



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

JUN 27 2024

PNPRSS(P)-240419-1105

MEMORANDUM CIRCULAR

NO.: 2024-049

**PRESCRIBING THE GUIDELINES AND PROCEDURES IN THE
 IMPLEMENTATION OF THE PNP ONLINE RECRUITMENT SYSTEM
 APPLICATION FOR PATROLMAN/PATROLWOMAN**

1. REFERENCES:

- a. Republic Act (RA) No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and its Implementing Rules and Regulations (IRR), which the Authority issued on August 13, 2019;
- b. RA No. 10173 entitled, "An Act Protecting Individual Personal Information in Information and Communications System in the Government and Private Sector, Creating for this Purpose a National Privacy Commission, and for Other Purposes" issued on August 15, 2012 or otherwise known as Data Privacy Act of 2012;
- c. RA No. 9485, otherwise known as the Anti-Red Tape Act of 2007;
- d. RA No. 8792 entitled, "An Act Providing for the Recognition and Use of Electronic Commercial and Non-Commercial Transactions, Penalties for Unlawful Use Thereof, and other Purposes issued on June 14, 2000" or otherwise known as Electronic Commerce Act;
- e. RA No. 6975 Sections 30 to 32 as amended by RA No. 8551 Section 14;
- f. RA 6975 Section 14, as amended and Section 16 of its Implementing Rules and Regulations;
- g. NAPOLCOM Memorandum Circular (MC) No. 2021-001 dated April 8, 2021 entitled, "Prescribing the Guidelines and Procedures for the Recruitment, Selection, and Appointment of Patrolman/Patrolwoman";
- h. NAPOLCOM MC No. 2019-1030 dated December 27, 2019 entitled, "Approving the Creation of the PNP Recruitment and Selection Service as a National Administrative Support Unit";
- i. NAPOLCOM MC No. 94-018, entitled "Defining the Scope and Extent of the National Police Commission's Power of Administrative Control over the Philippine National Police on certain specified matters"; and
- j. PNP General Orders No. DPL 19-04 dated December 27, 2019 entitled, "Activation of Unit (PNP Recruitment and Selection Service)."

2. RATIONALE:

This MC provides the guidelines and procedures to be undertaken by PNP offices/units concerned in the implementation of the PNP Online Recruitment System



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(ORS), a web-based application for the patrolman/patrolwoman regular/attrition recruitment program.

3. SITUATION:

The PNP Recruitment and Selection Service (PNP RSS) was activated as a National Administrative Support Unit under General Orders No. DPL 19-04 and NAPOLCOM Resolution No. 2019-1030 to institutionalize the standard implementation of the PNP recruitment and selection program to ensure the entry of qualified and competent uniformed personnel in the PNP. It is committed to developing recruitment capability in terms of technology for sustainable, efficient, and effective recruitment and selection system.

With the absence of an online recruitment system due to the deactivation of the PNP RSS Comprehensive Online Recruitment and Encrypting System, the recruitment and selection process for patrolman/patrolwoman has taken a step backward.

To address this issue, the Information Technology and Management Service (ITMS), in collaboration with the PNP RSS, developed PNP ORS to streamline the submission of documentary requirements of patrolman/patrolwoman applicants and to provide a monitoring and reporting tool in the sequential steps of recruitment and selection process to ensure ease in processing as well as keep up to date with the ever-changing world of Information and Communications Technology.

The PNP ORS was created to make the application accessible to deserving applicants by minimizing the need to physically submit documents, as well as ensuring that applicants who failed in one PRO or NSU cannot transfer to another PRO or NSU during the same recruitment cycle. The system also supports the "nameless, faceless recruitment" program and is aimed to minimize, if not eliminate, outside intervention.

4. PURPOSE:

To provide and establish the guidelines and procedures in the implementation of the PNP ORS that will simplify the submission of accomplished application forms and requirements for PNP patrolman/patrolwoman recruitment and selection program through a secured web-based system.

5. DEFINITION OF TERMS:

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

- a. Administrator - refers to personnel assigned to the PNP RSS responsible for the administrative matters relative to the ORS. The Administrator shall be responsible for safeguarding applicants' personal information, ensuring data privacy, and preventing unauthorized disclosures of information. Additionally, they will ensure that data is only used for its intended purpose, maintaining compliance with privacy regulations and ethical standards.



