

MEMORANDUM CIRCULAR No. 2018-002 _

**PRESCRIBING THE PROCEDURES AND GUIDELINES IN THE
PROCESSING OF APPLICANTS FOR APPOINTMENT AS
POLICE COMMISSIONED OFFICERS
VIA LATERAL ENTRY**

WHEREAS, Section 33 of Republic Act No. 6975 provides the Lateral Entry of Officers into the Philippine National Police (PNP);

WHEREAS, the Commission has issued Memorandum Circular Nos. 2003-010, 2005-006, 2008-006 and 2011-005 to ensure that Police Non Commissioned Officers already in the police service with highly technical qualifications and expertise needed by the PNP are also qualified for lateral entry and to serve as a guidepost in the processing of lateral entrants in the PNP;

WHEREAS, the PNP submitted a proposed PNP Memorandum Circular (MC) entitled, "Prescribing the Policies and Procedures in the Processing of Applicants for Appointment as Police Commissioned Officer via Lateral Entry".

WHEREAS, the NAPOLCOM acknowledges that there is a need to come up with a new circular which shall address the present needs in the recruitment of Police Commissioned Officers (PCO) via lateral entry and ensure that all appointments are in accordance with the policies, guidelines and procedures;

NOW THEREFORE, the Commission, pursuant to its constitutional mandate to administer and control the PNP, **HAS RESOLVED TO PRESCRIBE, AS IT HEREBY PRESCRIBES**, the following procedures and guidelines in the lateral entry, for strict compliance by all concerned:

SECTION I. PURPOSE:

- a. Select and recruit the best qualified applicants to fill the vacancies for technical and line positions with the rank of Police Inspector (PINSP) and Police Senior Inspector (PSINSP);
- b. Establish a system which strictly observes the rule of merit and fitness and the principle of equal opportunity in the recruitment, selection, and appointment of PSINSP and PINSP in the line and technical positions in the PNP;
- c. Provide a uniform standard in the implementation of recruitment and selection procedure; and
- d. Ensure that all appointments are in accordance with the existing laws, rules, and regulations.

SECTION II. DEFINITION OF TERMS:

- a. **Applicant** - any individual applying to be commissioned through the Lateral Entry Program who submitted an accomplished PNP Lateral Entry Information Sheet to the Recruitment Office whether online, by mail or in person.

- b. **Appointment** - the designation granted by a PNP officer who is authorized by law to a candidate who meets all the requirements and qualifications of a Police Senior Inspector and Police Inspector via Lateral Entry.
- c. **Attestation Folder** - set of documents to be submitted by applicants who passed the initial screening process to the Recruitment Office, containing the following mandatory requirements:
 - 1) CSC Personal Data Sheet (Revised 2017);
 - 2) Certificate of Eligibility;
 - 3) PSA Birth Certificate; and
 - 4) Transcript of Records and Diploma.
- d. **Candidates** — the applicants who passed all the stages of the Lateral Entry recruitment process and are deemed qualified for appointment as PINSP and PSINSP via Lateral Entry.
- e. **Civilian Applicants** - are those applicants who are not members of the PNP either uniformed or non-uniformed personnel.
- f. **Derogatory Record** - such record of an applicant or candidate that will undermine his/her character or reputation such as but not limited to engagement to any activity which is unlawful, dishonest or otherwise deceitful as well as his/her propensity towards violence or use of force.
- g. **Fitness** - refers to the ability to cope with the demands of line positions based on prescribed qualification standards and required core competencies.
- h. **Lateral Entry** - is a provision of law that allows the appointment of Police Commissioned Officers (PCOs) to fill-up the vacancies for line and technical service positions in the PNP. As used in this Circular, it does not cover the lateral entry of graduates of PNPA.
- i. **Lateral Entry Information Sheet** - refers to RSD DPRM Form 2014-1B to be accomplished and submitted by the applicants to the recruitment office.
- j. **Line Service Officers** - refer to PCOs mandated to perform essential and purely police functions, i.e. law enforcement, crime prevention and investigation, intelligence, internal security operations, and related administrative work.
- k. **Line Service Position** - refers to designations/positions performing essential and purely police functions, i.e. law enforcement, crime prevention and security operations, intelligence, investigation, training, and police community relations. It includes positions in police precincts, stations, CPOs/PPOs, operating units of PROs, and the regional offices and operating divisions of the National Support Units.
- l. **Merit** - refers to the demonstrated superiority in knowledge, skills, ability, competence and attitude.
- m. **Notice of Recruitment** - it is the official announcement from the different Recruitment Offices on the period of acceptance of application.

- n. **PNP In-Service applicants** - are those applicants who are already members of the PNP either uniformed or Non-Uniformed Personnel (NUP).
- o. **Probationary Period** - refers to the 12-month period where the newly appointed PCOs through lateral entry possess a temporary status pending the completion of the Public Safety Training Program (Public Safety Officers Basic Course and Filed Training Exercises).
- p. **Publication of Vacancies** - refers to the announcement of the vacancies in coordination with the Civil Service Commission (CSC) in accordance with R.A. No. 7041 (Publication Law).
- q. **Recruiting Units** - refer to PROs/NSUs with allocated Lateral Entry recruitment quota and are authorized to process applications to fill the quota.
- r. **Recruitment Office** - refers to a designated Office in PROs and NSUs that shall continuously initiate and conduct extensive information dissemination, pre-assessment of applicants, acceptance of folders, initial evaluation of the submitted documents, and facilitate the entire screening and selection process.
- s. **Recruitment Cycle** - refers to the sequential processes in Lateral Entry recruitment from the issuance of notice of recruitment to the appointment of successful candidates. The annual recruitment program is composed of several recruitment cycles until the annual quota of the recruiting unit is filled up.
- t. **Technical Service Officers** - refer to PCOs who were originally commissioned to the PNP either directly or indirectly or through lateral entry, by virtue of their special technical skills and competencies such as: medical officers, dentists, nurses, lawyers, priests, imams and pastors, forensic specialists, licensed criminologists, information technologists, pilots, psychologists, nutritionists and among others.
- u. **Technical Service Positions** - refer to positions requiring highly technical qualifications in the PNP technical services, such as dentists, optometrists, nurses, engineers, and graduates of forensic sciences, licensed criminologists, doctors of medicine, members of the Bar, and chaplains and among others.

