



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

OCT 19 2023

DHRDD(ITPDDL) 2023-0221-224

~~MEMORANDUM CIRCULAR~~


NO. 2023-064

**AMENDED GUIDELINES AND PROCEDURES FOR PNP PERSONNEL IN  
TAKING MANDATORY CAREER COURSE AND OTHER RELATED MATTERS**

**1. REFERENCES:**

- a. Republic Act No. 8551 entitled, "Philippine National Police Reform and Reorganization Act of 1998";
- b. CSC Resolution No. 1600532 dated May 26, 2016, Qualification Standards for Appointment to Ranks in the Philippine National Police (PNP); CSC Resolution No. 1401222 dated 18 August 2014;
- c. CSC Resolution No. 1401222 dated August 18, 2014, Qualification Standards for Appointment to Ranks in the Philippine National Police;
- d. NAPOLCOM Resolution No. 2013-501 dated October 23, 2013, Prescribing the Qualification Standards for Appointment to PNP Ranks;
- e. NAPOLCOM Memorandum Circular (MC) No. 92-007, dated September 18, 1992, subject: PNP Officers Career Management Development Program;
- f. NAPOLCOM MC No. 92-00, dated October 7, 1992, subject: PNP-Non-Officers Career Management Development Program;
- g. PNP MC No. 2023-056 dated September 15, 2023 entitled "Comprehensive PNP Field Training Program";
- h. PNP MC No. 2017-016 dated February 27, 2017 entitled "Revised Guidelines and Procedures for PNP Personnel in Taking Mandatory Career Course and Other Related Matters";
- i. PNP MC No. 2006-009 entitled, "Implementing Rules and Procedures in the Formulation, Maintenance, and Updating of the PNP Training Lineal List (TLL) for Police Commissioned Officers pursuant to PNP MC No. 1999-012 dated September 13, 1999; and PNP MC No. 99-012 dated September 13, 1999 entitled, "Guidelines and Procedures for PNP Personnel in Taking Mandatory Career Courses/Training and Other Related Matters".

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**2. RATIONALE:**

Acquiring knowledge is a continuing process. This is one of the reasons why mandatory career courses are being conducted and completion of the same is required from every uniformed personnel. The PNP upholds the continuing education program through mandatory career courses for its uniformed personnel and it is expected that the program will also greatly benefit the organization as it strengthens the competency and leadership prowess of the uniformed personnel.



This serves as their preparation to assume a higher position. In fact, it is a mandatory requirement to qualify for promotion.

The existing guidelines and procedures pertaining to mandatory career courses for PNP personnel shall be revised to consider course equivalence of career mandatory training as set forth in CSC Resolution Nos. 1401222 and 1600532, while retaining the policies related to the strict implementation of the Training Lineal List (TLL), and streamlining documentary references and procedures in availing mandatory training, among others.

### 3. SITUATION:

At present, PNP MC No. 2017-016 restricts the adoption of equivalence of existing Mandatory Training Eligibility as recognized by existing CSC and NAPOLCOM issuances. To foster career development as well as ensure expertise of uniformed personnel on their respective fields, the PNP will recognize existing training eligibilities as equivalent of mandatory training for corresponding ranks, pursuant to CSC Resolution Nos. 1401222 and 1600532 and NAPOLCOM Resolution No. 2013-501.

### 4. PURPOSE:

This MC aims to amend established guidelines and procedures in taking the mandatory career courses to give credit or to apply course equivalence purposely to expand the training opportunities for the personnel's specialized field, reduce training backlog, and hasten their career development.

### 5. DEFINITION OF TERMS:

- 1) Attrition – refers to the removal/separation of the uniformed personnel from the service due to non-compliance to standards, set forth in Sections 24 to 29 of RA No. 8551, which can be carried out using various reasons provided thereof.
- 2) Deferment from Schooling/Training – refers to the postponement or cancellation that may be requested by uniformed personnel who are due for mandatory training.
- 3) Duty – a responsibility and accountability that police uniformed personnel is compelled to do.
- 4) Failure in Schooling Duties – the act or an instance of failing or proving unsuccessful in training or schooling.
- 5) Incompetency – ineptness or inability to satisfy the physical, moral, and intellectual quality.
- 6) Mandatory Career Courses – refer to compulsory ladderized courses, as distinguished from specialized courses or trainings, which serve as prerequisites for promotion to the next higher rank.


