

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

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**MEMORANDUM CIRCULAR**

NO.: 2024-064

**GUIDELINES AND PROCEDURES FOR THE PNP ELECTRONIC  
BENEFICIARIES' ASSISTANCE AND SCHOLARSHIP APPLICATION  
SYSTEM**

**1. REFERENCES:**

- a. Republic Act (RA) No. 10175 also known as the "Cybercrime Prevention Act of 2012";
- b. RA No. 10173 also known as the "Data Privacy Act of 2012";
- c. RA No. 8792 also known as the "Electronic Commerce Act of 2000";
- d. PNP Memorandum Circular (MC) 2021-028 dated February 24, 2021 entitled, "Revised Guidelines and Procedures in the Development and Implementation of the PNP Human Resource Management and Information System (HRMIS)";
- e. PNP MC No. 2019-001 dated January 11, 2019 entitled, "Revised PNP Comprehensive Educational Assistance Program";
- f. PNP MC No. 2011-009 dated March 22, 2011 entitled, "Philippine National Police Comprehensive Educational Assistance Program";
- g. Standard Operating Procedure Directive No. 2022-01 dated January 31, 2022 entitled, "Guidelines and Procedures on the Online Delivery of the Directorate for Personnel and Records Management's Morale and Welfare Services"; and
- h. DPRM Five-Year Strategic Development Plan under System Development.

**2. RATIONALE:**

This Memorandum Circular (MC) outlines the policies, guidelines, and procedures in the utilization of the **PNP Electronic Beneficiaries' Assistance and Scholarship Application System (PNP e-BASA)** or the online platform for processing the educational assistance/scholarship grant applications of dependents of active PNP personnel.

**3. SITUATION:**

The Morale and Welfare Division (MWD) of the Directorate for Personnel and Records Management (DPRM) is primarily tasked to manage the morale and promote the welfare of PNP personnel. Its major service is the management of the applications for educational assistance/scholarship grants for the dependents of PNP



"Sa Bagong Pilipinas, Ang Gusto ng Pulis, Ligtas Ka!"

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personnel. At present, the processing of applications for educational assistance/scholarship from the filing of application to the release of funds takes 150 days. With the implementation of an automated database information system, the applications and processing of educational assistance will be drastically shortened, made easier, faster, and reduce human intervention.

In line with this, the MWD, DPRM conceptualized this automated database information system dubbed as PNP e-BASA for a user-friendly application platform, and efficient monitoring and processing of documentary requirements in the availment of the grants under the PNP Comprehensive Educational Assistance Program (PCEAP).

#### 4. PURPOSE:

The PNP e-BASA is designed to expedite the processing of educational assistance/scholarship applications and to lessen the tedious process that burdens PNP personnel and their dependents through paperless transactions. It also details the step-by-step procedures from the application of documentary requirements, processing of the applications until the awarding of the funds.

#### 5. DEFINITION OF TERMS:

- a. Academic Excellence Award - refers to any recognition given to learners from grades 1 to 12 based on their outstanding performance in most, if not all of their subjects.
- b. Admin User - refers to personnel assigned to Personnel Services Section (PSS), MWD, DPRM; Morale and Welfare Section (MWS) of PROs/NSUs, Admin personnel of City Police Stations (CPS)/Municipal Police Stations (MPS)/Police Provincial Office (PPO)/National Support Units Provincial Field Offices (NSU PFOs)/National Support Unit Regional Field Units (NSU RFUs) authorized to access, encode, and update details of all PCEAP applications in PNP e-BASA.
- c. Administrator - refers to the PNP Educational Assistance Board (PEAB) Head Secretariat of the MWD, DPRM and C, MWS of PROs and NSUs, who shall oversee the processes and actions taken by Admin Users.
- d. Certificate of Declared Legal Beneficiary (CDLB) - refers to the document issued by DPRM that shows the list of lawful dependents of a PNP personnel.
- e. Dependent - refers to the child of PNP personnel included in his/her CDLB.
- f. Dependents Educational Assistance Program (DEAP) - refers to the annual educational assistance granted to qualified dependents of active PNP personnel in recognition of their academic excellence.



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- g. Educational Assistance - refers to the government fund which can be availed by qualified PNP dependents under the PCEAP granted every school year.
- h. Online Personnel Records Management System (OPRMS) - a web-based information system that stores data/information of PNP personnel and for real-time encoding, validation, updating, and generation of reports as a basis for human resource actions, resource allocation, and decision-making.
- i. PNP Comprehensive Educational Assistance Program (PCEAP) - is a donor-driven program which aims to provide educational assistance to the dependents of PNP personnel who excelled academically, dependents of PNP personnel who were Killed in Police Operation (KIPO), Wounded in Police Operation (WIPO), those who were recommended by their physicians as incapable of rendering police service or with Total Permanent Physical Disability (TPPD) and dependents of PNP personnel who distinguished themselves through exemplary performance duly recognized by the PNP.
- j. PNP Educational Assistance Board (PEAB) - refers to the body that deliberates and approves/disapproves the applications for educational assistance.
- k. PNP Personnel - refers to the uniformed and non-uniformed members of the PNP in active service.
- l. Reward Educational Assistance Program (REAP) - refers to the one-time educational assistance granted to dependents of active PNP personnel who distinguished themselves through exemplary performance in the PNP.
- m. Reward Educational Assistance Program (REAP Old MC) – refers to the educational assistance granted to the dependents of active PNP personnel which is renewable annually and allows grantees to receive educational assistance until they graduate from college pursuant to PNP Memorandum Circular No. 2011-009.
- n. Solo Parent - refers to a person who solely provides parental care and support to his/her offspring (a child or children) as defined under RA No. 8972.
- o. System Administrator - refers to the Information Technology Project Officer (ITPO) of the DPRM who is responsible for maintaining, configuring, and ensuring the continuous efficient operation of the PNP e-BASA.



