

[NPC MEMORANDUM CIRCULAR NO. 2005-007, November 25, 2005]

PRESCRIBING THE STANDARD PROCEDURES FOR THE RECRUITMENT, SELECTION AND APPOINTMENT OF PNP UNIFORMED PERSONNEL FOR POLICE REGIONAL AND PROVINCIAL MOBILE GROUPS (N=1,900), SPECIAL ACTION FORCE (N=400) AND HEADQUARTERS SUPPORT SERVICE (N=200) FOR CY 2005

WHEREAS, pursuant to Section 14 of R.A. No. 6975, as amended, the National Police Commission is mandated to exercise administrative control and operational supervision over the Philippine National Police (PNP);

WHEREAS, the Commission issued Memorandum Circular No. 2005-002 prescribing the standard procedures for the recruitment, selection and appointment of PNP uniformed personnel at the city/municipal levels, including at the national support units (NSUs);

WHEREAS, there is a need to prescribe standard procedures in the recruitment, selection and appointment of PNP uniformed personnel for the Regional Mobile

Groups (RMGs) and Provincial Mobile Groups (PMGs) to ensure the appointment of the best qualified police officers to these special units of the PNP;

NOW THEREFORE, the Commission, pursuant to its constitutional mandate to administer and control the PNP, HAS RESOLVED TO PRESCRIBE, AS IT HEREBY PRESCRIBES, the standard procedures for the recruitment, selection and appointment of PNP Uniformed Personnel for Police Regional and Provincial Mobile Groups, Special Action Force and Headquarters Support Service.

SECTION I. Objectives

- A. Establish a system that is characterized by strict observance of the merit, fitness and principle of equal opportunity in the recruitment, selection and appointment of Police Officer 1 (PO 1) for RMGs, PMGs, SAF and HSS.
- B. Ensure that all appointments are in accordance with existing laws, rules and regulations.

SECTION II. Policies

- A. Recruitment of PNP Uniformed Personnel for the RMGs, PMGs, SAF and HSS shall be based on the principle of merit and fitness and shall be open to all qualified individuals.
- B. There shall be no discrimination on account of gender, religion, ethnic origin or political affiliation.
- C. In order to have a wider base for the selection process, the PNP Regional Screening Committees shall process applicants up to 150% of the approved quota in all regions/provinces.
- D. No person shall be appointed as Police Officer I unless the minimum qualifications for appointment as provided for under Section 14, R.A. No. 8551 shall have been satisfied by the applicant.
- E. Preference shall be accorded to the applicants who are residents of the region/province.
- F. The age, height and weight requirements for initial appointment in the PNP may be waived only when the number of qualified applicants falls below the approved quota after the final interview.

The application for a height waiver of a member of an indigenous group shall be processed regardless of whether or not the number of applicants falls below the annual quota: Provided, that applicants granted height waiver by virtue of membership in an indigenous group shall only be considered for appointment in the areas wherein they are considered indigenous by the National Commission for Indigenous Peoples (NCIP) or Office on Muslim Affairs (OMA).
- G. The Appointing Authority shall in no case issue a Special Order earlier than the date of the issuance of the appointment.
- H. No appointee shall be entitled to payment of salary prior to the taking of his/her Oath of Office (Panunumpa sa Katungkulan) and assumption of duty.
- I. The appointing authority shall be held responsible for the strict implementation of this Circular.

SECTION III. General Qualifications and Standards

A. General Qualifications:

1. A citizen of the Philippines;
2. A person of good moral character;
3. Must have passed the psychiatric/psychological, drug and physical tests to be administered by the PNP or by any Napolcom-accredited government hospital for the purpose of determining the status of appointee's physical and mental health;
4. Must possess a formal baccalaureate degree from a recognized learning institution;
5. Must be eligible in accordance with the standards set by the Commission;
6. Must not have been dishonorably discharged from military employment or dismissed for cause from any civilian position in the Government;
7. Must not have been convicted by final judgment of an offense or crime involving moral turpitude;

8. Must be at least one meter and sixty-two centimeters (1.62m) in height for male and one meter and fifty-seven centimeters (1.57m) for female;
9. Must weigh not more or less than five kilograms (5 kg) from the standard weight corresponding to his/her height, age and sex; and
10. Must not be less than twenty-one (21) nor more than thirty (30) years of age.

An applicant shall be considered to be 21 years of age on his/her 21st birth date and shall be considered more than thirty (30) years of age on his/her 31st birth date.

B. The appropriate eligibilities for Police Officer I are those acquired from the following:

1. PNP Entrance Examination
2. CSC Police Officer I/Police Officer (Second Level Eligibility _ 1998 onwards)
3. R.A. No. 1080 (Bar and Board examinations)
4. P.D. No. 907 (Granting Civil Service Eligibility to College Honor Graduates)

SECTION IV. Procedural Guidelines

A. Recruitment, Selection and Appointment of Qualified Applicants to the Regional Mobile and Provincial Mobile Group

1. Recruitment notice shall be posted in bulletin boards located in at least three (3) conspicuous public places. Advertisement through tri-media and other forms of information campaign may be resorted to.
2. Selection of qualified applicants shall be done at the PRO. The PRO shall organize its Screening Committee composed of the following:

- a. Deputy Regional Director for Administration - Chairperson
 - b. Napolcom Asst. Regional Director (ARD)
or the Chief, Administrative Services Division
in case the regional office has no ARD - Vice-Chairperson
 - c. Regional Peace and Order Council member
designated by the RPOC Chairperson - Member
 - d. Women Sector representative of known
probity designated by the PNP Regional Director - Member
 - e. Senior Regional DILG Officer designated
by the DILG Regional Director - Member
- Regional PHRDD - Secretariat

The Regional PHRDD as secretariat shall perform the following functions:

1. Prepare calendar of activities and notice of meetings for the screening committee
2. Strictly implement the sequential steps of the screening process by endorsing to the next stage only those who passed the preceding stage
3. Document all activities of all stages of the recruitment process
4. Maintain files of results of all tests undertaken by the applicants
5. Publish the results of all the tests, copy furnished the chairperson and vice chairperson of the screening committee
6. Prepare minutes of committee deliberations and required reports

5. Police applicants shall submit their application folders at the recruiting PRO containing the following documents:

- a. Duly accomplished CSC Form 212;
 - b. Birth Certificate authenticated by the NSO;
 - c. Report of Rating of Eligibility authenticated by the issuing authority;
 - d. Two (2) pieces 2"x 2" black and white picture indicating applicant's name;
 - e. Transcript of Scholastic Records and Diploma duly authenticated by the school registrar;
 - f. Clearances from the barangay, local police station, RTC/MTC and NBI
 - g. Medical certificate issued by the local health officer
6. Within ten (10) days from the submission of application papers, the Regional Screening Committee shall start conducting initial processing and preliminary interview of applicants to determine if they meet the minimum qualifications and eligibility.

Excess and qualified applicants who were not recruited in the previous recruitment programs shall again take the first step and undergo the same processes.

7. The evaluation of applicants include the sequential conduct of the following stages:

- a. Ranking through written competitive examination or eligibility rating, whichever is practical.