

## RECRUITMENT SELECTION SECTION (RSS)

### RECRUITMENT

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM. without noon break

#### Who May Avail of the Service:

**Applicants who are interested to apply must possess the following general qualifications:**

1. A citizen of the Philippines;
2. A person of good moral character;
3. Must possess a formal baccalaureate degree from a recognized learning institution. (Any four-year course)
4. Must possess any of the following eligibilities:
  - a. NAPOLCOM PNP Entrance Examination
  - b. Civil Service Professional Examination
  - c. R.A. No. 1080 (Bar and Board Passers of Baccalaureate Degree)
  - d. P.D. No. 907 (Granting Civil Service Eligibility to College Honor Graduates)
  - e. R.A. No. 6506 (Licensed Criminologists)
5. Must not have been dishonorably discharged from military employment or dismissed for cause from any civilian position in the government.
6. Must not have been convicted by final judgment of an offense or crime involving moral turpitude.
7. Must be at least one meter and fifty seven centimeters (1.57 cm) for female and one meter and sixty two centimeters (1.62 cm) for male.
8. Must weigh not more or less than five kilograms (5kg) from the standard weight corresponding to his/her height, age and sex; and
9. Must not be less than twenty-one (21) nor more than (30) years of age.

An applicant shall be considered to be 21 years of age on his/her birth date and shall be considered more than thirty (30) years of age on his /her 31<sup>st</sup> birth date.

#### Requirements :

- a. Municipal/City Peace and Order Council Clearance (MPOC) for Attrition Qouta;
- b. Duly accomplished Personal Data Sheet Form 212 (Revised 2005);
- c. Birth Certificate authenticated by the NSO;
- d. Authenticated Transcript of Scholastic Records (TOR) and Diploma;  
GWA (General Weighted Average) of TOR computed by the School Registrar,  
Good Moral Character (issued College/University)
- e. Authenticated Copy of Report of Rating of Eligibility:
  - ❖ NAPOLCOM PNP Entrance Examination
  - ❖ Civil Service Professional Examination
  - ❖ R.A. 1080 (Bar and Board Passers of Baccalaureate Degree)
  - ❖ P.D. No. 907 (Granting Civil Service Eligibility to College Honor Graduates)

❖ R.A No. 6506 (Licensed Criminologists)

f. Local Clearances:

- ❖ Barangay Clearance
- ❖ Police Clearance
- ❖ Mayor's Clearance
- ❖ Prosecutor/ Fiscal Clearance
- ❖ NBI Clearance
- ❖ MTC and RTC Clearance

g. Two (2) pieces 2"x2" with name tag (SN, FN, MI) colored with white background picture and 1 4R one (1) whole body picture;

h. Xerox copy of Two (2) valid I.Ds.

### How to Avail of the Service:

Step	Applicant/ Client	Agency Action	Office/OPR	Location	Fees (In Php)	Duration
1	Fill-up the PO1 Recruitment Application Form	Receive the fully accomplished PO1 Recruitment Application Form together with the initial documentary requirements for evaluation /Assessment	Recruitment Selection Section	Camp Vicente Lim, Brgy. Mayapa, Calamba City	NONE	2 mins.
2	Wait for the notification from Recruitment Secretariat	Qualified PNP applicants will be notified thru call and txt of the start of the processing upon receipt of notification from the National Headquarters (NHQ). Names of applicants will be posted at <a href="http://www.pnpcalabarzon.com">www.pnpcalabarzon.com</a>	-do-	-do-		
3	All Qualified Applicants	Conduct of Height and Weight to Qualified PO1 Applicants	Regional Health Service 4A(RHS4A) with NAPOLCOM representative	-do-	NONE	Based On The Calendar Of Activities
4	All Qualified Applicants	Conduct of Physical Agility Test (PAT)	ORPHRDD Personnel with Regional Health Service 4A(RHS4A) with NAPOLCOM representative	-do-		-do-
5	All PAT Passers	Conduct of Psychiatric and Psychological Examination (PPE)	NP Section , RHS4A with NAPOLCOM representative	-do-		-do-
6.	Submit One (1) folder of complete Documentary Requirements	Retained by the Recruitment Office for table Evaluation	Recruitment Section- ORPHRDD	-do-		

<b>7</b>	All PPE Passers	Conduct of Complete Physical Medical and Dental Examination	Regional Health Service 4A(RHS4A) with NAPOLCOM representative	-do-		-do-
<b>8</b>	All PMDE passers	Conduct of Drug Test (DT)	Regional Crime Laboratory Office 4a with NAPOLCOM representative	-do-		-do-
<b>9</b>	All Drug Test passers	Final Committee Deliberation	Regional Screening Committee	-do-		-do-
<b>10</b>	All PO1 successful Applicants	Oath-taking	ORPHRDD			To be determined by the NHQ

## **DISCIPLINE LAW AND ORDER SECTION**

### **(DLOS CLEARANCE)**

#### **Schedule of Availability of Service**

Monday-Friday 8:00 AM – 5:00 PM. without noon break

#### **Who May Avail of the Service:**

**All PNP members (Uniformed and Non –Uniformed)**

#### **What are the Requirements:**

##### **FOR SCHOOLING:**

1. Duty Status/Non-Pending Case

##### **From Unit Assignment:**

2. RIDMD Clearance
3. PNP ID ( xerox back to back)
4. Endorsement for Schooling

##### **FOR RETIREMENT:**

1. Retirement Order
2. PNP ID ( xerox back to back)

##### **TRANSFER FOR RE ASSIGNMENT:**

1. Duty Status/Non-Pending Case

##### **From Unit Assignment:**

2. RIDMD (R7) Clearance
3. Non-Money Property and Accountability
4. PNP ID ( xerox back to back)

##### **Medalya ng Mabuting Asal/Issuance of Firearms/Leave Abroad**

1. RIDMD (R7) Clearance
2. Duty Status/Non-Pending Case
3. PNP ID ( xerox back to back)

##### **FOR RESIGNATION:**

1. Endorsement from PPO/UNIT
2. Letter of Resignation Duly Notarized
3. Affidavit of non revocable resignation duly notarized
4. Clearances (Unit Clearance, Non Money And Property Accountability, R7, R2, R4/RSAO, RCEO, RHSG4A, DLOS)
5. Duty Status

##### **Automatic Leave of Absence (Detained PNP Personnel):**

1. Endorsement from PPO
2. Special Written Report (SWR)
3. Investigation Report
4. Commitment Order/ Certificate Detention
5. Other data

**Termination of Leave of Absence:**

1. Endorsement for Unit
2. Order of Release
3. Duty Status (stating the date reported to active duty)

**How to Avail of the Service:**

Step	Applicant/ Client	Agency Action	Office /OPR	Location	Fees (In Php	) Duration
1	Proceed to DLOS for submission of Requirements	Preparation and Printing of Clearance (for signature and thumb mark of Applicant)	DLOS Section	Camp Vicente Lim, Brgy. Mayapa, Calamba City	None	10 mins
2	-----	Approval of Chief DLOS	-do-	-do-	-do-	5 mins.
3.	-----	For Signature and Notification of C, RPHRDD	-do-	-do-	-do-	30mins.
4	Proceed to DLOS to receive the clearance	DLOS Clearance for Release	DLOS Section	-do-	-do-	1 min