SECTION III. GENERAL QUALIFICATIONS:

No person shall be appointed as Police Commissioned Officer via lateral entry unless he/she possesses the following qualifications pursuant to Section 14, RA No. 8551:

- a) A citizen of the Philippines;
- b) A person of good moral character;
- c) Must have passed the psychiatric/psychological, drug and physical test to be administered by the PNP or by any government hospital accredited by NAPOLCOM for the purpose of determining the appointee's physical and mental health;
- d) Must be eligible in accordance with the standards set by NAPOLCOM;

- e) **Must not have been dishonorably discharged from military employment or dismissed for cause from any civilian position in the Government;**
- f) Must not have been convicted by final judgment of an offense or crime involving moral turpitude; and
- g) Must not have pending criminal/administrative cases except for service-related cases duly certified by Legal Assistance Board (LAB) or any equivalent issuing authority.

Except for Graduates of PNPA, in addition to the abovementioned qualifications, he/she must possess the following qualifications:

a) For Line Service Officers

- 1. A licensed Criminologist or other professions that may be determined by law;
- 2. With a rank of at least Police Officer III (PO3) and meets the general qualifications on the day of conduct of the Written Competitive Examination (WCE) to be administered by the DPRM; and
- 3. Must have passed the two (2) most recent Physical Fitness Test (PFT).

b) For Technical Service Officers

- 1. A person with highly technical qualifications such as Dentist, Optometrist, Nurse, Engineer, Criminologists, Graduate of Forensic Sciences, Doctor of Medicine, Member of the Philippine Bar, Chaplain, Information Technologist, Pilot, Psychologist or other profession falling under the same classification as determined and recommended by C, PNP and approved by NAPOLCOM.
- 2. PO1 with at least three (3) years in the service, meets the general qualifications on the day of conduct of the Written Competitive Examination (WCE) to be administered by the DPRM, and must have passed the two (2) most recent Physical Fitness Test (PFT).
- 3. NUP and Civilian Applicants must possess training and experience in the field of expertise, based on NAPOLCOM policy issuances confirmed by Civil Service Commission, which the technical unit concerned requires.
- 4. For civilian applicant, in addition to the foregoing enumeration in Section III, he/she must:
 - a) 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;
 - b) Weigh not more or less than five (5) kilograms from the standard weight corresponding to his/her height, age and sex; and
 - c) Not be less than twenty-one (21) or more than thirty (30) years of age.

Except for the age qualification, the above-enumerated qualifications shall be continuing in character and an absence of any one of them at any given time shall be a ground for separation or retirement from the service.

SECTION IV. GENERAL POLICIES:

Consistent with the provisions of R.A. No. 6975 and other pertinent laws, rules, and regulations, the following guidelines and policies on recruitment, selection and appointment of Police Commissioned Officers via Lateral Entry are hereby established:

- a. The maximum age of PNP in-service applicants shall be forty-six (46) years old at the time of appointment. Age waivers shall not be allowed;
- b. Qualified PNP Uniformed Personnel shall be considered for line and technical service positions. NUP and civilian applicants shall only be considered for technical service positions;
- c. Top priority consideration for lateral entry shall be given to applicants who are in the top ten of their respective Licensure Examinations, provided that the qualifications enumerated under Section III of this circular are satisfied. Provided further, incumbent PNP members who land in the top ten shall be given first preference over the civilian provided that the qualifications enumerated are satisfied;
- d. In-service personnel applying through lateral entry for line/technical officer positions must have at least a rating of "Very Satisfactory" (VS) in the last two consecutive rating periods;
- e. The "*sequential step*" process in the screening of applicants shall be adhered to at all times, i.e., only those applicants who passed the previous stage shall be allowed to proceed to the next stage. An exemption to this rule is the conduct of drug test which may be done at any time after passing the PPE.
- f. Technical service officers and line service officers shall be appointed in temporary status pending completion of the Field Training Program (FTP).
- g. Technical service officers appointed via lateral entry shall be assigned exclusively to the technical units where they were recruited. Appointees for the line service shall be assigned to the PROs or NSUs.
- h. All appointees under the Lateral Entry Program who will resign within a period of five (5) years shall reimburse the PNP of their Initial Clothing Allowance (ICA), Replacement Clothing Allowance (RCA) and the cost incurred for their recruitment and the trainings undergone, from the date of his/her appointment until his/her resignation.
- i. All line and technical service officer applicants must undergo the Physical Agility Test (PAT) using the standard Physical Fitness Test grading system formulated by the Directorate for Human Resources and Doctrine Development (DHRDD). The official result shall be **PASSED** or **FAILED**. There shall be **NO RETAKE** in any stage.

SECTION V. WAIVER PROGRAM FOR NUP AND CIVILIAN APPLICANTS

- a. Conditions on Waivers for Initial Appointment to the PNP
 - a.1) Height waivers granted to the member of Indigenous People shall classify the grantee applicant in equal footing with regular applicants and shall not be considered as disadvantage on their part;

- a.2) NAPOLCOM en banc may only grant waivers on age, height or weight when the number of qualified applicants falls below the quota of the Recruiting Unit. Applicants who possess the least disqualifications shall take precedence over those who possess more disqualifications;
 - a.3) For civilian applicants, waiver of the age requirement may be granted provided, that the applicant shall not be less than 20 or over 35 years of age. Under this condition, one is considered to be not over 35 years old if he/she has not yet reached his/her 36th birthday on the date of the effectivity of his/her appointment;
 - a.4) Waiver in the height requirement may be granted to a male applicant who is at least 1 meter and 57 centimeters (1.57m) and to a female applicant who is at least 1 meter and 52 centimeters (1.52m); and
 - a.5) An applicant who was granted a weight waiver shall be given reasonable time but not exceeding six months within which to comply with the said requirement.
- b. Factors to be Considered for Grant of Waivers
- b.1) Possession of special skills in evidence gathering and safekeeping, cyber-crime investigation, detection and prevention, crime scene investigation, martial arts, marksmanship and similar special skills;
 - b.2) Special talents in the field of sports, music or arts and culture;
 - b.3) Extensive experience or training in forensic science and other legal, medical and technical services; and
 - b.4) Outstanding academic records and extracurricular activities of applicant during his/her school days, good family background in law enforcement or socio-civic activities, recognized social standing in the community, awards and commendations received, which should indicate to the Commission En Banc that the applicant can become a good member of the Philippine National Police.

