

How to apply online?

I. Register

1. Click on the **Join Now** button in Home Page. See figure 1.

PNP ONLINE RECRUITMENT
Application System

Police Officer 1 (PO1)

[How to Apply Online?](#)

Who are qualified to apply and what are the required minimum qualifications?

1. A citizen of the Philippines;
2. A person of good moral character;
3. Must have passed the psychobiography/psychological, drug and physical tests to be administered by the PMP;
4. Must possess a formal baccalaureate degree from a recognized learning institution;
5. Must be eligible;

- PNP Entrance (NAPOLCOM);
- RA No. 1986 (Bar and Board Examinations);
- PD No. 887 (CS eligibility to College Honor Graduates);

6. Must not have been honorably discharged from military employment or dismissed for cause from any civilian position in the government;
7. Must not have been convicted by final judgment of an offense or crime involving moral turpitude;
8. Must be at least one meter and forty-two centimeters (1.52m) in height for male and one meter and fifty-seven centimeters (1.57m);
9. Must weigh not more or less than five kilograms (5kg) from the standard weight corresponding to his/her weight, age, and sex; and
10. Must not be less than twenty-one (21) nor more than thirty (30) years of age.

An applicant shall be considered to be 21 years of age on his/her 21st birthday and shall be considered more than thirty (30) years of age on his/her 31st birthday.

What are the units with yearly allocation of quota?

1. Camp Crame, Quezon City;
2. Anaton Security Group;
3. Marikina District (for provincial assignment);
4. Camp Bagong Diwa, Bulacan, Taguig City;
5. Special Action Force;
6. National Capital Region Police Office;
7. Regional/DAI Recruitment;
8. PRD 1-Camp Oscar Porenski, San Fernando, La Union;
9. PRD 2-Camp Adriano, Tuguegarao, Cagayan;
10. PRD 3-Camp Olive, San Fernando, Pangasinan;
11. PRD 4-Camp Venero Uri, Cebu, Lapuna;
12. PRD 4B-Camp Elyana C Navarro, Cagayan City Oriental, Mindanao;
13. PRD 5-Camp Bismarck, Legaspi City;
14. PRD 6-Camp Fernando Delgado, Parang, Iloilo City;
15. PRD 7-Camp Generala Genara Bred, Cebu City;
16. PRD 8-Camp Ruesokangawen, Pan, Leyte;
17. PRD 9-Camp Rymal Alenda, Marikina, Zambanga;
18. PRD 10-Camp Agat, Cagayan De Oro City;
19. PRD 11-Camp Galtison, Davao City;
20. PRD 12-Tambak Gen Santos City;
21. PRD 13-Camp Rafael Rodriguez, Bulacan City;
22. PPO CDR-Camp Butch Cangelos, La Trinidad, Benguet;
23. PPO XRMU-Camp Basakal/Permisutan, Pangasinan, Maguindanao;
24. PPO 19-Camp Alcala St. Marikina City, Marikina City.

What are the documents required in filing an application?

1. Civil Service Personal Data Sheet (Revised 2005);
2. NSO-authenticated Birth Certificate;
3. Authenticated Certificate of Eligibility;
4. 2 sets 2x2 black and white picture with name tag, 1 business picture, and 1 whole body picture;
5. Authenticated Transcript of Records/Diploma;
6. Licor Overrides such as Barangay Police, RTC/MTC and NBI;
7. Medical Certificate examinations to be administered by the PMP;
8. Fingerprint and Handwriting Specimen (NAPOLCOM).

What is an appointment under a Waiver Program?

1. The age, height and weight for initial appointment to the PNP may be waived only when the number of qualified applicants falls below the approved national/regional quota;
2. The NAPOLCOM on its own may grant height waiver to a member of an indigenous group outside the region as certified by the National Commission on Indigenous People (NCIP) or Office of Muslim Affairs (OMA);
3. Waiver of the age requirement may be granted only provided the applicant is not less than 20 nor more than 25 years of age;
4. Waiver of the height requirement may be granted to a male applicant who is 1.57m and a female applicant who is 1.52m. A lower height requirement may be set for applicants belonging to indigenous groups as certified by the NCIP.

