



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City

APR 23 2023

DPRM(N)-2302008-130

MEMORANDUM CIRCULAR

NO.: **2023-040**

**REVISED MERIT SELECTION, PLACEMENT AND PROMOTION PLAN
FOR NON-UNIFORMED PERSONNEL (MSPPP-NUP) OF THE PHILIPPINE
NATIONAL POLICE (PNP)**

1. REFERENCES:

- a. Section 7 of Republic Act (RA) No. 6713, Code of Conduct and Ethical Standards for Public Officials and Employees;
- b. Rules II, VI and IX of the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws;
- c. Civil Service Commission Memorandum Circular (CSC MC) No. 14, s.2018 dated August 30, 2018 with subject: 2017 Omnibus Rules on Appointments and Other Human Resource Action, Revised July 2018;
- d. CSC MC No. 13, s.2017 dated April 19, 2017 with the subject: Guidelines in the Mandatory Random Drug Test For Public Officials and Employees and for Other Purposes;
- e. CSC MC No. 13, s.2013 dated June 28, 2013 with the subject: 113th Anniversary of the Philippine Civil Service;
- f. CSC MC No. 13, s.2011 dated May 4, 2011 with the subject: Policies for Executive/Managerial Positions in the Second Level;
- g. CSC MC No. 1, s.1997 dated January 24, 1997 with the subject: Revised Qualification Standards;
- h. CSC MC No. 11, s. 1996 dated August 5, 1996 with the subject: Repeal of MC No. 42, s.1993;
- i. TDPRM Memorandum dated February 16, 2012, subject: "NUP Applicants Who Failed in the Neuro-Psychiatric (NP) Examination and with Derogatory Reports"; and
- j. Memorandum to RD, PROs on the Implementation of Decentralization of Processing and Issuance of Appointment of NUP with Salary Grades 1-17 at the Police Regional Offices.

2. RATIONALE:

Consistent with the provisions of the Constitution and Civil Service Commission (CSC) law, rules, and regulations, it is hereby declared the policy of the Philippine National Police (PNP) to fill the vacant positions of Non-Uniformed Personnel (NUP) with the best qualified candidates and to ensure that all NUP have the opportunity to develop and advance their full potentials according to their capabilities and performance.



3. SITUATION:

In August 2017, the CSC issued the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA). The ORAOHRA shall now govern the new policies for recruitment, selection, placement, promotion, and other human resource actions. A year after, the CSC approved the amendments and added provisions to the 2017 ORAOHRA.

The CSC, in its letter dated March 22, 2017, articulated that the approval/attestation of appointments issued by government agencies has been delegated to the Civil Service Commission Regional Offices across the bureaucracy. Since the appointment of the PNP NUP with salary grades 1 to 17 is being issued by the PNP Regional Directors, the approval/attestation of said appointments is well within the jurisdiction of the respective CSC Regional Offices. Thus, the decentralization of processing and issuance of appointment of NUP with salary grades 1 to 17 at the Police Regional Offices (PROs) took effect in October 2017.

With the revised ORAOHRA and the decentralization, the MSPPP, being the main document that serves as the guiding policy of the PNP in the recruitment and selection of NUP, should be revised to adhere to the changing needs in human resource management and simplify the processing of appointments to be more efficient and effective in the delivery of administrative support to the organization.

Aside from this, PNP Memorandum Circular (MC) No. 2004-001 issued on April 10, 2004 provides guidelines on the assignment of NUP per plantilla position. The same Circular provides that the NUP must perform the duties and responsibilities of their plantilla positions based on the Department of Budget and Management (DBM) approved staffing pattern. Over the years, the assignment of the NUP is being affected by reassignment (detail) from one office to another within or outside the PNP. Said movement weakens the purpose of rationalizing the manpower complement of every office/unit, hence the need to come up with a revised policy incorporated herein under the revised 2017 ORAOHRA.

4. PURPOSE:

This MC sets forth the guidelines and procedures in the filling of vacancies of NUP positions in the PNP in accordance with the revised 2017 ORAOHRA (Revised 2018) of the CSC, applying the decentralization of processing and issuance of appointment of NUP with salary grades 1 to 17 at the PROs. It covers original, promotion, transfer, reemployment, and other nature of appointment of qualified applicants in the first and second-level positions of the NUP.

Specifically, this MSPPP aims to:

- a. Institutionalize a selection and promotion system characterized by strict observance of merit, competence, fitness, and equality in the selection of best qualified applicants for appointment and/or promotion in the PNP;
- b. Ensure equal employment opportunities for appointment, promotion, and career advancement to all deserving NUP and qualified applicants/candidates to different positions in the PNP;



- c. Provide the basis for the expeditious approval of appointment and promotion of NUP;
- d. Lay down the mechanism for the decentralization of the processing and issuance of appointments at the Regional Offices for NUP with salary grades 1 to 17;
- e. Provide the basis for a prompt and fair adjudication of any protest regarding the promotion of the NUP in the PNP; and
- f. Establish the procedures on other human resource actions about assignment, reassignment, detail, and designation of the NUP.

5. DEFINITION OF TERMS:

For purposes of this MC, the following terms are hereby defined:

- a. **Assignment** – refers to the placement of the NUP at the office/unit where his/her plantilla position belongs, as per DBM-approved NUP Staffing Pattern, and where he/she must perform the duties and responsibilities of his/her position.
- b. **Career Service** – is a category of service in the Philippine Civil Service characterized by the entrance to positions based on merit and fitness to be determined as far as practicable by competitive examinations or based on highly technical qualifications, opportunity for advancement to higher career positions, and security of tenure.
- c. **Complete Background Investigation (CBI)** – refers to the conduct of an intensive investigation on the character and background of the applicant with the end view of determining character reputation and possible involvement in any questionable or criminal activity.
- d. **Commission** – refers to the Civil Service Commission.
- e. **Comparatively at Par** – predetermined reasonable difference or gap between point scores of candidates for appointment or promotion duly established by the NUP Human Resource Merit Promotion and Selection Board (HRMPSB).
- f. **Decentralization** – the publication and posting of vacant positions authorized to be filled, the processing and issuance of appointments of the NUP with salary grades 1 to 17 at the PROs, and the approval/attestation of said appointments at the respective CSC Regional Offices.
- g. **Derogatory information** – refers to a variety of facts and/or items regarding an NUP's or applicant's involvement in illicit activity, a commission of a crime, or behavioral and social profiling, provided by sources from other organizations. Derogatory information may be unverified or, if verified, but lack sufficient evidentiary support.



- h. **Designation** – movement that involves an imposition of additional and/or higher duties to be performed by a non-uniformed personnel which is temporary and can be terminated anytime at the pleasure of the Head of Office. Designation may involve the performance of the duties of another position on a concurrent capacity or on full-time basis.
- i. **Detail** – temporary movement of the NUP from one department or agency to another which does not involve a reduction in rank, status or salary.
- j. **Education** – refers to the formal or non-formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the PDF (DBM-CSC Form No. 1, Revised 2017) of the position to be filled.
- k. **Eligibility** – refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the CSC or other examinations jointly designed and coordinated by the PNP with the assistance of or coordination such as the PRC-conducted board examinations, the SC-conducted bar examinations or the CESB-conducted CES examinations.
- l. **Executive/Managerial Position** – refers to positions in the professional, technical or scientific work in a supervisory capacity requiring a master's degree with five years of relevant supervisory experience, 120 hours of managerial training, up to Division Chief Level or its equivalent.
- m. **Experience** – refers to the previous jobs in either the government or private sector whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally-related to the duties in the Position Description Form (PDF) of the position to be filled.
- n. **First Level Positions** – refer to clerical, trades, and crafts and custodial service positions which involve sub-professional work in a non-supervisory or supervisory capacity requiring less than four years of collegiate studies.
- o. **Highly Technical Positions** – refer to positions, which require the occupant to possess skill or training in a supreme or superior degree, like that of a scientist.
- p. **Human Resource Action** – any action denoting the movement or progress of human resources in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion, and separation.



