

Republic of the Philippines  
Department of the Interior and Local Government  
**NATIONAL POLICE COMMISSION**  
Quezon City

**MEMORANDUM CIRCULAR NO. 2019-001**

**PRESCRIBING THE PLACEMENT AND PROMOTION SYSTEM FOR  
THIRD LEVEL OFFICERS**

**WHEREAS**, Section 14(e), Republic Act (R.A.) No. 6975, as amended, authorized the National Police Commission to develop policies on promotion of members of the Philippine National Police (PNP);

**WHEREAS**, in furtherance thereof, several issuances have been issued as guidelines that provide for a uniform and systematic standard in the selection and screening of candidates and to ensure the selection of the most capable candidate for placement and promotion based on established criteria;

**WHEREAS**, the PNP submitted for consideration of the Commission PNP Memorandum Circular (MC) Number 2018-011 entitled "*Placement and Promotion System for Third Level Officers*" which prescribes the policies and guidelines governing the placement and promotion of third level officers;

**WHEREAS**, after review of the said Circular, the Commission finds the same in order as it is in accordance with the Commission's thrust to continuously professionalize 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 following placement and promotion system for third level officers, to wit:

**Section 1. PURPOSE** - This Circular consolidates all policies, guidelines, procedures, rules, and regulations of the NAPOLCOM, the CSC, and the PNP governing the placement and promotion of senior Police Commissioned Officers (PCOs) to third level positions in the PNP. This will serve as reference on matters pertaining to third level placement and promotion.

**Section 2. DECLARATION OF POLICY** – Consistent with the provisions of R.A. No. 6975, as amended by R.A. No. 8551, R.A. No. 9708 and other pertinent laws, it is hereby declared that the PNP shall promote professionalism and fairness through the institution of a placement and promotion system using merit and fitness as the primary consideration.

**Section 3. OBJECTIVES** - This Circular aims to:

- a. Define the career ladder system and prescribe the guidelines for the placement of senior PCOs to third level positions and their promotion to third level ranks;
- b. Establish a rational, fair, and transparent placement and promotion system using merit and fitness as the primary considerations;
- c. Ensure equal access and opportunity for professional growth and career advancement for all eligible PCOs regardless of the source of commission, gender or affiliation; and

- d. Provide guidelines and procedure for fair and immediate adjudication of any protest, complaint or grievance arising from the implementation of this Circular.

**Section 4. DEFINITION OF TERMS** – For purposes of this Circular, the following terms are hereby defined:

- a. *Administrative Case* – It is 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 and formal charge 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.
- b. *Administrative Duty* – designation to positions involving purely clerical, staff and managerial functions. It includes assignment to NHQ PNP, National Administrative Support Units (NASUs), PROs, and NSUs’ Headquarters except operating units, HSS, and other headquarters support units.
- c. *Career Ladder* – refers to the progression of positions in the PNP based on the degree of authority and responsibility, prescribing therein the entry level positions, positions exclusive to a particular rank, and preparatory positions to a higher rank. It is the path by which the career of uniformed PNP personnel progresses through a system of assignments in command and staff functions, field duties, and administrative duties in the line, technical, and internal affairs services.

The career ladder for third level PCOs is based on the hierarchical and pyramidal rank structure as follows: **(Annex B-1 & B-2)**

<u>Rank</u>	<u>Number of Positions</u>
Police Director General Position (Entry)	One (1)
Police Deputy Director General (Entry)	Three (3)
Police Director Positions (Entry)	Twenty-One (21)
Police Chief Superintendent (Exclusive)	Thirty-Seven (37)
Police Chief Superintendent (Entry)	Ninety (90)
Police Senior Superintendent (Exclusive 3)	Eighty-Six (86)
Police Senior Superintendent (Exclusive 2)	Seventy (70)
Police Senior Superintendent (Exclusive 1)	Fifty-Three (53)
Police Senior Superintendent (Exclusive)	One-Hundred Eighteen (118)
Police Senior Superintendent (Entry)	Four Hundred Seventy-Nine (479)

- d. *CADEx* – Computer Aided Diagnostic Examination which is a diagnostic test composed of two parts: Part 1 - PNP General Knowledge and Information, Relevant NAPOLCOM/CSC Circulars, PNP Policies and Guidelines, current events, etc; and Part 2 - Questions related to functional specialization/police occupational skills. This is to further assess the capability and credentials of PSUPTs applying for PSSUPT entry positions. The CADEx (questions and system) shall be updated on a regular basis as may be determined by the members of the SOPPB.
- e. *Criminal Case* – it is 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 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.

- f. *Command Duty* – designation to positions where the PCO exercises command and control of the office/unit.
- g. *Command Positions* – include Station Commanders, Chiefs of Police, Group Directors, Regional Chiefs of NSUs, City Directors, Provincial Directors, NSU Directors, District Directors, and Regional Directors.
- h. *Commissionship* – refers to the conferment of rank and authority. In the PNP, it pertains to the entry into the police service as a PCO.
- i. *Detail* – temporary movement of a Uniformed Personnel (UP) 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.
- j. *Diversity of Assignment* – refers to the variety of assignments of PCOs in terms of location and nature/extent of responsibility; used as one of the bases in evaluating the level of experience and understanding of an individual PCO on different situations, cultures, beliefs, customs, and traditions on their impact in policing. It shall not refer only to the assignment in a particular island grouping, i.e. Luzon, Visayas or Mindanao, nor shall it be used to discriminate a particular area, region, province, city, and/or municipality.
- k. *Entry Positions* – refer to positions that may be occupied by PCOs holding one (1) rank lower than the prescribed rank of the said positions.
- l. *Exclusive Positions* – refer to positions that can only be occupied by PCOs already holding the rank prescribed for the said positions.
- m. *Field Duty* – designation to positions performing and/or supervising operational police functions i.e. law enforcement, crime prevention and security operations, intelligence, investigation, training, and police community relations. It includes assignment to police precincts/stations, CPO/PPOs, operating units of PROs, and the regional offices and operating divisions of the National Operational Support Units (NOSUs). For purposes of evaluating the type of assignment of third level PCOs, assignment to training units, such as PNP Training Service, PNPA, PNTI, PPSC, etc. shall be considered field duty assignment.
- n. *Fitness* – shall mean the capability of the third level officer to cope with the demands of the position in particular and job in general. It includes physical fitness, mental health, and academic aptitude of an individual PCO. Fitness shall be initially determined on the basis of the qualification standards established for the position.
- o. *Geographical Assignment* – shall mean the assignment of a PCO to the three (3) major island groups in the country, namely, Luzon, Visayas, and Mindanao for the officer to experience the different terrain, cultures, environment, and situations peculiar in the area that will help the PCO to grow professionally.
- p. *Key Positions in the PNP* – refer to positions of major responsibility in a command, office, and/or unit. The key positions in the PNP are as follows:
  - 1) Chief, Philippine National Police;

