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PNP INTELLIGENCE ELIGIBILITY LIST AND POLICE INTELLIGENCE OCCUPATIONAL SPECIALTY

PNP MEMORANDUM CIRCULAR NO. 2005-004, March 22, 2005

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I. GENERAL:

One basic principle in human resource management is that people make up the internal social system of an organization. Adherence to this principle by the Philippine National Police (PNP is immensely expressed in its Vision Statement which has the following lines in the early part of the declaration: "The men and women of the PNP are committed to the vision of a professional, dynamic and motivated PNP...."

The PNP Intelligence community subscribes to the same principle, Throughout its existence, its leaders have instituted various initiatives to make its personnel a highly professional, dynamic and motivated resource-multiplying force. The Preparation and Occupational Specialty (PIOS) is yet another initiative.

2. OBJECTIVES:

a. To come up with a PNP Intelligence Eligibility List and Police Intelligence Occupational Specialty that will serve as management tools in upgrading the human resources of the PNP Intelligence Community.

b. To organize governing bodies to manage the preparation and maintenance of the Intelligence Eligibility List.

3. DEFINITION OF TERMS:

a. Eligibility - refers to the qualification granted to PNP personnel, uniformed and non-uniformed, making him or her fit to be assigned with and assume a position in the police intelligence community on the basis of acquired training, experience and competence.

b. PNP Intelligence Eligibility List (INTELIST) - refers to roster of PNP personnel in the active service whose training, experience and competence qualify them for intelligence assignments.

c. PNP Intelligence Community - refers to PNP Intelligence units or offices and/or personnel assigned thereat. For purposes of this circular, assignment at the Directorate for Intelligence (DI); PNP Intelligence Group (IG) and its regional/subordinate offices; RIIDs of the PNP Regional Offices; DIIDs of PNP District Offices; the different PNP National Support Units intelligence divisions/offices and subordinate offices; Intelligence Offices of Task Force/Sections of Regional Mobile Forces, PNP Provincial Offices and Police Stations iS considered part of the PNP intelligence community.

d. Intelligence Eligibility Review Board - refers to the body at the national headquarters that reviews and confirms the intelligence Eligibility List submitted by the respective Intel Boards. Periodically assesses the Intel List and recommends to the Director for Intelligence policies in the recruitment, training, assignment and release of personnel in the Intelligence Community.

e. PNP Intelligence Eligibility Board - refers to the group of ranking/senior intelligence officials in the PNP

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Intelligence units holding positions of major responsibility that reviews and formulates policies relative to career development in the police service, processes and recommends candidates for inclusion in the intelligence eligibility list to a certain category.

f. Police Intelligence Occupational Specialty (PIOS) - refers to the areas of expertise that personnel may possess in the field of intelligence such as operations, counter- intelligence, production, foreign liaison training, administration, and training.

g. Qualification Standards - refers to the least possible or allowable qualifications that personnel must possess in order to be considered for intelligence assignment.

4. CATEGORIES IN PNP INTELLIGENCE ELIGIBILITY LIST:

A. CATEGORY I

1) intelligence Positions:

a. Directorate for Intelligence - Director; Deputy Director; and Executive Officer
b. PNP Intelligence Group-Director, Deputy Director and Chief Directorial Staff.
c. Office of Police Attache to Washington D.C., USA-Police Attache.

2) Training/Experience Required:

a. Graduate of Police Intelligence Senior Executive Course (PIOSEC) or Advance Intelligence Courses or its equivalent like foreign courses; and Doctoral Degree with at least ten (10) years accumulated assignment in the intelligence community, (Note: For Police Attaches, training on Police Attache is a must.)
b. Must have commutatively held an intelligence position in Category II for at least three (3) years.

3) PER Required - Very Satisfactory or higher for the last rating period and an average rating of Very Satisfactory during his accumulated intelligence assignment

B. CATEGORY II

1) Intelligence Positions:

a. Directorate for Intelligence - Police Attaches (excluding PA, Washington, D.C., USA) and Division Chiefs.
b. PNP- Intelligence Group - Chief of Divisions, Support and Regional Officers.
c. National Support Units -Assistant Director for Intelligence
d. Regional Police Offices - Chief, Regional Intelligence and Investigation Division
e. NCRPO District - Chief, Regional Intelligence and Investigation Division.

2) Training/Experience Required:

a. Graduate of Officers Basic or Advance Intelligence Courses and OSEC or its equivalence with at least five (5) years accumulated assignment in the intelligence community. (Note: For Police Attaches, training on Police Attache is a must).
b. Must have commutatively held an intelligence position in Category III for at least two (2) years.

3) PER Required - Very Satisfactory or higher for the last rating period and an average rating of Very Satisfactory during his accumulated intelligence assignment.

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C. CATEGORY III

1) Intelligence Positions:

a. Directorate for Intelligence - Assistant Division Chiefs, Section Chiefs, Senior Intelligence Analysts and Assistant Police Attaches
b. PNP Intelligence Group - Assistant Division Chiefs, Support and Regional Officers; Senior Intelligence Analysts and Section Chiefs.
c. National Support Units - Assistant Chiefs and Section Chiefs of Intelligence Divisions.
d. Regional Police Offices -Assistant Chief, Section Chiefs of Regional Intelligence and Investigation Division; Intelligence Officers of Provincial and City Police Offices; Intelligence Officers of Regional Mobile Groups.