- q. **Individual Performance Commitment and Review (IPCR)** – a report card of each NUP specifically stating the job description, performance target, and performance output.
- r. **Job Requirements** – requisites not limited to the qualification standards of the position, but may include skills, competencies, potential, physical, and psychological attributes necessary for the successful performance of the duties required by the position.
- s. **Merit Promotion** – is a promotion based on employment qualifications, fitness and ability to perform the duties and assume the responsibilities of the position being filled.
- t. **Movement** – is the reassignment, detail, designation, or transfer of NUP.
- u. **Next-in-rank position** – refers to a position which, because of the hierarchical arrangement of positions in the agency, is determined to be in the nearest degree of relationship to a higher position, as contained in the System of Ranking Positions.
- v. **Non-Career Service** – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.
- w. **NUP Supervisor** – designated NUP preferably occupying the highest salary grade in an office/unit with appropriate orders issued by the Directorate for Personnel and Records Management (DPRM), as recommended by the Head of office/unit. Designated as the head secretariat of the NUP HRMPSB and authorized to recommend and/or effect hiring, disciplining, promoting, rewarding, and other associated activities regarding the NUP.
- x. **Original Appointment** – refers to the initial entry into the career service of persons who meet all the requirements of the position.
- y. **Persons with disabilities** – include those who have long-term physical, mental, intellectual, or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.
- z. **Policy-determining positions** – refer to positions which vest in the occupant the power to formulate policies for the government or any of its agencies, subdivisions, or instrumentalities, like that of a member of the cabinet.



- aa. **Potential** – refers to the employee’s ability and capability to perform the duties of the position to be filled or of those higher or more responsible positions.
- bb. **Primarily Confidential Positions** – positions requiring utmost confidence on the part of the appointing authority and relation between the appointee and the officer involves the highest degree of trust, which include Private Secretary, Executive Assistant, Technical Assistant, Confidential Agent, Confidential Assistant, Confidential Aide, Personal Driver and such other positions as may be duly identified and located therein.
- cc. **Probationary Period** – refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).
- dd. **Promotional Line-up** – is a list of incumbents of position next-in-rank to a vacancy and those who, though not next-in-rank, are deemed qualified and competent, together with all necessary information about each incumbent.
- ee. **Qualified Next-in-Rank** – refers to the NUP appointed permanently to a position previously determined to be next-in-rank to the vacancy and who meets the requirements for appointment thereto as previously determined by the appointing authority and approved by the Commission.
- ff. **Reassignment of NUP** – movement of an NUP across the organizational structure within the same department or agency which does not involve a reduction in rank, status or salary.
- gg. **Relevant Experience** - refers to previous employment or jobs or volunteer work on a full time basis either in the government or private sector, whose duties, as certified by the Human Resources Management Officer or authorized officials of the previous employer, are functionally related to the duties in the Position Description Form of the position to be filled.
- hh. **Relevant Training** – refers to formal or non-formal training courses such as seminars, workshops, and others that will enhance one’s knowledge, skills, capabilities, and attitude, and enable the candidate to successfully perform the duties and responsibilities as indicated in the Position Description Form of the position to be filled.
- ii. **Representative** – refers to the NUP who is a member of the NUP HRMPSB representing first and second levels who shall be chosen by the duly accredited employees association in the agency.



- jj. **Second Level Positions** – refer to positions in the professional, technical or scientific work in a non-supervisory or supervisory capacity requiring at least four years of collegiate studies, up to Division Chief level or its equivalent.
- kk. **Selection** – is the systematic method of determining the merit and fitness of a person based on qualifications and ability to perform the duties and responsibilities of the position.
- ll. **Selection Line-Up** – is a list of qualified and competent applicants for consideration for a vacancy which includes, but is not limited to, the comparative information on their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits, and potential.
- mm. **Superior Qualifications** – any outstanding relevant work accomplishments, educational attainment, and training appropriate for the position to be filled which shall include a demonstration of exceptional job mastery and potential in major areas of responsibilities.
- nn. **Training** – refers to formal or non-formal training courses and HRD Interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the NUP's Individual Development Plan/Career Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description of the position to be filled.
- oo. **Transfer** - the movement of NUP from one position to another which is of equivalent rank, and level of salary without gap in the service involving the issuance of appointment.

6. GUIDELINES:

a. General Guidelines:

- 1) The provisions of this MSPPP-NUP shall be applied in the filling of positions in the first and second levels, which include original appointment, promotion, reemployment, transfer, reassignment, detail, and other human resource actions;
- 2) There shall be equal employment opportunity for NUP and applicants in the recruitment, selection, and placement at all levels of position in the PNP;
- 3) There shall be no discrimination and harassment of any kind in the selection of applicant/NUP on account of age, sex, sexual orientation and gender identity, race, color, civil status, disability, religion, ethnicity, or political affiliation;



- 4) Selection of NUP for appointment in the PNP shall be open to all qualified applicants according to the principle of merit and fitness;
- 5) Merit and fitness shall be determined, as far as practicable, by competitive examination. This does not apply to appointments to positions that are policy-determining, primarily confidential, or highly technical;
- 6) Vacant positions authorized to be filled in the career service shall be published and posted in at least three conspicuous places for at least ten calendar days under the provisions of RA No. 7041 and its implementing guidelines;
- 7) There shall be established NUP Human Resource Merit Promotion and Selection Board (NUP HRMPSB) at the National Headquarters (NHQ), Police Regional Offices (PROs), and at the National Capital Regional Police Office (NCRPO) in the PNP.
- 8) The National Headquarters and the PROs shall publish their respective vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers in electronic and printed copies and submit the same to their respective CSC Field/Regional Office (F/RO);
- 9) The publication of a particular vacant position shall be valid until filled but not to extend beyond nine months reckoned from the date the vacant position was published;

Should no appointment be issued within nine-months, the agency has to cause the re-publication and re-posting of the vacant position;

- 10) The different NUP HRMPSB both at the national and regional levels shall evaluate and deliberate applications for the NUP vacant positions for salary grades 17 and below. The result of deliberation by the different offices/units at the national level shall be subject to further evaluation/affirmation by the NHQ NUP HRMPSB;

In the interest of determining the most qualified candidate for the position, the NUP HRMPSB may employ additional or more stringent evaluation tools or instruments and/or engage internal or external subject matter resource person during deliberation;

- 11) The appointing officer/authority for the appointment of the NUP with salary grades 17 and below at the NHQ shall be The Deputy Chief, PNP for Administration (TDCA) and those at the PROs shall be the Regional Directors. On the other hand, the appointing authority for the appointment of the NUP with salary grades 18 and above shall be The Chairman of the National Police Commission;



