



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

DEC 09 2022

MEMORANDUM CIRCULAR
NO.: 2022-139

**GUIDELINES AND PROCEDURES IN PROVIDING
FUNERAL HONORS TO DECEASED PNP PERSONNEL AND OTHER
PERSONALITIES ENTITLED THERETO**

1. REFERENCES:

- a. Republic Act (RA) No. 6975 entitled, "An Act Establishing the Philippine National Police Under a Reorganized Department of the Interior and Local Government, and for Other Purposes";
- b. PNP Memorandum Circular (MC) No. 2020-049 entitled, "Guidelines and Procedures of the Pensioner Ko, Sagot Ko Project";
- c. PNP MC No. 2018-018 entitled, "Guidelines and Procedures Governing the Conduct of Police Honors in the Philippine National Police"; and
- d. PNP MC No. 2017-049 entitled, "PNP Policy on the Provision of PNP Mobile and Motorcycle Security Coverage."

2. RATIONALE:

This Memorandum Circular (MC) provides the guidelines and procedures to be undertaken by offices/units concerned in providing Funeral Honors to deceased PNP personnel and other personalities entitled thereto.

3. SITUATION

The rendering of Funeral Honors is a cherished tradition accorded to the deceased members (active or retired) of the Philippine National Police (PNP). It is a farewell recognition for their honorable services rendered to the organization and the country. It is also rendered during interment of deceased government officials and VIPs as a gesture of respect and in recognition of their unselfish services to the nation.

As classified in PNP MC No. 2018-018, the persons entitled to PNP Funeral Honors are PNP personnel who died while in the active service, retired PC/INP personnel who opted to join the PNP after the enactment of RA No. 6975, PNP personnel honorably separated from the PNP service, government officials and VIPs and other personalities as directed by the President, Secretary of the Interior and Local Government (SILG), or the Chief, PNP.

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As an organization, the PNP is committed to render dignified funeral honors and services to all persons entitled thereto as a way of showing to the family, relatives and loved ones of the deceased that the government recognizes and treasures their services to the nation.

4. PURPOSE:

This MC provides a detailed guide in rendering funeral honors to deceased members of the PNP (whether in active service or retired) and other persons entitled thereto in appreciation of their invaluable services to the nation. It identifies the units and individuals responsible in delivering the services from the time of death until interment. It also enumerates and defines the procedures and protocols to be followed by the PNP offices/units concerned in rendering funeral honors and other related services. This MC shall apply in case of death of qualified active and retired PNP personnel and other persons entitled to funeral honors.

5. DEFINITION OF TERMS:

- a. **Active Personnel-Buddy** – refers to active PNP personnel with the rank of Patrolman (Pat) to Police Lieutenant Colonel (PLTCOL) who is matched/paired with and assigned to a pensioner.
- b. **Funeral Honors** – consists of a series of well-defined and interrelated activities that are performed after the death of a person entitled thereto involving active personnel and logistical resources and offices/units of the PNP.
- c. **Funeral Services** – consists of activities that may be accorded to deceased Non Uniformed Personnel (NUP) as enumerated in *para. g* under the policies and guidelines of this MC.
- d. **Higher Authorities** – refer to the CPNP or the members of the Command Group in the NHQ or in the PRO level, the Regional Directors (RDs), and the members of their respective Command Groups.
- e. **Honorably Separated** – it refers to the status of a government employee whose services were terminated for causes other than: dismissal from the service; dropped from the rolls; conviction by final judgment for a crime involving moral turpitude, with accessory penalty of disqualification to hold public office; separation from the service for having been found positive for use of illegal drugs; termination from the service for violation of NAPOLCOM Memorandum Circular 2016-002; and other similar grounds.
- f. **Moral Turpitude** – for the purpose of this MC, it shall refer to any act which is contrary to justice, honesty, modesty or good morals, including but not limited to shameful or any act of wickedness and depravity.
- g. **Necrological Honors (“Huling Pagpupugay”)** – refers to the program/ceremony accorded to the deceased officers of the PNP during the wake commemorating their invaluable services to the nation.

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- h. **Pallbearers/Funeral Escorts** – refer to PNP personnel who are designated to carry the casket or urn of the deceased to ensure its orderly transfer from one place to another during the funeral honors.
- i. **Pensioner-Buddy** – refers to the pensioner who is matched or paired with an active PNP personnel.
- j. **Requesting Party** – refers to the relatives and other person/s representing the family who are authorized to request for the provision of funeral honors from proper authorities.
- k. **Security Escort** – refers to PNP personnel assigned to escort the remains of the deceased from the place of origin to the place where the wake and interment will be held.
- l. **Send-off/Reception Ceremonies** – refer to the conduct of foyer honors to the remains of the deceased persons entitled to funeral honors as part of the send-off from the place of origin and reception at the point of destination.
- m. **Transport Services** – refer to the use of PNP vehicles and its complements during the transport of the remains of persons entitled to funeral honors.
- n. **Vigil Guards** – the sentries wearing official PNP uniforms posted to keep watch on the bier where the remains of a deceased PNP uniformed personnel and other persons entitled to funeral honors are lying in state.

6. **GUIDELINES:**

a. **General Guidelines:**

- 1) The following deceased personalities shall be entitled to Funeral Honors:
 - a) PNP personnel who died while in the active service not otherwise disqualified;
 - b) Retired PNP/PC/INP personnel (former PC/INP) who opted to join the PNP after the enactment of RA No. 6975;
 - c) PNP personnel honorably separated from the PNP service;
 - d) Government officials and VIPs (Please see attached-**Annex "A"**); and
 - e) Other personalities as directed by the President, SILG, or the CPNP.
- 2) The PNP shall provide Funeral Honors and other ceremonies to PNP uniformed personnel and to other persons entitled thereto under the following circumstances:
 - a) When the remains of the deceased PNP personnel and other

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persons entitled thereto will be transported from one region to another, send-off ceremony shall be provided by the PRO having jurisdiction over the place of origin of the remains. Likewise, reception ceremony shall be provided by the receiving PRO or PNP Unit having jurisdiction over the point of destination. Such ceremonies shall be indispensable to PNP personnel Killed in Police Operations (KIPO);

