

**[PNP MEMORANDUM CIRCULAR NO. 2005-005,
May 13, 2005]**

**GUIDELINES AND PROCEDURES GOVERNING THE GRANT OF
SPECIAL PROMOTION TO PNP UNIFORMED PERSONNEL**

I. REFERENCES:

- a. Section 33 of Republic Act No. 8551 (Tab "A");
- b. NAPOLCOM Memorandum Circular No. 98-012 (Tab "B")
- c. NAPOLCOM Memorandum Circular No. 98-03 (Tab "C"); and
- d. NAPOLCOM Memorandum Circular No. 93-018 (Tab "D").

2. APPLICABILITY:

This Circular applies to all uniformed personnel of the Philippine National Police.

3. OBJECTIVES:

This Circular aims to:

- a. Establish guidelines and procedures in the submission, processing, and evaluation of applications/recommendations for special promotion of PNP uniformed personnel;
- b. Enable the PNP Special Promotions, Awards and Decorations Board to evaluate properly and objectively all applications for special promotion;
- c. Inspire and promote the spirit of heroism, dedication, hard work, devotion to duty, and active involvement in public service of other PNP uniformed personnel;
- d. Ensure fairness and consistency in the grant of special promotion or appropriate award to deserving, PNP uniformed personnel and institutionalize the spirit of prompt recognition;
- e. Provide a policy for the grant of special promotion or appropriate award to PNP uniformed personnel provided for under Section 33 of RA 8551, as validated by NAPOLCOM Memo Circular No. 98-012.

4. DEFINITION OF TERMS:

- a. *Special promotion* - is a promotion to the next higher rank or position as provided for under Section 33 of RA 8551, validated by NAPOLCOM Memo Circular No. 98-012 and satisfies the criteria set forth by this Circular.
- b. *Promotion* - is the conferment to the next higher rank with the corresponding increase in salary and pay.
- c. *Personal bravery* - extreme courage or resoluteness manifested by a specific person while, alone or together with his group or association, tackling a physically existing danger, risk or difficulty.
- d. *Courage* - the most general terms, indicating fearlessness and determination, whether physical, mental, or moral, against a wide range of difficulties or dangers.

- e. *Fearlessness* - a term similar to bravery, but less commonly used.
- f. *Nerve* - coolness and steadiness, sometimes with the suggestion of calculated risk-taking.
- g. *Guts* - a widely used slang term suggesting boldness or fortitude when faced with a difficult or potentially dangerous situation.
- h. *Self-sacrifice* - giving up of personal interest for a higher sense of duty in order to benefit others. It is synonymous to altruism, selflessness, self-denial and martyrdom.
- i. *Above and beyond the call of duty* - the voluntary, conscientious, civic and . legally interfering undertaking that is not demanded anymore by a police officer's basic tasks. It is characterized by the demand of necessity to save life and property and implored by one's sense of righteousness. At times, this undertaking maybe complementary to an existing activity performed by another person, group or agency. Nonetheless, its value does not diminish in anyway.
- j. *Conspicuous* - visible, obvious, striking, prominent and distinct.
- k. *More than ordinary hazardous service* - act done characterized by the presence of an extremely dangerous situation that is threat to life and limb.
- l. *Involving risk of life so extraordinary* - a life and death threatening situation in an actual confrontation or encounter with armed lawless elements. Risk should be real, definite and tangible.
- m. *Act of heroism or heroic act*-the acts of conspicuous courage and gallantry at the risk of his/her life above and beyond the call of duty.

5. BASIS FOR SPECIAL PROMOTION:

The legal basis for the grant of special promotion to PNP uniformed personnel is provided in Section 38 (b) of RA 6975 as amended by Section 33 of RA 8551. The amended provision states that;

"A uniformed member of the PNP who has exhibited acts of conspicuous courage and gallantry, at the risk of his/her life above and beyond the call of duty, shall be promoted to the next higher rank; Provided, that such acts shall be validated by the Commission based on the established criteria."