SECTION VI. LATERAL ENTRY PROGRAM BOARDS AND SCREENING COMMITTEES:

The following Lateral Entry Screening Committees and Boards shall be created to facilitate the screening and evaluation of the Lateral Entry applicants:

- a) Screening Committee
HSS/NSU/PRO Screening Committee shall be activated purposely to initially evaluate the necessary documents submitted by applicants if they possess the minimum general qualifications required for the position which shall include, among others, education, experience, training and eligibility and other collateral requirements.

The composition of the Screening Committee is as follows:

- a.1) HSS SCREENING COMMITTEE (for NHQ based applicants)

- DDA - Chairman
- C, ARMD - Vice Chairman
- ARMD PCO - Member
- GESPO - Member
- ARMD PNCOs/NUP - Secretariat

a.2) NSU SCREENING COMMITTEE

- DDA - Chairman
- C, ARMD - Vice Chairman
- ARMD PCO - Member
- GESPO - Member
- ARMD PNCOs/NUP - Secretariat

a.3) PRO SCREENING COMMITTEE

- DRDA - Chairman
- C, RPHRDD - Vice Chairman
- RPHRDD PCO - Member
- RESPO - Member
- RPHRDD PNCOs/NUP - Secretariat

b) Interview Committee

The Interview Committee shall conduct the Final Interview of applicants who successfully passed the various screening processes.

The composition of the Lateral Entry Interview Committee is as follows:

DESIGNATION	Committee "ALPHA" (Luzon)	Committee "BRAVO" (Vis & Min)	Committee "CHARLIE" (NSUs)
Chairman	TDHRDD	TDIDM	TDPRM
Vice Chairman	TDL	TDPCR	TDC
Member	TDRD	TDO	TDICTM
Member	TDPL	TDI	Director, NSUs with quota (Special Member)
Member	NAPOLCOM Representative	NAPOLCOM Representative	NAPOLCOM Representative
Secretariat	DPRM	DPRM	DPRM
Units covered	PRO 1 / PRO 2 PRO 3 / PRO 4A / PRO 4B / PRO 5 / PRO COR/ NCRPO	PRO 6 / PRO 7/ PRO 8 / PRO 9 / PRO 10 / PRO 11 / PRO 12 / PRO 13 / PRO ARMM /	NSUs with quota allocation

c) Lateral Entry Board (LEB)

The LEB shall convene to deliberate and evaluate all candidates who successfully passed all the screening processes and resolve whether or not to recommend to the C, PNP their appointment as PCOs.

The Lateral Entry Board shall be composed of the following:

- TDCA - Chairman
- TDPRM - Vice-Chairman
- TDI - Member
- TDO - Member
- TDL - Member

TDPL	- Member
TDC	- Member
TDPCR	- Member
TDIDM	- Member
TDHRDD	- Member
TDRD	- Member
TDITCM	- Member
NAPOLCOM Rep	- Member
Director, LS	- Resource Person
Ds, NSUs with quota	- Special Member
Chief, RSD, DPRM	- Head, Secretariat

There shall be a NAPOLCOM Representative, with salary Grade 24 or higher to be designated by the NAPOLCOM Vice Chairman and Executive Officer, in the Lateral Entry Board and every Lateral Entry Interview Committees.

The presence of the Chairman and NAPOLCOM Representative is required to constitute a quorum of the Lateral Entry Board. In no case shall the procedure in the processing of applicants for lateral entry be conducted without the presence of a NAPOLCOM representative.

SECTION VII. PROCEDURES

a). Line Service Position Quota Distribution

- a.1) The DPRM, in consultation with other Directorial Staff, shall determine the quota distribution to PNP Units. A certain number of quota of PROs/NSUs shall be allocated to NHQ for screening and vetting purposes in order to accommodate NHQ-based applicants. Such number shall be based on the applicant-quota ratio of the respective PROs/NSUs. Provided, that the total number shall not exceed 10% of the total quota allocation nationwide. However, the successful NHQ applicants shall be assigned to the PROs/NSUs where the quota was taken; and
- a.2) The determination of vacancies for the line service position shall be based on the latest PNP Rank Profile and after the promotions from the ranks are completed. Vacancies arise when the actual strength is less than the authorized strength allotted for a rank. The following factors shall be taken into consideration to come up with the quota for PINSP line service distributable to PROs and selected NOSUs:
 - a.2.a) PINSP promoted to the next rank;
 - a.2.b) SPO4s promoted to PINSP;
 - a.2.c) Graduates of PNPA appointed as PINSPs;
 - a.2.d) Retireable PINSPs;
 - a.2.e) 10% reserve for special promotions including cases of reemployment/reappointment to PINSP; and
 - a.2.f) Slots allocated to technical service positions

b). Technical Service Position Quota Distribution

Vacancies for technical officers shall be determined based on the inventory submitted by the concerned NSUs to the DPRM. DPRM will assess the said inventory and approve in whole or in part taking into consideration the Approved Staffing Pattern.

