



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

Oct 22 2014

PNP MEMORANDUM CIRCULAR
NO. 2014-046

PNP STANDARDS FOR IN-SERVICE TRAINING

1. REFERENCES:

- a. PNP P.A.T.R.O.L. PLAN 2030 and CODE-P 2013 and Beyond;
- b. NAPOLCOM Memorandum Circular No. 94-008 which provides for the creation of in-house training institutions in the PNP;
- c. NAPOLCOM Resolution No. 2009-254 entitled: "Prescribing the Functions of the PNP Training Service, amending for the Purpose NAPOLCOM Resolution No. 2005-388";
- d. NAPOLCOM Resolution No. 92-036 which tasks the PNP to handle in-service training, seminars and other short term courses not offered by PPSC; and
- e. PNP MC No. 2009-018 dated October 7, 2009 entitled: "Implementing Guidelines and Procedures Governing the Functions of the PNP Training Service".

2. RATIONALE:

In order to improve the quality of training for PNP personnel, a major project study on the practices of PNP training units in planning, delivering, and evaluating training programs was conducted by the Directorate for Human Resource and Doctrine Development (DHRDD) and the PNP Training Service (PNPTS).

The study showed that the separately issued training guidelines and directives resulted in confusion and different interpretations that greatly affected the delivery of quality training in the PNP.

In the absence of commonly-accepted and comprehensive training guidelines, PNP Training Program Directors are rendered blind and confused as to what standards of performance to follow and what accountabilities to impose on their respective training units.

The formulation and adoption of the training standards is anchored on the ADDIE model (Assess-Design-Develop-Implement-Evaluate) of Instructional System Design which shall be the basis of this standard. This model is shown in the following diagram.

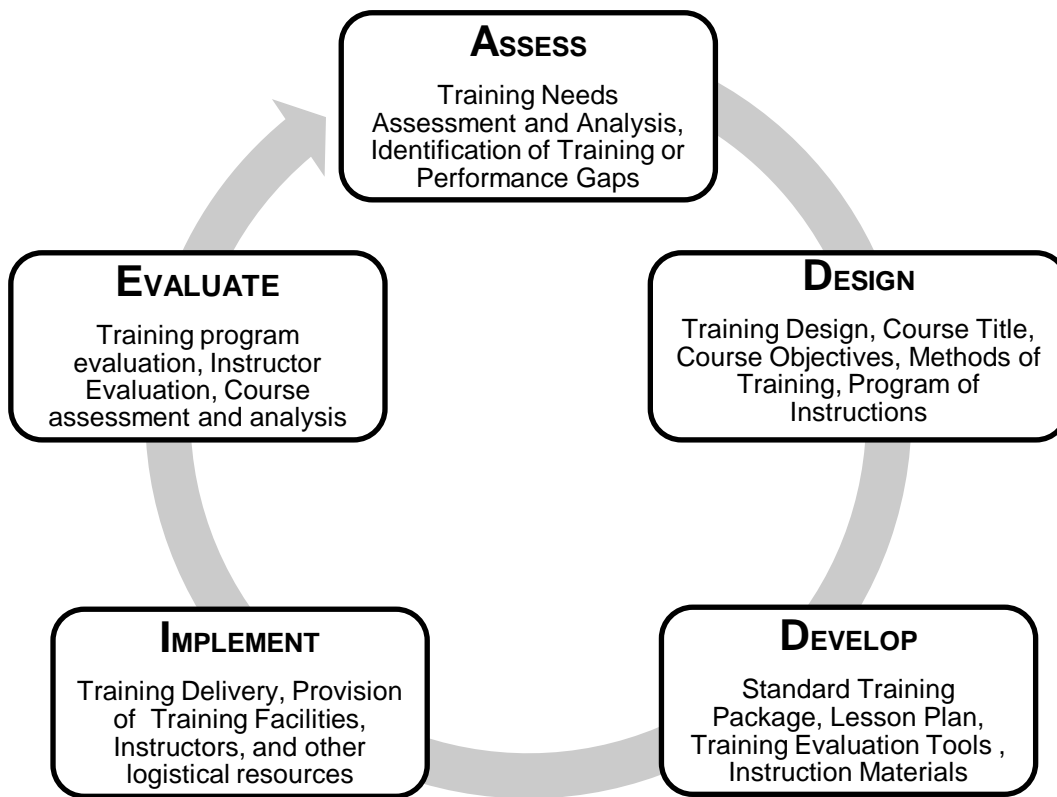


Figure 1. ADDIE Model

The development of knowledge, attitudes, skills, and values (KASV) among PNP personnel requires a certain quality standard for training. By establishing the ADDIE Model of training, it necessarily puts in place a system that will guide all training managers and ensure the improvement of the quality of training in the PNP. It further capacitates training units to correctly and properly assess, plan, and evaluate their training capabilities and resources towards a more strategic and holistic approach to training program delivery.