Further, NAPOLCOM Memo Circular No. 98-012 prescribes two (2) validated acts of conspicuous courage and gallantry, as hereunder enumerated:

1. A deed of personal bravery and self-sacrifice above and beyond the call duty of a PNP uniformed personnel so conspicuous as to distinguish himself clearly above his comrades in the performance of more than ordinary hazardous service; or
2. An act of heroism exhibited in the face of an armed enemy so notable and involving a risk of life so extraordinary as to set him apart from his comrades.

6. GOVERNING PRINCIPLES:

The following principles shall guide the processing of special promotion of all PNP uniformed personnel:

- a. To be fully effective, the grant of special promotion or award should be timely. It is highly desirable that a recommendation be coursed through proper channels and acted upon as quickly as possible. If circumstances preclude the submission of a completely documented recommendation, it is best to submit immediately what is

on hand, with the information that additional data/information are to be submitted later. Action by intermediate offices/board and the final approving authority shall be expeditious.

b. To preclude the occurrence of a double promotion or award on account of a single accomplishment by a PNP uniformed personnel who had earlier been specially promoted, the Board shall determine whether or not the heroic feat or accomplishment for consideration was made as the basis of previous promotion.

c. Grantees of special promotion without the appropriate eligibility and education requirement shall be extended temporary appointment, renewable every year until such time that he shall have acquired the appropriate eligibility and/or undergone the required educational attainment.

d. No special promotion shall be granted to PNP uniformed personnel holding temporary appointment unless and until his/her appointment is made permanent. No special promotion maybe granted on account of an administrative accomplishment.

e. Experience and training requirements shall not apply in the grant of special promotion.

f. A PNP uniformed personnel who was already promoted on a regular basis and pending recommendation for special promotion in his/her previous rank and if so qualified under para 5 above, the said personnel shall instead be considered for the highest Possible award and his seniority be adjusted upward by as many files as the Board may determine in the PNP Seniority Lineal list.

g. A motion for reconsideration may be filed by the nominee to the SPADB within fifteen (15) days upon receipt of the Notice of Decision if he believes that the decision is adverse. The SPADB subsequent decision on the motion for reconsideration shall be appealable to the Chief, PNP within fifteen (15) days and the decision on the matter shall be final and executory.

7. PROCEDURES GOVERNING THE PROCESSING OF RECOMMENDATION FOR SPECIAL PROMOTION:

a. Chiefs of Police, PPMG Directors and NSU Provincial Officers shall, within 15 days for the occurrence of the heroic act, submit the appropriate After Operation Report along with the recommendation and complete supporting documents, to their Provincial Directors and NSU Regional Officers, respectively.

b. Provincial Directors, and NSU Regional Officers shall initially process and evaluate the After Operations Report submitted by their respective Chiefs Of Police, PPMG Directors, and NSU Provincial Officers. Within 15 days they shall submit their own report and recommendation to the Regional Directors and NSU Directors.

c. Regional Directors and NSU Directors shall upon receipt of the report from Provincial Directors and NSU Regional Officers, shall direct the Chairman, Regional SPADB and NSU SPADB to convene and process/evaluate the former's report/recommendation. If the Regional SPADB or NSU SPADB determines that the accomplishment only merits an award lower than the Medalya ng Katapangan, they shall recommend such finding to their respective Directors. An approved RESOLUTION is necessary prior to the issuance of orders. If, on the other hand, the Regional SPADB or NSU SPADB determines that the accomplishment of the nominees merit an award of the Medalya ng Katapangan or higher or the accomplishment merits to be recommended for special promotion, it shall then recommend as such to the Regional Director and NSU Director. A duly endorsed RESOLUTION is necessary prior to its submission to the SPADB. The Regional SPADB and NSU SPADB shall complete this entire process within 15 days.