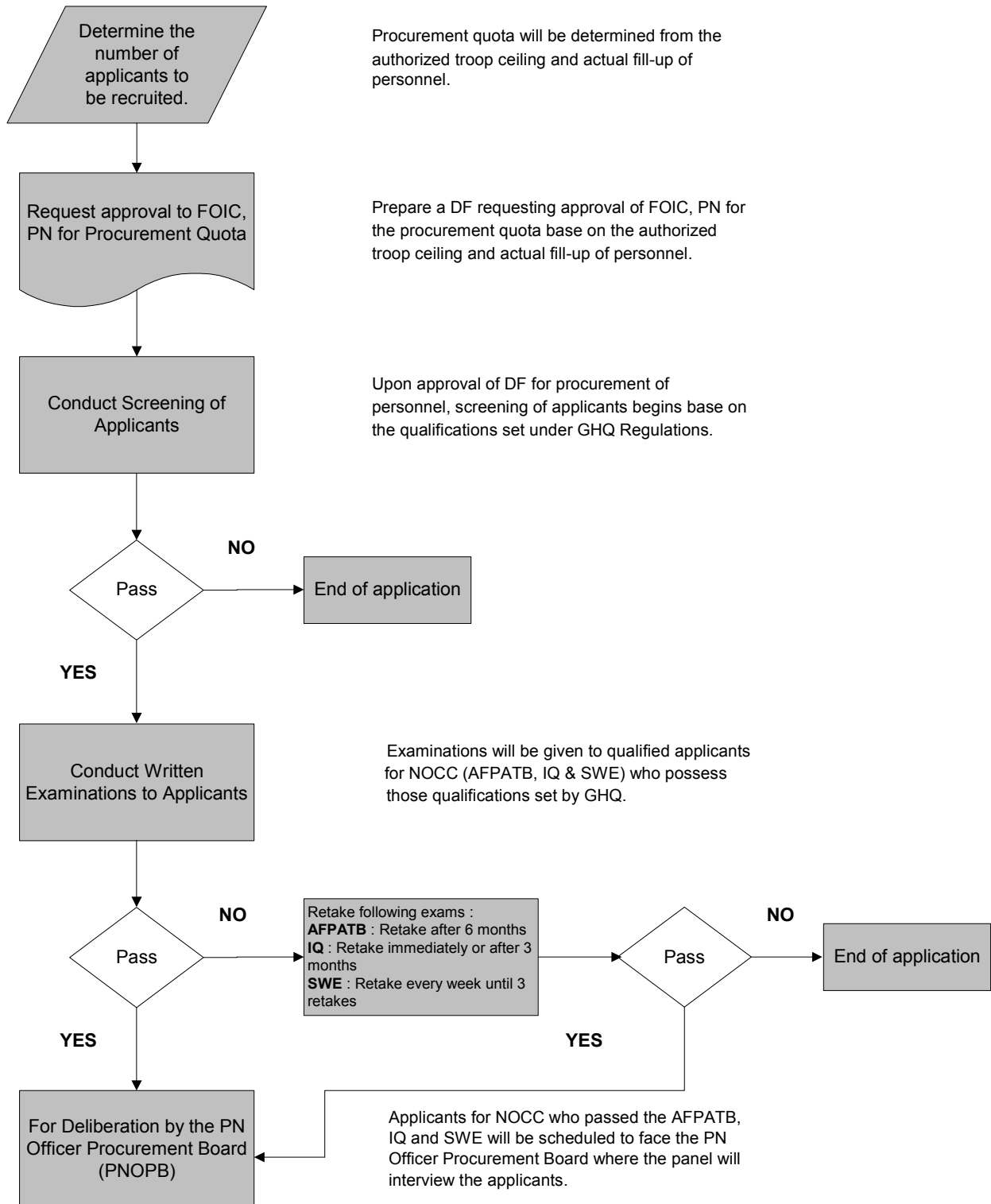
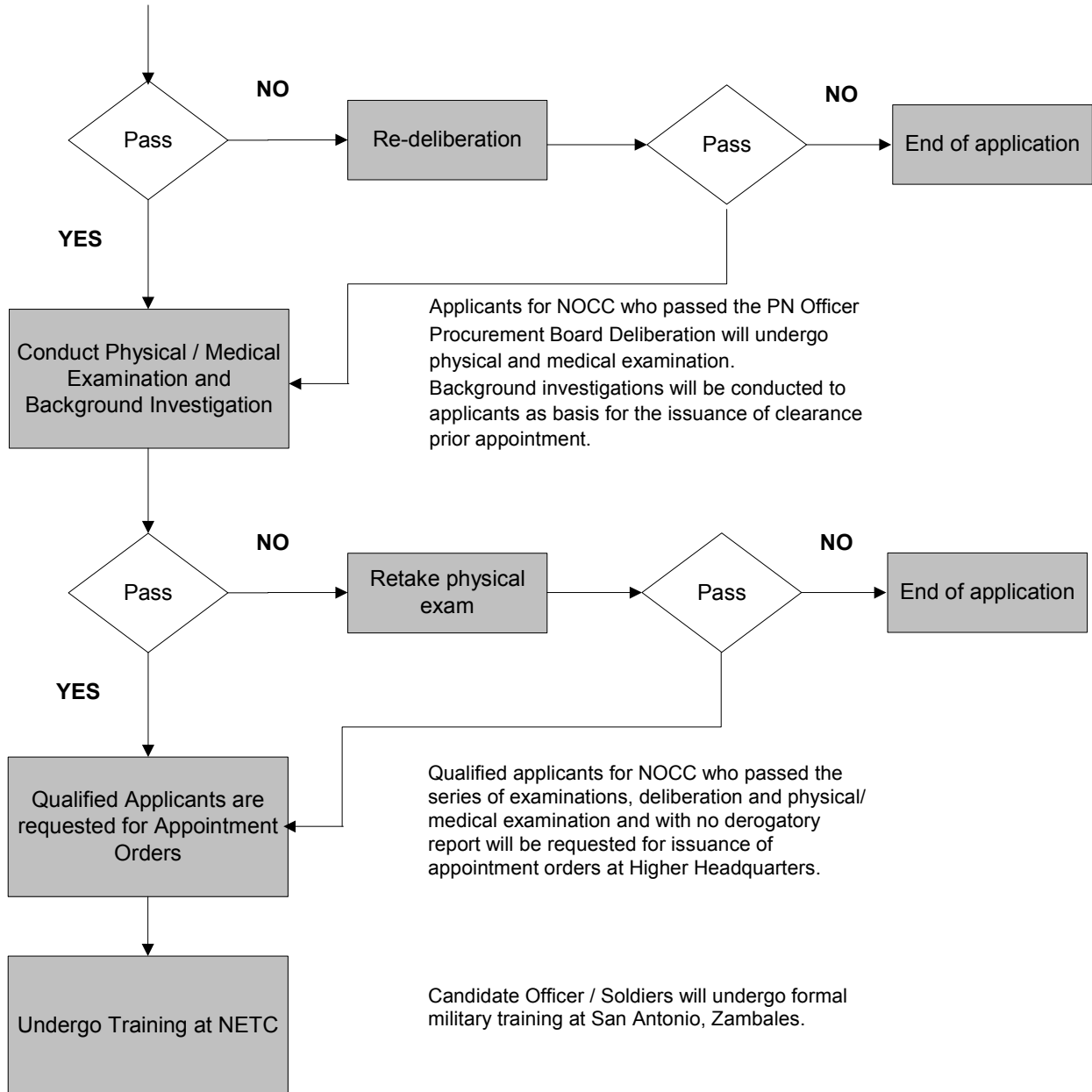