2) Training/Experience Required:

a. Graduate of Police Intelligence Officers Course (PIOC); Intelligence Analyst Course; Basic Intelligence Collection Course (BICC); Police Intelligence Case Operations Management Course (PICOMC); Military Intelligence Collection Course (MICC); Strategic Intelligence Course (SIC); Document Exploitation Course (DEC); or its equivalence, and for NUPs at least a graduate of Police Intelligence Course, with at least three (3) years accumulated assignment in the intelligence community.
b. Must have commutatively held an intelligence position in Category IV for at least one (1) year.

3) PER Required - Very Satisfactory or higher for the last rating period and an average rating of Very Satisfactory during his accumulated intelligence assignment

D. CATEGORY IV

1) Intelligence Positions:

a. Directorate for Intelligence -Assistant Section Chiefs and Intelligence Analysts.
b. PNP Intelligence Group - Section Chiefs. Intelligence Analysts and Provincial Team Leaders
c. National Support Units - Section Chiefs of Intelligence Division of Regional Offices
d. Police Regional Offices - Section Chiefs and Intelligence Analysts at Regionai Intelligence and Investigation Division; Assistant Intelligence Officers and Section Chiefs of Intelligence Division of Provincial and City Police Offices: Intelligence Officers of Municipal Police Stations; Assistant Intelligence Officers and Section Chiefs of Provincial Mobile Groups.

2) Training/Experience Required:

a. Graduate of, at least, Officers Basic Intelligence Courses for Officers and Intelligence Analyst Course or its equivalence for PNCOs and NUPs, with at least two (2) years accumulated assignment in the intelligence community for both,
b. Must be holding continuously an intelligence position in Category V for at least one (1) year,

3) PER Required - Very Satisfactory or higher for the last rating period and an average rating of Very Satisfactory during his accumulated intelligence assignment.

E. CATEGORY V

1) Intelligence Positions:

a. Directorate for Intelligence - Chief Clerks and Section PNCOs and Administrative Assistants, Office of Police Attaches.

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b. PNP Intelligence Group-Chief Executive Senior Police Officer, Chief Clerks and Section PNCOs of Divisions, Support and Regional Offices; and Provincial Intelligence Teams PNCOs.
c. National Support Units - Chiefs Clerks and Section PNCOs of Intelligence Division.
d. Police Regional Offices-RWD Chief Clerk and Section PNCOs Regional intelligence and Investigation Division; Chief Clerks of Provincial and City Police Offices, Chief Clerks and Intelligence PNCOs of Regional and Provincial Mobile Groups.

2) Training/Experience Required:

a. Graduate of Police Intelligence Course (PfC) and Senior Leadership Course (SLC) or their equivalence or Police Intelligence Foreign Administrative Assistant (PIFAAC); or Enlisted Personnel Intelligence Course; PNP Crime Investigation and Detection Course (CRIDEC); or Narcotic Investigation Course (NIC) with at least one (1) year accumulated assignment in the intelligence community
b. Must be holding continuously an intelligence position of responsibility for at least one year.

3) PER Required -Very Satisfactory or higher for the last rating period and an average rating of Very Satisfactory during his accumulated intelligence assignment.

F. RESERVE CATEGORY

a. PNP personnel in the active service who are no longer designated to intelligence positions nor assigned in the intelligence service but were formerly included in I to V of the Intelligence Eligibility List.
b. Personnel included in this category, are primarily the alternate pool of intelligence eligible personnel. They may qualify to any intelligence positions in the categories enumerated in the Intelligence Eligibility List.

5. POLICE INTELLIGENCE OCCUPATIONAL SPECIALTY (PIOS):

a. There are six (6) specialties herein adopted to determine the areas of expertise specific skills and level of proficiency of intelligence personnel acquired through appropriate training and experience in the PNP Intelligence Community, such as;

1. Intelligence Operations and Collection (IOC)
2. Intelligence Research and Analysis (IRA)
3. Counterintelligence and Security (Cl)
4. intelligence Training and Education (IE)
5. Foreign Intelligence and Liaison (Fl)
6. Intelligence Administration (IA)

b. These criteria are established as qualification standards to further classify intelligence personnel for entry and progression in positions of responsibility or prioritization to undergo specialized training and professional development.

