

**CVA Vulnerability Analysis Matrix
 Processing Of New License (Explosives)***

ACTIVITY	RESPONSIBLE UNIT/PERSON	OBJECTIVE	RISK FACTOR	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF IMPACT	CONTROL ACTIVITY/ MECHANISM	ASSESSMENT OF CONTROL OR SAFEGUARD	AREA FOR IMPROVEMENT
Area: Processing of New License (Explosives)*								
Presents complete requirements	Applicant	To apply for new license	None	None	None	Application Form for explosives license		
Review documents/requirements for authentication	Receiving	To screen completeness of documents	Abuse of discretion	Low	Possibility of accepting incomplete documents	Strict compliance of documentary requirements for all Strict implementation of policy on "No processing for incomplete requirements"	Flow chart of process and schedule of fees posted outside of the FED office for viewing of the transacting public Reminders on the policy are posted within the FED office for the transacting public	
Issues order of payment (except for Permit to Export)	Receiving	To issue Order of Payment	None	None	None			
Pays appropriate fees at LBP	Applicant	To make direct payment of fees at LBP	None	None	None			There should be a special arrangement with Landbank to prioritize transacting cases of PNP to avoid delay in payment and processing application

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Issues Special Bank Receipt (SBR)	LANDBANK	To issue SBR to PNP client	None	None	None			
Receives complete documents with SBR	Processor	To check payment made and documents submitted	None	None	None	SBR attached to the application form and other documents Documentation thru a logbook and assigning a control number	Presence of SBR and documentary requirements Presence of a logbook	
Issues acknowledgement receipt	Processor	To acknowledge receipt of application	None	None	None	Stamped the application letter or letter of request	Presence of the stamp acknowledgement on the letter	
Processes application and endorses for approval	Processor	To process application	None	None	None	Applications with recommendation signed by Chief, FED and Director, CSG	Presence of signatures of authorized signatories	
Routes application for approval to: <input type="checkbox"/> C, EMB - TDO <input type="checkbox"/> C, FED - TCDS <input type="checkbox"/> D, CSG – DCO	Processor	To secure approval from EMB, FED and CSG	Facilitation of approval (fixing)	Low	Possibility of underground fixers to fast track approval of application	"NO FIXERS" warning signs posted at the vicinity of FED office	Monitor compliance	

ACTIVITY	RESPONSIBLE UNIT/PERSON	OBJECTIVE	RISK FACTOR	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF IMPACT	CONTROL ACTIVITY/ MECHANISM	ASSESSMENT OF CONTROL OR SAFEGUARD	AREA FOR IMPROVEMENT
Receives approved application and prepares license/permit	PROCESSOR	To prepare license/permit of the approved application	None	None	None	Receipt of approved application is being documented in a logbook (For permit – a number will be given indicating the date of approval)	Presence of the logbook	
Routes application for signature of: <input type="checkbox"/> C, FED <input type="checkbox"/> D, CSG	PROCESSOR	To secure approval of license/permit from FED and CSG	Facilitation of approval (fixing)	Low	Possibility of underground fixers to fast track approval of application	Routing slip bearing the initial of C, FED Letter Memo to D, CSG Strict compliance to FED warning on NO FIXERS	Monitor compliance	
Releases license/permit to applicant	PROCESSOR	To issue license/permit	None	None	None	Applicant to present stamped letter and letter of authorization for representatives	Presence of the stamped acknowledgement on the letter	

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Area: RENEWAL OF LICENSE (EXPLOSIVES)*								
Presents complete requirements	APPLICANT							
Review documents/requirements for authentication	PROCESSOR							
Issues order of payment (except for Permit to Export)	PROCESSOR							
Pays appropriate fees at LBP	APPLICANT							
Issues Special Bank Receipt (SBR)	LANDBANK							
Receives complete documents with SBR	PROCESSOR							
Issues acknowledgement receipt	PROCESSOR							
Processes application and endorses for approval	PROCESSOR							

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<i>Routes application for approval to:</i> <input type="checkbox"/> C, EMB - TDO <input type="checkbox"/> C, FED - TCDS <input type="checkbox"/> D, CSG – DCO	PROCESSOR							
<i>Releases license/permit to applicant</i>	PROCESSOR							

*Note: For renewal – manufacturer, dealer, purchaser, foreman blaster

**CVA Vulnerability Analysis Matrix
 License to Operate (Private Security Agency)**

ACTIVITY	RESPONSIBLE UNIT/PERSON	OBJECTIVE	RISK FACTOR	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF IMPACT	CONTROL ACTIVITY/ MECHANISM	ASSESSMENT OF CONTROL OR SAFEGUARD	AREA FOR IMPROVEMENT
SAGSD (PNP) = Security Agencies and Guards Supervision Division								
Area: License to Operate (Private Security Agency) (Note: For new regular LTO – newly set-up agency)								
Files Application	APPLICANT	To secure application	None	None	None			
Receives and reviews application	PROCESSING PNCO	To check completeness and authenticity of documents	Acceptance of incomplete documentary requirements	Low	Possibility of accepting unqualified applicants	Strict compliance with the SAGSD requirements		
Issues order of payment	PROCESSING PNCO	To request for payment	None	None	None			
Receives payment and issues Special Bank Receipt (SBR)	LANDBANK	To accept and record payment	None	None	None			
Submits application AT SAGSD with SBR	APPLICANT	To submit proof of payment together with application	None	None	None	Encodes in the computer database Records application in a logbook	Presence of the computer database Presence of the logbook	
Prepares Memorandum	PROCESSING PNCO	To prepare a format of Memo Endorsement, LTO Form and Action Slip	None	None	None	Processing PNCO signs on the Routing Slip	Liability of signatory	