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- b. External User - refers to the assigned user who is not part of PNP RSS but needs to access applicant's basic information for transparency and background checking.
- c. Information and Communications Technology – refers to a diverse set of technological tools and resources used to transmit, store, create, share or exchange information.
- d. Internet - refers to a worldwide interconnection of millions of computer networks and databases. It is popularly referred to as the Information Superhighway, the Web, or simply as the Net.
- e. QR Code - refers to Quick Response code which is a type of barcode that can be read easily by a digital device and which stores information as a series of pixels in a square-shaped grid.
- f. Recruitment and Selection Process - refers to a PNP system for enlisting uniformed personnel by publication of quota, acceptance and processing of applications, and determination of successful applicants through final deliberation and evaluation conducted by committees.
- g. Recruitment Cycle - refers to the sequential process in recruitment from the issuance of the notice of recruitment to the appointment of successful candidates.
- h. Recruitment Office/Unit - refers to a designated office/unit in PROs and NSUs that shall continuously initiate and conduct extensive information dissemination, pre-assessment of applicants, acceptance of folders initial evaluation of the submitted documents, and facilitate the entire screening and selection process.
- i. Recruitment Officers and Staff - refer to personnel assigned to the PNP RSS, PNP Recruitment and Selection Units (PRSU), and Regional Recruitment and Selection Units (RRSUs) including personnel assigned to the Directorate for Intelligence, Intelligence Group, Health Service, Forensic Group, and Police Regional Offices/National Support Units involved in the recruitment and selection process.
- j. Recruitment PCO - refers to the PCO designated as the OPR of the recruitment process in the Recruiting Office/Unit and shall be responsible in overseeing the Recruitment PNCO in assisting the applicants throughout the process.
- k. Recruitment PNCO - refers to the designated Police Non-Commissioned Officer of the recruiting office/unit solely tasked with the following:
 - 1) Facilitate communication stream with the applicants regarding the recruitment and selection process;



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- 2) Assist the applicants during the conduct of the recruitment and selection process;
 - 3) Keep records on the recruitment and selection process;
 - 4) Ensure the transparency of recruitment and selection process;
 - 5) Strictly use the official and active contact number of the office/unit when contacting applicants; and
 - 6) Perform other tasks in relation to the recruitment and selection process.
- l. Recruitment Portal for Applicants - refers to the portal being accessed by applicants as primary users.
 - m. Recruitment Portal for PNP RSS and Other Offices - refers to the portal being accessed by personnel from PNP RSS and other offices/units.
 - n. Sequential Process - refers to the evaluation of applicants through the conduct of assessment, examination, and test: Body Mass Index (BMI) determination, Physical Agility Test (PAT), Psychiatric/Psychological Examination (PPE), Physical, Medical and Dental Examination (PMDE), excluding the conduct of Drug Test (DT), Complete Background investigation (CBI), Handwriting Specimen Collection, and Fingerprint Specimen Collection which may be done at any time after passing the PPE.
 - o. System Administrator - refers to the personnel primary responsible to manage and administer the utilization, maintenance, and improvements/innovations of the PNP ORS. The System Administrator shall be responsible for the security of the ORS system, implementing measures to defend against potential threats or attacks and maintaining its integrity and reliability. Their role includes managing access controls, monitoring system performance, and promptly addressing security issues to ensure the system operates smoothly and securely.
 - p. User - refers to the PNP RSS personnel and designated personnel from the NSUs who have an account in the PNP ORS recruitment portal.
 - q. User Management - refers to the management of the user accounts with functions such as listing of users, creation of new user, viewing of user details, and resetting of user password.
 - r. User types - refer to the different users of the recruitment portal such as system administrator, administrative and division staffs, and external users.



