



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

EOD/K9(EODMTD)-241227-52

JUN 30 2025

MEMORANDUM CIRCULAR

No.: 2025-025

GUIDELINES AND PROCEDURES IN THE PROPER HANDLING, DISPOSITION, AND DISPOSAL OF EXPLOSIVE ORDNANCE AND IMPROVISED EXPLOSIVE DEVICE MATERIALS USED FOR TRAINING AND DEMONSTRATION PURPOSES

1. REFERENCES:

- a. Rules and Regulations Governing the Administration and Enforcement of Presidential Decree 1866 entitled, "Codifying the Laws on Illegal/Unlawful Possession, Manufacture, Dealing in, Acquisition or Disposition, of Firearms, Ammunition or Explosives or Instruments used in the Manufacture of Firearms, Ammunition or Explosives, and Imposing Stiffer Penalties for Certain Violations thereof and for Relevant Purposes" dated June 29, 1983 as amended by Republic Act (RA) No. 8294 dated June 6, 1997 and further amended by RA No. 9516 dated December 22, 2008;
- b. Implementing Rules and Regulations (IRR) of RA No. 9516 Governing Controlled Chemicals approved by the CPNP dated June 9, 2016;
- c. PNP Memorandum Circular (MC) No. 2012- 009 entitled, "Procedures for the Handling of Explosives and Explosives Ingredients for all PNP Units and Industry Stakeholders" dated September 11, 2012; and
- d. PNP-EOD/K9 Group SOP No. 2023-01 entitled, "Standard Operating Procedures in response to Explosive Related Incidents (ExRIs) and Chemical, Biological, Radiological, Nuclear (CBRN) Related Incidents.

2. RATIONALE:

This MC prescribes the guidelines and procedures in the proper handling, disposition, and disposal of Explosive Ordnance (EO) and Improvised Explosive Device (IED) used in training and demonstration purposes to mitigate the risks associated with EO and IED materials while promoting safe and effective training and demonstration.

3. SITUATION:

The recent incidents involving the discovery and recovery of explosive components/materials and devices used in training and demonstration purposes had compromised the safety and security of Camp BGen Rafael T Crame, Quezon City.



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The inadequate security guidelines and procedures in the proper storage, handling, disposition, and disposal of said materials resulted in the inadvertent misplacement after the training/demonstration. Consequently, when these EO and IED training materials are discovered outside their designated areas, they could cause panic, raise security concerns, and create chaos and fear in the entire camp.

4. SCOPE:

This MC applies to all PNP offices/units and training institutions involved in the proper handling, disposition, and disposal of EO and IED materials used for training and demonstration purposes.

5. PURPOSES:

a. General:

- 1) To establish and prescribe the guidelines and procedures on the proper handling, disposition, and disposal of EO and IED materials used for training and demonstration purposes;
- 2) To mitigate the risks associated with EO and IED materials while promoting safe and effective training and demonstration purposes; and
- 3) To avoid related incidents regarding the improper handling, disposition, and disposal of EO and IED materials used for training and demonstration purposes.

b. Specific:

- 1) To provide clear and standardized guidelines and procedures that will ensure the safe handling, secure storage, proper disposition, and disposal of EO and IED materials used for training and demonstrations;
- 2) To prohibit unauthorized PNP personnel to keep or take custody of any EO or IED training materials;
- 3) To direct all PNP personnel to turn over or surrender all EO and IED materials to authorized personnel for proper disposition;
- 4) To ensure proper turnover and surrender of all EO and IED materials to the EOD/K9 Group Office and/or its field units; and
- 5) To ensure proper and strict observance in collaboration with Department of Environment and Natural Resources, Bureau of Fire Protection, and local government unit concerned for the proper

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identification of disposal sites to avoid the incident that occurred in Zamboanga City on July 9, 2024.

