



Republic of the Philippines
National Police Commission

NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT
Camp Crame, Quezon City



B-02-0817-012

MEMORANDUM

FOR : C, PNP

THRU : TDCA

TDCO

TCDS

FROM : TDIDM

SUBJECT : **Policies, Guidelines and Procedures on Placement Eligibility in the Directorial Staff**

DATE : OCT 02 2017

10/27/17
DATE
APPROVED / DISAPPROVED
C, PNP

1. Reference: Memo from TCDS dated July 03, 2017 with the same aforesaid subject.

2. As a brief background, in order to continuously address the growth and development of the mandate of DIDM, TCDS instructed this Directorate to draft a PNPMC that would institutionalize the eligibility requirements for DIDM personnel. This would also ensure that the right persons are equipped to perform the demands of their respective functions.

3. The draft PNPMC on the **Policies, Guidelines and Procedures on Placement and Eligibility of Personnel in DIDM** specifically aims to:

- Provide policy guidelines on the placement and eligibility of DIDM personnel;
- Ensure that PNP personnel who has assignment orders complies with the eligibility requirements;
- Establish a system of monitoring and validating personnel records for evaluating the placements of TO positions;
- Prevent dysfunctions on the placement of underqualified personnel; and

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Desktop/works/0817/0817/0817-012 TRANSMITTAL Policies, Guidelines and Procedures on Placement Eligibility in the Directorial Staff



OCPNP
In Doc 17 P407035



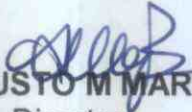
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- e. Reduce probability that once personnel are promoted, they will leave DIDM after a short period of time.
4. Respectfully request for your approval and signature on the attached PNPMC.


AUGUSTO M. MARQUEZ, JR
Police Director



Republic of the Philippines
National Police Commission
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

OCT 27 2017

PNP MEMORANDUM CIRCULAR
NUMBER 2017 - 079

**POLICIES, GUIDELINES, AND PROCEDURES ON PLACEMENT
AND ELIGIBILITY OF PERSONNEL IN DIDM**

1. REFERENCES:

- a. DIDM Investigative Directive 2017-16 entitled "Guidelines on the Transfer of Investigators" dated May 16, 2017;
- b. Civil Service Commission Resolution No.1401222 entitled "Qualification Standards for Appointment to Ranks in the Philippine National Police" dated August 14, 2014;
- c. PNP Memorandum Circular (MC) No. 2013-018, "Merit Selection and Promotion Plan for Non-Uniformed Personnel (MSPP-NUP) of the Philippine National Police" dated November 18, 2013;
- d. NAPOLCOM Resolution No. 2013-501 and 2011-196, "Prescribing the Qualification Standards for Appointment to PNP Ranks" dated October 23, 2013 and July 4, 2011 respectively;
- e. PNP MC No. 2013-014, "Prescribing Policies and Procedures Governing the Placement of Second (2nd) Level Uniformed Personnel" dated October 19, 2013;
- f. NAPOLCOM Resolution No. 2013-002, "Professionalizing the Philippine National Police Field Investigation Service through the Implementation of a Certification Program for Field Investigator of the Philippine National Police and Promulgating Guidelines for the Purpose" dated March 19, 2013; and
- g. NAPOLCOM Resolution No. 2007-251, "Enjoining the Philippine National Police (PNP) to Strictly Observe NAPOLCOM Memorandum Circular (MC) Nos. 2002-011 and 2001-05 specifically on the Procedure in the Assignment/Designation of Police Officers which Require the Review and Confirmation by the Commission en Banc and NAPOLCOM Regional Directors" dated July 9, 2007.

2. RATIONALE:

This Memorandum Circular (MC) provides the guidelines and procedures on placement and eligibility of personnel in the Directorate for Investigation and Detective Management (DIDM).

3. SITUATION:

Observations made by past leaders show that some uniformed personnel who were placed and given assignment orders to DIDM had no basic training on investigation nor specialized course/formal training on investigation; had never been assigned to any investigative unit/office (Criminal Investigation and Detection Group, Crime laboratory, Regional Investigation and Detective Management Division, Provincial Investigation and Detective Management Branch, Station Investigation and Detective Management Section, etc.) in the PNP; no background on investigation or had never investigated a single case, among others. This deprived deserving uniformed personnel who have the training, background, and experience on investigation the opportunity to be designated to the Table of Organization (TO) positions of the DIDM.