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- 8) Strictly no walk-in applicants. "No scheduled appointment, no processing" will be implemented;
- 9) For certain recruitment cycle, only up to 150% fill-up of the quota shall be honored, hence, "First Come, First Served" basis shall be observed prior to the closing of the recruitment portal for applicants;
- 10) Applicants shall be updated via email/SMS, or on posting of updates in the official PNP RSS Facebook account; and
- 11) Applicants shall be issued with a one-time QR code which shall bear the pertinent details of the applicant.

b. Specific Guidelines:

- 1) The designated users of the Recruitment and Selection Division, RRSU, and PRSU of PNP RSS shall check and evaluate the submitted documents of applicants through the portal;
- 2) The designated users of Recruitment Offices/Units with viewing access only shall monitor through the PNP ORS portal the applicants as they undergo the sequential steps in the recruitment and selection process. Designated users can generate reports as required or needed;
- 3) The PNP ORS portals shall be accessible seven days a week from the announced schedule of opening until the completion of the recruitment cycle;
- 4) The submission of original or authenticated/certified true copy of documents to the offices/units shall be done after the PMDE; and
- 5) The registration and submission of applications in the Recruitment Portal for Applicants shall be closed 14 calendar days before the start of the sequential process.

c. Responsibilities:

- 1) **DPRM**
 - a) Supervise the implementation of the PNP ORS; and
 - b) Perform other tasks as directed.
- 2) **PNP RSS**
 - a) Act as the overall OPR in the implementation of the PNP ORS;
 - b) Designate the Chief of Staff as the Administrator of the PNP ORS;
 - c) Designate Information Technology Project Officer as the System Administrator to manage and administer the utilization,



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maintenance, and improvements/innovations of the PNP ORS in coordination with the ITMS;

- d) Responsible for maintaining the day-to-day operations of the PNP ORS during the recruitment cycle;
 - e) Manage and facilitate the control processes and procedures as appropriate to ensure adequate integrity, security, and confidentiality of electronic data messages and/or documents or records; and
 - f) Perform other tasks as directed.
- 3) **DI**
- a) Conduct intelligence monitoring against cyber threat in relation to the PNP ORS operations; and
 - b) Perform other tasks as directed.
- 4) **DL**
- a) Provide logistical support as needed; and
 - b) Perform other tasks as directed.
- 5) **DPCR**
- a) In charge of public information and dissemination in the implementation of the PNP ORS; and
 - b) Perform other tasks as directed.
- 6) **DC**
- a) Provide fund support in the implementation of the PNP ORS as necessary; and
 - b) Perform other tasks as directed.
- 7) **ITMS**
- a) Designated as Co-OPR in the implementation of this MC in coordination with the PNP RSS;
 - b) Provide technical support and expertise to include VAPT in the implementation of the PNP ORS;
 - c) Ensure that the system security for the PNP ORS to include audit trails are always checked and reviewed;
 - d) Manage and facilitate the control processes and procedures as appropriate to ensure adequate integrity, security, and



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confidentiality of electronic data messages and/or documents or records;

- e) Update the PNP offices/units about the necessary licensed operating system and application software of the computers and other patches necessary for the PNP ORS;
- f) Perform regular system back-up of the PNP ORS;
- g) Provide basic user training on the PNP ORS portal for both users and executives; and
- h) Perform other tasks as directed.

8) **ACG**

- a) Provide technical support against cyber threat; and
- b) Perform other tasks as directed.

9) **NSUs and PROs**

- a) Provide administrative support in the implementation of the PNP ORS;
- b) Designate Recruitment PCO and PNCO who have the competency and experience in recruitment and selection processes and issue appropriate orders;
- c) Ensure that only licensed operating system is installed in the desktop computers used in the PNP ORS; and
- d) Perform other tasks as directed.

b. Coordinating Instructions:

- 1) Recruitment offices/units are directed to submit their report pertaining to all issues and concerns that may be encountered in the system so that the same will be promptly addressed; and
- 2) Lateral coordination is encouraged to ensure the successful implementation of this MC.

7. **PROCEDURES:**

To achieve the aforementioned intention, the following are hereby prescribed:

- a. Accessing the System. The PNP ORS shall be accessible during a recruitment cycle on the internet through the link: <https://ors.pnp.gov.ph/>;
- b. Application Steps. During a recruitment cycle, the following are the steps to be followed by an applicant:



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- 1) Creation of an account. The applicant shall sign-up by registering an account using the following details:
 - a) Active email address;
 - b) Name (Surname, Middle Name, First Name, and Qualifier, if any);
 - c) Nickname or Alias;
 - d) Birth date; and
 - e) Active mobile phone number.

