

Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF PNP
Camp Crame, Quezon City

NOV 25 2011

MEMORANDUM
CIRCULAR NO. 2011-024

SUBJECT: POLICE COMMUNITY RELATIONS ELIGIBILITY LIST

1. REFERENCES:

- a. RA No. 8551, Title I, Sec 2. Declaration of Policy and Principles; and
- b. Sec. 24, RA No. 6975, Powers and Functions of the PNP.

2. GENERAL POLICY:

In a global perspective, human resource management is an essential factor in attaining a sustainable competitive advantage in the organization. A dynamic and well-defined approach to manage human capital will effectively and productively set direction to accomplish the organization's mission.

It is in the same ideals that PNP Vision statement is expressed, *"Imploring the aid of the Almighty, by 2030, we shall be a highly capable, effective and credible police service working in partnership with a responsive community towards the attainment of a safer place to live, work, and do business"*.

As the Police Community Relations Family takes a significant turn to integrate the same principles, the PCR Eligibility List (PCREL) and the PCR Occupational Specialty (PCROS) will be created to effectively strengthen and beef up the core competencies of the PCR Families.

3. SCOPE:

This Memorandum sets forth the guidelines for the eligibility of PNP personnel as a requirement for assignment/designation to the Police Community Relations (PCR) and Public Information Office (PIO) of the Philippine National Police.

4. OBJECTIVES:

- a. To professionalize and specialize the Human Resource and boost the internal system of Police Community Relations and Public Information offices/units.
- b. To serve as one of the management tools in upgrading the human resources of the PCR family; and
- c. To organize governing bodies to manage the preparation, forging, adjudication and maintenance of PCR Eligibility List.

5. DEFINITION OF TERMS

- a) **Category** – refers to the classification of positions with respective qualification standard.
- b) **Eligibility** – refers to the criteria that an entrant must meet to be qualified for an entry to, or a specific promotion for any PCR and PIO positions/designations.
- c) **PCR Eligibility List (PCREL)** – an issuance of names whose training, experience and areas of competence are credited to qualify them for an entry to, or promotion in PCR.
- d) **PCR Family** – refers to all PCR and PIO offices or units, and personnel assigned thereat.
- e) **Police Community Relations Eligibility Board (PCREB)** – refers to the constituted body that manages the preparation, updating and publication of the PCR Eligibility List.
- f) **Police Community Relations Eligibility Review Board (PCRERB)** – refers to an oversight body that reviews the eligibility list.
- g) **Qualification Standard** – refers to the minimum requirements to be considered for PCR assignment.

6. CATEGORIES IN PCR ELIGIBILITY LIST

CATEGORY I PCR POSITIONS	QUALIFICATION STANDARDS
1. Directorate for Police Community Relations (DPCR) <ul style="list-style-type: none"> a) Director b) Deputy Director c) Executive Officer d) Division Chiefs 2. Police Community Relations Group (PCRG) <ul style="list-style-type: none"> a) Director b) Deputy Director c) Chief Directorial Staff 3. Public Information Office <ul style="list-style-type: none"> a) Chief, PIO b) Deputy Chief, PIO 	1. Must possess either a or b qualification: <ul style="list-style-type: none"> a) Graduate of any of the following courses: <ul style="list-style-type: none"> i) PCR Competency Course ii) PCR Specialist Course iii) PCR Executive Course iv) Civil Military Operations Course v) Public Media Relations Course b) Held a PCR position under Category II for at least two (2) years. 2. Must have attended PCR related seminars and trainings; 3. Performance Evaluation Rating of at least Very Satisfactory (VS); 4. Rank Requirement – Based on existing DPRM and/or DPL standards on positional requirements at all levels; and 5. For NUP (Division Chief Position Only)- Salary

Grade 22 and above.

