

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE UNITED NATIONS AND
THE GOVERNMENT OF
THE REPUBLIC OF THE PHILIPPINES

CONCERNING

CONTRIBUTIONS TO THE UNITED NATIONS
STAND-BY ARRANGEMENTS SYSTEMS

MEMORANDUM OF UNDERSTANDING

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STAND-BY ARRANGEMENTS SYSTEMS

THE SIGNATORIES TO THE PRESENT MEMORANDUM

H.E. DR. ALBERTO G. ROMULO
SECRETARY OF FOREIGN AFFAIRS OF THE REPUBLIC OF THE PHILIPPINES

AND

MR. BAN KI-MOON
SECRETARY GENERAL OF THE UNITED NATIONS

RECOGNIZING THE NEED TO EXPEDITE THE PROVISION OF CERTAIN RESOURCES TO THE UNITED NATIONS IN ORDER TO EFFECTIVELY IMPLEMENT IN A TIMELY MANNER THE MANDATE OF THE UNITED NATIONS PEACEKEEPING OPERATIONS AUTHORIZED BY THE SECURITY COUNCIL.

FURTHER RECOGNIZING THAT THE ADVANTAGES OF PLEDGING RESOURCES FOR PEACEKEEPING OPERATIONS CONTRIBUTES TO ENHANCING FLEXIBILITY AND LOW COSTS.

HAVE REACHED THE FOLLOWING UNDERSTANDING.

I. PURPOSE

THE PURPOSE OF THE PRESENT MEMORANDUM OF UNDERSTANDING IS TO IDENTIFY THE RESOURCES WHICH THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES HAS INDICATED THAT IT WILL PROVIDE TO THE UNITED NATIONS FOR USE IN PEACEKEEPING OPERATIONS UNDER THE SPECIFIC CONDITIONS.

II. DESCRIPTION OF RESOURCES

1. 11II DI FAILED DESCRIPTION OF THE RESOURCES TO BE PROVIDED BY THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES IS SET OUT IN THE ANNEX TO THE PRESENT MEMORANDUM OF UNDERSTANDING:

2. IN THE PREPARATION OF THE ANNEX, THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES AND THE UNITED NATIONS HAVE FOLLOWED GUIDELINES FOR THE PROVISION OF RESOURCES FOR UNITED NATIONS PEACEKEEPING OPERATIONS.

III. CONDITION OF PROVISION

THE FINAL DECISION IS WHETHER TO ACTUALLY DEPLOY THE RESOURCES BY THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES REMAINS A NATIONAL DECISION.

IV. ENTRY INTO FORCE

THE PRESENT MEMORANDUM OF UNDERSTANDING SHALL ENTER INTO FORCE ON THE DATE OF ITS SIGNATURE.

V. MODIFICATION

THE PRESENT MEMORANDUM OF UNDERSTANDING INCLUDING THE ANNEX, MAY BE MODIFIED AT ANY TIME BY THE PARTIES THROUGH EXCHANGE OF LETTERS.

VI. TERMINATION

THE MEMORANDUM OF UNDERSTANDING MAY BE TERMINATED AT ANY TIME BY EITHER PARTY. SUBJECT TO A PERIOD OF NOTIFICATION OF NOT LESS THAN THREE MONTHS TO THE OTHER PARTY.

SIGNED IN MANILA ON __ OCTOBER 2008

FOR THE GOVERNMENT
THE REPUBLIC OF THE PHILIPPINES

FOR THE UNITED NATIONS

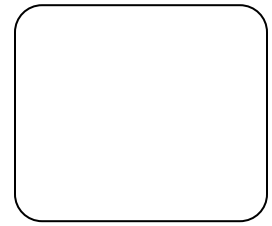
(SGD.) **ALBERTO G. ROMULO**
Secretary of Foreign Affairs

(SGD.) **BAN KI-MOON**
Secretary General

MISSION AREA: _____

TOUR OF DUTY: START OF MISSION _____

END OF MISSION _____



RANK _____

FN _____

MN _____

LN _____

BADGE

NR

BIRTHDATE

AGE _____ GENDER _____

CONTACT

NR

EMAIL

ADDRESS

NEARES KIN:

FN

MN

LN _____

RELATIONS

CONTACT

NR

CONTACT

ADDRESS

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PASSPORT APPLICATION

2 pcs passport size picture (in royal blue background)

Photocopy of BJMP ID

Photocopy of passport (front and back of civilian and diplomatic passport)

"A"

UPDATED PNP PDS

"B"

LATEST PROMOTION ORDER

"C"

ATTESTED APPOINTMENT OF LATEST RANK

"D"

PER (1st and 2nd semester of 2010)

"E"

RECOMMENDATION FROM RESPECTIVE UNITS

"F"

AFFIDAVIT OF UNDERTAKING

Signature over printed name and duly notarized

"G"

CERTIFICATION

Signature over printed name and duly notarized

"H"

OMBUDSMAN

"I"

HUMAN RIGHT CLEARANCE

"J"

NBI

"K"

LSS CLEARANCE

"L"

PLEB

"M"

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
144 Mindanao Avenue, Project 8, Quezon City

CERTIFICATION

THIS IS TO CERTIFY that I, _____
(RANK/FIRST NAME/M.I./LAST NAME)

badge number _____, of legal age, a resident of _____

_____. a
(COMPLETE ADDRESS)

bonafide member of the Bureau of Jail Management and Penology, after having duly sworn to in accordance with law, do hereby depose and state:

That I have no administrative or criminal case pending before any Philippine court or investigating body. This declaration is voluntarily given, true and correct o the best of my knowledge and belief.

THAT I COMMIT MYSELF TO BE LIABLE for perjury and/or dishonesty as result of any false, misrepresentation or omission in connection with this certification.

