

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

**MEMORANDUM CIRCULAR NO. 2010-004**

**AMENDING SECTION 24 OF MEMORANDUM CIRCULAR NO. 93-018 ENTITLED  
"PRESCRIBING THE AUTHORIZED DECORATIONS, SERVICE MEDALS,  
RIBBONS AND BADGES OF THE PHILIPPINE NATIONAL POLICE"**

**WHEREAS**, the Commission issued Memorandum Circular No. 93-018 entitled "*Prescribing the Authorized Decorations, Service Medals, Ribbons and Badges of the Philippine National Police*" that provides for the rules and regulations in the conferment of awards, decorations and citation badges to members of the Philippine National Police (PNP) and other qualified individuals including the grant of corresponding cash, leave/service credits and tour and parade honors as incentives under Section 24 thereof;

**WHEREAS**, on November 30, 2006, Memorandum Circular No. 2006-003 was further issued amending certain provisions of Memorandum Circular No. 93-018 in order to clarify the requirements to be accomplished for each medal; to avoid confusion in the assessment as to what appropriate medal shall be granted and to provide the guidelines in the availment of leave credits as follows:

(1) *"A maximum limit of fifteen (15) days leave 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";*

(2) Accrued leave credits earned from the conferment of appropriate PNP medals may be used to cover for vacation and sick leave spent by PNP uniformed personnel from September 23, 1993 up to the effectivity of this Circular only;

(3) Henceforth, leave credits earned from the conferment of appropriate medals must be enjoyed by concerned PNP personnel from the date of conferment onwards but not later than the last day of the next calendar year, otherwise, such unused leave credits shall be deemed forfeited; and

(4) *"In no case shall leave credits earned from the conferment of appropriate medals be added to the Accumulate Leave Credits to be used in the computation of Terminal Leave Benefits of retiring PNP uniformed personnel";*

**WHEREAS**, the abovementioned policy issuances do not provide for leave / service credits for every award which prompted the PNP to propose for an equitable conferment of leave / service credit benefit by awarding the same for every award, except for the Medalya ng Kalapangan (PNP Bravery Medal), Medalya ng Kabayanihan (PNP Distinguished Conduct Medal) and Medalya ng Kagilingan (PNP Medal of Valor) which shall remain without leave/service credit equivalence since the awardees are considered for the grant of educational scholarship under the Reward Education Assistance Program (REAP) of the PNP. Likewise, recipients of Medalya ng Kagilingan are given several incentives under R.A. No. 9049 otherwise known as "An Act Granting Monthly Gratuity and Privileges to an Awardee of the Medal of Valor, Providing Funds Therefor, and for Other Purposes;"



**WHEREAS**, pursuant to Section 1, Memorandum Circular No. 14, s. 1999 of the Civil Service Commission (CSC), it stated therein that *"In general, appointive official up to the level of heads of executive departments, heads of departments, undersecretaries and employees of the government whether permanent, temporary or casual, who render work during the prescribed office hours, shall be entitled to 15 days vacation and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays, Public Holidays, without limitation as to the number of days of vacation and sick leave that they may accumulate"*;

**WHEREAS**, it is to be emphasized that leave credits accumulated under CSC rules and regulations is separate and distinct from leave credits earned as an incentive for awards received by uniformed members of the PNP;

**WHEREAS**, the Commission, after consideration of the proposal, finds the same tenable as it grants leave / service credits to all awards, and such grant would be an additional merit separate from the usual symbolic recognition of accomplishments, without budgetary requirement;

**NOW THEREFORE**, the Commission, pursuant to its constitutional mandate to administer and control the PNP, **HAS RESOLVED TO AMEND, AS IT HEREBY AMENDS**, Section 24 of Memorandum Circular No. 93-018;

Section 1. Section 24 of Memorandum Circular No. 93-018 is hereby amended to read as follows:

*"Section 24. Incentives for Awards.*

*Aside from medals and ribbons, corresponding leave/service credits shall be given for specific awards, as follows:*

	<b>MEDALS</b>	<b>LEAVE/ SERVICE CREDIT</b>
a.	Medalya ng Kadakilaan (PNP Heroism Medal)	5 days
b.	Medalya ng Kagalingan (PNP Medal of Merit)	5 days
c.	Medalya ng Sugatang Magiling (PNP Wounded Personnel Medal)	5 days
d.	Medalya ng Katapatan sa Paglilingkod (PNP Distinguished Service Medal)	5 days
e.	Medalya ng Katangitanging Gawa (PNP Outstanding Achievement Award)	5 days
f.	Medalya ng Pambihirang Paglilingkod (PNP Special Service Medal)	4 days
g.	Medalya ng Kasanayan (PNP Efficiency Medal)	4 days
h.	Medalya ng Papuri (PNP Commendation Medal)	3 days
i.	Medalya ng Paglaban sa Manliligalig (Anti-Dissidence Medal)	3 days
j.	Medalya ng Paglulong sa Nasalanta (PNP Disaster Relief and Rehabilitation Medal)	3 days
k.	Medalya ng Paglilingkod sa Luzon (Luzon Campaign Medal)	3 days
l.	Medalya ng Paglilingkod sa Visayas (Visayas Campaign Medal)	3 days
m.	Medalya ng Paglilingkod sa Mindanao (Mindanao Campaign Medal)	3 days
n.	Medalya ng Ugnayang Pampulisya (Police Relations Medal)	5 days



o.	Medalya ng Mabuting Asal (PNP Good Conduct Medal)	4 days
p.	Medalya ng Paglilingkod (PNP Service Medal)	3 days

**BE IT RESOLVED FURTHER**, that the following guidelines in the availment of leave/service credits shall be strictly adhered to:

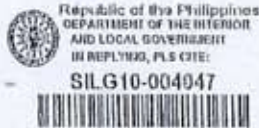
- (1) A maximum limit of fifteen (15) days leave credits shall be allowed every calendar year for PNP uniformed personnel who had been or shall be conferred with appropriate PNP medals in recognition of outstanding performance of police functions and activities.

Such leave shall only be used after exhaustion of the mandatory five (5) days leave.

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

**BE IT RESOLVED FINALLY**, that those who are authorized to approve leave applications in their respective offices/units shall take into consideration its human resource to the effect that it will not be depleted so that the delivery of services will not be prejudiced.

**APPROVED** this 27<sup>th</sup> day of OCTOBER 2010 at Makati City, Metro Manila.



*Jesse M. Robredo*  
**JESSE M. ROBREDO**  
 Secretary, DILG/  
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Attested by:

*Ms. Adel Malyn A. Munieza*  
**Ms. ADEL MALYN A. MUNIEZA**  
 Chief, Secretariat