- b) Active or retired PNP personnel who died due to illness or due to accidents not related to legitimate police operations may be accorded with send-off/reception ceremonies subject to the approval of the RD, PROs and Director, NSUs concerned;
- c) Other personnel entitled to funeral honors such as deceased government officials (active or retired) and other VIPs who have contributed to the betterment of the society, send-off/reception ceremonies maybe rendered by the PNP upon directive from the higher authorities;
- d) During the transport of the remains, send-off and reception ceremonies shall be held at the preferred location as determined by the highest-ranking police commander having jurisdiction over the area in coordination with the requesting party (Please see attached Proposed Program Template - **Annex "B"**);
- e) Services that may be rendered as part of funeral honors (under para 5.b.b.2 of PNP MC No. 2018-018) are as follows:
 - (1) Funeral/necrological services at the PNP Mortuary or any other preferred vigil sites by the requesting party;
 - (2) Vigil guards;
 - (3) Necrological Honors;
 - (4) Escort and transportation services; and
 - (5) Burial Mass by the PNP Chaplain Service.
- f) The conduct of funeral honors shall be the responsibility of the office/unit which has jurisdiction over the place where the deceased will lie in state or to be buried. The Chief of Police (COP) of the locality concerned shall represent the PNP in his AOR. If the deceased has a rank higher than the COP, the PD shall designate the appropriate PCO to represent the PNP, and if the deceased is a star rank officer, the RD or DRDA shall represent the PNP. The highest PNP Officer representing the PNP must be present during the interment of the deceased;
- g) The pallbearers wearing appropriate uniform shall be composed of a minimum of eight PCOs or PNCOs of the same ranks led by a pallbearer commander who shall have one rank higher than them. The required rank of the pallbearers to the deceased

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persons entitled to funeral honors shall correspond to the rank or position as tabulated hereunder:

Position/ Title/Rank of the Deceased	No. of Pallbearers and Pallbearer Commander	Rank of Pallbearers
VIPs and other government officials	8 + 1	As appropriate (Please refer to Annex "A")
PGEN – PBGEN	8 + 1	PCOs with ranks of PBGEN or PCOs with ranks not lower than PCOL
PCOL – PMAJ	8 + 1	PCOs with ranks of PCOL or PCOs with ranks not lower than PMAJ
PCPT – PLT	8 + 1	PCOs with ranks of PCPT or PCOs with ranks not lower than PLT
PEMS – Patrolman	8 + 1	Equivalent rank of the deceased. Provided however, that no pallbearer shall have a rank higher than the deceased.

Note: Designated pallbearers shall have the same ranks for the purpose of uniformity.

- h) In case the funeral service will be held at the PNP Mortuary, Camp BGen Rafael T Crame, Quezon City, the provision of the funeral honors shall be rendered by the HSS;
- 3) For the deceased active personnel – all expenses that will be incurred during the movement of the remains shall be shouldered by the office/unit of the deceased;
- 4) Logistical requirements needed during the transport of the remains shall be assumed by the PROs and NSUs concerned based on the following situations:
- a) When the movement involves overseas travel, transportation services shall be initially provided by the PRO having jurisdiction over the place of origin of the remains up to the airport or seaport (if it requires air or sea travel) subject to reimbursement by the office/unit of the deceased, while transportation services from the airport or seaport shall be provided by the receiving PRO or PNP office/unit;
 - b) If the transport of the remains requires land transportation only, the RD/Director of the PRO/NSU concerned shall coordinate with each other to facilitate the activity; and

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- c) If within the same region, the RD of the PRO concerned shall direct the PD concerned to assume responsibilities.
- 5) During the transport of the remains of a deceased PNCO, the RESPOs of the originating PRO as well as the receiving PRO or his duly authorized representative must be present at the preferred location of the send-off/reception ceremonies;
- 6) The "active personnel-buddy" under PNP MC No. 2020-049 shall be responsible in monitoring the status of the retiree assigned to him/her so that when the retiree dies, the office/unit concerned shall be immediately informed. The respective ESPOs of the office/unit concerned shall assist the COP (or equivalent responsibility) in providing other assistance and support to the family of the deceased;
- 7) A deceased NUP (active or retired) of the PNP may be accorded funeral services, which is limited to the following:
 - a) Transport of the remains from one place to another;
 - b) Funeral wake at any PNP mortuary; and
 - c) Burial mass at any PNP Chapel to be officiated by the PNP Chaplain Service.
- 8) Deceased persons enumerated hereunder shall not be entitled to funeral honors:
 - a) Those PNP personnel who were involved in an armed confrontation against PNP operatives conducting legitimate police operations;
 - b) Those who went on AWOL, dropped from the rolls, dismissed with finality or dishonorably discharged from the PNP or other government institutions;
 - c) Those who were convicted of a crime involving moral turpitude; and
 - d) Those who caused dishonor or disgrace to the government.
- 9) The request for the use of the PNP Mortuary, if at the NHQ, must be addressed to the Director, HSS, while at the PROs, to the respective RDs;
- 10) Deployment of security personnel within the area where the deceased lie in state or to be buried shall be indispensable. It is the responsibility of the COP to ensure the safety of the personnel detailed as vigil guards, volley firers, and also the active PNP personnel who may visit the wake or attend the interment;
- 11) Request for funeral honors for any deceased military personnel shall be referred by the COP to the nearest AFP unit within the

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AOR to facilitate the provision of the same;

- 12) The tarpaulin (recommended size and dimension – Please see attached **Annex “C”**) and program for the interment shall be prepared by the office/unit concerned or the last office/unit assignment of the deceased. For retired PNP personnel entitled to funeral honors, the station having territorial jurisdiction of the place where the deceased will be laid to rest shall prepare the program and printing of tarpaulin subject to the reimbursement by the PRO concerned;
- 13) If the preferred burial site of the deceased person entitled to funeral honors is within NCR, other than the Libingan ng mga Bayani (for those entitled under AFP Regulation G 161-373), the office/unit concerned or the last unit assignment of the deceased shall coordinate with the COP having jurisdiction over the area of the preferred burial site for the provision of security escort and area security. Other requirements shall be borne by the RHSG, NCRPO except when the CPNP has directed D, HSS or a request has been made with D, HSS and was subsequently approved;
- 14) Additional ceremony may be accorded to the deceased upon the instruction of the PNP Command Group or RD, PROs/D, NSUs;
- 15) TDPRM shall provide all RD, PROs with a list from PRBS of all pensioners living at or residing in their respective AOR indicating the rank upon retirement, complete name, address, birth date and contact number, if available. It shall be disseminated to lower units for regular monitoring of the PNP retirees;
- 16) The request form for the avilment of funeral honors and services must be properly filled out by the requesting party for purposes of inventory and periodic reporting of the funeral honors conducted by lower units;
- 17) The family of the deceased PNP personnel (active or retired) may request from the COP or the Provincial/City Director of the area for Funeral Honors for the deceased under this MC;
- 18) A necrological honors shall be accorded to the deceased personnel entitled to Funeral Honors during the wake in recognition of his/her invaluable services to the PNP. It shall be composed of a program/ ceremony that will be facilitated by personnel from the NHQ/PROs concerned where the remains of the deceased PNP personnel lie in state. Said honors shall be rendered mandatory only for those deceased officers who have reached third level ranks during their retirement from the PNP. Similar honors may be rendered to those deceased personnel who belonged to the second level ranks on the discretion of the PNP and upon approval by the immediate family (See Annex “D”- Program for Necrological Honors).