- c). DPRM shall thereafter recommend for approval of the C, PNP the quota distribution with breakdown of PROs and concerned NSUs and the lateral entry program which shall then be submitted to the Commission for consideration and approval.
- d). Within five working days from receipt of the approved recruitment program and quota distribution, the DPRM shall cause the publication of the Notice of Recruitment for Lateral Entry Technical and Line Service Officers in coordination with the Civil Service Commission pursuant to R.A. No. 7041 (Publication Law). Likewise, within said period, the DPRM shall publish the same in the PNP Website.
- e). In order to attract a wider base of applicants for Technical Service Positions, the DPRM thru the concerned Recruitment Offices shall conduct extensive information drive. Within five days from receipt of information of the approved recruitment quota, the concerned Recruitment Offices shall announce the notice of recruitment and shall undertake any of the following activities:
 - e.1) Dissemination through the quad-media (TV, radio, newspapers, and social media);
 - e.2) Information drive in target areas;
 - e.3) Distribution of posters, stickers and leaflets;
 - e.4) Posting of recruitment quota in conspicuous places; and
 - e.5) Other recruitment information strategies.
- f). The Notice of Recruitment shall include the following data for the information of prospective applicants:
 - f.1) Quota distribution for the NHQ/NSUs/PROs for line officers;
 - f.2) Quota for each technical service positions in the concerned technical units;
 - f.3) Vacancies are open for both male and female applicants;
 - f.4) General qualification standards;
 - f.5) Documentary requirements;
 - f.6) Units or locations where application papers and documents are to be submitted;
 - f.7) Deadline for submission of application to be considered for processing in a particular recruitment cycle; and
 - f.8) Specific dates covered by each stage of the recruitment process.
- g). The DPRM shall transmit a copy of the approved quota distribution for line and technical service positions within three working days from receipt thereof to the NSUs and PROs with quota allocation.
- h). The Directors of NSUs and Regional Directors of PROs shall thereafter furnish a copy of the approved quota distribution within two working days to the lower unit chiefs for widest dissemination and shall activate and organize their respective screening committees.
- i). The DPRM shall request from the Directorate for Comptrollership (DC) the release of funds necessary to support the activities involved in the processing and screening of applicants.
- j). The DPRM shall cause the distribution of WCE application forms to all Units/Offices of the PNP which shall be submitted to the various Recruitment Offices. Upon determination of a specific date, the DPRM shall collate all application forms and draw the list of examinees who will take the WCE for publication and widest dissemination.

k). Submission of Documentary Requirements:

- k.1) Line Service Position applicants shall submit their documentary requirements to the Recruitment Office/RPHRDD/ARMD of the office/unit they intend to be assigned.
- k.2) NHQ based applicants shall submit their documentary requirements duly endorsed by their ARMD to ARMD, HSS. (HSS Screening Committee)
- k.3) Technical Service Position applicants shall submit their documentary requirements to the Recruitment Office appropriate to their technical qualifications.
- k.4) Documentary Requirements for In-service Applicants:
 - k.4.a) Lateral Entry Application Form;
 - k.4.b) Civil Service PDS (Revised 2017)
 - k.4.c) Updated UNIT/RMD PAIS generated PDS
 - k.4.d) Updated Service Records
 - k.4.e) Latest Promotion Order
 - k.4.f) Eligibility/ies
 - k.4.g) Diploma/Transcript of Records (Authenticated Copy)
 - k.4.h) Birth Certificate (PSA Copy with receipt)
 - k.5.i) Highest Mandatory Training (Training Certificate, Order of Merit and Declaration of Graduates)
 - k.4.j) Specialized Schooling/Trainings (Training Certificate, Order of Merit and Declaration of Graduates)
 - k.4.k) Latest two consecutive period of (PFT, IPER, ITR, SALN); and
 - k.4.l) Affidavit of Undertaking of Non-pending Case
- k.5) Documentary Requirements for Civilian Applicants:
 - k.5.a) Lateral Entry Application Form
 - k.4.b) Civil Service Commission Form No. 212 (Personal Data Sheet Revised 2017);
 - k.5.c) Birth Certificate (PSA Copy with receipt)
 - k.5.d) Certificate of employment, if applicable
 - k.5.e) Photocopy of 2 Valid Government Issued Identification Cards with picture
 - k.5.f) Certificate of Eligibility;
 - k.5.g) Transcript of Records/Diploma (Authenticated Copy)
 - k.5.h) Related trainings required by the Technical Service Units concerned;
 - k.5.i) Certificate of Non-Pending Case (if he or she is presently employed); and
 - k.5.j) Clearances from the Barangay, PNP, DI, Mayor, Prosecutor/Court, MTC/RTC, and NBI (for civilian applicants).

l). Pre-Screening Procedures:

l.1) Pre-Assessment

The Recruitment Office/RPHRDD/ARMD shall assess the accomplished Lateral Entry Application Form and the attached documentary requirements submitted by the applicants to determine if they satisfy the minimum qualification standards. It shall accomplish

the prescribed worksheet containing the necessary information of the applicants.

Initial evaluation shall be done by the Recruitment Office/RPHRDD/ARMD within the timetable provided for in the Notice of Recruitment to determine the number of qualified applicants who will undergo the final selection processes.

For Technical Service Positions:

- I.1.a) For civilian and NUP applicants, the Recruitment Officer shall conduct a face to face interview to observe the applicant's demeanor, physical appearance and to initially evaluate the accuracy of the information indicated in his/her Lateral Entry Application Form.
- I.1.b) The Recruitment Office shall conduct the initial measurement of height and weight of civilian and NUP applicants in coordination with the Health Service. Those who failed to meet the height, weight and age requirement during the initial evaluation shall be allowed to take the Written Competitive Examination (WCE) but will be included in the waiting list, to be referred to NAPOLCOM for the grant of a waiver. They will only be allowed to proceed to the next stage if the number of WCE passers falls below the allotted quota.
- I.1.c) Visual physical inspection shall also be made by the Recruitment Officer to determine if the applicant has visible tattoo or noticeable physical deformities.
- I.1.d) The result of the physical inspection shall be communicated to the applicant on the day of the said inspection.

Consolidation of all pertinent documents shall be made at this stage. A report shall be forwarded to the DPRM endorsing all qualified applicants to undergo the Qualifying Examination.