Moreover, the Non-Uniformed Personnel (NUP) assigned to DIDM also had no formal training on investigation. In 2016, the first-ever Investigation and Detective Management Orientation Course (IDMOC) for NUP was designed and conducted by School for Investigation and Detective Development. This addressed the necessary training needed by the NUP of DIDM while the WCPC continuously expanded its training program on the investigation of women and children cases to include online investigation on child sex trafficking and online pornography, among others.

Due to continuous growth and development of DIDM's mandate of professionalizing the PNP in the field of investigation and detective management alongside giving life to its core mission and of keeping pace with the sophistication of criminal offenders and transnational crimes, institutionalization of the PNP's e-Projects/New Generation Investigation Solution, expansion of its personnel resources, there is a need to come up with policy guidelines on the placement of Uniformed and Non-Uniformed Personnel who are given assignment orders and projected to be assigned with the DIDM. With the continuous evolution of policing and criminal investigation vis-a-vis organizational development, the PNP deemed it timely and essential to give premium to investigation by developing policy guidelines on the placement of PNP personnel in DIDM giving life to the core values of integrity, competency and efficiency.

4. PURPOSE:

This MC aims to:

- a. Provide policy guidelines on the placement and eligibility of PNP personnel (Uniformed and Non-Uniformed) in DIDM;
- b. Ensure that the PNP personnel who has assignment order and who is projected to be assigned with the DIDM complies with the requirements identified such as training, experience/background on investigation;
- c. Establish a system of monitoring and validating the personnel records being submitted by PNP personnel particularly on the PDS submitted for evaluating the placement in TO positions;

- d. Prevent further dysfunction on the placement of under qualified personnel in DIDM; and
- e. Reduce probability that personnel once accommodated and promoted will leave DIDM after a short period of time.

5. DEFINITION OF TERMS:

For purposes of uniformity, the following terms will be operationally defined and used:

- a. **Career Service-** refers to a category of service in the Philippine Civil Service characterized by entrance to positions based on merit and fitness to be determined as far as practicable by competitive examinations or based on highly technical qualifications, opportunity for advancement to higher career positions, and security of tenure.
- b. **Eligibility-** refers to competency training with relevance to the position applied by Police Commissioned Officers (PCOs), Police Non-Commissioned Officers (PNCOs) and Non-Uniformed Personnel (NUP).
- c. **Non-Uniformed Personnel-** refers to permanent/regular employee/s of the PNP.
- d. **Non-Uniformed Personnel Supervisor-** refers to designated NUP with appropriate orders from the Directorate of Personnel and Records Management (DPRM) who will supervise/oversee personnel action regarding NUP.
- e. **Placement-** refers to the selection and designation of a qualified police officer to a certain position of responsibility subject to the existing policies and regulations.
- f. **Qualification Standards-** refer to the real and essential requirements of a position that describe the eligibility, the kind and amount of experience, special skills, educational qualifications and personal characteristics of a personnel to qualify for the position.
- g. **Second (2nd) Level Police Personnel-** means active PNP uniformed personnel with the rank of Police Officer 2 (PO2) to Police Superintendent (PSUPT).
- h. **Second Level Positions-** refer to positions in the professional, technical or scientific work in non-supervisory or supervisory capacity requiring at least four years of collegiate studies, up to Division Chief level or its equivalent.

- i. **Senior Officers-** refer to PNP uniformed personnel with the rank of Police Senior Superintendent (PSSUPT) to Police Director-General (PDG)

6. GUIDELINES

a. Categories in Position:

Category 1- 3rd Level Position or its equivalent

- 1) **Director, DIDM-** Must have the following qualifications:
 - a) Must be a Star Rank Officer; and
 - b) Eligible based on Eligibility Standard on Training.
- 2) **Deputy Director, DIDM-** Must have the following qualifications:
 - a) Must be a Star Rank Officer; and
 - b) Eligible based on Eligibility Standard on Training.
- 3) **Executive Officer, DIDM-** Must have the following qualifications:
 - a) Designated as Division Chief classified as PSSUPT Exclusive position of DIDM for at least six months; and
 - b) Eligible based on Eligibility Standard on Training.
- 4) **Division Chief classified as PSSUPT Super Division position-** Must have the following qualifications:
 - a) Served as Chief of any DIDM Division for at least six months; and
 - b) Eligible based on Eligibility Standard on Training.
- 5) **Division Chief classified as PSSUPT –** Must have the following qualifications:
 - a) Rendered duty in any investigation office for at least one year; and
 - b) Eligible based on Eligibility Standard on Training.
- 6) **NUP Supervisor-** Must have the following qualifications:
 - a) At least SG-18;
 - b) Designated as Assistant Division Chief of any DIDM Division; and
 - c) Eligible based on Eligibility Standard on Training.
- 7) **Administrative Officer-** Must have the following qualifications:
 - a) Designated as Section Chief of DIDM for at least six months;
 - b) Attended any Human Resource Management Training; and

c) Eligible based on Eligibility Standard on Training.

