



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

JUN 10 2014

PNP MEMORANDUM CIRCULAR
NO. 2014- 017

PNP FIELD TRAINING OFFICERS DEVELOPMENT PROGRAM

1. REFERENCES:

- a. PNP P.A.T.R.O.L. PLAN 2030; and
- b. Standard Training Package (STP) for Field Training Officers of the Field Training Program (FTP) for PO1.

2. RATIONALE:

In addition to the conceptualization of the Standard Training Package (STP) for the Field Training Program to ensure that training goals and objectives are met, there is another factor that would help ensure the success of the FTP and that is the implementation of the FTODP.

PNPTS has reported that most of the FTOs were selected by their Chiefs of Office, not because they are the most competent but because they are dispensable. For the FTP to be successful, the best materials and incentives should be provided in order to expect competent and well-motivated mentors to police trainees. At present, there are no visible/motivational incentives and standard for an FTO.

DHRDD has conducted several consultations and staff study on a system that would provide motivation and incentive to FTOs in order to give significance to their role as leaders and mentors to police trainees. This revealed the information that the **average recruitment of PO1 annually** over a period of three years is **10,582** for which the PNP would need about **1,322 FTOs at a ratio of 1:8**, or **1,763 at 1:6**. This **CY 2014**, the PNP expects to **recruit 19,000 PO1** which would require about **2,375 FTOs to achieve the ratio of 1:8**.

The PSSLC is a mandatory requirement to be promoted to SPO3 and SPO4. The average number of Senior Police Officer-ranked personnel who take the **PSSLC annually is 1,958**. Making FTODP a requirement for PSSLC would be responsive to the need for qualified/certified FTOs.

3. PURPOSE:

This is to institutionalize the Field Training Officer Development Program (FTODP) which is intended to build up, encourage and increase the competency of Field Training Officers (FTOs). Likewise, it will establish the selection, training, certification, and provision of incentives to FTOs that will help generate a pool of competent and qualified FTOs to handle police trainees. It also intends to make FTODP a requirement to undergo the Public Safety Senior Leadership Course (PSSLC). Hence, this will add opportunity for senior PNCOs to compulsorily develop their level of competency, enhance their mentorship and leadership skills.

4. **DEFINITION OF TERMS:**

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

- a. **Field Training Officers Development Program (FTODP)** - is a 15-day training program to enhance the knowledge and skills of experienced Police Non-Commissioned Officers (PNCOs), and to prepare them to act as effective coaches, instructors, role models and raters of police recruits.
- b. **Field Training Officer (FTO)** - a PNCO with the rank of PO3 to SPO3 who is experienced and trained to instruct and evaluate recruits in particular police functional area such as patrol, traffic, and investigation.
- c. **Field Training Program (FTP)** - a program that involves actual experience and assignment in patrol, traffic, and investigation works by all members of the PNP as a requirement for the permanency of their appointment. The program shall be for 12 months inclusive of the Basic Recruit Course for Police Officer 1. (Sec 19, RA 8551 and Sec 20, IRR of RA 8551).
- d. **On-the-Job Training (OJT)** - a 6-month Field Training Exercise in the field for PO1 involving actual experience on patrol, traffic and investigation.
- e. **Standard Training Package (STP)** - a complete package on Field Training Development Program (FTODP) designed for FTOs and police trainees to ensure that the training goals and objectives of the program are met.

5. **GUIDELINES:**

a. **General.**

- 1) The FTODP shall be conducted among PNP personnel with the ranks of PO3 to SPO3;
- 2) Only those who have undergone the FTODP shall be certified and designated as FTOs;
- 3) Aside from the certification received from completing the FTODP, a certificate of recognition shall be issued once the certified FTOs have rendered FTO service duty;
- 4) FTODP shall be a pre-requisite training for PSSLC;
- 5) Those rendering FTO service duty shall be given additional points in case they apply for lateral entry;
- 6) All units shall be required to maintain a pool of certified FTOs;
- 7) Designated FTOs shall be detailed with Regional Specialized Training Units (RSTUs) during their FTO service duty; and
- 8) FTOs shall be rated and evaluated by the supervisor, usually the Chief of Police or Chief, RPHRDD, and the police trainees assigned to them.

b. **Responsibilities**

1) **DHRDD:**

- a) Overall supervisor in the implementation of this circular;
- b) Supervise and monitor the conduct of the FTODP;
- c) Ensure that only those who have undergone the FTODP will be recommended to PPSC to undergo PSSLC; and
- d) Perform other tasks as directed.

2) **DPRM:**

- a) Issue training orders to the participants of FTODP;
- b) Issue relief orders from their former positions and detail orders to RSTUs as full time FTOs;
- c) Give additional points to those applying for lateral entry with FTO service duty; and
- d) Perform other tasks as directed.

3) **PNPTS:**

- a) Conceptualize an STP for FTODP;
- b) Program and facilitate the conduct of FTODP among RSTUs;
- c) Request to DPRM thru DHRDD the training orders (or the equivalent of the said units as the case may be) of FTODP participants;
- d) Issue certification to those who have completed the FTODP and those who have rendered service duty as FTOs; and
- e) Perform other tasks as directed.

4) **PROs:**

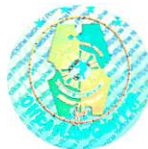
- a) Recommend to PNPTS personnel with the ranks of PO3 to SPO3 to undergo FTODP;
- b) Implement the existing policy in the selection of qualified FTO;
- c) Issue detail orders to personnel rendering FTO service duty to RSTUs;
- d) Make FTODP a prerequisite for PNP personnel to undergo PSSLC;
- e) Maintain a pool of qualified FTOs; and
- f) Perform other Tasks as directed.

6. **RESCISSION:**

All existing PNP issuances inconsistent with this Circular are deemed repealed, amended, or rescinded accordingly.

7. **EFFECTIVITY:**

This Memorandum Circular takes effect immediately.



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