## HUMAN RESOURCE AND DOCTRINE DEVELOPMENT SECTION (HRDDS)

### SEQUENCE OF PHYSICAL FITNESS TEST

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM

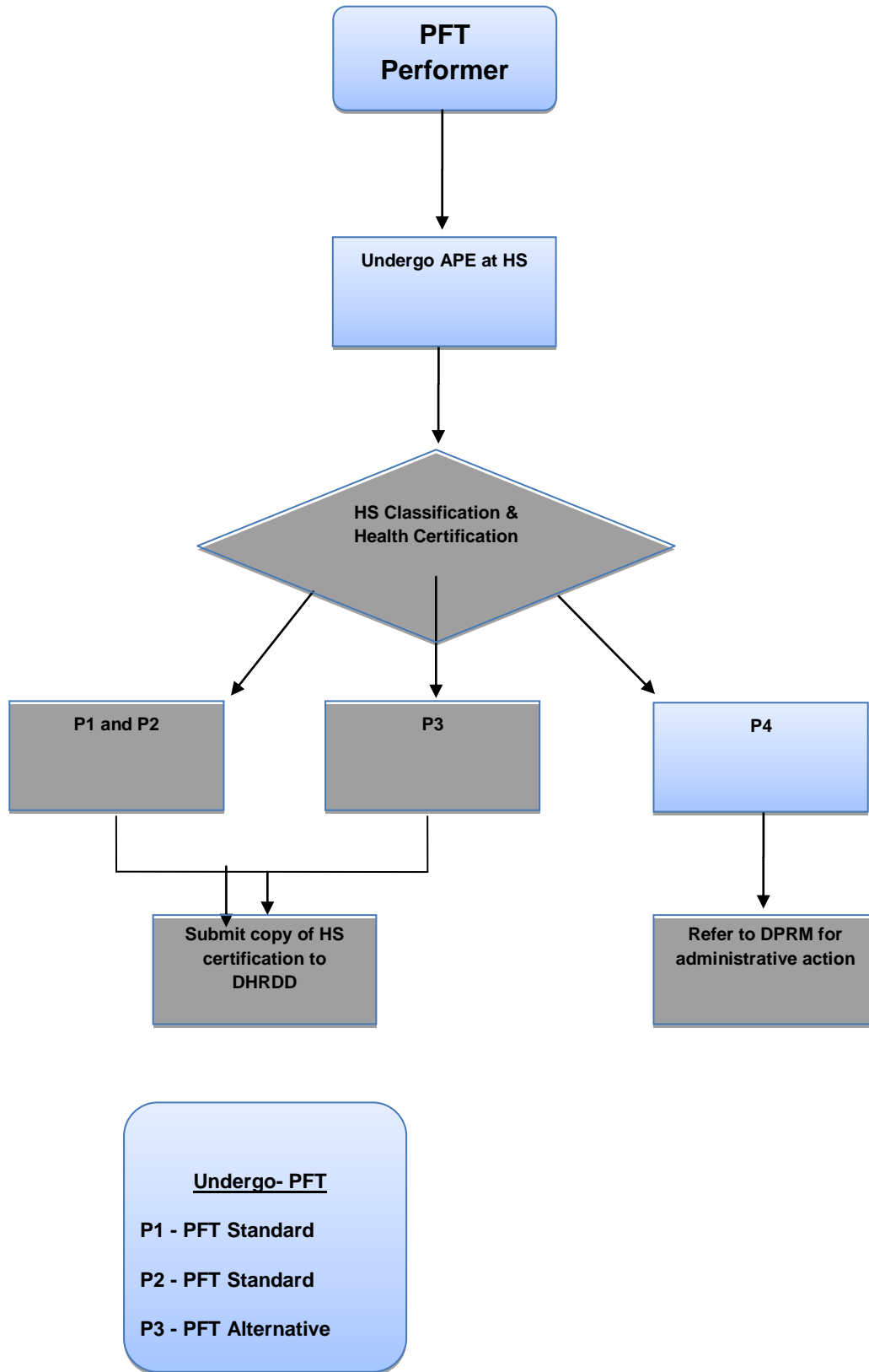
#### Who May Avail of the Service:

All PNP Uniformed Personnel with the age of Fifty Five (55) years old and below

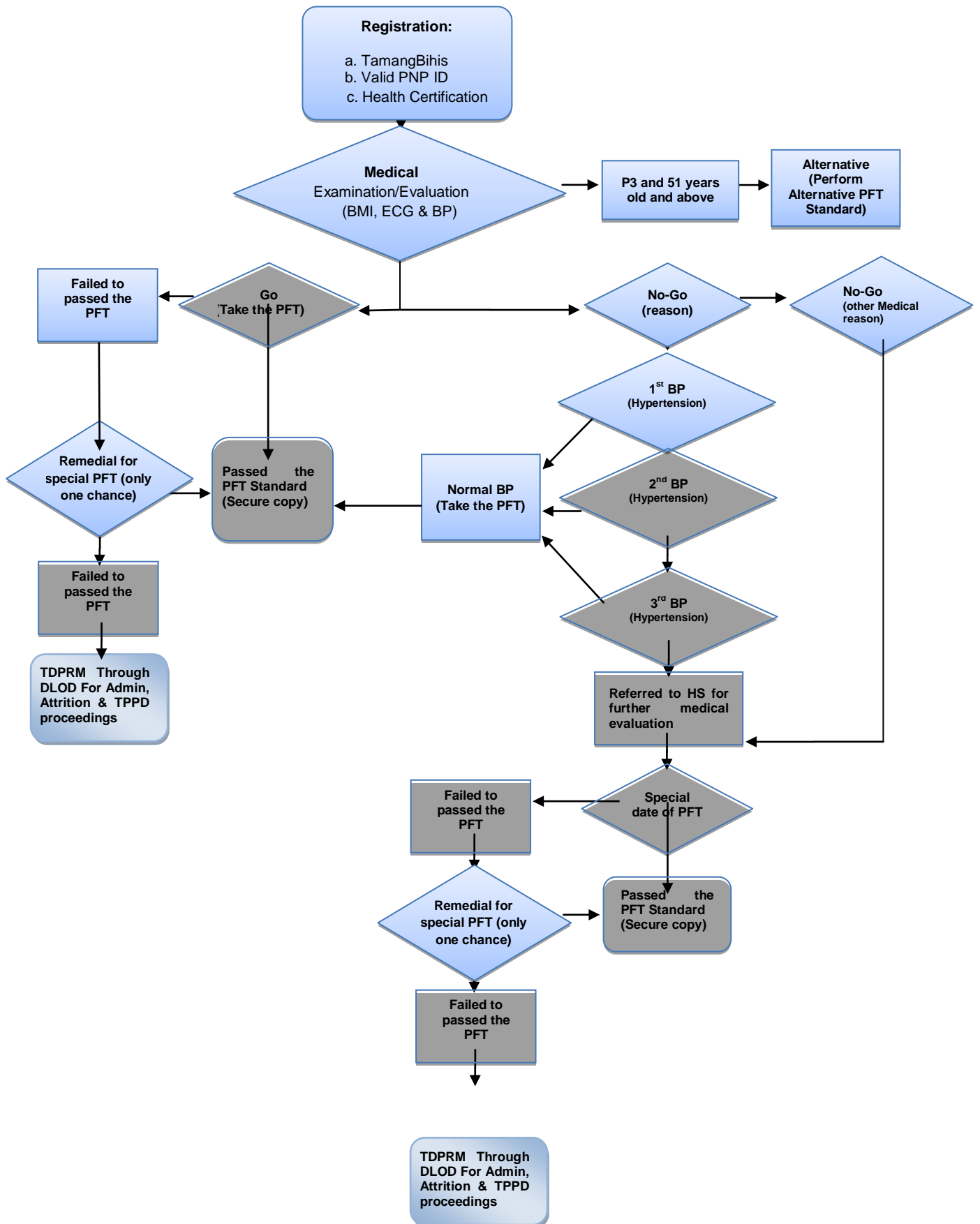
#### SEQUENCE OF PHYSICAL FITNESS TEST (PFT)

