



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

MAR 02 2024

DPRM(R)231204-58

**MEMORANDUM CIRCULAR**

**NO.:** 2024-012

**GUIDELINES AND PROCEDURES  
 IN THE ISSUANCE OF PNP PERSONNEL SERVICE RECORD**

**1. REFERENCES:**

- a. Republic Act (RA) No. 11032 entitled, "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" dated May 28, 2018;
- b. RA No. 10173 entitled, "Data Privacy Act of 2012" dated August 12, 2012;
- c. RA No. 8291 entitled, "The Government Service Insurance Act of 1997" dated May 30, 1997;
- d. RA No. 7160 entitled, "Local Government Code of 1991" dated October 10, 1991;
- e. RA No. 6975 entitled, "Department of the Interior and Local Government Act of 1990" dated December 13, 1990, as amended by RA No. 8551;
- f. RA No. 6713 entitled, "Code of Conduct and Ethical Standards for Public Officials and Employees" dated February 20, 1989;
- g. Presidential Decree (PD) No. 1638 entitled, "Establishing a New System of Retirement and Separation for Military Personnel of the Armed Forces of the Philippines and for other Purposes", as amended by PD No. 1650;
- h. Civil Service Commission Resolution No. 91-769 entitled, "Policy on Effectivity of Separation from the Government Service of Compulsory Retired Employees" dated July 2, 1991;
- i. NAPOLCOM Memorandum Circular (MC) No. 2016-002 dated March 7, 2016 entitled, "Revised Rules of Procedure before the Administrative Disciplinary Authorities and the Internal Affairs Service of the Philippine National Police";
- j. PNP MC No. 2017-046 dated July 17, 2017 entitled, "Policy and Procedures in the Handling of Spurious or Fraudulent Records, Documents, and Orders in the PNP";
- k. PNP MC No. 2014-055 dated November 18, 2014 entitled, "Guidelines and Procedures in the Application for Optional Retirement";
- l. Memorandum from TDPRM dated June 30, 2020 with subject, "Security of DPRM Records, Documents, Data, and Information";
- m. Memorandum from TDPRM dated May 7, 2020 with subject, "Issuance of Service Record Thru Online PAIS";

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- n. Memorandum from TDPRM dated November 25, 2014 with subject, "Guidelines on the Authentication of Documents at the Records Management Division"; and
- o. Personnel Records Management Manual 2008.

## 2. RATIONALE:

This MC provides the guidelines and procedures to be undertaken by PNP offices/units in the issuance of service records of PNP personnel.

## 3. SITUATION:

The Personnel Records Management Manual of 2008 is being used as reference for 15 years by Service Record Section of the Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM) in the generation, processing, issuance, and updating of service records as well as in the inclusion of allied and/or other government service records and other monetary entitlement of PNP personnel. Likewise, the two sections (Current and Non-Current Section) which are responsible in the processing of service records, as provided in the Personnel Records Management Manual, were already reorganized. Hence, this MC is crafted to establish a standard procedure for PNP offices/units in dealing/handling discrepancies of records that will affect the computation of length of service for retirement and gratuity benefit claims, delay in the delivery of services, and loss of government funds.

## 4. PURPOSE:

This PNP MC will serve as a standard policy that sets the guidelines, procedures, and requirements for RMD, DPRM; Regional Personnel Records Management Division (RPRMD); and Administrative and Resource Management Division (ARMD) in the generation and issuance of service records that will provide accurate, reliable, and effective delivery of service to the PNP personnel. Moreover, it will ensure the following:

- a. Accuracy and integrity of the personnel data;
- b. Systematic and streamlined approach in the implementation of personnel transaction;
- c. Inclusion of allied and/or other government services and other monetary entitlements of PNP personnel in their service record; and
- d. Issues and concerns with regard to the computation of length of service can be appropriately addressed.

## 5. DEFINITION OF TERMS:

For the purpose of this PNP MC, the following terms, words, and phrases shall mean or be understood, as follows:

- a. Absence Without Official Leave (AWOL) - refers to the status of active personnel who is absent without approved leave.

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- b. Absorption - refers to the appointment issued to former personnel of the PC/INP, National Action Committee on Anti-Hijacking of the Department of National Defense, Philippine Air Force Security Command, Philippine Coast Guard (PCG), and personnel of Technical Service Staff of the AFP including Constabulary Intelligence Service investigation agents and agents of National Police Commission (NAPOLCOM) Investigation and Intelligence branch into the PNP.
- c. Active Service - refers to the services rendered as a uniformed and non-uniformed personnel to include cadet, trainee, Fire/Jail Force, Philippine Constabulary (PC)/Integrated National Police (INP), Armed Forces of the Philippines (AFP) and services rendered as civilian officials or employees of the Philippine government prior to date of separation or retirement from the PNP and Fire/Jail Force. Provided, that services rendered as cadet, probationary officer, trainee or draftee in the AFP or as cadet or trainee in the INP and PNP shall be credited for purposes of longevity pay. Provided finally, that for cadet services, the maximum number of service to be credited shall not exceed the duration of the pre-commissionship course specified in the curriculum.
- d. Admin user - refers to category of access of authorized personnel from National Headquarters (NHQ), Police Regional Offices/National Support Units (PROs/NSUs), Provincial Police Offices/City Police Stations/Municipal Police Stations (PPOs/CPS/MPS) with specific limitations and restrictions to view, encode, generate reports, and printing of service records.
- e. Allied Services - refer to the functions or duties rendered in a specific position prior to the defunct PC/INP, which are substantially the same or related to, with the regular functions of the AFP including AFP Reservists with Call to Active Duty order, Jail, Fire, PCG, Bureau of Corrections such as commissioned officer, enlisted man, cadet, probationary officer, trainee or draftee.
- f. Appointment Order - refers to the order issued to an individual appointed in the PNP as Non-Uniformed Personnel (NUP), Patrolman/Patrolwoman and Police Lieutenant or Police Captain including PC/INP personnel.
- g. Appointed Public Official - refers to any person appointed to fill any vacant position in any public office.
- h. Automatic Leave of Absence Without Pay - refers to the absence without prior approved leave for causes beyond the control of the PNP personnel concerned such as but not limited to the instances of force majeure, calamity, and accident or when the respondent is kidnapped or arrested and detained for alleged crimes.

