



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

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PNP MEMORANDUM CIRCULAR
NO. 2014 - 035

**ESTABLISHING A CERTIFICATION PROGRAM FOR THE
PNP TRAINING SCHOOLS AND REGIONAL SPECIAL TRAINING UNITS**

1. REFERENCES:

- a. PNP P.A.T.R.O.L. PLAN 2030 and CODE-P 2013 and Beyond;
- b. UNDP Study, "Transforming the PNP into a more effective, efficient and credible police force", June 2005.
- 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. PNP MC No. 2009-018 dated October 07, 2009 entitled "Implementing Guidelines and Procedures Governing the Functions of the PNP Training Service; and
- e. PNP In-Service Training Standards.

2. RATIONALE:

To effectively perform its mandate and functions, the PNP as with all organizations, needs to develop its human resources to become competent and effective in delivering their duties. The task of planning, supervising, delivering, evaluating and monitoring of all in-service courses of the PNP is assumed by the four training schools and 17 regional special training units which are under the supervision and control of the PNP Training Service.

Adopting a certification program for PNP training schools/units, therefore, will institutionalize the conduct of quality trainings down to the regional level, according to prescribed PNP training standards. This will exact accountability on the training schools/units to ensure the delivery of quality training to all PNP personnel. Through the adoption of an integrated system of measuring and classifying the ability of training schools/units in delivering their functions, the PNP is better informed of ways to develop them.

3. SITUATION:

The PNP is presently experiencing a massive backlog in training that is expected to increase every year if training is not standardized and made more accessible through regionalized training. Pursuant to its organizational training need, 30% of all PNP uniformed personnel need to be trained as investigators, another 30% as operations officers and 100% as police-community relations officers. Hence, the need to fully capacitate and empower the different Training Schools and Regional Special Training Units (RSTUs) to deliver quality training and evaluate the same in their respective areas of responsibilities must become a priority. With empowered and fully capacitated training schools/units, standard quality courses can be better delivered and a higher transfer of training is ensured.

4. PURPOSE:

a. General:

- 1). Ensure that the PNP Standards on Training is applied by the PNPTS Schools and Regional Special Training Units;
- 2). Adopt a system of objectively monitoring and evaluating the training programs of the whole PNP to ensure the provision of quality training; and
- 3). Capacitate and empower the PNP Training Schools and Units to exercise effective and efficient management, supervision and monitoring of PNP in-service training programs and courses.

b. Specific:

- 1). Establish a central monitoring and evaluation mechanism for effective training impact assessments;
- 2). Establish clear accountability for all training managers and training program directors;
- 3). Ensure that training programs are aligned with organizational and institutional training goals and objectives;
- 4). Improve the performance of PNP Training Schools in delivering quality training to PNP personnel;
- 5). Ensure that all Training Schools and RSTUs have established and developed their respective dashboards aligned with the objectives of the PNP Training Service and PROs; and
- 6). Improve the quality of police training through the conduct of training validations.

5. DEFINITION OF TERMS :

- a. **Pool of Instructors** – a list of PNP personnel serving as instructors whether part-time or full-time including their individual profiles, qualifications and subject expertise.
- b. **Regional Special Training Unit** – refers to the regional training center under the PNP Training Service in charge of managing, supervising and controlling trainings in the jurisdiction of the Police Regional Office.
- c. **Strategic Plan** – refers to the PNP Performance Governance System that adopts the balance scorecard aligned with the agency vision, mission and objectives. It is manifested in the PNPTS Scorecard and the RSTU dashboards.
- d. **Training Course** – a structured method of training with the purpose of developing the knowledge, attitudes, skills, habits, and values of PNP personnel.
- e. **Training Manager** – refers to the head of office/unit of the four training schools and regional special training units.
- f. **Training Program Director**- the head of office/unit which controls the allocation, appropriation and release of funds/resources for training programs/courses.
- g. **Training School Portfolio** – consolidation of knowledge products, documentary proof or evidence of each training unit/school that will be the basis for their presentation/deliberation for certification.