This training standard therefore, shall be the basis of the development of the Instructors Certification Program, the Course Certification Program and the Training Schools Certification Program which are interrelated and interlinked towards delivering quality training in the PNP.

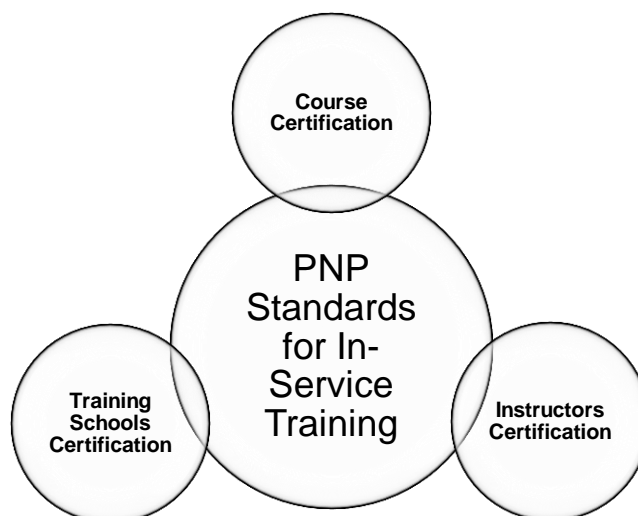


Figure 2. PNP Quality Training Framework

3. PURPOSE:

This PNP Memorandum Circular (MC) aims to establish common standards in training for PNP in-service courses in order to continuously improve the quality of police training and strengthen the accountability of all training managers and training program directors in bridging the training gap.

With clearly set standards together with an established central monitoring and evaluation system, the alignment of training programs with organizational and institutional goals and objectives is ensured towards the effective and responsive assessment and delivery of PNP training programs.

4. DEFINITION OF TERMS:

For purposes of this PNPMC, the following terms shall be used:

- a. **Course** – is an organized and structured activity using different modes of learning aimed at transferring knowledge, attitudes, skills, and values to participants towards a specific goal or required competency level.
- b. **Course Coordinator/facilitator**- a person designated to coordinate, facilitate and assist the instructors or course director in the conduct of a specific course.
- c. **Course Director** – an official designated to provide general supervision of the conduct of a specific course.
- d. **General Orders (G.O.)** – refers to the order of circulation subject to publication. Contains permanent instruction that apply to all members of the command; not readily susceptible for incorporation with other publication. It is numbered consecutively by calendar year.
- e. **Lesson Plan** – a detailed description of the subject that is developed by the instructor as a daily guide for class instruction.
- f. **Master Training Action Plan** – a consolidated list of programmed training courses submitted by the D-Staff, NSUs, and PROs to the DHRDD which are required to be conducted by all training units through the PNPTS and RSTUs.
- g. **Occupational/Functional Eligibility Course** - basic in-service training courses used as a pre-requisite eligibility for assignment to a specific PNP office or unit with specialized functions.
- h. **PNP In-service Training**- all training programs, courses and seminars offered and managed by the PNP for the development of the knowledge, attitudes, skills, and values of its personnel.
- i. **Programmed Courses** – refers to the training courses covered by the Annual Training Directive issued by the Office of The Chief of Directorial Staff. These are the funded training courses to be conducted by all PNP Units for the year. Funds for these courses are incorporated in the MOOE of the respective PNP Units.
- j. **Regional Special Training Unit (RSTU)** – refers to the regional training center under the PNP Training Service in charge of managing, supervising, and controlling trainings in the jurisdiction of the PRO.

