PRIMER ON PAY AND ALLOWANCES, BENEFITS AND PRIVILEGES OF THE PHILIPPINE NATIONAL POLICE PERSONNEL AND THEIR DEPENDENTS
Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

MESSAGE

I commend the men and women of the Directorate for Personnel and Records Management (DPRM) headed by its Police Director, Ramon O Purugganan, for crafting of this Primer on Pay and Allowances, Benefits and Privileges of PNP Personnel and their Dependents.

This is another significant step in the PNP’s efforts to keep police personnel in all units well informed on both the monetary and non-monetary benefits being provided them and their dependents by the organization. The information contained in this Primer will also help PNP members manage their income, benefits, and other privileges for their present and future needs.

I enjoin the DPRM to continue to seek new and better ways to render personnel services to help further raise the morale and welfare of PNP personnel which will hopefully translate to better performance of their duties and responsibilities.

Congratulations for a job well done! Carry on!

RONALD M. DELA ROSA
Police Director General
Chief, PNP
PREFACE

PNP personnel are committed to provide quality service to the community towards a safer place to live, work and do business, however, those who have sworn to serve and protect are exposed to high risk operations and police actions in performing their daily mandated tasks in serving the public and our country.

The Morale and Welfare Division of this Directorate continuously find ways to widen information dissemination about the morale and welfare services of the PNP offered to its personnel in the pursuit of continual improvement of the whole PNP organization. The formulation of the Primer on Pay and Allowances, Benefits and Privileges of PNP Personnel and their Dependents aims to address the lack of knowledge of PNP personnel on the benefits available to them.

This Primer is crafted not to replace any existing Memorandum Circulars, Directives, or Issuances currently being used but to complement those issuances and putting it together in one reference material for easy reference and dissemination.

I would like to acknowledge the men and women behind this Primer who, without their concern for the morale and welfare of their comrades, this noble undertaking would not have been realized.

Lastly, we thank the Almighty God for allowing this Primer to be completed.

RAMON O PURUGGANAN
Police Director
The Director for Personnel and Records Management
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Section 1-1 Pay and Allowances of the Uniformed Personnel of the Philippine National Police (PNP)

1.1 Base Pay. It is the fixed amount received by the uniformed PNP personnel on a monthly basis. Effective June 1, 2012, Executive Order No. 76, s. 2012 provides for the implementation of the fourth tranche of the modified salary schedule which covers the “uniformed personnel under the Department of Interior and Local Government (DILG)” — the department to which the National Police Commission (NAPOLCOM) belongs which is responsible for the administration and control of the Philippine National Police (PNP).

As a result of the implementation of the fourth tranche of the modified salary schedule, the following are the base pay of all PNP uniformed personnel (Ref: Executive Order No. 76, s 2012):

Table 1.1 PNP Uniformed Personnel Rank and the Respective Basic Pay

<table>
<thead>
<tr>
<th>Rank</th>
<th>Basic Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director General</td>
<td>67,500</td>
</tr>
<tr>
<td>Dep Dir General</td>
<td>59,210</td>
</tr>
<tr>
<td>Director</td>
<td>50,763</td>
</tr>
<tr>
<td>Chief Superintendent</td>
<td>47,002</td>
</tr>
<tr>
<td>Senior Superintendent</td>
<td>43,521</td>
</tr>
</tbody>
</table>
### Table 1.1 (continued)

<table>
<thead>
<tr>
<th>Rank</th>
<th>Basic Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>40,298</td>
</tr>
<tr>
<td>Chief Inspector</td>
<td>37,313</td>
</tr>
<tr>
<td>Senior Inspector</td>
<td>35,312</td>
</tr>
<tr>
<td>Inspector</td>
<td>32,341</td>
</tr>
<tr>
<td>Senior Police Officer 4</td>
<td>27,425</td>
</tr>
<tr>
<td>Senior Police Officer 3</td>
<td>25,394</td>
</tr>
<tr>
<td>Senior Police Officer 2</td>
<td>23,513</td>
</tr>
<tr>
<td>Senior Police Officer 1</td>
<td>21,771</td>
</tr>
<tr>
<td>Police Officer 3</td>
<td>18,665</td>
</tr>
<tr>
<td>Police Officer 2</td>
<td>16,934</td>
</tr>
<tr>
<td>Police Officer 1</td>
<td>14,834</td>
</tr>
</tbody>
</table>

### 1.2 Longevity Pay

Uniformed personnel of the department shall be entitled to a longevity pay of ten percent (10%) of their basic monthly salaries for every five (5) years of service, which shall be reckoned from the date of the personnel’s original appointment in the AFP or appointment in the police, fire, or jail or other allied services to the integration of the PC and the INP, provided that the totality of such longevity pay shall not exceed fifty percent (50%) of the basic pay *(Ref: Section 71, Chapter VII, Republic Act 6975)*.

### Table 1.2 Schedule of Longevity Pay for Uniformed Personnel

<table>
<thead>
<tr>
<th>Rank</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director General</td>
<td>6,750</td>
<td>14,175</td>
<td>22,343</td>
<td>31,327</td>
<td>33,750</td>
</tr>
<tr>
<td>Dep Dir General</td>
<td>5,921</td>
<td>12,434</td>
<td>19,599</td>
<td>27,479</td>
<td>29,605</td>
</tr>
<tr>
<td>Director</td>
<td>5,076</td>
<td>10,660</td>
<td>16,803</td>
<td>23,559</td>
<td>25,382</td>
</tr>
<tr>
<td>Chief Superintendent</td>
<td>4,700</td>
<td>9,870</td>
<td>15,558</td>
<td>21,814</td>
<td>23,501</td>
</tr>
<tr>
<td>Senior Superintendent</td>
<td>4,352</td>
<td>9,139</td>
<td>14,405</td>
<td>20,198</td>
<td>21,761</td>
</tr>
<tr>
<td>Superintendent</td>
<td>4,030</td>
<td>8,463</td>
<td>13,339</td>
<td>18,702</td>
<td>20,149</td>
</tr>
<tr>
<td>Chief Inspector</td>
<td>3,731</td>
<td>7,836</td>
<td>12,351</td>
<td>17,317</td>
<td>18,657</td>
</tr>
<tr>
<td>Senior Inspector</td>
<td>3,531</td>
<td>7,416</td>
<td>11,688</td>
<td>16,388</td>
<td>17,656</td>
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</table>
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<th>Rank</th>
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<th>2nd</th>
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<th>5th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector</td>
<td>3,234</td>
<td>6,792</td>
<td>10,705</td>
<td>15,009</td>
<td>16,171</td>
</tr>
<tr>
<td>Senior Police Officer 4</td>
<td>2,743</td>
<td>5,759</td>
<td>9,078</td>
<td>12,728</td>
<td>13,713</td>
</tr>
<tr>
<td>Senior Police Officer 3</td>
<td>2,539</td>
<td>5,333</td>
<td>8,405</td>
<td>11,785</td>
<td>12,697</td>
</tr>
<tr>
<td>Senior Police Officer 2</td>
<td>2,351</td>
<td>4,938</td>
<td>7,783</td>
<td>10,912</td>
<td>11,757</td>
</tr>
<tr>
<td>Senior Police Officer 1</td>
<td>2,177</td>
<td>4,572</td>
<td>7,206</td>
<td>10,104</td>
<td>10,886</td>
</tr>
<tr>
<td>Police Officer 3</td>
<td>1,867</td>
<td>3,920</td>
<td>6,178</td>
<td>8,662</td>
<td>9,333</td>
</tr>
<tr>
<td>Police Officer 2</td>
<td>1,693</td>
<td>3,556</td>
<td>5,605</td>
<td>7,859</td>
<td>8,467</td>
</tr>
<tr>
<td>Police Officer 1</td>
<td>1,483</td>
<td>3,115</td>
<td>4,910</td>
<td>6,884</td>
<td>7,417</td>
</tr>
</tbody>
</table>

1.3 Regular Allowances. These are allowances given regularly and are common to all uniformed PNP members in addition to the basic salary (Ref: Section 71 of RA 6975).

a. Quarter Allowance. It is an allowance given to officers and non-officers who are not provided with living quarters, housing PNP units or living quarters through the auspices of the PNP where their families can be accommodated. Those who have obtained any housing units/living quarters automatically forfeit their entitlement to this allowance in favor of the PNP Housing Board (Ref: NAPOLCOM Resolution 91-18).

Table 1.3 Rate of Quarter Allowance per Month

<table>
<thead>
<tr>
<th>Rank</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director General</td>
<td>1,500 per month</td>
</tr>
<tr>
<td>Dep Dir General</td>
<td>1,300 per month</td>
</tr>
<tr>
<td>Director</td>
<td>1,200 per month</td>
</tr>
<tr>
<td>Chief Superintendent</td>
<td>1,050 per month</td>
</tr>
<tr>
<td>Senior Superintendent</td>
<td>900 per month</td>
</tr>
<tr>
<td>Superintendent</td>
<td>800 per month</td>
</tr>
<tr>
<td>Chief Inspector</td>
<td>700 per month</td>
</tr>
</tbody>
</table>
b. **Regular Subsistence Allowance.** It is an allowance given to all uniformed PNP members to defray the cost of their daily regular meals amounting to Php150.00 per day (Ref: Joint Resolution No. 2 effective January 1, 2015).

c. **Clothing Allowance.** It is an allowance given to cover the cost of maintaining uniforms that PNP members must wear daily. This is paid at the rate of P200.00 per month for both officers and non-officers (Ref: NAPOLCOM Resolution 91-18).

d. **Hazard Pay.** It is an allowance given as basic occupational hazard pay considering law enforcement being a hazardous occupation (Ref: NAPOLCOM Resolution 91-18).

<table>
<thead>
<tr>
<th>Rank</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Inspector</td>
<td>650 per month</td>
</tr>
<tr>
<td>Inspector</td>
<td>600 per month</td>
</tr>
<tr>
<td>Senior Police Officer 4</td>
<td>500 per month</td>
</tr>
<tr>
<td>Senior Police Officer 3</td>
<td>500 per month</td>
</tr>
<tr>
<td>Senior Police Officer 2</td>
<td>500 per month</td>
</tr>
<tr>
<td>Senior Police Officer 1</td>
<td>450 per month</td>
</tr>
<tr>
<td>Police Officer 3</td>
<td>450 per month</td>
</tr>
<tr>
<td>Police Officer 2</td>
<td>400 per month</td>
</tr>
<tr>
<td>Police Officer 1</td>
<td>400 per month</td>
</tr>
</tbody>
</table>

The monthly hazard pay rate shall be...
increase yearly based on the following schedule (Ref: Executive Order 201 series 2016):

Table 1.4 Hazard Pay Rate of Increase Per Year from 2016-2019

<table>
<thead>
<tr>
<th></th>
<th>Jan 2016</th>
<th>Jan 2017</th>
<th>Jan 2018</th>
<th>Jan 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>390</td>
<td>540</td>
<td>690</td>
<td>840</td>
</tr>
</tbody>
</table>

e. **Personnel Economic Relief Allowance (PERA).** It is an allowance given to all PNP uniformed personnel below the rank of Chief Inspector to include cadets of the PNPA amounting to PhP500.00 per month effective 01 January 1991 (Ref: NAPOLCOM Resolution 91-18).

Due to the rising cost of living, PhP1,500.00 additional compensation shall be given in addition to PhP500.00. The current PERA is two thousand pesos (PhP2,000.00) per month (Ref: Budget Circular Nr 2009-3).

f. **Laundry Allowance.** It is an allowance intended to defray the laundry costs of PNP uniformed personnel whose frequent appearances in public affairs or frequent attendance at ceremonies and assignment to units/activities require the wearing of a presentable uniform at all times with the following rates (Ref: Office of the President Memorandum dated August 28, 1997):

- **Officer** — PhP60.00 per month, paid monthly
- **Non-Officer** — PhP30.00 per month, paid monthly

1.4 **Gratuity.** It is granted to any awardee of the Medal of Valor. The awardee shall receive a monthly gratuity of twenty thousand pesos (PhP20,000.00) (Ref: Circular No. 2001-010).
1.5 Collateral Pay and Allowances

a. **Hospital Subsistence Allowance.** It is an additional allowance over and above the regular subsistence allowance of the PNP uniformed personnel representing the free daily meals given them upon confinement in PNP hospitals and/or dispensaries amounting to Php30.00 per day (Ref: NAPOLCOM Resolution 91-18).

b. **CDC Subsistence Allowance.** It is an additional allowance over and above the regular subsistence allowance of PNP personnel given to support the meal requirement of PNP uniformed personnel engaged in any Civil Disturbance Control operations amounting to Php30.00 per day (Ref: NAPOLCOM Resolution 91-18).

c. **Training Subsistence Allowance.** It is an additional allowance, or training emolument, over and above the regular subsistence allowance, given to PNP uniformed personnel undergoing local training in the AFP, PNP training institution, OJT or schooling in local educational institution whereby they acquire knowledge, skills and expertise for professional or career advancement. Each student/trainee is paid through the school a rate of Php30.00 per day times the number of days the duration of the course (Ref: NAPOLCOM Resolution 91-18).
d. **Combat Duty Pay.** It is a fixed Php3,000.00 monthly allowance for uniformed personnel of the PNP engaged in actual police operations (Ref: Sec 1 and 2 EO No. 03, s 2016).

e. **Combat Incentive Pay.** It is a Php300.00 per day allowance for uniformed personnel of the PNP who figure directly in actual combat against members of various insurgent, terrorist, and lawless elements, subject to the following conditions (Ref: Sec 3 EO No. 03, s 2016):

1) the operation must be for a specific combat mission that is duly covered by a Mission Order (Letter Order);

2) the personnel involved in combat must be in the published task organization of the PNP Mission Order;

3) the total additional combat incentive pay for each individual shall not exceed three thousand pesos (Php3,000.00) per month; and

4) The combat incentive pay shall be over and above the combat duty pay of Php3,000.00 for qualified uniformed personnel of the PNP.
**f. Hazardous Duty Pay.** It is an allowance given to PNP uniformed personnel for exposure to particular occupational hazards or elements, or hazardous jobs involving high risks of losing life, limbs, or likely deterioration of health. It is fifty percent (50%) of the base pay authorized by rank (Ref: NAPOLCOM Resolution No. 91-18).

**g. Radiation Hazard Pay.** It is an incentive pay for PNP skilled personnel whose nature of work subject themselves to the hazards of over exposure to radioactive elements. Payment of said additional allowance must not exceed fifteen percent (15%) of the base authorized by rank (Ref: NAPOLCOM Resolution No. 91-18).