An applicant can only register once. The same account will be used in case the applicant fails in the recruitment cycle and wants to reapply in the next cycle.

- 2) Confirmation of email address. Upon registration, applicant will have to check their email for confirmation of account. The applicant shall click on the confirm email address link to confirm the email address;
- 3) Log in into the PNP ORS. Upon confirmation of the account, the applicant shall login into the system and will have to change password;
- 4) Encoding of personal information:
 - a) After changing of password, the applicant will be directed to Applicant Information page and will have to input all required information; and
 - b) The applicant cannot proceed to the next stage unless all the required information are provided.
- 5) Encoding of family background information. The applicant will then encode his/her family background and must review and ensure data accuracy before saving. Once the family background has been saved, the applicant cannot edit, change, or delete the data encoded. This also applies to other encoded information. However, when an applicant fails in the recruitment cycle and has a change in civil status while waiting for the next cycle, the applicant will be able to change the civil status in the next recruitment cycle should the applicant re apply;
- 6) Encoding of educational background information. The applicant will be required to encode his/her complete education details (elementary, high school, and college) to proceed to the next stage;
- 7) Encoding of eligibility and special skills. All information needed must be encoded by the applicant;



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- 8) Uploading of documents:
- a) The applicant must upload all the required documents and ensure that the documents uploaded are clear and readable and each file should not exceed the size of two megabytes; and
 - b) Uploaded documents will be saved into the system even if the applicant is unable to finish his application.
- 9) Selection of preferred office/unit. Upon uploading of all required documents, the applicant will have to select the PNP office/unit into which he/she is applying.
- c. Viewing of dashboard. After Applicant Information is completely provided, the applicant can now view his/her dashboard and status of application;
- d. QR Code. The QR code and the application number of the applicant will be generated after the PNP RSS Administrator has accepted his/her application. Once generated, the QR code can be viewed in their respective dashboards. The QR code and application number are unique in every recruitment cycle;
- e. General Requirements:
- 1) Notarized Civil Service Commission (CSC) and PNP Personal Data Sheet (handwritten);
 - 2) Philippine Statistics Authority (PSA) - issued Birth Certificate of Applicant and the following family documents with receipt for issuance of Certificate of Declared Beneficiary/Beneficiaries:
 - a) Notarized Computerized Affidavit of Confirmation;
 - b) PSA-issued Advisory on Marriage of Applicants;
 - c) PSA-issued Advisory on Marriage of Spouse;
 - d) PSA-issued Marriage Contract;
 - e) PSA-issued Birth Certificate of Dependents;
 - f) PSA-issued Certificate of Non Marriage; and
 - g) Photocopy of valid ID with three specimen signatures.

Note: Married applicants shall submit a, b, c, d, e, f, and g
Single applicants shall submit a, e, f, and g
 - 3) Notarized Affidavit of Undertaking Regarding Incontestability of Declared Birth Date;



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- 4) Educational Background:
 - a) Authenticated/Certified True Copy of College Diploma and Transcript of Record (TOR);
 - b) Original copy of General Weighted Average of TOR; and
 - c) Original copy of Good Moral Character (from school last attended).
- 5) Authenticated/Certified True Copy of Eligibility (NAPOLCOM/ CSC/Professional Regulation Commission (PRC)/PD No. 907):
 - a) Report of Rating; and
 - b) PRC License for PRC Board Passers.
- 6) Authenticated/Certified True Copy of Clearances:
 - a) National Police;
 - b) National Bureau of Investigation; and
 - c) Taken from place of permanent residence:
 - (1) Barangay;
 - (2) Prosecutor/Fiscal;
 - (3) Municipal Trial Court; and
 - (4) Regional Trial Court.
- 7) Mayor/ADHOC Committee Recommendation (for Attrition Quota);
- 8) Original Service Record from previous employment, if government service;
- 9) Pictures (in white background and JPEG file):
 - a) One piece colored whole body picture;
 - b) One piece bust size; and
 - c) Two pieces 2x2 colored with name tag with format as follows: Last name,(space)First name(space)Middle name.
- 10) Tax Identification Number; and
- 11) Height waiver, if applicable.

8. PENALTY CLAUSE:

Any violation of the MC shall be dealt with pursuant to existing PNP rules and regulations.