IN WITNESS WHEREOF, I have hereunto affixed my signature on this _____ day of _____, 2012 at _____, Philippines .

Name & Signature of BJMP Member

BJMP ID Number _____

Community Tax Certificate Nr. _____

Issued on _____

Issued at _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____
2012 done in _____, Philippines.

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
144 Mindanao Avenue, Project 8, Quezon City

AFFIDAVIT OF UNDERTAKING

I, _____, with badge number _____, of legal age, a resident of _____ and a bonafide member of the Bureau of Jail Management and Penology, after having sworn to in accordance with law, do hereby depose and state that:

1. I entered the BJMP service on _____, with General Orders Number _____ dated _____ and nominated for deployment to the United Nations Mission in _____ (_____);

2. I shall always observe exemplary behavior, discipline and follow all the pertinent Rules and Regulations in the mission area;

3. I shall abide by the PNP Code of Ethics and Professional Conduct and I shall never commit any acts or omissions that will cause dishonor or disgrace to the BJMP;

4. I shall strive to achieve outstanding accomplishment in the performance of assigned tasks in order to bring honor and prestige to the Philippines;

5. I shall defray the expenses for travel to the Philippines from the mission area in case of repatriation due to disciplinary reasons;

6. All the documents required in my application for United Nations Mission which I have submitted to the Directorate for Human Resource Development are authentic;

7. In accordance with the "No Extension Policy" of the BJMP except in cases of technical extension or due to fortuitous events, I shall not seek, initiate, nor accept endorsements of a third party, particularly from any UN authorities, any extension of my services beyond the one (1) year tour of duty and that any extension of service beyond the one (1) year tour of duty will result to the forfeiture of my chance for further deployment to United Nations mission;

8. I shall submit myself to a post medical examination in the mission area one (1) month to my End-of-Mission (EOM) and shall submit the medical examination result to the BJMP Health Service for evaluation;

9. I shall return to the Philippines and report to BJMP authorities not later than ten (10) days after the expiration of my tour of duty;

10. I attest to the truthfulness of the foregoing statements and submit to the legal consequences thereof, if ever they are wanting in truth; and

11. I am executing this affidavit freely and voluntarily.

Name of BJMP Personnel
Affiant
BJMP ID Number _____
Community Tax Certificate Nr. _____
Date Issued _____
Issued at _____

SUBSCRIBED AND SWORN TO before me this ___ day of _____,
20__ at _____, Philippines.

Notary Public

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
Directorate for Human Resource Development
144 Mindanao Avenue, Project 8, Quezon City

BJMPUNPOC
MEMORANDUM

TO : ALL UNSAT Passers

SUBJECT : **Submission of Additional Requirements**

DATE : _____

1. This pertains to para 6, "Qualifications for deployment to UN Peacekeeping Missions' set forth in Memorandum dated _____.

2. In this connection, you are hereby directed to submit to this Directorate (Attn: C, UNPOC) the **AUTHENTICATED** (hard and soft) copies of the following documents:

- a. Updated Personal Data Sheet
- b. Latest Promotion Order;
- c. Attested Appointment of latest rank
- d. **Performance Evaluation Rating (PER) for the 1st and 2nd semester of CY 2012**
- e. Recommendation for Deployment to UN Peace Operations from the respective Unit Commanders (Command Group, D-Staff Director's, RDs of Regional Offices and Chiefs of Offices) to be addressed o the DHRD;
- f. Certification from the respective Unit Commanders (Command Group, D-Staff Director's, RDs of Regional Offices and Chiefs of Offices) to be addressed to the DHRD, that subject personnel:
 - ◆ Has no pending administrative or criminal case in any body/tribunal or court;
 - ◆ Not a witness to any such case; and
 - ◆ Not a summary hearing officer with unresolved cases.

3. Further, the soft copies can be sent in advance via email to: bjmp_dhrd@yahoo.com.

4. For strict compliance.

BY AUTHORITY OF THE OIC, BJMP:

CESAR F BALDERAS, DSC
Jail Senior Superintendent
Director for Human Resource Development

UNIT HEADING

MEMORANDUM

FOR : The Director for HRD

(Attn: C, UNPOC)

DATE : _____

1. Reference: Paragraph 6. Qualifications for Deployment to UN Peacekeeping Missions” set forth in Memorandum dated _____.

2. In connection with the above reference, the undersigned respectfully recommends: **(Rank/First Name/Middle Name/Family Name)** with Badge Number _____, presently designated as: **(State the present designation)** of **(State unit/office address)**, for deployment to any UN Peacekeeping mission country.

3. Also certifies that the above named personnel has no pending administrative or criminal case in any body/tribunal or court, nor a witness to any such case and is not a summary hearing officer with unresolved cases.

4. For approval.

(Unit Commander)

MALACAÑANG

Manila

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 97

EXECUTIVE ORDER APPROVING AND ADOPTING THE POLICY FRAMEWORK AND GUIDELINES FOR PHILIPPINE PARTICIPATION IN UNITED NATIONS (UN) PEACEKEEPING OPERATIONS

WHEREAS, the Philippine has been contributing its share of maintaining in international peace and security as called for in the Charter of the United Nations, of which it is a founding member;

WHEREAS, the Philippine has sent its troops and humanitarian personnel as part of the United Nations action in Korea in 1950-53, UN peacekeeping operations in the Congo (ONUC) IN 1992-1993, Iraq (UNGCI) from 1991 up to present, Cambodia (UNTAC) in 1992-1993, Haiti (UNMHI) in 1994, Kosovo in 1999 up to the present, and East Timor (INTERFET and UNTAET) in 1999 up to the present;

WHEREAS, it is imperative that the Department of Foreign Affairs, the Department of National Defense, the Department of the Interior and Local Government and other relevant government agencies be given an adequate policy framework and guidelines for executing a decision by the Executive to send Philippine military/police/civilian personnel to a United Nations peacekeeping, peace-enforcement or peace-building operation.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Philippines, by virtue of the powers vested in me by law, do hereby approve the attached "Policy Framework and Guidelines for Philippine Participation in UN Peacekeeping Operation" (hereinafter referred to as Policy Framework and Guidelines).