CATEGORY II PCR Positions	QUALIFICATION STANDARDS
1. DPCR a)Assistant Division Chiefs 2. PCRG a)Division Chiefs 3. PIO a)Division Chiefs 4. NSUs a)Chiefs, PCR Branch/Section b)Chiefs, PIO 6. Police Regional Offices a)Chiefs, Regional PCR Division b)Chiefs, RPIO's	1. Must possess either a or b qualification: a)Graduate of any of the following courses: i)PCR Competency Course ii) PCR Specialist Course iii) PCR Executive Course iv) Civil Military Operations Course v) Public Media Relations Course b) Assigned at PCR for at least two (2) years. 2. Must have attended PCR related seminars and trainings; 3. Performance Evaluation Rating of at least Very Satisfactory (VS); 4. Rank Requirement – Based on existing DPRM and/or DPL standards on positional requirements at all levels; and 5. For NUP- Salary Grade 18-21.

CATEGORY III PCR Positions	QUALIFICATION STANDARDS
1. DPCR a)Section Chiefs 2. PCRG a)Assistant Division Chiefs b)Section Chiefs, c)Senior IO Analyst and Specialist. 3. PIO a)Assistant Division Chiefs b)Section Chiefs 4. NSUs a)Assistant Chiefs, PCR Branch b)Assistant Chiefs, PIO 5. Police Regional Offices a)Assistant Chiefs, RPCR/RPIO 6. NCRPO Districts	1. Must possess either a or b qualification: a)Graduate of any of the following courses: i)PCR Competency Course ii) PCR Specialist Course iii) PCR Executive Course iv) Civil Military Operations Course v) Public Media Relations Course c)Assigned at PCR for at least two (2) years. 2. Must have attended PCR related seminars and trainings; 3. Performance Evaluation Rating of at least Very Satisfactory (VS); 4. Rank Requirement – Based on existing

a)Chief, District PCR/PIO	DPRM and/or DPL standards on positional requirements at all levels requirements at all levels; and 5. For NUP- Salary Grade 15-17.
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CATEGORY IV PCR Positions	QUALIFICATION STANDARDS
1. DPCR a)Chief, Clerks b)Action PNCOs c)Administrative Assistants 2. PCRG a)Chief Executive Senior Police Officer b)Chief, Clerk c)Action PNCOs d)PCR 3. PIO a)Chief, Clerk b)Action PNCOs 4. NSUs a)Chief, Clerk of PCR Divisions 5. Police Regional Offices a)Chief Clerk of RPCRD	1. Must possess either a or b qualification: a) Graduate of any of the following courses: i)PCR Competency Course ii) PCR Specialist Course iii) PCR Executive Course iv) Civil Military Operations Course v) Public Media Relations Course b) Assigned at PCR for at least two (2) years. 2. Must have attended PCR related seminars and trainings; 3. Performance Evaluation Rating of at least Very Satisfactory (VS); and 4. Rank Requirement – Based on existing DPRM and/or DPL standards on positional requirements at all levels requirements at all levels.

CATEGORY V General Category- (Alternate Pool)	QUALIFICATION STANDARDS
1. Positions in any category	1. PCR related trainings /seminars; and 2. Experience in PCR.

7. POLICE COMMUNITY RELATIONS ELIGIBILITY REVIEW BOARD (PCRERB) COMPOSITION:

PCRERB COMPOSITION	FUNCTIONS
Chairman: Dep Dir, DPCR Vice Chairman: Dir, PCRG Members: C, PID, DPCR C, IORC, DPCR C, PIO C, OMD, PCRG C, RMD, DPRM Secretariat: C, PPD, DPCR	1. Review and confirm the PCREL of the NHQ, NSU and Regional Eligibility Boards; 2. Issue PCREL Certificate and Confirmation of Designation to qualified PNP personnel recommended by the different PCREB for every category acquired; 3. Decide on the merits of the grounds for disqualification raised pursuant to PNP NHQ

	<p>Media Relations and PCR Manual;</p> <p>4. Assess periodically the effectiveness of the PCREL as a human resource management tool; and</p> <p>5. Recommend to the Director for DPCR necessary policies in the recruitment, training, assignment and release of personnel in the PCR family.</p>
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**8. POLICE COMMUNITY RELATIONS ELIGIBILITY BOARD (PCREB)
COMPOSITION:**