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Records verification	RECORDS SECTION	To check on the documents and other data	Abuse of discretion	Low	Integrity of verification might be doubtful	Records Chief signs on the Routing Slip Record transaction in a logbook	Liability of signatory Presence of logbook	
Verifies status of LTO	COMPLAINT & INVESTIGATION SECTION	To verify renewal or make notation on the license	None	None	None	Signs on the Routing Slip	Liability of signatory	
Administrative Inspection	INSPECTION TEAM, ENFORCEMENT SECTION	To conduct inspection of site, personnel and equipment	Abuse of discretion	Medium	Possibility of inaccurate assessment favoring applicant	RA 5487	Strict compliance of requirements based on RA 5487	There should be photo documentation of the inspection to support findings of the inspection team
Endorses to C, SAGSD	AC, SAGSD	To sign the license	None	None	None	Signs on the Routing Slip	Liability of signatory	
Endorses to Director, Civil Security Group	C, SAGSD	To sign the license	None	None	None	Signs on the Routing Slip	Liability of signatory	
Signs Memorandum for higher Headquarters	DIRECTOR, CIVIL SECURITY GROUP	To sign on the Memorandum Endorsement	None	None	None	Signs on the Routing Slip	Liability of signatory	
Concurrence	ASST. DIRECTOR FOR OPERATION, NHQ	To secure concurrence	Facilitation of approval (fixing)	Low	Possibility of underground fixers to fast track approval of application			

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Concurrence	CHIEF DIRECTORIAL STAFF	To secure concurrence						
Concurrence	DEPUTY CHIEF FOR OPERATIONS	To secure concurrence						
Approves LTO	CHIEF, PNP	To secure approval of LTO	None	None	None			

**CVA Vulnerability Analysis Matrix
 MOTOR VEHICLE CLEARANCE**

ACTIVITY	RESPONSIBLE UNIT/PERSON	OBJECTIVE	RISK FACTOR	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF IMPACT	CONTROL ACTIVITY/ MECHANISM	ASSESSMENT OF CONTROL OR SAFEGUARD	AREA FOR IMPROVEMENT
Area: MOTOR VEHICLE CLEARANCE (Mandatory requirement of LTO for MV registration) NOTE: Processing and issuance of Motor Vehicle Clearance could be done in one-day, if documents submitted are complete.								
Submits document requirements to the receiving section	APPLICANT	To get submit documentary requirements and get application	None	None	None			
Reviews documents submitted by applicant	RECEIVING PNCO/ RECEIVING SECTION (TMG)	To ensure completeness and authenticity	Documents submitted are fake	MEDIUM	Possibility of getting forged/faked documents	Original copies of documents should be presented	Presence of original documents	
			Abuse of discretion	MEDIUM	Possibility of accepting incomplete application	Strict compliance with the requirements	Monitor compliance	
Issues order of payment	RECEIVING PNCO/ RECEIVING SECTION (TMG)	To ensure that payment would be made through the bank	None	None	None			For expediting bank payment, the Clearance Station Head should be allowed to sign a tempo SBR in case LBP is off-

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Submit order of payment to LBP and pay corresponding fee	APPLICANT	To make a direct payment of appropriate fees	None	None	None			
Submit SBR to Receiving Section for initial	APPLICANT	To ensure that payment has been made	None	None	None			
Macro-etching of engine and chassis numbers	STENCIL AIDS (in NHQ & NCRPO) (IN DAVAO & CEBU: PNP-CRIME LAB. POLICE OFFICERS ARE DOING THE MACRO-ETCHING)	To subject motor vehicle for physical inspection	Abuse of discretion since Stencil aids are voluntary and non-organic personnel of PNP (in NCRPO) Non-appearance of motor vehicles	HIGH MEDIUM	Possibility of collusion with clients (fixing) Clearance may be issued to tampered or stolen vehicles	Crime Lab. Technician signs in the document Strict compliance to Memo dated May 20, 2003; Memo dated Oct. 15, 2005; and Memo dated June 1, 2006 Strict compliance to Memo dated Feb. 11, 2004; Memo dated Oct. 15, 2005; and Memo dated June 1, 2006	Presence of signature in the Macro-Etching Certificate Review and Monitor compliance Review and Monitor compliance	PNP should not allow stencil aids to work without a contract. Absence of such document would not hold stencil aids liable to PNI case violations are committed (no employee relationship) In the Regions, macro-etching are being done by authorized TMG Police Officers, so why not add the same rule in the NHQ & NCRPO Provide proper identification for Stencil Aids TMG Personnel should do counter checking

