



**HEADQUARTERS**  
**HEADQUARTERS AND HEADQUARTERS SUPPORT GROUP, PA**  
**OFFICE OF THE ASSISTANT CHIEF OF STAFF FOR CMO, G7**  
Fort Andres Bonifacio, Metro Manila



HHSG7

30 January 2018

STANDING OPERATING PROCEDURE  
NUMBER 01

**UTILIZATION OF THE SERVICES OF BRASS BAND AND COMBO**

**1. REFERENCES:**

- a. Army Transformation Roadmap (ATR)
- b. Internal Peace and Security Plan (IPSP)
- c. SOP Nr 5 & 3, Utilization of the Services of PA Brass Band and Combo, 07 September 2005 and 18 March 2015.

**2. SITUATION:**

The band and combo of SEBn, HHSG, PA is organized primarily to provide appropriate music during military ceremonies, drills, and parades as well as to boost the morale of our officers and soldiers especially during command-related activities. Since it is being utilized for CMO or community initiated activities, it should be distinctive that entertainment portion is just next to the delivery of Army's key themes and messages as well as promoting the ideals and image of the organization.

The existing SOP on the utilization of the services of the SEBn brass band and combo does not include guidelines and procedures as to what to be played or performed by the band members during non-Army essential performances. More so, the SOP only covers brass band/ combo operated by HHSG, PA. Hence, this SOP is published to address these concerns.

**3. PURPOSE:**

This Standing Operating Procedure (SOP) sets forth the policies, guidelines, and procedures in the utilization of brass bands and combos for non-Army essential performances under this command.

**4. OBJECTIVE:**

To institute the function and role of SEBn band and combo in the field of CMO and in the delivery of Army key themes and messages.

**5. DEFINITION OF TERMS:**

- a. Marching Band – musical unit organized under authorized TOE for the purpose of providing appropriate music during military ceremonies, drills and parades,

can also be tapped in other military-related activities such as Civil-Military Operations and MOWEL activities. Other capabilities include but not limited to:

1) Symphonic Band – a group that utilizes Marching band instruments but employs a single player for every instrument sections except clarinet. Usually composed of more or less Twenty-Five (25) personnel and sometimes regarded as mini-band since it can also perform as a ceremonial group.

2) Brass Quintet - composed of five (5) brass instruments players broken down as: 2 trumpets, 1 horn, 1 trombone & 1 bass. It is used to render entertainment music (classical repertoires) for listening pleasure during programs, dinner entertainment, wedding, programs opening & closing ceremonies.

b. Combo – a shortened term for ‘combination of rhythm instrument’ pertaining to the use of drums, guitars, bass guitar and keyboards as an accompaniment to a vocalist.

c. Acoustic Band – a variation of a combo in which a vocalist or soloist is accompanied by any appropriate rhythm instrument. This group is characterized by its limited use of electric instruments and musical gadgets and sometimes referred to as ‘one-man band’, ‘two-man band’, etc., depending on the number of players as required.

## **6. GENERAL POLICY:**

a. This SOP covers within HHSB, PA and HPA only.

b. The SEBn band and combo are organized to serve primarily the units and offices of the HHSB and HPA during military and official social functions. Services to civilian affairs and any non-official functions are secondary.

c. Use of band and combo shall be limited to the following:

1) Military ceremonies and official functions - command directed activities that require ceremonial and/or entertainment music.

- a) Command directed activities
- b) GHQ related activities
- c) PA related activities
- d) Request from other PA units

2) Civil Military Operations - band performances in activities that promote the PA. Civilian requests may be catered provided that the activities will have an impact to PA’s CMO efforts.

- a) Request from other government agencies, offices, local government units and government officials for an official function.
- b) Request from religious sectors
- c) Private individuals

3) Morale and welfare activities - band performances in unit/office’s socials or parties.

- d. Band and combo may be used/requested outside Metro Manila for similar occasions.
- e. Limitations and Cancellations
  - 1) The PA Bands shall not be committed to any of the following:
    - a) Fundraising and moonlighting that may favor or promote the activities of any religious sect, political organization (e.g. political rallies and campaigns), local or private persons, and associations and/or individuals;
    - b) Competition with civilian performing groups (bands, marching bands, orchestra, ensemble or drum and bugle teams) unless authorized by the Commander, HHSG, PA; and
  - 2) The PA bands/performing groups shall not be committed to perform in places categorized as rebel-infested/controlled areas.
  - 3) PA Bands/performing groups maybe committed to perform in street parades, traditional processions, 'Santa Cruzan' and the likes.
  - 4) Approved request for the availability the PA performing group maybe cancelled under any of the following circumstances:
    - a) Upon declaration of red alert status in all military bases/camps/stations:
    - b) When the country is placed under a state of national emergency;
    - c) Upon directive of the Command related to the urgent utilization of the performing group for official activity; and
    - d) When the requesting party fails to pay the corresponding maintenance and performance fee three days' prior the scheduled activity/occasions.
  - 5) Request of the availability of PA Bands/performing groups under categories 3a2e to 3a2g may be automatically denied under the following circumstances:
    - a) When the request falls outside the 15-day load time requirement:
    - b) When the purpose of the activity/occasion is of the same nature specified in paragraph 3a4:
    - c) When the location of the activity is located at a rebel-infested/controlled area: and
    - d) When the PA performing group requested already hasa prior commitment on the requested.