- 12) The decentralization of processing, issuance, and attestation of appointments of NUP with salary grade 17 and below shall be carried out at the regional level;
- 13) Relatives of PNP personnel (uniformed or non-uniformed) up to the third civil degree either by affinity or consanguinity shall be prohibited from applying to vacancies within the same section/division where the PNP personnel is appointed or assigned for all nature of appointment;
- 14) Applicants who resigned, retired or honorably separated from the PNP uniformed personnel service shall only be considered in the non-uniformed service of the PNP after one year reckoned from the date of their resignation, retirement or separation from the PNP uniformed service;
- 15) An NUP who is a member of the NUP HRMPSB shall not be allowed to participate in the deliberation of his/her application for promotion. Likewise, members of the NUP HRMPSB shall inhibit in the deliberation of their relatives within the third civil degree of consanguinity or affinity who are applicants for original appointment, promotion, transfer, and reemployment;
- 16) Except as otherwise provided by law or CSC policies, no substitution for deficiency in education, experience or training requirements shall be allowed;
- 17) No NUP shall be promoted within six months before his/her compulsory retirement unless otherwise provided by law;
- 18) Except as otherwise provided by law, the pendency of an administrative or criminal case shall not disqualify the respondent from promotion and other human resource actions or from claiming maternity/paternity benefits;
- 19) For appointment by promotion or transfer, the performance rating of the appointee should be at least Very Satisfactory (VS) in the last rating period before the date of assessment or screening. For those appointees who are on official leave of absence/maternity leave, training or scholarship grant, the performance rating should be at least Very Satisfactory in the last rating period before the official leave of absence/maternity leave, scholarship or training grant;
- 20) Appointed NUP to the position of Director I (with Salary Grade 25) shall be designated as Deputy Directors of the National Support Units (NSUs) concerned, such as: Deputy Director for Financial Management, Finance Service (FS); Deputy Director for Forensic Research and Development, Forensic Group (FG); and Deputy Director for Information Technology Matters, Information Technology Management Service (ITMS).



b. Specific Guidelines:**1) Publication and Posting of Vacant Positions**

- a) Vacant positions, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualifications standards and plantilla item numbers, shall be published and posted in three conspicuous places for at least ten calendar days under the provisions of RA No. 7041. The process of application and screening should start within six months reckoned from the date the vacant position was published. Appointment should be issued within nine-months, otherwise, the vacant position should be republished and reposted;
- b) Category II of CSC MC No.11, s. 1996, as amended, shall be continuously posted in three conspicuous places and published in a list of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers shall be submitted using CS Form No. 9, Revised 2018 in electronic and printed copies to the CSC FO/RO concerned;
- c) Aside from the posting in the CSC Bulletin of Vacant Positions, the NHQ and the PROs shall publish/post vacant positions through other modes such as the PNP website, social media, and other job search websites to widen their viewership reach. The reckoning date of publication will be the publication/republishing date, regardless of the mode, as certified by the Human Resource Management Officer; Provided that a request for publication of vacant position/s has been filed at the CSC FO on the same day of publication in the PNP website and other online platforms;
- d) All positions occupied by holders of temporary appointments, except positions under Category II of CSC MC No.11, s. 1996, as amended, shall be continuously posted in three conspicuous places and published in the CSC Bulletin of Vacant Positions until filled by permanent appointees;
- e) The following positions are exempt from the publication and posting requirements:
 - (1) Primarily confidential;
 - (2) Policy-determining;
 - (3) Coterminous with that of the appointing officer/authority, including other non-career positions identified under Section 9, Subtitle A, Title I, Book V of EO No. 292;
 - (4) Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s.1996, as amended; or



- (5) Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/field offices.
 - f) Anticipated vacancies may be published in case of retirement, resignation, or transfer. The publication should not be earlier than 30 days before retirement, resignation, or transfer.
- 2) Screening, Evaluation, and Deliberation
- a) When a position in the first or second level becomes vacant, applicants for employment and promotion who are competent, qualified, and possess appropriate civil service eligibility shall be considered for permanent appointment after thorough evaluation and submission of the comprehensive assessment report by the NUP HRMPSB concerned;
 - b) For vacancies in the first and second levels, all qualified next-in-rank NUP shall be considered candidates for promotion to the next higher position subject to their applications and submission of requirements;
 - c) No other civil service eligibility shall be required for promotion to a higher position at the same level and within the same functionally-related grouping of positions;
 - d) To provide accessibility to applicants with disabilities, a priority lane or help desk shall be established in all offices/units. Any personnel from the Admin Division/Section/Unit who shall have immediate contact with persons with disabilities (PWD) shall first render immediate help and shall inform the NUP Supervisor or Head Secretariat of the NUP HRMPSB, who shall provide the necessary assistance needed on their applications. An office order shall be issued designating the NUP Supervisor or Head Secretariat as PWD Officer to cater to the applicants with special needs.

In the recruitment and selection of PWD, upon the applicant's submission of the documentary requirements attendant to the vacant positions, the Secretariat shall carefully review the Personal Data Sheets to determine if applicants with disabilities require special assistance from the office/unit.

In preparation for the screening of PWD applicants, the Secretariat shall make the necessary coordination with the auxiliary service provider or the National Council on Disability Affairs to assist in the assessment of applicants.



After securing the schedule of the auxiliary service provider, the Secretariat shall contact the PWD applicant through the contact information provided in their application forms.

Schedule of the preliminary examination, initial interview, and/or other means/tools to check the capability of applicants shall be arranged and administered by the PWD Officer with the assistance of the auxiliary service provider and once they passed, the applicants shall be notified and endorsed to the NUP HRMPSB for further evaluation.

Applicants with disabilities must be evaluated in the same manner as all other applicants, using the same evaluation worksheet.

- e) When two or more applicants meet the minimum requirements for the position, objective job-related criteria must be set to determine who is the fittest and most qualified among the applicants to ensure that the exercise of management discretion is not abused;
- f) The NUP HRMPSB, except when conferred with Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Bronze/Silver/Gold award, shall not fill up vacancies resulting from promotion until the promotional appointments have been approved/validated by the CSC;
- g) An NUP may be promoted to a position that is not more than three salary grades, pay, or job grades higher than the NUP's present position. However, an applicant may be promoted to a position that is more than three salary grades, within the purview of any of the following exceptions:
 - (1) The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency;
 - (2) The vacant position is a lone or entrance position, as indicated in the agency staffing pattern;
 - (3) The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions;
 - (4) The vacant position is unique and/or highly specialized, such as Actuarial Scientist, Airways Communicators positions;
 - (5) The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications regarding:
 - (a) Educational achievements;



- (b) Highly specialized trainings;
 - (c) Relevant work experience; and
 - (d) Consistent high performance rating/ranking.
- (6) The vacant position belongs to the closed career systems, i.e., those that are scientific, or highly technical positions;
- (7) Other meritorious cases, such as:
- (a) When the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process;
 - (b) When the qualified next-in-rank NUP waived their right over the vacant position in writing;
 - (c) When the next-in-rank position, as identified in the PNP SRP is vacant;
 - (d) When the next-in-rank NUP is/are not qualified; and
 - (e) When the qualified next-in-rank NUP did not apply.
- (8) The three-salary grade limitation shall apply only to promotion within the PNP. This prohibition shall not apply to the following human resource actions which involve the issuance of an appointment:
- (a) Transfer incidental to promotion provided that the appointee was subjected to deep selection process;
 - (b) Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection process;
 - (c) Reappointment from career to a non-career position;
 - (d) Reemployment; and
 - (e) Reclassification of position.
- h) An NUP who holds a next-in-rank position who is deemed the most competent and qualified, possesses an appropriate civil service eligibility, and meets the other conditions for promotion may be promoted to the higher position when it becomes vacant.

However, an NUP who is not next-in-rank may still be promoted by the appointing authority if he/she possesses superior qualifications and competence and has undergone the



selection process compared to a next-in-rank applicant who merely meets the minimum requirements for the position.

The comparative degree of competence and qualification of NUP shall be determined by the extent to which they meet the requirements based on performance, education and training, experience and outstanding accomplishments, physical characteristics, and personality traits and potential.

