



Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION

NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

DEC 30 2011

MEMORANDUM

CIRCULAR NO. 2011-028

SUBJECT : Revised PNP's Policy on Salute

TO : All Concerned

1. REFERENCES:

- a. PNP Manual on Drills, Ceremonies and Protocol & Social Usage;
- b. PNP Ethical Doctrine;
- c. PNP Related Laws and Standing Memorandum Circulars; and
- d. Memorandum Circular No. 2006-015 re PNP's Policy on Salute.

2. RATIONALE:

Salute is the most important form of military and police courtesy. It is executed by raising the right hand smartly until the tip of the forefinger touches the right eyebrow or the front brim of the headgear when covered. Fingers are extended and joined, palm facing the left forearm inclined at an angle of about 45 degrees and the right upper arm horizontal. A person saluting looks at the person saluted. When the salute is returned, he drops the right hand smartly to the side.

The salute when properly practiced by police personnel is good for the PNP because it develops respect or courtesy among the members. Mutual respect serves as a binding element to all members to cooperate, unite and work together for a common goal.

In one of the occasions attended by both the PNP and the AFP in Malacañang, it was observed that the members of the Armed Forces of the Philippines rendered hand salute while singing the Philippine National Anthem indoor.

Hence, there is a need to revise the PNP's Policy on Salute in order to be synchronized and in coherence with the Armed Forces of the Philippines.

3. PURPOSE:

This memorandum circular provides clear guidelines to all PNP personnel on how and when to render the salute.

4. DEFINITION OF TERMS

- a. **SALUTE** is a formal gesture of recognition, friendship, and respect accorded to persons of superior rank or station. Although the concept of the salute is common to all cultures and periods, the term is now generally applied to

customs that form part of the military protocol. Military salutes are often based on ancient behavior that was used to demonstrate the absence of arms or defense in the presence of a friend.

The basic salute, the raising of the hand to the forehead or visor, is known as the **HAND SALUTE**. A form of this gesture, raising the hand to full view, is believed to have originated long ago during prehistoric times and was intended to signify friendship by demonstrating an empty weapon hand. Civilized man developed the custom by doffing his hat as a gesture of friendship and respect, and the custom found its way into the military (and the police as well).

- b. **Indoor** refers to places that include offices, theaters, hallways, kitchens, orderly rooms, recreation halls, washrooms and quarters.
- c. **Outdoor** refers to the space outside offices or buildings. It also includes such buildings as drill halls, gymnasiums, and other roofed enclosures used for drill exercise of troops, grandstands, covered walks, and other shelters open on the sides.
- d. **Inside Camp** refers to spaces and facilities inside the fenced perimeter of a police or military camp.
- e. **Outside Camp** refers to any place outside the fenced perimeter of a police or military camp.
- f. **Reveille** is a ceremony in which a unit honors the national flag as it is being hoisted in the morning.
- g. **Uniform** refers to a dress of distinctive design or fashion adopted by or prescribed for members of a particular group and serving as a means of identification. In the case of the PNP, uniform means the prescribed PNP attire (to include PNP Athletic Uniform) as recommended by the Uniforms Equipment Specification Board (UESB) and approved by the Chief, PNP and attested by the NAPOLCOM.
- h. **Honors** refer to ceremonies rendered to local/foreign military/police officers and civilian dignitaries as gestures of courtesy and a tribute to his rank and/or position.
- i. **PCO** shall mean all Police Commissioned Officers of the PNP with the rank of Inspector to Director General.
- j. **PNCO** refers to all Police Non-Commissioned Officers of the PNP with the rank of PO1 to SPO4.