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Initial processing	RECEIVING PNCO/TMG	To issue claim stub, processing number and package documents	None	None	None	Issues processing number	A document folder with processing number	
Prints clearance and certificates	MIS ENCODER/TMG	To encode data entry based on the MV Clearance application	Data encoded are not accurate	Low	Inaccurate data generated and printed	Counter checking done by Processing PNCO	Presence of Processing PNCOs initial on the certificate	
Final processing of MVCC	PROCESSING PNCO/TMG	To counter check completeness of documents and accuracy of clearance	Errors in data encoding	Low	Wastage of clearance forms	Counter checking done by Processing PNCO Recording in a logbook	Corrections made in the Clearance Certificate for retyping Monitoring of logbook	
Signs MVCC	PROCESSING OFFICER & CLEARANCE OFFICER (TMG)	To affix signature on the MV Clearance Certificate	None	None	None	Signatures of Processing and Clearance Officer	Presence of authorized signatures	
Release MVCC	RELEASING SECTION (TMG)	To issue certificate to the applicant	None	None	None	Recording of certificates released in a logbook	Monitoring of logbook Photocopies retained with the Releasing Section	

CVA Vulnerability Analysis Matrix
Area: Grievance

ACTIVITY	RESPONSIBLE UNIT/PERSON	OBJECTIVE	RISK FACTOR	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF IMPACT	CONTROL ACTIVITY/ MECHANISM	ASSESSMENT OF CONTROL OR SAFEGUARD	AREA FOR IMPROVEMENT
Area: Grievance								
Presents <i>oral</i> complaint to immediate supervisor/ next higher official	Aggrieved party	To provide the person complaining the first informal venue for redress of grievance	Bias, prejudice or indifference of the immediate supervisor	Medium	Lack of trust and confidence on the ability of immediate supervisor to resolve the grievance	None		Launch awareness campaigns on grievance mechanism; capacitate Office of Executive Sergeant and NUPAS to resolve grievances; Add a procedure for treating grievances coming from anonymous sources within the PNP.
Decides the complaint or grievance	Immediate supervisor/next higher official	To provide the person complaining immediate relief, if meritorious	Bias, prejudice, indifference or inaction of the immediate supervisor	Medium	Lack of trust and confidence on the ability of immediate supervisor to resolve the grievance	Immediate supervisor to act within 3 days	Review compliance with period	Prescribe sanctions for non-compliance with period
Agrees/accepts the decision of the supervisor/next higher official	Aggrieved party	To avail of the remedy offered by the immediate supervisor	Decision requires intervention of a higher official	Low	Decision cannot be enforced	Immediate supervisor to refer the grievance to higher officials within 48 hours	Review compliance with period	Prescribe sanctions for non-compliance with period

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Presents <i>written</i> complaint to immediate supervisor/next higher official in case not satisfied with the decision	Aggrieved party	To formalize grievance for referral to higher official	Bias, prejudice or indifference of the next higher official	Medium	Lack of trust and confidence on the ability of the next higher official to resolve the grievance	None		
Forwards written complaint/grievance to next higher	Immediate supervisor/next higher official	To provide the person complaining another remedy for his grievance	Bias, prejudice, indifference or inaction of the next higher official	Medium	Lack of trust and confidence on the ability of the next higher official to resolve the grievance	None		
Decides the complaint/ grievance and informs complainant	Immediate supervisor/next higher official	To provide the person complaining a relief from the decision of immediate supervisor	Bias, prejudice, indifference or inaction of the next higher official	Medium	Lack of trust and confidence on the ability of the next higher official to resolve the grievance	Next higher official to decide within 5 days	Review compliance with period	Prescribe sanctions for non-compliance with period
Appeals to next higher channels (if not satisfied)	Aggrieved party	To provide the person complaining additional remedies in case he is still unsatisfied with the decision	Bias, prejudice, indifference or inaction of the next higher official	Medium	Lack of trust and confidence on the ability of the higher channels to resolve the grievance	None		

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Constitutes the grievance committee for the purpose and case is presented to it	Next higher	To provide the person complaining remedy for his grievance especially against a superior officer	Members of the Grievance Committee lacking independence	Medium	Lack of trust and confidence on the partiality of the Grievance Committee	Compliance with Memo Circular on Grievance Machinery	Review compliance with Memo Circular on constituting the committee	Prescribe specific standards for integrity, probity, sincerity, and credibility appointments in the Grievance Committees
Call a hearing	Grievance Committee	To afford the subject of the grievance the opportunity to be heard	Hearing postponement Undue influence of the subject of grievance on the members of the committee	Low	Undue delay in hearing Decision favorable to the party complained of	Committee to call a hearing within 5 days Review by commander	Review compliance with period	
Oral presentation of grievance	Aggrieved party	To afford the person complaining an opportunity to clarify the subject matter of his grievance	Person complaining subjected to harassment by the subject of his grievance	Low	Withdrawal of grievance by person complaining	None		