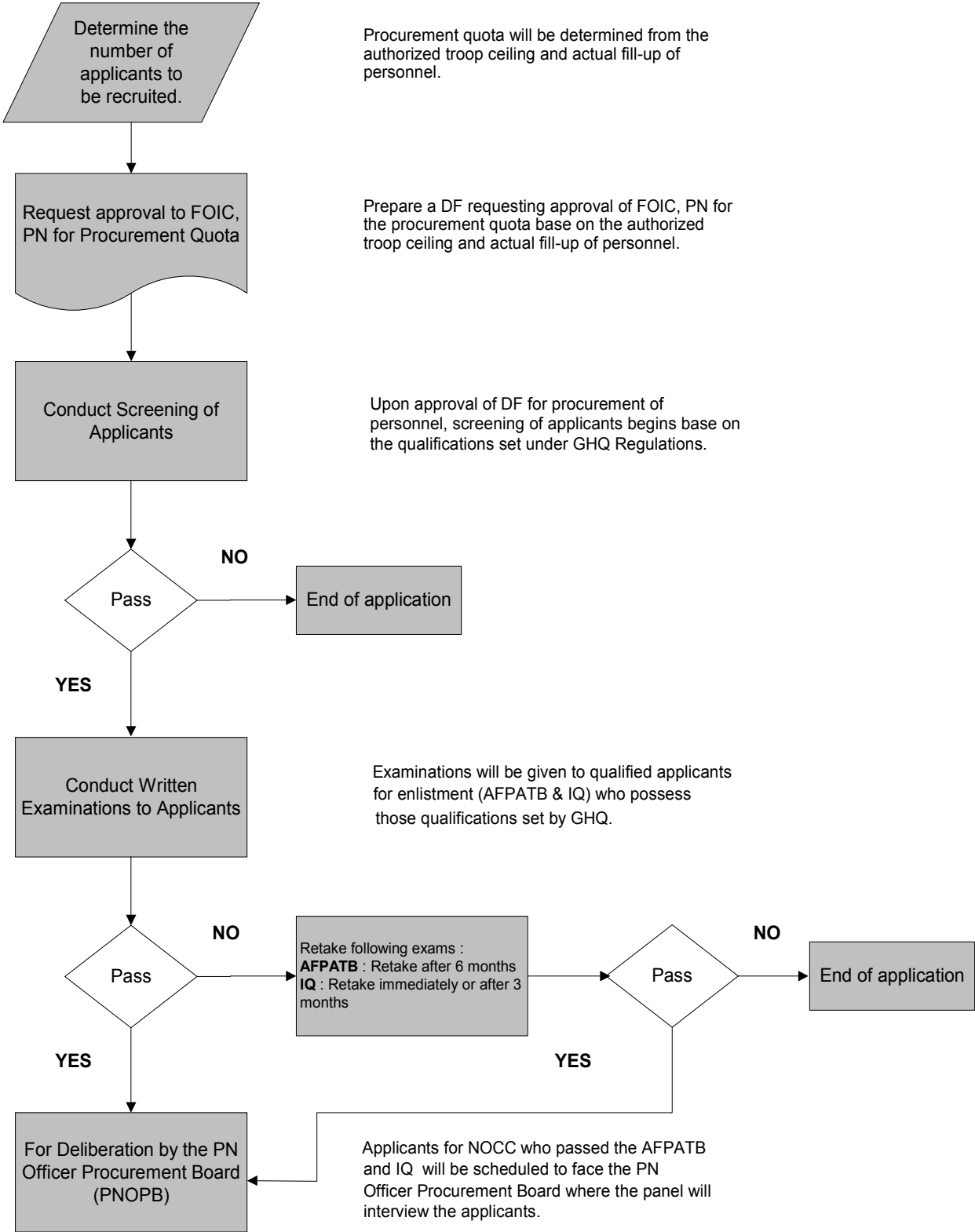
**FLOW CHART
 (Recruitment Process for Officers)**