5. **POLICIES:**

a. **WHEN TO SALUTE:**

1) **Outdoors**

a) **PCO to PCO**

- a.1) When both PCOs of different ranks are wearing the prescribed PNP uniform and they happen to meet each other within a distance of one (1) to ten (10) meters, the lower ranking PCO, while looking at the higher ranking PCO, will immediately

execute the hand salute. If he is carrying a rifle on his shoulder, the lower ranking PCO will hold the sling in the upper sling swivel portion with his left hand and execute hand salute. When moving and the rifle he is carrying has no sling, he will execute left shoulder arm then executes salute by bringing up snappily his right hand across the body perpendicular touching the breech of the rifle with his arm which is extended joined. If in stationary position, the lower ranking PCO may just come to order arm by slightly raising the rifle from one (1) to three (3) inches and may execute salute by bringing the left hand across the body at the level of the upper sling swivel.

a.1.a) **Both Wearing the Prescribed PNP Uniform**

When lower ranking officers (PCO and PNCO) and the higher ranking PCOs meet each other, for official and non-official business, wearing the prescribed PNP uniform or military uniforms as in the case of our counterparts in the AFP, BJMP, BFP and PCG.

a.1.b) **Higher Ranking PCO Wearing the Prescribed PNP Uniform**

A lower ranking PCO in civilian attire salutes a higher ranking PCO wearing the prescribed PNP uniform or military uniform for AFP, PCG, BJMP and BFP counterparts **only when reporting directly to him/her** except if his/her security shall be compromised, in which case, the usual greeting of good morning or good afternoon is adequate showing of courtesy and respect, followed by a short introduction of himself/herself and his/her purpose of reporting.

a.1.c) The manner of saluting shall have no difference from rendering salute while inside camp or outdoors.

- a.2) When a lower ranking PCO in civilian attire meets a higher ranking PCO who is wearing the prescribed PNP uniform while walking or moving alone or with an organized group as in formation, and in stationary condition he renders salute as appropriate as indicated above.
- a.3) When both the lower ranking PCO and the higher ranking PCO are in civilian attire and the former personally knows the latter, he renders salute as appropriate to the situation.
- a.4) When PCOs are of equal rank one renders appropriate salute to the other who is personally known to him as occupying a higher position in the hierarchy of the PNP organization whether he is wearing the prescribed PNP uniform or not. However, if he is not sure, the word "sir" may suffice for showing respect.
- a.5) When two or more PCOs/PNCOs are jointly walking and meets a senior/junior PCOs, the most senior PCOs/PNCOs shall render the salute and the most senior PCO shall acknowledge or return the salute.

- a.6) When two or more PCOs/PNCOs are separately walking and meeting a senior/junior PCOs, they shall individually render salute and the most senior PCOs shall acknowledge or return the salute; if the latter is not well organized, they shall also individually acknowledge or return the salute as they recognized them.

b) **PNCO to PCO**

A PNCO, whether wearing the prescribed PNP uniform or in civilian attire, renders appropriate salute to all PCOs wearing the prescribed PNP uniform when he meets them outdoors at a recognizable distance of approximately one (1) to ten (10) meters. Exempted are PCOs in civilian attire assigned with the intelligence units of the PNP.

c) **PNCO to PNCO**

Generally, a PNCO does not salute another PNCO except when in formation as when the PNCO joining the ranks shall salute the PNCO standing as squad or platoon leader and who is in charge of the accounting of the personnel under him or as part of the ceremony.

d) **When in Formation**

- d.1) When a PNP member, whether wearing the prescribed PNP uniform or not wants to join the formation, he salutes his immediate supervisor (squad leader or platoon leader) telling him of his/her intention to join the formation.
- d.2) When a PNP member, whether wearing the prescribed PNP uniform or not wants to leave the formation, he salutes his immediate supervisor (squad leader or platoon leader) telling him of his/her intention to leave the formation.
- d.3) During inspection of ranks, only the most senior officer in a group shall render salute to approaching, passing and visiting higher ranking officer wearing the prescribed PNP uniform.
- d.4) During the pass-in-review, the reviewing officer will acknowledge the salute up to Platoon Leader.

e) **Singing of the National Anthem (Indoor and Outdoor)**

- e.1) When the National Anthem is being played or sung, generally as a sign of respect all PNP members shall stand at attention and face the Philippine Flag, if there is one displayed, and if there is none, they shall face the band, the conductor or the source of the music. At the first note, the PNP uniformed personnel wearing the prescribed uniform shall render salute prescribed by the PNP while **Non-uniformed personnel** and PNP uniformed personnel not wearing the prescribed uniform shall stand in attention and place their right palm over their left chest. The salute shall be completed and dropped on upon the last note of the anthem.