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6. GUIDELINES:

a. General Guidelines

- 1) The fund support of the program shall be sourced from the remittances of Special Group Term Insurance/Experience Refund from Public Safety Mutual Benefit Funds Inc. (PSMBFI) and PNP Provident Fund which shall be deposited under the account name "PNP Scholarship Foundation Fund";
- 2) The granting of DEAP is primarily based on the financial status of the family and the academic achievement of the legal dependent, while the granting of REAP is based on the exemplary performance of PNP personnel;
- 3) The following are the established criteria in evaluating the applicants for DEAP:
  - a) Salary Grade/Rank - 50%
  - b) General Weighted Average of Dependent - 30%
  - c) Number of Dependents - 10%
  - d) Socio-economic Status of the Family - 10%

**TOTAL 100%**
- 4) In selecting DEAP scholarship grantees, the PNP e-BASA shall adopt a rubric (**Annex "A"**) for a uniform rating of scholarship applications;
- 5) The DPRM, through MWD, in coordination with the Information Technology Management Service (ITMS) shall establish the PNP e-BASA;
- 6) The ITMS, through its designated ITPO, DPRM, shall integrate the OPRMS database in PNP e-BASA to serve as a reliable source of PNP personnel information for the educational assistance/scholarship application. They shall integrate the information of existing grantees of PCEAP into the system in collaboration with the PEAB Secretariat;
- 7) All personnel in charge in the processing of documents are prohibited from disclosing the contents of documents received from applicants;
- 8) Only designated Administrators and Admin Users are authorized to access the PNP e-BASA. They are prohibited to share their accounts to unauthorized users;



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- 9) The applicants can monitor the status of their applications through the PNP e-BASA;
- 10) All 2<sup>nd</sup> Level PNP personnel shall update their CDLB regularly when there are changes;
- 11) Only dependents of 2<sup>nd</sup> Level PNP personnel (Patrolman/Patrolwoman to Police Lieutenant Colonel and NUP with salary grades 1 to 24) are qualified to apply for educational assistance/scholarship (REAP and DEAP);
- 12) It is the responsibility of the offices/units concerned to ensure the completeness and authenticity of all the documentary requirements in the application for the educational assistance/scholarship of the dependents of their respective PNP personnel;
- 13) Only legible scanned copies of the original documents shall be accepted by PEAB. Prior to the uploading of pertinent documents, the respective Admin Users of lower offices/units shall duly examine under oath the authenticity, completeness, and genuineness of the documents. The original copy of the scanned documents of approved applications shall then be maintained by the lower offices/units for easy access when the original documents need to be submitted to the PEAB Secretariat;
- 14) For renewal of applications, the grantees shall submit the documentary requirements (**Annex "B"**) to their respective Admin Users for uploading in the PNP e-BASA;
- 15) Submission of documents containing false information shall be automatically disapproved and the applicant/s and their Admin Users shall be subject to pre-charge evaluation/investigation;
- 16) All Administrative Officers/C, ARMDs/RPRMDs shall regularly update the OPRMS of their respective personnel and ensure the completeness of every information included therein such as marital status, family records, CDLB, and other relevant information;
- 17) All scanned documentary requirements in PDF format shall be prepared and submitted by the lower offices/units to the staff concerned of MWD, DPRM through the PNP e-BASA. In any case that a problem in uploading of documents arises, the staff concerned from PROs/NSUs may request access from the System administrator to troubleshoot the problem;
- 18) In any case that a problem arises during the operations of the PNP e-BASA, the Admin Users may directly contact the System administrator to address the problem;




- 19) All Admin Users shall use strong and unique password in their respective accounts;
- 20) Heads of Offices/Units and other personnel not designated as administrator or Admin Users are prohibited to access the PNP e-BASA to avoid data manipulation;
- 21) C, RPRMDs of PROs/ARMDs of NSUs shall issue orders to designate PNP e-BASA Admin Users and Administrators; and
- 22) Reassignment or change in designation of dedicated administrators and Admin Users shall be reported immediately by the respective C, RPRMDs of PROs/ARMDs of NSUs to ITPO, DPRM, copy furnished MWD, DPRM for the cancellation and creation of old and new accounts, respectively.