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b. Responsibilities:

- 1) **OTCDS**
 - a) Overall supervisor in the implementation of this MC; and
 - b) Perform other tasks as necessary.
- 2) **DHRDD**
 - a) Overall OPR in the implementation of this MC;
 - b) Oversee the conduct of the rehearsals for the funeral honors and other ceremonies related thereto in coordination with HSS;
 - c) Provide inputs and recommendation to HSS regarding the proper sequence of the funeral honors at the NHQ;
 - d) Supervise and assist the HSS on protocol matters; and
 - e) Perform other tasks as necessary.
- 3) **DPRM**
 - a) Shall serve as the co-OPR in the implementation of this MC;
 - b) Issue orders to the detailed personnel for funeral honors rendered at the NHQ, Libingan ng mga Bayani, Himlayan ng mga Bayaning Pulis or any other nationally recognized memorial chapels or institutions;
 - c) Issue Medalya ng Pagkilala to the detailed personnel who rendered the funeral honors at the NHQ, Libingan ng mga Bayani, Himlayan ng mga Bayaning Pulis or any other nationally recognized memorial chapels or institutions; and
 - d) Perform other tasks as necessary.
- 4) **DC**
 - a) Provide financial requirements for the funeral honors at the NHQ;
 - b) Ensure availability of fund as needed; and
 - c) Perform other tasks as necessary.
- 5) **DL**
 - a) Shall serve as the co-OPR in the implementation of this MC;
 - b) Assist the OPR in the procurement of Philippine flag, tarpaulin (3 feet x 4 feet), bugles, and other similar items for the funeral honors in the NHQ in coordination with PRBS and PROs;
 - c) Coordinate with TMD, LSS in providing vehicle with FOL to transport funeral honors contingent to the place of

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requested destination;

- d) Provide ammunition for use during Funeral Honors; and
- e) Perform other tasks as necessary.

6) **LSS**

- a) Ensure availability of vehicles when requested;
- b) Provide other logistical requirements as requested; and
- c) Perform other tasks as necessary.

7) **PRBS**

- a) Shall serve as the co-OPR in the conduct of funeral honors to retired PNP personnel whose dependents requested for the use of the PNP Mortuary for the wake of the deceased in coordination with HSS and CHS;
- b) Conduct inventory of PNP retirees and provide list to PROs, which will serve as reference of lower units in designating retiree buddy in conformity to the existing PNP MC No. 2020-049;
- c) In charge of providing funds for the procurement of Philippine flag, tarpaulin (3 feet x 4 feet), bugles, and other similar items for all deceased retired PNP personnel, and may include such budgetary requirements in the AOPB;
- d) Coordinate with the DL and RLRDDs of respective PROs the following logistical requirements such as blank ammunition, Philippine flag, tarpaulin (3 feet x 4 feet with the name of the deceased), and other similar items for the funeral honors; and
- e) Perform other tasks as necessary.

8) **HSS**

- a) Shall act as the OPR in the conduct of funeral honors at the NHQ and other specified places when directed by the CPNP and the Command Group in coordination with DHRDD;
- b) Organize personnel to compose a Company/Battalion size funeral honors contingent, whichever is appropriate to the rank/status of the deceased entitled thereto;
- c) Designate at least one PCO and one PNCO as drills and ceremony supervisor/s who is knowledgeable on Funeral Honors, drills and ceremonies during rehearsals and actual conduct of Funeral Honors at the NHQ;
- d) Provide contingents for funeral honors held at the NHQ and other designated places when directed by the CPNP and the Command Group;

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unit, in terms of vigil guards, pallbearers, and volley firers in coordination with the RD of the PRO concerned;

- b) Ensure and provide sufficient supply of blank ammunition, Philippine flag, tarpaulin (3 feet x 4 feet), bugles and other similar items for the Funeral Honors in respective field units;
 - c) Ensure the provision of wreath for all qualified deceased PNP personnel accorded with Funeral Honors and services, one each in the name of the CPNP, Unit Director, C, RFUs and Provincial/City Office Chiefs;
 - d) The respective ESPOs of the office/unit concerned must be present during the transport of remains of deceased PNCO, particularly at the preferred location of the send-off/reception ceremonies;
 - e) Shoulder the expenses that will be incurred during the movement of the remains of the deceased active personnel; and
 - f) Perform other tasks as necessary.
- 13) **PROs**
- a) Shall act as the OPR for the conduct of funeral honors at the regional level and other specified places when required or as appropriate;
 - b) Organize personnel to compose a dedicated and trained company-size funeral honors contingent that can be tapped anytime for the conduct of Funeral Honors in respective PROs;
 - c) Issue orders to the detailed personnel for funeral honors;
 - d) Issue appropriate awards to the detailed personnel who rendered the funeral honors;
 - e) Provide financial requirements for the funeral honors;
 - f) Ensure and provide sufficient supply of blank ammunition, Philippine flag, tarpaulin (3 feet x 4 feet), bugles, and other similar items for the funeral honors in respective PROs;
 - g) Identify personnel from PPO and/or CPO and CPS/MPS to be trained as dedicated buglers that can be tapped during conduct of funeral honors in respective AOR;
 - h) Designate a Drills and Ceremonies Officer in respective offices/units;
 - i) Provide personnel to augment RHSU contingent in the conduct of funeral honors, when directed;

