



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

MAR 25 2021

**MEMORANDUM CIRCULAR**

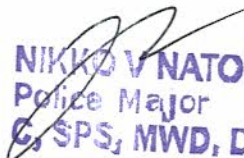
NO.: 2021-031

**REVISED RULES AND REGULATIONS IN THE CONFERMENT OF AUTHORIZED AWARDS, DECORATIONS, SERVICE MEDALS, RIBBONS, AND BADGES OF THE PHILIPPINE NATIONAL POLICE**

**1. REFERENCES:**

- a. Section 14 (m) and Section 69 of Republic Act (RA) No. 6975 (DILG Act of 1990);
- b. NAPOLCOM Memorandum Circular (MC) No. 2012-002 dated December 3, 2012 entitled: "Prescribing the Authorized Awards to be Conferred to Non-Uniformed Personnel of the Philippine National Police";
- c. NAPOLCOM MC No. 2010-004 dated October 27, 2010 entitled: "Amending Section 24 of MC No. 93-018 entitled: "Prescribing the Authorized Decorations, Service Medals, Ribbons and Badges of the Philippine National Police";
- d. NAPOLCOM MC No. 93-018 dated September 23, 1993 entitled: "Prescribing the Authorized Decorations, Service Medals, Ribbons and Badges of the Philippine National Police";
- e. PNP MC No. 2017-055 dated September 1, 2017 entitled: "Allowing Non-Uniformed Personnel to Convert their Five (5) Letters of Commendation into Medalya ng Papuri (PNP Commendation Medal), Amending for this Purpose Item 10 (d) of PNP Memorandum Circular No. 2006-014";
- f. PNP Circular 2006-014 dated July 10, 2005 entitled: "Rules and Regulations in the Conferment of Authorized Decorations, Service Medals, Ribbons and Badges to the Personnel of the Philippine National Police";
- g. PNP MC No. 2005-005 dated May 13, 2005 entitled: "Guidelines and Procedures Governing the Grant of Special Promotion to PNP Uniformed Personnel";
- h. Approved Memorandum dated July 15, 2015 with subject: "Proposed Composition of the NHQ Special Promotions, Awards and Decorations Board (SPADB)"; and
- i. PNP Manual PNPM-DHRDD-D-0-3-8-14 (DHRDD) "Human Resource and Doctrine Development Manual" September 2014.

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## 2. RATIONALE:

The NAPOLCOM and Philippine National Police (PNP) are mandated to provide policy that prescribes the minimum standards of awards and medals of Honor to the personnel of the PNP pursuant to Section 14 (m), and Section 69 of RA No. 6975. Hence, the PNP adopted a policy that provides the rules and regulations in the conferment of authorized awards, decorations, service medals, ribbons, and badges to the personnel of the PNP, friendly forces, and force multipliers.

This MC aims to:

- a. Establish Guidelines and procedures in the submission, processing, and deliberation of recommendation for awards of personnel of the PNP, friendly forces, and force multipliers;
- b. Enable the PNP Special Promotion, Awards and Decorations Board (SPADB) to evaluate properly and objectively recommendations for awards;
- c. Inspire and promote the spirit of heroism, dedication, hardwork, devotion to duty, instill the morale and welfare and commitment to public service among the personnel of the PNP; and
- d. Ensure fairness and consistency in the conferment of appropriate award to deserving personnel of the PNP and institutionalize the spirit of prompt recognition.

## 3. SITUATION:

The conferment of awards is a significant undertaking of the PNP leadership to recognize the accomplishments and performances of the members of the PNP.

The PNP, in pursuit of a responsive policy on conferment of authorized awards, decoration, service medals, ribbons, and badges needs to amend the existing PNP Circular to harmonize it with the current situation.

## 4. PURPOSE:


This MC prescribes the rules, regulations, standards, guidelines, and procedures in the conferment of appropriate award for outstanding achievement and/or performance of any member of the PNP, friendly forces, and force multipliers.

## 5. DEFINITION OF TERMS:

- a. Above and Beyond the Call of Duty – is the voluntary, conscientious, civic, and legally interfering undertaking that is not demanded anymore by a police officer's basic tasks. It is characterized by the demand of necessity to save life and property and implored by one's sense of righteousness involving high risk of life. At times, this undertaking

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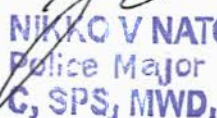


maybe complementary to an existing activity performed by another person, group, or agency. Nonetheless, its value does not diminish in anyway.

- b. Award – refers to anything tangible granted to an individual in recognition of acts of gallantry or heroism, meritorious service, or skill proficiency.
- c. Board—is a group of persons who have the power to deliberate and recommend to the approving authority for the granting of awards.
- d. Conspicuous – clearly distinguished above others in the performance of one's duty.
- e. Course – shall be defined as a type of training which aims to develop the knowledge, attitude, values, and skills among the participants. The program contains several modules which deal with the different areas of the skills to be taught. A regular course usually contains at least 80 training hours or equivalent to 10 days. A particular training, in order to qualify as a course must have an assessment test or evaluation as part of the course requirement.
- f. Decoration – is a piece of metal/material representing an award.
- g. Eminently – is high in merit characterized by a high degree of performance of one's duty.
- h. Enemy Forces– refer to the members of terrorist groups such as the Communist Party of the Philippines, New People's Army, National Democratic Front, Abu Sayaff Group, Islamic State of Iraq and Syria and Bangsamoro Islamic Freedom Fighters, and member of the armed forces of the enemy state.
- i. Armed confrontation—is a hostile confrontation between the police and enemy forces or lawless elements.
- j. Heroism – refers to specific acts of bravery or outstanding courage or a closely related series of heroic acts performed within a short period of time.
- k. High Risk of Life—is a life-threatening situation in an actual armed confrontation with armed enemies or lawless elements.
- l. Honorable—refers to praiseworthy accomplishment of duties of service showing a sense of what is right, proper, and noble.
- m. Immediate Medical Attention/Surgical Treatment– refers to the medical intervention given to the PNP personnel in a critical or emergency situation after police operations that needs urgent medical

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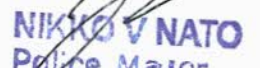
  
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management or interventions in accordance to universally accepted health standards.

