

PNP MANUAL

DRILLS AND CEREMONIES

AND

PROTOCOL AND SOCIAL

USAGE

SECTION I

GENERAL DRILLS INFORMATION

1.1. PURPOSE AND SCOPE

This manual provides guidance for PNP-wide uniformity in the conduct of drills and ceremonies. It includes instructional drills, teaching techniques, individual and unit drill, manual of arms for police weapons and various other aspects of basic drill instruction.

This is design for used by policeman of all PNP occupational skills, including cadets and recruit in the initial training environment. So as to maintain consistency throughout the PNP, the procedures prescribed herein should be adhered to as strictly as possible.

1.2. GENERAL

a. The PNP has prescribed its own drill regulations with the end goal of cultivating to the full, alertness in the presence of mind of each and every police personnel, not only during drill but at all times. These attributes of character are essential to the members of the PNP.

b. Drill consists of certain movements by which the police-type squad, platoon, company or battalion is moved in an orderly manner from one formation to another or from one place to another or both. These movements are executed with smartness, order and precision. Each individual in the squad, platoon or company does his part exactly as what he is supposed to do.

c. The primary purpose of drill is to teach a precise and orderly way of doing things. As drill increases skill and coordination, it accustoms a police to group response, to commands and it promotes teamwork and discipline. It is important for police personnel to know and understand drill; otherwise its value is lost. Remember drill is conducted with precision, hence perfection is the only accepted standard. Drill periods are frequent and of short duration.

d. Ceremonies consist of formations and movements in which large number of police troops takes part. The troops execute movements together at a simple command. This therefore requires unified action – teamwork. The colors, the standards and the martial music of the ceremonies - all - inspire the police personnel to take part in the ceremony with pride in themselves and their organization. This pride finds expression in perfect responses to commands.

e. Finally, all get a certain amount of pleasure from doing anything well in a joint effort with others. A police ceremony provides the same reaction. After every successful ceremony, every police-participant can proudly claim "I was there" – actively as an officer and personnel in ranks.

1.3. DRILL TERMS – To help understand the meaning of drill terms, the following definitions are included:

Alignment – is a straight line upon which several elements or teams are formed or the dressing of several elements upon a straight line. A unit is aligned when it is dressed.

Base - is the element on which a movement is regulated. For instance, in executing right front into the leading squad is the base.

Cadence - is the uniform rhythm by which a movement is executed or the number of steps or counts per minute of which a movement is executed. Drill movements are normally executed at the cadence of quick time or double time.

Center - is the middle point or element of a command. In a platoon of three (3) squads in the line, the second squad from the right is the center. With four

(4) squads in the platoon the second squad from the right is the center squad (platoon).

Column - is a formation in which the elements are placed one behind another.

Depth - is the space from front to rear of any formation or a position including the front and rear elements. The depth of a man is assumed to be 12 inches.

Distance - is the space between elements when the elements are on behind the other. Between units, it varies with the size of the formation; between individuals, it is an arm's length to the front plus six (6) inches or about forty (40) inches, measured to be twelve {12} inches.

Double Time - Cadence at a rate of 180 steps per minute.

Echelon: One of a series of elements formed one behind another. Also a modification of line formation in which adjacent elements are disposed one in rear of the other.

Element: An individual, squad, platoon, company or larger body, forming part of a larger body.

File: Two men, the front-rank man and the corresponding man of the rear rank. The front-rank man is the file leader. A file which has no rear –rank man is “blank file”. The term file applies to a single man in a single rank formation. It is also a single column of men one behind the other.

Flank: The right or left extremity of a unit, either in line or column. The element on the extreme right or left of the line. A direction at a right angle to the direction, on an element or a formation is facing.

Formation: Arrangement of the elements of a unit in line, in column or any other prescribed manner.

Front: The direction in which a command faces.

Frontage: The space occupied by an element measured from one flank to the opposite flank. The frontage of a man is assumed to be twenty-two (22) inches, measured from the right to the left elbow and therefore does not include twelve (12) inches between all men in line. The frontage of a squad however includes the intervals between men.

Guide: The man whom the command or element thereof regulates its march. This is often the case in battle or on practice marches. In a squad drill, a policeman (number one (1) front rank) is often the guide.

Head: The leading element of a column. To understand this definition one must remember that an element is a file, squad, platoon, company or larger body forming part of a still another larger body.

Interval: The lateral space between elements on the same line. An interval is measured between individuals from shoulder to shoulder; and between formations, this is done from flank to flank. Unit commanders and those with them are not considered in measuring interval between elements of the unit with which it is posted. Considered interval between individuals is one (1) arm's length. Close interval is the horizontal distance between shoulder and elbow when the left hand is placed on the left hip.

Left: The left extremity or element of a body.

Line: A formation in which the different elements are "abreast of each other" means on the same line. The other vital part of this definition centers on the word "element". A section may be an element, therefore if the leading elements of several sections are on the same line, it becomes a line formation.

Loose Pieces: Rifles and automatic rifles not used in making stacks.

Oblique: An angle between zero (0) degree and forty-five (45) degrees. Right /Left Oblique, March is forty-five (45) degrees.

Order, close: The formation in which the units, in double rank, are separated by intervals greater than that in close order.

Pace: Thirty (30) inches, the length of the full step in quick time. The pace at double time is thirty-six (36) inches.

Piece: The term "piece" as used in this text means the rifle or automatic rifle.

Point of the Rest: The point at which a formation begins; specifically, the points toward which units are aligned in successive movements. For example, in executing "On right into line," the point of rest is the place where the leading squad halts.

Quick Time: Cadence at a rate of one hundred twenty (120) steps per minute.

Rank: A line of men placed side by side. There are two ranks: the front and rear rank.

Right: The right extremity or element of a body of troops.

Slow Time: Cadence at sixty (60) steps per minute.

Step: The distance measured from heel to heel between the feet of a man walking. A step may be any prescribed number of inches. The half step and back step are fifteen (15) inches. The right step and the left step are twelve (12) inches. The steps in quick and double time are thirty (30) and thirty-six (36) inches, respectively.

Successive Movements: A maneuver in which the various elements of a command execute a certain movement one after another as distinguished from a simultaneous movement.

To revoke a command: To cancel a command that has not been carried out, or to start a movement improperly begun from a halt the command, **MANUMBALIK**, is given. On this command, the movement stops and the men resume their former position.

Partial changes of direction: To change the direction of a column by forty—five (45) degrees to the left or right, the command is **LIKO HATING-KANAN (KALIWA)**, **KAD**. To execute a slight change of direction, the command **PAGAWING KANAN (KALIWA)**, is given. The guide or guiding elements move in the indicated direction, and the rest of the unit follows.

Numbering units: For drill purposes, platoons within each company are numbered from right to left when the company is in line and from front to rear when the company is in column. Squads within each platoon are numbered from right to left when the platoon is in line and from front to rear when the platoon is in column.

Post: Post means the correct place for an officer or police non-commissioned officer to stand. This can be in front, behind or by the side of a unit. When changes of formation involve changes of posts, the new post is taken by the most direct route and as soon practicable after the command of execution. Officers and non-commissioned officers who have prescribed duties in connection with the movement take their posts when the duties are completed. In executing a movement or facing and when moving from one post to another, officers and police non-commissioned officers maintain a police bearing and move with smartness and precision.

a. In movements after the first formation, guidon bearers and special units maintain their positions with respect to the flank or the end of the unit to which they were originally posted.

b. In formation and movements, a Police Non-Commissioned Officer (PNCO) commanding an element takes the same post as that prescribed for an officer. When giving commands, making or receiving reports (except squad leaders in ranks), or drilling a unit, a Police non-commissioned officer armed with a rifle carries it at the right shoulder.

c. When acting as an instructor, the Police Officer goes wherever his presence is needed to correct mistakes and supervise the performance of the men in ranks.

Counting Cadence

a. Except at the beginning of basic training, the commander or instructor does not count cadence to acquaint the men with cadence rhythm. When a man gets out of step, he is corrected by the commander who halts the unit and then moves everybody off in the step. Counting cadence by the group helps to teach

group coordination, cadence and rhythm. To help a man keep in step, the commander encourages him to keep his head up and watch the head and shoulders of the man in front of him. The command is **BILANG HAKBANG, NA**. The command of execution is given as the left foot strikes the ground. The next time the left foot strikes the ground, the group calls the cadence for eight steps in a firm and vigorous manner as follows: **ISA, DALAWA, TATLO, APAT**. However, do not execute this command in a rowdy manner. A good instructor holds his counting to a minimum.

b. As policeman begins to master the art of drill, the instructor should try to create a spirit of competition among individual and between units. Repetition is necessary when teaching drill exercises in order to ensure skillful execution.

c. Mass commands are used to develop confidence and promote enthusiasm because they are effective in developing a good command of voice.

SECTION II

COMMANDS AND THE COMMAND VOICE

COMMANDS

2.1. GENERAL

a. A drill command is an oral order of a leader. The precise movement is affected by the manner in which the command is given.

b. The following rules shall govern for a commander in giving a command to participating troops:

1) When at halt, the commander faces the troops when giving a command. In a command that set the unit in motion (marching from one point to another), the commander shall move simultaneously with the unit to maintain proper position within the formation.

2) When marching, the commander turn his head in the direction of the troops upon giving a command.

3) Exceptions to these rules occur during ceremonies.

c. The commander gives command **MANUMBALIK (AS YOU WERE)** to revoke a preparatory command that he has given. The command **MANUMBALIK** must be given prior to the command of execution. The commander cannot cancel the command of execution with **MANUMBALIK**. If an improper command is not revoked, the personnel execute the movement in the best manner possible.

2.2. TWO-PART COMMANDS

a. Most drill commands have two parts, the preparatory command and the command of execution. Neither is a command itself, but the parts are termed command to simplify instruction. The command **HANDA (READY), SIPAT (AIM), PUTOK (FIRE)** are considered to be two-part commands even though they contain two pre-commands.

1) The preparatory command states the movement to be carried out and mentally prepares the troop for its execution. In the command **PASULONG, KAD**, the preparatory command is **PASULONG**.

2) The command of execution tells when the movement is to be carried out. In **PASULONG, KAD**, the command of execution is **KAD**.

b. To change direction of a unit when marching, the preparatory command and command of execution for each movement are given so they begin and end on the foot in the direction of the turn: **KANANG PANIG, NA (RIGHT FLANK)** is given

as the right foot strikes the marching surface and **KALIWANG PANIG, (LEFT FLANK)** as the left foot strikes the marching surface. The interval between the preparatory command and the command of execution is normally one step or count.

2.3. ENGLISH VERSION TO FILIPINO VERSION

a. The PNP commands were derived from the AFP English version and subsequently translated to Filipino version. This attempt to localize the English version has brought about varied interpretations as to the preciseness of the “term” being used. In the command of execution for example, the words **RAP, NA, KAD, TA** and others are sometimes misused/interchanged as the commander may opt to what he thinks is appropriate.

b. To provide for uniformity, simplicity and preciseness and to suit the Filipino commands in terms of voice control, distinctiveness, inflections and cadence the following guidelines are set forth as a rule:

1) In general, the word **NA** is used to signal the command of execution except the following:

a) **TA** – (Abbreviated **SANDATA**) manual of arms for rifles and pistol, except for **KALIS** and **TALIBONG**, which fall under the general rule.

b) **KAD** – (Abbreviated **LAKAD**) from at rest to motion. Example: **PASULONG, KAD**. For other commands given while in motion, the general rule will apply. Example: **LIKO SA KANAN, NA**.

c) **TO** – (Abbreviated **HINTO**) from motion to rest.

d) **RAP** – (Abbreviated **HARAP**) in **HANDA HARAP** as literal translation of **READY FRONT**.

e) **DA** – (Abbreviated **HUMANDA**) for attention.

f) **NGA** – (Abbreviated **PAHINGA**) in “**TIKAS PAHINGA**” or **PARADE REST**.

g) Combined Commands

h) Supplementary Commands

i) Mass Commands

j) Directives

2.4. COMBINED COMMANDS

In some commands, the preparatory command and the command of execution are combined; for example, **HUMANAY (FALL IN), PALUWAG (AT EASE), LUMANSAG (DISMISS)**. These commands are given without inflection and

at a uniformly high pitch and loudness comparable to that for a normal command of execution.

2.5. SUPPLEMENTARY COMMANDS

a. Supplementary commands are oral orders given by a subordinate leader to reinforce and complement a commander's order. They ensure proper understanding and execution of a movement. They extend to the lowest subordinate exercising control over an element by the command as a separate element within the same formation.

b. A supplementary command may be a preparatory command, a portion of a pre-command or a two-part command. It is normally given between the pre-command and the command of execution. However, when a command requires element of a unit to execute a movement different from other elements within the same formation, or the same movement at a different time, subordinate leaders give their supplementary commands at the time prescribed by the procedure covering that particular movement. Example: the platoon is in column formation, and the platoon leader commands **DALAWANG TUDLING SUNUDSUNURAN MULA SA KALIWA** (pause) **KAD**, the first and second **TUDLING** leaders command **PASULONG**; the third and fourth **TUDLING** leaders command **MANATILI** (Stand fast). On the command of the execution **KAD**, the first and second squad march forward. At the appropriate time, the squad leader (third squad) nearest the moving element commands **LIKO HATING KALIWA, KAD** (for both remaining squads). As the third and fourth squad leaders reach the line of march, they automatically execute a **LIKO HATING KANAN** and obtain normal distance behind the first and second squads.

c. A subordinate leader gives all supplementary commands over his right shoulder except when his command is based on the actions of an element on his left or when the sub-element is to execute a **LIKO SA KALIWA, LIKO HATING KALIWA** and **KALIWANG PANIG**. Giving commands over the left shoulder occurs when changing configuration or a formation, such as forming a file or a column of fours and reforming.

NOTE: When in formation at present arms and the preparatory command of order of arms is given, the subordinate leaders terminate their salute before giving supplementary commands.

d. Supplementary commands are not given by a sub-leader for the combined commands **HUMANAY, PALUWAG, TIWALAG**, or for a mass drill when his element forms part of a massed formation. However, supplementary commands are given when forming a mass or when forming a column from a mass.

e. Except for commands while in mass formation, platoon leaders give supplementary commands following all preparatory commands of the commander. When the preparatory command is **BALANGAY**, the platoon leaders immediately come to attention and command **PULUTONG**. The company commander allows for all supplementary commands before giving the command of execution.

f. When no direction is given, the response is understood to be forward, when no rate of march is given, the response is **SIGLANG HAKBANG (QUICK TIME)**. Normally when a direction or rate of march is included in the pre-command, only the direction or rate of march is given as a supplementary command.

2.6. MASS COMMANDS

a. Mass commands may be used to develop confidence and promote enthusiasm. (They are definitely effective in developing a command voice when instructing a leadership course).

b. When the instructor wants the unit to use mass commands, he commands **SA IYONG PAG-UTOS (AT YOUR COMMAND)**. The instructor gives a preparatory command describing the movement to be performed; for example, face the platoon to the right. The command of execution is **NA (COMMAND)**. When the instructor says **NA (COMMAND)**, all personnel in the unit give the command **HARAP SA KANAN (RIGHT FACE)**, in unison and simultaneously executes the movement.

c. To give mass commands while marching, the instructor gives the preparatory command for the movement and substitutes **NA (COMMAND)** for the command of execution **NA (MARCH)**; for example, **LIKO SA KANAN, NA (COLUMN RIGHT, COMMAND)**; **PABALIK, NA (REAR, COMMAND)**.

d. Mass commands for the execution of the manual of arms are given in the same manner as described in subparagraph **a-c**.

e. When the instructor wants to stop mass commands, he commands **SA AKING PAG-UTOS (AT MY COMMAND)**, the normal method of drilling is then resumed.

2.7. DIRECTIVES

a. Directives are oral orders given by the commander that direct or cause a subordinate leader to take action.

b. The commander gives directives rather than commands when it is more appropriate for subordinate elements to execute a movement or perform a task as independent elements of the same formation.

c. Directives are given in sentence form and are normally prefixed by the terms "**IBUKA ANG TALUDTOD AT ITUNGKO ANG SANDATA**". Example: "**ITANGHAL ANG SANDATA**".

d. "**PAMUNUAN ANG INYONG PANGKAT O TILAP, PULUTONG, BALANGAY**" are the only directive on which commander relinquishes his command and on which salutes are exchanged.

e. A subordinate Commander upon receiving a directive will resort to the normal two-part command.

THE COMMAND VOICE

2.8. GENERAL

A correctly delivered command will be understood by everyone in the unit. Correct commands have a tone, cadence and a snap that demand willing, correct and immediate response.

2.9. VOICE CONTROL

a. The loudness of a command is adjusted to the number of policemen in the unit. Normally, the commander is to the front and center of the unit and speaks facing the unit so that his voice reaches everyone.

b. It is necessary for the voice to have carrying power, but excessive exertion is unnecessary and harmful. A typical result of trying too hard is the almost unconscious tightening of the neck muscle to force sound out. This produces strain, hoarseness, sore throat and worst of all instinct and jumbled sounds instead of clear commands. Ease is achieved through good posture, proper breathing and correct adjustment of throat and mouth muscles and confidence.

c. The best posture for giving commands is the position of attention. Policemen in formation notice the posture of their leader. If his posture is improper (relaxed, slouched, stiff or uneasy) the subordinates will imitate it.

d. The most important muscle used in breathing is the diaphragm – the large muscle that separates the chest cavity from the abdominal cavity. The diaphragm automatically controls normal breathing and used to control the breath in giving commands.

e. The throat, mouth and nose act as amplifiers and help to give fullness (resonance) and projection to the voice.

2.10. DISTINCTIVENESS

a. Distinctiveness depends on the correct use of the tongue, lips and teeth which form the separate sounds of a word and group the sounds into syllables. Distinct commands are effective; indistinct commands cause confusion. All commands can be pronounced correctly without loss of effect. Emphasize correct enunciation (distinctiveness). To enunciate clearly, make full use of the lips, tongue and lower jaw.

b. To develop the ability to give clear, distinct commands, practice giving commands slowly and carefully, prolonging the syllables. Then, gradually increase the rate of delivery to develop proper cadence, still enunciating each syllable distinctly.

2.11. INFLECTION

Inflection is the rise and fall in pitch and the tone changes of voice.

a. The preparatory command is the command that indicates movement. Pronounce each preparatory command with a rising inflection. The most desirable pitch, when beginning a preparatory command, is near the level of the natural speaking voice. A common fault with beginners is to start the preparatory command in a pitch so high that, after employing a rising inflection for the preparatory command it is impossible to give the command execution with clarity or without strain. A good rule to remember is to begin a command near the natural pitch of the voice.

b. The command of execution is the command that indicates when a movement is to be executed. Give it in a sharper tone and in a slightly higher pitch than the last syllable of the preparatory command. It must be given with plenty of snap. The best way to develop a command voice is to practice.

c. In combined commands, such as **HUMANAY (FALL IN)** and **TIWALAG (FALL OUT)**, the preparatory command and command of execution are combined. Give these commands without inflection and with the uniform high pitch and loudness of a normal command of execution.

2.12. CADENCE

a. Cadence, in commands, means a uniform and rhythmic flow of words. The interval between commands is uniform in length for any given troop unit. This is necessary so that everyone in the unit will be able to understand the preparatory command and will know when to expect the command of execution. For the squad or platoon in march, except when the supplementary commands need to be given, the interval of time is that which allows one step (or count) between the preparatory command and the command of execution. The same interval is used for commands given at the halt. Longer commands, such as **KANANG PANIG NA (RIGHT FLANK MARCH)** must be started so that the preparatory command will end on the proper foot and leave a full count between the preparatory command and command of execution.

b. When the supplementary commands are necessary, the commander should allow for one count between the preparatory command and the subordinate leader's supplementary command and an additional count after the subordinate command but before the command of execution.

SECTION III

INDIVIDUAL MOVEMENTS WITHOUT ARMS

MOVEMENTS WHILE AT HALT

3.1. GENERAL

a. This chapter contains most of the individual positions and stationary movements required in drill. This position and the correct execution of the movement, in every detail, should be learned before proceeding to other drill movements.

b. Movements are initiated from the position of attention. However, some rest movements may be executed from other rest positions.

3.2. POSITION OF ATTENTION

a. In coming to attention, bring your heels together smartly on the same line. Hold them as near each other as the conformation of your body permits.

b. Turn your feet out equally, forming an angle of 45 degrees.

c. Keep your knees straight without stiffness.

d. Hold your hips level, your body erect, your chest lifted and arched, your shoulders square and even.

e. Let your arms hang straight down without stiffness, thumbs along the seams of your trousers. Hold the back of your hands out, with the fingers held naturally so that the thumbs rest along the tip of the forefingers.

f. Keep your head erect and squarely to the front, your chin drawn in so that the axis of your head and neck is vertical. Look straight to the front (about 30 yards ahead).

g. Rest the weight of your body equally on the heels and the balls of your feet.

h. Remain silent and do not move unless otherwise directed.

3.3. REST POSITION AT THE HALT

a. **Parade Rest** – at the command **PAHINGA**, or **TIKAS, PAHINGA**, move your left foot smartly 12 inches to the left of the right foot. Keep your legs straight so that the weight of your body rests on both feet. At the same time, your arms hanging naturally clasp your hands behind your back, just below the belt line, palms flattened to the rear, thumb and fingers of your left hands clasping the right hand without stiffness. Remain silent and do not move. This command is executed from the

position of attention only. Tindig Paluwag, Paluwag and Pahinga may be executed from this position.

b. Stand At Ease – the command for this movement is **TINDIG PALUWAG**. On the command of execution **PALUWAG**, execute parade rest, but turn the head and eyes directly toward the person in charge of the formation. At ease or rest may be executed from this position.

c. At Ease – The command for this movement is **PALUWAG**. On the command **PALUWAG**, the policeman must remain standing and silent with his right foot in place; he can turn his head left or right and bring his hand forward. **PAHINGA** may be executed from this position.

d. Rest – The command for this movement is **PAHINGA**. On the command **PAHINGA**, the policeman may move or talk, unless otherwise directed, with his right foot in place. At Ease may be executed from this position.

e. Fall Out

1) At the command **TIWALAG**, you can leave the ranks but you are required to remain in the immediate area. You resume your former place at attention in ranks at the command **HUMANAY**.

2) Being at any of the rests except **TIWALAG**, to resume the position of attention, the commands are **TILAP, HUMANDA**. At the command **TILAP**, take the position of parade rest; at the command **HUMANDA**, take the position of attention.

3.4. EYES RIGHT

a. Used as a courtesy to reviewing officers and dignitaries during parades and ceremonies. It is a one-count movement and the command is given while halted at attention or marching at quick time. The command is **HANDA KANAN TINGIN (KALIWA), NA; HANDA, HARAP**.

b. Assume you are halted at attention. Upon the approach of the reviewing officer, the unit leader will command, **TINGIN SA KANAN**. On the command of execution, **NA**, and for the account of one, all members of the formation will smartly turn their heads 45 degrees to the right. The shoulders remain square to the front. There is no command to terminate this movement. When the reviewing officer comes into your line of vision, you will follow his movements with your head and eyes until they are straight to the front. At this time the movement is terminated, and you will remain at the position of attention until given another command.

3.5. FACING AT THE HALT

a. Facing to the flank is a two-count movement. The command is **HARAP SA KANAN, NA**. On the command of execution **NA**, slightly raise the left heel and right toe, and turn 90 degrees to the right heel, assisted by a slight pressure on the ball of the right foot. Keep the right leg straight without stiffness and allow the left leg to bend naturally. On the second count, place the left foot beside the right foot, resuming the position of attention. Arms remain at the sides, as in the position of

attention, throughout this movement. When the command is **HARAP SA KALIWA, NA**, the reverse movement shall apply.

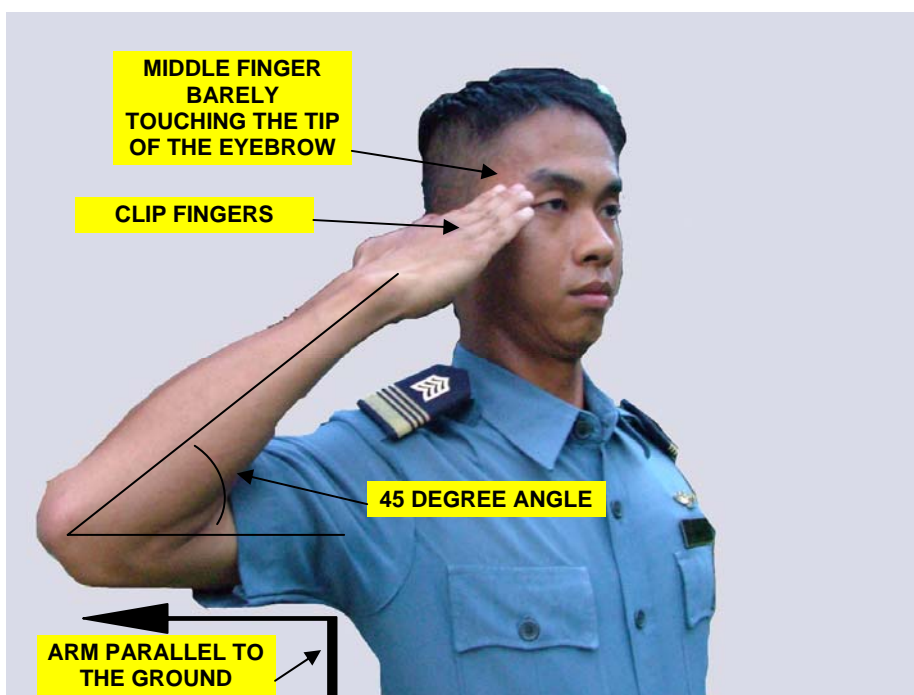
b. Facing to the rear is a two-count movement. The command is **TUMALIKOD, NA**. On the command of execution **NA**, move the toe of the right foot to a point touching the marching surface about half the length of the foot to the rear and slightly to the left of the left heel. Rest most of the weight of the heel of the left foot and allow the right knee to bend naturally. On the second count, turn to the right 180 degrees on the left heel and ball of the right foot, resuming the position the position of attention. Arms remain at the sides, as in the position of attention, throughout this movement.

3.6. HAND SALUTE

a. The hand salute is a one-count movement. The command is **PUGAY KAMAY, NA**. When wearing headgear with visor (with or without glasses), on the command of execution **NA**, raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm is horizontal to the ground with your forearm inclined at 45 degrees.

This position and stationary movement required in drills should be executed properly and should be learned before proceeding to other drill movements.

SALUTING (Unarmed)



b. When hearing headgear without visor (or uncovered) and not wearing glasses, execute the hand salute in the same manner as previously described in **sub-paragraph a**, except touch the tip of the right forefinger to the forehead near and slightly to the right of the right eyebrow.

c. When wearing headgear without visor (or uncovered) and wearing glasses, execute the hand salute in the same manner as described in **sub paragraph a**, except touch the tip of the right forefinger to that point on the glasses where the temple piece of the frame meets the right edge of the right brow.

d. Order arms from the hand salute is a one-count movement. The command is **BABA, NA**. On the command of execution **NA**, return the hand sharply to the side, resuming the position of attention.

3.7. REMOVE/RETURN HEADGEAR

a. The remove headgear is a two-count movement. The command is **ALIS KUPYA, NA**. On the last note of the preparatory command **ALIS KUPYA**, hold your visor with your right hand (with your left hand if under arms), include the chin strap if making use of it. And at the command of execution **NA** remove the headgear from your head and bring the cap to your side as illustrated in **page 8**.

b. In returning the headgear, the command is **BALIK KUPYA, NA**. On the last note of the preparatory command **BALIK KUPYA**, replace the headgear (if making use of a chin strap, fix the strap in your chin and hold your visor again) holding your visor; at the command of execution **NA** bring down your hand smartly to the position of order arms/attention.

STEPS AND MARCHING

3.8. GENERAL

a. This section contains all the steps in marching of the individual police. These steps should be learned thoroughly before proceeding to unit drill.

b. All marching movements executed from the halt are initiated from the position of attention.

c. Except for route step march and ease march, all marching movements are executed while marching at attention. Marching at attention is the combination of the position of attention and the procedures of attention and the procedures for the prescribed step executed simultaneously.

d. When executed from the halt, all steps right step begin with the left foot.

e. For short-distance marching movements, the commander may designate the number of steps forward, backward, or sideward by giving the appropriate command: **ISANG HAKBANG PAKANAN, KAD** or, **DALAWANG HAKBANG PASULONG (PAURONG), KAD**. On the command of execution **KAD**, step off with the appropriate foot, and halt automatically after completing the number of steps

designated. Unless otherwise specified, when directed to execute steps forward, the steps will be 30-inch steps.

f. All marching movements are executed in the cadence of quick time (120 steps per minute), except the 30-inch step, which may be executed in the cadence of 180 steps per minute on the command **SIGLANG HAKBANG, NA**.

g. A step is the prescribed distance from one heel to the other heel of a marching police.

h. All 15-inch steps are executed for a short distance only.

i. Both the preparatory command and the command of execution are given as the foot in the direction of the turn strikes the ground. Normally, for units no larger than a squad or platoon the preparatory command is given as your left (or right) foot strikes the ground. For units larger than a platoon, time is allowed for the unit leaders to repeat the preparatory command.

3.9. THE 30-INCH STEP (QUICK TIME)

a. To march with a 30-inch step from the halt, the command is **PASULONG, KAD**. On the preparatory command **PASULONG**, shift weight of the body to the right foot without noticeable movement. On the command of execution **KAD**, step forward 30 inches with the left foot and continue marching with 30-inch steps, keeping the head and eyes fixed to the front. The arms swing in a natural motion, without exaggeration and without bending at the elbows, approximately nine (9) inches straight to the front as in the position of attention so that the fingers just clear the trousers.

b. To halt while marching, the command **TILAP (PULUTONG), HINTO** is given. The preparatory command **TILAP (PULUTONG)** is given as either foot strikes the marching surface as long as the command of execution **TO** is given the next time that foot strikes the marching surface. The halt is executed in two counts. After **HINTO** is commanded, execute the additional step required after the command of execution and then bring the trail foot alongside the lead foot, assuming the position of attention and terminating the movement.

c. Quick time from Double Time. Assume you are marching forward at double time and you receive the command, **SIGLANG HAKBANG, NA**. The command of execution may be given as either foot strikes the deck. The command will be given as the left foot strikes the deck. On the command of execution, **NA**, your next step will be a 30-inch step to the front with your right foot (Step). Thirty inches are measured from the rear of your left heel to the rear of your right heel. At the same time you will decrease the cadence to 120 steps per minute, and lower your arms to the quick to the quick time position. You will continue to march, taking 120, 30-inch steps per minute, swinging your arms six inches to the front and three inches to the rear of your legs, until given another command.

3.11 TO MARCH AT REST

a. **AT EASE MARCH.** The command **PALUWAG, KAD** is given as either foot strikes the marching surface. On the command of execution **KAD**, the police is no longer required to retain cadence; however, silence and approximate interval and distance are maintained. **SIGLANG HAKBANG, KAD** and **LAYANG HAKBANG, KAD** are the only commands that can be given while marching at ease.

b. **ROUTE STEP MARCH.** Assume you are marching forward at quick time and you receive the command **LAYANG HAKBANG, NA**, the command of execution may be given as either foot strikes the deck. On the command of execution, **NA**, you are no longer required to march at the position of attention in cadence, but you must keep your alignment, cover, interval and distance. You may talk in a low conversational tone. You will continue to march until given another command. The only command you may receive while marching at route step is **TILAP (PULUTONG) or (BALANGAY), HUMANDA**. On the command of execution, **HUMANDA**, you will pick up the step as soon as possible. The Drill Instructor will count cadence until troops are in step.

3.12. HALF STEP MARCH (15-inch Step)

a. To march with a 15-inch step from the halt, the command is **HATING HAKBANG, NA**. On the preparatory command **HATING HAKBANG**; shift the weight of the body to the right foot without noticeable movement. On the command of execution **NA**, step forward 15 inches with the left foot and continue marching within 15-inch steps. The arms swing as in marching with a 30-inch step.

b. To alter the march to a 15-inch step while marching with a 30-inch step, the command is **HATING HAKBANG, NA**. This command may be given as either foot strikes the marching surface. On the command may be given as either foot strikes the marching surface. On the command of execution **NA**, take one more 30-inch step and then begin marching with a 15-inch step. The arms swing as in marching with a 30-inch step.

c. To resume marching with a 30-inch step, the command **PASULONG, NA** is given as either foot strikes the marching surface. On the command of execution **NA**, take one more 15-inch step and then begin marching with a 30-inch step.

d. The halt while marching at the half step is executed in two counts, the same as the halt from the 30-inch step.

e. While marching at the half step, the only commands that may be given are: **PATAKDA, NA; PASULONG, NA; and HINTO**.

3.13. MARCHING IN PLACE

a. To march in place, the command **PATAKDA, NA**, is given as either foot strikes the marching surface and only while marching with a 30-inch or 15-inch step forward. On the command of execution **NA**, take one more step, bring the trailing foot alongside the leading foot, and begin to march in place. Raise each foot

(alternately) 10 inches off the marching surface; keep the arms at the sides as in the position of attention.

b. To resume marching with a 30-inch step the command **PASULONG, NA** is given as either foot strikes the marching surface. On the command of execution **NA**, take one more step in place and then step off with a 30-inch step.

c. Mark Time from double Time in Place. Assume you are double timing in place and you receive the command, **PATAKDA, NA**. The command of execution maybe given as either foot strikes the deck. The command will be as the left foot strikes the deck. On the command of execution **NA**, your next step will be one more six-inch vertical step in place with your right foot (step). Your next step will be a two-inch vertical step in place with your left foot to the deck. The heel is four inches from the deck. At the same time, reduce to 120 steps per minute and lower the arms to the quick time position. You will continue marching in place, taking 120, two-inch vertical alternation steps per time.

d. The halt from mark time is executed in two counts, basically the same as the halt from the 30-inch step.

3.14 SIDE STEP (RIGHT/LEFT)

a. To march with a 15-inch step right (left), the command is **HAKBANG PAKANAN (PAKALIWA), NA**. The command is given only while at the halt. On the preparatory command of **HAKBANG PAKANAN (PAKALIWA)**, shift the weight of the body without noticeable movement onto the left (right) foot. On the command of execution **NA**, bend the right knee slightly and raise the right foot only high enough to allow freedom of movement. Place the right foot 15 inches to the right of the left foot, and then move the left foot (keeping the left leg straight) alongside the right foot as in the position of attention. Continue this movement, keeping the arms at the sides as in the position of attention.

b. To halt when executing right or left step, the command is **TILAP (PULUTONG), TO**. This movement is executed in two counts. The preparatory command is given when the heels are together; the command of execution **TO** is given the next time the heels are together. On the command of execution **TO**, take one more step with the lead foot and then place the trailing foot alongside the lead foot, resuming the position of attention.

3.15. BACK STEP

a. To march with a 15-inch step backward, the command is **PAURONG, NA**. The command is given only while at the halt. On the preparatory command **PAURONG**, shift the weight of the body without a noticeable movement onto the right foot. On the command of execution **NA**, take a 15 inch step backward with the left foot and continue marching backward with 15-inch steps. The arms should be clipped on the sides.

b. The halt from backward march is executed in two counts, basically the same as the halt from the 30-inch step.

3.16. DOUBLE TIME MARCH

a. To march in the cadence of 180 steps per minute with a 30-inch step, the command is **TAKBONG HAKBANG, NA**. It maybe commanded while at the halt or while marching at quick time with a 30-inch step.

b. When at the halt and the preparatory command **TAKBONG HAKBANG** is given, shift the weight of the body to the right foot without noticeable movement. On the command of execution **NA**, raise the forearms to a horizontal position, with the fingers and thumb closed, knuckles out and simultaneously step off with the left foot. Continue to march with 30-inch steps at the cadence of double time. The arms swing naturally to the front and rear with the forearms kept horizontal. (When armed, policemen will come to port arms on receiving the preparatory command of **TAKBONG HAKBANG**). Guides, when at sling arms, will double time with their weapons at sling arms upon receiving the directive Guide On Line.

c. When marching with a 30-inch step in the cadence of quick time, the command **TAKBONG HAKBANG, NA** is given as either foot strikes the marching surface. On the command of execution **NA**, take one more 30-inch step at quick time and step off with the trailing foot, double timing as previously described.

d. To resume marching with a 30-inch step at quick time, the command **SIGLANG HAKBANG, NA** is given as either foot strikes the marching surface. On the command sides and resume marching with a 30-inch step at quick time.

e. When you are marking time and you receive the command, **TAKBONG HAKBANG, NA**. The command of execution maybe given as either foot strikes the deck. To demonstrate, the command is given as the left foot strikes the deck. On the command of execution, **NA**, your next step will be one more two-inch vertical step in place with your right foot (Step). Your next step will be a 36-inch step to the front with your left foot (Step). Thirty-six inches are measured from the rear of your left heel to the rear of your right heel. At the same time, increase the cadence to 180 steps per minute and raise the forearms to a horizontal position along the waistline, fingers closed, knuckles out. You will continue to march, taking 180, 36-inch steps per minute, swinging your arms in their natural arc across the front of your body, until given another command.

f. When you are double timing in place and you receive the command, **TAKBONG HAKBANG, NA**. The command of execution maybe given as either foot strikes the deck. For the purpose of demonstration, the command will be given as the left foot strikes the deck. On the command of execution, **NA**, your next step will be one more six-inch vertical step in place with your right foot (Step). Your next step will be a 36 inch step to the place with your left foot (Step). Thirty-six inches are measured from the rear of your left heel to the rear of your left heel to the rear of your right heel. You will continue to march, taking 180, 36-inch steps per minute, swinging your arms in their natural arc across the front of your body, until given another command.

3.17. TO FACE IN MARCHING

a. **Face to the Right** as in Marching - Assume you are halted at attention and you receive the command, **LIKO SA KANAN, NA**. On the preparatory command, **LIKO SA KANAN**, shift the weight of your body to the left leg without noticeable movement. On the command of execution, **NA**, face 90 degrees to the right by pivoting on the ball of the left foot, at the same time taking a 30-inch step in the new direction with the right foot, swinging your arms in their natural arc, six inches to the front and three inches to the rear of your legs, but do not allow them to swing away from the body (Step). You will continue to march, taking 120, 30-inch steps per minute, swinging your arms six inches to the front and three inches to the rear of your legs, until given another command.

b. **Face to the Left** as in Marching – Assume you are halted at attention and you receive the command, **LIKO SA KALIWA, NA**. On the preparatory command, shift the weight of your body to the right leg without noticeable movement. On the command of execution, **NA**, face 90 degrees to the left by pivoting on the ball of the right foot, at the same time taking a 30-inch step in the new direction with the left foot, swinging your arms in their natural arc, six inches to the front and three inches to the rear of your legs, but do not allow them to swing away from the body (Step). You will continue to march, taking 120, 30-inch steps per minute, swinging your arms six inches to the front and three inches to the rear of your legs, until given another command.

3.18. TO MARCH BY THE FLANK

Being in march, the commands are **KANANG (KALIWANG) PANIG, NA**. At the command **NA**, given as the right (or left) foot strikes the ground, advance and plant your left (or right foot; then face to the right (or left) in marching and step off in the new direction on your right (or left) foot.

3.19. TO MARCH TO THE REAR

a. **While marching Forward at Quick Time** – Assume you are marching forward at quick time and you receive the command, **PABALIK, NA**. The command of execution will be given as the right foot strikes the deck, as this involves a movement to the right. On the command of execution, **NA**, your next step will be to place your left foot approximately 30 inches and directly in front of your right foot (Step). Your next step will be to face 180 degrees to the right about by pivoting on the balls of both feet (Step). The legs remain straight without stiffness and the arms should be clipped to the sides until the 1st step is made. After which the arm continue to naturally swing, but not allowed to swing wide from the body. Your next step, without loss of cadence will be a 30-inch step in the new direction (Step). You will continue to march at quick time, until given another command.

b. **While marching Forward at Double Time** – Assume you are marching forward at double time and you receive the command, **PABALIK, NA**. The command of execution will be given as the right foot strikes the deck, as this involves a movement to the right. On the command of execution, **NA**, your next step

will be two more 36-inch steps to the front (Step, Step). Your next step will be four six-inches vertical alternating steps in place, at the same time turning 180 degrees to the right about (Step, Step, Step, Step). The arms will continue their natural swing, but will not be allowed to swing away from the body. Your next step, without loss of cadence will be a 36-inch step in the new direction with your left foot (Step). You will continue to march at double time cadence until given another command.

3.20. EYES RIGHT/LEFT WHILE MARCHING

a. While marching at quick time, the unit leader will command **HANDA TINGIN SA KANAN, NA**, when he is twelve (12) paces from the reviewing officer. The command of execution will be given as the right foot strikes the deck, as this is a movement to the right. On the command of execution **NA**, and for the count of one, your next step will be a 30-inch step to the front with your left foot. At the same time, all files, except the right file, will smartly turn their head and eyes 45 degrees to the right (Step). The shoulders remain square to the front. The members of the right file will keep their head and eyes to the front. You will continue to march until given the next command. The command to terminate this movement is **HANDA, HARAP**. The command of execution is given when the last rank is six paces beyond the reviewing officer and it is given as the left foot strikes the deck, as this involves a movement to the left. On the command of execution **HARAP**, your next step is a 30-inch to the front with your right foot. At the same time, all men who have executed eyes right will turn their head and eyes to the front (Step). You will continue to march until given another command.

Eyes Left: The movement of eyes left may only be executed while marching and is normally done during street parades, when the reviewing stand is on the left. While marching at quick time, the unit leader will give the command when he is twelve (12) paces from the reviewing officer. The command of execution is given as the left foot strikes the deck, as this involves a movement to the left. On the command of execution, **NA** and for the count of one, your next step will be a 30-inch step to the front with your right foot. At the same time, all files, except the left file, will smartly turn their head and eyes 45 degrees to the left (step). The shoulders remain square to the front. The members of the left file will keep their head and eyes to the front. You will continue to march until given the next command. The command to terminate this movement is: **HANDA, HARAP**. The command of execution is given when the last rank is six paces beyond the reviewing officer, and is given as the right foot strikes the deck, as this involves a movement to the right. On the command of execution, **HARAP**, your next step is a 30-inch step to the front with your left foot. At the same time, all files who have executed eyes left will smartly turn their head and eyes to the front (Step). You will continue to march until given another command.

3.21. STAFF BEHIND ME

To make a staff move to the rear of a commander, the command is **KALUPUNAN SUMALIKOD KO, NA**. The movement is executed in 9 counts for 2 or 3 men staff, 11 for a 4 men staff, 13 for a 5 men staff and 15 for a six men. At the command **NA**, all members of the staff execute right face, and then the first man faces to the left and marches 4 steps, column left and halts on the prescribed last

count. All other members march forward and follow the first man turning at the same pivot made by the first man.

All members halt in the designated count and faces left altogether automatically now facing the new direction.

SECTION IV

INDIVIDUAL MOVEMENT WITH ARMS

Manual of Arms

4.1. GENERAL

a. This section contains procedures for executing the manual of arms with police shoulder rifle in conjunction with individual and unit drill movements.

b. At the halt, all movements are initiated from order arms or sling arms, which are the positions of attention with the rifle.

c. All precision movements are executed in quick-line cadence.

d. For drill purposes, the modified magazine is carried in the rifle. When performing duty requiring the use of magazine, the rifle is carried at sling arms

e. The command **AGAP, TA** or **ISAKBAT, TA** must be given prior to the command for double time.

f. Execute **HUMANAY** with your rifle at Port Arms.

g. Movements for short distances are executed at the trail by introducing the preparatory command with the command **BITBIT SANDATA**, or **BITBIT SANDATA, PASULONG KAD**. Take the trail position at the command **KAD** and resume the order on halting.

h. With your rifle at order arms, bring it to the trail while in motion when executing the facing, alignments, opening and closing of ranks, side step, back step or extending and closing. In each case take the position of trail arms at the command of execution. Push and pull your rifle smartly and resume order arms position and adjust hands slowly.

i. Facing movements are executed from order arms or sling arms. When a facing is necessary to establish the direction of march, the facing movement is executed before the command for the manual of arms. After a marching movement has been completed, **BABA, TA** or **ISAKBAT, TA** is commanded prior to the command for the facing movement.

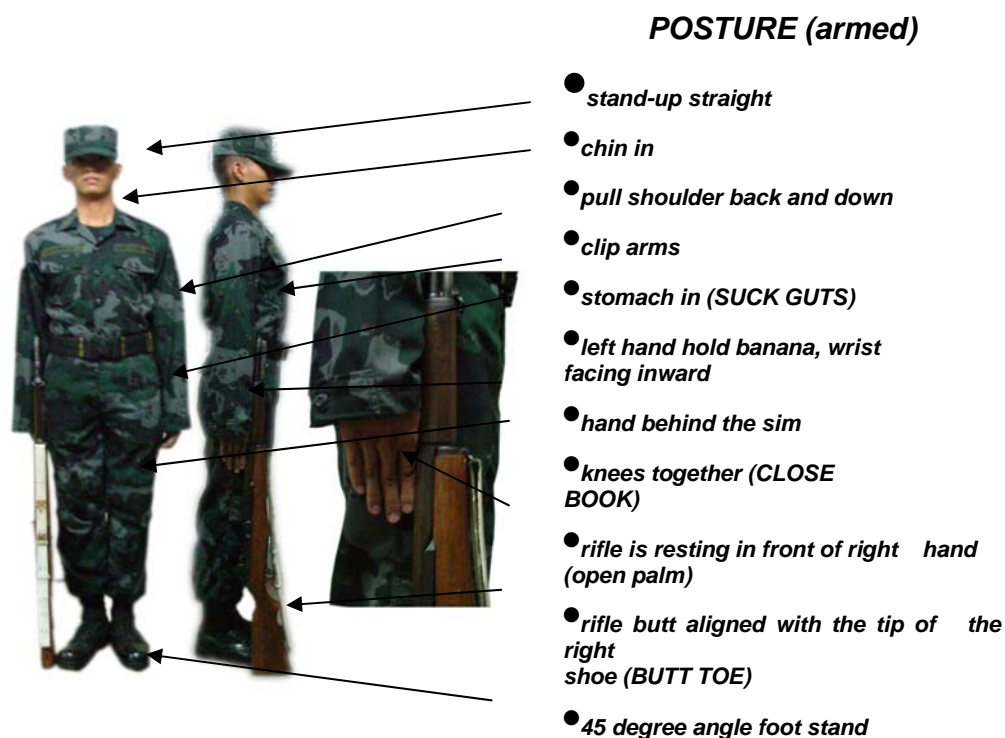
j. To salute when you are not in ranks and at sling arm, give the hand salute.

k. In all movements except those mentioned above, the rifle is carried Right Shoulder Arms in cadence. Execute right shoulder arms, simultaneously with the stepping off for any movement in cadence.

l. In halting, the rifle will be brought to order arms in cadence after halt has been completed as in policeman without arms. Unless the command is preceded in place in which case, the rifle remains at right shoulder arms.

m. Port Arms is the key position assumed in most manual of arms movement from one position to another except right shoulder arms from order arms and order arms from right shoulder arms.

n. Manual of arms movements are a combination of the position of attention and the procedures for the prescribed movement. Most manual of arms movements are executed with the head, eyes and body as in the position of attention.



4.2. RULES GOVERNING EXECUTION OF MANUAL OF ARMS

a. Unless indicated in this manual, these rules apply:

b. The term "at the balance" refers to a point on the rifle just forward of the trigger housing.

c. Whenever a position is described as "diagonally across the body", the rifle barrel is up, the butt is in front of your right hip and the rifle barrel bisects the junction of your neck and left shoulder. The rifle and sling are grasped at the balance with your left hand. Hold the palm of your hand toward your body with the wrist straight. The space between the barrel and the gas cylinder is approximately aligned with your left ear. Small finger of the left hand is tangent to the operating rod handle. Maintain the rifle one fist away from your body.

d. The cadence for the rifle movement is quick time. In the early stages of your training give your whole attention to the details of the motions. You acquire

the cadence gradually as you become accustomed to handling your rifle. Sometimes the instructor may require you to count aloud in cadence with motions.

e. The manual of arms is taught at a halt. However, to add interest to the drill or to prevent fatigue in long marches right shoulder to left shoulder (or left shoulder to right shoulder) or port arms maybe given when marching.

f. Any position of manual of arms can be ordered from a previous position by giving the suitable commands. However, when at the inspection arms, the command **AGAP, TA** is given and executed before moving to any other position of the manual of arms.

g. When executing movements with the rifle, the movements are executed **SMARTLY** and with **SNAP**. Movements with the rifle will be executed in the most direct manner and exaggeration of movements will not be taught. With the exception of the head and limbs, when required to perform a function while executing the manual, the body will remain at the position of attention.

4.3. ORDER ARMS

a. Assume order arms on the command **HUMANAY** or from parade rest on the command of execution **HUMANDA** .

b. At order arms, maintain the position of attention with the rifle. Place the butt of the rifle on the marching surface, with sights to the rear. The toe of the butt touches the foot and on line. Secure the rifle with the right hand in a “U”formed by the fingers (extended and joined) and thumb. Hold the rifle on the upper hand guard with the right thumb and forefinger pointed downward and online with the flat surface of the hand guard. Keep the right hand and arm behind the rifle so that the thumb is straight along the seam of the trouser leg.

4.4. REST POSITION

The rifle rest positions are commanded and executed the same as individual drill without arms with the following additions:

a. **Parade Rest** – on the command of execution **PAHINGA** or **TIKAS, PAHINGA**, thrust the muzzle forward simultaneously changing the grip of the right hand to grasp the stock just below the gas cylinder lock screw keeping the toe of the butt of the rifle on line with your toe and on the marching surface and the right arms straightened directly to the front. Silence and immobility are required – if at sling arms, the rifles will remain slung.

b. **Stand at Ease** - Execute stand at ease in the same manner as parade rest with the rifle except turn the head and eyes toward the commander.

c. **Rest** – On the command **PALUWAG** or **PAHINGA** keep the butt of the rifle in place as in parade rest and bring the rifle diagonally in front of you with your right hand and simultaneously grasp with your left hand clasping your right hand. At this position the policeman may move, however, he must remain standing and silent with the rifle and right foot in place.

d. **Rifle Position at Route Steps** – at the command of **LAYANG HAKBANG, KAD**, rest the flat side of the stock on your shoulder, with your right arm clipped to your sides, and your forearm forming a 45 degree angle to the sides.

4.5. PORT ARMS

a. Port arms from order arms is a two-count movement. The command is **AGAP, TA**. On the command of execution **TA**, grasp the rifle with the right hand and raise the rifle diagonally across the body, keeping the right elbow down (without strain). With the left hand, simultaneously grasp the balance of the rifle so that the rifle is about 4 inches from the waist. On the second count, re grasp the rifle at the small of the stock with the right hand. Hold the rifle diagonally across the body about 4 inches from the waist and parallel to the body, the right forearm horizontal and the elbows close to the sides.

b. Order arms from port arms is executed in three counts. The command is **BABA, TA**. On the command of execution **TA**, move the right hand up and across the body to the upper hand guard without strain. On the second count, remove the left hand from the balance and lower the rifle to the right side until it is about three inches from the marching surface. Guide the rifle to the side simultaneously by placing the forefinger of the left hand at the flash suppressor, fingers and thumb extended and joined, palm to the rear. On the third count, move the left hand sharply to the left side, lower the rifle gently to the marching surface and resume position of order arms.

