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

PNP MEMORANDUM CIRCULAR
NO. : 2017 - 059

**REVISED "SALAMAT – KAPATID" PROGRAM IN HONOR OF
RETIRING PNP PERSONNEL**

1. REFERENCES:

- a. Republic Act (RA) No. 6975, as amended by RA No. 8551;
- b. RA No. 10154, entitled: "*An Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits Of Retiring Government Employees*" and its Implementing Rules and Regulations (IRR);
- c. Civil Service Commission (CSC) Memorandum Circular No. 7, series of 1998, entitled: "*Adoption of "SALAMAT – PAALAM" Program in honor of retiring officials employees in the Civil Service*";
- d. CSC Memorandum Circular No. 6, series of 2002, entitled: "*Revised Policies on the Grant of Loyalty Award*";
- e. PNP Manual on Drills, Ceremonies and Protocol and Social Usage, series of 1994;
- f. PNP MC No. 2014-014, entitled "*Guidelines to Ensure the Early Release of Retirement Pay, Pensions, Gratuities and Other Benefits of Retiring PNP Personnel*";
- g. PNP Memorandum Circular (MC) No. 2017-032, entitled: "*Uniform Rules in Conducting Command Activities in the Philippine National Police (PNP) National Headquarters*";
- h. Letter of Instruction 16/05 (Salamat Kapatid), dated April 1, 2005; and
- i. Memorandum from TCDS dated February 9, 2016 with subject: Retirement Honor for the PNP personnel "Salamat Kapatid Program."

2. RATIONALE:

This Memorandum Circular (MC) shall provide the guidelines and procedures to be undertaken by concerned Directorial Staff, Offices and Units in giving honors and recognition to retiring PNP personnel. Such honors and recognition shall be provided to all retiring Police Commissioned Officers, Police Non-Commissioned Officers and Non-Uniformed Personnel.

3. SITUATION:

It has been observed that some offices/units had failed to observe the glorious and cherished tradition of honoring the retiring PNP personnel, thereby depriving most of the PNP personnel who have retired from service, the honors and

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recognition they deserve after spending the best years of their lives serving the organization and our country.

4. PURPOSE:

To continue the cherished tradition of giving recognition to retiring PNP personnel as a fitting recognition of their long years of dedicated and invaluable service to the organization and of the country.

5. GUIDELINES:

a. Policies:

- 1) All retiring PNP personnel are entitled to the "SALAMAT – KAPATID" Program including those who will optionally retire from the service provided they have served the PNP for at least twenty (20) years. For NUP, the minimum age for optional retirement is set at 60 years;
- 2) For the retiring Star-Rank Officers of the Command Group, the ceremony in their honor shall be held at the front of the National Headquarters Building or at the PNP Grandstand;
- 3) For all other retiring Star-Rank Officers, the ceremony in their honor shall be held in front of the NHQ Building unless they opt to hold such ceremony in their place of assignment. They may also have their retirement honor/parade in the Police Regional Office they prefer;
- 4) PNP personnel with the ranks of PSSUPT down to PO1, to include NUP, shall be given a simple ceremony in their honor not later than their scheduled retirement date during the first and third Flag Lowering Ceremony of the month. Retirees need not render speech during the ceremony;
- 5) The ceremony shall be highlighted by the giving of the following:
 - a) Tokens/memento and other requirements for the members of the PNP Command Group:
 - a.1) Gallery of awards;
 - a.2) Medallion;
 - a.3) Set of Barong or Suit (for retiring CPNP only);
 - a.4) Command Gift to the Retiree (Encased Command Saber);
 - a.5) Encased Personal Flag;
 - a.6) Wooden Badge Case;
 - a.7) Bouquet of flowers for the Spouse;
 - a.8) Plaque of Appreciation for the Spouse; and
 - a.9) Command Gift for the Spouse (Mural)

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- b) Token for retiring Star-Rank Officers includes Badge Replica (Giant Badge);
 - c) Token of appreciation for the spouse of retiring Star-Rank Officers – Mother of Pearl Jewelry Utility Dish and Plaque of Appreciation;
 - d) For all other retiring personnel, tokens shall include:
 - d.1) PNP Service Medal (Medalya ng Paglilingkod) for uniformed personnel / Loyalty Award for NUP;
 - d.2) Token;
 - d.3) PNP Medallion/emblem of office/unit; and
 - d.4) Flowers and Plaque of Appreciation for the Spouse to show gratitude for his/her untold sacrifices.
 - e) Cash assistance of Php20,000.00 to each retiring PNP personnel which will be provided by DC;
 - f) An ATM Replica - Since Retirement claims are being paid thru Advice to Debit Account (ADA)/ATM; and
 - g) PNP (Uniformed and NUP) Retiree's ID Card. Retiree's name will now be included in the Rooster of PNP Retirees.
- 6) After the ceremony, the cocktails shall be served at the Aguirre Hall of the PNP Multi-Purpose Center for Plan A, or at the PNP Swimming Pool Area for Plan B;
- 7) During the socials, a Retirement Assistance Group (RAG) shall assist the retiring PNP personnel by addressing their queries on retirement issues. For this purpose, the PNP Retirement Assistance Group (RAG) is hereby created which shall be composed of the representatives from the DPRM, DL, FS, ES, FEO, LS, and SMD/SAO PNPWide;
- During such occasions, representatives from PSMBFI, GSIS and Landbank of the Philippines may be invited;
- 8) The Police Regional Offices (PROs) and Police Provincial Offices (PPOs) shall in the same manner schedule similar ceremonies in honor of retiring PNP personnel under their respective jurisdiction.