What are the documents required in filing application for waivers?

1. Civil Service Personal Data Sheet (Revised 2005);
2. NSO-authenticated Birth Certificate;
3. Authenticated Certificate of Eligibility;
4. Authenticated Transcript of Records/Diploma;
5. Certificate of Training/Special Skills;
6. Annual recruitment forms to be provided by the PMP;
7. Worksheet of Final Determination;
8. Certificates under oath that there are no more qualified candidates to fill the quota;
9. Justification/Board Resolution recommending the applicant for a waiver; and
10. NCIP certificate (for height waiver applicants only).

Note: The application for grant waiver must be endorsed by the Director/Regional Director of the processing unit to the Director for Personnel and Records Management for subsequent processing.

[Join Now](#)

© 2014 2017 | [Privacy Policy](#) | [Terms of Service](#) | [Feedback](#)

Figure 1 Home Page

2. Fill-up the registration form shown below. See figure 3.
3. Click on **Submit** button. The screen display will prompt to figure 4.

Police Officer 1 (PO1)

Please provide a working and accessible email address. User Account will be sent thru the email address provided

Account Registration Form

First Name Middle Name Last Name

Name Extension Birthday Email

ad1298

Figure 3 Registration Form



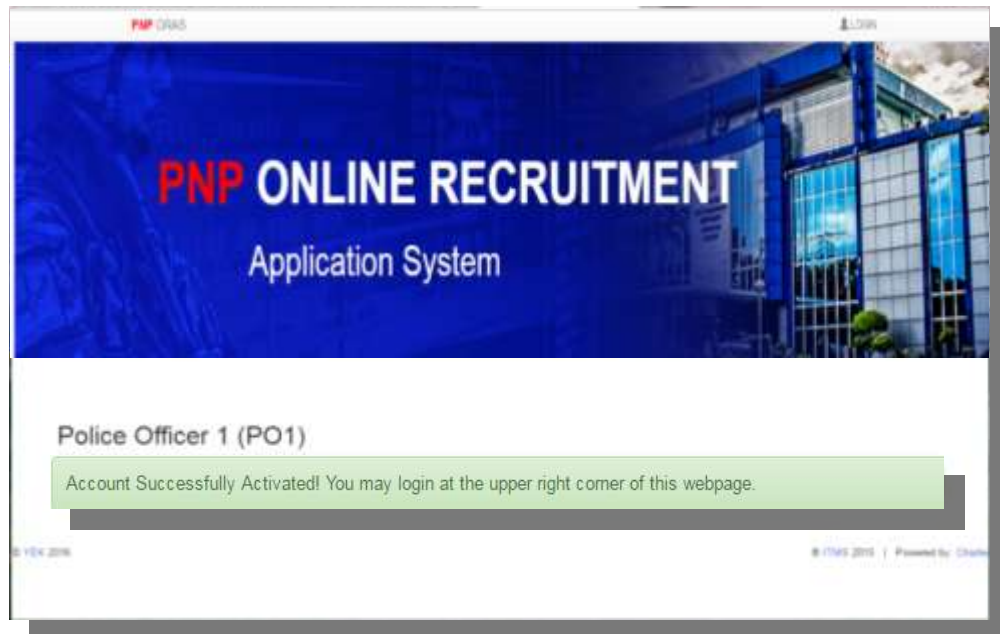
Figure 4 Successfully Registered

II. To retrieve the password, see figure 5:

1. Using the applicant's email address provided upon registration, open the email sent by PNP DPRM.



2. Click on **Click Here** button to activate your account. The screen will prompt to figure 5A.



III. Login

1. Click on **Login** button in figure 4. Then figure 2 below will be displayed.
2. Key-in **Username** and **Password** shown in figure 5.
3. Click **Login** button.