I.2) Written Competitive Examination:

The qualified applicant may also be given a written examination by the Screening Committee.

The passing score for Line Officer and Technical Officer applicants for ITMS, CL, CHS, HS, LS, ES, CES, and SAF (Air Unit) shall be 70%.

Only qualified applicants who garnered/obtained a rating of 70% and above shall be endorsed to the Screening Proper.

The questionnaires shall be checked by the respective screening committees under the supervision of each Chairman. As a safety precaution, all checkers shall have a rotation in every stage of the exam sheet. In no case shall a checker administer the correction on a whole examination paper.

The LEB shall determine the place, date, and time of the examination. The WCE shall be conducted simultaneously in the three geographical areas (Luzon, Visayas, and Mindanao) in coordination with other PNP units.

I.3) Screening Proper

**I.3.a) Physical Agility Test (PAT)
(To be conducted by the Secretariat, LEB)**

The standard DHRDD Physical Fitness Test (PFT) score system shall be used to determine whether or not they possess the required coordination, strength and speed of movement in the police service.

I.3.b) Psychological and Psychiatric Examination (PPE)

The PNP Health Service shall administer the PPE. All applicants who passed the WCE and endorsed by DPRM shall be allowed to take the full battery of psychological examination to include both Intelligence Quotient (IQ) and Personality Test.

I.3.c) Physical, Medical and Dental Examination (PMDE)

The PMDE shall be conducted in order to determine whether or not the applicant is in good health and free from any contagious disease;

The PMDE shall be conducted to all PPE passers by the PNP Health Service. If the PNP HS cannot accommodate all PPE passers within the prescribed timeline, the LEB may authorize the conduct of PMDE an accredited diagnostic centers under the supervision of a PNP Medical Officer;

Results of PMDE shall be determined by the PNP Medical Screening Board composed of the Chief, Regional Health Service/Chief, PNP General Hospital as Chairman, the attending medical officer/s and a representative each from the PRO/NSU Recruitment Office; and

The Summary of the Individual Medical Results of the applicants shall be transmitted to the concerned Recruitment Office. Only the applicants who passed the PMDE shall be recommended for Final Committee Interview. There shall be no re-evaluation of applicants who failed the PMDE.

I.3.d) Complete Background Investigation (CBI)

Applicants who passed the PPE shall be subjected to CBI to determine the character, reputation, and possible involvement of the applicant in any questionable or criminal activity as well as his/her propensity towards violence or use of force. It shall be conducted simultaneously with the PMDE;

The CBI shall be conducted by the Directorate for Intelligence (DI) through its operating units, like the Intelligence Group (IG) and the Regional Intelligence Division (RID). Within 90 days from the receipt of the request to conduct CBI, the DI shall issue a Partial Background Investigation (PBI) result for the commencement of Final Interview by the Interview Committee;

The results of the PBI shall indicate an evident remark either RECOMMENDED or NOT RECOMMENDED with emphasis on applicant's derogatory records, if there is any;

In case of any derogatory record, the concerned applicant shall be informed and be given a reasonable time to explain and rebut the same before the Director of Intelligence or his authorized representative. If the latter is satisfied on the explanation, he will recommend the applicant to move to the next stage of the process, otherwise he/she will not be recommended;

The applicants recommended by TDI or his authorized representative shall undergo the final interview before the interview Committee; and

The validation of the results of the PBI shall continue during the one-year probationary period of the successful candidates. Such period comprises the CBI. The PNP may seek the assistance of the AFP Intelligence Offices/Units in the conduct of the CBI. The Recruitment Office, upon receipt of any serious and validated derogatory record/information, shall turn over the report to DIDM/DI, as the case may be, for appropriate action. Any serious and validated derogatory record and/or information shall after the observance of due process, be a ground for the appointed candidate's termination from the service.

I.3.e) Drug Test (DT)

The Drug Test (DT) shall be conducted exclusively by the PNP Crime Laboratory as scheduled by the respective Recruitment Office;

The DT is conducted to ensure that the applicants are free from use or abuse of any prohibited drug. Any positive indication of prohibited drug use is a ground for disqualification; and

The DT may be conducted any time after the applicants have passed the PPE.

I.3.f) Final Interview (FI)

The FI shall be conducted by the Interview Committee to personally confirm the technical and general qualifications of the candidates based on the standards set for the position to which the candidates are to be appointed.

Only those applicants who passed all the sequential processes of examination shall be allowed to appear before the Interview Committee for Final Interview.

During the FI, the Interview Committee shall ask searching questions to determine applicants' intelligence, awareness to political and social issues, communication skills, leadership qualities, the level of competence concerning his/her field of specialization, work ethic, and moral reasoning.

Any candidate who fails to undergo the said committee interview shall be disqualified. No rescheduling of interview shall be allowed. The Standard Interview Rating Forms and Table Evaluation Worksheet shall be accomplished by the Interview Committee Secretariat.

1.3.g) Final Deliberation and Selection of Highly Qualified Candidates for Appointment

The Screening Committee shall execute a Certificate of Due Diligence that they have conducted a thorough screening and evaluation of the candidates and that due diligence and meticulous assessment and evaluation of their documents were made prior to its submission to the LEB for deliberation and approval;

The Final Deliberation and Selection is the last phase in the lateral entry process wherein thorough selection/screening has already been done in the different stages to include the Final Interview. The selection shall be made only according to merit and fitness of applicants to the position in which they are going to be appointed. CSC Resolution Number 94-015 provides that when two or more applicants meet the minimum requirements for the position, objective criteria must be set to determine who are the most fit and meritorious among all the applicants to ensure that the exercise of management discretion is not abused; and

A point system shall be applied in the assessment and evaluation of the measurable qualification standards possessed by an individual applicant for appointment in the PNP through the Lateral Entry Program which shall be the following:

1.3. g.1) For Line Officers:

Qualifications/ Activities	Allotted Maximum Points	Allotted Minimum Points
Training	20	14
Experience	25	17.5
Awards	20	14
Final Interview	15	10.5
Written Competitive Examination (WCE)	20	14
TOTAL	100	70

I.3.g.1.a) Training (20 points maximum) (Pre-rated by the Screening Committee Secretariat)

Intelligence, Investigation, Operation, Admin, PCR, AFP Allied Related Courses and Trainings.	Nr of Days	Allotted Points
	1 to 3 days	0.5
	4 to 9 days	1.0
	10 to 20 days	5.0
	21 to 30 days	6.0
	31 to 45 days	7.0
	46 to 89 days	8.0
	90 to 179	9.0

Maximum of 5 pts for Seminars (1-9 days) Mandatory courses shall not be included.