- a. P1 – considered to possess a high level of medical fitness. May withstand the rigors of prolonged police work or its core functions (those 21 to 39 years old with no medical problem/defects).
- b. P2 – may be exposed to rigors of work for prolonged period, the same as those categorized as P1, but may have minor defects, light or slight limitation of movement, may perform normal police duties and can cope with the requirements of police works (those forty (40) years old and above).
- c. P3 (temporary) – considered to possess medical conditions or physical defects that can still be treated or cured within a specific period as prescribed by the attending HS Medical Officer. May still be required to perform administrative duties/function, unless re-classified by the HS.
- d. P3 (permanent) - considered to possess medical conditions or physical defects that cannot be treated or cured as prescribed by attending HS Medical Officer. May still be required to perform administrative duties/functions.
- e. P4 – Considered to possess one or more medical conditions or physical defects of such severity that performance of duty is drastically limited. Fails to meet the criteria of the first three classifications, thus unfit for further police service.

## Flow Chart on APE and PFT process

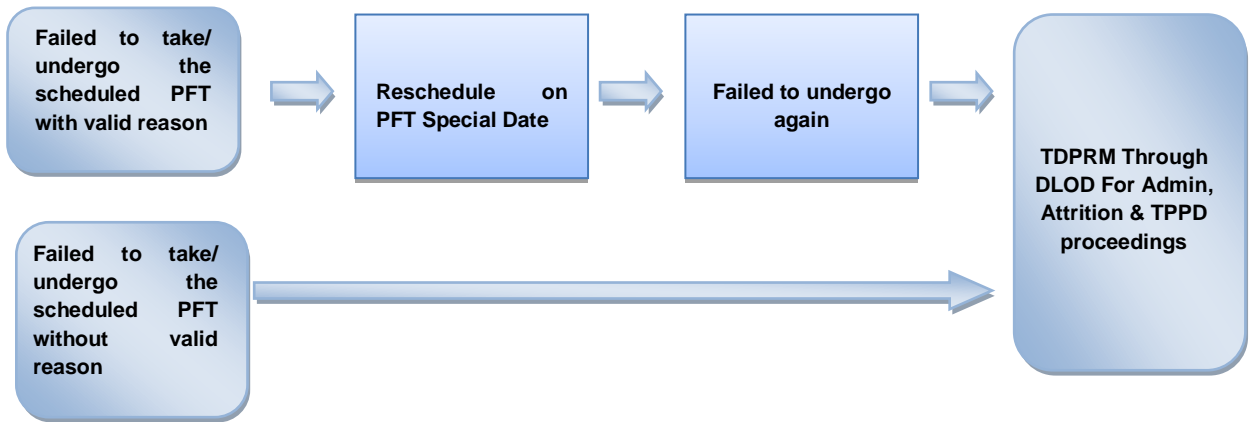


### PFT Flow Chart

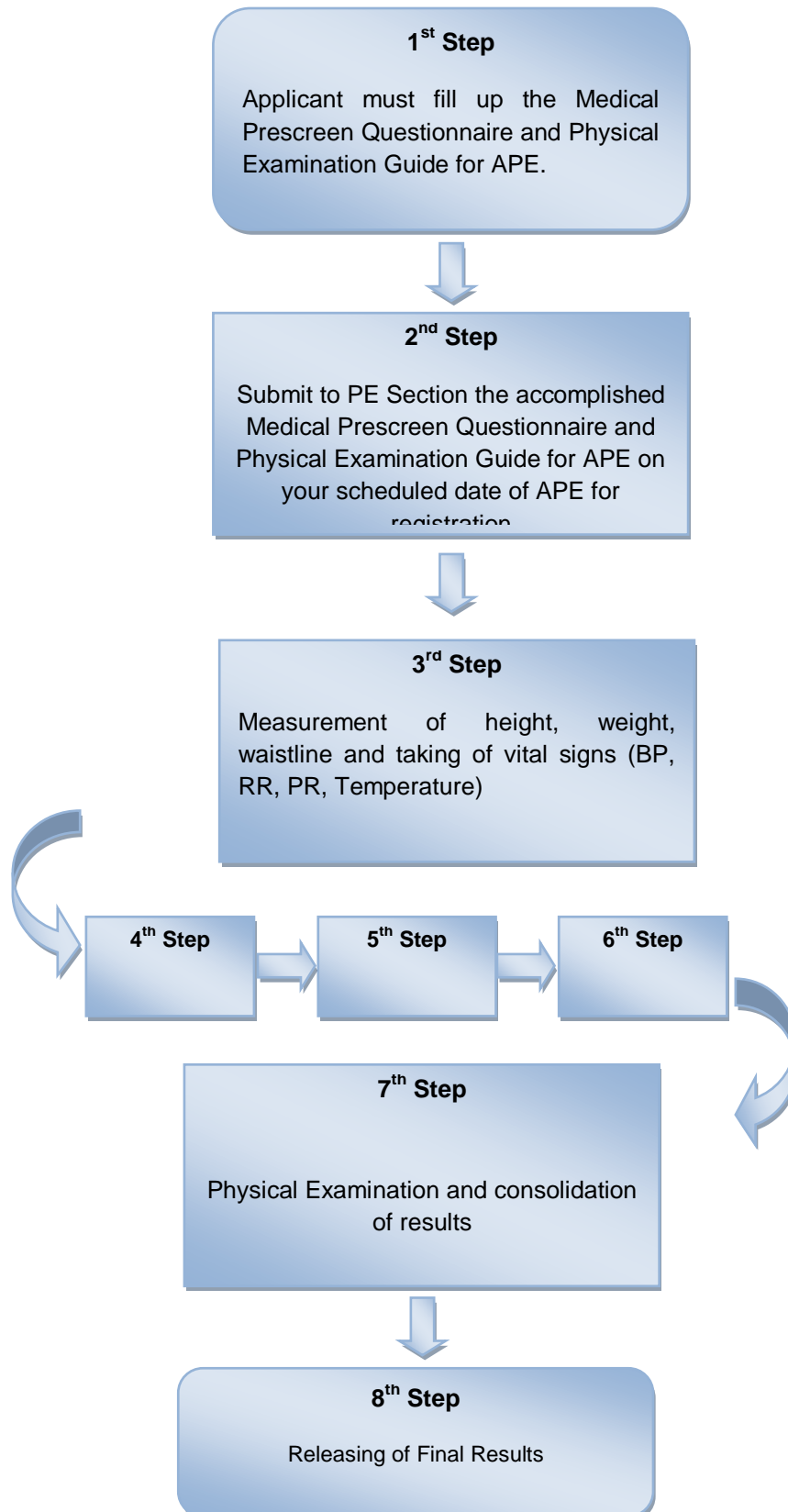




## Flow Chart for Failure to Undergo PFT



## Guide for Annual Physical Examination (APE)



## MANDATORY CAREER COURSES

### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM

### Who May Avail of the Service:

PNP Uniformed Personnel with the rank of PO3 to PSUPT

RANK	COURSE	STATUS	TIG	PRE-REQUISITE TRAINING
PSUPT	PSOSEC	PERMANENT	Two(2) years	PSOAC
PSINSP-PCINSP	PSOAC	PERMANENT	Two(2) years	PSOBC
PINSP	PSOBC	PERMANENT	No time in-grade	PSPS/PSOOC/PSOCC
SPO4	PSOCC	PERMANENT	Two(2) years	PSSLC
SPO1 UP	PSSLC	PERMANENT	No time in-grade	PSJLC, FTODP and FTODP Service Duty Certification
PO3 UP	PSJLC	PERMANENT	Two(2) years	PSBRC/FTP

### REQUIREMENTS:

#### FOR PSOSEC/PSOAC/PSOBC:

- A. Endorsement signed by Regional Director;
- B. Updated computer Generated Personal Data Sheet from RMD, DPRM;
- C. Diploma or Certificate of Attendance on PSOAC/PSOBC/PSOCC or its equivalent;
- D. Certificate of Non-pending criminal or admin case/s;
- E. Certificate of Non-money and/or property accountability; and
- F. Medical Test Results

#### FOR NCRTC-PSJLC/PSSLC:

- A. Endorsement/Recommendation from mother unit/PRO;
- B. PSBRC/PSJLC Diploma/Declaration of Graduate/order of merit;
- C. Updated Personal Data Sheet (CSC/PNP) with 2\*2 picture;
- D. PNP Service Record;
- E. Latest Promotion Order;
- F. Medical Certification(fit for training);
- G. Drug Test;
- H. Clearances (DLOD/RID); and
- I. Eligibility

### APPLICATION OF MANDATORY COURSES:

Step	Applicant/ Client	Service Provider	Duration of Activity	Person in Charge	Fees (In Php)
1	Secure endorsement from	Walk-in to ORPHRDD-HRDD	DRDDS	ITPD PNCO/Asst.	None

	his/her COP and from PD			ITPD PNCO	
2	Secure all necessary documentary requirements	Validation of unit endorsement by his/her office to undergo Schooling	-do-	-do-	-do-
3.	-----	Processing of Mandatory Schooling by this office	-do-	-do-	-do-
4	-----	Releasing of unit endorsement by this office duly signed by RD/RPHRDD	-do-	-do-	-do-

Note: All Recommendation for PCO/s is duly signed by our Regional Director; and All recommendation for PNCO/s is duly signed by C, RPHRDD for the Regional Director.

- ❖ Folder for mandatory schooling may be forwarded by this office and/or thru hand carry by the requesting party for subsequent submission to the Training Institution.
- ❖ All PNP Personnel who will undergo the mandatory career training shall be temporary relieved from their position and present assignment and reassign to PHAU, DPRM for PCOs while RPHAU concerned for PNCOs and will be replaced on details status with the PPSC for the whole duration of the course.

## MORALE AND WELFARE SECTION

### (PERSONNEL SERVICES SECTION)

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM. without noon break

#### Who May Avail of the Service:

PNP and PNP dependent (KIA, WIA and TPPD)

#### What are the Requirements:

##### Scholarship, SFA, Retirement, Study Leave

##### Process for Non Duty Status (Retirement)

- a. Endorsement from CPS to PPO to RHQS (Attn: MWS)
- b. Order of Retirement from NHQ
- c. Basic Letter Request

##### FOR PNP PERSONNEL KILLED DURING POLICE OPERATIONS: REGIONAL SPECIAL FINANCIAL ASSISTANCE/PRESIDENTIAL SPECILA FINANCIAL ASSISTANCE

2 Folders all authenticated/ NSO are original copy

- a. Endorsement from Unit
- b. Death Certificate
- c. Line of Duty Report (LOD)
- d. After Police Operation Report
- e. Photocopy of PNP ID Card (if expired/lost, duty status from unit)
- f. Personal Data Sheet from PAIS
- g. Service Record
- h. Photocopy of PNP Dependent's I.D. Card from RMD, DPRM
- i. Certificate of Legal Beneficiary/ies
- j. Marriage Contract from MSO
- k. Birth Certificate from NSO

##### FINANCIAL ASSISTANCE (KIA/WIA/TPPD) RETIREMENT (NDS)/ SCHOLAR:

STEP	Applicant/Client	Agency Action	Office/OPR	Location	Fees	Duration
1	PNP Personnel and dependents	Receive fully accomplished requirements to be processed, all requirements	MWS-PSS	Camp V. Lim Brgy. Mayapa, Calamba City	None	For retirement (NDS) 3 months from date of retirement

		should be completed and endorsed by PPO and units and subsequently submitted to NHQ-MWD for approval while the TPPD submitted to NAPOLCOM				for the SFA no duration needed
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## MORALE AND WELFARE SECTION

### (ACCEPTANCE OF RECOMMENDATIONS FOR SPECIAL PROMOTION)

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM. without noon break

#### Who May Avail of the Service:

Member/s of the PNP uniformed personnel

#### What are the Requirements:

**Tab “A”** – After Operation Report/After Incident Report (proper format and must describe in detail the participation of the recommended along with sketch of crime/encounter scene and pictures);

**Tab “B”** – Case operation plan or operation plan as the case maybe;

**Tab “C”** – Deliberation Report and Resolution from the PRO CALABARZON SPADB;

**Tab “D”** – Recommendation from the Regional Director;

**Tab “E”** – Affidavit of individual participation of each recommendee describing in detail his/her specific heroic act duly subscribed/sworn to  
(The affidavits of the recommendees must be indicated in this tabbing);

**Tab “F”** – Affidavit of the two (2) eyewitnesses in the engagement duly subscribed/sworn to. In isolated cases where no eyewitness could attest to the heroic act, the affidavit of the immediate superior officers or concern local officials maybe admitted provided that the substance of the affidavit centers on the heroic act of the nominee, provided further that the same shall be subjected to validation by the Directorate for Intelligence;

**Tab “G”** – Updated and properly accomplished Personal data Sheet (PDS) of the nominee generated from the Personnel Accounting Information Service (PAIS)  
(The PDS of the recommendees must be indicated in this tabbing);

**Tab “H”** – Attested appointment of each recommendee in present rank (The attested appointment of the recommendees must be indicated in this tabbing)

**Tab “I”** – Status of the FA’s of Ballistic Report from PNP-CLO; and

**Tab “J”** – Case/s filed in court with I.S. No.

**Tab “K”** – Sketch of Operation/Place of Incident

**Tab “L”** – Pictures

#### How to Avail of the Service:

**Step 1:** The PDs, Office/Unit Commander of concerned PNP Personnel shall after finding merit on the recommendation and evaluation of the After Operation Report and other documents shall recommend immediately to the Regional Director (Attn: ORPHRDD-MWS (Secretariat) and Special promotion of concerned PNP personnel.

**Step 2:** Evaluation by the Secretariat (MWS, RPHRDD)

**Step 3:** Schedule SPADB Meeting. The appearance of the recommended grantee/s may be required for interview and validation

**Step 4:** SPADB to scrutinize the recommendation with criteria set forth by the NAPOLCOM Memo Circular Number 93-012 and Memo Circular No. 20005-005 which prescribes two (2) validated acts of conspicuous courage and gallantry, as hereunder enumerated:

- a. A deed of personal bravery and self-sacrifice above and beyond the call of duty of a PNP uniformed personnel so conspicuous as to distinguish himself clearly above his comrades in the performance of more than ordinary hazardous service; or
- b. An act of heroism exhibited in the face of an armed enemy so notable and involving a risk of life so extra-ordinary as to set him apart from his comrades.