- n. Intrepidity – characterized by resolute fearlessness, fortitude, and endurance.
- o. Line of duty – as used in this MC, it refers to the involvement of the PNP personnel in actual police operations in accordance with PNP Operational Procedures.
- p. Lawless Element - refers to a person who deliberately violates a law, rules, and regulation.
- q. Major Projects – involve operational and administrative undertakings that will contribute to the improvement of capabilities and the quality of police services.
- r. Major Responsibility – duty of such character that is an exceptionally meritorious service that contribute to a high degree to the success of the PNP organization as a whole.
- s. Medal – refers to the distinctive physical device of metal and ribbon that constitutes the tangible evidence of an award.
- t. Meritorious Achievement– is a praiseworthy accomplishment, with easily discernible beginning and end and carried through to completion. The length of time involved is not a consideration but speed and impact of accomplishment maybe a factor in determining the worth of the undertaking enterprise.
- u. Meritorious Service– praiseworthy execution of duties over a period of time. Service differs from achievement in that service concerns a period of time while achievement concerns an enterprise having definite beginning and end but not necessarily connected with a specific period of time.
- v. Miniature– refers to replica of decorations, service medals and ribbons in reduced scale/small portrait authorized for wear on certain occasions, the size of which is about one fourth of the actual prescribed medal and ribbon.
- w. Outstanding– isa performance of duty that is excellent and superior to others.
- x. Overwhelming– extremely great in number, effect, or force.
- y. Police Operations– refer to police functions related to public safety operation, law enforcement operation, internal security operation,

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special police operation, intelligence operation, investigation, and scene of the crime operation.

- z. PNP Decoration– is an award conferred on a restricted individual basis in recognition of and as a reward of heroic, extraordinary, outstanding, and meritorious acts, achievements, and services.
- aa. PNP Personnel–refer to the uniformed and non-uniformed personnel of the PNP in active service to include the cadets of the PNP Academy.
- bb. Force Multipliers–are members of civil security forces such as licensed private security guards, company guards, barangay tanods, Barangay Peacekeeping Action Team, Pulis sa Barangay and other civilian volunteer groups.
- cc. Friendly Forces– refer to the members of the Armed Forces of the Philippines (AFP), Bureau of Jail Management and Penology, Bureau of Fire Protection, Philippine Coast Guard, National Bureau of Investigation, Philippine Drug Enforcement Agency and other personnel of government agencies with law enforcement functions.
- dd. Seminar/Orientation/Talk– isa lecture-type of training which aims to impart knowledge to the participants and does not require any output from the participants. It usually lasts for one to two days at most.
- ee. Service Medal – isan award given to individual who rendered service in a campaign operation in the PNP under certain conditions within a definite period of time. It is awarded generally in recognition of honorable performance of duty during the campaign operation or service.
- ff. Service Ribbon – is a ribbon in color with the suspension ribbon of the service medal it represents, attached to a bar equipped with a suitable attaching device. A service ribbon is issued with each service medal.
- gg. Specialized Training– refers to training that provides all members of the PNP with essential knowledge and specialized skills in the administrative, technical, and operational fields of police service.
- hh. Superior– refers to greater number of manpower, advance capability in firepower and equipment, and occupying advantage position in the battle ground.
- ii. Training– involvesthe acquisition of new knowledge, skills, and competencies to improve the suitability of the members of the organization in performing day to day tasks.
- jj. Workshop–is a type of training methodology wherein interactive activities are injected during the lecture/discussions and requires active

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participation from the participants. It requires problem-solving skills and aims to obtain output from the participants.

kk. Valuable– is a performance of duty or service having an estimable performance.

## 6. GUIDELINES:

### a. General Guidelines:

The office/unit commander of concerned PNP personnel shall submit their recommendation for awards, which will be supported by the following documentary requirements:

- 1) Endorsement signed by Office/Unit Director, with attached documentary requirements;
- 2) Office/Unit SPADB Resolution (for Higher Awards);
- 3) Documentary Requirements

For Operational Awards: After Operation Report shall include the following:

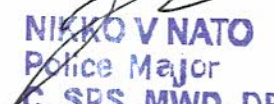
- a) Spot, Progress, and Final Report/Special Written Report
- b) Investigation Report;
- c) COPLAN/OPLAN;
- d) Warrant of Arrest/Search Warrant;
- e) Inventory of seized evidence;
- f) Affidavit of arrest/seizures;
- g) Sketches of operational area;
- h) Information/Inquest Resolution/Cases filed; and
- i) Other documents included to the accomplishments.

For Administrative Awards: After Activity Report shall include the following, if applicable:

- a) Letter Orders/Memorandum Tasking/Designation Orders of the personnel involved;
- b) Program of Instructions/ Modules/ Policies approved by CPNP;
- c) Certificate of Recognition;

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- d) Final Results of Competition duly signed by the Overall Office Primary Responsible; and
  - e) Other documents included to the accomplishments.
- 4) Affidavit of witnesses/disinterested parties (for Higher Awards)
  - 5) Individual Participation of personnel in the form of Affidavit of Undertaking
  - 6) Pictures/Captured photos with brief description each
- b. Organization, Composition, Jurisdiction and Functions of the PNP SPADB;

There shall be an organized SPADB and its respective Secretariat at the National Headquarters (NHQ), Police Regional Offices (PROs), National Support Unit (NSU) levels and District Offices, National Capital Region Police Office (NCRPO).

