



MEMORANDUM

TO : See Distribution

FROM : TCDS

SUBJECT : **Retirement Honors for PLTGEN**

DATE : (No Date)

← 1/4" → 1. References:

- ← 1/2" → a. General Order No. 1951 dated September 22, 2013; and
- ← 3/4" → b. LOI Salamat Kapatid dated April 1, 2001.

2. **PLTGEN**, TDCO will optionally retire from the police service on May 21, 2020. Hence, retirement honors will be rendered to him during the Flag Lowering Ceremony on May 22, 2020 (Friday) at 4:00 PM in front of the NHQ, PNP Bldg.


3. In this regard, the following are enjoined to attend the retirement honors for **PLTGEN**:

- a. PNP Command Group;
- b. D-Staff, Deputies and Ex-Os;
- c. Dirs, Deputies and CDS, NSUs;
- d. IG, IAS;
- e. C, FED; C, SAGSD; C, NOC; C, PIO and C, HRAO; and
- f. PCOs, PNCOs, and NUPs from OTDCO.

← 1/2" → 4. Tasks:

← 3/4" → a. **ODCO**

- 1) Provide the Office Symbol for the Turn-over of Office in case it will be held simultaneously on the same date;
- 2) Prepare the giveaways for the guest during the testimonial dinner;
- 3) Prepare the guest list and invitation, in coordination with DPRM;
- 4) Prepare the Program for the Testimonial Dinner;
- 5) Direct Chief Clerk of OTDCO and two other PNCOs; and

Certified True Copy from the Original

DAWANI MAE S. JOAQUIN
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTDCDS
JUN 13 2022

ANNEX "D2"
Guidelines on the Standard Preparation
Of PNP Communications

6) Perform other tasks as directed.

b. OTCDS

← 1" →

1) Designate one action PCO;

2) Provide four ushers/usherettes;

3) In charge of the protocol and seating arrangement; and

4) Perform other tasks as directed.

c. DPRM

1) Designated OPR for the activity;

2) Coordinate with TDCO for other details of the retirement honors;

3) Prepare the program for the retirement ceremony including the Turn-Over of Office of TDCO, in case it will be held simultaneously on the same date, in coordination with OTDCO;

4) Detail Police Host for the honoree's arrival honors in coordination with TDCO for the preferred Officer;

5) Provide appropriate awards and medals for the honoree;

6) Provide streamers for the Retirement Ceremony and Turn-Over of Office of TDCO, in case it will be held simultaneously on the same date, to be displayed at the PNP Heritage Park and at the PNP Multi-Purpose Center;

7) Plan for the Turn-over of Office of TDCO if it will be held simultaneously on the same date;

8) Detail parading elements for the retirement honors of PLTGEN ..., in coordination with DHRDD and HSS. Ensure their attendance during the rehearsals and actual ceremony;

9) Plan the activity, including coordinating conference/s to iron out respective tasking of offices/units and thresh out possible problems for the successful conduct of the activity;

10) Prepare the seating arrangement in front of the NHQ, PNP Bldg and at the MPC, in case of inclement weather, in coordination with SDS;

11) Supervise the rehearsals and ; and

12) Perform other tasks as directed. Certified True Copy from the Original


DAWANI MAE S. JOAQUIN
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCDS

JUN 13 2022

ANNEX "D2"
Guidelines on the Standard Preparation
Of PNP Communications

d. **DPCR**

- 1) Prepare the narration for PLTGEN to be read by the emcee during the trooping the line in coordination with ADMO, OTDCO;
- 2) Prepare mobile van to cover the retirement ceremony; and
- 3) Perform other tasks as directed.

e. **DC**

- 1) Provide fund support for the activity; and
- 2) Perform other tasks as directed.

f. **DHRDD**

- 1) Designated OPR for the retirement of PNP Badge;
- 2) Prepare the script for the retirement of PNP Badge of Honor to be read during the ceremony;
- 3) Ensure that the retirement ceremony is; and
- 4) Perform other tasks as directed.

g. **DL**

- 1) Provide memento (gallery of awards) for the honoree;
- 2) Provide Command Gift for the honoree;
- 3) Provide bouquet of; and
- 4) Perform other tasks as directed.

h. **HSS**

- 1) In charge of the physical arrangement of the venue;
- 2) Provide podium, chairs, and tent in front of NHQ, PNP Bldg;
- 3) Provide movable steel pole for the lowering of personal flag in front of the NHQ PNP Bldg.;
- 4) Provide parking areas for guests/visitors of the honoree;
- 5) Coordinate with OTDCO for the preferred catering of TDCO to provide dinner good for 400 persons to be served at the MPC, chargeable against Agency Reserve Fund;
- 6) Provide snacks good for 50 persons to be served at the Star Officers' Lounge while waiting for the start of the ceremony chargeable against Agency Reserved Fund;

Certified True Copy from the Original

Dawani Mae S. Joaquin
DAWANI MAE S. JOAQUIN
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTDCS

JUN 13 2022

ANNEX "D2"
Guidelines on the Standard Preparation
Of PNP Communications

- 7) Coordinate with OTDCO for the preparation of the;
 - 8) Install PAS at the NHQ, PNP Bldg. and at the MPC;
 - 9) Provide wireless microphone for the; and
 - 10) Perform other tasks as directed.
- i. **CES**
- 1) Assist HSS in the operation of PAS; and
 - 2) Perform other tasks as directed.
- j. **CHS**
- 1) Detail Chaplain to render invocation during the retirement ceremony and to officiate the mass at the ...; and
 - 2) Perform other tasks as directed.
- k. **PIO**
- 1) Designate emcees for the retirement ceremony and testimonial dinner;
 - 2) Provide video/photo coverage; and
 - 3) Perform other tasks as directed.
5. Coordinating Instructions:
- a. Uniform: Honoree and Police Host - Ceremonial Blue
PCOs, PNCOs, and NUPs - Uniform of the Day
 - b. Detailed Emcees are required to attend the scheduled rehearsals;
 - c. In case of inclement weather, Plan "B" will be held at the MPC; and
 - d. Lateral coordination is highly encouraged.

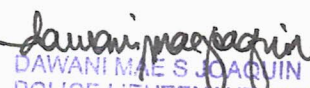
<NAME>
Police Lieutenant General

Distribution:
D-Staff
D, NSUs (Crime-based)

Copy Furnished:
Command Group

Certified True Copy from the Original

JUN 13 2022


DAWANI MAE S JOAQUIN
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCDS