

RULE I GENERAL PROVISIONS

Section 1. Title

This handbook shall be called the “**NATIONAL POLICE TRAINING INSTITUTE (NPTI) TRAINING GUIDE**”.

Section 2. Scope and Interpretation

It consists of fifteen (15) Rules defining standards and regulations governing the day-to-day activities, relationships, conduct, behavior and attitudes affecting personnel, police students and trainees while undergoing training and development at the NPTI. The interpretation of these rules and regulations is a function of the NPTI Academic Board subject to the approval of the Director, NPTI.

Section 3. Objectives

a. To provide guidelines to personnel involved in the conduct of training and development at the NPTI.

b. To provide the personnel, students and trainees detailed information on NPTI policies and adequate knowledge on matters related to training and development

Section 4. Implementation

The Regional Training Directors (RTDs), staff and personnel directly involved in the conduct of training and development shall implement the provisions of this Training Guide under the control and supervision of the Director, NPTI.

Pertinent provisions of this Training Guide particularly those pertaining to discipline, behavior and decorum shall be in effect even if the students and trainees are outside the school premises such as: on-pass, conducting research work, educational tour, inter-scholastic competition, and other official activities.

Section 5. Compliance

a. All students and trainees shall thoroughly familiarize, observe, and obey the provisions of this Training Guide. Within one (1) week after the start of training, every student and trainee shall sign an Oath of Undertaking stating that he/she has read and understood all the provisions of this Training Guide.

b. The RTD or his/her duly authorized representative, staff and personnel shall ensure that the provisions of this Training Guide are explained and understood by all students and trainees.

c. In cases not specifically covered by this Training Guide, students and trainees shall conduct themselves in a manner as good judgment, customs or traditions that the service dictates. Under any circumstance over which the student and trainee has no control, making it unavoidable for him/her to violate regulations in order to act appropriately, he/she shall report the matter as soon as possible to the designated tactical officer or course coordinator.

Section 6. Policy Statements

a. **NPTI Core Values** - The students and trainees shall internalize and practice the NPTI Core Values: Nationalism, Professionalism, Teamwork and Integrity. During the conduct of training, the trainers shall promote these core values by subjecting the students and trainees to fair, just and humane treatment with emphasis on the respect for human dignity.

b. **Internalization of Vision, Mission, Creed and Hymns** - The students and trainees as well as the personnel of the Institute shall memorize and internalize the PNP, PPSC and NPTI Vision and Mission, as well as the creeds and hymns stated below:

- 1) Lupang Hinirang
- 2) Panunumpa ng Katapatan sa Watawat ng Pilipinas
- 3) PNP Vision and Mission
- 4) PPSC Vision and Mission
- 5) NPTI Vision and Mission
- 6) Police Officers Pledge
- 7) PNP Hymn (PNP Lingkod ng Bayan)
- 8) PPSC Hymn
- 9) NPTI Hymn (Duyan ng Diwa)
- 10) Pilipinas Kong Mahal
- 11) Law Enforcement Code of Ethics
- 12) Basic Rules of Law Enforcement
- 13) Miranda Doctrine (R.A. 7438)
- 14) Anti-Hazing Law (R.A. 8049)
- 15) Anti-Torture Warning/Anti-Torture Law
- 16) Policeman's Prayer
- 17) Badge of Honor

c. **Policy on Role Modeling** - No NPTI personnel shall take undue advantage of any student and trainee. Instead they shall endeavor to serve as good role models who are morally upright, effective mentors and wise elders to the latter. The trainers shall make it their bound duty to promote the students' and trainees' welfare at all times.

d. **Non-Solicitation of Favors** - Members of the faculty, personnel and training staff, by the very nature of their jobs as trainers, supervisors and human resource developers, are expected to set the ethical and professional tone for their students and trainees. As such, they shall refrain from soliciting or accepting, directly or indirectly, any gift, favor, entertainment, loan or anything of value from the students and trainees and their relatives throughout the duration of the course as this act, no matter how well meaning, shall always be construed to have been done in exchange for a special treatment/privilege.

e. **Policy on Personnel-Student Relationship** – The relationship between/among the faculty, personnel, training staff, students and trainees shall be purely professional and they shall avoid personal and intimate relationship. The students and trainees and the training staff shall not make undue familiarization with each other.

f. **Standard for a Regional Training Center** - It shall be the primordial concern of the RTC to implement a responsive Program of Instructions; acquire the services of competent, efficient and effective trainers/instructors; provide and maintain viable basic training facilities; evolve a system to motivate and to produce quality graduates equipped with the necessary knowledge, attitude, skills, habits and values needed in the performance of their duties and functions as police officers.

g. **Prevention of Hazing/Maltreatment** - All personnel shall avoid the infliction of any physical harm upon students and trainees. Maltreatment of students and trainees is strictly prohibited .

h. **Prevention of Sexual Harassment** - All personnel shall strictly enforce the provisions of R.A. 7877, otherwise known as the “Anti-Sexual Harassment Act of 1995”.

i. **Prohibition on Personal Servitude** - Personal servitude is prohibited in the Institute. Under no instance shall a member of the faculty or training staff utilize/employ the services of students and trainees in works/projects/activities designed for their own personal gain/benefit.

j. **Prohibition on Personal Business/Income Generating Transactions** - No personnel shall directly or indirectly engage in any business transaction affecting the students and trainees. The prohibition shall include, but not be limited to, the preparation of reports or research papers, sale of training uniforms and other paraphernalia, and all other forms of business that require automatic deduction of payments from the students and trainees’ salary.

k. **Policy on Simple Lifestyle** - All personnel, students and trainees shall adhere to the provisions of R.A. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" specifically the provisions on simple living.

Section 7. Conduct of Officers Career Courses at RTC

The RTC is primarily tasked to conduct the Non-Officers Career Courses. However, in instances where the Officers Career Courses are conducted at the RTC, the National Police College's Training Guide shall apply on academic and non-academic matters and other applicable requirements. The NPC Academic Board shall resolve issues/cases elevated in both areas. The RTC shall only support the NPC in terms of facilities. NPC student officers shall abide by the "House Rules" of the RTC.

Violations by student officers shall be indorsed to the NPC for appropriate action and disposition.

Section 8. Acronyms

AWOL	- Absence Without Official Leave
BOT	- Board of Trustees
DCM	- Daily Class Marcher
MAD	- Maximum Allowable Demerits
NPTI	- National Police Training Institute
PCO	- Police Commissioned Officer
PNCO	- Police Non-Commissioned Officer
PNP	- Philippine National Police
PPSC	- Philippine Public Safety College
PRO	- Police Regional Office
PSBRC	- Public Safety Basic Recruit Course
PSJLC	- Public Safety Junior Leadership Course
PSSLC	- Public Safety Senior Leadership Course
PSOCC	- Public Safety Officers Candidate Course
RTC	- Regional Training Center
RTD	- Regional Training Director
TAPS	- Time for All Personnel to Sleep

RULE II COURSES OFFERED

Section 1. The NPTI offers the following Courses for PNCOs:

- a. Public Safety Officers Candidate Course (PSOCC)
- b. Public Safety Senior Leadership Course (PSSLC)
- c. Public Safety Junior Leadership Course (PSJLC)
- d. Public Safety Basic Recruits Course (PSBRC)

Section 2. Course Objective

a. PSOCC

This course is designed substantially to equip the senior non-commissioned officers (SPO4) of the PNP with the most intricate cognitive knowledge, skills, and proper attitudes required in performing the duties and responsibilities of a member of the organization with an officer rank.

Specifically, the program is a four and one-half (4 ½) months course intended to improve the cognitive knowledge, aptitude and affective faculties of the potential officers to prepare them to assume an officer rank and its corresponding duties and responsibilities.

b. PSSLC

The course is designed to equip the senior non-commissioned officers (SPO1-SPO3) of the PNP with the knowledge, attitudes, skills, habits and values needed for an effective management and responsible leadership in their respective units.

After the completion of a three and one-half (3 ½) months course, the students and trainees shall be able to:

- 1) Demonstrate productive and responsive supervisory and leadership qualities and skills.
- 2) Assume greater responsibility for mid-level position.
- 3) Perform with competence the responsibilities required of his/her respective position and assignment.

c. PSJLC

The course is essentially designed to equip the junior non-commissioned officers with the rank of PO3 of the PNP with fundamental knowledge, skills and proper attitude required for team-leading assignments.

Specifically, the program is a four and one-half (4 ½) months course intended to develop the leadership potentials of the police participants to prepare them assume higher responsibilities within the organization.

d. PSBRC

This is a six (6) months course designed to equip and develop the PNP recruits with the knowledge, attitudes, skills, habits and values required for a law enforcement officer. This is a transformation from a civilian to a regimented life in preparation for their actual duties and responsibilities.

Section 3. Other Specialized Courses/Training

Other specialized courses may be offered by the Institute but only upon prior approval by the President, PPSC.

**RULE III
RECEPTION AND PROCESSING PROCEDURES**

Section 1. General Requisites for Training

Participants must:

- a. At least PO3 in permanent status with two (2) years Time-in Grade for PSJLC; at least SPO1 in permanent status with two (2) years Time-in Grade for PSSLC; and SPO4 in permanent status with three (3) years Time-in Grade for PSOCC.
- b. Be physically/mentally fit and free from any contagious disease as certified by any government or private physician to be confirmed by the PNP Health Service.
- c. Satisfy other requirements as may be prescribed for each course by competent authority.
- d. Participate and successfully pass the standard two (2) hours Reception Rites to be administered and supervised by the authorized training staff and medical personnel of respective training centers nationwide.

Standard Exercises/Activities for Reception Rites

Station	Exercises/Activities	Time	In-Charge
Station I	-Stretching	5 mins	Training Staff and Medical Personnel
	-Jog in Place	15 mins	
Station II	-8 counts push ups	10 mins	
	-Mountain climbing	10 mins	
Station III	-Jumping Jack	10 mins	
	-Squat Jump	10 mins	
Station IV	-Roll like a Barrel	10 mins	
	-Snake Crawl	10 mins	
Station V	-Knee Bender		
	-Limber Up		
Total		90 mins	

Section 2. Other Admission Requirements

a. Documentary Requirements

- 1) Training Order and Endorsement from Respective Region
- 2) Latest Promotion Order/Attested Appointment Order
- 3) Medical Certificate by any government or private physician and confirmed by the PNP Health Service

- 4) Medical Test Results (Original copy)
 - 4.1 Neuro-Psychiatric Result
 - 4.2 Drug Test Result
 - 4.3 Urinalysis, CBC, Blood Chemistry, Pregnancy Test
 - 4.4 Hepa-B Test Result
 - 4.5 Electrocardiogram
 - 4.6 Chest X-ray Test Result
- 5) Certificate of Completed Prerequisite Training/s
- 6) 2 x 2 colored I.D. picture in General Office Attire (GOA) uniform without headgear taken not more than six (6) months before the date of admission
- 7) Personal Data Sheet
- 8) Certificate of Non-Pending Case from IAS/RIAS/RIDMD

b. Minimum Required Items of Uniform and Equipment

- 1) GOA
- 2) PNP Field Cap and Pershing Cap
- 3) Blue Nylon Web Belt with square skeleton buckle
- 4) PNP authorized dress shoes low cut for male and female
- 5) White Handkerchief
- 6) Field Service Uniform (FSU)/Fatigue
- 7) Pistol Belt
- 8) Combat Boots
- 9) Running Shoes
- 10) PNP Athletic Uniform
- 11) Black Socks/Brown Stockings
- 12) White Sports Socks
- 13) White V-Neck T-Shirt
- 14) White V-Neck T-Shirt with RTC Logo (2 pcs)
- 15) Black Athletic Short Pants (for trainees) (2 pcs)

Section 3. De-Processing Procedure

Students and trainees shall accomplish RTC Clearance.

RULE IV UNIFORMS

Section 1. General Policy

The uniform is a distinctive attribute of a unit which identifies and separates one organization from the other. The person wearing the same must bear the honor it represents and the seal it symbolizes. It should always be worn in spic-and-span manner with pride and dignity.

Standard specifications to color, cloth, design or style shall be strictly observed.

Section 2. Classification of Uniforms

In general, the following types of uniform shall be worn by students and trainees during the whole duration of their training:

a. PNP GOA TYPE "B" UNIFORM

Pershing Cap for Male and Headgear for Female Gray Blue Shirt
with white pin stripes, two breast pockets with flap
Chevron
Blue belt with skeletal buckle and Leather Pistol Belt
Navy blue pants with two pleats on both sides for male and female
Dress Shoes PNP Low Cut Clarino for Male and PNP Ladies Shoes four
holes and 1 ½ inch heels for Female

b. PNP GOA TYPE "C" UNIFORM

Police Field Cap for Female and Male
Gray Blue Shirt with white pin stripes, two breast pockets with flap
Chevron
Blue belt with skeletal buckle and Leather Pistol Belt
Navy blue pants with two pleats on both sides for male and female
PNP Patrol shoes

c. FSU (CAMOUFLAGE GREEN)

Lousy Hat
Ballistic Helmet with visor for use of PNP personnel wearing FSUs
Tropical fatigue cut, long sleeves reinforced elbows with four oversized
pockets flip
Black nylon web belt with square skeleton buckle
Tropical fatigue pants with slide/curve side pockets
All black tropical combat boots

d. **ATHLETIC UNIFORM**

V-Neck White T-Shirt with NPTI or RTC logo
 Olive green T-Shirt
 BOTAK Black Short
 White Rubber Shoes with white athletic socks
 Issued PNP Athletic Uniform

The prescribed uniforms shall always conform to the PNP LOI on “*Tamang Bihis*”.

Section 3. Wearing Guidelines

a. The following types of uniforms shall be worn by students and trainees:

- 1) **GOA TYPE “B” UNIFORM** - This uniform shall be used inside offices, classrooms, during inspections, parades, flag ceremonies, graduations and other similar occasions.
- 2) **GOA TYPE “C” UNIFORM** - This uniform shall be used during drills and ceremonies, guard duties, field training exercises and red alert status.
- 3) **ATHLETIC UNIFORM**- This uniform shall be used during athletics, study period, cleaning of the Area of Responsibility (AOR) and while inside barracks during non-academic period.

b. Other appropriate attires as the occasion demands shall be prescribed by the RTD.

c. Tailored athletic uniform may be used during reveille, intramurals and other athletic activities subject to the approval of the RTD.

d. All students and trainees shall always wear their student and trainee I.D. (security/control tag) irrespective of the activity being attended except when otherwise directed.

**RULE V
STUDENT/TRAINEE ACTIVITIES, DUTIES
AND RESPONSIBILITIES**

Section 1. Student's and Trainee's Activities

a. Schedule of Daily Activities

4:30 A.M.	Reveille/Rise and Shine/Personal Necessities
4:45	Physical Conditioning
6:00	Polishing the Area
6:30	Breakfast
7:30	Barracks/Ranks Inspection
8:00	Classes Start
12:00	Classes End
12:05	Lunch
1:00 P.M.	Classes Start
3:30	Athletics (Tuesdays & Thursdays)
5:00	Classes End
5:15	Polishing the Area
6:00	Supper
7:00	Study Period
9:00	Close Call to Quarters/Tattoo
9:30	Time for All Personnel to Sleep (TAPS)

b. Customary and Other Activities

- 1) Opening Ceremony
- 2) Reception
- 3) Orientation
- 4) Bootcamp
- 5) Flag Raising and Flag Lowering
- 6) Honors Night
- 7) Induction of Class Officers
- 8) Recognition Rites
- 9) Intramurals
- 10) Frolics
- 11) Mass/Worship/Service/Bible Study
- 12) Graduation Ceremony
- 13) Others

Section 2. Formation and Physical Accounting

a. Formation

- 1) Formation is an orderly assembly primarily for the purpose of accounting of students and trainees prior to any activity.

- 2) Students and trainees shall always be present during formations except those on duty detail or authorized to be absent.

b. Calls

- 1) All students and trainees shall acquaint and familiarize themselves with the formation calls such as:
 - 1.1) Reveille/Rise and Shine Call
 - 1.2) Mess Call
 - 1.3) Classroom Instruction Call
 - 1.4) Guard Mounting Call
 - 1.5) Call to Arms
 - 1.6) Mass/Service Call
 - 1.7) Athletics Call
 - 1.8) Open Call to Quarters
 - 1.9) Close Call to Quarters/Tattoo
 - 1.10) Time for All Personnel to Sleep (TAPS)
- 2) The different calls are sounded as follows:
 - 2.1) Formation Call – Five (5) minutes before assembly call
 - 2.2) Assembly Call – Two (2) minutes before attention call
 - 2.3) Attention Call – Final call

c. Physical Accounting

- 1) Students and trainees shall be marked absent when they fail to join the scheduled school activity and shall be marked late when they report after the Attention Call. There shall be physical accounting of students during Close Call to Quarters or Tattoo.
- 2) Tactical PCOs/PNCOs shall personally supervise the required formations and shall submit an appropriate report of any student and trainee who fails to attend or arrives late in the formation.

d. Formations, Marches and Dismissals

Students and trainees shall:

- 1) March in formation at all times from one station to another observing the proper decorum, cadence and alignment.
- 2) Always start and end class activities in formation for accounting and instructions.
- 3) Always keep right of the roadway while marching in formation.
- 4) Be dismissed from formation only after marching-off to the pre-designated area.

