



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

FEB 01 2019

PNP MEMORANDUM CIRCULAR

No.: 2019- 005

**GUIDELINES AND PROCEDURES GOVERNING THE CONDUCT OF
BADGE OF HONOR CEREMONY**

1. REFERENCES:

- a. PNP Manual on Drills, Ceremonies and Protocol & Social Graces; and
- b. PNP Memorandum Circular No. 2017-032, entitled: "Uniform Rules in Conducting Command Activities in the Philippine National Police National Headquarters."

2. RATIONALE:

Badge of Honor Ceremony is the ceremonial oath taking, and acceptance of responsibility as a police officer. In this ceremony, the PNP badge is awarded to all new Police Commissioned and Police Non-Commissioned Officers conferring upon them the authority to wear it as a symbol of authority and dedication to the police service.

3. SITUATION:

This Memorandum Circular (MC) is hereby crafted to institutionalize and standardize the conduct and implementation of the PNP Badge of Honor Ceremony and which shall thereafter be adopted in the revision of the manual on Drills and Ceremonies.

4. PURPOSE:

This MC governs the prescribed guidelines, policies and procedures for the standard execution of the PNP Badge of Honors which shall be strictly observed by all PNP units and offices. The Badge of Honor Ceremony must be carried out in order for the Entrustees to understand the worth of the badge and encourage them to wear it with pride and honor by keeping the badge unsullied.

5. DEFINITION OF TERMS:

- a. **Badge** - is a symbol of authority that represents the constitution and the people whom the PNP officers have committed to serve and protect.

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- b. **Charging Officer** - shall be the TDHRDD/RPHRDD/R8 who will read the prescribed manuscript for the charging of the Entrustees.
- c. **Charging of the Entrustees** - manner of imposing responsibility to the newly appointed police officers being endowed with the PNP badge.
- d. **Entrustees** - are the qualified newly appointed police commissioned or non-commissioned officers of the PNP who are conferred the authority to wear the PNP badge.
- e. **Oath** - vow or pledge made by the Entrustees as they receive the PNP Badge.

6. GUIDELINES AND POLICIES:

To ensure the standard and uniformed conduct of the ceremony, hereunder are the guidelines and procedures that govern the Badge of Honor Ceremony, as follows:

- a. **Procedures:** (See Annex "A")
- b. **General Guidelines:**
 - 1) Badge of Honor Ceremony(BOHC) shall be mandatorily conducted after the completion of their basic mandatory training for their appointment as police commissioned and non-commissioned officers in the PNP organization;
 - 2) Arrangement of Entrustees in the ceremony shall be according to the sequential (ascending) number of badge;
 - 3) This ceremony may be carried out either in an outdoor or indoor venue;
 - 4) BOHC may be subsequently conducted after a traditional Monday Flag Raising Ceremony;
 - 5) General Orders for the PNP badge numbers of newly appointed police officers shall be issued ahead of time;
 - 6) Chosen members of the community may be invited by the Entrustees to witness the ceremony to strengthen community engagement. Recommended personalities to be invited are prominent local government officials, business sectors, members of academe of good moral standing that in any way have influence to the community in terms of peace and order situation;
 - 7) Pinning or bestowing of PNP badge to the Entrustees shall be carried out by PNP senior police officers with the assistance of the Entrustees' next of kin;

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- 8) The PNP Band shall softly play "Pilipinas Kong Mahal" as background music while the description and symbolism of the PNP Badge is being read simultaneous to the bestowing of badge to the Entrustees;
- 9) Badge of Honor ceremonies consist of presenters, reading scripts/narrations simultaneous to sequence and procedures, thus, there should be ample time for practice and preparation to ensure smooth conduct of the ceremony;
- 10) The scripts/narratives of the Badge of Honor Ceremony must be recited clearly and delivered well from the heart in order to serve best its objective and intention to the Entrustees; and
- 11) Prescribed uniform for the Entrustees and all other uniformed police personnel attendees of the ceremony shall be PNP GOA "A"/Ceremonial Blue for Police Commissioned Officers and GOA "B"/Ceremonial Blue for Non-Commissioned Officers.

c. Responsibilities:

- 1) **DHRDD**
 - a) OPR in the implementation of this MC;
 - b) Supervise and facilitate the rehearsals for the Badge of Honor Ceremony;
 - c) Prepare the program, scripts, venue, and coordinate with concerned units/offices for other requirements needed in the conduct of the ceremony;
 - d) Coordinate with other units/offices and other agencies in the implementation and conduct of this MC; and
 - e) Perform other tasks as directed.
- 2) **DPRM/RPHRDD/ARMD**
 - a) Prepare appropriate orders for the issuance of PNP Badge;
 - b) Issue orders for the reader of the PNP Badge;
 - c) Issue orders for the detail of usher/usherettes;
 - d) Ensure availability of TDPRM (for NHQ level)/C, RPHRDD (PRO level)/C, ARMD (NSU level) to present the Entrustees to CPNP/RD, PRO/D, NSU as deemed appropriate; and
 - e) Perform other tasks as directed.
- 3) **DC/RCD/BFO**
 - a) Provide fund for this activity; and
 - b) Perform other tasks as directed.