- e.2) PCOs and PNCOs shall render salute when the Philippine National Anthem is being played during indoor and outdoor command activities, like ceremonies and programs.

f) **Hoisting of Philippine National Flag**

All **PNP Uniformed personnel** in prescribed uniform shall face the National Flag and render salute during the hoisting of the National Flag, lowering of the National Flag and during the reveille ceremony.

During reveille ceremony, PNP members in prescribed uniform shall face the National Flag if it is within view or eyesight. If not, shall face the source of the music and shall render salute on the first note of **“To the Colors”** played by the band or by the bugler. The salute shall be completed on the last note of the music.

g) **Respect to Members of Other Uniformed Service**

This practice of saluting shall also be extended to friendly units in the uniformed service such as the AFP, Philippine Coast Guard, BJMP, BFP and the like. PNP personnel should salute other members of the uniformed service who are more ranking than them.

h) **Wreath Laying**

PNP personnel wearing the prescribed PNP uniform render salute during the wreath laying ceremonies after the volley fire while the music (taps) is being played by the bugler.

i) **Honors**

- i.1) In Side Honors during the pass by of the honoree and the police host in between the side honor elements, honor guard element shall render salute until the honoree and the police host passes the last element;
- i.2) PNP members wearing the prescribed PNP uniform shall render salute immediately after the Honor Company executes salute and while the music (taps) is being played by the bugler;
- i.3) During arrival honors, honor to the nation, presentation and honors, and honoring the awardees, all PNP members present wearing the prescribed uniform, shall render salute on the first note of the march and drop the same on the last note of the march;
- i.4) During arrival honors when the honoree, honor guard commander and the police host inspects or troops the line they, shall render salute to the colors six (6) paces before passing by the National Flag and drops the salute after two (2) paces; and
- i.5) During pass-in-review when the Colors and the National Flag passes by the grandstand, audience shall stand at attention, all PNP uniformed personnel wearing prescribed uniforms renders salute and drops the salute when it is appropriate.

j) **Burial Honors**

PNP personnel wearing the prescribed PNP uniform shall render salute during the burial rites after the volley fire while the music (taps) is being played by the bugler.

b. **WHEN NOT TO SALUTE**

1) **Outdoors**

a) **When in Formation**

a.1) **During the whole ceremonies except during:**

a.1.a) Accounting of personnel wherein the Key Officers have to render salute while reporting;

a.1.b) Singing or playing of the National Anthem wherein everybody renders appropriate salute;

a.1.c) Officers' Center wherein all PNP PCOs in the formation render appropriate salute;

a.1.d) During the Honoring of the Awardees wherein appropriate salute is rendered by all participants in the formation; and

a.1.e) During pass-in-review wherein every PNP personnel renders appropriate salute.

a.2) **When Working**

a.2.a) While at work, salute is not rendered, but with exception; **except when a superior officer calls for a police officer** who is working, the latter stops working, approaches and salutes his superior officer, and again when they part from each other; and

a.2.b) When carrying articles with both hand, and being so occupied as to make saluting impractical.

a.3) **Other Activities**

a.3.a) When riding in a fast-moving vehicle and the other officer is dismounted, the salute is not rendered. **Exceptions are when the vehicle is clearly marked to indicate a general officer and when saluting is a part of the ceremony;**

a.3.b) When meeting a prisoner of war wherein the PNP member is serving as police/military prisoners are not entitled to a salute;

a.3.c) You do not salute when you or the officer is engaged, assembled for recreation or entertainment;

a.3.d) You do not salute in public places where obviously it is inappropriate (theatres, restaurants, public conveyance, etc); and

a.3.e) However, in case of doubt due to the absence of specific instructions, salute is rendered.

2) Indoors

a) Both Lower Ranking and Higher Ranking Officer Wearing the PNP prescribed Uniform

A lower ranking officer does not salute a higher ranking Officer even when both are wearing the PNP prescribed uniforms while indoors except when the former is reporting, called by a superior officer to inquire, and/or on duty as a sentinel or guard.