PORTARMS TO ORDER ARMS (BABATA)



1. PORT ARMS



1. CLIP FINGERS
2. LEFT HAND HOLDING THE ABOVE THE CHARGING HANDLE
3. LEFT ARM CLIPPED ON THE FLOATING RIBS
4. RIGHT HAND ON THE UPPER HAND GUARD
5. LEFT EYE COVERED BY UPPER HAND GUARD
6. RIFLE BUTT MUST NOT PROTRUDE



4.6. PRESENT ARMS

a. At order arms, the command is **TANGHAL, TA**. At the command **TA**, which is the count of one in this movement, raise the rifle in front of the center of your body with your right hand. The barrel is to rear and vertical. Then grasp the rifle with your left hand at the balance, the forearm horizontal resting against your body and fingers joined. At the count of two, place your right hand to the small of the stock. Holding the small of the stock in a "U" formed by the fingers (extended and joined) and thumb.

b. The distance of the rifle from the body is about a fist away and the front sight at the level of the eyes.

c. Order arms from the present arms is executed in three counts with the command **BABA, TA**. On the command, **TA**, which is the count of one in this movement, move your right hand from its grasp of the stock and re grasp the piece on the hand guard. On the second count, release the grasp of your left hand, lower the rifle to the right so that the butt is three inches from the ground, barrel to the rear. Steady and guide to the side by placing the forefinger of the left hand at the flash suppressor, fingers and thumb extended and joined palm to the rear. On the third count, move the left hand sharply to the left side, lower the rifle gently to the marching surface and resume the position of order arms.

RIFLE SALUTE (TANGHAL SANDATA)

1



1. CLIP FINGERS
2. LEFT HAND RESTING ABOVE THE CHAMBER
3. CLIP RIGHT ARM AT THE SMALL STOCK
4. RIFLE MUST DISSECT THE BODY
5. LEFT HAND IN FRONT OF THE STOMACH
6. RIFLE SHOULD BE ONE KNUCKLE AWAY FROM THE BODY
7. CLIP LEFT ARM PARALLEL TO THE GROUND

2



1. CLIP FINGERS
2. LEFT HAND RESTING ABOVE THE CHAMBER
3. BAYONET STUD ALIGNED WITH THE EYES
4. RIFLE MUST DISSECT THE BODY
5. LEFT HAND IN FRONT OF THE STOMACH
6. RIFLE SHOULD BE ONE KNUCKLE AWAY FROM THE BODY
7. CLIP LEFT ARM PARALLEL TO THE GROUND
8. RIGHT ARM STRETCHED TO THE RIFLE BUTT.

4.7. RIGHT SHOULDER ARMS

a. When executed from order arms, right shoulder arms is a five count movement. The command is **KANANG BALIKAT**. On the command **TA**, (One) raise and carry the rifle diagonally across the body with the right hand, at the same time grasping it at the balance with your left hand. (Two) re grasp the butt with your right hand, the heel of the butt between the first two fingers, thumb and fingers closed the stock. (Three) Twist. (Four) Without changing the grasp of your right hand, place the rifle on your right shoulder, barrel up and inclined at an angle of about 90 degrees from the horizontal. Hold your right elbow against your side with the forearm horizontal. The trigger guard should be in the hollow of your right shoulder. At the same time with your left hand at the small of stock, thumb and fingers extended and joined, guide the rifle to your right shoulder. The first joint of the forefinger touches the rear end of the receiver. Hold your wrist straight and your elbow down. (Five) Cut away your left hand smartly to the side.

RIGHT SHOULDER ARMS (KANANG BALIKAT)

1



1. STANDING POSITION



- 1 .CLIP FINGERS
- 2 RIFLE BUTT SHOULD NOT PROTRUDE
- 3. CLIP ARMS
- 4. LEFT EYE IS COVERED BY THE UPPER HAND GUARD
- 5. LEFT HAND CLIP FINGERS RESTING ON CHARGING HANDLE ONE KNUCKLE AWAY
- 7. LEFT ARM PARALLEL TO THE GROUND

2

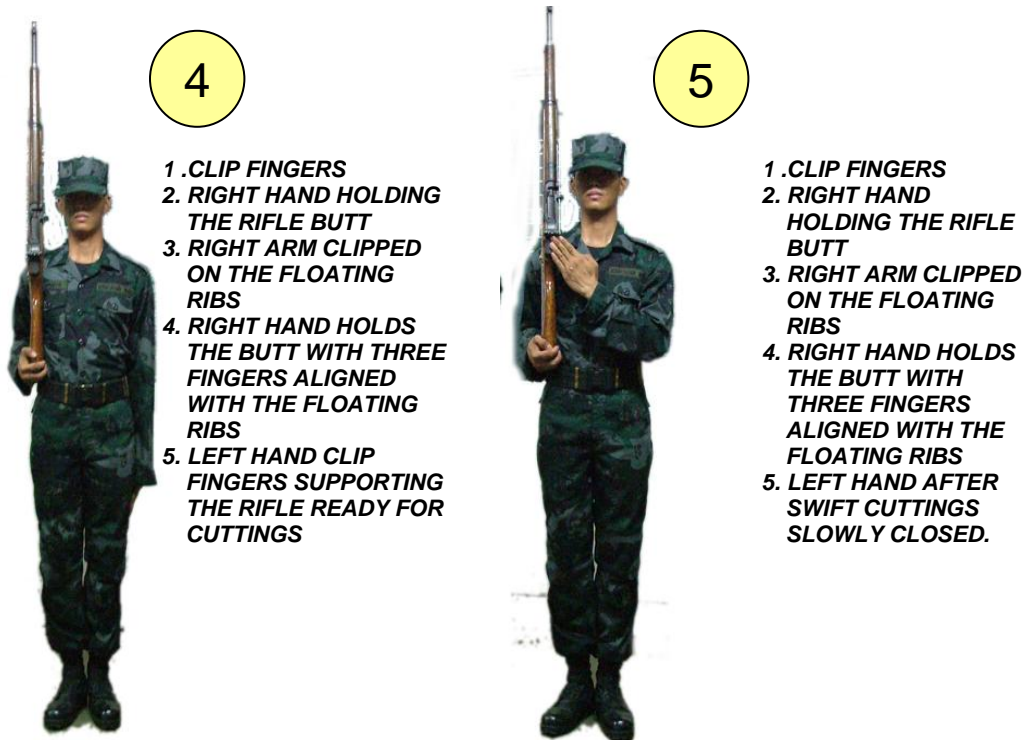


- 1. CLIP FINGERS
- 2. RIGHT HAND HOLDING THE RIFLE BUTT READY TO TWIST THE RIFFLE.
- 3. LEFT HAND IS PARALLEL TO THE GROUND.
- 4. LEFT WHILE CLIPPED IS REST ON THE CHARGING HANDLE
- 5. LEFT EYE IS COVERED BY THE HAND GUARD..

3



- 1. CLIP FINGERS
- 2. RIFLE TWELVE O'CLOCK POSITION.
- 3. RIGHT HAND HOLDING THE RIFLE BUTT READY TO LIFT
- 4. CLIPPED ARMS
- 5. RIGHT ARMS STRETCHED AND LOCKED ELBOW..



- 1 .CLIP FINGERS
2. RIGHT HAND HOLDING THE RIFLE BUTT
3. RIGHT ARM CLIPPED ON THE FLOATING RIBS
4. RIGHT HAND HOLDS THE BUTT WITH THREE FINGERS ALIGNED WITH THE FLOATING RIBS
5. LEFT HAND CLIP FINGERS SUPPORTING THE RIFLE READY FOR CUTTINGS

- 1 .CLIP FINGERS
2. RIGHT HAND HOLDING THE RIFLE BUTT
3. RIGHT ARM CLIPPED ON THE FLOATING RIBS
4. RIGHT HAND HOLDS THE BUTT WITH THREE FINGERS ALIGNED WITH THE FLOATING RIBS
5. LEFT HAND AFTER SWIFT CUTTINGS SLOWLY CLOSED.

Note: The rifle should be angled at 30 degrees by 60 degrees.

b. The return to order arms is a four-count movement. On the command **BABA, TA**, press the rifle butt down quickly and move the rifle diagonally across your body, turning the butt so as to keep the barrel up. Grasp the rifle at the balance with your left hand, retaining the grasp of your right hand on the butt (count one). On the second count, move your right hand up and across your body and grasp the front hand guard. The third and fourth counts are executed in the same manner as the second and third counts in executing order arms from port arms.

c. Right shoulder arms from port arms is a four-count movement. On the first count, re grasp the rifle at the butt with right hand as you would in coming to right shoulder from order arms. The last three counts are the same as the last two counts in moving from order to right shoulder arms.

d. Port arms from right shoulder arms is a two-count movement. The first count is the same as the first count from right shoulder to order arms. On the second count, re grasp the rifle with your right hand at the small of the stock in the position of port arms.

4.8. STACK AND TAKE ARMS

a. Stack arms is executed from order arms only. It may be executed while at normal interval in a line (squad) or a column formation. Stack arms is not a precise movement, however, it is executed in appropriate manner.

b. The leader designates the stack men by numbers (3-6-9-12) when in a line formation, or by a squad (second or third) when in a column formation. After the stack men have been designated, he then commands **AYUSIN ANG SAKBAT**.

c. On the command **SAKBAT**, each stack man places the butt of his rifle on his right hip and cradles it in the crook of his right arm. He then adjusts the sling keeper to form a 2 inch loop next to the upper sling swivel. As soon as he has prepared the loop, he returns to order arms.

d. When all stack men have returned to order arms, the leader commands **ITUNGKOD, TA**. On the command **TA**, each stack man places his rifle directly in front and centered on his body with the sling facing to the front. The heel of the rifle butt is on the marching surface on line with the toes of his shoes. He grasps the rifle by the hand guard with the left hand. The first two finger of the left hand hold the inner part of the loop against the rifle. He reaches across the front of the rifle with the right hand, grasps the outer part of the loop, and holds it open for the insertion of the other rifles. He holds the rifle vertical at all times.

e. On the command **TA**, the men to the left and right of the stack man perform the following movements simultaneously:

1) The man on the stack man's left raises and centers his rifle in front of his body so that his right is shoulder high and the rifle is about four inches from his chest, with the sling to the front. He then grasps the rifle with his left hand at the small of the stock and lowers both arms, holding the weapon in a horizontal position.

c. The man on the stack man's right raises and centers his rifle, wrist shoulder high, with the sling facing the front. He then grasps the rifle with the left hand directly below his right hand, and in the most convenient manner, grasps the rifle with the right hand at the small of stock. He then lowers both arms, holding the rifle in a horizontal position.

d. As soon as both men have completed these movements, each moves the foot nearest the stack man 18 inches half left or right) toward the stack man. In a continuing motion, the man on the stack man's left inserts the muzzle of his rifle into the loop held by the stack man until the bayonet stud protrudes past the far end of the loop. He holds his rifle in that position until the man on the stack man's right inserts the muzzle of his rifle through the loop in the same manner and above the muzzle of the rifle of the left man.

f. When both rifles have been inserted into the loop, the men on each side of the stack man swing the butts of their rifles out and down to the marching surface until the stack is tight with the (two) rifle butts on line and about two feet from the baseline.

g. After necessary adjustments have been made, the three men come to attention.

h. Extra rifles are passed to the nearest tack on the right. As each rifle passed, it is grasp at the upper part of the hand guard with the right hand. Then, with the rifle held vertical, it is passed with fully extended arm to the right front. The man on the right grasps the rifle at the balance with his left hand, brings the rifle to the center of his body, and re grasps it at the upper part of the hand guard with his

right hand. This action continues until the stack man receives the rifle and places it on the stack with his right hand nearly vertical as possible. He places the rifles on the stack with the slings away from the stack (if the second squads is the stack squads, extra rifles are passed to the left).

i. To take arms, the leader commands **DAMPOT, TA.**

1. On the command TA, the stack man passes each extra rifle toward its bearer. The rifles are handled in the manner described for passing them to the stack (left hand at the balance, right hand at the upper part of the hand guard). As the men receive their rifles, they come to order arms.
2. After all extra rifles have been returned, the stack man grasps the base rifles, holding the loop open as in stack arms.

The men to the right and left of the stack man take one step to their left and right fronts, respectively. They reach down, grasp their rifles, and bring the rifles to a horizontal position. The man to the right of the stack man frees his rifle from the stack first. Each man returns to order arms after un sling arms and retrieves his rifle. He does this by guiding and steadying the rifle with his left hand (as in the next to the last count of order arms).

4.9. REST WITH THE LEFT SHOULDER ARMS

a. From port arms, the command is: **KALIWANG BALIKAT, TA.**

b. At the command **TA**, release the grip of your left hand on the rifle and with your right hand still grasping the small of the stock, place the rifle on your left shoulder, barrel up. At the same time grasp the butt with your left hand, heel of the butt between the first and second fingers, thumb and fingers closed on the stock, left forearm horizontal, left elbow against your side. (Two) Drop your right hand quickly to the side.

c. Left shoulder arms also maybe ordered when rifles are at the order, right shoulder or present. On the command TA, execute port arms and continue in cadence to the left shoulder.

LEFT SHOULDER ARMS TO PORT ARMS (AGAPTA)

1. LEFT SHOULDER ARMS



1. CLIP FINGERS
2. LEFT HAND HOLDING THE RIFLE BUTT
3. LEFT ARM CLIPPED ON THE FLOATING RIBS
4. LEFT HAND HOLDS THE BUTT WITH THREE FINGERS ALIGNED WITH THE FLOATING RIBS
5. RIGHT HAND HOLDING THE STOCK WELD READY TO FLIP THE RIFLE



1. CLIP FINGERS
2. LEFT HAND HOLDING THE RIFLE BUTT
3. LEFT ARM CLIPPED ON THE FLOATING RIBS
4. LEFT HAND HOLDS THE BUTT WITH THREE FINGERS ALIGNED WITH THE FLOATING RIBS
5. RIGHT HAND HOLDING THE STOCK WELD READY TO FLIP THE RIFLE

- e. Left shoulder arms from right shoulder arms is a four-count movement. The command is **SA KALIWANG BALIKAT, TA**. On the command of execution TA, execute the first count the same thing as executing order arms. On count two, remove the right hand from the butt of the rifle and re grasp the small of the stock (port arms). Counts three and four are the same movements from port arms. When marching, the command is given as the left foot strikes the marching surface.

RIGHT TO LEFT SHOULDER ARMS (KALIWANG BALIKAT)



1. RIGHT SHOULDER ARMS.



1

1. CLIP FINGERS
2. RIGHT HAND HOLDING THE RIFLE BUTT READY TO TWIST THE RIFFLE.
3. LEFT HAND IS PARALLEL TO THE GROUND.
4. LEFT WHILE CLIPPED IS REST ON THE CHARGING HANDLE
5. LEFT EYE IS COVERED BY THE HAND GUARD.



2

1. CLIP FINGERS
2. RIFLE ONE FIST AWAY THE BODY.
3. LEFT HAND IS PARALLEL TO THE GROUND.
4. LEFT WHILE CLIPPED IS REST ON THE CHARGING HANDLE
5. LEFT EYE IS COVERED BY THE HAND GUARD.
6. RIGHT THUMB ON THE WINDAGE KNOB READY FOR



3

1. CLIPPED FINGERS
2. FINGERS REST AT THE REAR SIGHT READY FOR CUTTINGS
3. CLIPPED ARMS

4

1. CLIP FINGERS
2. LEFT HAND HOLDING THE RIFLE BUTT
3. LEFT ARM CLIPPED ON THE FLOATING RIBS
4. LEFT HAND HOLDS THE BUTT WITH THREE FINGERS ALIGNED WITH THE FLOATING RIBS
5. RIGHT HAND AFTER SWIFT CUTTINGS SLOWLY CLOSED.



4.10. TRAIL ARMS

a. From other arms, the command is - **BITBIT, SANDATA**. On the command **TA**, raise your rifle approximately 2 inches of the ground and incline the muzzle forward so that the barrel makes an angle of about 15 degrees with the vertical. Hold your right arm slightly bent. Hold your rifle in the upper hand guard. Assume you are at trail arms and you receive the command **BABA, TA**. On the command of execution, **TA**, gently and quietly lower the butt of the rifle to the deck and assume the position of order arms.

b. To March with the Rifle at Trail Arms-Facing movements, alignments and short distance marching movements are executed from order arms. Side steps, back step, open and close ranks, and close and extend are short distance movements. Forward march may be given from order arms to march units forward for a short distance. When these movements are commanded while at order arms, it is necessary to come automatically to trail arms on the command of execution for the movement and the position of order arms is automatically assumed, without command after halting.

4.11. SLING ARMS

a. From order arms with sling(s) loose, the command for sling arms is **ISAKBAT, TA**. On the command of execution **TA**, grasp the barrel with the right hand and raised it vertically. Grasp the sling near the upper sling swivel with the left, and release right hand. Place the right hand and arm between the sling and rifle and place the sling over the right shoulder. Re grasp the sling with the right hand so that the wrist is straight, the right forearm is horizontal, the elbow is tight against the side,

and the rifle is vertical. Release the grasp of the left hand and move it sharply to the left side as in the position of attention.

b. From order arms with sling(s) tight, the command is **ISAKBAT, TA**. On the command of execution **TA**, grasp the rifle barrel with the right hand and raise the rifle vertically. With the left hand, place the rifle butt on the right hip, cradle the rifle in the crook of the right arm and use both hands to adjust the sling. Grasp the sling with the left hand near the upper sling swivel and execute sling arms.

c. To return the rifle to order arms with the sling tight, the command is **AYUSIN ANG SAKBAT**. On the command **AYUSIN ANG SAKBAT**, to remove the rifle barrel with the right hand and raised it vertically. With the left hand, place the butt of the rifle on the right hip and cradle it in the crook of the right arm. Use both hands to tighten the sling on the ejection port side. Grasp the rifle barrel with the right hand and guide the rifle to the order arms position.

d. To return the rifle to order arms with the sling loose, the command is **LIHIS, SANDATA**. On the command of execution **TA**, reach across the body with the left hand and grasp the sling at the right shoulder. Release the right hand grasp of the sling and remove the rifle from the shoulder. Grasp the rifle barrel with the right hand, release the left hand grasp of the sling, and guide the rifle to the order arms position.

e. Port Arms from Sling Arms. The command for this movement is **AGAP, TA**. On the command of execution **TA**, reach across the body with the left hand and grasp the sling at the shoulder. Lift the weapon (by the sling) swings it to the front of the body and grasps the small of the stock with the right hand. Release the sling (left hand) and re grasp the weapon at the balance. Ensure that the rifle is four inches from the belt and held diagonally across the body. Keep the elbows in at the sides and the right forearm horizontal. To resume sling arms, the command is **ISAKBAT, TA**. On the command of execution **TA**, grasp the sling near the upper sling swivel with the left hand. Release the right hand and swing the rifle back onto the shoulder by placing the right arm between the sling and rifle, immediately resume the position of sling arms.

f. Inspection Arms from Sling Arms. The command for this movement is **SIYASAT, TA**. On the command of execution arms execute port arms and then execute counts of three through seven in the same manner as for inspection arms from order arms. **AGAP, TA** is executed in the same manner as explained in the manual of arms. To resume sling arms, the procedures are the same as from port arms.

g. Salute at Sling Arms. To salute while at sling arms, the command is **ITANGHAL, TA**. On the command of execution **TA**, reach across the body with the left hand and grasp the sling just above the right hand. Release the right hand and execute the hand salute.

To terminate the hand salute, the command is **IBABA, TA**. On the command of execution **TA**, lower the right hand sharply to the side as in the position of attention and then re grasp the sling at the original position. After

grasping the sling with the right hand, release the left hand and return it sharply to the left side as in the position of attention.

Manual of Arms – SIDE ARMS

4.12. GENERAL

a. This section contains the procedures for executing the manual of arms with side arms.

b. All individual drill movements are executed as prescribed with the weapon secure in the holster.

c. The only manual of arms movements that maybe executed are present arms (hand salute) and inspection arms. As a general rule, the command is Present Arm. During other manual of arms movements, remain at attention.

d. The position of raised side arm represents the position of port arms when challenging as a sentinel on guard duty.

4.13. PRESENT ARMS

The hand salute is executed in the same manner as prescribed in individual drill.

4.14. RAISED SIDEARMS

a. For instructional purposes, the command **ITAAS, TA** is used to teach individuals the procedures for challenging.

b. On the command of execution **TA**, unbutton the flap of the holster with the right hand and grasp the sidearm. Withdraw the sidearm from the holster, raising the right forearm to the front until the hand is about six inches in front of the right shoulder, and the right elbow is against the right side. Hold the pistol grip, grip in a “U” formed by the thumb and last three fingers. Extend the forefinger outside and along side the trigger guard. Point the muzzle outward and up at about 30-degree angle.

c. On the command, **IBALIK, TA**, return the weapon in the most convenient manner to the holster, fasten the flap, and come to attention.

4.15. INSPECTION ARMS

a. The command for this movement is **SIYASAT, TA**. On the command of execution **TA**, execute raised sidearm and then, without lowering the right hand reach across the body and grasp the slide with the left thumb and first two fingers so that the thumb is on the left side of the slide. Shift the grip of the right hand so that the right thumb engages the slide stop. Push the slide fully to the rear and engage

the stop in its notch with the right thumb. Return the left hand to the left side and remain at raised sidearm. In the case of a revolver, just open the cylinder drum with the left hand, following the same procedure.

b. **AGAP, TA** is the only command that maybe given from inspection arms. On the command **AGAP**, place the right thumb on the slide stop. On the command **AGAP**, press down the slide stop, allowing the slide to go forward and then place the forefinger on the trigger. On the command **TA**, pull the trigger and return the weapon to the holster, fasten the flap and come to attention.

c. To execute inspection arms with the magazine in the weapon execute raised sidearm and then remove the magazine and place it between the belt and clothing before locking the slide to the rear. After pulling the trigger and before returning the sidearm to the holster, return the magazine to the weapon.

d. If the sidearm is inspected in ranks and the inspecting officer takes the weapon, lower the right hand smartly to the right side. When the inspecting officer is ready to return the sidearm, raised the right hand back to the raised position and accept the weapon. After the weapon is returned, allow the slide to go forward, pull the trigger, return the sidearm to the holster, and come to attention.

Manual of Arms – Sword

4.16. GENERAL

The sword can be worn by Officers when prescribed while participating in ceremonies with troops under arms, or as directed. It is carried on the left side of the body attached to a sword strap. The sword strap is secured by a Sam Browne belt.

4.17. GENERAL RULES:

a. The sword will be drawn wherever with armed troops or in command of unit.

b. Carry sword is assumed when;

- 1) Giving commands
- 2) Changing Position in formation at quick time
- 3) Addressing or being addressed by a senior
- 4) The preparatory command for, and when marching at quick time
- 5) Any manual of arms movement has been ordered, except parade rest, at ease, rest, present arms, or eyes right (left)

c. Present sword is assumed when;

- 1) Saluting with the sword

2) The unit is presented to the colors or to any person, or when the National Anthem, To the color or retreat is played

3) Executing eyes right (left) when marching past a reviewing officer or stand. In the interior of a formation, remain at carry.

d. While marching with the sword at the carry, the arms should swing naturally. Do not hold the scabbard or sling.

e. While marching at double time, hold the sword diagonally across with your first two inches away from the chest.

f. The sword will always be worn correctly attached to a Sam Browne belt.

4.18. DRAW SWORD

a. On the preparatory command, **ANTABAY BUNOT**, grasp the scabbard and rotate clockwise 180 degrees with the scabbard still parallel with your foot. At the same time, grasp the grip of the sword with right hand and pull sword about 10 inches from the scabbard. The right forearm should now be roughly parallel to the ground with the left hand still holding the scabbard against the side.

b. On the command of execution **KALIS**, draw the sword smartly out of the scabbard and raise the right arm to its full extent, directly to the front, blade at an angle of 45 degrees, sword in a straight line with arm, verify the tip of the sword, pause for two counts then bring the blade of the sword against the shoulder seam, blade vertical and at last count release the left hand from the scabbard.

4.19. CARRY SWORD

At the position of carry sword, the sword is held in the right hand, the blade vertical, the right arm nearly extended, the thumb and forefinger embracing the lower part of the grip, thumb along the trouser the fingers are joined holding the grip. The front of the blade rests inside the point of the shoulder and not along the arm.

4.20. PRESENT SWORD FROM ORDER SWORD/CARRY SWORD

a. Executed only when halted at order or carry sword.

b. On the preparatory command, **TANGHAL**, raise the right hand smartly to the level of your neck about a fist away from your chin, keep the thumb on the left side of the grip, wrist straight, elbow against the body and the blade of the sword inclined at 30 angle.

c. On the command of execution, **TA**, vertically lower the sword seeing to it that the blade is parallel to your body until your waist then lower the point down smartly to a position about three inches above the ground. Straighten the right arm the thumb remaining on the left side of the grip. The tip of the sword should be held directly forward.

4.21. ORDER SWORD FROM PRESENT SWORD

- a. The command is **BABA, TA**. This is one count movement.
- b. On the command of execution, **TA**, turn the true edge down. In this position,
the right arm hangs naturally, thumb along the trouser seam. The blade is inclined down and forward, with the tip three inches above the ground.

4.22. CARRY SWORD FROM ORDER SWORD

- a. The command is **HANDA DALA, KALIS**.
- b. On the preparatory command **HANDA, DALA**, twist the sword counter clockwise letting the flat side of the sword face front.
- c. At the command of execution **KALIS**, bring up the sword to the position of carry sword using the action of your fingers only.

SECTION V

SQUAD DRILLS

FORMATIONS AND MOVEMENTS

5.1. GENERAL

a. Individual drill movements and the manual of arms are executed (as previously prescribed) while performing as a squad member.

b. The squad has two prescribed formations line and column. However, the squad may be formed into a column of twos from a column formation.

c. When the squad is in line, squad members are numbered from right to left when in column, from front to rear.

d. The squad normally marches in column, but for short distances it may march in line.

e. When the squad drills as a separate unit, the squad leader carries his weapon at sling arms. When the squad is in a line formation, the squad leader assumes a post three steps in front and centered on the squad.

f. When the squad drills as part of a larger unit, the squad leader occupies the number one (base) position of the squad. He carries his weapon in the same manner as prescribed for other riflemen in the squad.

5.2. FORMING THE SQUAD

a. The squad normally forms in a line formation: however, it may re-form in column when each member can identify his exact position (equipment grounded) in the formation.

1) To form at normal interval, the squad leader comes to the position of attention and command **TILAP HUMANAY**. On the command **HUMANAY**, the following actions occur simultaneously:

a) Each member double times to his position in the formation.

b) The right flank man positions himself so that when the squad is formed it is three steps in front and centered on the squad leader

c) The right flank man comes to the position of attention and raises his left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined and palm facing down. He ensures that the left arm is in line with the body.

d) The man to the immediate left of the right flank man comes to the position of attention, turns his head and eyes to the right and raises his left arm in the same manner as the right flank man. He obtains proper alignment by taking short steps forward or backward until he is on line with the right flank. He then obtain exact interval by taking short steps left or right until his shoulder touches the extended fingertips of the right flank. As soon as the man to the left has obtained normal interval, each man individually lowers his arm to his side, sharply turns his head and eyes to the front and assumes the position of attention.

e) The right flank man then sharply returns to the position of attention.

f) All other members of the squad form in the same manner except that the left flank man does not raise his left arm.

NOTE: The right flank man raises his arm and looks straight to the front unless the squad is to align on an element to its right.

2) To form at close interval, the formation is completed in the manner prescribed for normal interval, except that the command is **PASINSING PAGITAN, HUMANAY**. Squad members obtain close interval by placing the heel of the left hands on the left hip even with the waist, fingers and thumb joined and extended downward, with the elbow in line with the body and touching the arm of the man to the left.

3) To form in column, the squad leader faces the proposed flank of the column and command **SUNURAN, HUMANAY**. On the command of execution **HUMANAY**, squad members double time to their original position (grounded equipment) in formation and cover on the man to their front.

b. When armed, members fall in at order arms or sling arms. For safety, the command **SIYASAT, TA; AGAP, TA; and IBABA (ISAKBAT), TA** are commanded at the initial formation of the day or when the last command is **LUMANSAG**.

5.3. COUNTING OFF

a. The squad may count off in line or column formation. The command is **ISAHANG BILANG, NA**.

b. When the squad is in a line formation, the counting is executed from right to left. On the command of execution **NA**, each member, except the right flank man turns his head and eyes to the right and the right flank man count off **“ISA”**. After the man on the right counts off his number and simultaneously turns his head and eyes to the front. All the other members execute count off in the same manner until the entire squad has counted off.

c. When the squad is in column formation, the counting is executed from front to rear. On the command of execution **NA**, the policeman at the head of the column turns his head and eyes to the right and counts over his shoulder, **“ISA”**. After counting off his number, he immediately comes to the position of attention. All

other members count their numbers in sequence in the same manner as the number one man; the last man in the file does not turn his head and eyes to the right.

5.4. CHANGING INTERVAL WHILE IN LINE

NOTE: To ensure that each member understands the number of steps to take, the squad leader should command that may cause the squad to change interval. Members do not raise their arms when changing interval.

a. To obtain close interval from normal interval, the command is **MASINSIN PAGITAN, KAD**. On the command of execution **KAD**, the right flank man (number one man) stand fast. All men to the left of the number one man execute right step march, take one step less than their number one man execute right step march, take one step less than their number (for example, number five man takes four steps).

NOTE: The squad leader takes the correct number of steps to maintain his position of three steps in front of and centered on the squad.

b. To obtain normal interval from close interval, the command is **TUNTON KANAN, KAD**. On the command of execution **KAD**, the right flank man stands fast. All men to the left of number one man execute left step march, take one step less than their number (for example, number nine man takes eight steps), and halt.

c. To obtain double interval from normal interval, the command is **IBAYONG DALANG, KAD**. On the command of execution **KAD**, the right flank man stand fast. All men to the left of number one man face to the left as in marching, take one 30-inch step less than their number (for example, number seven man takes six steps), halt and execute right face.

d. To obtain normal interval from double interval, the command is **TUNTON KANAN, KAD**. On the command of execution **KAD**, the right flank man stand fast. All men to the left of the number one man face to the right as in marching, take one 30-inch step less than their number (for example, number three man takes two steps), halt and execute left face.

5.5. ALIGNING THE SQUAD

NOTE: The squad leader commands the squad to the appropriate interval prior to giving the command for alignment.

a. To align the squad at normal interval, the command are **TUNTON SA KANAN, NA** and **HANDA RAP**. These commands are given only when armed policemen are at order arms or sling arms. On the command of execution **NA**, the right flank man, turns his head and eyes to the right and aligns himself with the man on his right. Each member, except the left flank man, extends his left hand laterally at shoulder level, elbow locked, fingers and thumb extended and joined, palm facing down. He ensures his left arm is in line with his body and positions himself by short steps right or left until his right shoulder touches the finger tips of the man on his right. On the command of execution **RAP**, each member turns sharply to the position of attention.

NOTE: If the squad leader wants exact alignment, on the command of execution **NA**, he faces to the half left in marching and marches by the most direct route to a position on line with the squad, halts one step from the right flank man and faces down the line. From his position, he verifies the alignment of the squad directing the men to move forward or backward, as necessary, calling them by name or number: “**PO1 Cruz, Forward two inches; Number Eight, Backward four inches**” The squad leader remains at attention, taking short steps to the right or left as necessary to see down the squad. Having aligned the squad, he centers himself on the right flank man by taking short steps left or right. He then faces to the half right in marching, returns to his position (center of the squad), halts perpendicular to the formation, faces to the left and commands **Handa, RAP**. These procedures also apply when aligning the squad at close or double interval.

b. To align the squad at close interval, the commands are **MASINSIN PAGITAN, TUNTON SA KANAN, HANDA, RAP**. The movement is executed in the same manner prescribed for alignment at normal interval except that the squad members obtain close interval.

c. To align the squad at double interval, the commands are **IBAYONG DALANG, TUNTON SA KANAN, NA** and **HANDA, RAP**. These commands are given only when the troops are unarmed or at sling arms. On the command of execution **NA**, each member (except the right flank man) turns his head and eyes to the right and aligns himself on his right. At the same time, each member (except the right and left flank men) extends both arms and position himself by short steps right or left until his fingertips are touching the fingertips of the members on his right and left. (The right flank man raises his left arm; the left flank man raises his right arm.)

d. To align the squad in column, the commands are **TUNTON-HARAP**. On the command **TUNTON-HARAP**, each member (except the number one man) raises his left arm to a horizontal position, elbow locked, fingers and thumb extended and joined, palm is facing down and obtains an arm’s length plus about six inches (from the finger tips) to the back of the man to his front. At the same time, each man aligns himself directly behind the man to his front. To resume the position of attention, the command **RECOVER** is given. On this command, each member sharply returns to the position of attention.

5.6. MARCHING THE SQUAD

a. For short distances only, the squad may be marched forward while in a line formation.

b. When marching long distances, the squad is marched in column.

c. To form a column formation from a line formation, the command is **HARAP SA KANAN, NA**.

d. When a column formation is originated from a line formation at close interval, the squad may be march for short distances at the half step with less than correct distance. To obtain correct distance while marching with less than correct, the command is **PADALANG, KAD**. On the command of execution **KAD**, the

number one man takes one more 15-inch step and then steps off with a 30-inch step. Each squad member begins marching with a 30-inch step at the approximate point where the number one man stepped off, or as soon as correct distance has been obtained.

5.7. CHANGING THE DIRECTION OF A COLUMN

a. From the halt, the command to start the squad in motion and simultaneously change the direction of march 90 or 45 degrees is **LIKO SA KANAN (KALIWA), KAD** or **LIKO HATING KANAN (KALIWA), KAD**. On the command of execution **KAD**, the lead man faces in the commanded direction and steps off, as in marching. All other members march forward and pivot on the ball of the lead foot in the commanded direction and step off with the trailing foot. As the members approach the pivot point, they shorten or lengthen their steps as necessary to pivot at the approximate point that the lead man pivoted.

b. To change the direction of march 90 or 45 degrees when marching, the preparatory command **LIKO SA KANAN (KALIWA)** or **LIKO HATING KANAN (HATING KALIWA)** is given as the foot in the desired direction strikes the marching surface. The command of execution **KAD** is given the next time the foot in the desired direction strikes the marching surface. On the command of execution **KAD**, the lead man takes one additional step, pivots in the commanded direction as the pivot foot strikes the marching surface and continues to march in the new direction. Other members continue to march forward and execute the pivot as prescribed from the halt.

c. To march in the opposite direction, the command is **PABALIK, KAD**. The preparatory command **PABALIK** is given as the right foot strikes the marching surface. The command of execution **KAD** is given the next time the right foot strikes the marching surface. On the command of execution, all members take one more step with their left foot, pivot on the balls of both feet, turn 180 degrees to the right, and step off in the new direction. The arms are not allowed to swing outward while turning.

d. To avoid an obstacle in the line of march, the squad leader directs, **PAGAWING KALIWA (KANAN)**". The lead man inclines around the obstacle and resumes the original direction. All other members follow the lead man.

5.8. MARCHING TO THE FLANK

a. The squad may be marched to the flank (for short distances only) when marching in column.

b. The command for this movement is **KANANG (KALIWANG) PANIG, KAD**. The preparatory command is given as the foot in the desired direction strikes the marching surface, the command of execution is given the next time the foot in the desired direction strikes the marching surface. On the command of execution **KAD**, all members take one more step, pivot 90 degrees in the commanded direction

on the ball of the lead foot and step off in the new direction with the trailing foot. As the members begin to march in the new direction, they glance out of the right eye and dress to the right.

5.9. FORMING A COLUMN OF TWOS AND RE-FORMING

a. Forming a column of twos from a file is executed only from the halt. The command is **DALAWANG TUDLING PAKANAN (PAKALIWA), KAD**. On the preparatory command, the lead team leader commands **MANATILI/WALANG KILOS**. The trailing team leader commands **LIKO HATING KANAN (KALIWA)**. On the command of execution **KAD**, the trailing team leader executes a **LIKO HATING KANAN (KALIWA)**, inclines to the left or right when the correct interval is obtained and commands **PATAKDA, KAD** and **PANGKAT, "TO"** so as to halt abreast of the lead team leader.

b. Forming a file from a column of twos is executed only from the halt. The command is **SUNURAN MULA SA KALIWA (KANAN), KAD**. On the preparatory command, the lead team leader commands **PASULONG**. The trailing team leader commands **Stand fast**. On the command of execution **KAD**, the lead team marches forward. The trailing team leader command **LIKO HATING PAKALIWA (PAKANAN)** when the second man from the rear of the lead team is abreast. He gives the command **KAD** when the last man of the lead team is abreast of him and his right foot strikes the marching surface. He then inclines right or left to follow the lead team at the correct distance.

5.10. RESTING THE SQUAD

a. The squad members in formation execute the rest position.

b. When the situation warrants a greater degree of relaxation than the rest position, the squad leader may command **TIWALAG**. Squad members may leave their position in formation, but they remain in the immediate area. The command **TIWALAG** will not be used to terminate the formation.

5.11. DISMISSING THE SQUAD

a. The squad is dismissed with the members at attention.

b. With armed troops, the commands are **SIYASAT 'TA, AGAP "TA; IBABA (ISAKBAT) TA** and **LUMANSAG**.

c. With unarmed troops, the command is **LUMANSAG**.

d. Unless otherwise stated (by the person in charge in his instructions prior to the command **LUMANSAG**), the command **LUMANSAG** terminates only the formation, not the duty day.

STACK AND TAKE ARMS

5.12. GENERAL

a. The squad members execute **ITUNGKOD SANDATA** from their positions in line formation (at normal interval) from order arms.

NOTE: When the squad is part of a larger unit, stack arms may be executed in a column formation (when the formation consists of three or more files and the squads are not normal interval). Second or third squad is designated as the stack squad.

b. When in line formation, the squad leader commands **ISAHANG BILANG, NA** and then designates the stack men by numbers.

5.13. PREPARE SLINGS

After the stack men are designated, the squad leader then commands **HANDA** and **SAKBAT**. On the command of execution **SAKBAT**, each stack man (or stack squad) grasps the barrel of his rifle with the right hand and raises the rifle vertically. With his left hand, places the rifle butt on his right hip and cradles the rifles in the crook of his right arm. Using both hands, he adjusts the sling keeper so that there is a 2-inch loop formed from the sling keeper to the upper sling swivel. As soon as the loop is prepared, he returns to order arms.

5.14. STACK ARMS

a. When all stack men have returned to order arms, the squad leader commands **ITUNGKOD, TA**. On the command of execution **TA**, each stack man grasps the barrel of his rifle with his right hand and places his rifle directly in front and centered on his body with the sights to rear. The rifle butt is placed on the marching surface so that the heel of the rifle butt is on line with the toes of his foot gear. The stack man bends slightly forward at the waist and grasps his rifle with his left hand at the upper portion of the hand guard (keeping the rifle vertical at all times). The first two fingers of the left hand hold the inner part of the loop against the rifle. The stack man reaches across the front of the rifle with the right hand, grasps the outer part of the loop, and holds it open for the insertion of the other rifles.

b. On the command of execution **TA**, the men to the right and left of the stack man perform the following movements simultaneously:

- 1) The man on the stack man's right grasps the barrel of his rifle with his right hand and raises and centers his rifle with the magazine well facing to the front, wrist held shoulder high, elbow locked. With his left hand, he then grasps the hand guard (midway), releases his right hand, and re grasps the rifle at the small of the stock. He lowers both arms, with elbow locked (holding the rifle in a horizontal position with the muzzle to the left and the magazine well to the front)

- 2) The man on the stack man's left grasps the barrel of his rifle with his right hand and raises and centers his rifle with the magazine well facing to the front, wrist held shoulder high, elbow locked. Using his left hand, he then grasps the

rifle at the small of the stock releases his right hand, and re grasps the hand guard (midway). He then lowers both arms, with elbow locked (holding the rifle in a horizontal position with the muzzle to the right and the magazine well to the front)

c. As soon as stack man has placed his rifle in position both men move to the foot nearest the inches (half right or half left) toward the stack man. The man on the stack man's left insert the muzzle of his rifle in a similar manner and above the other rifle muzzle.

d. Without moving the feet, both rifle men swing the butt of their rifles out and then down to the marching surface, making the stack tight with the rifle butts on line and about two feet from the base line. When the stack has been completed, all three men resume the position of attention.

e. Additional rifles are passed to the nearest stack on the right (right or left if stacked in column). The men with additional rifle grasp the rifle barrel with the right hand and raise the rifle vertically with the magazine well to the front, wrist held shoulder high, elbow locked and right arm extended to the right front. Throughout the pass, the rifle is held vertical with magazine well to the front. The man to the left of the stack man then grasps the rifle midway at the hand guard with his left hand. The man passing the additional rifle then releases the rifle sharply returns to the right until it is centered on his body, and he grasps the rifle barrel with his right hand wrist held shoulder high and elbow locked. He then releases the left hand and sharply returns his left hand to the left side as in position of attention. He then moves the rifle to his right front. The stack man receives the rifle and center it in the same manner as previously described. The man to the left of the stack man sharply returns to the position of attention after he releases the rifle. Once the stack man has centered the rifle and grasped the barrel with the right, he bends forward at the waist and places the rifle in the stack so that it is secure (without damaging the front sight assembly). If there are two additional rifles, the second rifle is passed in the same manner as the first.

5.15. TAKE ARMS

a. To take arms, the command is **DAMPOT, TA**. On the command of execution **TA**, the men return the additional rifle in the same manner as the rifles were received. The stack man secures the stack and holds the loop in the same manner as for stacking rifles.

b. The men on the left and right step toward the stack man in the same manner as when stacking arms. Each man reaches down and re grasps his rifle (one hand at the small of the stock and one hand midway of the hand guard) and brings it to the horizontal position. The man on the right faces his rifle first and resumes order arms. The man on the left frees his rifle and resumes order arms.

c. The stack man cradles his rifle and adjusts the sling and sling keeper to its original position and then resumes order arms.

SECTION VI

PLATOON DRILL

Formations

6.1. GENERAL

a. Individual drill movements and the manual of arms are executed while performing as a squad member during the conduct of platoon drill.

b. Platoon drill, for the most part, merely provides the procedures for executing drill movements in conjunction with other squads formed in the same formation.

c. The platoon has two prescribed formations – line and column. However, the platoon may be formed into a file or a column of twos from a column formation.

d. When in a line formation, the elements (squads) of a platoon are numbered from front to rear, in a column formation, from left to right.

e. During all drill and ceremonies, the platoon leader and platoon sergeant carry their rifle at sling arms. When the platoon drills as part of a large unit, the platoon leader and the platoon sergeant remain at sling arms during all manual of arms movements except when executing the hand salute while at sling arms.

f. When the platoon drills as a separate unit, in line formation, the post for the platoon leader is six steps in front of and centered on the platoon; when in a column formation, the platoon leader is six steps on the left flank and centered on the platoon.

g. When the platoon leader commands **PABUKANG TALUDTOD; PAURONG; HAKBANG PAKALIWA (PAKANAN), KAD; PASULONG, KAD** or causes the platoon to change interval, he moves at the same time (with the appropriate step) so as to maintain proper position.

h. When the platoon drills as part of a large unit, in a line formation, the post for the platoon leader is six steps in front of and centered on the platoon; in a column formation, the platoon leader is at correct distance (one arm's length plus 6 inches) in front of the squad leader of the 1st squad while the platoon sergeant (guide) will move in front of the squad leader of the last squad. When assuming his post in column from a line formation, the platoon leader faces to the right in marching (on the command of execution **RAP**) and marches in the most direct route to his post, halts and faces left. When assuming his post in line from a column formation, the platoon leader faces to the left in marching (on the command of execution **RAP**) and marches in the most direct route to his post, halts perpendicular to the formation, and faces to the right, when column formation (company) and the command **DALAWANG TUDLING PAKANAN** is given, the platoon leader faces to the right in marching, repositions himself in front of and centered between the squad leaders of the third and fourth squads, halts and faces to the left. When the unit re-

forms into a column of fours, he faces to the left marching and resumes his original position in the column.

i. When the platoon drills as a separate unit, in a line formation, the post for the platoon sergeant is to the right of the 1st squad leader in normal distance. On the command **PABUKANG TALUODTOD, KAD;PAURONG;KAD; HAKBANG PAKANAN, (PAKALIWA) KAD; PASULONG KAD** and on commands that cause the platoon to change interval in line, he moves at the same time (with the appropriate step) so as to maintain proper position. If a file or column of two is formed, he moves to the leading squad in front of the leading leader at a normal distance. When reforming into a column of fours, the platoon sergeant resumes his post in the column when the element has halted.

j. When the platoon drills as part of a larger formation, in a line formation, the platoon sergeant's post is one step to the right of the first squad leader in a column formation, the platoon sergeant is one step in front of the last squad leader. When assuming his post in column from a line formation, the platoon sergeant faces to the right (on the command of execution RAP) and moves in front of the last squad leader, and faces left. When the platoon is in the column formation (company) and the command of column of twos from the left is given, the platoon sergeant faces to the left in marching, prepositions himself in front of the leading squad leader, halts and faces to the right.

k. The leader of the first squad serves as the base when the platoon is in line formation. The leader of the fourth squad serves as the base when the platoon is in a column formation.

6.2. FORMING THE PLATOON

a. The platoon normally forms in a line formation, however, it may reform in a column when each man can identify his exact position (equipment grounded) in the formation.

b. The platoon forms basically the same as a squad. The platoon sergeant assumes the position of attention and commands **HUMANAY** (At **PASINSING PAGITAN, HUMANAY** or in **SUNURAN, HUMANAY**). On the command **HUMANAY** (At **MASINSIN, HUMANAY**), the squad leader and the first squad (when formed) is three steps in front of and centered on the platoon sergeant. Other squad leaders cover on the first squad leader at the correct distance, which is obtained by estimation. The members of the first squad fall in on their squad leader as prescribed for squad drill. Members of the other squads fall in on their squad leader assume the position of attention and turn their heads and eyes to the right, they obtain correct distance by taking short steps forward or backward and align themselves on the man to their right. They then sharply turn their heads and eyes to the front as in the position of attention and obtain proper interval by taking short steps left and right to cover on the man to the front. Members of all squads, other than the first squad, will not raise their left arms unless the man to their immediate left has no one to his front in formation on which to cover.

c. When armed, members fall in at order arms or sling arms for safety, the commands **SIYASAT TA; AGAP TA; IBABA (ISAKBAT) TA** are given at the initial formation of the day and just before the last command, **LUMANSAG**.

d. When a report is appropriate, the platoon sergeant commands **MAG ULAT**. The squad leaders, in succession from front to rear, turn their heads and eyes toward the platoon sergeant and salute (holding the salute until returned) and report for example:

1) Situation 1. When all squad members are in formation, the report is "**NARITO PO LAHAT**".

2) Situation 2. When squad members are absent, the policemen and reasons for absence are reported:

Policeman Depacaquibo	– CQ runner
Policeman Orivillo	- Sick call
Policeman Osorio	- AWOL

e. After receiving the reports from the squad leaders, the platoon sergeant faces about and awaits the arrival of the platoon leader. When the platoon leader has halted at his post, the platoon sergeant salutes and reports, "Ginoo, narito pong lahat", or "Ginoo, napag alaman pong lahat", or "Ginoo, _____ang wala". The platoon leader returns the salute, after which the platoon sergeant faces about and march directly his post, and faces about.

f. If the platoon leader is not present for the formation, the platoon sergeant steps forward three steps (after receiving the squad leader's report) and assumes the duties of the platoon leader.

g. When appropriate, the platoon may be formed by the platoon leader rather than by the platoon sergeant. The procedures are the same as previously described except that the first squad forms six steps in front of and centered on the platoon leader, and the platoon sergeant forms at his post.

6.3. BREAKING RANKS

a. When the situation requires one or more individuals to leave the formation or to receive specific instructions from the platoon leader, the platoon leader directs: "Policeman Bautista (pause), Policeman Santos."

b. When the individual's name is called, he assumes the position of attention and replies "**NARITO PO**". He then takes one (15-inch) step backward, halts, faces to the right (left) in marching, and exits the formation by marching to the nearest flank. Once the individual has cleared the formation, he begins to double time and halts two steps from and centered on the platoon leader.

6.4. COUNTING OFF

a. The platoon counts off in the same manner as the squad.

b. When in a line formation, the squads count in unison from right to left, each squad leader sounds off, "**ISA**".

c. When in a column formation, the men abreast of each other count in unison from front to rear, each squad leader sounds off, "**ISA**".

6.5. CHANGING INTERVAL

a. The platoon changes interval in a line formation in the same manner as the squad.

b. To change interval when the platoon in a column at the halt, the right file stands fast and serves at the base. All other members (abreast of each other) execute the movement as previously prescribed. To obtain close interval from normal interval, the third squad takes one right step, the second squad takes two right steps, and the first squad takes three right steps. To obtain normal interval, the procedures are the same except that the squads execute the same number of left steps.

c. To change the interval when the platoon is marching in a column, the preparatory command **MASINSIN PAGITAN** is given as the right foot strikes the marching surface, and the command of execution **KAD** is given the next time the right foot strikes the marching surface. On the command of execution **KAD**, the base squad (right file) takes one 13-inch step and then executes the half step. All other men take one more step, simultaneously execute a column half right, and march until close interval is obtained. They execute a column half left and assume the half step when abreast of the corresponding man of the base squad. On the command **PASULONG, KAD**, all men resume marching with 30-inch step. The commands **PATAKDA, KAD** and **PULUTONG, TO** may also be given.

d. To resume marching to normal interval, the preparatory command **NORMAL INTERVAL (TAMANG PAGITAN)** left foot strikes the marching surface and the command of execution **KAD**, is given the next time the left foot strikes the marching surface. On the command of execution **KAD**, the platoon members obtain normal interval in the same manner prescribed for close interval except that they each execute column half left and then column half right.

e. To obtain double interval from normal interval, the procedures are the same as from close interval to normal interval.

f. To obtain normal interval from double interval (closing the formation in column from open ranks), the procedures are the same as obtaining close interval from normal interval.

6.6. ALIGNING THE PLATOON

a. The platoon is aligned similar to the squad.

b. On the command of execution **NA**, the first squad leader stands fast and serves as the base. Other squad leaders obtain correct distance by estimation. The members of the first squad execute in the same manner as in squad drill to

obtain exact interval. All other squads execute as the first squad, except that each squad members raise the left arm only for unity, actually covering (glancing out the corner of the left eye) on the man to the front.

c. If the platoon leader wants exact alignment, he faces to the half left (half right) in marching and marches (on the command of execution **NA**) by the most direct route to a position on line with the first squad, halts one step from the squad leader or left flank man, and faces down the line. From this position he verifies the alignment of the first squad, directing the men to move forward or backward as necessary calling them by name or number “ Estoesta, Forward two inches; Number eight, Backward four inches”. The platoon leader remains at attention, taking short steps to the right or left’s necessary, to see down the squad. Having aligned the first squad, the platoon leader after centering himself on the first squad, faces to the left (right) in marching taking 2 (3 if at open ranks) short steps to the next squad, halts faces down the line and aligns the squad in the same manner. After the last squad is aligned the platoon leader centers himself on the squad leader by taking short steps left or right, faces to the right (left) in marching, returns to his position (centered on the platoon), halts perpendicular to the formation, faces to the left(right) and commands **HANDA, RAP**.

d. To align the platoon in column, the commands are **COVER** and **RECOVER**. On the command **COVER**, the fourth squad leader stands fast and serves as base. The squad leaders with the exception of the left flank squad leader, raise their arms laterally and turn their heads and eyes to the right, the members of the fourth squad raise their left arms horizontally (as in squad drill) to the front and cover the man to their front and at the same time, glance out of the corner of their right eyes aligning on the man to their right. To resume the position of attention, the command is **RECOVER**, on this command, each sharply returns to the position of attention.

6.7. OPENING AND CLOSING RANK

a. **PABUKANG TALUdTUD, KAD** is executed from a line formation while at the halt. It maybe executed while at any of the prescribed intervals. The commands for these movements are **PABUKANG TALUdTOD, KAD** and **PASINSING TALUdTOD, KAD**.

b. On the command of execution **KAD**, the front rank takes two steps forward, the second rank takes one step forward, the third rank stands fast, and the fourth rank takes two steps backward. If additional ranks are present, the fifth rank takes four steps backward and the sixth rank takes six steps backward.

c. To close ranks, the command is **PASINSIN TALUdTUD, KAD**. On the command of execution **KAD**, the first rank takes four steps backward, the second rank takes two steps backward, the third rank stands fast, and the fourth rank takes one step forward.

d. On the command of execution **KAD**, the platoon leader and the platoon sergeant take the appropriate number of steps to maintain their posts.