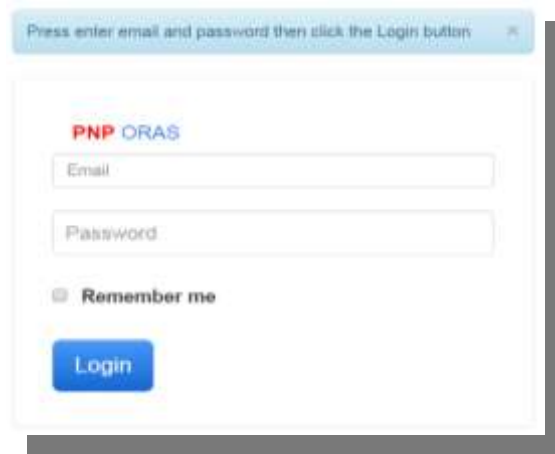


Figure 2 Login

IV. To view the Application Status:

1. Click **Home** to view status of application. See figure 6.

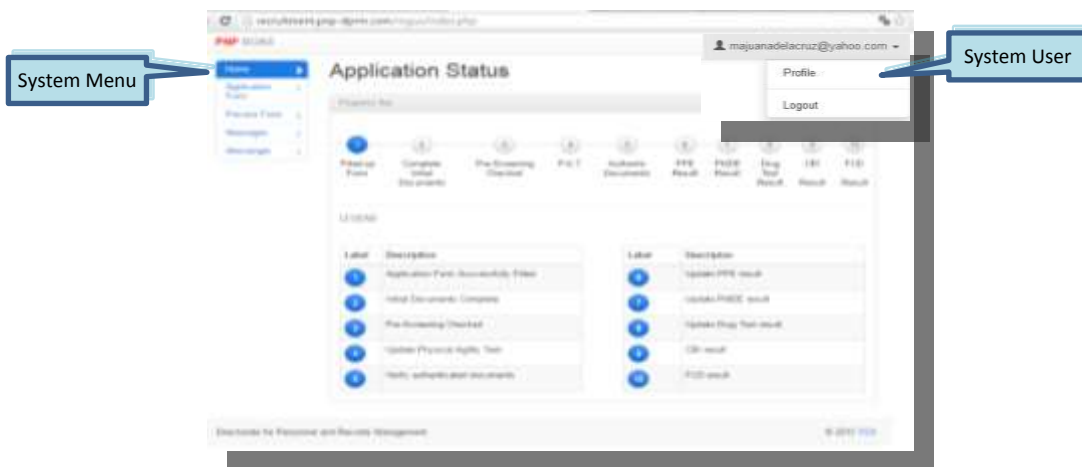


Figure 6 Application Status

V. To fill-up the Application Form:

1. Click **Application Form** in figure 6. Figure 7 will be displayed.
2. Fill-up the application form.

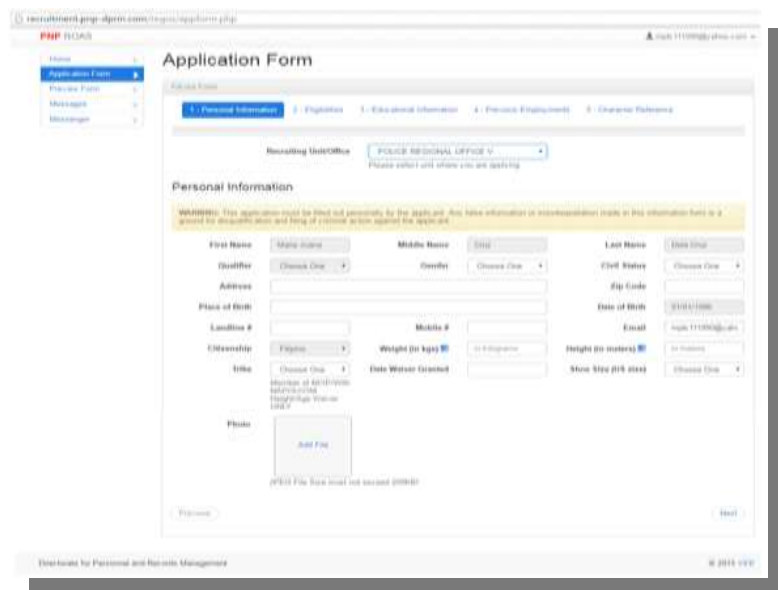


Figure 7 Application Form

3. Click **dropdown** button and select desired **Recruiting Unit/Office**.
4. Key-in **First Name, Middle Name** and **Last Name** in the fields provided.