1) Composition:

a) **NHQ SPADB**

TDHRDD	- Chairman
Deputy, DPRM	- Vice Chairman
Deputy, DI	- Member
Deputy, DO	- Member
Deputy, DIDM	- Member
Deputy, DICTM	- Member
Deputy, DRD	- Member
Deputy, DC	- Member
Deputy, DPL	- Member
Deputy, DPCR	- Member
Deputy, DL	- Member
Deputy, LS	- Member
C, MWD, DPRM	- Member/ Head Secretariat
C, SPS, MWD, DPRM	- Board Secretary
CESPO	- Member

b) **PRO SPADB**

DRDO	- Chairman
Chief, Directorial Staff	- Vice Chairman
Chief, RPHRDD	- Member
Chief, RID	- Member
Chief, ROPD	- Member
Chief, RPCRD	- Member

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Chief, RIDMD	- Member
Chief, RLDDD	- Member
RESPO	- Member
Chief, MWS	- Secretariat

**c) NSU SPADB**

DDO	- Chairman
Chief, Directorial Staff	- Vice Chairman
Chief, ARMD	- Member
Chief, IID	- Member
Chief, OD	- Member
Chief, PCRD	- Member
ESPO	- Member
Chief, MWS	- Secretariat

**d) District SPADB**

DDDO	- Chairman
CDDS	- Vice Chairman
Chief, DPRMD	- Member
Chief, DID	- Member
Chief, DIDMD	- Member
Chief, DOPD	- Member
Chief, DCAD	- Member
DESPO	- Member
Chief, MWS	- Secretariat

2) Jurisdiction:

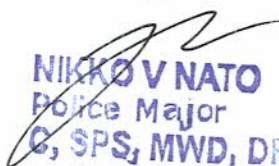
**a) NHQ SPADB**

The NHQ SPADB shall deliberate and study recommendations for operational awards ranging from *Medalya ng Katapangan* to *Medalya ng Kagitingan* and for administrative awards ranging from *Medalya ng Pambihirang Paglilingkod* to *Medalya ng Katapatan sa Paglilingkod* including recommendations for all minor awards (operational, administrative, and miscellaneous) coming from the Command Group, Directorial Staff, and other PNP offices which has no local awards and decorations boards of its own.

**b) PROs, NSUs and District Offices, NCRPO SPADB**

(1) This Board shall deliberate and study recommendations for operational awards ranging from *Medalya ng Papuri* to *Medalya ng Kadakilaan*; for administrative awards, ranging from *Medalya ng Pagkilala* to *Medalya ng Paglilingkod*; and all of miscellaneous awards.

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- (1) Aforementioned awards shall be evaluated by the PROs, NSUs and District Offices, NCRPO SPADB en banc and its findings and recommendations shall be submitted to the Director, PRO/NSU for approval and implementation. If the award falls under the jurisdiction of higher authorities, it shall cause its transmittal to the concerned higher authority.

**c) Functions of SPADB Secretariat**

The SPADB Secretariat shall receive, evaluate, and ensure the completeness of documentary requirements of all recommendations for awards coming from PNP offices/units, including other government officials and private sectors for any meritorious and commendable action, achievement, or accomplishment of PNP unit, personnel or other qualified individuals.

**3) Categories and Types of Authorized Awards:**

The types of authorized decorations, service medals, ribbons, and badges of the PNP are categorized as follows:

**a) Operational Awards:**

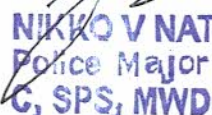
- (1) *Medalya ng Kagitingan* (PNP Medal of Valor);
- (2) *Medalya ng Kabayanihan* (PNP Heroism Medal);
- (3) *Medalya ng Katapangan* (PNP Bravery Medal);
- (4) *Medalya ng Kadakilaan* (PNP Distinguished Conduct Medal);
- (5) *Medalya ng Katangitanging Asal* (PNP Outstanding Conduct Medal);
- (6) *Medalya ng Kagalingan* (PNP Medal of Merit);
- (7) *Medalya ng Papuri* (PNP Commendation Medal); and
- (8) *Medalya ng Sugatang Magiting* (PNP Wounded Medal)

**b) Administrative Awards:**

- (1) *Medalya ng Katapatan sa Paglilingkod* (PNP Distinguished Loyalty Service Medal);
- (2) *Medalya ng Katangitanging Gawa* (PNP Outstanding Achievement Medal);
- (3) *Medalya ng Pambihirang Paglilingkod* (PNP Special Service Medal);

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- (4) *Medalya ng Kasanayan* (PNP Efficiency Medal); and
  - (5) *Medalya ng Pagkilala* (PNP Recognition Medal).
- c) Miscellaneous Awards:
- (1) *Medalya ng Ugnayang Pampulisa* (Police Relations Medal);
  - (2) *Medalya ng Mabuting Asal* (PNP Good Conduct Medal);
  - (3) *Medalya ng Paglilingkod* (PNP Service Medal);
  - (4) *Medalya ng Paglaban sa Manliligalig* (PNP Anti-Dissidence Medal);
  - (5) *Medalya ng Pagtulong sa Nasalanta* (PNP Disaster Relief and Rehabilitation Medal);
  - (6) *Tsapa ng Natatanging Yunit* (PNP Unit Citation Badge);
  - (7) *Medalya ng Paglilingkod sa Luzon* (Luzon Campaign Medal);
  - (8) *Medalya ng Paglilingkod sa Visayas* (Visayas Campaign Medal);
  - (9) *Medalya ng Paglilingkod sa Mindanao* (Mindanao Campaign Medal); and
  - (10) *Mga Tsapa ng Kwalipikasyon* (PNP Qualification Badge).