- 2) The Deputy Chief, PNP for Administration;
  - 3) The Deputy Chief, PNP for Operations;
  - 4) The Chief of Directorial Staff;
  - 5) The Directors of the Directorial Staff/Directors of DIPOs;
  - 6) Regional Directors, Police Regional Offices;
  - 7) Directors, National Support Units/District Directors, NCRPO;
  - 8) Provincial/City Directors/COP's NCRPO;
  - 9) Battalion Commanders, Regional Mobile Force Battalions (RMFBs);
  - 10) Chiefs of Police, NCRPO/Station Commanders; and
  - 11) Other similar positions that maybe activated and/or created in the future in consonance with the proposed reorganization of the PNP Offices/Units.
- q. *List of Eligibles* – refers to the roster of officers who meet the mandatory requirements set for a particular position consistent with the approved PNP Qualification Standards.
- r. *Mandatory Requirements* – refer to the qualifications that an officer must possess in order to be considered for promotion and/or placement to a key position and other positions of responsibility.
- s. *Merit* – shall mean demonstrated superiority in capability (skills, experience) accomplishments, service reputation, competence, and core values manifested in the PCOs individual police service and private life. It shall also mean excellence in the performance of duty (for line officers) or technical expertise in their respective fields (for technical service officers).
- t. *Other Positions of Responsibility* – refer to positions of importance other than the key positions in the PNP, such as Deputy Directors, Executive Officers and Division Chiefs of the Directorial Staff; Command Group of PROs and NSUs; Regional, Division, and District Staff Officers of PROs, NSUs, and NCRPO Districts, etc.
- u. *Placement* – refers to the selection and designation of an officer to a key position or other positions of responsibility.
- v. *PNP Senior Officers' Placement and Promotion Board (SOPPB)* – refers to the group of officers duly authorized to vet, select and recommend officers due for promotion and/or placement to key positions and other positions of responsibility in the PNP based on the established standards and criteria. It is divided into the following Committees:
- 1) *PNP SOPPB Executive Committee* – refers to the group of officers duly authorized to vet, select, and recommend to the C, PNP qualified senior PCOs due for promotion and/or placement to the position of Directors of the different Directorial Staffs, PROs, and NSUs based on the established standards and criteria;
  - 2) *SOPPB Committee "A" (Alpha)* – refers to the group of officers duly authorized to vet, select, and recommend to the SOPPB candidates for various administrative related positions/functions listed in **Annex D**;
  - 3) *SOPPB Committee "B" (Bravo)* – refers to the group of officers duly authorized to vet, select, and recommend to the SOPPB candidates for various operational related positions/functions listed in **Annex D**; and

- 4) *Police Regional Offices/National Support Units Officers' Placement and Promotion Board (PROs/NSUs OPPB)* – refers to the group of officers duly authorized to vet, select, and recommend candidates to the Head of Office/ Unit for placement to entry positions for PSSUPT and/or placement to key position and other positions of responsibility in Police Regional Offices/National Support Units.
- w. *Police Commissioned Officers (PCOs)* – active PNP uniformed personnel with the rank of Police Inspector (PINSP), Police Senior Inspector (PSINSP), Police Chief Inspector (PCINSP), Police Superintendent (PSUPT), Police Senior Superintendent (PSSUPT), Police Chief Superintendent (PCSUPT), Police Director (PDIR), Police Deputy Director General (PDDG), and Police Director General (PDG).
- x. *Preparatory Positions* – refer to the positions that will prepare the PNP uniformed personnel for advancement to a higher rank.
- y. *Promotable* – refers to the status of PNP uniformed personnel who possess the latest Qualification Standards prescribed by NAPOLCOM and satisfies the guidelines for promotion prescribed in this circular as initially evaluated by the PROs/NSUs Officers Promotion and Placement Board (OPPB) confirmed by the PNP SOPPB.
- z. *Promotional Vacancy* – the difference between the authorized and the actual number of PCOs in their respective rank plus the anticipated number of PCOs for attrition (retirement/resignation/separation for cause) for the period.
- aa. *Promotional Zone of Consideration* – refers to the group of PCOs who are occupying T.O. positions and considered for promotion, provided, that they shall not reach the age of compulsory retirement within one year from the time the promotion shall have been given.
- bb. *Qualification Standards* – are the minimum and basic requirements of positions in government agencies, however, are not precluded from establishing higher standards for positions if deemed necessary. Where higher standards are established by an agency and approved by the CSC, these standards shall be used and applied in its internal selection process and shall be adopted uniformly and consistently in all its offices/organizational units.
- cc. *Selection* – refers to the process by which PCOs are screened and evaluated based on the criteria set for a particular position with the end in view of choosing the most qualified for the said position.
- dd. *Senior Division* – refers to a Division of the PNP Directorial Staff categorized as PSSUPT Exclusive 2 T.O. position which is next-in-line to a Super Division.
- ee. *Seniority Lineal List* – refers to the hierarchical listing by rank of all uniformed police personnel based on dates of promotions, appointments, and other established parameters;
- ff. *Senior Officers' Placement and Promotion Division (SOPPD)* – a Division under the administrative supervision and operational control of DPRM. It serves as the Secretariat of the PNP SOPPB En Banc and its Committees.

