REVISED GUIDELINES AND PROCEDURES ON PERSONNEL ACTION ON THE DETAIL OF PHILIPPINE NATIONAL POLICE (PNP) UNIFORMED PERSONNEL TO OTHER GOVERNMENT OFFICES/AGENCIES

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1. REFERENCES:

a. DILG Circular No. 2006-08 dated May 15, 2006, entitled: "Termination of Detail";

b. NAPOLCOM Resolution Number 98-281 entitled: 'Prescribing Specific Policies and Guidelines on the Detail or Assignment of PNP Offices or Agencies Outside the Organization";

c. PNP Circular Number DPL 04-02 dated August 20, 2004, entitled: "Guidelines and Procedures on Personnel Action on the Detail of Philippine National Police (PNP) Uniformed Personnel to Other Government Offices/Agencies"; and

d. Civil Service Commission Memorandum Circular No. 21, Series of 2002, entitled: "Policies on Details".

2. PURPOSE:

To provide guidelines and procedures on personnel action on the detail of PNP uniformed personnel to other offices/agencies that perform functions related to law enforcement, order maintenance, or conduct of police training.

3. DEFINITION OF TERMS:

For purposes of this Memorandum Circular, the following terms shall mean:

a. Detail- temporary movement of a PNP 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.

b. Receiving agency- the agency where the PNP uniformed personnel will be placed on detail.

c. Administrative supervision - authority to direct the performance of duties; restrain the commission of acts; and review, approve, reverse or modify acts or decision of the detailed PNP uniformed personnel.

d. Carrying Unit- unit which has functions related or similar to the agency/task force where the personnel is on detail.

4. POLICY GUIDELINES:

a. PNP uniformed personnel with the ranks of Poiice Inspector (PINSP) and Police Officer 1 (PO1) shall not be placed on detail outside the PNP organization in order not to affect the overall efficiency and effectiveness of the PNP particularly in the implementation of anti-criminality campaigns, counter-terrorism operations, internal security operations (ISO) and crime prevention programs.

b. Before a PNP uniformed personnel may be considered for detail,.he must have rendered at least five (5) years of active service in the PNP organization, must have at least very satisfactory (VS) performance in the last rating period, must possess a permanent appointment in his present rank, must have no pending case and is not a Pre-Charge Investigator or Summary Hearing Officer.

c. PSSUPT and PCSUPT may be allowed to be detailed outside the PNP organization but only with the offices/agencies under the Department of the Interior and Local Government (Dl LG) provided that they shall perform duties and functions equivalent to their ranks.

d. The detail or assignment of PNP uniformed personnel to other government offices/ agencies outside the PNP shall be allowed only upon satisfaction of the following requirements:

(1) There is a pressing need for the service of subject uniformed personnel in the requesting office or agency, subject to the evaluation of the PNP;

(2) The function or duty to be performed of subject uniformed personnel must be related to law enforcement, peace and order maintenance, conduct of police- related training or research development; and

(3) The period of detail shall be for a maximum of six (6) months which may be renewed for another six (6) months upon the request of the receiving agency, with concurrence of the concerned personnel, but in no case shall exceed two (2) years.

e. The approving authority on the detail of PNP personnel outside the PNP shall be vested on the Secretary of the Interior and Local Government (SILG) upon recommendation of the Chief, PNP

f. The administrative jurisdiction of the PNP and the receiving agency over detailed PNP uniformed personnel shall be as follows:

(1) On Punctuality, Attendance, Leaves and Travel:

a) The PNP relinquishes administrative supervision over the detailed PNP uniformed personnel to the receiving unit or agency specifically the responsibility to monitor their punctuality and attendance, evaluate their performance, and exercise acts necessary to effectively supervise them.

b) Application for vacation and sick leaves and authority to travel abroad shall be processed through DPRM, upon recommendation of the appropriate authorities of the carrying unit of detailed PNP uniformed personnel, subject to existing PNP policies.

(2) On Monitoring the performance and Status of Detailed PNP Uniformed Personnel:

a) The performance of PNP uniformed personnel detailed outside the DILG shall be rated in accordance with the Rating System of the Receiving Agency. One(1) Satisfactory (S) rating shall be a ground for the cancellation of detail order. Personnel detailed outside the DILG shall not be entitled to payment of Productivity Incentive Benefit (PIB) from the PNP during the duration of detail.

b) DPRM shall be the office primary responsible (OPR) in the monitoring of implementation of this circular which shall submit a monthly monitoring and evaluation report on the detail status of PNP uniformed personnel to the Chief, PNP (thru: DCA).

c) The Director, HSS shall submit to DPRM every 5th day of the month a monitoring and evaluation report of PNP personnel on detail with other government agencies outside the DILG.