**h. Incentive Pay.** It is an incentive pay for member (licenses) of the Medical, Veterinary, Dental given to Medical, Dental and Nursing, and Legal Profession who joined the PNP. The incentive is paid at Php200.00 monthly to be incorporated in the monthly pay check (Ref: NAPOLCOM Resolution No. 91-18).

**i. Instructor’s Duty Pay.** It is an incentive allowance provided to all PNP uniformed personnel assigned in PNP training schools/centers or detailed with the PPSC and are required to teach, convey or communicate knowledge or supervise training activities or conduct researches or perform duties as training aides in one or more subjects (Ref: NAPOLCOM Resolution No. 91-18).

**Procedures of Payment:**

1) All PNP personnel who are on actual teaching activities are granted an IDP of twenty five percent (25%) of their base pay provided that they satisfy the aggregate minimum monthly instructional time of 48 hours, to
be computed as follows: One hour of actual classroom instruction is equivalent to one instructional hour and one and half (1.5) hours of research work or two and a half (2.5) hours of supervisory activities shall be considered as one instructional hour.

2) All PNP personnel who are assigned with major PNP training and are performing activities supportive to classroom or field teaching are granted an IDP of ten percent 10% of their base pay.

j. Specialist Pay. This pay applies to deserving non-officer personnel of the PNP who are not assigned in critical areas (as to qualify them for combat pay) and have demonstrated efficiency and effectiveness through skills, aptitude training, experiences and knowledge of specific police duties and specialties (Ref: NAPOLCOM Resolution No. 91-18).

k. Flying Pay. All PNP Pilots and Crew of aircrafts whose duty requires regular and frequent aerial flights. All duly accredited PNP pilots provided they maintain flying time requirements of an average of four (4) hours of aerial flight per month. The rate of flying pay is placed at fifty percent (50%) of their authorized base pay (Ref: NAPOLCOM Resolution No. 91-18).
I. **Sea Duty Pay.** It is given to all PNP personnel who will be assigned in PNP units to be activated for law enforcement duties in our inland waters (lakes and river systems) and coastal/territorial waters. The PNP Maritime Command pays its personnel at the monthly rate twenty-five percent (25%) of the base pay given at the end of the month or each end of quarter (Ref: NAPOLCOM Resolution No. 91-18).

m. **CAPCOM Incentive Pay.** It is an allowance is given under the premise of the uniqueness of CAPCOM mission and functions vis-à-vis its area which is Metro Manila. This applies to all PNP uniformed personnel assigned with CAPCOM whether in the five (5) Police District Commands. The allowance amounting to Php2.50 per day or Php75.00 per month (Ref: NAPOLCOM Resolution No. 91-18).

n. **Special Clothing Allowance.** It is an allowance given to uniformed personnel of the PNP whose frequent appearances in public affairs or frequent attendance of ceremonies and who are assigned in units/activities requiring the wearing of presentable uniform at all times. The following is the amount to be received (Ref: NAPOLCOM Resolution No. 91-18):

- Officer — Php 300.00
- Non-Officer — Php 150.00
Additional amount is paid for maintenance given yearly from the date of issuance of initial special clothing allowance (Ref: NAPOLCOM Resolution No. 91-18):

- Officer — Php 80.00
- Non-Officer — Php 40.00

Cold Weather Clothing Allowance. It is an additional allowance given to all uniformed personnel assigned in cold places where cold weather clothing is necessary if not required. This allowance enables PNP personnel to procure the prescribed cold weather clothing. All PNP personnel assigned in certain areas within the following regions: (Ref: NAPOLCOM Resolution No. 91-18)

Table 1.5 Areas Where PNP Personnel Assigned are Entitled to Cold Weather Clothing Allowance

<table>
<thead>
<tr>
<th>Region</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>All areas in Cordillera Region</td>
<td></td>
</tr>
<tr>
<td>Region 1</td>
<td>Paredes Air Station, Ilocos Norte</td>
</tr>
<tr>
<td>Region 2</td>
<td>Batanes Province</td>
</tr>
<tr>
<td></td>
<td>Isabela</td>
</tr>
<tr>
<td>Region</td>
<td>Area</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Region 3</td>
<td>Angat Relay Station, Angat, Bulacan</td>
</tr>
<tr>
<td></td>
<td>LS Naulo Pt., Zambales</td>
</tr>
<tr>
<td>Region 4A</td>
<td>Tanay, Rizal</td>
</tr>
<tr>
<td></td>
<td>Calauag, Quezon</td>
</tr>
<tr>
<td></td>
<td>Silang, Cavite</td>
</tr>
<tr>
<td></td>
<td>Tagaytay City</td>
</tr>
<tr>
<td>Region 5</td>
<td>Paranal Air Station, Jose Panganiban</td>
</tr>
<tr>
<td></td>
<td>Camarines Norte</td>
</tr>
<tr>
<td></td>
<td>Daraitan, Camarines Sur</td>
</tr>
<tr>
<td></td>
<td>Catanduanes Island Province</td>
</tr>
<tr>
<td>Region 6</td>
<td>Mt. Canlaon</td>
</tr>
<tr>
<td>Region 7</td>
<td>Mt. Luay, Cebu</td>
</tr>
<tr>
<td>Region 8</td>
<td>Mt. Kaputoan, Eastern Samar</td>
</tr>
<tr>
<td>Region 10</td>
<td>Bukidnon (all)</td>
</tr>
<tr>
<td></td>
<td>Agusan Del Sur</td>
</tr>
<tr>
<td>Region 11</td>
<td>Davao Del Sur</td>
</tr>
<tr>
<td></td>
<td>Davao Del Norte</td>
</tr>
<tr>
<td></td>
<td>Davao Oriental</td>
</tr>
<tr>
<td>Region 12</td>
<td>Esperanza, Sultan Kudarat</td>
</tr>
<tr>
<td>ARMM</td>
<td>Lanao del Sur (All)</td>
</tr>
</tbody>
</table>
All PNP personnel assigned in the foregoing areas are paid an initial amount of Php1,000.00 for the first year and annual maintenance fund of Php300 thereafter (Ref: NAPOLCOM Resolution No. 91-18).

p. Winter Clothing Allowance. It is an allowance given to all uniformed personnel of the PNP who will undergo foreign schooling/training to support the expenses in procuring the required winter clothing abroad (Ref: NAPOLCOM Resolution No. 91-18):

Star Rank Officers — $300
Other PNP Uniformed Personnel — $250

q. Initial Clothing Allowance. It is an allowance given to all PNP recruits who joined the PNP for the first time, whether as PCO or PNCO amounting to Php20,000.00 (Ref. Fiscal Directive Nr 2016-05).

r. Replacement Clothing Allowance. It is an allowance every after three years of continuous service thereafter reckoned from the year he/she entered the uniformed service. Rates for RCA will be adjusted as follows (Ref: Fiscal Directive Number 2009-10)

Table 1.6 Replacement Clothing Allowance

<table>
<thead>
<tr>
<th>Particulars</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policeman</td>
<td>Php10,827.00</td>
<td>Php14,000.00</td>
</tr>
<tr>
<td>Police-woman</td>
<td>Php 11,655.00</td>
<td>Php14,000.00</td>
</tr>
</tbody>
</table>
s. **Hardship Allowance.** It is an allowance for all PNP personnel assigned to Loran Station and Border Crossing Station, and other units/stations/sites/isolated and inaccessible by normal air, water, or land transportation, and are covered with official orders. The PNP must waive HDP, RHP and, other collateral allowances (*Ref. Fiscal Directive Nr 2016-05*):

- **Officer** — Php300.00 per month
- **Non-Officer** — Php150.00 per month

t. **Burial Allowance.** It is a monetary assistance to the bereaved family of a PNP uniformed personnel in the event of his death, regardless of the circumstances (*Ref: NAPOLCOM Resolution No. 91-18*).

<table>
<thead>
<tr>
<th>Rank</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Superintendent to</td>
<td>Php3,000.00</td>
</tr>
<tr>
<td>Director General</td>
<td></td>
</tr>
<tr>
<td>Chief Inspector to Senior</td>
<td>Php 2,500.00</td>
</tr>
<tr>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Inspector to Senior</td>
<td>Php 2,000.00</td>
</tr>
<tr>
<td>Inspector</td>
<td></td>
</tr>
<tr>
<td>PNP Cadet</td>
<td>Php 1,500.00</td>
</tr>
<tr>
<td>Non-Officer</td>
<td>Php 1,200.00</td>
</tr>
</tbody>
</table>

1.6 **Other Financial Benefits.** These are other benefits received by PNP uniformed personnel other than the regular and collateral allowances.

a. **Anniversary Bonus.** It is for *PNP Uniformed personnel who have rendered at least one (1) year service in the PNP as of the date of milestone year (15th anniversary*
and every five (5) years thereafter) and have not been found guilty of any offense in connection with their work during the five-year interval between milestone years. Payment shall be in an amount not exceeding Php3,000.00 (Ref: Fiscal Directive Nr 2016-01).

b. **Mid-Year (13th Month) Bonus.** It is equivalent to one (1) month basic salary as of May 15, shall be granted to those who have rendered at least four (4) months of satisfactory service and are still in the service as of same date, to be given not earlier than May 15 of every year (Ref: Sec 4 EO No 201, s. 2016).

c. **Year-End (14th Month) Bonus.** It is equivalent to one (1) month basic salary and Cash Gift at prescribed rates shall be given in November of every year (Ref: Sec 4 EO No 201, s. 2016).

d. **Enhanced Performance Based Bonus.** It is equivalent to one (1) month up to two (2) months basic salary, to be implemented in two (2) phases starting in FY 2017. The grant of the enhanced PBB shall be based on a progressive rate system. As the position and responsibility in improving agency performance becomes higher, so is the amount of PBB (Ref: Sec 5 EO No 201, s. 2016).

e. **Productivity Enhancement Incentive.** It shall be given not earlier than December 15 of every year to all qualified government employees at Five Thousand Pesos (Php5,000) each for the purpose of improving the government employees' productivity (Ref: EO 201, s. 2016).

f. **Officers’ Allowance.** It shall be given to PNP uniformed personnel as an interim measure until
such time that the base pay schedule is modified and rationalized as provided under Executive Order No 201, series of 2016.

Table 1.8 Rate of Officer’s Allowance in Four Tranches

<table>
<thead>
<tr>
<th>Rank</th>
<th>1st Tranche FY 2016</th>
<th>2nd Tranche FY 2017</th>
<th>3rd Tranche FY 2018</th>
<th>4th Tranche FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director General</td>
<td>9,000</td>
<td>18,000</td>
<td>25,000</td>
<td>35,000</td>
</tr>
<tr>
<td>Dep Dir General</td>
<td>7,000</td>
<td>13,000</td>
<td>21,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Director</td>
<td>5,000</td>
<td>10,500</td>
<td>15,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Chief Superintendent</td>
<td>4,000</td>
<td>9,000</td>
<td>12,500</td>
<td>17,000</td>
</tr>
<tr>
<td>Senior Superintendent</td>
<td>3,000</td>
<td>7,500</td>
<td>10,500</td>
<td>15,000</td>
</tr>
<tr>
<td>Superintendent</td>
<td>2,000</td>
<td>6,000</td>
<td>8,500</td>
<td>13,000</td>
</tr>
<tr>
<td>Chief Inspector</td>
<td>1,500</td>
<td>4,500</td>
<td>6,500</td>
<td>11,000</td>
</tr>
<tr>
<td>Senior Inspector</td>
<td>1,000</td>
<td>3,000</td>
<td>4,500</td>
<td>7,000</td>
</tr>
</tbody>
</table>

*Table 1.9 Rate of Monthly Provisional Allowance per Year*

<table>
<thead>
<tr>
<th>Rank</th>
<th>1st Tranche FY 2016</th>
<th>2nd Tranche FY 2017</th>
<th>3rd Tranche FY 2018</th>
<th>4th Tranche FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director General</td>
<td>14,214</td>
<td>35,260</td>
<td>63,977</td>
<td>95,399</td>
</tr>
<tr>
<td>Dep Dir General</td>
<td>12,922</td>
<td>31,221</td>
<td>51,873</td>
<td>76,825</td>
</tr>
<tr>
<td>Director</td>
<td>10,679</td>
<td>24,795</td>
<td>40,935</td>
<td>60,222</td>
</tr>
<tr>
<td>Chief Superintendent</td>
<td>9,708</td>
<td>21,189</td>
<td>34,760</td>
<td>50,799</td>
</tr>
<tr>
<td>Senior Superintendent</td>
<td>8,304</td>
<td>18,016</td>
<td>29,370</td>
<td>42,639</td>
</tr>
<tr>
<td>Superintendent</td>
<td>7,061</td>
<td>15,228</td>
<td>24,671</td>
<td>35,584</td>
</tr>
<tr>
<td>Chief Inspector</td>
<td>5,853</td>
<td>12,533</td>
<td>20,156</td>
<td>28,849</td>
</tr>
<tr>
<td>Senior Inspector</td>
<td>5,003</td>
<td>10,652</td>
<td>17,026</td>
<td>24,215</td>
</tr>
<tr>
<td>Inspector</td>
<td>4,092</td>
<td>8,661</td>
<td>13,761</td>
<td>19,452</td>
</tr>
</tbody>
</table>

*Provisional Allowance.* It is a monthly allowance given to PNP Uniformed Personnel to be implemented in four (4) tranches as provided under Executive Order No 201, series of 2016.
Table 1.9 (continued)

<table>
<thead>
<tr>
<th>Rank</th>
<th>1st Tranche FY 2016</th>
<th>2nd Tranche FY 2017</th>
<th>3rd Tranche FY 2018</th>
<th>4th Tranche FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Police Officer 4</td>
<td>2,651</td>
<td>5,547</td>
<td>8,711</td>
<td>12,165</td>
</tr>
<tr>
<td>Senior Police Officer 3</td>
<td>2,081</td>
<td>4,331</td>
<td>6,760</td>
<td>9,384</td>
</tr>
<tr>
<td>Senior Police Officer 2</td>
<td>1,688</td>
<td>3,500</td>
<td>5,442</td>
<td>7,525</td>
</tr>
<tr>
<td>Senior Police Officer 1</td>
<td>1,429</td>
<td>2,954</td>
<td>4,584</td>
<td>6,325</td>
</tr>
<tr>
<td>Police Officer 3</td>
<td>992</td>
<td>2,043</td>
<td>3,157</td>
<td>4,339</td>
</tr>
<tr>
<td>Police Officer 2</td>
<td>673</td>
<td>1,378</td>
<td>2,120</td>
<td>2,899</td>
</tr>
<tr>
<td>Police Officer 1</td>
<td>342</td>
<td>700</td>
<td>1,071</td>
<td>1,457</td>
</tr>
</tbody>
</table>

h. **Rice Subsidy.** It is an interim allowance given in the form of cash, which shall be equivalent to twenty (20) kilos of rice or a total of Six Hundred Fifty Pesos (Php650.00) per month *(Ref: Fiscal Directive 2017-003).*
Section 1-2 Pay and Allowances of Non-uniformed Personnel of the PNP

1.1  **Base Pay.** It is a fixed monthly amount received by the non-uniformed personnel of the PNP depending on their Salary Grade.