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Decides grievance thru balloting and presents recommendations to Commander	Grievance Committee	To give the person complaining a relief from his grievance	Undue influence on the members of the committee both internal and external Bias, prejudice, indifference, or inaction of the members of the committee Recommendations of the Grievance Committee not favorably acted upon	Low	Dissatisfaction with the decision of the Grievance Committee	Review by commander; committee decides within 3 days	Referral for review of decision by commander; review compliance with period	Prescribe sanctions for non-compliance with period
Decides on the recommendation of GC (whether to accept it or not) and renders decision	Commander	To determine whether the recommendations of the Grievance Committee are acceptable	Exercise of discretion	Medium	Lack of trust and confidence on the partiality of the commander	Appeal to the Regional Director	Filing of appeal	
Appeals to Regional Director	Aggrieved party	To give the person complaining additional remedies	Exercise of discretion	Low	Lack of trust and confidence on the partiality of the Regional Director	Appeal to the Chief PNP	Filing of appeal	

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Appeals to Chief PNP	Aggrieved party	To give the person complaining additional remedies	Exercise of discretion	Low	Lack of trust and confidence on the integrity of the organization	None		
Area: Summary Dismissal Proceedings								
Files Complaint before SD Disciplinary Authority	Complainant	To initiate legal proceedings against erring police officer	Security of documents / evidence	Low	Dismissal of the case for lack of evidence; delay in the adjudication of cases	Docket system; records management; case monitoring	Maintenance of the docket system and records management	Strengthen case monitoring system and records management
Evaluates Case whether or not it falls under SD - If Case is not under SD- Pre-charge investigation - If case is under SD- Evaluates if there is prima facie evidence	SD Disciplinary Authority/ Summary Hearing Officer designated	To determine if the complaint is sufficient in form and substance	Abuse of discretion	High	Defective complaints allowed	Observance of administrative due process	Review observance of administrative due process	Designate summary hearing officers of proven integrity and probity and with background in law; enhance investigation skills

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		To determine if the case falls under the rule on summary dismissal	Abuse of discretion	High	Misappreciation of evidence as strong	Observance of administrative due process	Review observance of administrative due process	Designate summary hearing officers of proven integrity and probity and with background in law; enhance investigation skills
		To determine if there is prima facie evidence	Abuse of discretion	High	Misappreciation of evidence to constitute prima facie	Observance of administrative due process	Review observance of administrative due process	Designate summary hearing officers of proven integrity and probity and with background in law; enhance investigation skills
Dismisses case if no prima facie evidence	SD Disciplinary Authority/ Summary hearing officer (SHO)	To terminate the proceedings	Abuse of discretion	High	Dismissal of meritorious cases	Observance of administrative due process	Review observance of administrative due process	Designate summary hearing officers of proven integrity and probity and with background in law; enhance investigation skills
Issues order for Respondent to answer charges if there is prima facie evidence	SD Disciplinary Authority/ Summary hearing officer (SHO)	To afford the respondent the opportunity to be heard	Abuse of discretion	High	Lack of confidence on the part of the respondent on the integrity of the hearing officer	Observance of administrative due process	Review observance of administrative due process	Designate summary hearing officers of proven integrity and probity and with background in law; enhance investigation skills

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Answers charges & addresses evidence	Respondent	To enable the respondent to answer the charges and present controverting evidence	Failure to notify the respondent	Low	Respondent's inability to refute the charges	System of process serving/ mailing	Review system of process serving/ mailing	Improve system of process serving/ mailing
Investigates ex parte or conducts summary hearings	SDA/SHO	To weigh the evidence and weigh the arguments presented	Abuse of discretion	High	Violation of procedural due process	Summary hearing procedure	Review observance of summary hearing procedure	Designate summary hearing officers of proven integrity and probity and with background in law; enhance investigation skills
Renders decision	SD Authority/ SHO	To determine if there is substantial evidence warranting the dismissal of erring police officer	Abuse of discretion	High	Violation of substantive due process	Observance of administrative due process; motion for reconsideration	Review observance of administrative due process	Designate summary hearing officers of proven integrity and probity and with background in law; enhance investigation skills
Files Motion for Reconsideration (MR)	Respondent	To afford the respondent a remedy in case of adverse decision	Failure to be furnished with a copy of decision	Low	Violation of procedural due process	System of process serving/ mailing	Review system of process serving/ mailing	Improve system of process serving/ mailing

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Resolves MR either by granting or denying the Motion	SDA/SHO	To determine if there is new evidence or error in judgment	Abuse of discretion	High	Violation of substantive due process	Observance of administrative due process; appeal to NAPOLCOM	Review observance of administrative due process	Designate summary hearing officers of proven integrity and probity and with background in law; enhance investigation skills
Files an appeal if MR is denied	Respondent	To afford the respondent relief from the decision of the disciplinary authority	Failure to be furnished with a copy of order denying motion	Low	Violation of procedural due process	System of process serving/ mailing	Review system of process serving/ mailing	Improve system of process serving/ mailing
Decides the appeal	NAPOLCOM Appellate Board	To determine if there is abuse of discretion or error of judgment in rendering the decision	Abuse of discretion	High	Violation of substantive due process	Observance of administrative due process; appeal to court	Review observance of administrative due process	
Area: Pre-Charge Investigation and Summary Hearing								
Files complaint with the Internal Affairs Service (IAS)	Complainant	To initiate legal proceedings against erring police officer	Security of documents / evidence	Low	Dismissal of the case for lack of evidence; delay in the adjudication of cases	Docket system; records management; case monitoring	Maintenance of the docket system and records management	Strengthen case monitoring system and records management