8) **Budget and Fiscal Officer-** Must have the following qualifications:

- a) Must be with the rank of PSUPT;
- b) Must have attended any Financial and Logistical Course; and
- c) Eligible based on Eligibility Standard on Training.

9) **Head Secretariat-** Must have the following qualifications:

- a) Must be with the rank of PSUPT;
- b) Designated as the Administrative Officer of DIDM for at least six months; and
- c) Eligible based on Eligibility Standard on Training.

10) **Asst. Division Chief-** Must have the following qualifications:

- a) Must be with the rank of PSUPT;
- b) Designated as Section Chief of DIDM for at least six months; and
- c) Eligible based on Eligibility Standard on Training.

11) **Section Chief-** Must Have the following qualifications:

- a) Must be with the rank of PCINSP or SG 18 for NUP; and
- b) Eligible based on Eligibility Standard on Training.

b. Eligibility Standard on Training:

1) PCO

- a) Education/Training /Experience (any of the following):
 - a.1) Investigation Officer Management Course;
 - a.2) Investigation Officer Basic Course (IOBC);
 - a.3) Political Science/ AB English/ Accountancy/ Journalism/ Education or any other baccalaureate degree, LLB Graduate; and
 - a.4) Masters in Criminology; or 10-year experience as case manager/investigator (cumulative).
- b) Assignment: Minimum of 2 years in any investigation unit/office (cumulative).

2) PNCO

- a) Education/Training/Experience (any of the following):
 - a.1) Police Detective Course(PDC);

- a.2) Criminal Investigation Course (CIC);
- a.3) Criminal Investigation Detection and Detective Course (CIDDC);
- a.4) Crime Investigation and Detection Course;
- a.5) Other Equivalent Investigation Training (Narcotics and Traffic);
- a.6) LLB Graduate;
- a.7) Master in Criminology;
- a.8) 10-year experience as investigator (cumulative)
- b) Assignment: Minimum of 2 to 3 years in any investigation unit/office (cumulative).

3) NUP

- a) Education/Training/Experience (any of the following):
 - a.1) Investigation and Detective Management Orientation Course;
 - a.2) General Investigation Course; and
- b) LLB/ Criminology Graduate/ Political Science/ AB English/ Accountancy/ Journalism/ Education or any other baccalaureate degree.

7. PROCEDURES:

a. Creation of DIDM Placement Evaluation and Selection Board:

A DIDM Placement Evaluation and Selection Board or "The Board" for brevity, shall be created with the Administrative Officer as Secretariat to deliberate, evaluate and process the papers/documents of PNP personnel who are projected to be assigned in DIDM. The Board shall be composed of:

- 1) Executive Officer, DIDM –Chairperson;
- 2) C, CRAC – Vice Chairman;
- 3) All Division Chiefs, NUP Supervisor and Chief Clerk, DIDM-Members; and
- 4) Administrative Officer– Head Secretariat.

b. Screening:

- 1) Applicant must submit his/her 201 file;
- 2) Undergo Record Check/Partial Background Investigation (PBI) or Service Reputation Check;
- 3) Letter of intent addressed to TDIDM;
- 4) Applicant must be a graduate of IOBC for PCO, PDC/CIC for PNCO or any investigative equivalent and IDMOC for NUP; and
- 5) Has experience on any investigation matters.

c. Administrative concerns:

- 1) Applicant must secure an accommodation from TDIDM;
- 2) Present the necessary folders/documents to DPRM for issuance of order; and
- 3) Upon issuance of order, the personnel must undergo a 2-week orientation in the Admin Office, DIDM for familiarization with the core function of the Directorate.

8. SANCTIONS:

Any personnel who, through act or omission, commit any violation of this MC shall be dealt with accordingly and shall be subjected to disciplinary actions pursuant to existing laws, rules and regulation.

9. REPEALING CLAUSE:

Any issuance, memoranda, rules and regulations issued by the PNP which are inconsistent herewith are deemed repealed or amended accordingly.

10. EFFECTIVITY:

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



RONALD M. DELA ROSA
Police Director General
Chief, PNP

OCT 27 2017

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