1.2  **Step Increment/Salary Adjustment.** It is a salary adjustment given every three years from Step 1 up to Step 8. *(Reference: EO 201, s. 2016)*

1.3  **Regular Allowance.**

   a. **Clothing Allowance.** It is a Php5,000.00 allowance given annually to all civilian government personnel occupying regular, contractual, or casual positions; appointive or elective; rendering services on full time or part-time basis. The full rates for full time and part time shall be granted to those already in government service and are to render services for at least six (6) months in a particular fiscal year, including leaves of absences with pay *(Ref: Budget Circular No. 2012-1)*.

   b. **Personnel Economic Relief Allowance (PERA).** It is an allowance given to all PNP uniformed personnel below the rank of Chief Inspector to include cadets of the PNPA amounting to Php500.00 per month effective 01 January 1991 *(Ref: NAPOLCOM Resolution 91-18)*.

      Due to the rising cost of living, Php1,500.00 additional compensation shall be given in addition to Php500.00. The current PERA is two thousand pesos (P2,000.00) per month *(Ref: Budget Circular Nr 2009-3)*.
1.4 Other Financial Benefits

a. **Anniversary Bonus.** It is for *PNP NUP personnel who have rendered at least one (1) year service in the PNP as of the date of the milestone year and have not been found guilty of any offense in connection with their work during the five-year interval between milestone years.* Payment shall be in an amount not exceeding Php3,000.00 (Ref: Fiscal Directive Nr 2016-01).

b. **Mid-Year (13th Month) Bonus.** It is *equivalent to one (1) month basic salary as of May 15,* shall be granted to those who have rendered at least four (4) months of satisfactory service and are still in the service as of same date, to be given not earlier than May 15 of every year (Ref: Sec 4 EO No 201, s. 2016).

c. **Year-End (14th Month) Bonus.** It is *equivalent to one (1) month basic salary and Cash Gift at prescribed rates shall be given in November of every year* (Ref: Sec 4 EO No 201, s. 2016).

d. **Enhanced Performance Based Bonus.** It is *equivalent to one (1) month up to two (2) months basic salary,* to be implemented in two (2) phases starting in FY 2017. The grant of the enhanced PBB shall be based on a progressive rate system. As the position and responsibility in improving agency performance becomes higher, so is the amount of PBB (Ref: Sec 5 EO No 201, s. 2016).

e. **Productivity Enhancement Incentive.** It shall be *given not earlier than December 15 of every year to all qualified government employees at Five Thousand Pesos (Php5,000) each for the purpose of improving the government employees' productivity* (Ref: EO 201, s. 2016).
f. **Loyalty Award.** It is a Cash gift given to NUP for the first ten (10) years of continuous and satisfactory service and every five (5) years thereafter. It shall be computed at Php500.00 but not more than Php1,000.00 for every year of service. *(Ref: National Budget Memorandum No. 127)*

g. **Representation Allowance (RA) and Transportation Allowance (TA).** Appropriations for RA and TA shall be provided for Chiefs of Division amounting to Php5,000.00 and those of equivalent ranks in accordance with the monthly rates for each type of allowance. *(Ref: National Budget Memorandum Circular 127).*

h. **Subsistence and Laundry Allowance to Health Workers.** This allowance is given to PNP NUP Health Workers who are engaged in health related work and all those employed in PNP hospitals who rendered actual service on all workdays in a month and in active service as of January 1, 2016 *(Ref: Republic Act No. 7305 and Fiscal Directive No. 2016-11).*
CHAPTER 2

BENEFITS AND PRIVILEGES

Section 2-1 PNP Awards and Incentives

PNP Awards and Incentives are given for outstanding achievement and/or performance of any member of the Philippine National Police, quasi-police forces and civilian volunteers (Ref: PNP Circular Number 2006-014).

2.1 Operational Awards

a. Medalya ng Kagitingan (PNP Medal of Valor).

1) It is an award given to uniformed members of the PNP for the 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 in the performance of more than ordinary hazardous service.

2) In case of actual combat with armed enemies, this award may be given only if the enemy force is so overwhelming as compared to the government troops.
b. **Medalya ng Kabayanihan (PNP Distinguished Conduct Medal).**

1) It is an award given to uniformed members of the PNP for acts of conspicuous courage and gallantry in the face of an armed enemy in a combat situation wherein the enemy force is greater than the government troops;

2) Act or acts of heroism so notable and involving risk of life so extraordinary as to set him apart from his comrades; and

3) It is an operational accomplishment not warranting the Medalya ng Kagitingan.

![Figure 2.2 Medalya ng Kabayanihan](image)

Figure 2.2 Medalya ng Kabayanihan

---

b. **Medalya ng Katapangan (PNP Bravery Medal).**

1) It is an award given to uniformed members of the PNP for gallantry in action not warranting the Medalya ng Kagitingan or Medalya ng Kabayanihan.

2) To qualify for the award, the enemy force must be superior than the police personnel.

![Figure 2.3 Medalya ng Katapangan](image)

Figure 2.3 Medalya ng Katapangan
d. **Medalya ng Kadakilaan (PNP Heroism Medal).** It is an award given to uniformed members of the PNP for heroism not involving conflict with an armed enemy and acts of heroism not warranting the Medalya ng Katapangan.

![Figure 2.4 Medalya ng Kadakilaan](image)

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e. **Medalya ng Katangi-tanging Asal (PNP Outstanding Conduct Medal).**

1) It is an award given to Quasi-Police Forces and Other Civilian Volunteers for heroic acts by the individual while in action involving actual conflict with an enemy in a crime situation wherein the enemy force is greater than the government force;

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

![Figure 2.5 Medalya ng Katangi-tanging Asal](image)
f. **Medalya ng Kagalingan (PNP Merit Medal).**

1) It is an award given to uniformed members of the PNP for heroic achievements not warranting the award of Medalya ng Kagakimanan;

2) For single act of heroism or series of heroic acts in a duty responsibility:
   a) neutralization of criminal elements;
   b) arrest of Most Wanted Person; and
   c) recovery of firearms/illegal drugs

---

Figure 2.6 Medalya ng Kagalingan

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

1) It is an award given to uniformed members of the PNP for participation in a successful police operation in a supporting capacity; and

2) For other operational accomplishment not warranting the Medalya ng Kagalingan.

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Figure 2.7 Medalya ng Papuri

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h. **Medalyang Sugatang Magiting.**

It is an award given to uniformed members of the PNP for having been wounded in action against an enemy as a direct result of an act of enemy provided such wounds necessitate treatment by a medical officer.

2.2 **Administrative Awards**

i. **Medalyang Katapatan sa Paglilingkod (PNP Distinguished Service Medal).**

1) It is an award given to uniformed members of the PNP who has an exceptional performance of major responsibility duly recognized as such by the service; and

2) An officer holding the position of TDCA, TDCO, TCDS, D-Staff, RD, PRO and D, NSU for at least one (1) year and is retiring from the service or due for relief but slated for an equivalent or higher position.
j. **Medalya ng Katangitanging Gawa (PNP Outstanding Achievement Medal).**

1) It is an award given to uniformed members of the PNP, Citizens of the Republic of the Philippines, and Citizens of friendly foreign nations for distinguished or extraordinary achievement or service in the advancement of science, socio-economic, technical and/or police related to public service of the highest order;

2) For excelling in the field of sport, schooling and other competitions held abroad besting participants from other country by occupying the topmost slot or position; and

3) For excelling in the performance of the highest position in any international body or organization.

k. **Medalya ng Pambihirang Paglilingkod (PNP Special Service Medal).**

1) It is an award given to any member of the PNP, Police personnel of friendly foreign nations, Citizens of the Republic of the Philippines, and Citizens friendly of foreign nations for
eminently meritorious and invaluable service in the field of police operations while in position of major responsibility. The performance of duty must be such as to merit recognition by the service as exceptional;

2) An officer holding the position of TDCA, TDCO, TCDS, D-Staff, RD, PRO and D, NSU for at least 6 months and is retiring from the service or due for relief but slated for an equivalent or higher position; and

3) The position of Deputy D-Staff, D-PRO and D-NSU, Ex-O D-Staff, PD

I. **Medalya ng Kasanayan (PNP Efficiency Medal).**

1) It is an award given to uniformed members of the PNP for eminently meritorious and invaluable service to merit recognition by the service as exceptional;

2) 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 due for relief but slated for an equivalent or higher position;

3) The position of Deputy D-Staff, PRO and NSU, Ex-O D-Staff, PD and CD for at least 6 months; and

4) Other administrative accomplishments:
   a) Completion of major project/study;
   b) Formulation of major policy, drafting of LOI, etc;
   c) Conceptualization of a major innovation in the field of PNP Operation and administration;
   d) Solution of major/ sensational crime;
   e) Garnering 1st place by himself or as member
of the team in any major sport, literary and other competition.

f) Selected as outstanding police officer in Directorate/PRO/NSU level;

g) Garnering 1st place by himself or as member of the team in any major sport, literary and other competition;

h) Members of any PNP Technical Working Group, Committee and Board; and

i) Given to key personnel of the PRO/NSU/Directorate on the relief of RD/Dir provided the said Commander has served for at least 6 months on the position.

m. **Medalya ng Papuri (PNP Commendation Medal).**

1) It is an award given to any member of the PNP for demonstrated exemplary efficiency, devotion and loyalty to their duty assignments;

2) Participation in any operation or administrative undertaking in supporting capacity;

3) Other minor administrative accomplishments;

4) Garnering 2nd or 3rd place in graduation merit of any PNP career course;

5) Given to other personnel of the RD/NSU/PRO on the relief of RD/Director; and

6) Commendation from and covered by a resolution of the Senate, House of Representative, SB/SP and any foreign legislative body.
2.3 Miscellaneous Awards

n. **Medalya ng Ugnayang Pampulisya (PNP Police Relations Medal)**. It is an award given to any member of the PNP for meritorious achievement in the field of police relations.

o. **Medalyang Mabuting Asal (PNP Good Conduct Medal)**. It is an award given to uniformed members of the PNP for conspicuous devotion to duty extended for a period of five (5) years without any record of punishment, conviction or derogatory information whatsoever.
p. **Medalya ng Paglilingkod (PNP Service Medal).**
   It is an award given to uniformed members of the PNP for completion at least twenty (20) years of faithful and honorable service.

   ![Figure 2.16 Medalya ng Paglilingkod](image)

q. **Medalya ng Paglaban sa Manliligalig (Anti-Dissidence Medal).**
   It is an award given to uniformed members of the PNP for active service for a period of six (6) months while undertaking an operation, campaign or movement against dissidence between January 1991 and a terminal date to be designated later.

   ![Figure 2.17 Medalya ng Paglaban sa Manliligalig](image)
r. **Medalya ng Pagtulong sa Nasalanta (PNP Disaster Relief & Rehabilitation Medal).** It is an award given to any member of the Philippine National Police for active participation in an undertaking involving rescue/relief and rehabilitation operations connected with typhoons, floods, earthquakes, conflagration, and other disasters/calamities for any period during and after disasters/calamities.

s. **Tsapa ng Natatanging Yunit (PNP Unit Citation Badge).** It is an award given to uniformed members of the PNP for acts and services or exceptional devotion and fidelity.

t. **Medalya ng Paglilingkod sa Luzon (Luzon Campaign Medal).** It is an award given to uniformed members of the PNP for participation in the campaign against criminality or insurgency in Luzon for at least six (6) months.
u. **Medalya ng Paglilingkod sa Visayas (Visayas Campaign Medal).**
It is an award given to uniformed members of the PNP for participation in the campaign against criminality or insurgency in Visayas for at least six (6) months.

![Figure 2.20 Medalya ng Paglilingkod sa Visayas](image)

v. **Medalya ng Paglilingkod sa Mindanao (Mindanao Campaign Medal).**
It is an award given to uniformed members of the PNP for participation in the campaign against criminality or insurgency in Mindanao for at least six (6) months.

![Figure 2.21 Medalya ng Paglilingkod sa Mindanao](image)

w. **Tsapa ng Kuwalipikasyon (PNP Qualification Badge).** It is an award given to uniformed members of the PNP for ability in specialized field such as water surface operations, under water operations, airborne, navigation, marksmanship, surveillance, electronics and technical expertise, special weapons, ordnance, explosives, chemical weapons, operations such as patrol, traffic, investigation, vice control, juvenile delinquency control as well as administrative auxiliary functions.

![image]
x. **Medalya ng Paglilingkod Laban sa Kriminalidad** (Anti-Criminality Campaign Medal).

It is an award given to uniformed members of the PNP for significant improvement in the peace and order situation and successful implementation of anti-criminality campaign for at least six (6) months.

### 2.4 Awards Given by other Agencies

To uphold the highest standards of ethics, any member of the Philippine National Police who exceptionally performed his sworn duty to the best interest of the public is recognized by various award giving bodies in which rewards and incentives are not covered by the PNP rules and regulations.

a. **Country’s Outstanding Policemen in Service (COPS).**

The Metrobank Foundation’s Search for the Country’s Outstanding Policemen in Service (C.O.P.S.) is a joint undertaking of the Rotary Club of New Manila East and the Metrobank.
In accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service, as well as to strengthen the merit and awards systems, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP).

Categories of Awards

1) **Awards for Outstanding Work Performance**

   a) **Presidential Lingkod Bayan (PLB).** Executive Order No. 58 revoked E.O No.334 and instituted the Lingkod Bayan Award.
as the Presidential award for Outstanding Public Service.

b) Civil Service Commission Pag-asa Award. It is conferred on an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit more than one Department of the government.

2) Awards for Exemplary Conduct and Ethical Behavior

Outstanding Public Officials and Employee Award or the Dangal ng Bayan (DnB) Award. It is given to any public official or employee who has consistently demonstrated and observed the eight norms of conduct.

