



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

MAR 25 2021

PNP MEMORANDUM CIRCULAR

NO.: 2021-030

**Guidelines and Procedures Governing the Grant of Special Promotion
to PNP Uniformed Personnel**

1. REFERENCES:

- a. Section 33 of Republic Act (RA) No. 8551 also known as the "Philippine National Police Reform and Reorganization Act of 1998";
- b. 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORA-OHRA);
- c. NAPOLCOM Memorandum Circular (MC) No. 2009-009 dated May 5, 2008, entitled: "Prescribing the Guidelines and Sequential Procedures on the Issuance of Appointments Under Special Promotion";
- d. NAPOLCOM MC 2008-002 dated January 21, 2008, entitled: "Amending Memorandum Circular No. 2007-003 entitled: "Amending Memorandum Circulars No. 98-03 and 98-012 Relative to the Grant of Special Promotion to PNP Uniformed Personnel";
- e. NAPOLCOM MC No. 2007-003 dated May 26, 2007, entitled: "Amending Memorandum Circulars No. 98-013 and 98-012 Relative to the Grant of Special Promotion to PNP Uniformed Personnel";
- f. PNP MC No. 2009-019 dated October 30, 2009 entitled: "Guidelines and Procedures Governing the Grant of Special Promotion of Uniformed Personnel of the Philippine National Police (PNP)"; and
- g. PNP MC No. 2005-005 dated May 13, 2005 entitled: "Guidelines and Procedures Governing the Grant of Special Promotions to PNP Uniformed Personnel."

2. RATIONALE:

This Memorandum Circular (MC) aims to boost the morale of deserving Philippine National Police (PNP) uniformed personnel from the ranks of Patrolman/Patrolwoman to Police Lieutenant Colonel who have exhibited acts of conspicuous courage and gallantry at the risk of their lives above and beyond the call of duty by giving them the chance to be promoted to the next rank by special promotion. It also provides the guidelines and procedures in the timely granting of special promotion.

3. SITUATION:

The PNP being the lead agency in charge of maintaining peace and order and security, promotes the spirit of heroism, dedication, hard work, and devotion to duty among its personnel by giving them recognitions for their commendable acts.

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Section 33(b) of RA No. 8551 provides that any uniformed member of the PNP who has exhibited acts of conspicuous courage and gallantry at the risk of his/her life above and beyond the call of duty, shall be promoted to the next higher rank. Such acts shall be validated by the National Police Commission based on the established criteria. Hence, the PNP issued PNP MC 2005-005 and PNP MC 2009-019 for the said purpose.

Since the implementation of the aforementioned PNP MCs, the PNP was able to promote the spirit of heroism among its personnel and uplift their morale by granting special promotion to those who deserved it. However, special promotion is applicable only to the ranks of Police Corporal to Police Lieutenant Colonel. Special promotion from Police Lieutenant Colonel (PLTCOL) to Police Colonel (PCOL) is not allowed. This policy discourages PNP personnel holding the rank of PLTCOL to hold positions in the field and lead the actual conduct of police operation. The lengthy procedures in processing have also caused the applications for special promotion to be overtaken by the regular promotion. Thus, a revision of the MC is necessary to expedite the granting of special promotion without compromising the integrity of its process.

4. PURPOSE:

- a. Institutionalize a system in granting special promotion to second level PNP uniformed personnel and third level for the rank of PLTCOL to PCOL, that is time bound and ensure that the guidelines set forth are uniformly applied in all levels of the command;
- b. Remove as disqualification for granting meritorious promotion the regular promotion of the PNP personnel during the pendency of his/her application;
- c. Harmonize the existing PNP policy with ORA-OHRA as to the effectivity date of the special promotion;
- d. Inspire and promote the spirit of heroism, dedication, hard work, devotion to duty, and active involvement in public service.
- e. Ensure fairness and consistency in granting special promotion and/or in the conferment of appropriate award to deserving PNP uniformed personnel and institutionalize the spirit of prompt recognition; and
- f. Enable the PNP Special Promotion, Awards and Decorations Board (SPADB) to evaluate properly and objectively all applications for special promotion.

5. DEFINITION OF TERMS:

- a. **Above and Beyond the Call of Duty** – the voluntary, conscientious, civic and legally interfering undertaking that is not demanded to a police officer who is not on actual duty and even if he is on actual duty, the calling is more than the tasks mandated by his/her position or

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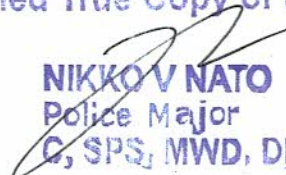
designation. It is characterized by the demand of necessity to save life and implored by one's sense of righteousness. At times, this undertaking maybe complementary to an existing activity performed by another person, group or agency. Nonetheless, its value does not diminish in anyway.