6.8. RESTING THE PLATOON

The platoon rests in the same manner prescribed for the squad.

6.9. DISMISSING THE PLATOON

a. The procedures for dismissing the platoon are basically as prescribed for the squad.

b. The platoon leader commands **TANDIS NG PULUTONG**. The platoon sergeant moves, using the shortest route in front of the platoon leader, halts three steps away and center on the platoon and salutes, the platoon leader then commands **TAKE CHARGE OF THE PLATOON**, and salutes are exchanged. The platoon leader exits. Then the platoon sergeant takes three steps forward halts, faces about and carries out the platoon leader's instructions.

c. If the platoon sergeant so desires, the squads maybe released to the control of the squad leaders. The platoon sergeant commands **PAMUNUAN ANG INYONG MGA TILAP** and salutes are exchanged. The platoon sergeant is no longer part of the formation.

NOTE: Without leaving their position, the squad leaders then command **TIWALAG**, move to a position in the immediate area, and command **HUMANAY**. Then, they carry out the previous instructions and/or give any instructions for actions before the next duty formation.

MOVEMENTS

6.10. GENERAL

a. The platoon marches in the same manner prescribed for the squad.

b. When the platoon is marching in a line, the first squad serves as the guide and when the platoon is marching in column, the fourth squad leader serves as the guide.

c. When marching in line, each member of each squad (glancing out of the corner of his right eye) maintains alignment on the man to his right. When marching in column, each member of the first, second, and third squads maintains alignment on the man to his right.

6.11. EYES RIGHT

a. The platoon renders courtesy during ceremonies or when marching past Colors by executing eyes right. The command for this is movement are **KANAN TINGIN** and **HANDA, RAP**.

b. At the halt, all men (on the command of execution, **KANAN**), while keeping their shoulders parallel to the front, turn their heads and eyes to the right at

a 45-degree angle. They focus on and follow the person passing to the front until they are again looking forward, at which time their heads and eyes remain fixed to the front. Only the platoon leader renders the hand salute.

c. When marching, the preparatory command **HANDA KANAN** is given as the right foot strikes the marching surface and the command of execution **TINGIN** all men except the right file, turn their heads and eyes to the right and align themselves on the right file while continuing to march. Men in the right file do not turn their heads and eyes but continue looking straight to the front and maintain correct distance. Only the platoon leader salutes. To terminate the courtesy, the preparatory command **HANDA** is given in the next time the left foot strikes the marching surface. On the command of execution **RAP**, the men turn their heads and eyes sharply to the front and the platoon leader terminates the hand salute.

6.12. CHANGING THE DIRECTION OF A COLUMN

a. The platoon changes the direction of the marching basically the same as the squad.

b. During a column a movement, the base element is the squad on the flank in the direction of the turn.

c. To change the direction 90 degrees, the command is **LIKO SA KANAN (KALIWA), KAD**. On the command of execution **KAD**, the base squad executes the movement as in squad drill except that the squad leader takes one 30-inch step and then takes up half step. The squad leader continues marching with the half step until the other squad leaders come abreast. The other squad leaders, while maintaining a correct (offset) interval, execute a 45-degree pivot and continue marching in an arc. As they come on line (abreast) with the base squad leader, they take up the air step, when all the squad leaders are abreast, they step off with a 30-inch step without command. All other platoon members march forward on the command of execution and execute the column movement at approximately the same location as their squad leaders and in the same manner.

NOTE: When the platoon leader and platoon sergeant are marching at their post in column as part of a larger formation, they execute a column half right (left) rather than a 90-degree column movement. After executing the **LIKO HATING KANAN (HATING KALIWA)**, they continue marching in an arc, incline as necessary and resume their correct positions. After sensing that the squad leaders are abreast of each other, the platoon leader resumes the 30-inch step. At times, the platoon leader may find it necessary to shorten or lengthen his step in order to maintain correct distance from the unit to his front.

d. To change the direction 45 degrees, the command is **LIKO HATING KANAN (HATING KALIWA), KAD**. On the command of execution **KAD**, the platoon executes the movement in the same manner as a 90-degree turn except that the base squad leader as well as the other squad leaders execute a column half right (left).

NOTE: When executing a column movement at double time, elements adjust the length of their steps so that interval and distance are maintained through and beyond the pivot point.

e. The platoon marches in the opposite direction (**PABALIK, KAD**) in the same manner of the squad.

f. The platoon inclines in the same manner as the squad. The squad nearest the direction of the turn serves as the base. To avoid obstacle in the path of the march, the platoon leader directs **PAGAWING KALIWA (KANAN)**.

g. When space is limited and the platoon leader wants to march his unit in the opposite direction (reverse), with the squad leaders at the head of their squads, he **commands PABALIK SUNUDSUNURAN, KAD**. On the command of execution **KAD** (at the halt), the first squad marches forward three steps, execute a column beyond the fourth squad. The second squad steps forward one step, executes column right, marches forward, and executes another column right between the third and fourth squad. The thirds squad executes two short column lefts from the halt and marches between the remainder of the third squad and second squad. The fourth squad marches forward two steps, executes a column left between the first and the second squads.

NOTE: When there are only three squads, the first squad takes two steps before executing column right.

h. As the third squad leader marches past the last man in the third squad, he and his squad begin to march at the half step. After marching past the last man in each file, all other squads incline to the right and left as necessary, obtain normal interval on the third squad, and begin to march with the half step. When all squads are abreast of each other, they begin marching with a 30-inch step without command.

i. During the m movement, the platoon leader marches along side the first squad and the platoon sergeant marches one step to the rear and centered between the second and the third squads.

j. When marching, the preparatory command **COUNTER COLUMN** is given as the left foot strikes the marching surface and the command of execution **KAD** is given the next time the left foot strikes the marching surface. On the command of execution **KAD**, the platoon executes the movement basically the same as from the halt, .except that the squad takes one additional step to ensure that the pivot foot is in the correct position to execute the movement.

NOTE: When the platoon leader and platoon sergeant are marching at heir post as part of a larger formation, the platoon leader takes three steps forward and executes a column right, marches across the front of the platoon, executes another column right (just beyond fourth squad), marches to his post in the most direct manner, takes up the halt step, and then steps off with a 30-inch step when the squad leaders come on line. The platoon sergeant inclines to the right, follows the third squad until the movement its completed and then resumes his post.

6.13. MARCHING TO THE FLANKS

The platoon marches to the flank in the same manner as the squad.

6.14. FORMING FILE AND REFORMING

a. The platoon forms a single file, from the right, left or as designated only when in column at the halt. The commands are **SUNUDSUNURAN MULA SA KALIWA (KANAN), KAD** or **File in sequence three-two-four-one, MARCH.**

b. On the preparatory command, the squad leader of the designated squad gives the supplementary command **PASULONG** the other squad leaders command **MANATILI**. On the command of execution **KAD**, the lead squad marches forward. The squad leader next to the lead element (or as designated) looks over the shoulder nearest the moving element and commands column half left (right) when the second from the last man is on line with him. The squad leader gives the command of execution **KAD** as the right foot of the last man strikes the marching surface when abreast of him. On the command of execution, the squad leader executes the column half left (right), then marches without command to the right (left), and follows the last man of the preceding squad at correct distance. Other members of the squad march forward and execute the same movements as the squad leader. The remaining squads form the file in the same manner as the squad immediately behind the lead element.

c. The platoon may form a file and execute a column movement simultaneously from a column formation. The command for this movement is **SUNUDSUNURAN MULA SA KALIWA (KANAN), LIKO SA KALIWA (KANAN), KAD**. Following the platoon leader's preparatory command, the squad leader of the lead element commands **LIKO SA KALIWA (KANAN)** instead of the leader of the lead element commands **LIKO SA KALIWA (KANAN)** instead of leader. The other squad leaders command **MANATILI**. On the platoon leader's command of execution **KAD**, the lead squad executes the column left (right). The other squad leaders command **LIKO SA KALIWA (KANAN)** at the appropriate time as stated in subparagraph b. They give the command of execution **KAD** as the right foot of the last man strikes the marching surface at the pivot (column left), or the first time the last man's right foot strikes the marching surface after the pivot (column right).

d. The platoon re-forms to the original column formation only from the halt. The command is **APATANG TUDLING PAKANAN (KALIWA), KAD**.

On the preparatory command, the squad leader of the base squad command **MANATILI**. All other squad leaders command **LIKO HATING KANAN (KALIWA)**. On the platoon leader's command of execution **KAD**, the base squad stands fast; all other squads execute the column half right (left) simultaneously. As each of the moving squad leaders reach a point (line) that ensures correct interval on the element to their left (right), they automatically incline to the left (right) and command **PATAKDA, KAD** and **TILAP, HINTO** so that their squad is abreast of the base (other) squad where halted.

6.15 FORMING A COLUMN OF TWOS AND RE-FORMING

a. The platoon forms a column of twos from the right or left when a column of fours at the halt. The command is **DALAWANG TUDLING MULA SA KALIWA (KANAN)**.

b. On the preparatory command, the squad leaders of the two lead squads command **PASULONG**. The other two squad leaders command **MANATILI**. On the platoon leader's command of execution **KAD**, the two lead squads march forward. The squad leader (second or third) next to the lead elements gives command to start both of the remaining squads in motion. Looking over the shoulder nearest the moving elements, the squad leader gives the preparatory command **liko hating kaliwa (kanan)** (when the second from the last man is abreast of him) and then gives the command of execution **KAD** as the right foot of the last man strikes the marching surface abreast of him. On the platoon leader's command of execution, both squad leaders execute the column half left (right), incline to the right (left) without command, and follow the last men of the preceding squads at correct distance (do not close the space if the files of the two leading squads are not even). Other members of the remaining squads march forward and execute the same movements as their squad leaders.

c. The platoon may form a column of twos and execute a column movement simultaneously from a column formation. The command for this movement is **DALAWANG TUDLING MULA SA KALIWA (KANAN), LIKO SA KALIWA (KANAN), KAD**. The squad leaders of the lead squads command **LIKO SA KALIWA (KANAN)** instead of forward. The squad leader of the second (third) squad gives the command **LIKO SA KALIWA (KANAN)**; however, he executes the column half left (right). The remaining two squad leaders command **MANATILI**. On the Platoon leader's command of execution **KAD**, the lead squads execute the column left (right). The squad leader (second or third) next to the lead elements gives the command to start both squads in motion. Looking over the shoulder nearest the moving elements, the squad leader gives the preparatory command **LIKO SA KALIWA (KANAN)** when the second from the last man is abreast of him; he gives the command of execution **KAD** as the right foot of the last man strikes the marching surface at the pivot (left) or the first time the last man's right foot strikes the marching surface after the pivot (column right). Although the command is **LIKO SA KALIWA (KANAN)**, the outside squads (fourth or first) execute column half right (left).

d. The platoon re-forms to the original column formation only from the halt. The command is **APATANG TUDLING SA KANAN (KALIWA), KAD**. On the preparatory command, the squad leaders of the base squads commands **TULUYANG LAKAD**. The trailing squad leaders command **LIKO HATING KANAN (KALIWA)**. On the platoon leader's command of execution **KAD**, the base squads strands fast. The trailing squad leaders execute slightly more than the column half right (left) simultaneously. As the trailing squad leaders reach a point (line) that will ensure correct interval on the element to their left (right), they automatically incline to the left (right). The squad leader nearest the stationary squads (second and third) commands **PATAKDA, KAD** and **TILAP, TO**.

SECTION VII

COMPANY DRILLS

Procedures and Personnel

7.1. GENERAL

a. Individual drill movements, manual of arms and squad and platoon drills are executed (as previously described) while conducting company drill.

b. For the most part, company drill provides the procedures for executing platoon drill in conducting with other platoon in the same formation.

c. For drill purposes, a company consists of a company headquarters and two (2) or more platoons. The company headquarters personnel are attached to the platoons to equalize platoon strength without interfering with the permanent squad organization; however, the commander may form the headquarters personnel into a separate platoon at either flank of the company. When headquarters personnel form a separate element, the ranking **PNCO** serves as the platoon sergeant and the company executive officer serves as the platoon leader.

d. When in line or a mass formation, the right platoon serves as the base; when in a column formation, the lead platoon serves as the base.

e. The first sergeant assumes the position of company commander, if there are no officers present.

f. When the company commander directs that the company open or close ranks, align, stack or take arms, extend march, close on the leading platoon, or prepare for inspection, the movement are executed on the command of the platoon leaders command the movement is sequence beginning with the position.

g. During all drills and ceremonies, the first sergeant and executive officer carry their weapons at sling arms. They remain at sling arms during all manual of arms movements except that they execute the hand salute while at sling arms.

h. The members of a company break ranks in the same manner as in platoon drill except that the individuals called from the formation form on the commander rather than on the platoon leader.

i. The company marches, rests, executes eyes right in the same manner as the platoon.

j. The company has for prescribed formations: company in line with platoons in line, company in column with platoons in column, company in column with platoons in line (used primarily for ceremonies), and company mass formation. However, the company may be formed into a column of twos in the same manner as the platoon.

7.2. POSTS FOR KEY PERSONNEL

a. **Company Commander.** When the company is in line formation or in a column with the platoons in line, the post for the company commander is 12 steps (from the front rank troops) to the front and centered on the company. As part of a larger unit, when the company is in column with platoons in column and when in a mass formation, his post is six steps from the front rank of troops to the front and centered on the company. As a separate unit, when the company is in column with platoons in column, his post is 12 steps from and centered on the left flank.

b. **Guidon Bearer.** The guidon bearer's post is two 15-inch steps to the rear and two 15-inch steps to the left of the company commander.

NOTE: The company commander should inconspicuously direct the guidon bearer to remain in position and move with the commander when the company is to faced to the right and marched for only a short distance.

c. **Executive Officer.** The executive officer's post is two 15-inch steps to the rear and two 15 15-inch steps to the right of the company commander.

d. **First Sergeant.** When the company is in line formation, the first sergeant's post is three steps to the rear of the last and centered on the company; in a column or a mass formation, he is three steps to the rear of the last rank and off center (one 15-inch step to the left) of the company.

FORMATION AND MOVEMENTS

7.3. GENERAL

a. The company normally forms in a line formation; however, it may reform in column when each man can identify his exact position (equipment grounded) in the formation.

b. The company forms basically as the platoon. On the command **HUMANAY** (At close interval), the platoons form in line, centered on and facing the person forming the unit, with five-step intervals between platoons.

c. When armed, members fall in at **IBABA (ISAKBAT) TA**. For safety, the person forming the unit commands **SIYASAT, TA; AGAP, TA; IBABA (ISAKBAT) TA**. At the initial formation of the day, or when the last command is **LUMANSAG**.

d. The company may be formed by the first sergeant (platoon sergeants) or by the company commander (platoon leaders). When possible, the platoons assemble near the formation site before the arrival of the first sergeant or company commander. If the company is formed by the Police non-commissioned officers the platoon leaders normally observe the procedures from a position to the rear of their platoons.

- 1) Forming with Police non-commissioned officers.

a) When the company is formed by the non-commissioned officers, the first sergeant posts himself nine steps in front of (center) and facing the line where the front rank of each platoon is to form.

b) On the command of execution, the platoons form in the same manner prescribed in platoon drill. Each platoon sergeant faces his platoon while the platoons are forming and directs his platoon to adjust (if necessary) and align on the platoon to its right at the correct interval. Once the platoon is formed, the platoon sergeants face about.

NOTE: If the command MASINSING PAGITAN, HUMANAY, is given, the members of the platoon form at close interval, however, the five-step interval between platoons is maintained.

c) When all of the platoon sergeants are facing to the front, the first sergeant commands (if appropriate) **SIYASAT TA; AGAP TA; IBABA (ISAKBAT), TA.** He then directs (if appropriate) **TANGGAPIN AND ULAT.** The platoon sergeants face about and command **MAG-ULAT**, the squad leaders report as previously described in **Section 6 paragraph 6.2.d.** After receiving report, the platoon sergeants face about. When all platoon sergeants are facing to the front, the first sergeant commands **MAG-ULAT.** The platoon sergeants salute and report in succession from right to left, the first sergeant returns each salute individually. Having received the report from the platoon sergeants, the first sergeant faces about and awaits the arrival of the company commander.

NOTE: If the company commander is not scheduled to receive the company, the first sergeant commands SUMALUNAN. On this command, the platoon sergeant and guidon bearer forward three steps. Simultaneously, the first sergeant faces about, steps forward three steps, and occupies the position of the commander.

d) When the company commander halted at his post, the first sergeant salutes and report, "*Ginoo, narito pong lahat,*" or "*Ginoo, napag-alaman pong lahat,*" or salutes and commands **SUMALUNAN.** The first sergeant faces about and marches forward three steps. The platoon sergeants face to the right in marching and assume their posts beside the first squad leader (if the platoon leader is not present, they step forward three steps). The platoon leaders march around the left flank of their platoons and assume their posts by inclining and halting, already facing to the front.

2) Forming with officers. When the company is formed by the company commander, the procedures are the same as forming with the non commissioned officers except that the platoon leaders from their platoons and the first sergeant, platoon sergeants, and guidon bearer fall in at their posts. The command **SUMALUNAN** is not necessary.

7.4. CHANGING INTERVAL

a. The company changes interval in the same manner as prescribed for the platoon.

b. When the company commander wants the company to obtain close interval in a line formation while maintaining a five-step interval, he directs **“LAPIT SA UNANG PULUTONG MASINSINANG PAGITAN.”** The platoon leaders face about and command **ISAHANG BILANG, NA.** After the platoons have counted off, the platoon leaders command **HARAP SA KANAN, NA,** and in succession command **HATING HAKBANFG, KAD.** They halt at the five-step interval and face the platoon left, march (half step) forward until the five-step interval is obtained, and then halt and face their platoons to the right.

NOTE: When the company is at close interval (line formation), the commander may march the company (in column with less that correct distance) at the half step for short distances. If he wants to march with a 30-inch step while marching with less than correct distance, he directs “IDALANG AND INYONG PULUTONG”. The first platoon leader commands **PADALANG, KAD.** The remaining platoons execute the directive in the same manner as the second platoon.

c. When the company commander wants the company to obtain normal interval from close interval in a line formation while maintaining a five-step interval, he directs **“PADALANG SA UNANG PULUTONG GAWING PAGITAN”.** The platoon leaders face about and march (half step) their platoons to a position that ensures the five-step interval between platoons to the left, the platoon leaders command **ISAHANG BILANG, NA.** The platoon leaders then command **GAWING PAGITAN, KAD.**

7.5. ALIGNING THE COMPANY

a. To align the company in a line formation, the company commander directs **“TUNTON SA KANAN”.** On the directive, all platoon leaders face about. The right flank platoon leader commands **TUNTON KANAN, NA.** He then faces to the half left in marching, moves to a position on line with and one step to the right of the first man of the first squad and faces (right face) down the line. After aligning the first rank, the platoon leader centers himself on the first rank and command **MANATILI** then faces to the left, takes two short steps, halts, executes right face, and aligns the second rank, then commands **MANATILI.** The third and fourth ranks are aligned in the same manner as the second rank. After aligning the fourth rank, the platoon leader faces to the left and takes one step then face about and move straight one step forward of the platoon, then commands **HANDA, RAP,** and proceeds to his post six paces front and center of his platoon. All platoon leaders to the left of the first take the same actions as the first leader.

NOTE: If necessary, the platoon leaders to the left of the base platoon command AYUSIN AND PAGITAN before commanding TUNTON KANAN, NA. On the command AYUSIN AND PAGITAN, the base (squad) leader of the first squad) faces to the right in marching and moves to the left flank member (first squad) of the platoon to the right, halts, faces about, steps forward five steps, halts, faces to the right, and aligns himself on the element to his right.

b. To align the company in column, the company commander directs **“TUNTON HARAP”.** On this directive, the first platoon leader faces about and commands **COVER.** The other platoon leaders command **MANATILI.** The first

platoon covers as in platoon drill, the other platoon then execute the movement in succession as soon as the platoon to their front has completed the movement.

7.6. OPENING AND CLOSING RANKS

a. To open ranks, the company commander directs “**IBUKANG TALUdTUD ANG INYONG MGA PULUTONG**”. On the directive, all platoon leaders face about. The right flank platoons leaders commands **PABUKANG TALUdTUD, KAD**. And then aligns his platoon. All platoon leaders to the left of the first platoon take the same actions as the first platoon leader.

NOTE: When clearing grounded equipment, the company may march in column (right faces) from open ranks (double interval) for short distances. Having cleared the equipment, the commander commands GAWING PAGITAN, KAD. When returning to the equipment while marching at normal interval, the command DALAWANG PAGITAN, KAD is given. If the company is marching in reverse order, the commands TIWALAG and HUMANAY should be given.

b. To close ranks, the commander directs “**IPASINSING TALUdTUD ANG INYONG MGA PULUTONG**”. On the directive, all platoon leaders face about and in sequence from the right to the left command **PASINSING PAGITAN, KAD**. The platoons execute the movement the same as in platoon drill. The platoons have completed the movement, platoon leaders face about.

7.7. CHANGING THE DIRECTION OF MARCH OF A COLUMN

a. The company changes the direction of march basically the same as the squad and platoon. The commands are **LIKO SA KANAN (KALIWA), LIKO HATING KANAN (KALIWA), NA**.

b. The base element during a column movement is the lead platoon and the squad on the flank, in the direction of turn.

c. When at the halt, the leading platoon leader repeats the company commander’s preparatory command. Succeeding platoon leaders give the supplementary command **PASULONG**. On the command execution **NA**, the leading platoon executes the movement as prescribed in platoon drill: succeeding platoons execute the movement on their platoon leader’s command at approximately the same location.

d. While marching, the movement is executed as described from the halt except that the succeeding platoon leaders gives the supplementary command **TULOY ANG LAKAD** rather than **PASULONG**.

f. When executing counter column march from the halt, the leading platoon leader repeats the preparatory command: succeeding platoon leaders give the supplementary command **PASULONG**. On the command of execution **KAD**, the leading platoon executes the movements as described in platoon drill and marches through the other platoons. Succeeding platoons execute the movement on the platoon leader’s command at approximately the same location. When the

movement is executed while marching, the command of execution is given as the left foot strikes the marching surface. The movement is executed basically the same as from the halt except that the succeeding platoon leaders give the supplementary command to continue to march rather than forward. The guidon bearer faces to the left in marching from the halt or executes a column left in marching, marches by the most direct route outside of the formation and repositions himself in front of the lead platoon as it clears the rear of the company. If the company commander gives the command from his post in a separate unit, he moves in the most convenient manner to his new position at the left flank of the unit/. If he gives the command while at the head of the company, he moves in the same direction as the guidon bearer.

7.8. CORRECTING DISTANCE BETWEEN PLATOONS

a. To obtain correct distance when the company is marching in column or is in column at the halt, the company commander directs **“LAPIT SA UNANG PULUTIONG”**.

b. When at the halt, on the directive **“LAPIT SA UNANG PULUTIONG”**, the platoon leader of the leading platoon commands (over the right shoulder) **MANATILI**. The succeeding platoon leaders command (over the right shoulder) **PASULONG, KAD** and then command **PATAKDA, NA and PULUTIONG, TO** when correct distance is obtained.

c. While marching, on the directive **“LAPIT SA UNANG PULUTIONG”**, the platoon leader of the leading platoon commands (over the right shoulder) **HATING HAKBANG, NA**. The succeeding platoon leaders command (over his right shoulder) **TULOY ANG LAKAD**, and then command **HATING HAKBANG, NA** as soon as the correct distance is obtained.

d. The company commander commands **PASULONG, KAD; (TO)** as soon as all platoons have obtained the correct distance and are marching at the half step.

7.9. FORMING A COLUMN OF TWOS AND RE-FORMING

a. The company forms a column of twos basically the same as the platoon. The company commander must allow sufficient time for the platoon leaders, and the squad leaders of the lead platoon, to give their supplementary commands before giving the command of execution. The command for this movement is **DALAWANG TUDLING MULA SA KANAN (KALIWA), KAD**. The leading platoon leader repeats the preparatory command. Other platoon leaders give the supplementary command. On the company commander's command of execution **KAD**, the leading platoon executes the movement as in platoon drill. Other platoons execute the movement on their platoon leader's command. Succeeding platoon leaders give their commands so as to follow with the prescribed five-step distance between platoons.

7.10. FORMING A COMPANY MASS

a. The company may form in mass from a company in column (platoons in column) when halted or while marching. The company must be at close interval (close interval, march) before the command **Company mass left, MARCH** is given.

b. On the preparatory command **Company mass left**, given at the halt, the leading platoon leader commands **MANATILI**. The platoon leaders of the succeeding platoons command **LIKO HATING-KALIWA**. On the command of execution **KAD**, the leading platoons stand fast. The other platoons execute the column half left and then execute a column half right on the command of the platoon leaders to a point (line) that ensures the platoons will be at close interval along side the platoon to their right when halted. As the platoons come abreast, the platoon leaders command **PATAKDA, KAD**. While the platoon is marking time, the members adjust their positions to ensure alignment on the man to their right. The platoon leaders allow their platoons to mark time for about eight counts and then command **PULUTONG, TO**.

NOTE: On the command of execution KAD, the company commander and guidon bearer face to the right (left) in marching and reposition themselves centered on the company.

c. On the preparatory command **Company mass left** while marching, given as the left foot strikes the marching surface, the leading platoon leader gives the supplementary command **PATAKDA**. The succeeding platoon leaders command **LIKO HATING-KALIWA**. On the command of execution **KAD**, the leading platoon begins to march in place. After marking time for about eight counts, the lead platoon leader commands **PULUTONG, TO**. The other platoons form in the same manner as from the halt.

NOTE: On the command of execution KAD, the company commander and guidon bearer halt and immediately face to the right (left) in marching and reposition themselves centered on the company.

7.11. ALIGNING A COMPANY MASS

a. As soon as the company has formed in mass, the company commander gives the command **IBABA, TA** (if appropriate) and then commands **MASINSIN PAGITAN, TUNTOIN KANAN, NA**.

b. On the command of execution **NA**, the platoon leader of the right platoon marches by the most direct route to the right flank and verifies the alignment of as many ranks as necessary to ensure proper alignment in the same manner as aligning the platoon. When he has finished the verification, the platoon leader returns to a position one step in front of centered on the third squad, halts, and faces to the right. When the platoon leader has returned to his position, the company commander commands **HANDA, RAP**.

NOTE: On the command of execution NA, the platoon leaders and platoon sergeants position themselves in line with the third squad of their platoon by executing one 15-inch step to the right.

7.12 CHANGING THE DIRECTION OF MARCH OF A MASS FORMATION

a. The company changes the direction of march in mass basically the same as a position column movement. When executed from the halt, the commander has the unit execute **KANAN, BALIKAT, TA** (if appropriate), then faces in the desired

direction of march, turns his head toward the formation, and commands **PIHIT SA KANAN (KALIWA), KAD**. On the command of execution **NA**, the platoon leaders face to the **HATING KANAN (KALIWA)** in marching and continue to march in an arc until parallel to the new direction of march. Then they begin marching with the half step, dressing on the right (left flank platoon leader until the command **PASULONG, KAD** is given. The right (left) guide (the base squad leader in the direction of turn) faces to the right (left) in marching and immediately takes up the half step. All other squad leaders (front rank) face to the half right (left) in marching and continue to march in an arc until they come on line with the guide. At this time, they begin marching with the half step and dress (glancing out of the corner of the eye) in the direction of the turn until the command **PASULONG, KAD** is given. On that command, the dress is automatically to the right. All other members march forward and execute the movement in the same manner as their squad leaders.

b. When executed while marching, the movement is in the same manner as from the halt except that the company commander faces about (marching backward) to give the command **LIKO SA KANAN (KALIWA), NA**. He then faces about and completes the turning movement himself. After the company has completed the turn, he faces about, commands **PASULONG, KAD** and again faces about.

7.13 FORMING A COLUMN FROM A COMPANY MASS

a. To form a company in column from a company mass at the halt, the command is **SUNURAN NG MGA PULUTONG, KANAN PULUTONG, LIKO SA KANAN (LIKO HATING KANAN), KAD**. The right platoon leader gives the supplementary command of **PASULONG (LIKO SA KANAN or LIKO HATING KANAN)** and the other platoon leaders command **MANATILI**. On the command of execution **NA**, the right platoon marches in the direction indicated. All other platoons follow (in sequence) in column, executing column half right and column half left on the commands of the platoon leaders.

b. To execute the movement when marching, the company commander commands **AGAP, TA** (unless at sling arms), and then commands **SUNURAN NG MGA PULUTONG, KANAN PULUTONG, TAKBONG HAKBANG, NA**. On the preparatory command, the right platoon leader gives the supplementary command **TAKBONG HAKBANG**, and the other platoon leader gives the supplementary command **TULOY ANG LAKAD**. On the command of execution **NA**, the right platoon marches in double time. Other platoon leaders (in sequence) command **LIKO HATING KANAN, TAKBONG HAKBANG NA** and **LIKO HATING KALIWA, NA** to bring the succeeding platoons in column with the leading platoon.

c. The platoon leader and the platoon sergeant reposition themselves after the supplementary command but before the command of execution.

7.14. FORMING A COMPANY IN COLUMN WITH A PLATOONS IN LINE AND REFORMING

a. To form a company in column with platoons in line from a column formation at the halt, the command is **HANAY NG MGA PULUTONG, KAD**. The platoon leader of the leading platoon commands **MANATILI**. The second platoon

leader commands **LIKO SA KANAN**. All other platoon leaders command **PASULONG**. On the command of execution **KAD**, the leading platoon stand fast, and the second platoon executes **LIKO SA KANAN**, marches 12 steps fast the right file of the first platoon, and executes **LIKO SA KALIWA**. As they come on line with the base platoon, the platoon leader commands **PATAKDA, NA**. After the platoon has marched in place for eight counts, the platoon leader commands **PULUTONG, TO**. The succeeding platoons execute a **LIKO SA KANAN** at approximately the same location as the platoon to their front and execute a **LIKO SA KALIWA** and then halt in the same manner as the second platoon. When the platoons have halted in position, the company commander commands **HARAP SA KALIWA, NA**. On the command, the platoon leaders and platoon sergeants face in marching and assume their posts.

b. When executed while marching, the movements are basically the same as from the halt except that the commander gives the command of execution as the right foot strikes the marching surface. The leading platoon leader commands **PATAKDA, NA**. On the preparatory command, the second platoon leader commands **LIKO SA KANAN**, and the succeeding platoon leaders command **TULOY ANG LAKAD**. On the command of execution **NA**, the leading platoon executes mark time and marches in place (approximately eight counts) until the platoon leader commands **PULUTONG, HINTO**. The other platoons execute the movement in the same manner as from the halt.

c. To re-form in column with platoons in column, the company commander commands **HARAP SA KANAN, NA; SUNURAN NG MGA PULUTONG, KALIWANG PULUTONG KAD**. On the command **HARAP SA KALIWA, NA**, the platoon leaders and platoon sergeants face in marching and resume their posts in column. On the preparatory command **SUNURAN NG MGA PULUTONG, KALIWANG PULUTONG**, the left platoon leader commands **PASULONG, LIKO SA KALIWA (HATING KALIWA)**. All other platoon leaders command **LIKO HATING KALIWA**. On the command of execution **KAD**, the left platoon executes movement. The other platoon leaders give the appropriate commands so as to follow the lead platoon at correct distance.

NOTE: If necessary, the platoon following the second platoon automatically adjust the length of their step to ensure correct distance from the platoon to their front.

7.15. DISMISSING THE COMPANY

a. The company is dismissed while at attention. It may be dismissed by the first sergeant.

b. When the company is dismissed by the first sergeant, the company commander commands **TANDIS NG BALANGAY**. The first sergeant marches by the most direct route to a position three steps from and directly in front of the company commander. After the first sergeant is halted, the company commander commands **LANSAGIN ANG BALANGAY**. Salutes are exchanged. Upon termination of the salutes, the platoon leaders and executive officer leave the formation. The platoon sergeants face to the right in marching and take their posts (platoon leader's position) six steps in front of and centered on the platoon by

marching around the right flank of the platoon, inclining and halting already facing to the front. The first sergeant steps forward three steps and faces about. When all platoon sergeants are at their post, the sergeant commands **LANSAGIN ANG INYONG PULUTONG**. The platoon sergeants salute. The first sergeant returns all salutes with one salute. After salutes are exchanged, the first sergeant and guidon bearer leave the formation. The platoon sergeants then dismiss their platoons as in platoon drill.

c. When the company is dismissed by the company commander, he commands **LANSAGIN ANG INYONG PULUTONG**. The platoon leaders salute. The company commander returns all salute with one salute. After the salutes are exchanged, the company commander, guidon bearer, first sergeant and executive officer leave the formation. The platoon leader(s) faces about and commands **SARHENTO NG PULUTONG**. The platoon sergeant faces to the right in marching and marches (inclines) around the squad leader (s), halts three steps in front of and centered on the platoon leader, and faces to the right. Each platoon leader then directs "**LANSAGIN ANG PULUTONG**". Salutes are exchanged. The platoon leaders leave the formation. The platoon sergeants step forward three steps, face s about and dismiss the platoons as in platoon drills.

INSPECTIONS

7.16. GENERAL

a. The company has one prescribed formation for inspecting personnel and equipment in ranks – company in line with platoons in line. While inspecting crew served weapons and vehicles, the personnel are normally positioned to the rear of the formation with the operator (gunner) standing by his vehicle (weapon).

b. The commander may conduct an in-quarters (barracks) inspection to include personal appearance, individual weapons, field equipment, displays, maintenance, and sanitary conditions.

c. When field equipment is to be inspected, it should be displayed. Additional equipment not shown or different models of the equipment should be arranged in a uniform manner established by the local commander.

7.17. IN RANKS INSPECTION (LINE FORMATIONS)

a. When the company is in line formation, the company commander directs 'HUMANANDA SA PAGSISIYASAT'. On that directive, the platoon leaders face about open ranks, and align the company. The platoon leaders take their position one step in front of the ist squad leader.

b. The company commander begins the inspection by stepping forward and inspecting the guidon bearer. He then faces to the half left in marching and proceeds to the right of the line . When the company commander has halted directly in front of him, he salutes and reports, 'GINOO, unang/ikalawang pulutong. Tinyente dela Cruz ang namumuno, handa nap o sa pagsisiyasat.' The company

commander then directs the platoon leader to lead him through the inspection, faces to the half left in marching, the platoon leader faces to the right in marching, inclines and halts directly in front of the second man in the first squad and on line and at normal interval (close interval) to the right of the company commander.

NOTE; As soon as the platoon leader and company commander have halted in front of the first two men, the squad leaders command TIKAS PAHINGA. When the moving from man to man during the inspection, the company commander and platoon leader(executive officer and first sergeant) simultaneously face to the right in marching, take two short steps (one step if the company is at close interval) halt and face to the left. After the company commander has inspected the last man in the front rank, the platoon leader hesitates momentarily and allows last in the front rank, the platoon leader hesitates momentarily and allows the company commander to precede him as he inspect the rear of each rank, the next squad leader commands his squad to HUMANDA. As they begin to inspect the next rank, the squad leader of the 1st rank inspected commands TIKAS PAHINGA. Normally when inspecting the rear of each rank the company commander inspects the rear of the last man in each rank, he turns and halts and halts directly in front of the second man. The executive officer and first sergeant march past (behind) the company commander and assume their position to his left.

c. As the company commander halts and is directly in front of and facing the individual being inspected, the individual executes inspection arms. If the company commander wants to inspect the individual's weapon, he will inspect the weapon first, then the individual's uniform and appearance. As soon as the company commander grasps the weapon, the individual releases the weapon and resumes the position of attention. When the company commander has finished inspecting the weapon he returns it in the same manner as it was received. The individual receives the weapon by grasping the center of the hand guard just forward of the slip ring with the left hand and the small of the stock with right hand. He then executes read, port arms, and order arms.

NOTE: In the event the company commander does not want to inspect the weapon, the individual remains at inspection arms until the company commander has halted in front of and is facing the next man. The individual then executes AGAP TA and BABA TA. As the company commander moves to the rear of the rank being inspected, each man, as the commander approaches, unfasten the snap of his scabbard, grasps the point of the scabbard with the left hand, moves the point slightly forward. The scabbard is held in position until the bayonet has been replaced or, if the bayonet is not inspected, until the company commander has moved to the next man. At that time, the securing straps are fastened and the position of attention is resumed.

d. The correct method of manipulating a rifle for inspection is as follows.

1) When receiving the rifle from the inspected individual, reach forward and grasp the rifle at the upper portion of the hand guard with the right hand. Lower the rifle diagonally to the left, twist the rifle slightly, insert the tip of the little finger of the left hand into the ejection port (do not twist the rifle but insert the thumb into the

receiver of the M16 series rifle), and look into the barrel. The fingers reflect sufficient light for the inspection of the barrel.

2) Grasp the small of the stock with the left hand and raise the rifle to a horizontal position (sights up) with the muzzle to the right. The rifle is centered on the body with the forearms horizontal and the palms up. Move the rifle horizontally to the left and inspect the upper portion of the rifle beginning with the flash suppressor. Move the rifle slowly to the right inspecting the butt. Return the rifle to the center of the body.

3) Keeping the rifle horizontal, rotate it 180 degrees (sights toward the body) so that the sights point toward the marching surface. Move the rifle horizontally to the left and inspect the muzzle. Move the rifle slowly to the right and inspect the butt. When moving the rifle across the body twists the rifle as necessary and inspects the movable parts on the sides of the receiver. Having completed the inspection of the lower parts of the rifle, return it to the center of the body.

4) Keeping the rifle horizontal, rotate the rifle 180 degrees (sights away from the body) so that the sights are up. Release the left hand and return the rifle in the same manner as received.

5) When inspecting a weapon other than a rifle, the inspecting officer receives the weapon with his right hand and inspects it in the most convenient manner. Having completed the inspection, the weapon is returned with the right hand in the same manner as received.

e. When the company commander has completed the inspection of the platoon leader commands the platoon to **HUMANDA** and overtakes the company commander enroute back to the front of the platoon. The platoon leader halts facing to the front (six steps in front and centered on his platoon) and exchanges salutes with the company commander. The company commander (executive officer and first sergeant) faces to the right in marching and moves to the next platoon. As soon as the company commander has cleared the first platoon, the platoon leader faces about, commands **PASINSIN PAGITAN, KAD** and **PALUWAG** and then faces about and executes at ease. When the company commander has completed (exchange salutes with the platoon leader) the inspection of the last platoon, he returns to his post at the center of the company and commands the company to **HUMANDA**. He then dismisses the company, as previously described.

f. When the company is inspected by an officer of a higher command, on the approach of the inspecting officer, the company commander commands **BALANGAY, HUMANDA**. He then faces about salutes, and reports, "Ginoo, "A" Balangay, Kapitan Dela Cruz namumuno, handa na po sa pagsisiyasat". The inspection is conducted as previously described except that the company commander takes a position immediately to the left of the inspecting officer. The inspection is terminated by the company commander in the same manner prescribed for a platoon leader.

7.18. IN-QUARTERS INSPECTION (STAND BY)

a. When the company commander wants to conduct an in-quarters inspection, the members are positioned on line with their equipment or as near it as possible. The platoon leader positions himself in the path of the inspecting officer at a point near his area of responsibility. At the approach of the inspecting officer, the platoon leader commands **PULUTONG, HUMANDA**, salutes, and reports, "Ginoo, unang pulutong Tenyente Dela Cruz namumuno, handa napo sa pagsisiyasat.

NOTE: When the situation dictates, the platoon leader may report to the inspecting officer outside of the quarters. A designated individual commands the members to HUMANDA as the inspecting officer enters the quarters (bay).

b. The platoon leader then guides the inspecting officer along a route dictated by the physical arrangement of the personnel and equipment. Upon entering the quarters (bay), the inspecting officer commands **PALUWAG**. As the inspecting officer approaches each individual or his equipment, the individual automatically assumes the position of attention. When the inspecting officer has moved to the next man, the last inspected resumes the position of at ease. As the inspecting officer begins to exit the quarters (bay), after completing the inspection, **HUMANDA** is commanded. The platoon leader and inspecting officer exchange salutes.

NOTE: When inspecting policeman's rooms, attention is not commanded. The individuals automatically assume the position of attention as the inspector enters the room. The inspector then commands PALUWAG. As the inspector approaches each policeman, the policeman assumes the position of attention and resumes at ease after he has been inspected.

SECTION VIII

BATTALION AND BRIGADE FORMATION

Battalion Formations

8.1. GENERAL

a. For the most part, battalion and brigade drill merely provides the procedures for executing company or battalion drill in conjunction with other companies or battalions in the same formation.

b. For drill purposes, a battalion or brigade consists of a headquarters (staff), colors, and two or more companies or battalions. The right flank unit serves as base when in a line formation; the leading element is the base when in column.

c. To facilitate the forming of a larger unit, the commander normally alerts the component units as to the desired formation, time, place, route, uniform, and the sequence in which the units will form. Unless the right guide's position at the formation site has been previously marked, the guides report to the site and receive instructions prior to the arrival of the troops.

d. The officer staff forms in one rank, at normal interval and centered on the commander. Staff members are normally arranged in their numerical order from right to left. When police non-commissioned officers form as part of the officer staff, they form two steps to the rear of their respective staff officer. The Command Executive senior police officer forms one step to the rear of the officer staff and centered on the commander or one step to the rear and centered on the Colors when they are carried to the rear (battalion mass) of the staff.

8.2. FORMATIONS

a. The battalion has two basic formations – a line and a column. There are several variations as to how the separate elements are arranged within either formations the battalion may be formed in line with the companies in line with platoons in line or battalion in line with companies in column with platoon in line. From those formations, the battalion may be positioned in a battalion in column with companies in column, or companies in mass, or companies in column with platoons in line.

b. When the battalion participates as a separate element of a larger formation, or when space is limited, it is normally formed in a mass formation in the manner as forming a company mass.

8.3. FORMING AND DISMISSING THE BATTALION

a. The adjutant is responsible for the formation of troops. He takes a position at the right flank of the line on which the units are to form and faces down the line. He remains facing down the line until all units are formed and then marches to his post midway between the line of troops and the proposed position of the commander.

NOTE: If guides are used, the adjutant takes his post as soon as the guides have been aligned.

As the commander and his staff approach, the adjutant commands (directs) the units to **HUMANDA**, faces the commander, salutes, and reports, "**GINOO, HANDA NA PO AND TALUPAD**."

b. The commander returns the salute and commands **SUMALUNAN**. The adjutant marches forward, passes to the commander's right, and takes his post as the right flank staff officer. The commander then commands or directs such actions as he desires.

c. Normally, the Colors are positioned at the center of the battalion when formed in line or column, and four steps to the rear of the staff when formed in mass.

d. To dismiss the battalion, the commander directs "**LANSAGIN ANG INYONG PANGKAT**". The company commanders and battalion commander exchange salutes. The battalion commander returns all salutes with one salute. He then dismisses his staff.

NOTE: In a battalion mass formation, the platoon leaders form as the first rank of troops: the right flank platoon leader serves as the guide.

8.4. INSPECTING THE BATTALLION

a. When the battalion is to be inspected, the adjutant forms the battalion in line with companies in line and platoons in line.

b. The adjutant forms the troops, reports, and takes his position with the staff. When the adjutant has joined the staff, the battalion commander directs "**HUMANDA SA PAGSISIYASAT**". Unit commanders face about and give the same directive. The platoon leaders prepare their platoons for inspection in the same manner as in company drill. When all of the platoons in each company have completed open ranks and dress right, the company commander faces the battalion commander.

NOTE: Besides of the time involved in inspecting a battalion, the commander normally directs his staff to inspect the companies while he inspects the Colors and makes a general inspection of the battalion. The Color guards do not execute inspection arms.

c. As the battalion commander (or his designated staff officer) approaches the company, the company commander salutes and reports, "Ginoo, _____ Balangay, **HANDA NA PO SA PAGSISIYASAT**". The inspecting officer then proceeds to the first platoon to be inspected. The company commander takes a position to the left of the inspecting officer. The platoons are inspected in the same manner as explained in company drill. In the event a platoon has already been inspected by a staff officer, or is waiting to be inspected by a staff officer, and the battalion commander approaches, the battalion commander is invited to inspect the platoon.

d. When the battalion commander has returned to the front of the formation and all staff officers have completed their inspection, the battalion commander commands **TALUPAD, HUMANDA** and dismissed the battalion.

e. If the battalion is being inspected by a higher commander and his staff, the battalion commander reports to the inspecting officer in the same manner as the company commanders. The battalion commander's staff takes a position to the left of the higher inspecting staff and escorts them to the unit. The battalion commander escorts the higher commander.

8.5. GENERAL

a. The brigade, like the battalion, has two basic formations – a line and a column. There are several variations as to how the battalions are arranged within their formations: the brigade may be formed with battalions in mass, or battalions in line with companies in mass. From those formations, the brigade may be positioned in column with battalions in mass, companies in mass, or battalions in column with companies in column.

b. The formation selected is normally dictated by the space available and the desires of the commander.

8.6. FORMING AND DISMISSING THE BRIGADE

a. The brigade is formed and dismissed in the same manner as the battalion.

b. Normally, the brigade color is positioned at the center of the brigade. Subordinate color-bearing organizations position their colors to the center of their formation when in a line or column formation, or four steps to the rear of their staff when in a mass formation.

SECTION IX

MOUNTED DRILL

9.1. GENERAL

a. This contains the procedure for the orderly formation and movement of vehicles during drill and ceremonies for motorized and mechanized units. When necessary, the procedures may be modified to conform to local conditions.

b. Motorized and mechanized units, when dismounted, conduct drill and ceremonies in the same manner as prescribed for ground units.

c. When mounted in vehicles, visible troops sit at attention. Those armed with a rifle place at the butt of the weapon alongside the right foot in the same manner as order arms, with the weapon vertical and parallel to the calf of the leg. Grasp the weapon with the right hand so that the right forearm is horizontal. Visible troops not armed with a rifle, fold their arms (right over left) and raise the elbows so that the upper arms are horizontal.

d. When marching units and motorized and/or mechanized units take part in the same ceremony, the units from dismounted (in a formation corresponding to the marching units) with their vehicles to the rear. On the directive "**PASA MASID**", the commander faces about and directs "**SA INYONG SASAKYAN, HUMANAY**" or "**SAKAY**". Subordinate commanders and leaders, in sequence from right to left, relay the command and all vehicle members double time to their vehicles. On the signal to mount, they mount their vehicles. Drivers observe their commander or leader for the signal to start engines (lead vehicle as a cue).

9.2. FORMATIONS

a. The formations for motorized and mechanized units are basically the same as for ground units. The interval between vehicles is about five steps. The distance is about 10 steps between vehicles one behind the other.

1) **Column.** In this formation, the vehicles are placed one behind the other, and the right edges of the vehicles are aligned.

2) **Line.** In this formation, vehicles are abreast, and the two edges of the vehicles are aligned.

3) **Mass.** A unit formed with two or more columns abreast constitutes a mass. Masses may be grouped as follows:

a) **LINE OF MASSES.** Masses abreast with ten-step intervals (Figure D-1).

b) **COLUMN OF MASSES.** Masses, placed one-behind another with ten-step intervals between companies (Figure D-2).

c) **LINE OF BATTALIONS IN LINE OF MASSES.** Battalions in line of masses abreast with 20-step intervals between battalions.

d) **LINE OF BATTALIONS IN COLUMN OF MASSES.** Battalions in column of masses abreast with 20-step intervals between battalions.

e) **COLUMNS OF BATTALIONS IN LINE OF MASSES.** Battalions in line of masses, placed one behind another, with 20-step intervals between battalions.

f) **COLUMNS OF BATTALION IN COLUMNS OF MASSES.** Battalions in column of masses, placed one behind another, with 20-step intervals between battalions.

b. Mass formations may be used for ceremonies or instruction by companies or larger units.

9.3. FORMATION AT VEHICLES

a. To form at the vehicles from any position, the command is **SA INYONG SASAKYAN, HUMANAY.** At the Command **HUMANAY,** the men move (double time) to their assigned vehicles and formed as shown in Figured D-3. When there are more than five men, they form two or three ranks with normal distance. When there are more than 15 men, the number of men per rank may be increased.

b. To load, the command is **SAKAY.** On the command of execution **NA,** each man quickly mounts his vehicle.

9.4. MOVEMENT OF VEHICLES

a. To move forward, the commander gives warning **PASULONG,** and his vehicles moves out. The other vehicles move forward at the designated distance. They are aligned on the base vehicle (right)

b. To halt, the commander signals **HINTO.** The driver then slows down and halts the commander's vehicle. The other vehicles close to the prescribed distance and halt.

c. To change direction of travel of mass formation, the commander gives appropriate signal (hand and/or whistle as pre arranged by the commander). On the commander's signal, the base vehicle turns 90-degrees and slows. Other vehicles turn about 45-degrees and continue traveling in an arc at normal speed until on line; the base vehicle accelerates as necessary to maintain correct distance on the commander.

d. To change a line formation to a column formation, the commander signals for a column. The base vehicle and those directly behind it, move forward. Other vehicles move at a 45 –degree angle until in a line with the lead vehicle and then execute a 45-degree turn.

e. To change a column formation to a line formation, the commander signals a line formation. The base (right flank vehicle) and all other vehicles turn at a 45

degree angle, turn again at a 45-degree angle when the prescribed intervals is obtained and then halt when on line with the base vehicle.

9.5. MOUNTED REVIEWS

a. Motorized and mechanized units conduct ceremonies as possible to the procedures prescribed for other units. They may participate (exactly as prescribed for marching units) as dismounted unit and on the directive "PASA MASID" mount on their vehicles and pass in review mounter.

b. When desired, motorized and mechanized units may position their vehicles in a prescribed formation and remain mounted throughout the ceremony.

CHAPTER II

CEREMONIES

SECTION I

REVIEWS

1.1. DEFINITION

A review is an inspection of troops by a high officer or honored guests as a way of showing unit strength, state of discipline and preparedness.

1.2. HISTORICAL BACKGROUND

Reviews in the Philippine National Police were patterned after the United States Arm's Procedures. This is due to the fact that the Americans greatly influenced the Philippine Government, educational system and the military during their occupation of the country right after the Spanish regime.

U.S. Military reviews were outlined in the regulations for the Order and discipline of the troops of the United States commonly known as the Blue Book written in 1779 by Baron Friedrich von Steuben, a former Prussian Officer under Frederick the Great. He was commissioned by General George Washington to develop the revolutionary forces into a well-organized and highly disciplined army.

The origin of the Military reviews through may be traced back to as early as the Middle Ages when rulers were likely to have military ceremonies as a way of showing strength.

At the turn of the Century, armies all over the world begun adopting the regimental system. Regiments were assigned a specific color (flag) party marched at the front and center of its unit as a point for the unit to dress on. Since victories in those days were expressed in terms of the number of enemy colors captured, the color party was the logical priority target and thus suffered heavy casualties.

In the U.S. Army, the colors historically have been placed in the center of the formation and considered to be part of the company on the immediate right of the colors. This company is still called the color unit.

Musical elements (usually drums and fifes and sometimes a band) were used during actual battle and marched 12 to 15 paces to the rear of the formation. By 1862. U.S. infantry drill regulation posted bands and field music on the right of the formation or at the head of the formation when it moved in column.

Today, the presence of the colors at the center of the formation represents their presence in the old days at the forefront of the unit during the heat of battle. On the other hand, the presence of the band represents the significant role that the

drum, fife and other musical instruments have played throughout military history for signaling camp or on the battlefield.

1.3. PURPOSE

Reviews are often mistaken to be the same as parades. While some features are similar, these are two distinct ceremonies although the combination of the two is normally practice. A review is a military ceremony used to.

- a. Honor a visiting high ranking commander, officials or dignitary, and or permit them to observe the state of training of a unit.
- b. Present decoration and awards.
- c. Honor or recognize unit or individual achievements.
- d. Commemorate events; and retirement honors.

It is more fitting therefore to entere a program “ A Review in honor of _____” or A Review in Commemoration of _____” instead of calling it a parade and review when actually what would be done is only a review.