SECTION 1. This Policy Framework and Guidelines shall govern all decisions regarding Philippine participation in United Nations peacekeeping, peace-enforcement and peace-building operations.

SEC. 2. The Policy Framework and Guidelines may be updated in view of the constantly evolving nature of United Nations peacekeeping operations. The Department of Foreign Affairs, upon the concurrence of the Department of National Defense and the Department of the Interior and Local Government, is hereby authorized to update the Policy Framework and Guidelines as appropriate.

SEC. 3. This Executive Order shall take effect immediately.

Done in the City of Manila, this 23th day of April, in the year of Our Lord, two thousand and two.

By the President:

(Sgd.) **ALBERTO G. ROMULO**
Executive Secretary

13 December 2010

Honorable Secretaries:

We have the honor to submit to the members of the Inter-Agency Council for United Nations Peace Operations (IAC-UNPO), established under Executive Order 97 series of 2002, the draft 2010 Revised Policy Framework and Guidelines for Philippine Participation in United Nations Peace Operations. The IAC-UNPO is comprised of the Department of Foreign Affairs (DFA), the Department of National Defense (DND) and the Department of Interior and Local Government (DILG). The attached documents was the result of months of consultations between DFA, DND and PNP upon the request of Senator Francis Joseph Escudero, Chairperson of the Senate Committee on National Defense and Security, to strengthen the existing interagency peacekeeping mechanism.

In this regard, we would like to seek your approval and signature of the attached Policy Framework and Guidelines. The said document, once signed, will be filed at the University of the Philippines Law Center in consonance with sections 3 and 4, Book VII of Executive Order No. 292, otherwise known as the Administrative Code of 1987.

HONORABLE ALBERTO G. ROMULO

Secretary

Department of Foreign Affairs
2330 Roxas Boulevard,
Pasay City

HONORABLE VOLTAIRE T. GAZMIN

Secretary

Department of National Defense
Camp General Emilio Aguinaldo
Quezon City

HONORABLE JESSIE M. ROBREDO

Secretary

Department of Interior and Local Government
A. Francisco Condominium II, EDSA corner Mapagmahal St.
Diliman, Quezon City

It would be appreciated if every page hereof could reflect your initials and your respective signatures on the last page.

Thank you.

Very truly yours,

AMB. LESLIE B GATAN

Assistant Secretary
Office of United Nations and other
International Organizations,
Department of Foreign Affairs

PROF. RAYMUND JOSE G. QUILOP

Assistant Secretary
Office of the Assistant Secretary for Strategic
Assessment
Department of National Defense

ATTY. RAUL M. BACALZO, Ph. D.

Police Director General
Chief, Philippine National Police

**POLICY FRAMEWORK AND GUIDELINES FOR PHILIPPINE
PARTICIPATION IN UNITED NATIONS PEACE OPERATIONS**

(Updated November 2010)

All actions and activities regarding Philippine participation in United Nations peacemaking, peacekeeping, peace-enforcement and peace-building operations shall be undertaken in accordance with the following Policy Framework and Guidelines:

I. GENERAL PRINCIPLES

1.1. The Republic of the Philippines is committed to global peace and as a founding member of the United Nations, abides by its Charter and recognizes that while the maintenance of international peace and security is the primordial responsibility of the United Nations, individual states, regional organizations and civil society share in this responsibility.

1.2. The Philippines reaffirms its commitment to the mandate of the United Nations Security Council under Chapters VI and VII of the Charter and the role of regional organizations under Chapter VIII in the maintenance of international peace and security. In honoring its obligations under the Charter, the Philippines within its capabilities, shall participate in initiatives under the aegis of the United Nations.

1.3. The Philippines recognizes that the peacemaking, peacekeeping, peace-enforcement and peace-building, through the concept of multi-dimensional peace operations, remain as key and indispensable instruments for the maintenance of international peace and security. It recognizes that the United Nations plays a fundamental and crucial role in peace operations and imposes upon itself the responsibility to take measures on humanitarian concerns without resorting to the use of arms. Subject to national goals and interests, the Philippines may commit its resources to international developmental and humanitarian assistance in furtherance of the UN Millennium Development Goals (MDGs).

1.4. The Philippines recognizes the need to further establish and enhance national mechanisms for more effective participation in overseas peace-building and humanitarian assistance operations. The Philippines further recognizes the value of closer coordination with the Association of Southeast Asian Nations (ASEAN) and other regional allies for cooperation and joint participation in UN peace operations. The Philippine participation in peace operations shall also benefit from the inclusion of other government and civil society volunteers, serving alongside the military, police and other uniformed contingents.

1.5. Finally, the Philippines considers diplomatic measures under Chapter VI of the Charter, as the principal tools for peace in the international community and encourages the peaceful settlement of disputes. It acknowledges that conflict management is the responsibility of national governments, with the necessary support of civil society, including the academe, non-governmental organizations, religious denominations, foundations, associations and other aggrupations. In this regard, tender of good office shall also be part of any Philippine initiative towards the preservation of peace and the prevention of conflicts.