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9. REPEALING CLAUSE:

All existing PNP directives and other issuances which are contrary to and/or inconsistent with the provisions of this MC are hereby rescinded or modified accordingly.

10. EFFECTIVITY:

Subject to approval by the National Police Commission in conformity with Section 2 of NAPOLCOM MC No. 94-018, entitled "Defining the Scope and Extent of the National Police Commission's Power of Administrative Control over the Philippine National Police on certain specified matters," this MC shall take effect after 15 days from filing a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code of 1987," as amended.



ROMMEL FRANCISCO D MARBIL
Police General
Chief, PNP

Annexes:

- PNP ORS Process Flow – "A"
- PNP Personal Data Sheet – "B"
- CSC Personal Data Sheet – "C"
- Affidavit of Undertaking (Incontestability of Declared Birth Date) – "D"



Distribution:

- Command Group
- IG, IAS
- Cmdrs, APCs
- D-Staff
- P-Staff
- Ds, NSUs
- RDs, PROs
- SPA to the SILG

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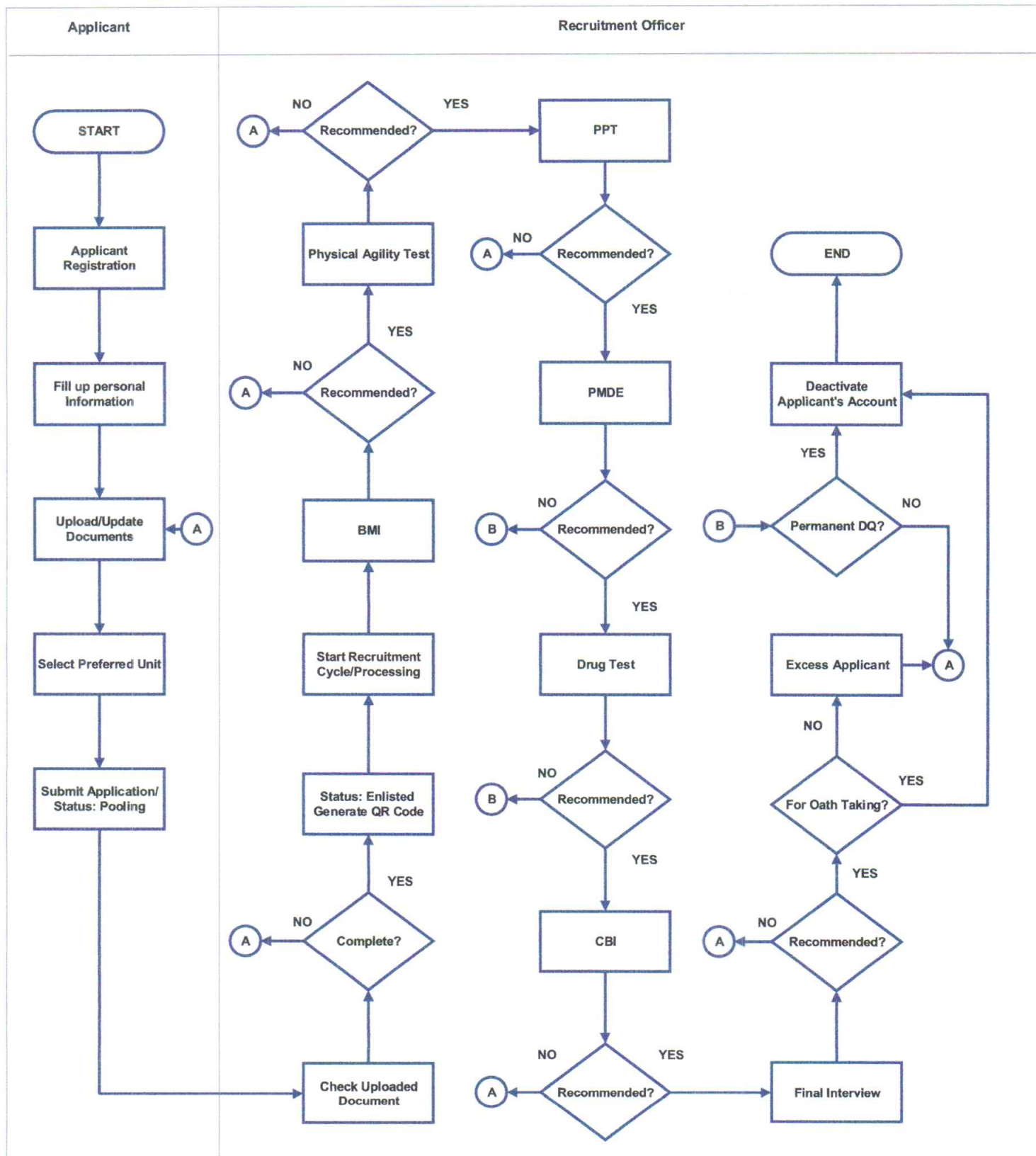


