

# **PNPA CITIZEN'S CHARTER**

## **Course Description**

The Bachelor of Science in Public Safety is a four-year residential scholarship Cadetship Program for future commissioned officers of the three uniformed services of the Department of the Interior and Local Government: The Philippine National Police (PNP), the Bureau of Fire Protection (BFP) and the Bureau of Jail Management and Penology (BJMP).

The program, provides preparatory education and public safety and service oriented training, to develop competent, effective and efficient public safety officers with high sense of discipline, character and leadership skills. Graduates of the program are appointed, in permanent status, as Inspectors of the Police, Fire, and Jail Agencies.

## **MANDATE**

The Philippine National Police Academy (PNPA) established under Section 19, Presidential Decree No. 1184 is a component of the Philippine Public Safety College pursuant to Section 67 Republic Act No. 6975 and serves as the premiere institution mandated to provide the preparatory education and training for future commissioned officers of the Philippine National Police (PNP), Bureau of Fire Protection (BFP) and Bureau of Jail Management and Penology (BJMP)

## **Mission**

To provide comprehensive education and training programs to transform cadets into God-centered, community-responsive public safety officers trusted and respected by the people.

## **Vision**

For the glory of God, the Academy is the Center for the professionalization and character development of public safety officers endowed with the culture of Justice, Integrity and Service

## **Institutional Philosophy**

PNPA is committed to develop cadets into competent public safety officers, with management and leadership qualities, sound moral character and personality befitting that of a professional "law enforcer with a heart" based on strong democratic ideals and processes with respect for authority and human rights.

## **CORE VALUES**

**Justice, Integrity, Service**

# **Philippine National Police Academy Cadetship Training Program**

Service: Cadet Selection and Admission Process for the 4 year Bachelor of Science in Public Safety (BSPS) Program.

Schedule of Availability of Service: Phase I – Admission Test – (October)

Phase II – Medical & Other Screening Examinations (February of the following year)

- A. Psychological and Psychiatric Examination (PPE)
- B. General Physical & Medical & Dental Examination
- C. Physical Agility Test
- D. Panel Interview
- E. Complete Background Investigation
- F. Drug Test

Who May Avail of the Service: Public – Youth

What are the Requirements: Qualification for Admission

- Natural - born Filipino citizen;
- 18 years old to 22 years old
- Single with no parental obligation;
- At least high school graduate upon application;
- Height must be at least 5 feet and 4 inches for male and 5 feet and 2 inches for female;
- Weight must correspond to the applicant's height, gender and age and not to exceed or lower than (11) pounds or five (5) kilograms of the standard weight;
- Physically and mentally fit for cadetship training;
- With good moral character (no criminal, administrative and civil derogatory record);
- No pending complaint and/or case before any tribunal of whatever nature;
- Not a former cadet of the Philippine National Police Academy or other similar institutions;
- Not have been dismissed from any private employment or government position for cause;

## How to Avail of the Service

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON-IN-CHARGE	FORM
1	Fill up and submit PNPACAT application form to the Registrar's Office (Note: Application forms can be downloaded at PNPA website: <a href="http://www.pnpa.edu.ph">www.pnpa.edu.ph</a> and available at different Police Station, BFP/BJMP Regional and Provincial Office, select Colleges & Universities, PNPA Regional & Provincial Office)	Evaluate application and upload to the data base	One (1) day  Period of application form submission is July - September	Office of the Registrar, OTB, PIO	Properly filled-up PNPACAT Application Form
2	Monitor distribution of Notice of Examination and publication of qualified examinees	Publication at PNPA Website/FB Account the list of qualified examinees	Ten (10) minutes	PNPA Website Admin	List of Qualified Examinees
3	Qualified PNPACAT applicants report to respective Test Center & take the Exam (Schedule: Every Last Sunday of October)	Conduct PNPACAT Nationwide	Four (4) hours in October	Designated examiners & proctors	Notice of Examination Valid ID
4	If applicant passed the PNPACAT exam, he/she will report to PNPA for processing and documentation and bring the following:  a. PSA-issued Birth Certificate b. PSA-issued Certificate of Non-Marriage c. Community Tax Certificate	Registrar issue name tag, processing slip and Personal History Statement  Check if the documents are complete and in order	Two (2) minutes  Five (5) minutes each candidates	Office of the Registrar & designated staff & personnel	PHS Form Processing Slip Original & machine copies of the following: a. PSA-issued Birth Certificate b. PSA-issued Certificate of Non-Marriage c. Community Tax Certificate d. Barangay