b. Specific Guidelines

1) Policies

- a) It is the policy of the PNP to provide educational assistance/scholarship programs to deserving dependents of PNP personnel based on established criteria;
- b) The PNP shall establish partnership with financial institutions, foundations, individuals, and other similar entities in order to support its educational assistance/scholarship programs;
- c) All PNP personnel are mandated to declare and regularly update their legal beneficiaries;
- d) The PNP shall simplify the processes involved in applying for educational assistance/scholarship through the implementation of PNP e-BASA;
- e) The PNP shall adhere to the provisions of the Data Privacy Act in processing all applications for educational assistance/scholarship;
- f) Dependents of the PNP personnel are prohibited from receiving two or more educational assistance/scholarship from the Philippine Government;
- g) There shall be a standard evaluation of the applications based on the established criteria;
- h) All documents submitted for purposes of applications for educational assistance/scholarship (REAP and DEAP) shall be



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treated with confidentiality. Violation of which shall be dealt with administrative and criminal liabilities;

- i) There shall be a dedicated PNP personnel who shall oversee and manage the PNP e-BASA;
- j) The applications for educational assistance/scholarship (REAP and DEAP) must be transparent, allowing lower offices/units and applicants to track the status of their applications in real-time;
- k) Submission of incomplete documentary requirements shall be a ground for disqualification; and
- l) The applicants who submitted blurred scanned copies of the original documents needed shall only be given three days to re-upload the clear copy of documents to process their application.

## 2) Types of Grants

### a) REAP (One-time Grant)

The REAP shall be granted to the dependent of PNP personnel within one year from the date of recognition or conferment of the award/recognition.

#### (1) Recipients According to Priority:

- (a) Awarded with the Medalya ng Sugatang Magiting (but not classified as Total Permanent Physical Disability);
- (b) Granted Special Promotion;
- (c) Awarded with Medalya ng Kabayanihan and Katapangan; and
- (d) Recipients of Individual Awards during Police Service Anniversary at the National Level.

#### (2) Benefits:

The support for the program is a one-time grant amounting to PhP30,000.00.

### b) DEAP (Annual Grant)

The DEAP shall be granted to the qualified dependent of active PNP personnel within one year from receipt of the academic excellence award regardless of the applicant's educational level at the time of application but from Grades 2 to 12 only.



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(1) Recipients:

Dependent of active PNP personnel awarded with academic excellence from Grades 2 to 12 may apply for the program.

(2) Benefits:

The following are the amounts of support per school year, per educational level to be accorded to the beneficiary:

LEVEL	AMOUNT
College	PhP30,000.00
Junior and Senior High School	PhP20,000.00
Elementary	PhP15,000.00

The amount of support under the DEAP is subject to change as may be deliberated upon and approved by the PEAB.

3) Disqualification and Termination:

The educational assistance shall be terminated and discontinued for the succeeding years upon approval of the PEAB on any of the following grounds:

- a) Upon retirement of PNP personnel;
- b) Conviction of the PNP personnel by final judgment of any crime as defined by law and/or commission of administrative offense that resulted in dismissal from the police service or one rank demotion or suspension from the police service for a period of 30 days or more;
- c) Upon request for termination of the grant by the grantee's parent or guardian;
- d) Existing scholarship grant from any agency of the government;
- e) Failure to submit the documentary requirements within 30 days from the end of the school year;
- f) Violation of school policies, rules, and regulations that resulted in the expulsion of the grantee;
- g) Transfer from one school to another school without the prior approval of the PEAB for such purpose;



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- h) Failure to be included as a regular or block section student;
  - i) Failure to attain a General Weighted Average (GWA) of 85% for the school year; and
  - j) Failure to pass all subjects for the school year.
- 4) Priority
- a) Dependents of Police Non-Commissioned Officers (PNCOs) based on rank;
  - b) Dependents of NUP based on salary grade; and
  - c) Dependents of Police Commissioned Officers (PCOs) with the ranks of Police Lieutenant to Police Lieutenant Colonel in order.
- 5) Coverage
- a) REAP
    - (1) The program is a one-time grant only regardless of the number of awards/recognitions received; and
    - (2) Only one member of the family is entitled to be the beneficiary of the program.
  - b) DEAP
    - (1) The maximum college support shall be five years or for the duration of the course whichever is shorter;
    - (2) Maximum benefit of the program is five years upon approval of the application;
    - (3) Transfer of educational assistance benefits is not allowed;
    - (4) The renewal grant of educational assistance for all levels is upon submission of the documentary requirements as approved by the PEAB;
    - (5) The educational assistance benefit shall be renewed yearly subject to the approval of the PEAB. The educational assistance grants for all levels will be on a one-time release per year;
    - (6) In case of fund insufficiency, the available educational fund shall be equally divided among the grantees regardless of their educational level;



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- (7) Only one member of the family is entitled as the beneficiary of the program;
- (8) The grantee shall maintain a GWA of 85% or its equivalent and a passing grade in all subjects in accordance with the policies and standards of the school; and
- (9) The PNP personnel shall have at least five years remaining in the service upon application.

c. Responsibilities:

1) **DPRM**


- a) Monitor and supervise the implementation of this MC;
- b) OPR for the maintenance of the PNP e-BASA;
- c) In charge of the updating of records of all personnel;
- d) Review the correctness of entries of documents submitted by the applicants from the Command Group, Area Police Commands, Internal Affairs Service, Directorial Staff, and Personal Staff;
- e) Review the documents submitted by the applicants from lower offices/units including rank/salary grade and socio-economic status of PNP personnel, GWA, grade level, and school year applied;
- f) Schedule the deliberation of the PEAB;
- g) Monitor and manage the scholarship applications generated by PNP e-BASA;
- h) Cascade the PNP e-BASA to lower offices/units in collaboration with the ITMS;
- i) Designate ITPO, DPRM as the System Administrator of the PNP e-BASA;
- j) Responsible for maintaining the day-to-day operations of the PNP e-BASA;
- k) Responsible for providing technical assistance to PNP e-BASA Administrators and Admin Users;
- l) Integrate the information of the existing grantees of PCEAP in the system;



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- m) Conduct cascading and user's training on the user interface of PNP e-BASA for Administrators and Admin Users;
  - n) Designate dedicated ITPOs in coordination with the different offices/units responsible for cascading, implementation, maintenance, and user's training of the PNP e-BASA; and
  - o) Perform other tasks as directed.
- 2) **DIDM**
- a) Conduct pre-charge investigation to PNP personnel who violate the provisions of this MC; and
  - b) Perform other tasks as directed.
- 3) **DICTM**
- a) Act as Assistant Overall Supervisor in the implementation of this MC;
  - b) Supervise the operationalization of the system; and
  - c) Perform other tasks as directed.
- 4) **ITMS**
- a) Act as co-OPR in the implementation of this MC;
  - b) Provide technical support and expertise in the implementation of this MC; and
  - c) Perform other tasks as directed.
- 5) **ACG**
- a) Conduct digital forensic examination on evidence submitted and file appropriate cases;
  - b) Provide technical support and expertise in the implementation of this MC; and
  - c) Perform other tasks as directed.
- 6) **DC**
- a) Promptly process the Disbursement Vouchers (DVs) of the grantees of PCEAP;
  - b) Provide timely updates on the status of educational assistance claims to PEAB Secretariat; and
  - c) Perform other tasks as directed.



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7) **FS**

- a) Facilitate the payment of educational assistance claims through Financial Data Entry System to Landbank of the Philippines Account of the grantees of PCEAP;
- b) Promptly process the Disbursement Vouchers (DVs) of the grantees of PCEAP;
- c) Provide timely updates on the status of educational assistance claims to PEAB Secretariat; and
- d) Perform other tasks as directed.

8) **PROs and NSUs**

- a) Review the correctness of entries of documents submitted by the applicants within respective offices/units including applicants from RMFB;
- b) Review the documents submitted by the applicants from lower offices/units including rank/salary grade and socio-economic status of PNP personnel, GWA, grade level, and school year applied;
- c) Upload the evaluated complete documents to PEAB Secretariat in the PNP e-BASA;
- d) Encode accurately the applicant's information;
- e) Ensure that all uploaded documents in the PNP e-BASA are authentic, complete, and correct. Admin Users shall be held legally liable for any breach of such;
- f) Supervise all Admin Users within respective offices/units;
- g) Maintain repository of original documents submitted in the event of submission to higher office;
- h) Immediately put remarks in the PNP e-BASA regarding the submitted documents from lower offices/units on discrepancies found, if any, for the information and appropriate correction of offices/units concerned;
- i) Designate respective DRDAs/DDAs as PNP e-BASA Supervisors in respective offices/units;
- j) Designate respective ITPOs as focal persons to ensure continuous operation and technical support for the PNP e-BASA in their respective AORs;



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- k) Designate respective C, MWS of PROs and NSUs as Administrator of the PNP e-BASA;
  - l) Designate one primary (PNCO) and one alternate (preferably NUP) from MWS as Admin Users of PNP e-BASA;
  - m) Direct all Chief, RPRMDs/ARMDs/Admin Officers/ITPOs and their designated Administrators and Admin Users to attend the cascading of the operations of PNP e-BASA;
  - n) Supervise the implementation of this MC in respective offices/units; and
  - o) Perform other tasks as directed.
- 9) **PPOs/CPOs/RFUs**
- a) Review the completeness of submitted documents from the applicants within their respective offices/units including applicants from PMFCs/CMFCs;
  - b) Submit the evaluated documents to the respective C, RPRMDs/C, ARMDs of respective offices/units through the PNP e-BASA;
  - c) Ensure that all uploaded documents in the PNP e-BASA are authentic, complete, and correct. Administrators and Admin Users shall be held legally liable for any breach of such;
  - d) Immediately put remarks in the PNP e-BASA regarding the submitted documents on discrepancies found, if any, for the information and appropriate correction of offices/units concerned;
  - e) Encode accurately the applicant's information;
  - f) Maintain repository of original documents submitted in the event of submission to higher office;
  - g) Designate one primary (PNCO) and one alternate (preferably NUP) from MWS/Admin as Admin Users of the PNP e-BASA in their respective AORs;
  - h) Direct all Admin Officers and their designated Admin Users to attend the cascading of the operations of PNP e-BASA;
  - i) Supervise the implementation of this MC in respective offices/units; and