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- i. **Civilian Service** - refers to the service rendered by an individual/employee in any government agencies/offices before joining the PNP.
- j. **Discharged from the Military service** - refers to the mode of separation from the AFP service either honorable or dishonorable.
- k. **Draftee** - refers to a person who was drafted into the military service or any person who, upon completion of military service/training, was drafted into selective emergency military service while waiting for enlistment.
- l. **Dropped from the Rolls (DFR)** - refers to a mode of separation from the service pursuant to the existing policies, rules, and regulations of the PNP.
- m. **Elected Government Official** - refers to individual who has been chosen or voted by the public through an election process to hold government office.
- n. **Enlistment Order** - refers to the order issued to military personnel who have joined any branch of service in the AFP.
- o. **Inactive PNP Personnel** - refers to personnel who were separated/attrited from the PNP service such as: AWOL, DFR, dismissed, terminated, resigned, detained or placed under Automatic Leave of Absence without Pay, with order of Total Physical Permanent Disability (TPPD), posthumously separated/retired, and optionally/compulsorily retired.
- p. **Liaison Officer** - refers to active PNP personnel duly authorized by office/unit covered with appropriate orders to transact official business (request and receive service record) at RMD, DPRM.
- q. **Longevity Pay (LP)** - refers to the entitlement for uniformed personnel of ten percent (10%) of their basic monthly salaries for every five (5) years of service, which shall be reckoned from the date of the personnel's original appointment in the AFP, or appointment in the police, fire, jail or other allied services to the integration of the PC and the INP, provided, that the totality of such longevity pay shall not exceed fifty percent (50%) of the basic pay.
- r. **Online Personnel Accounting and Information System (OPAIS)** - refers to the current web-based information system that stores data/information of PNP personnel.
- s. **OPAIS Personal Dashboard** - refers to a web-based information system that stores data/information of PNP personnel. This can be accessed by all active PNP personnel to view and print their PDS and service record (201 file only).

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- t. PNP Personnel - refers to the uniformed and non-uniformed members of the PNP including cadets of PNPA.
- u. Police Personnel File (PPF) - refers to the compilation of records/documents of PNP personnel relating to their personal data, family background, educational and employment history, and other similar information.
- v. Resignation - refers to an act of PNP personnel by which he/she voluntarily relinquishes in writing or by operation of law, his/her commissionship, service or position in the PNP.
- w. Preventive Suspension Pending Appeal - refers to the period during the pendency of an appeal wherein the penalty suspension or dismissal was imposed by the disciplining authority against the respondent for an offense wherein the latter was found guilty and subsequently reversed by a competent appellate body ultimately exonerating the appellant.
- x. Preventive Suspension Pending Investigation - refers to a suspension imposed by the disciplining authority, by the ombudsman, or by the latter's Deputy over a PNP personnel who is under investigation for an offense charge, if based on the former's judgment the evidence of guilt is strong and attended by any of the following circumstances:
- 1) The charge against such officer or employee involves dishonesty, oppression, or neglect in the performance of duty;
  - 2) The charge is serious or grave;
  - 3) The charge would warrant removal from the service;
  - 4) The police officer respondent's continued stay in office may prejudice the case filed against him/her; or
  - 5) There is evidence to show that the police officer respondent is exerting efforts to harass, intimidate, coerce, or unduly influence the complainant or his/her witnesses into withdrawing the complaint or retracting the sworn statement against the respondent or to tamper with the evidence.
- y. Retirement - refers to the mode of separation from employment or termination of official relations of personnel who have reached the required satisfactory active service.
- z. Service Record - refers to a document containing the summary of active service of PNP personnel to include other military or government services, presented in chronological order starting from the date of entry up to the present or latest status, with corresponding information on dates of appointments and its status, salary adjustments, gap in service, and authority numbers or implementing orders.
- aa. Transfer to other Agency - refers to the movement of employee from the PNP to another agency and vice versa.

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**6. GUIDELINES:****a. General Guidelines**

- 1) The service record being an official PNP document shall be accorded with proper handling, safety, and security with utmost confidentiality;
- 2) The service record shall contain the summary of active service of PNP personnel presented in chronological order starting from the date of entry to present, with corresponding information on dates of promotion and its status, salary adjustments, authority, and issuance of Replacement Clothing Allowance (RCA) and LP for uniformed personnel and issuance of order in the changes in the step increment in the case of non-uniformed personnel ;
- 3) The data reflected in the service records shall be supported by required original and duly authenticated documents;
- 4) The service record shall also include the period of gap in service of PNP personnel indicating the brief description of such;
- 5) The service record shall be updated based on changes in status of personnel due to promotion, demotion, suspension, dismissal, detention, and other changes in personnel information provided it is covered by appropriate orders;
- 6) Service record shall only be issued upon request of the personnel concerned, or authorized representative, or with proper endorsement from the office/unit of the requesting party;
- 7) The service record issued by RMD, DPRM shall only be the official document to be used in the computation of the length of service of PNP personnel;
- 8) The service record of PNP personnel with non-disclosure of last duty status shall be referred to the last office/unit of assignment for determination and issuance of implementing orders prior to its issuance;
- 9) The service record shall be specifically issued for official and legal purposes and no service record shall be issued for loan purposes;
- 10) The service record shall be valid for six months only from the date of issuance for active PNP personnel, while the service record issued to retired PNP personnel shall be valid for one year from the date of issuance, except in any changes in personnel status which shall automatically invalidate the previously issued service record.
- 11) Only duly signed service record with dry seal and without alteration in the entries shall be considered as official document;

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- 12) All PNP personnel shall access their OPAIS personal dashboard and confirm the correctness of all entries appearing therein;
- 13) During promotion period, the required service records for promotable personnel shall be issued in batch upon request by the respective promotion board secretariat;
- 14) The service record of uniformed personnel who qualified for optional retirement shall likewise be updated by their respective offices/units one year prior to retirement date;
- 15) The service record of an NUP who opted for optional retirement shall likewise be updated by their respective offices/units three months prior to retirement date; and
- 16) Unauthorized disclosure of data in the Service Record is punishable under RA No. 10173 otherwise known as the Data Privacy Act of 2012.

**b. Specific Guidelines**

- 1) Service record of PNP personnel with retirement orders shall be printed, scanned, and uploaded to OPAIS only by RMD,DPRM;
- 2) Service record of retired and inactive PNP personnel with changes in status and rank or discrepancy noted shall be corrected and issued upon endorsement from the PNP Retirement and Benefits Administration Service(PRBS);
- 3) Issued service record of retired and inactive PNP personnel for purposes of claims shall be stamped "Master File";
- 4) Only personal transaction or through authorized representative is allowed in requesting for service record.
- 5) The following are the documentary requirements in securing service record:

Personnel/Individual	Requirements
1. PNP personnel	RMD Request Form
2. Liaison Officer/Personnel	Unit Endorsement
3. Next of Kin of PNP personnel:  Spouse Parents	1. For Active PNP personnel a. Authorization Letter from the PNP personnel; and b. Two valid government-issued documents/identification that include any of the following (Photocopied with three signatures) :

