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RULES AND PROCEDURES IN THE SELECTION OF PNP PERSONNEL FOR SECONDMENT AND DETAIL TO INTERNATIONAL ORGANIZATION AND PEACEKEEPING MISSIONS

NPC MEMORANDUM CIRCULAR NO. 2007-012, October 10, 2007

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I.
REFERENCES

1. Section 6c Rule III, Civil Service Commission Memorandum Circular No. 40 dated December 14, 1998, re-Revised Omnibus Rules on Appointments and Other Personnel Actions;

2. PNP Circular No. 2007-004 dated May 8, 2007, entitled “Revised Guidelines and Procedures on Personnel Action on Detail of Philippine National Police (PNP) Uniformed Personnel to other Government Offices/Agencies”;

3. PNP Memorandum Circular No. 2002-014 dated October 5, 2002, subject: “Policies, Guidelines, and Procedures on the Processing of Personnel Applying for Secondment with other Government Agencies”;

4. PNP Memorandum Circular No. 2006-010 dated June 14, 2006, subject: “Assignment with PNP Training Service and Other Similar Institutions of PNP Personnel Returning from the United Nations Missions and those who have undergone more than One (1) Month of Foreign Schooling”;

5. United Nations Civilian Police Handbook.

II.
PURPOSE AND SCOPE

These rules shall govern the pre-deployment , deployment and post deployment of PNP personnel to all United Nations and other International Peacekeeping Missions as well as the procedure to be followed.

III. DEFINITION OF TERMS

1. Active Police Service – refers to the actual performance of police field duties.

2. Deferment – is the act of postponing the detail of PNP personnel to the mission area.

3. Detail – is the movement of an employee from one department or agency to another which is temporary in nature, which does not involve a reduction in rank, status or salary and does not require the issuance of another appointment.

4. End of Mission (EOM) – is the exact date the tour of duty ends based on the records of the United Nations.

5. Mission Area – the country where the peacekeeping operation is undertaken.

6. Secondment – is a movement of an employee from one department or agency to another which is temporary in nature and which may or may not require issuance of an appointment but may either involve reduction or increase

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in compensation.

7. United Nations Standby Arrangement System (UNSAS) Examination – is an examination administered by the PNP Selection Committee as a pre-qualification to take the UNSAT examination.

8. United Nations Selection Assistance Team (UNSAT) Examination – is an examination administered by a team from UNDPKO to determine the competencies of candidates on English language, driving skills and firearms proficiency.

9. United Nations Department of Peacekeeping Operations (UNDPKO) – a department in the United Nations Headquarters directly in charge of the peacekeeping operations of the UN.

A. Pre-Deployment

IV. POLICY GUIDELINES

1. The UNSAS examination shall be administered by the PNP Selection Committee assisted by the Secretariat.

2. UNSAT examination shall be administered in the Philippines by UN Representatives designated by the UNDPKO and to be assisted by the members of the PNP Selection Committee and Secretariat. Only those who passed the UNSAS screening process shall be allowed to take the UNSAT.

3. The names of applicants who successfully passed the UNSAT examination will be placed in a priority list ranked according to the results of their UNSAT examination and the number of UN mission that he has been detailed to.

4. All UNSAT passers shall compose the PNP UN Stand-by List and while waiting for their UN detail in the mission area, they shall return to their mother units to render regular police duties.

5. All PNP personnel included in the PNP UN stand-by List who has no mission experience shall undergo a Pre-Departure Orientation Seminar (PDOS), conducted by the PNP Training Service.

6. The composition of the PNP Contingent for detail to international peacekeeping operations shall be 40% PCOs and 60% PNCOs, whenever practicable. The inclusion of women police for deployment to UN mission shall be encouraged.

7. Detail of PNP personnel included in the standby list shall be done in the following sequence:

a. First priority will be given to those without previous UN mission experience.

b. Priority for those who have previous UN Mission experience shall be done according to the number of missions they have been detailed, that is, those with fewer missions shall have priority over those with more missions. However, if there is an invitation for detail in a new mission area where there are no PNP personnel detailed yet, five (5) percent of the group shall come from those with previous mission/s experience.

8. In case all the PNP personnel in the stand-by list are detailed in the mission area and pending the conduct of a new UNSAS and UNSAT examinations, an interim stand-by group shall be formed from among those who recently ended their mission provided that it is not more than eighteen months (18) from the date of their end of mission. Priority of detail shall be those who have the least number of deployments.

9. Any qualified personnel who will request deferment from scheduled detail would be ranked last in the standby list prepared by the PNP Selection Committee, provided he/ she can justify the reason for such deferment of which shall be deliberated upon and approved by the said committee.

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10. Any qualified personnel who will request for second deferment although such request is justified, shall be deleted from the standby list.

11. PNP personnel who are included in the stand by list for passing the UNSAT examination and those already serving in any international peacekeeping mission shall not be considered for secondment. All application for secondment to international organization shall be deliberated by the Committee and approved by the Chief, PNP.

12. The secondment of PNP personnel with an international organization shall be subject the approval of the mother and the receiving agency. In case of a secondment exceeding a one year period, the approval of the Civil Service Commission shall be required. However, it should not exceed a maximum period of three (3) years except otherwise provided for by law or as required under bilateral/multilateral agreements.

13. Prior to their detail, all PNP personnel shall execute an undertaking stating the following:

a. That he/she is committing himself/herself to observe exemplary behavior and discipline while in the mission area. He/she will be guided by the PNP Code of Ethics and Professional Conduct. He/she shall likewise respect the PNP Chain of Command and perform other tasks that will bring honor and prestige to the Philippines;

b. That he/she shall not commit any acts or omissions that will cause dishonor or disgrace to the PNP Contingent. He/she shall strictly follow all the pertinent Rules and Regulations in any Mission area; and

c. That he/she shall not seek extension of his/her tour of duty.