6. SCOPE AND COVERAGE:

This PNPMC shall cover the following Training Schools and Units:

- a. The four PNPTS Schools namely the School for Values and Leadership (SVL), the School for Sports and Development (SSD), the School for Field Training and Technical Services (SFTTS), and the School for Specialized Courses (SSC);
- b. The School for Investigation and Detective Development (SIDDD);
- c. The Intelligence Training Group (ITG);
- d. The PNP Special Action Force School (SAFS); and
- e. The 17 Regional Special Training Units (RSTUs).

7. GENERAL POLICIES AND GUIDELINES:

- a. The Training School Certification is a mandatory requirement for all Training Schools and RSTUs within the PNP.
- b. Failure to gain certification for two consecutive attempts shall be a cause for the immediate relief of the Training Manager and/or the Chief of the Regional Personnel and Human Resource and Doctrine Division (C, RPHRDD) of the concerned training unit/school.
- c. The Schools Certification shall be administered jointly by the DHRDD and PNPTS through the creation of the **PNP Training Schools Certification Board (TSCB)** composed of the following:

Chairman	:	TDHRDD
Vice Chairman	:	D, PNPTS
Members	:	EX-O, DPRM EX-O, DIPO (of PRO concerned) DD, CPSM Advisory Council Representative
Secretariat	:	UTPDD, DHRDD

- d. DHRDD and/or PNPTS shall extend technical support to the RSTUs covered by the certification program prior to board deliberation.
- e. Funds for the program shall be sourced from available funds as may be indicated by the Directorate for Comptrollership (DC) and shall be programmed for the 2016 budget.
- f. Regular reports and assessment of the program shall be rendered by the Director, Directorate for Human Resource and Doctrine Development (DHRDD) to the Chief, PNP through the Command Group annually.
- g. The PNP Training Certification Board shall review and recalibrate the certification standards/parameters every two years or as may be determined by the Board to ensure responsiveness to prevailing international training practices, benchmarks and standards.

8. CERTIFICATION CRITERIA/PARAMETERS:

The certification parameters shall adopt a 100-point system with the following criteria and point-score allocation:

Parameters	Criteria	Point allocation
Organizational and Human Resource Management (30pts)	Leadership/Management Support	5
	Scorecard management	10
	Personnel Eligibilities and Competencies	5
	Maintenance of Updated PRO List of Pool of Instructors	5
	RSTU personnel and staff Development Program	5
Work Systems and Processes (45pts)	Training Program Management	5
	Training Needs Assessment	5
	Implementation and Delivery of Training Programs/courses	10
	Evaluation of training programs/courses	10
	Adoption of ICT database programs for training	5
	Adoption of training stakeholder feedback system/mechanism	5
Resource Management (25pts)	Access and Provision of Standard Training Infrastructures and Facilities	10
	Provision and use of Basic Training Equipment	5
	Training Fund sourcing and utilization	10
TOTAL		100

9. CATEGORIES OF CERTIFICATION:

- a. **1st Class (Gold)** - the highest certification standard that a training school can attain generally describing the outstanding quality of training standards it practices/manifests with an **overall average point score of 85-100**.
- b. **2nd Class (Silver)** – the average certification standard that a training school can attain generally describing a satisfactory quality of training standards it practices/manifests with an **overall average point score of 70-84**.
- c. **3rd Class (Bronze)** – the lowest certification standard that a training school can attain generally describing the most basic quality of training standards it practices/manifests with an **overall average point score of 55-69**.

10. PROCEDURES FOR CERTIFICATION:

- a. **Self Assessment.** The board secretariat shall administer the self-assessment survey to training schools/units using the certification checklist. The self assessment shall be cross matched with the DHRDD Unit Performance Evaluation Rating which will provide a general assessment on the readiness of the RSTUs or PNPTS Schools to undergo the certification process.
- b. **Application.** Initial application for certification shall be initiated/ scheduled by the DHRDD in coordination with PNPTS based on the overall assessment on the readiness of the training units/schools to undergo certification.
- c. **Issuance of Notice.** DHRDD will issue a notice to the concerned training school/unit to undergo the certification process within three months upon receipt of notice, copy furnish the RD, PRO and/or PNPTS.