	d. Barangay Clearance e. Police Clearance f. Fiscal Clearance g. NBI Clearance h. Transcript of Records (For college students) i. Form 138 (for high school students) j. Eligibility k. Certificate of Employment l. 5 pcs 1 ½ x 1 ½ picture				Clearance e. Police Clearance f. Fiscal Clearance g. NBI Clearance h. Transcript of Records or form 137 i. Eligibility j. Certificate of Employment k. 5 pcs 1 ½ x 1 ½ pictures																								
5	Applicant will undergo Psychological & Psychiatric Examination (PPE) / Physical, Medical & Dental Examination (PMDE), Drug Test, Physical Agility Test, Panel Interview	Administer PPE (written & oral) General Physical Examination EENT, Ophta, Height & Weight, Dental, Drug Test, Physical Agility Test, Panel Interview	One (1) week in February	Cadet Admission Committee Assigned NP/Medical/ Dental Team Group Coordinators	Valid ID Processing Slip PNPA issued name tag Medical Forms																								
6	<table border="1"> <tr> <td colspan="3">Minimum Physical Fitness Exercises:</td> <td rowspan="8">Physical fitness/ agility test</td> </tr> <tr> <td>Exercises</td> <td>Male</td> <td>Female</td> </tr> <tr> <td>Pull-Ups</td> <td>3</td> <td></td> </tr> <tr> <td>Full Arms Hanging</td> <td></td> <td>45 seconds</td> </tr> <tr> <td>2 min Push-Ups</td> <td>25</td> <td>25</td> </tr> <tr> <td>2 min Sit-Ups</td> <td>40</td> <td>40</td> </tr> <tr> <td>100 meter dash</td> <td>18 seconds</td> <td>20 seconds</td> </tr> <tr> <td>3 km run</td> <td>24 minutes</td> <td>27 minutes</td> </tr> </table>	Minimum Physical Fitness Exercises:			Physical fitness/ agility test	Exercises	Male	Female	Pull-Ups	3		Full Arms Hanging		45 seconds	2 min Push-Ups	25	25	2 min Sit-Ups	40	40	100 meter dash	18 seconds	20 seconds	3 km run	24 minutes	27 minutes	One (1) calendar day	Assigned Tactical CO/NCO	Processing slip PNPA issued name tag ECG & X-ray results PFT Rating sheet
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7	If the applicant passed the physical fitness/agility test she/he will undergo the Panel Interview	Interview applicants and deliberate to determine those who are qualified	Ten (10) minutes per cadet candidate	Cadet Admission Committee Panel of Interviewers	Processing Slip Name tag List of Cadet Candidates for Interview Panel Interview Rating Sheet																								

8	Applicant waits for the publication of the Final List of Qualified Applicant thru PNPA Website: www.pnpa.edu.ph	Issue & Publish General Order for the announcement of appointment of New cadets	Two (2) working days	HRMO, C Admin Branch Computer Optr	General Orders for the appointment of new cadets
9		Publication at PNPA Website/FB Account the list of cadet candidates	Ten (10) minutes	PNPA Website Admin	List of Cadet Candidates
10	Qualified applicant reports for Admission	Processing, accounting & limited physical examination	Twenty (20) minutes per cadet candidate	Cadet Admission Committee Registrar Medical Officer Tactical CO/NCO	Notice to Report List of New cadets per GO List of Cadets who reported
11	Successful candidate for Cadetship will report to PNPA to attend the New Cadet Orientation Program	Conduct of Cadet Orientation Program	Forty Five (45) days	Cadet Admission Committee Registrar Tactical CO/NCO Plebe Detail	List of New cadets per GO List of Cadets who reported
12	Successful Cadet joins the Incorporation Rites	Incorporation Rites	After forty five (45) days (June 15 )	Academic & Cadet Affairs Division OTB Cadet Corps	List of Cadets who will be Incorporated
13	Cadet take the 4-Year BSPS Curriculum	Academic & Cadet Affairs Division	Four (4) years (School Calendar)	Academic & Cadet Affairs Division	
14	A cadet who satisfactorily completed the requirements for the BSPS Curriculum will be conferred the BSPS degree and issued the Diploma	Grduation Rites	After four (4) years	Graduation Committee Academic & Cadet Affairs Division OTB Cadet Corps	GO for Declaration of Graduates Final Order of Merit DILG Department Order Diploma Transcript of Records

**END OF TRANSACTION**

**PHILIPPINE NATIONAL POLICE ACADEMY  
CITIZEN'S CHARTER FEEDBACK FORM**

We value your opinions and insights. To improve our services, the Philippine National Police Academy would like to know your thoughts on our frontline services. Please take time to answer the following questions and we shall address your concerns as soon as possible. Thank you.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_ Gender:  Male  Female

Age Group:  below 18  18-30  31-40  41-50  51-60  61 & above

Position/Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Add: \_\_\_\_\_

Person/Unit/Office Transacted with: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_

**Part 1. Customer Satisfaction Rating**

5 = Outstanding                      4 = Very Satisfactory                      3 = Satisfactory  
2 = Unsatisfactory                      1 = Poor

**Please Check:**

	1	2	3	4	5
1. How would you rate your OVERALL SATISFACTION with regard to the quality of service delivery?					
2. How satisfied were you in terms of the response time to your transaction given by the office?					
3. How satisfied were you with the outcome of the service provided?					
4. How satisfied were you with the service provider's extensive information on/understanding of the service?					
5. How satisfied were you with the service provider's competence or the skill in delivering the service?					
6. How satisfied were you with the service provider's friendliness, courteousness/politeness, fair treatment?					

**Part 2: Customer Feedback**

1. Please check if you are providing a compliment, suggestion or complaint.  
 compliment                       suggestion                       complaint

2. Facts or Details:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Recommendation/Suggestion/Desired Action from Office:  
 \_\_\_\_\_  
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