



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.: 2026-038

REVISED POLICIES AND PROCEDURES ON CAREER COURSES AND OTHER RELATED MATTERS

1. REFERENCES:

- a. Republic Act (RA) No. 8551 entitled, "Philippine National Police Reform and Reorganization Act of 1998";
- b. Civil Service Commission (CSC) Resolution No. 1600532 dated May 26, 2016 entitled, "Qualification Standards for Appointment to Ranks in the Philippine National Police (PNP)";
- c. CSC Resolution No. 1401222 dated August 18, 2014 entitled, "Qualification Standards for Appointment to Ranks in the Philippine National Police";
- d. National Police Commission (NAPOLCOM) Resolution 2013-501 dated October 23, 2013 entitled, "Prescribing the Qualification Standards for Appointment to PNP Ranks";
- e. NAPOLCOM Memorandum Circular (MC) No. 2008-005 dated March 28, 2008 entitled, "Prescribing Policies, Procedures and Guidelines Governing Attrition System for Uniformed Personnel of the Philippine National Police";
- f. NAPOLCOM MC No. 92-007 dated September 18, 1992 entitled, "PNP Officers Career Management Development Program";
- g. NAPOLCOM MC No. 92-00 dated October 7, 1992 entitled, "PNP-Non-Officers Career Management Development Program";
- h. PNP MC No. 2024-001 dated January 10, 2024 entitled, "Prescribing the Policies and Guidelines on the Management of PNP Personnel Assigned with the Personnel Holding and Accounting Unit";
- i. PNP MC No. 2023-064 dated October 19, 2023 entitled, "Amended Guidelines and Procedures for PNP Personnel in Taking Mandatory Career Course and Other Related Matters";
- j. PNP MC No. 2023-056 dated September 15, 2023 entitled, "Comprehensive PNP Field Training Program";
- k. PNP MC No. 2017-016 dated February 21, 2017 entitled, "Revised Guidelines and Procedures for PNP Personnel in Taking Mandatory Career Course and Other Related Matters";
- l. PNP MC No. 2006-009 dated June 6, 2006 entitled, "Implementing Rules and Procedures in the Formulation, Maintenance, and Updating of the PNP Training Lineal List (TLL) for Police Commissioned Officers pursuant to PNP MC 1999-012 dated September 13, 1999";



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- m. PNP MC No. 99-012 dated September 13, 1999 entitled, "Guidelines and Procedures for PNP personnel in Taking Mandatory Career Courses/Training and Other Related Matters"; and
- n. Health Service Physical Examination Manual promulgated in 2018.

2. RATIONALE:

This MC prescribes the policies and procedures on taking Career Courses, to include the administration of Entrance Examination and Deferment Procedures.

3. SITUATION:

Learning is a continuous process that serves as the foundation for continuing education, whether in formal or informal institutions. This principle underscores the importance of career courses for the promotion of Philippine National Police (PNP) uniformed personnel, which are strictly enforced to ensure professional growth and competency. In line with this, the PNP upholds its continuing education program through career courses provided by the National Police College (NPC) and the Philippine National Police Training Institute (PNPTI) for Police Commissioned Officers (PCOs) and Police Non-Commissioned Officers (PNCOs), respectively, which are designed to benefit both the organization and its personnel by enhancing their competency and leadership capabilities.

These career courses are tailored to each rank and serve as essential preparation for personnel assuming higher positions, equipping them with newly acquired leadership skills and reinforcing their understanding of relevant laws and police procedures. Moreover, these courses are mandatory requirements for promotion, ensuring that only qualified and competent individuals advance to higher posts.

Accordingly, the amendments introduced in this MC aim to strengthen the implementation of deferment policies, the Training Lineal List (TLL), and the administration of the Entrance Examination as a replacement for the Qualifying Examination (QE) of the Directorate for Education and Training (DET). This adjustment aligns with the intent of NAPOLCOM MC No. 2008-05, reinforcing its proper implementation.

At present, PNP MC No. 2023-064 mandates uniformed personnel to undergo a QE administered by the DET, which led to confusion if such can be considered equivalent to Entrance Examination, as enunciated in RA No. 8551 and NAPOLCOM MC 2008-005. To resolve this, the QE will be renamed "Entrance Examination" to align with existing laws and policies, as well as ensure clarity in its enforcement.