- 5) Observe “Buddy System” when not in formation.

Section 3. Classroom Procedures

- a. Students and trainees shall be at the classroom before the start of the class and must be ahead of the instructor.
- b. Students and trainees shall proceed directly to their assigned seats. In case the assigned instructor fails to arrive fifteen (15) minutes after the scheduled start of instruction, the Daily Class Marcher (DCM) shall immediately notify the Course Coordinator.
- c. DCM shall call the class to attention upon the arrival of the instructor and report the class strength and those who are absent.
- d. The assigned daily class marcher shall be the one to say their prayers before the start of the instructions and after classroom instructions in the afternoon.
- e. Students and trainees shall remain at attention until the Instructor gives the appropriate order to take their seats.
- f. Instructors may give a break period not exceeding fifteen (15) minutes in the morning and fifteen (15) minutes in the afternoon.
- g. The DCM shall call the class to attention after classroom instruction and direct the students and trainees to formation before proceeding to the next activity.
- h. DCM shall call the class to attention for daily flag lowering in cases where classroom instruction is extended.

Section 4. Classroom Courtesy and Decorum

Students and trainees shall:

- a. Strictly observe proper classroom demeanor.
- b. Stand when they address the instructor.
- c. Stand at attention when the RTD or other ranking officers enter the room except when the instruction is in progress, in which case, the Marcher shall call the attention of the instructor.
- d. Address the instructor in a conventional way such as “SIR” or “MA’AM”.
- e. Participate in the academic discussions in a cordial and professional manner. Exchange of ideas, questions and reactions between the students and trainees and instructors should clarify points for academic interests.

- f. Not leave the classroom unless on break, personal necessities or for official matters.
- g. Ask permission from the instructor upon entering or leaving the classroom.
- h. Not doze or sleep while the instruction is ongoing. Anyone who feels sleepy shall proceed to the back of the classroom to perform stretching exercises without distracting the activity.
- i. Bringing of cellular/mobile phones to the training center during the conduct of PSBRC training is strictly prohibited. However for career courses, use of cellular/mobile phone is prohibited during classroom instruction and study period.
- j. No visitors are allowed inside the classroom.

Section 5. Barracks/Dormitories Decorum

Students and trainees are expected to treat their barracks/dormitories as their homes and as such:

- a. Displaying or keeping any obscene and pornographic pictures/magazines inside the barracks/dormitories are strictly prohibited.
- b. Male students and trainees are prohibited from entering any female barracks/dormitories except when performing/rendering official duties and when accompanying the Duty Officer or Tactical PCOs/PNCOs of the Institute during barracks/dormitory inspection. Likewise, the same rule applies to their female counterparts.
- c. Proper dress code shall be observed at all times whether inside or outside of their barracks/dormitories.
- d. Clothes, laundry and other personal items are strictly prohibited to be hanged inside the barracks/dormitories except in designated areas.
- e. Silence shall be strictly observed at all times inside the barracks/dormitories especially during study period.
- f. Smoking, drinking liquor, gambling and cooking inside the barracks/dormitories are strictly prohibited.
- g. Use of makeshift electrical connections or extensions other than the fixed electrical outlets are not allowed.
- h. No visitors are allowed inside the barracks/dormitories.
- i. Firearms and ammunition and other deadly weapons are not allowed within the premises of the training school (for PSBRC trainees). Career courses students,

however, may be allowed to bring in their issued/licensed firearms, provided they deposit the same with the Supply Officer.

Section 6. Time for All Personnel to Sleep (TAPS)

Students and trainees:

- a. Must be at their respective bunks during TAPS inspection or bed check except when on duties.
- b. May be allowed to extend their TAPS up to 11:00 p.m. the night before the scheduled examinations to give ample time to review their lessons.
- c. May apply/request from the duty Tactical PCO/PNCO for late lights if they are academically deficient.
- d. Must switch off all lights during TAPS except when authorized. The duty Tactical PCO/PNCO and Student Officer on Duty (SOD) shall conduct a roving inspection to ensure that all lights are switched off after TAPS.

Section 7. Messing Procedures

All students and trainees shall take their meals in the Mess Hall except for those "Sick In Quarters" (SIQ) and "Sick In Dispensary" (SID) as authorized by the Medical Officer or School Nurse. The following procedures shall be observed during mess time:

- a. Must march off in formation to the Mess Hall from their preceding activity and enter the mess hall in an orderly manner.
- b. The first person in line shall tap at the door, salute and ask permission from the most senior officer present before entering the Mess Hall.
- c. Maintain silence upon entering the Mess Hall, proceed directly to the food serving area, stand before their designated seats and remain at attention until the "take seats" command is given. In case the food is already set on the table, they shall proceed directly to their designated tables/seats until the "take seats" command is given.
- d. Those with specific food restrictions due to religious affiliations and medical reasons shall occupy specific tables assigned to them with their specific menu.
- e. Prayer shall be said before and after meals.
- f. Observe proper decorum and maintain proper bearing while eating.
- g. Raise one's arm with open palm when calling the attention of the Server/Student Mess Supervisor.

- h. Standing is not allowed once eating has started.
- i. During the publication of orders silence shall be maintained. They shall stop eating and may resume afterwards.
- j. Rise at the same time, pick up their used utensils and in a file, proceed to the waste and utensils depository area after eating.
- k. Form outside the mess hall and march off in formation to the next activity.

Section 8. Messing Decorum

Students and trainees shall:

- a. Wear the appropriate uniform during messing.
- b. Observe messing schedule at all times.
- c. Use spoon and fork in eating except during boodle fights.
- d. Avoid talking while eating.
- e. Maintain silence during Publication of Orders. They shall seat erect without using the backrest of their seats. Ungentlemanly and distracting side comments shall be avoided after Publication.
- f. Eat all meal courses in a prescribed manner.

Section 9. Inspection

a. Purpose of Inspection

Inspection serves as a management tool in ascertaining the effectiveness and efficiency of any given program, project or activity. For purposes of this Training Guide, inspection shall be limited to training matters.

b. Persons to conduct Inspection

The RTD and his staff as well as other competent authorities shall conduct inspection of personnel, equipment, facilities and premises regularly.

c. Types of Inspection

- 1) Saturday Rank Inspection shall be conducted regularly from 8:00 a.m. to 12 noon.

- 2) Barracks/Dormitory Inspection shall be conducted daily from 7:00 a.m. to 8:00 a.m.
- 3) Surprise Barracks/Dormitory Inspection - is an Unannounced Inspection that shall be considered at anytime of the day based on necessity and urgency as determined by the RTD. The training staff shall or make known the intention to conduct inspection before entering the female barracks/dormitory. The same procedure shall be adopted in case any of the female training staff is tasked to inspect a male barracks/dormitory.
- 4) Surprise Rank Inspection - shall be conducted at anytime of the day while the students and trainees are in formation.
- 5) Tactical Training Inspection - shall be conducted by a team from the PPSC System and/or NPTI to determine the overall RTC training efficiency but not limited to the following areas:
 - 5.1) Students' and trainees' appearance and deportment particularly how the prescribed uniform is worn and how they carry themselves as officers and gentlemen.
 - 5.2) Students' and trainees' proficiency in marches, drills and ceremonies.
 - 5.3) Students' and trainees' awareness of the Institute's core values of Nationalism, Professionalism, Teamwork and Integrity.
 - 5.4) Students' and trainees' awareness of basic skills in police work.
 - 5.5.) Students' and trainees' awareness of basic police knowledge and professional aptitudes.
- 6) Mess Inspection - this inspection shall be conducted by the Mess Council and Health Service personnel primarily to check on the quality of food served and the state of cleanliness of the mess hall and its personnel.

d. After-Inspection Reports

After-Inspection Reports shall be submitted to the RTD.

Section 10. The Class Marcher

a. Designation/Election of Company Class Marcher (CCM)

- 1) The most senior in rank in the class for mandatory/career courses shall be recommended by the Chief, Applied Training Branch (ATB) as CCM subject to the approval of RTD.
- 2) In case a question of seniority arises, the Chief, ATB shall resolve the matter with caution and prudence, after observing customary protocol and traditions of the service.
- 3) Likewise, in case the appointed Marcher waives his right to perform that assigned task, the class has the option to choose or elect from among themselves their CCM .
- 4) For the Recruit Course, there should be an acting CCM for at least 1 week after the opening of the class. After which an election of the CCM shall be held.

b. Duties and Responsibilities of the CCM

The following shall be the duties and responsibilities of the CCM:

- 1) Conducts class formation and lead the class to the designated area of instruction/duty.
- 2) Assists the training staff during all class activities in the conduct of headcount and accounting of students and trainees and report absentees to the Tactical PCOs/PNCOs.
- 3) Assists the training staff in instilling discipline and ensuring that the Institute's rules and regulations are being followed.
- 4) Assists in the processing of all applications for sick call.
- 5) Prepares and submits the daily attendance report to the training staff for subsequent submission to the Chief, ATB.
- 6) Disseminates all official announcements of the Institute/RTC.
- 7) Performs such other duties that the RTD may require.

c. Designation of a Daily Class Marcher (DCM)

For purposes of developing leadership among the students and trainees, the Chief, ATB may designate a DCM from among the students and trainees on a rotation basis.

d. Duties and Responsibilities of a DCM

- 1) Assists the CCM by taking control of the formations, accounting and movement of the class during academic instructions.

- 2) Renders report to the instructor on the status of the class i.e. those present and absent.
- 3) Ensures the availability of instructional materials and equipment needed by the instructor.
- 4) Prepares and submits the "Instructors Attendance Report" to the Course Coordinator.
- 5) Assists the training staff in instilling discipline and ensuring that the Institute's rules and regulations are being followed.

Section 11. Interior Guard and Other Duties

Students and trainees shall be required to perform guard duties to be detailed by the Chief, ATB. The following guard details shall be posted everyday:

a. Student Officer of the Day (SOD) - Students and trainees from the senior class shall be assigned as SOD and assist in the maintenance of order inside the school premises. The Tour of Duty (TOD) shall be twenty-four (24) hours, from 8:00 a.m. to 8:00 a.m. the following day.

b. Sergeant of the Guards (SOG) - Students and trainees shall be detailed as SOG to assist the SOD in performing assigned duties and responsibilities. The TOD of SOG shall be twenty-four (24) hours from 8:00 a.m. to 8:00 a.m. the following day.

c. Shift-in-Charge (SIC) - Assists the SOG in the supervision of the detailed interior guards within the shift and ensures that all interior guards are at their respective posts.

d. Duty Detail – All students and trainees shall render interior guard duty from 6:00 p.m. to 6:00 a.m. the following day from Monday to Friday and for twenty-four (24) hours during Saturdays, Sundays and Holidays. Interior guards shall be guided by the Eleven (11) General Orders and other instructions of the RTD.

Section 12. Class Organization

a. Class Officers

Students and trainees shall form class organizations to foster closer relationship among themselves. Each class shall therefore, within ten (10) days after the start of academic instructions, elect the following class officers:

- 1) President
- 2) Vice-President
- 3) Secretary

- 4) Treasurer
- 5) Auditor
- 6) Public Relation/Protocol Officer

Elected Officers shall perform such duties and responsibilities inherent to their positions. Election of officers shall be supervised by the designated training staff of the RTC.

b. Social Activities

Social activities of students and trainees shall be jointly determined by the class and the training staff subject to the approval of the RTD. The conduct thereof should not interrupt academic activities.

Section 13. Tactical Organization

Students and trainees shall be organized into battalions, companies and platoons for tactical and ceremonial purposes.

The Battalion/Company Commander and staff shall be from the most senior class to lead all the students and trainees for that purpose. In case there is no senior class, the Battalion/Company Commander and staff shall be taken from the CCM . Other officers shall be selected from other members of the class.

Section 14. School Cleanliness, Orderliness and Beautification

a. Students and trainees shall maintain the cleanliness and orderliness of their barracks/dormitories, classrooms, toilets, latrines and surroundings.

b. Students and trainees shall participate in the clean and green project, and beautification drive of the Institute.

c. Students and trainees are prohibited to patronize ambulant vendors within the school premises.

Section 15. Energy and Supply Conservation

Students and trainees shall consistently observe the following energy and supply conservation measures.

a. Use of water dispenser should be regulated.

b. Faucets must be turned-off after use.

c. Report immediately any water leakage.

d. Unnecessary lights, electric fans/ceiling fans and other electrical equipment and gadgets must be regulated, switched-off after use or before leaving the area.

- e. Report immediately defective electrical devices.

Section 16. NPTI/RTC as Smoke Free Zone

NPTI and the seventeen (17) RTCs shall henceforth be declared smoke-free zones. All personnel, students and trainees shall endeavor to make their areas environment friendly and productive.

Section 17. Restricted Areas

Students and trainees are prohibited at the designated "Restricted Areas".

**RULE VI
DUTIES AND RESPONSIBILITIES OF THE COURSE COORDINATOR
AND TACTICAL POLICE COMMISSIONED OFFICER/
NON-COMMISSIONED OFFICER**

Section 1. Designation of Course Coordinator

The Chief of the Academic Branch (ACB) shall designate a Course Coordinator for each class subject to the approval of the RTD.

Section 2. Duties and Responsibilities of the Course Coordinator

a. To be directly responsible for all academic activities of the students and trainees whether inside or outside the school premises.

b. To provide proper guidance and counseling to students and trainees who shall request for the same and who are academically deficient to promote their academic proficiency and professional growth.

c. To take appropriate action on problems related to training aids, lighting, facilities, references, absence of scheduled instructors and other duties assigned to him/her.

d. To prepare weekly training schedule, in collaboration with the Chief, ACB, and to inform the assigned Instructors on the schedule of their classes.

e. To introduce the instructor to the class and ensure that he/she is provided with the necessary tools of instruction.

f. To assign individual code numbers to the students and trainees to maintain confidentiality of the students' and trainees' records.

g. To serve as chief proctor during examinations.

h. To monitor and evaluate the conduct and progress of the course in accordance with the Program of Instruction (POI).

i. To compile, compute and evaluate the academic grades of the students and trainees for submission to the Chief, ACB for publication.

j. To facilitate the conduct of course and faculty evaluation.

k. To participate in the selection of students and trainees who deserve to be given awards and commendations for meritorious and commendable achievements/accomplishments.

l. To submit Academic Reports to the RTD through the Chief, ACB at the end of the course.

m. To perform such other duties as may be directed by the RTD.

Section 3. Designation of Tactical PCO/PNCO

The Chief, ATB shall designate a Tactical PCO/PNCO for every class subject to the approval of the RTD.

Section 4. Duties and Responsibilities of the Tactical PCO/PNCO

a. To enforce the desired conduct and behavior of students and trainees as defined in this Training Guide.

b. To supervise class formations and other activities of students and trainees.

c. To receive complaints/problems of students and trainees and refer them to the proper office .

d. To recommend to the RTD through Chief, ATB the granting of passes of students and trainees.

e. To supervise and provide guidance to the students and trainees on non-academic matters.

f. To recommend appropriate awards for students and trainees who perform meritorious activities beyond what is expected of them.

g. To facilitate settlement of students' and trainees' accountabilities prior to issuance of clearances upon termination of the course.

h. To compile and record attendance, merits and demerits of students and trainees for submission to Chief, ATB.

i. To evaluate the students' and trainees' aptitude.

j. To supervise the conduct of Physical Fitness Test of the students and trainees.

k. To serve as assistant proctor during the conduct of examinations.

l. To perform such other duties as may be directed by the RTD.

RULE VII ATTENDANCE

Section 1. Attendance

Attendance in every course is compulsory. The students' and trainees' attendance shall be counted effective upon the opening of the course they are enrolled in as participants.

Section 2. Classification of Absences

Absences are either Excused or Unexcused.

a. Excused Absences - absences covered by an official pass which includes court hearing, death of immediate families as approved by the RTD or his authorized representative. For grading computation, excused absences are further subdivided into:

- 1) Deductible Absences – absences incurred and covered by pass, sick call and other absences for personal reasons approved by the Regional Training Director.

All deductible absences shall be computed using this formula:

$$\text{DNH} = \text{PS}/3$$

where: DNH = Deductible Number of Hours

PS = Total Number of Hours Covered by Pass/Sick
Call

3 = constant (24 hrs/3 = 8 Hrs)

- 2) Non-Deductible Absences - absences due to attendance in court hearings and command and major activities emanates from PNP and PPSC headquarters, hence, the number of hours reflected in the pass form shall not be counted against the students' and trainees' attendance. However, absences of this nature must be properly certified by competent authority, subject to confirmation by the RTD. Any misrepresentation thereof shall be considered as a serious offense which shall be dealt with severely.

b. Unexcused Absences – deductible absences incurred by students and trainees not officially approved by the RTD nor covered by an official pass. The actual number of hours incurred corresponds to the number of deductible absences.

