

**[PNP MEMORANDUM CIRCULAR NO. 2011-028,
December 30, 2011]**

REVISED PNP'S POLICY ON SALUTE

1. REFERENCES:

- a. PNP Manual on Drills, Ceremonies and Protocol & Social Usage;
- b. PNP Ethical Doctrine;
- c. PNP Related Laws and Standing Memorandum Circulars; and
- d. Memorandum Circular No. 2006-015 re PNP 's Policy on Salute

2. RATIONALE:

Salute is the most important form of military and police courtesy. It is executed by raising the right hand smartly until the tip of the forefinger touches the right eyebrow or the front brim of the headgear when covered. Fingers are extended and joined, palm facing the left forearm inclined at an angle of about 45 degrees and the right upper arm horizontal. A person saluting looks at the person saluted. When the salute is returned, he drops the right hand smartly to the side.

The salute when properly practiced by police personnel is good for the PNP because it develops respect or courtesy among the members. Mutual respect serves as a binding element to all members to cooperate, unite and work together for a common goal.

In one of the occasions attended by both the PNP and the AFP in Malacañang, it was observed that the members of the Armed Forces of the Philippines rendered hand salute while singing the Philippine National Anthem indoor.

Hence, there is a need to revise the PNP's Policy on Salute in order to be synchronized and in coherence with the Armed Forces of the Philippines.

3. PURPOSE:

This memorandum circular provides clear guidelines to all PNP personnel on how and when to render the salute.

4. DEFINITION OF TERMS

- a. **SALUTE** is a formal gesture of recognition, friendship, and respect accorded to persons of superior rank or station. Although the concept of the salute is common to all cultures and periods, the term is now generally applied to customs that form part of the military protocol. Military salutes are often based on ancient behavior that was used to demonstrate the absence of arms or defense in the presence of a friend.

The basic salute, the raising of the hand to the forehead or visor, is known as the HAND SALUTE. A form of this gesture, raising the hand to full view, is believed to have originated long ago during prehistoric times and was intended to signify friendship by demonstrating an empty weapon hand. Civilized man developed the custom by doffing his hat as a gesture of friendship and respect, and the custom found its way into the military (and the police as well).

- b. **Indoor** refers to places that include offices, theaters, hallways, kitchens, orderly rooms, recreation halls, washrooms and quarters.
- c. **Outdoor** refers to the space outside offices or buildings. It also includes such buildings as drill halls, gymnasiums, and other roofed enclosures used for drill exercise of troops, grandstands, covered walks, and other shelters open on the sides.
- d. **Inside Camp** refers to spaces and facilities inside the fenced perimeter of a police or military camp.
- e. **Outside Camp** refers to any place outside the fenced perimeter of a police or military camp.
- f. **Reveille** is a ceremony in which a unit honors the national flag as it is being hoisted in the morning.
- g. **Uniform** refers to a dress of distinctive design or fashion adopted by or prescribed for members of a particular group and serving as a means of identification. In the case of the PNP, uniform means the prescribed PNP attire (to include PNP Athletic Uniform) as recommended by the Uniforms equipment Specification Board (UESB) and approved by the Chief, PNP and attested by the NAPOLCOM.
- h. **Honors** refer to ceremonies rendered to local/foreign military/police officers and civilian dignitaries as gestures of courtesy and a tribute to his rank and/or position.
- i. **PCO** shall mean all Police Commissioner Officers of the PNP with the rank of Inspector to Director General.
- j. **PNCO** refers to all Police Non-Commissioner Officers of the PNP with the rank of PO1 to SPO4.

5. POLICIES:

a. WHEN TO SALUTE:

1) Outdoors

a) PCO to PCO

a.1) When both PCOs of different ranks are wearing the prescribed PNP uniform and they happen to meet each other within a distance of one (1) to ten (10) meters, the lower ranking PCO, while looking at the higher ranking PCO, will immediately execute the hand salute. If he is carrying a rifle on his shoulder, the lower ranking PCO will hold the sling in the upper sling swivel portion with his left hand and execute hand salute. When moving and the rifle he is carrying has no sling, he will execute left shoulder arm then execute salute by bringing up snappily his right hand across the body perpendicular touching the breech of the rifle with his arm which is extended joined. If in stationary position, the lower ranking PCO may just come to order arm by slightly raising the rifle from one (1) to three (3) inches and may execute salute by bringing the left hand across the body at the level of the upper sling swivel.

a.1.a) Both Wearing the Prescribed PNP Uniform

When the lower ranking officers (PCO and PNCO) and the higher ranking PCOs meet each other, for official and non-official business, wearing the prescribed PNP uniform or military uniforms as in the case of our counterparts in the AF P, BJMP, BFP and PCG.