II. DEFINITION OF TERMS

2.1. For the purpose of this Policy Framework and Guidelines, the term “peace operations” collectively refers to peacemaking, peacekeeping, peace-enforcement and peace-building. Likewise, it includes all humanitarian assistance operations that may be undertaken not just in the course of a conflict or advent of war, but also all events that need to be addressed for the alleviation of human suffering, particularly in the context of the UN MDGs. The definitions below, serve as general descriptions rather than technical meanings of the term defined:

- 2.1.1 Peacemaking- refers to those which encompasses the diplomatic initiatives conducted after the commencement of a conflict aimed at establishing a ceasefire or a rapid peaceful settlement such as the use of good offices, such as that of the Secretary General, conciliation, mediation, diplomatic pressure and sanctions.
- 2.1.2 Peacekeeping - refers to a UN presence in the field (normally involving military and civilian personnel) with the consent of the parties, to implement or monitor the implementation of arrangements relating to the control of conflicts and their resolution or to ensure the safe delivery of humanitarian relief.
- 2.1.3 Peace-enforcement - refers to those that may be needed when all other efforts fail. It includes the use of armed force to maintain or restore international or regional peace and security in situations which the Security Council has determined the existence of a threat to peace, a breach or an act of aggression.
- 2.1.4 Peace-building- refers to activities addressing the special needs of countries emerging from conflict towards recovery, reintegration and reconstruction; and the provision of assistance for laying the foundation for sustainable development.

III. SCOPE OF PHILIPPINE INVOLVEMENT

3.1. The Philippines supports the role of the United Nations in resolving conflicts under Chapters VI and VII of its Charter and for humanitarian assistance under UN General Assembly Resolution 49/139-B (1994).

3.2. Philippine participation in UN peace operations should be decided by taking into consideration the following factors: national defense and security capabilities; the domestic peace and order situation; and ultimately, national interest and national goals. While decisions will be on a case-to-case basis, deciding on the merits of participation in each UN peace operation will have to be based on the application of the same general principles and parameters.

3.3. The Philippines, consistent with its national policies and to further strengthen its capability, shall seriously consider its participation in UN peace operations if requested to do so by the UN. UN peace operations are being, or may be conducted in Southeast Asia and other areas of the Asia-Pacific Region shall be given the highest priority in considering Philippine participation.

3.4. The safety, immunity and security of Philippine personnel assigned to UN peace operations are of paramount importance, Philippine participation in UN peace operations, shall be subject to the following conditions and requirements:

- 3.4.1. Authority from the UN Security Council;
- 3.4.2. A clear and achievable mandate;
- 3.4.3. A determinable, if not, definite time frame and exit strategy; and
- 3.4.4. Consent of the Receiving State to the UN operation.

3.5. The Philippines recognizes the importance of peace-building activities in the rebuilding of states, communities and societies. It may choose to participate in peace-building activities through the deployment of relevant Philippine personnel in whatever form of assistance- either military or civilian or a combination of both - including, but not limited to, engineering, health, education, social development, governance, transportation, telecommunications and other relevant disciplines that will enhance the development of the mission area.

IV. NATIONAL COUNCIL FOR UNITED NATIONS PEACE OPERATIONS

4.1. Unless otherwise provided, the President of the Republic of the Philippines, upon recommendation of the National Council for United Nations Peace Operations, hereto referred as "Council", shall have the sole prerogative to decide on Philippine participation in any UN operation. The Council shall be composed of the Secretary of the Interior and Local Government as Members. Membership to the council may be expanded as the need arises.

4.2. The Council shall provide policy directions for and oversee Philippine participation in UN peace operations. It shall periodically review the Policy Framework and Guidelines on Philippine Participation in United Nations Peace Operations that governs all decisions regarding Philippine participation in UN peace operations and update it if necessary, taking into account the constantly evolving nature of these operations.

4.3. The Council shall ensure that the Philippines shall make full use of UN reimbursements for contingent-owned equipment and payments for troop developments to improve the capability of the AFP and the PNP for peace operations. The Council shall ensure that UN reimbursements and payments for Philippine participation in peace operations are effectively managed and utilized to achieve this end.

4.4. The Council shall oversee the commemoration of the International Day of UN Peacekeepers on the 29th day of May each year, including the presentation of the Gawad Diosdado Macapagal and other appropriate awards to military, police and civilian personnel for their outstanding to Philippine peace operations efforts.

4.5. The Council shall be assisted by the Executive Committee (Execom) composed of the Assistant Secretary of the Office of the United Nations and Other International Organization of the DFA, the Assistant Secretary for Strategic Assessment of the DND, and the Chief of Staff of the Armed Forces of the Philippines (AFP), represented by the Deputy Chief of Staff for Plans (J-5), and the Chief of the Philippine National Police (PNP), represented by the Director for Plans (TDPL). Representatives of other agencies may be included as the need arises.

4.6. The Execom shall study and recommend measures relative to the formulation, review and implementation of substantive and administrative policies dealing with UN peace operations.

4.7. The Council and the Execom shall be supported by a Secretariat based at the Department of Foreign Affairs that shall be headed by a Secretary General in the person of the Assistant Secretary for United Nations and Other International Organizations (UNIO). The Secretary General shall be assisted by a career officer from the DFA who shall serve as Executive Director of the Secretariat. The Commanding Officer of the Peacekeeping Operations Center of the AFP and the Division Chief of the United Nations Peacekeeping Operations Center of the PNP shall both serve as Deputy Secretary Generals of the Secretariat.

4.8. The Secretariat, with supervision by the Execom, shall serve as the focal point for Philippine participation in UN peace operations. The Secretariat shall oversee all actions related to Philippine participation in UN peace operations with the DFA, DND, DILG, AFP, PNP and other concerned agencies of the government.

4.9. The Secretariat shall have its own personnel component to be made up of detailed officers and staff from the DFA, AFP and PNP, preferably with experience in UN peace operations, and other personnel it will hire to support its requirements. It shall be provided with appropriate financial and logistical support to be sourced from pertinent provisions in the General Appropriations Act.

4.10. The Council shall validate the AFP and PNP-formulated standard scale of incentives for uniformed and non-uniformed personnel who will be deployed in formed units for UN peace operations and compensated directly by the Philippine government. The Council shall also look into the formulation of a standard scale of contributions for uniformed and non-uniformed personnel who will be deployed individually to support UN mission requirements, including those on secondment to the UN.