Section 3. Maximum Allowable Hours of Absences

a. As a requirement for graduation, students and trainees must not incur deductible excused absences of more than twenty-percent (20%) of the total training hours. Total training hours is equivalent to the total number of training hours prescribed in the Program of Instruction (POI). The computation for the maximum allowable excused absences are as illustrated:

Total Training Hrs x 20% = Maximum Allowable Excused Absences

b. Continuous unexcused absence of twenty-four (24) hours or more is considered Absence Without Official Leave (AWOL) classified as Class I Offense subject to investigation and deliberation by the Regional Training Center Academic Board. AWOL carries the maximum imposable penalty of termination from training (TFT).

However, if the RTC Academic Board finds that the AWOL does not warrant the imposition of the maximum penalty, a lesser punishment may be imposed, or, in the exercise of sound discretion, it may consider the AWOL as an unexcused absence. The maximum number of hours allowable for unexcused absences is as illustrated below:

Total Training Hrs x 10% = Maximum Allowable Unexcused Absences

Section 4. Publication of Absences

The Chief, ATB shall maintain and update the record of absences of all students and trainees and shall publish the summary of absences at least once a month.

Section 5. Excessive Absences

a. Students and trainees who have incurred at least 95% of the maximum allowable hours of absences shall be issued a written warning by the Chief, ATB. Other measures like withholding of privileges and restriction to camp shall be imposed.

b. Students and trainees who exceed the maximum allowable hours of absences shall be referred to the Academic Board for deliberation.

Section 6. Passes

a. Guidelines

- 1) Students and trainees shall not leave the school without an approved pass from the RTD or his duly authorized representative.
- 2) All students and trainees shall sign-in and sign-out on the log book before and after pass.

- 3) The school shall not authorize more than ten percent (10%) of the class to go on pass at any given time except on official or emergency cases.
- 4) All students and trainees will not be allowed to enjoy week-end pass privilege on the following grounds:
 - 4.1) If he/she is under restriction for academic deficiency.
 - 4.2) If he/she has incurred more than five (5) demerits for the week.
 - 4.3) If he/she has a pending case involving a Class 1 offense or violation of the Honor Code.
- 5) All applications for pass shall be filed at least three (3) days ahead of its effectivity date. A pass takes effect only upon the approval of the RTD or his authorized representative.
- 6) "Unrecognized" students and trainees are not allowed to go on pass except on emergency cases.

b. Classification of Pass

- 1) Emergency Passes are limited to:
 - 1.1) Death, funeral, maternity, or serious illness of immediate members of the family.
 - 1.2) Attendance in court proceedings and investigations being conducted by Boards created by higher authorities such as Internal Affairs Service (IAS), People's Law Enforcement Board (PLEB), National Police Commission (NAPOLCOM), Directorate for Intelligence and Detection Management (DIDM), Regional Intelligence and Investigation Division (RIID), Annual Physical Examination (APE), NPTI and others.

Note: Only the actual date of court hearing or similar occasion requiring the student's or trainee's personal appearance/ participation on orders of competent authority shall be considered authorized and non-deductible absence, except where the venue is in a place where the return of the student or trainee to the training center on the same day is extremely difficult.

- 1.3) Emergencies as the RTD may determine.
- 2) Ordinary Pass

All other passes as may be determined by the RTD.

3) Weekend Pass

This shall be granted as a privilege at the discretion of the RTD subject to existing procedure/approval of the Director, NPTI.

4) Privilege Pass

This shall be granted by the RTD or his authorized representative with a limited duration and location.

Section 7. Sick-Call

a. A student or trainee who has to go on Sick Call must accomplish a Sick Call Slip duly signed and endorsed by the RTD, or in his absence, his deputy, or in absence of the latter, the duty officer of the day, to be submitted to the Health Service for proper disposition. The student and trainee should be at the Health Service clinic or dispensary before the formation for morning classroom instructions except on emergency cases.

b. The student and trainee shall inform the Tactical Police Commissioned Officer/Non-Commissioned Officer and Class Marcher of his/her medical/dental status based on the Chief, Health Service evaluation.

- 1) Light Duty (LD) – The student or trainee is required to attend classroom instructions but shall not perform strenuous physical activities.
- 2) Sick in Quarters (SIQ) – The student or trainee shall be confined at the barracks/dormitories for bed rest and further observation. He/she may not be required to attend classroom instructions and physical activities until he/she fully recovers from the illness not exceeding a period of twenty-four (24) hours.
- 3) Sick in Dispensary (SID) – The student or trainee shall be confined at the dispensary if no improvement from illness occurs after twenty-four (24) hours. He/she shall not be allowed to attend classroom instructions and perform strenuous physical activities.

c. Meals for students and trainees declared under SIQ or SID status shall be brought to them by their designated classmate.

Section 8. Under Instruction (UI)

Involuntary servitude, personal and unofficial services such as entertainers, masseurs/masseuses, laborers and the like and being absent from class activities in the guise of Under Instruction (UI) is strictly prohibited and will never be tolerated. Students, trainees and training staff violating this provision shall be penalized accordingly.

Section 9. Sit-In and Non-Competitive Training

Sit-In and Non-Competitive training in any course is absolutely not allowed.

Section 10. Absence from Educational Tour and Graduation Ceremonies

Unreasonable absence from mandatory activities such as educational tours, seminars, retreat/recollection, honor's night and graduation ceremonies shall be a ground for deferment of graduation.

RULE VIII DRILLS AND CEREMONIES

Section 1. Purpose and Scope

Drills and Ceremonies are traditions which have become the benchmark of uniformed organizations such as household customs are to be carried out without fail being manifestations of discipline, order, pride and efficiency.

Section 2. Drills

Drills consist of applied movements by which the Squad, Platoon, Company, Battalion or Regiment maneuver in synchronized order from one formation to another in an orderly, smart and precise manner.

Section 3. Ceremonies

Ceremonies consist of formations and movements in which assigned members from the Squad, Platoon, Company, Battalion or Regiment participate. The assigned commander gives the order for a single or unified action to the members chosen from the troops to follow honorably.

The ATB shall see to it that the students and trainees are adept in drills and ceremonies and must be ready at all times to act out their part with teamwork and precision during the following occasions:

- a. Honors Ceremonies;
- b. Flag Raising/Flag Lowering Ceremonies;
- c. Evening Parades;
- d. Testimonial Parades;
- e. Turn-over Ceremonies;
- f. Guard Mounting; and
- g. Other Ceremonies.

RULE IX HONOR CODE

Section 1. Concept

The development of character and integrity is a fundamental objective of the NPTI. In order to attain this objective, all personnel, students and trainees are bound by the rules of the Honor Code in the public safety profession.

a. Students and trainees of the NPTI are therefore expected to be exemplars of the highest norms of conduct as officers, gentlemen and ladies, and future followers and leaders of the country.

b. Academic related activities such as examinations, graded practical exercises, and completion of written requirements and administrative reports must be the result of the students and trainees personal accomplishments.

c. Students and trainees who violate the Honor Code shall be referred to the Academic Board for appropriate proceedings.

Section 2. Honor Code

“All students and trainees shall not lie, cheat, steal or tolerate others who do the same.”

The following acts are inimical to the Honor Code:

- a. Lying is an act of making false statements, orally or in writing.
- b. Stealing is the act of taking with intent to gain and without consent properties belonging to another.
- c. Cheating is contrary to good morals being an act of taking, undue/unfair advantage of another for the deceitful purpose of obtaining an object. Acts classified as cheating shall not be limited to the following:
 - 1) Copying from notes or references during classroom or take-home examinations and assignment.
 - 2) Possession of unauthorized materials having direct bearing or relevance to the examination.
 - 3) Intentionally looking at the examination answers of another.
 - 4) Act of allowing another to copy his/her answers during classroom or take-home examination and assignment.

d. Tolerating or failing to report to proper authorities those who committed the act of lying, cheating or stealing.

Students and trainees found guilty of violation of the Honor Code shall be imposed of the penalty of TFT.

Section 3. Involvement of Personnel

Members of the training staff who directly or indirectly connive with the student and trainee in the commission of any of the acts mentioned above shall be dealt with by proper disciplinary action in accordance with RA 6975, RA 8551, NAPOLCOM MC 2007-001 and Civil Service Laws, Rules and Regulations.

RULE X DISCIPLINE AND CONDUCT

Section 1. Definitions

- a. **Discipline** – Individual or group attitude that ensures prompt respect and obedience to orders in the performance of an appropriate action.
- b. **Conduct** - Personal behavior and deportment that guides the actions of individuals towards the superiors intended direction for execution of assigned responsibilities and duties.

Section 2. Merit and Demerit System

The merit and demerit system is a standard mechanism to evaluate and assess the conduct and demeanor of a student and trainee on training. The system shall be implemented in accordance with the following rules:

- a. Merit is a positive mark in conduct. The RTD, *motu proprio* or upon recommendation, can award merit to any student and trainee for meritorious activities. The RTD shall determine whether an activity is meritorious or not. Award for merits shall have a ceiling of five (5) merits per activity and ten (10) merits per month of training.
- b. Merits can be used to offset the demerits incurred from Class II and III Offenses but not on demerits incurred from Class I Offense. Offsetting shall only be done in the final computation of the grade in conduct. However, offsetting may also be applied before the final computation of grade in conduct when the student and trainee has accumulated the Maximum Allowable Demerits (MAD).
- c. Demerit is a negative mark in conduct. A student or trainee shall be allowed a point seven (0.7) demerit per day. The student and trainee exceeding the MAD at any given time is deemed deficient in conduct and shall be terminated from the course. For this purpose, MAD is computed as follows:

$$\text{MAD} = \text{Total Number of Days of Training} \times 0.7 \text{ Demerits per Day}$$

*One (1) month of training is equivalent to thirty (30) days

- d. The ATB shall maintain and update the records of merits and demerits of students and trainees and shall cause the weekly publication of the same.
- e. The Tactical PCO/PNCO shall issue a written warning to a student and trainee who has reached seventy-five percent (75%) of the MAD.

Section 3. Delinquency

Delinquency is committed when a student or trainee by his act or omission violates the provision/s of this Training Guide, breaches professional conduct, commits acts prejudicial to good order and discipline, or fails to keep with the standards set by the Institute.

Section 4. Classification of Delinquencies and their Corresponding Penalties

a. **Delinquencies are classified according to degree of severity as follows:**

1) Grave or Serious (Class I) Offense

These are delinquencies that are punishable by Termination from Training. Punishment for Grave or Serious Offenses shall be determined by the Academic Board subject to the approval of the RTD.

The following shall constitute Grave or Serious (Class I) Offenses:

- 1.1) Violation of the Honor Code under Rule IX;
- 1.2) Ignoring the policies, rules and regulations set forth in this Training Guide;
- 1.3) Possession of firearm/s or any form of deadly weapon inside the RTC (for trainees only);
- 1.4) Conduct unbecoming of officers and non-officers whether gentlemen or ladies that are prejudicial to good order and discipline;
- 1.5) Engaging in any form of gambling;
- 1.6) Any act or omission considered as wanton disregard of authority;
- 1.7) Use, possession or trafficking of prohibited drugs and alcoholic drinks and beverages;
- 1.8) Attempt to change or alter one's academic and non-academic records;
- 1.9) Gross neglect of assigned duties;
- 1.10) Maliciously causing physical injury to others;
- 1.11) Intentionally causing damage or destruction to any government facility or property;

- 1.12) Absence Without Official Leave (AWOL) in relation to Rule VII Section 3b;
- 1.13) Commission of any acts considered as abuse of authority;
- 1.14) Failure to report any serious offense witnessed;
- 1.15) Indiscriminate firing or misuse of firearm;
- 1.16) Deliberate failure to comply with any official order or instructions of a superior officer;
- 1.17) Commission of any similar grave or serious offenses.
- 1.18) Engaging in entrepreneurial or money-making activities with fellow students and trainees during the training period (money lending, retailing, etc.);
- 1.19) Obtaining loans during training period (PSBRC); and
- 1.20) Use and/or possession of cellphone and other similar gadgets.

Note: The cellphone and other similar gadgets, and money in case of gambling, shall be confiscated and returned after graduation or upon turn-over to PRO.

2) Less Grave or Less Serious (Class II) Offense

Less grave or less serious (Class II) offenses are delinquencies punishable by nine (9) to fifteen (15) demerits. The determination of the punishment to be imposed shall be made the RTD who may delegate the same to the Chief, ATB.

The following shall constitute Less Grave or Less Serious (Class II) Offenses:

- 2.1) Carelessness resulting to damage or destruction of government property;
- 2.2) Neglect of assigned duty;
- 2.3) Cutting classes;
- 2.4) Malingering;
- 2.5) Complying with orders in a begrudging or hostile manner;
- 2.6) Commission of any act of discourtesy;
- 2.7) Making uncouth remarks or cat calls at women;
- 2.8) Failure to submit required reports on time;

- 2.9) Inattentiveness during classroom instructions;
- 2.10) Sleeping or dozing during class;
- 2.11) Going to areas other than the authorized destination while on pass;
- 2.12) Presence in restricted areas inside the training center;
- 2.13) Failure to comply with duty promptly and properly;
- 2.14) Smoking in the classroom, quarters or mess hall;
- 2.15) Failure to report on time from his/her Expected Date of Return to Duty (EDRD) pass;
- 2.16) Unexcused absence at dormitory after *tattoo* and/or after TAPS;
- 2.17) Unexcused absence during reveille and physical conditioning;
- 2.18) Unexcused absence during inspection;
- 2.19) Unexcused absence in class extra-curricular activities;
- 2.20) Unexcused absence from formation; and
- 2.21) Commission of any similar less grave or less serious offenses.

3) Light or Minor (Class III) Offense

Light or minor (Class III) offenses are delinquencies punishable by three (3) to eight (8) demerits. The determination of the punishment to be imposed shall be made by the RTD or the Chief, ATB or the designated Tactical PCO.

The following shall constitute Light or Minor (Class III) Offenses:

- 3.1) No name plate;
- 3.2) No shoulder boards;
- 3.3) No cap;
- 3.4) Missing buttons;
- 3.5) Unshined belt buckle;
- 3.6) Dirty shoes;
- 3.7) Reporting late for formation;

- 3.8) Moving in ranks;
- 3.9) Talking in ranks;
- 3.10) Spitting in ranks;
- 3.11) Spitting inside the school premises not designated for such purpose;
- 3.12) Littering;
- 3.13) Disorganized and untidy belongings;
- 3.14) Untidy beddings;
- 3.15) Unprescribed hair cut;
- 3.16) Unshaved beard and/or mustache;
- 3.17) Long or dirty finger nails;
- 3.18) Lacking the prescribed paraphernalia during inspection such as a white handkerchief, notebook, ball pen and other required materials; and
- 3.19) Commission of any similar light or minor offenses.

b. Imposable Penalties

2) Demerits

TABLE OF DEMERITS

DELINQUENCIES	MINIMUM	MEDIUM	MAXIMUM
Class I	50% of MAD	75% of MAD	MAD + 1 (TFT)
Class II	25	37	50
Class III	5	14	24

Section 5. Mitigating and Aggravating Circumstances

The following may be considered as Mitigating circumstances:

- 1. Good faith;
- 2. Confession;
- 3. Remorse;
- 4. Mistake;
- 5. Accident;
- 6. Illness; and

7. Other analogous circumstances.

The following may be considered as Aggravating Circumstances:

1. Recidivism;
2. Habituality;
3. Malice; and
4. Other analogous circumstances.

Section 6. Imposition of Penalty

In the imposition of penalty, mitigating and aggravating circumstances present shall be considered, to wit:

- a. When there is aggravating circumstance but no mitigating circumstance present, the maximum penalty shall be imposed.
- b. When there is more aggravating than mitigating circumstance present, the maximum penalty shall be imposed.
- c. In the absence of mitigating/aggravating circumstance, the medium penalty is imposed.
- d. When there is mitigating circumstance but no aggravating circumstance present, the minimum penalty shall be imposed.
- e. When there is more mitigating than aggravating circumstance present, the minimum penalty is imposed.

Section 7. Adjudication Process for Less Grave and Light Offenses

- a. No student or trainee shall be punished for an offense or be subjected to any disciplinary action without due process. The concerned student and trainee shall be duly notified in writing of the charge/s against him/her and will be given the opportunity to defend himself/herself.
- b. The issuance of Delinquency Report (DR) shall satisfy the requirement of written notification. However, a written complaint or report may likewise be accepted. The DR should be issued within twenty-four (24) hours from the commission of the offense.
- c. The handling of DR and the adjudication process shall be in accordance with the following procedures:
 - 1) Members of the training staff and professors/instructors of the NPTI shall write/prepare a DR against any student or trainee who commits an infraction in his/her presence or brought to his/her attention.

