



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

OCT 16 2024

DPRM(M)-240904-25

**MEMORANDUM CIRCULAR**

NO. **2024-083**

**RATIONALIZED "SALAMAT - KAPATID" PROGRAM IN HONOR OF  
 RETIRING PNP PERSONNEL**

**1. REFERENCES:**

- a. Republic Act (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;
- b. RA No. 6975, as amended by RA No. 8551;
- c. Civil Service Commission Memorandum Circular (MC) No. 8 series of 2007 entitled, "Management of 201/120 Files";
- d. CSC MC No. 6, series of 2002 entitled, "Revised Policies on the Grant of Loyalty Award";
- e. CSC MC No. 7, series of 1998, entitled, "Adoption of "SALAMAT - PAALAM" Program in honor of retiring officials employees in the Civil Service";
- f. PNP Manual on Protocols, Customs and Traditions of the Service, Drills and Ceremonies, and Social Graces, series of 2023;
- g. PNP Manual on Drills, Ceremonies and Protocol and Social Usage, series of 1994;
- h. PNP MC No. 2017-059 entitled, "Revised "SALAMAT - KAPATID" Program in Honor of Retiring PNP Personnel";
- i. PNP MC No. 2017-032, entitled, "Uniform Rules in Conducting Command Activities in the Philippine National Police (PP) National Headquarters";
- j. PNP MC No. 2014-014, entitled, "Guidelines to Ensure the Early Release of Retirement Pay, Pensions, Gratuities and Other Benefits of Retiring PNP Personnel";
- k. Letter of Instruction 16/05 (Salamat Kapatid), dated April 1, 2005; and
- l. Memorandum from TCDS dated February 9, 2016 with subject: Retirement Honor for the PNP personnel "Salamat Kapatid Program."

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**2. RATIONALE:**

This Memorandum Circular (MC) shall provide the guidelines and procedures to be undertaken by PNP offices/units concerned in giving honors and recognition to retiring PNP Uniformed and Non-Uniformed Personnel (NUP).



**8. 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.



**ROMMEL FRANCISCO D MARBIL**  
Police General  
Chief, PNP

**Distribution:**

- Command Group
- Cmdrs, APCs
- IG, IAS
- D-Staff
- P-Staff
- D, NSUs
- RD, PROs
- DDs, NCRPO
- SPA to the SILG



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### 3. SITUATION:

For the past years that the PNP offices/units have conducted the glorious and cherished tradition of honoring the retiring PNP personnel, it has been observed that the number of retirees availing the "Salamat-Kapatid" Program (SKP) continuously increases. In effect, the budgetary requirement in conducting the ceremony is becoming costlier for some offices/units, thereby resulting in deviations from the guidelines stated in the existing directives on the retirement honors ceremony.

### 4. PURPOSE:

To continue the cherished tradition of recognizing the retiring PNP personnel for their long years of dedicated and invaluable service to the organization and to the country.

### 5. DEFINITION OF TERMS:

For the purpose of this MC, the following terms or words and phrases shall mean or be understand as follows:

- a. Badge – a distinctive emblem worn as a mark of office, membership, achievement, licensed employment, etc.
- b. Medallion – a metal disc that is worn for decoration on a chain or string around the neck.
- c. Memento – an object as a reminder or souvenir of a person or event.
- d. Plaque - a flat piece of metal or stone with writing on it, which is fixed to a wall or other structure to remind people of an important person or event.
- e. PNP Personnel - the Police Commissioned Officers (PCOs), Police Non-Commissioned Officers (PNCOs), and the Non-Uniformed Personnel (NUP) of the PNP.
- f. Retiree - a PNP personnel who either optionally or compulsorily retires.
- g. Service Medal – an award given to PNP personnel who rendered service in the PNP. It is awarded generally in recognition of honorable performance of duty during the campaign operation or service.

### 6. GUIDELINES:

#### a. Policies:

- 1) All retiring PNP personnel, either optional or compulsory, are entitled to the SKP, except those who are inactive in service, such as but not limited to those who are serving the penalty of suspension, placed under automatic leave of absence or under preventive suspension pending investigation;

