

PHILLIPPINE NAVY  
NAVAL RESERVE COMMAND  
Fort Santiago, Intramuros  
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STANDING OPERATING PROCEDURES

NUMBER .....01

SET OF PROCEDURES IN THE CONDUCT OF DRILL AND CEREMONIES/  
PRESENTATION OF SPONSOR/ARRIVAL CEREMONIES

1. REFERENCES:

- a. GHQ, AFP Manual on drill and ceremonies
- b. 1997 AGTI Report
- c. Book on Naval Customs and Traditions
- d. Marine Corps Drill and Ceremonies Manual
- e. Close Order Drill Manual
- f. New Drill Regulation ( Fm – 225 )
- g. SOP Nr 36 HPMAR dtd 04 Nov 1976

2. PURPOSE: This publication shall prescribed the standard policies and procedures in the conduct of drill and ceremonies, presentation of sponsors and arrival ceremonies.

3. APPLICATION: This publication shall apply to all NORTC Units of the Naval Reserve Command.

4. POLICIES:

- a. Commandant of Naval ROTC unit shall endeavor to adapt this standard set of procedures in its training in drill and ceremonies, presentation of sponsors and arrival ceremonies.
- b. This shall be the basis in conduct of Annual General Tactical Inspection on drill and ceremonies.

5. PROCEDURES:

The following shall be sequence of procedures in the conduct of drills and ceremonies, presentation of sponsors and arrival ceremonies.

## SEQUENCE OF PARADE AND REVIEW

### I. FORMATION OF TROOPS:

- Troop Commander with staff form at the right side of the grandstand
- Troop ADJ and the 2 BN ADJS initially positioned at the left side of the grandstand at parade rest facing the line of troops. Troop ADJ at the left, 1<sup>st</sup> BN ADJ at the middle and 2<sup>nd</sup> BN ADJ at the right most at normal interval.
- Troops I column formation initially formed at the right side of the grandstand at parade rest.
- As soon as the GOH has positioned himself at the grandstand the BDE ADJ and the 2 BN ADJS at carry swords move and positioned at 3 paces from the band and marker of 1<sup>st</sup> PLTN 1<sup>st</sup> COY of 1<sup>st</sup> BN at 1 step in front of the line of troops facing down the line of troops.

The ADJS are already in their position, the troop ADJ will signal the band sound ‘attention call’. The BN CDRS will bring their troops to attention, right shoulder arm. The troop ADJ will signal the band to sound the ADJ call followed by appropriate marching music. The 2<sup>nd</sup> BN ADJ, will march to his designated position where he will not hamper the movement of troops and 2<sup>nd</sup> BN. Troop commander and staff march to position in front and center of the grandstand while troops march into parade ground towards their designated markers. The BN CDR and COY CDR will enter at their designated entry markers while PLTN leaders march with the troops.

- 1<sup>st</sup> BN CDR “lakad takda, na” , then “ talupad, to” as soon as the troops are their designated markers ( in column )
- 1<sup>st</sup> and 2<sup>nd</sup> BN CDRS upon reaching their respective markers halts and execute right face racing the troop while their staff halts in front of their respective BN CDRS and execute left face facing the grandstand.
- 2<sup>nd</sup> BN CDR “lakad takda na” then “talupad to”
- 1<sup>st</sup> BN CDR “baba ta” followed by the 2<sup>nd</sup> BN CDR
- 1<sup>st</sup> BN CDR “harap sa kaliwa rap”
- 2<sup>nd</sup> BN to follow the command (“baba ta” , “harap sa kaliwa rap”)
- 1<sup>st</sup> and 2<sup>nd</sup> BN CDR in succession