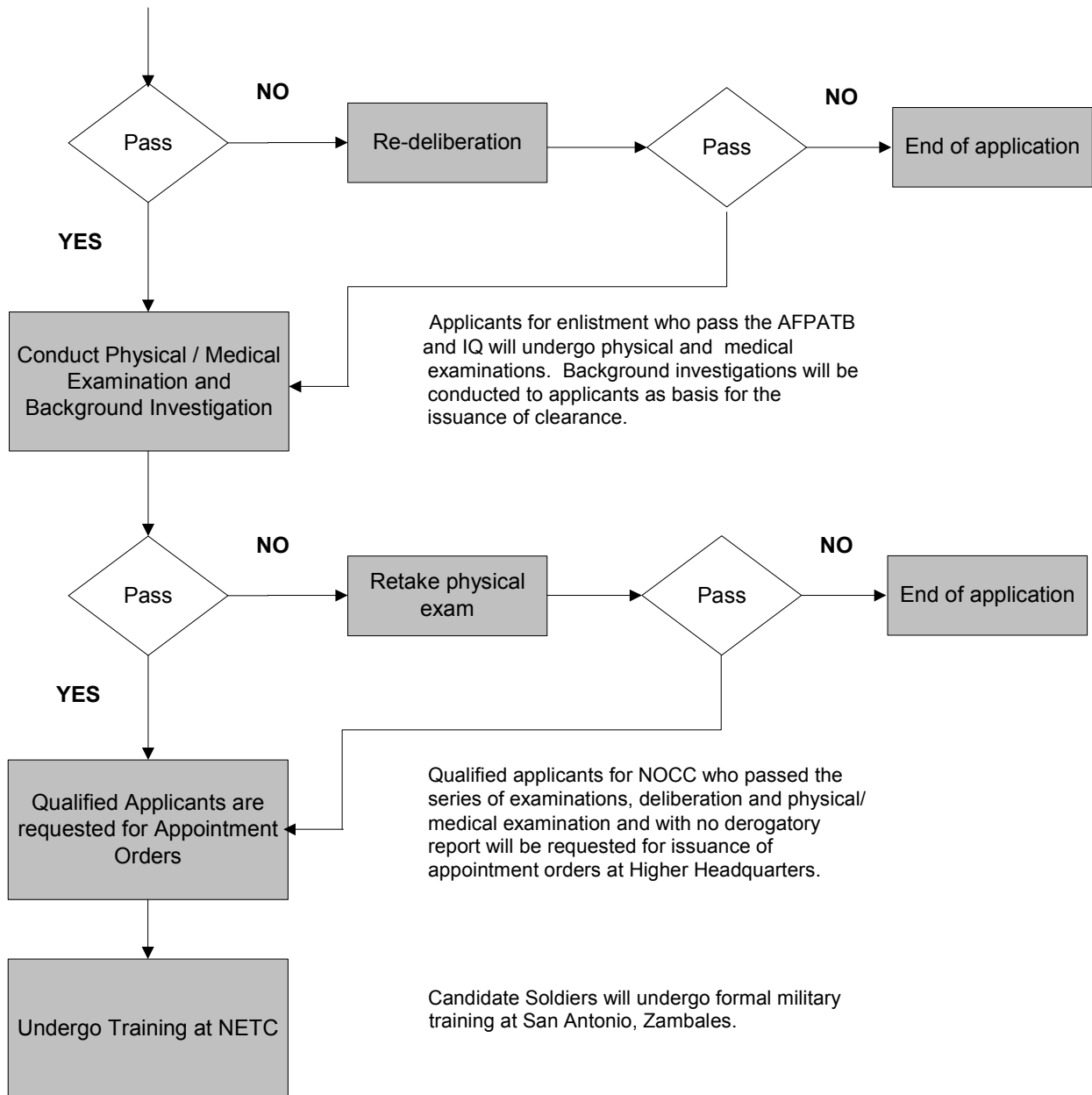






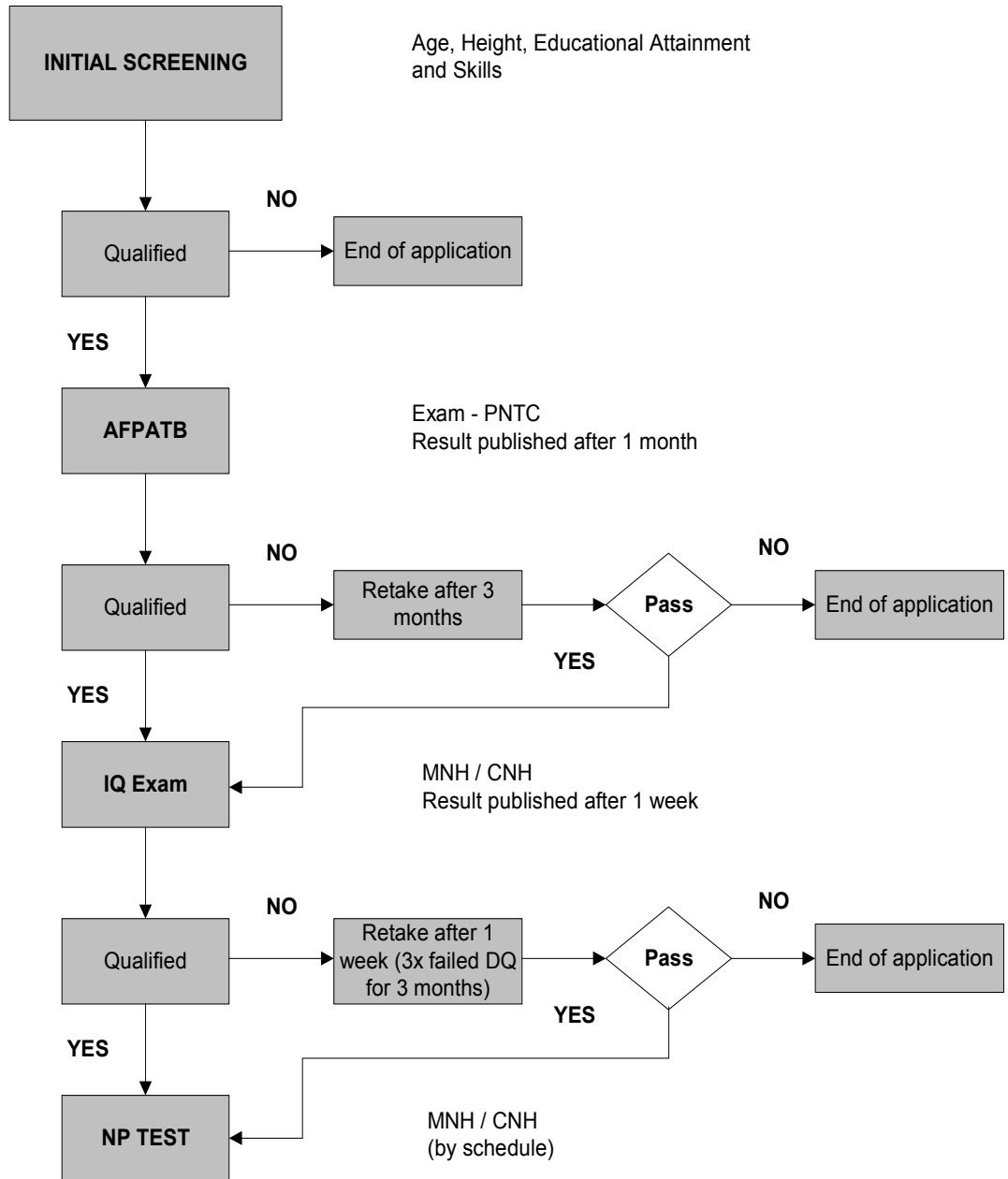
**FLOW CHART
 (Recruitment Process for EPs)**