To facilitate its proper administration, this MC will establish the procedures for the full implementation of the Entrance Examination under the DET. This initiative aims to prevent potential training backlogs caused by the absence of a QE. Furthermore, a separate but revised TLL policy has been published to address



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recurring challenges and enhance its responsiveness to the operational requirements of the PNP.

4. PURPOSE:

This MC aims to amend established policies and guidelines in taking the career courses of uniformed personnel to give credence to the entrance examination stipulated in NAPOLCOM MC 2008-005, as well as improve procedures on deferment including the establishment of clear timeline that will eliminate bottlenecks in the formulation of clean slate of participants in accordance with the TLL.

5. DEFINITION OF TERMS:

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

- a. Deferment – the non-inclusion of uniformed personnel in the TLL to undergo career course.
- b. Entrance Examination – a written aptitude test administered by the DET to all uniformed personnel in order to evaluate their relative readiness and qualifications for a higher career course.
- c. Career Courses – the ladderized courses, as distinguished from in-service/specialized/competency courses or trainings, which serve as one of the mandatory requirements for promotion to the next higher rank. These are: Public Safety Basic Recruit Course (PSBRC)/Field Training Program (FTP), Public Safety Junior Leadership Course (PSJLC), Public Safety Senior Leadership Course (PSSLC), and Public Safety Officer Candidate Course (PSOCC) for PNCOs; and Public Safety Officers Orientation Course (PSOOC), Public Safety Officers Basic Course (PSOBC), Public Safety Officers Advance Course (PSOAC), and Public Safety Officers Senior Executive Course (PSOSEC) for PCOs.
- d. Medical Certificate – a certification issued by the Chief, Regional Medical and Dental Unit (C, RMDU) or Chief, Physical Examination Section (C, PE Section), Health Service (HS) that manifests the physical and mental fitness of the personnel to attend the specified career course.
- e. Mentally Fit – state of having sound behavior and mind based on certification of a Medical Officer of the HS.
- f. National Police College (NPC) – the training institution mandated to provide career courses for PCOs of the PNP.
- g. Philippine National Police Training Institute (PNPTI) – the training institution mandated to provide continuing training for the PNCOs of the



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PNP for them to acquire knowledge, attitude, skills, habits, and values necessary in their professional career advancement.

- h. Off-Campus – the venue outside the Philippine Public Safety College (PPSC) and PNPTI premises where a particular career course will be conducted.
- i. Physically Fit – a state of health and well-being of the PNP personnel or a state satisfying the existing physical standards of the PNP.
- j. Return To Unit (RTU) – an instance when PNP personnel are being returned to their former unit/mother unit, either due to their being medically unfit, or due to some infraction/violation of NPC/PNPTI Training Guidelines while undergoing training, as recommended by NPC/PNPTI academic board or as a result of voluntary deferment from a career course.
- k. Special Leave – an official absence allowed due to special circumstance such as death of family member.
- l. Training Lineal List (TLL) – a list of uniformed personnel arranged hierarchically based on the established TLL parameters and minimum requirements prescribed on their ranks.
- m. Training Subsistence Allowance (TSA) – an additional allowance, or training emolument, over and above the regular subsistence allowance, given to PNP uniformed personnel undergoing schooling sanctioned by the PNP organization.

6. GUIDELINES:

a. General Guidelines:

- 1) Outlined below are the career courses and their corresponding minimum requirements:

Course	Rank and Time-in-Grade (TIG)	Status	Pre-requisite Course
PSOSEC	PLTCOL whose year of officership is three years or less from being in the Zone of Consideration for promotion to PCOL;	Permanent appointment	PSOAC or its training equivalence <i>vis-à-vis</i> CSC and NAPOLCOM Qualification Standards



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	with at least three years TIG		
PSOAC	PCPT (via promotion from PLT) with at least two years TIG	Permanent appointment	PSOBC or its training equivalence <i>vis-à-vis</i> CSC and NAPOLCOM Qualification Standards
	PCPT (via Lateral Entry – Technical)	Temporary appointment	PSOOC
PSOBC	PLT (PNPA Graduates)	Permanent appointment	BSPS; or
	PLT (via promotion from PEMS)	Permanent appointment	PSOCC or its training equivalence <i>vis-à-vis</i> CSC and NAPOLCOM Qualification Standards
PSOBC (as component of FTP)	Newly Appointed PCOs via Lateral Entry (aside from PNPA Graduates)	Temporary Appointment	PSOOC
PSOOC (as component of FTP)	Newly Appointed PCOs via Lateral Entry (aside from PNPA Graduates)	Temporary Appointment	N/A
PSOCC	PEMS with at least two years TIG	Permanent appointment	PSSLC or its training equivalence <i>vis-à-vis</i> CSC and NAPOLCOM Qualification Standards