4) Parameters in the Issuance of Authorized Awards:

The categories and types of awards, persons entitled to the awards, requirements, and approving authority in the conferment of awards are specified as follows:

a) Operational Awards:

(1) *Medalya ng Kagitingan* (PNP Medal of Valor)

(a) To whom awarded: to PNP uniformed personnel

(b) Requirements:

b.1) For action of the recipient involving conspicuous gallantry and intrepidity at the risk of life and limb above and beyond the call of duty. In order to justify this award, a member of the PNP must perform in action a deed of personal bravery and self-sacrifice above and beyond the call of duty so conspicuous as to distinguish himself clearly above his comrades

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in the performance of more than ordinary hazardous service; and

b.2) In case of actual armed confrontation, this award may be given only if the enemy force or lawless elements is so overwhelming as compared to the police operatives.

(c) Approving Authority: President of the Philippines.

(2) *Medalya ng Kabayanihan* (PNP Heroism Medal)

(a) To whom awarded: to PNP uniformed personnel

(b) Requirements:

b.1) For acts of conspicuous courage and gallantry against a superior enemy force or lawless elements in a police operation involving risk of life and limb, above and beyond the call of duty wherein the enemy force is greater than the police operatives by at least 21 combatants;

b.2) Act or acts of heroism so notable and involving risk of life so extraordinary as to set him apart from the other uniformed personnel;

b.3) The recovered armaments vis-à-vis extent of the collateral damage as a result of the hostile confrontation, the neutralized enemy or lawless element should be considered in the conferment of this award and

b.4) Operational accomplishment not warranting the *Medalya ng Kagitingan*.

(c) Approving authority: Chairman, NAPOLCOM

(3) *Medalya ng Katapangan* (PNP Bravery Medal)

(a) To whom awarded: to PNP uniformed personnel

(b) Requirements:

b.1) For gallantry in action not warranting the *Medalya ng Kabayanihan*. To qualify for the award, the enemy forces or lawless elements must be superior than the police operatives during the police operation by at least eight but not more 20 combatants;

b.2) The recovered armaments vis-a-vis extent of the collateral damage as a result of the hostile confrontation, the neutralized enemy or lawless

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element should be considered in the conferment of this award; and

- b.3) For gallantry in action against an armed enemy force or lawless element involving risk of life and limb wherein the police personnel who, while not being part of a police operation, has successfully thwarted or foiled a crime incident that gravely endangered his life, the victim(s), and other persons present, performed above and beyond the call of duty.

(c) Approving authority: CPNP

(4) *Medalya ng Kadakilaan* Distinguished Conduct Medal

(a) To whom awarded: to PNP uniformed personnel

(b) Requirements:

b.1) Acts of heroism not warranting the *Medalya ng Katapangan*.

b.1) For heroic acts by the individual involving actual conflict with lawless elements in a crime incident.

b.1) For single act of heroism or series of heroic acts in a duty responsibility, such as:

b.1.a) Neutralization/Arrest of one Criminal Gang/Organized Crime Group (CG/OCG) Leader or at least three CG/OCG members;

b.1.b) Arrest of at least one National Most Wanted Person; or at least two Regional Most Wanted Person (RMWP); or at least three Provincial Most Wanted Person (PMWP);

b.1.c) Recovery of at least one long high-powered firearm; or at least two short firearms with arrested suspect and filed cases;

b.1.d) Confiscation of illegal drugs with arrested suspect and filed cases:

b.1.d.1) Confiscation of more than 100 grams of Shabu;

b.1.d.2) Confiscation of more than 5 kg of Marijuana;

b.1.d.3) Confiscation of more than 100 grams of Cocaine; and

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b.1.d.4) Confiscation of voluminous Party Drugs and other Prohibited Drugs.

b.1.e) Solution of heinous and sensational crimes by the Special Investigation Task Group; and

b.1.f) Conduct of Raid or Destruction of Drug Plantation and Laboratories.

b.4) The accumulative accomplishments maybe applied for with corresponding certification from Regional Personnel and Records Management Division/Administrative and Records Management Division that no lesser award for said accomplishments has been issued.

(c) Approving Authority: CPNP; Regional Directors (RDs), PROs; D, NSUs;

(5) *Medalya ng Kagalingan* (PNP Merit Medal)

(a) To whom awarded: to PNP uniformed personnel

(b) Requirements:

b.1) For heroic achievements not warranting the award of *Medalya ng Kadakilaan*;

b.2) For single act of heroism or series of heroic acts in a duty responsibility, such as:

b.2.a) Neutralization/Arrest of at least two CG/OCG members;

b.2.b) Arrest of at least one RMWP; or at least two PMWP;

b.2.c) Recovery of at least one short firearm with arrested suspect and filed cases;

b.2.d) Confiscation of illegal drugs with arrested suspect and filed cases:

b.2.d.1) Confiscation of less than 100 grams of Shabu;

b.2.d.2) Confiscation of less than 5 kg of Marijuana;

b.2.d.3) Confiscation of less than 100 grams of Cocaine;

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b.2.d.4) Confiscation of Party Drugs and other Prohibited Drugs.

(c) Approving authority: CPNP; RD, PROs; D, NSUs;

(6) *Medalya ng Katangitanging Asal* (PNP Outstanding Conduct Medal)

(a) To whom awarded: to PNP uniformed personnel

(b) Requirements:

b.1) For heroism not involving conflict with an armed enemy or lawless elements; or

b.2) Life-saving situation, distinguishing himself conspicuously by gallantry and intrepidity at the risk of life above and beyond the call of duty.