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Notifies the police officer complained of and directs him to submit answer and controverting evidence	Investigating IAS	To determine if probable cause exists	Abuse of discretion	High	Misappreciation of evidence to constitute probable cause	Observance of administrative due process	Review observance of administrative due process	Designate investigating officers of proven integrity and probity and with background in law enhance investigation skills
Submits counter-affidavit and other documents supporting defense	Respondent	To afford the respondent the opportunity to be heard	Failure to notify the respondent	Low	Respondent's inability to refute the charges	System of process serving/ mailing	Review system of process serving/ mailing	Improve system of process serving/ mailing
Evaluates complaint	Investigating IAS	To determine if probable cause exists	Abuse of discretion	High	Misappreciation of evidence to constitute probable cause	Observance of administrative due process	Review observance of administrative due process	Designate investigating officers of proven integrity and probity and with background in law enhance investigation skills
Conducts clarificatory questioning (<i>optional</i>)	Investigating IAS	To clarify issues	Abuse of discretion	Low	Delay in the pre-charge investigation of case	Observance of administrative due process	Review observance of administrative due process	Designate investigating officers of proven integrity and probity and with background in law enhance investigation skills
Submits pre-charge investigation report	Investigating IAS	To enable the Regional IAS to review findings and recommendations	Abuse of discretion	Low	Delay in the pre-charge investigation of case	Observance of administrative due process	Review observance of administrative due process	Designate investigating officers of proven integrity and probity and with background in law enhance investigation skills

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Reviews pre-charge investigation report	Regional IAS	To determine if probable cause exists	Abuse of discretion	High	Misappreciation of evidence to constitute probable cause	Observance of administrative due process	Review observance of administrative due process	Designate investigating officers of proven integrity and probity and with background in law enhance investigation skills
Refers case to designated summary hearing officer or dismisses case	Regional IAS	To conduct summary hearing	Abuse of discretion	High	Summary hearing officer lacking in skill or integrity	Observance of administrative due process	Review observance of administrative due process	Designate investigating officers of proven integrity and probity and with background in law enhance investigation skills
Issues summons to respondent	Summary Hearing Officer	To afford the respondent a second opportunity to refute the charges	Abuse of discretion	High	Lack of confidence on the part of the respondent on the integrity of the hearing officer	Observance of administrative due process	Review observance of administrative due process	Designate summary hearing officers of proven integrity and probity and with background in law; enhance investigation skills
Files answer or other responsive pleadings	Respondent	To enable the respondent a second opportunity to answer the charges	Failure to notify the respondent	Low	Respondent's inability to refute the charges	System of process serving/ mailing	Review system of process serving/ mailing	Improve system of process serving/ mailing

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Calls pre-hearing conference	Summary Hearing Officer	To define and simplify the issues, consider admissions and stipulations of facts, mark documentary evidence, and resolve other matters	Failure to notify the parties	Low	Delay in the summary hearing of the case	Rules of procedure	Monitor compliance with prescribed periods	
Conducts hearing proper	Summary Hearing Officer/Parties	To formally receive evidence	Failure to notify the parties	Low	Delay in the summary hearing of the case	Rules of procedure	Monitor compliance with prescribed periods	
Submits position paper	Parties	To elucidate the respective positions of the parties						
Submits investigation report to Inspector General or Regional IAS	Summary Hearing Officer	To inform the Inspector General or regional IAS of findings of fact to support his decision	Abuse of discretion	High	Misappreciation of evidence	Observance of administrative due process	Review observance of administrative due process	

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Renders decision and forwards it to proper disciplinary authority	Inspector General or Regional IAS	To determine if there is substantial evidence against the respondent	Abuse of discretion	High	Misappreciation of evidence	Observance of administrative due process	Review observance of administrative due process	
Acts on the decision of Inspector General or Regional IAS	Disciplinary Authority	To enable the disciplinary authority to review the decision	Abuse of discretion	High	Misappreciation of evidence	Observance of administrative due process	Review observance of administrative due process	
Files motion for reconsideration	Either party aggrieved by the decision	To provide the respondent relief from decision of disciplinary authority	Failure to be furnished with a copy of decision	Low	Violation of procedural due process	System of process serving/ mailing	Review system of process serving/ mailing	Improve system of process serving/ mailing
Resolves motion	Inspector General or Regional IAS	To determine if there is newly discovered evidence or error in appreciating evidence	Abuse of discretion	High	Violation of substantive due process	Observance of administrative due process; appeal to NAPOLCOM	Review observance of administrative due process	
Appeals	Either party	To provide the respondent relief from the order denying motion for reconsideration	Failure to be furnished with a copy of order denying motion	Low	Violation of procedural due process	System of process serving/ mailing	Review system of process serving/ mailing	Improve system of process serving/ mailing