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- 4) **DL/RLD/Logistics**
 - a) Provide PNP Badges for the Entrustees in coordination with DPRM/RPHRDD/ARMD; and
 - b) Perform other tasks as directed.
- 5) **SDS/RCDS/CS**
 - a) Ensure observance of proper protocol; and
 - b) Perform other tasks as directed.
- 6) **PIO/RPIO**
 - a) Provide photo/video coverage during the BOHC;
 - b) Prepare speech of the CPNP/RD, PRO/D, NSU as required;
 - c) Detail emcee for the ceremony; and
 - d) Perform other tasks as directed.
- 7) **HSS/RHSG**
 - a) Ensure availability of venues for the rehearsal and during the actual ceremony;
 - b) Detail the PNP Colors in case the ceremony will be conducted in-door;
 - c) Ensure the availability of PNP Band; and
 - d) Perform other tasks as directed.
- 8) **PCRG/RPCRD/PCR Officer of NSU**
 - a) Invite selected members of the community to witness the ceremony;
 - b) Ensure media coverage of the ceremony; and
 - c) Perform other tasks as directed.
- 9) **PROs/NSUs**
 - a) Ensure the proper execution and observance of this MC;
 - b) Submit after activity report for every BOHC conducted; and
 - c) Perform other tasks as directed.

7. ADMINISTRATIVE SANCTION:

Any PNP personnel found violating any provision of this MC shall be administratively liable pursuant to existing laws, NAPOLCOM, and PNP regulations.

8. RESCISSION:

All existing PNP issuances inconsistent with this MC are deemed repealed, amended, or rescinded accordingly.

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9. EFFECTIVITY:

This PNP MC shall take effect after 15 days from the filing of a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code 1987," as amended.




OSCAR D'ALBAYALDE
Police Director General
Chief, PNP

Distribution:
Command Group
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P-Staff
Dir's, NSUs
RDs, PROs
PPSC
SPA to SILG

CPNP Ltr 19 S075856

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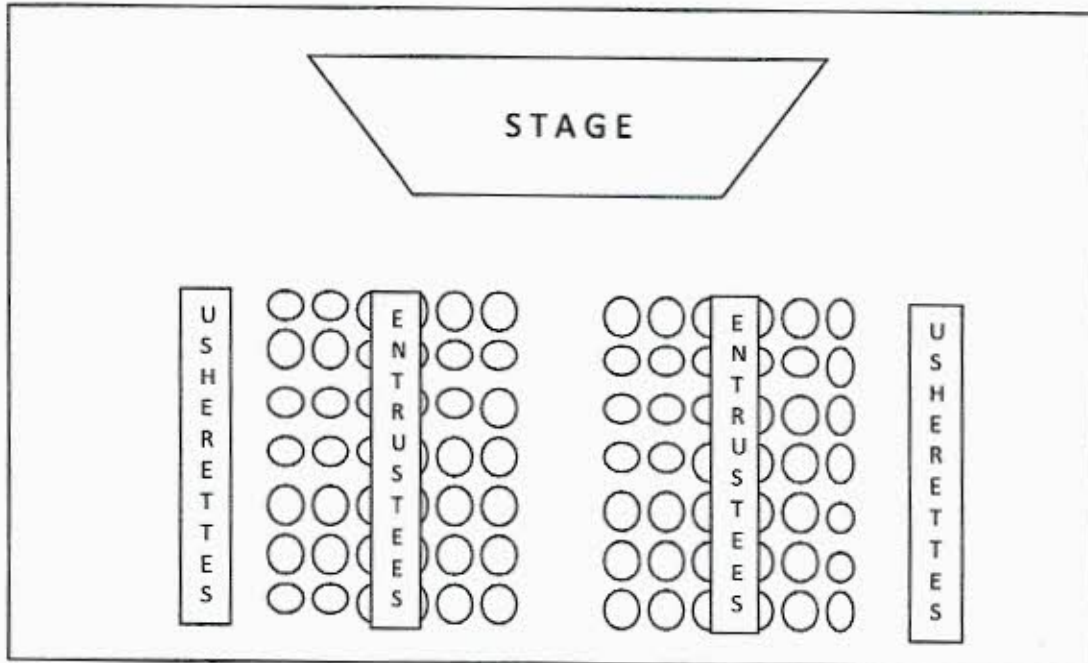
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**ANNEX TO PNPMC 2019- _____: Guidelines And Procedures
Governing The Conduct Of Badge Of Honor Ceremony**

a. Preliminary

Initially, the Entrustees are in mass formation and at parade rest. The Usherettes carrying the PNP badges are equally prepositioned on both sides of the Entrustees' formation (see Illustration below).