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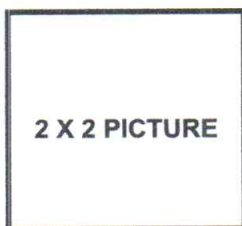
ANNEX A

PNP Online Recruitment System Process Flow



ANNEX B

Republic of the Philippines
 Department of the Interior and Local government
 NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
 Camp Crame, Quezon City



POLICE PERSONAL FILE

PNP Badge No:

TIN:

Phil. Health No:

WARNING:

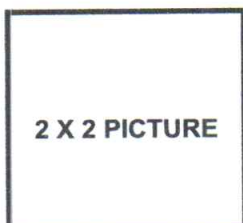
The correctness of all statements or entries made herein is subject to verification and any deliberate correction and distortion of information may give sufficient cause for **Investigation.**

Date Accomplished:

I. GENERAL INFORMATION				
1. NAME (Last Name		First Name	Middle Name	Qualifier)
2. RANK		3. UNIT/ STATION – NSU / PRO / NHQ		
4. HOME ADDRESS (House No / Street / Mun / City / Province)				
5. PLACE OF BIRTH:		6. DATE OF BIRTH:		
7. SEX:		8. CIVIL STATUS:		9. RELIGION:
10. COLOR OF HAIR:	11. COLOR OF EYES	12. HEIGHT (CM)	13. WEIGHT (KG)	
14. BLOOD TYPE :		15. BUILD:		16. COMPLEXION:
17. LANGUAGES		18. IDENTIFYING MARKS		19. ETHNIC GROUP
20. NAME OF <u>SPOUSE</u> OR NEAREST KIN/ADDRESS:			21. OCCUPATION:	
22. DEPENDENTS:				
NAME	DATE OF BIRTH	RELATIONSHIP	ADDRESS	
23. HOUSING DATA:				
<input type="checkbox"/> OWN HOUSE & LOT <input type="checkbox"/> RENT HOUSE <input type="checkbox"/> OCCUPYING GOV'T QRTS <input type="checkbox"/> OWN HOUSE ONLY <input type="checkbox"/> RENT ROOM <input type="checkbox"/> OTHERS (Specify):				

Signature

Republic of the Philippines
 Department of the Interior and Local government
 NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
 Camp Crame, Quezon City



POLICE PERSONAL FILE

PNP Badge No:
TIN:
Phil. Health No:

WARNING:

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Date Accomplished:

I. GENERAL INFORMATION			
1. NAME (Last Name		First Name	Middle Name
		Qualifier)	
2. RANK		3. UNIT/ STATION – NSU / PRO / NHQ	
4. HOME ADDRESS (House No / Street / Mun / City / Province)			
5. PLACE OF BIRTH:		6. DATE OF BIRTH:	
7. SEX:	8. CIVIL STATUS:		9. RELIGION:
10. COLOR OF HAIR:	11. COLOR OF EYES	12. HEIGHT (CM)	13. WEIGHT (KG)
14. BLOOD TYPE :	15. BUILD:		16. COMPLEXION:
17. LANGUAGES	18. IDENTIFYING MARKS		19. ETHNIC GROUP
20. NAME OF <u>SPOUSE</u> OR NEAREST KIN/ADDRESS:			21. OCCUPATION:
22. DEPENDENTS:			
NAME	DATE OF BIRTH	RELATIONSHIP	ADDRESS
23. HOUSING DATA:			
<input type="checkbox"/> OWN HOUSE & LOT <input type="checkbox"/> RENT HOUSE <input type="checkbox"/> OCCUPYING GOV'T QRTS <input type="checkbox"/> OWN HOUSE ONLY <input type="checkbox"/> RENT ROOM <input type="checkbox"/> OTHERS (Specify):			