- gg. *Source of Commissionship* – in the PNP, it refers to the officers' origin of officership such as, PNPA, PMA, OCS, Lateral, NAPOLCOM, regular promotion, and the like.
- hh. *Staff Duty* – refers to assignment to a position where the PCO provides advice and perform tasks relating to personnel management, intelligence, operations, logistics, training, investigation, police community relations, and the like;
- ii. *Super Division* – refers to a Division of the PNP Directorial Staff categorized as PSSUPT Exclusive 3 T.O. position in which the nature of function, volume, and degree of work and level of importance of the different Divisions were taken into consideration.
- jj. *Technical Service Officers* – refer to PCOs who were *originally* commissioned to the PNP, either directly or through lateral entry, by virtue of their special technical skills and competencies (i.e. Medical Doctors/Officers; Dentists; Nurses; Lawyers; Priests, Imams, and Pastors; Forensic Specialists; Licensed Criminologists; Nutritionists, etc.);
- kk. *Third Level Officers/Senior PCOs* – refer to PCOs with the rank of PSSUPT up to PDG;
- ll. *Third Level Positions* – refer to positions in the PNP requiring designation of Third Level Officers/Senior PCOs;
- mm. *Table of Organization (T.O.) Positions* – refer to positions requiring a particular rank as required by the latest PNP staffing pattern;
- nn. *Time-in-Grade (TIG)* – refers to the minimum period required before a third level PCO becomes eligible to be promoted to the next higher rank;
- oo. *Time-in-Position (TIP)* – refers to the minimum period required for a PCO to occupy a key position before the PCO becomes qualified to apply for and occupy another higher key position.
- pp. *Tour-of-Duty (TOD)* – refers to the specific period wherein a PCO can occupy a particular position.
- qq. *Year of Commissionship* - It is reckoned by the date/year of actual appointment into officership in the PNP. For Lateral Transfers into the PNP coming from other uniformed services/agencies, their date/year of commissionship shall be based on the date/year of their entry/appointment in the PNP and not on their date/year of appointment/graduation from their previous institution/line of service prior joining the PNP.

**Section 5. APPLICABILITY** - This Circular shall apply to all 3rd level PCOs with the rank of PSSUPT to PDG, to include all promotable PSUPTs eligible to apply for promotion to PSSUPT. Officers who are currently holding key positions or other positions of responsibility as defined herein and are adversely affected by this Circular shall be allowed to complete their tour of duty unless sooner relieved by competent authority. Once relieved, these officers shall satisfy the mandatory requirements set forth in this Circular before they can be considered again for placement to another position and/or promotion as the case may be.

**Section 6. PROCEDURAL GUIDELINES:**

*(See Annex "A-1" Placement & Promotion Flowchart; Annex "A-2" Checklist for Promotion to PSSUPT; and Annex "A-3" Checklist for Promotion to PCSUPT/PDIR/PDDG)*

- 1) Placement to PSSUPT Entry Positions:
  - a) The SOPPB Secretariat shall continuously accept recommendations for placement of PSUPTs to PSSUPT T.O. positions;
  - b) Each Office/Unit shall have their respective Officers Placement and Promotion Board (OPP) which shall deliberate the positions, designate qualified PCOs as OICs, and endorse the applicants to the concerned Directorates where the position/designation or functional specialization of the applicant is categorized at the time of application for competency evaluation and placement interview;
  - c) Upon completion/passing the said evaluation and interview, the concerned Directorate will prepare and endorse the applicant to the Directorate for Personnel and Records Management (DPRM) (Attn: C, SOPPD/Head Secretariat, SOPPB). If in case the applicant fails the said evaluation/interview, DPRM will issue a memorandum directive to the concerned Head of Office/Unit directing him/her to place the applicant under three (3) months probation to prove whether he/she is qualified to occupy said position. Upon completion of the said probationary period, the Head of Office/Unit shall have the prerogative to re-endorse subject PCO for competency evaluation and placement interview or designate a new PCO in his/her T.O. position being occupied;
  - d) If in case the applicant passes the said evaluation and interview of the concerned functional Directorate, DPRM will in turn issue a memorandum directive to the concerned Office/Unit Head informing him/her that the applicant has passed the evaluation/interview of the concerned Directorate and direct the preparation/issuance of orders changing the designation of the applicant from Officer-In-Charge to Acting capacity and that the applicant is now cleared to take the CADEX at the SOPPD DPRM Office, Camp BGen Rafael T Crame, Quezon City;
  - e) Before the applicant is allowed to take the CADEX, he/she must first submit the following documentary requirements to the Assessment Section, SOPPD, DPRM/SOPPB Secretariat for the Secretariat to determine/grant a schedule for the applicant to take the CADEX:
    - e.1) Endorsement from the functional Directorate concerned which conducted the competency evaluation/interview;
    - e.2) Authenticated copy of Office/Unit OPPB Resolution endorsed by the Office/Unit Head designating the applicant in Acting Capacity;
    - e.3) Duly notarized and completely accomplished computerized SOPPB Application Form (It is the duty and responsibility of the PSUPT applying for 3rd level placement and promotion to find means and ensure that the entries in his/her application form are



complete, updated, and synchronized with his/her PNP DPRM PAIS PDS from the date the applicant took oath in the PNP service up to his/her present designation at the time of application. If the applicant can no longer secure copies of his required documents, he/she must secure a certification from his former offices/units attesting to his records thereat); and

- e.4) Latest 3R high definition colored whole body, white background photograph of the applicant in PNP GOA "A" uniform, without headgear (refer to Oplan "*Tamang Bihis*").
  - f) Upon receipt of the documentary requirements stated in paragraph 6 sub paragraph a.1(e) above, the SOPPB Secretariat thru the Assessment Section, SOPPD, DPRM will conduct pre-assessment of the applicant to identify the applicant's significant accomplishments; SLL ranking; related assignments (whether in administration or operation); determine qualification based on the minimum QS; note any pending criminal/administrative case; determine the functional specialization of the applicant based on the current T.O. being occupied at the time of application; determine if the applicant belongs to the prevailing zone of consideration for promotion to PSSUPT; and other credentials. Upon passing the initial evaluation, the SOPPB Secretariat will inform the applicant of his/her schedule to take the CADEx;
  - g) The applicant will be allowed to take the CADEx for a maximum of five (5) times only on his/her scheduled day of examination to be determined by the SOPPB Secretariat. The passing rate of the examination is 75%;
  - h) If in case the applicant fails to achieve the passing rate after taking the exam for five consecutive times, he/she will be barred from re-taking the exams for a minimum of one month to give ample time for the candidate to review;
  - i) If in case the candidate still fails to pass the exams after being given a month to prepare, he/she will again be barred from re-taking said exams for another month. This cycle will continue until the candidate achieves the passing rate of 75%;
  - j) If in case an applicant who already passed the CADEx is relieved/re-designated to another T.O. position belonging to a different functional Directorate before his/her application was endorsed by a SOPPB *En Banc* resolution and approved by the CPNP, the applicant must again undergo the process from the start as stated in paragraph 6 sub paragraph a.1 of this MC; and
  - k) The CADEx will only be available to all applicants from Mondays to Fridays from 8:00 AM to 4:00 PM.
- 2) Promotion to PSSUPT:
- a) After passing the CADEx, SOPPB Committee "Alpha" will conduct promotional interview for applicants who are holding administrative T.O. positions; and SOPPB Committee "Bravo" for those who are occupying operational T.O. positions;