- 2) The personnel who issued the DR shall submit three (3) copies thereof to the ATB for proper disposition. The original and the duplicate copies will be given to the student or trainee for his/her explanation within twenty-four (24) hours from receipt and return the same to the ATB for referral to the appropriate disciplinary authority. The third copy shall be retained at the ATB for reference. Failure to answer the DR within twenty-four (24) hours from receipt will be interpreted as waiver of the right to explain his/her side.
- 3) Class II and Class III Offenses shall be adjudicated by the Chief, ATB and the Tactical PCO concerned, respectively, who will impose the appropriate demerits based on the offender's explanation. The disciplinary authority may immediately decide on the penalty based on the evidence on record. The Chief, ATB and Tactical PCO may opt to call the student or trainee, the reporter and the Tactical PNCO concerned for a conference before rendering a decision. A finding of guilt involving Class II and Class III Offenses is appealable to the RTD whose decision shall be final and executory.
- 4) DR with corresponding demerits shall be given to the respondent student or trainee (original copy) and the designated Tactical PNCO (duplicate copy) for their file and reference.

Section 8. Investigation and Adjudication of Grave or Serious Offenses and Appellate Machinery

a. Definition of Terms

- 1) Serious Administrative Offense refers to an act or omission that affects the internal discipline of the PNP and shall include but not be limited to grave misconduct, violation of law, serious neglect of duty and serious irregularities in the performance of duty.
- 2) Serious Infraction of School Rules and Regulations refers to acts which are in violation of the NPTI Training Guide.

b. Procedures

Serious infraction of the Institute's rules and regulations shall be investigated and adjudicated in accordance with the following procedures:

- 1) Members of the training staff and professors/instructors of the NPTI can write/prepare a DR against a student or trainee who commits a serious offense. In addition to the DR, the personnel who issued the DR shall make a written report of the incident together with written statements of witnesses and other evidence, if available. Copies of these documents or evidence shall be given to the respondent requiring him/her to file his/her answer in writing within twenty-four (24) hours from receipt.

- 2) The Delinquency and Incident Report together with the pertinent supporting documents and evidence gathered shall be forwarded immediately to the Inspectorate Legal Office (ILO) or school investigator for formal Investigation. Within twenty-four (24) hours from the receipt of said documents, the respondent/s shall be furnished with the copy of said Delinquency and Incident Report to include the pertinent documents and relevant evidence and shall be directed to submit his/her Counter Affidavit and controverting evidence.
- 3) Within twenty-four (24) hours from the receipt of the Respondent's Counter Affidavit and supporting documents or expiration of the period within which to submit the same, the ILO or school investigator shall immediately conduct a formal Investigation and terminate the proceedings within twenty-four (24) hours. Failure on the part of the respondent to submit his/her Counter Affidavit shall be deemed as waiver to present controverting evidence.
- 4) Within twenty-four (24) hours from the termination of the formal Investigation, ILO or school investigator shall submit a Report of Investigation to the RTD. The Report shall indicate whether or not there is probable cause as basis for deliberation by the Academic Board. If there is no probable cause or there exists probable cause for an offense lower than Class I, the case shall be referred to the RTD for proper disposition.
- 5) If the ILO or school investigator finds probable cause for Class 1 Offense, he/she shall recommend to the RTD to convene the Academic Board for hearing and deliberation of the case.
- 6) Within forty-eight (48) hours from the termination of hearing and deliberation, the Academic Board shall submit its findings and recommendation to the RTD through a Resolution. The Resolution shall contain the nature of the charge, names of the respondent/s and complaint/s, facts of the case, the rules and regulations applicable thereto, findings and the recommended penalty as the case may be.
- 7) If the RTD approves the findings and recommendation of the Academic Board, it will be implemented. Otherwise, the RTD may veto the Resolution and refer back the same to the Academic Board within forty-eight (48) hours together with written comments for re-evaluation. The Academic Board shall come up with a re-evaluated Resolution within forty-eight (48) hours. If the RTD does not approve of the re-evaluated Resolution, he/she has to render his/her final decision.
- 8) Upon finality of the resolution imposing the penalty of TFT, the respondent trainee (PSBRC), shall be immediately turned-over to his/her unit without prejudice to his availment of proper legal remedies whenever proper.

c. Appeal

- 1) Within fifteen (15) calendar days from receipt of the Resolution, any party may file an appeal to the Director, NPTI, through the RTD, praying that the Resolution be set aside on meritorious grounds. In the absence of an appeal or after the lapse of the period filing an appeal, the Resolution shall become final and executory.
- 2) Upon receipt of the appeal, the Director, NPTI may give due course to the appeal or dismiss the same if filed beyond the reglamentary period for appeal. If the appeal is given due course, the Director, NPTI, through the Academic Board, after conduct of deliberation, may affirm, reverse or modify, the questioned Resolution. The Academic Board shall deliberate and come up with a Resolution of the appeal within fifteen (15) working days upon receipt of the appeal for approval by the Director, NPTI.
- 3) The Academic Board shall deliberate on the appeal based on the documentary evidence or records of the case submitted for resolution.

d. Petition for Review

- 1) The party may file a petition for review of the questioned Resolution with the President, PPSC within seventy-two (72) hours from receipt of said resolution affirming the penalty of TFT.

e. Reinstatement and Retraining

A student or trainee whose termination from training is due to the commission of serious offenses under Rules IX and X, or to the grounds for termination under Rule XI Section 7 loses all academic and non-academic credits earned upon such termination.

A student or trainee who had been terminated from training but who, on appeal or petition for review, is exonerated from the charge/s filed against him/her, shall be allowed to join the next batch of PSBRC. Provided that at the time of re-admission he/she possesses the minimum requirements prescribed under Rule III Sections 1 (General Requisites for Training) and 2 (Other Admission Requirements).

RULE XI ACADEMIC POLICIES

Section 1. Grading System

The student or trainee evaluation system is primarily designed to ensure that the student's or trainee's performance in both academics and non-academics aspects of the course shall be in accordance with the standard set forth by the Institute.

a. Criteria

- 1) The student's or trainee's final grade is based on the computation of his/her weighted mean rating in all criteria set forth by this Training Guide. Rating in all courses shall be based on the academics and non-academics performance of students or trainees.
- 2) The grading system is based on two general criteria: namely, the academics, which has a weight of eighty percent (80%) of the total grade, and the non-academics, which is twenty percent (20%) of the total grade.

2.1) Academics grades for all courses shall be taken from the following factors:

Subject Proficiency	=	70%
Comprehensive Exam	=	<u>10%</u>
Total	=	80%

2.2) Non-academics grades for PSBRC shall be taken from the following factors:

Basic Weaponry & Proficiency		
Firing	=	3%
Defensive Tactics (Armed, Un-armed & Handcuffing)	=	3%
Attendance	=	2%
Conduct	=	2%
PFT/Graduation Run	=	2%
Sports Development Activities	=	2%
Aptitude	=	2%
Basic First Aid Skills	=	2%
Drill & Ceremonies	=	1%
Moral and Spiritual Upliftment	=	<u>1%</u>
Total	=	20%

- 2.3) Non-academics grades for Career Courses (PSJLC, PSSLC and PSOCC) shall be taken from the following factors:

Basic Weaponry & Proficiency	
Firing	= 3%
Enhanced Community Immersion Program	= 3%
Attendance	= 2%
Defensive Tactics (Armed, Un-armed & Handcuffing)	= 2%
Conduct	= 2%
Agility/PFT	= 2%
Sports Development Activities	= 2%
Aptitude	= 2%
Moral and Spiritual Upliftment	= 1%
Non-Academic Integration	= 1%
Total	= 20%

- 2.4) A minimum over-all grade of seventy-five percent (75%) is required to pass the course.

b. Computation of Academic Grade (80%)

The Academic Grade is taken from the sum of the final grades in Subject Proficiency (70%) and Comprehensive Examination (10%).

1) Subject Proficiency (70%)

The Final Grade in Subject Proficiency (FGSP) is based on the Weighted Mean Rating (WMR) multiplied by seventy percent (70%). The WMR is taken from the sum of all the Subject Weights (SW) divided by the Total Number of Academic Hours. Subject Weight is taken from the product of the Grade in Percent of a particular subject and the number of hours allotted for the subject. Grade in Percent of a subject may be taken from the grade in Written Examinations and Graded Practical Examinations/Case-based Scenarios Performance Evaluation based on the ratio and proportion.

a. FGSP Computation

$$\text{FGSP} = 0.70 \times \text{WMR}$$

Where:

$$\text{WMR} = \frac{\sum \text{of all Subject Weight (SW)}}{\text{Total Number of Academic Hours}}$$

$$\text{SW} = (\% \text{ Grade of Subject}) (\text{Number of Hours allotted for the Subject})$$

b. **Subject Grade (SG) or Computation for Percentage (%) Grade of Subject**

$$SG = (RS/TI) \times 50 + 50$$

Where:

RS = raw score or score of the student
 TI = total number of items

2) **Comprehensive Examination (10%)**

The Final Grade in the Comprehensive Examination is the grade in percent multiplied by ten percent (10%).

3) For PSBRC ECIP Grades shall be based on the total average rating from Course Coordinator, Tactical PNCO, Monitoring Team, Individual Report, Revalida and Class Output.

Course Coordinator	-	25%
Tactical PNCO	-	25%
Monitoring Team	-	5%
Individual Report/Insights	-	15%
Revalida	-	15%
Class Output	-	15%
ECIP	=	100%

Section 2. Examination

a. Types of Examination

1) Pre-Test Examination

A Pre-Test shall be conducted by the ACB on the first day of the orientation period to ascertain the level of learning of the students and trainees.

2) Post Test Examination

A Post Test shall be administered by the ACB at least two (2) weeks before graduation to assess the learning development of the students and trainees.

3) Modular Examination

A Modular Examination shall be conducted at the end of every module. Any student or trainee who fails the modular examination is considered *deficient in academics* and his/her Week-End Pass (WEP) privilege shall be withheld. No removal examination shall be given for those who fail in the modular examination.

4) Quizzes and Practical Exercises

Practical Exercises/Quizzes conducted by the instructor shall be rated with 25% from the total subject percentage rating. The 75% shall be rated to the questionnaires contributed to modular examinations to make it a total of 100%.

5) Comprehensive Examination

A Comprehensive Examination shall be conducted before the end of every course. Any student or trainee who fails the comprehensive examination will be recommended for termination from the course regardless of his/her overall class standing. However, the student or trainee may request for the review of his/her papers or answer sheets, and/or for a removal examination subject to the approval of the RTD upon the recommendation of the Chief, ACB. If granted, the highest grade the removalist student or trainee can get is seventy-five percent (75%).

6) Special Examination

- 6.1) Any student or trainee who fails to take the scheduled examination due to excused absence may request for a special examination by filing a written request with supporting documents (e.g. Death Certificate, Court Appearance, etc) addressed to the RTD through the Chief, ACB not later than twenty-four (24) hours after returning to the RTC.
- 6.2) Any student or trainee who fails to take the examination due to unexcused absence and those who fail to avail of the special examination will be given a grade of zero percent (0%).
- 6.3) Any student or trainee who avails of the special examination due to job-related activities will be given the actual grade that he/she received from his/her special examination. Any student or trainee who avails of the special examination due to valid personal reasons will be given a grade of seventy-five percent (75%) or lower as the case may be.

b. Examination Rules

- 1) An Evaluation Committee (EC) headed by the Chief, ACB shall prepare a Standard Operating Procedure (SOP) in the handling of the examination materials before and after the conduct of the graded examination subject to the approval by the RTD. The EC shall be composed of Chief, Academics; Chief, Testing and Evaluation Section and the Course Coordinators.
- 2) Students and trainees are required to take the examinations conducted by the RTC.

- 3) The graded examinations shall be supervised by the Course Coordinator as chief examiner to be assisted by the Tactical PNCO as proctor.
- 4) To maintain the integrity of the examination process, students and trainees are given code numbers by the Course Coordinator and should be written on their examination papers instead of using their rank and name.
- 5) Examination results (Raw Scores/Transmuted Grades) shall be reflected on the answer sheets or examination papers. The minimum passing grade in any examination written, oral or practical shall be seventy-five percent (75%).

c. Review of Examination Results

The Course Coordinator shall review the examination results within five (5) working days after the examination. All checked and evaluated examination papers shall be returned to the students or trainees for appreciation and information. In case of discrepancies appropriate corrective measures may be made. Thereafter, the examination papers shall be retrieved by the Course Coordinator for encoding.

d. Publication of Examination Results

Results of the examination shall be posted after review and encoding of grades indicating the ratings obtained using their respective code numbers.

Section 3. Class Training Schedule

The Class Training Schedule for the week shall be published at least a week in advance.

Section 4. Evaluation of Instructors

Instructor's performance shall be evaluated by the students and trainees right after every subject instructions to make the teaching-learning situation more adequate, efficient and effective. The results of the evaluation will serve as the determining factor for the retention or non-retention of the instructor's services.

Section 5. Order of Merit

a. Consolidation of Academic and Non-Academic Grades shall be the sole responsibility of the School Registrar. Hence, the Chief, ACB and the Chief, ATB should submit the grades to the Registrar at least three (3) days before the publication of the Final Order of Merit.

b. The Order of Merit shall be published twice during the course. The accumulated grades of fifty percent (50%) in academic subject proficiency and available grades in Non-Academic criteria is the basis of the first Order of Merit.

c. The Final Order of Merit should be confirmed by the Academic Board before its publication.

Section 6. Passing/Failing the Course

a. At the end of the course, any student or trainee obtaining a general average grade of seventy-five percent (75%) or higher in the Final Order of Merit shall be awarded a certificate of completion for PSBRC, certificate of graduation for Mandatory Course, declaration of completion for PSBRC, declaration of graduates for Mandatory Course and Final Order of Merit provided he/she satisfies the following criteria:

- 1) Submission of all academic requirements such as staff study, term paper and other requirements of the course.
- 2) Minimum grade of seventy-five percent (75%) in all criteria both in Academic and Non-academic is complied with.
- 3) Minimum grade of seventy-five percent (75%) in two (2) modular examination is required.
- 4) Attendance and completion of "Endurance Run" of 21 kms. for PSBRC students and trainees (2 ½ hours for male, 3 hours for female) to be conducted before the completion of PSBRC ;
- 5) Attendance and completion of "Graduation Run" of ; 7 kms. for PSJLC students within one (1) hour; and 5 kms. for PSSLC and PSOCC students within 45 minutes.
- 6) Attendance of the student or trainee during graduation ceremonies is a must, unless the absence is justified.

b) A student or trainee with a final grade of seventy-five percent (75%) or higher but fails to comply with the requirements of as stated (Rule XI, Sec. 6 par. a) above shall not be allowed to join the graduation ceremonies and his/her certificate withheld.

c. Any student or trainee obtaining a general average below seventy-five percent (75%) in the Final Order of Merit as determined in the Final Grade in Percent (FGP) will be considered *failed* in the course.

d. Any student or trainee obtaining a general average grade of seventy-five percent (75%) or higher in the Final Order of Merit but having a failing final grade in either academic or non-academic criteria is considered failed in the course as provided under Rule XI, Sec. 7 Para. f.

Section 7. Grounds for Termination from Training

A student or trainee shall be terminated from a course he/she is enrolled in on the following grounds:

- a. Having exceeded the MAD.
- b. Having exceeded the Maximum Allowable Number of Hours of Excused Absences;
- c. Having exceeded the Maximum Allowable Number of Hours of Unexcused Absences.
- d. Having been found to be physically and mentally unfit to undergo the course such as undeclared physical and mental disabilities, and other disabilities as may be uncovered.
- e. Pregnancy - to protect the mother and the unborn child, without prejudice to retraining whenever proper.
- f. "Failure to meet/pass the Academic Standard by obtaining a grade lower than seventy-five percent (75%) in two (2) module grades"
- g. Through his/her own request for termination from training.
- h. Having incurred at least ten (10) failed subjects.

Termination on these grounds is immediately executory without prejudice to admission for retraining whenever proper.

A reinstated trainee shall be accepted provided that he/she undergoes and passes the standard neuro-psychiatric, medical and physical examination within thirty (30) days prior to his/her readmission; and provided, further, that at the time of readmission he/she possesses all the qualifications and none of the disqualification provided under Rule III Sections 1 (General Requisites for Training) and 2 (Other Admission Requirements) of the NPTI Training Guide and under relevant laws, rules and regulations of the PNP. Those who would undergo retraining will join the new recruits in all training phases regardless of the cause he/she was initially terminated. He/she will join the reception of the new recruits.

Section 8. Pregnancy and Drug Tests

Pregnancy test among female students and trainees shall be conducted before Physical Fitness Test (PFT).

Random drug tests shall be conducted at the discretion of the RTD.

**RULE XII
NON-ACADEMIC POLICIES**

Section 1. Concept

All students and trainees shall undergo the prescribed non-academic phase of their courses, be evaluated and be given corresponding grades.

Section 2. Computation of Grades for PSBRC

The Non-Academic grade shall be taken from the summation of the final grades in Basic Weaponry and Proficiency Firing, Defensive Tactics (Armed and Un-Armed), Aptitude, Agility/PFT, Drills and Ceremonies, Conduct and Sports Activities using the following parameters:

a. Defensive Tactics (3%)

The Final Grade for Defensive Tactics (FGDT) shall be the sum of the Grade in Percent in Armed Tactics multiplied by three percent (3%) and Grade in Percent in Un-Armed Tactics multiplied by three percent (3%) divided by two (2).