The different NUP HRMPSBs at the NHQ level shall screen, evaluate, and deliberate vacant positions for salary grades 17 and below subject to further evaluation/affirmation by the NHQ NUP HRMPSB. At the district level, the NUP HRMPSBs shall screen, evaluate, and deliberate vacant positions for salary grades 17 and below subject to further evaluation/affirmation by the NCRPO NUP HRMPSB.

For applicants to positions with salary grade 18 and above, all NUP HRMPSBs at the national and regional levels shall submit the initial screening results of the applications to the NHQ NUP HRMPSB. Applicants may directly submit their applications to the latter, which shall be responsible for the thorough screening, evaluation, and deliberation of their application.

- i) The list of the top five ranking candidates deemed most qualified for appointment to the vacant position shall be submitted by the NHQ NUP HRMPSB and the PRO HRMPSBs to the appointing authority.
- j) Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary NUP, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two rating periods shall no longer be subject to the screening of the NUP HRMPSB.

3) Mandatory Requirements

The qualification standards set-forth by the CSC shall be the mandatory minimum and basic requirements for each position in the first and second levels in terms of education, training, experience, eligibility, physical fitness, and other qualities required for successful performance of the duties of the position. These shall serve as a basic guide in the screening of the applicants as NUP in the PNP.

- a) The NUP HRMPSB shall not consider an applicant who:
 - (1) Does not meet the qualifications for the position;
 - (2) Has been found guilty of a crime involving moral turpitude, or of infamous, disgraceful conduct, or addiction to narcotics, or other similar vices or dishonesty;



- (3) Has been dismissed from the service for cause unless executive clemency has been granted; or
- (4) Has intentionally made a false statement of any material fact or has practiced or attempted to practice any deception or fraud in connection with his/her appointment.
- b) Those only in the top five or fewer selected applicants for original appointment, transfer, and reemployment shall undergo a background investigation, blood test, urinalysis, chest x-ray, drug test, psychological test, neuro-psychiatric examination, using CS Form No. 211, Revised 2018 (Medical Certificate Form). There shall be no other tests to be required from the applicants other than those indicated in the form. Only applicants recommended and/or cleared by the Directorate for Intelligence, Health Service, and Forensic Group shall be recommended for appointment. Drug tests and neuro-psychiatric examination shall also be required for those in the selected top five or fewer candidates for promotion;
- c) All applicants for original, transfer, and reemployment who failed the drug test or with derogatory information shall no longer be allowed to re-apply for any other NUP position or be considered for promotion. Moreover, failure of applicants to pass the neuro-psychiatric evaluation shall also be a ground for the disapproval of their application in any NUP position nationwide; and
- d) The qualifications and competence of candidates for promotion and original appointment shall be evaluated under the following criteria:
- (1) Education
- For purposes of determining the appropriate education requirement, the following documents/conditions shall be considered/satisfied:
- (a) Certificates of completion of non-formal education issued by the Department of Education shall be considered valid documents for appointment to positions requiring completion of elementary or high school education, provided that, other requirements of the positions are met;
- (b) Completion of two years of studies in college means completion, as earned from CHED-recognized institutions, at least 72 academic units leading to a degree or has completed a relevant two-year collegiate/technical course with at least nine units in either English or Mathematics or a combination of both in the curriculum;
- (c) Certificates issued by the schools deputized by CHED on having completed a bachelor's degree under the Expanded Tertiary Education Equivalency and



Accreditation Program shall be considered valid documents for meeting the education requirement for positions requiring completion of a bachelor's degree;

- (d) Certifications issued by the schools deputized by CHED showing completion of at least 72 academic units leading to a degree under the Expanded Tertiary Education Equivalency and Accreditation Program shall be considered valid documents for meeting the education requirement for positions requiring completion of two years studies in college;
- (e) Certification issued by CHED that a one-year diploma post-graduate course acquired from foreign or local institutions is equivalent to a master's degree shall be considered appropriate for meeting the education requirement for appointment to division chief and executive/managerial position;
- (f) To meet the relevant bachelor's degree requirement, the appointee must have completed from a CHED-recognized college or university a bachelor's degree whose curriculum either includes, or is supplemented by, 12 academic units of the subject or course, which will enable the candidate to successfully perform the duties and responsibilities of the position to be filled in the PDF;
- (g) A graduate of the Master's degree or Certificate in Leadership and Management (C-Pro) from the CSC shall be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/ managerial positions;
- (h) RA No. 1080 eligible shall be exempt from the master's degree requirement for division chief and executive/managerial positions the duties and responsibilities of which involve practice of profession or belong to the same occupational group or functionally-related positions as that of the professions regulated by Bar/Board laws;

However, a master's degree shall be required if the executive/managerial or division chief position does not involve practice of profession or does not belong to the same occupational group or functionally-related positions as that of the professions regulated by Bar/Board laws; provided that, this does not apply to lawyers and doctors.



- (i) Career Executive Service (CES) or Career Service Executive (CSE) eligible shall likewise be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/ managerial positions; and
- (j) Those who have been allowed to register and are issued a certificate of registration or valid professional license of a specific board law shall be considered as having met the educational requirements for appointments to positions covered by the corresponding board law or other functionally-related positions that do not involve the practice of other professions covered by bar/board laws.

(2) Eligibility

The following eligibilities shall be appropriate for appointment and promotion to first and second positions in the PNP:

- (a) First level eligibilities are appropriate for appointment to positions in the first level. They do not apply to those covered by Bar/Board/Special laws, and other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended;
- (b) Second level eligibilities are appropriate for appointment to positions in the second and first level. They do not apply to those covered by Bar/Board/Special laws, and other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended;
- (c) Eligibilities resulting from passing the bar/board examinations shall be required for appointment to positions the duties of which constitute the practice of the profession(s) regulated by the Philippine Bar/Board laws;
- (d) Eligibilities resulting from passing the Bar/Board examinations which require completion of at least a bachelor's degree shall be considered appropriate to positions for which the examinations were given, and to other first and second level positions not covered by Bar/Board/Special laws and/or those that require other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s.1996, as amended;



- (e) Eligibilities resulting from passing the Unassembled, Testimonial or special examinations conducted by the CSC or by the departments or agencies with the assistance of or in coordination with the CSC shall only be appropriate for appointment to the positions for which they were given, to other functionally-related positions, and other positions as may be determined by the Commission;
- (f) Incumbents of positions who were issued permanent appointments using eligibilities resulting from these examinations shall retain their permanent status but may only be promoted to positions belonging to the same occupational group or functionally-related positions for which the examinations were given or other positions as may be determined by the Commission;
- (g) Eligibilities granted after one year of Very Satisfactory (VS) actual work performance under temporary status for positions listed under Category II of CSC MC No.11, s.1996, as amended, shall only be appropriate for appointment to highly skilled positions within the same occupational group or functionally-related positions;
- (h) Eligibilities previously issued under Category I (SCEP) shall continue to be appropriate for permanent appointment to corresponding positions re-categorized under Category II and other functionally-related positions without undergoing one-year employment under temporary status, provided that the other requirements are met; and
- (i) Licenses issued by authorized government agencies shall be required for appointment to positions listed under Category IV of CSC MC No. 11, s.1996, as amended.