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<p>Children (18 Years Old and Above) Siblings</p>	<p>GSIS/UMID PAG-IBIG PhilHealth Barangay Senior Citizen Driver's License PRC Passport National Solo Parent Voters Postal</p> <p>c. Two valid government-issued ID, or one valid government-issued ID and one secondary document/ID such as: School Company Organizational National Police Clearance PNP Dependent</p> <p>2. For Deceased PNP personnel 1) Death Certificate; and 2) PSA Marriage Certificate/ Birth Certificates</p>
<p>4. Third Party Individual</p>	<p>1. Special Power of Attorney (SPA) - Notarized and photocopy of PNP ID of personnel concerned; and 2. Present two valid government-issued documents/ Identification that include any of the following (Photocopied with three signatures): GSIS/UMID PAG-IBIG PhilHealth Barangay Senior Citizen Driver's License PRC Passport National Solo Parent Voters Postal PNP Dependent</p>

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6) The request for inclusion of allied and other government service of PNP personnel shall only be allowed while in active PNP service. Request for inclusion of such services after retirement shall not be entertained. The following are the requirements:

- a) **Philippine Constabulary Service**
  - (1) Endorsement from office/unit; and
  - (2) Duly authenticated Order of the following:
    - (a) Called to the military training;
    - (b) Soldier Candidate Course;
    - (c) 3CT, 2CT, 1CT;
    - (d) Draftee;
    - (e) Termination of training;
    - (f) Promotion;
    - (g) Reenlistment (every 3 years); and
    - (h) Honorable Discharge from military service.
- b) **Probationary Officer**
  - (1) Endorsement from office/unit; and
  - (2) Duly authenticated order of the following:
    - (a) Appointment;
    - (b) Call to Active Duty (CAD); and
    - (c) Commissionship.
- c) **Military Training (MS-43)**
  - (1) Endorsement from office/unit; and
  - (2) Duly authenticated order of the following:
    - (a) Appointment Order; and
    - (b) Termination Order.
- d) **INP Service**
  - (1) Endorsement from office/unit; and
  - (2) Duly authenticated order of the following:
    - (a) Original Appointment (NAPOLCOM Appointment);
    - (b) Promotion Orders/Appointment Orders;

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- (c) Termination, resignation, dismissal, suspension, AWOL if there is any; and
- (d) Service Records with corresponding salaries from INP Service.
- e) Civilian Service/Government Service
  - (1) Endorsement from office/unit;
  - (2) CSC Appointment Order (duly authenticated by CSC/concerned agency);
  - (3) CSC Accreditation of casual/contractual service;
  - (4) Service Records with corresponding salaries signed by Personnel Officer of the agency concern; and
  - (5) Resignation/Termination order.
- f) Elective Barangay Officials (Punong Barangay/Barangay Captain, regular Sangguniang Barangay Members, Sangguniang Kabataan Chairman/Kagawad)
  - (1) Endorsement from unit;
  - (2) DILG Certification (Original copy); and
  - (3) Oath of Office.
- 7) The inclusive period of allied services to be included in the computation of length of service of PNP personnel shall only be based on the following:

Name of Government Agency	Specification	Duration	Included in LOS	With LP
Philippine Military Academy (PMA)	Cadetship	4 Years	Yes	Yes
Philippine National Police Academy (PNPA)	Cadetship Class 2000 and earlier	2 years	Yes	Yes
	Class 2001 to 2003	3 Years	Yes	Yes
	Class 2004 and onwards	4 years	Yes	Yes

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<p>Philippine Constabulary (PC) and other Branch of Service of the AFP (Army, Navy, Marines and Air Force)</p>	<p>Soldiers Candidate Course</p>	<p>As specified in the order or equivalent of three (3) months if no 1CT or termination order</p>	<p>Yes</p>	<p>Yes</p>
	<p>3<sup>rd</sup> Class Trainee (3CT)</p>	<p>As specified in the order or equivalent of three (3) months if no 2CT order</p>	<p>Yes</p>	<p>Yes</p>
	<p>2<sup>nd</sup> Class Trainee (2CT)</p>	<p>As specified in the order (no 1CT order considered as termination order)</p>	<p>Yes</p>	<p>Yes</p>
	<p>1<sup>st</sup> Class Trainee (1CT)</p>	<p>As specified in the order (if no termination order, the effectivity date of 1CT is considered as termination order)</p>	<p>Yes</p>	<p>Yes</p>
	<p>Draftee</p>	<p>As specified in the order and termination order</p>	<p>Yes</p>	<p>Yes</p>
	<p>Enlistment Constable (Cbl)</p>	<p>As specified in the order</p>	<p>Yes</p>	<p>Yes</p>
	<p>Re-enlistment</p>	<p>Every three (3) years in the same rank</p>	<p>Yes</p>	<p>Yes</p>
	<p>Last rank prior absorption</p>	<p>Continuous unless terminated or Discharged from service</p>	<p>Yes</p>	<p>Yes</p>

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Bureau of Fire Protection (BFP)	Proof of appointment until termination or absorption	As specified in Appointment Order, Attested Appointment, and INP Form 1	Yes	Yes
Bureau of Jail Management and Penology (BJMP)	Proof of appointment until termination or absorption	As specified in Appointment Order, Attested Appointment, and INP Form 1	Yes	Yes
Philippine Coast Guard	Enlistment until termination or absorption	As specified in the SO/GO	Yes	Yes
Other Government Agencies	Appointment until termination of service prior entry in the PNP	As specified in the proof of appointment and termination	Yes	No

8) The following mode of separation frontline service and administrative penalties and measures will be considered as gap in the service and shall be excluded from the computation of length of service based on the list below:

Status/Penalty	Inclusive Period	Remarks
Dismissal from the service	As specified in the order	In case of multiple penalty of dismissal, the earliest effective date shall prevail.
	Effective date based on approval of disciplinary authority	In case of modification of penalty, the modified penalty will prevail
AWOL	As specified in the order	
Dropped from Rolls	As specified in the order	
Suspension from the service	As specified in the order	

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Preventive suspension a) Pending Investigation of a.1) Administrative case	As specified in the order	With gap if the suspension is justified/legal  No gap if the preventive suspension pending investigation is declared void/nullified
a.2) Criminal case	As specified in the order	No gap, pursuant to Sec. 47 of RA No.6975
b) Pending appeal in administrative or criminal case	As specified in the order	No gap
Automatic Leave of Absence (Detained)	As specified in the order	
Leave without Pay	As specified in the order	
Termination from the Service	Effective date of termination as stated in the order	
Ipsa Facto Resigned	Effective upon filing of Certificate of Candidacy	
Resignation	Effective upon approval of the appointing authority as stated in the order	
Attrition (by Separation or Retirement)	To be effective on the date stated in the order	

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9) Computation of Length of Service: The computation of the summary of length of service of retired PNP personnel shall be issued separately and will be attached to the issued service records. (Annex "A")



Inclusive Date of Service: From: \_\_\_\_\_ To \_\_\_\_\_

Other Gov't Service: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_

Allied Services: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_

PC/INP Service: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_

NUP Service: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_

PNP Service: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_

=====  
Sub-total: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_

Less: Gaps in Service:

Dismissed from service: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_

Detained: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_

Suspended: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_

AWOL: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_

DFR: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_

Leave without Pay: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_

=====  
**Total Length of Service: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_**