V. PRE-DEPLOYMENT, DEPLOYMENT, REPATRIATION AND EXIT POLICY

5.1. The deployment of Philippine personnel in UN peace operations shall be governed by:

- 5.1.1 Duration of the mandate as specified in the UN resolution authorizing the peace operation;
- 5.1.2 Availability of Philippine personnel, including troops, civilian police, humanitarian workers and other personnel equipment;
- 5.1.3 Safety and security considerations for Philippine personnel; and
- 5.1.4 Strict adherence to the Memorandum of Understanding between the Philippines and the United Nations.

5.2. In the recruitment, selection and assignment of personnel who shall participate in UN peace operations, due consideration shall be given to their ability to cooperate with other international contingents and the local populations, necessary skills and training, gender sensitivity and psychological stability.

5.3. The considerations for recruitment, selection and assignment of uniformed personnel, including women, shall be prescribed by the Council upon recommendation of the concerned agencies. Other non-uniformed personnel projected for deployment shall likewise be subjected to the preceding considerations.

5.4. To ensure the timely submission of nomination requirements, a database of qualified uniformed and non-uniformed personnel for deployment to UN peace operations and for secondment to the UN Secretariat shall be submitted by the concerned agencies to the Secretariat.

5.5. Peacemaking, peacekeeping, peace enforcement and peace-building operations shall be included in the curricula and training courses of the Foreign Service Institute (FSI), and the concerned AFP and PNP training institutions, among others, in order to enhance the capacity of the country in contributing personnel with the appropriate technical expertise and other resources for UN operations.

5.6. Pre-deployment briefings for Philippine personnel, covered in the Standardized Generic Training Module and the Core Pre-deployment Training Module of the UN shall be undertaken by these government institutions. Training materials shall be obtained from the UN and other appropriate sources.

5.7. The deployment of Philippine personnel to UN peace operations shall primarily be conducted through the assistance of the UN Secretariat either through a "Letter of Assist" or a pre-arranged chartered or commercial land, sea or air transportation.

5.8. If advance deployment is unavoidable before UN assistance becomes available, the concerned agency shall initially cover the expenses for such deployment. If necessary, funds shall be sourced from the Presidential Contingency Fund. The DFA shall ensure that the UN Secretariat immediately reimburses the expenses of the government agency concerned.

5.9. The non-uniformed personnel deployed in support of UN peace operations may be drawn from other government agencies, appropriate humanitarian non-governmental organizations and interested individuals possessing skills, experiences and resources relevant to and which will further enhance the peace operations. The Philippines exercises the right to observe its own rotation policy, especially with regard to uniformed personnel, without prejudice to the possibility of seeking reimbursement from the UN for the deployment and /or repatriation of said personnel.

5.10. The Philippines shall see to it that all qualified personnel from the AFP, PNP and other agencies of the government are given the opportunity to serve in UN field missions and at the UN Secretariat.

5.11. The Philippines may consider UN requests for the extension of personnel serving in UN field missions and in the UN Secretariat whose repatriation may hamper, delay or prejudice the accomplishment or conclusion of activities or projects being undertaken by the UN. Such extension shall be subject to the recommendation of the DFA, through the Philippine Mission to the United Nations, the endorsement by the Execom and the approval of the Council.

5.12. Any or all of the following conditions must be met before the decision to withdraw Philippine personnel from UN peace operations is made:

5.12.1 Where the safety and security of Philippine personnel are placed at serious risk as a result of sudden shift in the situation on the ground characterized by, among others, a precarious state of law and order or unabated violence that require strong security measures.

5.12.2 Where the consent of the Receiving State for the presence of Philippine and other UN personnel has been withdrawn.

- 5.12.3 Where domestic security concerns require the presence of AFP and PNP personnel back in the Philippines.

Such a determination shall be made by the President of the Republic of the Philippines upon the recommendation of the Council.

VI. MEASURES TO ENHANCE PHILIPPINE PARTICIPATION IN UN PEACE OPERATIONS

6.1. The AFP and the PNP shall ensure that personnel assigned to UN peace operations are trained, prepared, equipped and motivated to properly and effectively carry out their tasks in accordance with the highest standard of personal and professional conduct and safety and security.

6.2. The Philippines shall continue to support and promote relevant activities in the UN system in order to enhance the conduct of UN peace operations in all its aspects. Philippine peace operations shall closely adhere to the UN Standby Arrangement System (UNSAS).

6.2. The personnel shall adhere to the highest standards of personal and professional conduct while taking part in UN peace operations. The Philippines shall observe a zero-tolerance policy when it comes to misconduct, especially sexual exploitation and abuse, committed by Philippine personnel deployed in UN mission areas. The Council shall ensure that the concerned agency takes appropriate and immediate action against erring personnel and that the government shall inform the UN on the actions taken on these cases.

6.4. To further improve its capability to support UN peace operations abroad, the Philippines, through the DFA and its various Foreign Service Posts abroad, shall actively seek partnerships with developed troop contributing countries for possible cooperation in UN peace operations.

6.5. The Council shall encourage participation and support from civil society and the private sector in UN peace operations and shall promulgate guidelines and procedures accordingly for their active participation.

6.6. A scheme of enhanced incentives, recognition and awards for uniformed and non-uniformed participants in UN peace operations, such as, but not limited to, financial assistance or scholarships for the families of personnel who die in the service of the UN shall likewise be developed.

VII. PHILIPPINE PARTICIPATION IN OTHER INTERNATIONAL AND REGIONAL PEACE OPERATIONS

7.1. In the absence of an appropriate issuance on the matter, the procedures under this Policy Framework and Guidelines shall, as far as practicable, apply to Philippine participation in other international and regional peace operations.