The following eligibilities shall be appropriate for appointment to second level positions in the PNP:

- i.1) Career Service (Professional or its equivalent) shall be considered appropriate for positions where appointment thereto is not yet covered by any board or special law;
- i.2) Honor Graduate Eligibility pursuant to Presidential Decree No. 907;
- i.3) Scientific and Technological Specialist Eligibility granted pursuant to Presidential Decree No. 997;
- i.4) Veteran Preference Rating Eligibility (Professional) granted pursuant to EO No. 132/790;



i.5) RA No. 1080 (Second Level) – Eligibilities resulting from board examinations that require less than four years of college studies shall be appropriate to first level positions. Those resulting from Bar/Board examinations which require at least four years of college studies shall be appropriate eligibility for appointment to positions in both the first and second levels provided that the appointees meet the other requirements of the position, and provided further, that appointment to these positions are not covered by the board or special laws; and

i.6) CSC Police Officer 1 (PO1) eligibilities obtained after July 5, 1998 is considered professional and appropriate for permanent appointment to first and second level positions. However, CSC PO1 eligibilities obtained before July 5, 1998 are considered sub-professional and appropriate for appointment to first level positions.

(3) Experience

For purposes of determining the appropriate experience requirement, the following documents/conditions shall be considered/satisfied:

- (a) Relevant experience acquired through a Job Order or Contract of Service covered by a contract or a Memorandum of Agreement may be considered for meeting the experience requirement;
- (b) Relevant experience acquired through volunteer work, on full time basis, as certified by the Human Resource Management Officer or authorized officials, may be considered for meeting the experience requirement;
- (c) Experience in first level positions may be considered for meeting the experience requirement of second level positions when acquired in the same occupational group or functionally-related positions; and
- (d) Relevant experience acquired through a designation covered by an Office or Memorandum Order may be considered for meeting the experience requirement.

(4) Training

- (a) Training may be acquired from any of the following institutions:
 - a.1) Any CSC-accredited learning and development institution;
 - a.2) Government training institutions;



- a.3) Non-accredited private training institution offering training of a highly technical/specialized nature;
 - a.4) Local training institution that is internationally acclaimed for meeting the global standards of excellence in training;
 - a.5) Institution recognized by the Commission on Higher Education (CHED) as Center of Excellence (COE) or Development (COD);
 - a.6) Foreign institution that offers training for scholarship purposes or for personal advancement or participants; or
 - a.7) Other institutions that partner with the CSC in building capabilities of civil servants.
- (b) Training acquired from any of the aforementioned institutions must be relevant to the position to be filled and aligned with the strategy map or development goal of the institution or organization;
- (c) Attendance to annual agency planning sessions/ workshops/conferences as a requirement for operations and/or services rendered as facilitator/resource person in seminars/workshops shall not be considered for meeting the training requirements;
- In-house agency-initiated or in-service training/learning and development intervention shall be considered for purposes of meeting the training requirement of positions;
- (d) The Qualification Standard Manual of the CSC shall be used as the basis for establishing the training and experience requirement for every position in the first and second level positions;
- (e) The learning and development/training required for Division Chief and comparable positions shall be 40 hours of supervisory/management learning and development intervention;
- (f) Generally, the training required for executive/ managerial positions in the second level shall be 120 hours of supervisory management learning and development intervention; and
- (g) Practicum/apprenticeship which is a requirement for completion of a certain degree/course shall not be



considered a substitute for training specific to a certain position.

- 4) Preparation, Effectivity, and Submission of Appointments
- a) The procedures as stated in Section 7, Rule III of the Revised 2017 ORAOHRA shall be strictly observed in the preparation of appointments for authorized positions found in the Plantilla of Personnel;
 - b) The appointment issued shall take effect on the date it was signed by the appointing officer/authority and after the appointee has taken his/her oath of office. The date of signing shall be indicated below the signature of the appointing officer/authority in the appointment form (CS Form 33-A). In no case shall an appointment take effect earlier than the date it was signed except in cases authorized by law;
 - c) The appointment of NUP who is on official leave of absence, training, or scholarship grant, shall be effective upon assumption or return from official leave of absence, scholarship or training;
 - d) An appointment shall be submitted to the Commission within 30 calendar days from the date of issuance;
 - e) The appointee, whose appointment was submitted to the Commission beyond the prescribed 30-day period shall be entitled to the payment of salary from the government immediately following the effectivity of the appointment and assumption to duty. The services rendered by the appointee shall be credited as government service;
 - f) An appointment issued by the appointing officer/authority may be cancelled if the appointee does not assume office or report within 30 calendar days from receipt of the written notice of the appointment;
 - g) The cancellation of the appointment shall be reported to the Commission for record purposes. The position is automatically deemed vacant upon cancellation of the appointment by the appointing officer/authority without the need for approval or declaration by the Commission. The appointing officer/authority may select from among the top ranking candidates for the position or order the republication of the vacant position pursuant to RA No. 7041;
 - h) NUP who are issued original appointments with permanent status of appointment shall undergo a probationary period for a thorough assessment of his/her performance and character. The duration of probationary period is generally six months or depending on



the duration of the probationary period as required by the position. The probationary period shall cover the following:

- i.1) Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;
 - i.2) Non-career service NUP who are reappointed/reemployed to a career position under permanent status;
 - i.3) Temporary appointees who after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change of status to permanent);
 - i.4) Those who are reemployed under permanent status;
 - i.5) Appointees to Category III positions as provided in CSC MC No.11, s.1996, as amended shall be under probation for one year; and
 - i.6) Appointees whose positions require a probationary period as may be provided by law.
- i) In the case of temporary appointment, the 12-months of its effectivity shall be reckoned from the date of the issuance of the appointment and not from the date the appointee assumed the duties of the position;
 - j) The date of the actual assumption of duties of the appointee, as indicated in the Certification of Assumption to Duty (CS Form No. 4, Revised 2018) to be signed by the head of office and attested by Chief, NUPAD and RPRMD (for NHQ level appointment and PRO level, respectively), shall be the basis for the payment of his/her salary and determination of service record in the government. This shall be submitted to the CSC-FO concerned for the proper notation in the service card of the appointee;
 - k) The appointing officer/authority for the appointment of the NUP with salary grades 17 and below in the Command Group, Directorial Staff, and National Support Units shall be the Deputy Chief, PNP for Administration; at the PROs, it shall be the Regional Directors (RDs). The Chairman, NAPOLCOM shall be the appointing officer/authority for appointment of the NUP with salary grades 18 and above; and
 - l) A notice announcing the appointment of an NUP shall be posted in three conspicuous places a day after the issuance of the appointment for at least 15 days.



5) Other Human Resource Actions

a) **Assignment of NUP**

In case of appointed/promoted NUP whose plantilla position/s belong/s to the deactivated office/unit, said position/s shall be transferred/reassigned to the newly created/activated office/unit under the approved NAPOLCOM and PNP issuances.

b) **Reassignment of NUP**

(1) It shall be governed by the following:

(a) In the exigency of the service, reassignment shall be for six months, subject to extension/renewal for another six months, but not to exceed one year. The restoration or return to the original post/assignment shall be automatic without the need for any order of reassignment;

(b) NUP who is restored to his/her original post/assignment shall only be eligible for another reassignment of unit after one year from the effectivity of the last reassignment;

(c) The DPRM or the RD reserves the right to approve or disapprove the request for reassignment and detail in the interest of the organization; and

(d) Reassigned and detailed NUP shall report back to the Administrative Office of his original office/unit/agency upon expiration of of his reassignment/detail to avoid being marked Absent Without Official Leave by his/her Office/Unit.

(2) The following shall be the procedures in the reassignment of NUP:

(a) The head of receiving office/unit shall initiate the request for the reassignment of the NUP to his office/unit; and

(b) The availability for reassignment from the losing office/unit must be secured first before the granting of accommodation from the gaining office/unit.