Figure 2.26 Tokens for the CSC Pag-asa Award

Figure 2.27 Dangal ng Bayan Award
c. **Ten Outstanding Policewomen of the Philippines ZONTA (TOPWP).**

The ZONTA Club of Makati-Paseo de Roxas, is a non-stock, non-profit organization which aims to recognize policewomen which have made outstanding contributions to the attainment of the mission and functions of the police organization. They had initiated a mechanism to help these deserving women officers to the heights of public recognition, and pave the way to conferring appropriate awards to the nation’s ten outstanding policewomen of the Philippines.

![Figure 2.28 The ZONTA Club logo](image)
Section 2-2 Promotions

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 (Ref: Section 33(a) of RA No. 8551 and Section 2 of RA No. 9708).

2.1 Regular Promotion. It refers to the promotion to the next higher rank granted to any uniformed personnel who passed the minimum qualification standard (Ref: Section 33(a) of RA No. 8551 and Section 2 of RA No. 9708).

a. Second Level Promotion. Promotion from the rank of Police Officer 1 to Police Superintendent provided he/she meets the approved qualification standards (QS) required for every rank.

b. 3rd Level Promotion. Promotion from the rank of Police Senior Superintendent (PSSUPT) up to Police Director General (PDG) provided he/she is with the Promotional Zone of Consideration and designated to the approved Table of Organization (TO) positions.
2.2 **Special Promotion/Meritorious Promotion.** It refers to the promotion to the next higher rank granted to any uniformed personnel who has exhibited acts of conspicuous courage and gallantry at the risk of his/her life above and beyond the call of duty (Ref: Section 33 (b) of RA No. 8551 and Section 2 of RA No. 9708).

Only police officers in the second level that is from the rank of Police Officer 1 to Police Superintendent shall be granted special promotion. There shall be no special promotion for third level ranks (PSSUPT to PDG).

a. **Spot Promotion.** It is a special promotion conferred by the President of the Republic of the Philippines which shall be exempted from the validation of NAPOLCOM.

b. **Posthumous Promotion.** It is a special promotion given for acts of heroism exhibited in the face of an armed enemy or in the conduct of rescue/disaster operations resulting in the loss of life.

2.3 **NUP Promotion.** It refers to the advancement of one employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by increase in salary (Ref: R.A. No. 7041).

a. **1st Level Promotion.** Promotion from Salary Grade 2 to 9.

b. **2nd Level Promotion.** Promotion from Salary Grade 10 to 25.
Section 2-3 Special Privileges

2.1 Medical and Dental Benefits

Availment of Medical and Dental Services in the PNP Health Service

In order to promote expediency in the hospitalization or treatment of patients in the Health Service facilities and maximize the human resources and prevent dissipation of Health Service resources, the PNP Health Service facilities shall observe the following order of priority or preferences in dealing with their clientele:

a. **First-priority patients** – PNP uniformed and Non-Uniformed Personnel.
   - They are required to purchase their medical needs during their hospitalization / confinement in any PNP Health Service facilities. Otherwise, they shall be allowed to reimburse their expenses subject to existing rules and regulations.

b. **Second-priority patients** – Legal spouses of PNP personnel, unmarried children below 21 years of age, children above 21 years of age but who are suffering from congenital physical or mental disability acquired before the age of 21, children of solo parents as defined by RA 8972 and PNP retirees.
   - Subject to availability of bed space, Physical Examination (PE) materials, medicines and medical supplies

c. **Third-priority patients (classified as paying patients)** – Personnel of DILG, BFP, BJMP, and AFP, relatives of PNP personnel, and authorized civilians.
   - They are not entitled to hospital or dental support in terms of medicines or supplies.
2.2 Reimbursement of Hospitalization Expenses

The Reimbursement of Hospitalization Expenses (RHE) scheme for PNP personnel in the active service is an adjunct health care delivery structure to the Health Service logistics support system and the benefits derived thereof is construed as an additional privilege and not a right which therefore has to be exercised in the best lights and always subject to the availability of funds.

The maximum reimbursable hospital expenses is six months reckoned from the time it is incurred regardless of whether or not the personnel concerned has been separated from the service or whether the injury or sickness has been cured or not, while the maximum number of days a personnel may be confined is 365 days after which he/she shall be thoroughly evaluated for fitness to remain in the active service.

a. Entitlement

1) For Police Operations Battle Casualties, reimbursement is full.

2) For Non-Battle Casualties:
   • Non-urgent Medical Cases – maximum of Php60,000.00
   • Surgical Cases – maximum of Php100,000.00
   • Intensive and Catastrophic Cases – maximum of Php350,000.00
b. Where to file RHE claims:

1) For National Headquarters and National Support Unit—RHE Section, MSD Office, HS

2) For Police Regional Offices and NSUs with Regional Offices—Regional Health Service (RHS)

c. When to file RHE claims. Claims may be filed either during the period of confinement or upon discharge from confinement but in no case to exceed 60 days there from.

2.3 Employees Compensation Benefit or Disability Benefit. It is a compensation package for public and private sector employees and their dependents in the event of work-related injury, sickness, disability or death. It is a purely employer-based contribution benefit. Thus, employees do not contribute any amount to the program. GSIS administers the employees compensation (EC) fund as provided for under Presidential Decree No. 626 (Ref: PD No. 626).

a. Benefits

1) Medical services, appliances and supplies;
2) Rehabilitation services;
3) Temporary total disability benefit;
4) Permanent total disability benefit;
5) Permanent partial disability benefit;
6) Death benefit; and
7) Funeral Benefit

b. When can you file your claim?

EC claims must be filed within a period of three years from:
1) in case of sickness, from the time the employee was unable to report for work;
2) in case of injury, from the time of the incident; and
3) in case of death, from the date of death.

c. Where can you file your claim?

1) GSIS Regional Office (for the public sector)
2) SSS Branch (for the private sector) nearest to his place of work or residence.

2.4 Educational/Scholarship Assistance

a. PNP Comprehensive Educational Assistance Program (PCEAP). It provides educational assistance to PNP personnel and their dependents. It is under the supervision of the PNP Educational Assistance Committee through the Directorate for Personnel and Records Management. It has two categories (Ref: PNP MC No. 2012-007):

1) The Reward Educational Assistance Program (REAP). It is for active PNP personnel or their dependents who have exemplary performance in the PNP (Ref: PNP MC No. 2012-007).
2) **The Special Educational Assistance Program (SEAP).** It is for dependents of PNP uniformed personnel who were killed or wounded in police operations, incapacitated in the performance of duty or dependents who excel academically *(Ref: PNP MC No. 2012-007).*

### Table 2.2 Beneficiaries, Benefits, and Source of Funds for SEAP

<table>
<thead>
<tr>
<th>Beneficiaries</th>
<th>Benefits</th>
<th>Source of Fund</th>
</tr>
</thead>
</table>
| Dependents of PNP uniformed personnel who were KIPO/WIPO, TPPD and dependents of active PNCO who excel academically | • Stipend/Educational Assistance  
• Free/discounted tuition fee | • PSMBFI and PNPPF  
• Sponsorship from benefactors |
b. **Scholarship Grant.** It is a full-time academic/training program as determined by the PNP Scholarship Board to be beneficial to the PNP organization offered by public/private institutions and other national government agencies, local or abroad, granted to PNP personnel at no expense to the PNP except the use of government time.

c. **NAPOLCOM Scholarship Program under RA No. 6963.** This is a scholarship privilege provided to all surviving children of the deceased or permanently incapacitated police or military personnel or fireman shall be extended scholarship up to college in a non exclusive institution, subject to the policies on the tuition of the said institution.

<table>
<thead>
<tr>
<th>Educational Level</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Php10,000.00 per school year</td>
</tr>
<tr>
<td>Elementary</td>
<td>Php18,000.00 per school year</td>
</tr>
<tr>
<td>Secondary</td>
<td>Php24,000.00 per school year</td>
</tr>
<tr>
<td>Vocational</td>
<td>Php18,000.00 per school year</td>
</tr>
<tr>
<td>College</td>
<td>Php30,000.00 per school year</td>
</tr>
</tbody>
</table>

2.5 **PNP Shelter Program**

The eventual goal of the PNP Shelter Program is to enable all PNP personnel to acquire their own houses and lots. The program, therefore, shall give priority to the neediest members of the PNP. The following are the components of the program (Ref: PNP MC No. 2013-006):
a. **Welfare Housing Projects.** It involves efforts and financing from the private sectors, including profit-oriented corporations. Available financial assistance and housing projects under this category include, among others, the PNP-Home Development Mutual Fund (HDMF/Pag-Ibig) Special Housing Loan Packages and the PNP Housing Program.

b. **Special Housing Projects.** It involves government lands proclaimed for housing, donations and sponsorships from generous benefactors, and the efforts of socially-oriented, non-profit/non-government organizations such as “Gawad Kalinga” Community Development Foundation, Habitat for Humanity Foundation and other socio-civic organizations.

**Table 2.4 AFP/PNP Housing Projects (Phase 1)**

PNP Engineering Service Contact Number: 723-0401 local 5400

<table>
<thead>
<tr>
<th>Name of Subdivision</th>
<th>Location/ Project Site</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>North Sector</strong></td>
<td></td>
</tr>
<tr>
<td>Bocaue Hills</td>
<td>Brgy. Batia, Bocaue, Bulacan</td>
</tr>
<tr>
<td>Granville Homes</td>
<td>Brgy. Tambubong Bocaue, Bulacan</td>
</tr>
<tr>
<td>Heroesville 1</td>
<td>Brgy. Gaya-Gaya, San Jose Del Monte, Bulacan</td>
</tr>
<tr>
<td>St Matthew Heights</td>
<td>Brgy. San Mateo, Norzagaray, Bulacan</td>
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<tr>
<td><strong>South Sector</strong></td>
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<tr>
<td>Holiday Homes</td>
<td>Brgy. Biclatan, Gen. Trias, Cavite</td>
</tr>
<tr>
<td>Ciudad Adelina 1</td>
<td>Brgy. Conchu, Trece Martires, Cavite</td>
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Table 2.4 (continued)

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<th>Name of Subdivision</th>
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<tr>
<td>Ciudad Adelina 2</td>
<td>Brgy. Luciano, Trece Martires, Cavite</td>
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<td>South Summit Residences</td>
<td>Brgy. Aguado, Trece Martires, Cavite</td>
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<tr>
<td>La Solidaridad Estate Homes I</td>
<td>Brgy. Timbao, Biñan, Laguna</td>
</tr>
<tr>
<td>The Valley Breeze Residences</td>
<td>Brgy. Kay-Anlog, Calamba, Laguna</td>
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<td>The Lake Breeze Residences 1</td>
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<th>East Sector</th>
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</tr>
<tr>
<td>Heroes Ville 2</td>
<td>Brgy. Pinugay, Baras, Rizal</td>
</tr>
</tbody>
</table>

Selection Criteria (Ref: LOI 15/2011)

a. **First Priority**
   1) Police Non-Commissioned Officers;
   2) Assigned in Metro Manila;
   3) Without house and lot anywhere in the country;
   4) No pending criminal and administrative case;
   5) At least 3 years in the Police Service; and
   6) Permanent status of appointment.

b. **Second Priority**
   1) Police Non-Commissioned Officers and Police Commissioned Officers (PINSP to PSSUPT);
   2) Assigned in Metro Manila;
   3) Without house and lot in Metro Manila and in places where the projects are located;
   4) No pending criminal and administrative case;
   5) At least 2 years in the Police Service;
   6) Permanent status of appointment; and
7) Not a recipient of any government housing project anywhere in the country (includes Rent-to-Own Program).

c. **Third Priority**
1) Police Non-Commissioned Officers;
2) Assigned outside Metro Manila;
3) Without house and lot in Metro Manila and in places where the projects are located; and
4) No pending criminal and administrative case.

d. **Fourth Priority**
1) Police Commissioned Officers (PINSP to PSSUPT);
2) Assigned outside Metro Manila;
3) Without house and lot in Metro Manila and in places where the projects are located;
4) No pending criminal and administrative case;
5) At least 2 years in the Police Service;
6) Permanent Status of appointment; and
7) Not a recipient of any government housing project anywhere in the country (includes Rent-to-Own Program).

e. **Fifth Priority**
1) Non-Uniformed Personnel (NUP);
2) Assigned in Metro Manila;
3) Without house and lot in Metro Manila and in places where the projects are located;
4) No pending criminal and administrative case; and
5) Not a recipient of any government housing project anywhere in the country (includes Rent-to-Own Program).

**Mode of Payment:** Salary Deduction
<table>
<thead>
<tr>
<th>Region</th>
<th>Office</th>
<th>Contact Number</th>
<th>Name of Subdivision</th>
<th>Location/Project Site</th>
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<td>Name of Subdivision</td>
<td>Location/Project Site</td>
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</tr>
<tr>
<td>PRO 8</td>
<td>RPMU-8</td>
<td>09178440968</td>
<td>Sangyaw Village</td>
<td>Brgy. Tag-Puro, Tacloban City</td>
</tr>
<tr>
<td>PRO 9</td>
<td>RPMU-9</td>
<td>09162721417</td>
<td>Vida Vista Subdivision</td>
<td>Cabaluay, Zamboanga City</td>
</tr>
<tr>
<td>PRO 9</td>
<td>RPMU-9</td>
<td>09162721417</td>
<td>Kagitingan Heights</td>
<td>Brgy. Bogo, Pagadian City</td>
</tr>
</tbody>
</table>
### Table 2.5 (continued)

<table>
<thead>
<tr>
<th>Region</th>
<th>Office</th>
<th>Contact Number</th>
<th>Name of Subdivision</th>
<th>Location/Project Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRO 10</td>
<td>RPMU-10</td>
<td>09176298133</td>
<td>The Mountain Breeze Residences</td>
<td>Brgy. Alae, Manolo Fortich, Bukidnon</td>
</tr>
<tr>
<td>PRO 11</td>
<td>RPMU-11</td>
<td>09194073715</td>
<td>Stonerise Homes</td>
<td>Brgy. Cuambongan, Tagum City, Davao Del Norte</td>
</tr>
<tr>
<td>PRO 12</td>
<td>RPMU-12</td>
<td>09298643647</td>
<td>Sophia Ville</td>
<td>Nursery Road, Brgy. Lagao, General Santos City</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Upper London, Bawing, General Santos City</td>
</tr>
<tr>
<td>PRO 13</td>
<td>RPMU-13</td>
<td>09985395899</td>
<td>Dorico Ville Subd</td>
<td>Purok 1-A, Silangan, Brgy. Tiniwisan, Butuan City</td>
</tr>
<tr>
<td>PRO 18</td>
<td>RPMU-18</td>
<td>09156231858</td>
<td>Ciudad Felisa</td>
<td>Brgy. Felisa, Bacolod City, Negros Occidental</td>
</tr>
<tr>
<td>PRO ARMM</td>
<td>RPMU-ARM</td>
<td>09273887754</td>
<td>Sarilikha Village</td>
<td>Landasan, Parang, Maguindanao</td>
</tr>
</tbody>
</table>

#### Selection Criteria (Ref: LOI 50/2012)

**a. First Priority**

1) Police Non-Commissioned Officers (PNCO) and Police Commissioned Officers (PINSP to PSSUPT);

2) Without house and lot in places where the projects are located;

3) No pending criminal and administrative case;

4) At least 3 years in the Police Service;

5) Permanent status of appointment; and

6) Not a recipient of NHA housing projects.
b. **Second Priority**
1) Police Non-Commissioned Officers (PNCO) and Police Commissioned Officers (PINSP to PSSUPT);
2) No pending criminal and administrative case;
3) At least 2 years in the Police Service;
4) Permanent status of appointment; and
5) Not a recipient of NHA housing projects.

c. **Third Priority**
1) Non-Uniformed Personnel (NUP);
2) No pending criminal and administrative case;
3) At least 2 years in the Police Service;
4) Permanent status of appointment;
5) Not more than sixty (60) years old; and
6) Not a recipient of NHA housing projects.