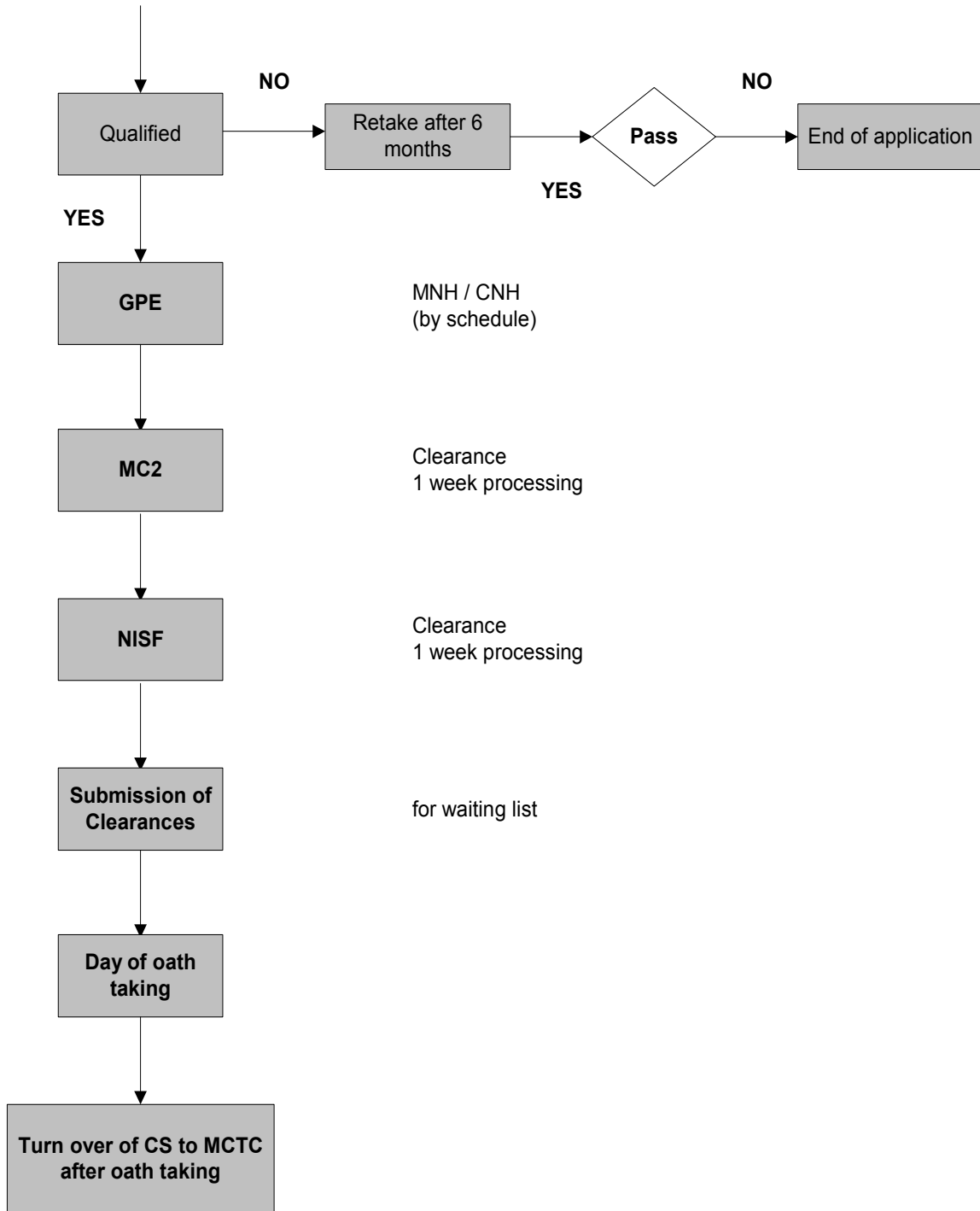






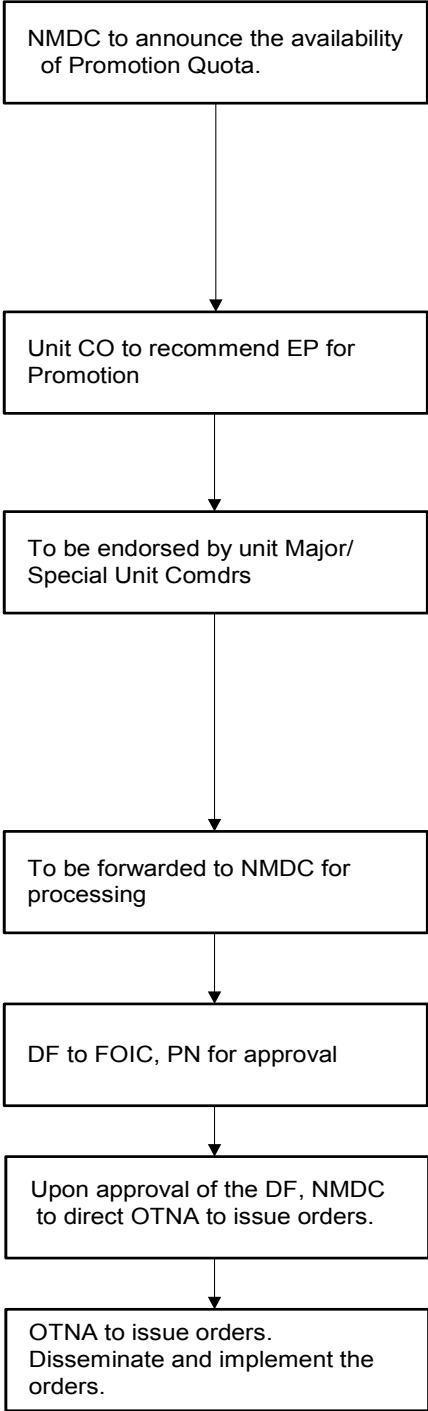
**PROCUREMENT FLOW CHART
 (PHILIPPINE MARINES CORPS)**







PROMOTION FLOW CHART



Sent out Rad Msg to all PN Units informing the available quota for each grade/rank of EP and directing them to submit their individual promotion folders with the following requirements:

- Updated SOI (IPMS generated)
- Last permanent promotion order
- PROMEX result