(3) The following documents shall be submitted/indorsed to DPRM for appropriate action:

(a) **Reassignment**

a.1) Memorandum from the requesting office to the Head of the losing office/unit, copy furnished DPRM;

a.2) Availability from the Head of the losing office/unit;

a.3) Certificate of Non-pending Case signed by Admin Chief of the losing unit; and

a.4) Latest attested appointment.



(b) **Renewal/Extension of Reassignment**

b.1) Request for extension/renewal of reassignment by the Head of the gaining office/unit to the Head of the losing office/unit within 15 working days before the expiry date;

b.2) Comment/recommendation from the Head of the losing office/unit; and

b.3) Latest reassignments Orders.

c) **Detail**

(1) Generally, the detail of the NUP shall be governed by the following rules:

(a) The detailed NUP shall receive his/her salary only from the PNP;

(b) Detail without consent shall be allowed only for one year; and

(c) Detail with consent shall be allowed for a maximum of three years. The extension or renewal of the detail shall be discretionary on the part of the PNP.

(2) Specifically, the following requirements in the detail of NUP shall be submitted to DPRM:

(a) Detail to other Agency

a.1) Request for detail from the Head of the receiving Agency to the Chief, PNP;

a.2) Availability from the Head of office/unit;

a.3) Certificate of Non-Pending Case signed by the Head of office/unit; and

a.4) Latest attested appointment.

(b) Extension of Detail to other Agency

b.1) Request for extension of detail from the Head of the receiving Agency;

b.2) Recommendation by the Head of the losing office/unit of the PNP; and

b.3) Latest order.

d) **Designation**

(1) The designation shall be governed by the following rules:

(a) NUP to be designated should hold permanent appointment to career position;



- (b) Designee can only be designated to position within the level he/she is occupying. NUP holding first level position cannot be designated to perform the duties of second level position except in meritorious cases. Division Chief may be designated to perform the duties of second level executive/managerial or third level position; and
- (c) Designation shall be made by the Head of Office, who shall request issuance of appropriate orders to DPRM.

The designation and reassignment of Accountant and Supply Accountable Officer shall be in accordance with the policies issued by the Directorates for Comptrollership and Logistics, respectively.

e) Transfer

An NUP who seeks transfer to another office shall notify in writing, upon endorsement of the Head of Office, TDPRM or the RD, for NHQ-based or PRO NUP, respectively, where he/she is employed within 30 days before the effective date of his/her transfer. TDPRM or the RD shall notify the NUP in writing (using CS Form No 10, Series of 2017 attached) of the approval of the request to transfer within 30 days from date of notice.

The NUP who seeks to transfer shall secure clearance from all money, property and work-related accountabilities (using CS Form No.7, Revised 2018).

6) Non-Uniformed Personnel Human Resource Merit Promotion and Selection Boards (NUP HRMPSB)

There shall be an NUP HRMPSB at the NHQ and PRO levels. At the NHQ level, the Command Group, Directorial Staff (D-Staff), National Support Units shall have their own respective NUP HRMPSBs. At the PRO level, there shall be an NUP HRMPSB for every PRO, the NCRPO, and its Districts. They shall be under the NHQ NUP HRMPSB.

They shall assist the appointing officer/authority in the judicious and objective selection of candidate, whether for original or promotional appointments in the PNP.

- a) The NUP HRMPSB shall be composed of the following:
 - (1) **National Headquarters Non-Uniformed Personnel Human Resource Merit Promotion and Selection Board (NHQ NUP HRMPSB)**

The Director for Personnel and Records Management (TDPRM) - Chairperson
 Deputy Director for Plans (DDPL) - Vice Chairperson



Deputy Director for Intelligence (DDI)	- Member
Deputy Director for Comptrollership (DDC)	- Member
Deputy Director for Human Resource and Doctrine Development (DDHRDD)	- Member
Head of the Office/Unit where the vacancy exists (or his/her designated representative)	- Member
Chief, Non-Uniformed Personnel Affairs Division (C, NUPAD)	- Member
NUP Representative (1st level position)	- Member
NUP Representative (2nd level position)	- Member
Asst. Division Chief	- Head Secretariat NUPAD, DPRM

(2) Command Group NUP HRMPSB (CG NUP HRMPSB)

Senior Executive Assistant (SEA)	- Chairperson
Executive Assistant (or to be selected by the Chairperson from among the members of the Board)	- Vice Chairperson
Head of the Unit where the vacancy exists (or his/her designated alternate)	- Member
NUP Representative (1 st level position)	- Member
NUP Representative (2 nd level position)	- Member
NUP Supervisor	- Head Secretariat

(3) D-Staff NUP HRMPSB (DS NUP HRMPSB)

Deputy Director	- Chairperson
Executive Officer	- Vice Chairperson
Division Chiefs (or their designated alternates)	- Members
NUP Representative (1st level position)	- Member
NUP Representative (2nd level position)	- Member
NUP Supervisor	- Head Secretariat

(4) PRO NUP HRMPSB (PNUP HRMPSB)

Deputy Regional Director for Administration (DRDA)	- Chairperson
Chief, Regional Personnel Resource and Management Division (C, RPRMD)	- Vice Chairperson
Chief, Regional Intelligence Division (C, RID)	- Member



Chief, Regional Comptrollership Division (C, RCD)	- Member
Division Chief/Head of the Office/Unit where the vacancy exists (or his/her designated alternate)	- Member
NUP Representative (1 st level position)	- Member
NUP Representative (2 nd level position)	- Member
NUP Supervisor	- Head Secretariat

(5) NSU NUP HRMPSB (NNUP HRMPSB)

Deputy Director for Administration (DDA)	- Chairman
Chief of Staff	- Vice Chairman
Division Chiefs (or their designated alternates)	- Member
NUP Representative (1 st level position)	- Member
NUP Representative (2 nd level position)	- Member
NUP Supervisor	- Head Secretariat

The designated Deputy Director for Financial Management, Finance Service (FS); Deputy Director for Forensic Research and Development, Forensic Group (FG); and Deputy Director for Information Technology Matters, Information Technology Management Service (ITMS) may also sit as member of their respective HRMPSBs.

(6) NCR Police District NUP HRMPSB (PD NUP HRMPSB)

Deputy District Director for Administration (DDDA)	- Chairperson
Chief, District Personnel Resource Management Division (C, DPRMD)	- Vice Chairperson
Chief, District Logistics Division	- Member
Chief, District Intelligence Division	- Member
Head of the Unit where the vacancy exists (or his/her designated alternate)	- Member
NUP Representative (1 st level position)	- Member
NUP Representative (2 nd level position)	- Member
NUP Supervisor	- Head Secretariat

To ensure the continuity of operations of the NUP HRMPSB in case the principals are not around, the Vice-Chairperson, and the next lower in rank for the police commissioned officer and next salary grade for the NUP shall serve as the alternates/authorized representatives for the Chairperson and members in the different NUP HRMPSBs, respectively. The composition of the NUP HRMPSB including the alternates/authorized representatives shall be covered by



appropriate corresponding orders to be issued by the DPRM for the NHQ NUP HRMPSB and by the different offices/units for their own respective NUP HRMPSBs.

The CSC ROs/FOs should be furnished with a copy of the Office Order.

The Head of the office/unit or his/her designated representative in the Board is not permanent. His/her participation in the Board is only needed when the vacant position is the subject for deliberation/evaluation/affirmation.