**Mode of Payment:** Salary Deduction

### 2.6 PNP Mortuary and Funeral Services

*PNP Mortuary* is a facility where remains of deceased person are being kept for vigil before burial or cremation.

*Funeral Services* is the ceremonies rendered to the dead while kept in the Mortuary including the movement to the grave or place of final disposition with the prescribed escort during interment, cremation or similar services of the same nature as the case maybe, and chapel services (Ref: SOP No 05/2005).

**a. Use/Operation of the PNP Mortuary:**

1) The PNP Mortuary shall accommodate the following:

   a) Remains of all PNP personnel who died in the Line-Of-Duty while in the active service;
b) Remains of deceased active PNP personnel and their DIRECT DEPENDENTS only;
c) Remains of deceased retired and honorably separated Police and PC/INP personnel;
d) Remains of deceased Government Official, VIPs and Reserved Officers as directed by the CPNP, SILG, and by the President; and
e) Remains of the deceased civilian (relatives of PNP personnel) may be accommodated subject to vacancy and approval of the CPNP.

2) The PNP Mortuary shall only accommodate a maximum of four deceased persons at any one time on a “First Come First Serve” basis due to limited space of the facility and to provide comfortable accommodation to the mourners;

3) Maximum duration for use of the PNP Mortuary will be seven days. A request for extension may be allowed subject to the approval of D, HSS.

4) Mourners, relatives and friends shall observe proper decorum at the mortuary and maintain cleanliness and sanitation within the immediate surroundings;

5) Gambling, cooking, drinking of liquor or wine, and washing of clothes and other apparels are strictly prohibited within the premises of the mortuary; and

6) No deceased persons shall be allowed to lie-in-state inside the PNP Chapel except during the Necrological Services and/or funeral mass only.
b. Funeral Services

1) Procedures in providing funeral services for authorized persons shall be in accordance with the provisions of the PNP Manual on Drills, Ceremonies, Protocol and Social Usage (PNPM-DHRDD-DS-8-1-94) particularly Section X (Funeral Honors and Services);

2) The following are the requirements to be submitted to D, HSS for funeral services support:

   a) Letter request from the family of the deceased personnel and/or directive from higher headquarters or offices; and

   b) Statement of police service or certificate of Honorable Discharge, Separation or Retirement from services from the DPRM.

3) Providing vigil guards shall be limited to those who lie-in-state in decent funeral parlors and mortuaries and/or as directed by higher headquarters.

4) Command or higher headquarters directed activities shall always take precedence over giving of funeral or vigil guards services.

2.7 PNP Himlayan ng mga Bayaning Pulis (HNMBP). It is a final resting place to honor PNP uniformed personnel in the active service who died in line of duty, honorably discharged, resigned, retired PNP personnel, retired former PC/INP uniformed personnel, SILG and former SILGs. It is being administered by the Directorate for Logistics (Ref: PNP MC No 2010-022).
Section 2-4 Training and Development

Training and Development is a strategic system aimed to develop and improve staff performance and skills through an organized, innovative, and well-focused program (Ref: PNPM-DHRDD-D-0-3-8-14).

Two Categories of PNP Training

a. Specialized Training
b. Mandatory Career Courses

2.1 For Uniformed Personnel

a. Mandatory Courses. These are compulsory trainings required to be undertaken by the PNP uniformed personnel in order to expand their knowledge for better work performance and career development. They also serve as regular trainings that will help refresh and enhance the knowledge of police personnel on police matters as they prepare to assume the responsibilities of a higher rank (Ref: PNP MC No. 2017-016).

Table 2.6 Career Courses for PCOs and PNCOs

<table>
<thead>
<tr>
<th>Course</th>
<th>Rank and Time in Grade (TIG)</th>
<th>Status</th>
<th>Pre-requisite Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety Officer Senior Executive Course (PSOSEC)</td>
<td>PSUPT with three years TIG</td>
<td>Permanent</td>
<td>Public Safety Senior Officer Advance Course (PSOAC)</td>
</tr>
<tr>
<td>Public Safety Senior Officer Advance Course (PSOAC)</td>
<td>PSINSP-PCINSP with two years TIG</td>
<td>Permanent</td>
<td>Public Safety Officer Basic Course (PSOBC)</td>
</tr>
<tr>
<td>Course</td>
<td>Rank and Time in Grade (TIG)</td>
<td>Status</td>
<td>Pre-requisite Training</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------------------------------</td>
<td>------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Public Safety Officer Basic Course (PSOBC)</td>
<td>PINSP with two years TIG</td>
<td>Permanent</td>
<td>Public Safety Officer Candidate Course (PSOCC)/ Bachelor of Science in Public Safety (PSBS)/ Field Training Program (FTP)</td>
</tr>
<tr>
<td>Field Training Program</td>
<td>Newly Appointed PCOs via Lateral Entry</td>
<td>Temporary</td>
<td>N/A</td>
</tr>
<tr>
<td>Public Safety Officer Candidate Course (PSOCC)</td>
<td>SPO4 with two years TIG</td>
<td>Permanent</td>
<td>Public Safety Senior Leadership Course (PSSLC)</td>
</tr>
<tr>
<td>Public Safety Senior Leadership Course (PSSLC)</td>
<td>SPO1 with two years TIG to SPO3</td>
<td>Permanent</td>
<td>Public Safety Junior Leadership Course (PSJLC) and Field Training Officers Course (FTOC)</td>
</tr>
<tr>
<td>Public Safety Junior Leadership Course (PSJLC)</td>
<td>PO2 with two years TIG to SPO2</td>
<td>Permanent</td>
<td>Public Safety Basic Recruit Course (PSBRC)/ PSFTP and for PO1 recruited from CY 2015 onwards: Patrol Officers Development Program (PODP)</td>
</tr>
</tbody>
</table>

b. **Specialized Training.** These are training programs aimed at providing members of the PNP, particularly uniformed personnel of the different NSUs and PROs from headquarters down to the precinct levels, with essential knowledge and specialized skills in the
administrative, technical, and operational fields of police service. These training programs ensure the effective and efficient discharge of their duties and responsibilities as members of the organization and help instil discipline, integrity, and proper work ethics required to be professional police public servants (Ref: PNP MC No. 2014-046).

2.2 For Non-Uniformed Personnel

Integrated Training Program for Non-Uniformed Personnel (ITP-NUP). Aims to facilitate the development of the individual NUP so they can function and operate in a skillful and professional manner. The ITP-NUP has a duration of 33 days divided into three major phases:

Table 2.7 Training Program for NUP

<table>
<thead>
<tr>
<th>Phase I. Foundational Courses</th>
<th>Orientation Module (Optional)</th>
<th>Team Building Workshop</th>
<th>Basic Customer Service Skills</th>
<th>Public Service Ethics and Accountability</th>
<th>Competency Enhancement Program on Personnel Mechanism</th>
<th>Eight days</th>
</tr>
</thead>
</table>


Table 2.7 (continued)

| Phase II: Specialized Skills Training for the 1st Level | • Personnel Policies Budgeting and Planning  
• Supply Control and Management  
• Business Writing Correspondence  
• Seminar on Personnel Safety/Occupational Hazard in the Workplace | Nine days |
|---|---|---|
| Phase III: Specialized Skills Training for the 2nd Level | • Supervisory Development Course Track I and/or tracks II and III  
• Training Management Course/Trainer’s Training Course | 16 days |

2.3 Foreign-Assisted Training. Foreign training is designed to bring together a combination of participants from various countries to share expertise, impart knowledge, foster diplomatic relations between nations, seek to promote cooperation and communication between foreign law enforcement personnel and foster capacity building development. It is classified into two categories:

a. Abroad/Overseas Training Program. Sponsors from different countries offer a wide variety of learning opportunities like training, seminar, study grant, research, observation tour and other related mission conducted at the host country. Invitation from other countries also includes the participation of PNP personnel in international sports, cultural, and religious activities; and
b. **In-Country Training Program.** Various countries composed of different organizations and foreign counterparts are working in partnership with the PNP to create a variety of police training and capacity building development programs throughout the country. Most of the sponsoring countries focus their initiatives on building the PNP’s law enforcement capacity giving premium on terrorism, counter-intelligence, and Chemical, Biological, Radiological and Nuclear Defense (CBRN) related trainings.

2.4 **PNP Scholarship Grants** are offered to deserving PNP personnel through in-country/local or foreign institutions. PNP MC No. 2015-036 prescribes the guidelines and procedures for availing the PNP Scholarships. Indicated hereunder are some of the regular PNP Scholarships being offered to PNP personnel.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Course Description</th>
<th>Educational Institution</th>
<th>Qualification/ Requirements</th>
</tr>
</thead>
</table>
| International Graduate School of Leadership (IGSL) | Two-year scholarship on Master of Arts in Transformational Leadership (MATL) for one or more qualified PCOs every year | IGSL                    | • Applicants must be a PCO  
• English Proficiency Test Passer administered by IGSL                                           |
| Master in National Security Administration (MNSA) | One year full time government funded scholarship that consists of 36 units of multi-disciplinary courses | MNSA                    | • Nominees with Salary Grade 18 and above or its equivalent                                     |
### Table 2.8 (continued)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Course Description</th>
<th>Educational Institution</th>
<th>Qualification/Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Institute of Management (AIM)</td>
<td>Master in Development Management Program Scholarship to PNP personnel</td>
<td>AIM</td>
<td>Must pass the preliminary evaluation of the PNP Selection Committee (Resolution No. 2016-01)</td>
</tr>
</tbody>
</table>
| Development Academy of the Philippines (DAP) | • Training Course on the Philippine Quality Award (PQA)  
• Public Management Development Program (PMDP)  
• Training Courses for Managers and Supervisors in the Public Sector | DAP | Must pass the written exam, essay and interview  
• Incumbents/officers-in-charge of permanent executive positions with Salary Grade 25 or higher |
| Japanese Grant Aid for Human Resource Development Scholarship (JDS) | Two-Year or One-Year Master's Degree courses at Japanese Universities (instructed in English) | Japanese Universities | Filipino Citizen  
• Between 22 and 39  
• Must be a permanent employee of target |
<table>
<thead>
<tr>
<th>Courses</th>
<th>Course Description</th>
<th>Educational Institution</th>
<th>Qualification/Requirements</th>
</tr>
</thead>
</table>
| • Kobe University  
  • Meiji University  
  • International Christian University  
  • Nagoya University  
  • National Graduate Institute for Policy Studies  
  • Hiroshima University | | | organization and not a member of the military  
  • Has 2 years of work experience  
  • Performance rating of at least Very Satisfactory  
  • Relevant Bachelors Degree  
  • English Proficiency TOEFL PBT 550/IBT 79-80 or IELTS 6.5 or higher  
  • CP1-1 Kobe University/ CP1-2 International Christian University/ CP1-3 Nagoya University  
  • Had not been awarded any foreign scholarships for Master/s Degree |
| Scholarship Program on Chinese Language and Culture | Huaqiao University | PNP Official who are 25 to 35 years old | |
Section 2-5 Leave Benefits of PNP Personnel

Under existing laws, rules, and regulations, PNP personnel are entitled to avail of the different leaves granted to PNP personnel (Ref: PNP MC No. 2017-008 dated February 2, 2017 and CSC DBM Joint Circular No. 02, s. 2015).

2.1 Leave of Absence. It is a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in the Omnibus Rule on Leave (Ref: Omnibus Rules on Leave, PNP MC No 2017-008 and House Bill No. 1305).

Table 2.9 Types of Leaves and Allowable Number of Days/Months

<table>
<thead>
<tr>
<th>Nr</th>
<th>Types of Leave</th>
<th>Allowable No of Days/ Months in a Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Special Privilege Leave</td>
<td>3 days</td>
</tr>
<tr>
<td>2</td>
<td>Mandatory Leave*</td>
<td>5 days</td>
</tr>
<tr>
<td>3</td>
<td>Vacation Leave*</td>
<td>15 days</td>
</tr>
<tr>
<td>4</td>
<td>Sick Leave*</td>
<td>15 days</td>
</tr>
<tr>
<td>5</td>
<td>Service Leave</td>
<td>15 days (shall only be used after exhaustion of the five days Mandatory Leave)</td>
</tr>
<tr>
<td>6</td>
<td>Special Emergency Calamity Leave</td>
<td>5 working days</td>
</tr>
<tr>
<td>7</td>
<td>Maternity Leave</td>
<td>120 days (including Saturdays, Sundays, and Holidays)</td>
</tr>
<tr>
<td>8</td>
<td>Paternity Leave</td>
<td>30 working days</td>
</tr>
<tr>
<td>9</td>
<td>Study Leave</td>
<td>• Maximum of 6 months (For Bar Review)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 3 months (For Board Review)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1 ½ months (For completion of Masters Degree)</td>
</tr>
</tbody>
</table>
### Table 2.9 (continued)

<table>
<thead>
<tr>
<th>Nr</th>
<th>Types of Leave</th>
<th>Allowable No of Days/ Months in a Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Rehabilitation Privilege</td>
<td>Maximum of 6 months</td>
</tr>
<tr>
<td>11</td>
<td>Solo Parent Leave</td>
<td>7 days</td>
</tr>
<tr>
<td>12</td>
<td>Special Leave Benefits under the Magna Carta of Women</td>
<td>Maximum of 2 months</td>
</tr>
<tr>
<td>13</td>
<td>Availment of the Ten-Day Leave Under RA No. 9262</td>
<td>10 days</td>
</tr>
</tbody>
</table>

Note: * - Deductible from CAL

#### 2.2 Monetization of Leave Credits (MLC)

It refers to payment in advance, under prescribed limits and subject to specified terms and conditions, the money value of leave credits of an employee upon his request without actually going on leave. MLC is not applicable to one rank higher benefit.