6. DEFINITION OF TERMS:

The following terms or words and phrases shall mean or be understood as follows:

- a. **Amnesty Box** – a container or collection point where trainees/participants can deposit any remaining ammunition or training aids at the end of a training and demonstration session. This is often done to ensure that all materials are accounted for and to prevent any loss or theft of equipment.
- b. **Disposal** – a process of eliminating unwanted EO and IED training materials by burning and detonation.
- c. **EO and IED Materials** – explosives ordnance, IED materials, components, or mock-ups used for training and demonstration.
- d. **EOD Mobile Training Team** – a specialized unit within the PNP that provides EOD and related training to personnel in various locations.
- e. **EOD Qualified Personnel** – personnel who have been specially trained to handle, disarm, and dispose of explosive ordnance, including bombs, IEDs, and other hazardous explosive materials.
- f. **EOD Range Officer (ERO)** – an EOD qualified personnel responsible for the safe conduct of activity on the range during training, demonstrations, and other related activities.
- g. **EOD Range Safety Officer (ERSO)** – an EOD qualified personnel responsible for the conduct of range inspections and enforcement of range rules and regulations.
- h. **Explosive Control Officer (ECO)** – an EOD qualified personnel who is responsible for providing technical support and ensuring the proper handling, disposition, and disposal of all EO and IED materials.
- i. **Explosive Ordnance (EO)** – bombs, warheads, guided and ballistic missiles, artillery, mortars, rockets, grenades and small arms ammunition, mines, torpedoes, depth charges, pyrotechnics, clusters and dispensers, cartridges, propellant actuating devices, electro explosive devices, clandestine and improvised explosive devices, all similar or related items or components containing explosives, propellants, nuclear fission, fusion materials, biological and chemical agents.

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- j. Explosive Ordnance Disposal (EOD) – the detection, identification, field evaluation, rendering-safe, recovery, and final disposal of Unexploded Explosive Ordnance (UXO). It may also include the rendering safe and/or disposal of explosive ordnance, which has become hazardous, by damage or deterioration, especially when such disposal requires procedures or equipment, which exceed the normal requirement for routine disposal.
- k. Improvised Explosive Device (IED) – a homemade device consisting of explosives/incendiary and firing components to initiate an explosion.
- l. Inert – EO and IED materials that do not contain any explosive component.
- m. Personal Protective Equipment (PPE) – the equipment worn in order to provide protection against hazardous substances or environments.
- n. Responsible Supply Police Non-Commissioned Officer (RSPNCO) – an EOD qualified/eligible PNCO as approved by the unit head who shall assist the Supply Accountable Officer (SAO) in performing functions for property custodianship.
- o. Serviceable Explosive Ordnance – materials or devices that contain explosives and have capability to explode.
- p. Subject Matter Expert (SME) – an EOD qualified personnel who is a deemed expert and has mastery of a specific subject with Instructors Certification Accreditation from Philippine National Police Training Service (PNPTS).
- q. Unserviceable Explosive Ordnance – materials or devices that do not contain explosive and have no capability to explode. This contains inert and cut away ordnance.

7. GUIDELINES AND PROCEDURES:

This MC aims to provide clear guidelines and procedures in the proper handling, disposition, and disposal of EO and IED materials that are used before, during, and after every training and demonstration. These materials pose inherent risks and their proper management is critical to ensure the safety of personnel and the public.

a. Guidelines:

Handling EO and IED materials used for training and demonstrations requires protocol to ensure safety and strict adherence to legal and regulatory requirements. Hence, the following must be strictly observed:

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- 1) All EO and IED materials used for training and demonstrations must be labeled in **"Sky Blue"** color. This color serves as a universally recognized indicator that the item is for training and demonstration purposes only. The label shall be positioned at the center portion of the EO and IED materials, covering at least two centimeters in height and five centimeters in length, and prominently marked with **"FOR TRAINING PURPOSES ONLY"** or **"INERT"** in legible black letters. It should be affixed securely to the device where it cannot be easily removed and must be durable and weather-resistant to ensure longevity and visibility throughout the training and demonstration.
- 2) All EO used for training and demonstration, such as inert shells or explosive devices, must have a visible hole drilled or made in the ordnance to indicate that it is purely inert and cannot function as an active explosive. This hole should be clearly visible and easily identifiable by handlers.
- 3) All EO and IED materials used for training and demonstration must be stored in a secured, restricted area, well-ventilated, locked, and with limited access to authorized personnel only.
- 4) All EO and IED materials used for training and demonstration must be stored separately from serviceable explosives to prevent any confusion and to ensure safe handling.
- 5) Keeping or possession of unused or remaining explosives after the training and demonstration is strictly prohibited.
- 6) Designated ECO/EOD qualified personnel involved in the transport of EO and IED materials used for training and demonstrations to and from the training/demonstration site must be covered with Letter Order indicating its purpose and authority from the issuing office/unit.
- 7) The inventory record book must always be ready for inspection and shall be included in the reports provided by the RSPNCO at the end of every activity.