- b. **Act of Heroism or Heroic Act** – the act of conspicuous courage and gallantry at the risk of his/her life above and beyond the call of duty.
- c. **Conspicuous** – visible, obvious, striking, prominent, and distinct.
- d. **Courage** – the most general term, indicating fearlessness and determination, whether physical, mental, or moral against a wide range of difficulties or dangers.
- e. **More than Ordinary Hazardous Service** – act done characterized by the presence of an extremely dangerous situation that is threat to life and limb.
- f. **Personal Bravery** – extreme courage or resoluteness manifested by a specific person while, alone or together with his group or association, tackling a physically existing danger, risk or difficulty.
- g. **Promotion** – is the conferment to the next higher rank with an increase in duties and responsibilities as authorized by law, usually accompanied by the corresponding increase in salary.
- h. **Second Level Ranks** - shall mean from the ranks of Patrolman/Patrolwoman (Pat) to Police Executive Master Sergeant (PEMS) for the Police Non-Commissioned Officers (PNCOs) and from Police Lieutenant (PLT) to Police Lieutenant Colonel (PLTCOL) for Police Commissioned Officers (PCOs).
- i. **Self-Sacrifice** – giving up a personal interest for a higher sense of duty in order to benefit others. It is synonymous to altruism, selflessness, self-denial, and martyrdom.
- j. **Special Promotion or Meritorious Promotion** – is a promotion to the next higher rank of positions as provided for under Section 33 of RA No. 8551, validated by the Commission and satisfies the criteria set forth by this MC.

6. POLICIES:

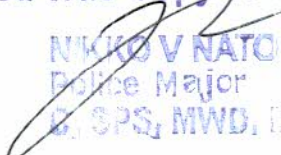
- a. The grant of special promotion must always be in accordance with the provision of Section 33 of RA No. 8551. Validation of the heroic and meritorious acts shall be done by the NAPOLCOM, jointly with the PNP;

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- b. Only "on the spot" special promotion conferred by the President of the Republic of the Philippines shall be exempted from the validation of NAPOLCOM. The issuance of promotion orders shall immediately be undertaken by the PNP with the corresponding individual appointment (KSS Form Blg. 33) for signature by the Appointing Authority to be submitted to the Civil Service Commission for attestation. For documentation purposes, the SPADB and NAPOLCOM shall likewise issue the corresponding resolution;
- c. Only police officers in the second level holding the ranks of Patrolman/Patrolwoman to Police Lieutenant Colonel shall be granted special promotion. There shall be no special promotion for third level officers holding the ranks of Police Colonel to Police General;
- d. In the evaluation and grant of special promotion, the qualification standards of education, eligibility, training, and experience as prescribed under NAPOLCOM MC No. 98-003 dated January 9, 1998 are deemed waived for Police Non-Commissioned Officers;
- e. For special promotion granted to PCO ranks, only the experience qualification is waived. In case any or all of the three other qualification standard requirements is/are lacking, the promotion shall be in temporary status.
- f. The promotion for PCOs shall be in temporary status pending the completion of the lacking education, eligibility, or training requirement for permanency to be complied within one year from the date of effectivity of promotion. The temporary appointment may only be renewed once and in case of non-compliance with the required qualification standards, the subject PNP uniformed personnel shall return to his previous rank;
- g. To be fully effective, the grant of special promotion should be timely, submission of which to the NHQ SPADB shall be within 20 working days from the date of the accomplishment/meritorious act otherwise, the application for promotion shall be disapproved;
- h. The NHQ SPADB shall complete the deliberation process within a maximum period of 40 working days and shall submit its recommendations to the Chief, PNP for its approval and subsequent endorsement to NAPOLCOM for confirmation.
- i. The provision of Section 25, RA No. 8551 which prohibits the promotion of uniformed personnel who have less than one (1) year service before

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reaching the compulsory retirement age shall not apply to special promotion; and

- j. The effectivity date of special promotion shall be the date appearing on the KSS Form Blg. 33 in accordance with Section 17, Rule VI of the 2017 ORA-OHRA.

7. CRITERIA IN THE GRANT OF SPECIAL PROMOTION:


The acts of conspicuous courage described in the recommendation for special promotion must be:

- a. The deed of personal bravery and self –sacrifice above and beyond the call of duty of PNP uniformed personnel so conspicuous as to distinguish the act clearly over and above his/her comrades in the performance of more than ordinary hazardous service, such as but not limited to the following:
 - 1) Overwhelming number of enemies and firepower capability as against the strength of PNP operations and their firepower capability;
 - 2) Infiltration and penetration of the safe house and hideouts of organized crime syndicates such as terrorism, hijacking, kidnapping, illegal drugs, and carnapping;
 - 3) Shoot out in robbery/hold-up incidents inside public places such as: malls, government offices, business establishments, and public utility vehicles; and
 - 4) Conduct of rescue/disaster operations that resulted in the saving of lives and properties.
- b. An act of heroism established in the face of an armed enemy or in the saving of lives and properties.