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- j) Perform other tasks as directed.
- 10) **CPS/MPS/PFOs**
- a) Review the completeness of documents of the applicants within respective offices/units;
  - b) Ensure that all documents to be submitted are attached with certification under oath by the applicant certifying their completeness and correctness and assuming liability, together with unit commander/s for any breach;
  - c) Upload the complete documentary requirements for PCEAP to RPRMDs/ARMDs in the online PNP e-BASA with proper endorsement from respective Chiefs/Heads;
  - d) Maintain close coordination with C, MWS of PROs/NSUs and monitor the status of applications submitted in the e-BASA portal for any updates;
  - e) Encode accurately the applicant's information;
  - f) Properly inform applicants (PNP personnel/dependents) regarding the status of their applications;
  - g) Maintain repository of original documents submitted in the event of submission to higher office;
  - h) Designate one primary (PNCO) and one alternate (preferably NUP) from Admin as data encoders of the PNP e-BASA in their respective offices/units;
  - i) Direct all Admin Officers and their designated Admin Users to attend the cascading of the operations of PNP e-BASA;
  - j) Supervise the implementation of this MC in respective offices/units; and
  - k) Perform other tasks as directed.

## 7. PROCEDURES:

The following procedures shall be observed by all concerned in the online application for DEAP/REAP new applications (**Annex "C1"**) and renewal of grants (**Annex "C2"**):

- a. MWD, DPRM prepares a memorandum on the acceptance of new applications for the REAP and DEAP for the incoming school year to be disseminated to the lower offices/units and through the DPRM website and other social media platforms (Please see Annex "C1"). Likewise, for



renewal of grants, a memorandum shall be disseminated to lower units for the submission of renewal requirements of the existing grantees (Please see Annex "C2");

- b. PNP personnel (parent/guardian) shall prepare the required documents duly authenticated for submission to Admin Users. They shall ensure that all documents are authentic before submitting the same to the Admin User;
- c. The Admin Users shall login to the PNP e-BASA and validate if the PNP personnel (parent/guardian) is in active service. The CDLB shall also be checked, to determine if the applicant is included in the list of dependents. Once the Admin Users confirm that the applicants are listed in the CDLB, they will accept and review the submitted documentary requirements particularly their authenticity. For renewal of grants, the Admin Users shall then login to the PNP e-BASA and will click "Renewal" button and type in the search bar the name of the PNP personnel applying for renewal;
- d. The Admin Users will also determine whether there are pending applications or the application is in the nature of renewal of grants;
- e. The Admin Users will also determine whether the application is under the REAP or DEAP based on the supporting documents submitted and upload the documentary requirements in the portal. For renewal of grants, Admin Users will gather all the documentary requirements and conduct initial screening and evaluation on the completeness, genuineness, and authenticity of the application for renewal before scanning. Upon completion, the Admin Users shall forward the application to the Admin Users of PROs/NSUs for validation within five working days from receipt of application;
- f. The Admin Users of PROs/NSUs shall validate the submitted documents within five working days from receipt;
- g. New applications and renewal with remarks/corrections shall be returned to the lower offices/units concerned to act on the corrections within three working days from receipt;
- h. The Admin Users of PROs/NSUs will then forward the validated new applications, results of table evaluation listed according to ranking (except for REAP), and validated applications for renewal to the PEAB Secretariat within five working days from receipt;
- i. Validated new and for renewal applications from all PNP offices/units shall be consolidated in the dashboard of the PEAB Secretariat;
- j. The PEAB Secretariat shall conduct final evaluation and inventory to determine the authenticity and completeness of documents based on the



scanned documents submitted by the lower offices/units within fifteen working days from receipt;

- k. After the evaluation, the PEAB Secretariat shall upload the following comments/remarks, as follows:
  - 1) Lacking documents (specify the lacking documents);
  - 2) Re-upload documents (specify the documents to be re-uploaded);
  - 3) Unclear/blurred copy of scanned documents (specify the documents);
  - 4) Uncertified documents (specify the documents to be certified); and
  - 5) Other remarks.
- l. Lower offices/units are given five working days to comply with the comments/remarks of the PEAB Secretariat;
- m. The PEAB Secretariat shall notify the PEAB and set the schedule for deliberation after the lapse of 20 working days from receipt of the consolidated applications from lower offices/units;
- n. The results of table evaluation and ranking based on the point system or rubric for DEAP and validated applications for REAP shall be presented by the PEAB Secretariat during the board deliberation;
- o. The PEAB shall deliberate the applications for DEAP and come up with the final list based on the quota for the year depending on the available funds. The initial list for deliberation shall be based on the ranking generated by the PNP e-BASA;
- p. The PEAB shall deliberate the applications for REAP and come up with the approved list of grantees;
- q. A resolution shall be approved and signed by all the members of PEAB indicating among others the final list of applicants qualified for educational assistance/scholarships and grantees for renewal including the amount to be received and the duration of the same;
- r. The PEAB Secretariat shall inform unqualified applicants through a formal communication stating the reason/s for their non-inclusion in the final list to be disseminated through the PNP email of their parents/guardians;
- s. MWD, DPRM shall advise the new grantees to proceed to the nearest Landbank to open a savings account (ATM or Passbook) under their names within three working days from the approval of the resolution and shall notify the PEAB Secretariat of their savings account at Landbank