- b) After passing the interview and evaluation of SOPPB Committee "Alpha/Bravo," the SOPPB *En Banc* will convene to either confirm or defer the promotion of the said applicant. If the applicant is confirmed for promotion, SOPPB *En Banc* will pass a resolution recommending the applicant's promotion to PSSUPT prior submission and validation of mandatory documents for promotion, and conduct of drug test and Neuro-Psychiatric examination, subject to the approval of the Chief, PNP;
  - c) With the approval of the Chief, PNP, the resolution, including the clear book of original/duly authenticated pertinent documents for promotion will be evaluated/validated by the Promotion Section, SOPPD, DPRM. After successful evaluation, the promotional folders/documents will be forwarded to NAPOLCOM and the CSC for confirmation, and eventually to the Office of the Executive Secretary prior to approval of the President of the Republic of the Philippines; and
  - d) Upon approval of the promotion, DPRM will issue promotion orders and a memorandum directing the concerned office to issue orders designating the newly promoted PCO to full time capacity in his/her position. The effectivity date will be reckoned on the date the appointment letter/order was signed by the President of the Republic of the Philippines.
- 3) Placement and Promotion of Third Level Officers:
- a) After publication of the vacant positions for PDDG, PDIR, and/or PCSUPT, the SOPPB Secretariat will start screening the applicants/recommended senior PCOs for placement to entry positions which require promotion;
  - b) Pre-assessment shall be conducted by the SOPPB Secretariat through the Assessment Section, SOPPD, DPRM to identify related previous assignments, SLL ranking, significant accomplishments, and functional specialization; and to determine the minimum QS and pending criminal/administrative case(s). The SOPPB Secretariat will also request for clearance/background investigation from DLOD, DPRM/PNP IAS/DI/DIDM/other related investigative/intelligence gathering agencies as may be required by the members of the SOPPB;
  - c) The SOPPB *En Banc* will conduct the final deliberation on the recommendation of the SOPPB "Alpha" (administrative positions) and SOPPB "Bravo" (operational positions) before passing a resolution recommending the designation of the candidates;
  - d) The SOPPB Executive Committee shall vet, select and recommend to the Chief, PNP, candidates for placement and promotion to the PNP Command Group, Directors of D-Staff, Regional Directors, and Directors NSUs;
  - e) The role of the SOPPB is recommendatory in nature. The Chief, PNP shall be the approving authority of all resolutions deliberated by the SOPPB. Placement requiring promotion shall be processed in

accordance with established procedures for promotion of third level officers; and

- f) The assignment/designation of the Directors of the PNP Directorial Staff, Regional Director of NCRPO, District Directors of NCRPO, NSU Directors including the DRDAs of the PROs, Deputy SAF and CSG and DDA of CIDG, and other positions that maybe duly created which entail subsequent promotion, shall be submitted to the Commission for confirmation prior to the submission of the same to the President for approval. The Commission has thirty (30) days from receipt to review/confirm the assignment/designation. After the expiration of the said period, it shall be deemed approved.
  - g) Upon approval, DPRM will issue appropriate orders.
- 4) Placement of 3<sup>rd</sup> Level PCOs to PDs/CDs/COPs in NCRPO positions:
- a) After publication of the vacant positions for PDs/CDs/COPs in NCRPO, the SOPPB Secretariat will start accepting the application for initial assessment;
  - b) The pre-assessment shall be conducted to identify previous assignments, SLL, significant accomplishments, and pending criminal/administrative case(s);
  - c) The SOPPB "Bravo" will evaluate, vet and select qualified candidates during deliberation and recommend candidates to the SOPPB *en banc* before passing a resolution recommending the list of eligible PCOs (three candidates for PD positions and five candidates for CD/COP, NCRPO positions) for approval of the Chief, PNP;
  - d) The Chief, PNP is the approving authority in the assignment, reassignment or transfer of all PNP Officers with the rank of Police Senior Superintendent and higher whose designations do not entail subsequent promotion, copy furnished the Commission;
  - d) Upon approval of the Chief, PNP, the Placement Section, SOPPD, DPRM will prepare the necessary documents and endorse the list of eligible PCOs to the concerned Regional Directors for subsequent transmittal to the concerned LCEs for them to choose their respective PD/CD/COP, NCRPO; and
  - e) After selection by the concerned LCEs, the concerned Office/Unit Heads will endorse the name of the chosen PD/CD/COP, NCRPO to DPRM (Attn: C, SOPPD/Head Secretariat, SOPPB). Upon receipt of the endorsement, DPRM will issue appropriate orders to be implemented by the concerned Office/Unit Heads.

#### **Section 7. MANDATORY REQUIREMENTS FOR THIRD LEVEL OFFICERS:**

1. The minimum mandatory requirements on education, training, experience/TIG and eligibility shall be based on existing PNP qualification standards as approved by NAPOLCOM and confirmed by the Civil Service Commission, at the time of application:

2. Promotional Zone of Consideration based on SOPPB Resolutions and DPRM issuances.

**Section 8. GOVERNING PRINCIPLES**

- 1) The PNP promotion system should be based on merits and on the availability of vacant positions in the PNP Staffing Pattern and shall be gender fair to ensure that women members shall enjoy equal opportunity for promotion as that of men;
- 2) All promotions to the ranks of PSSUPT up to PDDG shall be for reason of vacancy both in position and rank. No officer shall be promoted to any third level rank unless he is holding a position requiring such rank. In case there are no PCOs with the rank required for the position, it shall be given to the most qualified next lower rank PCO who must be eligible for promotion. The primary determinant shall be the candidate's qualification, capability, and competence to perform the assigned task and *not* merely seniority;
- 3) A PCO who has applied for promotion shall not be relieved from his present position until he/she has been promoted, unless relieved for cause. Otherwise, the PCO shall no longer be eligible for promotion as the PCO no longer holds a position commensurate to the rank applied for. In addition, a PCO who has just been promoted shall not be qualified to apply and/or occupy another position for at least three (3) months after the effectivity date of promotion;
- 4) The established PNP Career Ladder System shall be strictly observed except in cases where exigency of the service so requires otherwise;
- 5) The PNP Career Ladder System also specifies the Time-In-Position (TIP) required for each position. The TIP shall be strictly observed and no third level PCO shall be qualified to apply from one key position to another higher key position if the PCO has not met the minimum TIP. The following is the TIP for the various key positions:

a) Police Regional Offices (*except NCRPO*)