8. GUIDELINES:

- a. To be fully effective, the grant of special promotion or award should be timely. It is highly desirable that a recommendation be coursed through proper channels and acted upon as quickly as possible. If circumstances preclude the submission of a completely documented recommendation, it is best to submit immediately what is on hand, with the information that additional data/information are to be submitted later. Action by immediate offices/board and the final approving authority shall be expeditious;

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- b. The Chief of Offices/Unit (Chief of Police (COP) for Municipal Police Stations (MPS), Provincial Director for Police Provincial Office (PPO), Director for Police Regional Office (PROs)/National Support Unit (NSUs)) shall have a maximum of 20 working days within which to submit their recommendation for special promotion to the NHQ SPADB. The SPADB shall not act on recommendation for special promotion submitted beyond the prescribed period. The NHQ SPADB shall have a maximum of 40 working days upon receipt from Directors of PROs/NSUs to process and deliberate the same and submit its recommendations to the Chief, PNP and subsequent endorsement to NAPOLCOM for confirmation;
- c. The Commission, upon receipt of the endorsement for special promotion from the Chief, PNP, shall immediately validate the act/deed and shall issue the corresponding NAPOLCOM Resolution to confirm the meritorious act which shall be the basis in the preparation of the Individual Appointment (KSS Form Blg 33) for attestation of the Civil Service Commission and Issuance of appropriate orders;
- d. The preparation of appointment and orders shall be undertaken by the PNP upon receipt of the confirmed resolution from NAPOLCOM for the second level ranks and Office of the President, for the promotees to Police Colonel;
- e. The SPADB shall process or evaluate the heroic act of the nominees individually, looking into their actual participation and measuring it up against the criteria set by Section 33 of RA 8551, pertinent NAPOLCOM Resolutions, and this MC. At no time will a group or mass nomination for the same accomplishment be entertained. As far as practicable, the Board shall require the personal appearance of the nominee for clarification and interview;
- f. The recommendation for special promotion must be based upon the affidavit of two responsible persons who are eyewitnesses by describing the specific deed or act of heroism cited. The affidavit narrating the facts should be under oath;
- g. In cases where no eyewitness could attest to the heroic act, the testimonies of their immediate superior officers or concerned local officials may be admitted as evidence. Under such circumstances, the testimonies shall be subjected to careful scrutiny by the SPADB;
- h. In case of denial of application for promotion by the SPADB, a motion for reconsideration may be filed by the nominee within 15 days upon receipt of the Notice of Decision if he believes that the decision is adverse. The subsequent decision of SPADB on the motion for consideration shall be appealable to the Chief, PNP within 15 days and the decision on the matter shall be final and executory;

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- i. If the application for special promotion is disapproved by NAPOLCOM, the recommendee may file a motion for reconsideration within 15 days upon receipt of the resolution. No subsequent motion for reconsideration shall be allowed. Failure to submit a motion for reconsideration, within the prescribed period, the SPADB shall immediately determine the appropriate award for such accomplishment;
- j. To preclude the occurrence of a double promotion or award or combination thereof on account of a single accomplishment by a PNP uniformed personnel who had earlier been specially promoted or conferred an award, the Board shall determine whether or not the heroic feat or accomplishment for consideration was made as the basis of previous promotion or award except the grant of Medalya ng Kagitingan, CSC Lingkod Bayan, and Posthumous Promotion. Likewise, the applicant shall execute an affidavit of undertaking stating therein that said accomplishment has never been applied for special promotion/award;
- k. A PNP uniformed personnel who has a pending application for special promotion and who was promoted on a regular basis shall still be entitled for the special promotion he/she applied for; and
- l. It shall be the duty of the personnel-applicant to inform the SPADB, by submitting documents to the SPADB secretariat of his/her regular promotion, which shall in turn, be submitted to NAPOLCOM for the purpose of adjusting the promotional rank of the applicant to the next higher rank.