- d. **Portfolio preparation.** The Training school/unit shall immediately coordinate with their respective RPHRDD to assemble their training unit portfolio containing documentary requirements and knowledge products indicated in the certification checklist.
- e. **Portfolio Submission.** The RSTU/school concerned shall submit its portfolio application to the PNP Training Certification Board thru UTPDD, DHRDD for pre-evaluation and scheduling for board deliberation/site validation.
- f. **Site Validation.** The Training Certification Board Secretariat may send a two-man training site validation team to the RSTU/School subject for certification to validate the contents of its portfolio, if deemed necessary.
- g. **Board Presentation.** The RSTU Training Manager and the Chief, RPHRDD shall submit itself for deliberation and present its portfolio according to the requirements for certification.
- h. **Board Deliberation.** The PNP Training Certification Board shall deliberate and provide the feedback to the RSTU/School and PRO concerned within 30 days for the status of their certification (pass or fail, category of certification).
- i. **Conferment and Recognition of Certification.** The certification shall be conferred to the concerned school. DHRDD/PNPTS shall issue a certificate and corresponding awards to the certified training schools/units and their personnel.

11. RENEWAL, UPGRADING AND MAINTENANCE OF CERTIFICATION:

- a. **Renewal.** The application for certification of each training school/unit shall be mandatorily renewed every two years upon conferment or as may be determined by the Board. Renewal of application shall follow the same procedures as that of the initial certification.
- b. **Upgrading.** Any Training Unit/School granted a 2nd Class or 3rd Class certification can apply for the upgrading of their certification status six months after the date of conferment of their certificate. The upgrading process shall follow the same process as that of the initial application.
- c. **Maintenance.** The certification must be maintained by the concerned Training unit/school thru the adoption and constant implementation of the PNP Training Standards and the conduct of regular assessment and evaluation of its training programs until it is renewed, upgraded or revoked.

12. GROUNDS FOR REVOCATION OF CERTIFICATION:

The following are the grounds for the revocation of the certification of any training school/unit covered by this PNPMC:

- a. Intentional or deliberate violation of the PNP Training Standards;
- b. Validated incidence of Violation of Human Rights of trainees;
- c. Refusal to be inspected or evaluated by official training validation teams; and
- d. Other causes as may be determined by the Training Schools Certification Board.

13. RESPONSIBILITIES:

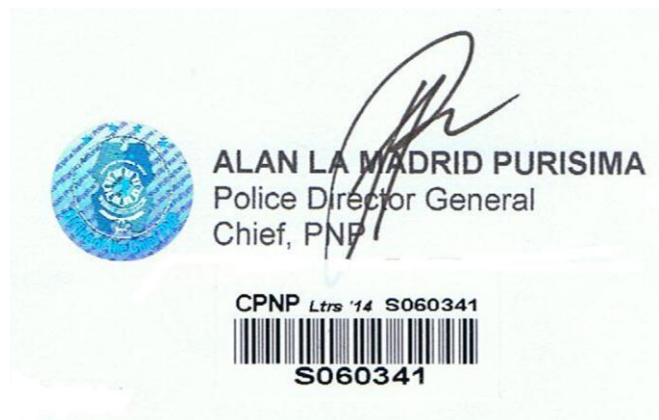
- a. The DHRDD through the Board Secretariat shall be the office of primary responsibility in monitoring and evaluating the implementation of this program. It shall conduct a recalibration and reassessment of the program once every two years or as deemed necessary by the Board. It shall render an annual training program assessment to the Chief, PNP to include the findings of training validation reports nationwide.
- b. The PNPTS shall be the main repository of records and shall conduct regular training validation/audits to support the implementation of the program. It shall maintain the updated list of certified training schools/units together with their individual portfolios.
- c. The Directorate for Comptrollership shall ensure the availability of funds for the implementation of this PNPMC and shall cause the regular programming of said activity for subsequent years.
- d. All PNP Offices/Units exercising training functions including PROs and RSTUs, shall ensure access by DHRDD/PNPTS validation teams, the Training Schools Certification Board or any of its duly designated representatives to training-related records, infrastructure, facilities, and documents as necessary.

14. REPEALING CLAUSE:

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

15. EFFECTIVITY:

This Memorandum Circular takes effect immediately.