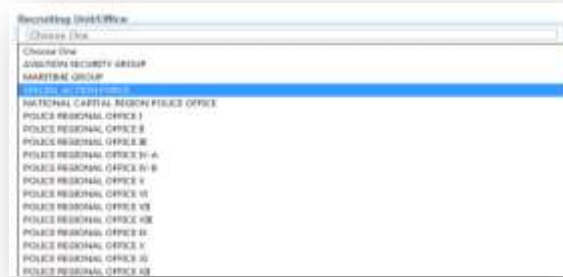


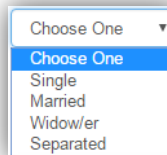
Figure 8 Recruiting Office

5. Click **dropdown** button to fill-up the following;

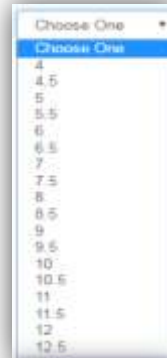
- **Gender** →



- **Civil Status** →



- **Shoe Size** →



- **Tribe (if necessary)** →



6. Key-in necessary information in **Address, Zip Code, Place of Birth, Landline #, Mobile #, Height** and **Weight**.
7. Use **Date Box** to fill-up **Date Waiver Granted** (if necessary)



8. Click **Add File** to add photo (The JPEG file must not exceed 209KB). Dialog box will displayed. See figure 9.
9. Choose photo and click **Open**. The photo be added and the screen display will return to figure 7.
10. Click **Next** button to proceed. Figure 10 will be displayed.

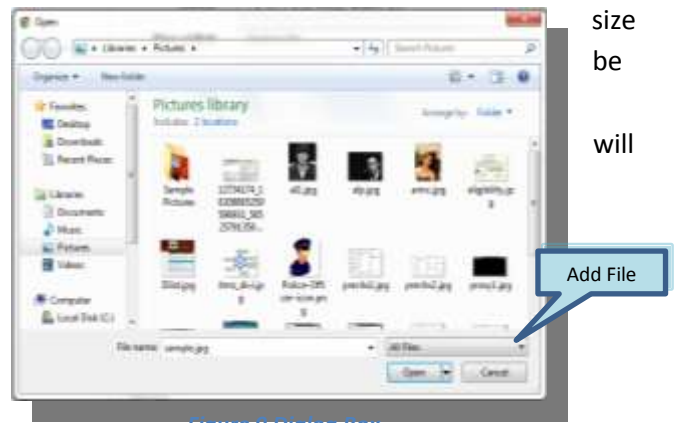


Figure 9 Dialog Box

11. To **upload** eligibility, select from **Any Government Eligibility** shown in figure 10.
12. Click **Select File** button. A dialog box will be displayed. See figure 9.
13. Browse and select scanned eligibility.
14. Click **Open** button. The scanned eligibility will be uploaded.
15. Click **Remove** button to remove eligibility; or
16. Click **Change** button to change eligibility.
17. Key-in **numerical rating** of the uploaded eligibility in the fields provided.
18. Click the buttons to answer the questions (if necessary).
19. Click on **Previous** button to go back to previous page or;
20. Click **Next** button to proceed. Figure 11 will be displayed.

