



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

NOV 09 2022

PNP MEMORANDUM CIRCULAR
 NO.: 2022-125

REVISED POLICY GUIDELINES IN THE CONFERMENT AND PROPER WEARING OF TRAINING BADGES AND PATCHES

1. REFERENCES:


- a. Republic Act (RA) No. 8491 dated February 12, 1998 entitled, "An Act Prescribing the Code of the National Flag, Anthem, Motto, Coat-of-Arms and Other Heraldic Items and Devices of the Philippines" and its Implementing Rules and Regulation";
- b. PNP Memorandum Circular (MC) No. 2019-041 dated July 25, 2019 entitled, "Guidelines and Procedures in the Formulation, Approval and Updating of Specifications for Police Uniforms/Clothing and Various Equipment Including its Presentation Before the PNP Uniforms and Equipment Specifications Board (UESB)";
- c. PNP MC No. 2013-013 dated October 17, 2013 entitled, "Policy Guidelines in the Wearing of Training Badges";
- d. PNP Letter of Instructions 06/09 "Tamang Bihis Alpha";
- e. Memorandum from TCDS dated January 10, 2018, with subject, "Reiteration of Policies and Guidelines on the Prescribed and Detailed Description of PNP Uniforms and Their Uses"; and
- f. Directorate for Research and Development (DRD) Memorandum dated November 12, 2019, with subject, "Amendment on the Guidelines in Proposing Unit Seal/Logo and Eligibility Badge."

2. RATIONALE:

Training badges and patches are distinctive marks that denote and represent special knowledge, skills, and expertise in specific areas of police functions. These are part of the uniform worn with integrity and pride, as they symbolize adeptness in performing an assigned task/duty.

The wearing of training badges and patches also exemplifies the completion of a particular undertaking, specifically the acquisition of progressive leadership, knowledge, and skills. It further signifies affiliation to a particular competent group of people.

AUTHENTICATED BY:


 MELICENT A. APOLINARIO
 Police Major
 Acting Chief, Administrative Section

3. SITUATION:

Training badges and patches are accoutrements of the PNP uniform. Their issuance is limited to PNP offices/units, mandatory and competency training, and

academic professions. The issuance must conform to the procedures and requirements provided by the law; of the DRD as mandated by PNP MC No. 2019-041; and other existing policies.

Particularly, Sections 44 and 45, Chapter VI of RA 8491 provide that:

"Section 44. Any government entity, including the military, may adopt appropriate coat-of-arms, administrative seals, logo, insignia, badges, patches, and banners, x x x";

Section 45. Such heraldic devices and items shall be filed with the Institute (National Historical Institute) for recording and evaluation as to precedence, design, customs and traditions. x x x." [insertion ours]

The Implementing Rules and Regulations (IRR) of RA No. 8491, also state:

"Section 49. Any of the government, whether national or local, government-owned or controlled corporations, state colleges and universities, including the military, may adopt appropriate coat-of-arms, seal, logo, insignia, badge, patches, banners and initiate awards, trophies, citations, orders or decorations, as may be authorized by the Office of the President or by Congress."

However, the unsystematic issuance of these badges and patches, and their unregulated sale make it difficult to determine who among the personnel are authorized to wear the same. Further, due to the absence of occupational specialization and the ever-dynamic transfer of personnel from one office/unit to another, training badges and patches worn by some personnel no longer correlate to their actual job description skills and expertise. As a consequence, the said training badges and patches have become mere adornments to the uniform.

Also, office/unit logos/seals and training badges are being misused by civilians and personnel alike as bumper stickers and decals of their personal and private vehicles even without authority and permission. Such unauthorized and unregulated use particularly by those traffic violators erodes, even more, the public persona of the police organization.

4. PURPOSE:

This PNP MC prescribes the guidelines and procedures in the approval of the distinct design and the issuance of training badges and patches, whether regular or executive to include foreign training, or those courses designed for honorary, counterparts, or civilians.

It further provides the procedures in the conferment and proper wearing of training badges and patches by personnel and other authorized individuals.