(3) Authority of the PNP to Discipline Detailed PNP Uniformed Personnel:

a) The authority to discipline detailed PNP uniformed personnel remains with the PNP Disciplinary Authorities

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subject to NAPOLCOM Memorandum Circular No. 96-010 and other related issuances.

b) With respect to administrative Gases arising from acts done by the detailed PNP uniformed personnel in the receiving agency, the receiving agency in coordination with the PNP shall initiate the filing of complaint against the concerned personnel in conjunction with the NAPOLCOM Memorandum Circular No. 99-006 and other related issuances.

(4) Promotion of Detailed PNP Uniformed Personnel

a) PNP uniformed personnel on detail outside the DILG shall not be considered for promotion during the period of his/her detail and within six (6) months from the termination of their detail.

b) However, personnel on detail with the agencies/offices under the DiLG may be extended promotion subject to existing policies and procedures; provided, that there is an existing vacant promotional position within the PNR Provided, further, that 3rd level PCOs who are on detail and have assumed similar key positions for at (east one f 1) year shal! be given priority to vacant star rank position in the PNP upon termination of the detail.

(5) PNP Uniformed Personnel shall be assigned to the following unit while on detail;

Schooling (abroad)

-

PNP Training Service

PPSC

-

PNP Training Service

UN Missions

-

PNP Training Service

PCTC

-

PNP IG

Agencies outside DILG

-

AHO, HSS

g. Newly promoted personnel shall be allowed for detail only after one (1) year from the date of their promotion.

5. PROCEDURES:

a. Receiving office/agency initiates the request for detail indicating the justification why subject personnel is being requested;

b. DPRM requires the concerned personnel to submit the following documents:

(1) Availability for transfer;
(2) Attested appointment in present rank;
(3) Latest Individual Performance Evaluation Rating (IPIER);
(4) Unit Clearances:
(a) Money/Property Accountabilities:
(b) Certificate of Non-Pending Case (Administrative);
(c) Certification from the losing unit that subject applicant for detail is neither a respondent nor a witness of a case undergoing trial or investigation with local courts and PLEB; and
(d) Certification from losing unit that subject applicant for detail is not a Pre-Charge Investigator or Summary Hearing Officer.

c. DPRM conducts validation on the merits of the proposed detail and submits its recommendations to the Chief, PNP based on its findings;

d. Chief, PNP recommends approval of the detail to the Secretary of the Interior and Local Government(SILG);

e. SILG approves and issues a Department Order;

f. DPRM announces the approved detail through the issuance of a Letter Order indicating therein the inclusive period of detail;

g. After the completion of the detail period, concerned PNP uniformed personnel shall be assigned back to his previous office/unit of assignment. He should not be allowed to be detailed further to other office/agency within two (2) years upon completion of his last detail;

h, Upon termination of detail, concerned personnel shall report back to his previous office/unit within seven (7) calendar days. Failure to report for duty within the prescribed period shall be a ground for being marked AWOL. Thereafter, the office/unit concerned shall in turn inform the DPRM (Attn: C, PTD) the status of subject personnel for the withholding of his pay and allowances by the Director, Finance Service; and

i. In case the concerned personnel opted to be assigned to other PNP offices/units upon termination of the detail, a request shall be submitted by said personnel to the concerned former office/unit who shall endorse said request to DPRM including the documents and clearances for the processing of his request for transfer.

6. MISCELLANEOUS PROVISIONS:

a. The detail shall be renewed one (1) month before its expiration upon request of the receiving agency with concurrence of the concerned personnel. The extended period of detail must not exceed two (2) years.

b. Upon the effectivity of this circular, all PNP personnel whose detail have expired, unless renewed for justifiable reason, shall report back to the PNP mainstream. Likewise, currently detailed personnel with the ranks of Police Inspector and Police Officer 1 shall be given three (3) months to continue their detail service or until the expiration whichever comes first upon the approval of this circular.

c. The Chief, PNP in the exercise of the proper deployment, placement and utilization of the PNP and its personnel pursuant to Section 26 of Republic Act 6975 may at any time terminate the detail with prior notice to the SILG.

d. Periodic review on the guidelines herein provided in consultation with the receiving agencies shall be conducted by DPRM.

7. RESCISSION: - All PNP policies, directives and other issuances which are inconsistent with the provisions of this Memorandum Circular are hereby deemed rescinded or.modified.-accordingly.

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8. EFFECTIVITY:

This Circular shall take effect after fifteen (15) days from the filing of a copy hereof at the University of the Philippine Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987", as amended.

Adopted: 08 May 2007

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Police Director General
Chief, PNP

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