- 1<sup>st</sup> and 2<sup>nd</sup> BN CDR in succession “mga gabay sumahanay” guides come to right guides come to right shoulder arm, take 2 half step forward then 1 full step to the left in front of the 1<sup>st</sup> SQD LDR and execute about face. (guides still at right shoulder arm)
- BN CDRS face about after guides are posted
- Troop ADJ “ A Balangay” then trots to his marked position in front of troop CDR.
- BN CDRS rface about simultaneously and command “tunton kanan” 1<sup>st</sup> and 2<sup>nd</sup> BN in Succession.
- COY CDRS face about commands “tunton kanan”
- PLTN LDRS face about commands “tunton kanan, na” then proceed by the most direct route to 1<sup>st</sup> SQD of their respective PLTNS one step to right of the 1<sup>st</sup> SQD LDR facing the band halt and execute about face ( The last PLTN LDR of the 2<sup>nd</sup> COY of the 2<sup>nd</sup> BN will proceed by the most direct route to the left of his platoon, one step to the left of the last element of the 1<sup>st</sup> squad facing the band. “tatag” relayed up to the last PLTN of the BDE. The lat PLTN LDR After shouting “tatag” the PLTN LDRS will proceed to the second SQD at the same time the 2 BN ADJS will trot to their position behind their respective BN CDRS. After dressing the 2<sup>nd</sup> SQD all PLTN leaders will proceed to the 3<sup>rd</sup> SQD and dress them. The last PLN LDR after shouting “tatag” (prolonged) will take 2 right step and 2 left step then halt, execute left face (right face for the last PLTN LDR of the BDE) then commands “handa Rap” then “tumakip or cover” and proceed by the most direct route to their respective markers in front and center of their PLTN/PLTN LDRS when moving to the next SQD during dressing must execute left/right face as in marching and take 2 half step, halt, execute right/left face and dress the SQD. After dressing the last SQD they should also execute right/left face as in marching when proceeding 3 paces in advance of the 1<sup>st</sup> SQD. Only the last PLTN LDR will execute left/right step during the dressing. It is the cue so that the movement of PLTN LDRS are synchronized.
- When the PLTN LDRS are already ion their respective markers the COY CDRS face about.
- Troop ADJ “mga gabay sumalunan na” guides take 1 step forward then 1 step facing right in line with the first squad, halt, order arm and execute about pace.
- After guides take their post, troop ADJ directs BN CDRS “tikas pahinga”
- BN CDRS execute about face simultaneously and commands “tikas pahinga” 1<sup>st</sup> and 2<sup>nd</sup> BN in succession then face about and command their respective staff “tikas pahinga”.

### SOUND OFF

- Troop ADJ commands “ihudyat”
- Band play sound off followed by marching music moves forward then columns left passing between the ADJ and the BN CDRS and counter marches at the end of the last element the march toward their former position.
- After the band has returned to his position, “sound off” is again played.
- After the last note of “sound off” troop ADJ together with the troop CDR and his staff comes to attention.
- Troop ADJ directs the BN CDRS “mga talupad humanda”
- BN CDRS face about simultaneously and command Talupad humanda 1<sup>st</sup> and 2<sup>nd</sup> BN in succession then face about
- Troop CDR acknowledge the salute and directs the troop ADJ “sumalunan”
- When the troop ADJ already posted, the troop CDR commands to his staff “mga pinuno antabay bunot kalis”
- The troop CDR will command “baba ta”

### MANUAL OF ARMS

- The troop CDR will then command “pagsasanay sa paghawak ng sandata” “kanang balikat ta” “kaliwang balikat ta” “agap ta” “baba ta” “siyasat ta” “agap ta” “baba ta”

### RECEIVING THE REPORT

- Troop CDR directs the troop ADJ “tangappin ang ulat”
- Troop ADJ trots to his marked positin and commands “mag-ulat”
- 1<sup>st</sup> and 2<sup>nd</sup> BN CDR reports “ginoo”, narito pong lahat o napag alaman” 1<sup>st</sup> and 2<sup>nd</sup> BN in succession
- Troop ADJ face about and report to the troop CDR “ginoo narito pong lahat at napag alaman”

### PUBLICATION ORDER

- Troop CDR acknowledge the salute then directs the troop ADJ to publish the order “ipahayag ang kautusan”
- Troop ADJ execute order then carry sword face about “makinig sa kautusan ang mga nakatalatga ngayon, punong panlarangan, punong tagapangalaga, sa utos ni mga pumagitna kad” Then execute about face and trot to his position behind the troop CDR.

### MILITARY RANK

ENS	- PULIMAGAT	LCDR	- HIMAGAT
LTJG	- KAMAGAT	CDR	- KLAKAN
LTSG	- MAGAT	CAPT	- LAKAN

## OFFICER CENTER

- All officers and guidon bearers at the last note of the BOE ADJ's command execute the following
  - Mga pinuno - Carry sword/guidon
  - Pumagitna - Face the center
  - KAD - Move to the center and all the halt individually
- 1<sup>st</sup> BN CDR gives the command “mga pinuno pumagitna kad”
- Upon reaching 6 paces in front and center of the troop CDR the 1<sup>st</sup> BN CDR halts the officers/guidon bearers, salute/carry sword

### 8 COUNT SALUTE

- 1-2 - All officers and guidon bearers halt
  - 3 - Raise guidon
  - 4 - Bring guidon parallel to deck
  - 5 - Present guidon
  - 6 - raise guidon
  - 7 - lower guidon
  - 8 - Carry guidon
- Officers carry sword
- Troop CDR acknowledge salute (8counts) and commands ‘mga pinuno pabalik kad’
  - All officers and guidon bearers execute about face at the last note of “pabalik” and march forward towards the troop at the last note of “kad”
  - 1<sup>st</sup> BN CDR commands “mga pinuno to” upon reaching their marked position. Officers and guidon bearer halt and face outward then march towards their respective position. ( Officers and guidon bearers marched toward their marker after the one in front of them has taken four steps and halts upon reaching their respective markers without command.