(c) Approving authority: CPNP; RD, PROs; D, NSUs;

(7) *Medalya ng Papuri* (PNP Commendation Medal)

(a) To whom awarded: to PNP uniformed personnel

(b) Requirements:

b.1) For participation in a successful police operation in a supporting capacity;

b.2) For accomplishment in line with the performance of his/her usual duty but considered exceptionally outstanding or performed under extreme necessity in a given situation, and the act if not done directly would significantly affects his/her usual duty; and

b.3) For other operational accomplishments not warranting the *Medalya ng Kagalingan*.

(c) Approving authority: CPNP; RD, PROs; D, NSUs; District Directors (DDs), NCRPO.

(8) *Medalya ng Sugatang Magiting* (PNP Wounded Personnel Medal)


(a) To whom awarded: to PNP uniformed personnel

(b) Requirements: For having been wounded in action inflicted by enemy forces or lawless elements provided such wound necessitate immediate medical attention/surgical treatment.

(c) Approving authority: CPNP; RD, PROs; D, NSUs; DDs, NCRPO.

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b) Administrative Awards:

(1) *Medalya ng Katapatan sa Paglilingkod* (PNP Distinguished Loyalty Service Medal)

(a) To whom awarded: to PNP uniformed personnel

(b) Requirements:

- b.1) An exceptional performance of major responsibility duly recognized as such by the service;
- b.2) An officer holding the position of CPNP and is retiring from the service; and
- b.3) An officer holding the position of TDCA; TDCO; TCDS; D-Staff; RD, PRO; D, NSU and NCRPO DDs for at least 1 year and is retiring from the service or relieved from his position provided that the cause of relief is not a result of an administrative sanction imposed against him/her.

(c) Approving Authority: Chairman, NAPOLCOM, and CPNP

(2) *Medalya ng Katangitanging Gawa* (PNP Outstanding Achievement Medal)

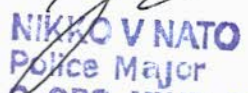
(a) To whom awarded: to PNP uniformed personnel

(b) Requirements:

- b.1) For distinguished or extraordinary achievement in the advancement of science, socio-economic, technical, or other police activities in relation to public service of the highest order;
- b.2) For excelling in the field of sport, schooling, and other international competitions held locally and abroad by occupying the topmost (Top 1 to 3) slot or position;
- b.3) For excelling in the performance of the highest position in any international body or organization;
- b.4) For conceptualization of a major study/innovation in the field of PNP Operation and Administration (crafting of new policy, Letter of Instruction and/or revision of Memorandum Circular (MC));
- b.5) For completion of major projects; and

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b.6) For individual awardee during Police Service Anniversary in National level; a recipient of Dangal ng Bayan Award, Country's Outstanding Police in the Service (Metrobank Foundation Inc.) and other similar awards.

(c) Approving Authority: CPNP

(3) *Medalya ng Pambihirang Paglilingkod* (PNP Special Service Medal)

(a) To whom awarded: to PNP uniformed personnel

(b) Requirements:

b.1) For eminently meritorious and invaluable service in the field of police operations administration while in position of major responsibility. The performance of duty must be such as to merit recognition by the service as exceptional;

b.2) An officer holding the position of TDCA; TDCO; TCDS; D-Staff; RD, PRO; D, NSU; and NCRPO DDs for at least six months and is retiring from the service or relieved from his position provided that the cause of relief is not a result of an administrative sanction imposed against him/her;

b.3) The position of Command Group of D-Staff, D, PROs and D-NSUs; NHQ Division Chief; P-Staff and S-Staff (Senior Executive Assistant (SEA), Command Group), Provincial Director (PD); City Director (CD); Chief of Police (COP), NCRPO; and all other Exclusive 1, 2 and 3 positions as provided by PNP MC 2018-011 for at least one year and is retiring from the service or relieved from his position provided that the cause of relief is not a result of an administrative sanction imposed against him/her; and


b.4) Termination of at least six months membership in SPADB, Senior Officer Placement and Promotion Board, and other equivalent promotion board or committee.

(c) Approving Authority: CPNP

(4) *Medalya ng Kasanayan* (PNP Efficiency Medal)

(a) To whom awarded: to PNP personnel

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(b) Requirements:

- b.1) For eminently meritorious and invaluable service to merit recognition by the service as exceptional;
- b.2) Completion of assignment in a foreign mission sponsored by the United Nations;
- b.3) An officer holding the position of TDCA; TDCO; TCDS; D-Staff; RD, PRO; and D, NSU for less than 6 months and is retiring from the service or relieved from his position provided that the cause of relief is not a result of an administrative sanction imposed against him/her;
- b.4) The position of Command Group of D-Staff, PROs and NSUs; NHQ Division Chief; P-Staff and S-Staff (SEA, Command Group), PD; CD; COP, NCRPO; and all other Exclusive 1, 2 and 3 positions as provided by PNP MC 2018-011 for at least three months and is retiring from the service or relieved from his position provided that the cause of relief is not a result of an administrative sanction imposed against him/her; and
- b.5) Other administrative accomplishments:
  - b.5.a) Garnering first place in the graduation merit roll of any PNP career and specialized courses;
  - b.5.b) Garnering first place by himself or as member of the team in any major sport, literary, and other local competition;
  - b.5.c) Termination of membership in a Committee or Board;
  - b.5.d) Given to key personnel of the Directorate/PRO/NSU upon the relief of Director provided the said Commander has served for at least six months in the position;
  - b.5.e) Member of the team that managed the successful conduct of major command activity;
  - b.5.f) Member of the team/training staff that managed the conduct of a course with duration of at least 80 hours or equivalent to ten days or more;

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- b.5.g) Awarded to key personnel of the Directorate/PRO/NSU who are retiring or due for relief and held the office for at least six months;
- b.5.h) Investigator who manages to secure conviction in a prosecution of drug case;
- b.5.i) Summary Hearing Officer who resolved one admin case assigned to him/her within a prescribed period; and
- b.5.j) Selected as Top 2 and 3 outstanding police officer in NHQ level during the Police Service Anniversary.