- k. **Seminar** – a method of training using lectures or presentations delivered to an audience on a particular topic or set of subjects that are educational and informative in nature.
- l. **Specialized Course** - all other in-service training courses offered by PNP offices/units to improve the basic competencies of particular personnel or to train them for highly specialized or technical functions.
- m. **Standard Training Package (STP)** – a complete training guide which is composed of the Program of Instructions, Master Training Schedule, Module Plan, Lesson Plan, Training Evaluation and Assessment Exams, and Slide Presentations.
- n. **Training** – the process of bringing a person to a desired level of competency in terms of knowledge, attitudes, skills, and values.
- o. **Training Certificate Control Number**- refers to the series of numbers issued by PNPTS which is written at the bottom right corner of the certificate of training given to each participant upon completion of the course.
- p. **Training Manager** – pertains to the Chief of the Training Schools and Regional Special Training Units.
- q. **Training Needs Analysis** – a systematic approach in identifying individual performance and skills gaps that forms the basis for designing a training program intervention.
- r. **Training Program Director** – the official who has control over training funds and its utilization.
- s. **Unprogrammed Courses** – are training courses addressing specific critical policing concerns prevalent at that time and have not been included in the Master Training Action Plan. Funds for these courses are dependent on the availability of funds.
- t. **Workshop**- a method of training that consists of practical exercises where a tangible output is expected at the end of the training.
- u. **Write shop**- a method of training that is focused on enhancing or developing the participants' skills in writing.

5. POLICIES AND GUIDELINES:

a. Training Program Management

- 1) The central supervision, management and monitoring unit of all PNP training programs is the PNP Training Service.
- 2) The PNP's Master Training Action Plan is the basic general reference document for programmed training courses which is consolidated annually by the PNPTS and is composed of the PRO's Regional Training Action Plans (RTAP) and NHQ Offices/units' Training Action Plans.
- 3) The PRO's Regional Training Action Plans shall be prepared by a Regional Training Committee which shall be the central harmonizing

authority on training-related programs and issues. The committee shall be composed of but not limited to the following:

Chair	:	DRDA/ DRDO/ RCDS
Members	:	C, RPHRDD C, ROPD C, RID C, RIDM C, RPCRD C, RCD
Secretariat	:	TM, RSTU

- 4) The standard classroom to student ratio shall be at 1:50. No lecture-type class shall be opened with more than 50 participants, unless approved by the DHRDD, to ensure effective transfer of learning to participants.
- 5) All training courses to be conducted by all training units must be coordinated with the PNPTS one month before opening, for proper management, supervision, control and monitoring according to prescribed training standards.
- 6) All PNP Training courses shall have at least one course director and one course facilitator/coordinator that will ensure the adoption of these standards.
- 7) All PNP specialized and occupational/functional eligibility courses shall be conducted in coordination with the PNP Training Service. Any training independently undertaken by any Unit without proper coordination with PNPTS shall not be recognized and accredited and therefore, cannot be used as valid eligibility for promotion or designation to any position requiring such training.
- 8) All PNP Training Units shall formulate and display their Vision, Mission, and Dashboards/Scorecards which they are committed to deliver aligned to PNPTS and their respective Units. They shall also promote the honor code as part of its training philosophy.
- 9) All RSTUs and other Specialized Training Units are required to undergo a certification process by the Training Schools Certification Board every two years to ensure their management and operations according to the PNP training standards. They shall include in their Roadmap an initiative towards a higher level of certification when applicable.

b. Training Needs Assessment and Analysis

- 1) Each PNP Unit/Office shall conduct the training needs analysis of their individual personnel, which shall be the basis for the Unit/Office Training Needs Assessment that will be submitted to PNPTS annually.
- 2) All Training program directors shall submit by semester a Training Needs Assessment of their respective personnel based on their current and existing staffing pattern and/or on actual tasks/functions being performed by their personnel. Each Unit shall establish its own functional eligibility course which shall be a prerequisite to assignment to specialized and technical posts.

- 3) PNPTS shall conduct the Training Needs Assessment of Individual personnel through the RSTU/HRD officers.
- 4) DHRDD shall be responsible for the conduct of Organizational Training Needs Analysis which will be the basis for the PNP Master Training Action Plan.
- 5) The PNP Annual Master Training Action Plan shall be the primary basis for the allotment of training funds of all PNP Offices/units.

