

Republic of the Philippines  
Department of the Interior and Local Government  
**NATIONAL POLICE COMMISSION**  
Makati City

**MEMORANDUM CIRCULAR NO. 2008-009**

**PRESCRIBING THE GUIDELINES AND SEQUENTIAL PROCEDURES ON THE  
ISSUANCE OF APPOINTMENTS UNDER SPECIAL PROMOTION**

**WHEREAS**, Section 33(b) of R.A. No. 8551 provides that any uniformed personnel 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: *Provided*, That such acts shall be validated by the Commission based on the established criteria;

**WHEREAS**, pursuant to the above provision of the law, the Commission has issued policies, the latest of which is Memorandum Circular No. 2007-003 dated May 28, 2007 that prescribed criteria in the grant of Special Promotion to PNP uniformed personnel, as well as prescriptive periods within which all administrative requirements for the purpose are accomplished;

**WHEREAS**, there is a need to supplement existing policies, specifically Napolcom MC No. 2007-003 and prescribe the sequential procedures to be followed in the validation and confirmation of applications for special promotion up to the issuance of the promotional appointments;

**NOW THEREFORE**, this Commission, in the exercise of its constitutionally mandated authority of administrative supervision and control over the PNP, **HAS RESOLVED TO PRESCRIBE, AS IT HEREBY PRESCRIBES**, the hereunder sequential procedures on the issuance of special promotion:

**For the City / Municipal Police Stations**

1. Deed of bravery and self-sacrifice above and beyond the call of duty of PNP uniformed personnel at the city/municipal police station shall be recommended by the Chief of Police (COP) to the Provincial Director (PD), Police Provincial Office (PPO).
2. The PD, after finding merit on the recommendation, shall recommend the same to the Regional Director (RD), Police Regional Office (PRO).
3. Upon receipt of the recommendation and after evaluation, the RD, PRO shall endorse the same to the Regional Special Promotions, Awards and Decorations Board (RSPADB) for its evaluation.
4. Should the RSPADB find merit on the recommendation, it shall then prepare the corresponding Resolution to be recommended by the RD, PRO to the National Headquarters Special Promotions, Awards and Decorations Board (SPADB).

**For the National Operational Support Units (NOSUs)**

1. For the PNP uniformed personnel of the National Operational Support Units (NOSUs), the concerned NSU Chief at the PRO shall recommend the special promotion of PNP uniformed personnel to the concerned NSU SPADB for its consideration.

2. Should the NSU SPADB find merit on the recommendation, it shall then prepare the corresponding Resolution to be recommended by the Director, NSU who will subsequently endorse the same to the NHQ SPADB.

### **For Both Recommendations from the RSPADB and NSU SPADB**


All recommendations, either from the RSPADB and NSU SPADB, shall be coursed through the NHQ SPADB and the Commission, to wit:

1. Should the SPADB find merit in the application, a resolution shall then be prepared and endorsed for validation by the Commission.
2. After receipt of the SPADB resolution, the Commission shall conduct validation of the SPADB's recommendation based on established criteria.
3. Should the Commission find merit in the SPADB'S recommendation, a resolution confirming the act of conspicuous courage and gallantry shall be prepared and issued.

If after validation, the Commission disapproves the application, the recommendee(s) may file a motion for reconsideration within (15) fifteen days after receipt of the resolution. No subsequent motion for reconsideration shall be allowed (MC 2007-003).

4. After receipt of the Commission's resolution confirming the merit of the application, the DPRM or the RPHRDD shall then prepare the corresponding *KSS Form Blng. 33* for attestation by the Civil Service Commission (CSC).
5. Only after the receipt of the attested *KSS Form Blng. 33* from the CSC shall the DPRM or RPHRDD prepare and issue the corresponding Promotion Order for the purpose.

Adopted this 27<sup>th</sup> day of MAY in the Year Two Thousand Eight.

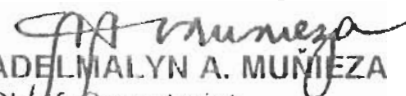
  
**RONALDO V. PUNO**  
Secretary, DILG/  
Chairperson, Napolcom

  
**CELIA V. SANIDAD-LEONES**  
Commissioner

  
**MIGUEL G. CORONEL**  
Commissioner

  
**AVELINO L. RAZON, JR.**  
Commissioner

Attested by:

  
**ADELMALYN A. MUNIEZA**  
Chief, Secretariat