Please be guided that recommendations for appropriate awards and meritorious/Special Promotion must be deliberated and passed upon by the Special Promotions, Awards and Decorations Board at Provincial level. And, only those who actually participated shall be recommended.

The acts of conspicuous courage described in the recommendation for special promotion must be:

- a. The deed of personal bravery and self-sacrifice above and beyond the call of duty so conspicuous as to distinguish the act clearly over and above his/her comrades in the performance of more than ordinary hazardous service, such as, but not limited to the following:
- b. Overwhelming number of enemies and firepower capability as against the strength of PNP operatives and their firepower capabilities;
- c. Infiltration and penetration of the safe house and hide outs of organized crime syndicates such as: terrorism, hijacking, kidnapping, illegal drugs and carnapping;
- d. Shoot-out in robbery/hold-up incidents inside public places such as: malls, government offices, business establishments, and public utility vehicles; and
- e. Conduct of rescue/disaster operations that resulted in the saving of lives and properties.
- f. An act of heroism in the face of an armed enemy or in the conduct of rescue/disaster operations resulting in the loss of life (posthumous promotion).

**Step 5:** If the SPADB finds that the accomplishment merits for Special Promotion, the SPADB shall sign and approve the Resolution/Deliberation Report.

**Step 6:** Indorse the recommendation to the National Headquarters signed by the Regional Director.



## **MORALE AND WELFARE SECTION**

### **(ISSUANCE OF AWARDS AND DECORATION)**

#### **Schedule of Availability of Service**

Monday-Friday 8:00 AM – 5:00 PM. without noon break

#### **Who May Avail of the Service:**

All PNP Uniformed / Non-Uniformed Personnel

#### **What are the Requirements:**

- A. Personal Data Sheet (Revised 2005)
- B. 1. Certificate of Training  
2. Order of Merit  
3. Declaration of Graduate
- C. Appointment Order
- D. Attested Appointment (KSS)
- E. Eligibility

#### **How to Avail of the Service:**

##### **Processing of Awards:**

**Step 1:** The Office/Unit Commander of concerned PNP personnel shall submit within fifteen (15) days a report depicting the accomplishment of the concerned personnel accompanied with a recommendation for an appropriate award that will be supported by the documentary requirements:

**Step 2:** The recommendation for award shall be submitted to the PRO/NSU SPADB Secretariat that will be responsible in ensuring thereof.

**Step 3:** The recommendation for award shall be evaluated by the PRO/NSU SPADB en banc. If the award falls within its jurisdiction, its findings and recommendation shall be submitted to the PRO/NSU Director for approval and implementation. If the award falls under the jurisdiction of higher authorities, it shall cause its transmittal to the concerned higher authority.

#### **OPERATIONAL AWARDS**

- 1. MEDALYA NG KAGITINGAN
- 2. MEDALYA NG KABAYANIHAN
- 3. MEDALYA NG KATAPANGAN
- 4. MEDALYA NG KADAKILAAN
- 5. MEDALYA NG KATANGITANGING ASAL
- 6. MEDALYA NG KAGALINGAN
- 7. MEDALYA NG PAPURI
- 8. MEDALYA NG SUGATANG MAGITING

#### **ADMINISTRATIVE AWARDS**

- 1. MEDALYA NG KATAPANGAN SA PAGLILINGKOD

2. MEDALYA NG KATANGITANGING GAWA
3. MEDALYA NG PAMBIHIRANG PAGLILINGKOD
4. MEDALYA NG KASANAYAN
5. MEDALYA NG PAPURI

#### **MISCELLANEOUS AWARDS**

1. MEDALYA NG UGNAYANG PAMPULISYA (PCR OPERATIONS)
  2. MEDALYA NG MABUTING ASAL (FOR CONSPICUOUS DEVOTION TO DUTY FOR A PERIOD OF 5 YEARD WITHOUT DEROGATORY RECORD/REQUIREMENT: RIAS AND RID CLEARANCE)
  3. MEDALYA NG PAGLILINGKOD (FOR COMPLETION OF ATLEAST 20 YEARS OF FAITHFUL AND HONORABLE SERVICE)
  4. MEDALYA NG PAGLABAN SA MANLILIGALIG (FOR ACTIVE SERVICE FOR A PERIOD OF 6 MONTHS WHILE UNDERTAKING AN OPERATION, CAMPAIGN OR MOVEMENT AGAINST DISSIDENCE)
  5. MEDALYA NG PAGTULONG SA NASALANTA (RESCUE/RELIEF AND REHABILITATION OPERATIONS CONNECTED WITH CALAMITIES AND DISASTERS)
  6. TSAPA NG NATATANGING YUNIT (FOR ACTS AND SERVICES OR EXCEPTIONAL DEVOTION AND FIDELITY)
  7. MEDALYA NG PAGLILINGKOD SA LUZON (FOR PARTICIPATION IN THE CAMPAIGN OR AGAINST CRIMINALITY OR INSURGENCY IN LUZON FOR ATLEAST 6 MONTHS)
  8. MEDALYA NG PAGLILINGKOD SA VISAYAS (FOR PARTICIPATION IN THE CAMPAIGN OR AGAINST CRIMINALITY OR INSURGENCY IN VISAYAS FOR ATLEAST 6 MONTHS)
  9. MEDALYA NG PAGLILINGKOD SA MINDANAO (FOR PARTICIPATION IN THE CAMPAIGN OR AGAINST CRIMINALITY OR INSURGENCY IN MINDANAO FOR ATLEAST 6 MONTHS)
  10. MGA TSAPA NG KUWALIPIKASYON (FOR ABILITY IN SPECIALIZED SKILLS)
- 5 LETTERS OF COMMENDATION = MAY BE CONVERTED TO 1 MEDALYA NG PAPURI

#### **MEDALS EQUIVALENT TO LEAVE CREDITS:**

MEDALYA NG KADAKILAAN	= 5 DAYS LEAVE CREDITS
MEDALYA NG KAGALINGAN	= 5 DAYS LEAVE CREDITS
MEDALYA NG SUGATANG MAGITING	= 5 DAYS LEAVE CREDITS
MEDALYA NG KASANAYAN	= 4 DAYS LEAVE CREDITS
MEDALYA NG PAPURI	= 3 DAYS LEAVE CREDITS
MEDALYA NG UGNAYANG PAMPULISYA	= 5 DAYS LEAVE CREDITS
MEDALYA NG PAGLILINGKOD SA LUZON	= 3 DAYS LEAVE CREDITS
MEDALYA NG PAGLABAN SA MANLILIGALIG	= 3 DAYS LEAVE CREDITS
MEDALYA NG PAGTULONG SA NASALANTA	= 3 DAYS LEAVE CREDITS

- ALL RECOMMENDATIONS FOR AWARDS PARTICULARLY THE MEDALYA NG PAGLILINGKOD SA LUZON, MEDALYA NG PAGLABAN SA MANLILIGALIG AND MEDALYA NG UGNAYANG PAMPULISYA MUST BE IN MS WORD IN HARD AND SOFT COPY WITH THE FOLLOWING FORMAT TO EXPEDITE \_\_\_\_\_

RANK FIRST NAME MIDDLE NAME SURNAME QUALIFIER BADGE NUMBER

Ex:

SPO2 Domingo Galliguez Medalla Jr 120655

**Step 4:** Secretariat will prepare the Resolution/Deliberation Report the recommendation for appropriate awards for approval and signature of the Awards and Decorations Board and the Regional Director.