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- 2) In case a Star-Ranked Officer opted to waive the SKP, he/she may submit a request letter for approval of the CPNP;
- 3) For the retiring Star-Ranked Officers of the Command Group, the ceremony in their honor shall be held either in front of the National Headquarters Building, at the PNP Grandstand, or at the PNP Multi-Purpose Center (MPC), at the option of the Star-Ranked Officer concerned;
- 4) For all other retiring Star-Rank Officers, the ceremony in their honor shall be held in their respective present assignment. Likewise, the conduct of Sentimental Journey is prohibited;
- 5) PNP Crime-based personnel with the ranks of Police Colonel (PCOL) down to Patrolman/woman (Pat) including NUP, shall be given a simple ceremony at the PNP MPC not later than their retirement date. The "Salamat-Kapatid" Program shall be conducted on the third or fourth week of the month. The highest-ranking retiree shall deliver retirement speech during the ceremony;
- 6) The Directors of the retiring PNP personnel shall attend the "Salamat Kapatid Program" and participate in the said program;
- 7) The maximum number of retirees per retirement ceremony shall be 30. Should the number of retirees for the month exceeds 30, another retirement ceremony shall be conducted for the excess retirees not later than their scheduled retirement date;
- 8) Each retiree shall be accompanied by a maximum of three guests;
- 9) The retiree will receive the following tokens/mementos:
  - a) CPNP (Police General)
    - (1) Medallion;
    - (2) Encased Command Saber;
    - (3) Encased Personal Flag;
    - (4) PNP Wooden Badge Case;
    - (5) PNP Retiree's Identification Card;
    - (6) PNP Service Medal (Award);
    - (7) Philippine Legion of Honor (Upon approval by the President); and
    - (8) Police Personnel File (PPF).
  - b) PNP Command Group and APC Commanders (Police Lieutenant Generals)
    - (1) Medallion;
    - (2) Encased Command Saber;
    - (3) Encased Personal Flag;
    - (4) PNP Wooden Badge Case;

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- (5) PNP Retiree's Identification Card;
- (6) PNP Service Medal (Award); and
- (7) Police Personnel File (PPF).

c) All other Star-Ranked Officers (including retiring APC Commanders with the rank of Police Major Generals)

- (1) Medallion;
- (2) Encased Command Saber;
- (3) Encased Personal Flag;
- (4) PNP Wooden Badge Case;
- (5) PNP Retiree's Identification Card;
- (6) PNP Service Medal (Award); and
- (7) Police Personnel File (PPF).

d) PCOL down to Pat and NUP

- (1) PNP Service Medal (Award) for uniformed personnel;
- (2) Loyalty Award for NUP;
- (3) Memento from the CPNP;
- (4) PNP Medallion;
- (5) Cash Incentive;
- (6) 30 Liters Fuel Incentive;
- (7) PNP Retiree's Identification Card; and
- (8) Police Personnel File (PPF).

9) After the retirement ceremony, refreshments shall be served at the venue.

10) The NHQ Retirement Assistance Group (RAG) shall be created and shall be composed of representatives from the DPRM (DLOD, MWD, and RMD), DC (FD), DL (SMD), FS (DD), ES (SD), CSG (FEO), LS (SLO-PRBS), PRBS (EPSPD), and LSS (SMD/SAO PNP- Wide). The RAG shall assist and address the retiree's concerns on retirement;

11) Police Regional Offices (PROs) and Police Provincial Offices (PPOs) shall conduct similar ceremonies and give the same retirement mementos in honor of retiring PNP personnel under their respective jurisdictions; and

12) Non-Crime-based National Support Units (NSUs) personnel may join the retirement ceremony in their respective PROs/PPOs.

b. **Responsibilities:**

1) **OTCDS**

- a) Assist on protocol matters;
- b) Detail Command Event Facilitators for activity at PNP MPC; and

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c) Perform other tasks as directed.

2) **DPRM**

a) Act as the OPR in the implementation of this MC;

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) Direct the offices/units concerned to encourage the retiring personnel and their spouses/parents to attend the ceremony;

g) Detail the representatives of MWD, DLOD, and RMD as NHQ RAG members;

h) Issue order to uniformed personnel who will read the "Retirement of the PNP Badge";

i) Consolidate monthly reports from PROs/NSUs on the implementation of this MC and furnish the same to the Command Group;

j) Provide tarpaulin for the retirement ceremony; and

k) Perform other tasks as directed.

3) **PRBS**

a) Act as the Co-OPR in the implementation of the activity;

b) D, PRBS is required to attend the activity;

c) Ensure the availability of the entitlements of the retirees, such as the lump sum retirement pay and equivalent amount of the accumulated leave credits on or before the ceremony in coordination with DC and FS;

d) Facilitate the processing of claims and other benefits due to the retirees;

e) Facilitate the preparation of the PNP Retirees' ID;

f) Detail a representative from EPSPD as NHQ RAG member; and

g) Perform other tasks as directed.