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- 7) Off-Campus – venue outside the Philippine Public Safety College (PPSC) premises where a particular mandatory course will be conducted upon approval of the Director for Human Resource and Doctrine Development (TDHRDD) and the PPSC.
- 8) Physically Fit – satisfying the existing physical standards of the PNP.
- 9) Mentally Fit – state of having sound behavior and mind based on certification of a Medical Officer of the Health Service (HS).
- 10) Special Leave – an official absence allowed due to special circumstance such as death of family member.
- 11) Return To Unit (RTU) – refers to an instance when PNP personnel are being returned to their former unit/mother unit, either due to their being medically unfit, or due to some infraction/violation of National Police College/National Police Training Institute (NPC/NPTI) Training Guidelines, while undergoing training as recommended by NPC/NPTI deferment board or as a result of voluntary deferment to undergo mandatory schooling.
- 12) Training Lineal List – refers to a database system that indicates the seniority and lineup of police officers based on the date of officership for the Police Commissioned Officers (PCOs) and entry in the service for the Police Non-Commissioned Officers (PNCOs), promotion to their current rank and date of retirement. It is being used as basis in generating names of police officers who will be directed to undergo mandatory schooling.
- 13) Training Subsistence Allowance (TSA) – is an additional allowance, or training emolument, over and above the regular subsistence allowance, given to PNP uniformed personnel undergoing schooling sanctioned by the PNP organization.
- 14) Without Valid or Justifiable Reason – any act, deed, or any other concept which has no basis in both practical and/or legal considerations.

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6. **GUIDELINES:**


Undergoing the mandatory career course shall be considered as a duty of every uniformed personnel. As such, every personnel should undergo the said training on a given period of time unless for a valid circumstance. The completion of a mandatory career course shall serve as an indicator to gauge the capability of the personnel to assume a higher rank/position for career development.

For the purpose of this Circular, hereunder are the mandatory career courses with its minimum requirements:



Course	Rank and Time-in-Grade (TIG)	Status	Pre-requisite Course
Public Safety Officers Senior Executive Course (PSOSEC) and its training equivalence vis-a-vis CSC and NAPOLCOM Qualification Standards	PLTCOL with three years TIG.  <i>In the case of unfilled slots, the remaining available slots shall be given to next qualified PNP personnel in the following order: PLTCOL with two years TIG; PLTCOL with one year TIG, and PMAJ with at least six years TIG.</i>	Permanent appointment	PSOAC
Public Safety Officers Advance Course (PSOAC) and its training equivalence vis-a-vis CSC and NAPOLCOM Qualification Standards	PCPT with two years TIG	Permanent appointment	PSOBC, Field Training Officers Course (FTOC) and FTOSD
Public Safety Officers Basic Course (PSOBC) and its training equivalence vis-a-vis CSC and NAPOLCOM Qualification Standards	PLT with two years TIG	Permanent appointment	PSOCC/BSPS
Field Training Program (FTP)	Newly Appointed Police Commissioned Officers via Lateral Entry	Temporary status	N/A
Public Safety Officers Candidate Course (PSOCC) and its training equivalence vis-a-vis CSC and NAPOLCOM Qualification Standards	PEMS with two years TIG	Permanent appointment	PSSLC
Public Safety Senior Leadership Course (PSSLC) and its training equivalence vis-a-vis CSC and NAPOLCOM Qualification Standards	PMSg with two years TIG to PCMS	Permanent appointment	PSJLC, FTOC and FTOSD
Public Safety Junior Leadership Course (PSJLC) and its training equivalence vis-a-vis CSC and NAPOLCOM Qualification Standards	PCpl with two years TIG to PSMS	Permanent appointment	PSBRC/PSFTP/ and for Patrolman/woman recruited from CY 2015 onwards Patrol Officers

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			Development Program (PODP)
Public Safety Basic Recruit Course (PSBRC)/ Public Safety Field Training Program (PSFTP) and its training equivalence vis-a-vis CSC and NAPOLCOM Qualification Standards	New Recruits	Temporary status	N/A

a. General Guidelines:

- 1) Undergoing mandatory career courses is both a duty and responsibility. Hence, all uniformed personnel should know the different mandatory career courses in the various stages of their service;
- 2) Those personnel whose names were generated from the TLL shall be directed to undergo the mandatory career course;
- 3) To determine readiness, uniformed personnel whose names were drawn from the TLL will be scheduled for qualifying examination;
- 4) The successful examinees will be given the available schedule of their mandatory training;
- 5) The DHRDD will facilitate the issuance of appropriate Training and TSA orders;
- 6) If circumstances warrant, TDHRDD may allow the enrollment of at most ten (10) students, taken from the TLL, in addition to the predetermined total number of students in a class;
- 7) Directors/Chiefs of Offices/Units will be informed ahead of time regarding their personnel's mandatory training. This will enable them to assign and train appropriate replacements, to ensure smooth transition of work;
- 8) All PNP uniformed personnel shall not be allowed to apply directly to the PPSC or its auspices, as the DHRDD reserves the right to screen and determine participants for mandatory training or its deemed equivalence;
- 9) Personnel who were issued with training orders to undergo mandatory career schooling, but, failed to report/attend the same shall be subjected to Pre-Charge Investigation;
- 10) PNP personnel with pending criminal, administrative, or civil cases arising from or related to the faithful performance of their official