b. Procedures:

These procedures shall apply before, during, and after the training/demonstration, and the proper Disposal of all EO and IED materials.

1) Before:

- a) The EOD Mobile Training Team shall identify and submit the list of explosive requirements and EO and IED training materials to the RSPNCO.

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- b) The designated Lead Instructor shall supervise the conduct of inventory and inspection of all EO and IED materials withdrawn from the RSPNCO.
- c) The ECO/EOD qualified personnel shall ensure that all EO and IED materials are safe, properly inspected, and securely transported to and from the training/demonstration site. Blasting caps/detonators or primary high explosives must be transported in separate vehicles.
- d) The transport vehicle must be equipped with emergency response kits (fire extinguishers, first aid supplies) and communication tools/equipment and must comply with the approved IRR on Controlled Chemicals of RA 9516 dated June 9, 2016.
- e) The ECO/EOD qualified personnel shall ensure that all EO and IED materials are confined in the designated and secured storage areas away from unauthorized personnel prior to the start of the training/demonstration.

2) During:

- a) The designated ERO, ERSO, and ECO/EOD qualified personnel shall supervise the safe usage and utilization of EO and IED materials in all training, demonstrations, and other related activities. They are also responsible in ensuring the proper use of PPE and strict adherence to safety protocols.
- b) The ERSO shall conduct an initial briefing to all the participants pertaining to range activity, safety procedures, and emergency protocols when handling training/demonstration materials and shall likewise prohibit the access of unauthorized personnel at the training range and demonstration site.
- c) The ERO shall conduct video recording during the conduct of initial briefing to the participants, training, and demonstration at the training range and demonstration site.
- d) The ECO/EOD qualified personnel and training staff shall ensure the safe use of EO and IED materials during the actual training/demonstration and other related activities.
- e) In the conduct of explosive demonstrations, the ERSO shall ensure that they are carried out in a controlled environment and properly supervised by ERO.
- f) The ERO shall ensure the use of appropriate tools to prevent accidents or damage to the training/demonstration materials.

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- g) Any safety issues, accidents, or near-misses during the training and demonstration must be documented and immediately reported to the designated ERSO and ERO. An investigation should be conducted to determine the cause of the incident and to apply appropriate administrative sanctions if warranted.

3) After:

- a) The ERSO shall conduct a debriefing to discuss the recently concluded training/demonstration exercises, its effectiveness, safety procedures, and any incidents that occurred. This allows for improvements in future training/demonstration activities.
- b) The ECO/EOD qualified personnel and training staff shall conduct a detailed inspection and to document the degree of damage or deterioration of all EO and IED materials.
- c) The ECO/EOD qualified personnel and training staff shall ensure that all EO and IED materials are safely deactivated, accounted for, and turned over to the RSPNCO for proper disposition.
- d) The training staff shall properly turn over the dilapidated EO and IED materials to the designated ECO and shall be placed in the Amnesty Box for proper disposal.
- e) The ECO/EOD qualified personnel and training staff shall conduct a final walk-through at the training/demonstration site purposely for clearing operation.

4) Disposal:

- a) The ERSO shall supervise the conduct of identification, sorting, and segregation of all EO and IED materials in the Amnesty Box prior the disposal.
- b) All EO and IED materials subject for disposal must be brought to the designated disposal site by the training staff. Non-explosive materials must be disposed through burning while explosive materials shall be disposed through burning or detonation (PNP MC No. 2012-009 para 12-C and D).
- (1) Burning Procedure – Explosives shall not be burned in a large dump form because of danger of detonation. Explosive other than initiating explosives may be burned in beds not more than three inches deep. Parallel beds of explosives prepared for burning shall be separated by not less than 150 feet. Burning shall not be repeated within 24 hours unless the burning area has been soaked with water.