## II. PRESENTATION OF TROOPS TO GUEST/HONOREE

- Troop CDR face about and command to his staff ‘kalipunan’ sumalikod ko, na “ then face about again facing the troops and directs the BN CDRS “tanghal sandata”
- 1<sup>st</sup> and 2<sup>nd</sup> BN CDR face about simultaneously and commands “tanghal ta” 1<sup>st</sup> and 2<sup>nd</sup> BN in succession face about and command to their respective staff “tangahal ta”
- Color guard execute tanghal ta at the command of the first BN CDR
- Troop CDR face about and command to his staff “tanghal ta”
- Band plays appropriate ruffles and flourishes followed by appropriate music
- The GOH Stand up at the grandstand and salute
- Troop CDR salute the GOH “ginoo, handa na po ang patikas upang libutan”

### III. TROOPING THE LINE

Emcee/narrator reads the service background of the GOH during the trooping the line.

COY CDRS commands “tingin sa kanan na” to their respective companies. The troops turn their heads and eyes slowly to the front as the GOH passes in front of them.

During the trooping the line the GOH , host, and troop CDR passes between the platoon leader and the troop when not in vehicle/chariot and between the PLTN LDR COY CDR when aboard vehicle/chariot salute is also rendered before reaching the colors (6 paces) and terminate the salute three paces after the colors.

#### MOVEMENT OF GOH, TROOP CDR, AND HOST DURING TROOPING THE LINE

##### A.WALKING

From the grandstand to the right of the band the troop CDR is at the right, GOH is in the middle and the host is at the left of the GOH. Before racking the right side of the band they will change the position. When passing in front of the bands troops the GOH is at the left side near the troops CDR is at the middle and the host is at the right most. After reaching the end of the formation, they will again change position. The host will position himself at the left of the GOH while the troop CDR will proceed to his marker and wait for the GOH and host to position themselves at the grandstand.

##### B.WHEN ABOARD VEHICLE/CHARIOT

The GOH will board 1<sup>st</sup> the position himself at the left, behind the driver. The host is at the right of GOH. The troop CDR is beside the driver .

- Introduction to GOH
- Speech to GOH
- Presentation of memento to GOH

### IV. PASS- IN – REVIEW

- Troop CDR face about and commands to his staff “kalipunan sumalikod ko na”
- Troop CDR commands Passa Masid
- Band position themselves at the last note of “pasa masid”
- 1<sup>st</sup> and 2<sup>nd</sup> BN CDR face about simultaneously and commands “harap sa kanan rap” “kanang balikat ta” 1<sup>st</sup> and 2<sup>nd</sup> Bn in succession.
- Color guard, at the right command of the 1<sup>st</sup> BN CDR will execute carry color, and execute right turn
- 1<sup>st</sup> BN CDR commands “pasulong kad” then face about and ccommand to his staff “pihit sa kanan” pasulong kad
- Band march forward at the last note of the command of the 1<sup>st</sup> BN CDR “pasulong kad”

- Color guard counts 24 steps before they march forward 2<sup>nd</sup> BN CDR counts 24 steps before the command to his staff pihit sa kanan kad” pasulong kad.
- Parading elements passes in front of the grandstand and execute eyes right six paces before the position of the GOH and ready front 6 paces after passing GOH
- Troop CDR and staff after passing the grandstand, proceed and halts at the right side of the grandstand until the last element have passed.
- After the last element have passed the grandstand, the troop CDR and staff march and halt 6 paces in front of the grandstand salute and report to the GOH “ ginoo tapos na ang parangal”
- When the parading element is a BN size, the ADJ is pre-positioned at 3 paces between the band and the marker of the 1<sup>st</sup> PLTN 1<sup>st</sup> COY of the 1<sup>st</sup> BN at 1 step in front of the line of troops facing down the line of troop and the distance of the troops commander to the line of troops is reduced.