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9) **HSS**

- a) Reserve and prepare the PNP MPC including the Executive Lounge as venues;
- b) Provide refreshments for the Crame-based retiring PNP personnel, guests, and attendees to be served at the PNP MPC Main Hall and Executive Lounge with the supervision of HSS personnel, chargeable against any available PNP fund, subject to the approval of the CPNP;
- c) Provide parking slots with markings for the retirees and their guests; and
- d) Perform other tasks as directed.

10) **FS**

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

11) **CHS**

- a) Designate a Chaplain Officer to render invocation; and
- b) Perform other tasks as directed.

12) **ITMS**

- a) Provide and ensure uninterrupted internet connection at the venue of the activity;
- b) Provide laptop for the Audio-Visual Presentation (AVP);
- c) Ensure that all AVPs are functioning well, in coordination with CES technical staff/operator;
- d) Conduct technical rehearsal in coordination with CES technical staff/operator;
- e) Detail IT personnel at the MPC; and
- f) Perform other tasks as directed.

13) **LSS**

- a) Ensure the presence of LSS NHQ-RAG member; and
- b) Perform other tasks as directed.

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- 4) **DO**
  - a) Prepare and implement security plan for the activity; and
  - b) Perform other tasks as directed.
  
- 5) **DHRDD**
  - a) Ensure that the flow of the ceremony is consistent with the PNP Manual on Protocols, Customs and Traditions of the Service, Drills and Ceremonies, and Social Graces;
  - b) Supervise the conduct of rehearsals and the actual drills and ceremonies; and
  - c) Perform other tasks as directed.
  
- 6) **DL**
  - a) Assist the offices/units of the retiring personnel in procuring the retirement tokens/mementos;
  - b) Provide fuel incentive to all the retirees to be given during the ceremony;
  - c) Provide all tokens/mementos for the PNP Command Group;
  - d) Detail a representative from SMD as NHQ RAG member; and
  - e) Perform other tasks as directed.
  
- 7) **DC**
  - a) Provide cash assistance for the retirees who avail the program;
  - b) Ensure that the entitlement/s of the retirees, such as the Lump Sum Benefit and equivalent amount of their accumulated Leave Credits are available on or before the ceremony in coordination with DPRM, PRBS, and FS;
  - c) Provide fund support for the activity;
  - d) Detail a representative from FMD as NHQ RAG member; and
  - e) Perform other tasks as directed.
  
- 8) **DI**
  - a) Provide covert security operations before, during, and after the activity in coordination with IG, HSS, and DPRM; and
  - b) Perform other tasks as directed.

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- 14) **LS**
  - a) Detail a representative as NHQ RAG member; and
  - b) Perform other tasks as directed.
  
- 15) **CES**
  - a) Provide Public Address System for rehearsals and on the actual activity;
  - b) Detail one PCO and two PNCOs as technical support staff;
  - c) Provide LED TV/screen monitors during the activity;
  - d) Provide wireless microphones for the rehearsal and actual ceremony; and
  - e) Perform other tasks as directed.
  
- 16) **HS**
  - a) Ensure the observance of health and safety protocols at the venue;
  - b) Establish medical staging area at the venue and provide medical team;
  - c) Provide an ambulance with PCO-led Medical Team during the rehearsals and the actual activities in coordination with the OPR; and
  - d) Perform other tasks as directed.
  
- 17) **PIO**
  - a) Detail Masters of Ceremony for the activity;
  - b) Prepare the message of the CPNP Presiding Officer;
  - c) Provide photo and video coverages; and
  - d) Perform other tasks as directed.
  
- 18) **CSG**
  - a) Detail a representative from FEO as NHQ RAG member; and
  - b) Perform other tasks as directed.

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19) **EOD/K9 Group**

- a) Conduct security sweep at the venue at least two hours before the start of the activity; and
- b) Perform other tasks as directed.

20) **PROs and Non-Crime-based NSUs**

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

**c. Coordinating Instructions:**

- 1) Maximum attendance of personnel shall be required to make the event more meaningful;
- 2) The office/unit of the retiring Star-ranked Officer (except the PNP Command Group), PCOL to Pat, and NUP shall shoulder the payment of the mementos/tokens and provide retirement cakes to respective retirees;
- 3) All Directors/Unit Commanders/Chiefs of Offices, Administrative Officer, and Executive Senior Police Officer of the retirees are directed to attend;
- 4) For retiring Star-Rank Officers, they may designate the reader for the "Retirement of the PNP Badge";
- 5) For PCOL to Pat and NUP, the principal and alternate readers for the "Retirement of the PNP Badge" shall come from the office/unit of the most ranking retiree; and
- 6) Lateral coordination is highly encouraged.

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6. **PENAL 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.