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PSSLC	PSMS with at least two years TIG	Permanent appointment	PSJLC or its training equivalence <i>vis-à-vis</i> CSC and NAPOLCOM Qualification Standards
PSJLC	PSSg with at least two years TIG	Permanent appointment	PSBRC/ PSFTP for Patrolman/ Patrolwoman recruited from CY 2015 onwards Patrol Officers Development Program (PODP)
PSBRC/PSFTP	New Recruits	Temporary Appointment	N/A

- 2) Only eligible personnel shall undergo said training at the given period of time, to preclude wastage of sparse government resources and ensure proliferation of adept and competent pool of uniformed personnel. The completion of a career course shall serve as an indicator to gauge the capability of the personnel to assume a higher rank/position for career development;
- 3) All uniformed personnel must know the requisites of career courses in the various stages of their service. Such awareness shall be an inherent responsibility of uniformed personnel;
- 4) All uniformed personnel undergoing career courses must satisfy the standards set out by existing policies of the HS. Specifically, in accordance with Chapter 12.2 of the HS Physical Examination Manual, they should at least be classified as P2 by the HS. However, personnel with medical conditions may be allowed to undergo training provided that their medical conditions are controlled, with no signs and symptoms of related impairment;
- 5) Only PNP personnel with a Normal or PNP Acceptable BMI shall be allowed to undergo mandatory and competency training/courses. Overweight personnel may undergo such schooling, provided they attain a Normal or PNP Acceptable BMI before the completion of the course; otherwise, their Certificate of Completion will be withheld until such time that the BMI requirement is satisfied. Obese personnel shall not be allowed to undergo mandatory and competency schooling.;



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- 6) The Training and Education Information System (TEIS) of the Individual Training Program Development Division (ITPDD), DET shall maintain a TLL for all PCOs and PNCOs. This database system will be linked with the Police Open Academy (POA) and harmonized with the Online Personnel Records Management System (OPRMS) of the Directorate for Personnel and Records Management (DPRM);
- 7) The TLL shall be strictly implemented in accordance with existing policies;
- 8) Since Career Courses imply promotion, uniformed personnel in the TLL who have satisfied the required rank for the career course regardless of TIG shall be scheduled to take the Entrance Examination administered by the DET, to evaluate their readiness and knowledge on basic police operations;
- 9) Failure to pass the entrance examination twice shall be a ground for attrition pursuant to the following provisions of RA No. 8551 and NAPOLCOM MC 2008-005:

a) *RA No. 8551 Section 29* provides that:

“Attrition by other means. – A PNP member or officer with at least five (5) years of accumulated active service shall be separated based on any of the following factors:

XXX

d) failure to pass the required entrance examinations twice and/or finish the required career courses except for justifiable reasons.”

b) *NAPOLCOM MC No. 2008-005 Section 3.e. Attrition by other means*, further states that:

“A PNP member with at least five (5) years of accumulated active service shall be separated based on any of the following factors:

XXX

4. Failure to pass the required entrance examination twice and/or finish the required career courses except for justifiable reasons.

To warrant attrition for failure to pass the entrance examination, the following elements must concur:



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- a) *A PNP member failed to pass the entrance examination required for a mandatory course; and*
- b) *Such mandatory course is required for his/her promotion to higher rank.”*
- 10) Under no circumstance shall uniformed personnel be eligible to undergo a career course without passing the Entrance Examination;
- 11) Only personnel with approved deferment requests with corresponding NHQ/PRO/NSU Deferment Board Resolution, shall be exempted from attending the scheduled career course;
- 12) No request for deferment shall be entertained and approved, except for the following reasons:
- a) When the PNP personnel is certified by the D, HS (through the Chief, PE Section) or C, RMDU, PRO as unfit to undergo/attend the career course or when subject personnel is classified as P3 or P4 in his/her Physical Health Profile, as indicated in his/her latest Annual Physical Examination (APE);
- b) Within six months from when a member of his/her immediate family (parents, spouse, or children) dies;
- c) Within six months from an official declaration of a disaster/calamity/pandemic area where he/she or immediate members of his/her family are victims;
- d) When the PNP personnel is facing significant and compelling personal concerns that, while not life-threatening, are of such a nature as to substantially hinder his/her focus and performance during the course. Any such request must be supported by a written justification and a recommendation from the Head of Office or Unit to ensure the legitimacy of the concern;
- e) When from the opening date of the career course, he/she has only three years left prior compulsory retirement;
- f) When he/she has tendered his/her official irrevocable resignation from PNP service;
- g) When he/she has submitted his Irrevocable Affidavit for Optional Retirement before the PNP Retirements and Benefits Administration Service (PRBS);