The Division/Section concerned performing administrative functions in the different offices/units in the National Headquarters, PROs, and the NCR Districts shall perform secretariat and technical support functions to the NUP HRMPSB. They shall prepare and cause the issuance of appropriate orders for the principal and alternate members of their respective NUP HRMPSBs. The DPRM (Attention: NUPAD), CSC ROs/FOs should be furnished with a copy of the Office Order.

The two regular and alternate representatives of the rank and file NUP in all levels of the NUP HRMPSB, from the first level and second level, shall be chosen by the duly registered/accredited NUP Association. In case there is no accredited employee association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternative representative. Any other mode of selection may be conducted for the purpose.

The first-level representative or alternate shall participate during the deliberation of candidates in the first level; the second-level representative or alternate shall participate in the deliberation of candidates in the second level. Both rank-and-file representatives shall serve for two years.

(7) Functions and Responsibilities

(a) The NHQ NUP HRMPSB

- a.1) Assist the appointing officer/authority in the judicious and objective selection of candidates for appointment under the provisions of this MSPPP based on the comprehensive or comparative assessment/evaluation report;
- a.2) Evaluate the results of deliberation submitted by the NUP HRMPSBs at the NHQ level, and submit to the



appointing authority the names of the top five ranking candidates for the vacant position;

- a.3) Deliberate and evaluate the applications for SG 18 and above and submit to the appointing officer/authority the top five ranking candidates for the vacant position;
 - a.4) Take appropriate action on the complaint or protest regarding the appointment and promotion of the NUP and submit, if needed, the necessary recommendation for approval of the Chief, PNP, or the Chairman of the NHQ NUP HRMPSB;
 - a.5) Develop/initiate innovative schemes, parameters, and criteria in determining the best and most qualified candidate for appointment; and
 - a.6) The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.
- (b) **The NUP HRMPSBs (Command Group, D-Staff, PROs, NSUs, and Police Districts)**
- b.1) Implement human resource management-related policies and directives issued by the NHQ PNP;
 - b.2) Assist the NHQ NUP HRMPSB in selecting the best and most qualified candidates for the position based on the qualifications and competence of applicants;

Conduct screening based on the mandatory minimum and basic requirements for every position in the first and second levels as indicated in paragraph 3.d of this Circular;

- b.3) Establish other criteria/qualifications for the evaluation of applicants for promotion and original appointment, with corresponding percentage allocation, which may include, but are not limited to the following:
 - b.3.a) Performance;
 - b.3.b) Experience and Outstanding Accomplishment;
 - b.3.c) Other Education and Learning;
 - b.3.d) Technical Knowledge/Potential (for Non-Supervisory First Level Positions); and
 - b.3.e) Managerial/Leadership (for Supervisory Second Level Positions).



- b.4) Evaluate and deliberate on the qualification of applicants under the provisions of this MSPPP, particularly on the screening, evaluation, deliberation, and mandatory requirements under the specific guidelines thereof; those who are initially found qualified and/or comparatively at par shall undergo further assessment, which may include, but not limited on: written/qualifying examination, IQ test, personality test, computer literacy test/skills test, interview, and other appropriate considerations to determine the best and qualified for the position;

In the evaluation and deliberation of the qualifications of those listed in the promotion line-up/selection line-up, the following shall be taken into consideration:

- b.4.a) Reasonable standards and valid methods of evaluation on the qualifications and competence of all applicants competing for a particular position;
- b.4.b) Criteria for evaluation of qualifications of applicants for promotion and original appointment must be suited to the job requirements of the position;
- b.4.c) In cases where two or more applicants equally meet the requirements for the position, all of them shall be included in the final list to be submitted to the appointing authority; and
- b.4.d) Documentary requirements submitted by the applicants for promotional and original appointments are duly certified. (Please see Annex – “A”)
- b.5) Prepare a fair, impartial, and systematic assessment on the qualifications and competence of the candidates. Toward this end, the different NUP HRMPSBs may seek the assistance of external or independent resource persons to determine the best and most qualified candidate;
- b.6) Submit to the NHQ NUP HRMPSB the result of deliberation/assessment in a form of a Board Resolution, including the evaluation worksheet, minutes, and mandatory requirements of the candidates for original and promotional appointment for further evaluation/affirmation;



- b.7) District NUP HRMPSB shall conduct deliberation and submit to the NCRPO NUP HRMPSB the result of deliberation/assessment in a form of Board Resolution including the evaluation worksheet, minutes, and mandatory requirements of candidates for original and promotional appointment for further evaluation/affirmation; and
- b.8) Take appropriate action on complaints/appeals regarding the procedures and results of deliberations of the candidates for appointment and promotion of the NUP.

(c) The Appointing Officer/Authority

- c.1) Establish the NUP HRMPSB composed of selected members from the different levels to ensure equal opportunity for men and women in the selection and appointment of applicants under the Omnibus Rules;
- c.2) Select, exercising sound discretion and guided by the HRMPSB's assessment from among the top five ranking candidates or less, the most qualified for appointment to the vacant position.
- c.3) May appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of qualifications/competence evidenced by the comparative ranking; and
- c.4) Certify/sign the prepared and revised CSC Forms for the appointment and other human resource actions under the provisions of the Revised MSPP-NUP.

(d) D-Staff, NSUs and District NUP HRMPSB Secretariat

d.1) Posting, Screening, and Deliberation

Disseminate/post in three conspicuous places the vacancies in their respective offices/units and cause the widest dissemination of the same to all NUP; after receiving the memorandum on the vacant positions.

Accept applications and conduct screening, and evaluation under the policies as stated herein;

Submit the complete and duly accomplished requirements for appointment including the final worksheet, worksheet for other qualifications, interview worksheet, resolution, and minutes of deliberation of the top five ranking candidates for the vacant positions for final



evaluation/affirmation by the NHQ/NCRPO NUP HRMPSB;

Request for medical/physical/psychological/neuropsychiatric test including Complete Background Investigation (CBI) as part of the mandatory requirement for original appointment, transfer, and reemployment for submission to NUPAD, DPRM. Non-compliance of the same shall not be accepted by the Secretariat nor included in the final evaluation/affirmation of the NHQ NUP HRMPSB. Drug tests shall be mandatorily required for the promotional appointment of the NUP at all levels in all offices/units;

For the District, the medical/physical/psychological/neuro-psychiatric test, including the CBI shall be undertaken by the NCRPO NUP HRMPSB, after submitting the requirements of the selected top five ranking candidates for appointment; and

The Head Secretariat shall be assisted by the personnel from the Admin Division of the D-Staff and ARMD of the NSUs and the next-in-rank NUP of the office/unit. At the District level, the Head Secretariat shall be assisted by the personnel of DPRMD and the next-in-rank NUP.

(e) NUPAD, DPRM/NUPAS, RPRMD/Secretariat, NUP HRMPSB

- e.1) NUPAD and NUPAS, being under the DPRM and its counterpart in the PRO as RPRMD, functioning as the HRM office/unit, shall perform secretariat and technical support functions to the NUP HRMPSB (both for the NHQ and DPRM NUP HRMPSB, in case of NUPAD) for the comparative assessment and final evaluation of candidates.

Cause the widest dissemination of the approved Revised PNP MSPPP-NUP.

- e.2) Develop and submit the System of Ranking Positions (SRP) for review and recommendations of the NUP HRMPSB and approval of the appointing authority, copy furnished the CSC FOs/ROs for their reference.

Conduct orientation and briefing to the (new) members, including alternate representatives of the NUP HRMPSB on the Revised PNP MSPPP-NUP,



particularly the process and CSC policies on appointments.