<u>From</u>	<u>To</u>	<u>Time-in-Position</u>
RCDS (PSSupt Exclusive 2)	DRDO (PSSupt Exclusive 3)	6 Months
DRDO (PSSupt Exclusive 3)	DRDA (PCSupt Entry)	6 Months

b) National Headquarters (*Directorial Staff*)

<u>From</u>	<u>To</u>	<u>Time-in-Position</u>
Div. Chief (PSSupt Exclusive 2)	Div. Chief (PSSupt Exclusive 3)	6 Months
Div. Chief (PSSupt Exclusive 3)	Ex-O (PCSupt Entry)	6 Months

c) National Support Units (*with one (1) Deputy Director*)

<u>From</u>	<u>To</u>	<u>Time-in-Position</u>
CDS (PSSupt Exclusive 2)	DD (PSSupt Exclusive 3)	6 Months
DD, (PSSupt Exclusive 3)	Director (PCSupt Entry)	6 Months

d) National Support Units (*with two (2) Deputy Directors*)

<u>From</u>	<u>To</u>	<u>Time-in-Position</u>
CDS (PSSupt Exclusive 2)	DDO (PSSupt Exclusive 3)	6 Months
DDO (PSSupt Exclusive 3)	DDA (PSSupt Exclusive 3)	3 Months

DDA (PSSupt Exclusive 3)	Director (PCSupt Entry)	3 Months
--------------------------	-------------------------	----------

e) District Police Offices of NCRPO

From	To	Time-in-Position
CDDS (PSSupt Exclusive 2)	DDDO (PSSupt Exclusive 3)	6 Months
DDDO (PSSupt Exclusive 3)	DDDA (PSSupt Exclusive 3)	3 Months
DDDA (PSSupt Exclusive 3)	Director (PCSupt Entry)	3 Months

f) SAF and CSG

From	To	Time-in-Position
CS (PSSupt Exclusive 3)	DD (PCSupt Entry)	12 Months

- 6) Candidates/applicants for RCDS/CDDS/CS positions shall be required to appear before the members of SOPPB Committee "Alpha/Bravo" as appropriate, during SOPPB deliberations for interview and evaluation;
- 7) If a PSSUPT who is currently holding an Exclusive 1 or 2 or 3 position for at least three (3) months is relieved, his/her three (3) months TIP will be credited when he/she reapplies for the same or equal position. If he/she held the position for less than three (3) months, his/her TIP will *not* be credited;
- 8) If a PSSUPT who is currently holding an Exclusive 1 or 2 position, is designated to a higher Exclusive position for Police Senior Superintendent in concurrent capacity, his/her TIP in occupying the higher Exclusive position in concurrent capacity shall only be credited after satisfying the minimum TIP required in the Exclusive position where the senior PCO is incumbent;
- 9) In the event that the Chief, PNP, in the exercise of his power under Section 26 of Republic Act No. 6975 and in the interest or exigency of the service, designates a third level officer to a key position or other position of responsibility, which is not consistent with the established career ladder system, the following requirements/conditions must be complied with:
  - a) In case of vacancy and lack of qualified third level officers, the CPNP may temporarily designate a third level PCO to occupy key positions and or other positions of responsibility until such time that a qualified third level PCO is permanently appointed/designated per Section 26 of Republic Act 6975. 3<sup>rd</sup> Level PCOs must first comply with the requirements intended for occupying a key position and or other positions of responsibility before being appointed/designated in full/permanent capacity and/or before he/she can occupy a higher position in the career ladder;
  - b) A 3<sup>rd</sup> Level PCO will be considered for placement to a star rank position (for those who are designated to a command group position) and for promotion to star rank (for those who are designated directly to a star rank positions) if and only if his/her batch is already included in the promotional zone of consideration for star ranked officers;
  - c) If the PCO occupying a key position and or other positions of responsibility was relieved, he/she can and will only be designated

to a position equal to and/or lower than what he/she was previously holding and he/she must comply with the minimum requirements for the positions he/she is occupying/will be occupying as indicated in the career ladder system to include those requirements of the positions that he/she has not yet held. (e.g. A third level PCO, who was able to satisfy the minimum TIP in a PSSUPT Exclusive position, is designated to a PSSUPT Exclusive 3 position and was relieved from his/her position after eight (8) months, then, said PCO shall be designated to a PSSUPT Exclusive 2 position since he/she was able to complete only the minimum TIP of six (6) months for the PSSUPT Exclusive 1 position. Subject PCO *cannot be designated to a position higher than what he/she was previously holding*; and

- d) A 3<sup>rd</sup> level PCO who belongs to a Batch with 50% of its members already promoted to star-rank, subject PCO can/shall only occupy PSSUPT Exclusive 1 positions and above only to give opportunity to other third level PCOs to occupy 3<sup>rd</sup> level positions and be promoted in the PNP hierarchy.
- 10) There shall also be a considerable balance between competencies and seniority. Candidates for placement must neither be too junior nor too senior (overqualified) for a particular position. While the PNP culture considers seniority as an important criterion in the selection and placement of officers, the qualifications and competencies of candidates shall be taken into account with at least equal, if not, more importance;
- 11) PCOs who were promoted ahead of their peers through special (meritorious) promotion shall be treated as part of the immediate class preceding his year of commissionship in the seniority range. Thus, even if the officer was commissioned in 1996 and he was meritoriously promoted, his current seniority range will be equivalent to that of 1995, then, he/she shall be treated as batch 1995. Multiple special/meritorious promotions shall be treated as one/single promotion only for this purpose;
- 12) Except for the Chief, PNP, no PNP member who has less than one (1) year of service before reaching the compulsory retirement age shall be promoted to a higher rank or designated/appointed to any other position that calls for a higher rank.
- 13) Each Directorate shall formulate the parameters for their respective Core Competency Lists which shall become a requirement for 3<sup>rd</sup> level positions under their respective functional fields. The core competency lists shall be used as basis in designating PCOs to specific key positions requiring specializations. Furthermore, assigning personnel in the Directorates shall also be used as basis in rating candidates applying for specific key positions.