a.1.b) Higher Ranking PCO Wearing the Prescribed PNP Uniform

A lower ranking PCO in civilian attire salutes a higher ranking PCO wearing the prescribed PNP uniform or military uniform for AFP, PCG, BJMP and BFP counterparts **only when reporting directly to him/her** except if his/her security shall be compromised, in which case, the usual greeting of good morning or good afternoon is adequate showing of courtesy and respect, followed by a short introduction of himself/herself and his/her purpose of reporting.

a.1.c) The manner of saluting shall have no difference from rendering salute while inside camp or outdoors.

a.2) When a lower ranking PCO in civilian attire meets a higher ranking PCO who is wearing the prescribed PNP uniform while walking or moving alone or with an organized group as in formation, and in stationary

condition he renders salute as appropriate as indicated above.

- a.3) When both lower ranking PCO and the higher ranking PCO are in civilian attire and the former personally knows the latter, he renders salute as appropriate to the situation.
- a.4) When PCOs are of equal rank one renders appropriate salute to the other who is personally known to him as occupying a higher position in the hierarchy of the PNP organization whether he is wearing the prescribed PNP uniform or not. However, if he is not sure, the word "sir" may suffice for showing respect.
- a.5) When two or more PCOs/PNCOs are jointly walking and meets a senior/ junior PCOs, the most senior PCOs/PNCOs shall render the salute and the most senior PCO shall acknowledge or return the salute.
- a.6) When two or more PCOs/PNCOs are separately walking and meeting a senior/junior PCOs, they shall individually render salute and the most senior PCOs shall acknowledge or return the salute; if the latter is not well organized, they shall also individually acknowledge or return the salute as they recognized them.

b) PNCO to PCO

A PNCO, whether wearing the prescribed PNP uniform or in civilian attire, renders appropriate salute to all PCOs wearing the prescribed PNP uniform when he meets them outdoors at a recognizable distance of approximately one (1) to ten (10) meters. exempted are PCOs in civilian attire assigned with the intelligence units of the PNP.

c) PNCO to PNCO

Generally, a PNCO does not salute another PNCO except when in formation as when the PNCO joining the ranks shall salute the PNCO standing as squad or platoon leader and who is in charge of the accounting of the personnel under him or as part of the ceremony.

d) When in Formation

- d.1) When a PNP member, whether wearing the prescribed PNP uniform or not wants to join the formation, he salutes his immediate supervisor (squad leader or platoon leader) telling him of his/her intention to join the formation.
- d.2) When a PNP member, whether wearing the prescribed PNP uniform or not wants to leave the formation, he salutes his immediate supervisor (squad leader or

platoon leader) telling him of his/her intention to leave the formation.

d.3) During inspection of ranks, only the most senior officer in a group shall render salute to approaching, passing and visiting higher ranking officer wearing the prescribed PNP uniform.

d.4) During the pass-in-review, the reviewing officer will acknowledge the salute up to Platoon Leader.

e) Singing of the National Anthem (Indoor and Outdoor)

e.1) When the National Anthem is being played or sung, generally as a sign of respect all PNP members shall stand at attention and face the Philippine Flag, if there is one displayed, and if there is none, they shall face the band, the conductor or the source of music. At the first note, the PNP uniformed personnel wearing the prescribed uniform shall render salute prescribed by the PNP while **Non-uniformed personnel** and PNP uniformed personnel not wearing the prescribed uniform shall stand in attention and place their right palm over their left chest. The salute shall be completed and dropped on upon the last note of the anthem.

e.2) PCOs and PNCOs shall render salute when the Philippine National Anthem is being played during indoor and outdoor command activities, like ceremonies and programs.

f) Hoisting of Philippine National Flag

All PNP Uniformed personnel in prescribed uniform shall face the national Flag and render salute during the hoisting of the National Flag, lowering of the National Flag and during reveille ceremony.

During reveille ceremony, PNP members in prescribed uniform shall face the National Flag if it is within view or eyesight. If not, shall face the source of the music and shall render salute on the first note of "To the Colors" played by the band or by the bugler. The salute shall be completed on the last note of the music.

g) Respect to Members of Other Uniformed Service

This practice of saluting shall also be extended to friendly units in the uniformed service such as the AFP, Philippine Coast Guard, BJMP, BFP and the like. PNP personnel should salute other members of the uniformed service who are more ranking than them.

h) Wreath Laying

PNP personnel wearing the prescribed PNP uniform render