- e.3) Cause the publication of vacant positions authorized to be filled to the CSC FO/RO and post the same in at least three conspicuous places in their respective offices/units for at least 10 calendar days, using CS Form No.9, Revised 2018;
- e.4) Disseminate/inform all concerned as well as the next-in-rank NUP in the Section/Division of the office in writing, in addition to the posting of announcements in the bulletin boards, of the vacancies to be filled, the qualifications for the position, the requirements, and the deadline for the submission thereof;
- e.5) Review/evaluate the completeness and authenticated documentary requirements submitted by either the applicants/candidates or by the respective NUP HRMPSBs within the set deadline. Photocopies shall be authenticated or certified as a true copy by the office/officer issuing the same. Failure to comply with these requirements shall not be included in the deliberation and/or shall be a ground for the disqualification process pursuant to 3.a hereof.

Conduct a preliminary evaluation of the qualifications of the applicants based on the mandatory minimum and basic requirements of the qualification standards set forth by the CSC as stated herein. Those initially found qualified shall undergo further assessment as stated in item b.3) and b.4) on page 29 hereof.

Administer appropriate tests to qualifying applicants, the results of which shall be used by the NUP HRMPSB in its deliberation.

Inform, written or verbally, the applicants/candidates at least three days before the scheduled examination/ interview and deliberation.

Coordinate the schedule of deliberation with the members of the NUP HRMPSB.

- e.6) Prepare the promotional line-up or selection line-up reflecting the applicants' profile, comparative competence and qualifications based on the criteria



set forth in the MSPPP and the results of the examinations;

- e.7) Submit the comparative evaluation summary of the qualified applicants to the NUP HRMPSB for deliberation and interview;
- e.8) Record the proceedings and prepare the minutes of deliberations, worksheets, resolution, and other documents for approval/signature of NUP HRMPSB Members;
- e.9) Inform the NUP HRMPSB of any information or development which may affect the qualifications, good moral standing, and fitness of the candidates/applications for the position;
- e.10) Request verification from the CSC Regional Office concerned or authorized agencies of the certificate of eligibility/license/report of rating submitted by the selected candidates.
- e.11) Prepare the appointment of the appointee and other necessary attachments and course the same to the Chairman, NUP HRMPSB/HRMO, and to the Appointing Authority for their signatures before attestation by the CSC.

Post a notice announcing the appointment or promotion of successful applicant(s), in three conspicuous places within their premises a day after the issuance of the appointment for at least 15 calendar days.

Prepare a memorandum to the office/unit concerned for the take oath (using CS Form no. 32, Revised 2018) and assumption to duty (using CS Form No. 4, Revised 2018) of the appointee within 30 days and submit the duly accomplished Appointment Transmittal and Action Form (CSC Form No.1, Revised 2018) in electronic and printed copies with the supporting documents to the CSC FO/RO for attestation within 30 days upon issuance of the appointment.

Request for the issuance of appropriate appointment orders as basis for inclusion in the salary file, roster, and records of the Personnel Accounting Information System (PAIS) and GSIS through the agency remittance advice.



- e.12) Act on matters about complaint/grievance on the procedures, result of deliberations on the appointment and promotion of the NUP for approval of the Board; and
 - e.13) Maintain the records/documents before, during, and after the Board deliberation, which can be made accessible to interested parties upon written request and approval of the HRMPSB.
- (f) The Chief, Non-Uniformed Personnel Affairs Division/Chief, Regional Personnel Resource Management Division:
- f.1) Perform the responsibilities of the Human Resource Management Officer as defined in Section 139, Rule XIII of the Revised 2017 Omnibus Rules;
 - f.2) Supervise the NHQ, DPRM/PRO NUP HRMPSB Secretariat in carrying out their tasks;
 - f.3) Monitor the compliance of the NUP HRMPSB on matters pertaining to original and promotion appointment of the NUP and/or other human resource actions;
 - f.4) Review the comprehensive assessment report for presentation and deliberation/evaluation by the Office/Unit/NHQ NUP HRMPSB; and
 - f.5) Ensure the conduct of the orientation program for the new NUP after the oath taking and assumption to duty.

7) Protest

The following shall be observed in the filing of the protest:

- a) Only a qualified next-in-rank NUP may file a protest against an appointment made in favor of another who does not possess the minimum qualification requirements;
- b) The protest must be in writing and the official language;
- c) The protestant shall identify his/her present position and the contested position by its official title. The salary attached to the position and the organizational unit where the position belongs shall also be indicated;



- d) The protestant shall state clearly, preferably in enumeration form, the grounds for the protest and the reason why he/she should be appointed to the contested position;
- e) Protest on appointments shall be initially filed with the appointing authority, then to the CSC Regional Office, and then to the Civil Service Commission Proper;
- f) Protest may be filed within 15 days from the announcement and/or posting of appointments subject of protest;
- g) A protest shall not render an appointment ineffective or bar the approval/validation thereof, by the CSC FO, CSC RO or the Commission, as the case may be, but the approval/validation shall be subject to the outcome of the protest;
- h) A protest shall be dismissed on any of the following grounds:
 - h.1) The protestant is not qualified next-in-rank;
 - h.2) The protest is not directed against a particular protestee but to "anyone who is appointed to the position" or directed to two or more protestees;
 - h.3) No appointment has been issued; or
 - h.4) The protest is filed outside of the 15-day reglementary period.
- i) A decision or resolution denying a protest shall become final and executory after 15 days from receipt thereof and no motion for reconsideration, appeal or petition for review has been filed;
- j) In all instances, only one petition for reconsideration shall be entertained. The petitioner shall point out errors in the original decision or/and he/she shall present new evidence; and
- k) Failure to file a protest, appeal, petition for reconsideration or petition for review within the prescribed period shall be deemed a waiver of such right and shall render the subject action/decision final and executory.

7. REPEALING CLAUSE:

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

8. EFFECTIVITY:

This MC shall take effect upon approval of the Civil Service Commission. Subsequent amendments to be proposed herein shall be submitted to the CSC-NCR for approval before its implementation.



9. STATEMENT OF COMMITMENT:

The Revised MSPPP-NUP shall be considered as a valid contract binding among the head of the agency, the NUP and the CSC.

The Head of the Agency hereby commits to implement and abide by the provisions of this MSPPP. The document shall serve as the basis for recruitment, selection, placement and promotion and other human resource actions on the NUP of the PNP.



RODOLFO S AZURIN, JR
Police General
Chief, PNP

Distribution:
Command Group
IG, IAS
Cmdr, APCs
D-Staff
P-Staff
D, NSUs
RD, PROs
SPA to the SILG

CPNP Ltrs'23 S094256

S094256

APPROVED


JUDITH A. DONGALLO-CHICANO
Director IV



Civil Service Commission National Capital Region

26 May 2023

BENJAMIN C. ACORDA, JR.
Police General
Philippine National Police
Camp BGen Rafael T Crame
Quezon City

Dear **General Acorda**:

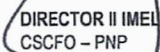
This refers to the Revised Merit Selection, Placement, and Promotion Plan for Non-Uniformed Personnel of the Philippine National Police (PNP), which was resubmitted to this Office for appropriate action.

Evaluation of the PNP MSPPP-NUP shows its compliance with **CSC Memorandum Circular No. 24, series of 2017, as amended (ORAOHRA)**¹. Hence, the same is hereby **APPROVED**.

We look forward to the successful implementation of the PNP MSPPP-NUP.

Very truly yours,


JUDITH A. DONGALLO-CHICANO
Director IV

C:  **DIRECTOR II IMELDA R. BANZON**
CSCFO - PNP

¹ 2017 Omnibus Rules on Appointment and Other Human Resource Actions, CSC Memorandum Circular (MC) No. 24, s. 2017, as amended