**c. Responsibilities**

1) Service Records Section, RMD, DPRM

a) Has the exclusive authority to issue the service record for the following specific purposes;

- (1) Promotion of officers from PCOL to PGEN;
- (2) Compulsory and Optional Retirement;
- (3) Total Permanent Physical Disability;
- (4) Lateral Entry;
- (5) Monetization of Leave Credits;
- (6) Study Leave;
- (7) Salary Backwages;
- (8) Reimbursement of Hospital Expenses (RHE);
- (9) UN Mission;
- (10) Ombudsman;
- (11) Inclusion of services in other government agencies for accreditation;
- (12) GSIS, Maturity/updating of membership-issuance of GSIS Number/New Member;

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- (13) Pag-ibig Maturity for personnel of the NHQ Command Group/Directorial Staff;
  - (14) PVAO Claims;
  - (15) Reinstatement;
  - (16) Meritorious Promotion and Awards, RCA, and LP for personnel of the NHQ Command Group/Area Police Commands (APC)/Directorial Staff;
- b) Issue service records of PNP personnel assigned at NHQ Command Group/APC/Directorial Staff;
  - c) Evaluate and validate the authenticity of required documents prior retirement and/or separation for inclusion of allied and other government services;
  - d) Prepare the certificate of service records of former members of PC/INP who were not absorbed in the PNP based on the records in their Police Personnel File (PPF); and
  - e) Perform other tasks as directed.
- 2) Administrative Officers/C, ARMDs/C, RPRMDs
    - a) Shall designate Service Record Processor (SRP) with security clearance and appropriate orders;
    - b) Ensure that service records of their respective PNP personnel who will retire compulsorily shall be updated six months before the issuance of retirement order and shall be communicated with personnel concerned if there is any discrepancy. Retirement order shall be issued one year prior retirement date;
    - c) Authorized to print and release service records according to the following purpose:
      - (1) Promotion from Pat to PLTCOL;
      - (2) Schooling;
      - (3) Replacement Clothing Allowance;
      - (4) Salary Differential;
      - (5) Restoration of Pay and Allowances;
      - (6) Attestation of Appointment;
      - (7) Attestation of Meritorious Promotion;
      - (8) Awards;
      - (9) Scholarship;

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- (10) Court Hearing;
- (11) Total Permanent Physical Disability (TPPD);
- (12) Step Increment;
- (13) PNP Quartering/Housing;
- (14) Special Financial Assistance (SFA);
- (15) Reassignment;
- (16) Resignation;
- (17) Transfer to Other Agency;
- (18) Amendment of the following:
  - (a) Rank;
  - (b) Retirement Order;
  - (c) Absorption Order;
  - (d) Change of Appointment Status; and
  - (e) Confirmation of Rank Adjustment

- d) Ensure the authenticity of documents for inclusion of allied and other government services as requested by PNP personnel prior endorsement to RMD, DPRM;
  - e) Endorse the request for issuance of service record wherein the RMD, DPRM has the exclusive authority (Sec 6.c.1 of this MC); and
  - f) Request termination of access of the SRP in case of reassignment.
- 3) Designated SRP
- a) Must undergone proper training prior designation as SRP;
  - b) Update service record of respective personnel according to the rank and salary adjustment table as shown below:

<b>TABLE OF SALARY ADJUSTMENT FOR UNIFORMED PERSONNEL (Annex "B")</b>	
<b>FROM</b>	<b>TO</b>
01-02-1991	12-31-1993
01-01-1994	12-31-1994
01-01-1995	12-31-1995
01-01-1996	12-31-1996
01-01-1997	10-31-1997

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 BRYAN ANGELO K PALMILLO  
 POLICE LIEUTENANT COLONEL  
 ADMINISTRATIVE OFFICER, DPRM





11-01-1997	12-31-1999
01-01-2000	06-30-2001
07-01-2001	06-30-2002
07-01-2002	06-30-2008
07-01-2008	06-30-2009
07-01-2009	06-23-2010
06-24-2010	05-31-2011
06-01-2011	05-31-2012
06-01-2012	12-31-2017
01-01-2018	12-31-2018
01-01-2019	03-24-2019
03-25-2019 (Transition of New Ranks)	To Date

<b>TABLE OF SALARY ADJUSTMENT FOR NON-UNIFORMED PERSONNEL (Annex "C")</b>	
FROM	TO
01-01-1993	12-31-1993
01-01-1994	12-31-1994
01-01-1995	12-31-1995
01-01-1996	12-31-1996
01-01-1997	10-31-1997
11-01-1997	12-31-1998
01-01-1999	12-31-1999
01-01-2000	06-30-2001
07-01-2001	06-30-2007
07-01-2007	06-30-2008
07-01-2008	06-30-2009
07-01-2009	06-23-2010
06-24-2010	05-31-2011
06-01-2011	05-31-2012
06-01-2012	12-31-2015
01-01-2016	12-31-2016
01-01-2017	12-31-2017
01-01-2018	12-31-2018
01-01-2019	12-31-2019
01-01-2020	12-31-2020
01-01-2021	12-31-2021
01-01-2022	12-31-2022
01-01-2023	To date

- c) Coordinate with OPAIS encoders for the updating and inclusion of the following personal information:
- (1) Highest Educational Attainment (e.g. *PhD, MA, BS Criminology; Undergraduate of any course*);
  - (2) Highest Training (Mandatory Training appropriate to the present rank); and
  - (3) Highest Eligibility (Appropriate to the present rank).

BRYAN ANGELO K. PAJABILLO  
 POLICE LEUTENANT COLONEL  
 ADMINISTRATIVE OFFICER, DPRM

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**7. PROCEDURES:**

- a. Generation of Service Records for personnel absorbed in the PNP but no data in the OPAIS. (*Annex "D"*)
- 1) Upon receipt of request from the personnel concerned or authorized representative, Message Center personnel shall record said request and forward to the SRP;
  - 2) The SRP shall verify the PPF at Storage Section, RMD;
  - 3) If there is no PPF, the SRP shall advise the requesting party to submit the following documents:
    - a) 2x2 Picture in white background;
    - b) Two government-issued IDs (photocopied) with original signatures;
    - c) Service Record from former office/unit (Authenticated by the issuing unit);
    - d) Appointment order (Authenticated by issuing unit);
    - e) Absorption order (Authenticated by issuing unit);
    - f) Promotion Orders (Authenticated by issuing unit);
    - g) Retirement order (if retired) (Authenticated by issuing unit);
    - h) Implementing order of last duty status; and
    - i) Any appropriate orders, records or related documents.
  - 4) Request with incomplete documents will not be processed;
  - 5) Upon receipt of the aforementioned documents, the SRP shall evaluate and cross-match;
  - 6) Upon verification of the authenticity of documents, the SRP shall refer said documents to OPAIS Action personnel for Add to Roster subject for approval of the Chief, RMD; and
  - 7) Upon approval, forward the approved documents to the Service Record Section (SRS) for updating and issuance of service record.
- b. Updating and Issuance of Service Record
- 1) Active PNP personnel (*Annex "E"*)
    - a) Personnel concerned or office/unit shall submit a request/ endorsement to RMD, DPRM; or RPRMD/ARMD of respective office/unit;
    - b) The SRP verifies the record of requesting party in the OPAIS;
    - c) For updated data, the SRP will issue the service record; and
    - d) In case of incomplete data, advise the personnel concerned to submit the lacking documents.
  - 2) PNP personnel due for retirement with service record but not updated: (*Annex "F"*)