VIII. EFFECTIVITY

- 8.1. This Policy Framework and Guidelines for United Nations Peace Operations shall take effect 15 days after filing thereof at the University of the Philippines Law Center in consonance with sections 3 and 4, Book VII off Executive Order No. 292, otherwise known as the Administrative Code of 1987, as amended.

ALBERTO G. ROMULO
Secretary of Foreign Affairs

VOLTAIRE T. GAZMIN
Secretary of National Defense

JESSIE M. ROBREDO
Secretary of the Interior and Local Government

Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

MEMORANDUM
CIRCULAR NO. 2010-007

June 08 2010

“RULES AND PROCEDURES GOVERNING THE SELECTION AND DEPLOYMENT OF PNP PERSONNEL FOR SECONDMENT OR DETAIL TO INTERNATIONAL ORGANIZATIONS AND PEACEKEEPING MISSIONS, AMENDING PNP MEMO CIRCULAR NR. 2009-006, 2007-12 AND FOR OTHER PURPOSES”

1. REFERENCES:

a. PNP Memorandum Circular No. 2009-006 dated April 29, 2009 entitled: *“Rules and Procedures in the Selection of PNP Personnel for Secondment, Detail to International Organizations, Peacekeeping Missions, amending PNP Memo Circular No. 2007-012, and for other purposes”*;

b. PNP Memorandum Circular No. 2007-012 dated October 10, 2007 entitled: *“Rules and Procedures in the Selection of PNP Personnel for Secondment and Detail to International Organization and Peacekeeping Missions”*;

c. Section 6c Rule III, Civil Service Commission Memorandum Circular No. 40 dated December 14, 1998 re-*Revised Omnibus Rules on Appointments and Other Personnel Actions*;

d. PNP Circular NO. 2008-018 dated December 26, 2008, entitled: *“Prescribing the Policies, Guidelines and Procedures on Foreign Travel of PNP Personnel”*, amending PNP Memorandum Circular No. 2002-017 dated November 16, 2002, entitled *“Foreign Travel”*;

e. PNP Circular No. 2007-004 dated May 0, 2007, entitled: *“Revised Guidelines and Procedures on Personnel Action on Detail of Philippine National Police (PNP) Uniformed Personnel to other Government Offices/Agencies”*;

f. PNP Memorandum Circular No. 2002-014 dated October 5, 2002, entitled: *“Policies, Guidelines, and Procedures on the Processing of Personnel Applying for Secondment with other Government Agencies”*;

g. PNP Memorandum Circular No. 2006-010 dated June 14, 2006, entitled: *“Assignment with PNP Training Service and Other Similar Institutions of PNP Personnel Returning from the United Nations Missions and those who have undergone more than one (1) month of Foreign Schooling”*;

h. Executive Order No. 97 dated April 23, 2002, entitled: *“Approving and Adopting a Policy Framework and Guidelines for Philippine Participation in UN Peacekeeping Operations”*;

i. Policy Framework and Guidelines for Philippine Participation in UN Peacekeeping Operations;

- j. United Nations Civilian Police Handbook; and (research)
- k. United Nations Selection Assistance Team (UNSAT) Guidelines dated January 1, 2005.

2. PURPOSE AND SCOPE:

This Circular prescribes the rules and procedures governing the selection of PNP personnel for Secondment or Detail to International Organizations and Peacekeeping Missions.

3. POLICY:

- a. The Secondment of detail to an international organization and peacekeeping missions is an official duty; and
- b. Active PNP personnel are prohibited from applying directly to any international organization for any vacancy position.

4. OBJECTIVES:

- a. To provide a procedure that is based on merit and fitness in the selection of PNP personnel for Secondment or detail to international organizations and peacekeeping missions and for other purposes;
- b. To give qualified PNP personnel equal opportunity to be nominated to Secondment posts in international organizations peacekeeping missions; and
- c. To streamline the deliberation process and ensure that the results of the selection and screening process are beyond reproach.

5. DEFINITION OF TERMS:

- a. **Active Police Service** - refers to the actual performance of police duties;
- b. **Administrative Duty** - designation to positions involving purely clerical staff and managerial functions. It includes assignment to NHQ PNP, National Administrative Support Units, PRO and NSU Headquarters, except operating units, HSS and other headquarters support units;
- c. **Board of Inquiry** - an investigative body composed of the Contingent Commander as Chairman and four (4) senior officers as members, to deliberate and recommend the repatriation of personnel alleged to have violated the provisions of this circular. (must have for the BJMP)
- d. **Contingent Commander** - refers to a PNP Commissioned Officer vested with the authority to exercise overall responsibility for the conduct and well-being of all members of the PNP contingent in the mission area consistent with UN rules, policies and regulations;
- e. **Deferment** - is the act of postponing the deployment of PNP personnel to a mission area;
- f. **Detail** - is the movement of an employee from one department or agency to another which is temporary in nature, which does not involve a reduction in rank, status or salary and does not require the issuance of another appointment;
- g. **Deployment Tracking** - is an order issued by the UN Department of Peacekeeping Operations authorizing the deployment of police officer/individual to UN mission area indicating the officer/s expected date of arrival and the Tour of Duty (TOD);
- h. **Deployment** - refers to the act of sending qualified PNP personnel to a mission area;