- Diploma/Scholastic Record of highest career course taken
- No pending case
- Sea Duty Profile (authenticated by F1, PF)

Respective unit CO's to recommend the qualified for promotion

Screen properly before endorsing to NMDC for processing

Regular Promotion

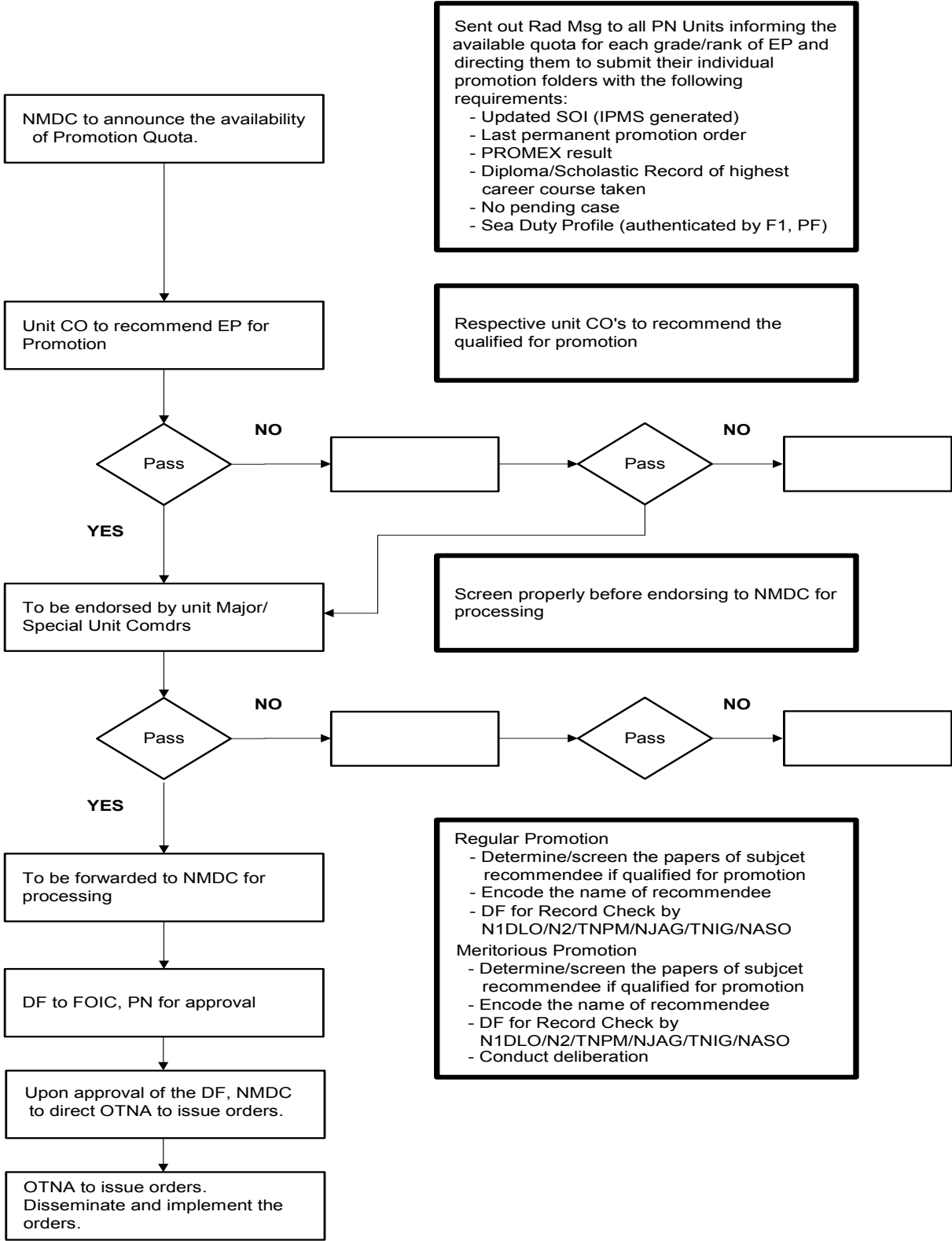
- Determine/screen the papers of subjct recommendee if qualified for promotion
- Encode the name of recommendee
- DF for Record Check by N1DLO/N2/TNPM/NJAG/TNIG/NASO