14. Any PNP personnel who will violate the oath of undertaking shall be repatriated andappropriate administrative charges shall be filed against him/her.

B. Deployment, Post Deployment and Others

1. All PNP personnel shall only be allowed three (3) times to go to an international peace- keeping mission. Except for a one month technical extension, each approved extension beyond the one (1) year tour of duty shall be counted as another mission.

2. Upon arrival from a particular peacekeeping mission or secondment to an international organization, these PNP personnel shall be assigned to any PNP Training School for at least one (1) year. The one (1) year training service shall not include the time when personnel concerned will undergo any training/schooling.

3. PNP personnel appointed into the technical service shall not be eligible for UN peacekeeping mission unless their technical expertise is specifically requested.

4. Proceedings and deliberations of the Committee in the selection process within its authority shall be confidential.

V. APPLICATION PROCEDURES AND DOCUMENTARY REQUIREMENTS

1. All interested uniformed PNP personnel maybe allowed to apply and take the UNSAS examination provided the following standards and qualifications are met:

a. Present rank must be at least Police Officer 2 for PNCOs and Police Senior Inspector for PCOs.

b. At least five (5) years in active police service.

c. Possesses a permanent appointment in his/her present rank.

d. Should have at least three (3) years remaining in the service prior to detail.

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e. Possesses a valid driver's license and an experienced driver for at least two (2) years with the standard shift vehicles and capable of handling a 4x4 vehicle in mountainous and tropical terrain.

f. Recommended by his/her Unit Commander (Regional Directors, NSU Directors or D-Staff Directors).

g. A Performance Evaluation Rating (PER) of at least Very Satisfactory (VS) for two (2) consecutive semestral rating periods.

h. No pending cases either administrative/criminal/civil in any body/tribunal or court; or a witness to any criminal or administrative case; or a summary hearing officer with unresolved cases.

i. Not dishonorably repatriated from any previous UN Mission.

j. Computer literate particularly on Windows (Word), E-mail and the Internet.

k. Passes all the events of the Physical Fitness Test (PFT) based on the latest DHRDD standards including Medical, Dental and Neuro-Psychiatric Examination.

2. Applicants who qualify to take the UNSAS examination shall submit the following documents during registration in designation examination centers:

a. Recommendation from the applicant's Unit Commanders, Regional Directors, NSU Directors or D-Staff Directors.

b. Clear photocopy of valid Driver's License.

c. Letter Order authorizing absence from assignment for a specified period during the conduct of the examination issued by appropriate unit Personnel Officer.

d. Certificate of Non-Pending Case and Property and Money Accountability from Unit/Office.

e. Service Record

f. ECG Result (with findings) for applicants thirty (30) years and above.

3. Applicants who passed the UNSAS examination will be eligible to take the UNSAT examination.

4. Applicants who passed the UNSAT examination must submit the following additional documents to the Secretariat of the Committee before being considered to be nominated for detail to available international peacekeeping operation:

- Clear photocopy of Transcript of Records and College Diploma

- Human Rights, Ombudsman, IAS, PLEB, NAPOLCOM and NBI Clearances

- Clear photocopy of valid civilian passport (page 1 & 2)

VI. COMPOSITION/RESPONSIBILITY/FUNCTION OF THE PNP SELECTION COMMITTEE

1. The PNP Selection Committee has been created to oversee the screening, processing and to deliberate on the detail of PNP personnel with the United Nations and other international peacekeeping missions. It is composed of the following:

a.

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TDPL

-

Committee Chairman

b.

DDPRM

-

Vice Chairman

c.

DDI

-

Member

d.

DDO

-

Member

e.

DDL

-

Member

f.

DDC

-

Member

g.

DDIDM

-

Member

h.

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DDPCR

-

Member

i.

DDHRDD

-

Member

j.

CESPO

-

Member

k.

Police Women Representative

-

Member

2. The Committee is tasked to adopt selection guidelines and other measures regarding the fair, transparent and equitable detail of PNP personnel to UN Missions that will re-dound to the common good of the PNP in particular and to the Philippines in general.

3. The Committee shall process PNP personnel who will apply for secondment to the United Nations and other international bodies.

4. The Committee's decision shall be recommendatory in nature and the Chief, Philippine National Police (C, PNP) has the sole authority to approve the PNP nominees for secondment and detail to the UN; other international organizations; and international peacekeeping missions.

5. The Chief, Inter-Agency and International Affairs Division, DPL is designated as the Secretariat of the Committee.

6. The Secretariat shall have the following responsibilities:

a. To monitor the implementation of the decisions and policies of the Committee;

b. To coordinate with other offices, departments and international organization pertaining to international peacekeeping operations;

c. To maintain and update the PNP UN Stand-by List;

d. To prepare the necessary documents relating to the nomination and detail of PNP personnel to international peacekeeping operations;

e. To ensure the timely dissemination of announced vacancies in the seconded posts of international

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organizations; and

f. To perform other tasks as required by the Committee.

VII. FUNDING

All reasonable and necessary expenses in connection with the mandate of the Committee shall be shouldered by the funds of the PNP.

VIII. REPEALING CLAUSE

All existing policies, rules and regulations inconsistent herewith are hereby repealed or suspended.

IX. 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: 10 Oct. 2007

(SGD.) AVELINO I. RAZON, JR.
Police Director General
Chief, PNP

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