CVA Vulnerability Analysis Matrix
Area: Human Resource Management

ACTIVITY	RESPONSIBLE UNIT/PERSON	OBJECTIVE	RISK FACTOR	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF IMPACT	CONTROL ACTIVITY/ MECHANISM	ASSESSMENT OF CONTROL OR SAFEGUARD	AREA FOR IMPROVEME
Area: HR - Pre-Recruitment								
Prepares Annual Recruitment Plan (ARP), Allocation of Quota (Incl. Qualifications)	Directorate for Personnel and Records Management (DPRM)	To determine personnel requirements per unit/office	Bias	Low	ARP to be submitted does not reflect actual personnel requirements	Validation of ARP against Request for Personnel	Authorized Signatories	Allocation of quota PROs with high incidence of terrori activities (Commur Insurgency, Separatist Moveve and with low police population ratio.
Submits ARP Allocation of Quota (2 days)	PNP Chief	Set guidelines and standards for recruitment	Favoritism Political Interference	Low	Allocation is not equitable or based on sound criteria	Time standard for the PNP Chief to submit the allocation of quota is defined, i.e. 2 days	Well defined Allocation Criteria/Standard	Rules/Guidelines fo flexibility in allocation. Administrative sanctions for violation of rules o guidelines.
Approves final allocation of Quota per Police Regional Office and National Support Units (NSUs) (5 days)	Chairman, NAPOLCOM	For approval	Influence on the setting of quota	Low	Changes in the allocation	Time standards for the approval of allocation	Receiving logbook or communication	Rules/Guidelines fo flexibility in allocation. Administrative sanctions for violation of rules o guidelines.
Distributes approved Recruitment Quota	DPRM	For dissemination to units/offices concerned	Realign quota	Low	Changes in the allocation	Time Standards for the release of allocation/quota i.e. 2 days	Master File/Original Communication from approving authority	Fast and accurate release of information

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Area: HR - Pre-Recruitment								
(Incl. Publication)								
Activates Screening Committees	Regional/NSU Directors	To constitute the screening committee	Political intervention	Medium	Some members may not be objective (serve political interest)	Strict compliance with the Memo Circular No. 2005-002	Review compliance with Memo Circular	Apolitical Screenin Committee (No) political intervention of the Screening Commit
Provides copies to Provincial Directors	Regional Director Thru RPRMD	To provide information of quotas to PDs	Inaccurate quota	Low	Political intervention	Validation of quota	Authorized signatures	Fast and accurate dissemination of information (with attachments/referees).
Activates and Organizes Screening Committee	Provincial Director	To constitute the screening committee	Political intervention /Influential personality	Medium	Some members may not be objective (serve political interest)	Strict compliance with the Memo Circular No. 2005-002	Review compliance with Memo Circular	Apolitical screenin committee (No, political intervention of the Screening Committee).
Inform City/Mun. Mayors re: Quota (thru Chiefs of Police)	Directors Prov'l/City	For information of the Mayor and for further dissemination to	Abuse of discretion Political intervention	High	A possibility of not getting the best or most qualified personnel	Strict compliance with the set qualification standards Publication of examinations	Review compliance Submission of the results and ratings to be	Transparency in all stages of recruitme process. i.e. publication of rating in every stage of th

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Area: HR - Pre-Recruitment								
		the constituents			Loyalty of the recruit is not to the organization but to the appointing authority	results with corresponding ratings per subject and overall	published	process.
Monitors whether Local Chief Executives were informed re: Recruitment Quota	NAPOLCOM Regional Director	For monitoring	None	None	Not applicable	Document/system for monitoring	Feedback mechanism of the NAPOLCOM Director	Feedback Mechanis
Conduct Tri-Media Campaign to attract applicants (Notice of vacancy and application Requirements)	Directors of PROs, NSUs, PPOs. Chiefs of Police of City & Municipal Police Stations	To inform the public of vacancies and requirements for application	None	None	Attract the best qualified applicants	Count air-time Newsprint coverage	Random sampling of air-time Number of newsprint coverage	Timely release of recruitment quota for media coverage
Area: HR – Selection								
Creates Adhoc Body to select most qualified applicants	Mayor (City/ Municipality)	To constitute Adhoc Body	Political intervention Abuse of discretion	High	Divided loyalty to the Police Service	Strict compliance with Memo Circular	Review of compliance	Some provisions of RA 885 with regard the authority of Local Chief Executive in the recruitment.

