

RLDDD CITIZEN'S CHARTER

SERVICES	REQUIREMENTS	PROCEDURE/ STEPS	DURATION	CONCERNED PERSONNEL
MANDATORY SCHOOLING (PCO)	OFFICER COURSES:	Endorsement of pertinent documents to TDHRDD to be signed by the Rd through the recommendation of the members of the Command Group	8 Months (36 weeks)	PMAJ PALMONES PSMS Buenconsejo NUP Sopsop
	1. PUBLIC SAFETY OFFICERS SENIOR COURSE (PBOSEC)			
	Admission Requirements:			
	▶ At least Colonel in rank in permanent position			
	▶ At least 3 years Time-In-Grade (TIG)			
	▶ Graduate of PSOAC or its equivalent			
	▶ PNP Personal Data Sheet			
	▶ Certified true copies of Certificate of Required pre requisite training			
	▶ Recommendation from office/unit head			
	▶ No pending administrative and criminal cases from IG/IAS			
	▶ Neuro Psychiatric Clearance duly attested by PNP Health Service			
	▶ Drug Test			
2. PUBLIC SAFETY OFFICERS ADVANCE COURSE (PSOAC)	Endorsement of pertinent documents to TDHRDD to be signed by the Rd through the recommendation of the members of the Command Group	3 to 4 Months (14 weeks)	PMAJ PALMONES PSMS Buenconsejo NUP Sopsop	
Admission Requirements:				
▶ At least Captain in rank				
▶ At least 3 years Time-In-Grade (TIG)				
▶ Graduate of PSOBC				
▶ PNP Personal Data Sheet				
▶ Certified true copies of Certificate of Required pre requisite training				
▶ Recommendation from office/unit head				

SERVICES	REQUIREMENTS	PROCEDURE/ STEPS	DURATION	CONCERNED PERSONNEL
<p align="center">MANDATORY SCHOOLING (PCO)</p>	<ul style="list-style-type: none"> ▶ No pending administrative and criminal cases from IG/IAS 	<p align="center">Endorsement of pertinent documents to TDHRDD to be signed by the Rd through the recommendation of the members of the Command Group</p>	<p align="center">3 to 4 Months (14 weeks)</p>	<p align="center">PMAJ PALMONES PSMS Buenconsejo NUP Sopsop</p>
	<p align="center">Neuro Psychiatric Clearance duly attested by PNP Health Service</p>			
	<ul style="list-style-type: none"> ▶ Drug Test 			
	<p align="center">3. PUBLIC SAFETY OFFICERS BASIC COURSE (PSOBC)</p>			
	<p align="center">Admission Requirements:</p>			
	<ul style="list-style-type: none"> ▶ At least Lieutenant in rank 			
	<ul style="list-style-type: none"> ▶ At least 3 years Time-In-Grade (TIG) 			
	<ul style="list-style-type: none"> ▶ PNP Personal Data Sheet 			
	<ul style="list-style-type: none"> ▶ Certified true copies of Certificate of Required pre requisite training 			
	<ul style="list-style-type: none"> ▶ Recommendation from office/unit head 			
	<ul style="list-style-type: none"> ▶ No pending administrative and criminal cases from IG/IAS 			
	<p align="center">Neuro Psychiatric Clearance duly attested by PNP Health Service</p> <ul style="list-style-type: none"> ▶ Drug Test 			
<p align="center">MANDATORY SCHOOLING (PNCO)</p>	<p align="center">NON-OFFICER COURSES:</p>	<ul style="list-style-type: none"> ▶ Processing of applicants based on seniority lineal list thru worksheet ▶ Endorse to RHS and RCLO ▶ RD and command group are duly informed of the action taken 	<p align="center">3 to 4 Months (14 weeks)</p>	<p align="center">PMAJ PALMONES PSMS Buenconsejo NUP Sopsop</p>
	<p align="center">1. PUBLIC SAFETY OFFICERS CANDIDATE COURSE (PSOCC)</p>			
	<p align="center">Admission Requirements:</p>			
	<ul style="list-style-type: none"> ▶ Graduate of PSSLC or its equivalent 			
	<ul style="list-style-type: none"> ▶ At least PEMS with at least 3 years Time-In-Grade 			
	<ul style="list-style-type: none"> ▶ PNP Personal Data Sheet 			
	<ul style="list-style-type: none"> ▶ Certified true copies of Certificate of Required pre requisite training 			