Personnel of National Support Units (NSUs) who are assigned within the jurisdiction of PROs may likewise hold their retirement ceremony therein; and

b. Tasks:

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1) OTCDS

- a) Overall coordinator and supervisor of the "Salamat Kapatid" Program; and
- b) Direct SDS to:
 - b.1) Assist TCDS in the supervision of the "Salamat Kapatid" Program;
 - b.2) Preside over the coordinating conference among action officers involved in said program; and
 - b.3) Perform other tasks as directed.

2) DPRM

- a) Act as the OPR in the implementation of the activities;
- b) Issue appropriate orders and prepare the awards/medals for retiring personnel;
- c) Issue appropriate Orders for the Composition of the NHQ RAG;
- d) Prepare the program for the retirement ceremony;
- e) Prepare the list of retiring PNP personnel;
- f) Detail a member of the Command Group or Directorial Staff as Senior Police Host in the absence of the Chief, PNP to give the award, retirement pay and memento;
- g) Coordinate with DC on the availability of the retirement claims before the ceremony;
- h) Detail PNP personnel for the parade;
- i) Inform/Invite retiring personnel and their spouse to attend the ceremony;
- j) Direct the representative of MWD and DLOD as members of PNP RAG;
- k) Consolidate monthly reports from RD, PROs regarding the implementation of the program and furnish the same to the Command Group; and
- l) Perform other tasks as directed.

3) DHRDD

- a) Act as the OPR for the retirement honors and parade;
- b) Supervise the conduct of rehearsals; and
- c) Perform other tasks as directed.

4) DL

- a) Provide the token for the retiring personnel of NHQ;
- b) Provide logistical and transportation requirements;
- c) Provide the billeting of the retiree's family in case they reside outside Metro Manila;
- d) Direct a representative as member of NHQ RAG; and
- e) Perform other tasks as directed.

5) DC

- a) Provide Php20,000.00 fund assistance for each of the retirees;

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- b) Ensure, in coordination with DPRM, PRBS, and FS, that the entitlement/s of the Honoree, such as the Lump Sum Benefit and equivalent amount of his accumulated Leave Credits are available on or before the ceremony;
- c) Provide other fund support for the activity;
- d) Direct a representative of Management Division as member of NHQ RAG; and
- e) Perform other tasks as directed.

6) HSS

- a) Detail PNP personnel to compose the parading elements;
- b) OPR for the physical arrangements during the retirement ceremony and cocktails;
- c) Prepare the Aguirre Hall of the PNP Multi-Purpose Center for Plan A and at the PNP Swimming Pool Area for Plan B for the cocktails;
- d) Assist DHRDD in the conduct of rehearsals;
- e) Prepare cocktails good for ten (10) persons per retiree; and
- f) Perform other tasks as directed.

7) PRBS

- a) Facilitate the processing of claims and other benefits due to the retirees;
- b) Facilitate the preparation of the PNP Retiree's ID;
- c) Coordinate with DC and FS and ensure the availability of the entitlements of the retirees;
- d) Direct a representative as member of NHQ RAG; and
- e) Perform other tasks as directed.

8) FS

- a) Facilitate the payment of Lump Sum and Commutation of Accumulated Leave (CAL) claims through Advice to Debit Account to PNP ATM Pension Account of the retiring personnel in coordination with DPRM, DC, and PRBS;
- b) Direct a representative as member of NHQ RAG; and
- c) Perform other tasks as directed.

9) LSS

- a) Direct SMD/SAO PNPWide as member of NHQ RAG; and
- b) Perform other tasks as directed.

10) LS

- c) Direct its Admin Officer to act as member of NHQ RAG; and
- d) Perform other tasks as directed.

11) CES

- a) Provide Public Address System during the activity;
- b) Detail two PNCOs to assist in the installation/removal of communication and electronic equipment during the activities; and

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c) Perform other tasks as directed.

12) HS

- a) Provide ambulance with medical team during the rehearsals and the actual activities in coordination with HSS; and
- b) Perform other tasks as directed.

13) PIO

- a) Detail/provide emcees for the Retirement Ceremony and cocktails;
- b) Provide photo/video coverage; and
- c) Perform other tasks as directed.

14) FEO

- a) Direct a representative as member of NHQ RAG; and
- b) Perform other tasks as directed.

15) Office/Unit of Retiring Personnel

- a) Provide bouquet of flowers and plaque of appreciation for the spouse of the retiree;
- b) Provide PNP Medallion/emblem of office/unit to the retiree; and
- c) Perform other tasks as directed.

16) RD, PROs / D, NSUs

- a) Supervise the implementation of this MC in their respective AOR, and submit monthly report to DPRM of their compliance;
- b) Implement this MC in their respective AOR; and
- c) Perform other tasks as directed.

c. Coordinating Instructions:

- 1) Chief of Offices/Unit Commanders of retiring PNP Personnel must be present during the ceremony;
- 2) Coordinate with DC for budgetary requirements;
- 3) Maximum Attendance of personnel shall be required to make the event more meaningful; and
- 4) Lateral coordination is highly encouraged.

6. PENALTY CLAUSE:

Any violation of this MC shall be dealt with in accordance with existing disciplinary policies.

7. REPEALING CLAUSE:

All existing PNP directives and other issuances which are contrary to or inconsistent with the provisions of this MC are hereby rescinded or modified accordingly.

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8. SEPARABILITY CLAUSE:

Any portion of this MC found to be inconsistent with the organic law or declared unconstitutional shall not affect the validity of all other provisions.

9. 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.



RONALD M. DELA ROSA
Police Director General
Chief, PNP

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Distribution:

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