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Department of Transportation and Communications  
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS  
(Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

CGAO

27 January 2000

CIRCULAR)

NUMBER 06)

**MISSION, FUNCTIONS AND ORGANIZATION OF THE  
COAST GUARD FINANCE CENTER**

1. **PURPOSE:** This Circular prescribes the mission, functions, responsibilities and organization of the Coast Guard Finance Center.
2. **MISSION:** To provide financial services, administer receipt and disbursement of funds in support to the Philippine Coast Guard mission and DOTC related activities.
3. **FUNCTIONS:** The general functions of the Coast Guard Finance Center are as follows:
  - a. To provide the command with financial services and management assistance on the administration of receipt and disbursement of PCG funds.
  - b. To administer and ensure the proper disbursement of government funds constituting cash paid out either in currency or by check.
  - c. To administer the Integrated Payroll Management System and ensure timely payment of salaries and allowances to PCG uniformed and civilian employees.
  - d. To collect and receives payments of indebtedness or obligations due to the government, report and remit it to the Treasury of the Philippines.
  - e. To administer and effect allowable salary retention and deduction as contribution or payment of obligation and remit it to the cognizant private and government entities.
  - f. To develop plans and programs to improve financial management system of the Center.

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1018 Manila

CG-1/CGA

17 January 2000

C I R C U L A R . . . . .)

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**REIMBURSEMENT OF HOSPITALIZATION EXPENSES  
OF PCG PERSONNEL AND THEIR DEPENDENTS**

1. **PURPOSE:**

- a. This Circular prescribes the guidelines and procedures to be followed in the reimbursement of hospitalization expenses incurred by PCG personnel and their dependents.
- b. To institutionalize the logistic support system of the Philippine Coast Guard Medical.

2. **DEFINITION OF TERMS:**

- a. Professional Service/Fees
  - includes consultation and physical examination
- b. Laboratory Fees
  - includes routine laboratory and special diagnostic procedure
- c. Hospitalization
  - the rendition of medical attendance upon admission in any government medical facility/hospital
- d. Direct Dependents
  - 1) The legitimate spouse
  - 2) Minor children (below 18 years of age)
  - 3) Children above eighteen (18) years of age but are suffering from congenital physical or mental disability acquired before reaching eighteen (18).

/4) Parents of

- 4) Parents of married personnel who are sixty (60) years of age and above and who are living with and/or totally dependent for support
  - 5) Parents, regardless of their age, of unmarried personnel
  - 6) Minor brothers and sisters including those who have reached the age of majority but are living with and/or totally dependent for support
- e. Emergency
    - any untoward or unforeseen incident, man made or natural in nature that may cause the impairment/loss of life and limb
  - f. Service Connected in Line of Duty
    - illness contracted or injury incurred while in the performance of one's duty or during actual tour of duty
  - g. Medicare Commission
    - The Philippine Medicare Commission created under PD 1519 as amended by RA 7875
  - h. Beneficiary
    - any person entitled to medical care benefits under PD 1519 as amended by RA 7875
  - i. Medicare Benefits
    - Services relative to illness or injury including dental surgery or operation which needs hospitalization subject to reasonable limitations as may be imposed by the technical organization or finances of the Philippine Medical Care Plan

### 3. MEDICAL REIMBURSEMENT:

- a. PCG personnel confined in any government hospital can avail of medical reimbursement on his medical expenses which shall include medicines, medical supplies, laboratory fees and other tests and special procedures whenever these services are necessary.
- b. PCG personnel confined in private hospitals can avail of reimbursement on medical expenses when said confinement is an emergency case and/or service connected. Medical expenses shall include medicines, medical supplies, professional fee, laboratory fees, hospital care and ambulance services. Hospital care expenses shall be limited only to the lowest rate for private rooms. The hospital bills shall specify the amount of Medicare refund claimed and shall be deducted from the total hospital expenses. The difference shall be the basis for the preparation of the voucher for purposes of claiming reimbursement.

/c. Direct dependents

- c. Direct dependents of PCG personnel confined in government hospitals can avail reimbursement which shall only include medicines, medical supplies and laboratory examinations. In emergency cases where more than one direct dependents are confined in private hospitals, the amount reimbursable shall not exceed twenty five thousand pesos (P25,000.00). Should only one (1) dependent be confined, the amount of hospitalization expenses reimbursable shall not exceed ten thousand pesos (P10,000.00). Female personnel who are legally married or the legal spouse of a male personnel, as the case may be, shall be entitled to reimbursement for two births.
- d. Major surgeries are reimbursable at a sum not exceeding ten thousand pesos (P10,000.00). On the other hand, minor operations are reimbursable at an amount not exceeding five thousand pesos (P5,000.00).