It aims to provide the active members of the PNP a source of funds derived from their earned leave credits to augment their income and/or to provide for their personal or families’ needs without having to contract loans from financial institutions (Ref: PNP MC No. 2017-007 dated January 24, 2017).

**Categories of MLC**

a. **Regular MLC** – a minimum of 10 days and maximum of 30 days of vacation leave in a given year can be monetized; and/or

b. **Special MLC** – 50% or more of accumulated total leave credits can be monetized, may be allowed under any of the following reasons:

1) Health, medical, hospital needs of PNP personnel and the immediate members of the family;
2) Financial aid and assistance brought about by force majeure events such as calamities, typhoon, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family;

3) Educational needs of the PNP personnel and the immediate members of his/her family;

4) Payment of mortgage and loans which were entered into for the benefit or which inured to the benefits of the employee and his/her immediate family;

5) In case of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing; and

6) In cases of extreme financial needs of the PNP personnel or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter, and clothing.
Section 2-6 Benefits of Casualties during Police Operations

Those beneficiaries of PNP personnel who were killed in the actual performance of duty or by reason or on account of previous discharge of function or those who were wounded are provided with benefits with the end view of normalizing their lives.

2.1 Killed in Police Operations (KIPO)

a. Benefits from PNP

Table 2.10 Types of Benefits Provided by the PNP

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Financial Assistance under RA No. 6963</td>
<td>12 Mos Salary + Allowances and Bonus</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Commutation of Accumulated Leave (CAL)</td>
<td>(Base pay + Long Pay) x (Number of Leave Credits) x (Constant Factor) Depending on Rank</td>
</tr>
<tr>
<td>Pension</td>
<td>Equivalent to 50% of Base Pay + Longevity Pay</td>
</tr>
</tbody>
</table>
| Special Educational Assistance Program (SEAP)        | For college dependents of KIPO/WIPO and Active PNP personnel who excel academically:  
                                                      | • PLDT-SMART College Educational Assistance Program                   |
                                                      | • PNP-De La Salle-College of Saint Benilde Educational Benefit Program |
| Promotions and/or Awards                             | The award/promotion depends upon the outcome of the deliberation of the appropriate Board |
b. Benefits from NAPOLCOM

Table 2.11 Types of Benefits Provided by the NAPOLCOM

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gratuity</td>
<td>12 Mos Salary Depending on Rank</td>
</tr>
<tr>
<td>Burial</td>
<td>3 Mos Basic Salary Depending on Rank</td>
</tr>
<tr>
<td>Pension</td>
<td>80% of the Basic Salary for a Period of 5 Years for those Married PNP Personnel</td>
</tr>
</tbody>
</table>
| Scholarship     | • Kindergarten - Php10,000.00  
|                 | • Elementary - Php18,000.00    
|                 | • Secondary - Php24,000.00     
|                 | • Vocational - Php18,000.00 (per Sem)  
|                 | • College - Php30,000.00 (per Sem) |

Comprehensive Social Benefits Program (CSBP) for the AFP and PNP Battle/Duty Casualties and their Dependents was approved during the November 3, 2016 Cabinet Meeting in response to the President’s recurring directives to provide assistance to the AFP soldiers who are killed in action (KIA) and wounded in action (WIA) in military operations, and to the PNP personnel who are killed in police operations (KIPO) and wounded in police operations (WIPO). This is in due cognizance of their dedication and service to the nation and in view of the limited entitlements of the affected AFP and PNP personnel.
### Table 2.12 Types of Benefits Provided by the CSBP

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidential Social Fund-Special Financial Assistance</td>
<td>• KIPO – Php500,000.00</td>
</tr>
</tbody>
</table>
| Housing                                              | • One Housing unit worth Php450,000.00 in existing AFP and PNP Housing Sites; or  
|                                                      | • House Construction in Beneficiaries’ existing owned lot; or          |
|                                                      | • House Repair/ Renovation worth Php100,000.00                         |
| PhilHealth                                           | • Php2,400.00 per year to be provided by PAGCOR                         |
|                                                      | • Hospitalization and Provision of maintenance medicines to be provided by DOH |
| Educational Assistance                               | • Kinder – Php2,000.00                                                 |
|                                                      | • Elementary – Php3,000.00                                              |
|                                                      | • High School – Php5,000.00                                             |
|                                                      | • College – Php8,000.00                                                 |
| Employment                                           | Employment of the qualified beneficiary based on his/her qualifications or eligibility as facilitated by the DILG |

### Table 2.13 Types of Benefits from CSC

<table>
<thead>
<tr>
<th>Types</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamanang Parangal sa Lingkod Bayani</td>
<td>• Posthumous Award/Citation</td>
</tr>
<tr>
<td>Pamanang Lingkod Bayan Iskolarsyip (July 30, 2008)</td>
<td>• 100% full scholarship (first beneficiary)</td>
</tr>
<tr>
<td></td>
<td>• 75% discount on tuition and school fees (second beneficiary)</td>
</tr>
</tbody>
</table>
Table 2.13 (continued)

<table>
<thead>
<tr>
<th>Types</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamanang Lingkod Bayan Iskolarsyip (July 30, 2008)</td>
<td>• 50% discount on tuition and school fees (third beneficiary)</td>
</tr>
<tr>
<td>Pondong Pamanang Lingkod Bayan (November 3, 2008)</td>
<td>• Php100,000.00</td>
</tr>
</tbody>
</table>

d. Benefits from Public Safety Mutual Benefit Fund Inc. (PSMBFI)

The PSMBFI is a duly registered non-stock, non-profit mutual benefit fund association, organized to provide insurance protection, and financial and material aid to its members. This organization handles the collection of the Special Group Term Insurance (SGTI) of PNP personnel.

Special Group Term Insurance (SGTI). This is the mandatory insurance plan for active uniformed PNP personnel as mandated by Presidential Decree No. 1965.

PNP personnel pay Php6.00, while the PNP gives a counterpart of another Php6.00. For a total of P12.00 monthly premium, he is covered for Php17,000.00 insurance coverage. In case of accidental death or Killed in Police Operation, an additional Php25,000.00 is added, for a total of Php42,000.00 insurance benefit.
Table 2.14 Types of Benefits provided by the PSMBFI

<table>
<thead>
<tr>
<th>Special Group Term Insurance</th>
<th>Monthly Premium</th>
<th>Insurance Premium</th>
<th>Insurance benefit in case of Accidental Death or Killed-in-Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Php6,00</td>
<td>Php17,000.00</td>
<td>Php42,000.00</td>
</tr>
</tbody>
</table>

2.2 Wounded in Police Operations (WIPO)

a. Benefits from PNP

Table 2.15 Types of Benefits Provided by the PNP

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement of Hospitalization Expenses</td>
<td>Full Payment</td>
</tr>
<tr>
<td>SFA under RA No. 6963 (for WIPO turned TPPD)</td>
<td>12 Mos Salary + Allowances and Bonus + 2</td>
</tr>
<tr>
<td>Scholarship/ Educational Assistance under Special Educational Assistance Program (SEAP)</td>
<td>Php10,000.00</td>
</tr>
<tr>
<td>Special Promotion or Awards</td>
<td>The award/promotion depends upon the outcome of the deliberation of the appropriate Board</td>
</tr>
</tbody>
</table>

b. Benefits from Comprehensive Social Benefits Program (CSBP)

Table 2.16 Types of Benefits provided by CSBP

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidential Social Fund</td>
<td>Php100,000.00 for any injury inflicted during Police Operation</td>
</tr>
<tr>
<td></td>
<td>Php250,000.00 for WIPO turned TPPD</td>
</tr>
</tbody>
</table>

Chapter 2
c. Benefits from Public Safety Mutual Benefit Fund Inc. (PSMBFI)

Table 2.17 Types of Benefits provided by the PSMBFI

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Assistance (for member only)</td>
<td>Php30,000.00 for Major Injury</td>
</tr>
<tr>
<td></td>
<td>Php20,000.00 for Minor Injury</td>
</tr>
</tbody>
</table>


d. Benefits from the Employees’ Compensation Commission (ECC)

Table 2.18 Types of Benefits provided by the ECC

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees’ Compensations Program</td>
<td>Benefits depends on the injury incurred</td>
</tr>
</tbody>
</table>
Section 2-7 Retirement and Separation Benefits

2.1 Retirement and Separation Benefits of the Uniformed Personnel of the PNP

a. **Compulsory Retirement.** *It shall be upon attainment of age fifty-six (56) for officer and non-officer: Provided, That, in case of any officer with the rank of Chief Superintendent, Director Or Deputy Director General, the Commission may allow his retention in the service for an inextensible period of one (1) year (Ref: Sec 39 RA 6975).*

Table 2.19 Benefits for Compulsory and Optional Retirement

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Outright or 36 Months Lumpsum</td>
<td>• Amount of pension or Lumpsum depends upon the base pay, long pay and length of service of PNP personnel.</td>
</tr>
<tr>
<td>Formula:</td>
<td>• Monthly pension after 36 months Lumpsum period.</td>
</tr>
<tr>
<td>(Base Pay + Long Pay x Percentage Allocated = Monthly Pension x 36 months = 3 yrs (36 Months) Lumpsum)</td>
<td>• Monthly pension equivalent to 75% of the monthly pension of retiree pensioner is transferrable to qualified beneficiary upon death of retiree pensioner.</td>
</tr>
<tr>
<td>Transfer of Monthly Pension:</td>
<td></td>
</tr>
<tr>
<td>Base Pay + Long Pay x Percentage Allocated = Monthly Pension x 75% = Monthly Pension of Beneficiary</td>
<td></td>
</tr>
<tr>
<td>b. Commutation of Accrued Leave (CAL)</td>
<td>• Amount of CAL depends upon the base pay, long pay and Earned Leave Credits/Unused Leave of PNP personnel.</td>
</tr>
<tr>
<td>Formula:</td>
<td></td>
</tr>
<tr>
<td>(Base Pay + Long Pay x Number of Leave Credits x Constant Factor (0.0481927) = CAL)</td>
<td></td>
</tr>
</tbody>
</table>
b. **Optional Retirement.** Upon accumulation of at least twenty (20) years of satisfactory active service, an officer or non-officer, at his own request and with the approval of the Commission, shall be retired from the service and entitled to receive benefits provided by law (Ref: Sec 40 RA 6975).

c. **Total Permanent Physical Disability (TPPD).** An officer or non-officer who is permanently and totally disabled as a result of injuries suffered or sickness contracted in the performance of his duty as duly certified by National Police Commission, upon finding and certification by the appropriate medical officer, that the extent of the disability or sickness renders such member unfit or unable to further perform the duties of his position, shall be entitled to one (1) year salary and lifetime pension equivalent to eighty percent (80%) of his last salary, in addition to other benefits as provided under existing laws.

“Should such member who has been retired under permanent total disability under this section die within five (5) years from his retirement, his/her surviving legal spouse of if there be none, the surviving dependent legitimate children shall be entitled to the pension for the remainder of the five (5) years guaranteed period.” (Ref: Sec 73, RA 6975 as amended by Sec 35, RA 8551).

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. One Year Gratuity</td>
<td>• Lifetime monthly pension equivalent to 80% of Base Pay and Long Pay</td>
</tr>
<tr>
<td>Equivalent to 80% of Base Pay and Long Pay</td>
<td>(Regardless of length of service) of retiree pensioner.</td>
</tr>
</tbody>
</table>
d. **Death and Disability Benefits.** A uniformed personnel and/or his heirs shall be entitled to all benefits relative to the death or permanent incapacity of said personnel, as provided for under this Act, and/or other existing laws. *(Ref Section 76, RA 6975)*

"An officer or non-officer with at least twenty (20) years of active service who dies in line of duty shall be considered compulsory retired for survivorship benefits" *(Ref: Section 4, NAPOLCOM Board of Officers Resolution (BOR) No. 8).*

"The Survivors of an officer or non-officer retired under this Section shall be entitled to a
monthly annuity equivalent to 50% of Base Pay & Long Pay based on the grade next higher than the separation grade, to be divided equally among the survivors with the right for accretion. (Ref: Section 14 of NAPOLCOM BOR No. 8)

NOTE:

Applies to posthumously retired PNP personnel died in line of duty with at least 20 yrs of active service.

“An officer or non-officer with less than twenty (20) years of active service who dies in line of duty shall be considered separated for survivorship benefits” (Ref: Section 10, NAPOLCOM BOR No. 8).

“The Survivors of an officer or non-officer separated under this Section 10 shall be entitled to a monthly annuity equivalent to 50% of Base Pay & Long Pay based on his separation grade, to be divided equally among the survivors”. (Ref: Section 15 of NAPOLCOM Board of Officers Resolution No. 8)

NOTE:

Applies to posthumously retired PNP personnel died in line of duty with less than 20 yrs of active service.