I.3.g.1.b) Experience: (Maximum 25 points)
(Pre-rated by the Screening Committee Secretariat)

Designation/ Position	Points Accumulation	Maximum Allotted Points	Minimum Allotted Points
Investigation PNCO Intelligence PNCO Operation PNCO Police Community Relations PNCO Executive Senior Police Officer	2 points/ 6 months	10 pts/ position	7 pts/ position
Investigator Administration PNCO Intelligence Personnel Operation Personnel Patrol Supervisor	1 point/ 6 months	8 pts/ position	5.6 pts/ position
Beat Patrol Personnel Admin Personnel Police Community Relation Personnel Public Safety Forces personnel	.05 point/ 6 months	7 pts/ position	4.9 pts/ position

I.3.g.1.c) Awards and Recognitions (20 points maximum)
(Pre-rated by the Screening Committee Secretariat)

Operational Awards	Allotted Points
Medalya ng Kagitingan (PNP Medal of Valor)	20
Medalya ng Kabayanihan (PNP DCS)	15
Medalya ng Katapangan (PNP Bravery Medal)	10
Medalya ng Kadakilaan (PNP Heroism Medal)	8
Medalya ng Kagalingan (PNP Medal of Merit)	2
Medalya ng Papuri (PNP Medal of Commendation)	1
Medalya ng Sugatang Magiting (PNP Wounded Medal)	1

Administrative Awards	Allotted Points
Medalya ng Katangitanging Gawa (PNP Outstanding Achievement Medal)	5
Medalya ng Kasanayan (PNP Efficiency Medal) (Maximum of 5 points)	1
Medalya ng Papuri (Maximum of 5 points)	0.5
Miscellaneous Awards	Allotted Points
Medalya ng Ugnayang Pampulisyá (PNP Relations Medal)	0.5
Medalya ng Paglilingkod (PNP Service Medal)	2
Medalya ng Paglilingkod sa Luzon, Visayas, and Mindanao (PNP Luzon, Visayas and Mindanao Campaign Medal)	1
Medalya ng Mabuting Asal (PNP Good Conduct Medal)	1
Medalya ng Pagtulong sa Nasalanta (PNP Disaster Relief and Rehabilitation Medal)	1
Tsapa ng Natatanging Unit (PNP Unit Citation Badge)	1
Medalya ng Paglilingkod sa Santo Papa	1
United Nation Service Medal	1
Medalya ng Paglaban sa Manliligaig (PNP Anti-Dissidence Medal)	0.5

National/Regional Awards	Allotted Points
COPS, TOPWP	6
Civil Service Commission Award	4
National Best PNCO of the Year	2
Regional Best PNCO of the Year	1

I.3.g.1.d) Final Interview (15 points)

Criteria	Allotted Maximum Points	Allotted Minimum Points
1-SKILLS (Leadership, Qualities and Communication Skills)	5	3.5
2- KNOWLEDGE (IQ, Current Events and Job Knowledge)	5	3.5
3- SERVICE REPUTATION (Work Ethics, Moral Reasoning and Attitude)	5	3.5
TOTAL	15	10.5

I.3.f.1.e) For Technical Officers:

Qualifications/Activity	Allotted Maximum Points	Allotted Minimum Points
Training	30	21
Experience	35	24.5
Written Competitive Examination (WCE)	20	14
Final Interview	15	10.5
TOTAL	100	70

I.3.f.2.a) Training (30 points maximum)

All applicants must have the minimum point allocation of 21 if they meet the training requirement prescribed by the technical units duly approved by NAPOLCOM and confirmed by the Civil Service. Those with specialization in the technical field of their profession shall be given 30 maximum points.

I.3.f.2.b) Experience (35 points maximum)

All applicants must have the minimum point allocation of 24.5 points if they meet the experience required by the technical units duly approved by NAPOLCOM and confirmed by the Civil Service. The said experience must be in line with the technical field or their respective educational background. Additional two points shall be given for every additional year of experience.

I.3.f.2.c) Written Competitive Examination (20 points maximum)

$\frac{\text{Raw Score}}{\text{Nr. of Items}} \times 20 = \text{points obtained}$

I.3.f.2.d) Final Interview (15 points maximum)

Interview Guide	Allotted Maximum Points	Allotted Minimum Points
1-SKILLS (Technical Field of Expertise and Communication Skills)	5	3.5
2- KNOWLEDGE (IQ and Current Events)	5	3.5
3-ATTITUDE (Work Ethics and Moral Reasoning)	5	3.5
TOTAL	15	10.5

Immediately after the Final Interview, the Head Secretariat shall prepare the ranking of all candidates based on their total score. The LEB shall deliberate on the said ranking and resolve to recommend to the CPNP the appointment of the candidates who ranked within the allotted quota of the recruiting unit. Thereafter, a resolution shall be prepared by the Secretariat.

I.4) Realignment of Unfilled Quota:

In case of unfilled quota due to disqualifications or lack of qualified line service applicants in certain PROs/NSUs with allocated quota, the CPNP, upon the recommendation of the DPRM, shall be authorized to realign excess candidates to PROs/NSUs with unfilled quota. Excess candidates will be required to execute an undertaking expressing their willingness to be realigned to the concerned PROs/NSUs. In no case that the approved quota for line units shall be realigned to technical units; and

In the event that the quota for technical officers is not filled-up in a single recruitment cycle, the remaining quota shall automatically be

included in the succeeding recruitment program/s for lateral entry until the same are filled up. In no case that the approved quota of Technical Units shall be realigned to other technical and line units.

m). Appointment and Oath - Taking of Successful Applicants:

The LEB after the final deliberation and thorough selection conducted among the qualified applicants shall post the list of successful applicants in the PNP and DPRM Websites;

The oath taking shall be scheduled immediately but not earlier than the issuance and effectivity of the appointment.