Signature

II. APPOINTMENT AND EXPERIENCE/TIG DATA					
EFFECTIVE DATE OF APPOINTMENT OF PREVIOUS RANK BY CSC STATUS DATE TEMPORARY: PERMANENT:			EFFECTIVE DATE OF PROMOTION OF PREVIOUS RANK PER PNP SO/GO STATUS DATE AUTHORITY TEMPORARY: PERMANENT:		
EFFECTIVE DATE OF APPOINTMENT OF PRESENT RANK BY CSC STATUS DATE TEMPORARY: PERMANENT:			EFFECTIVE DATE OF PROMOTION OF PRESENT RANK PER PNP SO/GO STATUS DATE AUTHORITY TEMPORARY: PERMANENT:		
IF PRESENT RANK PASSED TEMPORARY, STATE REASON <input type="checkbox"/> Eligibility <input type="checkbox"/> TIG <input type="checkbox"/> Training <input type="checkbox"/> Others _____			DATE SATISFIED THE DEFICIENCY: DEFICIENCY: _____ (specify) MONTH/YEAR: _____		
FOR POLICE COMMISSIONED OFFICERS ONLY					
SOURCE OF COMMISSION/ENTRY TO THE PNP <div style="display: flex; justify-content: space-between;"> YEAR YEAR </div> <input type="checkbox"/> AFP Regular <input type="checkbox"/> AFP Reserve <input type="checkbox"/> SPO4-PINSP PROM _____ <input type="checkbox"/> PMA _____ <input type="checkbox"/> CIS <input type="checkbox"/> INP <input type="checkbox"/> NAPOLCOM <input type="checkbox"/> Lateral Entry: _____ <input type="checkbox"/> PNPA _____					
III. EDUCATIONAL BACKGROUND					
LEVEL	NAME OF SCHOOL	LOCATION	YEAR	DEGREE COMPLETED / UNITS	HONORS RECEIVED
COLLEGE					
POST GRADUATE					
IV. POLICE/MILITARY TRAINING CAREER COURSES					
COURSE TAKEN	SCHOOL / LOCATION	INCLUSIVE - DATE	TRAINING HOUR	CLASS STANDING HONORS RECEIVED	

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V. NAPOLCOM/CIVIL SERVICE/PRC ELIGIBILITIES			
TITLE OF EXAMINATION	DATE TAKEN	WHERE TAKEN	RATING OBTAINED
VI. PERFORMANCE EVALUATION RATING (Immediately preceding two (2) semesters)			
RATING PERIOD	RATING	RATER	
VII. PHYSICAL FITNESS TEST RATING (Immediately preceding two (2) semesters)			
FITNESS PERIOD	RATING	CONDUCTED BY	
VIII. STATEMENT OF ASSETS & LIABILITIES, NETWORTH (Immediately preceding Three (3) Fiscal Years) <i>THIS WILL BE COMPARED TO THE SUBMITTED SALNs AND VERIFIED BY RMD, DPRM.</i>			
FISCAL YEAR	TOTAL ASSETS	TOTAL LIABILITIES	NET WORTH
IX. INDIVIDUAL INCOME TAX RECORDS (Immediately preceding Three (3) Fiscal Years)			
FISCAL YEAR	GROSS INCOME	TAXABLE INCOME	INCOME TAX PAID
X. OFFENSE DATA			
OFFENSE COMMITTED AS CHARGED (State whether Administrative or Criminal)	TYPE OF CHARGE (Principal or what)	STATUS / DISPOSITION (Exonerated, etc., - Penalty)	
XI. DATA ON PREVIOUS RETIREMENT/DISMISSAL/SUSPENSION			
Have you ever been retired, dismissed, forced to resign or suspended from any employment for reasons other than lack of funds?			
Have you ever been a candidate in a national or local election (including barangay election?)			
POSITION	PLACE	DATE	
XII. PHYSICAL AND MEDICAL RECORD			
DATE OF LAST PHY/MEDICAL EXAMTN -		WHERE TAKEN -	
DATE OF LAST DENTAL EXAMINATION -		WHERE TAKEN -	