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 BRYAN MARCELO K. PALAQUILLO  
 POLICE LEUTENANT COLONEL  
 ADMINISTRATIVE OFFICER, DPRM



- a) In case of incomplete data, the office/unit of assignment of personnel shall be notified through the liaison officer to submit the lacking documents;
- b) Upon submission of lacking documents, the SRP updates/issue the service record;
- c) Service record shall be scanned and uploaded to OPAIS personal dashboard.

**8. REPEALING CLAUSE:**

All PNP issuances or its provision/s which are contrary to or inconsistent with this MC are hereby repealed or amended accordingly.

**9. SEPARABILITY CLAUSE:**



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

**10. PENALTY CLAUSE:**

Non observance of the provisions of this MC shall be investigated and, if warranted by evidence, willful violation hereof or inexcusable negligence to comply may be grounds for the filing of appropriate administrative, civil or criminal charges.

**11. EFFECTIVITY:**

This MC shall take effect after 15 days from filing a copy thereof with the Office of National Administrative Register, UP Law Center pursuant to Sections 3 and 4, Chapter 2, Book VII of Executive Order 292, otherwise known as the "Revised Administrative Code of 1987," as amended.

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

**Distribution:**

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

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**BRYAN ANGELO K PAJABILLO**  
POLICE LIEUTENANT COLONEL  
ADMINISTRATIVE OFFICER, DPRM



ANNEX "A"

Republic of the Philippines  
 NATIONAL POLICE COMMISSION  
**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE**  
**DIRECTORATE FOR PERSONNEL AND RECORDS MANAGEMENT**  
 Camp BGen Rafael T Crame, Quezon City

**COMPUTATION OF LENGTH OF SERVICE**

Rank/Name: \_\_\_\_\_  
 Inclusive Date of Service: From: \_\_\_\_ To \_\_\_\_

Other Gov't Service:	Year/s: _____	Month/s: _____	Day/s: _____
Allied Services:	Year/s: _____	Month/s: _____	Day/s: _____
PC/INP Service:	Year/s: _____	Month/s: _____	Day/s: _____
NUP Service:	Year/s: _____	Month/s: _____	Day/s: _____
PNP Service:	Year/s: _____	Month/s: _____	Day/s: _____

=====

Sub-total:	Year/s: _____	Month/s: _____	Day/s: _____
------------	---------------	----------------	--------------

Less: Gaps in Service:

Dismissed from service:	Year/s: _____	Month/s: _____	Day/s: _____
Detained:	Year/s: _____	Month/s: _____	Day/s: _____
Suspended:	Year/s: _____	Month/s: _____	Day/s: _____
AWOL:	Year/s: _____	Month/s: _____	Day/s: _____
DFR:	Year/s: _____	Month/s: _____	Day/s: _____
Leave without Pay:	Year/s: _____	Month/s: _____	Day/s: _____

=====

**Total Length of Service: Year/s: \_\_\_\_\_ Month/s: \_\_\_\_\_ Day/s: \_\_\_\_\_**

**ROBERT T RODRIGUEZ**  
 Police Major General  
 The Director for Personnel  
 and Records Management

Noted by:  
**REXMEL G REYES**  
 Police Colonel  
 Chief, Records Management Division

Verified by:  
**NUP Belinda M Taeza**  
 Administrative Officer V  
 Chief, Service Record Section

Prepared by:  
**NUP Sofia P Moises**  
 Administrative Aide IV  
 Service Record Processor

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**BRYAN ANGELO K PAJARILLO**  
 POLICE LIEUTENANT COLONEL  
 ADMINISTRATIVE OFFICER, DPRM



ANNEX "B"

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Republic of the Philippines  
National Police Commission  
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE  
**DIRECTORATE FOR PERSONNEL AND RECORDS MANAGEMENT**  
Camp BGen Rafael T. Crame, Quezon City

DPRM10 PPF - 1 (PCO)

**SERVICE RECORD**  
September 04, 2023



This is to certify that according to the available records (PPF) of **PCPT** Badge No. \_\_\_\_\_ on file in this Headquarters, the following data exists:

Unit : \_\_\_\_\_ Gender : Female  
 Birthday/BirthPlace : \_\_\_\_\_  
 Present Address : \_\_\_\_\_  
 Compulsory Retirement Date : 28 November 2032 Highest Training : PS OFFICERS BASIC COURSE  
 Highest Education Attainment : College - BS CRIM Highest Eligibility : BOARD PASSER BA 6506 (CRIM)