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- e) Provide "follow me vehicle" at the gate of Camp BGen Rafael T Crame when necessary;
 - f) Ensure accessibility in the entry and exit gates of Camp BGen Rafael T Crame during the arrival and departure of the deceased personnel entitled to funeral honors;
 - g) Provide PNCOs to check attendance of the detailed Funeral Honors contingent;
 - h) Ensure availability of bugler and the PNP Band during interment;
 - i) Provide security escort during the transport of the remains from the NHQ to the Libingan ng mga Bayani should that be the place of interment;
 - j) Provide the necessary send-off or reception ceremony to the remains of the persons entitled to funeral honors at the preferred location as directed by the PNP Command Group;
 - k) Supervise all activities at the NHQ pertaining to this MC;
 - l) Provide other assistance to the office/unit concerned as requested; and
 - m) Perform other tasks as necessary.
- 9) **HPG**
- a) Provide mobile traffic assistance during transport and interment of deceased persons entitled to funeral honors/services as directed by the higher office or as requested by subordinate office/unit; and
 - b) Perform other tasks as necessary.
- 10) **CHS**
- a) Provide officiating chaplain, as appropriate for services related to funeral honors; and
 - b) Perform other tasks as necessary.
- 11) **CES**
- a) Provide PA/sound system during the conduct of funeral honors at the NHQ;
 - b) Designate personnel to act as system operators during the funeral honors; and
 - c) Perform other tasks as necessary.
- 12) **NSUs**
- a) Act as OPR when the deceased PNP personnel belongs to its

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- j) Provide security escort during the transport of the remains from the place of origin to the point of destination or place of interment;
 - k) Provide send-off ceremony when acting as originating PRO and reception ceremony when acting as receiving PRO;
 - l) The respective ESPOs of the office/unit concerned must be present during the transport of remains of deceased PNCO, particularly at the preferred location of the send-off/reception ceremonies;
 - m) Assume all logistical requirements during the movement of the remains within AOR or inbound to destination airport/seaport when it involves overseas travel;
 - n) Ensure the provision of wreath for all qualified deceased PNP personnel accorded with funeral honors and services, one each in the name of the CPNP, RD, PD, and COP;
 - o) Ensure availability of vehicles when required;
 - p) Provide the necessary fund support in the implementation of this MC;
 - q) Ensure strict observance of the procedures in the conduct of ceremonies under this MC;
 - r) Ensure proper dissemination and implementation of this MC down to the respective line units;
 - s) Immediately replace the personnel buddy when he/she is relieved from the unit;
 - t) Provide IMPLAN for the implementation of this MC in respective AOR;
 - u) Office/unit concerned shall submit After Activity Report with action pictures to TDHRDD for information of the PNP Command Group; and
 - v) Perform other tasks as necessary.
- 14) **OCESPO**
- a) Shall serve as the OPR for the wake of deceased active or retired PNCOs when the remains lie or when the wake is held at the PNP Mortuary as requested by the dependents or family of the deceased in coordination with the HSS and CHS;
 - b) Periodically remind all counterparts in the PROs, NSUs, and other offices of their inherent tasks pertaining to the implementation of this MC; and

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- c) Perform other tasks as necessary.

7. PROCEDURES:

This MC shall be implemented in the following manner (Please see attached **Annex "E"** - Flow Chart of Processing for the Render of Funeral Honors):

- a. Conduct of Funeral Honors for deceased retired PNP personnel:
 - 1) The active personnel-buddy shall periodically visit the PNP retiree assigned to him/her at least twice a month or more frequently as possible and shall have the contact number of the PNP retiree or any member of his/her immediate family so that the parties will have immediate coordination when the PNP retiree dies;
 - 2) In the event that a retired PNP member dies, the COP shall inform the family or relative of the deceased that he/she is entitled to Funeral Honors through the active personnel-buddy. The COP will then give a copy of the Funeral Honors Request (FHR) Form which must be signed by any of the family members or relatives of the deceased. If the family declines the offer, the funeral honors will be waived. (Please see attached form - **Annex "F"**);
 - 3) Upon receipt of the FHR Form duly signed by a family member of the deceased, the COP shall determine the appropriate funeral honors (including rank of pallbearers during interment) and posting of vigil guards during the wake;
 - 4) The COP shall make the necessary request for the availability of bugler, drummer, and provision of security personnel and vigil guards from the Provincial/City Mobile Force Company or Regional Mobile Force Battalion in case the MPS or CPS cannot provide the personnel complement for funeral honors due to lack of personnel;
 - 5) The draping of the Philippine flag on the coffin of the deceased shall be made upon the posting of vigil guards within one day from the approval of the request; and
 - 6) Thereafter, the procedures in the conduct of Funeral Honors under PNP MC No. 2018-018 shall apply (Please see attached - **Annex "G"**).
- b. Conduct of Funeral Honors for deceased active PNP personnel:
 - 1) The COP or the Head of Office (HOO) of the office/unit of the deceased PNP member shall be responsible for the provision of funeral honors to their respective personnel. The COP/HOO shall be the requesting party and shall fill out the FHR Form in behalf of the dependents of the deceased;
 - 2) The COP/HOO shall provide Funeral Honors together with all the services, courtesies, and necrological honors that maybe rendered as part thereof during the wake and interment of the deceased personnel;

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- 3) The COP shall make the necessary request for the availability of bugler, drummer, and provision of security personnel and vigil guards from the Provincial/City Mobile Force Company or Regional Mobile Force Battalion in case the MPS/CPS cannot provide the personnel complement for funeral honors due to lack of personnel;
 - 4) The draping of the Philippine flag on the coffin of the deceased shall be made upon the posting of vigil guards within one day from the approval of the request; and
 - 5) Thereafter, the procedures in the conduct of Funeral Honors under PNP MC No. 2018-018 shall apply.
- c. Conduct of Funeral Honors for deceased government officials and VIPs:
- 1) The requesting party or immediate families of the deceased government officials and VIPs shall secure FHR Form from the CPS/MPS that has jurisdiction over the area where the deceased lies or is to be buried and shall fill out said request form for the availment of funeral honors;
 - 2) Upon receipt of the FHR Form duly signed by the requesting party or a family member of the deceased government officials and VIPs, the COP shall determine the appropriate funeral services during the wake as provided in this MC;
 - 3) The COP shall make the necessary request for the availability of bugler, drummer, and provision of security personnel and vigil guards from the Provincial/City Mobile Force Company or Regional Mobile Force Battalion in case the MPS/CPS cannot provide the personnel complement for funeral honors due to lack of personnel;
 - 4) The draping of the Philippine flag on the coffin of the deceased shall be made upon the posting of vigil guards within one day from approval of the request; and
 - 5) Thereafter, the procedures in the conduct of Funeral Honors under PNP MC No. 2018-018 shall apply.
- d. Provision of Funeral Services to Deceased NUP:
- 1) The requesting party or immediate families of the deceased NUP shall secure FHR Form from the police station that has jurisdiction over the area where the deceased lie in state or is to be buried and shall fill out said request form for the availment of the specified services; and
 - 2) Upon receipt of the FHR Form, the COP in coordination with higher office shall provide the specified services which can be accorded to the deceased NUP.

