



Republic of the Philippines
 NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
 Camp Crame, Quezon City

JUN 21 2016

PNP MEMORANDUM CIRCULAR
 NO. 2016-039

**POLICIES AND PROCEDURES GOVERNING THE TESTIMONIAL DINNER FOR
 RETIRING STAR RANK OFFICERS**

1. REFERENCES:

- a. Letter of Instruction 16/05 "Salamat Kapatid" dated April 1, 2005; and
- b. Memorandum approved by the CPNP dated May 10, 2012 with subject: Policy on Retirement Honors for Retiring PNP Personnel.

2. RATIONALE:

For the past years, the conduct of testimonial dinner which is in conjunction with the retirement honors for retiring star rank officers is optional to the retiree and the OPR is the unit/office where the honoree is assigned. Thus, the glorious and cherished tradition of giving honors to retiring star rank officers has not been fully emphasized.

The good practice of giving honors and testimonial dinner must be revived in order to highlight the nobility of the police service and to recognize the long invaluable service of every star rank officer in the PNP.

3. PURPOSE:

This Memorandum Circular provides for the guidelines and procedures in the conduct of testimonial dinner for retiring PNP star rank officers to revitalize the long cherished tradition of honoring them for rendering unblemished service in the organization.

4. DEFINITION OF TERMS:

For the purpose of this circular, the following terms are hereby defined:

- a. Third Level Police Commissioned Officers (PCOs) - active PNP uniformed personnel with the rank of Senior Superintendent, Chief Superintendent, Director, Deputy Director General and Director General.
- b. Star Rank Officers - PNP uniformed personnel with the rank of Chief Superintendent, Director, Deputy Director General, and Director General.
- c. Testimonial Dinner - a tribute given to Star Rank Officers for their long invaluable police service.
- d. Retirement Honors - a cherished tradition of giving recognition to retiring PNP Personnel for their long years of dedicated and invaluable service to the organization and the Republic.

GUIDELINES:

a. General Guidelines:

- 1) The Directorate for Personnel and Records Management through its Senior Officers' Placement and Promotion Division (SOPPD) shall review

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and check regularly the list of retiring star rank officers for coordination with concerned unit/office regarding the conduct of testimonial dinner. The occasion will be attended by members of the Command Group, Directors and Command Group of the Directorial Staff, Directors of NSUs and Chiefs of Office, P-Staff, with an invitation that will be extended to their spouses to attend the same.

- 2) The said occasion shall be hosted by the following members of the PNP Command Group more or less 15 days before the retirement date of the star rank officers, as follows:

- a. Dirs, D-Staff and Regional Directors - Chief, PNP and including Dirs, CIDG; CSG; SAF; and DD, IAS his Wife
- b. Other Directors of NSUs (including DD, CIDG; CSG; and SAF), Deputy Directors and Executive Officers of D-Staff and all other star rank officers:

Directorial Staff	-	TDCA and his Wife
Police Regional Offices	-	TDCO and his Wife
National Support Units	-	TCDS and his Wife

In case the CPNP is not available, the most senior in the Command Group will represent him.

- 3) Retiring star rank officers who availed of the testimonial dinner shall be given the following memento depending on his/her position:

- a. Command Saber
Directors, D-Staff;
Regional Directors, PROs;
Directors, CIDG; SAF; and CSG;

- b. Replica of Lapu-Lapu
Deputy Directors, D-Staff;
Executive Officers, D-Staff;
Other Star Rank Officers
Deputy Director, IAS

For other Directors, NSUs, their memento may be upgraded to Command Saber if they have been designated in the following positions and have garnered a total of 15 points:

Directors, NSUs (except CIDG; SAF; CSG & IAS) or District Directors, NCRPO	-	10 pts
Provincial Directors/City Directors/Battalion Com	-	3 pts
Station Commanders/Chief of Police	-	<u>2 pts</u>
		15 pts

- 4) A coordinated effort of all tasked offices/units shall be undertaken to ensure the success of this momentous event. It shall follow the standard sequence starting from: Part I - Arrival of Guests, Host and Honoree; Part II - Testimonial Dinner which includes the Entrance of the Host and Honoree at the MPC, Invocation, Audio/Visual Presentation, Tributes, Remarks and Toast of the Host, Response and Toast of the Honoree, Presentation of the Memento/Plaque of Appreciation and Birthday Cake, and Photo Ops; Part III - Fellowship. The attire during the activity will be Formal Barong for men and Cocktail Dress for Ladies, unless changes are made.

b. Tasks:

1) SDS

- a) Over-all office responsible;
- b) Designate an Action PCO to ensure that the tasks are complied with;
- c) In-charge of the protocol;
- d) Provide enough usherettes for the activity;
- e) Provide a PCO who will supervise the usherettes;
- f) Prepare the seating arrangement inside the MPC; and
- g) Perform other tasks as directed.