- i. **Extension** - is the lengthening of the tour of duty beyond the period stipulated in the original agreement or contract of Secondment or detail;
- j. **End of Mission** - refers to the date when the tour of duty of deployed PNP personnel in a UN mission ends;
- k. **PNP UN Mission Qualifying Examination** - is an examination administered by the Secretariat to pre-qualify PNP personnel to take the UNSAT examination;
- l. **Mission Area** - a country or an area designated by the UN where peacekeeping operations are being undertaken;
- m. **Repatriation** - refers to the act of sending a PNP personnel back to the Philippines from a UN mission before his/her scheduled EOM either on the initiative of the UN or the PNP for failure to meet the UN standards, misdemeanor or due to medical grounds. The cost of travel shall be borne by the concerned PNP member, unless shouldered by UN;
- n. **Secondment** - is a movement of an employee from department or agency to another which is temporary in nature and which may or may not require issuance of an appointment which may either involve reduction or increase in compensation;
- o. **Personnel** - refers to active PNP uniformed personnel;
- p. **Peacekeeping** - refers to a United Nations presence in the field (normally involving military and civilian personnel), with the consent of the parties, to implement or monitor the implementation of arrangements relating to the control of conflicts and their resolution or to ensure the safe delivery of humanitarian relief;
- q. **United Nations Department of Peacekeeping Operations (UNDPKO)** - a department in the United Nations Headquarters Secretariat directly in charge of United Nations peacekeeping operations;
- r. **United Nations Standby Arrangement System (UNSAS)** - refers to a system of establishing a pool of UNSAS Eligibles in a UN member country for deployment to mission areas as mandated by UN;
- s. **United Nations Selection Assistance Team (UNSAT)** - composed of personnel selected by UNDPKO to administer the UNSAT examination;
- t. **UNSAT Examination** - is an examination to determine competencies of PNP personnel candidates on English communication, vehicle driving and firearms proficiency; and
- u. **UNSAS Eligible** - PNP personnel who passed the UNSAT in the Philippines, entitling such member eligibility for deployment within a period of eighteen (18) months commencing from the last day of the test, as certified by members of the UNSAT who administered the same.

6. **QUALIFICATIONS FOR DEPLOYMENT TO UN PEACEKEEPING MISSIONS:**

Applicants for UN peacekeeping mission should satisfy the following standards and qualifications at the time of filing the application thereof:

- a. UNSAS eligible;
- b. A Police Commissioned Officer (PCO) applicant must have a rank of at least Police Senior Inspector while a Police Non-Commissioned Officer (PNCO) applicant must have a rank of at least Police Officer 3;
- c. Have attained at least five (5) years of active police service (excluding cadetship for PMA, PNPA, PMMA, and equivalent Officer's Training/Field Training Program (FTP) for Lateral Entry Officers and Recruitment Training for Police Non-Commissioned Officers);

- d. Appointed in permanent status in his/her present rank;
- e. Have at least one (1) year experience in vehicle driving reckoned from the date of issuance of his/her valid driver's license;
- f. Recommend by his/her Unit Commander (Command Group, D-Staff Directors, RDs of PROs, NSUs Directors and District Directors);
- g. Have a Performance Evaluation Rating (PER) of at least Very Satisfactory (VS) for two (2) consecutive semestral rating periods immediately preceding his/her application;
- h. With no pending administrative or criminal case in any body/tribunal or court nor a witness to any such case nor a summary hearing officer with unresolved cases;
- i. Have not been repatriated from previous UN Mission for disciplinary reason/s;
- j. With knowledge on basic computer operations (e.g. Word, Excel, PowerPoint, e-mail and internet);
- k. Passed the latest Physical Fitness Test (PFT) conducted by DHRDD as well as Medical, Dental and Neuro-Psychiatric Examination; and
- l. Without firearm accountability as certified by DL.

7. PRIORITY FOR DEPLOYMENT:

Priority for deployment to mission area is as follows:

- a. 1st Priority - PNP personnel who passed the UNSAT Examination but without previous UN Mission deployment.
- b. 2nd Priority - PNP personnel who passed the UNSAT Examination but with previous UN mission deployment.

Personnel who obtained the highest UNSAT exam rating, or those superior in rank, length of service, educational attainment, or with fewer missions, in such order, shall have priority for deployment.

8. DEFAULT:

Personnel after having been nominated for deployment shall be considered in default and will be removed from the priority list under the following circumstances:

- a. Non-submission of documentary requirements to the Secretariat on specified date;
- b. Failure to report for processing for deployment; and
- c. Non-Attendance to the scheduled Pre-Departure Orientation Seminars (PDOS).

9. DEFERMENT:

- a. Deferment shall be allowed only once and only due to health reasons duly certified by the Director, Health Service;
- b. Personnel deferred due to justifiable reasons cited above can be renominated for deployment to the same mission area as last priority; and

d. Requests for deferment shall be in writing.

10. OTHER REQUIREMENTS:

a. Prior to deployment, all personnel shall execute an undertaking stating that he/she:

1. Does not have any pending administrative or criminal case in any body/tribunal or court nor a witness to any pending criminal or administrative case nor a summary hearing officer with unresolved cases;

2. Shall observe exemplary behavior, discipline and follow all the pertinent rules and regulations of the PNP and the UN;

3. Shall abide by the PNP Code of Ethics and Professional Conduct and shall not commit any act/s or omission/s that will cause dishonor or disgrace to the PNP;

4. Shall strive to achieve outstanding accomplishment in the performance of assigned tasks in order to bring honor and prestige to the Philippines;

5. Shall defray expenses for travel to the Philippines from the mission area in case of repatriation due to disciplinary reasons;

6. Shall submit himself/herself to a post medical examination in the mission area one (1) month prior to his/her End-of-Mission (EOM) and shall submit the medical examination result to the PNP Health Service for evaluation; and

7. Shall return to the Philippines and report to TDPL and TDPRM NLT ten (10) days after the expiration of his/her duty of tour.

b. Infraction of the oath of undertaking shall be a ground for repatriation, without prejudice to administrative sanctions against erring personnel; and

c. All UNSAS eligibles shall undergo a Pre-Departure Orientation Seminar (PDOS) to be conducted by the PNP Training Service.