c. Training Design and Development

- 1) PNP training shall adopt the two-pronged approach in training of uniformed personnel. While the PPSC conducts the Mandatory training by rank, the PNPTS shall conduct in-service training by specialization and competency.
- 2) All training courses must adopt the adult learning principles and blended learning approach in the design and development of training courses/programs giving heavy priority to simulated and practical training exercises over lectures and academic sessions.
- 3) No training directive shall be processed and/or issued to any specialized course, whether programmed or unprogrammed, without a complete Standard Training Package (STP).
- 4) Training Program Directors who previously opened courses without a Standard Training Package shall develop their course STPs and submit the same to PNPTS for the renewal of their respective training directives by CY 2015.
- 5) A Standard Training Package shall adopt a common format which shall be established by the DHRDD to include but not limited to the following components:
 - a) Course Overview;
 - b) Program of Instructions;
 - c) Master Training Schedule;
 - d) Module Plan;
 - e) Lesson Plan;
 - f) Training Evaluation and Assessment Exams; and
 - g) Slide Presentations
- 6) All Standard Training Packages of PRO's must be submitted to PNPTS through the RSTUs for proper training accreditation and certification based on standards.
- 7) A copy of all STPs (soft and hard copies) shall be furnished the PNPTS and DHRDD through the PNP Command Library.
- 8) DHRDD/PNPTS shall provide technical assistance to any PNP Office/Unit upon request for the development of their STPs.
- 9) For every hour of training delivery, ten man-hours of training design and development shall be allotted. Such standard shall be the basis for the cost estimate on STP development.

d. Training Implementation and Delivery

- 1) PNP in-service trainings as far as practicable must be conducted regionally for maximum and equitable access by all PNP personnel.
- 2) All training schools must display their quarterly training calendars/schedule for the advance information of PNP personnel who are interested in undergoing the training.
- 3) DHRDD shall adopt a comprehensive Instructor's Certification and Accreditation Program to ensure that only qualified instructors and trainers are utilized in the delivery of PNP training programs.
- 4) Completion of an Instructors Development Course (IDC) or Training of Trainers (TOT) shall be a basic requirement towards Instructor Certification. No training participant or student shall be used as an instructor or facilitator to the same course that he/she is attending.
- 5) Trainees shall not be unnecessarily utilized as audience to command/promotional and product demonstration activities to avoid disruption of training schedules except during their break time or open period.
- 6) All Training Units must adhere to the observance of human rights and uphold the anti-hazing law at all times.
- 7) Authorized uniforms duly approved by the Uniform Evaluation and Standardization Board (UESB) or other competent authorities shall be used and worn in the duration of any training activity.

e. Training Monitoring and Evaluation

- 1) PNPTS shall provide a central system and facility that will issue all course control numbers, class numbers, General Training Orders, and Certificates of Training Completion. Hence, all Unit commanders shall cease the issuance of the same for purposes of centralized monitoring and evaluation of trainings.
- 2) A mechanism to monitor the instructor's duty performed by all PNP accredited and certified instructors shall be developed and adopted by PNPTS for monitoring and evaluation purposes.
- 3) All D-Staff/NSUs training Units shall submit to DHRDD through PNPTS a copy of all training reports for every course delivered for proper monitoring and evaluation. PROs shall submit their after-training reports to PNPTS through their respective RSTUs.
- 4) Training managers and/or the Chief, RPHRDD or designated training authority who will fail the certification/accreditation process twice shall be immediately relieved from their posts.
- 5) All training courses/seminars with the duration of three days and more shall be administered the standard training evaluation as provided by DHRDD and PNPTS.
- 6) Training Evaluation Reports per course shall be submitted to PNPTS for consolidation and analysis. Failure of training units to provide

training evaluation/assessments for each course shall be a valid ground for pre-charge evaluation of the training manager or course director as applicable.

- 7) PNPTS and DHRDD shall organize Mobile Training Validation Teams to conduct surprise training validations of any unit that may be identified for evaluation. Results of the validation shall form part of the Unit Performance Evaluation Rating (UPER) and/or disciplinary action as may be applicable.

f. Training Funds and Logistical Resources

- 1) The basic training infrastructures and facilities for all RSTUs and Training Schools shall be the following:
 - a) Training Administration Office
 - b) Stock or Supply room
 - c) Staff Quarters
 - d) Classrooms
 - e) Multi-purpose Center
 - f) Student Quarters/ Barracks
 - g) Mess Hall
 - h) Gymnasium
 - i) Sports Facilities
 - j) Multi-Faith Chapel
 - k) Firing Range
 - l) Library
- 2) The basic training equipment for all RSTUs and Training Schools shall be the following:
 - a) 50 Tables and chairs for every classroom
 - b) Blackboard/ White Board
 - c) Computer with printer
 - d) LCD or multi-media projector
 - e) Public Address or Sound system
 - f) Reloading machine
 - g) Training firearms
 - h) Utility Vehicle
 - i) Video Camera recorder
- 3) PROs shall extend adequate financial, logistical, and personnel support to RSTUs for courses they are required to conduct to ensure that personnel training needs are met and delivered on time and according to standards.
- 4) Training Funds for programmed courses shall be released directly to the program directors for D-Staff/NSUs and RDs for PROs as embedded in their respective MOOEs.
- 5) Request for Funds for the conduct of unprogrammed courses shall be submitted to DC through DHRDD for fund allocation subject to availability of funds.
- 6) Training Program Directors shall be accountable to the disbursement and utilization of training funds based on accounting rules and auditing procedures.