1.4. GENERAL

Normally, a review is conducted with a battalion-size or larger troop unit. However, a composite or representative element consisting of two or more platoons may serve the same purpose. A review consists of the following steps in sequence.

- a. Formation of Troops
- b. Presentation of command and honors.
- c. Inspection
- d. Honors to the nation
- e. Remarks
- f. Pass in Review
- g. Conclusion

NOTE: The inspection stage may be omitted for decorations, awards or individual recognition ceremonies.

Other ceremonial activities, or combinations thereof, that maybe incorporated within the frame work of a review are:

- a. Review with decorations, awards, and individual recognition ceremonies.
- b. Review with change of command, activation or de activation of units.
- c. Review with retreat.

- d. Review with retreat and retirement, decorations and awards.
- e. Review with retreat and change of command, activation or de activation of units.
- f. Review and parade with all of the above combinations.

To enable himself to review his own command with a visiting reviewing officer a commander normally designates an officer of his command as commander of troops. The troop Commander (TC) is responsible for the preparation of the troops for the review.

Any of the formations described for the battalion or brigade maybe used. However, the three recommended formations for conducting a review are;

- a. Battalion in line with companies in line. (Figure 1)
- b. Brigade in Line with battalions in line (Figure 2)
- c. Brigade in Line with battalions in mass. (Figure 3)

The formation selected is determined by space available and other desires of the commander. Commanders may alter the formation or prescribed distances to meet local situations. Each unit should be sized uniformly with the tallest men at the rear and on the left. Commanders should not cause the leaders to change position because of their size. Officers and other key police non-commissioned officers, including squad leaders and other equivalent by virtue of their rank and time in service, should participate in their deserved positions of dignity.

If possible, the reviewing officer should arrive at his post (figure 4) after staff of the TC has reversed and the TC has faced the reviewing stand. Upon arrival, the reviewing officer should immediately take his post and refrain from greeting distinguished spectators until after the review has terminated.

The reviewing officer, host or host commander, and distinguished persons invited to attend the review (but not themselves receiving the review), take position facing the troops (Figure 4).

When ceremony is conducted for an individual junior in rank to the host or host commander, the junior takes a position to the left of the host or host commander unless the commander yields the post of honor to him. Normally, the honor position is the position on the right and is the reviewing officer's post. The host or host commander gives the appropriate directive, "**IHANDOG ANG PAMUNUAN**" during the conduct of the review. (This arrangement will not hold true if the guests and hosts are seated at a grandstand. The protocol on sitting arrangement shall be followed).

When a civilian or foreign dignitary receives the review, he takes the honor position to the right of the host. The host or host commander returns all salutes when, in his judgment, it would be more appropriate. As a courtesy, the host or host commander should cue the dignitary and inconspicuously explain the procedures during the conduct of ceremony. The position in which the flags are displayed at the

rear of the reviewing party corresponds to the position taken by the individual in the front rank of the reviewing party.

When a ceremony is conducted honoring a foreign official or dignitary entitled to honors, equivalent honors (salutes) are rendered.

NOTE: If the honors of the dignitary include his or her nation's anthem, the honors are played in the following order: four ruffles and flourishes the foreign anthem an approximate three-second drum rolls and Philippine National Anthem.

When the ceremony includes decorations awards or retirements the host or host commander should be junior in rank or position to the highest ranking individual being honored. Parallel rank will suffice if no available junior.

An officer from local staff is designated to escort and brief members of the reviewing party and to show them their positions.

Since all situations and eventualities relative to various service or units (police academy, Escort and Honor Guard, regular PNP units, reserve components, or units equivalent to CMT and training commands/centers) cannot be foreseen, commanders may take minor changes to stated procedures. However, with a review towards preserving PNP tradition and maintaining consistency, **"THEY SHOULD NOT ALTER OR MODIFY SEQUENCE OF EVENTS OTHER THAN STATED."**

1.5. SEQUENCE OF EVENTS AND INDIVIDUAL ACTIONS

a. REVIEW (STANDARD)

1) Formation of troops

a) As soon as the troops are ready, the troop Adjutant (from his position near the band) directs **'IHUDYAT ANG PAGHANDA'**. The band immediately sounds attention call to signal start the ceremony.

b) Upon hearing attention, all Battalion Commanders (BC) face about, bring their units to attention and right shoulder arms, then face front.

c) The Troop adjutant directs again **"IHUDYAT ANG TAWAG AYUDANTE "**, the band sounds the adjutants's call, immediately followed by a march music.

d) The BCs give **PASULONG, KAD**; the troops follow the route in figure 5.

e) When the companies are already perpendicular with their markers the battalion commanders command **KALIWANG PANIG, NA**, the platoon guides go to port arms and move double time for their pre designated markers. When the platoons are already in their markers BC commands **TALUPAD TO**.

{Note: Entrance of troops is optional. The review may start with the troops already in position in front of the reviewing officer. In which case, attention

call shall be sounded to signal the start of the ceremony. The troop adjutant commands **MGA GABAY SUMAHANAY NA**, then follow the sequence starting from f. This command **MGA GABAY SUMAHANAY** may not be given when the guides are already on the line as pre arranged).

f) The troop adjutant designates Alpha Company as the base company "A" Balangay then positions himself midway between the line of troops and the TC. At the last note of "A" Balangay, The BCs order **TUNTUN SA KANAN** simultaneously this means that all companies will be aligned with the base company. The company commanders face about then order **TUNTUN SA KANAN**.

The platoon leader faces about and command **TUNTON SA KANAN, NA**. When the troops have been disposed and aligned, they command **HANDA, RAP**.

g) The troop adjutant now directs "**MGA GABAY SUMALUNAN**". The Bn Cmdr commands '**MGA GABAY SUMALUNAN, NA** then faces front. TA reports to TC "Ginoo, handa nap o ang talupad". The TC acknowledges the salute and say **SUMALUNAN KA**.

h) As the troop adjutant is posted, the TC faces his staff and commands **MGA KALUPUNAN SUMALIKOD KO, NA**.

2) Presentation of Command and Honors

a) When the reviewing officer has halted at his post, the TC faces about and directs "**TANGHAL SANDATA**". The BCs face about command **TANGHAL TA**; face to the front and salute together with their respective staffs. When the units have completed this movement, the TC faces about and commands his staff and himself **TANGHAL TA**.

b) Upon completion of the presentation and/or honors, the TC commands his staff to **BABA TA**; faces about and directs "**BABA, SANDATA**".

c) The BCs terminate their salute, face about & command **BABA, TA**. They then face to the front.

d) The TC faces about.

3) Inspection

a) When the TC has faced the reviewing stand the reviewing officer and the host commander move forward and halt three steps in front of the TC. Staffs, aides-de-camp and orderlies do not normally accompany the inspecting party.

b) The TC salutes "Ginoo, handa nap o ang maga talupad upang libutin". The band begins to play march music on the salute of the TC and continues to play until; the reviewing officer has returned to his post.

c) The TC guides the reviewing party to the right flank of the hand. File and the host or host commander march to the right of the reviewing officer.

When riding and the troops are in mass formation the reviewing party passes between the line and battalion commanders and company commanders. When marching the inspecting party passes between the front rank of troops and the platoon leaders when companies are in line formation.

d) When the inspection is made by motor vehicle the reviewing party enters the vehicle in front of the reviewing stand. The reviewing officer enters first and occupies the left rear portion. The vehicle approaching from the left of the TC proceeds to the post of the TC and stops. The TC salutes and enters the vehicle, occupying the right front position.

e) Upon the departure of the reviewing party, the senior staff officer commands the staff **TIKAS PAHINGA**. After the inspection has been completed, the senior staff officer commands **HUMANDA** before the return of the TC.

f) As the reviewing party approaches the colors the TC inconspicuously commands **GINOO, ANG MGA WATAWAT, PUGAY KAMAY, NA** (six steps from the colors and **BABA KAMAY, NA** (six steps beyond the colors)

g) Upon reaching the last elements of the troops, the honoree host and TC return to their respective positions using the most direct route (Figure 6)

4) Honors to the Nation

a) When the reviewing party members have returned to their posts, the TC faces about and directs "**TANGHAL SANDATA**". The BCs face about and commands **TANGHAL SANDATA** for himself and his staff. On the execution of the hand salute by the TCs, the band begins to play the National Anthem.

b) The reviewing party and all military spectators salute while the National Anthem is being played.

c) Upon completion of the National Anthem the TC and staff terminate their salutes on his command. He then faces about and directs "**BABA SANDATA**".

d) The BCs terminate their salute, face about, command **BABA, TA** then face about.

5) Pass-in- Review

a) The TC brings his staff behind him, **KALUPUNAN, SUMALIKOD KO NA**. When the staff has reversed its position, the TC directs "**PASA MASID**". The band moves to march position.

b) The honoree moves forward to acknowledge the salute of the troops passing before the grandstand.

c) When the colors pass before the reviewing stand, the band interrupts the music and plays four ruffles and flourishes while spectators execute hand salute or the equivalent salute for the civilians can bring down after the play.

d) The band continuously plays until the last parade elements leave the parade ground.

e) When all the parading troops and floats have cleared the parade ground, the TC and staff move forward facing the grandstand and halt ten steps in front of the honoree. The TC salutes and the honoree acknowledges the salute. He may or may not thank or congratulate the TC and staff.

b) **OTHER TYPES OF REVIEW**

1) **REVIEW WITH DECORATIONS, AWARDS AND INDIVIDUAL RETIREMENT**

a) If the inspection is omitted, the TC (following order arms after the presentation and/or honor) shall command. **MGA TAONG PARARANGALAN AT MGA WATAWAT PUMAGITNA, KAD.** The ceremony then continues as outlined in paragraph 3 to 14 below.

b) The procedures mentioned below provide latitude for recognition of one or a group of retirees of various ranks. However, the local commanders should consider it appropriate to cause the review to be conducted in the retiree's honor when only one distinguished individual is retiring and allow that individual to participate as the reviewing officer. When the colors are marched forward the reviewing officer (retiree) would position himself in front and center of the colors. After remarks by the host, the retiree returns to the reviewing officer's post.

1) The procedures for the formation of troops, presentation and honors, and inspection remain the same as previously mentioned.

2) When the reviewing officer has completed the inspection and has returned to his post, the TC faces about and directs '**MGA TAONG PARARANGALAN AT MGA WATAWAT PUMAGITNA , KAD.**'

3) The persons to be decorated and retirees are formed initially at the ready line at normal distance behind the last rank of the Color unit. (An alternate position for these personnel may be six steps to the left and on line with the reviewing officer. They then join the detachment after the colors are brought forward). They line up from left to right according to the rank of the decoration to be received. Those persons receiving decorations of the same rank will take positions according to their police rank. On the command **PUMAGITNA**, persons to be decorated execute a right face. On the command **KAD**, they march forward to clear the right rear of the unit they are behind. They then execute a column left halt, in a position centered on the colors and execute a right face. The commands halt and right face are given by the last man in the file.

4) When unit colors or guidon are to be decorated, they are accompanied by their commander and positioned in a single rank five steps in front of the persons to be decorated according to the rank of the decorations to be bestowed the highest ranking decoration on the right. The senior staff officer (battalion) or a platoon leader (company) assumes command in the absence of the

commander. On the command **KAD**, the colors march forward (seven steps) and halt one step in front of the line company commanders.

5) The staff of the TC on the command **KAD**, the staff marches forward for enough to provide clearance for the colors and persons to be honored. The staff then halts and executes left face on command of the rear staff officer.

6) The TC marches forward and takes his post five steps in front of and centered on the leading element. He faces about and commands **PAULONG KAD**. On the command **KAD**, the band begins to play march music and continues to play until the detachment is halted in front of the reviewing officer. The TC, persons to be honored, and colors march forward. The TC commands **DESTAKAMENTO, TO** when he is approximately six steps from the reviewing officer. He then salutes and reports, *Ginoo ang mga taong pararangalanat mga watawat narito napo*". The reviewing officer returns the salute. The host (local commander) directs "**IHANDOG ANG PAMUNUAN**".

7) The TC faces to the right in marching, passes around the right flank of the persons being honored, and centered on his staff. He then directs, "**ITANGHAL SANDATA**". Unit commander face about and command **TANGHAL TA**. They then faces about and execute the hand salute. The TC then faces about and command **TANGAHL TA**; he and his staff come to present arms with the detachment.

8) Honors to the nation shall be rendered at this time. At the last note of the National Anthem, the TC commands (for himself, his staff and detachment), **BABA TA**. He then faces about and directs, **BABA, SANDATA** Unit commanders terminate their salutes, face about and command **BABA,TA**. The TC again directs "**TIKAS PAHINGA**". In turn unit commanders command **TIKAS, NGA**. They then face to the front and so with the TC.

9) The reviewing officer, accompanied by the police host advances by the most direct route to the right front of the line of persons to be honored. The (command) **CPNCO** (carrying the awards or certificates) position himself one step to the rear and one 15-inch step to the left of the host. After citation is read, the **CPNCO** immediately steps forward and gives the award to the police host who in turn gives it to the reviewing officer. After the award has been secured the **CPNCO** returns to his original position to the rear of the host. The **CPNCO** moves down the line with the reviewing officer as he moves down the line of awardees. As soon as the reviewing party has halted in front of the first awardee a narrator reads the citation. The narrator pauses between citations to permit the reviewing officer time to pin the medal on the person being decorated and move to the next man or to fasten the streamer on the staff of the guidon or colors. As the reviewing officer approaches the guidon to be decorated, the bearer executes present guidon so the reviewing officer may fasten the streamer. Color bearers lower the color to be decorated far enough for the reviewing officer to fasten the streamer the color bearer gathers the color around the staff so it cannot touch the ground. He resumes the carry position after the streamer has been attached.

10) When the last award has been presented, the reviewing officer and his party return to their post. The TC commands his staff to attention faces about and directs "**TALUPAD HUMANDA**". Unit commanders face about and

command **BALANGAY, DA** and then face about again. The TC faces about and commands (loud enough for the band to hear). **MGA WATAWAT SUMALUNAN, KAD**. On the command **SUMALUNAN**, the persons being honored execute a right face. On the command **KAD**, they march forward executing two column lefts halt on line six steps to the left of the reviewing officer and execute a left face. The commands halt and left face are given by the last man in the file. In some cases, the awardees may be given seats at the grandstand. Also on the command **SUMALUNAN**, the colors execute reverse march. On the command **KAD** they return to their original post.

11) On the command **KAD**, the band plays marching drum beats until the colors are back in position.

12) Remarks are made at his time. The TC maybe requested to give "**TIKAS PAHINGA**".

13) After the remarks, the host (local commander) directs "**PASA MASID**".

14) The procedures from this point on are the same as previously described.

2) REVIEW WITH CHANGE OF COMMAND

(See Section VI: Change of Command)

3) REVIEW WITH RETREAT

a) The formation of troops, presentation and honors are the same as previously described.

b) At the completion of the presentation of honors to the reviewing officer, the TC commands his staff to order arms , faces about and directs "**BABA SANDATA**". After its execution he directs "**TIKAS PAHINGA**". Unit Commanders face about and command **TIKAS PAHINGA**. They then face about and assume the parade rest position. The TC then directs "**IHUDYAT ANG PASULONG**", faces about and command his staff to parade rest after which the band sounds retreat. At the conclusion of the retreat the TC commands his staff to attention faces the troops and directs "**MGA TALUPAD HUMANDA**". When the troops are at attention the TC directs "**ITANGHAL SANDATA**". When the units have completed this movement he then faces the reviewing officer and commands his staff **TANGHAL TA**. This is the signal for the band to play To the Colors.

c) When the ceremony is held on a police post the canon is fired (When applicable and /or appropriate) on the last note of retreat and To the Colors is played while the flag is lowered.

d) The reviewing officer, his staff and police spectators stand at the position of attention during the sounding of retreat. On the first note of To the Colors, they salute and hold their salute until the last note is played.

e) On the last note of music, the TC commands **BABA, TA** for himself and his staff, faces about and directs "**BABA, SANDATA**". As soon as the troops have executed order arms, the TC directs "**TIKAS PAHINGA**". When the units have completed these movements, he then faces the reviewing officer.

f) The review then proceeds with the inspection and so on as on normal view.

SECTION II

PARADES

21. DEFINITION

A parade is a police ceremony wherein a body of troops are formed before its Commanding Officer or other high officer for the display of its condition, members, equipments and proficiency. It includes exercise in the manual of arms, the report on the members of the various units present or accounted for, the publication of orders, etc., and ends with a pass in reviews.

2.2. DISTINCTIVE FEATURES

The preparation and organization of troops for a parade are similar to that for a review. However, in a parade, since the commander is also the reviewing officer, the distance between the troops and the commander is greater than that for a review. Other features are; the band conduct sound off the inspection is omitted, reports are rendered orders are published and officers and guidons are marched forward and centered on the commander. If retreat is scheduled, honors to the nation are conducted concurrently with retreat.

2.3. TYPES OF PARADES AND THEIR SEQUENCE

a. CEREMONIAL BATALLION PARADE

1.) Formulation of Troops

a) Units are moved to their positions on the ready line in the most convenient manner. The Commander prescribes the assembly area, the routes sequence, and time of arrival on the line. He and his staff take their post prior to adjutant's call.

b) The procedure for moving from the ready line to the final line is the same as for a review.

2) Sound Off

a) After the battalion has been formed, aligned and given parade rest on the final line, the adjutant directs “IHUDYAT” and assumes the position of parade rest. He remains facing the formation.

b) At the directive **IHUDYAT**”, the band plays three sound off chords, at the conclusion of the third chord, the band moves forward playing a march in quick time. The band executes a left turn to march across the front of the troops. At the left of the line of troops, the band countermarches and returns over the same ground to the right of the line. After passing beyond the right of the troops, the band executes a right turn, countermarches again, and halts in the original position. When the band has halted, it will cease playing in the next convenient place in the music and will again play the three sound off chords. (Trooping the line by the band may be eliminated when ceremonies are conducted indoors during inclement weather and when space is limited.).

NOTE: Retreat, when scheduled, is integrated at this point. Upon completion of the IHUDYAT chords, the band pauses briefly and then plays retreat (by the trumpet section) without a command from the adjutant. Upon completion of retreat, the adjutant comes to attention and directs, “MGA BALANGAY HUMANDA.” Then “TANGHAL SANDATA.” The adjutant faces about and salutes. At the conclusion of To the Color or National Anthem, the adjutant comes to order and faces about and directs “BABA, SANDATA”. After the last units comes to order arms, the adjutant faces about. The commander and his staff assume PARADE REST, ATTENTION, PRESENT ARMS, and ORDER ARMS with the adjutant. The adjutant’s salute is the signal for the band to play To the Color or the National Anthem.

3) Honors to the Nation

a) If retreat is not conducted, the adjutant (after the band has completed sound off) assumes the position of attention and directs “**MGA BALANGAY HUMANDA at TANGHAL SANDATA**”.

b) Unit commanders assume the position of attention, face about and command **BALANGAY, DA** then **TANGHAL, TA**. They face about and salute.

c) When all units are at **TANGHAL, TA**, the adjutant faces about and salutes. This is the signal for the band to play the **National Anthem**.

d) The battalion commander and his staff execute **TANGHAL, TA** on his command on the first note of the music.

e) Police expectators rise and execute hand salute and its equivalent for the civilians.

4) Presentation

a) Upon completion of the **National Anthem**, the battalion commander and his staff execute **BABA, TA** on his command. The adjutant terminates his salute, faces about, and direct “**IBABA AND SANDATA**.”

b) Unit commanders terminate their salute, face about, command **BABA, TA**, and then face (back) to the front.

c) When all units are at order arms, the adjutant faces about, salutes, and reports “Ginoo, handa na po ang patikas”.

d) The battalion commander returns the salute and commands **SUMALUNAN KA**. The adjutant trots forward, passes by the battalion commander’s right, and takes his post at the right flank member of the staff,

5) Manual of Arms

a) After the adjutant has joined the staff, the battalion commander commands such movements in the manual of arms as he may desire.

b) The commander directs “**PAGSASANAY SA PAGHAWAK NG SANDATA’**. He then in sequence commands **SA KANANG BALIKAT, TA; KALIWANG BALIKAT, TA’ AGAP, TA; BABA TA; SIYASAT, TA; AGAP, TA;** and **BABA, TA**.

6) Report

a) When the manual of arms has been completed, the battalion commander the directs “**TANGGAPIN ANG ULAT**”.

b) The adjutant trots forward, halts to his position at the center of the command and command **MAG-ULAT**. Unit commanders in succession, from right to left, salute and report “Ginoo_____, Balangay, narito po lahat o napag-alaman”. The adjutant returns each commander’s salute.

c) After receiving the reports, the adjutant faces about, salutes and reports “Ginoo, narito po lahat o napag-alaman”.

7) Publishing of Orders

a) The battalion commander returns the salute and directs “**IPAHAYAG ANG KAUTUSAN**”.

b) The adjutant faces about and gives the orders “Makinig sa kautusan. Ang mga makatalag ngayon, punong panlarangan (Name of Officer), punong tagapangalaga (Name of Officer), sa utos ni (Name of Officer) **MGA PINUNO, PUMAGITA, KAD**”.

8) Officers Center March

a) All officers from the company commanders to platoon leaders including guidon bearers, at the last note of **PUMAGITNA**, execute center face. Then when the command of execution of **KAD** is given, the officers and guidon bearers march off to the center and mark time upon reaching their designated position. The first company commander then commands **MGA PINUNO, TO**. The

command of execution **TO, the** officer's halt and face front and shove off at the command **KAD**.

b) When they are approximately 12 paces in front of the battalion commander, the senior company commander commands **MGA PINUNO, TO**. At **TO**, they count silently. At the count of four, they execute the salute and bring their hands down at seven (guidon bearers start to execute the equivalent salute at the count of three and return same starting at the count of six). The troop commander acknowledges the salute, then command **MGA PINUNO, PABALIK, KAD**.

c) The group of officers executes about face and shove off towards the center of the troops. As they approach the line of their respective positions, the senior company commander commands **MGA PINUNO, TO**. At the command **TO**, they halt, then automatically face their respective position and shove off to their designated markers and automatically halt. At the last note of the band, they automatically face front at the same time.

9) Pass in Review

a) When all officers have returned to their posts and the band has stopped playing, the battalion commander directs "**PASA MASID**".

b) The battalion passes in review in the same manner as prescribed for a review except the units render honors when six steps to the left of the troop commander and staff; and terminate honors when the unit is six steps to the right of the commander of troops and staff. The commander of troops and staff then assume the role of the reviewing party at their location on the field.

c) When the last element of troops has passed the reviewing stand and executed ready front, the band stops playing.

d) Expectators may rise, stand and applause after the parade is completed.

b. CEREMONIAL BRIDGADE PARADE

1) The brigade ordinarily is formed in line with battalions in mass formations. The parade is the same as the ceremonial battalions parade with the following exceptions;

a) The brigade commander is substituted for battalion commander, and brigade for battalion, in the description.

b) In moving across the front of the brigade, the band passes in front of the line of battalion commanders during the sound off.

2) The battalions execute present arms, order arms, parade rest, and come to attention on the command of execution of their respective commanders. Reports are made by the battalion commanders instead of company commanders.

3) At the command of execution **KAD**, of **MGA PINUNO, PUMAGITNA, KAD**, the battalion commanders, their staffs, and colors close on the line of battalion commanders and staffs. The company commanders face to the half right or half left in marching and close on a line four steps to the rear of the battalion color. The guidon bearers face half right or half left in marching and close on a line four steps back of the company commanders. The other officers face the guidon bearers.

4) When the officers, guidon bearers and colors have closed and faced to the front, the senior battalion commander commands **PASULONG, KAD**. The center officer of the leading rank is the guide. On the command of the senior battalion commander, the officers, guidon bearers, and colors are halted with the leading ranks six steps from the brigade commander. The commands **TANGHAL, TA** and **HANDA, RAP** are given by the senior battalion commander.

5) The brigade commander commands **MGA PINUNO, SUMALUNAN** (pause), **KAD**. On the command **SUMALUNAN**, the Colors execute reverse march. All other execute about face. On the command of execution **KAD**, the officers, colors and guidon bearers march forward. The senior battalion commander commands **MGA PINUNO, TO** so that the rank of battalion commanders is on line with its original position. The senior battalion commander then commands **SUMALUNAN** (pause), **KAD**. On the command **SUMALUNAN**, the battalion commanders and staffs face outward, the battalion color guard executes wheeling movements, and on the command of execution **KAD** the color guard marches back to its original position. The company commanders, guidon bearers, and other officers face to the half right or half left in marching and move back to their original position.

c) STREET PARADE

1) For street parade, troops are formed and marched in the most convenient manner. Street parade may include police vehicles. Towed or transported weapons add to the drama of a street parade. Cargo vehicles are included only when it is desired to increase the size of the display.

2) Practical formations for street parades are:

- a) Columns of threes and fours.
- b) Two or more columns of threes and fours abreast.
- c) Mass Formation

3) The vehicles move in a single column or column of twos, threes, or fours abreast, as the width of the street permits.

4) In order to keep police units in the same cadence, units should not march between two bands.

d. EVENING PARADE

1) Organization

The ceremonial elements shall be composed of the following:

- a) One brigade of two battalions (two companies of two platoons each).
- b) Band of not less than 30 members with a band conductor.
- c) Two color bearers for the National and unit colors and two color guards.

2) Procedures

a) The band sounds the attention call, Battalion commanders command **TALUPAD, HUMANDA**. The brigade Commander cautions his staff “**KALUPUNAN HUMANDA**”.

b) At the sound of the Adjutant’s call, the 1st battalion commander commands his unit **SA KANANG BALIKAT, TA** and **PASULONG, KAD** to its position. At the ready line at the same time, the Brigade Commander commands **PASULONG, KAD** and march with his staff to the front of the grandstand facing the projected position of the parading troops. Once the brigade staff is halted, the Brigade Commander cautions the Brigade Adjutant, “**SUMALUNAN**”. The Adjutant proceeds to his position near the band by taking the most direct route. The 2nd battalion commander counts 24 beats after the 1st battalion commander had shoved off. After the 24th count, he commands his battalion **PASULONG, KAD** at the ready line and marches his unit to its proper position. As soon as column movement has reached halfway of designated position, the battalion commander orders “**MGA GABAY SUMAHANAY**”. Guides move out at a double time (at port arms) to the line marked with flogs, halt and come to order arms facing the Adjutant.

c) Once the battalions are halted on their designated positions, the Brigade Adjutant shouts **BALANGAY**. He then proceeds to his position approximately 24 paces in front of and facing the Brigade Commander.

d) This becomes the cue for the battalion commanders to face about and command **TUNTON, KANAN**. Company commanders, at the last note of **KANAN**, execute face and caution their platoon leaders “**TUNTON, KANAN**”. The platoon leaders face about and command **TUNTON, KANAN, NA** and proceed to dress the platoons. To make the dressing uniform, all platoon leaders take their cue from the last platoon leader and base their movement on him.

e) When the troops are dressed, the Adjutant faces about, salutes and reports ‘Handa na po ang patikas’ to the Troop Commander.

f) The Troop Commander.

1) Acknowledges Adjutant’s salute and cautions him “**SUMALUNAN KA**”.

2) Faces about and cautions his staff “**KALUPUNAN, SUMALIKOD KO, KAD**”.

3) Faces about and cautions the battalion commanders “**TANGHAL SANDATA**”. Battalion commanders command **TANGHAL, TA** successively and salute together with their respective staff after the troops execute present arms.

4) Faces about and salutes together with his staff. The band plays appropriate ruffles and flourishes and appropriate music depending on honoree’s rank and title. (Presentation of Troops). Guns shall be fired at this portion depending on the honoree’s rank/ title.

5) Order Arms with his staff, faces about and cautions “**BABA SANDATA**”. Battalion commanders command **BABA, TA** successively.

g) The troop Commander faces about, salutes the honoree and reports”
Handa nap o and patikas upang libutin”.

h) Trooping the line takes place

i) After the trooping the line, the awarding ceremony shall follow. The Troop Commander commands **MGA TAONG PARARANGALAN AT MGA WATAWAT, PUMAGITNA, KAD**. His staff shall execute right face and move to the left. Colors and persons to be decorated shall form in the center, halt and face towards the grandstand. The Troop Commander commands **PASULONG, KAD**. The detail is moved close to the grandstand. The Troop Commander faces about and report “Nandito na po ang mga taong pararangalan at mga watawat”.He returns to join his staff at the back of the colors and cautions the battalion commanders “**TANGHAL, SANDATA**”. With the troops at present arms, the Troop Commander faces about and commands present arms to his staff and awardees. The **National Anthem** is played. After the last note of the music, he commands **BABA, TA** to his staff and the awardees. The Troop Commander faces about to face the grandstand.

j) The Personnel Officer reads the citations, and awards are presented. The Honoree returns to the grandstand and the awardees march to their designated places while colors return to their position in line of troops.

k) Speech of the Guest of Honor

l) Parade Proper- The Troop Commander orders the Adjutants “**IHUDYAT.**” The Adjutant goes in front of the Troop Commander and cautions the band “**IHUDYAT.**” The band plays and moves at the same time across the parade ground. Upon the band’s return to its former position, The Adjutant goes to attention and cautions the band “**IHUDYAT AND PAGSILONG**” then automatically goes to parade rest.

m) After the last note of “**IHUDYAT ANG PAGSILONG**”, The Troop Adjutant goes to attention and commands the troops **MGA TALUPAD, DA** followed by **TANGHAL, TA**. When the troops are already at present arms, Troop Adjutant executes hand salute. The Brigade Commander and his staff also execute hand salute.

n) As soon as the Brigade Commander and his staff have executed the hand salute, the band plays **To the Colors**. (Gun fires one salvo for the retreat.). Flag details lower the flag at the first note of the music.

o) At the last note of **to the colors**, the Adjutant executes under arms, faces about and salutes of the Adjutant at the same time cautioning him to “**SUMALUNAN KA.**”

p) When the Adjutant has occupied his position in the staff, the Brigade Commander commands **BABA TA**. This is followed by the following commands:

q) **HUMANDA SA PAGSASANAY SA PAGHAWAK NG SANDATA, SA KANANG BALIKAT, TA; SA KALIWANG BALIKAT, TA; AGAP, TA; BABA, TA; SIYASAT, TA; BABA, TA.** After the manual of arms, the Brigade Commander cautions the Adjutant “**TANGGAPIN ANG ULAT.**”

r) After these commands, the Adjutant proceeds to his position in front of the Brigade Commander staff and asks for the report by saying “**MAG ULAT.**”

s) Battalion commanders report to the adjutant one after the other with “**NARITO PO LAHAT o NAPAG-ALAMAN**” The adjutant acknowledges the report of the battalion commanders. He executes about face and salutes the Brigade Commander with a report “**NARITO PO LAHAT o NAPAG_ALAMAN.**”

t) The Brigade Commander acknowledges the salute of the Adjutant and instructs “**IPAHAYAG ANG KAUTUSAN**”.

u) The adjutant faces about and orders” **MAKINIG SA KAUTUSAN. ANG MGA NAKATALAGA NGAYON-OPISYAL NA NAMUMUNO, KAPITAN** (name of officer). **OPISYAL PANLANLARANGAN, MEDYOR** (name of officer). “**SA UTOS NI** (name of commander). “**MGA PINUNO PUMAPAGITNA, KAD.**”

v. All officers from the battalion commanders to platoon leader including company guidons at the last note of **PUMAGITNA** execute center face including company of execution **KAD** is given, the officers concerned march off to the center where they halt individually upon reaching their respective markers. The 1st battalion Commander the commands **MGA PINUNO PUMAGITNA, KAD**. At the last note of **PUMAGITNA**, the officers face the grandstand and shove off at command of execution **KAD**. When the officers face t are approximately 12 paces in front of the TC, the 1st BN commander commands “**MGA PINUNO, TO**”. At the command execution **TO**, they all salute including colors. Then responded by the TC, then Commands **MGA PINUNO PABALIK, KAD**. At the command **PABALIK**, they execute about face and move at the command of execution **KAD**. Upon reaching to the line of their original position, the 1st Bn commander commands “**MGA PINUNO, TO**”, then the officers shove off to their respective positions. At the last note of the band, they automatically face front.

w.) The Brigade Commander then commands **PASA-MASID**. The battalion commanders, at the last note of **PASA-MASID**, execute about face. The band leader commands **HARAP SA KANAN, KAD, PASULONG, NA** and **BANDA, TO**.

When the band has halted, the 1st battalion commander commands, **HARAP SA KANAN, RAP, SA KANANG P BALIKAT, TA; PASULONG, KAD.** The colors execute right turn at the command of execution **KAD.**

The 2nd battalion commander counts 24 beats before he commands **PASULONG KAD.**

The company commanders and platoon leaders give appropriate commands to bring units company in column with platoons in line as they pass the grandstand.

SECTION III

POLICE HONORS

3.1 GENERAL

a. In the Continental Army, honor guards were used as a protective measure and as a means of showing the improvement in discipline in the newly formed army. They were probably selected specifically for their size and strength and maybe their proven prowess in combat. Today, the honor guard formation is a special courtesy to visiting dignitaries.

b. Members of the guard are selected for their soldiery appearance and superior discipline. An honor consists of a band, Colors, salute battery (when available and appropriate) and a formation of troops. Honor guards render personal honor to person of high military/ police or civilian rank position upon arrival or departure from

a military/police command. Honor guards are not a substitute for those ceremonies appropriate in review or parade.

c. An Honor Guard should not be so large as to compromise the exceptional standards required of honor guards. The minimum size of the company honor guard should be two (2) platoons and the battalion honor guard should be two companies. Uniform will be those prescribed by the commander of the receiving unit.

d. There shall be a designated host who take part in the ceremony. He briefs the honoree of the sequence of events and advises him of action that will take place during the conduct of honors.

e. Prior to the arrival of the person(s) to be honored, the honor guard commander position the band, the troops, and salute battery from right to left in that order. The troops are formed in line of companies or platoons with the colors centered. When condition dictates, the salute battery may be located separately but its control and purpose must not be impaired.

3.2 DEFINITION OF TERMS

a. **Cordon Honor-** type of honor rendered to a guest in lieu or in additional to full honors. This may be in the form of foyer, ramp, concourse and sidebuoys honor.

b. **Dais-** an elevated platform where the honoree and police host stand to give distinction and prominence.

c. **Honoree** - A high ranking local/foreign officer or civilian to whom honors are accorded.

d. **Honor Guard-** consist of a band, colors salute battery (when available and appropriate) and a formation of troops tasked to render personal honors to person entitled upon arrival/departure from a police camp saluting base/station

e. **Honors-** ceremonies rendered to local/foreign military/police officers and civilian dignitaries as a gesture of courtesy and a tribute to his rank and/ or position.

f. **Inspection-** The close examination or observance of honor guard by the honoree.

g. **Police Host-** an officer designated ti escort and receive the honoree and advises him of action that will take place during the conduct of honor.

h. **Ruffle and Flourish-** a ruffling drumbeat and fanfare played in honor of high official at a ceremonial reception.

i. **Saluting Station-** camps, post, station, national shrines and other places where firing of gun ceremonial reception.

3.2 POLICIES

a. Personal Honors

1) Department and Bureau Heads

a) DILG Secretary,
Undersecretary, Assistant Secretary

b) NAPOLCOM Commissioners

c) Heads of bureaus under DILG

2) PNP Officers

a) All Commissioners officers from C/Supt to Director General.

b) All retired star rank officers who are still alive.

c) Other officers entitled personnel honors

3) Civilian dignitaries making official visits shall be accorded appropriate honor during arrival at departure from police installation/station

4) When two or more person entitled to honors arrive at or depart from police installation/station at the same time, only the senior will receive the honors. If they arrive successively each in turn shall be honored. However, in cases when the most senior guest has been accorded honors, no honors shall be accorded to newly arrived junior guest.

5) Should a person entitled to honors arrive at a police installation/station at the time when the honor have already begun. The ceremony shall continue but the senior shall receive departure honors.

6) If the honoree has personal flag with him, the flag bearer shall be positioned three steps behind the honoree and shall follow the honoree during the inspection of troops and return his original position thereafter.

7) If the honoree is the President, Chief Magistrate of Sovereign or Foreign Country. Or Members of Reigning Royal Family, the dais of the honoree must be positioned at least six inches right forward of the host dais.

8) No honors shall be rendered by troops in trenches.

9) Honors shall not be rendered by troops directly engaged in war campaigns, during exercises and disaster relief operation.

10) During personal honors at the same place and in compliments to the same person, whether civil or military, guns shall never be fired more often that once in a calendar year, except for a President or when international protocol requires.

11) In all cases, the national flag must be at full staff when honors are being accosted.

b. Unit Honors

1) Local deployment

a) A ceremony shall be conducted to welcome/send off units arriving/departing for deployment outside unit AOR for a period of not less six months.

b) The commander or his representative (at least two-levels up) shall be responsible in welcoming/sending off units under his jurisdiction.

2) Foreign Deployment

a) A ceremony shall be conducted in honor of units arriving departing from/for overseas deployment

b) A welcome/send off arrival honors will be conducted to departing units

c) Spouse/parents of deployed personnel shall be invited to send off or present leis to the officers and men of the departing/arriving unit.

c) Gun Salute

1) Gun salute shall be fired under the direction of a police commission officer

2) The National flag shall always be at full staff at the time the salute is rendered

3) Gun salute shall only be fired during the conduct of arrival/departure honors at the following saluting/bases

a) Police Camps/Bases

1) Camp Crame- NHQ, PNP

2) Fort Andres Bonifacio
Philippine Public Safety College

3) Camp Gen Papa- Bicutan, Taguig, M.M

4) Camp Brig Gen Oscar M Florendo
San Fernando, La Union-Recom 1

5) Camp Adurru, Tuguegarao, Cagayan- Recom 2

6) Camp Olivas, San Fernando, Pampanga, Recom 3

7) Camp Vicete Lim, Calamba, Lugana-Recom 4

8) Camp Gen Simon A Ola, Ilegaspi City-Recom 5

- 9) Camp Martin Delgado, Iloilo City-Recom 6
- 10) Camp Sergio Osmenia, Osmenia Blvd, Cebu City
- 11) Camp Secretary Ruperto Kangleon, PC Hills, Palo Leyte- Recom 8
- 12) Justice R T Lim, Zamboanga Blvd, Zamboanga City
Recom 9
- 13) Camp Alagar, Cagayan de Oro City, Recom 10
- 14) Camp Catitipan, Davao City- Recom 11
- 15) Camp Dumlao, Isulan, Sultan Kudarat, Recom 12
- 16) Camp Brig Gen Salipada Pendatum, Makling,
Parang, Maguindanao- ARMM
- 17) Camp Bado Dangwa, Trinidad, Benguet CRECOM
- 18) Camp Casteneda, Silang, Cavite-PNPA
- 19) All NCR District, Provincial and City Commands
- 20) National Shrines
 - Rizal Park
 - Libingan ng mga Bayani
 - Aguinaldo shrine
 - Corregidor National
 - Dambana ng Kagitingan
 - Capas National Shrine
 - Pinaglaban Shrine
 - Barasoin Shrine

21) Other Places

- Malacanyang Palace
- Philippine International Airport as directed

by C,PNP

4) The National salute is 21 gun fired successively. This salute is rendered in honor of: the National flag; the president; and Members of a reigning Royal Family. During National Heroes Day, the National flag shall be displayed at half from reveille to midday at all post, camps, bases and stations. Prior to the rendering of honors the band shall play field music.

d) How Honors are rendered

1) The President

a) The President shall be received at the salute base or at the building where he is being entertained.

b) A 21-gun salute shall be fire during the arrival/ departure honors

2) To certain dignitaries- The president of a foreign republic, foreign sovereign or a member of a reigning royal family shall be rendered the honors pre scribed in paragraph (a) above except that the national anthem of his country shall be played first to be followed by the Philippine National Anthem.

3. To Ex-President and Vice-President _ the Ex President and Vice President of the Philippines shall be rendered the honors prescribed for the President, except that the Flourishes shall be followed by a march in lieu of the **National Anthem** and the Vice-President shall be receive a salute of 19 guns. If no band is present the bugler shall sound **to the colors** after the ruffles and flourishes.

e) Civilian and military dignitaries hereunder shall be rendered salutes and honors with music which is considered an inseparable part of the salute and which immediately follow the ruffle and flourishes without pause:

1) Civilian Dignitaries

RANK	GUN SALUTE		RFLRS & FLRS	MUSIC	SIZE
	ARRIVAL/DEPARTURE				
President	21	21	4	Natl Anthem	Bn
Pres-elect	21	21	4	Natl; Anthem	Bn
Ex-Pres	19	19	4	March	Bn
Chf Magistrate Of a sovereign or a foreign country head of state	21	21	4	Natl Anthem	Bn
Members of Reigning royal Family	21	21	4	Natl Anthem	Bn
Head of Govt	19	19	4	March	Bn
Vice Pres	19	19	4	March	Bn
Senate Pres	19	19	4	March	Bn

Speaker of The House	19	19	4	March	Bn
The Chief Justice	19	19	4	March	Bn
Secretary of Interior and Loc Govt	19	19	4	March	Bn
Dept of Secs	19	19	4	March	Bn
Foreign Ambassadors	19	19	4	Natl Anthem	Bn
Undersecretaries Of Interior and Loc Govt	19	19	4	March	Coy
Foreign Envoys & Ministries accredited To the Phil	15	-	3	March	Coy
Foreign Ministers Res accredited to The Phil	13	-	2	March	Coy
Consul Generals	11	-	-	March	Coy
Vice Consuls or Consular agents Accredited to The Phils	-	-	5	March	Coy

2) Police Officer

C, PNP	19	19	4	Gen March	Bn
Dir Gen	17	17	4	Gen March	Bn
Dep Dir Gen	15	15	4	Gen March	Coy
Director	15	15	3	Gen March	Coy

Reg Dir	13	-	2	Gen March	Coy
Chief Supt	11	-	1	Gen March	Coy

NOTE:

Provincial governor/major hosting police camps may be given arrival/departure honors on his visit on his visit (during his incumbency to the camp/base by the unit)

3.4. PROCEDURES**a. Arrival and departures Honors (Individual)**

1) Full Police Honors

Initially, honor guard shall be at parade rest. The Honor Guard Commander (HGC) brings the unit to attention as soon as the honoree arrives. The honoree is met by the police host, who escorts him in front of the honor guard battalion and leads him to the area (dais).

When the honoree has taken his position (dais), the HGC faces about and commands **TANGHAL TA**, then faces about and presents sword together with his staff, while the honoree and police host execute hand salute.

Appropriate number of ruffles and flourishes shall be played by the band followed by appropriate music, General March or National Anthem as the case maybe. Gun Salute, if any shall commence until the last note of the music.

After the last note of the music, the HGC carries sword with the staff then faces about and commands **BABA TA**. He faces about and salutes the honoree saying "Handa napo ang tanod pndangal upang libutin".

The honoree acknowledges the salute and steps down with the host and the HGC carries his sword and escorts him and the host taking position at the right side of the honoree for the inspection of the honor guards. Upon approaching the band, the host switches his position to the right of the HGC. As they approach the colors six paces before it the HGC commands **TANGHAL TA**. The HGC shall present the sword while honoree and host shall execute hand salute for the national colors. Three steps after the colors, The HGC commands **BABA TA**. The HGC executes carry sword while the honoree and host drop their hand salute. They continues marching with the honoree and host up to the point where he peels off from the two personages and proceeds to his position in front of his staff. The host switches his position to the left of the honoree and they march directly to their original position at the dais.

At this point the HGC executes about face and salutes the honoree saying “Tapos na po ang parangal”, the honoree acknowledges the salute and says “**MANGYARING LUMAPIT KA**”. The HGC executes carry and return sword, then steps forward he halts two steps in front of the honoree and salutes. The honoree acknowledges the salute and both drop their hands the honoree then extends his hand to shake hands with HGC who takes one step forward to acknowledge the gesture. After handshake, the HGC salutes the honoree, faces about and returns to his position. Again, he executes about face and draws sword.

The honoree and host face other and the latter salutes the former. They then shake hands.

2) Cordon Honors

In addition to a scheduled honor guard ceremony, the honor cordon ceremonies may be used when welcoming or bidding farewell to distinguished visitors. The ceremony consists of a select group of policemen with the characteristics associated with honor guards, designated to honor and provide security at the immediate arrival and departure site.

The honor cordon normally consists of two squads a cordon commander and a host the size of the squad is equal to the number of gun salute the honoree is entitled to. When deemed appropriate the commander may elect to use a band colors and distinguishing flags.

a) Arrival

Upon arrival of the craft or vehicle, the cordon is marched to a position near the exit (ramp) in two columns, centered to the exit, faced to the center and dressed with about three steps distance between the ranks. As the honored guest and greeting party depart the immediate vicinity of the exit, and approach within three steps of the host the cordon commander commands **TANGHAL TA** and the entire cordon salutes simultaneously. After the honored guest and all greeting party members have cleared the formation the cordon commander commands **BABA TA** and the cordon member come to order arms simultaneously.

b) Departure

The formation for the honor cordon upon departure is basically the same as that described upon arrival. At the approach (about three steps) of the honored guest and host, the cordon commander commands **TANGHAL TA** and the cordon simultaneously executes present arms. When the honored guest has entered the conveyance the cordon commander commands **BABA TA** and remains in place until the conveyance has departed. If it is an aircraft, the honor cordon exits as soon as the honoree has boarded the aircraft.

When a band and color are part of the arrival or departure they are positioned as shown in Fig 1 and the band plays appropriate music during the ceremony. The organizational color is dipped in salute when the honored guests approaches to within six steps after he passes it is returned to the carry position. As

soon as the guest has entered the conveyance during departure ceremony, the colors and distinguishing flags depart the area with the honor cordon.

b) Presentation and Honors

Initially the unit is formed in mass in front of the grandstand, when the guest of Honor/speaker (GOH) or his designated representative arrives at the grandstand; the unit commander (UC) brings his troops to attention. When the GOH has taken his seat, the UC brings his troops to present arms and present his troops to the GOH. The GOH acknowledges the presentation. At this point, the band plays appropriate march music, (everybody in the grandstand should likewise stand). After the last note of the march music, the UC brings back his troops to attention, the chaplain proceeds to the lectern to lead the invocation, after which he returns to his former position (everybody takes his seat after invocation)

1) Awarding

The emcee formally announces the start of the awarding. The UC and unit colors move forward at a predetermined point and halt while the GOH goes down the grandstand assisted by the host to present the award. The adjutant reads the citation of the award before it is presented to the UC. The GOH and the host return to the grandstand after presentation of award. The UC and unit color proceed back to their former positions.

2) Speeches

The GOH introduced by the host before he proceeds to the lectern to deliver a welcome address. If previously ordered to bring his troop to parade rest the UC brings his unit to attention after the address of the GOH.

3) Recessional

The UC with his troops sing PILIPINAS KONG MAHAL. Appropriate music is played by the band thereafter for the recessional.

At this juncture, the spouses /parents proceed towards the troops to present leis to the officers and enlisted men of the unit. Parents/spouses join their respective relatives for the dismissal.

Note: Procedures for the send off ceremony of unit departing for overseas deployment/duty shall be the same as the welcome ceremony except that the awarding and presentation of leis is omitted in the program. Likewise, the National Anthem is played by the band instead of march music during the presentation of troops.

SECTION IV

COLORS

4.1 DEFINITIONS

- a. Colors – The term colors means the National and positional or organizational colors.
- b. Color – When used singularly the term color refers to the National Color (National Flag).

4.2. THE COLORS AND COLOR

- a. Only the national color is entitled to a salute by individuals or units.
- b. In garrison, the colors are normally at the office or headquarters of the commanding officer. They are escorted to and from the headquarters or office by the color guard. In the field the colors are normally displayed from reveille to retreat in front of the commanding officer's tent or command post. During inclement weather, they are cased and placed in the commanding officer's office headquarters or tent.
- c. Individuals or units render honors when passing or being passed by uncased colors. When not part of a formation individuals salute at six steps distance from the Colors and hold the salute until they have passed six steps beyond the colors. The individual in charge of a formation calls the formation to **HUMANDA** and **TANGHAL TA**.
- d. The colors maybe carried in any formation in which to or more companies honor guards or representative elements of a command that participates.
- e. Traditionally, the command Executive Senior Police Officer is responsible for the safeguarding care and display of the organizational color. He is also responsible for the selection training and performance of the color bearers and color guards.
- f. The regulation for individual flags and distinguishing flags for general officers and other dignitaries is the same as that for organizational colors.
- g. During a review, parade or honor guard ceremony only one National color should be present the national color is given the honor position and is carried on the marching right of positional and organizational colors. The organizational color of the senior headquarters sponsoring the ceremony is carried to the left of the major services flag. The colors belonging to the headquarters conducting the ceremonies are positioned in line with and centered on the command subordinate color bearing organizations ordinarily carry only their organizational colors (four steps to the rear of their staff).

h. When the formation of the colors is en masse the National color is placed in front and at the center of the two color guards. The organizational colors are placed immediately behind the national color and arranged according to the seniority of the units participating in the ceremony.

4.3. SALUTES

a. The national color renders no salute (dip).

b. The organizational color salutes (dips) in all police ceremonies while the National Anthem, To the Color or a foreign national anthem is being played and when rendering honors to the organizational commander an individual of higher grade including foreign dignitaries of higher grade, and in no other case.

c. When marching organizational colors salute six steps before the person entitled to a salute. They are returned to the carry position six steps after the person.

4.4. COLOR GUARD

a. The color guard consists of two SPO1 and two PO1. To be selected a member of the Color Guard is an Honor. The senior (color) sergeant carries the National Color and commands the color guard. He gives the necessary commands for the movement and for the rendering honors.

b. When battalions or brigades carry their organizational colors in a ceremony part of a larger command, the battalion or brigade color is carried four steps to the rear of the staff. A sergeant act as color bearer and two experienced PO1, selected by the battalion or brigade command senior executive police officer act as members of the color guard.

c. The color guard is formed and marched in one rank at close interval, the bearer in the center. They do not execute rear march or about face. The color guard marches at right shoulder arms and executes facing movements is **IKOT SA KANAN NA (KALIWA), NA**. To execute a wheeling movement, the guard nearest the direction of turn serves as the pivot point of executes the movement by marching in a place and simultaneously turning in a new direction. Other members shorten their steps and turn in an arc keeping abreast of each other to maintain alignment in place until the command **TILAP, TO** or **PASULONG, KAD** is given.

d. When passing in review the color guard executes eyes right at the prescribed saluting distance on the command of the color sergeant. The commands are **TINGIN SA KANAN, NA** and **HANDA, RAP**. The organizational color salutes at on the right flank of the color guard does not execute eyes right.

e. During the ceremonies the color guards remain at the right shoulder arms except when presenting arms

f. When not participating in a ceremony and a situation occurs that warrants a salute by organizational color the color sergeant commands **PUGAY WATAWAT**. The return to carry is made at the command **HANDA DALA WATAWAT**.

g. When in formation with the color company and not during a ceremony, the color bearers executes at ease and rest, keeping the staffs of the colors vertical. The color guard executes right shoulder, order arms and present arms with the color company. During ceremonies when the colors are not forward and remarks are to be made the color guards and the color bearers are at parade rest.

h. The uniform for color guards should be the same as that prescribed for participating troops.

4.5. RECIEVING OR DISMISSING THE COLORS BY THE COLOR GUARD.

a. When receiving uncased Colors on display in the commander's office, the color sergeant commands **TANGHAL TA** and **HANDA RAP**. On completion of order of arms, the color bearers (without command) secure the colors. The color guard files outside (guard, National color, guard and reforms in a line formation. The Color guards execute right shoulder arms and the color bearers assumes the carry position

b. To dismiss the colors, the procedures are basically the same except that the colors are placed back in their hands before executing present arms.