The following are the functional fields of specialization in the PNP (including all units and NSUs under their respective functional groupings):

- a) DPRM – personnel administration and human resource management; qualified officers shall be conferred Human Resource Management Competency;
  - b) DHRDD – training and education; qualified officers shall be conferred Human Resource Development Competency;
  - c) DIDM – criminal investigation and detective management; qualified officers shall be conferred Investigation and Detective Management Competency;
  - d) DI – intelligence operations and strategic management; qualified officers shall be conferred Intelligence Management Competency;
  - e) DO – operations management; qualified officers shall be conferred Operations Management Competency;
  - f) DPL – strategic planning and program management; qualified officers shall be conferred Strategic Planning Management Competency;
  - g) DPCR – police, community and media relations; qualified officers shall be conferred Strategic Communications Management Competency;
  - h) DC – fiscal management and comptrollership; qualified officers shall be conferred Comptrollership Executive Competency;
  - i) DL – logistics and supply chain management; qualified officers shall be conferred Logistics Management Competency;
  - j) DRD – research and development management; qualified officers shall be conferred Research and Development Management Competency; and
  - k) DICTM – information and communications technology management; qualified officers shall be conferred Information and Communications Technology Management Competency.
- 15) DPRM shall cause the publication/announcement of vacant and soon-to-be vacated/anticipated vacancy positions as well as the list of eligible PCOs to those positions before the SOPPB conducts its deliberations. No PCO shall be included in the List of Eligibles for a particular position unless he/she possesses all the mandatory requirements for that position. Likewise, any officer who is not included in the said list may not be designated to any of the third level positions in the PNP;
- 16) Placement and promotion to third level positions shall at all times be based on merit and fitness. The candidates must possess the qualification standards for the rank/position. The candidates shall be further evaluated on their demonstrated abilities, talents, and competencies through close scrutiny of his/her service/track record;
- 17) There shall be a sound career management and planning for third level officers. The pool of candidates shall not only include possible

replacements to a vacant or soon-to-be vacated position but also the next-in-line potential candidates to enable them to make plans, programs and necessary preparations. It is necessary, that the potential candidates for the position are prepared to handle the responsibilities and gained the needed managerial exposure required by the aspired position;

- 18) Third Level Officers who were reinstated can be considered for placement and promotion upon reinstatement if they meet the following requirements/conditions:
  - a) Those whose earlier dismissals were downgraded to demotion or suspension shall be given administrative duties for at least six (6) months before they will be considered for placement to key positions and for promotion;
  - b) Those who were restored after serving suspension shall be given administrative duties for at least six (6) months before they will be considered for placement to key positions and for promotion; and
  - c) Those who were exonerated later on shall be exempted from administrative duties.
- 19) 3<sup>rd</sup> level PCOs who were on secondment or on detail to other government agencies outside DILG shall be assigned to administrative positions for at least six (6) months before they are designated to any key position and/or other positions of responsibility upon their return to the PNP mainstream. Similarly, officers who have not held any position for at least six (6) months shall not be designated to any key position and or to other positions of responsibility for at least six (6) months;
- 20) The power of the Local Chief Executives in choosing his/her PDs/CDs/COPs of NCRPO, is limited only to choosing from the list of nominees submitted by the PNP pursuant to Section 51, RA No. 6975 as amended by Section 63 of RA No. 8551;
- 21) Technical Service Officers shall be assigned *exclusively* to the technical services of the PNP where they were originally recruited or commissioned. However, they may be placed on detailed service only to line service units where their services may be required and or needed in the exigency of the police service as may be defined in existing policies on the detail and secondment of PNP uniformed personnel. They cannot/shall not be assigned, reassigned, re-aligned, designated, and/or be transferred to any line service offices/units and/or occupy line service T.O. positions;
- 22) In case of vacancy and lack of qualified 3<sup>rd</sup> level technical service officers, the Chief, PNP may temporarily designate a qualified line service officer to occupy third level technical service key command positions until such time that a qualified third level technical service officer is permanently appointed/designated pursuant to Section 26 of RA No. 6975;
- 23) For the purpose of determining the zone of consideration for promotion of Technical Service Officers who were initially commissioned with the



rank of PINSP or PSINSP, their TIG shall be reckoned from the date of their commissionship and present rank at the time of application;

- 24) A separate SLL shall be prepared by the respective technical service offices/units to be submitted to the SOPPD, DPRM/SOPPB Secretariat on a quarterly basis. This separate SLL shall be used in the determination/deliberation of SOPPB for the determination of a separate promotional zone of consideration for Technical Service Officers. Relative to this, with the exemption cited in the preceding paragraph, line service officers cannot be designated to technical offices/units T.O. positions. Failure of the technical service offices/units to craft/submit their quarterly SLL will compel the SOPPD, DPRM/SOPPB Secretariat to utilize the last submitted/latest available technical service SLL at their disposal during SOPPB deliberations/evaluations/presentations;
- 25) The PNP Internal Affairs Service shall be a strictly closed organization. PNP personnel assigned to and/or are originally recruited for/by IAS cannot be detailed, transferred, reassigned, designated, re-designated, and/or occupy T.O. positions of and/or to any other offices/units in the PNP. Line service officers may transfer to IAS in case of vacancy or lack of qualified 3<sup>rd</sup> level officers thereat for all intents and purposes, provided that they still have at least five years remaining in the police service. Moreover, PCOs who will opt to be assigned and/or reassigned with IAS shall remain assigned thereat for the duration of their remaining years of their compulsory service and/or until the date of their retirement, resignation, and/or separation from the PNP with no possibility of returning to the PNP mainstream;
- 26) The PNP Senior Officers Placement and Promotion Board (SOPPB) *En Banc* is composed of the following members:

<u>Members</u>	<u>Designation</u>
The Deputy Chief, PNP for Administration	-Chairman
The Deputy Chief, PNP for Operation	-Vice-Chairman
The Chief of Directorial Staff	-Member
The Director for Personnel and Records Management	-Member
The Director for Intelligence	-Member
The Director for Operations	-Member
The Director for Logistics	-Member
The Director for Police Community Relations	-Member
The Director for Comptrollership	-Member
The Director for Investigation and Detective Management	-Member
The Director for Human Resource and Doctrines Development	-Member
The Director for Plans	-Member
The Director for Research and Development	-Member
The Director for Information and Communications Tech Mgmt	-Member
The Director of Legal Service	-Member
Senior Female PCO Representative	-Member
Chief, Senior Officers' Placement and Promotion Div, DPRM	-Head, Secretariat