Armed Tactics:

Proper execution of foot work	= 10%
Proper execution of basic strikes with stick/bolo	= 20%
Proper execution of disarming technique with stick/bolo	= 25%
Proper execution of basic strikes with knife	= 20%
Proper execution of disarming technique with knife	= <u>25%</u>
	100%

Unarmed Tactics:

Proper execution of foot work	= 10%
Proper execution of disarming technique as against a stick/bolo as a weapon	= 30%
Proper execution of disarming technique as against a knife as a weapon	= 30%
Proper execution of disarming a short firearm	= <u>30%</u>
	100%

$$\text{FGDT} = \frac{(\% \text{ Grade in Armed} \times 0.03) + (\% \text{ Grade in Un-Armed} \times 0.03)}{2}$$

b. Aptitude Rating (2%)

The aptitude rating shall be based on intrapersonal and interpersonal skills. Intrapersonal covers the following: integrity, reliability and resourcefulness while interpersonal covers: leadership, responsibility and sociability. It is through those qualities and other positive characteristics that each student/trainee is rated by his/her own classmates by determining the relative ranking of each student and trainee to arrive at the

best peer rating. Evaluation of aptitude rating shall be conducted thrice during the entire period of the training. (See Attached Forms)

- 1) The factors for computation of aptitude rating are as follows:

Intrapersonal skills

Integrity = 20%

Reliability = 15%

Resourcefulness = 15%

Interpersonal skills

Leadership = 20%

Responsibility = 15%

Sociability = 15%

- 2) The Tactical PCO concerned shall determine the Tactical PCO Aptitude Factor (TAF) by giving a grade to all students/trainees based on his sound judgment ranging from the highest which is one hundred percent (100%) and the lowest which is fifty percent (50%).
- 3) The Grade in Percent (GP) of a student/trainee in aptitude is equal to the sum of the SAF multiplied by sixty percent (60%) and the TAF multiplied by forty percent (40%).

$$\text{GP} = (\text{SAF} \times 60\%) + (\text{TAF} \times 40\%)$$

- 4) The Final Grade in Aptitude (FGA) shall be the Grade in Percent multiplied by two percent (2%).

$$\text{FGA} = \text{GP} \times 0.02$$

c. Physical Fitness Test (2%)

The Final Grade of the student or trainee in Physical Fitness Test (PFT) Final Grade Physical Fitness Test (FGPFT) shall be the average grade of the three (3) PFTs conducted for the entire duration of the course multiplied by two percent (2%) computed as follows: (See Attached PFT Forms and Rubrics)

First PFT	-	33.33
Second PFT	-	33.33
Third PFT	-	33.33
FGPFT	=	Total x .02

d. Grade in Conduct (2%)

Final Grade in Conduct (FGC) shall be the Grade in Percent in Conduct multiplied by two percent (2%). Grade in Percent in Conduct shall be computed as follows:

$$\text{Grade in Conduct} = 100 - \left(\frac{25 \times \text{Demerits Incurred}}{\text{Maximum Allowable Demerits}^*} \right)$$

$$\text{FGC} = \% \text{Grade in Conduct} \times 0.02$$

*Note: For computation of the Maximum Allowable Demerits, please refer to Section 2 of Rule X.

e. Attendance (2%)

Grade in Percent in Attendance (GPA) shall be based on attendance for whole duration of the course computed as follows:

$$\% \text{ Grade in Attendance} = 100 - \left(\frac{25 \times \text{Deductible Absences Incurred}}{\text{Maximum Allowable Excused and Unexcused Absences}} \right)$$

Final Grade in attendance shall be computed as follows:

$$\text{FGA} = \% \text{ Grade in Attendance} \times 0.02$$

f. Drill and Ceremonies (1%)

Final Grade in Drills and Ceremonies (FGDC) shall be multiplied by one percent (1%).

$$\text{FGDC} = \% \text{ Grade in Drills and Ceremonies} \times 0.01$$

Grade in Drills and Ceremonies (1%) shall be based on the evaluation of the following criteria: Command Presence, Mastery of Command, Spontaneity and Precision of Execution during practical exercises.

g. Grade in Sports Development Activities (2%)

Grade in Sports Development activities shall be taken from participation in sports and self-defense competitions or outside intramurals. Additional points shall be awarded to students and trainees who excelled in different sports events. Final grade in Sports Development activities shall be the Grade in Percent in Sports Development multiplied by two percent (2%).

$$\text{GSD} = \% \text{ Grades in Sports Development} \times 0.02$$

h. Basic Weaponry and Proficiency (3%)

Grade in Proficiency firing shall be multiplied by three percent (3%).
(See Attached Target Paper Use)

M16 (Long Firearms)

$$\frac{\text{Raw Score}}{\text{No. of Rounds} \times 10} \times 50 + 50$$

25 meters

- Standing
- Prone
- Kneeling

9mm (Short Firearms)

$$\frac{\text{Raw Score}}{\text{No. of Rounds} \times 10} \times 50 + 50$$

7 meters

- Weak Hand
- Strong Hand
- Precision

10 meters

- Kneeling
- Shooting on move

15 meters

- Standing

$$\text{BWP} = \% \text{ Grade in FA} \times 0.03$$

i. **Moral and Spiritual Upliftment (1%)**

$$\text{MSU} = \% \text{ Grade in Moral and Spiritual Upliftment} \times 0.01$$

j. **Basic First Aid Skills (2%)**

$$\text{BFAS} = \% \text{ Grade in Basic First Aid Skills} \times 0.02$$

Section 3. Computation of Grades for Mandatory Courses (PSJLC, PSSLC and PSOCC)

The Non-Academic grade shall be taken from the summation of the final grades in Basic Weaponry and Proficiency Firing, Defensive Tactics (Armed and Un-Armed), Aptitude, Agility/PFT, Drills and Ceremonies, Conduct, Moral and Spiritual Upliftment, Sports Activities, Enhanced Community Immersion Program and Non-Academic Integration using the following parameters:

a. Defensive Tactics (2%)

The Final Grade for Defensive Tactics (FGDT) shall be the sum of the Grade in Percent in Armed Tactics multiplied by two percent (2%) and Grade in Percent in Un-Armed Tactics multiplied by two percent (2%) divided by two (2).

Armed Tactics:

Proper execution of foot work	= 10%
Proper execution of basic strikes with stick/bolo	= 20%
Proper execution of disarming technique with stick/bolo	= 25%
Proper execution of basic strikes with knife	= 20%
Proper execution of disarming technique with knife	= <u>25%</u>
	100%

Unarmed Tactics:

Proper execution of foot work	= 10%
Proper execution of disarming technique as against a stick/bolo as a weapon	= 30%
Proper execution of disarming technique as against a knife as a weapon	= 30%
Proper execution of disarming a short firearm	= <u>30%</u>
	100%

$$\text{FGDT} = \frac{(\% \text{ Grade in Armed} \times 0.02) + (\% \text{ Grade in Un-Armed} \times 0.02)}{2}$$

b. Aptitude (2%)

The aptitude rating shall be based on intrapersonal and interpersonal skills. Intrapersonal covers the following: integrity, reliability and resourcefulness while interpersonal covers: leadership, responsibility and sociability. It is through those qualities and other positive characteristics that each student/trainee is rated by his/her own classmates by determining the relative ranking of each student and trainee to arrive at the best peer rating. Evaluation of aptitude rating shall be conducted thrice during the entire period of the training. (See Attached Forms)

- 1) The factors for computation of aptitude rating are as follows:

Intrapersonal skills

Integrity = 20%
Reliability = 15%
Resourcefulness = 15%

Interpersonal skills

Leadership = 20%
Responsibility = 15%
Sociability = 15%

- 2) The Tactical PCO concerned shall determine the Tactical PCO Aptitude Factor (TAF) by giving a grade to all students and trainees based on his

sound judgment ranging from the highest which is one hundred percent (100%) and the lowest which is fifty percent (50%).

- 3) The Grade in Percent (GP) of a student/trainee in aptitude is equal to the sum of the SAF multiplied by sixty percent (60%) and the TAF multiplied by forty percent (40%).

$$\mathbf{GP = (SAF \times 60\%) + (TAF \times 40\%)}$$

- 4) The Final Grade in Aptitude (FGA) shall be the Grade in Percent multiplied by two percent (2%).

$$\mathbf{FGA = GP \times 0.02}$$

c. Physical Fitness Test (2%)

The Final Grade of the student/trainee in Physical Fitness Test (PFT) Final Grade Physical Fitness Test (FGPFT) shall be the average grade of the three (3) PFTs conducted for the entire duration of the course multiplied by two percent (2%) computed as follows: (See Attached PFT Forms and Rubrics)

First PFT	-	33.33
Second PFT	-	33.33
Third PFT	-	33.33
FGPFT	=	Total x .02

d. Grade in Conduct (2%)

Final Grade in Conduct (FGC) shall be the Grade in Percent in Conduct multiplied by two percent (2%). Grade in Percent in Conduct shall be computed as follows:

$$\mathbf{FGC = \%Grade\ in\ Conduct \times 0.02}$$

e. Attendance (2%)

Grade in Percent in Attendance (GPA) shall be based on attendance for whole duration of the course computed as follows:

$$\mathbf{FGA = \% Grade\ in\ Attendance \times 0.02}$$

f. Enhanced Community Immersion Program (3%)

Grade in Percent in ECIP (GECIP) shall be based on the total average rating from Course Coordinator, Tactical PNCO, Monitoring Team, Individual Report, Revalida and Class Output.

Course Coordinator	-	25%
Tactical PNCO	-	25%
Monitoring Team	-	5%
Individual Report/Insights	-	15%
Revalida	-	15%
Class Output	-	<u>15%</u>
ECIP	=	100%

$$\text{GECIP} = \% \text{ Grade in ECIP} \times 0.03$$

g. Grade in Sports Development Activities (2%)

Grade in Sports Development activities shall be taken from participation in sports and self-defense competitions or outside intramurals. Additional points shall be awarded to students and trainees who excelled in different sports events. Final grade in Sports Development activities shall be the Grade in Percent in Sports Development multiplied by two percent (2%).

$$\text{GSD} = \% \text{ Grades in Sports Development} \times 0.02$$

h. Moral and Spiritual Upliftment (1%)

Grade in Percent in Moral and Spiritual Upliftment (GPMSU) shall be based on the conduct of Moral and Spiritual Upliftment computed as follows:

$$\text{MSU} = \% \text{ Grade in Moral and Spiritual Upliftment} \times 0.01$$

i. Basic Weaponry and Proficiency (3%)

Grade in Basic Weaponry and Proficiency firing shall be multiplied by three percent (3%) computed as follows: (See Attached Target Paper Use)

M16 (Long Firearms)

$$\frac{\text{Raw Score}}{\text{No. of Rounds} \times 10} \times 50 + 50$$

25 meters

- Standing
- Prone
- Kneeling

9mm (Short Firearms)

$$\frac{\text{Raw Score}}{\text{No. of Rounds} \times 10} \times 50 + 50$$

7 meters

- Weak Hand
- Strong Hand
- Precision

10 meters

- Kneeling
- Shooting on move

15 meters

- Standing

BWP = % Grade in FA x 0.03

k. Non-Academic Integration (1%)

Grade in Percent in Non-Academic Integration shall be based on the conduct of Non-Academic Integration multiplied by one percent (1%) computed as follows:

NAI = % Grade in NAI output x 0.01

RULE XIII AWARDS AND DECORATIONS

Section 1. Excellence Awards

a. To promote the ideals of the PPSC to excel in honor, justice and service, the NPTI recognizes the accomplishment of the students and trainees with the following awards :

1) PPSC President Award

The student and trainee graduating number 1 in the class must obtain a general average of at least ninety-five percent (95%) with no grade lower than ninety percent (90%) in any academic or non-academic subject.

A student or trainee graduating as number 1 in the class who fails to meet the other criteria but, nonetheless, qualifies for the other Excellence Awards (NPTI Director Award and RTD Award) will be conferred the higher award where he/she qualifies, with the distinction of obtaining the highest rating in the class.

2) NPTI Director Award

The student or trainee graduating number 2 in the class must obtain a general average of at least ninety percent (90%) with no grade lower than 85% in any academic or non-academic subject.

A student or trainee graduating as number 2 in the class who fails to meet the criteria for Director, NPTI Award but, nonetheless, qualifies for the RTD Award will be conferred the latter award with the distinction of obtaining the 2nd highest rating in the class.

3) RTD Award

The student or trainee graduating number 3 in the class is conferred this award provided he obtains a general average of at least eighty-eight percent (88%) with no grade lower than eighty-five percent (85%) in any academic or non-academic subject.

b. There shall be only one set of honor students or trainees (First honors, Second Honors and Third Honors) for the class who shall be conferred such awards during the graduation ceremony. However, each company may have its own set of honor students or trainees who shall be conferred such awards during the Honor's Night.

Section 2. Leadership Awards

NPTI Director Leadership Award

This award is conferred upon the Class Marcher and/or the Class President who manifested a high degree of leadership in the attainment of the objectives of the course as shown by his/her initiative, resourcefulness, proper handling and disposition of the problems/situations that confronted his/her fellow students and trainees.

Section 3. Special Awards

a. A student or trainee graduating number one, number two or number three yet fails to meet the criteria for Excellence Award shall be given the Certificate of Merit with the distinction of obtaining the appropriate ranking.

b. Academic Proficiency Award shall be conferred to students and trainees who got the highest rating in the overall academic phase provided that the students and trainees have not incurred maximum of three (3) failed subjects.

c. Non-Academic Proficiency Award shall be conferred to students and trainees with the highest rating in the overall Non–Academic phase.

The Special Awards, except those conferred on students and trainees graduating number 1, 2 and 3, shall be presented during the Honors Night.

A student or trainee who incurred at least five (5) failed subjects will be disqualified from being part of the Top Ten Students of the Class even if his/her General Weighted Average is high.

Section 4. Other Awards

A Certificate of Recognition may be given to students and trainees who displayed academic excellence , special skills and exemplary attitude during the conduct of training, as follows:

- a. Highest Rating in Subject Proficiency;
- b. Highest in Comprehensive Examination;
- c. Highest in Physical Fitness Test;
- d. Highest grade in Firearms Proficiency;
- e. Highest grade in Defensive Tactics;
- f. Highest in Conduct;
- g. Highest in Aptitude;
- h. Excellence in Sports;
- i. Service Award;
- j. Other Leadership Awards e.g. Tactical and Class Organization; and
- k. Others as may be deemed necessary by the Academic Board of the RTCs subject to the approval of the Director, NPTI.

In addition to the above-cited awards, Letters of Commendation may be given to the awardees, to form part of their Personal Data Files.

Section 5. Equivalent PNP Medals

The RTDs may request competent authorities to issue orders for the conferment of the authorized PNP awards and medals for the deserving graduates, as follows:

- a. Philippine Public Safety College President Award
- Medalya ng Kagalingan
- b. National Police Training Institute Director Award
- Medalya ng Kasanayan
- c. Regional Training Director Award
- Medalya ng Papuri
- d. National Police Training Institute Director Leadership Award
- Medalya ng Kasanayan

RULE XIV MISCELLANEOUS PROVISIONS

Section 1. Academic Board

a. Composition

The following shall compose the RTCs Academic Board:

- Chairman - Assistant Regional Training Director
- Members - Chief, Administrative Division (C, AD)(Recorder)
Chief, Academic Branch (C, ACB)
Chief, Applied Training Branch (C, ATB)
Course Coordinator
Tactical Police Commissioned Officer/Police Non-
Commissioned Officer

b. Duties and Functions

The Academic Board has the following duties and functions:

- 1) Hear, deliberate and resolve cases of students and trainees for violation of Class I Offense subject to the approval of the RTD.
- 2) Deliberate and confirm the Final Order of Merit and recommend deserving students and trainees for the conferment of awards.
- 3) Recommend to the RTD the adoption of policies on education and training responsive to the PPSC System and the advice of the PNP Directorate for Human Resource and Doctrines Development.
- 4) Assist the RTD in determining strategies, procedures and techniques for effective and efficient implementation of the programs of the RTCs.
- 5) Assess and evaluate all education and training programs of the RTC and submit recommendations to the RTD for his/her endorsement to the Director, NPTI for submission to the President, PPSC for approval.
- 6) Perform other duties as may be determined by the RTD in pursuit of the school's mission and objectives.

Section 2. Mess Council

The RTC shall observe either catering or unit messing in the administration of Mess. The Mess procedures shall be strictly observed.

a. Composition

The Mess Council shall be composed of the following:

Chairman	-	Overall Class President
Members	-	Regimental/Company Commander Class Presidents Company Class Marchers Battalion Commander and Staff
Advisers	-	Assistant Regional Training Director Chief, Applied Training Branch (ATB) School Nurse

b. Duties and Functions

- 1) Prepare weekly menu in coordination with the food provider.
- 2) Ensure the overall cleanliness and sanitation of the mess hall and mess personnel in coordination with the food provider.
- 3) Conduct periodic Mess Inspections regarding the preparation of the weekly menu, quality of meals and performance of mess personnel.
- 4) Act promptly on any deficiencies and violations in the quality of food regarding its preparation, handling, taste and cost.
- 5) Evaluate and rate the performance of messing service provider.