Figure 10 Eligibilities

21. Key-in necessary information in fields provided. See figure 11.

PNP RCAS
Application Form

Fill-out Form

1 - Personal Information 2 - Eligibility 3 - Educational Information 4 - Previous Employments
5 - Character Reference

Primary Degree

Course Completed
Date Graduated
Name of School
Location

Secondary Degree

Course Completed
Date Graduated
Name of School
Location

Bachelor's Degree

Course Completed
Date Graduated
Name of School
Location

Graduate Degree

Course Completed
Date Graduated
Name of School
Location

Transcript of Record

GWA-TOR

Directorate for Personnel and Records Management © 2015 YEK

Figure 11 Educational Information

22. To input **Date Graduated** on **Primary, Secondary Bachelor's and Graduate Degree**, click on opposite field provided. **Date Box** will be displayed. See fig 12.

23. Click on desired Day, Month and Year. Click on **Select File** button to upload Transcript of Records. A **dialog box** will be displayed. See figure 9.

24. Click **Open** button. The scanned Transcript of Record will be uploaded.

25. Key-in **General Weighted Average-Transcript of Records** in the field provided.

26. Click on **Previous** button to go back to previous page or

27. Click on **Next** button to proceed. Figure 13 will be displayed.



Figure 12 Date box

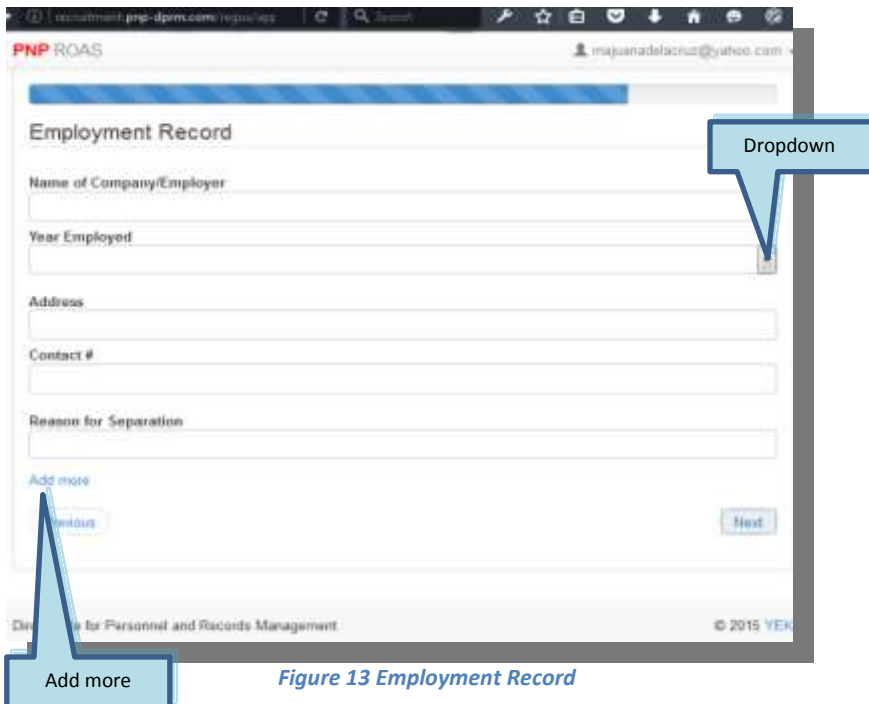
28. Key- in necessary information in fields **Name of Company/Employer, Address, Contact #** and **Reason for Separation**.