SOPPB Executive Committee

<u>Members</u>	<u>Designation</u>
----------------	--------------------

The Deputy Chief, PNP for Administration (TDCA)-	-	Chairman
The Deputy Chief, PNP for Operations (TDCO)	-	Vice-Chairman
The Chief of Directorial Staff (TCDS)	-	Member
The Director for Personnel and Records Management (TDPRM)	-	Head Secretariat

SOPPB Committee "Alpha"

<u>Members</u>		<u>Designation</u>
The Chief of Directorial Staff (TCDS)	-	Chairman
The Director for Personnel and Records Management (TDPRM)	-	Vice-Chairman
The Director for Research and Development (TDRD)	-	Member
The Director for Human Resource and Doctrine Development (TDHRDD)	-	Member
The Director for Logistics (TDL)	-	Member
The Director for Comptrollership (TDC)	-	Member
The Director for Information and Communications Technology Management (TDICTM)	-	Member
Chief, Senior Officers' Placement and Promotion Division, DPRM (C, SOPPD, DPRM)	-	Head Secretariat

SOPPB Committee "Bravo"

<u>Members</u>		<u>Designation</u>
The Deputy Chief, PNP for Operations (TDCO)	-	Chairman
The Director for Operations (TDO)	-	Vice-Chairman
The Director for Personnel and Records Management (TDPRM)	-	Member
The Director for Intelligence (TDI)	-	Member
The Director for Investigation and Detective Management (TDIDM)	-	Member
The Director for Police Community Relations (TDPCR)	-	Member
The Director for Plans (TDPL)	-	Member
Chief, Senior Officers' Placement and Promotion Division, DPRM (C, SOPPD, DPRM)	-	Head Secretariat

27) Officers-In-Charge (OICs) during SOPPB *En Banc* deliberations are treated as voting members, provided that the number of OICs present who will be selected by means of draw lots, will not exceed 30% of the total voting members present at a time; provided further, that if there is already a quorum composed of regular members, an OIC is no longer allowed to vote during the said meeting/deliberation;

28) The deliberation and selection of candidates for placement in third level positions and/or recommendation for promotion to third level ranks in the PROs/NSUs shall initially be conducted by the respective Officers' Placement and Promotion Board (OPPB) of PROs/NSUs which shall be composed of the following members:

<u>Members</u>	<u>Designation</u>
Deputy Director for Administration	- Chairman

Deputy Director for Operations	- Vice-Chairman
Chief Directorial Staff	- Member
Chief, Administrative Division	- Member
Chief, Intelligence Division	- Member
Chief, Operations Division	- Member
Chief, Investigation Division	- Member
C, Personnel Section/Admin Officer	- Head Secretariat

- 29) 3<sup>rd</sup> level PCOs who are applicants for Regional Directors (RDs); Provincial Directors (PDs)/City Directors (CDs); and Chiefs of Police (COPs) must have completed qualification courses for RD, PD/CD, and COP positions respectively;
- 30) In order to promote a more diverse experience and expertise and to accommodate and give opportunity to an increasing number of qualified officers, third level PCOs may hold the following key positions for a maximum cumulative period indicated below. However, except for the Chief, PNP, key positions shall be held by a PCO for continuous period of two (2) years only, after which he/she shall be assigned to a staff position for a period of at least six (6) months before he/she can be designated to another key position.

<u>Position</u>	<u>Maximum Cumulative Period*</u>
Chief, PNP	four (4) years
Deputy Chief, PNP	four (4) years
Chief of the Directorial Staff	four (4) years
Director, Directorial Staff	four (4) years
RD, PROs	six (6) years
Director, NSUs	six (6) years
District Directors	six (6) years
Provincial/City Directors and COPs, NCRPO	nine (9) years

*\*Maximum cumulative period is based on Section 25 of RA No. 8551.*

- 31) Designation as Acting Capacity shall form part of the cumulative period/TIP on the abovementioned positions;
- 32) A minimum tour of duty of six (6) months for the Regional Director, Provincial Director, City Director, and Chief of Police of NCRPO as Acting Capacity shall be counted as part of the cumulative period for RD/PD/CD/COPs, NCRPO;
- 33) The following offenses may merit the untimely relief of 3<sup>rd</sup> level officers, provided that the charge is serious and the evidence of guilt is strong upon the determination of probable cause by competent court or investigative body:
- Filing of grave administrative case;
  - Filing of a criminal complaint which is grave in nature and/or involving moral turpitude;
  - Serious offenses involving conduct unbecoming of a police officer;
  - Insubordination; and

- e) Other acts analogous to the abovementioned offenses.
- 34) 3<sup>rd</sup> Level PCOs holding other positions of responsibility by virtue of their specialization, technical expertise, and extended assignments in special fields or administrative units may hold such position for a maximum period of two (2) years. They may then be designated to other positions, if qualified;
  - 35) PCOs that have less than a year in the service may be allowed to hold their current positions until retirement;
  - 36) Except for the Chief, PNP, all PCOs occupying key/command positions, particularly PDs, CDs, COPs (NCRPO), Regional Chiefs of NSUs and other similar key/command positions, whose tenure in said key position is approaching the maximum two (2) years TOD and who are at the same time approaching the one year reglementary period prior to his/her compulsory retirement age, may apply for reassignment to other key positions before either of said periods/circumstance takes place. Otherwise, said PCOs may be relieved from their positions and will be reassigned to other positions as may be determined by the SOPPB and/or upon recommendation of their respective Heads of Office/Unit;
  - 37) A PCO who held a PD/CD/COP of NCRPO position for a period of less than two (2) years shall not be designated to another key command line position immediately after his relief, whatever is the nature of the relief. Instead, subject PCO must occupy a staff position for a minimum period of six (6) months. However, the SOPPB may recommend to the Chief, PNP the designation of the PCO to another PD/CD/COP of NCRPO position without passing through a staff position if the situation so requires and in the exigency of the service;
  - 38) All officers shall be given equal opportunity to be designated to any 3<sup>rd</sup> level position provided they satisfy the minimum mandatory requirements. Previous positions held by candidates shall be considered in the selection process in order to give those who have held hardship posts the chance to occupy better positions. In no case shall any officer be assigned as Director of a Class "A" city, province or region to another or from one so-called choice position to another;
  - 39) Criss-crossing/changing career paths in the career ladder framework for PNP officers may be allowed in circumstances where there are no other qualified third level PCOs within a PRO, NSU, or Directorates in the NHQ to occupy the vacant higher key positions available;
  - 40) Next-in-line projections shall be part of the preparation of a sound career management and planning for third level officers. The pool of candidates shall not only include possible replacements to a vacant or soon-to-be vacated position but also the next-in-line potential candidates to enable them to make plans, programs, and necessary preparations. It is necessary, that the potential candidates for the position are prepared to handle the responsibilities and gained the needed managerial exposure required by the aspired position;