Meritorious Promotion

- Determine/screen the papers of subjct recommendee if qualified for promotion
- Encode the name of recommendee
- DF for Record Check by N1DLO/N2/TNPM/NJAG/TNIG/NASO
- Conduct deliberation

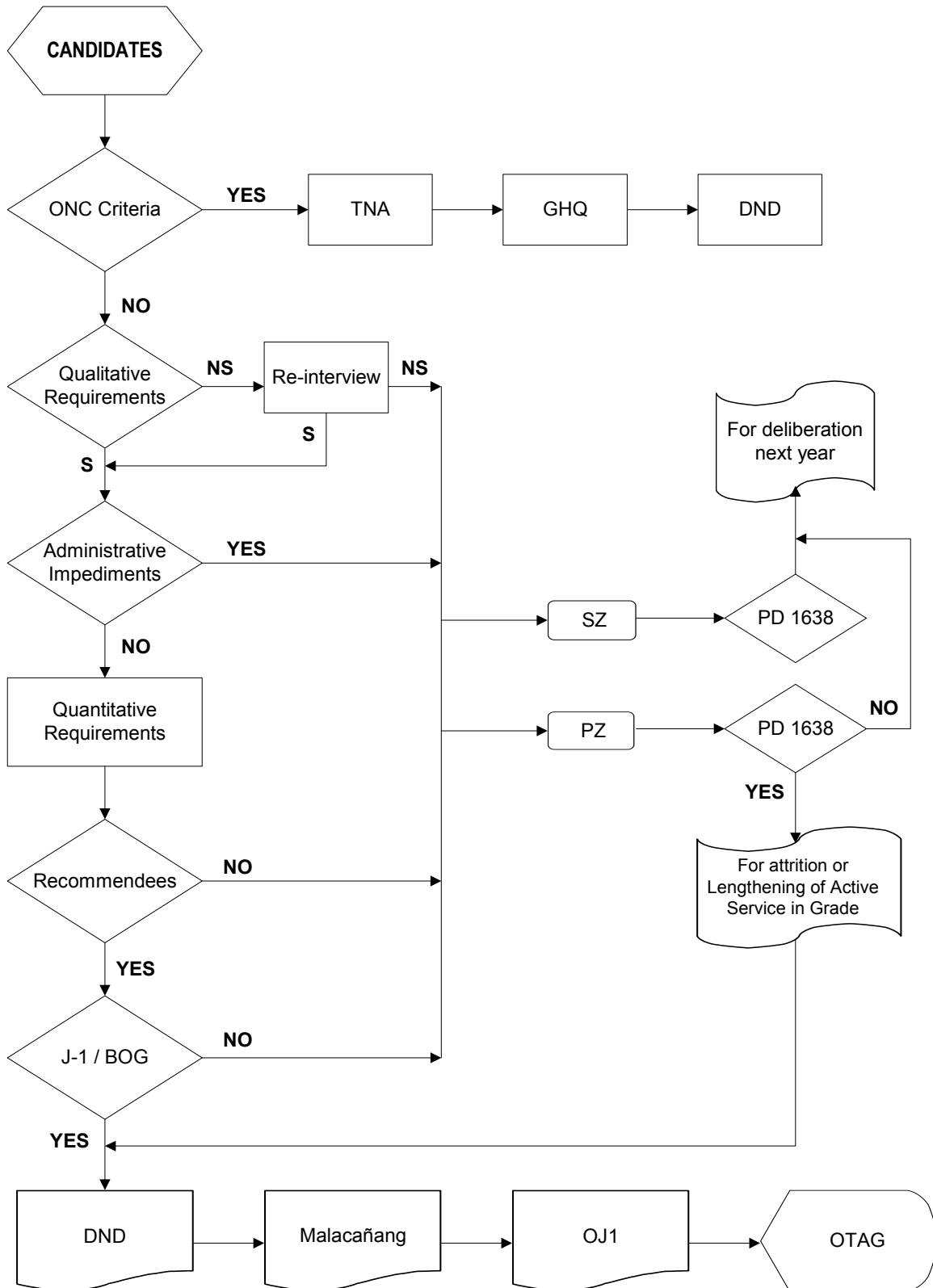


PROMOTION FLOW CHART





FLOWCHART FOR 0-6 DELIBERATION



Notes:



SELECTION PROCEDURES:

- a. Officers for promotion to grades 0-6 and 0-7 shall be selected in accordance with the procedures as hereunder outlined.
- b. Major Service Board of Senior Officers.

(1). Upon certification by the Chief of Staff, AFP of the existence of promotion vacancies for grades 0-6 and 0-7, the concerned Major Service Board of Senior Officers shall determine the allocation and distribution of those vacancies to the Regular and Reserve components in each grade, as warranted.

(2). After determining the allocation, the Board of Seniors Officers shall establish the zones of consideration for both the Regular and Reserve components.

(3). Interview. The Board shall then initially assess and evaluate all the officers considered for promotion based on the records and other relevant information made available or collectively known to the members of the Board, and determine who among these officers can be evaluated and rated based on the prescribed criteria without the need to appear before the Board for interview, except as provided for in this SOP. All the other officers in the zone of consideration must appear before the Board for interview and further evaluation.