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- h) When he/she becomes totally and permanently disabled as evidenced by his application letter for Total Permanent Physical Disability (TPPD) Benefits and other mandatory supporting documents;
- i) When he/she is to be deployed to or is currently deployed in a UN Peacekeeping Mission or foreign post; and
- j) Due to exigencies of the service, but, limited to the following circumstances, subject to the evaluation and approval of the NHQ or PRO/NSU Deferment Board:
- (1) Critical Operational Requirements - When personnel are required to directly participate in immediate or unforeseen operations essential to national security, very important public safety operations, or major police duties, such as counter-terrorism operations, disaster response, or high-profile law enforcement actions.
 - (2) National or Regional Emergencies - During declared state of emergency, calamities, or significant events requiring heightened police presence and response, personnel who will directly participate may be excused from attending career courses to meet these pressing needs.
 - (3) Sudden or Unplanned Shortages of Key Personnel - When there is an unanticipated shortage of critical personnel (due to resignations, illnesses, or deployments) in key areas that necessitate the retention of personnel who would otherwise be undergoing career courses.
 - (4) Special Assignments or Missions - Personnel assigned to special duties that cannot be postponed, such as temporary assignment to international peacekeeping missions (e.g., United Nations missions), diplomatic protection details, or other time-bound special tasks.
 - (5) Urgent Administrative or Leadership Duties - When personnel are filling in for key leadership roles on an interim basis, or where their specific expertise is required for a time-sensitive project, transition, or operation that directly impacts police functions.
 - (6) Ongoing Investigations or Intelligence Operations - When personnel are involved in critical, ongoing major investigations, intelligence-gathering efforts, or extensive major surveillance operations that cannot be interrupted or



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transferred to other officers without jeopardizing the success of the mission.

- (7) Personnel occupying a post as Chief of Police (COP) or Force/Company Commander, whether in an Acting or Permanent status, who have not served for a minimum of six months in said position. The reckoning date shall be 15 days from the opening ceremony.
- 13) The DET shall have the sole authority to screen and determine participants for mandatory career courses. As it is, walk-in participants in any training institution that caters career courses are strictly prohibited. Only personnel listed in the generated Final TLL as endorsed by DET to NPC and PNPTI (for PCOs PNP-Wide and for PNCOs assigned in CG-DPS/NHQ and NSUs and by PROs to its Regional Training Center (RTC) (for organic PNCOs) are authorized to undergo career course;
- 14) Any personnel who have been ordered RTU or who obtained a failing grade shall be dealt with accordingly, pursuant to relevant and existing laws, rules and regulations. If warranted, a disciplinary action shall be initiated; and
- 15) Failure to complete the required mandatory training/career course without justifiable reason shall be a ground for attrition, which shall be deliberated in accordance with pertinent laws and policies on attrition.

b. Specific Guidelines:

- 1) Personnel whose deferment request has been approved shall be exempted from attending the scheduled career course. Corollary to this, he/she shall be placed in a dormant status in the TLL database system for two years, and will only be reverted to active status thereafter, regardless of the reason for deferment. Likewise, personnel who were previously granted deferment for medical reasons and now intend to proceed with the career course, shall submit their APE results, along with a medical certificate stating that they are fit to undergo training;
- 2) Personnel whose deferment requests have been approved three times due to medical, physical, and/or health reasons, either as indicated in a submitted Medical Certificate deeming them unfit to undergo the prescribed career course, or due to a P3 or P4 Physical Health Profile Classification, as indicated in their APE issued by the HS, shall be referred to the HS for evaluation and potential updating of their Physical Health Profile. Based on the evaluation, a



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recommendation may be made by the HS to NAPOLCOM to consider the personnel for TPPD status, which may lead to separation from the service in accordance with existing PNP policies on permanent physical disability;