- 41) The Chief, PNP has broad command and direction powers under RA No. 6975. Included therein is the power to designate a subordinate officer as PD/CD/COP in an acting capacity. Such designation is not a pre-emption on the conferment powers by NAPOLCOM because by the nature of an "acting capacity," it is essentially temporary and revocable in character and the holder of such appointment may be removed anytime even without hearing or cause;
- 42) In anticipation of future vacancies and to alleviate possible crowding in the pool of PSSUPT Exclusive Eligibles, the positions of Regional Chiefs, NSUs and other similar positions of responsibility that may be created in the future, and is a T.O. position for PSSUPT shall be reclassified accordingly as Exclusive PSSUPT positions that are equivalent to PD/CD/COP, NCRPO positions upon recommendation of the SOPPB and approval of the Chief, PNP;

**Section 9. RATING SYSTEM.** For purposes of increasing the objectivity in the selection process and evaluating the 3<sup>rd</sup> level PCOs who are candidates for placement to key positions and other positions of responsibility, a rating system with the following criteria shall be considered by the PNP SOPPB as a guide. The passing rate is 75 points (**See Annex "E" – Parameters**):

- a) Pre-assessment Documentary Phase:
  - a.1) Seniority (10 pts) – The relative seniority of an officer shall be based on the Seniority Lineal List (SLL) and not by his or her Source of Commissionship (PMA/PNPA/LE) and/or date of commission or retirement date;
  - a.2) Diversity of Assignment (25 pts) – 3<sup>rd</sup> level positions call for officers with vast experience in terms of nature of responsibility as well as geographical assignment that influence their understanding of different situations, cultures, beliefs, customs and traditions as they impact on policing. For purposes of this Circular, personnel assigned to national operational units like the PNP SAF, Regional Offices of NSUs and mobile training teams may be considered as having served in the different regions or provinces where their units were actually deployed; and
  - a.3) Awards and Recognition (Present Rank) (10 pts) – This criterion will assess the level of excellence in the performance of duty by an officer as evidenced by awards received.
- b) Interview and Evaluation Phase:
  - b.1) Competence to Assume Position and Leadership Experience (25 pts) – The competence of an officer to assume 3<sup>rd</sup> level positions shall be determined by his/her strategic planning and decision-making abilities when faced with difficult situations.  
  
Likewise, this is where his/her leadership skills and experience come into major play; and
  - b.2) Service Reputation (30 pts) – The candidate shall be evaluated based on available information pertaining to his/her personal and professional character. This shall include

administrative/criminal cases and derogatory records as well as feedbacks from his/her former superiors, peers, and subordinates.

Recapitulation:

Parameters	Points
<b>a) Pre-Assessment Phase</b>	
Seniority	10
Diversity of Assignment	25
Awards and Recognition	10
<b>b) Interview and Evaluation Phase</b>	
Competence to Assume Position and Leadership Experience	25
Service Reputation	30
<b>TOTAL</b>	<b>100</b>

## Section 10. DUTIES AND RESPONSIBILITIES:

### a) Directorate for Personnel and Records Management (DPRM)

- a.1) Designate C, SOPPD as the Head, Secretariat of the SOPPB;
- a.2) Consolidate the List of Eligibles as generated by the respective functional directorates;
- a.3) Consolidate the SLL as generated by the technical service offices/units on a quarterly basis;
- a.4) Issues and implements orders for reassignment, relief and designation:
  - a.4.a) Reassignment Orders if the senior PCO is from another office/unit;
  - a.4.b) Memorandum Directive directing RD, PROs/D, NSUs to issue orders designating the senior PCO to the entry/exclusive 1/2/3 position for PSSUPT, in an acting capacity; and
  - a.4.c) Designation Orders designating the senior PCO to the entry position for PCSUPT/PDIR/PDDG in an acting capacity.
- a.5) Perform other tasks as directed.

### b) Directorate for Human Resource and Doctrine Development (DHRDD)

- b.1) Prepares and submits to DPRM the Academic Rating of Candidates in PBOSEC or GSC and the Results of the Physical Fitness Test of the Candidates; and
- b.2) Perform other tasks as directed.

**c) Directorate for Intelligence (DI)**

c.1) Conducts complete background investigation and provides DPRM records of derogatory information (if any) of third level officers projected to key positions and other positions of responsibility and for promotion, if any; and

c.2) Perform other tasks as directed.

**d) Directorate for Investigation and Detective Management (DIDM)**

d.1) Prepares and consolidates reports of administrative and criminal cases of third level officers projected to key positions and other positions of responsibility and for promotion, if any; and

d.2) Perform other tasks as directed.

**e) OTHER DIRECTORIAL STAFF - Perform tasks as directed**

**Section 11. COMPLAINTS AND GRIEVANCES:**

a.) The PNP SOPPB shall entertain complaints and grievances related to the implementation of the placement and promotion system within fifteen (15) days from the publication of the order of placement and/or promotion; and

b.) Complaints and grievances shall be submitted in writing and must be under oath. The Board shall resolve such complaints within fifteen (15) days from receipt thereof.

**Section 12. APPLICABILITY:**

Upon effectivity of this circular, PNP Third Level Officers shall no longer be allowed to occupy positions lower than what they are presently holding.

**Section 13. EFFECTIVITY**

This MC shall take effect after fifteen (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.

**Section 14. REPEALING CLAUSE**

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

**Section 15. SEPARABILITY CLAUSE**

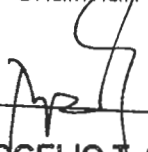
Should any provision of this Circular be subsequently declared unconstitutional, the other provisions not so declared shall remain in full force and effect.



Adopted this 17<sup>th</sup> day of JANUARY 2019 at Quezon City.



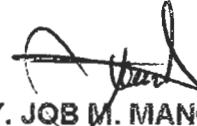
**SEC. EDUARDO M. AÑO**  
Chairman



**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