(4). After the interview, and the ensuing evaluation and assessment of the candidates for promotion and the thorough evaluations of their records, each member of the Board, using Promoform No. 6 (Board of Senior Officers Individual Members Qualitative Rating Worksheet) shall rate each candidate in each of the qualitative criteria with the best officer and the worst officer in each criterion getting ratings of "6.0" and "1.0 to 3.0", respectively, depending on how the worst officer fared with the best officer. Each candidate shall be compared with the best and/or the worst officer in each of the criterion. If a candidate is comparable with the best, he shall be rated "6.0". On the other hand, if he is comparable with the worst, he shall be rated the same as the worst. If he is somewhere in between, his rating shall be interpolated accordingly.

(5). Those officers getting a rating of at least "3.0" in each of the criteria shall be voted as "S" (Select) while those officers who obtained a rating of less than "3.0" in any of the criteria shall be voted as "NS" (Not Select).

(6). The Board of Senior Officers Chairman, using Promoform No. 7 (Board of Senior Officers Qualitative Rating Tally Sheet) shall then tabulate the votes of each of the member of the Board. Those officers who obtained a majority of "S" votes from the members of the Board shall be remarked as "Select" while those who obtained a majority of "NS" shall be remarked as "Not Select".

(7). Any or all of the officers remarked "Not Select" by the Board shall be called upon for further interview, if necessary all those officers remarked "Not Select" shall again be evaluated and rated by the Board using the same procedures. Those eventually voted by the majority of the members of the Board as "S" shall be remarked as "Select"; while those still voted by the majority as "NS" shall be remarked as "Not Select", and if they belong to primary zone, shall be determined as to whether the provisions on separation as provided for in Section XIII apply to them; if so, they shall be recommended for separation.



(8). The Board shall then examine the list of the "Select" candidates and determine those with administrative impediments to their promotion as provided for in paragraph 28b of this SOP. Their names shall be deleted from the list of candidates.

(9). All those officers with remarked "Select", and without impediments to their promotion, shall be consolidated into a list and shall be evaluated and assessed in terms of the quantitative criteria.

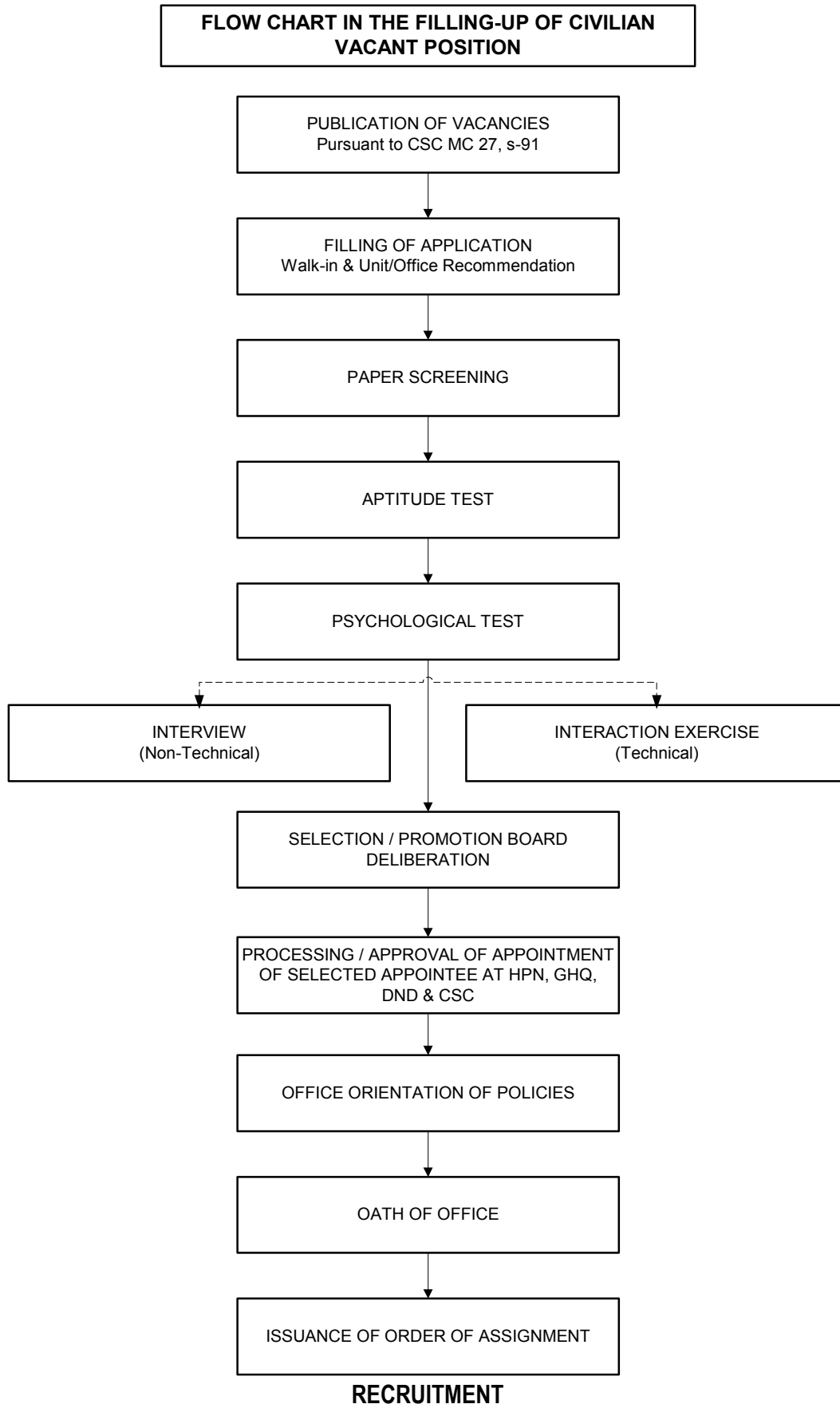
(10). Using Promoform No. 8 (Board of Senior Officers Individual members Quantitative Rating Sheet) each candidate for promotion shall be rated by each member of the Board of Senior Officers.