(c) Approving Authority: CPNP; RDs, PROs; D, NSUs.

(5) *Medalya ng Pagkilala* (PNP Recognition Medal)

(a) To whom awarded: to PNP personnel, friendly forces, and force multipliers.

(b) Requirements:

- b.1) For demonstrated exemplary efficiency, devotion and loyalty to their duty assignments garnering Outstanding (Individual Performance Evaluation Rating) in two consecutive ratings;
- b.2) Participation in any administrative undertaking in supporting capacity not warranting the *Medalya ng Kasanayan*;
- b.3) Garnering 2nd or 3rd place in the graduation merit roll of any PNP career and specialized course;
- b.4) Given to other personnel of the PRO/NSU on the relief of RD/Director;
- b.5) An officer holding a key position lower than PD and its equivalent for more than one year and is relieved from his position provided that the cause of relief is not a result of an administrative sanction imposed against him/her;
- b.6) Member of the team/training staff that managed the conduct of Training/Seminar/Workshop with a minimum duration of 24 working hours;

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- b.7) Managed the conduct of major command activities in supporting capacity;
- b.8) Five commendation letters from any member of the Congress, Cabinet, Local Chief Executive and PNP/AFP Unit Commanders;
- b.9) Selected as outstanding police officer in PRO/NSU/District level;
- b.10) Other minor administrative accomplishments not warranting the Medalya ng Kasanayan;
- b.11) Members of the friendly forces and force multipliers in recognition of their invaluable support in the attainment of a significant accomplishment contributory to the maintenance of peace and order.

(c) Approving Authority: CPNP; RDs, PROs; DDs, NCRPO; D, NSUs.

c) Miscellaneous Awards:

(1) *Medalya ng Ugnayang Pampulisya* (PNP Police Relations Medal)

(a) To whom awarded: to PNP personnel


(b) Requirements: For active participation in the field of Police Community Relations (PCR) such as:

- b.1) Medical and Dental Mission;
- b.2) Feeding Program with a duration of at least three months covered by IMPLAN;
- b.3) Community Immersion and community organizing activities for a period of at least five days;
- b.4) Series of information operation activities that resulted in the arrest of wanted person and other lawless elements; and conduct of other activities which resulted in decrease in crime volume of a particular area; and
- b.5) Member of the team that managed the successful conduct of PCR major activity;

(c) Approving Authority: CPNP; RD, PROs; DDs, NCRPO; D, NSUs.

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- (2) *Medalya ng Mabuting Asal* (PNP Good Conduct Medal)
- (a) To whom awarded: to PNP uniformed personnel
  - (b) Requirements: For conspicuous devotion to duty extended for a period of five years without any record of punishment, conviction, or pending case under summary hearing or pending in court, and any derogatory information whatsoever record. (Personnel Accounting and Information System generated data shall be submitted to Morale and Welfare Division, DPRM for processing of awards).
  - (c) Approving Authority: CPNP; RD, PROs, and D, NSUs.
- (3) *Medalya ng Paglilingkod* (PNP Service Medal)
- (a) To whom awarded: to PNP uniformed personnel
  - (b) Requirements:
    - b.1) For completion of at least 20 years of faithful and honorable service and every five years thereafter; and
    - b.2) Uniformed personnel retiring from the police service;
  - (c) Approving Authority: CPNP; RD, PROs; D, NSUs.
- (4) *Medalya ng Paglaban sa Manliligalig* (Anti-Dissidence Medal)
- (a) To whom awarded: to PNP uniformed personnel
  - (b) Requirement: For active service for a period of six months while undertaking an operation, campaign, or movement against dissidence.
  - (c) Approving Authority: CPNP, RD, PROs, and D, SAF.
- (5) *Medalya ng Pagtulong sa Nasalanta* (PNP Disaster Relief and Rehabilitation Medal)
- (a) To whom awarded: to PNP uniformed personnel
  - (b) Requirement: For active participation in an undertaking involving rescue/relief and rehabilitation operations connected with typhoons, floods, earthquakes, conflagration, and other disaster/calamities for any period during and after disaster/calamities.
  - (c) Approving Authority: CPNP; RD, PROs; DDs, NCRPO; D, NSUs.

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- (6) *Tsapa ng Natatanging Yunit* (PNP Unit Citation Badge)
- (a) To whom awarded: to PNP uniformed units and its personnel
  - (b) Requirements:
    - b.1) For acts and services or exceptional devotion and fidelity to be endorsed by the concerned Directorates from the NHQ;
    - b.2) For being adjudged as best performing unit of the year to be endorsed by the Directorate for Operation;
  - (c) Approving Authority: CPNP
- (7) *Medalya ng Paglilingkod sa Luzon* (Luzon Campaign Medal)
- (a) To whom awarded - to PNP uniformed personnel
  - (b) Requirements: For administrative and operational involvement in the campaign against criminality or insurgency in Luzon for at least six months.
  - (c) Approving Authority: CPNP; RD, PROs; DDs, NCRPO; D, NSUs
- (8) *Medalya ng Paglilingkod sa Visayas* (Visayas Campaign Medal)
- (a) To whom awarded: to PNP uniformed personnel
  - (b) Requirements: For administrative and operational involvement in the campaign against criminality or insurgency in Visayas for at least six months.
  - (c) Approving Authority: CPNP; RD, PROs; D, NSUs
- (9) *Medalya ng Paglilingkod sa Mindanao* (Mindanao Campaign Medal)
- (a) To whom awarded: to PNP uniformed personnel
  - (b) Requirements: For administrative and operational involvement in the campaign against criminality or insurgency in Mindanao for at least six months.
  - (c) Approving Authority: CPNP; RD, PROs; D, NSUs

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(10) *Mga Tsapa ng Kuwalipikasyon* (PNP Qualification Badge)

(a) To whom awarded: To PNP uniformed personnel, friendly forces and force multipliers

(b) Requirements: For completing and graduating from a competency training or specialized training courses that will be useful in the field of assignment, which will serve as a qualification of the personnel to be assigned to such unit and to hold a position relevant to his/her expertise.