Render reports on such violations and actions taken to the RTD, copy furnished, Director, NPTI.

Section 3. Organization of RTC Corps of Professor

The Regional Training Center is encouraged to organize a Corps of Professor to:

- a. Foster closer relationship with RTC staff and guest instructors/lecturers.
- b. Promote accomplishment of the mission and vision mandated by PPSC System.
- c. Develop effective teaching and learning conditions for the RTCs.
- d. Serve as foster parents of RTC students and trainees.

Section 4. Educational Tour

Educational Tours may be proposed for approval by the RTD subject to the following considerations:

- a. Relevancy to the course;
- b. Proper coordination with the local PNP for security purposes;
- c. The Course Coordinator shall arrange for the transportation, facility, itinerary of travel, tickets, bookings, meals and others;
- d. Guidelines on the conduct of the students and trainees tour shall be prepared by the Chief, ACB subject to the approval of the RTD as a measure to prevent untoward incidents;
- e. The designated Course Coordinator and Tactical PCO shall accompany and supervise the students and trainees; and
- f. Expenses incidental to the tour are subject to existing accounting, auditing rules and regulations, and to the availability of funds, otherwise, such expenses are borne out from the funds of the class organization or by the students and trainees themselves.

Section 5. Body Mass Index (BMI)

Under the provisions R.A. 6975 as amended by R.A. 8551, PNP recruits “must weigh not more than five kilograms from the standard weigh corresponding to his or her height, age, and sex x x x. Any applicant not meeting the weigh requirement shall be given reasonable time but not exceeding six (6) months within which to comply with the said requirement.” (Sections 14 & 15, R.A. 8551)

See Annexes.

RULE XV FINAL PROVISIONS

Section 1. Rescission Clause

All guidelines, rules and regulations, directives/memoranda previously promulgated by the PPSC/NPTI that are inconsistent with the provisions of this Training Guide are hereby rescinded.

Section 2. Saving Clause

In case of conflict with pertinent rules and regulations governing the training policies of the Philippine National Police, Bureau of Fire Protection, Bureau of Jail Management Penology and other Philippine Public Safety College constitutive units, the provisions of this Training Guide shall prevail.

Section 3. Authority to Issue Implementing Details

The Director, NPTI shall have the authority to issue implementing rules and regulations as may be necessary to carry out the provisions of this Training Guide.

When necessary, the Director, NPTI may recommend the revision/alteration/modification of any provision of this Training Guide to the President, PPSC, for endorsement and approval of the Board of Trustees.

Section 4. Effectivity

This Training Guide shall take effect immediately upon approval.

ANNEXES



Republic of the Philippines
Department of the Interior and Local Government
Philippine Public Safety College
POLICE NATIONAL TRAINING INSTITUTE
Camp Vicente Lim, Calamba City, Laguna



MEMORANDUM

TO : RTDs and TD, ITG
FROM : DIRECTOR, NPTI
SUBJECT: MONITORING OF TRAINEES TO ACHIEVE IDEAL BODY MASS INDEX (BMI)
DATE : 26 FEBRUARY 2018

1. References:

- a) R.A. 8551 entitled "AN ACT PROVIDING FOR THE REFORM AND REORGANIZATION OF THE PHILIPPINE NATIONAL POLICE XXX" that took effect on February 25, 1998;
- b) R.A. 6975 (The DILG Act of 1990); and
- c) Guidance of the President, PPSC.

2. The qualification requirements for appointment to PNP Service are provided under R.A. 6975 which has been amended by R.A. 8551. The amending law states in part:

"Section 14. Section 30 of Republic Act No. 6975 is hereby amended to read as follows:

Sec. 30. General Qualifications for Appointment - No person shall be appointed as officer or member of the PNP unless he or she possesses the following minimum qualifications:

- a) A citizen of the Philippines;
- b) Xxx
Xxx
- i) **Must weigh not more than five kilograms from the standard weigh corresponding to his or her height, age, and sex;** xxx

Xxx

*Section 15. Waiver for Initial Appointment to the PNP. – Xxx **(A)ny applicant not meeting the weight requirement shall be given reasonable time but not exceeding six (6) months within which to comply with the said requirement.** Xxx."*

(Emphasis supplied)

3. The Health Service of NPTI diligently monitors the Body Mass Index (BMI) of PNP trainees in order to comply with the foregoing requirements. However, it has been observed that despite ample time allowance and proper guidance, some trainees remain "obese" and fail to achieve their ideal BMI as of graduation time.

4. Henceforth, all concerned are reminded to strictly observe the aforementioned provisions of law by regularly monitoring the Body Mass Index (BMI) of PNP trainees to ensure that they achieve their ideal BMI prior to completion of the mandatory courses.

5. For strict compliance.


RAMON L. RAFAEL
Police Chief Superintendent



Republic of the Philippines
Department of the Interior and Local Government
Philippine Public Safety College
NATIONAL POLICE TRAINING INSTITUTE
Regional Training Center
School Address



APTITUDE TEST SHEET

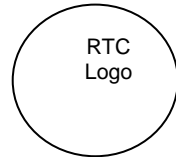
COURSE/CLASS: _____

NR	RANK	NAME	INTRAPERSONAL SKILLS (50%)			INTERPERSONAL SKILLS (50%)			RAW SCORE
			INTEGRITY	RELIABILITY	RESOURCEFULNESS	LEADERSHIP	RESPONSIBILITY	SOCIABILITY	
			20%	15%	15%	20%	15%	15%	100%

NAME & SIGNATURE OF RATER _____ DATE _____



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Physical Fitness Test

(For 51 years old & above)

(Fill-up this form properly! Incomplete Data, No PFT Results)

Control Number _____

Running #: _____
 Date Taken: _____
 PNP ID #: _____

Steps:

1. Registration: _____
 (Secretariat Name & Signature)
2. Measurement:
 Height: _____ Weight: _____ Waistline: _____
 Result: _____ (**Obese over 15 lbs**)
3. BP: 1st BP: _____ 2nd BP: _____ 3rd BP: _____
4. ECG: _____
5. GO / No GO: _____
 (Physician Name & Signature)

Examiner's Name & Signature _____

Rank:	Full Name: Last Name,	First Name,	Middle Name	Qlfr:	Sex:
Date of Birth:		Age:	PNP Badge Number:		
Office: (Print Complete Office/Unit Assignment)					
Date: _____					

Events	Raw Score	Rating	Member/Scorer's Name & Signature (PNCO)	Team Leader's Name & Signature (PCO)
Stretching (10 minutes)				
1.5 Kilometer Walk				
TOTAL			REMARKS:	

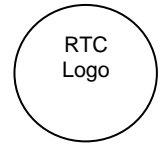
Noted: _____
 Name & Signature
 Over-All Event Supervisor

 (Performer's Signature)

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Physical Fitness Test

(For 51 years old & above)

(Fill-up this form properly! Incomplete Data, No PFT Results)

Running #: _____
 Date Taken: _____
 PNP ID #: _____

Rank:	Full Name: Last Name,	First Name,	Middle Name	Qlfr:	Sex:
Date of Birth:		Age:	PNP Badge Number:		
Office: (Print Complete Office/Unit Assignment)					
REMARKS:			Control Number:		

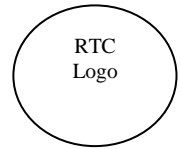
Noted: _____
 Name & Signature
 Over-All Event Supervisor

 Performer's Signature

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Physical Fitness Test

(Form for 50 years old & below only)

(Fill-up this form properly! Incomplete Data, No PFT Results)

Control Number: _____

Running #: _____
 Date Taken: _____
 PNP ID #: _____

Steps:

1. Registration: _____
 (Secretariat Name & Signature)
2. Measurement:
 Height: _____ Weight: _____ Waistline: _____
 Result: _____ **(Obese over 15 lbs)**
3. BP: 1st BP: _____ 2nd BP: _____
4. ECG: _____
5. GO / No GO: _____
 (Physician Name & Signature)

Examiner's Name & Signature

Full Name: Last Name,	First Name,	Middle Name	Rank	Sex
Date of Birth:	Age:	PNP Badge Number:		
Office: (Print Complete Office/Unit Assignment)				
Date _____				

Events	Raw Score	Rating	Member/Scorer's Name & Signature (PNCO)	Team Leader's Name & Signature (PCO)
Sit-up (1 minute)				
Push-up (1 minute)				
300 Meter Sprint (for 34 years old & below only)				
Kilometer Run () 3k for 34 years old & below () 2k for 35-44 years old () 1k for 45 years old & above				
TOTAL			REMARKS:	

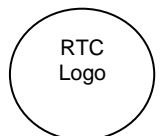
 Name & Signature

Noted: _____
 Name & Signature
 Over-All Event Supervisor

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Physical Fitness Test

(Form for 50 years old & below only)

(Fill-up this form properly! Incomplete Data, No PFT Results)

ing #: _____
 Date Taken: _____
 PNP ID #: _____

Full Name: Last Name,	First Name,	Middle Name	Rank	Sex
Date of Birth:	Age:	PNP Badge Number:		
Office: (Print Complete Office/Unit Assignment)				
REMARKS:			Control Number: _____	

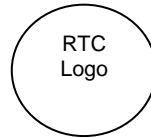
 Name & Signature

Noted: _____
 Name & Signature
 Over-All Event Supervisor

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AGILITY TEST

(Form for 50 years old & below only)
 (Fill-up this form properly! Incomplete Data, No PFT Results)

Control Number: _____

Running #: _____
 Date Taken: _____
 PNP ID #: _____

Steps:

1. Registration: _____
 (Secretariat Name & Signature)
2. Measurement:
 Height: _____ Weight: _____ Waistline: _____
 Result: _____ **(Obese over 15 lbs)**
3. BP: 1st BP: _____ 2nd BP: _____
4. ECG: _____
5. GO / No GO: _____
 (Physician Name & Signature)

Examiner's Name & Signature _____

Full Name: Last Name,	First Name,	Middle Name	Rank	Sex
Date of Birth:	Age:	PNP Badge Number:		
Office: (Print Complete Office/Unit Assignment)				

Events	Raw Score	Rating	Member/Scorer's Name & Signature (PNCO)	Team Leader's Name & Signature (PCO)
Sit-up (1 minute)				
Push-up (1 minute)				
300 Meter Sprint (for 34 years old & below only)				
Kilometer Run () 3k for 34 years old & below () 2k for 35-44 years old () 1k for 45 years old & above				

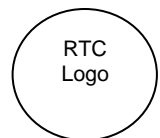
REMAR

Noted: _____
 Name & Signature
 Over-All Event Supervisor

 Name & Signature
NPTI-ATB 2018 FO7-A, Rev.1



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REGIONAL TRAINING CENTER _____
 RTC Address _____
 Email Address _____



NPTI-ATB 2018 FO7-A

AGILITY TEST

(Form for 50 years old & below only)
 (Fill-up this form properly! Incomplete Data, No PFT Results)

Running #: _____
 Date Taken: _____
 PNP ID #: _____

Full Name: Last Name,	First Name,	M.	Rank	Sex
Date of Birth:	Age:	PNP Badge Number:		
Office: (Print Complete Office/Unit Assignment)				
REMARKS:			Control Number: _____	

 Name & Signature
NPTI-ATB 2018 FO7-A, Rev.1

Noted: _____
 Name & Signature
 Over-All Event Supervisor

1 minute Sit-up (Male)					
Age	29 years old & below	30 - 34 years old	35 - 39 years old	40 - 44 years old	45 - 50 years old
Average	Repetition	Repetition	Repetition	Repetition	Repetition
0	19-below	14-below	9-below	4-below	
45%	20	15	10	5	0
46%	21	16	11	6	1
47%	22	17	12	7	2
48%	23	18	13	8	3
49%	24	19	14	9	4
50%	25	20	15	10	5
51%	26	21	16	11	6
52%	27	22	17	12	7
53%	28	23	18	13	8
54%	29	24	19	14	9
55%	30	25	20	15	10
56%	31	26	21	16	11
57%	32	27	22	17	12
58%	33	28	23	18	13
59%	34	29	24	19	14
60%	35	30	25	20	15
61%	36	31	26	21	16
62%	37	32	27	22	17
63%	38	33	28	23	18
64%	39	34	29	24	19
65%	40	35	30	25	20
66%	41	36	31	26	21
67%	42	37	32	27	22
68%	43	38	33	28	23
69%	44	39	34	29	24
70%	45	40	35	30	25
71%	46	41	36	31	26
72%	47	42	37	32	27
73%	48	43	38	33	28
74%	49	44	39	34	29
75%	50	45	40	35	30
76%	51	46	41	36	31
77%	52	47	42	37	32
78%	53	48	43	38	33
79%	54	49	44	39	34
80%	55	50	45	40	35
81%	56	51	46	41	36
82%	57	52	47	42	37
83%	58	53	48	43	38
84%	59	54	49	44	39
85%	60	55	50	45	40
86%	61	56	51	46	41
87%	62	57	52	47	42
88%	63	58	53	48	43
89%	64	59	54	49	44
90%	65	60	55	50	45
91%	66	61	56	51	46
92%	67	62	57	52	47
93%	68	63	58	53	48
94%	69	64	59	54	49
95%	70	65	60	55	50
96%	71	66	61	56	51
97%	72	67	62	57	52
98%	73	68	63	58	53
99%	74	69	64	59	54
100%	75	70	65	60	55

**1 minute Sit-up
(Female)**

Age	29 years old & below	30 - 34 years old	35 - 39 years old	40 - 44 years old	45 - 50 years old
Average	Repetition	Repetition	Repetition	Repetition	Repetition
0	9-below	6-below			
45%	10	5	0		
46%	11	6	1		
47%	12	7	2		
48%	13	8	3		
49%	14	9	4		
50%	15	10	5	0	
51%	16	11	6	1	
52%	17	12	7	2	
53%	18	13	8	3	
54%	19	14	9	4	
55%	20	15	10	5	0
56%	21	16	11	6	1
57%	22	17	12	7	2
58%	23	18	13	8	3
59%	24	19	14	9	4
60%	25	20	15	10	5
61%	26	21	16	11	6
62%	27	22	17	12	7
63%	28	23	18	13	8
64%	29	24	19	14	9
65%	30	25	20	15	10
66%	31	26	21	16	11
67%	32	27	22	17	12
68%	33	28	23	18	13
69%	34	29	24	19	14
70%	35	30	25	20	15
71%	36	31	26	21	16
72%	37	32	27	22	17
73%	38	33	28	23	18
74%	39	34	29	24	19
75%	40	35	30	25	20
76%	41	36	31	26	21
77%	42	37	32	27	22
78%	43	38	33	28	23
79%	44	39	34	29	24
80%	45	40	35	30	25
81%	46	41	36	31	26
82%	47	42	37	32	27
83%	48	43	38	33	28
84%	49	44	39	34	29
85%	50	45	40	35	30
86%	51	46	41	36	31
87%	52	47	42	37	32
88%	53	48	43	38	33
89%	54	49	44	39	34
90%	55	50	45	40	35
91%	56	51	46	41	36
92%	57	52	47	42	37
93%	58	53	48	43	38
94%	59	54	49	44	39
95%	60	55	50	45	40
96%	61	56	51	46	41
97%	62	57	52	47	42
98%	63	58	53	48	43
99%	64	59	54	49	44
100%	65	60	55	50	55

1 minute Push-up (Male)					
Age	29 years old & below	30 - 34 years old	35 -39 years old	40 - 44 years old	45 - 50 years old
Average	Repetition	Repetition	Repetition	Repetition	Repetition
0	14-below	9-below	4-below		
45%	15	10	5	0	
46%	16	11	6	1	
47%	17	12	7	2	
48%	18	13	8	3	
49%	19	14	9	4	
50%	20	15	10	5	0
51%	21	16	11	6	1
52%	22	17	12	7	2
53%	23	18	13	8	3
54%	24	19	14	9	4
55%	25	20	15	10	5
56%	26	21	16	11	6
57%	27	22	17	12	7
58%	28	23	18	13	8
59%	29	24	19	14	9
60%	30	25	20	15	10
61%	31	26	21	16	11
62%	32	27	22	17	12
63%	33	28	23	18	13
64%	34	29	24	19	14
65%	35	30	25	20	15
66%	36	31	26	21	16
67%	37	32	27	22	17
68%	38	33	28	23	18
69%	39	34	29	24	19
70%	40	35	30	25	20
71%	41	36	31	26	26
72%	42	37	32	27	27
73%	43	38	33	28	28
74%	44	39	34	29	29
75%	45	40	35	30	30
76%	46	41	36	31	31
77%	47	42	37	32	32
78%	48	43	38	33	33
79%	49	44	39	34	34
80%	50	45	40	35	35
81%	51	46	41	36	36
82%	52	47	42	37	37
83%	53	48	43	38	38
84%	54	49	44	39	39
85%	55	50	45	40	40
86%	56	51	46	41	41
87%	57	52	47	42	42
88%	58	53	48	43	43
89%	59	54	49	44	44
90%	60	55	50	45	45
91%	61	56	51	46	46
92%	62	57	52	47	47
93%	63	58	53	48	48
94%	64	59	54	49	49
95%	65	60	55	50	50
96%	66	61	56	51	51
97%	67	62	57	52	52
98%	68	63	58	53	53
99%	69	64	59	54	54
100%	70	65	60	55	55