**7. APPROVING AUTHORITY:**

- a. **Commander HHSG** - shall be the approving authority of requests for the use of Band/combo within Metro Manila.
- b. **Chief of Staff, PA-** shall be the approving authority in the utilization of Band/combo outside Metro Manila.

**8. PRIORITY OF UTILIZATION:**

- a. Command directed activities requiring band & combo services supersede all activities.
- b. The following is the priority of utilization:
  - 1<sup>st</sup> Priority – Command/Army/GHQ related activities
  - 2<sup>nd</sup> Priority – Other military units
  - 3<sup>rd</sup> Priority – LGUs, offices, religious groups, government officials and religious personalities.
  - 4<sup>th</sup> Priority – Military and civilian employees
  - 5<sup>th</sup> Priority – Civilians
- c. If there are conflict of requests from parties belonging to the same category aside from command/Army activities," *first come, first served*" rule shall be applied.

**9. MAINTENANCE FEES:**

- a. Fees shall be collected for maintenance purposes, to augment operational expenses of the band and combo and support to the band/combo personnel particularly civilians. 40% of fees collected shall be allocated for maintenance and operational expenses and 60% shall be for the support of personnel. Should there be enough savings, the same may be used for the procurement of musical instruments to enhance the capability of the unit, subject to the approval of Commanding Officer.
- b. Commanding Officer SEBn, HHSG shall be responsible in the collection of the imposed fees and shall maintain a record of the money collected. A monthly status report shall be rendered to Commander HHSG.

**10. RATES:**

- a. Band
  - 1) Full Band compliment purposely to render band concert – **P 15,000.00.**
  - 2) Mini Band (less than 25 personnel) purposely for parade and religious activities – **P 10,000.00.**
  - 3) Brass Quintet services for special wedding and other occasions – **P 5,000.00.**

b. Combo and Acoustic Band

	<b>Metro Manila</b>	<b>Outside Metro Manila</b>
Military Personnel	<b>P 3,000.00</b>	<b>P 5,000.00</b>
Civilian Employees	<b>P 5,000.00</b>	<b>P 8,000.00</b>
Civilians (entities/personalities)	<b>P 10,000.00</b>	<b>P 12,500.00</b>

**11. PROCEDURES:**

1) Requests for the services of band/combo within Metro Manila shall be forwarded to the Commander of HHSG (Attn: G7) stating therein specific requirements for the activity.

2) Action Officers for the utilization of band/combo shall inform the requesting party of the fees that will be charged or the services being requested.

3) All request shall be cross-verified with the Operations Branch, of OG3, HHSG for any conflict in schedules with any Command directed activities requiring the services of the band/combo.

4) Upon approval, concerned units shall inform the requesting party and shall coordinate the details of the engagement.

5) Requests for band/combo outside Metro Manila shall be forwarded to the Office of the Assistant Chief of Staff for Civil Military Operations, (CMO), G7 (Attn: OG7, PA).

6) OG7, PA will endorse the said request to the Office of the Chief of Staff, Philippine Army for approval.

7) Upon approval, OG7, HHSG, PA shall coordinate with OG3, HHSG, PA for the movement and security of the band/combo.

8) OG7, HHSG shall coordinate with the requesting party for the transportation, billeting, meals and maintenance fees.

**12 MOVEMENT & ENGAGEMENTS SECURITY:**

a. The security/armed escort of the band and combo for engagements within Metro Manila shall be the responsibility of the unit.

b. Security/armed escort of band and combo for the engagements outside Metro Manila shall be provided by the nearest military units.

c. Armed escort shall be provided at all times during every movement to engagement area.

**13. TRANSPORTATION AND OTHER SUPPORT:**

a. For military official functions, POL & transportation and other requirements shall be shouldered by the Command/Unit.

b. For non-military essential functions, the requesting party shall shoulder the transportation, POL, meals and billeting of personnel involve.

**14. COORDINATING INSTRUCTIONS:**

a. Members of the band/combo shall wear their distinctive band/combo uniform during engagement. If the unit has no distinctive uniform for their band/combo members, the most presentable BDU shall be worn.

b. Band/combo members shall prohibit themselves from taking any intoxicating liquor during their performances to ensure that the proper military etiquette/decorum will be maintained.

c. No member of the band/combo shall take any monetary grant (*aside from the maintenance fee*) for personnel gain.

d. Band/combo shall reflect and showcase the image of the Army every time they perform before the viewing public.

e. Army music/songs shall be performed as the opening and closing songs during every engagement. More so, Army music/songs shall also be included in every set of songs performed by the band/combo.

f. Lateral coordination is highly encouraged.

**15. RESCISSION:** Implement guidelines and supplementing instructions in consistent with this SOP are hereby rescinded.

**16. EFFECTIVITY:** This SOP shall take effect upon publication

**BY COMMAND OF BRIGADER GENERAL ALARCON:**

MELGEVAL B HILAO  
LTC (INF) PA  
Adjutant

DISTRIBUTION  
"E"