In general, all appointments to the officer ranks in the PNP shall commence with the rank of Police Inspector, including those with highly technical qualifications applying for the PNP technical services such as dentists, nurses, engineers, optometrists and graduates of forensic sciences. Doctors of medicine, chaplains and members of the Philippine Bar shall be appointed to the rank of Police Senior Inspector;

PNCO applicant who is a licensed criminologist appointed through the lateral entry program shall carry the rank of Police Inspector.

Appointed technical service officers and line service officers shall be appointed in temporary status pending the completion of Field Training Program (FTP);

Appointed technical service officers via lateral entry shall be assigned exclusively in the technical units where they were appointed. Appointees for the line service shall be assigned to the PROs or NSUs.

n). Requirements in the Processing of Appointment of Civilian Applicants:

The following are the requirements necessary for original appointment to be submitted in three copies each in separate folders. One folder shall include the family documents of the lateral entrants, which shall be transmitted by RSD to Records Management Division (RMD) for inclusion in their Police Personnel Files (PPFs):

- n.1) Civil Service Form 212 Revised 2017;
- n.2) Report of Rating of Eligibility (Bar/RA No.1080, CSC Professional);
- n.3) School Credentials (College Diplomas/Transcript of Records);
- n.4) Physical/Medical Clearances;
- n.5) Birth Certificate of appointee. If not available, Baptismal Certificate accompanied by a Certification of destruction/loss of birth records issued by the Local Civil Registrar or, in the event both certificates are not available, Joint affidavit of at least two disinterested persons who personally know the facts of birth of the appointee accompanied by certification of non-availability of birth and baptismal records issued by the Local Civil Registrar and the Parish Priest or Minister, respectively;

- n.6) Drug Test Report (to be administered by the PNP CLG upon endorsement of concerned Recruitment Office/Unit);
 - n.7) Result of Psychiatric and Psychological Examination (to be administered by the PNP, HS, NP Section upon endorsement of the concerned Lateral Entry Sub Board;
 - n.8) Certificate(s) of Training(s) attended;
 - n.9) Passport size picture taken within six months prior to effectivity of appointment;
 - n.10) Oath of Office;
 - n.11) Clearances from the Barangay, PNP, DI, Mayor, Prosecutor/Court, MTC/RTC, and NBI (for civilian applicants); and
 - n.12) BIR Tax Identification Number (TIN).
- o). Guidelines on Probationary Period:
- o.1) Conditions during the Probationary Period
 - o.1.a) A lateral entrant shall serve a probationary/temporary period, which will be for a non-extendible period of one year;
 - o.1.b) The appointees for the PSINSP and PINSP ranks shall immediately take their Field Training Program (PSOBC and Field Training Exercises). The one-year probationary period shall apply during the conduct of the said course. However, he/she may be terminated from the service for unsatisfactory conduct or performance or commission of infraction or offense any time before the expiration of such probationary period; and
 - o.1.c) The termination of services shall be done with utmost objectivity and impartiality with the end view of affording the PNP members concerned the right to due process and equal protection of law. In general, termination shall be in the nature of summary administrative proceedings.
 - o.2) Grounds for Termination
 - Police Commissioned Officer in temporary status who commits any of the infraction or offenses listed below shall be subjected to termination proceedings:
 - o.2.a) Grave Administrative Offenses
 - o.2.a.1) Grave Misconduct;

- o.2.a.2) Incompetence;
 - o.2.a.3) Dishonesty;
 - o.2.a.4) Disloyalty to the Government;
 - o.2.a.5) Serious Irregularities in the Performance of Duty;
 - o.2.a.6) Serious Neglect of Duty; and
 - o.2.a.7) Oppression.
- o.2.b) Lack of Aptitude in the service — this shall refer to any of the following circumstances:
- o.2.b.1) Academic deficiency arising from failure to obtain a passing grade in the required basic training course in accordance with the established training rules and regulations;
 - o.2.b.2) Serious violation of training rules and regulations involving non-academic matters; and
 - o.2.b.3) Possession of such habits, traits, conduct or behavior which when taken on their overall context, tend to manifest and display an undesirable disposition or attitude towards the law enforcement profession.
- o.2.c) Physical and Medical Incapacity
- o.2.c.1) Physical Incapacity— the inability of a PNP uniformed personnel to perform his/her duties and responsibilities due to his/her unfit and/or limited physical capacity or capability.
 - o.2.c.2) The term "unfit and/or limited physical capacity or capability" shall include the state of being pregnant which, by reason of the risk or detrimental effects involved to both the mother and the child she is bearing prevents her from taking the PSOBC or FTP.
 - o.2.c.3) Mental Incapacity — the inability of a PNP uniformed personnel to perform his/her duties and responsibilities due to his/her unfit mental condition.