Upon acknowledging the arrival of the CPNP/RD, PROs/D, NSUs by the Emcee, the designated Marcher will command ***"Mga Pinuno Humanda, Na"/"Mga Talupad/Balangay Humanda"*** and the band plays the ***"Mabuhay March."***

b. Ecumenical Prayer

The Emcee will request all present to rise for the ecumenical prayer.

Emcee - *"May we request everybody to please rise for the Ecumenical Prayer to be officiated by (names of the Priest/Imam, Minister, etc.) of the Chaplain Service."*

The officiating Chaplains render the ecumenical prayer.

c. Welcome Remarks

d. Presentation of the Entrustees

The Emcee will call on the Director for Human Resource and Doctrine Development/Training Officer to present the Entrustees to the CPNP/RD,PROs/D,NSUs.

TDHRDD/Training Officer approaches the podium and says:

"To the (name of the CPNP/RD,PROs/D,NSUs), I have the honor to present the (number of Entrustees) members of (name of the class) Entrustees of the PNP Badge. Reposing confidence in their integrity, dedication to serve and protect the people, and ability to discharge their duties as agents of the law, the Filipino nation has chosen these officers to uphold to the highest degree the honor vested in wearing the PNP badge."

e. Reading of Orders for Issuance of the Badge

The Emcee will call the Director for Personnel and Records Management/C,RPHRDD/C,ARMD for the reading of orders for issuance of the badge.

TDPRM/C,RPHRDD/C,ARMD approaches the podium and says:

"I shall now read the Orders..." (TDPRM/C,RPHRDD/C,ARMD reads the Orders then return to his seat after reading the orders.)

On the last word of the reading of orders the usherette pre-positioned earlier on both sides of the Entrustees will now move forward in front of the stage for the blessing of the PNP Badge and the Entrustees.

f. Blessing of the PNP Badge and Entrustees.

The Emcee announces, *"We shall now come to the Blessing of the PNP Badges to be followed by the Blessing of the Entrustees. May we call on (name of the Priest, Imam, Minister, etc.) of the Chaplain Service to bless the Badge and the Entrustees."*

May we request everybody to please rise.

*May we also request the Entrustees to put their right hand on their left chest during the **Blessing** (Cue for the Entrustees to put their hand on the left chest will be on the word Blessing.)"*

PRIEST and IMAM: *"BLESSINGS OF THE PNP BADGE, We pray, O Lord, and ask your Divine Mercy to bless the badges with which your servants desire to be entrusted; guiding them to ensure the performance of a just and impartial implementation of the laws of the land; to always remind them that they are the protectors of this country, of thy people, and of all the servants of God, against the enemies of peace. Amen."*

PRIEST and IMAM: *"BLESSINGS OF THE PNP ENTRUSTEES, We ask you, O God, through your heavenly bounty, to endow to these public*

servants, who are about to embrace their oath to the PNP Badge, the virtues and valor to serve and protect the people. As children of God, enhance their faith, hope, charity, humility, perseverance, obedience, and patience; and direct them to do all things lawfully, so that they will never injure anyone unjustly; and fulfill the sacred trust of their oath to the PNP Badge in all their endeavors. All of these we humbly ask in your almighty Name, Amen."

After the blessing, Emcee requests the audience to take their seats.

(As the Blessing ends with the word "Amen," the Class President/Marcher will move towards the stairs and preposition himself ready for the ceremonial/symbolic pinning of the PNP Badge on the stage.)

g. Bestowing of the PNP Badge

Emcee announces, *"And now, we shall witness the bestowing of the PNP Badge of Honor to the newly appointed PCOs/PNCOs. May we call on the CPNP/RD, PROs/D, NSUs to lead the symbolic pinning of the PNP Badge as he shall pin the Badge to _____, the Class President/Marcher of PNPA _____ Class (year)."* (At mention of year, the Class President/Marcher approaches the center of the stage.)

(Right after the pinning of his badge, the Class President/Marcher moves down towards his position. Usherettes will simultaneously proceed to their designated places carrying the PNP badges for the pinning of the other Entrustees.)

(The Emcee will now request all other **Senior Officers** and other guests to approach the entrustees and pin the respective PNP Badges to the Entrustees.)