SERVICE (Inclusive Dates)	Rank	Status	Salary	Authority
CS - 01 Oct 2000 (P-14 SO 201 HPA, 16 Oct 2000) Amended by ( Para 10 SO 265 HPA, Feb 9, 2023)				
ENL PVT - 19 Apr 2001 (P-15 SO 84 HPA, 30 Apr 2001)				
PFC (PERMANENT) - 01 Oct 2001 (P-24 SO 23 HPA, 01 Oct 2001)				
P/CPL (TEMPORARY) - 01 Nov 2002 (P-25 SO 193 HPA, 04 Oct 2002)				
READJ as P/CPL(PERMANENT) - 01 Dec 2002 (P-2 SO 223 HPA, 18 Nov 2002)				
HON DISCH FM MGL SVC - 16 Jun 2003 (P-9 SO 283 GHQ AFP, 10 Oct 2003)				
16 Jun 2003   08 Jul 2004	PO1	TEMPORARY	3,605.00	(P-1 Sec1 GO 508 NCRPO, Jun 16, 2003)
Granted RCA CY 2004 (SO 814 NCRPO, 15 Apr 2004) - RCA CY-2004/BB AS OF APR'D4				
09 Jul 2004   30 Jun 2008	PO1	PERMANENT	8,605.00	(SO 1962 NCRPO, Sep 23, 2004)
Granted 1st Longpay 2005 (SO 1352 NCRPO, 27 Jun 2005) - BB AS OF JUN'05				
Granted RCA CY 2007 (SO 274 NCRPO, 06 Feb 2007)				
01 Jul 2008   30 Dec 2008	PO1	PERMANENT	2,466.00	
31 Dec 2008   30 Jun 2009	PO2	PERMANENT	10,635.00	(SO 165 NCRPO, Jun 20, 2009)
01 Jul 2009   23 Jun 2010	PO2	PERMANENT	12,210.00	
24 Jun 2010   31 May 2011	PO2	PERMANENT	13,785.00	
Granted 2nd Longpay 2010 (SO 704 PRO 5, 09 Sep 2010) - 88 SEPT '10				
01 Jun 2011   30 Dec 2011	PO2	PERMANENT	15,359.00	
31 Dec 2011   31 May 2012	PO3	PERMANENT	16,986.00	(SO 49 PRO 5, Jan 10, 2012)
Granted RCA CY 2012 (SO 223 PRO 5, 16 Feb 2012) - bb feb '12				
01 Jun 2012   29 Jun 2015	PO3	PERMANENT	18,665.00	
Granted RCA CY 2015 (SO 206 PRO 5, 23 Feb 2015)				
30 Jun 2015   30 Jul 2017	SPO1	PERMANENT	21,771.00	(SO 1178 PRO 5, Jul 31, 2015)
Granted 3rd Longpay 2015 (SO 2061 PRO 5, 18 Nov 2015) - IPAIS				
31 Jul 2017   31 Dec 2017	SPO2	PERMANENT	23,513.00	(SO 1559 PRO 5, Aug 29, 2017)
01 Jan 2018   17 Mar 2019	SPO2	PERMANENT	34,079.00	
Granted RCA CY 2018 (SO 398 PRO 5, 07 Mar 2018)				
Granted 3rd Longpay 2018 (SO 428 PRO 5, 12 Mar 2018) - INTERIM PAIS				
18 Mar 2019 - TERMINATED - Lateral Entry (SO 4333 NHQ PNP, 04 Apr 2019)				
18 Mar 2019   24 Mar 2019	PINSP (LATERAL ENTRY)	TEMPORARY	49,528.00	(GO 775 NHQ PNP, Mar 24, 2019)
25 Mar 2019   22 Oct 2020	PLT	TEMPORARY	49,528.00	
Granted 4th Longpay 2020 (GO PRO5-GO-LP-2020-2552 PRO 5, 17 Sep 2020)				
23 Oct 2020   11 Dec 2022	PLT	PERMANENT	49,528.00	(GO 2022-108 NHQ PNP, Jan 18, 2022)
Granted RCA CY 2021 (SO PRO5-SO-RCA-2021-1175 PRO 5, 06 Aug 2021)				
12 Dec 2022   31 Dec 2023	PCPT	PERMANENT	56,582.00	(GO 2022-5884 NHQ PNP, Dec 23, 2022)
31 Dec 2023 - OPTIONALLY RETIRED (NHQ-GO-OR-2023-3766, 16 Aug 2023)				



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**BRYAN ANGELO K PAJARILLO**  
POLICE LEUTENANT COLONEL  
ADMINISTRATIVE OFFICER, DPRM



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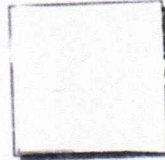
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Republic of the Philippines  
National Police Commission  
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE  
**DIRECTORATE FOR PERSONNEL AND RECORDS MANAGEMENT**  
Camp BGen Rafael T Crame, Quezon City

DPRM10 PPF - (PCO)

**SERVICE RECORD**

September 04, 2023



This is to certify that according to the available records (PPF) of PCPT Badge No. \_\_\_\_\_ on file in this Headquarters, the following data exists:

Unit : \_\_\_\_\_  
Birthday/BirthPlace : \_\_\_\_\_  
Present Address : \_\_\_\_\_  
Compulsory Retirement Date : 28 November 2032  
Highest Education Attainment : College - BS\_CRIM  
For Retirement Claims and Benefits/Pag-ibig  
No leave of absence without pay granted

Gender : Female

Highest Training : PS OFFICERS BASIC COURSE  
Highest Eligibility : BOARD PASSER RA 6506 (CRIM)

**REXMEL G REYES**  
Police Colonel  
Chief, Records Management Division

**Bryan P Valdoz**  
Police Chief Master Sergeant  
Asst Chief, Service Record Section

Prepared By:   
**PSSG JERICHAL FABIAN**  
Action PNCO

**ROBERT T RODRIGUEZ**  
Police Major General  
The Director for Personnel  
and Records Management



NC : \_\_\_\_\_

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  5. Pls report any violation to C, RMD Tel # 72304-loc 5407

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**BRYAN ANGELO K PAJARILLO**  
POLICE LIEUTENANT COLONEL  
ADMINISTRATIVE OFFICER, D-1M



ANNEX "C"

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 Republic of the Philippines  
 National Police Commission  
**PHILIPPINE NATIONAL POLICE**  
**Directorate For Personnel & Records Management**  
 Camp BGen Rafael T Crame, Quezon City

DPRM10 PPF - (NUP)

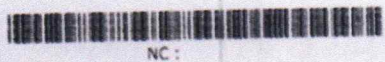
**SERVICE RECORD**  
 August 07, 2023

on file in this

This is to certify that according to the available records (PPF) of NUP Headquarters, the following data exists:

Unit : \_\_\_\_\_  
 Birthday/BirthPlace : \_\_\_\_\_ Gender : \_\_\_\_\_  
 Present Address : \_\_\_\_\_  
 Compulsory Retirement Date : May 11, 2026 Highest Training : \_\_\_\_\_  
 Highest Education Attainment : Masteral Units - MGM Highest Eligibility : CS PROFESSIONAL EXAM