(c) Approving Authority: In accordance with the governing circulars.

**7. PROCEDURES:**

**a. PRO/NSU SPADB**

1) Recommendation for award shall be submitted to the PRO/NSU SPADB Secretariat that will be responsible in ensuring the completeness of the documentary requirements.

2) The recommendation for award shall be evaluated by the PRO/NSU SPADB en banc. If the award falls within its jurisdiction, its findings and recommendations shall be submitted to the PRO/NSU Director for approval and implementation. If the award falls within the jurisdiction of higher authorities, it shall cause its transmittal to the concerned higher authority.

**b. NHQ SPADB**

1) Recommendation for award of the PNP personnel assigned with NHQ offices and those recommendations from the PROs and NSUs shall be submitted to the NHQ SPADB Secretariat that will be responsible in ensuring the completeness of the documentary requirements.

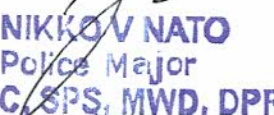
2) The recommendations for award shall be evaluated by the NHQ SPADB en banc. If the award falls under its jurisdiction, its findings and recommendations shall be submitted to the CPNP for approval and implementation. If the award falls under the jurisdiction of higher authorities, it shall cause its transmittal to the concerned higher authority.

**8. BASIC PRINCIPLES:**

a. No award shall be given to PNP personnel for the mere performance of his usual duty. Medals may be given only if the performance of the said usual duty is exceptionally outstanding as compared to other personnel with the same duty, or it is extra-ordinary difficult given the situation when and where it was performed;

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- b. When two or more PNP units conducted joint operation or activity, the head of the lead unit may give award to participants from the other units provided the head of the said supporting units have not given their respective personnel any award for the same activity/operation;
- c. RDs may give award to members of the NSUs assigned within the region for any activity involving the said NSU personnel provided the concerned NSU Director has not given them any award for the same activity;
- d. Concerned PNP Commanders/ Directors may be held liable for gross violation of these Rules;
- e. Awards maybe given only within one year from the time the PNP member became entitled thereto;
- f. Except in certain cases, Regional and NSU Directors shall avoid issuing medals without the corresponding resolution of the local Awards and Decorations Board;
- g. Recommendations for the conferment of award can only be made by the Director/Head of Office with respect to the personnel under him. In no case shall a subordinate officer sign the recommendation on behalf of his superior officer;
- h. All commendations for the award or decoration based on a period of meritorious service in a given assignment shall not be made while the individual being recommended for the awards is still performing and/or has not yet been relieved from such assignment;
- i. Should a person departing from an organization or installation desires to initiate a recommendation for an award in recognition of meritorious service of an individual who remains in the same organization or installation, he should have the recommendation in writing addressed to the Chief of Office/Unit or his own successor for that action when the individual recommended becomes eligible for consideration; and
- j. No decorations will be awarded or presented to any individual whose entire service shall have not been honorable.

**9. SUPPLEMENTAL GUIDELINES:**

- a. Announcement of Awards
  - 1) Awards and decorations conferred by the President, Chairman, NAPOLCOM, and CPNP, shall be announced and published in a General Order by the Command of the CPNP; and
  - 2) All other awards and decorations granted by RDs and Directors, NSUs shall be announced and published by their respective

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Commands and copies of which shall be furnished the office of the CPNP.

b. Frequency of the award

For each succeeding deed, act, or achievement sufficient to justify the same medal, the following shall be observed:

1) For Operational Awards

A **Bronze Spearhead Device** shall be awarded for the second, third, fourth, and fifth succeeding awards.

Further, a **Silver Spearhead Device** shall be worn for every five Bronze Spearhead Device, as the case may be. For example, a medal with two Bronze Spearhead Device indicate three issuances of the same medal, while a medal with two Silver and three Bronze Spearhead Devices indicates 14 issuances.

2) For Administrative Awards

A Sampaguita Leaf shall be awarded for the second, third, fourth, and fifth succeeding awards.

Further, a Silver Sampaguita Leaf shall be worn for every five Bronze Sampaguita Leaf, as the case may be. For example, a medal with two Bronze Sampaguita Leaf indicate three issuances of the same medal, while a medal with two Silver and three Bronze Sampaguita Leaf indicates 14 issuances.

3) For Miscellaneous Awards

A Star shall be awarded for the second, third, fourth, and fifth succeeding awards.