- 3) Personnel who have been deferred from schooling or training due to medical conditions rendering them unfit for training shall be temporarily relieved from key positions, especially those in demanding and stressful roles such as COP, Force Commander, Executive Senior Police Officer, or Chief Clerk. These individuals shall be reassigned to purely administrative duties to support their recovery and well-being, minimizing mental, emotional and physical strain. This reassignment ensures that they can meet the fitness and performance standards required for their daily duties, as mandated by RA No. 6975, as amended by RA No. 8551;
- 4) The deadline for the submission of deferment requests, along with the latest APE or latest medical (mental and physical) results required prior to training, shall be strictly enforced to avoid delays in the deferment proceedings and the selection of participants for inclusion in the final TLL to undergo the career course;

All principal and alternate members of the Deferment Board shall mandatorily disclose any potential conflicts of interest related to the deferment requests under consideration. Specifically, any member of the Board who is related to the requesting party, by affinity or consanguinity within the fourth civil degree shall be disqualified from participating in the deliberations. In such cases, the remaining members shall conduct the deliberations and draft the resolutions,

provided that a quorum is present. If the Deferment Board could not proceed with the hearing for lack of quorum, a probationary member shall be appointed by the Chairperson, who shall perform his/her function only for that specific request;

- 5) Recommendations of the Deferment Board through a resolution, as approved by the Head of Office (TDET; RD, PROs; and D, NSUs) shall be final and executory;
- 6) All personnel who do not receive a Deferment Board Resolution approving their deferment requests shall comply with the DPRM/RPRMD/ARMD Training Order;
- 7) No uniformed personnel shall be allowed to proceed/coordinate directly to the PPSC and PNPTI or their auspices, to request for their inclusion in or exclusion from career courses;



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- 8) The uniformed personnel who were issued with training orders to undergo a career course, but failed to report/attend the same shall be subjected to Pre-Charge Investigation;
- 9) Uniformed personnel with pending criminal, administrative, or civil cases shall be allowed to undergo career courses, provided that the personnel is not detained or on restrictive custody;
- 10) Any personnel convicted of a criminal case or found to be liable for a civil or administrative offense during the course of the training shall be subject to the rules of the Training Institution where he or she is enrolled;
- 11) Those who have been previously ordered RTU and were subsequently exonerated or acquitted shall be endorsed by their respective Offices/Units to DET before re-admission;
- 12) The venues for PCO career courses are the following: NPC Silang Campus, NPC-Pampanga Campus, NPC Cebu Campus, NPC Davao Campus, and NPC Zamboanga Campus, while the venues for PNCO Career Courses are at the NHQ-NSU PTC and respective Police Training Centers nationwide;
- 13) The conduct of off-campus career courses may be permitted only upon the approval of the Chief, PNP and shall be subject to the following mandatory conditions:
 - a) Eligibility. Participation in off-campus courses is strictly limited to PLTCOLs assigned to the National Headquarters (NHQ), Regional Headquarters (RHQ), and Crime-Based NSUs; provided that they are not holding key positions.
 - b) Retention of Assignment. Participants enrolled in off-campus courses shall not be relieved from their present assignments. In this regard, they are specifically exempted from the requirement under PNP MC No. 2024-001 to be detailed with the PHAU, DPRM; RPHAS; and ARMD, and further detailed with respective training schools of the Office/Unit that will conduct the training.
 - c) Training Schedule. To ensure no disruption to regular police functions, classes for off-campus courses must be conducted:
 - Weekdays: After standard working hours (5:00 PM onwards); and
 - Weekends: Classes may be conducted on Saturdays and Sundays.



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- 14) NSU PNCOs who are operationally detailed at respective PROs shall undertake career courses at the Police Training Center located in the same PRO, except for those assigned to the NHQ or detailed within the AOR of NCRPO or PRO 4A-CALABARZON, who shall undergo their career course at the NHQ-NSU PTC.