SERVICE (Inclusive Dates)		POSITION	SG-ST	STATUS	SALARY	OFFICE	AUTHORITY	
Jul 01, 1987	Jun 30, 1989	CLERK I	3-1	PERM	1,000	DPRM	SO - 124 HPC Jul 09, 1987	
Jul 01, 1989	Jun 30, 1990	CLERK I	3-1	PERM	2,156	DPRM		
Jul 01, 1990	Jun 30, 1993	CLERK I	3-2	PERM	2,178	DPRM		
Jul 01, 1993	Dec 31, 1993	CLERK I	3-3	PERM	2,200	DPRM		
Jan 01, 1994	Dec 31, 1994	CLERK I	3-3	PERM	3,000	DPRM		
Jan 01, 1995	Dec 31, 1995	CLERK I	3-3	PERM	4,000	DPRM		
Jan 01, 1996	Jun 30, 1996	CLERK I	3-3	PERM	5,000	DPRM		
Jul 01, 1996	Dec 31, 1996	CLERK I	3-4	PERM	5,021	DPRM		
Jan 01, 1997	Dec 31, 1998	CLERK I	3-4	PERM	5,630	DPRM		
Jan 01, 1999	Dec 31, 1999	STATISTICIAN I	11-1	PERM	9,121	DPRM		SO - 2212 NHQ PNP Nov 03, 1999
Jan 01, 2000	Jun 30, 2001	STATISTICIAN I	11-1	PERM	10,033	DPRM		
Jul 01, 2001	Dec 31, 2001	STATISTICIAN I	11-1	PERM	10,535	DPRM		
Jan 01, 2002	Dec 31, 2004	STATISTICIAN I	11-2	PERM	10,798	DPRM		
Jan 01, 2005	Jun 30, 2007	STATISTICIAN I	11-3	PERM	11,068	DPRM		
Jul 01, 2007	Dec 31, 2007	STATISTICIAN I	11-3	PERM	12,175	DPRM		
Jan 01, 2008	Jun 30, 2008	STATISTICIAN I	11-4	PERM	12,478	DPRM		
Jul 01, 2008	Jun 30, 2009	STATISTICIAN I	11-4	PERM	13,726	DPRM		
Jul 01, 2009	Jun 23, 2010	STATISTICIAN I	11-4	PERM	15,072	DPRM		
Jun 24, 2010	Dec 31, 2010	STATISTICIAN I	11-4	PERM	16,419	DPRM		
Jan 01, 2011	May 31, 2011	STATISTICIAN I	11-5	PERM	16,687	DPRM	SO - 3433 NHQ PNP Oct 04, 2011	
Jun 01, 2011	Aug 14, 2011	STATISTICIAN I	11-5	PERM	17,994	DPRM		
Aug 15, 2011	May 31, 2012	ADMIN OFFR IV	15-1	PERM	22,688	DPRM		
Jun 01, 2012	Aug 14, 2014	ADMIN OFFR IV	15-1	PERM	24,887	DPRM		
Aug 15, 2014	Dec 31, 2015	ADMIN OFFR IV	15-2	PERM	25,161	DPRM		
Jan 01, 2016	Dec 31, 2016	ADMIN OFFR IV	15-2	PERM	26,469	DPRM		
Jan 01, 2017	Aug 14, 2017	ADMIN OFFR IV	15-2	PERM	27,887	DPRM		
Aug 15, 2017	Dec 31, 2017	ADMIN OFFR IV	15-3	PERM	28,214	DPRM		
Jan 01, 2018	Dec 31, 2018	ADMIN OFFR IV	15-3	PERM	29,713	DPRM		
Jan 01, 2019	Jan 21, 2019	ADMIN OFFR IV	15-3	PERM	31,292	DPRM		SO - 1640 NHQ PNP Feb 12, 2019
Jan 22, 2019	Dec 31, 2019	ADMIN OFFR V	18-1	PERM	40,637	DPRM		
Jan 01, 2020	Dec 31, 2020	ADMIN OFFR V	18-1	PERM	42,159	DPRM		
Jan 01, 2021	Dec 31, 2021	ADMIN OFFR V	18-1	PERM	43,681	DPRM		
Jan 01, 2022	Jan 21, 2022	ADMIN OFFR V	18-1	PERM	45,203	DPRM		
Jan 22, 2022	Dec 31, 2022	ADMIN OFFR V	18-2	PERM	45,706	DPRM		
Jan 01, 2023	Dec 31, 2023	ADMIN OFFR V	18-2	PERM	47,228	DPRM		
31 Dec 2023 - OPTIONALLY RETIRED (NHQ-SO-OR-2023-3146, Apr 25, 2023)								



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Page 1 of 2

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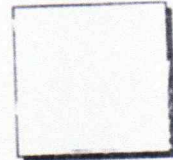
**BRYAN ANGELO K PAJARILLO**  
 POLICE LIEUTENANT COLONEL  
 ADMINISTRATIVE OFFICER, DPRM



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Republic of the Philippines  
National Police Commission  
PHILIPPINE NATIONAL POLICE  
**Directorate For Personnel & Records Management**  
Camp BGen Rafael T Crame, Quezon City

DPRM10 PPF - (NUP)

**SERVICE RECORD**  
August 07, 2023



on file in this

This is to certify that according to the available records (PPF) of NUP Headquarters, the following data exists:

Unit : \_\_\_\_\_  
Birthday/BirthPlace : \_\_\_\_\_  
Present Address : \_\_\_\_\_  
Compulsory Retirement Date : May 11, 2026  
Highest Education Attainment : Masteral Units - MGM

Gender : Female

Highest Training : \_\_\_\_\_  
Highest Eligibility : CS PROFESSIONAL EXAM

For Retirement Claims and Benefits/Pag-ibig  
No leave of absence without pay granted

**REXMEL G REYES**  
Police Colonel  
Chief Records Management Division

**ROBERT M RODRIGUEZ**  
Police Major General  
The Director for Personnel  
and Records Management



Noted By:   
**NUP BELINDA M ARAZA**  
ADMIN OFFICER V  
Chief, Service Record Section

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Prepared By:   
**PCPL ELLA D BAUTISTA**  
Action PNCO

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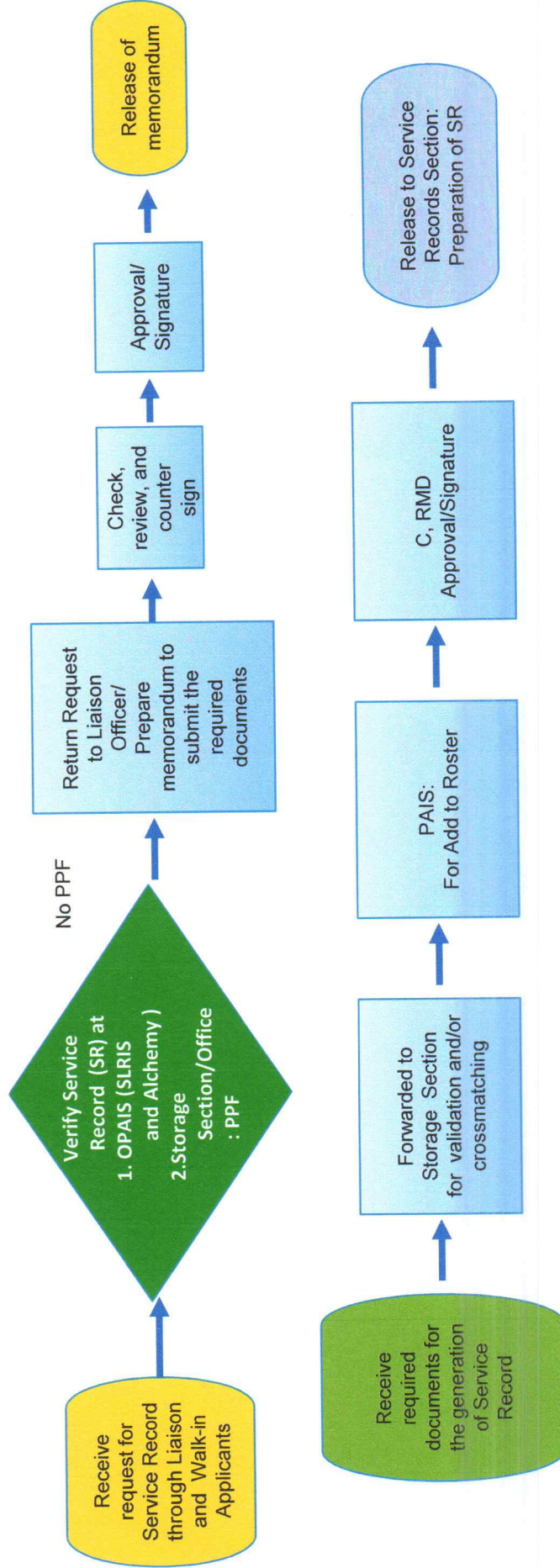
**BRYAN ANGELO K PAJARILLO**  
POLICE LIEUTENANT COLONEL  
ADMINISTRATIVE OFFICER, DPPM