Further, a Silver Star shall be worn for every five Bronze Star, as the case may be. For example, a medal with two Bronze Star indicate three issuances of the same medal, while a medal with two Silver and three Bronze Star indicates 14 issuances.


c. Incentives for Awards:

1) Aside from the PNP Medals, corresponding number of leave credits shall be given to the PNP awardees and shall be confirmed by the issuing unit within one year from its date of conferment as follows:

a) *Medalya ng Kagitingan* (PNP Medal of Valor)– Five Days

b) *Medalya ng Kabayanihan* (PNP Heroism Medal)– Four Days

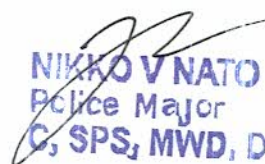
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- c) *Medalya ng Katapangan* (PNP Bravery Medal)– Four Days
  - d) *MedalyangKadakilaan* (PNP Distinguished Medal) – Threedays
  - e) *Medalya n gKatangitanging Asal* (PNP Outstanding Conduct Medal) – Three Days
  - f) *MedalyangKagalingan* (PNP Medal of Merit) –Three Days
  - g) *Medalya ng Papuri* (PNP Commendation Medal) – Two Days
  - h) *Medalya ng Sugatang Magiting* (PNP Wounded Personnel) – Five days
  - i) *Medalya ng Katapatan sa Paglilingkod* (PNP Service Medal) – Five days
  - j) *Medalya ng Katangitanging Gawa* (PNP Outstanding Achievement Award)– Four days
  - k) *Medalya ng Pambihirang Paglilingkod* (PNP Special Service Medal) – Four days
  - l) *Medalya ng Kasanayan* (PNP Efficiency Medal) – Three days
  - m) *Medalya ng Pagkilala* (PNP Recognition Medal) – Two days
  - n) *Medalya ng Ugnayang Parnpulisya* (Police Relations Medal) – Three days
  - o) *Medalya ng Mabuting Asal* (PNP Good Conduct Medal) – Four days
  - p) *Medalya ng Paglilingkod* (PNP Service Medal) – Four days
  - q) *Medalya ng Paglaban sa Manliligalig* (Anti-Dissidence Medal) – Three days
  - r) *Medalya ng Pagtulong sa Nasalanta* (PNP Disaster Relief and Rehabilitation Medal) – Three days
- 2) A maximum limit of 15 days leave credits shall be allowed every calendar year for PNP personnel who had been or shall be conferred with appropriate PNP medals in recognition of outstanding performance of police functions and activities. Such leave shall only be used after exhaustion of the mandatory five days and three days special privilege leave.

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- 3) Leave credits earned from the conferment of appropriate medals must be utilized by concerned PNP personnel from the date of confirmation onwards but not later than the last day of the next calendar year otherwise such unused leave credits shall be deemed forfeited.
- 4) In no case shall leave credits earned from the conferment of appropriate medals be added to the Accumulated Leave Credits to be used in computation of Terminal Leave Benefits of retiring PNP uniformed personnel.

d. Conversion of Letters of Commendations to awards

Conversion of five letters or certificates of commendation into *Medalya ng Papuri* shall be awarded to personnel of the PNP and must be applied for conversion in his/her present office/unit within two years from issuance thereof. In case of reassignment and the commendation has not been used for conversion into *Medalya ng Papuri*, the personnel shall secure a certification from his/her previous unit/office that the said commendation has not been applied for conversion.

e. Posthumous Award

Awards of medal(s) may be made following the death of the person being honored in the same manner they are made for a living person except that the orders and citations will indicate that the award is being made posthumously. In case an individual who distinguished himself dies before the making of an award to which he may be entitled, the award may nevertheless be made and the medal and certificate/citation, may be presented within three years from date of the act justifying the award thereof, to such representative of the deceased as the CPNP may designate. Eligible class next of kin are in the order of precedence, widow or widower, eldest son, eldest daughter, father, mother, eldest brother, eldest sister, or eldest grandchild.

f. Presentations

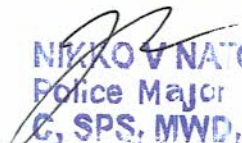
*Medalya ng Kagitingan* – the recipient of said award will be directed to proceed to Malacañan Palace for the presentation of award. The presentation will be made by the President of the Philippines, Chairman, NAPOLCOM, and CPNP.

g. Medals other than *Medalya ng Kagitingan*:

- 1) The presentation of the medal to the person to whom it is awarded will be made in formal and impressive ceremony, including when practicable, the attendance of troops.
- 2) In the absence of orders to the contrary, the arrangement therefore and the presentation will be made by the RD or its equivalent.

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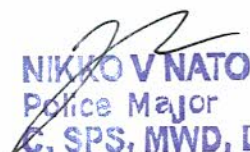
- 3) In the act of presentation, a medal may be pinned on the clothing of the awardee, whether in uniform or civilian clothing or on the next of kin following the recipient's death; however, this will not be construed as authority for any person other than the individual honored by the medal to wear it. As an alternate to pinning the medal especially to the next of kin, it may be handed to the recipient in an open decorative container.
  - 4) The presentation to an individual, who is no longer in the service or to the next of kin, will as a rule, be made at the PROs, PPOs, or station nearest the home of the recipient.
- h. Interim Awards and Awards of Lesser Decoration
- 1) To ensure that an achievement or service receives recognition, the appropriate authority should promptly award a lesser PNP medal pending final action on a recommendation for a higher award.
  - 2) The awarding authority will take the following actions concerning each recommendation for award or medal:
    - a) Approve/Disapprove;
    - b) If disapproved, consider the award of a lesser but appropriate medal;
    - c) Retain the recommendation in the Headquarters;
    - d) Notify the initiator of the final action.
- i. Manner of Wearing of Decoration

Medals, unit decorations, badges, service ribbons, and/or miniatures may be worn on the following coat or blouse of the service uniforms:

- 1) GOA Type "A" Uniform (Bush Coat);
- 2) GOA Type "B" Uniform;
- 3) Full Dress Blue (Ceremonial Blue Uniform);
- 4) Full Dress White (White Duck); and
- 5) Mess Jacket.

The wearing of such uniforms will be based on the policies and guidelines for different command activities, occasions, or daily office attire.

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**10. REPEALING CLAUSE:**

All PNP MCs and/or issuances inconsistent with the provisions of this MC are deemed rescinded.

**11. EFFECTIVITY:**

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



  
**DEBOLD M SINAS**  
Police General  
Chief, PNP

Distribution:  
IG, IAS  
D-Staff  
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