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e. Termination of the funeral honors and other services - After the conduct of the funeral honors and interment activities, the COP shall properly inform the immediate family or the requesting party of the deceased for the pull out of the deployed personnel and termination of the activities rendered to the deceased.

8. SANCTIONS:

Any violation of this MC shall be dealt with accordingly under the existing disciplinary policies and other applicable laws.

9. REPEALING CLAUSE:

All existing issuances inconsistent with this MC are hereby repealed accordingly. This MC shall be revised every three years or depending upon the necessity to improve or enhance the provisions herein.

10. EFFECTIVITY:

This MC shall take effect after 15 days from the filing of 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.



RODOLFO S AZURIN, JR
Police General
Chief, PNP

Distribution:
Command Group
IG, IAS
Cmdr, APCs
D-Staff
P-Staff
D, NSUs
RD, PROs
SPA to the SILG

CPNP Ltr 22 S091772

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Entitlement of Police Funeral Honors

A. Police Honors for Civilian Dignitaries

Position/Designation	Gun Salute		Ruffles & Flourishes	Music	Size	HG Commander	Host/Receiver
	Arrival	Departure					
President/President-Elect	21	21	4	Presidential March	Bn	At least PBGEN (PCSUPT)	CPNP or Unit Commander, Star Rank Officer
Chief Magistrate of a Sovereign or a Head of Foreign Country	21	21	4	National Anthem	Bn	At least PBGEN (PCSUPT)	Unit Commander, Star Rank Officer
Members of Reigning Royal Family	21	21	4	National Anthem	Bn	At least PBGEN (PCSUPT)	Unit Commander, Star Rank Officer
Former President	21	21	4	March	Bn	At least PBGEN (PCSUPT)	Unit Commander, Star Rank Officer
Vice-President	19	19	4	March	Bn	At least PBGEN (PCSUPT)	Unit Commander, Star Rank Officer
Senate President	19	19	4	March	Bn	PBGEN (PCSUPT)	Unit Commander, Star Rank Officer
Speaker of the House	19	19	4	March	Bn	PBGEN (PCSUPT)	Unit Commander, Star Rank Officer
Supreme Court, Chief Justice	19	19	4	March	Bn	PBGEN (PCSUPT)	Unit Commander, Star Rank Officer
Department Secretaries	19	19	4	March	Bn	PCOL (PSSUPT)	Unit Commander, PCOL (PSSUPT)
Foreign Country Head of State	19	19	4	National Anthem	Bn	PCOL (PSSUPT)	Unit Commander, PCOL (PSSUPT)
Foreign Ambassadors	19	19	4	National Anthem	Bn	PCOL (PSSUPT)	Unit Commander, PCOL (PSSUPT)

Undersecretaries of Departments	19	19	4	March	Coy	PCOL (PSSUPT)	Unit Commander, PCOL (PSSUPT)
Senators	17	17	4	March	Coy	PCOL (PSSUPT)	Unit Commander, PCOL (PSSUPT)
Congressmen	17	17	4	March	Coy	PCOL (PSSUPT)	Unit Commander, PCOL (PSSUPT)
Foreign Envoys and Ministries accredited by the Philippines	15	-	3	March	Coy	PCOL (PSSUPT)	Unit Commander, PCOL (PSSUPT)
Foreign Ministries Resident accredited by the Philippines	13	-	2	March	Coy	PCOL (PSSUPT)	Unit Commander, PCOL (PSSUPT)
Consul Generals	11	-	-	March	Coy	PCOL (PSSUPT)	Unit Commander, PCOL (PSSUPT)
Vice Consuls or Consular Agent accredited by the Philippines	-	-	5	March	Coy	PCOL (PSSUPT)	Unit Commander, PCOL (PSSUPT)

B. Police Honors for PNP/AFP/PN/BJMP & BFP Star Rank Officers

Position/Designation	Gun Salute		Ruffles & Flourishes	Music	Size	HG Commander
	Arrival	Departure				
Police General; General (AFP); Admiral (PN)	19	19	4	Gen March	Coy	At least PBGEN (PCSUPT)
Police Lieutenant General; Lieutenant General (AFP); Vice-Admiral (PN)	15	15	3	Gen March	Coy	PBGEN (PCSUPT)
Police Major General; Major General (AFP); Rear Admiral (PN); Jail Director (BJMP); Fire Director (BFP)	15	15	2	Gen March	Coy	PCOL (PSSUPT)
Police Brigadier General; Brigadier General (AFP); Commodore (PN); Jail Chief Superintendent (BJMP);	11	-	1	Gen March	Coy	PCOL (PSSUPT) or PLTCOL (PSUPT)



Office
/Unit
Logo

Send - Off Ceremony

for the

Late PCOL JUAN DELA CRUZ

Address/Location
Date and Time

Attire:
As appropriate

This serves as an invitation

PROGRAM

PART I

- Foyer Honors **Honor Guards**
- Invocation **CHS Representative**
- Reading of the Award
- Conferment of the Award
- Message (Head of Office of the Send-off Party)

PART II

- Blessing of the Remains **CHS Representative**
- Send-off

Note: Program may vary depending on the situation or upon instruction of the Head of Office

Master/s of Ceremony



Office
/Unit
Logo

Reception Ceremony

for the

Late PCOL. JUAN DELA CRUZ

Address/Location
Date and Time

Attire:
As appropriate

This serves as an invitation

PROGRAM

PART I

- | | |
|--|--------------------|
| • Foyer Honors | Honor Guards |
| • Invocation | CHS Representative |
| • Reading of the Award
(Optional) | |
| • Conferment of the Award
(Optional) | |
| • Message (Head of Office
of the Receiving Party) | |