AUTHENTICATED BY:


MELICENT A APOLINARIO

Police Major

Acting Chief, Administrative Section

5. **DEFINITION OF TERMS:**

- a. **Academic Profession** – refers to a line of work/profession obtained by personnel outside of the PNP upon completion of a baccalaureate degree or higher education and after passing the required examination, if any, before conferment of title (i. e. lawyer, doctor, engineer, nurse, priest, among others).
- b. **Academic Profession Badge** – a badge worn by personnel to symbolize their academic profession.
- c. **Authority to Wear** – PNP-issued document/order to officially authorize PNP personnel and civilians to wear PNP training badges and/or patches following the prescribed policies.
- d. **Civilian** – refers to a person who is not a member of the PNP that includes inactive or retired personnel.
- e. **Competency Course/Training** – refers to certified competency courses/training offered to personnel or other qualified individuals, with 80 training hours or more. It is to improve and upgrade the skills, capabilities, and knowledge of personnel to be more competent and qualified in the performance of their functions such as but not limited to investigation, intelligence, police-community relations, and various branch of police operations such as patrol, traffic, internal security operation, and other specialized training. It also covers various training on the administrative aspect of police function such as but not limited to logistic courses, comptrollership courses, finance courses, computer courses, human resource management courses, and other training courses in which expertise is not directly related to the conduct of police operations.
- f. **Competency Training Badge** – a badge worn by personnel that symbolizes the completion of a competency course/training.
- g. **Conferment** – refers to the authority and privilege of the proponent to use the training badge for its courses/training.
- h. **Counterparts Badge** – refers to the badge for other uniformed service or law enforcement agencies that are recipients of specialized courses offered by the PNP.
- i. **Executive Badge** – refers to the badge offered exclusively to PNP Third Level officers who took executive courses offered by the PNP. Counterparts and civilians who belong to third-level ranks or are designated as Division Head, Supervisor, or Head of their Agency may participate in executive courses and avail of the executive badge.

AUTHENTICATED BY:


MELICENT A APOLINARIO

Police Major

Acting Chief, Administrative Section

- j. **Foreign Training** – refers to any training, seminar, workshop, scholarship grant, and the like, offered and/or sponsored by a foreign


police force, agencies, and institutions conducted either within the country or abroad.

- k. **Heraldic Items and Devices** – shall mean coat-of-arms, seals, logos, insignia, badges, flashes, patches, orders and decorations, medals, stars, citations, lapel pins, trophies, dry, wax, or wet seals, and imprints on letterheads, envelopes, and cards.
- l. **Honorary Badge** – refers to the badge given to a Head of Office/Unit or another Agency, who is given authority, even without training, to wear the unit and training badge and/or patch by virtue of the designation.
- m. **Mandatory Career Courses** – refer to courses required to be completed by Police Commissioned Officers (PCOs) or Police Non-Commissioned Officers (PNCOs) as part of the requirement for a promotion.
- n. **Mandatory Career Course Badge** – a badge earned by uniformed personnel after undergoing a mandatory course.
- o. **Personnel** – refers to active uniformed and non-uniformed members of the PNP.
- p. **Regular Badge/Patch** – refers to the badge and/or patch for mandatory courses, and specialized and competency training offered to personnel.
- q. **Specialized Training** – refers to the training offered to members of the PNP that provide essential knowledge and specialized skills in the administrative, technical, and operational fields of police service.
- r. **Training Badge** – a special or distinctive mark, token, or emblem worn as a sign of authority, achievement, and successful completion of a particular course/training.
- s. **Training Patch** – embroidered distinctive mark, token, or emblem that symbolizes the training and schooling acquired within the PNP or other training institutions.
- t. **Training Tab** – a piece of cloth, strap, or embroidered cloth placed at the sleeve which symbolizes training or schooling acquired within the PNP or other training institutions.
- u. **Unit Badge** – refers to a badge granted to a specific office/unit that symbolizes membership.

6. GUIDELINES:

AUTHENTICATED BY: a. General Guidelines:

- 1) Training badges may be classified into Mandatory Career Course Badges; Specialized and Competency Training Badges; and Academic Profession Badges. Specialized and competency training


MELICENT A APOLINARIO
Police Major
Acting Chief, Administrative Section

badges must be issued with their distinctive design for regular, exclusive, honorary, counterparts, and for civilians, subject to the guidelines set forth in the MC.