1 minute Push-up (Female)					
Age	29 years old & below	30 - 34 years old	35 - 39 years old	40 - 44 years old	45 - 50 years old
Average	Repetition	Repetition	Repetition	Repetition	Repetition
0	9-below	4-below			
45%	10	5	0		
46%	11	6	1		
47%	12	7	2		
48%	13	8	3		
49%	14	9	4		
50%	15	10	5	0	
51%	16	11	6	1	
52%	17	12	7	2	
53%	18	13	8	3	
54%	19	14	9	4	
55%	20	15	10	5	0
56%	21	16	11	6	1
57%	22	17	12	7	2
58%	23	18	13	8	3
59%	24	19	14	9	4
60%	25	20	15	10	5
61%	26	21	16	11	6
62%	27	22	17	12	7
63%	28	23	18	13	8
64%	29	24	19	14	9
65%	30	25	20	15	10
66%	31	26	21	16	11
67%	32	27	22	17	12
68%	33	28	23	18	13
69%	34	29	24	19	14
70%	35	30	25	20	15
71%	36	31	26	26	26
72%	37	32	27	27	27
73%	38	33	28	28	28
74%	39	34	29	29	29
75%	40	35	30	30	30
76%	41	36	31	31	31
77%	42	37	32	32	32
78%	43	38	33	33	33
79%	44	39	34	34	34
80%	45	40	35	35	35
81%	46	41	36	36	36
82%	47	42	37	37	37
83%	48	43	38	38	38
84%	49	44	39	39	39
85%	50	45	40	40	40
86%	51	46	41	41	41
87%	52	47	42	42	42
88%	53	48	43	43	43
89%	54	49	44	44	44
90%	55	50	45	45	45
91%	56	51	46	46	46
92%	57	52	47	47	47
93%	58	53	48	48	48
94%	59	54	49	49	49
95%	60	55	50	50	50
96%	61	56	51	51	51
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98%	63	58	53	53	53
99%	64	59	54	54	54
100%	65	60	55	55	55

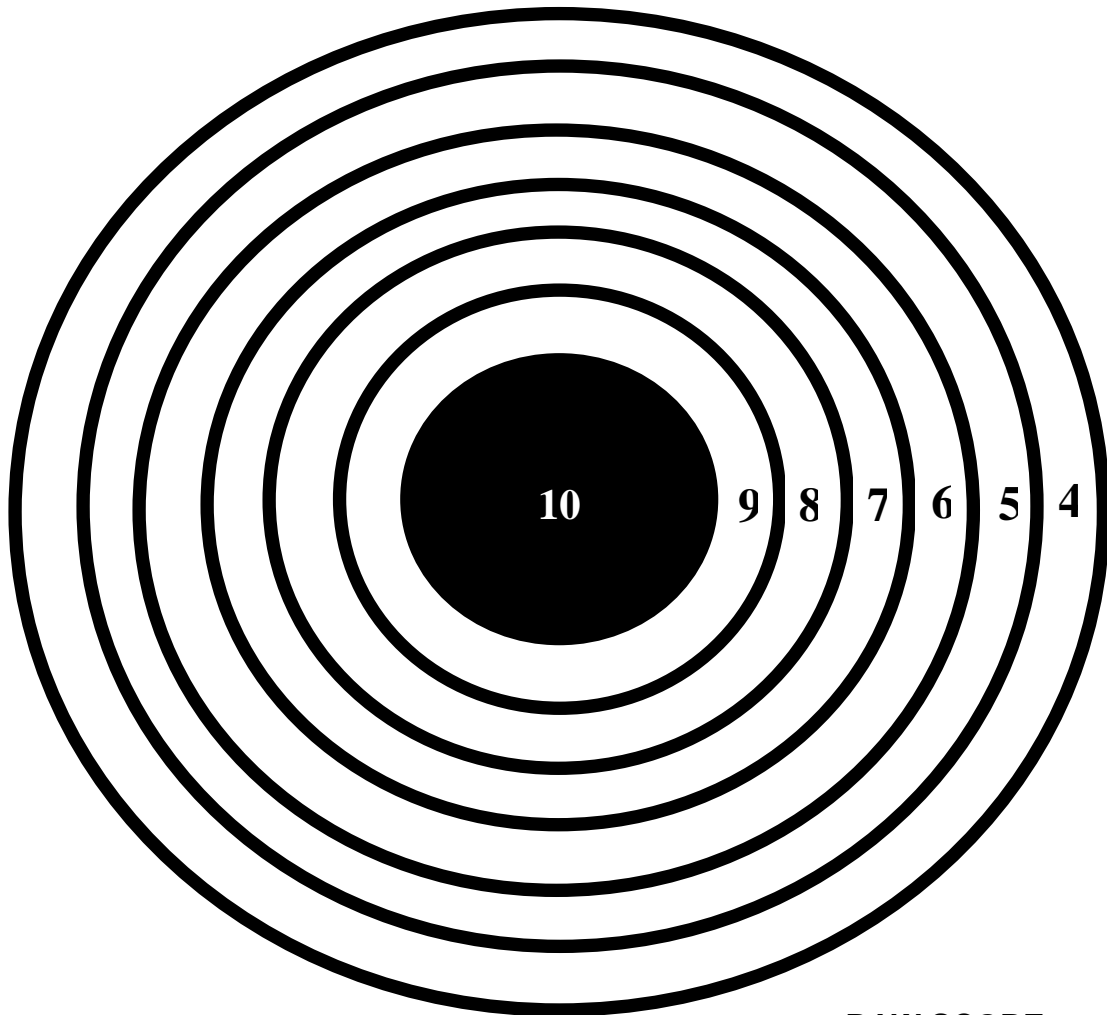
300 meter sprint				
Gender	Male		Female	
Age	29 years old & below	30 - 34 years old	29 years old & below	30 - 34 years old
Average	Time (min:sec)	Time (min:sec)	Time (min:sec)	Time (min:sec)
0	1:46 & up	2:00 & up	2:06 & up	2:16 & up
45%	01:45	02:00	02:05	02:15
46%	01:44	01:59	02:04	02:14
47%	01:43	01:58	02:03	02:13
48%	01:42	01:57	02:02	02:12
49%	01:41	01:56	02:01	02:11
50%	01:40	01:55	02:00	02:10
51%	01:39	01:54	01:59	02:09
52%	01:38	01:53	01:58	02:08
53%	01:37	01:52	01:57	02:07
54%	01:36	01:51	01:56	02:06
55%	01:35	01:50	01:55	02:05
56%	01:34	01:49	01:54	02:04
57%	01:33	01:48	01:53	02:03
58%	01:32	01:47	01:52	02:02
59%	01:31	01:46	01:51	02:01
60%	01:30	01:45	01:50	02:00
61%	01:29	01:44	01:49	01:59
62%	01:28	01:43	01:48	01:58
63%	01:27	01:42	01:47	01:57
64%	01:26	01:41	01:46	01:56
65%	01:25	01:40	01:45	01:55
66%	01:24	01:39	01:44	01:54
67%	01:23	01:38	01:43	01:53
68%	01:22	01:37	01:42	01:52
69%	01:21	01:36	01:41	01:51
70%	01:20	01:30	01:40	01:50
71%	01:19	01:29	01:39	01:49
72%	01:18	01:28	01:38	01:48
73%	01:17	01:27	01:37	01:47
74%	01:16	01:26	01:36	01:46
75%	01:15	01:25	01:35	01:45
76%	01:14	01:24	01:34	01:44
77%	01:13	01:23	01:33	01:43
78%	01:12	01:22	01:32	01:42
79%	01:11	01:21	01:31	01:41
80%	01:10	01:20	01:30	01:40
81%	01:09	01:19	01:29	01:39
82%	01:08	01:18	01:28	01:38
83%	01:07	01:17	01:27	01:37
84%	01:06	01:16	01:26	01:36
85%	01:05	01:15	01:25	01:35
86%	01:04	01:14	01:24	01:34
87%	01:03	01:13	01:23	01:33
88%	01:02	01:12	01:22	01:32
89%	01:01	01:11	01:21	01:31
90%	01:00	01:10	01:20	01:30
91%	00:59	01:09	01:19	01:29
92%	00:58	01:08	01:18	01:28
93%	00:57	01:07	01:17	01:27
94%	00:56	01:06	01:16	01:26
95%	00:55	01:05	01:15	01:25
96%	00:54	01:04	01:14	01:24
97%	00:53	01:03	01:13	01:23
98%	00:52	01:02	01:12	01:22
99%	00:51	01:01	01:11	01:21
100%	00:50	01:00	01:10	01:20

Kilometer Run & Walk for MALE (Passing =70%)

Average	3 Km Run		2 Km Run		1 Km Run	1.5 Km Walk
	21 - 29 years old	30 - 34 years old	35 - 39 years old	40 - 44 years old	45 - 50 years old	51 - 54 years old
0%	23:41 & up	24:41 & up	22:41 & up	23:41 & up	22:11 & up	21:41 & up
50%	23:36 - 23:40	24:36 - 24:40	22:36 - 22:40	23:36 - 23:40	22:06 - 22:10	21:36 - 21:40
51%	23:31 - 23:35	24:31 - 24:35	22:31 - 22:35	23:31 - 23:35	22:01 - 22:05	21:31 - 21:35
52%	23:26 - 23:30	24:26 - 24:30	22:26 - 22:30	23:26 - 23:30	21:56 - 22:00	21:26 - 21:30
53%	23:21 - 23:25	24:21 - 24:25	22:21 - 22:25	23:21 - 23:25	21:51 - 21:55	21:21 - 21:25
54%	23:16 - 23:20	24:16 - 24:20	22:16 - 22:20	23:16 - 23:20	21:46 - 21:50	21:16 - 21:20
55%	23:11 - 23:15	24:11 - 24:15	22:11 - 22:15	23:11 - 23:15	21:41 - 21:45	21:11 - 21:15
56%	23:06 - 23:10	24:06 - 24:10	22:06 - 22:10	23:06 - 23:10	21:36 - 21:40	21:06 - 21:10
57%	23:01 - 23:05	24:01 - 24:05	22:01 - 22:05	23:01 - 23:05	21:31 - 21:35	21:01 - 21:05
58%	22:56 - 23:00	23:56 - 24:00	21:56 - 22:00	22:56 - 23:00	21:26 - 21:30	20:56 - 21:00
59%	22:51 - 22:55	23:51 - 23:55	21:51 - 21:55	22:51 - 22:55	21:21 - 21:25	20:51 - 20:55
60%	22:46 - 22:50	23:46 - 23:50	21:46 - 21:50	22:46 - 22:50	21:16 - 21:20	20:46 - 20:50
61%	22:41 - 22:45	23:41 - 23:45	21:41 - 21:45	22:41 - 22:45	21:11 - 21:15	20:41 - 20:45
62%	22:36 - 22:40	23:36 - 23:40	21:36 - 21:40	22:36 - 22:40	21:06 - 21:10	20:36 - 20:40
63%	22:31 - 22:35	23:31 - 23:35	21:31 - 21:35	22:31 - 22:35	21:01 - 21:05	20:31 - 20:35
64%	22:26 - 22:30	23:26 - 23:30	21:26 - 21:30	22:26 - 22:30	20:56 - 21:00	20:26 - 20:30
65%	22:21 - 22:25	23:21 - 23:25	21:21 - 21:25	22:21 - 22:25	20:51 - 20:55	20:21 - 20:25
66%	22:16 - 22:20	23:16 - 23:20	21:16 - 21:20	22:16 - 22:20	20:46 - 20:50	20:16 - 20:20
67%	22:11 - 22:15	23:11 - 23:15	21:11 - 21:15	22:11 - 22:15	20:41 - 20:45	20:11 - 20:15
68%	22:06 - 22:10	23:06 - 23:10	21:06 - 21:10	22:06 - 22:10	20:36 - 20:40	20:06 - 20:10
69%	22:01 - 22:05	23:01 - 23:05	21:01 - 21:05	22:01 - 22:05	20:31 - 20:35	20:01 - 20:05
70%	22:00	23:00	21:00	22:00	20:30	20:00
71%	21:59	22:59	20:59	21:59	20:29	19:59
72%	21:58	22:58	20:58	21:58	20:28	19:58
73%	21:57	22:57	20:57	21:57	20:27	19:57
74%	21:56	22:56	20:56	21:56	20:26	19:56
75%	21:55	22:55	20:55	21:55	20:25	19:55
76%	21:54	22:54	20:54	21:54	20:24	19:54
77%	21:53	22:53	20:53	21:53	20:23	19:53
78%	21:52	22:52	20:52	21:52	20:22	19:52
79%	21:51	22:51	20:51	21:51	20:21	19:51
80%	21:50	22:50	20:50	21:50	20:20	19:50
81%	21:49	22:49	20:49	21:49	20:19	19:49
82%	21:48	22:48	20:48	21:48	20:18	19:48
83%	21:47	22:47	20:47	21:47	20:17	19:47
84%	21:46	22:46	20:46	21:46	20:16	19:46
85%	21:45	22:45	20:45	21:45	20:15	19:45
86%	21:44	22:44	20:44	21:44	20:14	19:44
87%	21:43	22:43	20:43	21:43	20:13	19:43
88%	21:42	22:42	20:42	21:42	20:12	19:42
89%	21:41	22:41	20:41	21:41	20:11	19:41
90%	21:40	22:40	20:40	21:40	20:10	19:40
91%	21:39	22:39	20:39	21:39	20:09	19:39
92%	21:38	22:38	20:38	21:38	20:08	19:38
93%	21:37	22:37	20:37	21:37	20:07	19:37
94%	21:36	22:36	20:36	21:36	20:06	19:36
95%	21:35	22:35	20:35	21:35	20:05	19:35
96%	21:34	22:34	20:34	21:34	20:04	19:34
97%	21:33	22:33	20:33	21:33	20:03	19:33
98%	21:32	22:32	20:32	21:32	20:02	19:32
99%	21:31	22:31	20:31	21:31	20:01	19:31
100%	21:30	22:30	20:30	21:30	20:00	19:30

Kilometer Run & Walk for FEMALE (Passing =70%)

Average	3 Km Run		2 Km Run		1 Km Run	1.5 Km Walk
	21 - 29 years old	30 - 34 years old	35 - 39 years old	40 - 44 years old	45 - 50 years old	51 - 54 years old
0%	24:41 & up	25:41 & up	23:41 & up	24:41 & up	22:41 & up	22:41 & up
50%	24:36 - 24:40	25:36 - 25:40	23:36 - 23:40	24:36 - 24:40	22:36 - 22:40	22:36 - 22:40
51%	24:31 - 24:35	25:31 - 25:35	23:31 - 23:35	24:31 - 24:35	22:31 - 22:35	22:31 - 22:35
52%	24:26 - 24:30	25:26 - 25:30	23:26 - 23:30	24:26 - 24:30	22:26 - 22:30	22:26 - 22:30
53%	24:21 - 24:25	25:21 - 25:25	23:21 - 23:25	24:21 - 24:25	22:21 - 22:25	22:21 - 22:25
54%	24:16 - 24:20	25:16 - 25:20	23:16 - 23:20	24:16 - 24:20	22:16 - 22:20	22:16 - 22:20
55%	24:11 - 24:15	25:11 - 25:15	23:11 - 23:15	24:11 - 24:15	22:11 - 22:15	22:11 - 22:15
56%	24:06 - 24:10	25:06 - 25:10	23:06 - 23:10	24:06 - 24:10	22:06 - 22:10	22:06 - 22:10
57%	24:01 - 24:05	25:01 - 25:05	23:01 - 23:05	24:01 - 24:05	22:01 - 22:05	22:01 - 22:05
58%	23:56 - 24:00	24:56 - 25:00	22:56 - 23:00	23:56 - 24:00	21:56 - 22:00	21:56 - 22:00
59%	23:51 - 23:55	24:51 - 24:55	22:51 - 22:55	23:51 - 23:55	21:51 - 21:55	21:51 - 21:55
60%	23:46 - 23:50	24:46 - 24:50	22:46 - 22:50	23:46 - 23:50	21:46 - 21:50	21:46 - 21:50
61%	23:41 - 23:45	24:41 - 24:45	22:41 - 22:45	23:41 - 23:45	21:41 - 21:45	21:41 - 21:45
62%	23:36 - 23:40	24:36 - 24:40	22:36 - 22:40	23:36 - 23:40	21:36 - 21:40	21:36 - 21:40
63%	23:31 - 23:35	24:31 - 24:35	22:31 - 22:35	23:31 - 23:35	21:31 - 21:35	21:31 - 21:35
64%	23:26 - 23:30	24:26 - 24:30	22:26 - 22:30	23:26 - 23:30	21:26 - 21:30	21:26 - 21:30
65%	23:21 - 23:25	24:21 - 24:25	22:21 - 22:25	23:21 - 23:25	21:21 - 21:25	21:21 - 21:25
66%	23:16 - 23:20	24:16 - 24:20	22:16 - 22:20	23:16 - 23:20	21:16 - 21:20	21:16 - 21:20
67%	23:11 - 23:15	24:11 - 24:15	22:11 - 22:15	23:11 - 23:15	21:11 - 21:15	21:11 - 21:15
68%	23:06 - 23:10	24:06 - 24:10	22:06 - 22:10	23:06 - 23:10	21:06 - 21:10	21:06 - 21:10
69%	23:01 - 23:05	24:01 - 24:05	22:01 - 22:05	23:01 - 23:05	21:01 - 21:05	21:01 - 21:05
70%	23:00	24:00	22:00	23:00	21:00	21:00
71%	22:59	23:59	21:59	22:59	20:59	20:59
72%	22:58	23:58	21:58	22:58	20:58	20:58
73%	22:57	23:57	21:57	22:57	20:57	20:57
74%	22:56	23:56	21:56	22:56	20:56	20:56
75%	22:55	23:55	21:55	22:55	20:55	20:55
76%	22:54	23:54	21:54	22:54	20:54	20:54
77%	22:53	23:53	21:53	22:53	20:53	20:53
78%	22:52	23:52	21:52	22:52	20:52	20:52
79%	22:51	23:51	21:51	22:51	20:51	20:51
80%	22:50	23:50	21:50	22:50	20:50	20:50
81%	22:49	23:49	21:49	22:49	20:49	20:49
82%	22:48	23:48	21:48	22:48	20:48	20:48
83%	22:47	23:47	21:47	22:47	20:47	20:47
84%	22:46	23:46	21:46	22:46	20:46	20:46
85%	22:45	23:45	21:45	22:45	20:45	20:45
86%	22:44	23:44	21:44	22:44	20:44	20:44
87%	22:43	23:43	21:43	22:43	20:43	20:43
88%	22:42	23:42	21:42	22:42	20:42	20:42
89%	22:41	23:41	21:41	22:41	20:41	20:41
90%	22:40	23:40	21:40	22:40	20:40	20:40
91%	22:39	23:39	21:39	22:39	20:39	20:39
92%	22:38	23:38	21:38	22:38	20:38	20:38
93%	22:37	23:37	21:37	22:37	20:37	20:37
94%	22:36	23:36	21:36	22:36	20:36	20:36
95%	22:35	23:35	21:35	22:35	20:35	20:35
96%	22:34	23:34	21:34	22:34	20:34	20:34
97%	22:33	23:33	21:33	22:33	20:33	20:33
98%	22:32	23:32	21:32	22:32	20:32	20:32
99%	22:31	23:31	21:31	22:31	20:31	20:31
100%	22:30	23:30	21:30	22:30	20:30	20:30