Attachment:

Training School Certification Checklist

Distribution:

Command Group
D-Staff
P-Staff
Dirs, NSUs
RD, PROs

PNP TRAINING SCHOOLS CERTIFICATION CHECKLIST (2014)

Parameters	Point allocation	Yes	No	Points earned	Points of verification (Remarks)
ORGANIZATIONAL AND HUMAN RESOURCE MANAGEMENT (30 PTS)					
1. Leadership and Management Support (5pts)					
a. Invited in command or staff conferences	1				
b. Consulted by the RD on training-related matters	2				
c. Access to training-related information	2				
2. Scorecard Management (10 pts)					
a. Have clear Vision, Mission aligned with PNPTS and PRO/Unit	1				
b. Have a Dashboard aligned with the unit scorecard	1				
c. Clear and logical measures and targets	2				
d. Have individual scorecards	1				
3. Personnel Eligibilities and Competencies (5 pts)					
a. Training Profiles of PNP personnel in AOR per unit/rank/position	2				
b. Provided adequate personnel complement based on staffing pattern	3				
4. Maintenance of Updated List of Pool of Instructors (5 pts)					
a. List of Instructors classified based on subject matter expertise	2				
b. List of certified instructors per unit/subject	1				
c. Profile of each instructors on the list (including qualification, contact details)	2				
5. Training Staff and personnel development (5pts)					
a. RSTU Personnel training profile	3				
b. List of Training & Education development programs for PNP Personnel	2				
WORK SYSTEMS AND PROCESSES (45 PTS)					
6. Training Program Management (5 pts)					
a. Manages and supervises training courses on: SCOUT, FTO, IDC,	1				
b. Issues Training certificate Nr, Class Numbers, General Orders for training on all programmed/unprogrammed courses	2				
c. Prepares an Annual Training Plan	1				
d. Deliver courses under Annual Training Plan	1				
7. Training Needs Assessment (5 pts)					
a. Training Needs profile on SCOUT, FTO, IDC	2				
b. Maintains Training Needs Assessment on Investigation, PCR, Operations and Intelligence	2				
c. Conducts Training Needs	1				

Assessment of NUPs					
8. Implementation and Delivery of Training Programs (10 pts)					
a. Training Calendar	2				
b. Standardized Training Package of courses being managed	3				
c. Maintains records of Training Directives of all courses being conducted	3				
d. Best Practices on Training	2				
9. Evaluation of training (10 pts)					
a. Training evaluation survey for every course	2				
b. Training evaluation reports to DHRDD/PNPTS	3				
c. Training Impact assessment	5				
10. Adoption of ICT database programs for training (5 pts)					
a. Database programs	3				
b. Stand-alone programs/applications	2				
11. Stakeholders/Clients feedback mechanism (5 pts)					
a. Survey or feedback mechanism	2				
b. Survey or client feedback reports	3				
RESOURCE MANAGEMENT (25 PTS)					
12. Access/provision of Standard Training Infrastructures and Facilities (10 pts)					
a. Administration office	1				
b. Stockroom	0.5				
c. Staff quarters	0.5				
d. Classroom/s	2				
e. Multi-purpose Centers	0.5				
f. Student Quarters/Barracks	1				
g. Mess Hall	1				
h. Gymnasium	0.5				
i. Sports Facilities (e.g. Basketball, Tennis, Badminton court)	0.5				
j. Multi-faith Chapel	0.5				
k. Firing Range	1				
l. Library / e-library	1				
13. Provision and use of basic training equipment (5 pts)					
a. Tables and chairs for classrooms	1				
b. Computer with printer	1				
c. LCD or multi-media projector	1				

d. Sound System with microphone	0.5				
e. Ammunition reloading machine	0.5				
f. Training armory	0.5				
g. Video Camera recorder/ Digital camera	0.5				
14. Training Fund Sourcing and utilization (10 pts)					
a. Access to training fund information	5				
b. Receives training fund according to cost per course	3				
c. Presence of training donors/partners	2				
15. Bonus points: Good Practices in Training (5 pts) Specify					
TOTAL POINTS					
CATEGORY					
FINDINGS/RECOMMENDATIONS:					
Evaluated by:			Validated by:		
Position/Designation			Position/Designation		
Date			Date		