9. PROCEDURES:

- a. Procedures Governing the Processing of Recommendation for Special Promotions:
 - 1) The After Operation Report on the deed of bravery and self-sacrifice above and beyond the call of duty of PNP uniformed personnel at the City Police Station/MPS shall be recommended within seven working days by the COP or the immediate superior in case of NSUs to the Provincial Director (PD), PPO or equivalent supervisor;
 - 2) The PD or equivalent supervisor shall after finding merit on the recommendation and evaluation of the After Operation Report and other documents shall recommend within three working days to the Directors of PROs/NSUs the special promotion of concerned personnel. The appearance of the recommended grantee(s) may be required for interview and validation;
 - 3) Upon receipt of the recommendation from PD or equivalent supervisor, the Directors of PROs/NSUs shall direct the PRO/NSU SPADB to convene and process the PD's report and recommendation, with the report of the COP or equivalent supervisor as additional reference materials. The appearance of the

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recommended grantee(s) may be required for interview and validation of the board. The recommendation of the PRO SPADB shall be in a form of Board Resolution that shall be submitted to the Regional Director including the documents from the PD or equivalent supervisor. The Directors of PROs/NSUs shall submit the PRO/NSU SPADB Resolution to the Chairman, NHQ, SPADB upon approval of the resolution. This entire process shall be completed within ten working days;

- 4) The NHQ SPADB may create five Sub-Boards whose members shall come from the members of the SPADB. The respective sub-board shall initially evaluate the merits of the recommendation/application. Upon receipt of the application for special promotion, the sub-boards shall submit request to D, IG for validation of the accomplishment. The IG shall have **ten working days** to submit result of validation to the requesting sub-board. The sub-boards, upon receipt of the result of IG validation shall have **15 working days** to act on the request. If found to be complete in substance and form, the Sub-Boards shall include the same in the agenda for deliberation of SPADB;
 - 5) Within 15 working days from receipt of the recommendation of the concerned Sub Board, the NHQ SPADB shall convene and deliberate. The final recommendation of the NHQ SPADB shall be in the form of resolution and shall be endorsed to the Chief, PNP for approval together with a transmittal letter to NAPOLCOM for confirmation of the grant of special promotion;
 - 6) The endorsement to NAPOLCOM shall contain a request for submission of its resolution to the Office of the President if the applicant is to be promoted to Police Colonel;
 - 7) The NAPOLCOM, upon receipt of the endorsement of the Chief, PNP shall deliberate on the recommendation for special promotion and issue the Resolution;
 - 8) Recommendations duly submitted to and received by the NAPOLCOM which are not completely acted upon within three months shall be considered as approved. Consequently, the NAPOLCOM shall issue the corresponding confirmatory resolution;
 - 9) After the approval of the grant of special promotion, the PNP through the Directorate for Personnel and Records Management shall prepare and issue the corresponding appointment orders and other personnel actions; and
 - 10) Only after the attested *KSS Form Blg. 33* is submitted to the CSC shall the DPRM or RPHRDD prepare and issue the corresponding Promotion Order for the purpose.
- b. Documentary Requirements for Special Promotions:
- 1) After Operation Report/After Incident Report;

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- 2) Case Operation Plan or Operation Plan, as the case maybe;
- 3) Deliberation Report and Resolution from Regional Director, NSU or equivalent specially created unit;
- 4) Recommendation of Regional Director, NSU Director or Director of specially created unit;
- 5) Affidavit of individual participation of the nominee describing in details his/her specific heroic act, duly subscribed/sworn to;
- 6) Affidavit of at least two eyewitness in the engagement duly subscribed and sworn to. In isolated cases, where no eyewitness could attest to the heroic act, the affidavit of the immediate superior officer maybe admitted provided that the substance of the affidavit centers on the heroic act of the nominee, provided further that the same shall be subjected to validation by IG;
- 7) Updated and properly accomplished PDS of the nominee; and
- 8) Latest attestation appointment.

c. Composition of the PNP Special Promotion, Awards and Decorations Board:

- 1) At the NHQ level, the PNP SPADB shall be composed of:

Director, DHRDD	- Chairman
Deputy, DPRM	- Vice Chairman
Deputy, DI	- Member
Deputy, DO	- Member
Deputy, DPL	- Member
Deputy, DPCR	- Member
Deputy, DIDM	- Member
Deputy, DL	- Member
Deputy, DRD	- Member
Deputy, DC	- Member
Deputy, DICTM	- Member
Deputy, LS	- Member
Chief, MWD, DPRM	- Member/Head Secretariat
Chief, Executive Senior Police Officer	- Member
Chief, SPS, MWD, DPRM	- Board Secretary

- 2) At the NSU and RHQs and equivalent specially created units level, the SPADB shall be composed of:

DRDO	- Chairman
C, RPRMD	- Vice Chairman
C, RID	- Member
C, ROMD	- Member

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C, RLRDD	- Member
C, RCADD	- Member
C, RCD	- Member
C, RIDMD	- Member
C, RLDDD	- Member
C, RPSMD	- Member
C, MWS	- Member/Secretary
RESPO	- Member

10. REPEALING CLAUSE:

This MC rescinds MC No. 2009-019 dated October 30, 2009.

11. EFFECTIVITY:

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



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