#### 4. REIMBURSEMENT PROCEDURE:

- a. Prepare an itemized voucher for claim of reimbursement which shall include the following documents:
  - 1) Original invoice receipts of medicines, medical supplies and services received within the time the patient was confined based on the attending physician's prescription.
  - 2) True copy of the Medical certificate and/or Clinical Record
  - 3) Certification of the Coast Guard Medical that the claim is true and correct.
- b. The voucher shall be submitted to the Office of the Chief Surgeon, PCG. The Command Surgeon shall certify the correctness of the claims. Before recommending approval for claim, they shall ascertain that the sickness, disease or injury was:
  - 1) Service/Work Related or
  - 2) Not incurred in or contracted during his absence and not in line of duty.
- c. The voucher shall be forwarded to CG-1 for approval and appropriate indorsement to CG-6 for funding. Priority of funding shall be in accordance with the following classification:
  - 1) Service/Work Related – This includes all cases of illness or injury incurred while performing actual duty

/2) Emergency case

2) Emergency Case - Those who need immediate medical treatment necessitating the saving of life and limb.

3) Elective Case - Scheduled surgical operation, e.g. cyst, cataract extraction, goiter operation, etc.

5. **EFFECTIVITY:** This Circular shall take effect upon publication.

**BY COMMAND OF COMMODORE FAJARDO PCG:**

OFFICIAL:

  
VIRGILIO N GARCIA JR  
LTJG PCG  
Coast Guard Adjutant

DAMIAN L CARLOS  
CAPT PCG (GSC)  
Chief of Staff, PCG

Department of Transportation and Communications  
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1018 Manila

CG-1/CGA

25 January 2000

C I R C U L A R  
NUMBER 04

**OFFICER FITNESS REPORT**

1. **GENERAL** - The Officer Fitness Report is designed to provide the PCG with information of the quality of its officers as pertains to competence, morality professionalism and other aspects of leadership expected of an officer in order to accomplish his duties and responsibilities.
2. **PURPOSE** - The purpose of this evaluation report is to rate every officer for each period of active service except while on leave prior to retirement, thus providing a basis of comparison among officers in order to:
  - a. Provide a measure of an officer's value fitness to pursue a career in the Coast Guard and to the service which shall be used as one of the bases for such personnel actions as promotions and separation.
  - b. Have officers utilized to best advantage by proper training, classification and assignment.
3. **DEFINITION OF TERMS:**
  - a. Fitness - refers to the qualifications of an officer for the job in terms of his academic preparation, experience, mental and physical health.
  - b. Service Reputation - refers to the demeanor and character traits of an officer in relation to his job as he is known to his unit, intermediate headquarters and/or whole command.
4. **WHOM TO BE RATED:**
  - a. An Officer Fitness Report (OFR) shall be rendered on each PCG officer of all grades, except Flag Officers in the active service.

b. Officer on training at CGTC and other local naval/military schools, Fitness Reports shall be made in two (2) copies.

c. Officer on training at foreign maritime/naval/military schools, Fitness Reports from the head of the institution shall be requested by the CGAO, PCG in two (2) copies.

d. Officer on training on local or foreign civilian schools, Fitness Reports from the head of the institution shall be requested by CGAO, PCG in two (2) copies.

e. On officers on duty outside the PCG or who are serving immediately under non-PCG officials, Fitness Reports shall be requested by CGAO, PCG, from the head of the office, organization, or agency in two (2) copies.

5. BY WHOM RENDERED. - OFR shall be rendered by a rater and an endorser. The rater is the immediate superior and is responsible for the immediate supervision, under the permanent chain of command or staff structure, of the rated officer ( the officer on whom the report is submitted). The endorser (CO) is the immediate superior and is responsible for the immediate supervision, under the pertinent chain of command, or staff structure, of the rater. Officers in detail with local or foreign civilian schools, or on detail with civilian agencies, shall be rated on OFR by the designated reporting officers of such schools or agencies.

Examples:

<u>RATED OFFICER</u>	<u>RATER</u>	<u>INDORSER</u>
AC of S, CG-1	C of S	Dep Commdt
Admin O	Dep CG-1	AC of S, CG-1
MSO/DGO/EO of ship	Ex-O	CO of the ship
Staff,CGTC	Asst Supt	Supt
Staff CGDistricts	Dep Cmdr,CGD	Cmdr, CGD

6. RENDITION.

a. Periodic – It shall be rendered for periods ending on dates as follows:

<u>Grade</u>	<u>Period Ending</u>
ENS-LTJG	31 January
LIEUTENANT	20 February
LCDR and Above	30 March

b. Relief of Rated – It shall be rendered upon relief of the rated officer from his primary duty assignment in any uniformed Coast Guard unit or in a civilian agency or when the rated officer is placed on TDY or DS in another unit for more than thirty (30) days as specified by orders.

c. Relief of Rater - Upon relief of a rater as specified by orders from his ordinary duty.

d. On special occasions as follows:

(1) On completion of training duty as a student (local or foreign) duty outside the PCG.