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duties shall not be prevented from participating in mandatory career courses;

11) The following are instances where an act or omission committed by a police officer shall be considered service-connected/service-related offense:

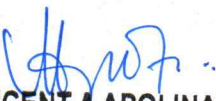
- a) Conduct of legitimate buy-bust operation;
- b) Implementation of a validly obtained arrest/search warrant;
- c) Performance of valid warrantless arrest/search;
- d) Performance of valid checkpoint operation;
- e) Reasonable discharge of firearms, including excusable neglect in the discharge of firearms;
- f) Performance of duties as Bids and Awards Committee/Technical Working Group/Certified Internal Auditor/members/secretariat, provided that the PNP personnel acted in good faith;
- g) Making public statements or pronouncements in good faith at the behest of his or her office or function;
- h) Implementation of legal orders issued by courts or other competent bodies;
- i) Providing police assistance to the public (on/off duty);
- j) Performance of an act above and beyond the call of duty characterized by imperative need to safeguard life, liberty or property as defined in PNP MC No. 2021-030; and
- k) Other analogous circumstances.

12) Any PNP Personnel who, while undergoing training, are convicted of a criminal offense shall be subject to RTU. Likewise, those who are found liable for the administrative offense, and the prescribed minimum penalty is suspension, the said PNP personnel shall be subject to RTU and shall duly serve the prescribed penalty.

13) If upon completion of service of penalty, he or she still decides to continue and finish the course, he or she must submit the following documents to the TDHRDD, copy furnish the TDPRM:

- a) Letter of Intent to continue and finish the course;
- b) Written endorsement of his or her office/unit;

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- c) Copy of the Resolution or Decision of the Training Institution or School allowing him or her to continue or finish the course; and
  - d) Copy of the Decision of the Disciplining Authority who imposed the penalty of suspension, as the case may be.
- 14) The TDHRDD, upon evaluation of the Letter of Intent and its supporting documents, shall make a reply thereto and state whether to grant or deny the request;
  - 15) Those PNP personnel who were previously subjected to RTU and subsequently exonerated or acquitted shall be endorsed by their respective offices/units to DHRDD before re-admission;
  - 16) Personnel whose deferment was approved shall be allowed to take the mandatory career course within a year from the date of deferment or as determined by the Deferment Board. If failure to comply the mandatory career course within the said prescribed period is attributed to the personnel concerned, he/she shall be relieved from his/her current designation/assignment and shall be placed under the Personnel Holding Admin Unit (PHAU) until he/she completed his/her mandatory career course;
  - 17) Those who refused to undergo the mandatory career course because of his/her optional retirement from the service should submit a copy of his/her Application for Irrevocable Retirement as received and authenticated by the PNP Retirement and Benefits Administration Service (PRBS);
  - 18) To avoid any conflict, no personnel scheduled to undergo the mandatory career course in the current year shall avail of any other training/scholarship;
  - 19) Personnel for deployment to United Nations (UN) Mission, but are due to undergo mandatory career course must submit formal letter request for deferment, and shall be required to undertake such course upon the termination of their mission;
  - 20) PNP personnel issued with training orders at a specific venue, and who intends to transfer to other venues shall request in writing prior to the start of the schooling, subject to the approval of TDHRDD;
  - 21) The TLL must be implemented accordingly and consistently;
  - 22) A database of TLL for all PCOs and PNCOs shall be maintained by the Training and Education Information System of ITPDD, DHRDD which is linked with the Police Open Academy and harmonized with the Personnel Accounting Information System (PAIS) of the Directorate for Personnel and Records Management (DPRM); and

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23) The conduct of off-campus mandatory career courses is strictly discouraged, to ensure upholding of the quality and standard of training.

b. Specific Guidelines:

1) Selection Process. The following courses of action shall be implemented for the selection of PNP personnel due for mandatory schooling:

a) Qualified personnel who are in the TLL shall be endorsed to DPRM for issuance of Training Orders; and

b) PNP uniformed personnel shall, in no case, be endorsed to the NPC/NPTI, Regional Training Center (RTC) to undergo mandatory career courses without the required training orders.