**Step 5:** If approved, issuance of General Orders follows.

## PLACEMENT AND PROMOTION SECTION

### (PROMOTION)

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM. without noon break

#### Who May Avail of the Service:

All Uniformed PNP members

#### What are the Requirements:

Folder A	Folder B
Updated PAIS PDS - Tab "A" (Applicants together with the admin Officer must affix Their signature on every page of the PAIS PDS to confirm The contents thereof. The PAIS PDS must be subscribed And sworn to at the end portion of the form.)	Appointment Processing Checklist - Tab "A"
Affidavit of Undertaking (DPRM Form RSD-03-A) (Duly Notarized by any Notary Public) - Tab "B"	Original CSC PDS (Revised 2005) - Tab "B"
Basic and Advanced E-Learning Certificate (Authenticated by the issuing unit) - Tab "C"	Certificate of Training/ Declaration of Graduate/ Order of Merit - Tab "C" (All authenticated)
Original Copy of NBI Clearance - Tab "D" (for those who have submitted their NBI Clearance during the recently concluded promotion program, may NO LONGER attached a new one, provided that it is not yet expired)	Three (3) copies each of Eligibilities (All authenticated by the issuing office) - Tab "D"
Certification from Court & Quasi-Judicial Body - Tab "E" (for those with pending criminal/admin case only)	Attested Appointment (KSS) - Tab "E" (Authenticated)
Authenticated CSC Attestation on Present Rank (KSS) - Tab "F"	
Promotion Order or Appointment Order & Reemployment Order for PO1 - Tab "G"	

#### How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees
1	Updated PAIS Records	General Preparation, Dissemination, Updating of PAIS Records & Activation of Promotion Boards/Committees & Secretariats	Fifteen (15) days	Promotion Section	N/A
2	Submit Promotional Folders	Screening and Evaluation of Qualification Standards and other Requirements	Fifteen (15) days	Promotion Section	N/A
3	-----	Board Deliberation	One (1) hour	Promotion Section	N/A
4	Proceed to RCLO4A & RHS4A	Drug Test & Work Behavior Performance Appraisal (WBPA)	Five (5) days	RCLO 4A & RHS4A	N/A
5	Attend for Final Board	Final Board Deliberation for PCO & PNCO	One (1) hour	Promotion Section	N/A

		Promotion Boards			
6	-----	Issuance of Promotion Orders	Five (5) days	Promotion Section	N/A
7	Attend Mass Oath-Taking & Donning of Ranks	Mass Oath-Taking and Donning of Ranks	One (1) hour	Promotion Section	N/A

## PLACEMENT AND PROMOTION SECTION

### (TRANSFER OF ASSIGNMENT)

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM. without noon break

#### Who May Avail of the Service:

All Uniformed PNP members

#### What are the Requirements:

DPRM Form No. 2013-02-A, PAIS PDS, Service Record, Authenticated E-Learning Certificate

#### For Swapping of Assignment

Notarized Swapping Agreement, DPRM Form No. 2013-02-A, PAIS PDS, Service Record, Authenticated E-Learning Certificate

#### How to Avail of the Service:

STEP	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees
1	Personnel initiated request	Applicants shall accomplish the DPRM Form RSD-02-A; submit to the admin office the said form and e-learning certificate; other documents required for purposes of screening/evaluation of the application shall not be required from the applicants but shall be provided by the Admin Office from the data base (PAIS stand alone) of the unit.	1-2 days	Respective Admin Office	
2		The Admin Officer shall attach the updated PAIS PDS of the applicant and conduct initial assessment and evaluation on the request based on the general guidelines and policies outlined in PNPMC 2013-014		Respective Admin Office	
3		The Admin Officer shall affix his signature on the space provided in the application form if he approves the application and endorse the application to the Logistics Officer who will evaluate and certify that the applicant is cleared of property accountability with his/her present office/unit by affixing his/her signature		Respective Admin Office	
4		The Logistic Officer will endorse the application to the Finance Officer who will evaluate and certify that the applicant is cleared of financial accountability with his/her present office/unit by affixing his/her signature	1-4 days	Respective Logistics Office	

## PLACEMENT AND PROMOTION SECTION

### (ISSUANCE OF ATTESTED APPOINTMENT (KSS))

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM. without noon break

#### Who May Avail of the Service:

All Uniformed PNP members

#### What are the Requirements:

- A. Personal Data Sheet (Revised 2005)
- B. 1. Certificate of Training  
2. Order of Merit  
3. Declaration of Graduate
- C. Appointment Order
- D. Attested Appointment (KSS)
- E. Eligibility

#### How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees
1	Secure and submit all the documentary requirements for Attestation	Validation of Requirements	1-2 mins	Attestation Section	N/A
2		For Issuance of Order	1-2 days	Attestation Section	N/A
3		Printing of KSS	2 days	Attestation Section	N/A
4		For Signature of Chief, RPHRDD	2 days	C, RPHRDD	N/A
5		Forward to the Office of DRDA for Signature of Chairman Personnel Selection Board	2-3 days	DRDA	N/A
6		Forward to Regional Director for signature	2-3 days	RD	N/A
7		Attachment of KSS to folder	3-4 days	Attestation Section	N/A
8		Endorse to Civil Service Commission			N/A

# NUPAS

## Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM. without noon break

## Who May Avail of the Service:

All Non-Uniformed members

## Requirements for New NUP:

All applicants must submit the following requirements in one (1) long folder duly tabbed:

- a. Endorsement from Chief of Office and Provincial Director; (to be decided by the board)
- b. Letter of Application;
- c. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2005); download @ [www.csc.gov.ph](http://www.csc.gov.ph)
- d. Transcript of Records and Diploma;
- e. Certificate of Eligibility (may be photocopy if CSC);
- f. Certificate of Training (original or authenticated copy);
- g. Certificate of Employment (original or authenticated copy);
- h. Original NBI Clearance;
- i. Original NSO Birth Certificate; and
- j. Original NSO Marriage Certificate, if applicable

(letters d and e must be authenticated by issuing agency/office with corresponding original copy of receipt of payments; attach original copy of receipt of payments for letters h,i,j).

## How to Avail of the Service:

### Hiring of New Non-Uniformed Personnel

Step	Applicant/ Client	Service Provider	Duration of Activity	PERSON IN CHARGE	Fees
1	Register at the logbook	Direct client to proceed to the NUP in-charge		NUP Veneracion A. Llorin NUP Maria Clysuzette P. De Grano	
2	Submit one (1) application folder	Evaluate the qualifications of the applicant and validate documents if qualified to the positions applied for		NUP Veneracion A. Llorin NUP Maria Clysuzette P. De Grano	
3	Fill-out and submit the application form	Inform the applicant on the schedule of skill test/interview and other announcements on PNP CALABARZON website @ <a href="http://pnpcalabarzon.com">pnpcalabarzon.com</a>		NUP Veneracion A. Llorin NUP Maria Clysuzette P. De Grano	
4	Report for skill test	Conduct the skill test		NUPAS and other office concerned	
5		Announce the result of the skill test through PNP CALABARZON website @ <a href="http://pnpcalabarzon.com">pnpcalabarzon.com</a>		NUPAS	