SAMPLE FORMAT ONLY**Target Paper Use for M16****RAW SCORE**

10	X	_____	=	_____
9	X	_____	=	_____
8	X	_____	=	_____
7	X	_____	=	_____
6	X	_____	=	_____
5	X	_____	=	_____
4	X	_____	=	_____

Shooter's Name: _____

Class/Company: _____

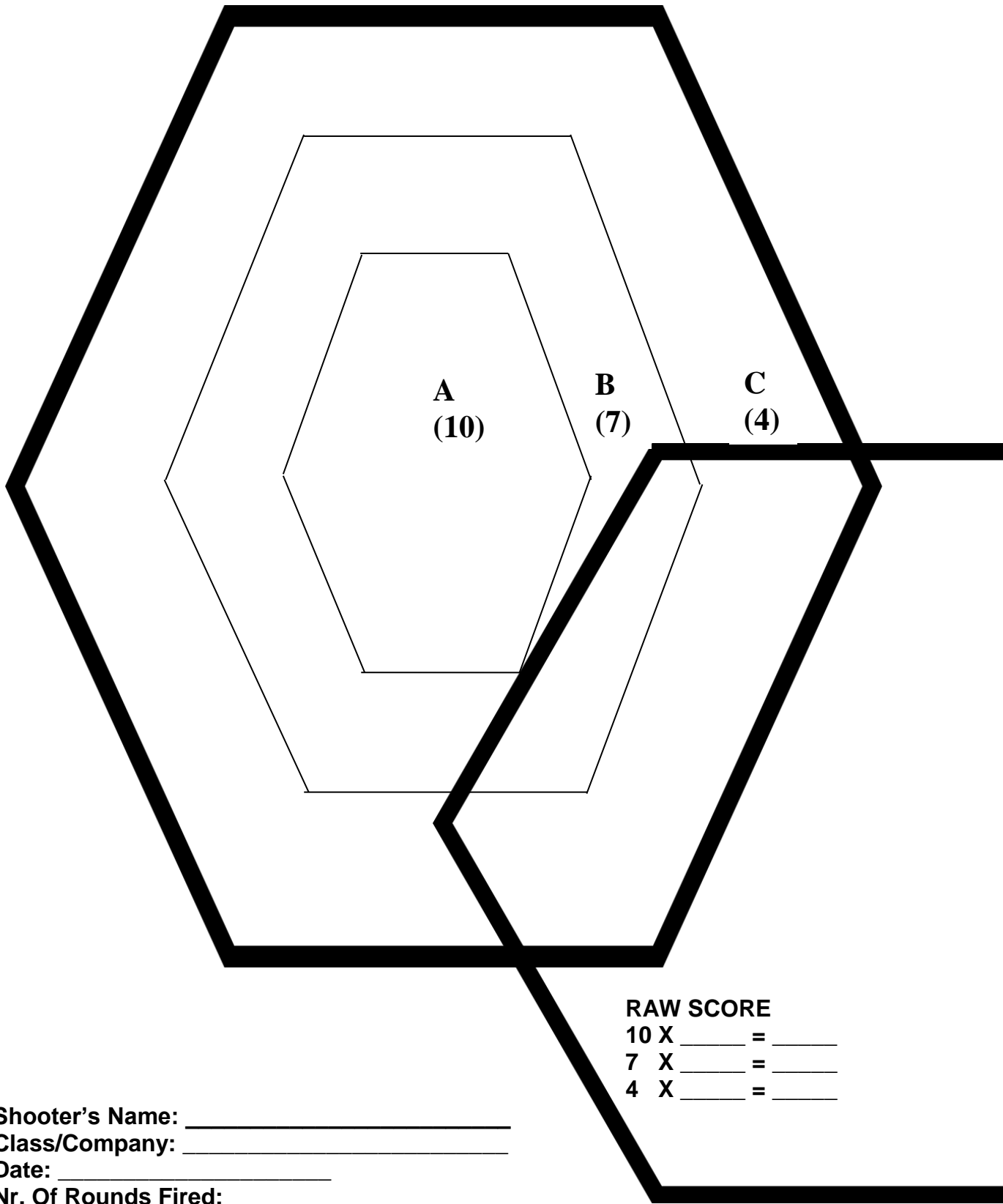
Date: _____

Nr. Of Rounds Fired: _____

Remarks: _____

SAMPLE FORMAT ONLY

Target Paper Use for 9mm



**A
(10)**

**B
(7)**

**C
(4)**

RAW SCORE

10 X _____ = _____
7 X _____ = _____
4 X _____ = _____

Shooter's Name: _____
Class/Company: _____
Date: _____
Nr. Of Rounds Fired: _____
Remarks: _____

LUPANG HINIRANG

Bayang magiliw
Perlas ng Silanganan
Alab ng puso
Sa dibdib mo'y buhay

Lupang Hinirang
Duyan ka ng magiting
Sa manlulupig
'Di ka pasisiil

Sa dagat at bundok
Sa simoy at sa langit mong bughaw
May dilag ang tula
At awit sa paglayang minamahal

Ang kislap ng watawat mo'y
Tagumpay na nagniningning
Ang bituin at araw niya'y
Kailan pa ma'y 'di magdidilim

Lupa ng araw ng luwalhati at pagsinta
Buhay ang langit sa piling mo.
Aming ligaya ng 'pag may mang-aapi
Ang mamatay ng dahil sa iyo.

PANUNUMPA NG KATAPATAN SA WATAWAT NG PILIPINAS

Ako ay Pilipino
Buong katapatang nanunumpa
Sa watawat ng Pilipinas
At sa bansang kanyang sinasagisag
Na may dangal, katarungan at kalayaan
Na pinakikilos ng sambayanang
Makadiyos, makakalikasan, makatao at makabansa

PNP VISION

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.

PNP MISSION

The PNP shall enforce the law, to prevent and control crimes, maintain peace and order and ensure public safety and internal security with the active support of the community.

PPSC VISION

By 2020, the Philippine Public Safety College is one of the best public safety educational and training systems in Southeast Asia that is globally competitive and committed to the delivery of effective and efficient public service.

PPSC MISSION

The Philippine Public Safety College provides comprehensive and continuing education, training and human resource development to all personnel of the Philippine National Police (PNP), Bureau of Fire Protection (BFP), Bureau of Jail Management and Penology (BJMP) and other public safety agencies and stakeholders and instilling in them the value of character, competence and commitment in the performance of their sworn duties.

NPTI VISION

By Year 2022, the National Police Training Institute (NPTI) is envisioned to become the “Center of Development in the Training of New Generation Policing” as the primary training ground for professionally competent, morally upright and technically proficient police non-commissioned officers (PNCOs).

NPTI MISSION

The NPTI provides continuing training for the police non-commissioned officers (PNCOs) of the Philippine National Police for them to acquire the knowledge, attitudes, skills, habits and values necessary in their professional development and career advancement.

POLICE OFFICER’S PLEDGE

I will love and serve God, my country and people;
I will uphold the Constitution and obey legal
orders of the duly constituted authorities;

I will oblige myself to maintain a high standard of
morality and professionalism;

I will respect the customs and traditions of the
police service and

I will live a decent and virtuous life to serve as an
example to others.

**PNP HYMN
(PNP Lingkod ng Bayan)**

Bantay ng katahimikan
PNP Lingkod ng Bayan
Kriminal aming kalaban
Mamamayan paglilingkuran

Sa bayan at mamamayan
PNP ang inyong sandigan
Integridad, disiplina at kasanayan
Gabay sa tungkuling alay

Koro:

Maka-Diyos at makabayan
Makatao at makakalikasan
Sa tungkulin ay aming karangalan
Ihandog ang iisang buhay

Batas ay ipatutupad
Pantay pantay para sa lahat
Walang mayaman o mahirap
Ang dulot sa bayan ay galak

PNP, mamamayan magtulungan
Kaayusa't katatagan ating kamtan
Kalakalan uunlad na tunay
Kapayapaa'y ating tagumpay

PPSC HYMN

Philippine Public Safety College
 Model of moral justice
 Molder of true defenders
 The nation's best and brightest

Hail, to you alma mater
 Enforcers of goodwill
 We salute you, PPSC
 For your pillars of peace

Hail, brothers and sisters
 Hand-in-hand we work for a cause
 Protectors and law enforcers
 Honest, loyal and true

Philippine Public Safety College
 Our kudos to your name
 Our commitment will never die
 Long live Alma Mater

The nations' best and brightest
 Sons of PPSC

**NPTI HYMN
(Duyan ng Diwa)**

Karunungan naming nakamtan
 Sa Inang paaralan
 Katarungan ay igalang
 Magpakailanman
 Ikaw ang duyan ng diwa
 Patnubay nitong bansa
 Ilaw ka namin sa kapayapaan

PILIPINAS KONG MAHAL

Ang bayan ko'y tanging ikaw
Pilipinas kong mahal
Ang puso ko at buhay man
Sa iyo ibibigay

Tungkulin ko'y gagampanan
Na lagi kang paglingkuran
Ang laya mo'y babantayan
Pilipinas kong hirang

LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer./ my fundamental duty is to serve mankind/ to safeguard lives and property:/ to protect the innocent against deception/ the weak against oppression or intimidation./ and the peaceful against violence or disorder:/ and to respect the Constitutional rights of all persons to liberty ./ equality and justice.

I will keep my private life unsullied/ as an example to all:/ maintain courageous calm in the face of danger./ scorn or ridicule:/ develop self-restraint:/ and be constantly mindful of the welfare of others./ Honest in thought and deed/ in both my personal and official life./ I will be exemplary in obeying the laws of the land/ and the regulations of my department./ Whatever I see or hear/ of a confidential nature / or that is confided to me/ in my official capacity/ will be kept ever secret/ unless revelation is necessary/ in the performance of my duty.

I will never act officiously or permit personal feelings,/ prejudices,/ animosities or friendships/ to influence my decisions./ With no compromise for crime/ and with relentless prosecution of criminals,/ I will enforce the law courteously/ and appropriately without fear or favor,/ malice or ill will,/ never employing unnecessary force or violence/ and never accepting the gratuities in return.

I recognize the badge of my office/ as a symbol of public faith,/ and I accept it as public trust/ to be held so long/ as I am true to the ethics/ of the public service. I will constantly strive/ to achieve these objectives and ideas,/ dedicating myself before God/ to my chosen profession... law enforcement.

BASIC RULES OF LAW ENFORCEMENT

ALWAYS do my duty under the law;
serve the community and protect all
people from crime.

ALWAYS respect and protect human
dignity; maintain and uphold human rights.

ALWAYS protect confidential matters
to the extent required by law.

ALWAYS protect the well-being and
health of ALL persons in my custody.

NEVER use force unless strictly necessary
and only to the least extent necessary.

NEVER use torture, cruel, inhumane or
degrading treatment. It is NEVER justified.

NEVER commit or tolerate acts of
corruption.

NEVER forget that I am also a member of
The community I serve.

MIRANDA WARNING

(English)

You are arrested for the crime of _____ (or by virtue of warrant of arrest, showing him the warrant as it is practicable).

You have the right to remain silent. Any statement you make may be used for or against you in any court of law in the Philippines. You have the right to have a competent and independent counsel preferably of your own choice. If you cannot afford the services of counsel the government will provide one for you.

Do you understand these rights?

MIRANDA WARNING

(Filipino)

Ikaw ay inaaresto sa salang _____ (o sa pamamagitan ng kautusan ng pag-aresto, ipakita ito kung nararapat).

Ikaw ay may karapatang manahimik o magsawalang kibo. Anuman ang iyong sasabihin ay maaaring gamitin pabor o laban sa iyo sa anumang hukuman. Ikaw ay mayroon ding karapatang kumuha ng tagapagtanggol na iyong pinili at kung wala kang kakayahan, ito ay ipagkakaloob sa iyo ng pamahalaan.

Nauunawaan mo ba ito?

ANTI HAZING LAW

An act regulating hazing and other forms of initiation rites in fraternities, sororities, and other organizations and providing penalties therefor.

ANTI-TORTURE WARNING

You have the right to demand physical examination by an independent and competent doctor of your choice. If You cannot afford the services of a doctor, the state shall provide one for you.

POLICEMAN'S PRAYER

Almighty God,
The most merciful Creator of Heaven and Earth,
We beseech thee O Lord,
To protect us from harm in the performance of our duty.

Give us courage and commitment
To do our job well and dedication to make our community safe.
Teach us to ignore those who scorn and show us no respect
But be mindful of those we've sworn to protect

We ask thee to enlighten our minds
So we can discern and execute the best for the PNP organization.
Grant us wisdom and strength to do all our tasks
In making our organization become more credible and most trusted
by the public.

May we always have the heart to put our duty first
In every work that we must do.
And may we not disgrace the uniform
But bring pride to the badge we wear.
All for your glory and honor!

BADGE OF HONOR

The PNP Badge now pinned on your left breast is the symbol of that legal authority. It is so placed, nearer your heart, to remind you of the fidelity and dedication to duty expected of you as a public servant.

You have been entrusted with the badge as a symbol of your worthiness as a police officer to serve and protect the people from whom you derived the power and authority to enforce the laws of the land without fear or favor.

You are to oversee the general welfare of the people and ensure that peace and order is maintained at all times. You shall ever be mindful that the police is the protector of the weak, defender of the innocent, and advocate of human rights.

At the center of your badge is the PNP seal held bravely by our hero Lapulapu, the first Filipino to defend our country against foreign invaders despite being inferiorly equipped.

Inside the seal are the virtues of service, honor and justice. They remind you to always render the highest form of public service for our fellowmen. You are to serve the citizenry with the commitment of sacrifice and willingness to die in service of God, country and people.

Duty and honor now bind you to be faithful to the trust bestowed upon you by the people. Your badge reminds you to maintain the dignity of your character at all times and to strenuously enforce by example, a steady obedience to the laws of the land.

Exemplary conduct on your part will convince our people that you merit the just title and authority as you patrol the streets and walk your daily beat.

Walk tall, head up and bravely face the daily dangers of duty. Keep the badge unsullied and free of any breach of fidelity. By the regularity of your conduct, always endeavor to avoid any aspersion against our institution.

You are to preserve our cherished customs and traditions and never countenance any deviation from them nor allow them to be infringed.

Your dignity as a police officer symbolized by the badge is now pinned on you heart. Never swerve from your solemn oath of office; violate your vows; or betray the public trust.

You are a police officer... Wear your badge with honor. PNP Badge of Honor