- 7) Partnership with other private educational institutions and well-meaning entities supportive of the training needs of the PNP are encouraged and supported. All Regional Directors and the Director, PNPTS can enter into MOUs/MOAs related to training copy furnish the DHRDD.
- 8) A PNP Standard Training Costing model shall be established by DHRDD in coordination with DC as basis for training cost estimates and training per capita cost.

6. COORDINATING INSTRUCTIONS:

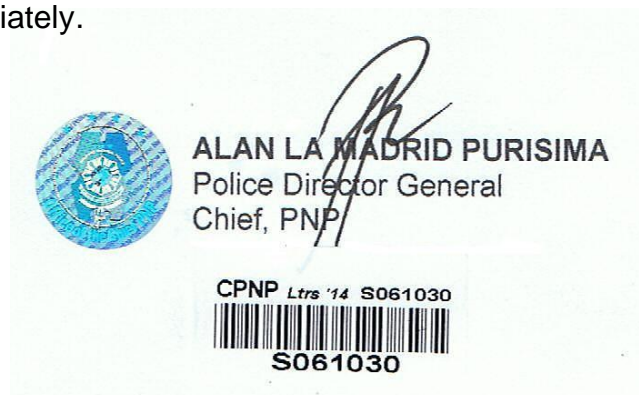
- a. These training standards shall be reviewed and recalibrated every two years or when deemed necessary by a Committee or Technical Working Group composed of DHRDD and PNPTS personnel to ensure its responsiveness to the prevailing training environment; and
- b. DHRDD shall be the Office of Primary Responsibility (OPR) in the evaluation, monitoring, and compliance of all training units to these standards.

7. REPEALING CLAUSE:

All existing PNP issuances in conflict with this PNPMC are deemed repealed, amended, or rescinded accordingly.

8. EFFECTIVITY:

This PNPMC takes effect immediately.



“Serbisyong Makatotohanan”



Republic of the Philippines
National Police Commission
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR HUMAN RESOURCE AND DOCTRINE DEVELOPMENT
Camp Crame, Quezon City



G14-11-08-15

MEMORANDUM

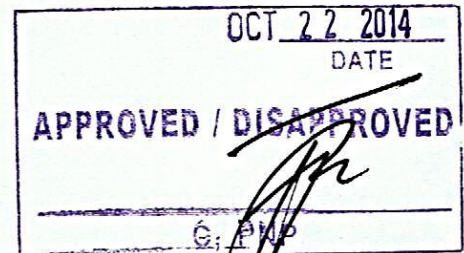
FOR : Chief, PNP

THRU : TDCA _____
TDCO _____
TCDS _____

FROM : TDHRDD

SUBJECT : **Proposed PNP Memo Circular on "PNP Standards for In-Service Training"**

DATE : OCT 14 2014



1. References:

- a. PNP Strategic Focus CODE-P 2013 and Beyond; and
- b. PNP P.A.T.R.O.L Plan 2030.


2. In compliance to the Chief, PNP's Strategic Focus to enhance the competency and professionalism of PNP Personnel, there is a need to improve the quality of training that the PNP conducts. It is vital therefore, that a well-defined training standard for the assessment, design, development, implementation and evaluation of training programs be put in place.

3. The attached proposed PNP Memorandum Circular aims to establish common standards in training for PNP in-service courses in order to ensure maximum participant learning, continuously improve the quality of police training and strengthen the accountability of all training managers and training program directors.

4. With clearly set standards together with an established central monitoring and evaluation system, the alignment of training programs with organizational and institutional goals and objectives is ensured towards the effective and responsive assessment and delivery of PNP training programs.

5. The proposed PNPMC has already been commented on by the D-Staff, NSUs and PROs and consolidated to this final draft as summarized (Tab A).

6. In this regard, this Directorate is recommending approval and signature on the attached proposed PNPMC (Tab B).


ALEX PAUL INTO MONTEAGUDO
Police Director

OCT 09 2014