11. SECONDMENT:

a. All applications for Secondment to international organization shall be deliberated by the PNP Selection Committee for UN Missions.

b. Approving Authority:

1. Chief, PNP - when the tour of duty is not more than one (1) year; and

2. Chairman, Civil Service Commission - when the tour of duty is more than one (1) year but not to exceed the maximum period of three (3) years except as otherwise provided for by law or as required under bilateral/multilateral agreements.

12. RESTRICTIONS/OTHER CONSIDERATIONS:

a. PNP personnel shall be allowed a maximum of three (3) separate details to any international mission.

1. Provided that for purposes of applying the three-mission limit, extension of the mission for more than one (1) month shall be considered as one (1) mission and also missions which had been considered by the UN as already completed, and

2. Provided further, that the counting of more than one (1) month extension shall apply from the effectivity of this circular.

b. Extension of Secondment or detail to the UN and/or peacekeeping missions shall be valid only upon approval of the Chief, PNP.

c. Personnel deployed to any international peacekeeping mission shall not be eligible for nomination to any Secondment post and vice versa. Likewise, personnel nominated for deployment or Secondment shall not be eligible for nomination to another post.

d. Personnel returning from UN peacekeeping mission/Secondment shall render at least two (2) years service in any PNP office/unit before he/she may be considered for next deployment.

e. Personnel appointed into any of the PNP Technical Services shall be allowed to be seconded or detailed to international organization or UN peacekeeping missions, provided that:

1. His/Her expertise applies to the position/vacancy offered by the UN/ international organization and he/she possesses training competencies for the position/vacancy; or

2. He/She has attained at least five (5) years of active duty in the Service which he/she was appointed to and has performed Administrative Duty for at least two (2) years.

f. Third level PNP officers shall be allowed to be seconded to any UN peacekeeping mission for the positions of Professional Level 5 (P5) or higher.

g. The composition of the PNP contingent for detail to international peacekeeping missions shall be 40% PCOs and 60% PNCOs, if practicable.

h. The total number of personnel deployed to all UN peacekeeping missions shall not exceed 0.5% of the actual strength of uniformed personnel of the Philippine National Police as of the end of calendar year immediately preceding the time of deployment.

i. Prior to departure to the mission area, all PNP personnel must have the necessary travel authority issued by proper authorities.

j. Personnel returning from mission shall be allowed to take the UNSAT examination only after eighteen (18) months from the date of latest End of Mission.

k. All personnel deployed in UN mission shall undergo Medical and Psychological Evaluations in the mission area one (1) month prior to the end of mission and shall submit the medical examination result to the PNP Health Service for evaluation.

l. The Chief, PNP may upon the recommendation of the Board of Inquiry (BOI) through a resolution, cause the immediate repatriation of any member of a contingent who commits/acts inimical to the best interest of the PNP and the country in general.

13. THE PNP SELECTION COMMITTEE FOR UN MISSIONS:

a. The PNP Selection Committee for UN Missions shall deliberate, select and recommend on the detail of PNP personnel with the United Nations and other international peacekeeping missions. It is composed of the following:

1. TDPL - Chairman
2. DDPRM - Vice Chairman
3. DDI - Member

- | | |
|-------------|----------|
| 4. DDL | - Member |
| 5. DDC | - Member |
| 6. DDIDM | - Member |
| 7. DDO | - Member |
| 8. DDHRDD | - Member |
| 9. DDPCR | - Member |
| 10. DEP LS | - Member |
| 11. CESPO | - Member |
| 12. C, WCPC | - Member |
| 13. D, HS | - Member |

b. The PNP Selection Committee shall adopt and implement guidelines and other measures for the selection and detail of personnel to UN Peacekeeping Missions.

c. The Chairman, PNP Selection Committee shall designate the PNP Contingent Commander in every mission area.

d. The PNP Selection Committee shall be supported by a Secretariat headed by the Chief, United Nations Peacekeeping Operations Center (UNPOC), Directorate for Plans.

e. The Secretariat shall have the following responsibilities:

1. To ensure the proper implementation of this circular as well as resolutions of this Committee;

2. To coordinate with other offices, departments and international organizations matters pertaining to international peacekeeping operations;

3. To maintain and update the PNP UN Stand-by List;

4. To prepare the necessary documents pertaining to Secondment and detail of PNP personnel to international peacekeeping operations;

5. To ensure the timely dissemination of announced vacancies in the seconded posts of international organizations;

6. To accept and process application of personnel for Secondment to the United Nations and other international bodies; and

7. To perform other tasks as may be required by the Committee and this circular;

f. The PNP Selection Committee Secretariat shall assist the UNSAT in the conduct of examination in the country.

14. CONTINGENT COMMANDER:

The Contingent Commander shall have the following duties and responsibilities:

a. Exercise overall supervision of all detailed PNP personnel in the mission area particularly in the maintenance of internal discipline and proper decorum;

b. Ensure the timely submission of Situation Reports every first day of every month and/or as directed;

c. Communicate all requests for Extension of Tour of Duty (Attn: TDPL) for the Chief, PNP's approval; and

d. Convene a Board of Inquiry to deliberate and recommend the repatriation of personnel alleged to have violated the provisions of this circular as necessary.

15. FUNDING:

All expenses in connection with the mandate of the Committee shall be chargeable against the Command Mandatory Activity Fund of the PNP.

16. PENAL CLAUSE:

Any PNP personnel who violates the provisions of this Circular shall be held administratively liable for GRAVE MISCONDUCT and shall be penalized accordingly.

17. REPEALING CLAUSE:

All existing policies, rules and regulations inconsistent herewith are hereby modified or repealed accordingly.

18. EFFECTIVITY:

This Circular shall take effect after fifteen (15) days from the filing of a copy hereof at the University of the Philippines Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987", as amended.

JESUS A VERZOSA, CEO VI
Police Director General
Chief, PNP

Distribution:

Command Group
D-Staff
NSUs
PROs 1-13, Cordillera, ARMM and NCRPO