If after the investigation, a PCO undergoing FTP has been evaluated to be mentally incapacitated or suffering from any mental disturbance, he/she shall be terminated from the police service, even if such incapacity or disturbance is acquired prior to, after, during or outside the police training.

o.3) Termination Authority

The Chief, PNP shall be the sole termination authority of all PCOs in temporary status. The Termination Board shall be the one to deliberate the termination cases filed against PCOs. The Board shall be composed of the Director of Personnel and Records Management (TDPRM) as Chairman, Director of Investigation and Detective Management (TDIDM) as Vice Chairman, Director of Intelligence (TDI), Director of Human Resource and Doctrine Development (TDHRDD), Director of Legal Service and concerned Regional Director of PROs or Director of NSU as members. The Secretariat shall be the Chief, Recruitment and Selection Division and Chief, Discipline, Law and Order Division.

o.4) Termination Procedure:

- o.4.a)** Commencement of Complaint shall be initiated by any concerned individual, police officer or police office/unit based on the sworn statement and documents in support thereof;
- o.4.b)** Any Return to Unit Order issued against a PCO in temporary status or any complaint filed against a PCO shall be evaluated and investigated by the RIDMD or its equivalent office in NSUs within five days;
- o.4.c)** Respondent shall be notified and ordered to submit an answer within three days with sworn statement of witness/es, other pertinent documents and pieces of evidence;
- o.4.d)** The Investigation Report and Charge Sheet shall be submitted by RIDMD/IDMD thru RD, PRO/D, NSU before the OCPNP for approval with concurrence of TDIDM and the Command Group;
- o.4.e)** Summary Hearing shall be conducted by the Termination Board within three days after the approval of Investigation report and Charge Sheet;
- o.4.f)** The respondent shall be notified of the date of summary hearing and be required to attend with or without a counsel and submit his/her position paper;
- o.4.g)** The hearing shall be summary in nature and no postponement is allowed to delay the hearing. The hearing shall be completed within five days from its commencement;
- o.4.h)** If despite due notice, the respondent failed to appear during the hearing or file his/her position paper, the proceeding shall proceed ex-parte;

o.5) Appeal

- o.5.a) Decisions of the Termination Authority may be appealed to the NAPOLCOM *En Banc* by filing a Notice of Appeal before the Termination Authority, furnishing the NAPOLCOM with the copy thereof within ten days from receipt of the copy of the decision.
- o.5.b) A Notice of Appeal shall be filed in three legible copies which shall contain the following:
 - o.5.b.1) The material dates showing that it was filed on time;
 - o.5.b.2) The assignment of the specific errors of fact or law, or both, allegedly committed by the Termination Authority;
 - o.5.b.3) The specific appellate body to which the appeal is being taken; and
 - o.5.b.4) The appellant shall submit a Memorandum on Appeal in three legible copies not later than 15 days from the filing of the Notice of Appeal, copy furnished the Termination Authority.
- o.5.c) Failure of the appellant to comply with the requirements provided in the preceding paragraphs shall be sufficient ground for the dismissal of the appeal.

0.6) Procedure on Resignation

Any PCO in temporary status who shall tender resignation or signify his/her intention to discontinue his/her service or transfer to other agencies shall observe the following procedure:

- o.6.a) Upon submission of resignation letter, he or she will not leave the training unit or desist from training until the acceptance of his/her resignation by the appointing authority;
- o.6.b) Any pending administrative case shall not be affected by the resignation of the PCO trainee and the same shall proceed until its final disposition;
- o.6.c) Any PCO in temporary status who resigned shall reimburse the expenses incurred during his/her recruitment process and training and must be cleared of money and property accountability;
- o.6.d) Any PCO in temporary status who resigned from the PNP service upon acceptance by the appointing authority shall not be allowed to return, reinstate or re-employ into the PNP service.

SECTION VIII. COORDINATING INSTRUCTIONS:

- 1) Transparency shall be observed in all stages of the recruitment process;
- 2) Applicants must always be assisted and be informed of the guidelines and procedures of the recruitment process;
- 3) The Recruitment Offices and Screening Committees shall strictly follow the "sequential step" in the processing of applicants, i.e., only those applicants who passed the previous stage shall be allowed to proceed to the next stage;
- 4) The name of all passers in the selection processes for every stage (Pre-Assessment, Initial Evaluation, WCE, PPE, PMDE, DT, and CBI) shall be posted at the PNP and DPRM Websites and be transmitted to the respective Recruitment Offices. It shall be the duty of the Recruitment Offices to notify the concerned Lateral Entry applicants regarding the transmitted results;
- 5) Applicants shall not be allowed to retake any examination given in all stages of the application; and
- 6) An In-service lateral entrant, who was terminated for a cause attributable to his/her actions, shall return to his/her previous rank without prejudice to the imposition of the administrative penalty after the observance of due process. He/she shall no longer be eligible for lateral entry.

SECTION IX. REPEALING CLAUSE:

All Memorandum Circulars or issuances or any part thereof, which are contrary or inconsistent with this MC are hereby repealed or amended accordingly.

SECTION X. PENAL CLAUSE:

Any public official or employee who shall fail to strictly observe and comply and who shall violate the provisions of this MC shall be subjected to the provisions of NAPOLCOM Memorandum Circular No. 2016-002 and the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS).

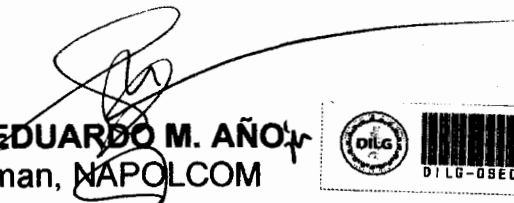
The PNP officer/personnel concerned shall immediately relieved and shall not be designated to any position of major responsibility. He/she shall not be considered for promotion pending resolution of the case.

Solicitation in any form of assistance or intercession by officers from outside sources or otherwise for purpose of influencing their termination, appeal or retention to the police service while under temporary status is strictly prohibited under pain of strict disciplinary/ administrative action against the PNP officer concerned.

SECTION XI. EFFECTIVITY:

This NAPOLCOM MC shall take effect after 15 days from filing a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.

ADOPTED this 8th day of NOVEMBER 2018 Quezon City,
Metro Manila, Philippines.


USEC EDUARDO M. AÑO
Chairman, NAPOLCOM




Atty. ROGELIO T. CASURAO
Commissioner
Vice Chairman and Executive Officer



FELIZARDO M. SERAPIO, JR.
Commissioner


Atty. JOB M. MANGENTE
Commissioner


ZENONIDA F. BROSAS
Commissioner


OSCAR D ALBAYALDE
Commissioner

Attested by:


ELVIRA M. BAUTISTA
Acting Chief, Secretariat