6	Report for Board Interview	Regional Screening and Selection Board (RSSB) for Non-Uniformed Personnel will conduct the Interview to qualified applicants		RSSB for NUP and NUPAS	
7		Announce the names of recommended applicants for appointment to the PNP NUP Service		NUPAS	
8	Submit additional 2 application folders	Submit to DPRM-NUPAD the Evaluation Worksheets, Board Resolutions, Minutes of the Meeting and 2 applications folder for affirmation of the NHQ NUP Screening and Selection Board		NUPAS	
9		Inform the applicants that Character Background Investigation will be conducted and on the schedule of Neuro-Psychiatric Exam, Drug Test and Medical Examination thru our website or call/text message		NUPAS	
10	Report for Neuro-Psychiatric Exam, Drug Test and Medical Examination	Conducts the Neuro-Psychiatric Exam, Drug Test and Medical Examination		ORHS 4A ORCLO 4A ORID	
11	Report to get their copy of the result of the Medical/Neuro/ Drug Test	Submit to the NUPAD-DPRM the result of Neuro-Psychiatric Exam, Drug Test and Medical Examination and Character Background Investigation of recommended applicants		NUPAS	
12		Directive from NUPAD for the Issuance of Appointment and Filling-out of Position Description Form		NUPAS	
13		Inform them to visit the website @ <a href="http://pnpcalabarzon.com">pnpcalabarzon.com</a> for the date of their take-oath		NUPAS	
14		Oathtaking, Fill-out oath of office and affidavit of undertakings form		NUPAS	



15	Submit one (1) folder for Issuance of Appointment Order and one (1) folder for 201 file	Submit to the NUPAD and PAID, DPRM		NUPAS	
16		Furnish the PPOs copy of Appointment Order and Attested Appointment of New NUP		NUPAS	
17	Submit one (1) folder for Police Personnel File	Forward to PAIS and PARMS the folders of New NUP		NUPAS	

### Requirements for NUP Promotion/Realignment:

All applicants must submit one (1) set of folder containing the following duly authenticated documents by the issuing agency/office with the corresponding receipt of payments:

- a. Letter of application
- b. Duly Accomplished Personal Data Sheet (CSC Form 212 Revised 2005)
- c. Attested Appointment (KSS Form Blg 33) of current appointment/position;
- d. Scholastic Record (Transcript/Diploma) (with Official Receipt from School Registrar)
- e. Certificate of Eligibility (with Official Receipt from CSC/PRC/TESDA/NTC)
- f. Certificate of Training
- g. Individual Performance Evaluation Rating (IPER) for the last two semesters prior to the application

### Promotion of Non-Uniformed Personnel

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees
1	Register at the logbook	Direct client to proceed to the NUP in-charge		NUP Veneracion A. Llorin NUP Maria Clysuzette P. De Grano	
2	Submit one (1) application folder	Evaluate the qualifications of the applicant and validate documents if qualified for promotion to the positions applied for		NUP Veneracion A. Llorin NUP Maria Clysuzette P. De Grano	
3	Fill-out the application form	Inform the applicant on the schedule of Board Interview and other announcements on PNP CALABARZON website @ pnpcalabarzon.com		NUP Veneracion A. Llorin NUP Maria Clysuzette P. De Grano	
4	Report for Board Interview	Regional Screening and Selection Board (RSSB) for Non-Uniformed Personnel will conduct the Interview to qualified applicants		RSSB for NUP and NUPAS	

5		Announce the names of recommended NUP applicants for promotion thru PNP CALABARZON website @ pnpcalabarzon.com or call/text message		NUPAS	
6	Submit additional 2 application folders	Submit to DPRM-NUPAD the Evaluation Worksheets, Board Resolutions, Minutes of the Meeting and 2 applications folder for affirmation of the NHQ NUP Screening and Selection Board		NUPAS	
7		Issue Appointment and submit to NUPAD the duly accomplished Position Description Form and Affidavit of Undertakings		NUPAS	
8		Furnish the PPOs copy of Promotion Order and Attested Appointment of Promoted NUP		NUPAS	

## PLANS POLICIES and PROGRAMS SECTION (PPPS)

### (PROCESSING OF RCA VOUCHER)

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM

#### Who May Avail of the Service:

All PNP Personnel (every three (3) years of continuous service)

#### Requirements :

- a. Unit Endorsement
- b. Processed Disbursement Voucher; and Processed Payroll (if 2 or more claimants)(1 copy)
- c. Order of Entitlement
- d. Service Record
- e. Certificate of Non-Payment
- f. Xerox of PNP ID

#### How to Avail of the Service:

STEP	Applicant/Client	Agency Action	Office/OPR	Location	Fees (In PHP)	Duration
1.	Endorsement for RCA Claim with folder	PPPS Action PNCO will check the validity of the requirement	ADMIN Section	Camp Vicente Lim, Brgy. Mayapa, Calamba City, Laguna	NONE	2 mins each folder
2.	--	Voucher of the claimant is for signature and notification of C, ADMIN	-do-	-do-	-do-	1min/folder
3.	All Validated RCA folders	For endorsement/Signature of C, RPHRDD to RFSO4A	-do-	-do-	-do-	5 mins

## PERSONNEL ACCOUNTING AND RECORDS MANAGEMENT SECTION (PARMS)

### (LEAVE CREDITS)

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM

#### Who May Avail of the Service:

All PNP Members (Uniformed and Non-Uniformed)

#### What are the Requirements:

- a. Updated Service Record(DPRM)
- b. Retirement Order
- c. Leave Credits from the Unit Assignment
- d. Relieved Order from PRO CALABARZON to another Unit/Region

#### How to Avail of the Service:

STEP	Applicant/Client	Agency Action	Office/OPR	Person In Charge	Fees (In PHP)	Duration
1.	Retired (Uniformed and NUP)	Walk-in to PARMS Office or Indorsed by other offices and Provincial Offices	PARMS	Encoder	NONE	
		Validation of Documents	PARMS	Encoder	-do-	2 mins
		Processing of Requirements	PARMS	Encoder	-do-	5 mins
		Endorse to PRBU for subsequent submission to PRBS				5 mins
2.	Active (Uniformed and NUP)	Walk-in to PARMS Office or Endorsed by Provincial Offices	PARMS	Encoder	-do-	
		Processing of Leave Credits	PARMS	Encoder	-do-	2 mins
		Releasing of leave credits to active PNP Personnel	PARMS	Encoder	-do-	2 mins

## PERSONNEL ACCOUNTING AND RECORDS MANAGEMENT SECTION (PARMS)

### ISSUANCE OF SERVICE RECORDS (FOR INP AND PC PERSONNEL):

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM

#### Who May Avail of the Service:

All INP and PC Personnel)

#### What are the Requirements:

- a. Old Service Record(for PC/INP)
- b. Enlistment Order
- c. Promotion Order
- d. Dismissal Order, Suspension Order, Posthumous order (if applicable)

#### How to Avail of the Service:

STEP	Applicant/Client	Agency Action	Office/OPR	Person In Charge	Fees (In PHP)	Duration
1.	Retired/ Deceased INP/PC Personnel	Walk-in to PARMS Office or Indorsed by other offices and Provincial Offices	PARMS	Encoder	NONE	
2.		Verification of Orders	PARMS	Encoder	-do-	2 mins
3.		For issuance of Service Record	PARMS	Encoder	-do-	2 mins
4.		For Signature of C, PARMS				2 mins
5.		Releasing of Service Records	PARMS	Encoder	-do-	1 min

## PERSONNEL ACCOUNTING AND RECORDS MANAGEMENT SECTION (PARMS)

### CERTIFICATE OF LEGAL BENEFICIARIES:

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM

#### Who May Avail of the Service:

All PNP Member and Dependents (Uniformed and Non Uniformed)