(The Emcee shall now narrate the description of the PNP Badge. Band plays background music "Pilipinas Kong Mahal" in a very soft and low tone.)

The PNP Badge Description

Philippine Eagle – symbolizes swiftness, ferocity, power, and courage of the PNP personnel and, the immortality of the PNP Organization.

PNP Shield – symbolizes that the organization is the protector of its citizens.

Three Stars – stand for Luzon, Visayas, and Mindanao constituting the Republic's Territorial Integrity over which the PNP must enforce the law and maintain peace and order with professionalism, zeal, and dedication in keeping with the highest ideals and traditions of service to God, Country, and People.

Eight Sun Rays – represent the eight provinces whose ideals of courage, gallantry, and patriotism led to their revolt against Spain.

Lapu-Lapu – symbolizes the bravery of the Philippine National Police.

Service, Honor, and Justice – Service is the vibrant and cogent deeds and actions in response to the needs and wants of the people in distress; Honor is the overriding criterion and consideration in the performance of their entrusted task or mission; and Justice dispensed to everyone whatever is due to him without favoritism or discrimination of any sort.

Laurel Leaves – symbolize the competency, brilliance, and honor in the field of endeavor.

Philippine National Police – the name of the organization.

h. **ADMINISTERING THE OATH TO THE BADGE**

The Emcee calls on the CPNP/RD, PROs/D, NSUs to administer the "Oath to the PNP badge."

The CPNP/RD approaches the podium and recites the oath as repeated by the Entrustees:

CPNP/RD, PROs/D, NSUs: "Please raise your right hand and repeat after me." (The Class marcher shall command, "TAAS KANANG KAMAY, NA").

"I (state your name) do solemnly and sincerely swear that I will maintain, uphold, and hold dear to my heart the Badge of Honor of the PNP, and will faithfully perform to the best of my ability to serve and protect the people which I have been mandated. SO HELP ME GOD."

(The Class marcher, thereafter will command, "BABA KANANG KAMAY, NA.")

i. **CHARGING OF THE ENTRUSTEES.**

The Emcee calls on the TDHRDD/RPHRDD to read the following for the charging of the Entrustees:

"Upon taking the oath and assumption to office, you are invested by the people and the law with the authority as law enforcers.

The PNP badge pinned on your left breast is the symbol of that legal authority.

It is so placed, near to your heart, to remind you of the fidelity and dedication to duty expected of you as public servants.

You have been entrusted with the badge as a symbol of your worthiness to serve and protect the people from whom you derived the power and authority to enforce the laws of the land without fear or favor.

You are to oversee the general welfare of the people and ensure that peace and order are maintained at all times. You shall ever be mindful that the police are the protectors of the weak, defenders of the innocent and advocates of human rights.

At the center of your badge is the PNP seal held bravely by our hero, Lapu-lapu, the first Filipino to defend our country against foreign invaders despite being inferiorly equipped.

Inside the seal are the virtues of Service, Honor, and Justice. They will remind you to always render the highest form of public service for our fellowmen. You are to serve the citizenry with the commitment of sacrifice and willingness to die in the service of God, country, and people.

Duty and honor now bind you to be faithful to the trust bestowed upon you by the people. The badge reminds you to maintain the dignity of your character at all times with a steady obedience to the laws of the land.

Exemplary conduct on your part will convince the people that you merit the just title and authority as you patrol the street and walk your daily beat.

Walk tall, head's up, and bravely face the daily dangers of duty. Keep the badge unsullied and free of any breach of fidelity. By the regularity of your conduct, always endeavor to avoid any aspersion against our institution.

You are to preserve the cherished customs and traditions and never countenance any deviation from them nor allow them to be infringed by anyone.

Your dignity as police officers symbolized by the badge is now pinned on your heart. Never swerve from your solemn oath of office nor violate your vows or betray the public trust."

"You are a police officer...Wear your badge with honor."

"Do you willingly accept this sacred trust reposed in the PNP badge"?

The Entrustees will reply, "Yes I Do."

The designated Marcher of the Entrustees commands, "**PUGAY KAMAY, NA.**" All Entrustees execute hand salute to the Charging Officer, the latter acknowledges the salute, simultaneously, the Marcher commands "**BABA KAMAY NA.**" Charging Officer then returns to his seat. When the Charging Officer is seated, Emcee shall request all to stand for the singing of the PNP Hymn.

Emcee - *"Ladies and Gentlemen let us now stand for the singing of the PNP Lingkod ng Bayan."*

Thereafter, Emcee will announce the end of the ceremony.

Emcee - That ends the PNP Badge of Honor Ceremony.
Congratulations!