Table 2.21 Benefits for Posthumously Retired and Separated PNP Personnel (Died while in the Active Service)

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Monthly Pension of qualified Beneficiary equivalent to 50% of base pay and long pay (Regardless of length of service) of PNP personnel</td>
<td>• Monthly Pension of qualified Beneficiary equivalent to 50% of base pay and long pay (Regardless of length of service) of PNP personnel</td>
</tr>
</tbody>
</table>
Table 2.21 (Continued)

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Qualified beneficiary (Ref: Section 25 of NAPOLCOM Board of Officers Resolution No 8 as amended by NAPOLCOM Resolution No. 2007-376)</td>
<td></td>
</tr>
</tbody>
</table>

Survivor/Transferee shall mean:

1) Surviving spouse legally married to the deceased prior to the latter’s retirement/separation, not legally separated by judicial decree issued on grounds not attributable to said spouse, and who have not abandoned the deceased without justifiable cause: Provided, that entitlement to benefits shall automatically terminate upon re-marriage of the surviving spouse;

2) Surviving legitimate, legitimated, legally adopted children, including the illegitimate children, who are unmarried not of majority age (18 years old), or is over the age of majority but incapacitated and incapable of self-support due to a mental or physical
defect acquired prior to the age of majority. The share of an illegitimate shall be equivalent to one-half (1/2) of a legitimate child. Provided, that the entitlement to benefits shall terminate upon the attainment by the capacitated children of the majority age or upon contracting a marriage, whichever comes first; and

3) In default of those mentioned in paragraphs 1 and 2 above, the surviving parent or parents, or in default thereof, the surviving unmarried brothers and/or sisters not of majority age.

e. **Separation/Dropped from the Rolls/Dismissed/ Resignation/ Attrition**

1) **Separation.** It refers to the termination of employment and official relations of a PNP member who rendered less than twenty (20) years of active service in the government with payment of corresponding benefits (Ref: Section 37 of Civil Service Commission)

   \[
   \text{CAL} = \text{Base Pay} + \text{Long Pay} \times \text{Number of Leave Credits} \times \text{Constant Factor (0.0481927)}
   \]

2) **Dropped from the Rolls.** It refers to officers and employees who are either habitually absent or have unsatisfactory or poor performance or have shown to be physically and mentally unfit to perform their duties (Ref: Revised Omnibus Rules on Appointments and Other personnel Actions – Dec 2009)

   \[
   \text{CAL} = \text{Base Pay} + \text{Long Pay} \times \text{Number of Leave Credits} \times \text{Constant Factor (0.0481927)}
   \]
3) **Dismissed.** It refers to separation of the personnel in the police service as a result of his case, shall carry it that cancellation of eligibility, forfeiture of retirement benefits, and the disqualification in the re-employment in the government service (Ref: Revised Omnibus Rules on Appointments and Other personnel Actions – Dec 2009).

CAL= Base Pay + Long Pay x Number of Leave Credits x Constant Factor (0.0481927)

4) **Resigned.** It is a formal act of giving up or quitting one’s office or position.

CAL= Base Pay + Long Pay x Number of Leave Credits x Constant Factor (0.0481927)

5) **Attrition.** It is the retirement or separation in the police service of PNP Uniformed Personnel pursuant to any of the means mentioned below ((Ref: Sections 24 to 29 of RA No 8551).

   a) Attrition by attainment of maximum tenure in position;
   b) Attrition by relief;
   c) Attrition by demotion in position;
   d) Attrition by non-promotion; and
   e) Attrition by other means.

CAL= Base Pay + Long Pay x Number of Leave Credits x Constant Factor (0.0481927)

**Note:** If the personnel reach 20 years of service, Optional will apply (Ref: Section 37 CSC and MC No. 41 as amended by MC No. 14 Series of 1998).
2.2 Retirement and Separation Benefit of Non-Uniformed Personnel of the PNP

Table 2.2 Benefit of Non-Uniformed Personnel of the PNP

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Commutation of Accrued Leave (CAL)</td>
<td>• Amount of CAL depends upon the Earned Leave Credits/Unused Leave of PNP personnel.</td>
</tr>
<tr>
<td>Formula:</td>
<td></td>
</tr>
<tr>
<td>(Base Pay x Number of Leave Credits x Constant Factor (0.0481927) = CAL</td>
<td></td>
</tr>
</tbody>
</table>

Sample Computation of CAL (Ref: RA No. 8291):

Compulsory:
Length of Service: 32 – 5 – 27

Base Pay 20,567.00
Nr of Leave Credits x 378.66
Constant Factor x 0.0481927
CAL Php375,319.93
Section 2-8 Foreign Deployment

2.1 Deployment of PNP Personnel for the Office of the Police Attaché (OPA) at the Philippine Foreign Service Post. The growing complexities of crimes and its borderless commissions create an emerging threat to security and add burden to function of the police force. This calls for not only building capacity through training or enhancing and increasing operations but most importantly intensifying intelligence gathering. The role of intelligence in addressing problems on illegal drugs proliferation, human trafficking, terrorism, and other transnational crimes cannot be overemphasized. Valuable intelligence can be gathered in collaboration with other police organization from Asia, Middle East, and Europe through the effective management of the Office of Police Attaches by the Directorate for Intelligence (Ref: NAPOLCOM Resolution No. 2010-095).

a. Qualifications for Deployment

Table 2.23 Rank Requirement for Police Attaché

<table>
<thead>
<tr>
<th>Type of Deployment</th>
<th>Rank Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Police Attaché (OPA)</td>
<td>Police Senior Superintendent</td>
</tr>
<tr>
<td>Assistant Police Attaché (APA)</td>
<td>Police Superintendent</td>
</tr>
<tr>
<td>Administrative Assistant (AA)</td>
<td>SPO2-SPO4</td>
</tr>
</tbody>
</table>

b. Compensation

1) In addition to regular salary and allowances, the PA, APA, and AA shall receive allowances and other emoluments in the same rate as those paid to a Foreign Service Officer/Staff of DFA;

2) Among the allowances and benefits entitled to the PA, APA and AA are: overseas, family, education, representation, living quarters, clothing, and medical allowances and other forms of allowances authorized to DFA officials in diplomatic post;
3) Personnel assigned to Police Attaché post abroad shall be conferred with the following Foreign Service assimilated ranks for the sole purpose of their computing their compensation:

### Table 2.24 Foreign Service Assimilated Ranks

<table>
<thead>
<tr>
<th>Foreign Service Officers (FSOs)</th>
<th>Career Minister</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Chief Superintendent</td>
<td>FSO I</td>
</tr>
<tr>
<td>Police Senior Superintendent</td>
<td>FSO II</td>
</tr>
<tr>
<td>Police Superintendent</td>
<td>FSSO I</td>
</tr>
<tr>
<td>Senior Police Officer IV</td>
<td>FSSO I</td>
</tr>
<tr>
<td>Senior Police Officer III</td>
<td>FSSO II</td>
</tr>
<tr>
<td>Senior Police Officer II</td>
<td>FSSO III</td>
</tr>
</tbody>
</table>

4) Operational expenses are granted by the PNP to its PA, APA and AA abroad in such amount sufficient to carry out their duties or satisfy operational requirement; and

5) When an OPA personnel is recalled to the HO, he/she shall be paid in accordance with the national compensation for HO personnel and shall be cease to be considered Foreign Service personnel.

### 2.2 UN Peacekeeping Mission

This refers to a United Nations presence in the field (normally involving military and civilian personnel), with the consent of the parties, to implement or monitor the implementation of arrangements relating to the control of conflicts and their resolution or to ensure the safe delivery of humanitarian relief.
Two Types of UN Peacekeeping Mission

a. Regular Deployment. It is the act of sending qualified PNP personnel to a mission area.

Table 2.25 Rank Requirement for Regular Deployment

<table>
<thead>
<tr>
<th>Police Commissioned Officer (PCO)</th>
<th>Police Senior Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Non-Commissioned Officer (PNCO)</td>
<td>Police Officer 3</td>
</tr>
</tbody>
</table>

b. Secondment. It is a movement of an employee from one department or agency to another which is temporary in nature and which may or may not require issuance of an appointment which may either involve reduction or increase in compensation. All applications should be deliberated (Ref: MC No 2010-007).

Table 2.26 Rank Requirement for Secondment

<table>
<thead>
<tr>
<th>Type of Deployment</th>
<th>Rank Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondment Post 1 to 5</td>
<td>PO3 to PSSUPT</td>
</tr>
<tr>
<td>Commissioner</td>
<td>PCSUPT to PDIR</td>
</tr>
</tbody>
</table>
Section 2-9 Other Benefit

2.1 PNP Provident Fund (PNPPF). It is being administered by the PNP to provide the granting of benefits and loans at very minimal interest rate to PNP members for their emergency needs, for their education or that of their children; for their hospitalization or that of their immediate dependents; for minor but immediately needed repair of their houses, and for other similar purposes to be determined by its Board of Trustees.

Table 2.27 Loan Types

<table>
<thead>
<tr>
<th>Loan Types</th>
<th>Interest Rate</th>
<th>Maximum Amount</th>
<th>Payment Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>5%</td>
<td>Php100,000.00</td>
<td>12, 24, 36 months</td>
</tr>
<tr>
<td>Birthday</td>
<td>2%</td>
<td>Php10,000.00</td>
<td>12 months</td>
</tr>
<tr>
<td>Emergency (Conflagration)</td>
<td>None</td>
<td>Php50,000.00</td>
<td>12, 24, 36 months</td>
</tr>
<tr>
<td>Calamity</td>
<td>None</td>
<td>Php30,000.00</td>
<td>12, 24, 36 months</td>
</tr>
</tbody>
</table>

Table 2.28 Where to Apply

<table>
<thead>
<tr>
<th>Branch</th>
<th>Office Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRO/NCR</td>
<td>Accounting Office, PRO/NCR</td>
</tr>
<tr>
<td>NHQ PF and PF Secretariat</td>
<td>PNPPF Office, Kiangan Building, Camp Crame, Quezon City</td>
</tr>
</tbody>
</table>

Per General Appropriations Act (GAA) 2017, otherwise known as RA 10924, authorized deductions from salaries as payment for contributions or obligations shall in no case reduce the employee’s monthly net take home pay to an amount lower than Four Thousand Pesos (P4,000.00). This provision of the law on the minimum NTHP may vary annually. It is being applied to all government and financial institutions.
LIST OF ACRONYMS

AA – Administrative Assistant
AIM – Asian Institute of Management
APA – Assistant Police Attaché
CAL – Commutation of Accumulated Leave
CAPCOM – Capital Command
CDC – Civil Disturbance Control
COPS – Country’s Outstanding Policemen in Service
CSBP – Comprehensive Social Benefits Program
CSC – Civil Service Commission
DAP – Development Academy of the Philippines
DBM – Department of Budget and Management
DILG – Department of Interior and Local Government
DnB – Dangal ng Bayan
EC – Employees Compensation
EO – Executive Order
FSO – Foreign Service Officers
FTOC – Field Training Officers Course
FTP – Field Training Program
FY – Fiscal Year
GAA – General Appropriations Act
GSIS – Government Service Insurance System
HAP – Honor Awards Program
HNMBP – Himlayan ng mga Bayaning Pulis
IDP – Instructor’s Duty Pay
IGSL – International Graduate School of Leadership
ITP-NUP – Integrated Training Program for Non-Uniformed Personnel
JDS – Japanese Grant Aid for Human Resource Development
Scholarship
KIPO – Killed in Police Operation
MLC – Monetization of Leave Credits
MNSA – Master in National Security Administration
NAPOLCOM – National Police Commission
NHA – National Housing Authority
NUP – Non-Uniformed Personnel
OPA – Office of the Police Attaché
PBB – Performance Based Bonus
PCEAP – PNP Comprehensive Educational Assistance Program
PERA – Personnel Economic Relief Allowance
PLB – Presidential Lingkod Bayan
PNP – Philippine National Police
PNPA – Philippine National Police Academy
PNPPF – PNP Provident Fund
PODP – Patrol Officers Development Program
PPSC – Philippine Public Safety College
PSBRC – Public Safety Basic Recruit Course
PSJLC – Public Safety Junior Leadership Course
PSMBFI – Public Safety Mutual Benefit Fund Inc.
PSOAC – Public Safety Senior Officer Advance Course
PSOBC – Public Safety Officer Basic Course
PSOCC – Public Safety Officer Candidate Course
PSOSEC – Public Safety Officer Senior Executive Course
PSSLC – Public Safety Senior Leadership Course
RA – Republic Act
RATA – Representation Allowance and Transportation Allowance
RCA – Replacement Clothing Allowance
REAP – Reward Educational Assistance Program
RHE – Reimbursement of Hospitalization Expenses
RHS – Regional Health Service
SEAP – Special Educational Assistance Program
SGTI – Special Group Term Insurance
SSS – Social Security System
TOPWP – Ten Outstanding Policewomen of the Philippines
TPPD – Total Permanent Physical Disability
TWG – Technical Working Group
WIPO – Wounded in Police Operation
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GLOSSARY OF TERMS

a. Base Pay – It is the fixed amount received by the uniformed PNP personnel on a monthly basis.
b. Benefits – Programs an employer uses to supplement employees’ compensation.
c. Compensation – Cash reward paid by an employer to an employee for service rendered.
d. Longevity Pay – It is an incentive given to PNP Uniformed Personnel amounting ten percent of their basic monthly salaries for every five (5) years of service.
e. Privileges – Special advantage or right possessed by an individual or group.
f. Regular Allowances – These are allowances given regularly and are common to all uniformed PNP members in addition to the basic pay as provided for in Section 71 of RA 6975.
g. Quarter Allowance – It is an allowance given to officers and non-officers who are not provided with living quarters, housing PNP units or living quarters through the auspices of the PNP where their families can be accommodated.
h. Regular Subsistence Allowance – It is given to all uniformed PNP members to defray the cost of their daily regular meal.
i. Clothing Allowance – It is given to PNP members to cover the cost of maintaining uniforms that are worn on a daily basis.
j. Hazard Pay – It is given to PNP uniformed personnel as basic occupational hazard pay considering that law enforcement being a hazardous occupation.
k. Personnel Economic Relief Allowance (PERA) – It is given to PNP Uniformed Personnel below the rank of Chief Inspector including the PNPA cadets to subsidize the rising cost of living.
l. Laundry Allowance – It is given to defray the laundry costs of PNP Uniformed Personnel who frequently appears in public affairs, attends ceremonies or assigned to units/activities that require wearing presentable uniform at all times.
m. Gratuity – It is given to any awardee of Medal of Valor amounting to Twenty Thousand Pesos (Php20,000.00).
n. Hospital Subsistence Allowance – It is the cost of free meal given to PNP Personnel who are confined in PNP hospitals amounting to Php30.00 per day.
o. CDC Subsistence Allowance – It is given to Civil Disturbance Management personnel amounting to Php30.00 per day to support their meal requirement.

p. Training Subsistence Allowance – It is given to each student/trainee amounting to Php30.00 per day times the number of days the duration of the course.

q. Combat Duty Pay – It is given to PNP Uniformed Personnel who are engaged in actual police operations amounting to Php3,000.00 per month.

r. Combat Incentive Pay – It is given to PNP Uniformed Personnel who figure directly in actual combat against members of various insurgent, terrorist, and lawless elements but subject to certain conditions amounting to Php300.00 per day.

s. Hazardous Duty Pay – It is given to PNP uniformed personnel for exposure to particular occupational hazards or elements, or hazardous jobs involving high risks of losing life, limbs, or likely deterioration of health. It is fifty percent (50%) of the base pay authorized by rank.