29. Click on **Dropdown** button to input Year Employed.

30. Click on **Add more** button for additional employment record. Then, follow step numbers 29 to 30.

31. Click on **Previous** button to go back to previous page or

32. Click on **Next** button to proceed. Figure 14 will be displayed.

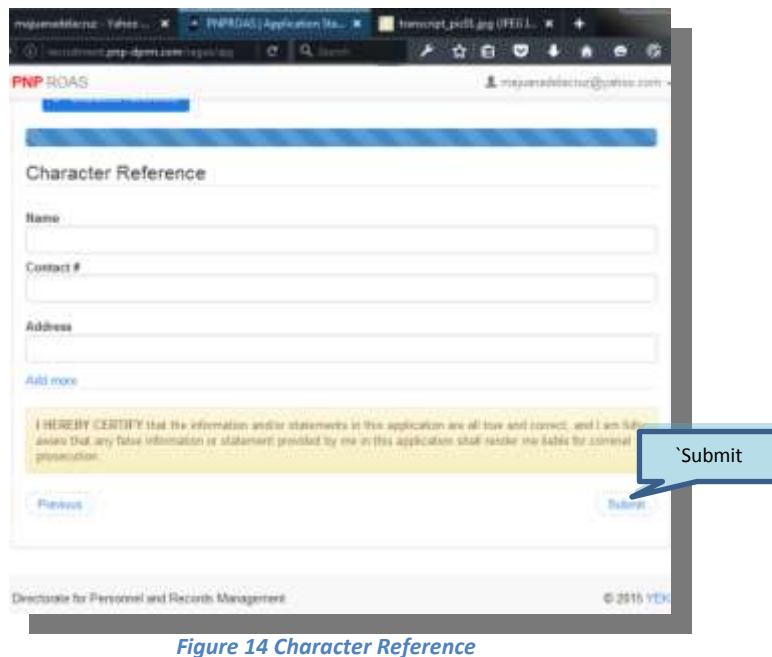


33. Key-in necessary information in fields **Name, Contact #** and **Address**.

34. Click on **Add more** button for additional character reference. Fields will be added. Then, follow step number 34.

35. Click on **Previous** button to go back to previous page or

36. Click on **Submit** button. A message box will be displayed. See figure 15.



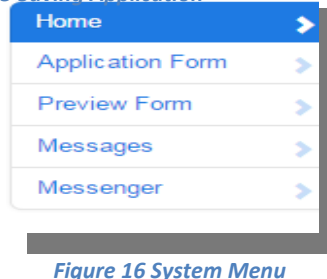
37. Click on **Close** button in figure 15 to or;

38. Click on **Save** button to save. The screen prompt to figure 6.



VI. To view accomplished application form:

1. Click **Preview Form** in figure 16 (system menu in figure Accomplished application form will be displayed. See 17.



2. Click on **Pages** icon to turn between pages.
3. Click on **Rotate** icon to rotate the page.
4. Click **Zoom** icon to zoom +/-
5. Click **Print** icon to print.
6. Click **Download** icon to download.