# GENERATION OF SERVICE RECORD (No record in the OPAIS and PPF)

## FLOWCHART



**Documents to submit:**

- a. One 2x2 picture in white background
- b. Two government IDs (photocopy with original signature)
- c. Service Record from former office/unit (Authenticated by issuing office/unit)
- d. Appointment order (Authenticated by issuing office/unit)
- e. Promotion orders (Authenticated by issuing office/unit)
- f. Retirement order (if retired) (Authenticated by issuing office/unit)
- g. Implementing order of last duty status (if not retired)

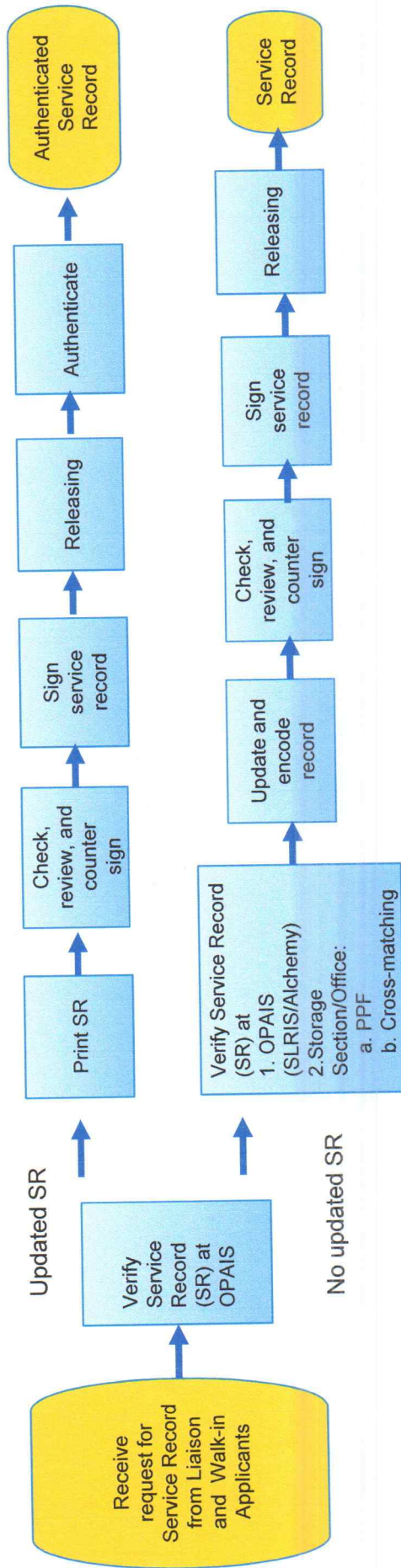
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 POLICE LIEUTENANT COLONEL  
 ADMINISTRATIVE OFFICER, DPRM



# ISSUANCE OF SERVICE RECORD

## FLOWCHART



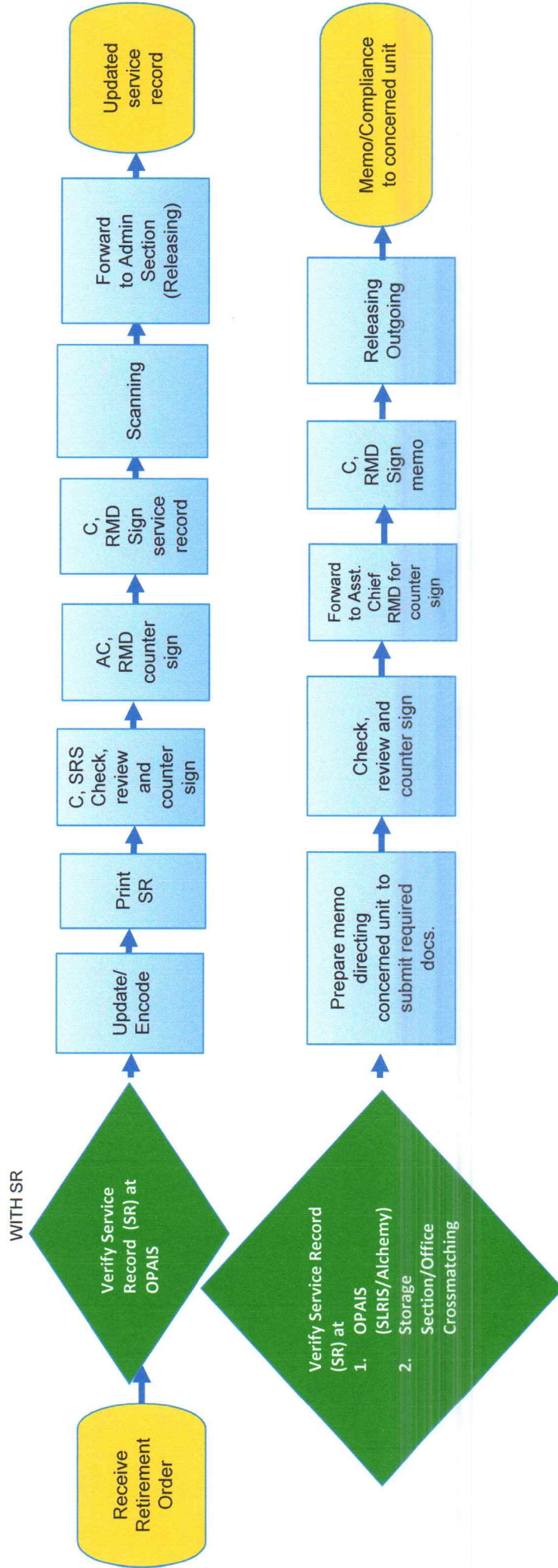
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POLICE LIEUTENANT COLONEL  
ADMINISTRATIVE OFFICER, DPRM



# ISSUANCE OF SERVICE RECORD FOR RETIREABLE PERSONNEL

## FLOWCHART



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*[Signature]*

BRYAN ANGELO K PALAORILLO  
POLICE PLIDENTIFIANT OFFICER  
ADMINISTRATIVE OFFICER, DPPPW



BAGONG PILIPINAS

WITH LACKING RECORDS/NO RECORD