

**[ PNP CIRCULAR NO. 2010-011, July 29, 2010 ]**

**USE OF THE PNP TRANSFORMATION OVAL**

**1. PURPOSE:**

This Circular prescribes the policies and procedures to be followed in the use of the PNP Transformation Oval.

**2. GENERAL:**

The PNP Transformation Oval is ours. The PNP declares it a "Sacred Ground" that represents the common virtues and values among Police Officers. As such, the Oval shall be used with utmost regard and respect for the enjoyment of all PNP personnel including their dependents and guests. It consist of the rubberized track oval, the path walk, grandstand, parade ground, parking area, garden and trees. Everybody is obliged to properly use it and take good care of its different facilities. It is everybody's responsibility to keep it clean and green – conducive for all sorts of activities and events.

**3. SCOPE:**

This PNP Circular covers all PNP personnel and their dependents and other duly authorized individuals/organizations and the whole area of the PNP Transformation Oval.

**4. ADMINISTRATION AND CONTROL:**

a. The whole area of the PNP Transformation Oval shall be managed by Headquarters Support Service under the supervision of The Deputy Chief PNP for Administration (TDCA) with the Deputy Director for Administration (DDA), HSS as the Action Officer;

b. The Director, HSS may formulate rules, policies, procedures and office memorandum relating to administrative matters within the context of the PNP Transformation Oval use; and

c. It shall render monthly report relevant to all activities undertaken within the premises of the PNP Transformation Oval to the Deputy Chief PNP for Administration.

**5. POLICIES:**

To ensure its long-term and sustainable use, the following policies shall govern the use of the PNP Transformation Oval.

a. The PNP Transformation Oval shall not be used for purposes other than for athletic activities and sporting events, parades, meetings, visitors parking and other activities or gatherings as may be authorized;

b. The PNP Transformation Oval shall be opened daily from 5:00 o'clock in the morning and closed at 8:00 o'clock in the evening except Saturdays, Sundays and Holidays which shall be closed at 5:00 o'clock in the afternoon or as directed by proper authority;

c. Users of any facility shall be held personally responsible for any damage caused by their own negligence, fault or abuse in their use. They shall make the repair or pay for the damage.

d. Persons visiting/using the area shall secure their own belongings/valuables to avoid losses and the PNP shall not be liable for any losses;

e. Boisterous, disorderly conduct or use of profane language shall not be tolerated in the area and shall be sufficient cause for expulsion from the premises;

f. Pets are not allowed at all times during special occasion as authorized by appropriate authority;

g. Persons using the PNP Transformation Oval shall at all times be dressed in appropriate athletic attire and no wearing of slippers and skimpy/indecent clothing;

h. The whole PNP Transformation Oval area is declared a Smoke Free Zone, hence, smoking is not allowed at all times;

i. No bills, signs, streamers or banners may be attached to the trees, light poles and grandstand stairs, stage and posts. Signs, frames, banners and other forms of advertising may only be posted adjacent to the approved event and not to be raised in other areas;

j. Freestanding signs must be secured and safe, and no larger than 4 x 4 feet. No signs causing ground penetration are permitted without prior approval from the HSS;

k. Food and beverages may be taken in at the approved or designated areas by HSS; and

l. Cleanliness shall be maintained at all times and wastes/litters shall be disposed in the garbage bins.

## **6. PROCEDURES:**

a. The use of any PNP Transformation Oval facilities shall be at the discretion of the Director, HSS as directed by higher authority.

b. Request for the use of said facility shall be made in writing and submitted to the Director, HSS for approval at least seven (7) working days before the scheduled date of use. Any request submitted less than seven (7) days shall not be entertained. It shall be complete with all the details of the event and contact person/s responsible for the scheduled activities. Upon approval of the request by the HSS, an official confirmation shall be provided. Copy of this approval must be on site at all times. However, any request granted is still subject to cancellation due to exigencies of the service.