(11). The Chairman shall examine all the ratings given by the members of the Board to each of the candidates for promotion, and any substantial difference or deviation between the rating given by one member and the ratings given by the majority of the members to the same candidate, the Chairman, as necessary, may call on the members of the Board to deliberate upon, and to evaluate and rate anew such candidate. This is to preclude the rating given by one member overwhelming or overruling the ratings given by the majority of the members.

(12). The Chairman shall then tabulate the ratings of each candidate using Promoform No. 9 (Board of Senior Officers Quantitative Evaluation Tally Sheet). Determine the total and average ratings of each candidate.

(13). A ranking of the candidates shall be made based on the ratings, with the officers getting the highest rating as being ranked No. 1 and so on down the line. When there are more than one candidate who received the same rating, they shall be ranked in the order of their relative seniority within that rating.

(14). The Board of Senior Officers shall then submit to the Major Service Commander concerned a list of those candidates obtaining the highest ratings and best rankings but whose number shall not exceed more than three times the declared promotion vacancies.





Policies and procedures in the processing/procurement of qualified candidate soldier applicants for direct enlistment in the Regular Force, Philippine Navy, AFP are as follows:

- a. Upon release of quota allocation for candidate soldiers, the Phil Marines Corps (PMC) recruiting personnel shall conduct initial screening of prospective applicants for candidate soldier of the Corps. Those who are found pre-qualified shall be scheduled for AFP Aptitude Test Battery. Successful examinees shall likewise be directed to undergo the Intelligence Quotient (IQ) examination and if qualified, they shall be directed to undergo the medical and dental examinations.
- b. Those who passed the medical and dental examinations shall be advised to submit to the PMC Recruiting Office local clearances and the necessary requirements / supporting documents.
- c. Upon submission / completion of all the necessary requirements / supporting documents and cleared by proper intelligence agencies, they shall face the Recruitment Board for interview. The Recruitment Board shall endorse to MCI the names of qualified applicants who passed the interview certifying their eligibility for induction.
- d. Prior to oath taking, the Recruiting NCO will accompany qualified applicants to the Marine Medical Dispensary for final evaluation of their physical fitness to undergo military training. The Medical Officer shall certify that the applicant is physically fit for training.
- e. After the qualified applicants are confirmed and declared by the Medical Officer as fit for military service, the Recruiting NCO prepares all the qualified applicants for Oath taking which is to be administered by the Corps Adjutant.
- f. After the Oath Taking, the AC of S for Personnel, MCI turns-over the new Candidate Soldier to the Superintendent, Marines Corps Training Center for proper disposition.

Candidate Soldier Applicants for the year 2006 is shown below:

1,877 - total number of applicants
700 - disqualified
1,177 - qualified applicants
405 - applicants who failed the NP Test
772 - applicants who passed the Neuropsychiatry's Test
448 - applicants who failed the General Physical Examination
324 - applicants who passed the General Physical Examination qualified to undergo the training

After a thorough evaluation on the recruitment process of Candidate Soldiers (CS) showed that they strictly adhered on the prescribed policies re-Screening and selection of Qualified Candidate soldier. System for the recruitment of Cs in the Phil Navy and Phil marines are in place.

PROMOTION

Promotion is granted to Enlisted Personnel who have distinguished themselves among the rest or have excelled in their field of endeavor. Promotion serves as a recognition of potential to perform creditably and efficiently in the next higher grade based on standards set by higher headquarters. The standards prescribed the uniformity of requirements to be eligible for promotion. Parameters are also prescribed to provide equal opportunity among individuals to be promoted and to enhance professionalism within the ranks and files.



Since promotion is a command responsibility, every commander must ensure that all impediments are remedied and requirements are complied with for the timely promotion of his assigned enlisted personnel. This will ensure that all Enlisted Personnel qualified for promotion are properly assisted and their supporting papers for promotion are submitted promptly to the appropriate authority.

Specific policies and administrative procedures for all types of promotion for the Phil Navy enlisted personnel are in accordance with the policies and regulations set by Higher Headquarters.

Promotion of Civilian Employees were made in accordance with the provisions of Merit Selection/Promotion Plan (MSPP) for AFP Civilian Employees.

POLICY/GUIDELINES in the recruitment of Naval Officer Candidate Course (NOCC)

The Phil Navy shall recruit only the best qualified applicants through a systematic, thorough, and efficient recruitment system using quantitative decision-making process. The Officers selected for the NOCC shall be recruited equitably from the different regions. Applicants with technical and specialized skills shall be given preference in the recruitment of personnel.

Processing Procedures:

- a. Applicants must present requisite documents to the Procurement and Attrition Branch, Naval Manpower Development Center (NMDC) for initial screening and interview.
- b. Qualified applicants after initial screening shall then be scheduled for AFP Aptitude Test Battery (AFPATB) Examination.
- c. Upon passing the AFPATB Examination, applicants shall be scheduled to take up the IQ Examination and Special Written Examination (SWE).
- d. Those who passed all written examinations will then be required to submit all clearances.
- e. After submission of clearances, applicants will face the Phil Navy Officer Procurement Board (PNOPB) where the panel will interview the applicants based on the criteria.
- f. Applicants who passed the PNOPB interview shall undergo physical and medical examination either at the Manila Naval Hospital (MNH) or Cavite Naval Hospital (CNH). Applicants will undergo a medical examination to determine if they are fit for military service.
- g. Naval intelligence Service Force (NISF) will conduct background investigation on the applicants.
- h. Manila Naval Hospital (MNH) or Cavite Naval Hospital (CNH) will determine whether applicants are fit to undergo Physical Fitness Test (PFT).
- i. The Naval Special Service Office (TNSSO) will administer the Physical Fitness Tests (PFT) and submit to NMDC results of same.
- j. NMDC will then consolidate result of written, oral, physical/medical examination, physical fitness test, and result of background investigation and convene the PNOPB for the selection of candidates to compose the NOCC class.