SECTION V

GUARD MOUNTING

Informal

5.1. SEQUENCE OF ACTIVITIES

a. The Sergeant of the guard forms the guard by commanding **HUMANAY**. The relief commander falls in so that the guard is three steps in front and centered on the sergeant of the guard. Each relief forms at normal interval to the left of its respective commander, sentinels form in the order of their assigned post (one, two, three, etc), the sergeant of the guard orders inspection of arms by the commands **SIYASAT TA, AGAP TA, BABA TA** (Figure 2).

b. If an officer has been detailed as commander of the guard, the sergeant of the guard faces about the reports **NARITO NA PONG LAHAT**. Salutes are exchanged. After completing the report, the sergeant of the guard faces about, faces half right in marching and marches by the most direct route to a position directly behind the commander of the third relief at normal distance. (Figure 2).

c. If an officer has not been detailed as commander of the guard, the sergeant of the guard takes three steps forward and assumes the position of the commander of the guard. (Figure 2).

d. When the officer of the day arrives, the commander of the guard reports **NARITO NA PONG LAHAT**. They exchange salutes

e. Marching to Center.

The officer of the day commands **PINUNO AT MGA KAWAL PUMAGITNA, KAD**. On the command of **PUMAGITNA** the Police Non-Commissioned Officer farthest to the rear commands the other PNCOs **SA KANANG BALIKAT, TA**. On the command **KAD** the commander of the guard marches forward and halts three steps in front of the officer of the day. The PNCOs march forward and execute column left without command when on a line three steps to the rear of the commander of the guard. The PNCO in the rear commands the other PNCOs to halt and face to the right (at right shoulder arms) when they are centered on the commander of the guard. (Figure 3)

f. After the commander of the guard and the PNCOs halt and are in position, the officer of the day marches forward, halts at normal distance in front of the commander of the guard and designates **PINUNO NG TANOD**. He then faces half right in marching and marches around and to the rear of the commander of the guard. He halts at normal distance in front of the right flank PNCO and designates **SARHENTO NG TANOD**. He then faces half right in marching and marches around and to the rear of the commander of the guard. He faces to the right in marching takes two steps, halts, executes a left and designates. **PINUNO PANGALAWANG PAMALIT** and **PINUNO UNANG PAMALIT**. He then faces about marches by the

most direct route to his post halts and faces about again (Figure 4). If an officer is not present as commander of the guard the officer of the day designates the right flank PNCO. **PINUNO NG TANOD.**

g. Return to Post

The officer of the day commands **SUMALUNAN.** At this command, the commander of the guard and PNCO face about, march to their designated post, and halt without command. **The sergeant of the guard commands the relief commander to BABA TA and HARAP SA LIKOD, NA.** If an officer has not been detailed as commander of the guard, the first relief commander gives these commands (Figure 5).

h. Inspecting the Guard

1) The officer of the day commands **HUMANDA SA PAGSISIYASAT.** At the command, the commander of the guard, without saluting, faces about and commands **PABUKANG TALUDDOD, NA.** Ranks are opened and dressed. When the commander of the guard has taken his post, the officer of the day inspects the guard.

2) The officer of the day orders sentinels who are not presentable for guard to fall out and return to quarters, supernumeraries, if any, replace the men who have fallen out.

3) After inspecting the guard, the officer of the day resumes his original position and commands **DALHIN ANG MGA TANOD SA BAHAY TANURAN.** Salutes are exchanged. The commander of the guard faces to the left and commands **LAPIT TALUDDOD, NA.** He then moves to his position six steps in front of and centered on the guard, faces the guard and commands **HARAP SA KANAN, NA; KANANG BALIKAT, TA.** He positions himself at the head of the left file at normal distance and marches the guard to the guard house.

i. Relieving the Old Guard

Before the new guard arrives, at the guard house, the old guard is formed in a line formation with two or more relief. The commander of the old guard positions himself six steps in front of and centered on the guard, when the new guard is six steps from the left flank of the old guard, the commander of the new guard commands **KANAN, TINGIN, NA.** He faces back to the front and renders the proper salutes. When the new guard has cleared the right flank of the old guard, the commander of the new guard commands **HANDA, RAP.** The commander of the old guard faces about, commands **BABA, TA** and faces back to the front.

j. Formation of the Old Guard and New Guard at the Guardhouse

After the new guard executes **HANDA, RAP,** commander of the guard commands **HARAP SA KANAN, RAP** then **PASULONG, KAD.** At the command **KAD** he positions himself six steps to the rear of [] and centered on his guard. He halts the new guard when it is on line with and six steps to the right of the old guard.

Then he commands **BABA, TA; HARAP SA LIKOD, NA**. The left flank man, first relief, verifies six steps interval; dress left dress. He aligns his guard (Figure 6).

k. Presenting New and Old Guard

When the new guard is in position, the commanders of both guards face about and command **TANGHAL, TA**. Then they face each other and exchange salutes, face toward their respective guards, command **BABA, TA** and face back to the front.

l. Presenting the Guards to the Officer of the Day

1) After the new guard has been presented to the old guard, the new guard and old officers of the day take their positions 18 steps in front of and centered on their respective guards. Commanders of both guards face about, command **ITANGHAL, TA**, “ face back to the front, and salute their respective officer of the day.

2) After salutes have been exchanged, both commanders face about, command **BABA, TA**,” and face back to the front. When both have face back to the front, and salute their respective officer of the day.

m. Disposition of the new and old guards

1) After both officers of the day have faced their guards, the new officer of the day commands **POST THE FIRST RELIEF**'. The new commander salutes the new officer of the day, faces about, and commands **TIWALAG.**” The guard reports to the guardhouse and commander of the first relief reports to the commander of the guard for instructions on posting his relief.

2) The old officer of the day commands **LUMANSAG**". The old commander salutes the old officer of the day, faces about and command **TIKAS PAHINGA.**” He then contacts the new commander and conveys any instructions and orders.

a) If the old guard was furnished from one company, the commander of the old guard marches the guard to the company area and dismisses it by commanding **AGAP, TA;LUMANSAG.**”

b) If the guard was furnished from more than one company the old commander instructs the senior member of each company to march the guard detail to the company area and dismiss it, in accordance with (1) above.

c) After the third relief of the old guard has been relieved, the commander of the relief reports to the commander of the new guard. The commander of the new guard inspects the relief and orders the relief commander to march the relief to the company area and dismiss it. Salutes are exchanged. The relief is dismissed in accordance with (1) above.

5.2. POSTING RELIEFS

a. General

1) Before a relief goes on post, the commander of the relief assembles the sentinels and checks their appearances, fitness for duty and the condition of their arms, if carried. He issues ammunition, supervises loading the if required and makes sure that the sentinels understand their instructions. When the relief is large it may be more convenient to form the relief call the roll and inspect the sentinel in ranks.

2) The relief commander writes down the names of the sentinels, the number of their posts, the time he directed them to their posts, and the time they report back to the guard house after being relieved. The commander of the guard keeps this record on file.

b. Posting Sentinels

1) The commander of the new relief forms it by commanding **“HUMANAY”**. At that command the relief forms in two ranks, three steps in front of and centered on the relief commander. Sentinels assigned to even numbered posts (2, 4,6,8) form in the front rank. Sentinels assigned to odd numbered posts (1, 3, 5, 7) form in the rear rank. The commander of the old relief falls in to the rear of the sentinel for post No 1 (Fig. 7).

a) The commander of the new relief commands, **“SIYASAT, TA”** (if arms are to be loaded, he gives the necessary commands at this time and makes certain that safety procedures are carefully observed); **“AGAP, TA”** **“BABA, TA.**

b) He commands **“TULUYANG BILANG, NA.”** The sentinels call off the number of their assigned posts, rear to front and from right to left.

c) He reports to the commander of the guard, “Sir, the _____relief is present and ready to be posted,” or “Sir, _____absent.” Salutes are exchanged. (If the commander of the guard is a non commissioned officer, the commander of the new relief reports, “Sergeant, the _____ relief is present and ready to be posted, “or “Sergeant, _____absent.”

d) After the commander of the guard commands **POST YOUR RELIEF,”** salutes are exchanged. The commander of the new relief takes charge of his relief and commands **“HARAP SA KANAN, RAP; SA KANANG BALIKAT, TA”** (If appropriate), and **PASULONG KAD.”** He marches to the left of the rear rank at normal interval while the commander of the old relief marches on the right of the leading rank.

2) During daylight hours, the commander of the new relief halts his relief six steps from the old sentinel and commands **“NUMBER ONE” (TWO, THREE, ETC)**. The new sentinel called marches forward and halts three steps in front of the old sentinel. If armed with the rifle carbine, he executes port arms. Both

relief commanders advance and halt so that they are centered between the two sentinels. Then they execute a left (right) face each other (Fig. 8a).

a) The commander of the new relief commands **“TRANSMIT YOUR ORDERS,”** and the old sentinel transmits any changes in orders occurring during his tour or states, “Post and orders remain the same.” The relief commander then questions the new sentinels, “Do you understand your orders? If the new sentinel understands his orders he replies, ‘Yes, I do. “If not the new relief commander clarifies the orders.

b) The commander of the new relief commands **“SENTINEL, POST.”** On that command, both sentinels resume right shoulder or sling arms if appropriate, face the new commander, and march backward until they are online with the commander of the old relief.

3) The commander of the new relief commands his relief **“FORWARD MARCH.”** The commander of the old relief takes one step backward to clear the old sentinel (Fig. 8b). The relief advances and the relief commanders take their original positions as it passes them.

a) The old sentinel takes his place at the rear of the relief as it passes him.

b) The new sentinel stands fast until the relief has passed six steps beyond him and then he walks his post.

4) The commander of the old relief takes command when his last sentinel has been relieved.

a) The commander of the new relief commands **“RELIEF COMMANDER POST”** and both commanders exchange positions by passing each other right shoulder to right shoulder, halt, and face about, both sentinels stand fast (Fig. 8 c).

b) After the relief commanders face about , the commander of old relief commands” **SENTINELS, POST.”** On that command, both sentinels resume right shoulder or sling arms if appropriate, face the commander of the old relief, and march backward until they are online with the commander of the new relief.

1) The commander of the old relief commands his relief **“PASULONG, KAD.”**

2) The commander of the new relief takes one step backward to clear the old sentinel. The relief takes one step backward to clear the old sentinel. The relief advances, the relief commanders take their new position, and the old sentinel takes his place at the rear of the relief as it passes him.

5) When the old relief returns to the guard house, the commander of the old relief commands **“HINTO”** and the commander of the new relief and the commander of the new relief falls out.

a) The commander of the old relief commands “**SIYASAT, TA**”, (if weapons are loaded, they are unloaded at the time and safety procedures are carefully observed);”**AGAP, TA; LUMANSAG.**” He reports to the commander of the guard that his relief has been relieved and is present in the guard house.

b) If the old relief was the third relief of the old guard, the relief commander dismisses his relief in accordance with paragraph_____.

6) During the hours of challenging, the commander of the new relief halts the relief when the sentinel challenges “**HINTO!**” “Who is there?” The commander answers, “Relief.” The sentinel commands “**MANGYARI LUMAPIT PO UPANG MAKILALA**” and the relief commander advances until the sentinel commands “**HINTO.**” The commander marches the relief forward and halts it six steps from the old sentinel. The procedure for relieving the old sentinel is the same as in b above, except that when a new sentinel is armed with a pistol he comes to “raise pistol “ after halting and when posted returns his pistol.

7) If transportation is utilized to post the relief, the sentinels are posted and relieved using the procedure described in f—above. The old and new relief commanders and the sentinel to be posted are the only members of the relief who dismount.

c. Posting Other Relief

1) To post a relief when there is no sentinel on the post, the commander forms his relief as prescribed in paragraph b 1(a), (b), and (c).

a) He halts the relief six steps from the limits of the post concerned and commands “**NUMBER ONE**” (**TWO, THREE, ETC**). The sentinel called takes three steps forward; halts execute port arms if armed with the rifle or carbine, and faces to the left. The commander advances three steps in front of the relief, halts, and faces to the right, facing the sentinel. The sentinel if armed with a pistol executes “raise pistol” after facing to the left.

b) The relief commander asks, “Do you understand your orders?” If he understands the orders, the new sentinel replies, “Yes, I do.” If not, the commander explains any points necessary.

c) The relief commander commands “**POST**”. The sentinel execute right shoulder or sling arms or return pistol as appropriate, takes four steps backward to clear the relief and walks his post when the relief is six steps beyond him.

d) The commander resumes his original position as the relief passes him.

2) If post are numerous or widespread, the officer of the day can authorize the relief to be divided into small groups, placing each group under a non commissioned officer for posting; have sentinels posted individually; or use a combination of these two methods.

a) If sentinels are posted individually, the relief commander orders, "Sentinel, take your post."

b) If sentinels are posted as a group, the relief commander orders "Take your posts." Each sentinel then proceeds directly to his post. Sentinels relieve each other at a specified point and transmit changes in orders.

c) A sentinel relieved individually proceeds directly to the guardhouse and reports to the commander of the old relief. The last sentinel guarding a post from which he will not be relieved by another sentinel proceeds directly to the guard house at a designated time.

5.3. FORMAL GUARD MOUNTING

a. General

1) Uniforms, arms and equipment for formal guard mounts are prescribed by the commanding officer.

2) Formal guard mounting requires a band and is held on the parade ground of the organization from which the guard is detailed.

b. Assembly of Band

The band takes its place on the parade ground at a point where its left flank is 12 steps to the right of where the right flank of the guard will be (fig. 9). The adjutant makes sure that the guard is ready to march onto the parade ground and then signals the band to sound Adjutant's *Call*.

c. Assembly and Forming the Guard

1) The Guard Details are formed as prescribed in paragraph 5.1.b of informal guard mounting. When assembly sounds, each guard detail is marched to the point of assembly of the parade ground and is reported to the Sergeant of the Guard.

2) The guard Details are assembled and formed into a platoon. If there are more than 14 men per rank the guard is divided into two platoons.

3) The assistant sergeant of the guard takes his post three steps in front and centered on the second. The remaining PNCOs if any form on the left flank to equalize the number of men in each rank. After the platoons are formed, the sergeant of the guard to the right.

d. Marching the Guard to the Parade Ground

1) Upon the Adjutant's call, the band plays march music. The Adjutant, with the **CPNCO** on his left, marches forward on the first note of the music.

2) The Sergeant of the Guard takes his post three steps to the left of the left file and centered on the guard. He commands **KANANG BALIKAT, TA** at

the first note of the adjutant's Call and marches the guard in column onto the parade ground. He approaches the parade ground from a direction near to the final line which the guard will form. He halts the guard when the head of the column is 12 steps from the left flank of the band and centered on the CPNCO. At this time, the band stops playing. The Sergeant of the Guard faces to the right and, if appropriate commands **BABA, TA: HARAP SA KALIWA, NA.**

e. Dressing the Guard

The Sergeant of the Guard and the assistant sergeant of the guard, if there are two platoons, dress the guard.

f. Sergeant of the Guard

1) When the Sergeant of the guard commands **HANDA, HARAP**, the commander of the Guards takes position six steps in the rear of the right flank man of the rear flank, (if there are two platoons, the assistant commander of the guard takes his post behind the second platoon in the same position as prescribed for the commander of the guard) The Sergeant of the guard faces about and reports to the **CPNCO**, "**NARITO PO LAHAT**" or "**_____ANG WALA**". Salutes are exchanged and the CPNCO commands **SUMALUNAN**, The sergeant of the guard faces about, faces half right in marching, and marches to his post. He halts at normal distance directly behind the commander of the third relief.

2) If an assistant sergeant of the guard is present, he executes the movements cited above at the command **SUMALUNAN**, and post himself directly behind the commander of the third relief. The Sergeant of the Guard positions himself behind the assistant sergeant of the guard at a normal distance (figure10).

g. CPNCO's Report

1) After commanding **SUMALUNAN**, the CPNCO faces about and reports to the Adjutant. "**NARITO PO LAHAT**" or "**_____ANG WALA.**" They exchange salutes. The CPNCO faces about, marches to his post and halts at normal interval to the left flank men of the first rank of the second platoon.

2) When the CPNCO has finished his report and has faced about the commander of the guard marches from his position in the rear of the guard around its right flank to his post six steps in front of and centered on the guard. If there are two platoons the assistant commander of the guard, if present, takes his post in front of the second platoon (Figure 10).

h. Marching to Center

1) The adjutant commands **PINUNO** (or **MGA PINUNO**) **AT PINUNONG HINDI HIRANG, NA.** The procedures for marching to center is the same as in paragraph 5.1e of Informal Guard Mounting except that when there are two commanders of the guard, the senior is designated "Punong Tanod" and the junior "Pangalawang Punong Tanod."

2) If there are two Sergeants of the Guard, the senior is designated “Tandes ng Tanod” and the junior “Pangalawang Tandes ng TANOD” The post of the assistant sergeant of the guard is the position of guide for the second platoon.

i. Return to Post

After returning to his post, the Adjutant commands SUMALUNAN. post are taken as directed in paragraph 5.1g of Informal Guard Mounting (Figure 11 (a) and (b)).

j. Inspecting the Guard

1) During formal guard mounting, the adjutant instead of the Officer of the Day inspects the guard.

2) After the Officer(s) and PNCOs have taken their posts, the Adjutant commands **HUMANDA SA PAGSISIYASAT**.

3) During the inspection, he selects the orderlies and color sentinels and orders men who are not prepared for guard to fall out and return to their organization. Substitutes for men who have fallen out report to the commander of the guard of the guard house.

3) The band plays during the inspection.

k. Closing Ranks

1) After the inspection, the commander of the guard orders the guard to close ranks and returns to his original post. If there is an assistant commander of the guard, he orders the second platoon to close ranks after it has been inspected. Then he returns to his post in front of the second platoon.

2) The adjutant takes his post 35 steps in front of, centered on, and facing the guard.

3) The New Officer of the Day posts himself 36 steps to the rear of the Adjutant.

4) The old officer of the Day posts himself three steps to the right of the New Officer of the Day.

l. Sound Off

1) The adjutant commands **TANOD, HANDA; TIKAS PAHINGA; IHUDYAT**. Then he executes Tikas Pahinga. (The commander of the guard and assistant commander of the guard shall not repeat any preparatory commands given by the adjutant at this time).

2) At the command IHUDYAT the band plays the sound off, then moves forward playing. It passes to the left of the line between the commanders of the guard and the adjutant and then back to its post on the right where it halts and plays the sound off again (Figure 12 (a) and (b)).

3) While the band is sounding off, the officers of the Day stands at attention.

m. Adjutant's Report

The Adjutant commands **TANGHAL, TA**, faces about toward the New Officer of the Day, and reports "Ang Tanod ay Nakahanay Na Po".

n. March in Review

1) The New Officer of the Day returns the salute and directs the Adjutant **PASA , MASID**. The adjutant faces about and commands **BABA TA; HARAP SA KANAN**. At the command NA the guard executes the movement. The band front of the leading platoon, and faces to the right, marches to a point where its rank is approximately 24 steps in front of the leading platoon, and faces to the leader of the first platoon who is the commander of the guard. The CPNCO maintains his position behind in the left file when there is one platoon (Figure 13) and behind the rear men left file of the second platoon when there are two platoons (Figure 14).

2) The adjutant commands **KANANG BALIKAT, TA; PASULONG, NA**.

3) When the playing band and the guard march past the officer of the day (Figure 14), the guide of the first platoon halts 24 steps behind the band during the march in review.

4) When the adjutant is six steps from the officer of the day, he commands **HANDA, KANAN, TINGIN**.

a) When there is only one platoon, the Officer of the Guard, the Adjutant and the CPNCO executes the hand salute on the command **TINGIN** and hold it until the CPNCO commands HANDA, RAP.

b) When there are two platoons (Figure 14), the Adjutant commands **HANDA, KANAN, TINGIN**, for the first platoon. He commands **HANDA, RAP** for the first platoon when the last rank is six steps beyond the officer of the day. The assistant commander of the guards commands HANDA KANAN TINGIN, for the second platoon. He commands HANDA RAP, when the last rank of the platoon is six steps beyond the officer of the day. The adjutant and the commander of the guard salute with the first platoon, the assistant commander of the guard and the CPNCO salute with the second platoon.

5) While the guard is marching in review the officer of the day stands attention.

a) The new Officer of the day returns the salute of the Adjutant and the Commander of the Guard. He salutes only once because the adjutant and the commander of the guard salute together.

b) When there are two platoons, the officer of the day does not return the salute of the assistant commander of the guard.

6) After the band passes the officer of the day it returns column left and positions itself in front and facing the officer of the day it turns column left and positions itself in front of and facing the officer of the day 18 steps from where the left flank of the guard passes. It continues to play until the guard leaves the parade ground.

7) The adjutant steps out of column and halts when he is 25 steps beyond the officer of the day. The CPNCO steps out of column and halt abreast of the adjutant and three steps to the left. The Adjutant and CPNCO then face each other salute and leave.

8) The commander of the guard marches the guard to the guard house without changing his position in the formation.

9) If the guard consists of two platoons the commander of the guard halts it and forms it into one platoon. The assistant commander of the guard marches behind the last man in the rear of the right file.

10) The officers of the day face each other and salute. The old officer of the day gives his orders to the new officer of the day.

o. Formation of the New and Old Guard at the Guard house

1) The old guard is formed at the guard house (Figure (14) (a)). If the field music has been authorized , it forms three steps to the right of the old guard the field music of the new guard forms three steps to the right of the new guard (Figure 14 (b)).

2) Relieving the old guard At the guard house is in accordance with paragraph 5.1 to m of informal Guard Mounting

SECTION VII

CHANGE OF COMMAND

6.1. GENERAL INFORMATION

A change of command is a ceremony for the relinquishment and assumption of a command.

For a change of a command of a major PNP unit/command either the Chairman of NAPOLCOM/ Secretary of the Interior and Local Government or the Chief PNP shall be invited as the witnessing /presiding officer. However in their absence any senior police officer duly designated to act in their behalf.

The change of command in the lower units is normally attended by the immediate Senior Commander or his duly designated representative as Guest of Honor (GOH). On the other hand that of a subordinate unit is attended by the commander or representative of the next higher unit.

Invited personalities entitled to arrival/departure honors shall receive appropriate honors.

6.2. SEQUENCE OF ACTIVITIES

a. Change of Command (Indoor)

- 1) Processional
- 2) Entrance of Colors
- 3) National Anthem
- 4) Invocation
- 5) Reading of Relief/Designation Order by Personnel Officer
- 6) Remarks and Relinquishment of Command (Outgoing) _ _ _
Reading and Signing of Relinquishment Order
- 7) Presentation of Award to the Outgoing

- 8) Assumption of Command _ _ _ Reading and Signing of Assumption Order
- 9) Turn-over of Command Symbol
- 10) Remarks of the New Commander
- 11) Remarks and Introduction of the Guest of Honor by the New Commander
- 12) Inspirational Talk
- 13) Exit of Colors (optional)
- 14) Recessional

b. Change of Command in a Review

- 1) Entrance and formation of Troops
- 2) Presentation and Honors
- 3) Inspection (Trooping of the Line)
- 4) Reading of Relief/Designation Order
- 5) Remarks /Relinquishment of Command (outgoing)
- 6) Presentation of Award
- 7) Retirement of Personal Flag (For flag officers only and for retiring comdrs)
- 8) Assumption of Command
- 9) Turn-over of Command Symbol
- 10) Raising of the Personal Flag of the Incoming (for flag officer and when the ceremony is for retiring cmdr)
- 11) Remarks and Introduction of the Guest of Honor by the New Commander
- 12) Inspirational Talk
- 13) March in Review

c. Change of Command with a Review

- 1) Entrance and formation of Troops
- 2) Presentation and Honors
- 3) Inspection (Trooping of the Line)
- 4) Marc-in-Review
- 5) Mass formation (in front of the grandstand)
- 6) Reading of Relief/Designation Orders
- 7) Remarks/Relinquishment of Command (outgoing)
- 8) Retirement of Personal Flag (for Flag Officer only and for the Retiring comdr)
- 9) Presentation of Awards
- 10) Assumption of Command
- 11) Turn-over command of symbol
- 12) Raising of the Personal Flag of the Incoming (for flag officer and when the ceremony is for retiring cmdr)
- 13) Remarks and Introduction of the Guest of Honor by the New Commander
- 14) Inspirational Talk (Guest of Honor)

6.3. CHANGE OF COMMAND PROPER

a. The EMCEE announces “We now begin the change of command ceremony”

b. The adjutant proceeds to the left podium and reads the relief and designation orders.

c. The outgoing commander proceeds to the right podium to make his remarks. He gives the troops TIKAS PAHINGA after the troop commander (TC) faces about.

d. At the end of his remarks, the outgoing commander shall say “I will now read my relinquishment orders. “Then pauses for a few seconds. (At this point, the TC and his staff go to attention). The TC faces the troop and commands MGA TALUPAD DA as soon as the troops are attention. The outgoing commander reads his relinquishment orders and signs, and then says “Commander, I am ready to be relieved.” He stays where he is. At this juncture, the personal flag of the outgoing is brought down by the CPNCO and hand it over, cased, with the star conspicuously displayed to the former.

e. The incoming Commander proceeds to the left podium and reads the orders for his assumption of office and signs. He pauses for a few seconds, and then says Commander, I relieve you, Sir.” At this juncture, the personal flag of the incoming is hoisted by the CPNCO in place of the personal flag of the outgoing.

f. The outgoing commander and the incoming commander face each other. The incoming commander salutes the outgoing commander and the latter acknowledges the salute. Both Commanders proceed to the center of the grandstand, halt and face the Guest of Honor /Presiding Office. The guest of Honor (GOH) stands and takes the center position in front of two commanders.

g. The outgoing commander salutes the GOH saying, “Sir, I have relinquished the command of _____ effective this date.

h. The GOH acknowledges the salute, then congratulate him, saying “Congratulations, and well done.”

i. The incoming commander salutes and says “Sir I have assumed the command of _____ effective this date.

j. The GOH acknowledges the salute, and then congratulate him, saying “Congratulations, make your post”.

k. At this point, the CPNCO moves forward with the office command symbol and hands it over to the outgoing Commander. After handling over the command symbol, The CPNCO moves to the other side near the Incoming Commander.

- l. The outgoing commander passes on the command symbol to the GOH.
- m. The GOH receives the command symbol and passes it on to the Incoming Commander.
- n. The Incoming Commander receives it and gives it back to the CPNCO.
- o. The PNCO, moves forward, takes hold of the command symbol then exits.
- p. The new commander and the former commander face each other. The New Commander salutes the former commander. The latter acknowledges the salute. (At this point, the audience may give a round of applause).
- q. The GOH and the former commander take their seats, with the former commander taking the seat of the New Commander. The New Commander goes to the right podium and delivers his speech. (He may direct the troops to **TIKAS PAHINGA**). The New Commander ends his speech with the statement “..... all orders and instructions shall remain undisturbed until they are rescinded or amended “. He pauses. (The troop commander commands **HUMANDA**).

Note: If the GOH is the President of RP, all speakers other than the GOH shall use the left podium reserving the right podium for the GOH.

- r. The commander introduces the GOH.
- s. The GOH delivers his remarks. (He may order the troops to **TIKAS PAHINGA**).
- t. After the remarks, the band plays recessional pieces. The ceremony end.

6.4. TURN-OVER OF OFFICE CEREMONIES

a. Turn-over of offices maybe done jointly or severally when there are more than one (1) office affected. This is normally done indoor (without troop parade and review).

b. Sequence :

1. The officiating Officer /Guest of Honor (GOH) is Seated.
2. Entry of colors
3. Pambansang Awit
4. Invocation
5. Outgoings' Valedictory Remarks
6. Outgoing will read his Relief Order
7. Pinning of his award (s)

8. Turn-over of Saber through the GOH and then the latter turn-over the Saber to the Incoming. (Note: At this portion, the outgoing and incoming stand one (1) step in front of the GOH and one (1) step away from the center respectively. In turning-over the saber, the handle should be at the right hand of the outgoing; then the GOH will see to it that in turning –over the Saber to the Incoming , the handle will be at the right arm. When the outgoing receives the Saber, he immediately transfer the handle portion to his right arm. After the turn over the two officers salute to the GOH then execute about face to their respective seats. However, at this time they change their position- the outgoing exchanges position with the Incoming. In case of joint turn over the higher or highest office should be the nearest to the GOH.
9. The Incoming reads his Assumption Order followed by his short Remarks.
10. Introduction of the GOH
11. Inspirational Talk of GOH.

Note : In case of joint turn-over, the awarding of the outgoings should be simultaneous.

Wives if around are called to assist during awarding.

Two (2) podiums (speaker's stand) are advisable – one (1) at the right and one (1) at the left, each outgoing and incoming takes the nearest podium. This system will afford no unnecessary traveling or crisscrossing before the GOH.

Remarks: Cocktails follows after the ceremony, where mementos and other awards are presented in an appropriate place. Officers and their ladies (optional) attending the cocktails shall not leave the promises until the departure of the honoree.

During the cocktails, the honoree, if retiree shall be formally turned over to the Police Retirees Association as a new member. Hence, the presence of the President of Retirees, Association is necessary. After the departure Honors, the officers and their ladies shall form for the send-off line where the honoree retiree is accorded the farewell handshake. His car waits at the end of the line.

SECTION VIII

FLAG HOISTING/LOWERING AND REVEILLE CEREMONIES

7.1 FLAG RAISING

Flag hoisting is a ceremony in which the unit honors the Philippine flag when it is used every Monday morning. The ceremony is conducted at the direction of the unit commander. The commander sets the time for the flag hoisting. All members of the unit shall be present during the conduct of the ceremony.

7.2. SEQUENCE OF EVENTS

a. Formation of troops

1) Thirty minutes before the scheduled flag hoisting time, the units are formed in line formation facing the flag pole.

2) Fifteen minutes before the appointed time, the siren shall be sounded for 30 seconds to signal the start of the ceremony. This shall be followed by the announcement of “Humanda sa pagpupugay sa Watawat” by the command duty officer.

b. Start of Ceremony

- 1) The band plays **ATTENTION CALL**.
- 2) Subordinate unit commanders bring respective elements to Attention.
- 3) The band plays “drum rolls”.
- 4) Color details with flag march forward followed by the TC and Staff. (Color detail towards the flagpole and the TC to his designated position facing the flagpole).
- 5) The band stops playing as soon as the National flag is hooked into the riser of the flagpole.
- 6) The TC faces about and directs his staff to move behind him.
- 7) He then directs his adjutant to receive the report.
- 8) The adjutant trots to a point between the TC and sub unit commanders and receives the reports of the subordinate unit commanders.
- 9) He faces about and renders reports to the TC.
- 10) The TC receives the report and directs his adjutant to take his post.
- 11) He then faces about and directs his staff to move behind him.
- 12) He then faces about and commands **TANGHAL TA**. After the troops have executed present arms, he faces about and commands present arms to his staff.
- 13) The band plays to the colors after the TC and his staff have executed present arms (hand salute) the **National Flag** is hoisted simultaneously

with the mass singing of the **National Anthem** led by a designated member of the unit.

14) The TC and his staff execute order arms after the playing of “**To the Colors**”.

15) The TC faces the troops and commands **BABA, TA**. He then faces about.

16) The Chaplain proceeds to the microphone for the invocation.

17) After the invocation, the CPNCO proceeds to the microphone. TC faces the troops and commands “**TAAS KANAN KAMAY, NA**” then faces about then executes “**TAAS KANAN KAMAY**” with his staff. CPNCO leads the troops in the “Panunumpa sa watawat”. Any announcement speeches shall be done after the Panunumpa.

18) After the Panunumpa, TC brings his staff to attention, faces about then commands **HANDA RAP** and faces front.

19) A designated member of the unit leads the mass singing of Pilipinas Kong Mahal and everyone sings the song with accompaniment of the band or a lead singer.

c. Pass-in-Review

1) The GOH/reviewing officer moves forward and directs the TC to Pass-in-Review

2) TC faces about and directs his staff to “**KALUPUNAN, SUMALIKOD KO**” then commands “**PASA MASID**”.

3) After the last element has passed the GOH/reviewing officer, the TC with his staff marches back in front of the GOH/reviewing officer and reports for conclusion of the review/ceremony says “**GINOO, TAPOS NA PO ANG PARANGAL SA WATAWAT.**”

7.3. FLAG LOWERING (RETREAT)

a. General

1) The term “Retreat” is taken from the French word “Retraite” and refers to evening ceremony. The bugle sounded at retreat was used in the French army and dates back to crusades. Retreat is sounded at sunset to notify sentries to start challenging until sunrise, and to tell the rank and file to go to their quarters.

2) **To the Color** is being used as music honoring the flag as it is lowered in the evening.

b. Meaning

Retreat is a ceremony in which the unit honors the flag when it is lowered in the evening.

c. Procedure

1) The unit is formed facing the flag at least five (5) minutes before the time of retreat. Commanders normally prescribes the time for the retreat.

2) As soon as the unit is formed, the designated commander takes his position facing the line of troops and commands **TALUPAD, HUMANDA** and then **TIKAS PAHINGA**. Retreat is sounded at this time.

3) After the retreat the designated commander executes attention with his staff, faces about and commands TALUPAD, HUMANDA then TANGHAL SANDATA. The TC then faces about and executes present arms with his staff. The band begins playing To the Color.

4) After the last note of To the Colors, TC brings his staff to attention faces about, commands BABA, TA and faces front. This terminates the retreat formation.

7.4. REVEILLE

a. General

Reveille was not originally intended as honors to the flag. In 1812, it was a drum call to signify that soldiers should rise for the day and sentries should leave off night challenging. As time passed, reveille came to connote the hoisting of the flag in the morning and the honors paid to it.

b. Meaning

Reveille is a ceremony in which a unit honors the national flag as it is being hoisted in the morning.

c. Procedure

1) At the sound of the reveille, the unit is formed facing the flag.

2) As soon as the troops are formed, the designated TC takes his position centered on the line of troops and commands the unit HUMANDA then MAGULAT.

3) All sub-units report in succession from right to left, "Ginoo___ balangay narito pong lahat napag alaman". The sub-unit should also report the absentees in this manner "Ginoo_____ balangay _____ang wala hindi napag alaman." Salutes are exchanged with each report.

4) The TC commands TIKAS PAHINGA and faces about then assumes parade rest himself. If a band is present, about 30 seconds before the time of reveille the designated commander commands TALUPAD HUMANDA. When the troops are in attention, TC commands TANGHAL , TA and then faces about and executes hand salute with his staff. The commander's salute is the signal for the band to sound to the color.

5) After the last note of **To the Color**; the TC with his staff terminates their salute. TC faces about, commands **BABA, SANDATA** and then directs '**PAMUNUAN ANG INYONG MGA BALANGAY**'. The sub-unit commanders salute simultaneously and the TC salutes in return. This ends the ceremony.

Note: Participation of the Troops is optional. In such case, the reveille shall be conducted by designated guard details only.

SECTION VIII

WELCOME CEREMONY FOR UNITS ARRIVING FROM OVERSEAS DUTY (UNIT HONORS)

8.1. FORMATION

Initially, the unit is formed en masse in front of the grandstand. When the senior unit commander or his designated representative arrives at the grandstand, the unit commander (UC) brings his troops to attention. When the senior unit commander or his representative has taken his seat, the UC brings his troops to present arms and presents his troops to the senior unit commander. The latter acknowledges the presentation and immediately the band plays appropriate march music. (Everybody takes seat after the invocation).

8.2. AWARDING

a. The UC commands **MGA WATAWAT AT MGA TAONG PARARANGALAN, PUMAGITNA KAD**. The unit staff executes right face and at the last note of the command of execution **KAD**, marches forward and halts after a considerable distance, allowing space for the colors and awardees when they come forward. The senior unit commander and the unit commander standard join the colors; the most senior unit staff member commands **HARAP SA KALIWA** then **PASULONG** to position themselves behind the colors. When the colors and awardees are already in their proper position, the UC salutes and reports to the major service commander. "Nandito nap o ang mga watawat at ang mga taong pararangalan." After being acknowledged, he executes order arms faces about then joins his staff at the back of the colors taking the most direct route. There after, he commands **TANGHAL, TA** for his staff, color, awardees. The band then plays the National Anthem, after which the UC commands **BABA TA**. If the UC is an awardee he takes his proper position in line with the other awardees.

b. The Guest of Honor (GOH) and the major service commander go down the grandstand for the awarding ceremony. The citations of the awards are read before they are presented to the awardees. After the presentation of awards, the GOH goes back to the grandstand while the colors and awardees return to their former positions.

c. At this point, the spouses/parents proceed toward the troops to present leis to the officers and policemen of the unit. They return to their respective seats after presenting the leis.

8.3. SPEECHES

a. The unit commander concerned introduced the GOH for the welcome remarks.

b. If previously ordered to bring his unit to parade rest, the UC bring the unit to attention after the address of the GOH. Recessional follows.

Note: As a doctrine the EMCEE will always shake hands with the Speaker(s) before and after his speech.

SECTION IX

ACTIVATION/DE-ACTIVATION OF UNITS

ACTIVATION

9.1 SEQUENCE OF ACTIVITIES

The following are the procedures/sequences in the activation of units.

a. Arrival of the Guest of Honor/Speaker (GOH)

1) The elements of the units to be activated are formed en masse in front of the grandstand or ceremonial venue and are initially at parade rest. The band (if available) is likewise prepositioned at the vicinity of the ceremonial venue,

2) As soon as the party of the guest of Honor/Speaker arrives, the designated troop commander (TC) calls the troop to attention. He commands, **TALUPAD, HUMANDA** or as appropriate.

b. Singing of National Anthem

1) When all the guests are seated. The designated emcee announces, "*PLEASE RISE FOR THE PHILIPPINE NATIONAL ANTHEM*")

2) The TC directs the troops to execute present arms. He commands. *TANGHAL TA*. The band then plays the National Anthem.

3) After the band finishes playing of the National Anthem, the TC. commands the troops to execute order arms. He commands, **BABA,TA**.

4) The emcee then announces, "*Please remain standing for the invocation*".

c. Invocation

The chaplain approaches the rostrum and delivers the invocation. When the invocation is finished, the chaplain exits and proceeds to his seat.

d. Reading of the unit Activation Order

1) After everybody is seated, the emcee announces, "*The activation order of (Name of unit) will now be read by the Director for Personnel and Record Management (any designated person).* "

2) The Adjutant proceeds to the rostrum and reads the unit activation order. After reading the order, the Director for Personnel and Record Management returns to his seat.

e. Unfurling of the Unit Color

1) After reading of orders the emcee announces, *"We will now witness the unfurling of the unit color by the GOH to be assisted by the host. "*

2) The GOH and the Host stand, while a color bearer escorted by the designated Command Police Non-Commissioned Officer (CPNCO) of the activated unit approaches them with the cased unit color. The color bearer then lowers the color in front of the GOH and Host. The GOH and Host untie and remove the case of the color. Upon removal of the case, the color bearer slowly unfurls the color. At this point, the band plays appropriate background music or the unit hymn_(No part of the color should be allowed to touch the ground). The CPNCO then hands over the unfurled color to the Host who in turn gives it to the GOH

3) The Adjutant proceeds to the rostrum and reads the appointment order of the Incoming Commander of the activated unit. After reading the appointment orders, the adjutant exits and the emcee announces, *"The incoming commander of (Name of unit) will now receive the color."*

4) The incoming unit Commander proceeds in front of the GOH and salutes. The GOH hands over the unit color to the Incoming Commander who then gives it to the Executive and color bearer to be placed in a prepositioned flag stand. The GOH and Host then proceed to their respective seats.

f. Assumption of Command

1) As soon as the GOH and Host are seated, the emcee announces *"The incoming commander of _____ will now read his assumption of command"*.

2) The Commander proceed to the rostrum and reads the order. He says *"Pursuant to General Orders Number _____. Headquarters_____ Dated I hereby activated (Name of Unit) effective this date. I sign in your presence.*

After signing the document, the newly designated commander delivers his remarks. Then, he introduces the GOH.

g. Speech of the GOH

The Guest of honor/speaker delivers his-speech after the introduction.

h. Conclusion

1) .After the speech of the GOH, the emcee announces *“Ladies and Gentlemen, that concludes our activities. Thank you very much.”*

2) The TC then marches off the troops and dismisses them in a designated area.

Note: As a doctrine, the EMCEE regardless of rank shall always shake hands, with the Speaker before and after the speech.

De-Activation of Units

9.2 SEQUENCE OF ACTIVITIES

The following procedures/sequences in the de-activation of units:

a. Arrival of the Guest of Honor/Speaker (GOR)

1) The elements of the units to be de-activated are formed en mass~ in front of the grandstand or ceremonial venue and are initially at parade rest. The band (if available) is likewise prepositioned at the vicinity of the ceremonial venue.

2) As soon as the party of the Guest of Honor/Speaker arrives,. the designated Troop Commander (TC) calls the troops to attention. He commands, **TALUPAD, DA** or as appropriate.

b. Singing of National anthem

1) When everybody has settled down or is already seated. the designated emcee announces, *"PLEASE RISE FOR THE PHILIPPINE NATIONAL ANTHEM"*.

2) The TC directs the troops to execute present arms. He commands **TANGHAL, TA**. The band then plays the National anthem.

3) When the band finishes playing the National anthem, the TC commands the troops to .execute order arms. He commands, **BABA, TA**.

4) The emcee then announces, "Please remain standing for the invocation."

c. Invocation

The Chaplain approaches the rostrum and delivers the invocation. When the invocation is finished the chaplain exits and proceeds to his seat. The emcee announces. "Thank you".

d. Reading of the Unit De-activation Order

1) After everybody is seated. The emcee announces "The de-activation order of (Name of Unit) will now be read by the "designated person".

2) The Director for Personnel and Records Management proceeds to the rostrum and reads the order. He says "*Pursuant to General Order Number ___ Headquarters _____ Dated _____, (Name of Unit) is hereby de-activated effective this date*". After reading the de-activation order, the Director for Personnel return to his seat.

e. Hauling down/Encasing of the Unit Color

1) The emcee announces, "We will now witness the hauling down and encasing of the {Unit} color by the GOH to be assisted by the host.

2. The GOH and the host stands. A color bearer escorted by II designated CPNCO of the de-activated unit approaches them with the unburied Unit color. The color bearer then lowers the color and slowly furls it in front of the GOH and Host (while the band plays **Auld Lang Syne** or appropriate music) 'The GOH covers/encases color is handed by the CPNCO to the host who then gives it to the GOH.

3. The incumbent Commander then approaches the rostrum and delivers his remarks then introduces the GOH.

f. Speech of the GOH

The Guest of Honor/speaker delivers his speech.

g. Conclusion

1) After the speech of the GOH, the emcee announces "*Ladies and gentlemen, that concludes our activities. "Thank you very much."*

2) The TC then marches off the troops and dismisses them in a designated area.

NOTE: If former commander of the tie-activated unit are present the ceremony, the cased unit color should be passed on to them in succession then returned to the incumbent commander before it is given to the GOH. Normally, the GOH is the commander of the unit that issues the de-activation order.

SECTION X

FUNERAL HONORS AND SERVICES

10.0 GENERAL

The practice of giving final tribute and honors to a dearly departed has evolved over the years from a simple ceremony to elaborate and colorful rites to make the occasion more meaningful in perpetuation of the memory of the dead.

The funeral rites of policemen more than any other ceremony have followed an old pattern as the living honor to the brave dead.

10.2 PERSONS ENTITLED TO FUNERAL HONORS AND SERVICES

- a. Police Personnel in the Active Service
- b. Retired Police Personnel
- c. Honorably Separated Police Personnel
- d. Government Officials and VIPs as directed by the SILG and the President.
- f. Reserved Officers in the inactive status and Veterans.

10.3 TYPES OF FUNERALS

- a. Police funerals are divided into two classes
 - 1) Chapel service, followed by a movement to the grave or place of local disposition with the prescribed escort.
 - 2) With graveside honors only.
- b. A full police funeral normally consists of the following elements:

- bugler.
- 1) Band
 - 2) Escort appropriate to the deceased, including a firing party and
 - 3) Colors
 - 4) Clergy
 - 5) Hearse (caisson) and active pallbearers
 - 6) Honorary pallbearers
 - 7) Personal color (if appropriate)

c. Upon request, chaplains may conduct or arrange for appropriate burial services for interment of members of the police service, active and retired, and for members of their families. The family of the deceased (or their representative) My however, request some other clergyman to officiate in lieu of a police chaplain A civilian clergyman can conduct all religious elements of a police funeral interment. Although the desires of the family are to be given the fullest consideration possible in the selection of elements involved. The funeral, however, should be conducted as prescribed in the manual.

d. The commanding officer of the deceased or his representative, in coordination with the cemetery superintendent and the funeral director, makes the funeral arrangement and supervises the conduct of the funeral.

e. When honorary pallbearers are desired, they are selected by the family of the deceased or their representative, or when they so desired, by the commanding officer. As a rule, no more than twelve (12) honorary pallbearers should be selected

f. At a police funeral, persons in police uniform attending in their individual capacity, must first face the casket and execute the hand salute at the following times.

- 1) When honors, if any, are surrounded.
- 2) At any time when the casket is being moved (the exception being when they themselves are moving);
- 3) During cannon salutes, if sounded
- 4) During the firing of volleys; and
- 5) While Taps is being played.

g. During the religious graveside service, all personnel bow their heads at the words "Let us pray". All mourners at graveside except the active pallbearers

follow the example of the officiating chaplain. If he uncovers, they uncover; if he remains covered they remain covered. But when the officiating chaplain wears a biretta (clerical headpiece) during the graveside service, all personnel, as indicated above, must uncover.

h. The remains of a member of the Police Forces, who die while on active duty may be consigned directly to a national cemetery from a police installation. In such cases, the cemetery superintendent will, regardless of the time of arrival (if not otherwise provided for) engaged a funeral director to receive the remains at the common carrier terminal, hold the remains at his establishment until the date of the funeral, if necessary and deliver the remains to the cemetery. The superintendent is not authorized to allow the funeral director to render any other service incident to the interment.

i. The word chapel is interpreted to mean church, home or any other place where services are held, other than the service at the grave.

j. The word casket is interpreted to include a receptacle containing the remains of the deceased.

10.4 DEFINITION OF TERMS

a. **Funeral Services** - include escort, band, colors, clergy, caisson and/or funeral pallbearers, and chapel services.

b. **Graveside Services** - include the clergy, pallbearers, firing party and buglers.

c. **Vigil Guards** - the sentries posted to keep watch on the bier when remains of a deceased are lying in state.

d. **Interment Flag** – The interment flag is used to cover the casket of the deceased. The white part with the sun and stars shall cover the head of the casket. the blue portion is to the right and the red part to the left of the deceased with both colors lowered in the grave. No wreath of flowers should be placed on top of the flag shrouded casket. Nonetheless, a small cross of flowers may be placed over the flag as a symbol of “God above the country”. Issue of one interment flag to heirs of deceased police veterans is authorized

e. **Escort and Transportation** - This shall be provided by unit commanders upon request of heirs or nearest relatives of the deceased.

f. **Burial Expenses** - Reimbursement of burial expenses is authorized pursuant to **Sec 699 of the RAC.**

(Note: To be referred to BPAO, DP or further research),

g. **Interment at Libingan ng Mga Bayani** - For those who may be entitled to Interment at Libingan ng mga Bayani.

h. Lie-in-state at PNP Chapel - Before the actual funeral, a deceased may lie-in-state at a PNP Chapel provided such service does not interfere with regularly scheduled church services of said chapel. However, it shall be the PNP Chaplain directly in charge of the chapel who shall make the necessary arrangement for the deceased personnel authorized to lie-in-state in PNP Chapel.

10.5 FUNERAL WITH CHAPEL SERVICE

a. Before the beginning of the service, the funeral escort is formed in line facing the chapel. The band forms on the flank toward which it is to march.

b. Members of the immediate family, relatives, and friends of the deceased are requested to enter the chapel and be seated before the casket is taken in. Members of the immediate family and relatives occupy pews (seats) to the right (front) of the chapel.

c. The hearse bearing the remains to the chapel should arrive in front of the chapel few moments before the time set for the service. As the hearse approaches, the escort commander commands **MGA GABAY, DA** and he salutes until the hearse stops in front of the chapel. When the casket is ready to be moved into the chapel, the commander of the escort brings the escort to **TANG HAL TA**. As the escort commander present arms, the band renders the honors, and if appropriate, followed by a hymn. At the first note of the hymn, the casket is moved from the hearse by the active pallbearers and carried between the ranks of honorary pallbearers, if any, into the chapel, the remains are handled in a dignified, and reverent manner, ensuring that the casket is carried level and feet first at all times. As soon as the casket enters the , chapel, the band ceases to play, and the escort commander brings the escort to **BABA, TA and PALUWAG..**

d. When honorary pallbearers are present, they are formed in two ranks, each one facing the other, in order of seniority, with the most senior being the closest to the hearse, thus forming an aisle from the hearse to the entrance of the chapel. As the first note of the music and while the casket is being borne between the ranks of honorary pallbearers, they uncover or salute. They then follow the casket in column 'of twos and occupy pews (seats) to the left front of the chapel.

e. When the casket has been placed on the church truck, two active pallbearers push the truck to the front of the church while the other active pallbearers move to the vestibule and await the termination of the church service. If there is no such truck, the active pallbearers carry the casket to the front of the church as instructed by the chaplain before the service. When no honorary pallbearers are used, and if the active pallbearers are selected friends" of the family, they may, if desired by' the family, occupy the pews (seats) to the left front of the chapel.

l

f After the chapel service, the honorary pallbearers (if present) precede the casket in column of twos as the two active pallbearers push the church truck to the entrance of the chapel. The honorary pallbearers again form an aisle from the

entrance of the chapel to the hearse with the most senior closest to the chapel. They uncover or salute as prescribed. When the casket has been placed in the hearse, the honorary pallbearers enter their vehicles. When marching, the honorary pallbearers form columns on each side of the hearse, the leading member of each column opposite site the front wheels of the hearse.

g. The casket, followed by the family group, is moved to the entrance immediately behind the honorary pallbearers. As soon as the honorary pallbearers have taken their position, the active pallbearers carry the casket to the hearse and form a column of twos behind it (if the honorary pallbearers march). If the honorary pallbearers do not march, the active pallbearers form files on each side of the hearse, the leading members of each column opposite the front wheels of the hearse. The family group remains at the chapel entrance until the honorary pallbearers have broken ranks to enter their vehicles or have taken their positions for marching. The members of the family group then are guided to their vehicles.

h. When the casket appears at the entrance of the chapel at the conclusion of the service, the funeral escort and band repeat the procedure as prescribed for entering the chapel. When the casket has been secured into the hearse, the band ceases playing and the escort is brought to the order.

i. The procession is then formed in the following order:

- 1) Escort commander.
- 2) Band.
- 3) Escort, including colors, firing party, and bugler.
- 4) Honorary pallbearers, if riding in cars.
- 5) Clergy.
- 6) Caisson or hearse, and honorary pallbearers, if walking.
- 7) Active pallbearers.
- 8) Personal color (if appropriate)
- 9) Family
- 10) Friends and patriotic or fraternal organization

j. When the procession has been formed, the escort commander command, **PASULONG, KAD** to the band and escort. The elements in the rear conform. The procession marches slowly to solemn music (cadence of 100 beats per minute). When there is considerable distance from the chapel to the grave, the escort, after leaving the vicinity of the chapel, may march in quick time. The band plays appropriate music throughout the march. Care must be exercised to avoid disturbing other funeral processions of service that may be passed on the route of the march. When the escort is in the vicinity of the grave, it resumes a slow cadence to solemn music. Customary music is used.

k. As the procession approaches the grave, the marching elements move directly to their predesignated positions. The band and police escort are formed in line in view of the next of kin. The other marching elements are halted as near as practicable to the grave. The firing party is positioned so that it fires over the grave, and so that it is in view of the next of kin.

l. Before the hearse is halted, the honorary pallbearers are formed in two ranks, the most senior closest to the hearse, forming an aisle extending from the hearse toward the grave. When the grave is near to the road to permit this formation, they take their position at the grave before the casket is removed from the hearse.

m. When the casket is ready to be moved from the hearse, the escort commander commands **TANGHAL, TA**. At the command of execution **TA**, the escort execute present arms and the band renders honors, if appropriate, followed by a hymn. At the first note of the hymn, the active pallbearers remove the casket from the hearse.

