE:

To provide guidelines and procedures on personnel action on the detail of PNP uniformed personnel to other offices/agencies that perform functions related to law enforcement, order maintenance, or conduct of police training.

3. DEFINITION OF TERMS:

For purposes of this Memorandum Circular, the following terms shall mean:

- a. *Detail*- temporary movement of a PNP personnel from the PNP to other government office/agency which does not involve a reduction in rank, status or salary and issuance of an appointment but requires the issuance of PNP orders.
- b. *Receiving agency*- the agency where the PNP uniformed personnel will be placed on detail.
- c. *Administrative supervision* - authority to direct the performance of duties; restrain the commission of acts; and review, approve, reverse or modify acts or decision of the detailed PNP uniformed personnel.
- d. *Carrying Unit*- unit which has functions related or similar to the agency/task force where the personnel is on detail.

4. POLICY GUIDELINES:

a. PNP uniformed personnel with the ranks of Police Inspector (PINSP) and Police Officer 1 (PO1) shall not be placed on detail outside the PNP organization in order not to affect the overall efficiency and effectiveness of the PNP particularly in the implementation of anti-criminality campaigns, counter-terrorism operations, internal security operations (ISO) and crime prevention programs.

b. Before a PNP uniformed personnel may be considered for detail, he must have rendered at least five (5) years of active service in the PNP organization, must have at least very satisfactory (VS) performance in the last rating period, must possess a permanent appointment in his present rank, must have no pending case and is not a Pre-Charge Investigator or Summary Hearing Officer.

c. PSSUPT and PCSUPT may be allowed to be detailed outside the PNP organization but only with the offices/agencies under the Department of the Interior and Local Government (DI LG) provided that they shall perform duties and functions equivalent to their ranks.

d. The detail or assignment of PNP uniformed personnel to other government offices/ agencies outside the PNP shall be allowed only upon satisfaction of the following requirements:

(1) There is a pressing need for the service of subject uniformed personnel in the requesting office or agency, subject to the evaluation of the PNP;

(2) The function or duty to be performed of subject uniformed personnel must be related to law enforcement, peace and order maintenance, conduct of police- related training or research development; and

(3) The period of detail shall be for a maximum of six (6) months which may be renewed for another six (6) months upon the request of the receiving agency, with concurrence of the concerned personnel, but in no case shall exceed two (2) years.

e. The approving authority on the detail of PNP personnel outside the PNP shall be vested on the Secretary of the Interior and Local Government (SILG) upon recommendation of the Chief, PNP

f. The administrative jurisdiction of the PNP and the receiving agency over detailed PNP uniformed personnel shall be as follows:

(1) On Punctuality, Attendance, Leaves and Travel:

a) The PNP relinquishes administrative supervision over the detailed PNP uniformed personnel to the receiving unit or agency specifically the responsibility to monitor their punctuality and attendance, evaluate their performance, and exercise acts necessary to effectively supervise them.

b) Application for vacation and sick leaves and authority to travel abroad shall be processed through DPRM, upon recommendation of the appropriate authorities of the carrying unit of detailed PNP uniformed