3) Outside Camp

a) Both Lower Ranking PCO and Higher Ranking PCO Wearing Civilian Attire

When both low ranking PCO and higher ranking PCO are not wearing the prescribed PNP uniforms or military uniforms for our counterparts in the AFP, PCG, BJMP, BFP and the like.

b) Higher Rank PCO Wearing Civilian Attire

A higher ranking PCO wearing civilian attire shall not necessarily be required to return the salute from lower ranking PNP personnel wearing prescribed PNP uniforms.

c) Lower Ranking Officer/PCO Either Wearing the Prescribed PNP Uniforms or Civilian Attire

A lower ranking officer/PCO wearing the prescribed PNP uniform or in civilian attire shall not salute a higher ranking officer in civilian attire even if the former does business with the latter. The usual greeting of good morning or good afternoon as the case maybe is adequate proof of showing courtesy and respect to the superior officer.

4) Persons Entitled to a Salute

a) All Police Commissioned Officers (PCOs) of the PNP are entitled to a salute and they are as follows:

- a.1) Director General – C, PNP (4 star rank);
- a.2) Deputy Director General – DCA, DCO and TCDS (3 star rank);
- a.3) Police Director – D-Staff, RD, NCRPO, D, SAF, D, CSG and D, CIDG (2 star rank);
- a.4) Chief Superintendent – Directors NSUs and Ex-O of D-Staff, RD, PROs except NCRPO (1 star rank);
- a.5) Senior Superintendent;
- a.6) Superintendent;
- a.7) Chief Inspector;
- a.8) Senior Inspector, and
- a.9) Inspector.

- b) Selected commissioned officers of the PNP who are entitled to a salute and honors are the following:
 - b.1 Chief, PNP;
 - b.2 Deputy Director General;
 - b.3 Director;
 - b.4 Regional Director; and
 - b.5 Chief Superintendent.

- c) Civilian dignitaries who are likewise entitled to a salute and honors are the following:
 - c.1) President;
 - c.2) Former President;
 - c.3) Chief Magistrate of a sovereign (or foreign country) Head of State;
 - c.4) Members of the Regional Royalty Family;
 - c.5) Head of Government;
 - c.6) Vice-President;
 - c.7) Senate President;
 - c.8) Speaker of the House;
 - c.9) The Chief Justice;
 - c.10) SILG;
 - c.11) Department/Cabinet Secretaries;
 - c.12) Foreign Ambassadors;
 - c.13) Undersecretary of DILG;
 - c.14) Inspector General, PNP Internal Affairs Service;
 - c.15) Foreign Envoys and Ministries accredited to the Philippines; and
 - c.16) Vice Consul or Consular Agents accredited to the Philippines.

c. Others

PNP members may extend salute to other personalities not included in the above list as a **sign of courtesy and respect**. Preferably, other methods of showing esteem or reverence (*e.g. Shaking of hands, using po or opo, and using "sir" and "ma'am" in addressing every person*) shall be used/observed which are commonly recognized and accepted as more effective ways of establishing and maintaining cordial relations with other sectors of the community.

6. Administrative

a. Disposition of Administrative Cases Involving PNP Members before the PNP Disciplinary Authorities.

The Rules and Procedures in NAPOLCOM Circular No. 2007-001 shall be applied to reported erring individual Police Officer.

b. Sanctions

Failure to render salute shall fall under **Slight or Simple Misconduct as provided in Section 2 of Rule 22 of NAPOLCOM Memorandum Circular No. 2007-001 entitled, "Guidelines in the Application of Penalties in Police Administrative Cases"** and shall have the following imposable administrative penalties:

- 1) Withholding of privileges or restriction to specified limits or suspension or forfeiture of salary, or any combination thereof from one (1) day to ten (10) days (minimum period);
- 2) Withholding of privileges or restriction to specified limits or suspension or forfeiture of salary, or any combination thereof from eleven (11) days to twenty (20) days (medium period); and
- 3) Withholding of privileges or restriction to specified limits or suspension or forfeiture of salary, or any combination thereof from twenty one (21) days to thirty (30) days (maximum period).

7. Amending Clause

All rules, regulations and other issuances, or portions thereof, inconsistent with this memorandum circular are hereby amended and modified accordingly.

8. Effectivity:

This Memorandum Circular shall take effect fifteen (15) days after publication.

ADOPTED this day ___th day of DEC 30 2011 2011 at Camp Crame , Quezon City.



[Signature]
NICANOR A BARTOLOME, CSEE
Police Director General
Chief, PNP

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