NOTE: *If a police chaplain is not present, the officer in charge or police non commissioned officer in charge presents the flag to the next of kin.*

10.6. GRAVESIDE SERVICE

For a funeral without chapel service, all elements of a police funeral must be present. However, if troops are not conveniently available, or if the family desires to eliminate other elements, the following must be used.

- a. Clergy
- b. Officer in charge or police noncommissioned officer in charge, appropriate to the grave of the deceased.
- c. Active pallbearers.
- d. Firing party.
- e. Bugler.
- f. Personal color bearer (if appropriate).

These elements are in position at the graveside before the arrival of the remains.

10.7. CREMATED REMAINS

a. When the remains are cremated and the ashes interred with police honors, necessary modifications, will govern.

b. For all phases of the funeral, where the cremated remains are carried by hand, one man is detailed to carry the receptacle (casket) containing the ashes and another is detailed to carry the flag, folded into the shape of a cocked hat. The pallbearers carrying the flag is always positioned to the right of the remain. When the receptacle is carried from the hearse into the chapel and from the chapel to the hearse, these two men are the only participant in the ceremony. During the procession to the gravesite, the receptacle and flag are carried by the two pallbearers followed by four (4) additional pallbearers. When the receptacle has been placed on the gravesite, all six pallbearers unfold the flag and hold it over the grave.

c. When the receptacle and flag are placed before the chancy of the chapel are transported to gravesite by vehicle, the receptacle and folded flag are placed side by side. If the pallbearers walk to the gravesite, the two bearers who carried the receptacle and the flag join the other four pallbearers already prepositioned on either side of the hearse.

d. When no hears is used, suitable transportations provided for the receptacle and flag bearers and the other pallbearers

e. When the remains are removed to a ceremony and the ashes are to be interfered with police honors at a later time, the ceremony consists only of the escort to the crematory. All personnel salute as the remains are carried into the crematory. The firing of volleys and the sounding of **Taps** are omitted. When the funeral ceremony is to be held at the crematory, and when no further honors are anticipated, the volleys are fired and **Taps** is sounded at the discretion of the commanding officer.

10.8. CEREMONY IN TRANSFERRING REMAINS

a. If the remains of a flag officer are brought ashore in the vicinity of a police post, the flag will be displayed at half-staff and gun salute will be fired as the procession moves. The number of guns will be that to which the officer was entitled as a salute.

b. When the remains of a deceased police are moved to a railway station or any other point for shipment to another place for interment or final disposition, funeral services are modified as necessary. When no further police honors are anticipated at the place of the interment or final disposition, the volleys are fired and Taps sounded at the discretion of the commanding officer. When police honors are anticipated at the place of final disposition, the volleys and Taps are omitted.

10.9. GUN SALUTE

a. When the funeral of a general officer on the active or retired list, who was entitled to a gun salute, takes place: at or near a police installations, guns equal to the number to which the officer Was entitled, may be fired at noon on the day of the funeral. The police installation mentioned in general orders fires the prescribed salutes.

b. Immediately preceding the benediction, a gun salute corresponding to the grade of the deceased is fired at five-second intervals. Following the benediction, three volleys are fired.

10.10. FUNERAL OFF POST

a. The commander, upon request, provides a funeral detail for deceased active duty or retired armed forces personnel when the burial is to take

place in a civilian or national cemetery off the installation. The detail is normally composed as follows

- 1) Officer in charge or noncommissioned police officer in charge.
- 2) Six active pallbearers.
- 3) Firing Party.
- 4) Bugler.

NOTE: When police pallbearers are not available, the firing party folds the flag.

b. The arrangements for the funeral are supervised by the survivor officer. The officer in charge or noncommissioned police officer in charge of the funeral detail coordinates all aspects of the ceremonies with this officer.

c. Upon arrival at the destination where the funeral is to be conducted, the officer in charge or noncommissioned police officer in charge meets the survivor assistance officer and ascertains the sequence of the ceremony. The normal sequence of events is as follows:

1) At the funeral home, on the order of the funeral director, the pallbearers move the casket to the hearse. The pallbearers should be certain to carry the casket feet first and level at all times.

2) At the church:

a) The active pallbearers carry the casket from the hearse into the chapel.

b) When the casket has been placed on the church, two pallbearers push the truck to the front of the church while the other pallbearers move to the vestibule and await the termination of the church service. If there is no church truck, the pallbearers carry the-casket to the front of the church as instructed by the funeral director or minister concerned. If desired by the family, the active pallbearers may occupy the pews (seats) to the left front of the church.

c) After the church service, the pallbearers, under the direction of the funeral director, move the casket to the hearse. When the casket has been placed in the hearse, the pallbearers enter their vehicle.

3) At the Cemetery

a) The officer in charge or a designated individual commands the prepositioned firing party and bugler to **TILAP, DA** and **TANGHAL, TA** as soon as the casket is moved from the hearse. The command **BABA, TA** is given when the casket reaches the grave.

b) The pallbearers carry the casket, feet first and level, to the grave. On reaching the grave, the casket is placed on the lowering device. The pallbearers raise the flag from the casket and hold it in a horizontal position, waists high, until the conclusion of Taps.

10.11. PARTICIPATION OF AVIATION

When aviation participates in a police funeral, it is timed so that the aircraft appears over the procession. .

10.12. PARTICIPATION OF FRATERNAL OR PATRIOTIC ORGANIZATION

The family or representative of the deceased may request fraternal or patriotic organizations, of which the deceased was a member, to take part in the funeral service. With immediate family's approval, fraternal or patriotic organizations may conduct graveside service, at the conclusion of police portion of the ceremony, signified by the flag presentation to the next kin and escort departure from the cemetery.

10.13. DUTIES OF THE CHAPLAIN

The chaplain takes his position in front of the chapel before the arrival of the remains. He precedes the casket, when it is carried from the hearse into the chapel 11" from L ~ chapel to the hearse. While the remains are being placed in the hearse, he stands at the rear and to the side facing the hearse. When he is wearing vestments, he may, at his discretion, proceed from the chancel to the sacristy (vestry) at the inclusion of the chapel service and divest, joining the procession before it moves from the chapel. He then precedes the hearse to the graveside and precedes the casket to the grave.

10.14 PRELIMINARY ARRANGEMENTS

The officer incharge of a police funeral, the commander of the escort, the funeral director, and the superintendent of the cemetery or his representative visit the places involve and make carefull arrangement before the time set for the funeral. They determine the positions at the grave for the various elements of the funeral and make arrangements for traffic control.

10.15. FLORAL TRIBUTES

a. In the absence of the chaplain, the chaplain's assistant helps the funeral director in arranging all floral tributes in the chapel. The commanding officer or his representatives coordinates with the funeral director for necessary transportation for

prompt transfer of floral tributes from the chapel to the gravesite. The vehicle bearing the floral tributes is loaded promptly at the conclusion of the chapel service. It precedes the funeral procession, moving as rapidly as practicable to the site of the graves. The funeral procession does not move from the chapel until the vehicle carrying the floral tributes has cleared the escort.

b. The funeral director or the cemetery representative is responsible for removing cards and making a record that gives a brief description of the flora piece pertaining to each card. After completion of the funeral services, the cards and records are turned over to a member of the family of the deceased.

10.16. RULES FOR CEREMONIAL FIRING

a. For a ceremonial firing, the firing party consist of not more than seven (7) gentlemen but not less than five (5) with one police non-commissioned officer in-charge.

b. The firing party is normally pre-positioned at the grave site and facing in the direction that allows it to fire directly over the grave. However, care should be taken to ensure the rifles are fired at 45 – degree angle from the horizontal.

1) To Load

a) Magazine or clips are loaded with three rounds and blank adapters are attached before forming the firing party.

b) The conclusion of the religious services or on the escort commander's command, the Command Police Non-Commissioned Officer in charge directs the loading of blank ammunitions. At the command each rifleman executes port arms, faces to the half right, and move his right foot ten (10) inches to the right to a position that gives him a firm, steady stance. He then chambers around, places the weapon in the position, and resume port arms.

2) To fire by volley

a) When the riflemen have completed the movements and weapons are locked, the commands are **HANDA, SIPAT, PUTOK**. At the command **HANDA**, each rifleman moves the safety to the fire position. On the command **SIPAT**, the rifle is shouldered with both hands to the muzzle to the frontof an angle of 45 degrees from the horizon. On the command of execution **PUTOK**, the trigger is squeezed quickly and the weapon is immediately returned to port arms.

b) To continue the firing with weapons that function automatically (blank adapter), the commands **SIPAT** and **PUTOK** are given and executed as previously prescribed. To continue the firing with weapon that must be manually operated to chamber another round (with blank adapters), the command, **HANDA, SIPAT, PUTOK** are again given. On the command **HANDA**, each rifleman manually chambers the next round. The commands **SIPAT** and **PUTOK** are given and executed as previously prescribed.

c) When the third round has been fired and the rifleman have resumed port arms. The riflemen immediately place the weapons on safe assume the position of attention (at port arms), and face to halt. From this position, the firing party is commanded to **TANGHAL** before the playing of Taps or Tawag Paghimlay. After they commanded to order arms, the Command Police Non-Commissioned Officer in charge executes a right (left) face and remains at attention until the flag has been folded and saluted by the officer in charge or noncommissioned officer in charge of the funeral detail. At this time, the firing party noncommissioned officer in charge executes (left) face commands **HARAP SA KNAN (KALIWA), RAP; AGAP,TA and PASULONG, KAD**. The weapons are unloaded and cleared as soon as possible leaving the gravesite

10.17. NOTICE OF DEATH

a. President/Ex-President

On the day after receipt of an official notice of death of the President or an Ex-President of the Philippines. The Commanding Officer at all installations/ stations equipped with necessary personnel and material shall cause the performance of the following.

1) Eight guns to be fired at reveille and a gun fired every half hour, begins one hour after reveille, and ending at retreat after which the salute of one gun representing each province shall again be fired.

2) All troops at all police stations or bases and the cadets of the PNPA shall be paraded at 1 000 hours and the official announcing the death shall be read:

3) On the day of the funeral, while the remains are being borne to the place of interment, after the funeral service at the house, building or church, 21 gun' salute be fired at intervals of one every minute (minute guns) at all police installations/stations equipped with necessary personnel and material.

4) Posts distant from the place at which the funeral is held shall fire the salute directed in (a) above at a reasonable time after the hour set for the funeral.

5) If the remains are removed from the immediate vicinity of the place of death, all troops along the route of the funeral train shall be aligned along the funeral route to render appropriate honors.

6) Police mourning shall be observed for a period of one (1) month after the date of the order announcing the death.

b. Vice-President

On the day after receipt of the official notice of death of the Vice-President of the Philippines, unless this day falls on a Sunday or holiday, in which case the honors shall be rendered on the day after Sunday or Holiday, the Commanding Officer at all police installations/stations will cause 8 guns to be fired every half hour until retreat is sounded and immediately after which a salute of one gun for each province shall be fired.

c. Secretary of Interior and Local Government/Chairman, NAPOLCOM

In the event of the death of the Secretary of Interior and Local Government/Chairman, NAPOLCOM, the same honor shall be rendered as prescribed in case of the death of the Vice-President of the Philippines, omitting the guns to be fired at reveille.

d. Undersecretary of DILG for Peace and Order

In the event of death of the Undersecretary of DILG for Peace and Order, the minute guns to be fired on the day of the funeral and the gun salute to be fired immediately after retreat shall be limited to the number of guns to which that official is entitled.

e. PNP General

1) Orders announcing the death of a PNP general on the active or retired list will specify the police installation/station at which gun salute shall be fired. One hour after reveille following the date of receipt of the order, gun shall be fired at half hour interval until retreat.

2) When the funeral of an officer on the active or retired list entitled to a salute takes place at or near a police installation/station, minute guns shall be fired while the remains are being borne to the place of the interment.

10.18. FUNERAL ESCORTS

a. **Funeral and Graveside services** - Funeral services within the context of this manual shall include escort, band, colors, clergy, caisson and/or funeral car, caparisoned horse, pallbearers, and chapel services, graveside services including clergy pallbearers, firing party and buglers.

The funeral party normally consists of the following elements'

- 1) Band
- 2) Escort
- 3) Color
- 4) Clergy

- 5) Caisson and active pallbearers Caparisoned horse or Funeral car
- 6) Honorary pallbearers
- 7) Firing part

b. **Funeral Escorts** - The following guidelines will govern the composition of funeral escorts, however, local commanders may vary the composition as maybe appropriate to suit local situations:

- | | | |
|---|---|---|
| 1) One Squad | - | PNCO from PO1 to SPO1 |
| 2) One Section | - | PNCO from SPO2 to SPO4 |
| 3) One Platoon | - | Inspector's Grade Officer |
| 4) One Company of -
3 or 4 Platoons | - | Chief Inspector's Grade |
| 5) One Company of -
3 or 4 Platoons | - | PNP C, Supt & Directors/
Dep Dir Gen/Dir Gen, and
Civilian entitled to a gun
Salute from 13 to 19 guns |
| 6) Bde Size of 3 Bns
or as prescribed by -
Napolcom | - | President, Ex - President
Chariman, Napolcom, CPNP
Speaker of House Reps
and Supreme Court Justices |

c. **Composite Escort Units :**

1) Normally, the funeral escort will be composed of personnel from the Recoms/NSUs responsible for providing the funeral services. However, the funeral escort may be composed of a composite/PNP unit for persons that maybe prescribed in appropriate regulations.

2) Commanders of Composite Units and the band will be provided by the Recoms/NSUs responsible for providing funeral services.

3) All elements of the funeral party except the caisson and caparisoned horse are present during the graveside services. However if troops are not conveniently available or fit into the family so desires, the following are used instead.

- | | |
|-----------------------|-----------------|
| a) Clergy | c) Firing Speed |
| b) Active pallbearers | d) Bugler |

d. **Pallbearers**

1) Six active pallbearers shall be selected at the request of the family of the deceased, if present, otherwise, the office/unit Supervisor/Director

2) The decision selecting honorary pallbearers rests with the, if present, relatives of the deceased otherwise, the office/unit Supervisor/Director

10.19. POLICE MOURNING

a. When a police personnel dies, the Commander of the camp where the deceased was last assigned shall declare police mourning within the police camp post or station concerned unless mourning is inappropriate due to the circumstances of the death. The badge of police mourning shall be prescribed, The badge of police mourning is a straight band or plain black cloth or black crepe four inches wide, worn around the sleeve and above the elbow of the service uniform. It shall be worn during periods prescribed or when specifically ordered by proper authority, and by all police personnel in uniform attending a police funeral in their individual capacity.

b. National Flag at half-staff – the Camp Base/Director of the camp/base where the deceased lies in state shall be responsible for placing the National Flag at half staff. The national and regimental colors and standards will draped into streams of black crepe (7 inches long and about 12 inches wide) attached to the ferrule below, will be used.

1. Death of an Officer – for Officer who died at a police post, the National Flag will be displayed at half staff.

2. Funeral of a PNCO – during a funeral of a PNCO at a police post, the National Flag will be displayed at half staff. It will be then be hoisted to the top after the final volley or gun is fired, or after the remains are taken from the post.

3. The Funeral Honors Services and other last courtesies mentioned in **paras** (1.) and (2) above are also given to retired police personnel when their remain are brought to the chapel.

4. DP shall be responsible for coordinating with relevant offices or units for the availability of funeral services and other last courtesies for deceased PNP veterans, and PNP retirees.

5. Unless directed otherwise CPNP or higher authority, Recoms/NSU's Director are responsible in arranging and conducting the funeral services according to the following guidelines:

a) For PNP personnel who dies on active service-By the Recoms/NSU's to which deceased was assigned at the time of death.

b) For PNP personnel on Retired status, and for civilian when so directed:

1) By the recoms/NSU's to which deceased was last assigned at time of separation from the PNP.

2) GSC, will provide funeral services for all others and falling under the foregoing classification, when so authorized and directed by proper authority.

c) Funeral services in localities where the responsible for Recoms/NSU's has no means or facilities to conduct said services, the same will be assigned to the Recoms/NSU's which is the most convenient position to provide the same. DP in coordination with DO shall designate the particular Recoms/NSUs which shall render the services referred to above.

d) CPNP or higher authority, may direct, in specific case, the funeral services that will be rendered to include funeral escorts and honors. In such cases, GSC will be responsible for planning, and coordinating the funeral services and arrangements, unless otherwise directed.

10.20. COMMANDER OF FUNERAL ESCORT

The Commander of a Funeral Escort will be as follows

a. Of the President or an ex-President: as directed by the Secretary, DILG.

b. Of the Secretary of DILG/Chairman, NAPOLCOM as directed by Vice-Chairman, NAPOLCOM.

c. Of the Undersecretary of DILG for Peace and Order as directed by the Secretary of DILG/Chairman, NAPOLCOM

d. Of the CPNP or a former Chief PNP: as directed by the Secretary of DILG

e. Of an officer: an officer of the same grade; if none such be present, as directed by the unit/office Director/Supervisor.

f. Of a cadet: a cadet of the same class.

g. Of a police non-commissioned officer of one of the first three grades: by a police non-commissioned officer of the highest grade available

10.21. POLICE ATTENDANCE AT A FUNERAL

a. 1) The funeral of a person in the police service is attended by such personnel as directed by the Director/Supervisor of unit/office"

2) All persons in the police service not in information attending police funerals will follow the mourners in order of rank, seniors in front. All persons in the police service in uniform attending in their individual capacity will face the casket and execute the hand salute at any time when the casket is being lowered into the grave, during the firing of the volley, and while Taps is being sounded. During the prayer or blessing of the remains at the graveside, police personnel in uniform remain covered and vow their heads. Honorary pallbearers in uniform will conform to those instructions when not in motion.

3) Police personnel in civilian clothes in the above case will stand at attention uncovered, and hold the headdress over the left breast.

4) The chaplain will remain uncovered except in inclement weather or if religious rites prescribed head covering.

5) During a police funeral, the drum shall be muffled and covered with black crepe or thin' black serge.

6) The regimental colors shall not be placed in mourning or draped except when ordered by the Secretary of Interior/Chairman, NAPOLCOM. When so ordered, two (2) streams of black crepe 7 feet long and about 12 inches wide. attached to the ferrule below the spearhead shall be used.

7) Uniform - Uniform during the Funeral is as prescribed.

b. When in formation under arms. - Execute as prescribed in drills under arms.

10.22. OFFICER AND OTHER GRADES OUT OF RANKS

a. At a police funeral all persons in the police service in uniform or civilian clothes attending in their individual capacity or as honorary pallbearers will stand at attention uncovered, and hold the headdress over the left breast while the casket is being carried from the caisson to and lowered into the grave during the firing of the volley while **Taps** is being sounded, and during the services at the grave. . During the prayer, they also bow their heads. In cold or inclement weather, they will remain covered and will remain executing the hand salute as the casket is carried past them. to grave or until it is carried beyond saluting distance. They~ will a1.so execute the hand salute during the firing of the volleys and while Taps is being sounded. This will also apply to the chaplain except during the reading of the service.

b. While the casket is being carried from the house to the caisson to the church, or from the church to the caisson, they will stand at attention uncovered and place the headdress over the left breast In cold or inclement weather however, they will remain covered and will execute the hand salute

c. They will salute the casket as it passes in any police funeral at any time or place, by facing the casket, assuming the position of attention uncovering placing the headdress over the left breast. In cold or inclement weather they will remain covered and will execute the hand salute.

d. The active pallbearers while carrying the casket will remain covered; at other times they will conform to the above prescription.

10.23. WHERE REMAINS OF THOSE ACTIVE SERVICE ARE TURNED OVER TO THE RELATIVES

The Camp Director of any post, camp, depot, or other station will furnish a firing squad of not to extend eight (8) men and a bugler, preferably from the branch of the deceased, to attend the funeral of a person who has died in active police service and whose remains have been turned over to the relatives or friend of the deceased, and provided that such a firing squad can be furnished without interfering with duties of the man composing it, and without expense to them or the Government, except in the use of available transportation.

10.24. WHERE THE FUNERAL OF THOSE ON RETIRED LIST NOT HELD AT POLICE POST

a. Where the funeral of an officer or PNCO on the retired list occurs other than at a police post, base, camp or station, but near one, a funeral escort maybe ordered by the commander of the post, base, camp, or station which is nearest to the place where the funeral is to be held. Such escort will not exceed the number prescribed in **paragraph 10.18** for the rank of the deceased officer or PNCO

b. Where the funeral occurs other than at a police post, base, camp or station and too remote there from to justify the sending of the eight (8) men and a bugler preferably from the branch of the deceased, a funeral escort may be ordered. by the proper commander under provisions of paragraph 18.

SECTION XI

WREATHLAYING CEREMONIES

11.1 GENERAL

Wreathlaying is a historical function that immortalizes great men, events and places. This activity is usually being given by visiting dignitaries, ranking government and police officials to pay tribute, homage and respect to a particular place or person or significant occasions and dates that are of great importance to a history of a person. This ceremony is usually done to the following places:

- a. Rizal Monument
- b. Libingan ng mga Bayani
- c. Bonifacio Monument
- d. Aguinaldo Shrine
- e. Corregidor Shrine
- f. Tejeros Convention Market
- g. Dambana ng Kagitingan
- h. Other national shrine and sites.

II.2 ORGANIZATION

The ceremonial elements is composed of the following:

- a. Escort of Honor of thirty six (36) men (or as the space area warrants) with one (1) Sr Inspector or Inspector as Escort Comdr and one (1) guidon bearer.
- b. Two (2) wreath bearers or more (in even numbers) depending on the number of wreaths to be laid with Sr Inspector/Inspector as Wreath Commander.
- c. Firing Party of twenty one (21) men (3x 7) with Firing Party Comdr.
- d. Band of not less than twenty five (25) members with a conductor. A drummer and three (3) buglers will be made as part of the band.
- e. Two (2) color bearers for the National and Unit colors with two (2) color guards.

11.3 FORMATION OF TROOPS

- a. The members of the Escort of Honor form at both sides of the path where the Guest of Honor and Host will walk in going towards Point 4 (where the wreath is to be laid facing each other and maintaining proper interval between each other. The Escort Commander and the guidon bearer behind him position

themselves approximately six paces to the front of the marker (Point 2)) where the Guest of Honor and the Host will stand for the ceremony.

b. The National and Unit color bearers and guards are prepositioned at both sides of the tomb, monument or shrine with the National Color at the right sides.

c. The firing Party are formed approximately ten (10) paces to the right of monument, tomb or shrine.

d. The wreath detail position themselves at a point and ready to assist the GOH in bringing the wreath to Point.

e. The band is formed at vicinity right area dictates.

11.4 PROCEDURE

a. The GOH alights from his car at Point 1 where he will be met by the host (If the host is riding in a car with the guest of honor (s), both will alight at the same point).At this time, the ceremonial troops are brought to attention by the Escort Commander.

b. The host escorts the GOH to Point 2. In accordance with protocol requirement. The Host stays at the left side of the GOH. Other guest stay behind them.

c. As soon as the GOH and the host have occupied their respective position at Point 2, the Escort commander faces the troops and command . **TANGHAL TA**. He assumes his original position. Then he and the guidon bearer execute the appropriate salute.

d. Band plays the National Anthem of the GOH (if he is the head of state or ambassador) and then followed by the playing of the **Philippine National Anthem**. The GOH is not a head of a state or ambassador, only the **Philippine National Anthem** will be played.

e. After the National Anthem has been played, Escort commander together with the guidon bearer executes the order arms. He faces the troops and commands: **ABA, TA** He faces about , salutes and says, "*Ginoo*, handa na po ang pag-aalay. "The escort commands together with the guidon bearer goes to the side giving way to the GOH and Host.

Note: In cases where there are more than one wreathlayers, the most junior will lay the wreath first.

f. Band plays the ***Pilipinas kong Mahal***

g. At the first note of the music, the Host invites the GOH to move forward.

h. As the GOH and the Host approach the wreath the wreath commanders command **DAMPOT BULAKLAK NA** and simultaneously signals them to proceed toward Point 4 followed by the GOH and Host. Other guest remain in their position at Point 2. this instance, the drummer and three (3) buglers who were initially with the band position themselves near the monument.

i. When the honoree and host reaches Point 3 the Host stops. The GOH and wreath Details continue walking until they reach Point 4 (Note: the movement from Point 2 to Point 4 should be completed to coincide with the last note of the music Pilipinas Kong Mahal)

j. At Point 4, the Wreath Commander immediately positioned himself at the site of the monument facing the front. The GOH by the wreath bearers, lays the wreath then step back to Point 4. Wreath bearers salute the monument then face about and occupied their respective position at both sides of the monument.

k. At this instance, Escort, Commndr Commands **TANGHAL TA**. Then together with the guidon bearers they execute present arms.

l. Drummers sounds four (4) ruffled drums. Everybody in the area renders appropriate respect/salute.

m. After the ruffled drums had been sounded, the firing party fires three (3) volleys while the bugler sounds the **Taps**.

n. At the last note of **Taps**, Escort Comdr and the guidon bearer execute order arms. He commands the troops **BABA TA**

o. The band plays **Sampaguita** while the GOH is moving to **Point 4 to Point 3** where he will join the Host.

p. From Point 3 the GOH and Host proceed back to Point 2.

q. The band ceases playing music as soon as the GOH and Host have occupied their original position at Point 2.

r. Escort Comdr and with the guidon bearer move to their original position at Point 2. Escort Comdr execute about face and commands **TANGHAL TA**. He again executes about face and together with the guidon bearer their execute present arms. After the honoree has acknowledge the salute, the Escort Comdr and the guidon bearer execute order arms. The Escort Comdr and faces about and commands **BABA TA**. Again he faces about and executes hand salute to the GOH and says **“TAPOS NA PO ANG PAGAALAY or “SIR, THAT ENDS THE CEREMONY”**.

s. the GOH acknowledges the salute and may motion the Escort Cmdr to come forward of the GOH and executes hand salute.

t. Escort Comdr moves forward, halts two (2) faces in front of the GOH and executes hand salute.

- u. The GOH acknowledges he salute and shake hands with him.
- v. Thereafter, Escort Cmdr one (1) step backward and again salute the GOH who intern acknowledges the salute. Escort Cmdr goes back to his original position facing the front.
- w. The GOH and Host faces each other. THE Host will render appropriate respect/salute and exchange pleasantries with the GOH.

II.5 DIAGRAMS

Attached are diagrams depicting the formation of troops during wreathlaying ceremonies in the following places:

- a. Diagram 1-2- Rizal Monument,Luneta
- b. Diagram 3 - Libingan Ng Mga Bayani
- c. Diagram 4 - Dambana Ng Kagitingan
- d. Diagram 5 - Bonifacio Monument, Caloocan
- e. Diagram 6 - Aguinaldo Shrine
- f. Diagram 7 - Tejeros Convention
- g. Diagram 8 - Corregidor Shrine
- h. Diagram 9 - Police Heroes Monument

SECTION XII

THE POLICE WEDDING

12.1 GENERAL

The police wedding is like any other weddings except for the following differences: members of the **PNP** in the bridal party are in uniform and the bride and groom usually leave the chapel or church under the traditional arch of swords. Another difference that during the reception, the groom's sword will be used by the bride to cut the piece of cake. The uniform worn is in accordance with the kind of wedding which was planned by the concerned parties. Members of the PNP, however, usually wear dress white/white duck and gala uniform during such occasion.

The arch of swords takes place immediately following the ceremony when the couple leaves the chapel or church. Prior to the conduct of this, however, approval/permission from the officiating chaplain or clergyman must be sought especially when it is being done inside the chapel or church considering that said place is a sanctuary.

12.2 PLANNING THE WEDDING

The date and time of the wedding are decided by the couple, their parents and some close relatives. Likewise, they decide on where the wedding ceremony and the reception have to take place. In planning the wedding, the following are to be considered:

- a. Religious Ceremonies
- b. Parents
- c. Best man for the Groom
- d. Maid of Honor for the bride
- e. Bouquet or corsage for the Bride
- f. Rings for the Bride and Groom
- g. Wedding Gown for the Bride
- h. Reception
- i. Wedding trip

12.3 PREPARATION FOR THE WEDDING

a. The chapel

The chapel is reserved on a first come, first served basis. Permission for its use shall be obtained as soon as possible, in order to ensure the desired date

and hour for the wedding. Reservation for the chapel should be done by the couple with the chapel authority at least one month prior to the scheduled date.

b. The chaplain

As in the case of all weddings, it is important that engaged couple consult their chaplain (clergyman) at least one month before the schedule of the wedding. The chaplain will advise the couple concerning such requirements as medical tests, obtaining the marriage license and other requirements. Although most chaplains prefer to officiate at ceremonies held in the chapel to which they are assigned, a clergyman from the couple's home church may assist the ceremony if this is acceptable to the chaplain and is arranged beforehand. The official chaplain (clergyman) will be in accordance with the religious preference of the couple.

c. The Music

In conformity with the religious aspect of wedding ceremonies, the organist will play traditional wedding music and selections from the library of sacred music available in the chapel or church.

d. Flowers and Decorations

Flowers and decorations may be done by church authorities. It may also be done by the concerned parties. However, decorations which require alterations to the chapel or church or which are to be fastened to the pews, walls or items of furniture should have prior clearance and approval by the chaplain (clergymen).

12.4 REQUIREMENTS FOR THE WEDDING

The following are to be secured a month or so prior to the schedule of the wedding:

- a. Birth Certificates for both groom and bride.
- b. Baptismal Certificates also for groom and bride.
- c. Background information of the bride in case the groom is a police officer and vice versa
- d. Request permission to marry Subject to Letter form thru Channel, addressed to the Regional Director/Director of NSUs or Directorate for Personnel.

e. Certification that the prospective groom and bride have undergone series of seminars on family planning from Population Commission Centers or from Rural Health centers.

f. Certification that the couple has undergone pre-marriage counselling at **NHQ PNP** chapel, Camp Crame, or the Recoms Chapel or any of the local church.

g. Certification that the marriage has been announced several times in churches/church residence of the bride and groom.

12.5 WEDDING ENTOURAGE

a. The entourage is normally composed of the following:

- | | |
|------------------------|-------------------------|
| 1.) Sword Sponsor | 7.) Coin Bearer |
| 2.) Groom with parents | 8.) Flower Girl/s |
| 3.) Ushers | 9.) Secondary Sponsors |
| 4.) Bestman | 10.) Bridesmaid/s |
| 5.) Principal Sponsors | 11.) Bride with Parents |
| 6.) Ring Bearer | 12.) Maid of Honor |

b. The bride and groom may have one attendant each, these would be the bestman and maid of honor. The bride will ask a sister or close relative, or an intimate friend to be her maid of honor. The bride can also have bridesmaids. They are close friend of the bride and usually include a sister or .relative or relative of the groom . Other members of the bridal attendants are the following: flower girls with the age of 4-7 years old, coin bearer and ring bearer (4-5 years old).

c. **Best Man**

The groom chooses his ,best man and ushers from among his closest friends or relatives. His best man may be a brother or intimate friend. The best man is the groom's aide. It is his duty to insure the smooth administration of the rites. Before the ceremony, the best man checks on the groom's uniform, marriage license, wedding ring and swords. He checks what has to be signed, and that everything is in order. He notifies the ushers to be at the chapel or church at least twenty minutes before the ceremony and he will arrive with the groom to be sure that the latter is not late and he is properly dressed. Following the couple's vows, the best man joins in the recessional in which he is customarily escorts the maid of honor. Afterwards, he may hurry on to the place of the reception and check details. He does not stand in the receiving line at the reception, but is near the groom to be further help.

d. **The Ushers**

The ushers represent not only the groom but the families of the bride and the groom as well. They act as unofficial hosts, greeting the guest in a pleasant manner, and are escorts in the chapel, church and in the place of reception. When ushering, the ushers should not wear the swords. They may however, leave their swords at a place convenient for the arch of sword (sabers) ceremony.

e. **Secondary Sponsors**

Secondary sponsors are selected by the couple from their close relatives and friends. Usually the secondary sponsors are composed of three pairs and their duties are the following:

- 1.) Candle - The first pair is usually designated as the pair to light the candles.
- 2.) Veil - The second Pair is designated to pin the veil on the couple.
- 3) Chord - The third group will put on the chord to the couple.

f. **Principal Sponsors**

The principal sponsors are selected persons usually of higher age bracket than that of the couple and coming from relatives, family friends and senior officers of the PNP chosen by the couple. The main duty of the principal sponsors is to act as secondary parents to the couple.

g. **Sword Sponsors**

Sword sponsors are selected officers of the PNP usually composed of classmates of the groom to perform the arch of swords. The sword sponsors is composed of a minimum of four (4) pairs and a maximum of eight (8) pairs, depending upon the size of the chapel or church.

12.6 WEDDING CEREMONY

a. **The Processional**

Normally, the bridal entourage is arranged in the order stated below, during the processional, however, varies depending upon the couple and church authorities.

- 1.) Sword sponsor
- 2.) Groom with parents
- 3.) Ushers

- 4.) Bestman
- 5.) Principal Sponsor
- 6.) RingBearer
- 7.) Coin Bearer
- 8.) Flower Girl
- 9.) Secondary sponsor
- 10.) Bridesmaid/s
- 11.) Bridesmaids with parents
- 12.) Maid of honor

b. Procedure

As soon as the bridal entourage has been formed at a designated or appropriate area in the vestibule as in (Figure 1), the Sword sponsors march in column of two's towards the altar with the most senior or designated commander, giving the commands. When the first two elements have reached the point which is in line with the first pew, the Commander commands, **TILAP, TO**, As soon as they are halted the Sword Sponsors automatically execute center face. They maintain said formation until the last element of the bridal entourage has passed and everyone has reached their respective positions on the altar as in (Fig. 2) the sword sponsor commander then commands **PALABAS RAP** and then marches towards the entrance of the chapel or church. The groom who had been prepositioned near the altar waits for the bride, When the bride reaches the point between the groom and the maid of honor, she pauses about three paces from the groom. Then the groom advances to meet her where her father pauses for the bride to take the groom's left arm. The father of the bride then gives his daughter in marriage and goes to his seat The couple proceeds to their designated seats. The chaplain then gives the signal for the guests to take seats. The ceremony follows.

c. The Recessional

1) The Bride and Groom are the first to leave the chapel, with the bride on the right side of the groom. The Maid of honor and the Best Man walk out together, followed by the Bridesmaids and ushers in pairs. The Recessional will be conducted in the order in (Fig. 3).

2) Arch of Swords (Sabers) Ceremony - Before the end of the ceremony, the sword Sponsors again form at the vicinity of the entrance of the chapel. They march towards a designated area where the bridal entourage will form for the recessional with the designated commander, giving commands. Upon reaching the designated point, the Sword commander commands, **TILAP, TO**: the Sword Commander halts and automatically execute center face. As soon as the Bride and groom and other members of the bridal entourage are formed and ready for the recessional, the Sword Sponsor Commander then commands, **PALABAS, RAP** first and then **PASULONG KAD**. The sword sponsor marches towards a designated area outside of the chapel or church where the arch of swords has to be conducted. upon reaching the area, the sword Sponsor Commander then commands, **TILAP, TO**. The Sword commander halt and automatically execute center face. As soon as the Bride and Groom are approximately 6 paces before the first elements of the Sword Sponsor, the Sword

Commander commands, **ANTABAY, BUNOT, KALIS**. The Sword sponsor execute the command wherein each sword/saber bearer raises his right arm with the sword/saber, rotating in a clockwise direction, so that the cutting edge of the sword/saber will be on top, thus forming a true arch with his opposite across the aisle. As the groom and bride pass by a pair of swords sponsors, the swords of that particular pair will be rotated with the snap and hitting each other's swords thereby producing a sound. After which the pair automatically executes carry sword. This series of sword ceremonies is done up to the last pair of swords sponsor.

12.7 WEDDING RECEPTIONS

a. The type of reception as well as the number of guests to be invited, depends upon the choice of the couple. A reception may be held at home, in an officers' club, at a hotel or other similar places which the-couple may select

b. A receiving line may also be formed at the entrance of the place of reception. An example of a receiving line is indicated in (Fig. 4). To greet the bridal party, one offers like the following "Best Wishes to the Bride and Congratulations to the Bridegroom.

c. Seating Arrangements - A presidential table is always prepared in the reception area. Usually, the Groom and Bride, Principal sponsors, chaplain or clergy-man the parents are seated at the presidential table. The seating arrangements at the presidential table will be determined by authorities from the place of reception.

12.8 WEDDING PRESENTS

The giving of gifts to newly-wed couples is a custom among people every-where that is bound too by rules to which guests should observe. These are as follows:

a. When a friend or relative is so close to either bride. or groom, he/she shall send a present/s to the couple. However, one is not required to sent a present to everyone who sends a wedding invitation or announcement.

b. A person who accepts an invitation to a wedding reception may send or bring along a gift. (If he/she regrets the invitation, he/she is not obliged to send a gift)

c. Gift-givers need not send more than they can afford (but rather must always remember that quality is superior to quantity).

d. When invited to many wedding receptions, a person gives presents only to his or her classmates or close friends, whether he/she attends the ceremony or not.

e. When the invitation is limited to the wedding ceremony (which means there is reception, which happens out very seldom), the invited person may give a present depending upon his/her friendship with the couple.

f. When there are no invitations or announcements, a person may give or send a present to the couple according to one's friendship with them. Every young couple enjoy a wedding present and will always treasure such.

12.9 WEDDING FINANCES

Customarily, financial expenditures for the wedding are shouldered by the groom. However, there are instances when the bride contributes a sum in order to reduce the financial burden of the groom.

12.10 WEDDING INVITATIONS

a. It is a must that wedding invitations should be received by the invited persons at least one (1) week prior to the ceremony.

b. Normally, the following are printed in the wedding invitation:

- 1.) Names of the members of the wedding entourage.
- 2) The date and time of the wedding.
- 3) Place of the wedding ceremony.
- 4) Place of reception.
- 5) The suggested attire.

SECTION XIII

OATH TAKING

13.1 GENERAL

Oath taking may be a separate and distinct ceremony or integrated as a part of a formal ceremony such as flag raising.

13.2 OATH TAKING (INDOOR PART OF A PROGRAM)

a. As soon as the emcee announces that an oath taking ceremony will take marcher of the group comes in front, faces the audience and says: **MGA TAONG MANUNUMP , PUMAGITNA, KAD.** The persons who will take their oath rise seats and orderly form a line in front of the marcher facing the

b. The marcher faces about, salutes the person who will administer the oath reports: "**Ginoo, ang mga taong manunumpa nandito na po lahat. "**

c. The person who will administer the oath rises, acknowledges the salute, proceeds to the rostrum and says: "**Mangyaring itaas ang kamay at sumunod sa akin**". He then administers the oath.

d. After the oath taking, the person who administered the oath shakes hands with the oath takers, after which, the marcher again says: **MGA TAONG NANUMPA, SUMALUNAN NA,** The oath takers go back to their seats and sit down on signal from the marcher.

e. The next number of the program follows.

11.3 OATH TAKING (OUTDOOR)

a. The oath takers are initially positioned opposite the troop commander and staff.

b. As soon as the emcee announces the oath taking, the marcher commands: **MGA TAONG MANUNUMPA,PASULONG NA.** They march forward and stop approximately six paces away from the troop commander.

c. The marcher salutes and reports to the troop commander: "*Ginoo, ang mga taong manunumpa narito po lahat. "*

d. The troop commander acknowledges the salute and directs his staff to march at the side. The person who will administer the oath goes to the rostrum and says: "*Mangyaring itaas and kanang kamay at sumunod sa akin.* " He then administers the oath.

e. After the oath taking, the VIPs shake hands with the oath takers. The marcher then commands the oath takers to occupy their positions which may be:

1) Designated seats in the grandstand, or

2) A single line to the right of the troop commander and staff facing the troops to witness the pass-in-review if there is any.

SECTION XIV

OPENING AND GRADUATION CEREMONIES

14.1 GENERAL

This section provides the standard procedures and sequences to be adopted for the Course Opening and Closing Ceremonies in the conduct of any unit training.

14.2 DEFINITION OF TERMS

a. Course- includes all courses, seminars and training conducted by units.

b. Party- includes the host, guest/s, and distinguished personalities who are supposed to have seats or places at the stage or similar places.

14.3 SEQUENCES

- a. Opening Ceremony (Indoor)
 - 1.) Processional
 - 2) Entry of Colors (Indoor only)
 - 3) National Anthem (Mass singing)
 - 4) Invocation
 - 5) Presentation of Students
 - 6) Declaration of Opening of the Course
 - 7) Introduction of the guest speaker
 - 8) Speech
 - 9) Presentation of Plaque to the Guest (if any)
 - 10) Exit of Colors (Indoor only - optional)
 - 11) Mass Singing of Pilipinas Kong Mahal
 - 12) Recessional

b. Closing Ceremony (Indoor)

- 1) Processional
- 2) Entry of Colors (Indoor only)
- 3) **National Anthem** (Mass Singing:)
- 4) Invocation
- 5) Opening Remarks
- 6) Presentation of Candidates for Graduation
- 7) Declaration of Graduates
- 8) Distribution of Certificates of Awards
- 9) Introduction of the Guest Speaker
- 10) Speech
- 11) Presentation of Plaque to the Guest Speaker (optional)
- 12) Mass Singing of **Pilipinas kong Mahal**
- 13) Exit of colors (Indoor only -optional)
- 14) Recessional

14.4 PROCEDURES

a. Opening Ceremony (Indoor)

1) **Processional**- This part of the program marks the entrance of the party. Here, the students arise and stand at attention. To make simultaneous movements, a command may be necessary or any form of signal that may serve as cue. The party members, on other hand, position themselves right in front of their respective designated seats and remain standing facing the students.

2) **Entry of Colors** - Colors to be used are the national color and . unit color and (training unit)

3) **Singing of National Anthem** - The cue when to start the singing of National Anthem may be given by the one designated to lead and shall position himself/herself at the middle before the students. After the singing, everybody remains standing for the invocation.

4) **Invocation** - The minister or the designated person who will lead the invocation proceeds to the podiums/rostrum after singing will take their seats. Again, a pre-arranged signal shall be made as a cue for everybody to sit at the same time.

5) **Presentation of Students**- Students shall be presented to the commander to his to his representative who has the authority to declare the opening of the course by the school commandant or by his authorized representative. The statement during the presentation shall include the number of students, title of the course and the recommended date of opening. The students rise upon presentation at a pre-arranged cue.

6) **Declaration of Course Opening** - At this portion the Commander. Or his representative declares the course open. The moment the commander leaves the rostrum/podium, the students in coordinated movement sit down.

7) **Introduction of the Guest Speaker** - Everybody remains seated while the guest speaker is being introduced. The moment the guest speaker is presented, everybody rises.

8) **Speech of the Guest Speaker** - Everybody remains standing unless told by the guest speaker to sit down. At the end of his speech, everybody rise will a round of applause.

9) Presentation of Plaque of Appreciation to the guest (if any). This portion is optional.

10) **Exit of Colors.** (optional)

11) **Mass Singing of Pilipinas kong Mahal**

12) **Recessional**- Exit of the party and the program ends.

Note: Headgears shall be taken off upon entry to the hall.

b. Opening Ceremony (Outdoor)

Basically, the sequences and procedures are the same except that there will be no entry and exit of colors. Colors will be in place at the ceremonial area before the start of the ceremonies.

c. Graduation Ceremony (Indoor)

1) **Processional** - This is the first part of the program which mark.,; the entrance of the party. Here, the students rise and stand at attention. The party members, upon reaching the stage, will position themselves right in front of their respective designated seats and remain standing.

- 2) **Entry of Colors.**
- 3) **National Anthem-** The clue when to start the singing of National Anthem shall be given by the one designated to lead. after the singing, everybody remains standing for the invocation.
- 4) **Invocation-** The minister or the designated person who will lead the invocation approaches the podium/rostrum after the singing and proceeds with the invocation. After the invocation, everybody takes their respective seats. A prearranged signal will be made as a cue so that everybody will sit down at the same time.
- 5) **Opening Remarks** - This is an address by a Class Valedictorian. In courses where there is no class standing, the most senior or the class president in that order, will render the opening remarks. Here, he will proceed directly to the podium to deliver his speech. The class need not stand up. At the end of the speech, the class will rise with a round of applause. As he steps down and leaves the stage, the class sits down.
- 6) **Presentation of Candidates for Graduation** - the candidates for graduation shall be presented by the school commandant or by the training director! s for the in-service Unit Training. The presentation statements shall include the number of candidates, and the course title among others. In this part, the candidates rise as soon as they are presented. Pre-arranged signal is needed in order to achieve a coordinated and simultaneous movement.
- 7) **Declaration of Graduates** - the Commander or his authorized representative by virtue of his authority, declares the candidates for graduation as graduates. Right after the declaration of graduates, the graduating class gives a round of applause and then sits down.
- 8) **Distribution of Certificates and Awards** - the Adjutant or the administrative officer reads the orders for those who will graduate, followed by the giving of certificates and awards in that order for outstanding students. This distribution of certificates maybe given in bunch or individually and the sequence shall be at the option school or unit concerned. The awards, however, shall be given and be given and received individually.
- 9) **Introduction of the Guest Speaker** - Everybody will be seated while the guest speaker is being introduced. The moment the guest speaker is presented, everybody rises.
- 10) **Speech** - Everybody remains standing unless told by the guest speaker to sit down. At the end of his speech, everybody rises with a round of applause.
- 11) **Presentation of Plaque of appreciation if any, to the Guest speaker,**

12) **Mass Singing of "Pilipinas kong Mahal" followed by unit or School hymn, if any** - the one designated to lead positions himself at the center in front of the class. After the singing, he goes back to his place.

13) **Exit of colors.**

14) **Recessional**- End of the program.

d. Graduation Ceremony (Outdoor)

Basically, the sequences and procedures are the same except that there are no entry and exit of colors. Colors are in place at the ceremonial area before the start of the ceremonies.

14.5 OTHER DETAILS

a. A Master of Ceremonies in this particular program is optional.

b. Parade and Review

Parade and review shall only be tendered during graduation in honor of the graduating class and also for the guest of honor. The parade sequences and procedures are similar with that of giving honors to awardees. The program proper is conducted in such manner. However, there are modifications in the processional, the playing of **National Anthem** and the recessional. The processional is substituted with the marching of graduating class with the colors towards the grandstand being led by the troop commander. In the recessional, the graduating class exits in the manner and sequence at the option of the School or unit concerned. When the band plays the **National Anthem**, everybody renders hand salute.

c. Appropriate authorized Representative of the Commander:

Appropriate persons to act as authorized representatives of the commander or person to act in his behalf to declare the opening of the course or to declare the graduates are the Deputy City Director, the Executive Director and any Senior Staff in Training or their equivalent, in that order.

d. Cue and Signal

Cue or any form of signal must be established to achieve a coordinated simultaneous execution by the graduates.

GRADUATION CEREMONIES (INDOOR)

Entry of Guests

Entry of Color

Singing of the National Anthem - To be led by the Band

Declaration of Graduates – By the highest Comdr/Head/Supervisor of the said training.

Introduction of the Guest of Honor – By Director of School or Training Center

Remarks/Speech of the Guest of Honor – (No other speech/ remarks after the Guest of Honor

Presentation of Plaque of Appreciation –

Exit of Color (optional)

Recessional

ENTRY AND EXIT OF COLOR

1. General Provisions

a. Entry and Exit of colors are normally conducted as part of indoor ceremonies, especially, during the following:

- 1) Awarding Ceremony
- 2) Opening and Graduation Ceremonies

b. To be used are the national and host unit colors. In case there is a designated color commander, he commands the color bearers and guards. If there is no designated color Commander, the color bearer of the national color will be the one to give the Command.

2. Procedure

a. Color bearer and guards are positioned outside the front doors and door facing the stage before the start of the ceremony. However, if the hall is quite big and will take time for movement, colors and bearers could be positioned immediately behind last row of audience. Color guards are at right shoulder arms while the bearers at carry colors

b. When all the guests including the GOH have already arrived and sitted, the emcee announces “ *Everybody is requested to rise for the entry of Colors.*”

c. The Color Commander (or National Color Bearer) commands **PASULONG KAD.** At about 2-3 paces from the stage. Color commander commands **TILAP, TA.** Color bearers and guards halt and without the orders

execute color turn, Drum rolls are conducted while color bearers and guards are marching.

d. Mass Singing of National Anthem follows . Color guards are present arms during the mass singing and return to right shoulder arms commander then commands **SUMALUNAN, NA**. As the command of execution, in the stage, National color with bearer and guard move to the right of the stage, while the color bearer to the left crossing each other's path on the process.

e. After placing the colors in their respective stand, color bearers and guards return in front of the stage facing outward. Color commander PASULONG, KAD and proceeds to a rest area outside of the ceremonial area.

3. Exit of Colors

a) Before the end of the speech of the GOH color bearer and guards assembled at the starting point (near the door). After the Speech of the Guest of Honor and some amenities at the stage, the emcee announces “Everybody is requested to remain standing”, (or stand stand at the case may be) “For the exit of colors”.

b) Color commander commands **PASULONG, KAD**, Color guards are at right shoulder arms while marching. Upon reaching about 2-3 pawces from the stage, out command proceed to pick-up respective colors

c) After the colors are carried, color guards bearers (who are at right shoulder arms) face about and on cue return to respective position in front of the stage.

d) Color commander commands **PASULONG, KAD**, then marches out. Drum rolls are conducted while color bearers and guards are marching.

(Note: EMCEE should always shake hand with the speakers before and after his speech

CHAPTER III**PROTOCOL AND USAGE****SECTION I****GENERAL COURTESY AND SIMPLE AMENITY**

Education and training are normal standards for commission in the police service. A commission carries the obligation to observe the customs and traditions of the police service. Among these traditions is the acceptance of an officer as a gentleman. The officer must live up to this expectation.

A gentleman conducts himself with dignity and grace. It should appear that an officer is tailor-made to become a gentleman. However, this does not follow automatically. There are certain efforts to be done, largely in the field of social relations.

An officer shows breeding, and is therefore considered a gentleman by his conduct in all dealings. He knows that:

1. Being late for any engagement is the height of bad manners.
2. A police Officer is expected to behave and conduct himself with dignity and restraint. Under the present taste, smoking is a form of discourtesy.
3. It is bad taste to address a woman by her first name or nickname unless she has indicated otherwise.
4. A Police Officer always ask himself to be permitted to smoke in the presence of a woman especially in a room or in an automobile.
5. If a Police Officer invites a friend to his club, he should be out of sight only when necessary.
6. A Police Officer stands when introduced to a woman, a clergyman, an official or an old man.
7. It is not polite to compliment a person in a company because the others might feel slighted.

INTRODUCTIONS

Introduction is the act of formally making persons known to each other or the art of presenting one person to another. It follows either of the two types; self introduction (or introducing one self), and the introduction by a third person.

When to Introduce

1. It is the duty of the host or hostess to introduce all his or her guests to the guest of honor.

2. At formal dinners, every gentleman is introduced to the lady he is paired with, except when the introduction would be impractical.

3. Strangers when seated next to each other at a table should introduce themselves to each other.

4. When taking a house guest not known in your neighborhood, he should be introduced to all close acquaintances at a party.

When not to Introduce

1. A guest who have just arrived is not introduced to another who is just leaving.

2. An animated conversation should not be interrupted to introduce another person.

Whom to Introduce

1. The younger person is always introduced to the older.

2. A Police Officer is always introduced to a lady regardless of his rank.

3. A woman is never presented to any Police Officer regardless of his rank or to any man, except to the President, a royal personage or a church dignitary

How to Introduce

In introduction, the words "introduce:" and "present" are equally proper. However, the latter is more formal.

1. "Director Cruz, may I present (introduce) Supt Reyes. "

2. "Mr. President, I have the honor to present Mrs. Cruz. "

General Introduction

"Director Cruz, Supt Reyes."

(The first name is spoken with a slightly rising inflection; the second is said as a mere statement of fact)

What to Say when Introduced

Under all possible circumstances, persons introduced to each other should say, "How do you do?"

1. A member of the reigning family is addressed, *"Your Royal Highness."*
2. A foreign ambassador is addressed, *"Your Excellency."*
3. A judge, doctor, or bishop is addressed, *"Judge "*, *"Doctor,"* or *"Bishop"* respectively.
4. A senator is addressed, *"Senator"* even if he is no longer in office.
5. An ex-president is introduced as *"Mr. President"* not as "Ex-President."
6. Repetitions such as Director Cruz, Supt Reyes; Supt Reyes, Director Cruz" should be avoided.