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- (2) Detonation Procedure - Explosives shall be detonated in a pit not less than four feet deep covered with not less than two feet of earth. Detonation of explosives may be done without using a pit if the detonation area is remote from inhabited buildings, public highways, and storage areas.
- c) The training staff shall conduct a final walk-through to ensure that no debris, fragments or any hazardous materials are left at the disposal site.
- d) The OPR shall submit an After Disposal Operation Report to Higher Headquarters.

8. RESPONSIBILITIES:

a. DO

- 1) Oversee and monitor the overall implementation of this MC;
- 2) Ensure strict observance of the guidelines and procedures in the conduct of all explosive demonstrations;
- 3) Maintain the copies of After Disposal Operations Reports; and
- 4) Perform other tasks as directed.

b. DI

- 1) Provide intelligence support in relation to the implementation of this MC;
- 2) Direct the Philippine Bomb Data Center (PBDC) to provide technical intelligence;
- 3) PBDC to maintain database of trained personnel on Basic Explosive Ordnance Disposal and Bomb Technician Course and other similar training;
- 4) PBDC personnel to monitor all military explosives before, during, and after the training and prior disposal of unused military explosives; and
- 5) Perform other tasks as directed.

c. DL

- 1) Provide the necessary logistical support in the implementation of this MC; and
- 2) Perform other tasks as directed.

d. DC

- 1) Provide the necessary fund support in the implementation of this MC; and

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- 2) Perform other tasks as directed.
- e. DIDM**
- 1) Provide investigative support in relation to the implementation of this MC; and
 - 2) Perform other tasks as directed.
- f. DHRDD**
- 1) Ensure strict observance of the guidelines and procedures in the conduct of explosive-related training to all PNP training institutions and PROs; and
 - 2) Perform other tasks as directed.
- g. HSS**
- 1) Ensure that this MC is strictly implemented within and outside the vicinity of Camp BGen Rafael T Crame; and
 - 2) Perform other tasks as directed.
- h. CSG**
- 1) Facilitate the issuance of special permits to purchase and move explosive ingredients for training, demonstrations, and disposal;
 - 2) Monitor all unused commercial explosive before, during, and after the training and prior disposal of unused commercial explosives; and
 - 3) Perform other tasks as directed.
- i. HS**
- 1) Perform mandated function particularly in the event of unforeseen incidents during training and demonstration; and
 - 2) Perform other tasks as directed
- j. PNP-EOD/K9 Group**
- 1) Ensure the strict implementation of this MC;
 - 2) Provide SME and EOD qualified personnel to all PNP units and training institutions conducting explosive-related training/demonstrations; and
 - 3) Perform other tasks as directed.
- k. PROs**
- 1) Ensure that this MC is strictly implemented within the vicinity of respective camps; and
 - 2) Perform other tasks as directed.

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I. All PNP Offices/Units and Training Institutions

- 1) Strictly abide with the guidelines and procedures set forth by this MC;
- 2) Request SME from PNP-EOD/K9 Group for the conduct of EO and IED-related training/demonstrations; and
- 3) Perform other tasks as directed.

9. PENALTY CLAUSE:

Any violation of this MC shall be ground for administrative/disciplinary action under NMC 2016-002 entitled, "Revised Rules of Procedures before the Administrative Disciplinary Authorities and the Internal Affairs Service of the Philippine National Police".

10. REPEALING CLAUSE:

This MC amends, repeals, and rescinds all existing PNP issuances in conflict hereof.