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through the PNP e-BASA. While for grantees who renewed their educational assistance, they shall submit to the PEAB Secretariat a copy of their account's STI1 as a proof that their savings account is currently active;

- t. The PEAB Secretariat shall prepare the DVs for signature of the PEAB Chairperson;
- u. The PEAB Secretariat shall forward the DVs to the Directorate for Comptrollership (DC) for processing;
- v. The DC will process the DVs and forward the same to PNP FS for the crediting of funds to the individual LBP ATM/Passbook accounts of the grantees; and
- w. The status of the application/s shall be reflected by the PEAB Secretariat in the PNP e-BASA. The application/s shall be remarked as follows:
  - 1) For Evaluation;
  - 2) Forwarded to (PRO/NSU);
  - 3) For Deliberation;
  - 4) Not Included;
  - 5) Approved;
  - 6) Ongoing processing of Disbursement Vouchers;
  - 7) For Release; and
  - 8) Released.

#### 8. PENAL CLAUSE:

Any PNP personnel who violates the provisions of this MC shall be dealt with accordingly.

#### 9. REPEALING CLAUSE:

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

#### 10. EFFECTIVITY:

This MC shall take effect after 15 days upon filing a copy hereof 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.



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ADMINISTRATIVE OFFICER, DPRM



**ROMMEL FRANCISCO D MARBIL**  
Police General  
Chief, PNP

OCPNP Signed 2024 S099572



**\*S099572\***

**Attachments:**

- Annex "A" Rubric for the Selection of DEAP Grantees
- Annex "B" Documentary Requirements for REAP and DEAP
- Annex "C1" Process Flow of New Applications for REAP and DEAP
- Annex "C2" Process Flow of Renewal of Educational Assistance for REAP and DEAP

**Distribution:**

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



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**ANNEX "A" RUBRIC FOR THE SELECTION OF DEAP GRANTEES**

FACTORS	CATEGORY AND CORRESPONDING POINT SCHEDULE									
	NUP W/SG 1-5	NUP W/SG 6-10	NUP W/SG 11-15	Pat, PCpl & PSSg	NUP W/SG 16-18	PMSG, PSMS, PCMS & PEMS	NUP W/SG 19-22	PLT, PCPT & PMAJ	NUP W/SG 23-25	PLTCOL
Salary Grade/ RANK (50%)	(100 pts)	(98 pts)	(96 pts)	(94 pts)	(92 pts)	(90 pts)	(88pts)	(86 pts)	(84 pts)	(82 pts)
	99% - 100%	98%- 98.99%	97%- 97.99%	96%- 96.99%	95%- 95.99%	94%- 94.99%	93%- 93.99%	92%- 92.99%	91%- 91.99%	90%- 90.99%
Academic Standing General Weighted Average (GWA) (30%)	(100 pts)	(98 pts)	(96 pts)	(94 pts)	(92 pts)	(90 pts)	(88pts)	(86 pts)	(84 pts)	(82 pts)
	10	9	8	7	6	5	4	3	2	1
Number of Dependents (10%)	(100 pts)	(99 pts)	(98 pts)	(97 pts)	(96 pts)	(95 pts)	(94 pts)	(93 pts)	(92 pts)	(91 pts)
	Solo Parent/Head of the Family with Unemployed Spouse									
Socio Economic Status (10%)	Head of the Family									
	(50 pts)									

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## **ANNEX "B" DOCUMENTARY REQUIREMENTS**

### **Reward Educational Assistance Program (REAP) (New Application)**

1. Fully accomplished application form (may be download at the PNP e-BASA) endorsed by their respective Chiefs of Office;
2. Certified and authenticated photocopy of the award by issuing unit or Report by the Awards and Decorations Board;
3. Authenticated Special Promotion Order for special promotion recipients;
4. Two copies of latest 2x2 pictures of PNP member and applicant;
5. Original or authenticated copy of proof of enrollment as mandatory requirement for the release of educational assistance grant to be submitted immediately to MWD, DPRM (PEAB Secretariat) upon enrollment; and
6. Photocopy of Landbank of the Philippines ATM Card of the Applicant *(to be submitted upon approval of the applications by the PEAB)*.

### **Reward Educational Assistance Program (REAP) (Renewal): Applicable to Remaining Grantees under PNP MC No. 2011-009**

1. Unit/office endorsement signed by Chief of Office/Unit Commander;
2. Authenticated copy of latest grades of previous school year with General Weighted Average;
3. Original or authenticated proof of enrollment;
4. Certificate of duty status and non-pending case of PNP personnel;
5. Latest copy of STI1 issued by Landbank of the Philippines; and
6. Photocopy of ACTIVE Landbank ATM Card of the grantee.