Handshakes in Introduction

1. Gentlemen always shake hands with each other when introduced.
2. It is very rude not to look into the countenance of the person whose hand one takes. A smile rendered during the handshake is a very polite act.
3. The general rule is; a woman has the privilege of offering to shake hands with a gentleman. However, she should not embarrass a man who has offered his hand.

GREETINGS

A greeting is nothing more than a brief expression of thought or salutation at a meeting.

How to Express Greetings

1. A "how are you?" greeting is correctly answered by "All right, thank you."

2. "Good morning" and "good evening" are acknowledged by the same greetings.

3. Other greetings may be acknowledged by a bow:

a. Formal Bow - This is done by joining the heels together with a graceful bend over from the waist to the neck.

b. Ordinary Bow - An ordinary bow is similarly executed as the formal bow but more with ease.

c. Lady's Bow - This is done by slightly inclining the head and with a smile as if to say "I am glad to see you. "

4. In a public place, when a man greets a woman, he gestures by half rising and bowing gracefully.

5. Greetings are also acknowledged by lifting or tipping the hat

SECTION II

CUSTOM OF THE SERVICE

Customs of the service are the long established practices or usages in the Philippine National Police that have, by reason of constant and repeated observance, acquire the character of unwritten norms of conduct.

Most of the customs and traditions in the PNP are embodied in regulations while others are simply adopted to supplement the pleasantries of police life.

Despite the possible changes in customs to suits the needs of modern living, these established precedents remains as the minimum accepted practices in the police service.

THE OFFICERS' CODE

Official Statements

A Police Officer's official statement, whether written or unwritten, is accepted without reservation. Making false official statements knowingly is not only Contrary police ethics but is also punishable under existing penal laws.

Responsibilities

It is a Police Officers' duty to prepare himself professionally for higher responsibilities, The rank of a Police Officer carries with it commensurate responsibilities
When an officer accepts his commissionship, it is also his duty to prepare himself for higher responsibilities.

Tact and Foresight

A Police Officer must not only be discreet in the exercise of his duties but must be prepared to perform his task skillfully under all circumstances.

Personal appearances

A Police Commissioned Officer must at all times appear neat and clean. Nothing destroys the respect and confidence of subordinates than the shadiness of their superiors.

Police Commissioned Officer - PNCO Relationship

He must be able to exercise good leadership. The common familiar saying, "*familiarity breeds contempt*" is particularly true in a Police Officer – PNCO relationship.

Familiarity as referred to here may not be the same as in other countries. In some police forces, non-commissioned officers address their superiors by their first names or nicknames, but the manner of conversation is not one that breeds familiarity or facile relations. In the Philippines, custom does not allow such.

Welfare of the Police Personnel

The welfare of the Police Personnel should be the paramount concern of a Police Officer.

THE PRIVILEGES OF AN OFFICER

1. Police personnel are required to extend unfailing obedience and loyalty to senior commissioned and Police non-commissioned officers. Obedience should be shown with respect and courtesy.

2. A senior Police Commissioned Officer is normally addressed by the use of the word, "*Sir*" by PNCO's and NUP's.

For example: "*Sir, a messenger wants to see you, "Sir, do you wish to attend the conference tomorrow?" "Yes, sir "*

In Continental Europe, the address by rank is the accepted practice. In France, Switzerland, Belgium, and Spain, for example, a senior officer is addressed "*Mi Colonel,*" "*Mi Coronel,*" "*Mon Capitane,*" "*Mi Captain,*" and "*Yes. my Colonel.*" In the Philippines, custom does not allow such.

"*Monsieur*" the equivalent of "Sir" is never used. In the Israel Defense Force, junior officers and enlisted men can address their superiors by their nicknames but always in a respectful manner.

3. A senior Police Officer is accorded the place of honor. In walking or riding, junior sit, walks, or rides at the left or behind the senior officer.

4. Courtesy demands that an officer use polite words in a well modulated tone to convey an order. The use of phrases, "I wish" or "desire" partakes of the full force of a direct order.

5. A Police Officer enjoys the reputation of being a good creditor. He is expected to settle all account promptly.

CALLS NEW YEAR'S DAY

One of the beautiful traditions of the PNP is the New Year's call rendered by Officers on their Commanding Officer. The Commanding Officer usually prescribes the time of this call.

WELCOME FOR NEWLY ARRIVED OFFICER

A new arrival, after making the prescribed call on the Commanding Officer, should be presented to the members of the Police Post at its social gathering.

GROUP ACTIVITIES

An Officer actively participates in an athletic, social, civic, and cultural activity of his unit.

SICKNESS AND DEATH

1. Police Officers of a command visit another who is confined in the hospital or sick at his quarters.

2. When a Police Officer's wife is sick, flowers are normally sent to her in the name of the officers and ladies of the unit to which her husband belongs.

3. A Police Officer belonging to the same unit as the deceased, is assigned as liaison officer between the command and the bereaved family. A similar courtesy may be extended if a member of an officer's family dies. Flowers or wreaths are also sent in the name of the officers and ladies of the unit.

MISCELLANEOUS CUSTOMS

POLICE OFFICER'S DEPARTMENT

1. The Police Officer's uniform should reflect the dignity of his organization. Under no circumstances must his uniform be dishonored. A policeman in uniform should behave with the dignity expected of him.

2. Leaning or sitting on desks is taboo. It is always proper to stand erect and sit only when invited to do so

**COURTESY TO THE NATIONAL FLAG AND
THE NATIONAL ANTHEM**

THE NATIONAL FLAG

a. The National Flag shall be displayed in all public office buildings, official residences, and public squares, and shall be hoisted at sunrise and lowered at sundown. It should be on the mast at the break of day, should remain flying throughout the day, but shall not stay flying after the sun has actually set, except when specifically prescribed. The flag-staff must be straight, tapering slightly and gently at the end.

b. The flag should never be used to return the salute of any individual or organization. It should never be dipped by way of compliment or salute to or for any person.

c. The only flag that float above the National Flag is a church pennant symbolize “ God above the country”

d. The Flag, if flown from a flagpole should have its blue field on top in time of peace and the red field on top in time of war.

e. In hoisting the Flag, it should be hoisted clear to the top end of the flagpole which if planted on the ground, should be at a prominent place and higher than the roof of the principal building in the compound, or of such height as would give the flag a commanding position within the compound . If the pole is attached to a building , it should be on top of its roof, and if placed at a window, it must project at an angle pointing upward.

f. When the National Flag is used together with the flag of the PNP or civil organization or with that of another nation, it must always be above or on the right of the other flag. When the National Flag is displayed in a parade with those of foreign nations it shall always be in front of the center of the line of the other flags.

g. When the Flag is passing in a parade or in review, the people, if walking, should halt stand at attention, uncover and salute.

h. The Flag shall be displayed on Independence Day (June twelfth), on National Heroes Day (November thirtieth), on Rizal Day (December thirtieth) of each year on such other historic or special occasions as the President may designate not only in squares, and institution of learning, but, whenever practicable, also in all private buildings and homes from sunrise to sunset.

i. On national holidays of his country and other historic or special occasions any alien whose country is at peace with the Philippines may display the flag of his nation on any building or property owned or rented by him without simultaneously displaying the flag of the Philippines. However, if the alien is located in a building or other building or other property owned or rented by the Philippine Government, the flag of the Philippines shall always be displayed

when that of his country is displayed. When so displayed, the flag of the alien's country should at least be the same as the Flag of the Philippines which shall be placed on the right of the former (left of the observer facing the flags.)

j. When hoisting or lowering the Flag, no part thereof should touch the ground, while the National Anthem is being played, the people salute. Moving vehicles should stop, but passengers should remain inside and keep silent until the National Anthem is finished.

k. The flag may be hoisted at half-mast in sign of mourning. To display the flag at half-mast, it must first be hoisted to full mast, allowing it to fly there for a moment before bringing it to half-mast. From this position it may be hoisted but not lowered. To lower the Flag at sunset or at any other time when ordered, it must again be hoisted to full-mast before bringing it down.

l. The Flag shall never be festooned, and shall always hang with nothing to cover its surface. It shall always occupy the highest place of honor and shall not be placed under any picture, or below a person.

m. The Flag shall never be used as a staff or whip, covering for tables nor for curtain of doorways. However, the Flag may be used by the PNP to cover the casket of their honored dead, including deceased civilians who rendered services in the police service or civil office of great responsibility. The white triangle of the sun and stars will cover the head end of the casket, the blue stripe to the right, the red to the left end of the deceased, with both colors should not be lowered to the grave nor allowed to touch the ground. Wreaths of flowers should not be placed on top of a flag-shrouded casket. A small cross of flowers may be placed over the Flag as a symbol for "God above country"

n. No imprint shall be made on the Flag nor shall it be marred by advertisement, or in any manner desecrated. It shall not be used as a pennant in the hood or any part of a motor vehicle except in celebration of the Independence Day, 12th of June, or on such other patriotic occasions as the President may designate.

o. It is inappropriate to use the Flag in a dancing pavilion or in any place where hilarity is prevailing. Its use inside or outside a cockpit, club or other places where gambling or other vices are held is prohibited.

p. When the flag is used for unveiling ceremonies, it should not be allowed to touch to the ground but should be carried aloft to wave out, forming a distinctive feature of the ceremony. The Flag shall never be used as a covering for the statue.

q. A National Flag worn out through fair wear and tear, should not be thrown on a garbage heap or used as rag. It should be reverently burned to avoid misuse or desecration.

THE NATIONAL. ANTHEM

a. The National Anthem should not be played except on public acts of official or semi-official in formal civil ceremonies, People in the immediate vicinity, if outdoor, should face the band, uncover, stand at attention, and salute.

b. Whenever band is present during the lowering of the Flag, the National Anthem should played by the band, The Flag should be lowered slowly in such a manner that termination of the lowering coincides with the last note of the flag, stand at attention and salute, If the National Anthem played indoors, everyone should stand at attention and face the band.

c. National Anthem should not be played or sung for mere recreation, amusement or entertainment purposes in social gathering purely private in nature or at political or partisan meeting or places of hilarious or vicious amusement. It should however , be sung in schools so that the children may know it by heart.

MANNER OF SALUTING

a. Members of the PNP and those belonging to military and semi-military organization in uniform should adopt the military police salute provided in their regulations.

b. Civilian, if outdoors, should stand at attention place their right hands over their hearts and if wearing hats, should uncover and hold the hats over their hearts. Complete silence should be observed and no person should be allowed to walk around while the ceremony is going on.

SECTION III

CALLS AND CALLING CARDS

Officers are expected to be familiar with the etiquette on calling and leaving calling cards. It is best to remember that necessary calls should always be made by officers if time and circumstances permit. Although the practice of paying calls declined during the war because of profound changes in the modes of living around the world, it is still maintained in police and diplomatic circles to show deference and to establish working relationships.

In general, calls are made in order to pay one's respect to officials of higher rank or to establish official and social contacts with the public officials, individual and social groups. In the latter case, rank need not necessarily be considered. A PNP Officer who arrives in a new station makes the calls first here or abroad. The reverse is true in ordinary civilian life in that the new arrivals must wait for old residents of a community to recognize them first. In the police, an officer reporting for duty at a new post must ascertain immediately the current practices regarding calls on the commanding officer or commanding general and other officers of the post.

SPECIAL RULES ON CALLS AND CARDS

1. Calls must be brief, usually not extending fifteen minutes. The time is spent on light conversation which must be limited unless there are reasons for the caller to stay longer. Normally, unless the hosts invite the callers to stay longer, they should take leave after the call.

2. Gentlemen, single or married, call or leave cards with both men and women in a household, including sons and daughters over 18 years of age. Ladies call on ladies only. It is not proper for a lady to make a social call on or leave cards with any gentleman, regardless of the rank or position of the latter.

3. The initial call at the quarters of the commanding Officer should be made within two days after arrival in the station. Necessary calls on other officers must be made soon after that. Calls of more or less personal nature may be made later.

4. The initiative in making appropriate arrangements is on the callers. In the police, these may be made with the Adjutant General, or with the Aide-de-Camp to the commanding General. In civilian life, arrangements may be made with the secretary or with an assistant of the official one wishes to call upon.

5. Callers arrive at the appointed time-not before or after. It is always safe to allow more than usual for the distance to be covered. Extra time just before the appointed hour may be spent driving in the immediate vicinity, but not in front of the place where there be made. A few minutes allowance should be made for parking. Arrival at the front steps or main entrance at the exact time could be assured only if will pay close attention to all details of time and distance.

The party called upon must likewise be ready to receive the call at the appointed hour.

6. A PNP officer making a call leaves two of his cards-one for the man called upon and the other for his wife. The officer's wife leaves one personal card of her own for the wife of man called upon. It is customary for the male caller to leave additional for single men and women members of a family who are over 18 years of age in the household. The women caller leaves additional cards for other women who are age 18 years of age in the household. The number of cards to be left, however is limited by another rule-that is, not more than three cards of one kind should be left at one place. For example, if the couple called upon has it number of children over 18 years old, the man making a call may leave only one additional card for all. The wife in this situation may leave two additional cards for the other ladies of the household. In strict usage, cards of sons who are of age are also left for each lady and gentlemen in the household. Cards of daughters of age are left for the ladies. The rule to leave not more than three cards of one kind applies in all cases.

7 The husband-wife card (joint card) is not used when making post calls. In police and military circles, it is a better form to use separate cards. Joint cards may be used by women when making social calls' outside the police service as it is really the women's responsibility to fulfill certain social obligations of the family. For example, when a wife makes a normal call alone, she may leave such a card just before departing. An officer leaves a joint card. When calling alone, he may properly leave only his own card.

8. If the official or person upon whom the call being made is not at home or is otherwise not in a position to receive calls, cards may be left with one of the upper corners card bent to indicate that the caller came in person. Some countries prescribe corner for uniformity.

9. Calling cards are never handed directly to the officer or individual on whom the call is being made. They maybe left on a convenient table near the front door, or handed to the member of the household or aide opening the door. It is practical for the persons being called upon to provide a card tray on a convenient place. Some people leave a few cards on the tray as cue to identify such tray.

10. The writing of one's residence address in the lower right hand corner of the card left at the place where the call is made makes it easy for the persons called upon to communicate with the calling party. It is necessary to write Telephone Numbers in the card for easy communication with the calling party.

11. The hours ('lf cal1ing vary in different countries of the world. In the absence of official guides, formal calls should be made on week days only. In a police post, camp or station, the customary hours of cal1ing should first be ascertained by newly arrived officers, Normally, calls may be made from 7:30 p.m. to 9:00 p.m. on weekdays and 4:00 p.m. to 6:00 p.m. on Sundays. Calls are not normally made on Saturdays unless urgent. Normally, calls should be made during the early evening hours but not during dinner time.

12. When for some important reasons a call is made by a married woman without being accompanied by her husband, the wife must also leave her husband's calling card. This is permissible particularly when the husband is immediately too occupied with his new job to call on his superior officer and his wife. However, it should always be made by both.

13. Calls on visit are always made when' one is informed of events like birth f a baby, illness, arrival from abroad, and the like.

14. Calling cards must always be engraved. It is preferable not to have any card at all rather than use printed cards, which show poor taste except in countries where engraved cards are not available.

15. The double cards may be sent with a wedding present, flowers to a sick person or flowers to a debutante. No message is necessary.

16. It is highly improper to use business cards in place of regular visiting cards.

17. It is most considerate on the part of anybody to phone first before making an ordinary social call or to inquire when it is convenient to do so.

18. Visiting cards should never be enclosed with Christmas greeting cards.

19. Although the use of calling card for the issuing of invitations is now accepted, it is better to use regular invitation cards. In some countries, calling cards In some countries, calling cards are never used for invitations.

20. The phrase "not at home" means simply that the person called upon is either out of the house or not in a position to receive visitors.

21. First visits must always be returned. There is absolutely no excuse for failure to do so formally. Visits made later depend on the degree of intimacy of parties concerned.

22. In order to be able to make necessary calls promptly on arriving at new station one should carry cards in accompanying baggage. In diplomatic and official life the initials below are correct to convey appropriate messages, These initials are written in the lower left hand corner of the calling cards, but only on one card of a group.

APPROPRIATE MESSAGES

Correct initials	French	English
P.p.	pour presenter	to present
p.r. thanks	pour remercier	to express
p.f. congratulations	pour feliciter	to express
p.c sympathy	pour condoler	to offer
p.p.c. leave	pour prendre conge	to say good-bye, take
pf.n.a.	pour feliciter nouvel an	to express congratulations

When one receives cards with "p.p." "p.c." or "p.f. they are answered with the cards of the person to whom they are sent with initials "p.r. which means "Thanks", A PNP and his wife send such cards to their diplomatic colleagues and their wives, to officials of the foreign government and their families with whom they are in frequent contact, and to local residents who have entertained them during their tour of duty. It is customary to leave cards in person upon those who have become close friends. Others may be sent by messenger, or even by mail. The latter is accepted because it is understood that departing persons are too busy to call in person.

SIZE AND STYLE OF CARDS

The size of the calling card depends on the length of the name and the tide to be engraved. Initials should not be used if one wishes to be perfectly correct. However, names customarily written out with first or middle initials may be engraved as such. Some abbreviations are permissible, only if writing out the necessary information in full would make the card look awkward. The advice of the engravers and people familiar with calling cards should be sought.

In general, a man's card is narrower in shape and a married woman's card more square. The man's card should be about 3 and 3/8 inches long, and from 1 1/4 to 1 3/4 inches high. The married woman's card is usually from 3 to 3 1/2 inches long and from 2 1/4 to 2 1/2 by 2 1/2 inches. The use of a two-ply glade white card is in good taste.

An officers calling card reflects taste. Only engraved cards are correct, unless they are not available, with the rank and name normally written

out in full (see Appendix D-I). Script, which is considered by conservative people as the most correct is recommended. But shaded and antique Roman are getting more popular. Cards must be engraved only in black and not be plate-marked. Matching envelopes go with cards.

SPECIFIC RULES ON FOR AND ENGRAVING

1. A PNP Officer must use his title (rank) on his calling card. Letters of degrees, no matter how impressive, are never used. It would be in bad taste to do so.

2. Normally, when it is not important to include the specific assignment of an officer on his calling card, the information on rank, assignment and designation are indicated on the lower right hand corner of the card. In this case, only the full name should appear on the middle of the card. If the information on present assignment is to be shown, however, the rank precedes the full name at the middle of the card, and the particular position occupied indicated directly below. While these are the accepted rules, an individual officer is at liberty to choose where to indicate his rank, regardless of the inclusion of the assignment. Certain posts, e.g. PNP Attache' or Aide –de-Camp, must always be indicated. In the application of these rules, one must be guided by the general appearance of the lines, and neatness in the grouping of names and words.

3. A married woman's card should match that of her husband's. Thus the card of CInsp Jose Antonio Cruz' wife should read Mrs. Jose Antonio Cruz.

4. A single woman's social card is written in the form "Miss Maria Carmen Cruz".

5. "Jr." when written out must be small letters, as "junior." The son ceases to be "Jr." upon the death of his father unless the latter was a very well known and distinguished public figure.

6. Official cards of high government personages are somewhat larger than ordinary man's card, Names are not written; only the rank or position, and no other information.

Example: "The Secretary of National Defense," "The Governor of Davao Sur" " The Mayor of Davao City."

7. The little of courtesy "The honorable" is never correct in a card. Neither should an official refer to himself as "Honorable."

8. The use of nickname on calling cards is considered poor form. Women are prone to use nickname even in cards

9 A man's social card is in the form "Mr. Jaime de los Reyes." The "Mr." should be omitted when a young man is still dependent on his parents, or when he is not yet twenty-one.

10. A girl over sixteen years of age uses "Miss" on her calling cards, which must be of same size as her mother's.

11. When assigned abroad, an officer must ascertain specific practices in the nation which may be at variance with those suggested here.

SECTION IV

INVITATIONS, ACCEPTANCES, REGRETS

Written invitations may be issued in various ways, and the particular form adopted depends upon the importance and character of the occasion (see Appendix D-2). Invitations may be made by telephone but it is always safe to issue written ones. There would then be no confusion on time, date, and place; and essential information pertaining to the party will not be missed.

Formal invitations to luncheons, dinners, and receptions are engraved or handwritten on appropriate cards measuring about 5 3/3 inches by 4 1/2 inches. The most formal invitations issues on very special occasions. must normally be completely engraved consistent with the facilities available in the locality. Others may be partially engraved or completely handwritten or combination of both. Typewritten invitations are not used. In diplomatic circles. one must observe the forms and practices in the country of assignment.

Invitations to informal or semi-formal luncheons, cocktails, buffet suppers, tea, etc., may be extended by using the fold-over card (informal) or partially engraved cards or by writing a short note. The use of visiting cards for this purpose is now accepted, but it should be limited as much as possible. In the diplomatic service, they should never be used even when extending an invitation to an informal gathering. As stated before, the practice is not accepted in some countries.

Acceptance and ,regrets, sent in reply to invitations may be made by telephone or in writing, depending on what is indicated on the invitation card. If made in writing, the form and language must be the same as that in the invitation. A prompt reply is always expected by the hosts, preferably within 24 hours upon receipt of invitation. It is essential for them to know in the course of the preparation just how many of the invited will attend. On certain occasions, it would enable also the hosts to invite others if some of those originally invited cannot come. It is the height of

rudeness not to answer invitations.

POINTERS OF INVITATIONS AND RESPONSES

1. All formal invitations are worded in the third person. Corresponding acceptances and regrets are handwritten in the same form on good white stationery.

2. On informal cards, only the very basic information of time, date, place nature party, etc., are required

3. For officers who must entertain very often, the use of partially engraved card is recommended as they are most practical and least expensive. These cards are appropriate for luncheons, receptions, cocktails, dinners, etc. When using this type of card, the name of the person or couple invited, the time, date and place and other information are handwritten (never typewritten) in the spaces provided.

4. On formal invitations, the only accepted abbreviations are: "Mr", and "Mrs" and "R.S.V.P." The time, date and hour are always spelled out on engraved invitations or when filling out a partially engraved card.

5. It is correct to extend even formal invitations by telephone. But these are confirmed by the issuance of a formal card on which is written "to remind" or "par memoir." Further acknowledgement of such card is not required.

6. The phrase "in honor of the company" is much better form than "pleasure of the company" when extending invitations to high ranking government officials.

7. On formal or on visiting cards, some information need not be spelled out. For example: "Thurs. 14th, 4:00-6:00" is sufficient. In France and in other countries the twenty four (24) hour system is used.

8. In France and the diplomatic communities, "R.S.V.P." is the correct form for the French phrase "repondez". "R. S. VP." is correct in connection with social activities outside diplomatic circle.

9. The phrase "In honor of....." or "To meet....." is usually written at the top of the card. The first one is more correct for persons in high government and diplomatic positions. The phrase "To meet" is usually more appropriate for new arrivals at a certain post or officials in rank and position of the honoree is also stated.

10. On a completely engraved invitation, the phrase "In honor of....." follows the word describing the occasion. For example: ".....request the pleasure of your company at a reception in honor of....."

11. An invitation with an "R.S.V.P." must be answered either by telephone or in writing. If the "R.S.V.P." indicates a telephone number, the invitation may be answered by telephone, otherwise in writing. The written answer to an invitation must always be in the third person and in the same form as the invitation itself. If the acceptance is to be made to another location either by telephone or in writing, the exact address or telephone number be indicated clearly under the "R.S. V.P."

12. When appropriate, the position of the one attending to the acceptances and regrets like "social secretary" or "aide-de-camp" indicated below the "R. S. V.P." In the absence of this, reply to an invitation is addressed to the host or hostess.

13. Black ink is most preferable when writing out a formal invitation or when filling in the spaces on a partially engraved invitation. The same is true for acceptances and regrets. Fancy colored inks, like green and red, are never used.

14. The appropriate attire or uniform should be indicated at the lower right hand corner of the invitation. For example: "Service Dress, White" "Dress, Gray," "Black, Tie," "Informal," "Barong Tagalog," etc.

15. The address of the envelope must be handwritten. Abbreviations are not normally used. A return address should not be written. Extra care should be taken to insure the correct spelling of names, and exact titles of persons invited. The civil status and titles of all persons invited should always be verified.

16. Letters of thanks for invitations must also be handwritten. A typewritten letter is at once stiff and cold; a handwritten one, warm and friendly.

17. It is correct to extend invitations by wire. In this case, acceptance or regrets may also be sent by wire.

MISCELLANEOUS

1. When entertaining in someone's honor, it is customary to offer him the choice of the date and to consult persons close to him concerning the guest list and party details. It is also helpful to know the honoree's particular likes and dislikes.

2. Formal invitations must be sent about two weeks in advance. Others may be sent about a week to ten days in advance, depending upon the degree of the preparation necessary and the size of the gathering expected.

3. When it is desirable to control the entrance of guests, particularly in large gathering admittance cards may be enclosed with the invitation. The instruction "please present at the door" or "please present" must be indicated on this card. In all cases it is best to carry the invitations for the particular occasion.

4. It is always courteous to explain one's inability to accept an invitation. One should doubt the sincerity of the party extending the invitation.

5. "It is more in good taste to postpone than to cancel an invitation, How ever, when invitation have to be recalled due to unavoidable circumstances, like the death of the President or of an important government official, the invited guests must be notified immediately, briefly stating the reasons for the cancellation. If made in writing, the form may be printed to save time.

6. Once transmitted the acceptance to an invitation may not be withdrawn for some flimsy reason. Such an action is proper only on account of sudden illness, official absence from the town or city where the party is to be held, or the recent death of close relatives. It is understood that official duties take priority over social engagement.

7. If one already accepted an invitation to a party on a certain date, he must not accept another one to be held on the same date unless he is absolutely sure he would be able to attend both, Conditions of traffic, distance, and weather may govern in this case. The first acceptance must prevail even if a later invitation to a party on the same day is considered more important.

8. In the police service, an officer and his wife must take active part in social activities of the organization. It is also their duty to accept invitations from outside the organization, particularly those extended in consideration of the husband's rank and position in the PNP. The wife's obligation to attend is as much as the husband's.

9. When an officer is absent from station, the wife is expected to continue to fulfill social obligations as far as practicable.

10. When an officer is abroad as an official guest of a foreign government he should never decline invitations from his hosts for any reason other than illness. It is understood that acceptance of an official invitations to spend some time in the foreign country carries with it the obligation to be present in all activities, official and social, connected with the visit One should never allow matters of personal convenience to interfere with the agreed itinerary.

11. The honoree in a party should arrive about five minutes before the appointed time. Thus, if a reception is being held in one's honor during the hours from 6:00 p.m. to 8:00 p.m., he should arrive around 5:55 p.m. It is most inconsiderable for one being honored, to keep the hosts and guests waiting.

12. The hosts must see to it that everything is set at about ten minutes before the appointed time. They should also be ready to receive guests at that time.

13. It is never proper for an officer to send someone else to attend a party to which he was originally invited.

14. It is wise not to invite persons whose precedence is still doubtful and may be in conflict with those of important guests. It is also important to consider the compatibility and particular interests of a given group of guests. This would require some knowledge of "personalities.:

15. Invitations must be checked against the guest list before they are mailed or delivered by messenger. An omission would certainly mean embarrassment on the part of the hosts.

16. In private life, replies to invitations are addressed to the hostess only. It is assumed that the woman in the family normally attends to this detail.

17. When attending socials in a foreign country, an officer wears the PNP uniform equivalent to the one indicated on the invitation card. The advice of the PNP Attache should be sought on this matter.

18. An invitation by the President of the Philippine Republic is a "must" and supersedes all other social engagements. This is the only situation which allows withdrawal of acceptance to a party on the same date. A note of explanation, or a telephone call, would be necessary to withdraw from the other engagement. Likewise, when in a foreign country, an invitation from the Head of state is in the same category.

19. If one will be out of town for a considerable length of time, or would be unable to accept invitations during a certain period, the practical thing to do is to give appropriate instructions to somebody in the office and at home to open all invitations. to parties that will take place after the expected return to station may be withheld, and hosts notified accordingly. If time allows, invitations may be forwarded.

SECTION V

CORRESPONDENCE

The quality of the letter that person write revealhis appearance, taste, and personality. It is therefore, important that letters should be so written as to create an effective and favorable impression, To that end, the principles of effective letter writing should be in making correspondence.

PERSONAL, SOCIAL AND BUSINESS CORRESPONDENCE

A letter has five parts, namely, the heading, which includes the address, and date: the salutation which is the opening greeting; the body of the letter, which is the subject or main content of the letter; the complimentary close, which is the "fare well" and the signature. The proper forms for these parts are discussed below

1. **Heading**

This includes the address and date and is written at the upper right hand side of the page An upper *margin* of one inch and a right hand margin of three-quarters of an inch should be allowed.

Example: 08 Jose Abad Santos Street
Kiblawan, Davao Sur
July 04, 1994

It should be noted that the name of the street, the city or province, and the month are written in full. There is no period at the end of the line. Punctuation's are used only for clearness in separating the month from the year, the district from the city, from the province. These are observed for politeness. In a letter to a friend, the address may be omitted and only the day or date is given.

2. **The Salutation**

This is placed at the left and should be about one-half below the inside add. ns, if there is one; otherwise, two spaces below the heading. A colon is used after a salutation in a business letter.

a. Personal or Social Salutation:

EXAMPLE: My Dear Miss Barreto,
Dear Bernard,
Dear Mr. Arroyo,

The expression "My Dear Miss Barreto" is more formal than the expression "Dear Miss Barreto"

b. Business Salutations:

EXAMPLES: Dear Sir:
 Gentlemen:
 Dear Madam:

NOTE: Never substitute "Mesdames" for "Madam."

3. ***The Body***

This contains the main substance of the letter. It is best to use simple expressions and to see to it that the letter is clear and direct. A personal letter, whatever the subject is, must express sincerity throughout. It is good form in a business letter to come right to the point and be brief about it.

4. ***The Complimentary Close***

This is nothing but a graceful way of ending the letter. It is placed two or three spaces below the body of the letter and beginning slightly to the right of the center of the page. The first word is capitalized and a comma is placed at the end of the phrase.

Examples of closing a personal or social letter:

(1) More formal: "Sincerely"
 "Sincerely yours,"

(2) To family or friends:

"Affectionately, "
 "Very sincerely,"
 "Very sincerely yours,"
 "Affectionately yours,"
 "Cordially yours,"
 "Cordially,"
 "Devotedly,"
 "Devotedly yours,"
 "Lovingly,"

b. "Yours truly", "Yours very truly," "Very truly yours," "Respectfully," is used only by a subordinate to a superior; "Faithfully yours" is proper when a man is writing to a woman, a clergyman, or a high official.

Florida phrases such as the following should be avoided": "I beg to remain ,“ “ I remain your humble servant," "Your humble servant kisses your feet."

5. **The Signature**

It should be placed two or three lines below the complimentary close and a little to the right It should always be hand written even when the letter is typed.

a. Women’s Signature

(1.) Single woman – If it is necessary to identify herself as an unmarried woman, she writes her signature this way: (Miss) Marilou Pilarca. On a typed letter, Marilou Pilarca signs this way: Marilou Pilarca (handwritten)
 Marilou Pilarca (typewritten)

(2) Married woman - Marilou Pilarca is married to Froilan Elope would sign her name:

To intimates: "Marilou Elope o. or "Malou"

To others: "Marilou Elope" or "Marilou Pilarca Elope" (Mrs.'Froilan Elope)

b. Man's Signature:

Unless his first name is used by both man and woman, such as: "Patrocinio," "Loreto," he should never use a "Mr." in his signature. Titles like Colonel, Attorney, Dr., are not used before the signature, though a doctor and a clergyman may use M.D. and D.D. respectively, after their names. A police officer may put his rank and service under his name.

Thus:
 Ramon Melvin Buenafe
 CInsp PNP

6. **The Inside Address**

The inside address, that is, the name and address of a person to whom you are writing. is customary in business correspondence or a letter requiring a touch of formality. It is not used in a letter to a friend

USE OF "MISS," "MASTER," "MESSRS," ".JR" AND "ESQ"

1. "Miss"

This is the formal way to address an unmarried woman as well as a female child. The oldest daughter. The oldest daughter of a family - even if she is only four - is, correctly, Miss Reyes. "Miss" is also used when one is not sure if a woman is married or single.

2. "Master"

This is traditionally used in addressing a boy under twelve.

3. "Messrs "

This is an abbreviation of the French word "Messieurs." It should be used only for letters addressed to two brothers, not to father and son, thus: The Messrs. Juan and Pedro Reyes. If there are no other brothers in the family, the address could be shortened to: The Messrs. Reyes.

4. "Jr."

When used after a man's name, it means that he has the same name as his father, thus: Julio Perez, Jr.

5. "Esq"

This is an English title meaning a gentleman. It is used without the "Mr." thus: Pedro Ramos, Esq.

ADDRESSING THE ENVELOPE

The address on the envelope should contain the same information and should be written in the same manner as the inside address, if any. If handwritten, it should be neat and legible.

SEQUENCE OF PAGES

1. Personal or Social Letters

In single sheet stationery, page one is where the letter starts, page two is the back of page one, etc. On a double (folded) sheet stationery, the following ways are preferable.

- a. If the letter is short, only the first page is used, writing from top to bottom.
- b. If the letter is to cover two pages, use the first page, and the page three (the right hand page inside the fold).
- c. If the letter is to cover all the pages, the generally accepted and most logical way is to write pages 1,2,3 ,4, just as you come to them.
- d. If it is desired to number the pages, it should be placed on the top.

2. ***Business Letters***

The variation allowed in the paging and sequence of social letters is not permitted in business letters. If a letter exceeds one page, all other pages should be numbered.

TYPEWRITTEN AND HANDWRITTEN LETTERS

SOCIAL LETTERS

1. ***Letter of Condolence***

This is one of the letters that must never be omitted. In case of death of a friend, you should condole with the nearest kin whether you know the person or not. This can be done in various ways. The easiest way, although rather impersonal, is using a calling card with "Deepest sympathy" written on it. Another way is by telegram, such as "My heartfelt sympathy in your great sorrow." If written, it must be handwritten. Exception to this rule is a letter of condolence from a business office concerning a business acquaintance. The following, are suggested for a letter of condolence.

- a. Begin with an expression of sympathy
- b. Express your interest in the deceased.
- c. Give a short comforting remark.
- d. Make a final expression of sympathy and affection.

A letter of condolence to a friend might read:

Dear Jaime.

I was deeply grieved to hear of your mother passing today. She was such a kind, thoughtful, and charming person who was loved by all who know her. I know what the bitter loss means to you, but it would be of some comfort to know that all those who had the good fortune of meeting her will share your grief. Please let me know if there is anything I can do for you to make your burden a little easier:

*Sincerely,
Rogelio*

A more formal letter to an acquaintance should read:

Dear Mr. Diaz,

Please accept my most sincere sympathy in your recent bereavement. Your wife had such a beauty character and personality that left a lasting impression upon those who met her.

*Sincerely yours,
Melvin*

NOTE: In whatever manner the letter is conveyed, it must be done the day you hear of the death.

2. Answering Letters of Condolence

The answer to a letter of condolence need not be prompt. It can be anytime up to six weeks after receipt of the letter. The letter must be answered by the receiver or by a close relatives, in case of illness. It would be handwritten on plain white paper or on black-bordered mourning paper. The answer must be short and personal. It might read.

Dear Mrs. Savio

Thank you very much for your note of sympathy.

Very sincerely.

Panchito Severo

3.. Letter of Thanks:

This type of letter should be written when someone has shown you hospitality, sent you a gift, or done you a favor. Though a must, it is an informal letter and can be written on any kind of stationery or even postcards when written to a close friend, if a couple has enjoyed the hospitality of another, it is the wife who usually writes the letter of thanks. It should be handwritten, friendly and informal in tone. A typical letter of thanks might read:

a. For a weekend visit

EXAMPLE:

Dear Delia,

Pete and I had such a lovely weekend with you and Joe in your new mountain house. We enjoyed the scenery, air, food, and above all your delightful company.

Thanks again for everything.

*Affectionately,
Ramona*

b. For gifts

Any gift received should be acknowledged with a thank you note as soon as possible. An exception to this is a gift which you received directly from the giver and for which you gave your thanks on the spot. The letter may be written on its foldover card.

EXAMPLE:

Dear Nimfa,

Thank you so much for the lovely dress. It is just the material, color, and print that I need for the coming Jaycee outing. It was so kind of you to remember me on my birthday. Thanks again

*Love,
Gigi*

c. For wedding gifts

This letter should be written promptly within two or three weeks at the most. The bride does the writing. The letter should be written as to include the groom.

EXAMPLE:

Dear Mr. Romero,

Romy and I were overjoyed with the beautiful silver tray you sent us. It is such a lovely one that we have given it a prominent place in our display of wedding gifts. It matches perfectly with the coffee set we received. Tommy joins me in sending you our warmest thanks.

Affectionately yours,

Amor

NOTE: A study should be made on how a bride signs a thank-you letter for a gift sent by a guest invited by the parents.

4. Letter of Congratulations:

Traditionally and correctly this type of letter is handwritten. Letters of congratulations may be sent to a friend on such occasions as: graduation, promotion, birth of child, engagement, wedding, etc. In an engagement or a wedding, you should congratulate the man and wish the girl happiness.

EXAMPLE

Dear Pons,

I have just read in the PNP Journal of your well-deserved promotion to Senior inspector: Malou joins me in extending sincere congratulations and wishes for the best in everything.

Sincerely

Froy

5. Letter of Social Introduction

The current trend which is gaining wide acceptance is toward the more informal way of introducing scattered friends.

EXAMPLE

Dear Choleng and Dodong,

Sol and Jorge de los Santos , very good friends of ours from Lucena, Quezon will be in Taipei during the first week of May. They will stay at the Grand Hotel. I have told them about your assignment in Taipei and they would be happy to meet you during their stay there. If you could have spare time, look them up in the hotel. I know you will like them as they are both your age and are fond of outdoor life.

Affectionately,

Jona

BUSINESS LETTERS

A business letter should be simple, brief, and to the point. It may be handwritten or typewritten. In the former, efforts should be exerted to make the handwriting legible in order to avoid misunderstandings.

1. Ordering from a store

EXAMPLE

54 Rizal Street

*Luzon Art Lighting
25 Mabini Street
Manila*

Dear Sir:

Please send me via PAL at the above address the following articles listed in your recent brochure:

<i>One (1) pi candle holders 2xVX.....</i>	<i>P 50.00</i>
<i>Two (2) Lamp Shade 6 BX Blue</i>	<i><u>80.00</u></i>
	<i>P 130.00</i>

Enclosed is my check for the amount of P130.00. I shall appreciate your giving this order your prompt attention.

Very truly yours,

Simon Bolivar

2. Letter of reference fir Domestic:

EXAMPLE:

*1640 Milagros Street
Sta. Cruz, Manila
August 27 1995*

Cecile Librero has been working for us a maid for two years. She has been cheerful, reliable, honest and neat in appearance. She has been especially kind to my children and has been of much help to them especially in their homework. It is with deep regret that we are terminating her services due to our department for foreign assignment.

Daisy Madrid

NOTE: No salutation. "To whom It May Concern" is considered poor form.

EXAMPLE:

*65 Bonifacio Street
Lipa, Batangas
February 9, 1995*

*The Manager
Hotel Nikko
Manila*

Dear Sir,

Please reserve a double room, air-conditioned, with two beds, a private bath for me and for my wife for the period 1-7 March 1995. We would prefer to be in the third floor with a view of Manila bay. Please confirm the reservation to the above address.

Yours very truly,

Victor Wanchakan

STATIONERY

Just as a person's clothes and general appearances create a first impression so does the stationery that he uses in his correspondence. In order to be in good taste, the paper should be neither too plain nor too ornate.

1. *Women's Stationery*

For every correspondence

- (1) It may either be a single or double sheet.
- (2) The edges should be machined out, not deckled.
- (3) The color should be white, although gray, ivory light blue are permissible
- (4) The standard size is 5-1/2x6-3/4 inches
- (5) It may be printed or engraved with a monogram, name, with or without address.
- (6) The envelope should be the standard design and should match the paper.

2. *Men's Stationery*

- a. It should be a single sheet, 7 or 8x 10 inches.
- b. White, gray, blue are the most suitable colors for men.
- c. It may be printed or engraved with his monogram or his name; with or without his address
- d. The: edges should be machined cut and the envelope should match the paper

DIPLOMATIC CORRESPONDENCE

Officers assigned abroad as Police attaches or as members of panels in international conferences may have occasion to handle diplomatic correspondence which is a class all by itself Part is intended to acquaint officers with the common form of diplomatic correspondence, Below are explanations of some terms:

Note Diplomatique

A formal communication between two states and is signed by the representatives of the states concerned.

Note collective

A formal note by two or more states addressed to one or more states on a subject of mutual interest. It is signed by the representatives of the sending states.

Note Circular

These are identical notes in the third person from the foreign office to the chiefs of mission, or by a chief of mission to his counterparts. It is initiated by the sender on the lower right hand corner.

Note Verbal

An unsigned communication which may be used instead of a signed note. It is written in the third person, without address and signature, but is initiated on the lower right hand corner. It is also sealed.

EXAMPLE:

The Ambassador of the Philippines presents his compliments to his Excellency, the Minister of Foreign Affairs, and has the honor to inform his Excellency that.....

The Ambassador of the Philippines avails himself of the opportunity and reiterates to his Excellency the assurance of his highest consideration

Taipei, March 3, 1995.

Memorandum

A written statement on any subject. It is similar to the note except that it does not begin and end with the formal of courtesy.

EXAMPLE:

the Philippines believes that the legitimate claims of Filipino World War II veterans

Washington D.C. April 20, 1994

Aide Memoire

An informal summary of a conversation or interview between a foreign minister or his assistant and a diplomat envoy or his representatives. It is not signed nor sealed, but is initiated at the lower right hand corner.

Pro Memoria

A formal record of a subject discussed. It differs from an aide memoire in that the letter is an informal summary of a conversation or interview. It is initiated at the lower right hand corner by the responsible officer.

Instruction and Dispatches

Correspondence between the Home Office, diplomatic and consular officers abroad are classified into instructions and dispatches. Instructions are communications from the Home Office to diplomatic consular office abroad; dispatches are communications from diplomatic and consular officers abroad to the home office.

EXAMPLES OF INSTRUCTIONS:

LETTERHEAD

UNRESTRICTED

In reply, please address
The Secretary of Foreign Affairs
and refer to

File No.

Sir:

.....
.....
.....

Very truly yours,
Secretary of Foreign Affairs

The honorable

***The Ambassador of/he Philippines
Bangkok***

.....
.....
.....

EXAMPLE OF DISPATCH

EMBASSY OF THE PHILIPPINES

UNRESTRICTED No. 25

July 18 1995
Taipei

Subject.. ..

The Honorable
The Secretary of Foreign Affairs
Manila, Philippines

Sir:

.....
.....
.....

Very truly yours,

Signature of the Ambassador

SOME COMMON DIPLOMATIC TERMS

The Pouch

Written reports and dispatches from a Chief of Mission for transmittal to his government are placed in a mailbag exclusively used by the mission. In our foreign service, the mailbag is called the diplomatic pouch. The British call it "The bag"; the French, "In valise." The pouch is inviolable, some countries employ special couriers to carry the pouch; in our foreign service, it is generally sent through the commercial airlines.

Extra Territory and Capitulation 's

Special privileges and immunities enjoyed by nationals of our country residing in another by operation of certain treaties. These treaties were

called "capitulation's" and were imposed by the great powers on certain non-Christian countries. Among the privileges and immunities were: Exemption from local taxation and exemption from jurisdiction of local courts.

Assylum

A generally accepted practice by which a political refugee in another is not deported back to his own country. another form of asylum which is called "bast" is practiced in some countries notably in Iran. By "bast", a big group of politicians, their families and followers may take refuge in an Embassy or Legation to avoid whatever harm or injury that master may want to inflict on them.

Diplomatic Privileges

Privileges and immunities accorded chiefs of missions, their staffs, and members of their families among the privileges and immunities are: inviolability of person and domicile; exemption from local taxation; exemption from local court jurisdiction. These are usually granted on reciprocal basis.

Attaches

Attaches Members of the staff' of a diplomatic mission or consular office who are attached thereat for specialized service. In our foreign service there are two types of attache viz: civil and military. Examples of the former case: Commercial Attache, Cultural attache, Press attache.

Corps Diplomatique

Includes all the diplomatic staffs and attaches of the various diplomatic missions in any capital. Consuls are generally not considered part of the corps. the senior chief of mission is called the "doyen" or "den of the corps."

Safe Conduct

Permission granted to individuals to pass without hindrance through the territory of a country which is at war with his own country.

SECTION VI

SOCIALS

Socials take a very wide variety of forms, ranging from afternoon tea or cocktails to a formal dinner or reception. The main differences is the atmosphere of the occasion. The host can suit the type to the kind of guests he intends to invite or to the occasion he wishes to celebrate or commemorate. The normal social affairs are discussed below.

Cocktails

1. **Object or Purpose**

Cocktails are tendered to introduce an official like a Military/Police Attache, a passing official like a PNP Officer, a friend, or any person. Sometimes cocktails are for a get-together or in reciprocation of previous cocktail ,invitation.

2. **Time Given**

Cocktails are normally given from 1800 to 2000 Hours. However, the time varies in different countries.

3. **Requirements**

a. **Invitations**

Normal informal invitations are issued with or without RSVP's or pour memoirs. The practice in the United states and Europe is to carry the RSVP's in the invitations while in other countries like Thailand and Taiwan, cocktail invitations normally do not carry the RSVP's.

b. **Drinks**

1) In the United States and other countries, Scotch and bourbon whisky with water or soda are served, Mixed drinks like martinis, tom collins, gimlet, manhattan, gin and rum cocktails are also served.

2) In European countries, Aperitifs or champagne are served. Mixed or concocted drinks arc not usually served.

3) Fruit juices must also be available for persons who cannot take alcohol

c. **Canapes**

Canapes appetizers are usually served during cocktail parties. They may be nuts, potato chips, pickles, small frankfurters, caviar or shrimps. In the Philippines, they may be "dilis", chuns of "tapa", barbecued pork or meat, fried lumpia ,or clams.They can be elaborate as turkey or roost beef sandwiches. In American cocktails the guests usually make their own sandwiches out of ingredients already available on the table. In Europe, sweet, pastries, petit fours and ice cream are served.

4. **Attire**

Gentleman usually wear business suits or barong tagalog. For women, cocktail-dress or any less formal attire may be worn although nothing will preclude them from wearing "ternos." The uniform is not usually worn unless the occasion demands it, In is so indicated in the invitation.

5. *Duties of the Host and hostess*

a. The host and the hostess may not form a reception line. They should be ready to meet their guests as they come in at all time.

b. They should see to it that no guest is left alone to himself.

c. They must insure everybody has a drink and that the canapes are served around. If a table for canapes is provided, they must insure that all guests have access to it.

6. *Duties of the Guest*

a. The guest must greet the hosts, and the honoree if there is one, upon arrival.

b. He must circulate and greet as many guests as is practicable, In a small- sized party, he must meet or greet everybody.

c. He should keep or have a ready subject of conversation.

d. Upon departure, the guest must not forget to thank and bid to the hosts, and the honoree if there is one.

Formal Dinner

1. Object or Purpose

A formal dinner has the same purpose as a cocktail party except that it is done in a more serious or formal atmosphere.

2. Time Given

In most European countries and in the United States, a formal dinner is tendered between 2000 and 2030 Hours. In Asian countries, it is customarily given between 1900 and 2000 Hours.

3. Requirements

a. Invitations

Invitations are issued with RSVP's.

b. What to Serve

A well-balanced menu with a desse¹¹ to match is served. Appropriate . wines are normally served.

4. Attire

The attire is usually stated in the invitation. If the nature is not mentioned, the accepted formal wear in the locality is worn. In foreign countries, it is always safe to find. In foreign countries, it is always safe to find out the most acceptable attire for occasions of this nature. In the locality, at least a coat and tie with white shirt, or barong tagalog is worn. The barong tagalog when worn as a formal attire should be *pena* or *jusi* in natural colors, and goes with black tuxedo pants, suspenders, linen undershirts with half sleeves, black dresses studs, and black cuff links,

5. *Duties the hosts*

a. The hosts greet the guests as they come. It is good to say something pleasant to each guest.

b. If a guest is now known, the hosts should present him or her to other guest so that she may not be left alone.

c. The hosts must inform the guests of the seating arrangement.

d. The host s must show each of the guests equal and impartial attention.

e. The hosts must keep the conversation going.

f. The hosts should accompany the guests to the door upon departure.

6. *Duties of the Guest*

a. The guest must come on time.

b. The guest must greet the hosts and person being honored, if any. In greeting, lady companion precedes the gentlemen.

c. The guests and their dinner companions must know the seating arrangements.

d. The guest s should not forget to thank and bid good-bye to the hosts, and to the honoree, if there is any.

e. The honoree, if there is one, sends t1owers before, during or after the occasion. It is good form for the other guests to express their thanks.

Informal Dinner

1. *Object or Purpose*

An informal dinner has the same object or purpose as a formal but is held in a more relaxed atmosphere.

2. *Time given*

In Europe (France), an informal dinner is tendered between 2000 and 2030 Hours. In the United States and the Asian countries it is customarily given between 1900 and 2000 Hours.

3. *Requirements*

a. Invitations

Invitations for an informal dinner may be made by telephone, telegraph, note, informal fold-over card, or through a visiting card. Telephone invitations should always be confirmed.

b. What to Serve

A well-balanced menu with a dessert to match is served. Appropriate wines are normally served.

4. *Attire*

Business suits or their equivalents are used, unless prescribed in the invitation.

5. *Duties of the Hosts*

A reception line is usually formed during a reception. It is the duty of the hosts to be at the receiving line on time.

6. *Duties of the Guests.*

It is the duty of the guest to pass the reception line.

Wines

The Philippines not being a wine country, the appreciation for the French real vintage wines is not keen. The need for wine here is not as strong as those in cold countries, However, in spite of the fact that in the Philippines, the etiquette on its proper service is a must for the well cultivated person. There are a few simple rules easy to remember to prevent embarrassment.

In America, the scotch or bourbon with soda water is a popular drink. In formal gathering. the martini, manhattan, or old fashioned are often ordered. Except in very formal gatherings. Americans are fond of serving wines during the meals the ways European do. In France, the service of the wine is just a part of the correct service of the meal on all occasions.

Prior to Meals

Aperitifs are served. Europeans usually serve vermouths, dubbonet, port or similar wines. Americans usually serve scotch or bourbon with soda or water, martini, old fashioned and similar mixtures. Europeans are not fond of concocting mixtures.

During Meals

1. White wines (chilled or cooled) are served with fish or similar seafood's, or during seafood cocktails.

2. Red wines (room temperature) are served with meals, fowls, or similar dishes. A special kind of purple wine is served with the cheese at the end of the meal with cheese wine.

3. Champagne is usually served with dessert. (Demisic).It can, however, be served throughout the meal usually dry (brut) in place of both wine or red wine.

After Meals

Liqueurs are served after meals usually with coffee. It is never served at any other time. In general, one is not obliged to serve all the above. A fine good simple wine, usually red, can suffice. As it has previously been stated, the elaboration of the service depends on the country where an officer may find himself

SECTION VII

RANK AND PRECEDENCE

In the early times official and social functions were often marred by squabbles, in some cases ending in fatalities among officials and dignitaries each trying to claim precedence over the other. Conflicts over rank and precedence were especially rampant among diplomatic representatives in various courts in Europe during the period of from emergence of nation-states. In order, therefore, to avoid untoward incidents resulting from improper treatment of rank and honors, rules of precedence have been adopted to cover the situations in which officials and dignitaries may be grouped together in official and social functions.

