



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.: 2020-030

POLICIES AND GUIDELINES IN THE ACTIVATION OF THE PNP RECRUITMENT AND SELECTION SERVICE (PRS)

1. REFERENCES:

- a. Republic Act No. 11200, entitled: "An Act Providing for the Rank Classification in the Philippine National Police, Amending for the Purpose Section 28 of Republic Act No. 6975, as Amended, Otherwise Known as the "Department of the Interior and Local Government Act of 1990" dated February 8, 2019;
- b. NAPOLCOM Resolution No. 2019-1030 dated December 27, 2019, entitled: "Approving the Creation of the PNP Recruitment and Selection Service";
- c. NHQ-PNP General Orders No. DPL-19-04 dated December 27, 2019 providing the activation of the PNP recruitment and Selection Service (PRS);
- d. PNP Memorandum Circular (MC) No. 2018-048, entitled: "Revised Policies and Guidelines Governing the 2nd Level PCOs and PNCOs Regular Promotion Program"; and
- e. PNP MC No. 2003-004, entitled: "Revised Guidelines Prescribing a Standard Procedure for the Recruitment, Selection and Appointment of Police Non-Commissioned Officers in the PNP."

2. RATIONALE:

This PNP Memorandum Circular (MC) provides the policies and guidelines that shall govern the activation of the PNP Recruitment and Selection Service.

3. SITUATION:

Pursuant to NHQ-PNP General Orders Number DPL-1904 and NAPOLCOM Resolution No. 2019-1030 dated December 27, 2019, the PNP Recruitment and Selection Service shall be activated as a National Administrative Support Unit (NASU) under the functional supervision of the Directorate for Personnel and Records Management.

This unit was created to address the large and still growing personnel requirement of the PNP and to strengthen and institutionalize the standard implementation of the PNP recruitment and selection program to ensure the entry of qualified and competent uniformed personnel in the PNP.

The PRS shall be the main office to implement and evaluate the policies and guidelines governing the PNP recruitment and lateral entry programs; manage the implementation of the Recruitment and Selection Program for Cadets of the Philippine National Police Academy (PNPA), Patrolman/Patrolwoman, and Lateral Entry Program for Line and Technical Officers; develop recruitment capability in terms of human resource and technology; and determine regular recruitment/ lateral quota in coordination with Directorate for Plans and other concerned members of the Directorial Staff.

4. PURPOSE:

To establish comprehensive policies and guidelines governing the personnel fill-up, logistical requirements and financial requirements of the PRS upon its activation.

5. DEFINITION OF TERMS:

- a. Cadet – is a person undergoing training in the police for the purpose of acquiring the necessary education and professional competence for the development of potential officers.
- b. Complete Background Investigation (CBI) – it is the process of determining the reputation and possible involvement of a person in any criminal activities, violent incidents, or membership in any dubious or terrorist organization. The CBI shall be conducted by the Directorate for Intelligence (DI) through its operating units like the Intelligence Group (IG) and the Regional Intelligence Division (RID).
- c. Detail – is a temporary movement of a Uniformed Personnel from the PNP to other government office/agency which does not involve a reduction in rank, status or salary and issuance of an appointment but requires the issuance of PNP orders.
- d. Inspectorate Officer (IO) – is the designated personnel who conduct inspections for administrative and operational matters requiring the special attention of office and personnel concerned. The IO also receives, investigates and report on allegations, complaints and grievances of individuals and agencies and recommends remedial action to correct deficiencies noted in inspections or investigations.
- e. Lateral Entry – a mode of recruitment to fill-in vacancies in the uniformed personnel commissionship of officers for technical and line units.