#### What are the Requirements:

- a. Retirement Order
- b. Letter request from requesting party
- c. Death Certificate from NSO
- d. Advisory on Marriage from NSO(husband)
- e. Advisory on Marriage from NSO(wife)
- f. 2x2 Picture with Nametag(husband)
- g. 2x2 Picture with Nametag(wife)
- h. Birth Certificate of Children (18 years old and below)
- i. Endorsement from Unit
- j. Certificate of Legal Beneficiaries from Unit
- k. Marriage contract from NSO
- l. Birth Certificate of Wife
- m. Affidavit of confirmation
- n. Attached Xerox copy of three (3) valid id

#### How to Avail of the Service:

STEP	Applicant/Client	Agency Action	Office/OPR	Person In Charge	Fees (In PHP)	Duration
1.	Active (Uniformed and NUP) Retired (Uniformed and NUP) Dependent (Uniformed and NUP)	Walk-in to PARMS Office or Indorsed by other offices and Provincial Offices	PARMS	Encoder	NONE	
		Validation of Orders	PARMS	Encoder	-do-	2 mins
		Processing of Requirements	PARMS	Encoder	-do-	2 mins
		Endorse to DPRM				2 mins

## PERSONNEL ACCOUNTING AND RECORDS MANAGEMENT SECTION (PARMS)

### ISSUANCE OF ORDERS

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM

#### Who May Avail of the Service:

All PNP Members (Uniformed and Non Uniformed)

#### What are the Requirements:

Directives from Sections of RPHRDD and other offices

#### How to Avail of the Service:

STEP	Applicant/Client	Agency Action	Office/OPR	Person In Charge	Fees (In PHP)	Duration
	Active (Uniformed and NUP)	Directives issued by concerned Section of RPHRDD	PARMS	Asst. Publication PNCO	NONE	
		Issuance of Order				2 mins
		for correction of action PNCO				1 min
		Printing of Orders				2 mins
		For Initial and verification of Action PNCO and Chief, PARMS				1 min
		For signature of C, RPHRDD				5 mins
		PARMS for release and radio message to concerned personnel/units for information				5 mins

**PERSONNEL ACCOUNTING AND RECORDS MANAGEMENT SECTION (PARMS)**

**AUTHENTICATION OF DOCUMENTS**

**Schedule of Availability of Service**

Monday-Friday 8:00 AM – 5:00 PM

**Who May Avail of the Service:**

All PNP Members (Uniformed and Non Uniformed)

**What are the Requirements:**

**Orders/Certificate issued by this Regional Headquarters**

**How to Avail of the Service:**

<b>STEP</b>	<b>Applicant/Client</b>	<b>Agency Action</b>	<b>Office/OPR</b>	<b>Person In Charge</b>	<b>Fees (In PHP)</b>	<b>Duration</b>
	Active (Uniformed and NUP)	Walk-in to PARMS Office or Indorsed by other offices and Provincial Offices	PARMS	Asst. Publicatio n PNCO	NONE	
		Validation of Orders				3 mins
		For authentication of Documents				1 min
		For Signature of C, PARMS				1 min
		Releasing of Authenticated Documents				1 min



**PERSONNEL ACCOUNTING AND RECORDS MANAGEMENT SECTION (PARMS)**

**APPLICATION OF PNP ID**

**Schedule of Availability of Service**

Monday-Friday 8:00 AM – 5:00 PM

**Who May Avail of the Service:**

All PNP Members (Uniformed and Non Uniformed)

**What are the Requirements:**

1. Duly Accomplished Application Form.
2. Authenticated Final Order of Merit, Declaration of Graduates, Latest Pay slip and Appointment Order ( for PO1s)
3. 2x2 Picture with Name Tag (Last Name/ First Name and Middle Name and Rank below

**Renewal:**

1. Duly Accomplished Application Form.
2. Surrender Old/Expired ID
3. 2x2 Picture with Name Tag (Last Name/ First Name and Middle Name and Rank below

**Renewal (w/o surrendered Old/Expired ID):**

1. Duly Accomplished Application Form.
2. Affidavit of Loss (if Loss)
3. Police Report
4. Dilapidated PNP ID(if dilapidated)
5. Payment of 60.00 for the replacement of lost/dilapidated ID Card
6. 2x2 Picture with Name Tag (Last Name/ First Name and Middle Name and Rank below

**How to Avail of the Service:**

STEP	Applicant/Client	Agency Action	Office/OPR	Person In Charge	Fees (In PHP)	Duration
	Active (Uniformed and NUP)	Walk-in to PARMS Office or Indorsed by other offices and Provincial Offices	PARMS	Badge and ID PNCO	NONE	
		Validation of Documents			P60.00 for dilapidated and Loss ID	2 mins
		Processing of requirements				1 min
		Updating to PAIS				1 min
		For Signature of C, RPHRDD				5 mins
		Endorsed to RMD, DPRM				

## PERSONNEL ACCOUNTING AND RECORDS MANAGEMENT SECTION (PARMS)

### PROCESSING OF LEAVE

#### Schedule of Availability of Service

Monday-Friday 8:00 AM – 5:00 PM

#### Who May Avail of the Service:

All PNP Members (Uniformed and Non Uniformed)

#### What are the Requirements:

1. Basic Letter Request
2. Application Form
3. Certificate of Duty Status, Non Pending Case and Non Money Accountability for Vacation Leave (15 days and up)
4. Medical Certificate for Sick Leave (5days) and up
5. Medical Certificate for Maternity Leave and Special Leave Benefits for women
6. Medical Certificate and Marriage Contract for Paternity Leave
7. DSWD for SOLO Parental Leave

#### How to Avail of the Service:

STEP	Applicant/Client	Agency Action	Office/OPR	Person In Charge	Fees (In PHP)	Duration
	<b>Active (Uniformed and NUP)</b>	Endorsed by offices and Provincial Offices	PARMS	Action PNCO	NONE	
		Validation of Documents (Mandatory, Vacation, Sick (29 days and below) Special Privileged, Maternity, Paternity and other kind of leave)	-do-	-do-	-do-	1day
		Processing of Requirements	-do-	-do-	-do-	5 mins
		Prepare Memo for signature of C, RPHRDD	-do-	-do-	-do-	2 mins
		Prepare Memo for Approval of RD for PCOs and RCDS for PNCOs and NUP	-do-	-do-	-do-	2 mins
		Returned to PARMS for Issuance of order to be signed by Chief, RPHRDD	-do-	-do-	-do-	3mins
		Returned to PARMS for releasing and send radio message to concerned personnel/units for information	-do-	-do-	-do-	2 mins

**FILING OF SICK LEAVE (30 DAYS and UP)**

<b>STEP</b>	<b>Applicant/Client</b>	<b>Agency Action</b>	<b>Office/OPR</b>	<b>Person In Charge</b>	<b>Fees (In PHP)</b>	<b>Duration</b>
	PNP MEMBERS	Endorsed by offices and Provincial Offices	PARMS	Action PNCO	NONE	
		Validation of Application of Sick Leave for 30 days and up	-do-	-do-	-do-	5 mins
		Endorsed to RHS4A for Validation of Regional Health service	-do-	-do-	-do-	
		Returned to PARMS for issuance of Directive	-do-	-do-	-do-	3 mins
		For signature of C, RPHRDD	-do-	-do-	-do-	5 mins
		Prepare Memo for Approval of RD for PCOs and RCDS for PNCOs and NUP	-do-	-do-	-do-	2 mins
		Returned to PARMS for Issuance of order to be signed by Chief, RPHRDD	-do-	-do-	-do-	2 mins

# CITIZENS CHARTER