SERVICES	REQUIREMENTS	PROCEDURE/ STEPS	DURATION	CONCERNED PERSONNEL			
MANDATORY SCHOOLING (PNCO)	▶ Recommendation from office/unit head		3 to 4 Months (14 weeks)	PMAJ PALMONES PSMS Buenconsejo NUP Sopsop			
	▶ No pending administrative and criminal cases from IG/IAS						
	Neuro Psychiatric Clearance duly attested by PNP Health Service						
	▶ Drug Test						
	2. PUBLIC SAFETY SENIOR LEADERSHIP COURSE (PSSLC)						
	Admission Requirements:						
	▶ Graduate of PSJLC or its equivalent						
	▶ At least PSMS with at least 3 years Time-In-Grade						
	▶ PNP Personal Data Sheet						
	▶ Certified true copies of Certificate of Required pre requisite training						
	▶ Recommendation from office/unit head	▶ Processing of applicants based on seniority lineal list thru worksheet	3 to 4 Months (14 weeks)	PMAJ PALMONES PSMS Buenconsejo NUP Sopsop			
	▶ No pending administrative and criminal cases from IG/IAS						
	▶ Medical Certificate and Neuro Psychiatric Clearance duly attested by PNP Health Service				▶ Endorse to RHS and RCLO	3 to 4 Months (14 weeks)	PMAJ PALMONES PSMS Buenconsejo NUP Sopsop
	▶ Drug Test						
	3. PUBLIC SAFETY JUNIOR LEADERSHIP COURSE (PSJLC)	▶ RD and command group are duly informed of the action taken	3 to 4 Months (14 weeks)	PMAJ PALMONES PSMS Buenconsejo NUP Sopsop			
	Admission Requirements:						
▶ Graduate of PSBRC or its equivalent							
▶ At least PSSg with at least 3 years Time-In-Grade							
▶ PNP Personal Data Sheet							

SERVICES	REQUIREMENTS	PROCEDURE/ STEPS	DURATION	CONCERNED PERSONNEL
MANDATORY SCHOOLING (PNCO)	▶ Certified true copies of Certificate of Required pre requisite training			PMAJ PALMONES PSMS Buenconsejo NUP Sopsop
	▶ Recommendation from office/unit head			
	▶ No pending administrative and criminal cases from IG/IAS	◆Endorsement of pertinent documents to the other Training Center to be signed by the RD through the recommendation of the members of the command Group	3 to 4 Months (14 weeks)	
	▶ Medical Certificate and Neuro Psychiatric Clearance duly attested by PNP Health Service			
	▶ Drug Test			
	4. PUBLIC SAFETY BASIC RECRUIT COURSE (PSBRC)	▶ Processing of applicants based on merit and fitness		
	Admission Requirements:	▶ Endorse to RHS and RCLO		
	▶ PNP Personal Data Sheet	▶ RD and command group are duly informed of the action taken	3 to 4 Months (14 weeks)	
	▶ Certified true copies of Certificate of Required pre requisite training			
	▶ Recommendation from office/unit head			
▶ No pending administrative and criminal cases from IG/IAS				
▶ Medical Certificate and Neuro Psychiatric Clearance duly attested by PNP Health Service				
▶ Drug Test				
SPECIALIZED SCHOOLING	1. BASIC INTERNAL SECURITY OPERATIONS COURSE		60 Days	
	2. FIELD TRAINING OFFICERS COURSE	Pre requisite training for PSSLC	17 Days	
	3. PATROL OFFICERS BASIC COURSE	Pre requisite training for PSJLC	20 Days	
	4. INTELLIGENCE BASIC COURSE		60 Days	

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SPECIALIZED SCHOOLING	5. BASIC COMMO & ELECTRONIC COURSE		20 Days	PMAJ PALMONES PSMS Buenconsejo NUP Sopsop
	6. BASIC TRAFFICKING IN PERSON		5 Days	
	Admission Requirements:			
	▶ PNP Personal Data Sheet			
	▶ Certified true copies of Certificate of Required pre requisite training			
	▶ Recommendation from office/unit head			
	▶ No pending administrative and criminal cases from IG/IAS			
Neuro Psychiatric Clearance duly attested by PNP Health Service				
▶ Drug Test				
COMPETENCY ENHANCEMENT TRAINING	1. TACTICAL COMMANDERS COURSE	Approved action plan from NHQ		PMAJ PALMONES PSMS Buenconsejo NUP Sopsop
	2. URBAN COUNTER REVOLUTIONARY WARFARE COURSE	Approved action plan from NHQ		
PNP MARKSMANSHIP TRAINING	Approved action plan from NHQ		Monthly (1week)	PCPT CONCEPCION PCMS Borbe
PNP PHYSICAL FITNESS TEST	Approved action plan from NHQ		Monthly (1week)	PCPT CONCEPCION PSMS Arimado
MORAL RECOVERY PROGRAM (ETHICS DAY)	CMC FROM NHQ	Annually (to remind all PNP personnel the importance of good moral and ethics in doing its day-to-day obligation as a dignified public servant)		PCAPT BEA
EMERGING BEST PRACTICES AND LESSON LEARNED	CMC FROM NHQ	Submitted Best Practices and Lessoned Learned Reports from the different unit/office of PRO5 for deliberation and evaluation of RUBPB/PRO5 Lessoned Learned Committee	Monthly and Quarterly (2weeks)	PCAPT BEA