11. EFFECTIVITY:

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



[Signature]
NICOLAS D TORRE III
 Police General
 Chief, PNP

Attachments:
Process Flowchart - Annex "A"

- Distribution:
- Command Group
 - IG, IAS
 - Cmdr, APCs
 - D-Staff
 - P-Staff
 - Ds, NSUs
 - RDs, PROs
 - DDs, NCRPO
 - OIC, SPA to the SILG



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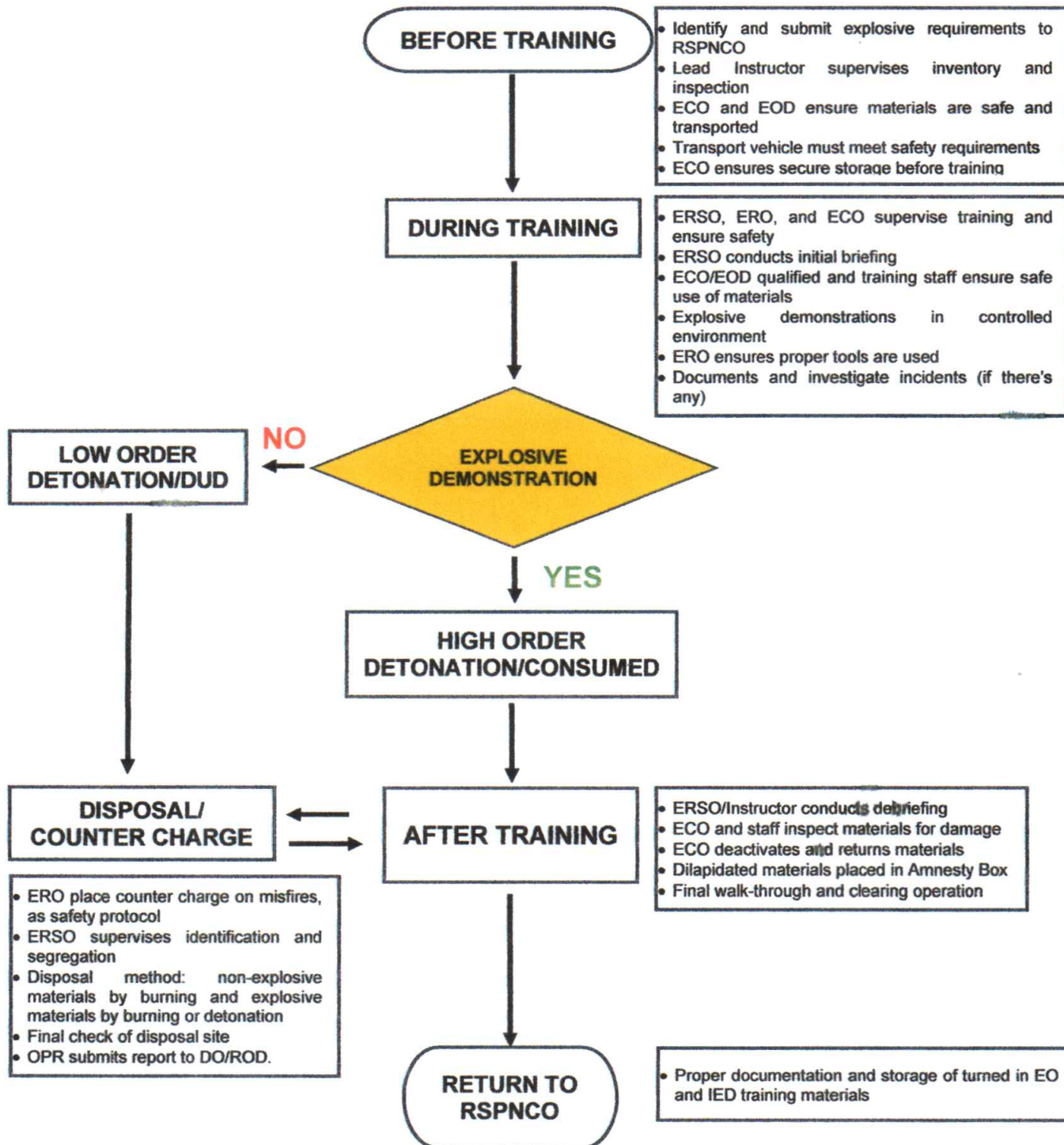
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PROCESS FLOW CHART



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