2) Documentary Requirements. Personnel with Training Orders shall prepare the needed documentary requirements of the training institutions to include the medical certificate issued by a PNP Medical Officer of the Health Service indicating the physical and mental fitness to be consolidated by the Local Training Section (LTS) of DHRDD for PCOs and Training Section, Regional Personnel and Human Resource Development Division (RPHRDD) for PNCOs to be forwarded to NPC/NPTI/RTC. While the Admin Offices of PNCOs from NHQ and NSUs should prepare their documents for subsequent submission to NPTI/RTC. The medical certificate should be submitted by the participants during the opening of the course to the Registrar, NPC/NPTI/RTC;

3) Assignment. PNP uniformed personnel undergoing mandatory training shall be reassigned to PHAU/Regional Personnel Holding and Accounting Unit, as the case may be, and further detailed to the appropriate training institutions during the duration of the training. All personnel (except PBOSEC students) shall return to their former office/unit after completion of their course; and

4) Training and TSA Orders. Only DHRDD (or its counterpart in the lower units) shall request and facilitate the issuance of training and TSA orders through DPRM/ARMD/RPHRDD for the purpose of accounting.

5) Policy on Deferment:

a) No request for deferment to undergo mandatory schooling shall be entertained and approved, except for the following reasons:

(1) When he/she becomes sick or incapacitated that would prevent him/her from attending classes, as certified by the Director, HS or Regional Health Officer;

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- (2) When a member of his/her immediate family (parents, spouse, or children) dies;
  - (3) During disaster/calamities/pandemic where he/she or immediate members of his/her family are victims;
  - (4) When he/she is already due for compulsory retirement and has less than one (1) year of service, he/she is no longer required to undergo mandatory schooling;
  - (5) When he/she has tendered his/her irrevocable resignation;
  - (6) When he/she has submitted his Irrevocable Optional Retirement before the PRBS;
  - (7) When he/she becomes totally and permanently disabled as evidenced by his application letter for Total Permanent Physical Disability (TPPD) Benefits and other mandatory supporting documents;
  - (8) When he/she is to be deployed to or was deployed in a UN Mission; and
  - (9) Due to exigencies of the service or other analogous circumstances, subject to the evaluation and approval of the NHQ, PRO/NSU Deferment Board.
- b) Immediately upon receipt of the TLL, the personnel must submit the following documents to Deferment Board for approval:
- (1) Letter of Intent stating the request for deferment of mandatory schooling;
  - (2) Supporting documents i.e. Medical Certificate, Death Certificate of Immediate Family Member, UN Deployment Order, and other pertinent documents relative to the request; and
  - (3) Written endorsement and certification by his/her Director/Head of Office/Unit to the NHQ, PRO/NSU.
- c) A Deferment Board on mandatory career courses shall be established for the purpose of screening, evaluating, and deliberating all requests for deferment of PNP personnel which shall be composed of the following members:

**NHQ Deferment Board**

- |             |   |               |
|-------------|---|---------------|
| Ex-O, DHRDD | - | Chairman      |
| C, ITPDD    | - | Vice Chairman |

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- Asst. C, UTPDD - Member
- Asst. C, GDDD - Member
- C, LTS, ITPDD - Secretariat

The NHQ Deferment Board shall be responsible in the deliberation of requests for deferment of all PCOs PNP-wide and PNCOs assigned at the National Headquarters.

The Deferment Board Secretariat may invite representatives from offices/units concerned who will provide appropriate information during its deliberation.

**PRO/NSU Deferment Board**

- CRS/CS - Chairman
- C, RPHRDD/C, ARMD - Vice Chairman
- C, Regional Investigation Division - Member
- C, Regional Intelligence Division - Member
- C, Regional Health Service - Member
- C, Training Section - Member/Lead Secretariat

The Police Regional Office/National Support Unit (PRO/NSU) Deferment Board shall be in charge of deliberating all requests for deferment of PNCOs assigned in their respective unit.

d) All personnel who did not receive Deferment Resolution shall comply with the DPRM Order.

6) Failure in Schooling Duties:


- a) Any personnel who was returned to unit or those who obtained a failing grade shall be dealt with accordingly pursuant to relevant and existing laws, rules, and regulations. If warranted, a disciplinary action shall be initiated. If the failure is found to be attributed to the personnel concerned, such personnel shall incur a derogatory record as reference for future promotion, schooling, and placement.
- b) Failure to complete the required mandatory training/career courses without justifiable reason shall be a ground for attrition which shall be deliberated accordingly in accordance with pertinent laws and policies on Attrition.

7) Academic Leave/Break:

- a) Academic break/leave may be availed of by uniformed personnel upon graduation from mandatory schooling as a means to revitalize themselves before they return to their units.