- 2) The existing mandatory career course badges of the National Police Training Institute (NPTI) given to PNCOs who are graduates of its mandatory and leadership courses shall be modified because of its transfer to the PNP pursuant to RA No. 11279. Thus, the NPTI must, within one year upon approval of this MC, submit the modification of its training badges to DRD for deliberation and approval. During the same period, the issuance must be suspended until the new badges are approved, however, the training badges previously issued are allowed to be worn by uniformed personnel.
- 3) The mandatory career course badge for mandatory and leadership courses offered by the Philippine Public Safety College (PPSC), shall be approved by its regulating office and filed with the NHCP. The DRD shall be furnished with the approval for accreditation and shall issue a memorandum for inclusion in the PNP uniform.
- 4) The Academic Profession badge shall only be worn by personnel assigned in offices/units where their profession is directly related to the performance of their duties. Provided, said academic profession badge is approved by the professional regulating body concerned and filed with the NHCP. Said approval shall also be submitted to DRD for accreditation.
- 5) A unit badge may be worn by personnel assigned to a specific unit instead of a specialized and competency training badge. Personnel assigned to the unit but detailed with other offices/units performing the duties and responsibilities related to their functions may wear the unit badge.
- 6) Personnel who completed a particular regular course/training program are the only persons authorized to wear/use the UESB-approved training badge/patch. Exceptions: authorized individuals who underwent executive training, those conferred as honorary, and those offered to counterparts and civilians.
- 7) Only certified training programs with 80 training hours or more shall be entitled to the conferment of a competency training badge. Conferment of training badges must be done after filing with the NHCP and approval by the President/Executive Secretary. Specialized and competency training programs with provisional approval shall not be entitled to a training badge/patch. Section 50 of the IRR of RA No. 8491, provides:

AUTHENTICATED BY:


MELICENT A APOLINARIO
Police Major
Acting Chief, Administrative Section

"Section 50. These heraldic devices and items shall be filed with the Institute for recording and evaluation as to precedence, design, customs and traditions.

The application for approval of design and specification of the proposed heraldic items and devices shall be supported with the following documents:

- a) *Orders, or any forms of grants, laws of authority or creations;*
- b) *Brief historical background, symbolism, and significance of every design component; and*
- c) *Photographs of existing structures, objects, spots, etc. to be incorporated in the design.*

The Institute shall recommend such heraldic design together with the needed documents to the Office of the President or Congress for final approval.

The approved design shall be returned to the Institute for proper recording in the National Registry of Heraldic Items and Devices and for transmittal to the requesting government entity.”

- 8) The “AUTHORITY TO WEAR” the appropriate career or training badge shall be issued to personnel by the training office/unit that conducted the training upon completion of the career course or training program. Said authority shall form part of the Declaration of Graduates for the particular class. A copy of such shall be submitted to the DHRDD for record purposes.
- 9) Specialized and competency training sponsored by agencies or institutions other than the PNP (foreign and local) with official training badges may be recognized, provided that the training badge is approved by its regulating office and filed with the NHCP. A copy of the training order and the training approval shall be submitted to the DHRDD for reference.
- 10) The design, symbolism, and specifications of the badges for mandatory career courses, the academic profession, and specialized and competency training shall be evaluated by the UESB for presentation and approval of the DRD.
- 11) Offices/units shall be guided by Section 51, of IRR of RA No. 8491 in the design, creation, modification, revision, and approval of heraldic items and devices:

“Section 51. To conform to the basic heraldic traditions, the following shall be observed in the design, creation, modification, revision and approval of heraldic items and devices:

- a) *It may feature either abstract or natural emblem/visuals, representing significant aspects, or events representative or related to its history, mandates, duties, functions and visions;*

AUTHENTICATED BY:



MELICENT A. APOLINARIO

Police Major

Acting Chief, Administrative Section

- b) *Components of heraldic designs must feature indigenous Filipino culture, values, history, traditions and sense of nationalism;*
- c) *Every component must be recognizable as if it is rendered or reduced to its normal required sizes;*
- d) *No personal heraldic devices shall be allowed except the Seal of the President and the Vice-President;*
- e) *Symbols, names, initials, logos, pictures, silhouettes, images of living persons shall not be featured in the design;*
- f) *The name of the government entity or title of heraldic items and devices must be in prominent position;*
- g) *All heraldic items and devices, including ribbons or sashes, must be unique from each other;*
- h) *The National Coat-of-Arms, which may or may not include the scroll, when used as the main part or as a component of the seal, must occupy the place of honor. It shall be used only by the major branches of the government;*
- i) *In using the National Coat-of-Arms or the Great Seal for numismatic purposes, wet or dry seals and painted or printed in monochrome, tincture representations shall be used;*
- j) *The use of the National Flag is prohibited except where the flag has become part of its history;*
- k) *The motto, title or phrase to be incorporated in the heraldic items and devices may be in the national language or in any local dialect; and*
- l) *These heraldic items and devices shall not be revised or changed more than once every ten (10) years."*

12) In addition, the design must:

- a) Distinguish whether the training badge is for operational or administrative assignment. If the training badge is for operational assignment, it must include the approval of its corresponding training patch/tab;
- b) Have distinction in specialized and competency courses offered for an executive, honorary, counterparts, and civilians. The distinction may pertain to the dimension (Kalasag/Circular/Triangular/Other Irregular shapes), color, or other peculiarities;
- c) The badges must also contain symbols that represent the course or training conducted; and
- d) The sizes of the training badge must conform to the DRD specifications.