PCREB COMPOSITION		FUNCTIONS
1. NHQ		<p>1. Prepare, maintain and update respective PCREL;</p> <p>2. Submit to the PCRERB the prepared/updated PCREL for confirmation or issuance of PCR Eligibility Certificate;</p> <p>3. Ensure that the qualification standards and criteria set forth in this Circular are applied fairly and consistently;</p> <p>4. Facilitate and expeditiously determine the qualification standards and category of candidates recommended by subordinate units; and</p> <p>5. Recommend the inclusion of their members in any PCR training or schooling here and abroad.</p>
Chairman:	EX-O, DPCR	
Vice Chairman:	Dep Dir, PCRG	
Members:	CDS, PCRG C, CAD, DPCR C, FJGADD, DPCR DC, PIO C, UTPD, DHRDD	
Secretariat	C, PPD, DPCR	
2. NSU (Except PCRG)		
Chairman:	Deputy Director	
Vice Chairman:	ADPCR	
Member:	Admin Officer	
Secretariat	AC, ADPCR	
3. PCRG		
Chairman:	CDS, PCRG	
Vice Chairman:	C, PPD	
Member:	C, PID	
Secretariat:	C, ADHRDD	
4. PROs		
Chairman:	RCDS	
Vice Chairman:	C, RPCRD	
Member:	C, PIO	
Secretariat:	C, RDHDD	

9. GUIDELINES FOR INCLUSION IN PCREL

- a. All accreditation of requirements shall be endorsed to PCREB;
- b. PCREB shall determine the appropriateness of the requirements for inclusion into the eligibility list;
- c. Upon careful evaluation of the requirements, PCREB shall recommend the candidate's category to the PCRERB. A personnel who has no PCR training or has no relevant course but has substantial exposure and relevant experience on PCR operations and administration of any of the different functional divisions of DPCR and important PCR offices in the field, shall be accredited as synonymous knowledge in PCR operations similar to those learned in standard schools and other learning institutions. The personnel, upon showing of sufficient proof and upon deliberation, shall be accorded with appropriate eligibility in "interim" status subject to the category where his present position/designation is situated;
- d. PCRERB shall review and confirm the candidate's qualification for official inclusion to the PCREL;
- e. Upon confirmation of the qualification by PCRERB, the candidate shall be included in the PCREL; and
- f. Candidates with confirmed and certified eligibilities shall be considered by PCRERB for inclusion to the 'pool of candidates' for a particular category.

10. GENERAL GUIDELINES

- a. No personnel shall occupy a PCR position or be assigned in any PCR unit (as specified in the category) without any PCR eligibility, except those that are already assigned in their present position at the time the eligibility list is being forged. In which case, the personnel concerned shall be given a grace period of one year to acquire his eligibility. In the absence of eligibility however, the personnel concerned may be permitted to continue discharging the function of the office concerned until such time that an eligible personnel becomes available and found suited for the position;
- b. PCRERB shall publish the PCREL within 90 days upon approval of this Circular and subsequently update the same on a quarterly basis;
- c. Individual Certificate of Eligibility shall be issued by PCRERB upon the endorsement of PCREB;
- d. The PCRERB is only an adjudicatory body for eligibility purposes and has no power to determine the official appointment and designation of any personnel to a position in any level; and
- e. In the case of Non Uniformed Personnel (NUP), only those holding a regular plantilla in any of the PCR offices are qualified to petition for issuance of appropriate eligibility as prescribed.



11. TRANSITORY PROVISIONS

Upon effectivity of this Circular, personnel with no formal PCR related training shall be allowed a one year grace period to acquire such eligibility thru accreditation of his/her work experience in PCR.


12. RESCISSION

Any provision or part of existing guidelines and issuances inconsistent with this Circular are hereby rescinded or modified accordingly.

13. EFFECTIVITY

This Circular shall take effect immediately upon approval.




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Police Director General
Chief, PNP

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GUIDELINES FOR INCLUSION IN PCREL

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