t. Radiation Hazard Pay – It is given to PNP personnel assigned whose nature of work subjects themselves to the hazards of over exposure to radioactive elements. Payment of said additional allowance must not exceed fifteen percent (15%) of the base authorized by rank.

u. Incentive Pay – It is given to licensed medical, dental, veterinary, nursing, and legal profession who joined the PNP which amounts to Php200.00 per month.

v. Instructor’s Duty Pay – It is given to PNP personnel who are on actual teaching activities amounting to 25% of their base pay but must satisfy the aggregate minimum monthly instructional time of 48 hours.

w. Specialist Pay – It is given to deserving PNP non-officer personnel who are not assigned in critical areas and have demonstrated efficiency and effectiveness through skills, aptitude training, experiences and knowledge of specific police duties and specialties.

x. Flying Pay – It is given to all PNP pilots and crew of aircrafts whose duty requires regular and frequent aerial flights, provided that they maintain an average of four (4) hours aerial flight per month. The rate of flying pay is placed at fifty percent (50%) of their authorized base pay.
y. Sea Duty Pay – It is given to PNP Maritime Group personnel amounting to 25% of the base pay given at the end of the month or each end of the quarter.
z. CAPCOM Incentive Pay – It is given under the premise of the uniqueness of CAPCOM mission and functions vis-à-vis its area which is Metro Manila. The allowance amounts to Php2.50 per day or Php75.00 per month.
aa. Special Clothing Allowance – It is given to uniformed personnel of the PNP whose frequent appearances in public affairs or frequent attendance of ceremonies and who are assigned in units/activities requiring the wearing of presentable uniform at all times.
bb. Cold Weather Clothing Allowance – It is given to assigned in cold places where cold weather clothing is necessary if not required.
c. Winter Clothing Allowance – It is given to all uniformed personnel of the PNP who will undergo foreign schooling/training to support the expenses in procuring the required winter clothing abroad.
dd. Initial Clothing Allowance – It is given to all PNP recruits who joined the PNP for the first time, whether as PCO or PNCO amounting to Php20,000.00.
e. Replacement Clothing Allowance – It is given to PNP uniformed personnel every after three years of continuous service thereafter reckoned from the year he/she entered the uniformed service.
ff. Hardship Allowance – It is given to PNP personnel assigned to Loran Station and Border Crossing Station, and other units/stations/sites/sites/ isolated and inaccessible by normal air, water, or land transportation, and are covered with official orders.
g. Burial Allowance – It is given to the bereaved family of a PNP uniformed personnel in the event of his death, regardless of the circumstances as a monetary assistance.
hh. Anniversary Bonus – It is given to PNP personnel who have not been found guilty of any offense in connection with their work during the five-year interval between milestone years.
ii. Mid-Year (13th Month) Pay – It is given to PNP personnel who have rendered at least four (4) months of satisfactory service and are still in the service.
jj. Year-End (14th Month) Pay – It is given to PNP personnel equivalent to one (1) month basic salary and Cash Gift at prescribed rates shall be given in November of every year.
k. Enhanced Performance Based Bonus – It is given to PNP personnel equivalent to one (1) month up to two (2) months basic salary, to be implemented in two (2) phases starting in FY 2017.
II. Productivity Enhancement Incentives – It is given to PNP personnel amounting to Five Thousand Pesos not later than December 15 every year.

mm. Loyalty Award – It is given to NUP for the first 10 years of continuous and satisfactory service and every 5 years thereafter.

nn. Representation Allowance (RA) and Transportation Allowance (TA) – It is given to NUP who are Chiefs of Division amounting to P5,000.00 and those of equivalent ranks.

oo. Subsistence and Laundry Allowance to Health Workers – It is given to PNP NUP Health Workers who are engaged in health related work and all those employed in PNP hospitals who rendered actual service on all workdays in a month and in active service as of January 1, 2016.

pp. Wound – an injury to any part of the body from an outside force, element or agent sustained as a result of a hostile act of the enemy.

qq. Metrobank Foundation’s Country’s Outstanding Policemen in Service (COPS) – It is a joint undertaking of the Rotary Club of New Manila East and the Metrobank Foundation wherein four PCOs and six PNCOs are selected to win the prestigious award.

rr. Civil Service Commission Outstanding Public Officials and Employees – It is a annual, nationwide Honor Awards Program conducted by the CSC to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service.

ss. ZONTA Club’s Ten Outstanding Policemen of the Philippines – It is to recognize policewomen which have made outstanding contributions to the attainment of the mission and functions of the police organization.

tt. Promotion – It 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.

uu. Regular Promotion – It refers to the promotion to the next higher rank granted to any uniformed personnel who passed the minimum qualification standard.

vv. Special Promotion – It refers to the promotion to the next higher rank granted to any uniformed personnel who has exhibited acts of conspicuous courage and gallantry at the risk of his/her life above and beyond the call of duty.

ww. Spot Promotion – It is a special promotion conferred by the President of the Republic of the Philippines which shall be exempted from the validation of NAPOLCOM.
xx. Posthumous Promotion – It is a special promotion given for acts of heroism exhibited in the face of an armed enemy or in the conduct of rescue/disaster operations resulting in the loss of life.

yy. Heroic Deed/Act – the acts of conspicuous courage and gallantry at the risk of his/her life above and beyond the call of duty.

zz. Regular Promotion – It refers to the promotion to the next higher rank granted to any uniformed personnel who passed the minimum qualification standard.

aaa. 2nd Level Promotion – Promotion from the rank of Police Officer 1 to Police Superintendent provided he/she meets the approved qualification standards (QS) required for every rank.

bbb. 3rd Level Promotion – Promotion from the rank of Police Senior Superintendent (PSSUPT) to Police Director General (PDG) provided he/she is with the Promotional Zone of Consideration and designated to the approved TO position.

ccc. Time-In-Grade – It is the minimum period required before a third level PCO becomes eligible to be promoted to the next rank.

ddd. PNP Comprehensive Educational Assistance Program (PCEAP) – It is a program which provides educational assistance to PNP personnel and their dependents.

ee. Reward Educational Assistance Program – It is an educational assistance program under PCEAP which caters active PNP personnel or their dependents who have exemplary performance in the PNP.

fff. Special Educational Assistance Program – It is an educational assistance program under PCEAP which caters dependents of PNP uniformed personnel who were killed or wounded in police operations, incapacitated in the performance of duty or dependents who excel academically.

ggg. Personnel Quartering – It is intended to address the short and medium term sheltering needs of PNP personnel while they are in active service and assigned to a particular unit or region.

hhh. Welfare Housing Project – It involves efforts and financing from the private sectors, including profit-oriented corporations.

iii. PNOY Housing Project – It involves government lands proclaimed for housing, donations and sponsorships from generous benefactors, and the efforts of socially-oriented, non-profit/non-government organizations.

jjj. Special Group Term Insurance – It is a mandatory insurance plan for active uniformed PNP personnel as mandated by Presidential Decree No. 1965.
kkk. Leave of Absence – It is a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in the Omnibus Rule on Leave.

lll. Monetization of Leave Credits – It is a payment in advance, under prescribed limits and subject to specified terms and conditions, the money value of leave credits of an employee upon his request without actually going on leave.

mmm. Pension – It is a monthly pension to the beneficiary/ies of PNP uniformed personnel who were posthumously retired or separated or optionally retired from the PNP service.

nnn. Commutation of Accumulated Leave – It is the benefits given based on the total number of unused leave credits accumulated by the PNP personnel from the time he entered the service up to his/her termination of service.

ooo. Posthumously Retired Personnel – It is a PNP personnel who died in line of duty with at least 20 years of active service.

ppp. Posthumously Separated Personnel – It is a PNP personnel who died in line of duty with less than 20 years of active service.

qqq. Killed in Police Operation – It is a PNP Personnel who is killed in the actual performance of duty or by reason or on account of previous discharge of function.

rrr. Wounded in Police Operation – It is a PNP Personnel who is wounded in the actual performance of duty or by reason or on account of previous discharge of function.

sss. Total Permanent Physical Disability – It is permanent and total disability as a result of injuries suffered or sickness contracted in the performance of duty wherein a member is unfit or unable to further perform the duties of his position.

ttt. Comprehensive Social Benefits Program

uuu. Compulsory Retirement – It is the retirement upon attainment of age fifty-six in the service.

vvv. Optional Retirement – It is the retirement upon accumulation of at least twenty years of satisfactory active service at his/her own request and with the approval of NAPOLCOM.

www. Attrition from the Service – It is the retirement or separation in the police service of PNP Uniformed Personnel pursuant to any of the means mentioned in Sections 24 to 29 of RA No 8551 and other means as provided in MC No. 14 Series of 1998.

xxx. Dismissal from the Service – It is the separation of as a result of his case, shall carry it that cancellation of eligibility, forfeiture of retirement benefits, and the disqualification in the re-employment in the government service.
yyy. Separation from the Service – It is the termination of employment and official relations of a PNP member who rendered less than twenty (20) years of active service in the government.

zzz. Dropped from Roles – It is the habitual absent or have unsatisfactory or poor performance or have shown to be physically and mentally unfit to perform their duties.

aaaa. Foreign Deployment – Refers to the act of sending qualified PNP personnel to a peacekeeping mission area.

bbbb. Police Attaché – Senior Police Commissioned Officer with duties and function of police officer and a diplomat at the same time he may also be called as Police Liaison Officer, Police Liaison Attache or as the case maybe depending on the accrediatation of the host country.

cccc. Secondment – It is a movement of an employee from one department or agency to another which is temporary in nature and which may or may not require issuance of an appointment which may either involve reduction or increase in compensation.

dddd. UN Peacekeeping Mission – It is the presence of the United Nations in the field to implement or monitor the implementation of arrangements relating to the control of conflicts and their resolution or to ensure the safe delivery of humanitarian relief.
REFERENCES

Legal References:

Executive Order No. 76, s 2012 entitled “Implementation of the Fourth Tranche of the Modified Salary Schedule for Civilian Personnel and Base
Republic Act No. 6975 re An Act Establishing the Philippine National Police Under a Reorganized Department of Interior and Local Government, and for Other Purposes
NAPOLCOM Resolution No. 91-18 dated October 21, 1991 re Rationalizing the Structure of Allowances and Incentives Pays over and above the Basic Pay and Longevity Pay of Uniformed Personnel of the Philippine National Police
Joint Resolution No. 2 effective January 1, 2015 entitled Increasing the Subsistence Allowance of All Officers and Enlisted Personnel of the Armed Forces of the Philippines (AFP) and of All Commissioned and Non-Commissioned Personnel of the Philippine National Police (PNP) from Ninety Pesos (P90.00) to One Hundred and Fifty Pesos (P150.00) per Day
Executive Order No. 201, series 2016 Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel
Budget Circular Nr 2009-3 entitled Rules and Regulations on the Grant of the Personnel Economic Relief Allowance at P2,000 per Month
Office of the President Memorandum dated August 28, 1997 re Laundry Allowance for Uniformed Personnel in the Armed Forces of the Philippines
Circular No. 2001-010 dated October 19, 2001 re Guidelines and procedures in the Payment of Lifetime Gratuity to an Awardee of the Medal of Valor
Executive Order No. 03, series 2016 dated September 26, 2016 re Increasing the Rates of Combat Duty Pay and Combat Incentive Pay of the Armed Forces of the Philippines and Extending the same Allowances to the Uniformed Personnel of the Philippine National Police, Amending Therefor Executive Order No. 38 (s. 2011)
Fiscal Directive Nr 2016-05 entitled Guidelines and Procedures in the Increase of Initial Clothing Allowance (ICA)
Fiscal Directive Number 2009-10 entitled Guidelines and Procedures in the Increase of Initial Clothing Allowance (ICA) and Replacement Clothing Allowance (RCA)
Fiscal Directive Nr 2016-01 entitled Granting of Anniversary Bonus
Fiscal Directive 2017-003 entitled Grant of Rice Subsidy of PNP Uniformed Personnel for FY 2017
Budget Circular Nr 2009-3 dated August 18, 2009 re Rules and Regulations on the Grant of the Personnel Economic Relief Allowance
Republic Act No. 7305 entitled “The Magna Carta of Public Health Workers”
Republic Act No. 8551 otherwise known as the “PNP Reform and Reorganization Act of 1998
Republic Act No. 9708 entitled “An Act Extending for Five Years the Reglementary Period for Complying with the Minimum Educational Qualification for Appointment to the Philippine National Police (PNP) and Adjusting the Promotion System Thereof, Amending for the Purpose Pertinent Provisions of Republic Act No 6975 and Republic Act No 8551 and for Other Purposes
Republic Act No 7041 dated June 5, 1991 entitled An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Therefore, and For Other Purposes
Presidential Decree No. 626, as amended (Book IV, Title II of P.D. No. 441 otherwise known as the “Labor Code of the Philippines,” as amended)
Republic Act No. 6963 entitled An Act Granting Special Financial Assistance and Benefits to the Family or Beneficiary of Any Police or Military Personnel or Fireman Killed or Permanently Incapacitated While in the Performance of His Duty or By Reason of His Office or Position and For Other Purposes dated September 4, 1990
CSC-DBM Joint Circular No. 02, s. 2015 entitled Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees
Omnibus Rules on Leave Rule XVI of the Omnibus Rules Implementing Book V of EO 292
Comprehensive Social Benefits Program (CSBP) for the AFP and PNP Battle/Duty Casualties and their Dependents was approved during the November 3, 2016 Presidential Decree No. 1965 entitled Amending Section One of presidential Decree No 352 Providing for Special Group Term Insurance by the Government Service Insurance System or Other Insurance Firms for Members of the Armed Forces of the Philippines and Appropriating Additional Funds for the Payment of the Government Shares of the Premium Therefor

Published Manual:

PNPM-DHRDD-D-0-3-8-14 dated September 2014 re Human Resource and Doctrine Development Manual

PNP Issuances:

PNP Circular Number 2006-014 dated July 10, 2006 entitled Rules and regulations in the Conferment of Authorized Decorations, Service Medals, Ribbons and Badges to the Personnel of the Philippine National Police
PNP MC No. 2011-011 dated April 1, 2011 re Expanded Reimbursement of Hospitalization Expenses of PNP Personnel in the Active Service
PNP MC No 2010-022 entitled Guidelines and Procedures of the PNP Himlayan ng mga Bayaning Pulis
PNP MC No. 2017-007 dated January 24, 2017
MC No 2010-007 Rules and Procedures Governing the Selection and Deployment of PNP Personnel for Secondment or Detail to International Organizations and Peacekeeping Missions, Amending PNP Memo Circular Nr 2009-006, 2007-012 and for Other Purposes
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