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Area: HR - Pre-Recruitment								
Publish the List of Applicants; Encourage feedback on worthiness of applicants	Chiefs of Police (as Secretariat)	For information dissemination and feedback mechanism	None	None		Chief of Police act as Secretariat *period none *publication * sample feedback		
Receives Application folders, consolidates & submits to Adhoc body	Secretariat (COP City or Municipal Police Station)	To initiate and facilitate recruitment process	Abuse of discretion	Low	A possibility of not getting the best or most qualified applicant	Strict compliance with Memo Circular	Review compliance	
Conducts Initial screening and Preliminary Interview (15 working days)	Adhoc Body	To determine the most qualified applicants	Favoritism Political intervention	High	Majority of screened applicants are favored by the Adhoc members or endorsed by politicians	Adherence to the Memo Circular re screening of applicants	Review and monitor compliance	Ranking system according to eligibilities, board rating and Physical Agility test result and Neuro-Psychiatric Examination
Endorses Ranked Recommendees to the Reg'l Directors cc Prov'l Directors	Mayor	To submit list of recommendees to RD	Alteration/Insertion of name from the List of recommendees	low	Possibility of inappropriate/alter ed list of applicants to be endorsed by the Mayor	Compare original Adhoc list with the Mayor's endorsed list of applicants	Review and monitor outputs of Adhoc body and Mayor	List of qualified applicants according to ranking
Endorses List of applicants to RSC (3 days from	Regional Director	To submit list of applicants	Alteration/Insertion & deletion of Names from the	Low	Possibility of inappropriate/alter ed list of applicants	Compliance with Memo Circular	Monitor compliance	

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Area: HR - Pre-Recruitment								
receipt)			list of qualified applicants		to be endorsed			
Conducts Final Evaluation of applicants (exams, drug test)	Regional Screening Committee Secretariat	To conduct final evaluation of applicants	Failure to detect falsified documents	Low	Possibility of recruiting undesirables/criminals	Counter checking of documents submitted by applicants Stricter measures on evaluating documents	Accountability of signatories	Intelligence capabilities of operatives assigned to conduct background investigation.
Conducts Physical Agility Test (PAT)	Regional Screening Committee	To assess physical fitness of applicants	Corruption of Officers conducting the PAT	Low	Possibility of recruiting physically unfit applicants	Strict compliance with the set criteria Presence of NAPOLCOM Representatives	Monitor compliance	NAPOLCOM monitoring activities
Conducts Neuro-Psychiatric Exam (5 days)	Health Service (NHQ and Regions)	To determine psychological soundness of applicants	Influencing the Psychiatrist and Psychologist	Low	Possibility of recruiting anti-social or deviant personalities	Strict compliance with the parameters of neuro-psychiatric exam guidelines	No retake of exam (within the year)	NAPOLCOM monitoring activities
Conducts Complete Physical, Medical and Dental Exam (5 days)	PNP Health Service or Accredited Diagnostic Service	To determine physical and mental fitness of applicant	Bribery	Low	Physically unfit applicants to be recruited	Submission of certified report signed under oath by PNP medical officer and committee members	Accountability of signatories	NAPOLCOM monitoring activities Intelligence Coverage in the conduct of recruitment proc
Conducts Character & Background Investigation (3 days)	Intelligence Group	To check character and reputation of applicants	Undue familiarization	Low	Hooligans and Scalawags recruited	Report signed by the intelligence investigator and concurred by the Group Chief	Accountability of Signatories	Intelligence networking
Conducts Final Interview	Regional Screening Committee	To determine aptitude, appearance and	Collusion among Committee members	Low	Possibility of recruiting non-conversant	Adherence to the criteria set for final interview	Documentation (videotaping of interview)	Set criteria for Select process

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Area: HR - Pre-Recruitment								
		conversational ability of the applicants			applicants			
Submits Lists of Candidates to PNP Regional Director	Reg'l Screening Committee	To submit names of candidates who passed the final interview	Omission of passing candidates	Low	Possibility recruiting less qualified applicant (not in the ranking)	Grievance Committee	Documentation	Administrative Sanctions on membe of the Screening Committee Grievance Committee
Reviews, Certifies and Returns List of Proposed Appointees to the PNP Regional Director (3 days)	NAPOLCOM - Regional Director	To review records of proposed appointees	Unfit are admitted by mistake or by presentation of fraudulent documents	Low	Liability to the Police Organization	Strict adherence to Memo Circular	Uphold the integrity of recruitment process	Monitoring of recruitment process
Area: HR- Appointment								
Prepares appointments of applicants certified by the NAPOLCOM Regional Director	RPRMD	To conduct processing of appointment	Not applicable	Not Applicable	Not Applicable	KSS Blg. 33 (5 copies)	Not Applicable	None
Approves, signs and submits appointments to Regional CSC for attestation (30 days)	PNP Regional Director	For signature	Not applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	None

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Area: HR - Pre-Recruitment								
Approves the appointments	PNP Regional Director	For signature	Not applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	None
Informs mayor, RD NAPOLCOM, Provincial Director, Chief of Police re: appointment (5 days)	PNP Regional Director	To furnish copies of appointment	None	None	None	Not Applicable	Not Applicable	None
Appeals to next higher CSC Office in 15 days	PNP Regional Director	To act on complaints	Inaction	Low	Lack of trust towards the PNP	Grievance Committee	Accountability of Signatories	Grievance Committee
Area: HR – Promotion								
Phase 1– General Preparation (30 days)								
- Activation Promotion Board	DPRM	To set-up quota For Regular promotion	None	Not applicable	None	None	None	None
-Publication of SLL								
- Publication of Promotion Program	-do-	To validate the Seniority list of Promotable PCOs						
- Conduct of General Canvassing in their respective Offices/Units	PRO/NSU PRMD	To disseminate Promotion quota						