PART II

- | | |
|--|--------------------|
| • Blessing of the Remains | CHS Representative |
| • Transport of the Remains
to the location of the Wake
Funeral | |

Note: Program may vary depending on the situation or upon instruction of the Head of Office

Master/s of Ceremony

Tarpaulin Layout

- Tarpaulin Size: 3 ft x 4 ft
- Background color: Blue
- Font Color: White
- Font Style: Arial
- Picture Size: 12 in x 12 in



**SEND-OFF/RECEPTION CEREMONY
IN HONOR OF**

OFFICE/
UNIT
LOGO

Picture preferably
in PNP/PC/INP
Uniform

**Rank, Name and Badge Number
(e.g Police Colonel JUAN L DELA CRUZ O-0002)**

**Former member of Police Regional Office 1
Died on January 31, 2001**



The PNP, in recognition of dedicated and faithful services rendered to the PNP and to the country, wishes to extend its deepest sympathy and condolences to the family and loved ones of the late:

OFFICE/
UNIT
LOGO

Picture preferably
in PNP/PC/INP
Uniform

Police Senior Superintendent **JUAN L DELA CRUZ**
Police Colonel JUAN L DELA CRUZ

Former member of Police Regional Office 1 who
retired/died on January 31, 2001



Office
/Unit
Logo

Neurological Honors

for the

Late PCOL. JUAN DELA CRUZ

Address/Location
Date and Time

Attire:
As appropriate

This serves as an invitation

PROGRAM

PART I:

- Attention Call AVP/PNP Bugler
- Singing of National Anthem AVP
- Introductory Message (Background of the Deceased) Highest PNP Official Present During NH or C, RPRMD/PARMU/CARMU in the PRO/PPO/CPO Level

PART II

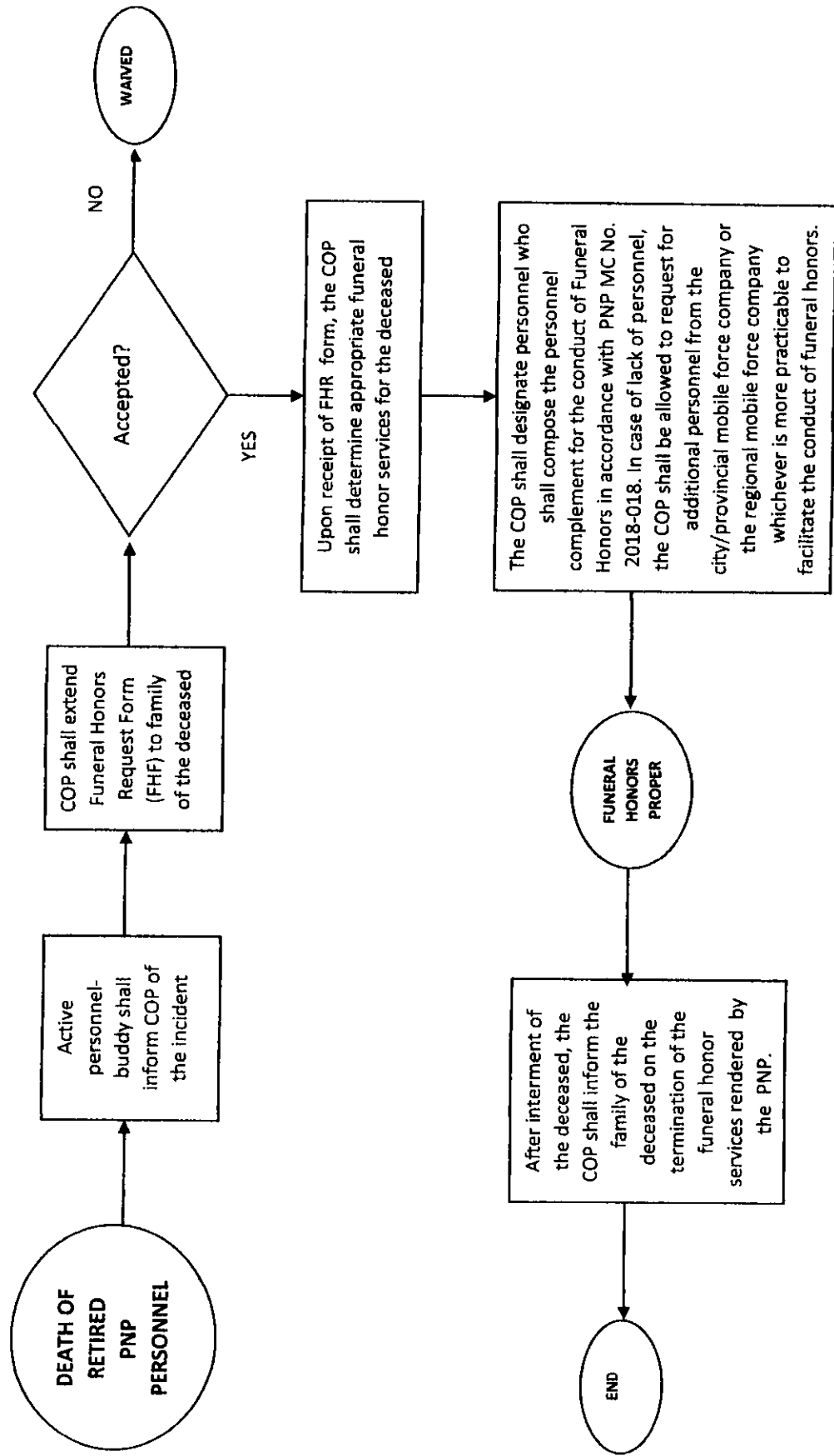
- Eulogy Former PNP Colleagues/Family Members
- PNP Memorial Hymn (To be Composed/*Pilipinas Kong Mahal*) AVP
- Response from the Family Selected Family Members