6. GUIDELINES FOR INCLUSION IN PNP INTELLIGENCE ELIGIBILITY LIST:

a. PNP uniformed and non-uniformed personnel in the active service who satisfy all of the qualifications and none of the grounds for disqualification enumerated in the subsequent paragraphs are eligible for inclusion in the Intelligence Eligibility List.
b. Eligibility for a particular category shall be considered after the personnel has met both the required training and experience and has served in an intelligence position commensurate to that required in the particular category. However, one may be designated to an intelligence assignment in a higher category if he/she has been included in the next lower category for at least a year.

c. Incases where the personnel occupies a position but does not correspond to the required training and experience, the intelligence eligibility classification shall be based on whichever category is lower. Where the intelligence position occupied belongs to a higher category for more than one year, said personnel shall be recognized in the next higher category.
d. Other factors include, but not limited to the following, shall be considered as additional point in the classification of personnel to certain category:

1) Specific skill
2) Specialized courses taken
3) Level of proficiency
4) Accomplishment in the field of intelligence

e. Career and specialization courses corresponding to the various eligibility categories as herein defined and such other training as may be necessary to respond to the needs of the PNP shall be developed and conducted by the Intelligence Training Group for uniformed and non-uniformed personnel. Cross training in other local and foreign intelligence schools is highly encouraged.
f. All other cases related to qualification category not specifically provided for under this circular shall be elevated to the C, PNP thru the Director for Intelligence for final disposition.

7. PROCEDURE IN THE PREPARATION OF INTELLIGENCE ELIGIBILITY LIST:

a. General Guidelines

1) The preparation and maintenance of the PNP Intelligence Eligibility List is primarily decentralized with a central governing body outlining the policies and procedures to be followed and undertaken such that;

a) Intelligence Eligibility Boards (Intel Board) at the directorate, NSU, regional and provincial levels shall be constituted to manage the preparation, publication and upgrading of the Intelligence Eligibility List in their respective units/areas.
b) An Intelligence Eligibility Review Board (Intel Review Board) shall be constituted to review and confirm the Intelligence Eligibility List prepared by the directorate, NSU, regional and provincial Intel Boards
c) The PNP Intelligence Eligibility List shall be prepared and published within 90 days upon approval of this Circular and to be subsequently updated on a quarterly basis thereafter.

b. Intelligence Eligibility Review Board

1) Composition

Deputy Director, DI

-

Chairman

Deputy Director (Admin), IG

-

Vice Chairman

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GD, ITG, DI

-

Member

C, CSD, DI

-

Member

C, IOD, DI

-

Member

ADI, PSPO

-

Member

C, APMS, DI

-

Member/ Secretariat

2) Function

a) Reviews and confirms the Intelligence Eligibility List of the Directorate NSU, regional and provincial Intel Boards.
b) Periodically assesses the effectiveness of the Intel List as a human re- source management tool.
c) Recommends to the Director for Intelligence necessary policies in the recruitment, training, assignment and release of personnel in the Intelligence Community.

c. The Intelligence Eligibility Board

1) Composition

a) NHQ

Ex-O, DI - Chairman

C, ITG, DI - Vice chairman

C, IOD, DI - Member

C, CSD, DI - Member

C, IRC, DI - Member

C, APMS, DI - Member/Secretariat

b) NSU (Except IG)

Director - Chairman

ADI - Vice Chairman

Asst C, ADI - Member/Secretariat

Admin Officer - Member

c) IG

CSD - Chairman

C, IOD - Chairman

C, CIO - Member

Admin Officer - Member Secretariat

d) Regional Headquarters

Chief, RIID - Chairman

C, RIO - Vice Chairman

C, CIB, RIID - Member

C, PIID, PPO - Member

Admin Officer, RIID - Member/Secretariat

2) Functions:

a) Prepares, maintains and updates their respective Intelligence Eligibility Lists.
b) Submits to the next higher Intelligence List Board their prepared/updated Intel List.
c) Ensures that the qualification standards and criteria set forth in this circular are appiied fairly and consistently.
d) Facilitates the expeditious determination of the qualification standards and determination of category of candidates recommended by subordinate units.
e) Recommends the inclusion of their members, in any intelligence training or schooling here and abroad.

8. GROUNDS FOR EXCLUSION FROM THE INTELLIGENCE ELIGIBILITY LIST:

a) Upon recommendation of the Chief, Counter intelligence and Security Division, Dl or any INTELBOARD through its convening authority, the PNP Intelligence Eligibility Review Board may drop personnel's name from the Intelligence Eligibility List for any of the following causes:

1. Serious breach of security and/or repeated minor breaches of security
2. Grave misconduct defined under PNP Rules and Regulations and Code of Conduct and Ethical Standards;
3. Presence of any of the following:

a) Conviction in criminal offense or felony
b) Excessive drinking of intoxicating liquor and/or use of illegal drugs
c) Erratic or psychotic behavioral tendency

b) Other factors detrimental to the interest of the PNP as determined by the PNP Intelligence Eligibility Review Board may constitute valid ground for disqualification.
c) The INTEL REVIEW BOARD shall decide on the merits of the grounds for disqualification raised pursuant to PNP NHQ SOP Nr 01-98 dated December 7, 1998 re PNP Security Adjudication Board.

9. RESCISSION:

The whole provisions or in part of all existing guidelines and issuances inconsistent with this Circular are hereby rescinded or modified accordingly.

10. EFFECTIVITY:

This Circular shall take effect upon approval

Adopted: 22 March 2005

(SGD.) ARTURO C. LOMIBAO
Police Director General
Chief, PNP

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