### **Dependents Educational Assistance Program (DEAP) (New Application):**

1. Fully accomplished application form disseminated to the lower offices/units and downloadable in the PNP e-BASA;
2. Certificate of duty status and non-pending case of PNP personnel;
3. Affidavit of Undertaking that the applicant is not a recipient of a scholarship grant from other agencies of the government;
4. Two copies of latest 2x2 pictures of PNP member and applicant;
5. Authenticated copies of the following:
  - Grade School/Elementary Graduate – Form 139 and/or diploma;
  - High School (Junior and Senior) – Form 138 and/or diploma; and
  - College Level – Report of rating.
6. Authenticated copy of Certificate of Academic Excellence Award issued by the school;
7. Original or authenticated copy of proof of enrollment as mandatory requirement for the release of educational assistance grant to be submitted immediately to MWD, DPRM (PEAB Secretariat) upon enrollment;
8. Solo Parent ID (if the parent or guardian of the applicant is single);
9. Duly administered affidavit of parent or guardian that the spouse is unemployed; and
10. Photocopy of Landbank of the Philippines ATM Card of the Applicant *(to be submitted upon approval of the applications by the PEAB)*.

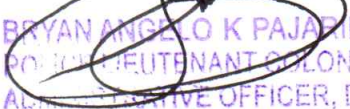
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ADMINISTRATIVE OFFICER, DPM

**Dependents Educational Assistance Program (DEAP) (Renewal):**

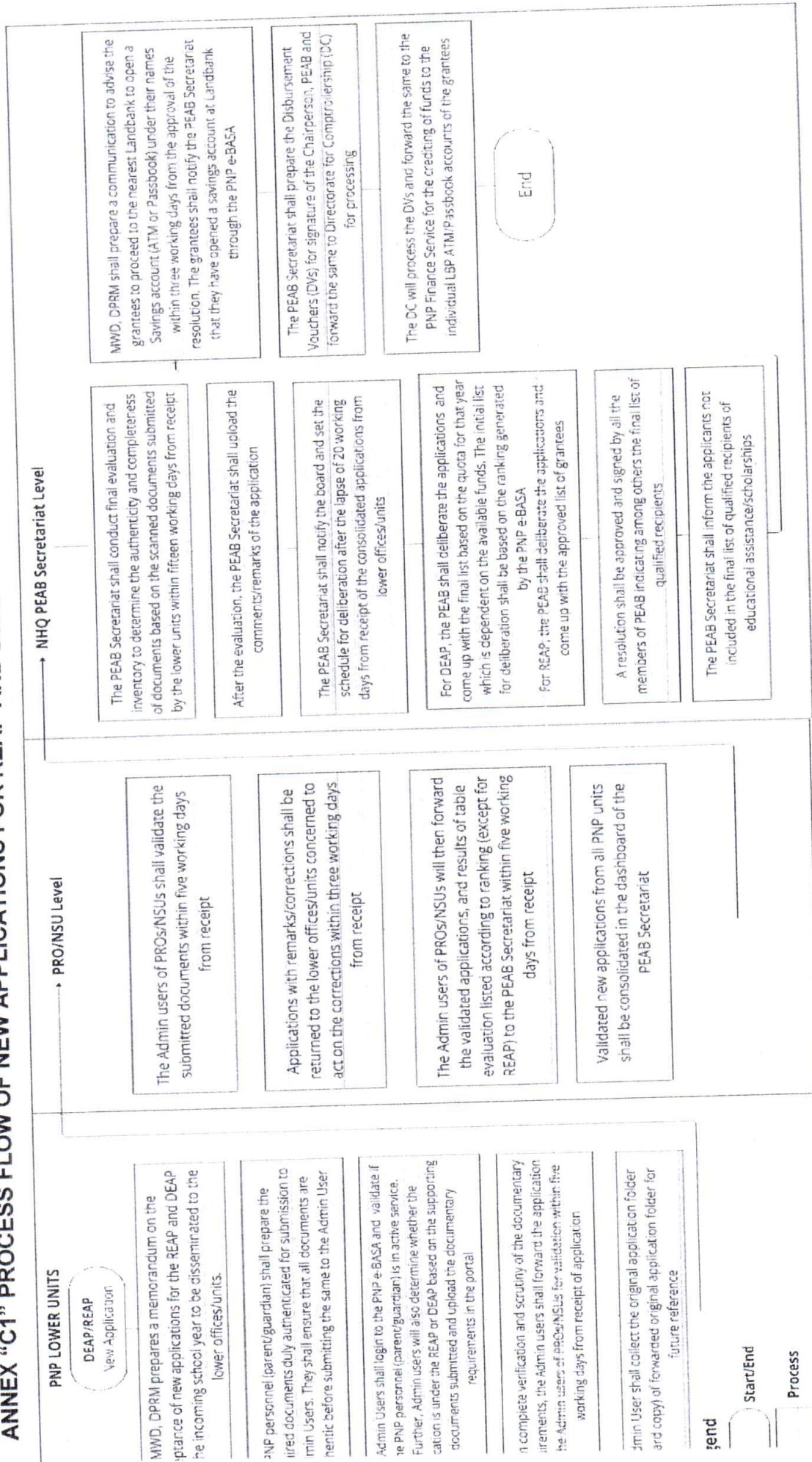
1. Unit/office endorsement signed by Chief of Office/Unit Commander;
2. Authenticated copy of latest grades of previous school year with General Weighted Average;
3. Original or authenticated proof of enrollment;
4. Certificate of duty status and non-pending case of PNP personnel;
5. Latest copy of STI1 issued by Landbank of the Philippines; and
6. Photocopy of ACTIVE Landbank ATM Card of the grantee.