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Area: HR - Pre-Recruitment								
- Determination of Zone Consideration based on guidelines provided under cir No 2005-012	Promotion Board	To coordinate For the submission of candidate of promotion						
Phase 2- Submission, Evaluation and Screening of Documents (20 days) - Receive submitted documents in 3 folders to Secretariat for table evaluation and records check	DPRM	To conduct validation of documents	Frauds	Low	Admission of less deserving applicants for promotion	Qualification Standard	Accountability of Applicant	Accountability of Applicants
Phase 3 – Board Interview (27 days) -Receive applicants submission of required completely filled up Police Personal File for reference purposes for interview	Promotion Screening Board	To conduct personal interview	None	Not Applicable				

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Area: HR - Pre-Recruitment								
Phase 4 – Final Board Deliberation		To select most qualified applicant/s for promotion	Less deserving Applicants	Low	Possibility of promoting less deserving applicants	Qualification Standards	Accountability of Applicant	Accountability of Applicants
1. Prepare the final promotion worksheet indicating applicants who passed the promotion process ranked from highest to lowest.	Secretariat							
2. Convene and deliberate en-banc the best qualified applicants to be recommended to the appointing authority	Chairman, Promotion Board							
3. Prepare Board Resolution for signature of all the members	Secretariat							
4. Prepare qualified applicants appointment papers (KSS Form 33) for the signature of the Board Chairperson	Secretariat							Accountability of Secretariat and members of the Promotion Board

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Area: HR - Pre-Recruitment								
<p>Phase 6 - Civil Service Attestation Issuance of Special Order & Oath Taking (14 days)</p> <p>-After the signature of the appointing authority, the appointment papers (KSS Form 33) of promotees shall be submitted to the CSC for attestation</p> <p>-After attestation by the CSC, the appointments of the promotees shall be announced through the issuance of PNP Special Orders.</p> <p>-An oath taking ceremony shall subsequently follow to solemnize the appointment of the promotees.</p>	<p>CSC</p> <p>DPRM</p> <p>DPRM</p>	<p>To attest the Appointment papers for promotion</p>	<p>Not applicable</p>					
<p>Development Academy of the Philippines Final Report (Draft) as of 25 August 2006</p>								

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Area: HR - Pre-Recruitment								
Area: HR – Lateral Entry								
Declares the quota for lateral entry for approval to NAPOLCOM	DPRM	Approval of quota for lateral entry applicants	Inaccuracies in the allocation of quota	Low		Consultation with the operating units	Inadequate	Review of the information provided the operating units
Publishes approved quota for lateral entry in accordance with RA 7-41 known as publication law	DPRM, Publication Section	PNP wide dissemination of approved quota	Late receipt of approved quota	Medium	Shortage of manpower	none		Feedback mechanism regarding the status recruitment (problem encountered)
Conducts preliminary screening	Screening Committee	Initial determination of qualified applicants	Many personal recommendees (Political, blood relations, affinity, etc.) Limited base of selection process Grant or waiver, improper	High Medium	Unqualified recruits, low employee morale	none		Submission of report regarding the process of screening Observers may be invited during the process (representation from rank and file employees)

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Area: HR - Pre-Recruitment								
Conducts qualifying examination	DPRM, Recruitment and Selection Division	Determine applicant's aptitude and communication skills	None	None	None	None	None	None
Conducts agility test	Technical Committee.	Assess applicant's possession of the required coordination and strength and speed of movement	Bias in the results	Low	Inefficiency and low employee morale	None	None	Review of results an evaluation of waiver
Conducts Psychological and Neuro-Psychiatric Test, and physical and medical examination	PNP General Hospital	Determine Physical and mental health of applicants	Bias	Low	Possibility of unfit recruits	Conducted by hospital unit of PNP	Adequate	None
Conducts character and background investigation	Directorate for Intelligence	Check applicants for good moral character	None	None	None	None	None	Monitor conduct of investigation Ensure that investigator is not associated or acquainted with the applicant

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Area: HR - Pre-Recruitment								
Conducts drug test	Crime Laboratory	Rule out applicants who are drug users or dependent on prohibited drug	Inaccuracies Fraud/Bias	Low	Possibility of unfit recruits	None	None	Review of the Results of drug test
Conducts final interview, final deliberation and selection of highly qualified candidates for appointment	Lateral Entry Board	Select the most competent and qualified applicants	Fraud/Bias Inappropriate grant of waiver	High	Inefficiency Low employee morale	None	None	
Posts the list in strategic places in the PNP for 15 days	Lateral Entry Board	Notify qualified applications	None	None	None	None	None	None
Submits the final list to the Chief PNP for approval (for 5 days after the last day of posting)	Lateral Entry Board	Recommend the approval of successful candidates	None	None	None	None	None	None
Approves recommendation	Chief PNP	Approval of appointments of recommended candidates	None	None	None	None	None	None

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Area: HR - Pre-Recruitment								
Confirms recommended candidates	NAPOLCOM	Confirm appointment	None	None	None	None	None	None
Issues appointment	DPRM	Issuance of appointment Notification of employment to applicant	None	None	None	None	None	None