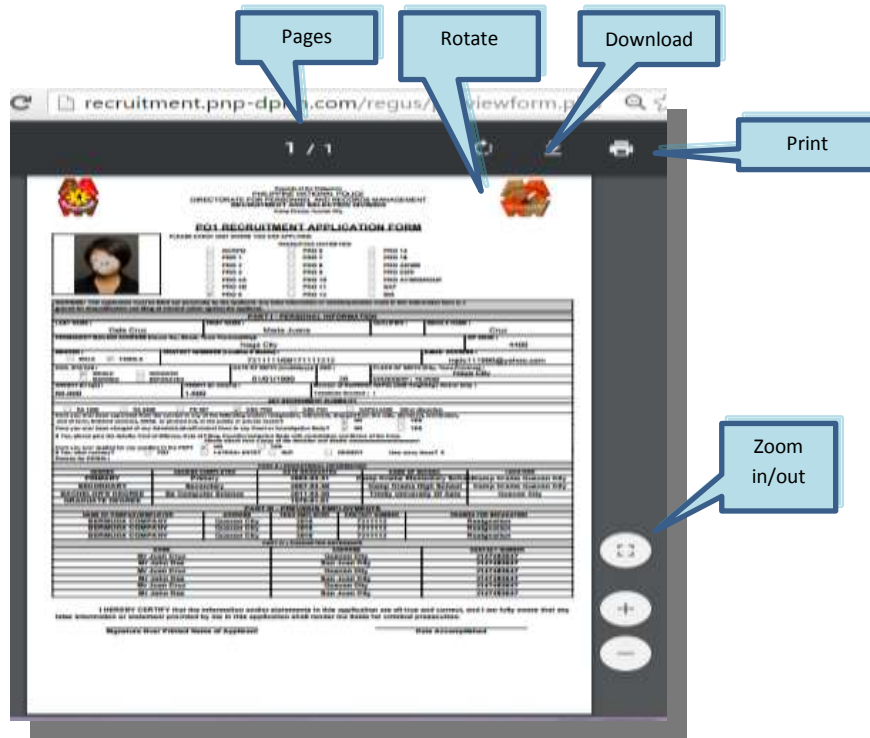


Figure 17 Accomplished PO1 Application Form

VII. To view Messages:

1. Click on **Messages** in figure 16. Figure 18 will be displayed.
2. Click on **Dropdown** button to display desired number of records.
3. Click on **Search** button to search for a particular message.
4. Click on **Previous** and **Next** to move to previous and next respectively.

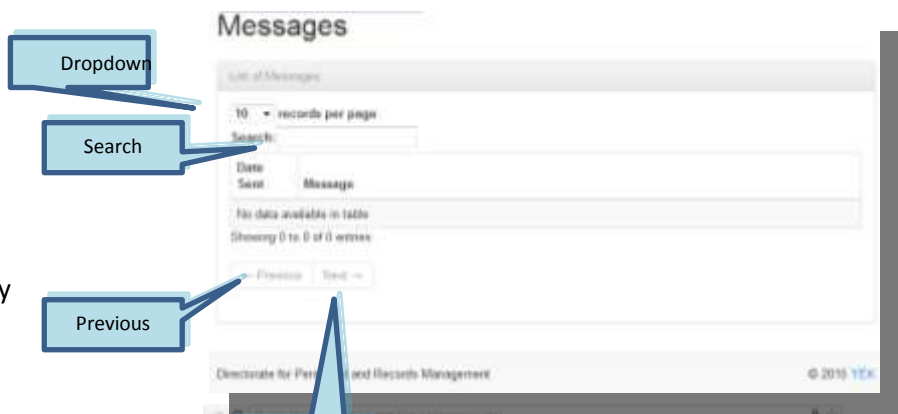
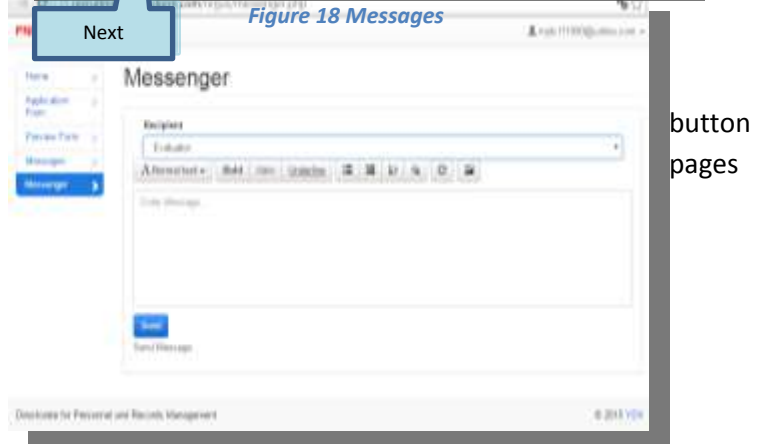


Figure 18 Messages



button pages

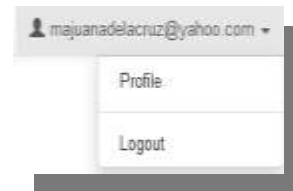
Figure 19 Messenger

VIII. To send Messages:

1. Click on **Messenger** in figure 16. Figure 19 will be displayed.
2. Click on **Dropdown** button to display desired **Recipient**.

IX. To view Profile:

1. Click on Dropdown button in System User in figure 6. See figure 20.
2. Click **Profile** to view profile. Figure 21 will be
3. Update profile if necessary.
4. Click **Cancel** to discard or;
5. Click **Save Changes** button to save.



displayed.

Figure 20 System User



Figure 21 Profile

X. To Logout Applicant dashboard:

1. Click on **Dropdown** button in System User in figure 6.
2. Click **Logout** to logout.