7. PROCEDURES:

a. Publication, Deferment, and Finalization of the TLL:

- 1) Publication of Initial TLL. An Initial TLL equivalent to 150% of the available slots for the programmed career courses shall be published 90 days before the scheduled opening of said courses. It shall contain the names of personnel who have passed the Entrance Examination and are eligible for consideration to undergo the career course.
- 2) Submission of Deferment Requests. Within 30 days upon publication of the initial TLL, the personnel must submit the following documents to the NHQ/PRO/NSU Deferment Board concerned for approval:
 - a) Letter/Memorandum of Intent stating the request to defer participation in the prescribed career course;
 - b) Supporting documents i.e. Medical Certificate (signed by C, RMDU for PROs/D, HS thru C, PE for NHQs/NSUs), Death Certificate of immediate family member, UN/foreign Deployment Order, and other pertinent documents relative to the request; and
 - c) Written endorsement and certification by his/her Director/Head of Office/Unit to the NHQ or PRO/NSU Deferment Board.
- 3) Deliberation of Deferment Requests. The Deferment Board shall deliberate on the deferment requests within 30 days after the submission deadline, upon consolidation of all requests received.
- 4) Finalization of the TLL:
 - a) Personnel retained in the Initial TLL after the Deferment Board deliberations shall be included in the Final TLL and directed to undergo the career course;
 - b) Personnel whose deferment requests were approved shall be replaced by those in the initial TLL through succession based on rank/order, until the Final TLL is determined;
 - c) Personnel who were included in the initial TLL, who did not request deferment, but were not retained in the Final TLL after the



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deliberations, shall be included in the next list of participants for the subsequent class;

- d) The recommended final TLL submitted by the respective units, after the Deferment Board deliberations, shall be subject to review and approval by TDET prior to the issuance of Training Orders; and
- e) The final TLL derived after deferment proceedings shall be endorsed to DPRM/Regional Personnel and Records; and
- f) Records and Personnel Resource Management Division (RPRMDs)/Administrative and Records Management Division (ARMDs) for the issuance of Training Orders 15 days before the scheduled opening of said courses; otherwise, no endorsement to the Training Institution shall be made.

5) Exceptions and Justifications:

- a) Under the circumstance that after the determination of final participants by the Unit and the succession of personnel from the initial TLL was not followed, the units concerned must provide appropriate justifications aligned with TLL parameters and policies; and
- b) The justifications shall be submitted through a resolution endorsed by the deferment board and approved by the respective Director/Regional Director of the unit concerned.

b. Documentary Requirements. Personnel included in the Initial TLL shall submit the following documentary requirements:

- 1) For personnel under 40 years old: A medical certificate issued by the Regional Chief, RMDU/C, PE Section, HS.

For personnel 40 years old and above: An authenticated copy of their latest APE result issued by the HS/RMDU, indicating the Physical and Mental Health Profile of the personnel. The deadline for submission of these documents shall coincide with the deadline for the submission of requests for deferment. Those who will be found to be unfit for training shall be excluded from undergoing the career course through deferment board resolution.

- c. Assignment. As provided in PNP MC 2024-001, "PNP personnel undergoing career course and in-service training shall be detailed with PHAU, DPRM; RPHAS; and ARMD, further detailed with respective training schools of office/unit that will conduct the training purposely to pave the way of the accountability issue over the PNP personnel." All



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personnel (except PSOSEC students) shall return to their former office/unit after completion of their course;

- d Training and TSA Orders. Only DET (or its counterpart in the lower units) shall request and facilitate the issuance of training and TSA orders through DPRM/ARMD/RPHRDD for the purpose of accounting.
- e Administration of the Entrance Examination:
 - 1) The ITPDD, DET shall oversee the administration and evaluation of the Entrance Examination;
 - 2) The ITPDD, DET will be responsible for crafting three sets of questionnaires biennially, ensuring the random distribution of questions for each exam; and
 - 3) The ITPDD, DET shall also establish the rules for taking the exam, including instructions, examination procedures, and passing criteria;
 - 4) Publication - Not later than thirty (30) calendar days before each examination date, the ITPDD, DET shall issue and disseminate through a Memorandum prescribing the Entrance Examination Rules enclosed with the official roster of examinees. The Rules shall, at a minimum, specify the scope/coverage, rating formula and passing score, schedule and platform, proctoring and conduct protocols, and other procedures;
 - 5) Pre-Exam Review - Respective units where exam-takers are assigned shall conduct the review. Units shall schedule and document pre-exam review/orientation within the fourteen (14) calendar days preceding the exam, using the official review aids issued with the memorandum. Each Unit shall submit a completion certification to the DET not later than three working days before the exam; and
 - 6) Separate Policy for Entrance Examination – To ensure clarity and uniformity, the DET shall prepare and issue a separate memorandum circular that shall govern the policies and procedures for the conduct of Entrance Examinations, intended to provide and specify further details on implementation (including scope and coverage, scheduling, security and test integrity, proctoring protocols, rating formula and passing score, retake rules, documentation, and reporting). All per-examination memoranda and advisories shall be consistent with, and make express reference to, this separate MC.
- f. Deferment Boards on career courses shall be established for the purpose of screening, evaluating, and deliberating all requests for deferment of PNP personnel which shall be composed of the following members:



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NHQ Deferment Board

Ex-O, DET	-	Chairperson
C, ITPDD, DET	-	Vice Chairperson
C, PNCOD, DPRM	-	Member
C, PCEID, DIDM	-	Member
C, LRED, LS	-	Member
CS, HS	-	Member
C, LTS, ITPDD, DET	-	Head Secretariat
C, TEIS, DET	-	Asst. Head Secretariat
SLO, DET	-	Member

The NHQ Deferment Board shall be responsible for the deliberation of requests for deferment of all PCOs and PNCOs assigned to the NHQ/CG-DPS and shall deliberate on the given timeline provided by the DET for the deferment request of PNP personnel. The Chairperson shall vote only in case of tie.

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

PRO/NSU Deferment Board

CRS/CS	-	Chairperson
C, RLDDD/C, ARMD	-	Vice Chairperson
C, Regional/NSU Investigation Division	-	Member
C, Regional/NSU Health Service/C, MDO	-	Member
C, Regional/NSU Legal Service	-	Member
C, Training Section	-	Secretariat

The PRO/NSU Deferment Board shall be in charge of deliberating all requests for deferment of PCOs and PNCOs assigned to their respective unit.

- g. After-Opening/Closing Report. For PNCO Career Courses, RTC/NHQ-NSU PTC shall submit the said report to DET, to include the List of Attendees/Declaration of Graduates and the Order of Merit, respectively. For PCO career courses, the DET shall request for an After Opening/Closing Report from the NPC, copy furnished the PPSC President, to include the List of Attendees/Declaration of Graduates and the Order of Merit, respectively.
- h. Action-Taken Report on Personnel Subjected to RTU. The unit of personnel subjected to RTU must submit updates on the status of investigation on a monthly basis.



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i Academic Leave/Break:

- 1) Academic break/leave may be availed by uniformed personnel upon graduation from career course as a means to revitalize themselves before they return to their units.
- 2) Academic break/leave is not a “special leave,” hence, it shall be deducted from the cumulative leave credits of the personnel. As such, personnel who opt for academic break shall submit application therefore, subject to the approval of the DPRM/RPRM, PROs/ARMD, NSUs.
- 3) Once the application for academic break/leave is approved, appropriate orders shall be issued by DPRM for personnel assigned to the NHQ and NSUs or RPRMD for PNCOs assigned to PROs.
- 4) To institutionalize and standardize the implementation of academic breaks, the following shall be observed:

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

8. **Responsibilities:**

a. **DET**

- 1) The Office of Primary Responsibility (OPR) for the implementation of this MC;
- 2) Maintain a database of TLL for PNP personnel (PCOs and PNCOs);
- 3) Generate from the TLL database system the initial TLL containing the names of PCOs and PNCOs who are qualified to undergo schooling for career courses and facilitate the issuance of their Training Orders and



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TSA Orders once a definite schedule of the opening of the course is available;

- 4) Publish every first month of the year the list of PCOs and PNCOs projected/slated to undergo the career courses for the current year;
 - 5) Closely coordinate with NPC and PNPTI pertaining to the conduct of PCO and PNCO career courses and formulation of the annual Master Education Action Plan (MEAP);
 - 6) Ex-O, DET shall act as Chairperson for the NHQ Deferment Board to deliberate requests for deferment to undergo career course;
 - 7) To provide the training institution concerned a copy of suspension, demotion, dismissal order of participants based on the records submitted by the DPRM to the DET;
 - 8) Issue and disseminate by memorandum, at least thirty (30) calendar days before each exam, the Entrance Examination Rules and the official roster of examinees;
 - 9) Receive and track unit completion certifications (pre-exam review);
 - 10) Endorse personnel who have failed the Entrance Examination twice to the DPRM for attrition;
 - 11) Facilitate the issuance of appropriate Training and TSA orders;
 - 12) Inform Directors/Chiefs of Offices/Units ahead of time regarding scheduled training of their personnel to enable them to assign and train appropriate replacements and ensure smooth transition of work; and
 - 13) Perform other tasks as directed.
- b. DPRM**
- 1) Designate C, PNCOD as a member of the NHQ Deferment Board;
 - 2) Issue appropriate orders to the students of career courses per request of DET;
 - 3) Issue OPRMS-generated PDS per request of the DET;
 - 4) Issue Discipline, Law and Order Division (DLOD) clearance per request of DET;
 - 5) Inform the DET of penalties imposed to the participants for their appropriate action; and