AUTHENTICATED BY:


MELICENT A. APOLINARIO
 Police Major
 Acting Chief, Administrative Section


b. Specific Guidelines:

- 1) The training badge shall be worn in General Office Attire (GOA) "A" for PCOs; GOA "B" for PCOs and PNCOs; and formal uniform of Non-Uniformed Personnel. It shall also be used in full dress blue (ceremonial blue uniform), full dress white (white duck), and PNP mess jacket. For operational assignments with Field Service Uniforms, the approved training patch/tab shall be used as substitute for the training badge.
- 2) The revision of training badge shall undergo the same procedure for approval of training badge. The reason for the revision shall be included as a requirement. If approved, all grantees of the old training badge are entitled to wear the new one.
- 3) The dissolution of a course or training; or incorporation in a new course or training; or its non-inclusion in the MTAP shall not prohibit the wearing of its training badge, if applicable.
- 4) Training badges/patches/tabs shall not be converted into license plates, posters, stickers, decals, pictures, and the like. The display of training badges/patches/tabs in vehicles is also prohibited.
- 5) The approved certification of training shall be included as a requirement for approval of the training badge.
- 6) The UESB resolution shall include where the training badge shall be pinned in the PNP uniform.

c. Responsibilities:

- 1) **DHRDD**
 - a) Certify the specialized and competency training;
 - b) Approve the conduct of training;
 - c) Shall serve as the OPR in the conferment of training badge with the office/unit proponent;
 - d) Maintain data of all certified specialized and competency training, and approved training badges; and
 - e) Perform other tasks as directed.
- 2) **DRD**
 - a) Deliberate and recommend for approval of the CPNP the training badge filed by offices/units;
 - b) File for approval of the NHCP with training badges approved by CPNP;

AUTHENTICATED BY:


MELICENT A. APOLINARIO
Police Major
Acting Chief, Administrative Section

- c) Furnish DHRDD with all training badges filed with NHCP and approved by the President (Executive Secretary) for conferment
 - d) Ensure that all offices/units and personnel conform with the "Tamang Bihis";
 - e) Issue Certificate of Conformity to manufacturers/suppliers who are accredited and authorized by the PNP to manufacture/sell in of PNP training patches and badges;
 - f) Responsible for the publication of the list of all approved training badges and patches as well as their proper use and wearing/placement;
 - g) Communicate with the PPSC for the accreditation of their training badge; and
 - h) Perform other tasks as directed.
- 3) **NPTI**
- a) Revise/modify the design of the existing mandatory career course badge consistent with its transfer to the PNP;
 - b) Include in the declaration of graduates, the authority to wear the mandatory training badge;
 - c) Temporarily suspend the issuance of existing mandatory career course badges for its ongoing courses until their revision/modification is approved; and
 - d) Perform other tasks as directed.
- 4) **TS**
- a) Ensure availability of authority to wear training badge issued by the course owner together with certificates of completion, declaration of graduates, and the final order of merit during the closing ceremony of courses/training;
 - b) Ensure that the training badge shall be handed to the graduates during graduation; and
 - c) Perform other tasks as directed.
- 5) **D-Staff/s and NSUs**
- a) Design the training badge of their respective specialized and competency courses with 80 training hours or more;
 - b) Provide distinction on the design, symbolism, or specification of the training badge for operational or administrative unit

AUTHENTICATED BY:


MELICENTA APOLINARIO
 Police Major
 Acting Chief, Administrative Section

assignments; or if it is offered for regular or executive training; or for honorary, counterparts, or civilians;

c) Include in the certification of specialized and competency courses with 80 training hours or more, the proposed training badge; and

d) Perform other tasks as directed.

d. Coordinating Instructions:

1) The DRD must ensure the implementation of the "Tamang Bihis";

2) All training units and course proponents shall provide measures or strategies to prevent/curtail the unauthorized use of training badges;

3) Appropriate charges shall be filed, if necessary, against personnel or other persons who use the training badge other than its prescribed usage; and

4) Lateral coordination shall be observed for the successful implementation of this MC.