2) DPRM

- a) Designate an Action PCO to ensure that the tasks are complied with;
- b) Plan for the activity including the conduct of coordinating conferences to iron out the respective tasks of offices/units and thresh out possible problems for the successful conduct of the activity;
- c) Check the invitations and the program in coordination with the office of the honoree;
- d) Direct the attendance of Senior PCOs in the said activity;
- e) Provide Plaque of Appreciation for the spouse of the honoree; and
- f) Perform other tasks as directed.

3) DL

- a) Designate an Action PCO to ensure that the tasks are complied with;
- b) Provide token/memento for the Honoree to reach ODPRM one day before the scheduled activity;
- c) Provide gift for the wife of the Honoree to reach ODPRM one day before the scheduled activity;
- d) In-charge in the production of Plaque of Appreciation for the honoree's wife to reach ODPRM one day before the scheduled activity; and
- e) Perform other tasks as directed.

4) DC

- a) Designate an Action PCO to ensure that the tasks are complied with;
- b) Provide funds for the said activity; and
- c) Perform other tasks as directed.

5) HSS

- a) Designate an Action PCO to ensure that the tasks are complied with;
- b) Ensure the availability of the PNP Multi-Purpose Center as the venue for the testimonial dinner;
- c) Make available the executive lounge as holding area of the Honoree and party;
- d) In-charge of the physical arrangement of the venue;
- e) In-charge of the floral arrangement at the venue;
- f) Provide dinner good for 200 persons in coordination with the host chargeable against ARF;
- g) Provide a back drop in coordination with DPRM chargeable against the agency reserve fund;
- h) Provide tarpaulin for the said purpose in coordination with the Action PCO of the Honoree;
- i) Provide birthday cake and red wine chargeable against the agency reserve fund;
- j) Provide four PNCOs who will assist the DPRM personnel during the testimonial dinner;
- k) Provide podium;
- l) Provide security and enough parking for the guests of the Honoree; and
- m) Perform other tasks as directed.



6) **CES**

- a) Designate an Action PCO to ensure that the tasks are complied with;
- b) Provide speaker at the stage of MPC;
- c) Install PA System with operator and technical assistant at the venue;
- d) Provide wireless microphone with stand during the activity; and
- e) Perform other tasks as directed.

7) **CHS**

- a) Detail a Chaplain to deliver the invocation during the testimonial dinner; and
- b) Perform other tasks as directed.

8) **PCRG**

- a) Designate an Action PCO to ensure that the tasks are complied with;
- b) Provide entertainment during the fellowship chargeable against the agency reserve fund;
- c) Assist the Honoree's unit/office in the preparation of Audio Visual Presentation (AVP) and
- d) Perform other tasks as directed.

9) **PIO**

- a) Detail emcee/s with ready scripts;
- b) Prepare speech of the CPNP to reach OCPNP one day before the activity;
- c) Provide photo/video coverage during the activity; and
- d) Perform other tasks as directed.

10) **Honoree's Unit**

- a) Designate an Action PCO to ensure that the tasks are complied with;
- b) Provide guest list in coordination with DPRM and OSDS;
- c) Brief the Honoree regarding the updates on the activity;
- d) Provide five (5) to seven (7) minutes AVP of the Honoree in coordination with PCRG;
- e) Identify the persons who will render tributes for the Honoree;
- f) Provide personnel for the registration;
- g) Distribute the program of the said activity; and
- h) Perform other tasks as directed.

6. RECISSION:

All existing PNP policies and issuances inconsistent with this Circular are hereby modified.

7. EFFECTIVITY:

This Memorandum Circular shall take effect immediately.


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JUN 7 8 2016

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