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DATE OF LAST NP EXAMINATION -	WHERE TAKEN -
DATE OF LAST DRUG TEST -	WHERE TAKEN -
DATE OF LAST PHY FITNESS TEST -	WHERE TAKEN -

XIII. POLICE/MILITARY MAJOR DESIGNATIONS

(FOR PCOs: AS PLTN LDR, COP, BN/CPS/CPO/PPO/PRO/NSU STAFF, MG COMDR, CD/PD)

POSITION/DESIGNATION	UNIT	INCLUSIVE DATES

XIV. PROMOTION RECORDS

OLD RANK	NEW RANK	EFF DATE	PROM STATUS	AUTHORITY

XV. OTHER COURSES/TRAININGS/SEMINARS (IN PRESENT RANK)

COURSE TAKEN	SCHOOL / LOCATION	INCLUSIVE -DATE	TRAINING HOURS	CLASS STANDING HONORS RECEIVED

Signature

XVIII. CERTIFICATION

THIS IS TO CERTIFY that the answers given above are true and correct to the best of my knowledge and belief.

I COMMIT MYSELF TO BE LIABLE for perjury and/or dishonesty as result of any false, misrepresentation or omission in this Personal Data Sheet.

--	--

LEFT

RIGHT

THUMBMARK

Community Tax Certificate No:

Issued on:

Issued at :

SUBSCRIBED AND SWORN TO before me this _____ at _____, Philippines.

NHQ/NSU/PRO
Official Seal

* Not valid without Notarial Seal

Signature

ANNEX C

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____												
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details (country): _____												
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:40%;">NAME</th> <th style="width:30%;">ADDRESS</th> <th style="width:30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.										<div style="border: 1px solid black; padding: 5px; text-align: center;"> ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size) </div> <div style="text-align: center; margin-top: 10px;"> Computer generated or photocopied picture is not acceptable </div> <div style="text-align: center; margin-top: 10px;"> PHOTO </div> <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div>
NAME	ADDRESS	TEL. NO.											
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: _____</td> </tr> <tr> <td>ID/License/Passport No.: _____</td> </tr> <tr> <td>Date/Place of Issuance: _____</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: _____	ID/License/Passport No.: _____	Date/Place of Issuance: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="height: 40px; vertical-align: bottom; text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">Date Accomplished _____</td> </tr> </table>	Signature (Sign inside the box)	Date Accomplished _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="height: 80px; vertical-align: bottom; text-align: center;">Right Thumbmark</td> </tr> </table>	Right Thumbmark				
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Date/Place of Issuance: _____													
Signature (Sign inside the box)													
Date Accomplished _____													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div style="border: 1px solid black; width: 300px; height: 60px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 200px; margin: 0 auto; text-align: center;"> Person Administering Oath </div>													

ANNEX D

Republic of the Philippines
National Police Commission
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
Camp BGen Rafael T Crame, Quezon City

AFFIDAVIT OF UNDERTAKING
(Incontestability of Declared Birth Date)

I, _____, of legal age, Filipino, presently residing at _____, after having been duly sworn to in accordance with law, do hereby depose and state that:

1. I am an applicant for _____ Recruitment Program;
2. I am a graduate of _____ (Degree/Course) and holder of _____ eligibility;
3. I was born on _____ as appearing in my Birth Certificate issued by the Philippine Statistics Authority, and that I am hereby notified that my declared birth date indicated herein shall become incontestable in so far as my service in the PNP is concerned after the lapse of six (6) months from the effectivity of my appointment;
4. In the event that I will file a petition to alter or correct entries in my birth records before any court or the CSC, I hereby undertake to first inform the DPRM (Attn: C, RMD) before filing the same; and
5. I am aware that any misrepresentation, omission, or misdeclaration of my birth date committed during initial recruitment/appointment process or finding that I entered the service below minimum or above the maximum allowable age at the time of my appointment, without the necessary age waiver shall be a ground for the filing of an administrative case/institution of termination proceedings for dishonesty, as applicable, as well as the filing of criminal charges for perjury.

Affiant

Subscribe and sworn to before me this _____ day of _____, 20__, at _____, Philippines.

Notary Republic

Doc: _____
Page: _____
Book: _____
Series of: _____