7. PROCEDURES:

a. Approval of Training Badge/Patch. Upon certification of courses/training, the proponent office/unit must comply with the procedures in the formulation of training badges as prescribed by the DRD Memorandum dated November 12, 2019 "Amendment on the Guidelines in Proposing Unit Seal/Logo and Eligibility Badge" or other regulations that may be issued:

1) Respective units to create a Technical Working Group (TWG) for the formulation and design of the seal/logo/badge;

2) TWGs will then deliberate the design and its corresponding symbolism;

3) TWG design shall be transmitted to the unit head for approval through a TWG Resolution;

4) Approved TWG Resolution shall be endorsed to DRD (Attn: Clothing Section Committee) for initial evaluation and scheduling of meeting of UESB Technical Committee on Uniforms and Accoutrements for deliberation;

5) If approved by the UESB Technical Committee, the unit head/representative shall be called to appear before the UESB, Chaired by DRD for further deliberation and approval;

6) UESB-approved logo/seal/badge shall be recommended to CPNP for approval and subsequent endorsement to the NHCP (for units with star rank unit heads only) for confirmation and publication; and

AUTHENTICATED BY:



MELICENT A. APOLINARIO

Police Major

Acting Chief, Administrative Section

- 7) The eligibility/training badge must only contain symbols that represent the training or course.
- b. Conferment procedures.
 - 1) Conferment ceremony shall take place after the training badge is filed with the NHCP (for units with star rank unit heads only) and approved by the President (Executive Secretary);
 - 2) Conferment of the training badge for a course or training shall preferably coincide with the Monday Flag Raising ceremony to be spearheaded by the DRD; and
 - 3) The authority to wear the badge signed by the course owner unit head shall be issued and awarded to the graduates with the certificate of completion, declaration of graduates, and final order of merit followed by the ceremonial pinning of the training badge.
 - c. Proper wearing.
 - 1) Personnel shall wear the training badge appropriate to their course and training: for mandatory, the highest; for specialized and competency, one for the office/unit assignment and one for the designation, if applicable; and one academic badge or unit badge, if applicable. The same limitation applies to training patches/tabs.
 - 2) Placement of the training badge:
 - a) The mandatory career course badge shall be placed at the center of the right pocket of the prescribed uniform;
 - b) Highest specialized or competency training badge of the present assignment shall be placed at the center of the left pocket of the prescribed uniform. A maximum of two additional specialized badges may be allowed to be placed on top at the flap or cover of the left pocket;
 - c) Academic badges for lawyers, doctors, engineers, criminologists, etc., and other internationally recognized badges such as Airborne, Explosive Ordnance Division, and others shall be placed on the uppermost right portion of the prescribed uniform, just above the awards and decorations;
 - d) For NUP, it shall be pinned on the left collar or left portion (breast level) of their prescribed uniform;
 - e) Honorary badge may be pinned where the academic or unit badge is pinned as an alternative. The honorary badge, academic badge, or unit badge shall not be pinned simultaneously; and
 - f) For the civilian recipient of the training badge, the same may be pinned at the left portion (breast level) of the appropriate attire and during the occasion allowed/provided by the course owner.

AUTHENTICATED BY:


MELIGENTA APOLINARIO
Police Major
Acting Chief, Administrative Section

- 3) For training patches, it shall be placed on the appropriate PNP uniform, as follows:
 - a) Detachable patch (with hook and loop fastener) for Mandatory Training shall be placed at the center of the right angle/slanted pocket. Patch for Specialized and competency training (for unit assignment or designation) shall be sewn above the name cloth; and
 - b) If the training is acquired from another training institution, the training patch shall be placed on the left side pocket.
- 4) Tabs for mandatory training, if applicable, shall be sewn above the left sleeve pocket. Tabs for specialized and competency training, if applicable, shall be sewn also on the left sleeve pocket below the mandatory training tab. If the training is acquired from another training institution, the training tab shall be placed on the right sleeve pocket.
- 5) All the training badges may be worn on any occasion that allows indicated prescribed uniform.

8. ADMINISTRATIVE SANCTIONS:

Failure to conform, negligence, or irregularities in the implementation of this MC shall be dealt with accordingly. Heads/Chiefs of Offices/Units are directed to strictly comply and shall be held administratively liable if their training badge is used negligently by an unauthorized person. Personnel who violates the provisions of the MC shall also be held administratively liable.

9. REPEALING CLAUSE:

All other policies, guidelines, issuances, rules, and regulations which are contrary to or inconsistent with this MC are hereby repealed or modified accordingly.

10. EFFECTIVITY:

This PNP MC shall take effect after 15 days from filing a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 292 otherwise known as the "Revised Administrative Code of 1987," as amended.



RODOLFO S AZURIN, JR
Police General
Chief, PNP



AUTHENTICATED BY:

Melicient A. Apolinario
MELICENT A APOLINARIO
Police Major
Acting Chief, Administrative Section

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