

[PNP CIRCULAR NO. 009, September 04, 2007]

GUIDELINES IN THE CONVERSION OF PNP MEDALS TO SERVICE CREDIT AND ITS UTILIZATION AS SERVICE LEAVE

I. REFERENCES:

- a. NAPOLCOM Memorandum Circular No. 2006-003 dated November 30, 2006, subject: Further Amending Memorandum Circular No. 93-018 entitled: "Prescribing the authorized decorations, service medals, ribbons and badges of the PNP"
- b. PNP Memorandum Circular Number 2006-014 dated July 10, 2006, subject: "Rules and Regulations in the conferment of the authorized decorations, service medals, ribbons and badges of the PNP";
- c. NAPOLCOM Memorandum Circular No. 93-018 dated September 23, 1993, subject: "Prescribing the authorized decorations, service medals, ribbons and badges of the PNP ;
- d. NAPOLCOM Resolution No. 99-036 dated March 9, 1999, entitled: "Limiting to Thirty (30) Days the Grant of Vacation Leave for PNP Uniformed Personnel; and
- e. PNP Memorandum Circular Number 2002-17 dated November 16, 2002, subject: "Foreign Travel".

2. DEFINITION OF TERMS:

- a. *PNP Medals* - these are medals authorized pursuant to NAPOLCOM Memorandum Circular No. 93-018 dated September 23, 1993 as amended by NAPOLCOM Memorandum Circular No. 2006-003, conferred after November 30, 2006,
- b. *Service Credit*- shall mean the number of days of leave earned by the recipient out of the PNP medals conferred as provided in this Circular;
- c. *Service Leave* -the enjoyment of service credit as defined in this Circular;
- d. *Service Credit/Leave Record*-the document reflecting the spent cumulative service credit and/or service leave;
- e. *PNP Personnel*- uniformed and non-uniformed member of the PNP;
- f. *Terminal Leave Benefits* - money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date/ voluntary separation;
- g. *Accumulated Service Credits* - total or running balance of unused service credits;
- h. *Conferment of Award* - refers to issuance of appropriate General Orders or Special Orders covering a particular medal; and
- i. *Calendar Year*- shall mean from January 1 to December 31 of each year.

3. SCOPE/COVERAGE:

This Circular shall apply to all personnel of the Philippine National Police. It provides the guidelines and procedures in the conversion of PNP medals into service credits as prescribed under NAPOLCOM Memorandum Circular No. 2006-003 dated November 30, 2006, subject: Further Amending Memorandum Circular No. 93-018

entitled: "Prescribing the authorized decorations, service medals, ribbons and badges of the PNP".

4. OBJECTIVES:

- a. To establish a system in the conversion of PNP medals to service credits and the utilization of these service credits as service leaves;
- b. To establish a system of recording and monitoring of service credits and service leaves earned from the conversion of PNP medals in all PNP units and offices;
- c. To provide a policy for the conversion of PNP medals into service credits and service leaves for all PNP personnel; and
- d. To identify and establish the duties and responsibilities of concerned individuals, units or offices in the conversion of PNP medals into service credits and service leaves.

5. GENERAL GUIDELINES:

- a. A maximum limit of fifteen (15) days service credits shall be allowed every calendar year for PNP uniformed personnel who had been or shall be conferred with appropriate PNP medals in recognition of outstanding performance of police functions and activities;
- b. Service credits earned from the conferment of appropriate medals must be enjoyed by concerned PNP personnel within one (1) year from the date of conferment, otherwise such unused service credits shall be deemed forfeited;
- c. In no case shall service credits earned from the conferment of appropriate medals be added to the Accumulated Leave Credits to be used in computation of Terminal Leave Benefits of retiring PNP personnel as provided by existing laws and regulations;
- d. The award must be conferred first prior to its usage as supporting document for conversion into service credit;
- e. The following PNP medals shall have the corresponding number of service credits:

PNP medals	Corresponding number of service credits
Medalya ng Sugatang Magiting	Five (5) days
Medalya ng Kasanayan	Four (4) days
Medalya ng Papuri	Three (3) days
Medalya ng Ugnayang Pampulisya	Three (3) days
Medalya ng Paglilingkod	Three (3) days
Medalya ng Kagalingan	One (1) day

- f. There shall be one time and complete utilization of the corresponding number of service credits of a particular medal or combination of medals, otherwise, any remaining unused service credit for the said medals shall be forfeited;
- g. Recycling of PNP medals for purposes of service leave is strictly prohibited;
- h. Personnel may only avail of service credit after he has availed of the mandatory leave;
- i. Reassigned/detailed personnel shall bring with him/her the certified true copy of his service credit/leave record and turn over the same to the Chief, Record Section of the gaining office/unit;
- j. Utilization of such service credit/leave shall be subject to existing rules and