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- 6) Perform other tasks as directed.
- c. **DIDM**
- 1) Designate Chief, Pre-Charge Evaluation and Investigation Division (C, PCEID), DIDM as a member of the NHQ Deferment Board;
 - 2) Conduct pre-charge evaluation for any transgression of this PNP MC; and
 - 3) Perform other tasks as directed.
- d. **DC**
- 1) Ensure reimbursement to the government of the amount of salary/allowance released to personnel concerned due to failure in schooling in coordination with the DET; and
 - 2) Perform other tasks as directed.
- e. **LS**
- 1) Designate Chief, Legal Research and Evaluation Division as member of the NHQ Deferment Board; and
 - 2) Perform other tasks as directed.
- f. **HS**
- 1) Designate CS, HS as member of the NHQ Deferment Board;
 - 2) Provide the needed Medical Certificates/latest APE for personnel due for schooling;
 - 3) Provide medical opinion on cases of deferment due to sickness/illness; and
 - 4) Perform other tasks as directed.
- g. **PNPTI**
- 1) Submit After-Opening/Closing Report to DET of all catered PNCO career courses, with attached List of Attendees/Declaration of Graduates and Order of Merits within three working days;
 - 2) Submit to the DET the RTU order signed by the Director, PNPTI with attached Academic Board Resolutions within three working days upon the date of issuance of the RTU order;
 - 3) Provide the DET with a proposed MEAP for PNCOs for the succeeding year in coordination with PROs and Regional Offices of NSUs to be submitted on or before the last week of November of the current year; and



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4) Perform other tasks as directed.

h. PNP-Wide

- 1) The respective offices where exam-takers are assigned shall conduct the review and document it within the fourteen (14) calendar days preceding the exam, using the official review aids;
- 2) Ensure examinees' POA access (technical checks, credentials) and elevate access issues to ITPDD/DET for resolution;
- 3) Submit the completion certification to the DET not later than three working days before the exam; and
- 4) Perform other tasks as directed.

i. PROs/NSUs

- 1) RLDDD/ARMD shall be the OPR in the implementation of this MC in their respective units;
- 2) Convene the PRO/NSU Deferment Board to evaluate the initial TLL provided by the DET and come up with a final TLL for confirmation by the DET;
- 3) Coordinate with PNPTI/RTC for the scheduled opening of PNCO career courses;
- 4) Submit the OPRMS-generated PDS and DLOS clearance of personnel due for career course for subsequent submission to Registrar, PNPTI/RTC;
- 5) Issue Training Orders and TSA Orders to PNCOs assigned to their respective units slated to undergo schooling, once definite schedule of opening is provided;
- 6) Conduct deferment proceedings through its Deferment Board in order to determine the final list of participants from the generated initial TLL;
- 7) Submit to the DET, in hard and soft copies, the final list of participants generated from the initial TLL together with the resolution/s of the Deferment Board;
- 8) The respective units where exam-takers are assigned shall conduct the review and document it within the two weeks preceding the exam, using the official review aids;
- 9) Ensure examinees' POA access (technical checks, credentials) and elevate access issues to ITPDD/DET for resolution;



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- 10) Submit the completion certification to DET not later than three working days before the exam; and
- 11) Perform other tasks as directed.

9. ADMINISTRATIVE SANCTION:

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

10. REPEALING CLAUSE:

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

11. EFFECTIVITY:

This MC shall take effect after 15 days from filing a copy hereof at the University of the Philippines Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order 292, otherwise known as the "Revised Administrative Code of 1987," as amended.



JOSE MELENCIO C NARTATEZ, JR
 Police General
 Chief, PNP

Distribution:
 IG, IAS
 D-Staff
 P-Staff
 Ds, NSUs
 RD, PROs



Copy furnished:
 Command Group
 SPA to the SILG

- Attachments:
- Tab "A" – After Conference Report on the Finalization of the Revised PNP MC No. 2023-064
 - Tab "B" – TWG Resolution No. 2025-01
 - Tab "C" – Legal Opinion of LS on the Proposed Revision of PNP MC No. 2023-064