PART III

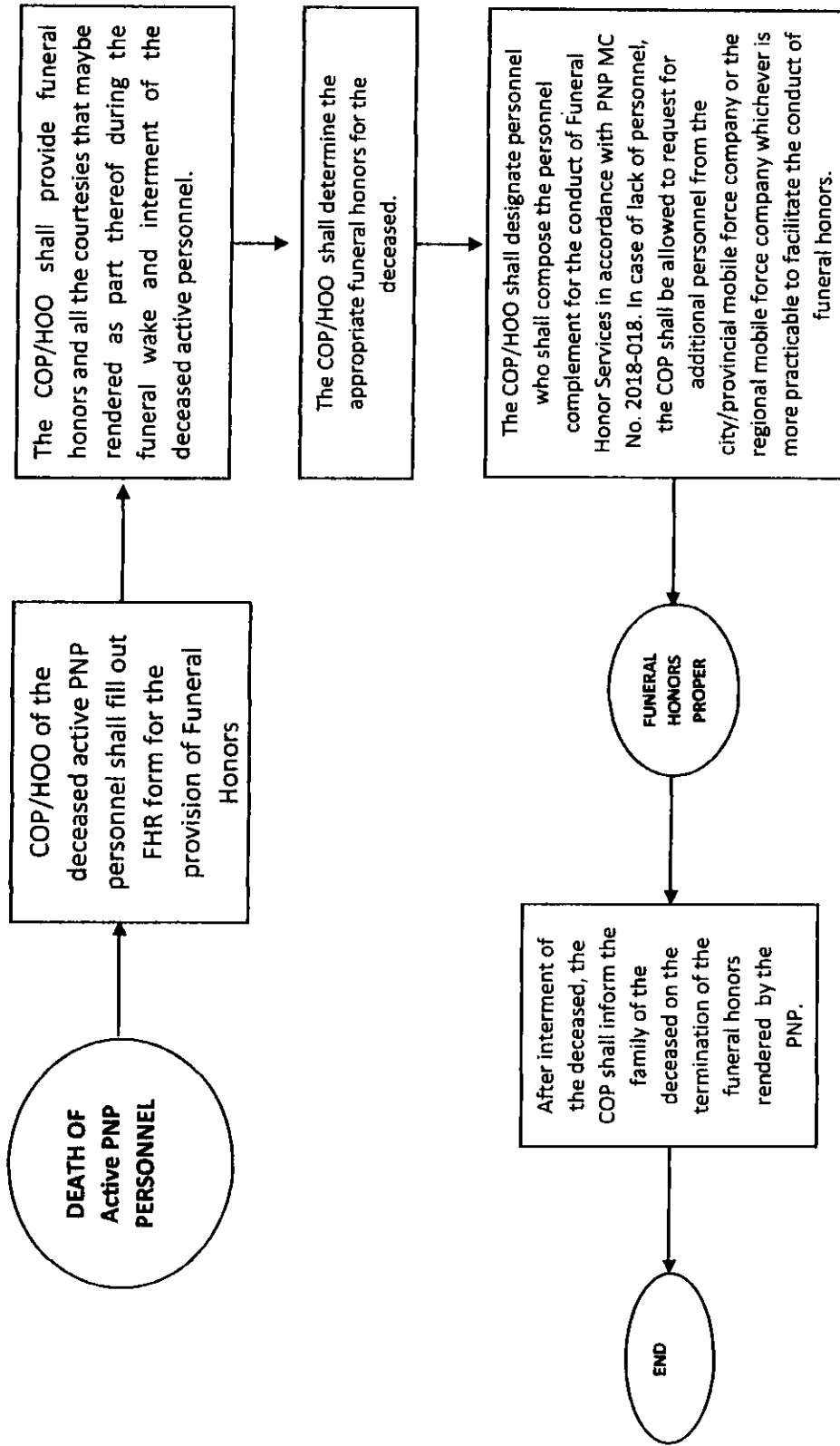
- Giving of Token to the Bereaved Family PRO/PPO/CPS/IMPS
- Final Salute All Retired and Active PNP Personnel Present
- Singing of PNP Hymn AVP
Masters of Ceremony