Academic break/leave is not a "special leave," hence, it shall be deducted from the cumulative leave credits of the personnel. As

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such, personnel who opt for academic break shall submit application therefore, subject to the approval of the DPRM.

- c) Once the application for academic break/leave is approved, appropriate orders shall be issued by DPRM for personnel assigned in the NHQ and NSUs or RPRMD for PNCOs assigned in PROs.
- d) To institutionalize and standardize the implementation of academic breaks, the following shall be followed:

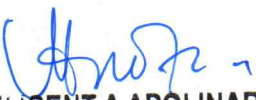
Duration of Course	Authorized Academic Break (Deductible from accumulated Service and Leave Credits)
Less than six months	Seven days excluding Saturdays/Sundays/Holidays
Six months to one year	15 days excluding Saturdays/Sundays/Holidays
More than one year to two years	30 days excluding Saturdays/Sundays/Holidays

c) Responsibilities:

1) DHRDD

- a) The Office of Primary Responsibility (OPR) for the implementation of this MC;
- b) Maintain a database of TLL for PNP personnel (PCOs and PNCOs);
- c) Generate from the TLL the names of PCOs who are qualified to undergo schooling and facilitate the issuance of their Training Orders and TSA Orders once definite schedule of the opening of the course is available;
- d) Publish every first month of the year the list of PCOs scheduled to undergo schooling for the current year;
- e) Closely coordinate with NPC and PPSC pertaining to the conduct of PCO mandatory career courses and request from the latter copy of the Master Education and Training Program;
- f) Request for the PAIS generated PDS and Discipline Law and Order clearance of personnel due for mandatory schooling for subsequent submission to the Registrar, NPC/NPTI/RTC;
- g) Ex-O, DHRDD shall act as Chairman for the PCO Deferment Board to deliberate request for deferment to undergo mandatory schooling; and
- h) Perform other tasks as directed.


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- 2) **DPRM**
  - a) Designate a PCO to serve as resource person during the deliberation of the NHQ Deferment Board;
  - b) Issue appropriate orders to the students of mandatory courses;
  - c) Issue PAIS generated PDS per request of DHRDD;
  - d) Issue DLOD clearance per request of DHRDD; and
  - e) Perform other tasks as directed.
- 3) **DIDM**
  - a) Designate a PCO to serve as resource person during the deliberation of the NHQ Deferment Board;
  - b) Conduct pre-charge evaluation for any transgression of this PNP MC; and
  - c) Perform other tasks as directed.
- 4) **DC**
  - a) Ensure reimbursement to the government of the amount of salary/allowance released to personnel concerned due to failure in schooling in coordination with DHRDD; and
  - b) Perform other tasks as directed.
- 5) **LS**
  - a) Designate a PCO to serve as resource person during the deliberation of the NHQ Deferment Board; and
  - b) Perform other tasks as directed.
- 6) **HS**
  - a) Designate a PCO to serve as resource person during the deliberation of the NHQ Deferment Board;
  - b) Provide the needed Medical Certificates for personnel due for schooling;
  - c) Provide medical opinion on cases of deferment due to sickness/illness; and
  - d) Perform other tasks as directed

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7) PROs/NSUs

- a) ARMD/RPHRDD shall be the OPR in the implementation of this MC in their respective unit;
- b) Create and maintain a TLL database of all PCOs and PNCOs in their unit;
- c) Generate list of PNCOs from the upper bracket of TLL and publish the same every first month of the current year for the information of personnel concerned;
- d) Coordinate with NPTI/RTC for the scheduled opening of PNCO mandatory career courses;
- e) Submit the PAIS-generated PDS and DLOS clearance of personnel due for mandatory schooling for subsequent submission to Registrar, NPTI/RTC;
- f) Issue Training Orders and TSA orders to PNCO slated to undergo schooling once definite schedule of opening is provided; and
- g) Perform other tasks as directed.

7. ADMINISTRATIVE SANCTION:

Any violation of the provision of this MC shall constitute an administrative offense and shall be dealt with in accordance to existing rules and regulations.


8. REPEALING CLAUSE:

All existing PNP issuances inconsistent with this MC are deemed repealed, amended, or rescinded accordingly.

9. EFFECTIVITY:


This MC shall take effect after 15 days from filing a copy hereof at the UP Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 192 otherwise known as "Revised Administrative Code of 1987," as amended.

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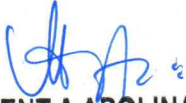
  
**BENJAMIN C ACORDA, JR**  
 Police General  
 Chief, PNP



D, NSUs  
RD, PROs

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