Precedence of Officials in the Philippines-although no law or executive order has established the order of precedence in the Philippines, in practice the following order prevails:

The President
The Vice President
Former Presidents of the Philippines
The President of the Senate
Speaker of the House of Representatives
Chief Justice of the Supreme Court
"Foreign Ambassadors Extraordinary and Plenipotentiary
Members of the Cabinet who are Department Heads
Foreign Affairs Secretary

Secretary of Finance
 The Secretary of the Interior and Local Government
 The Secretary of National Defense
 The Secretary of Public Works & Highways
 The Secretary of Agriculture & Natural Resources
 The Secretary of Education, Culture & Sports
 The Secretary of Labor & Employment
 The Secretary of Health
 The Secretary of Trade and Industry
 The Executive Secretary
 The Secretary of Technology
 The Secretary of Social Welfare and Services
 The Secretary of Budget and Management

Foreign Envoys Extraordinary & Ministers Plenipotentiary Officials with Cabinet rank

The Commission on Immigration
 The Chairman, National Economic Council
 The Press Secretary
 The Commissioner on Audit
 Members of the Senate (by length of Service)
 Members of the House of Representatives (by length of Service)
 Associate Justices of the Supreme Court
 The Commissioners on Elections
 Members of the Council of State (not cabinet members)
 Acting Heads of Departments & former Vice Presidents of the Philippines
 The Undersecretary of Foreign Affairs
 Ambassadors of the Philippines
 Undersecretaries of Departments including the Assistant Executive Secretaries
 The Governor of the Central Bank
 Principal Officers of the Department of Foreign Affairs

Envoys Extraordinary and Ministers Plenipotentiary of the Philippines:

Foreign Charges' d' Affaires en pied
 Foreign Charges' d'Affaires ad in
 The Mayor of Manila, the Presiding Justice of the Court of Appeals,
 The President of the University of the Philippines,
 The Chief of Staff, AFP, The Chief, PNP, Commissioners and officials with the rank of Undersecretary
 Heads of permanent United Nations Agencies in the Philippines with the rank of Director
 The Provincial Governors
 The Vice Chief of Staff, AFP and Deputy Chiefs, PNP
 Foreign Ministers - Counselors, Counselors of embassies and legations, Consuls-Generals, Foreign Military Attaches with the rank of Brigadier General or the equivalent rank in the AFP, and PNP and other officers of equivalent rank
 Mayor of Chartered Cities

Directors of Bureaus and Chiefs of Offices
 Presidents, Chairman & Managers of Government Corporations
 Second Secretaries & Consuls of Foreign Embassies and legations, foreign

Assistant Police Attahces with the rank of Major or Captain, and otherss of equivalent rank in the PNP, Subordinate officials

The above order of the precedence which includes civil and military and diplomatic representatives would vary under certain situations. For instance, in the absence of the President, Vice President, the Senate President, the Speaker of the House of Representatives, and the Chiefs of the Supreme Court, the Secretary of Foreign Affairs who is the senior member of the Cabinet, takes over in which case he outranks foreign ambassador. Again, in a function wherein the host is a foreigner, Filipino officials present therein precede their foreign counterparts. Thus, if Mr Tong, a Chinese residing in Manila invites the Chief PNP to a party in his house, the Chief PNP precedes the Chinese Chiefs of Police precedes the Filipino people.

The guest of 01 honor precedes all other guests. Usually no person of a higher Rank than the guest of honor is invited to the same function. Should it become necessary to invite such a person of a higher rank, h should be properly informed Acceptance on his part after being so informed means that he has no objection to being outranked by a guest of honor.

Filipino custom requires that a Filipino host give way to the President of the Philippines. The latter occupies the seat normally occupied by the host. The host and his wife sit to left and right respectively of the President, or the next positions of honor depending on the seating arrangement.

Diplomatic representatives precede each other in accordance with regulations adopted at the Congress of Vienna in 1815 and the Congress of Aix-la-Chapelle 111 1818. In the order of rank, diplomatic representatives are divided into the followil1p' classes.

1. Ambassadors. Legates-Papal ambassadors extraordinary (always a cardinal) charged with a special mission. Nuncios (ordinary papal ambassadors who are never cardinals)
- 2 Envoys and ministers plenipotentiary.
- 3 Ministers resident, accredited to the foreign ministers.
- 4 Charges' d' Affairs, accredited to the foreign ministers.

The above-mentioned diplomatic representatives together with their staffs constitute the Diplomatic Corps of which the head is called the Doyen or Dean. In many countries, the papal representative is the dean of the diplomatic corps regardless of his date of accreditation, and sometimes regardless of his rank. In some countries, the dean is the diplomat with the rank. In some countries, the

dean is the accreditation. The title of Dean or Doyen is only for ceremonial purposes. A5 in the Philippines, no other prerogatives go with that title.

Consular officers, who under international laws are not diplomatic representatives, do not have a right to precedence except among themselves and in their home governments. They are classified in the order of rank as; consuls-general, consuls or vice-consuls. They precede each other according to rank and deities of exequatur which is a written official recognition and authority of a consular officer issued by the government to which he is accredited. There is also a dean of the Consular Corps, a position which is, as in the case of the Dean of the Diplomatic Corps, for ceremonial purposes only.

Philippine diplomatic missions abroad observe the following order of precedence:

- 1.. The Chief of Mission or in his absence the Charges ' d' Affaires.
2. The Counselor or Senior Secretary where there is no counselor.
3. The Police Attache who ranks with but after the foreign affairs officer of the same rank as that of the assimilated rank of the assistant attached.
4. Commercial and other attaches with assimilated ranks as foreign affairs officers take precedence with but after Police Attaches or Assistant Police Attaches of the same rank as theirs.
5. Attaches without assimilated ranks as foreign affairs officers follow foreign affairs officers of any class, unless otherwise specified by the Department of Foreign Affairs.

Precedence among wives of officials follows that of their husbands. There are certain exceptions to this rule. For instance, Mrs. Reyes, wife of Senator Reyes, is' requested by the President of the Philippines to be the hostess in an affair in Malacanang in the absence of the First Lady. Mrs. Reyes, then will precede all the ladies present in the affair. In case the official is a lady, the husband does not follow the order of precedence of his wife. Thus, the' husband of a Filipino lady ambassador ranks after the last accredited minister. A safe rule to follow in the case of lady official precedes according to the normal order of precedence; If spouses are included, the lady official ranks after the wife of the official immediately preceding her. As for her husband, it is sometimes easier for him to feign diplomatic illness in order to avoid awkward situation.

The ranks or grades of officers of the Philippine National Police follow more or less the common pattern of officers' ranks which has evolved in the armed forces of the world's major military/police powers.

The different ranks or grades of officers can be divided into the following categories:

1. General or Flag Officers. This category includes all Directors or Chief , Superintendents.
2. Field Officers. The US Navy and the British services call this category “ senior officers”. which includes C, Supt., Sr. Supt., Supt., C Insp and their equivalents..
3. Company Officers. This group includes all junior officers in the ranks of Sr Insp, and Insp.
4. Cadets. This grade is below the normal officer grades. Individuals holding, this rank enjoy officer status but do not have full officer responsibility.

Based on regulations and traditions of tile service, the following rules or precedence in the PNP are being followed:

1. The Chief PNP, precedes all officers of the PNP.
2. The DCA follows the DCO.
- 3 Retired Chief: PNP follows the incumbent DCA.. Where there are more one retired Chiefs, PNP, they precede each other according to the date of retirement irrespective of rank.
4. TCDS follows the DCO.
5. Directorial Staff Follows the TCDS.
6. Directorial Staff by rank promotion seniority and other assignment of the latter.
7. Other officers not mentioned above shall observe rank seniority protocol, irrespective of assignments.

SECTION VIII

TABLE ETIQUETTE

FORMAL

Duty of the Host

The host shall provide a plan of good seating arrangement (see Chapter on Seating Arrangement) and shall see that minimum requirements for dinner service are observed. The following guides are useful:

1. 1, service plate per person per course, (In some dinners, only 1 service plate may suffice for the entire course which are served all at once.)

1 Salad Plate

1 Soup Plate

NOTE: In a strictly form,1 dinner, bread if served, is not served on a bread plate but laid on the table.

2. Silver
 - Soup Spoon
 - Service Fork
 - Fish fork (if fish is served)
 - Oyster Fork
 - Cocktail Fork (if hors d'oeuvre is served or seafood cocktails)
 - Dessert Spoon
 - Service Knife
 - Butter Knife
 - Salad Knife
 - Coffee or Tea Spoon
 - "Porte couteau" (Knife support European Style)
3. Napkin (linen preferred, folded into various artistic forms).
4. Nice Table Cloth (preferably linen white to match napkins).
5. Center piece to rhyme with candles. Most hosts prefer to light candles. (,
6. Dessert Plate
7. Finger Bowl on fruit plate.
8. Glasses (see Appendix D-3),
9. Coffee cup and saucer (in Europe demi-tasse).
10. Liquor Glass and Wine Glasses.

NOTE: Coffee may be served at the table or in the office room with the liquors. Some find it an ordeal to go through a formal dinner. A well prepared attractive menu should be planned to make the dinner worthwhile. Formal attire is worn in Europe and the US. Dark suits are permissible depending on the atmosphere. Bread is on the left. Salad is on the right.

Instruct servers to serve wife or honoree first and then other ladies in the order of seating protocol. Serve on the left and reverse the plate on the right.

The hostess normally has a little bell to call the servers.

When wine is served, a little is poured on the host's glass for tasting and approval. This is an old European custom. Wine glasses are not lifted from the table but poured in place.

An informal is similar to a formal dinner but less rigid. It may be buffet style where visitors serve themselves and settle in table (Not practiced in Europe).

Duty of Guests

Observed correct table manners.

MANNERS AT THE TABLE

Controversial topics should be avoided at the dinner table. Talking about accidents, illness, scandals and unaesthetic things should be avoided. Conversation and laughter should always be toned down, but the hostess must encourage these all around. Well-bred men and women talk pleasantly with those who seem to be disengaged at any particular moment.

The left hand may be used to convey food with the fork if one has just cut a piece of meat or fish with the knife. The continental fashion is accepted everywhere. It is, of course, entirely correct to use the right hand all the time for conveying food. A combination of the two systems is currently acceptable.

In a small sit down dinner, it is a good form to wait for the host to be served, or wait the host to begin.

It is ill-mannered for a guest to go to the table with a lighted cigarette in his hand. Smoking is permitted only on the living room or library, and after the conclusion of the meal.

Wiping the silver and plates with the napkin indicates poor manners. Like wise, leaving the spoon in the cup, or looking for toothpicks, show lack of breeding.

One must make sure his mouth is empty and his lips wiped clean before taking any beverage. This will keep the rim of glasses and cups free from ugly marks.

Napkins are placed on the lap by individual guests after the hostess has taken hers. Dinner napkins are folded once (in half), while others are spread out. At the end of the meal, the napkin must be laid to the left of the plate. No attempt need be made to let it look neat, it should never be refolded.

The soup spoon is filled from one side in an outwardly direction, that is, away from the one eating. Convey to the mouth, the same side of the spoon, never from the end tip of the spoon. Again, one can easily tell breeding in a person by just observing the manner he or she takes soup.

One should never stir up food or mix different items into the heap on the plate. Gravy, for example, is used only for specific dishes and should not be spread all over.

Chewing must be done quietly with the mouth closed.

Foreign particles taken with the food (stone or gravel) are removed with the thumb and forefinger. Same thing is done with the fish bones and other small bones.

Wet spoons should never be used to take sugar. The butter knife is for butter only, the salad fork, for the salad only. The hostess sees to it that silverware is adequate for every purpose.

No guest should deliberately ask for second helpings, but make sure there is company. The experienced hostess immediately places an individual guest at ease by providing the company herself.

It is but proper for a guest to take a little of every item offered at the table. the guest's favorable reaction to the food served is some compensation to the hostess.

Elbows must never be placed on the table while one is eating. The feet must be flat on the floor.

When one has finished a certain course, or the meal itself, he places the fork and the knife on the right side of the plate. The sharp side of the knife must face inward and the fork, with the tines up, is placed to the left of the knife.

When using a finger bowl, the fingers of one hand are dipped lightly, followed by the other hand. they are dried on the napkin, on the lap and not on the surface of the table. In the use of the finger bowl, it is normally served with the fruit plate.

One must be familiar with the manner of eating different kinds of cooked foods, vegetables and fruits. It adds a great deal to one's poise to know if a certain item is to be taken with a particular type of fork, with the fingers, with a teaspoon or with the aid of a sharp knife.

When in doubt, follow the host.

SECTION IX

SEATING ARRANGEMENTS

In any official assembly or social gathering where the seating of guests is in accordance with protocol, arrangements must be worked out well in advance to avoid confusion and embarrassment. The gathering may be one of the following: conference, international celebration or local, seated meal; reception of important personages in a house or in a club; a national celebration where civil and police officials will be present; police parade and review;

graduation exercises. There are simple situations which also require the proper seating of passengers inside a car. (See Appendix D-4).

In preparing for this type of activity, one must always bear in mind that an individual guest will surely feel either uneasy or offended if he is not seated in the right place. The problem of seating by precedence must then be studied in minute detail, and relative rank of guests carefully established. It must also be remembered that the rules must be so applied in order to blend into what may be termed as the "happiest arrangement". It would be difficult to have a complete set of rules in any given situation, but available rules may be used effectively as guides. There will always be some departures. For example, in a sit-down dinner, it may be better to consider the language spoken by certain guests instead of rank in order to avoid the situation which some guests may not be able to converse with anybody. Explanations are order in case of departures from normal arrangements.

It is always safe and wise to consult officials and individuals familiar with seating arrangements when preparing for a formal gathering. Protocol officers in the Department of Foreign Affairs and in foreign service establishments are used to these routine experience is the best guide here as the particular composition of a group of guest always a new thing.

The problems are most difficult when officials and prominent persons from different countries are expected to attend. In general, the hosts follow their own rules. These rules may differ from those of other countries. Likewise, when entertaining one's home, the host must follow the normal arrangements accepted in his country When being entertained, however, one" must be prepared for variations in arrangements in accordance with practices in the home country of the hosts. Guests should accept the procedures even if they are not in accordance with those they have been used to (See Appendix D-4).

Rules for Table Seating:

1. The senior ranking guest in a party is always given the first place of honor. No departures from this rule is allowed even if a party is being held in another person's honor who is of lower rank. If the hosts prefer to give the guest of honor the "number one" place at the table for a guest, avoid if possible, inviting a person of higher rank.

2. The place of honor for a male guest is to the right of the hostess. The wife of the male guest given the place of honor sits on the right of the host. As a general rule, the most ranking woman guest sits on the right of the host.

3. The male guest, who is next in rank to the one given the place of honor, sits on the left of the hostess. The woman guest corresponding to this position sits on the left of the host.

4. Men and women sit alternately, but a man and his wife should not be seated next to each other. If this happens because of the peculiar composition of a group of guests, the wife must be seated elsewhere even if this move would violate the rule on seating in accordance with rank.

5. For the orientation of guests in a seated meal, a seating diagram showing individual assignment of seats should be posted in a convenient place. Care must be taken that no names are omitted.

6. In a large gathering where guests will be distributed in two or more tables (as in a hotel or garden party), it is sometimes more practical to list the guests in alphabetical order indicating the table number opposite each guest's name. Another variation of this method is to list the guest in groups according to table numbered.

7. To facilitate pairing off at formal dinners, "take-in" cards are normally used. "Take-in" cards inside appropriate envelopes are arranged on a silver tray near the front door in the room where cocktails are served. The name of the gentleman is on the envelope, and the name of his lady partner on the card inside. A small sketch of the relative location of the seat for the lady may be indicated on the card. Instead of the "envelope and card" method of single folded card may be used with the name of the gentleman outside and that of his partner inside.

8. It is the male guest's concern to meet his partner well before dinner time. In a small gatherings, The host sees to it that every man knows his dinner partner. In big dinners, necessary introductions may be made by persons close to the host, or by official aides.

9. The host gives the signal for the guests to proceed to the table. He offers his right arm to the wife of the most ranking gentleman present. They are followed by the hostess and the ranking guests. There is an important exception to this rule, however. When the President is present as a guest, he goes in first with the hostess. All the other pairs proceed in the same manner.

10. Cards placed on the table show exactly the seating assignments. The name of every guest is hand-printed in black ink on a heavy plain white card about two inches long and one and a half inches high. The name may be printed on both sides of the card, will be made to stand on the table by itself or with the use of suitable stands. In case only one side is printed, that side should face the guest. The flag of a General or Admiral, seal of embassy, or personnel crest, may be embossed at the top center of this card. Needless to say, placed cards also serve to identify one's table neighbors those seated across. Conversations at the table could then proceed more smoothly.

11. When dining in a restaurant, the woman should have the best view when seated. This view may be the main part of the restaurant or a nice one seen through a picture window. A good seat, therefore, is given to the woman. In

a party of four, the women must be similarly seated as the place of honor is always the one with the best view.

12. Men should always help their dinner partners take assigned seats. This is done by slight movements of the chairs to be occupied by the dinner partners. Then men usually take their own seats afterwards at the cue from the hostess. At the end of the meal the man stands first and helps their ladies out of their chairs.

Other Seating Arrangements:

1. In an international conference, precedence is established in accordance with the rules agreed upon by the working committees acting for the different delegations. In the absence of understanding to this effect, it is the responsibility of the host government to establish precedence good for the duration of the conference. The normal procedure is to follow the alphabetical order of the official names of the participating countries. Thus, in a conference where countries of Southeast Asia and South Asia will participate, India would precede Indonesia, and Indonesia would precede Pakistan and the Philippines. The members of each delegation will have seats beside and behind the Chief Delegate. Questions of seating arrangement within a particular delegation is decided by the Chief Delegate while the conference is in progress.

2. In big celebration where many persons of rank are expected, and when those attending may be grouped according to their positions, it is sufficient to reserve seats by groups, at the middle part or the right or left of the central platform. The arrangement will depend on the size of the gathering and the facilities available. The rule is to treat a group of guests of equal ranks as one person, and its precedence established in relation to other groups. Estimates of the number of persons attending per group may be made by protocol officers with experience in past celebration. Arrangements of this nature must be flexible and adjustments made as fast as possible to accommodate the greatest number without violating basic rules of protocol.

3. Inside an automobile, the place of honor is at the right. If there are three passengers, the least ranking sits at the middle of the seat. The ranking person enters the car last in countries where the traffic rule is to drive on the right side of the road. He gets out of the car ahead of the others. In other countries where people drive to the left, the senior enters the car first and leaves last.

4. At the opera or theater the best seats should always be offered to the higher ranking persons. In theater boxes and opera boxes, the place of honor is the middle part, front row. In the main floor or balcony of a theater the best seats are those found in the middle part.

5. The guest speaker in a graduation ceremony is given the place of honor, that is, the center position of the front row or to the right of the ranking

official present. Officials participating in the exercise should be given seats in the front row. Others are seated in accordance with rank.

6. In staff conferences, the officer presiding sits at the head of the table. The conferees will be seated in accordance with their respective ranks. Departures from these arrangements may be made for convenience in the presentation of certain materials by a conference.

7. When entertaining in one's residence, the place of honor in the living room is the right side of the sofa. This is usually reserved for the most honored guest.

8. Inside a VIP aircraft, certain seats are reserved for high officials. Passengers of lower ranks should follow the instructions of the aircraft commander regarding seating arrangements.

APPENDICES

English-Tagalog Translation	"A"
Diagram of Formation	"B"
Our Flag	"C"
Protocol and Social Usage Illustrations	"D"
D-1 Official Calling Cards	
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APPENDIX "A"
ENGLISH - TAGALOG
TRANSLATION

APPENDIX "A"

MGA UTOS HUKBO NA NAPAGTIBAY NG KAPULUNGAN

SA PAGKAKAISA

I. Pagsasanay ng Kawal na walang Sandata School of Soldiers without Arms

A. Katayuan sa Pagtinding - Position of Attention

- | | | |
|----|------------------------------------|-------------------------------|
| 1. | Attention | Humanda |
| 2. | Fall in Line | Humanay |
| 3. | At close Interval,
Fall in Line | Masingsing Pagitan
Humanay |
| 4. | Assemble | Magtipon |
| 5. | As You were | Manumbalik |

B. Katayuan sa Pahinga Nakahinto - Rest at the Halt

- | | | |
|----|---------------|-----------------|
| 1. | Parade Rest | Tikas Pahinga |
| 2. | Stand at Ease | Tindig, paluwag |
| 3. | At Ease | Paluwag |
| 4. | Rest | Pahinga |
| 5. | Fall Out | Tiwalag |
| 6. | Dismissed | Lumansag |

C. Pagharap Kung Nakahinto - Facing at the Unit

- | | | |
|----|-----------------|------------------------|
| 1. | Right Face | Harap sa Kanan, Rap |
| 2. | Left Face | Harap sa Kaliwa, Rap |
| 3. | About Face | Harap sa Likod, Rap |
| 4. | Left Half Face | Harap sa Hating-Kaliwa |
| 5. | Right Half Face | Harap sa Hating Kanan |
| 6. | Center Face | Harap sa Gitna, Rap |

D. Pagpugay

Salute

- | | |
|----------------|---------------------|
| 1. Hand Salute | Pugay Kamay, Na |
| 2. Eyes Right | Tingin sa Kanan, Na |

E. Hakbang at Lakad- Steps and Marching

- | | | |
|----|---------------------|-----------------------|
| 1. | Count Cadence Count | Bilang Hakbang, Na |
| 2. | Two Three Four | Isa Dalawa Tatlo Apat |
| 3. | Forward March | Pasulong, Kad |
| 4. | Squad/Platoon Halt | Tilap/Pulutong Hinto |
| 5. | Mark Time March | Patakda, Kad |
| 6. | Half Step March | Hating-Hakbang, Kad |
| 7. | Double time March | Takbong-Hakbang, Kad |

8.	Time March	Siglang-Hakbang, Kad
9.	In Place Double Time March	Sa Lunan, Takbong
	Hakbang, Kad	
10.	Right Step March	Hakbang Pakanan, Kad
11.	Left Step March	Hakbang Pakaliwa, Kad
12.	Backward March	Paurong, Kad
13.	Two, Three, etc	Isa, Dalawa, Tatlo, atbp
	Step to the Right, March	Hakbang Pakanan, Kad
14.	Rear March	Pabalik, Kad
15.	Change Step March	Palit-Hakbang, Kad
16.	Route Step March	Layang Hakbang, Kad
17.	At Ease March	Paluwag, Kad
18.	Column Right March	Liko sa Kanan, Kad
19.	Column Left March	Liko sa Kaliwa, Kad
20.	Column Half Right March	Liko Hating-Kanan, Kad
21.	Column Half Left March	Liko Hating-Kaliwa, Kad
22.	Incline to the Right	Pagawing Kanan, Kad
23.	Incline to the Left	Pagawing Kaliwa, Kad
24.	Right Flank March	Kanang Panig, Kad
25.	Left Flank March	Kaliwang Panig, Kad
26.	Right Turn March or	Pihit sa Kanan 0
	Right Half Turn March	Pihit sa Hating Kanan, Kad
27.	Right Turn March or	Pihit sa Kaliwa
	Right Half Turn March	Pihit sa Hating Kaliwa, Kad
28.	Right Oblique March	Hilis Pakaliwa, Kad
29.	Left Oblique March	Hilis Pakaliwa, Kad
30.	In Place Halt	Sa Lunan Hinto
31.	Resume March	Patuloy, Kad
32.	Assembly March	Magtipon, Kad
33.	Squads Right (Left) March	Pangkat Pakanan/ Pakaliwa Kad
34.	Squads Right (Left) about	Pangkat Pakanan/Pakaliwa,
	pabalik	
	March	Kad
35.	Right (Left) by Squads March	Kanan/Kaliwa, Kad

II Pagsasanay ng Pulis na May Sandata School of Police with Arms

A. Pagsasanay sa Paghawak ng Sandata at Kalis Manual of Arms for the Rifle and Sword

1.	Right shoulder Arms	Sa Kanang Balikat, Ta
2.	Left Shoulder Arms	Sa Kaliwang Balikat, Ta
3.	Order Arms	Ibaba, Ta
4.	Present Arms	Itanghal, Ta
5.	Port Arms	Agap, Ta
6.	Inspection Arms	Siyasat, Ta
7.	Rifle Salute	Pugay, Ta
8.	Trail Arms	Bitbit, Ta
9.	Sling Arms	Isakbat, Ta

10.	Unslung Arms	Libis, Ta
11.	Fix Bayonet	Ikabit and Talibong, Na
12.	Unfix Bayonet	Alisin ang Talibong, na
13.	Adjust Sling	Ayusin ang Sakbat, Na
14.	Stack Arms	Itungkod, Ta
15.	Take Arms	Dampot, Ta
16.	Ready Draw, Sword	Antabay Bunot, Kalis
17.	Ready Sheath, Sword	Antabay Salom, Kalis

III. MALAPITANG PAGSASANAY

1.	Dress Right Dress	Tunton-Kanan, Na
2.	Dress Left Dress	Tunton-Kaliwa, Na
3.	At Close Interval, Dress Right Dress	Masinsing Pagitan Tunton-Kanan, Na
4.	Ready Front	Handa, Rap
5.	Cover-up	Tumakip, Na
6.	Guide Right	Patnubay sa Kanan
7.	Guide Left	Patnubay sa Kaliwa
8.	Guide Center	Patnubay sa Gitna
9.	Don't Anticipate the command	Huwag Pangunahan ang Utos
10.	As You were	Manumbalik
11.	Stand Fast	Manatili/Walang Kilos
12.	Continue the March	Tuloy ang Lakad
13.	Prepare the Halt	Humandang Huminto
14.	Guides Right/Left	Patnubay sa Kanan/Kaliwa
15.	Guides on the Line	Patnubay Sumahanay
16.	Post	Sumalunan
17.	Take Interval to the Right	Ibayong Dalang Pakanan/ Pakaliwa, Na
18.	Assemble to the Right/ Left March	Magtipon sa Kanan/ Kaliwa, Kad
19.	In Column of Platoons	Sunuran ng mga Pulutong
20.	In Column of Squads	Sunuran ng mga Tilap
21.	In Line of Platoons	Mga Pulutong Nakahanay
22.	Leading Platoon	Unang Pulutong
23.	Platoon on the Line	Pulutong Sumahanay
24.	Right/Left Front into Line March	Hanay Pakanan/Pakaliwa, Kad
25.	On Right/ Left Into line March	Pangkat-pangkat Hanay Pakanan/
26.	In Two Ranks form Platoon March	Dalawang Hanay, Pulutong
27.	Platoon/Company Right/ Left March	Pulutong/Balangay Pakanan/ Pakaliwa, Kad
28.	Column of Twos, to the Right/Left or Right/Left by Twos March	Dalawang Tudling Pakaliwa/ Pakanan 0 Dalawahang Mula sa Kanan Kaliwa, Kad
29.	File From the Right/Left or Right/Left File March	Sunuran Mula sa Kanan!Kaliwa Isahan mula sa Kanan/Kaliwa, Kad
30.	Extend on Rear -Platoon	Padalang sa Ikalawang Pulutong
31.	Coy F/Sgt	Tandis Balangay
32.	Extend on the Right/	Padalang Kanan/

- | | | |
|-----|--|--|
| 33. | Left Platoon
Close on Leading Platoon
Right/Left | Kaliwang Pulutong
Lapit sa Unang Pulutong
Kaliwa/Kanan |
| 34. | Close on Leading Platoon | Lapit sa unang Pulutong |
| 35. | Close on Right/Left Platoon | Lapit sa Kanang/Kaliwang
Pulutong |
| 36. | Extend on Rear Platoon | Padalang sa Ikalawang Pulutong |
| 37. | Extend on Right/Left Platoon | Padalang sa Kanang/Kaliwang
Pulutong ,Kad |
| 38. | Close Column of Platoons | Masinsing Sunuran ng mga
Pulutong |
| 39. | Close Line of Platoons | Masinsing Hanay ng mga
Pulutong |

IV. PAGPALIT NG PAGITAN - CHANGE INTERVAL

- | | | |
|----|---------------------|------------------------|
| 1. | Close March | Lakad Masinsin,Kad |
| 2. | Extend March | Padalang,Kad |
| 3. | Take Interval March | Ibayong Dalang,Kad |
| 4. | Open Ranks March | Pabukang Taludtod,Kad |
| 5. | Close Ranks March | Masinsing Taludtod,Kad |

V. PAGBILANG NG PULIS ACCOUNTING OF MAN

- | | | |
|----|----------------------------------|------------------------------|
| 1. | Count Off | Isahang Bilang,Na |
| 2. | Call Off | Tuluyang Bilang,Na |
| 3. | Count by Twos/Threes/Count
Na | Dalawahang/Tatluhang Bilang, |
| 4. | By the Number | Sabay na Bilang |

VI. MGA UTOS SA PATIKAS AT PAGMASID AT MGA SEREMONYA

- | | | |
|-----|---|---|
| 1. | First Call | Unang Panawagan |
| 2. | Assembly Call | Panawagan sa Pagtitipon |
| 3. | Guides on the Line | Mga Patnubay Sumahanay |
| 4. | Guides Post | Patnubay sa Lunan |
| 5. | Sir, The Parade is Formed | Ginoo,Handa napo ang Patikas |
| 6. | Sir, The Battalion is Formed | Ginoo, Handa napo ang Talupad |
| 7. | Take Your Post | Sumalunan |
| 8. | Sound Off | Ihudyat |
| 9. | Sir, The Troop is Ready for
Inspection | Ginoo,handa napo ang Tipon sa
Pagsisiyasat |
| 10. | Troop the Line | Libutin ang Hanay |
| 11. | Staff Behind Me | Kalipunan,Sumalikod Ko |
| 12. | Receive the Report | Tanggapin ang Ulat |
| 13. | Report | Mag-ulat |
| 14. | _____ All Present or
Accounted For | _____Narito pong Lahat o
Napag-alaman |

15.	Publish the Order	Ipahayag ang Kautusan
16.	Attention to Order	Makinig sa Kautusan
17.	Details for Today	Mga Nakatalaga ngayon
18.	Field Officer of the Day	Pinunong Panlarangan
19.	Officer of the Day or Officer in charge	Pinunong Tagapamahala or Pinunong Pangalaga
20.	By Order	Sa Utos ni
21.	Officers, Center March	Mga Pinuno, Pumagitna, Kad
22.	Officers, Halt	Mga Pinuno, Hinto
23.	Officers, Post March	Mga Pinuno, Balik Kad
24.	Persons to be Decorated and All Colors ,Centers March	Mga Taong Pararangalan at Mga Watawat, Pumagitna Na
25.	Colors, Reverse March	Watawat, Palit-Lunan Kad
26.	Sound the Retreat	Ihudyat ang Pagsilong
27.	Pass- in- Review	Pasa-Masd
28.	Dismiss your Company	Lansagin ang iyong Balangay
29.	Take Charge of your Companies	Pamunuan ang iyong Balangay
30.	Prepare for Inspection	Humanda sa Pagsisiyasat
31.	Sir, this Concludes the Ceremony Seremonya	Ginoo, Tapos na po ang
32.	Staff, Behind Me ,March	Kalupunan, Sumalikod Ko, Kad

APPENDIX "B"
DIAGRAM OF FORMATION

APPENDIX "C"

OUR FLAG





OUR FLAG

I pledge allegiance to the Filipino Flag and to the Republic for which it stands, one Nation under God, indivisible, and dedicated to the ideals of justice, liberty and democracy.

The National flag represents the living country and is considered to be a living thing emblematic of the respect and pride we have for our nation. Our flag is a precious possession. Display it proudly.

There are certain fundamental rules of Heraldry which, if understood generally, indicate the proper method of displaying the flag. The right center arm, which is the sword arm and the point of danger, is the place of honor. Hence, the union of the flag is the place of honor or the honor point.

The National Emblem is a symbol of our great country, our heritage and our place in the world. We owe reverence and respect to our flag. It represents the highest ideals of individual liberty, justice and equal opportunity for all.

How to Display the Flag

When flown at half-staff, the flag is first hoisted to the peak of the staff and then lowered to half staff. Before lowering the flag for the day it is again raised to the peak and then lowered. On Memorial Day, the flag is displayed at half-staff from sunrise until noon and at full-staff from noon until sunset.

When a number of flags are grouped and displayed from staffs, the flag of the Philippines should be in the center or at the highest point of the group.

When it is displayed with any other flag against a wall or in the open, from crossed staffs, the flag of the Philippines should be on the right, the flag's own right, and its' staff should be in front of the staff of the other flag.

When carried in a procession with another flag or flags, the flag of the Philippines should be either on the marching right, i.e., the flag's own right, or when there is a line of other flags, the flag of the Philippines may be in front of the center of that line.

When the Flag of the Philippines is displayed in a manner other than by being flown from a staff it should be displayed flat, whether indoors or outdoors. When displayed horizontally against a wall the blue field should be uppermost or when displayed vertically the blue field should be the flag's own right, i.e., the observer's left . When displayed in a window it should be the same way. The flag should never be draped or used as decoration to replace bunting.

Improper use of Flags. Never use them for decorations. Red-White-blue striped bunting is designated for this use When displayed over the middle of the street, as between building, the flag of the Philippines should be suspended vertically with the blue field to the north on an east and west street and to the east on a north and south street.

When used on speakers platform the flag should be displayed above and behind the speaker. It should never be used to cover the speaker's table not to drape over the front of the platform. If flown from a staff it should be on the speaker's right.

When it is displayed on the pulpit or chancel in a church, the flag of the Philippines should be flown from a staff placed on the clergyman's right as he faces the congregation, all other flags on the pulpit or chancel should be on his left.

However, when it is displayed on the floor of the church, level with the congregation, the position of the flag is reversed from that above. It is placed on the right of the congregation, as it faces the pulpit or chancel.

When used to cover a casket, the flag should be placed so that the union is at the head and the blue field over the heart of the deceased. The flag should not be lowered into the grave. It should not be allowed to touch the ground. The casket should be carried foot-first from the hearse to the grave.

Flag Etiquette

It is universal custom to display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open. However, the flag may be displayed at night upon special occasions when it is desired to produce a patriotic effect.

The Flag should be hoisted briskly and lowered ceremoniously. The flag should be displayed daily, weather permitting, on or near the main administration building of every public institution. The flag should be displayed in or near every polling place on election day and should be displayed during school days in or near every schoolhouse.

No other flag or pennant should be placed above or if on the same level, to the right of the flag of the Philippines except during church services conducted by the chaplains at sea, when the church pennant may be flown above the flag during church services.

The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. By "half-staff" is meant lowering the flag to one half the distance between the top and bottom of the staff.

That no disrespect should be shown to the flag of the Philippines, the flag should not be dipped to any person or thing. Regimental colors, Provincial flags, and organization or institutional flags are to be dipped as a mark of honor.

The flag should never be displayed with the blue field down save as a signal of dire distress.

The flag should never be carried flat or horizontally, but always aloft and free.

The flag should never be used as a drapery of any sort whatsoever, never festooned, drawn back, nor up, in folds but always allowed to fall free. Bunting of blue, white and red, always arranged with the Blue above the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of a platform, and for decorations in general.

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in a review, all persons present should face the flag stand at attention, and salute. Those present in uniform should render the police salute. When not in uniform men should remove the headdress with the right hand holding it at left shoulder, the hand being over the heart. Men without hats should salute in the same manner. Aliens should stand at attention. Women should salute by placing the right hand over the heart. The salute to the flag in the moving column should be rendered at the moment the flag passes.

When the National Anthem is played and the flag is not displayed, all present should rise and face toward the music. Those in uniform should salute at the first note of the anthem, retaining this position until the last note. All others should stand at attention, men removing their headdress. When the flag is displayed, all present should face the flag and salute.

When to Display the Flag

Private buildings and homes are to display the flag from sunrise to sunset on national and special holidays proclaimed by the President - such as the Araw ng Kagitingan (April 9), National Flag Day (May 28), Independence Day (June 12), National Heroes Day (last Sunday of August), Bonifacio Day (November 30) and Rizal Day (December 30).

Government offices shall display the flag everyday, from sunrise to sunset.

How to Display the Flag

When flown from a flagpole: The blue field should be on top in time of peace, the red field on top in time of war.

When in vertical hanging position: The blue field should be to the right when viewed (kit side of the observer) in time of peace, and the red field should be to the right in time of war.

When flown with other flags: When used with the flag of the Armed forces or civic organizations, or that of another nation, the Philippine flag should always be above or on the right of the other flag. When in a parade with flags of other countries, the Philippine flag should be in the center and in front of the other flags.

Nothing should ever cover or decorate the surface of the flag. The flag should always occupy the highest place of honor, and shall not be placed under any picture, or below a person.

Never use the flag as a staff whip, covering for tables or curtain for door ways.

Never display a tattered or worn flag. Dispose of it by burning so as to avoid an old flag being thrown into the garbage.

Flag Care

.. To preserve the bright, rich colors used in the manufacture of the Philippine flags, it is necessary that extreme care be used when flags are cleaned.

Flags may be safely cleaned by dry cleaning.

The flag should not be displayed on days when the weather is inclement. If the flag should get wet, spread out the flag until completely dry. Do not fold or roll up the flag when damp.

When handled with the care described above, the flag should give excellent service commensurate with the quality of the particular brand used.

The flag, when in such condition that it is no longer a fitting emblem for display should be destroyed in a dignified way, preferably by burning.

APPENDIX "D"

PROTOCOL AND SOCIAL USAGE

ILLUSTRATIONS

D-1

OFFICIAL CALLING CARDS

CARDS OF HIGH RANKING OFFICIALS

**THE SECRETARY OF THE
INTERIOR AND LOCAL GOVERNMENT**

**THE UNDERSECRETARY OF THE
INTERIOR AND LOCAL GOVERNMENT**

**THE GOVERNOR OF
DAVAO SUR**

THE MAYOR OF QUEZON CITY

CARDS OF HIGH RANKING OFFICIALS

**POLICE DIRECTOR GENERAL
RECAREDO A SARMIENTO II**

POLICE DEPUTY DIRECTOR GENERAL PERCIVAL L ADIONG

Deputy Chf PNP for Administration

POLICE CHIEF SUPT ORVILLE G GABUNA

Regional Director
Recom 9

PERSONAL CARDS

**POLICE DIRECTOR HONESTO P BUMANGLAG
Director, DHRDD**

**POLICE DIRECTOR HONESTO P BUMANGLAG
Director, DHRDD**

CARDS OF HIGH RANKING OFFICIALS

P/CHIEF SUPT MANUEL P PORRAS
Regional Director, Recom 5

P/CHIEF SUPT ROBELITO R COMILANG
Philippine National Police

Superintendent
Philippine National Police

COMMODORE JUAN DE LA CRUZ

Philippine Navy

POLICE FORCES ATTACHE CARDS

P/SR SUPT ENRIQUE S GALANG

Police Attache
Embassy of the Philippines

Paris, France

P/SR SUPT JAIME L DELA CRUZ

Police Attache
Embassy of the Philippines

Taipei

P/SR SUPT QUIN V OSORIO

Police Attache
Embassy of the Philippines

Washington, D.C.

P/CHIEF INSP DECOROSO M MATA

Police Attache
Embassy of the Philippines

Bangkok, Thailand

PERSONAL CARD

EDITO A. ODCHIGUE

P/Sr Supt PNP

P/SUPT and MRS JOSELITO B POMPERADA

WIFE'S CARD

MRS. RUELA F. FABIANA

D-2

**SAMPLE OF INVITATION,
ACCEPTANCE AND
REGRETS CARDS**

Invitation to A Guest of Honor By Note

Dear Mrs. Bayani-

Will you and Congressman Bayani dine with us either Monday, March tenth or Thursday the twentieth at eight o'clock? We want to ask some friends to meet you and hope very much that we may be fortunate enough to find you free on one of these evenings.

Very sincerely,

Nena Cruz

February fifteenth

Dear Mrs. Bayani,

Will you and Congressman Bayani dine with us on Tuesday, sixth of June at eight o'clock.

Hoping so much for the pleasure of having you with us that evening.

Sincerely yours,

Nena Cruz

May twenty-second

Invitation Using Informal Card (Handwritten)

<p>Garden Party</p> <p>Wednesday, July 24th</p> <p>at 5:30 p.m.</p> <p>6818 Connecticut Avenue</p> <p>Chevy Chase, Md.</p> <p>(one mile past Chevy Chase Circle) (Opposite Shepard St.)</p> <p>R.S.V.P. Hu 3-6600 ext 173</p> <p>Informal</p>

<p>Despedida for Mr. and Mrs. Gill McChee</p> <p>Cocktails</p> <p>Thursday, July twenty-fourth</p> <p>6:30-8:30 p.m.</p> <p>6818 Connecticut Avenue</p> <p>R.S.V.P HO 2-1770 OL 6-8433</p> <p>Informal</p>
--

“AT HOME” Invitations

The Chief PNP
and Mrs. Sarmiento II
At Home
Monday, the twelfth of June
Six to eight o'clock

R.S.V.P.
6-66-11
Local 236

Quarters No 1
Camp

The Superintendent of the Philippines National Police Academy
and Mrs. Flores
At Home
Wednesday, the fourth of June
Six to eight o'clock

R.S.V.P.
Cavite 976

Uniform White
Superintendent's Quarters

In honor of Major General & Mrs. Pedro del Mundo
Major General and Mrs. Reynaldo Campos
At Home
Wednesday, June ninth
Six-thirty to eight-thirty o'clock

P/ Chf Supt Ramon Melvin Buenafe

To bid farewell
and to Welcome

P/Sr Supt Amado Clifton Empiso
and Mrs. W.S. Mckinnon

Request the pleasure of the company of
P/Supt & Mrs. Antonio M.Torres

At Cocktails

On Tuesday, 18th of December
at six-thirty o'clock

R.S.V.P.
Ex3-1940
Ext 60

Uniform

To bid farewell

Lieutenant Colonel and Mrs. Y.Y. van Hoover
Request the pleasure of the company of
P/Supt and Mrs. Zosimo S. Magno

At Cocktails

On Monday; October twentieth
at six o'clock
18 Crafton Street
Chevy Chase, Maryland

R.S.V.P.
FE 36930
Ext 239

Informal

To bid farewell to Colonel and Madame Abdul Latief
The Ambassador of the Republic of Indonesia
And Madame Rotowidigdo
Request the honor of the company of
P/SSupt and Mrs. Ruben Cabagnet

At Cocktails

On Tuesday, October ninth
At six to o'clock

R.S.V.P.
Hudson 3-6600 ext

2020 Massachusetts, Avenue, N

To honor The Honorable Renato De Villa
Secretary of National Defense of the Philippines
The Philippine Ambassador and Mrs. Romulo
Request the pleasure of the company of
P/Supt and Mrs. Panfilo M. Ovejas

At a reception

On Thursday, May twenty-third
At six to eight o'clock

R.S.V.P.
Ex3-1940
Ext 0

Uniform

To say good bye
The Ambassador, Republic of Argentina
to the Organization of American States
and Mrs. Eduardo A. Garcia
request the pleasure of the company of
P/Supt and Mrs. Froilan P. Elopra

At Cocktails

on Wednesday, July 30
At six to eight o'clock
Pan America Union

R.S.V.P.
HU3 -5741

The Vice Chief on Naval Operations
and Mrs. Russel
request the pleasure the company of
P/Supt Fernando S. Pace

at a reception

on Saturday, the fourteenth of February
At five- thirty to seven- thirty o'clock

R.S.V.P.
Liberty 5-6700
Extensions 53959

Quarters A
2300 E Street, N.W.

Invitation to afternoon Reception

In honor of
The President of the Republic of the Philippines
And Mrs. Fidel V. Ramos
The Philippine Ambassador and Mrs. Carlos P. Romulo
Request the pleasure of the company of
P/Chf Supt Rex L. Urbano
At a reception

On Thursday, the twenty- eight of January
From five to seven o'clock
The Mayflower Hotel

R.S.V.P.
Social Secretary
Philippine Embassy

Day Clothes

To honor The Speaker Philippines
House of Representatives and Mrs. De Venecia
The Philippine Ambassador and Mrs. Romulo
Request the pleasure of the company of
p/Supt and Mrs. Rodante V Rueda

at a reception

on Monday, December tenth
at six to eight o'clock
3422 Garfield St., N.W.

R.S.V.P.
Hobart 2 -1400 ext 19

The Director of CIS and Mrs. Alinsangan
request the pleasure of the company of
P/Supt and Mrs. Antonio m. Gonzales

at cocktails

on Wednesday, the twenty-second of May
at six-thirty to eight –thirty o'clock
Officers' Club, Camp Crame, Q.C.

Liberty 5-6700
Extension 56497

Service Dress White

To say farewell to Colonel Holman D. Hoover
Foreign Liaison Officer
Major General and Mrs. John M. Willems
request the pleasure of your company

at a reception and buffet supper

on Wednesday, the twenty –seventh of May
at seven thirty o'clock
The officers' Club, Fort Lesley J. Mcmair

R.S.V.P.
Liberty 5-6700
Extension 54772

Uniform
or
Black Tie

To honor Mr. and Mrs. Thomas J. Wason, Jr.
The Philippine Ambassador and Mrs. Romulo
Request the pleasure of the company of

P/Supt Dario L. Gunabe
At Dinner

On Thursday, June twenty –eight
At eight o'clock
Sent Room
Waldorf Astoria

PARTIALLY ENGRAVED INVITATIONS

BOLD LETTRS UNDERSCORED

In honor of
Lieutenant General Alfonso Arellano
Chief of Staff Armed Forces of the Philippines
Lieutenant General and Mrs. Carter B. Magruder
Request the pleasure of your company

At a reception

On Tuesday, the twenty-sixth of November
From six to eight o'clock
The Officers' Club, Fort Lesley J. McMair.

R.S.V.P.
Liberty 5-6700
Extension 54772

Uniform
or
Informal

To bid farewell and to present
Major General and Mrs. J.H. Walsh
The assistant Chief of Staff, Intelligence, USAF
and Mrs. Willard Louise
request the pleasure of the company of

P/CInsp Ephrem Arcilla
at six- thirty o'clock

on Friday, the second of May
Bolling Air Force Base Officers' Club

R.S.V.P.
Liberty 5-6700
Extension 71097

Uniform
or
Informal

TYPES OF SEMI-ENGRAVED INVITATIONS

To Honor, to Meet, to Celebrate, etc.

The Philippine National Police Attache
and Mrs, Carlito B Tabaculder
request the pleasure of the company of

(Persons invited) at (Nature of Affair)
on (Day and Date)

at { Time) o'clock
(Place of Gathering)

R.S.V.P.
(Telephone or Address } (Attire)

NOTE: In this invitation, the place for the social affair and telephone number for the RSVP are already indicated. This is convenient when the official normally holds social affairs in a definite place, and the RSVP is handled by a secretary at a specific telephone number. This is the simplest and the least expensive semi-engraved invitation which can be used by anybody.

In celebration of Korean Army Day
The Ambassador of Korea and Madame Yang
Request the honor of your company

at cocktails

on Tuesday, the second of October
from six until eight o'clock
The Korean Embassy
2320 Massachusetts Avenue

R.S.V.P.
Adams 44112 Informal

The Superintendent
Of the United States Naval Academy
and Mrs. Smedberg
request the pleasure of your company

at Luncheon

on Friday, the seventh of June
nineteen hundred and fifty-seven
at twelve-thirty o'clock

R.S.V.P.
Flag Lieutenant

On the occasion of the National Day
The Ambassador of Thailand and Madame Khoman
Request the pleasure of your company

at a Reception

on June the twenty-fourth
from six-thirty to eight-thirty o'clock

R.S.V.P.
North 7-1849
2390 Tracy Place, N.W.

Terrace Banquet Room
Shoreham Hotel

On the occasion of the National Day
The Ambassador of Thailand and Madame Khoman
Request the pleasure of your company

at a Reception

on June the twenty-fourth
from six-thirty to eight-thirty o'clock

R.S.V.P.
North 7-1849
2390 Tracy Place, N.W.

Terrace Banquet Room
Shoreham Hotel

The Secretary of Defense
Request the pleasure of your company
at a special concert of
The United States Armed Services Joint Symphony
Orchestra under the direction of
Lieutenant Colonel Albert Schoepper,
United States Marine Corps
Commander Charles Brendler, United States Navy
Colonel George S. Howard, United States Air Force
On Thursday, the thirty-first of July
At eight in the evening

R.S.V.P.
Liberty 5-6700
extension 52783
or 52592

In the Event of Rain
the concert will be
performed on the first
of August at the same hour

The Ambassador of the Philippines and Mrs. Romulo
request the pleasure of your company
at the Washington Premiere of
“Bayanihan Folk Arts Troup of the Philippines”
on Wednesday, the eleventh of June
at eight-thirty o'clock
Lisner Auditorium, twenty-first and H Street, N.W.

R.S.V.P.
Hobart 2-1400, Ext. 44

Black Tie

In honor of
The Military, Assistant Military Attaches
Major General and Mrs Robert A. Schow
and
Major General and Mrs G. Van Houton
request the pleasure of your company
at a Retreat Parade
on Sunday, the thirtieth of June
at three forty-five o'clock
followed by a reception at the Officer's Club
Fort Myer, Virginia

R.S.V.P.
Liberty 5-6700
Extension 71097

Uniform
or
Informal

In honor of
The Military Attaches and their Wives
The Chief of Staff of the United States Army
and Mrs. Maxwell D. Taylor
request the pleasure of your company
at a reception
on Thursday, the seventh of February
from half past six until half past eight o'clock
The Officers' Club, Fort Myer, Virginia

R.S.V.P.
Liberty 5-6700
Extension 71097

Uniform
or
Informal

In honor of
The Military Attaches and Assistant Attaches
From Africa, Asia and the Pacific Ocean Area
Major General and Mrs. Robert A. Ichow
request the pleasure of your company

at a Supper Dance

on Friday the fifth of October
at eight o'clock
The Officers' Club Fort Myers Van

R.S.V.P.
Liberty 5-6700
Extension 71097

Uniform
or
Informal

In celebration of the
Tenth Anniversary of Korea Independence Day
The Ambassador of Korea and Madame Yang
Request the honor of your company

at the reception

on Friday, the fifteenth of August
from six-thirty until eight-thirty o'clock
The Korean Embassy
2320 Massachusetts Avenue

R.S.V.P.
Social Secretary

Informal

THE INVITATION

General Carlos P. Romulo
and the Board of Governors
of the Philippine Association
request the honor of your presence
at a dinner commemorating

The Fifteenth Anniversary

of the
Fall of Bataan and Corregidor
on Monday, May sixth
at eight o'clock
Grand Ball room

R.S.V.P.

Black Tie

Invitation to a Formal Dinner with RSVP Card Enclosed

(Separate Card)

Kindly report to

General Carlos P. Romulo

Philippine Association
Suite 316, 1025 Connecticut Avenue, N.Y.
Washington, 6, D.C.

In celebration of the Brazilian Air Force Day
 The Air Attache Brigadier General
 Ignacio de Loyola Daher
 The Assistant Air Attache and Mrs. Martino C Santos
 The Chief of the Brazilian Aeronotical Commision
 and Mrs. Jose Arellano dos Paseos
 request the pleasure of your company

at a buffet dinner

on Tuesday, the twenty-third of October
 at eight o'clock
 Officers's Club, Bolling Air Force Base

R.S.V.P.
 Columbia 5-6700

Informal

The President of the Republic of the Philippines
 And Mrs Fidel V. ramos
 Request the pleasure of the company of

Pol Dep Dir Gen Agerico N. Kagaoan

on Friday evening, the fourteenth of June
 at half after ten o'clock
 The Pan American Uninon

R.S.V.P.
 Philippine Embassy
 1617 Massachusetts Avenue

White Tie

In honor of the Secretary of Foreign Affairs of the
 Philippines
 and

The Ambassador of the Philippine and Mrs Romulo
 request the honor of the company of
 Pol Dep Dir Gen and Mrs. Romeo O. Odi

at a Reception

on Friday, the fifth of June
 at ten o'clock
 Grand Ball room, Mayflower Hotel

R.S.V.P.
 2201 R Street, N.W.
 1617 Massachusetts Avenue

White Tie
 White Tie

D-3

GLASSES USED IN SOCIALS

D-4

SEATING ARRANGEMENTS