ANNEX "E" - Flow Chart of Processing for the Provision of Funeral Honors

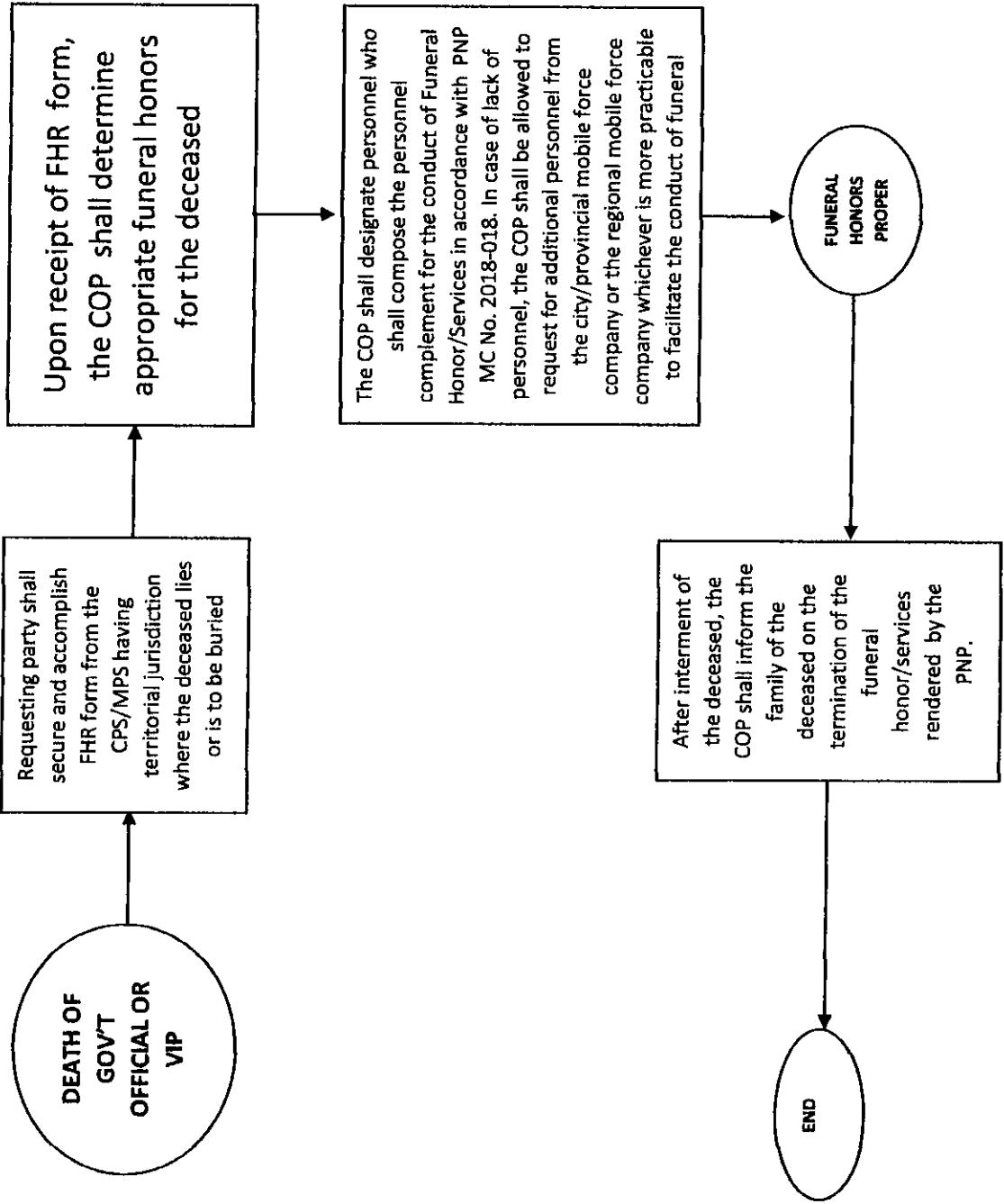
For Retired PNP Personnel



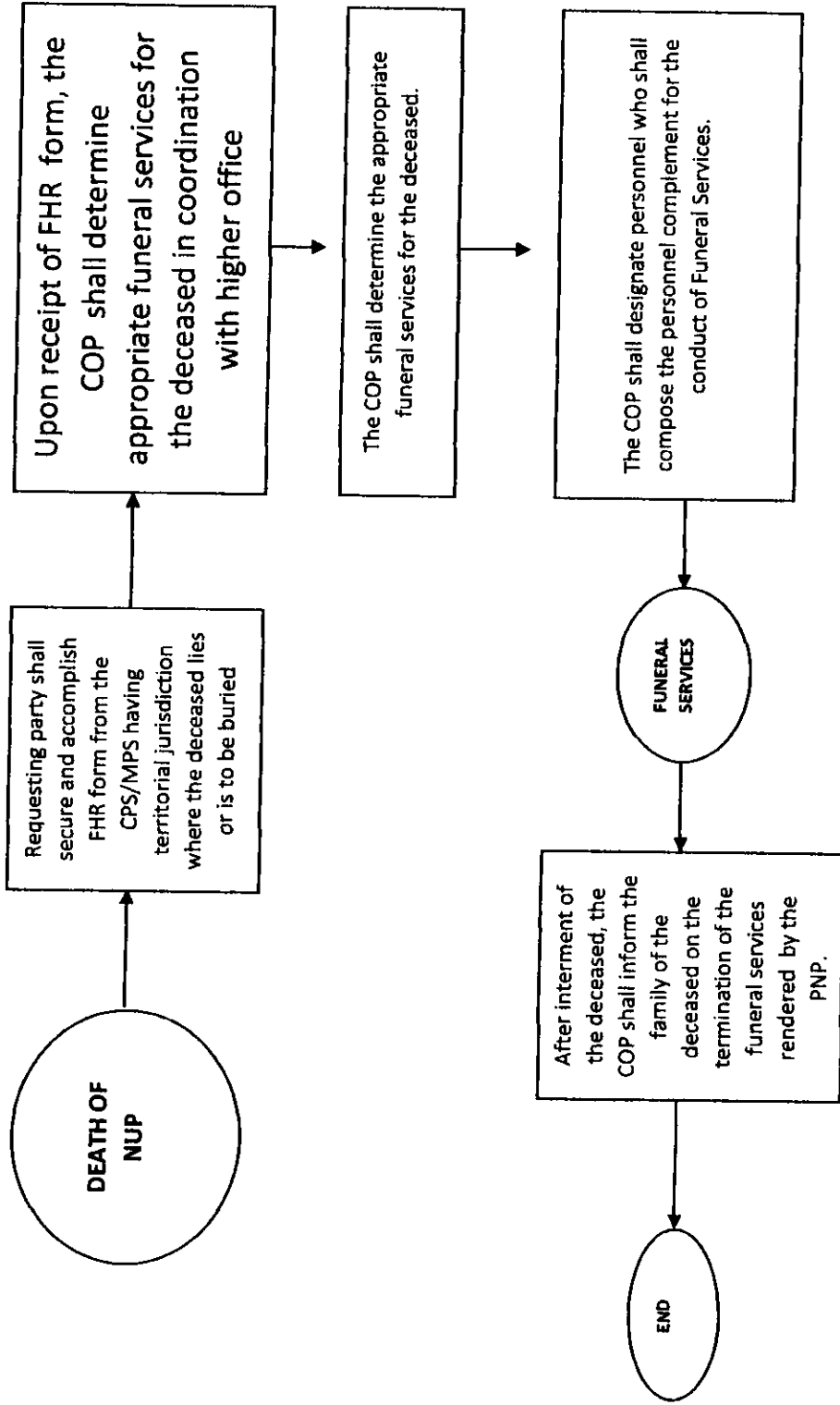
For Deceased Active PNP Personnel



For Deceased Government Officials and VIPs



For Deceased NUP



FUNERAL HONORS REQUEST (FHR) FORM

Date

Chief of Police

Unit/Station

Address

Dear Sir/Madam;

Respectfully request for Funeral Honors to the deceased PNP Retiree, details are as follow:

Name: _____ Age: _____ Sex: _____
Last Unit Assignment: _____
Retired: ___ Separated (honorably discharged): ___
Place of Wake: _____
Date/Time of Interment: _____
Place of Interment: _____

Further, request approval.

Requesting Party

Approved/Disapproved

Chief of Police



Office
/Unit
Logo

Funeral Honors Ceremony

for the

Late PCOL. JUAN DELA CRUZ

Address/Location
Date/Time

Attire:
PCOs: GOA "A"
PNCOs: GOA "B"
Civilians: As appropriate

This serves as an invitation

PROGRAM

FUNERAL HONORS CEREMONY

- Arrival of the Casket
Honor Guard Platoon and
PNP Band
- Religious Service
Chaplain Service
- Twenty One (21) Gun
Salute
Volley Firers
- TAPS Call
PNP Band
- Undraping of the
Philippine Flag and
Pall Bearers
- Presentation of the
Philippine Flag to the
immediate family
Member of the deceased
Highest PNP Official Present
- Interment Proper
PNP Band