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# ANNEX "C1" PROCESS FLOW OF NEW APPLICATIONS FOR REAP AND DEAP



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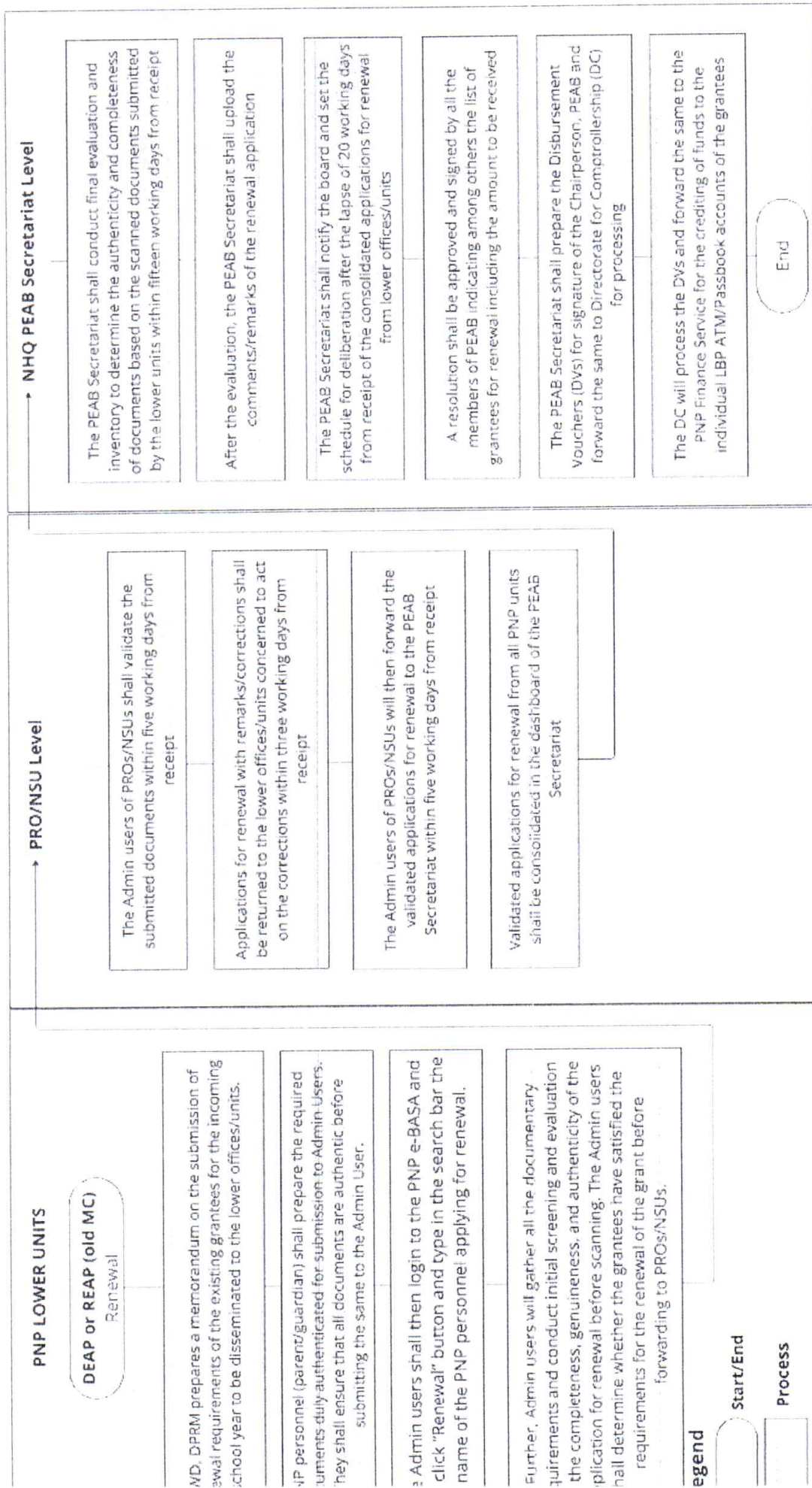
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# ANNEX "C2" PROCESS FLOW OF RENEWAL OF EDUCATIONAL ASSISTANCE FOR REAP AND DEAP



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