(2) When, in the opinion of the rater, an individual is so deficient in ability or performance of duty as to require reassignment, adverse personnel action, or disciplinary action.

(3) When, in the opinion of the rater, the manner of performance of duty is so outstanding as to justify submission of a special report.

(4) In instances where the immediate superior (rater) dies or is missing, and more than thirty (30) days has elapsed since the rendition of the last report, reports shall be rendered as of the date of the incident on all personnel normally rated by such individual by the officer who could have been the endorser.

7. PREPARATION AND FORWARDING. - Entries on items 1 to 8 (Duties Assigned, etc.), and Part XI of Form 991 shall be typewritten or printed in ink. Only typewriters with ribbons which give clear and distinct impressions shall be used. All other entries shall be in the rater's or endorser's (as applicable) own handwriting. Any changes or erasures shall be initialed by the rater or endorser, as appropriate.

In the event that additional space is required for entries under Item 8 (Duties Assigned, etc.) and Part X (Comments), an extra sheet shall be attached as a continuation.

~~Officer Fitness Reports shall not be folded and shall be placed~~ on an envelope suitable for fast mailing. Only an original and duplicate copy shall be prepared: copies or extracts shall not be made at any echelon of command.

When completed, the original shall be forwarded to the CGAO, PCG and the duplicate to the Admin/Personnel of the different Coast Guard Districts or Command of the rated officer. For the technical service units of the PCG i.e. CGJAGS, MC, DS, CHS, NC, the original shall be forwarded to the CGAO, PCG and the duplicate shall be returned to the units concerned.

In case the report contains unfavorable entries that need reference to the rated officer, the report shall be forwarded as prescribed in paragraph 10 below. Reports shall reach the Adjutant, PCG not later than thirty (30) days after the last date of the period reported. Any report not forwarded within this time limit shall be accompanied by a written explanation of the reason for the delay. When by reason of a mission or other emergency conditions, a Fitness Report is not completed when due, the responsible commander shall ensure that the report is completed and submitted at first opportunity.

Since conditions of stress are the most important test of the necessary qualities of leadership, it is of paramount importance that commanders render reports at the earliest possible time. The Adjutant, PCG and the Admin/Personnel Officers of the different Coast Guard Districts shall make arrangements for the preparation and forwarding of Fitness Reports rendered by reporting officers of schools and civilian agencies.

8. ADMINISTRATIVE INSTRUCTIONS IN THE ACCOMPLISHMENT OF THE FITNESS REPORT FORM 991. (If there are not enough bases on which to rate the officer, Items 33, Parts VI, VII, VIII, IX and X shall not be filled up).

- a. Item 1 - Enter the name of the rated officer exactly as it appears in the official roster of the PCG.
- b. Item 2 - Enter the rated officer's permanent grade. If the officer is holding a temporary grade, indicate in parenthesis.
- c. Item 3 - Enter the rated officer's Rank/Grade.
- d. Item 4 - Enter the rated officer's unit and station.

e. Item 5 - Enter the period of report i.e. from the date the rated officer is on duty with the unit if this is the first Fitness Report to be rendered for him in that unit, or the date following the last day covered by the last Fitness Report if he has previously been rated in the same unit, up to the end of the period the report is accomplished. Indicate also the number of days the rated officer performed the duties covered by the report and such other status such as Sk, DS, TDY, etc., assumed during the period of the report. Specifically enter the day, months and years and his duty days.

f. Item 6 - Enter the reason for the report mentioned in Item No. 5 stating the nature of report which could be periodic, special, relief of rated officer, or for promotion.

g. Item 7 - Enter present duty title.

h. Item 8 - Enter all duty assignments assumed by the rated officer for the period covered of the report; status of the duty position as to whether it is primary or additional (given in addition to his primary or main duty responsibility), period rendered in such duty, and the authorized I/O grade for the duty position.

i. Items 9-33 shall be filled by estimating the level at which the rated officer would perform in each type of duty by rating him in a scale of one (1) to five (5) as described in the Legend. Consider each item in terms appropriate to rated officer's grade and branch. Boxes are marked with a tick (√). Tick-off NO (Not Observed) only if the nature of contacts make it impracticable to make an appropriate rate or if the rater/endorser has no knowledge about the performance, suitability or service reputation of the rated officer.

j. Item 9 - Rate officer's knowledge of the job or specialty taking into account the depth, currency and breadth thereof.

k. Item 10 - Rate the officer's degree of consistency, accuracy and effectivity in judgement/decision making.

l. Item 11 - Enter rating of officer's ability to plan, prioritize and organize work timely and creatively.

m. Item 12 - Enter rating of officer's ability to manage manpower, material and fiscal resources.

n. Item 13 - Enter rating of officer's leadership skills in terms of initiative and sense of responsibility.

o. Item 14 - Enter officer's ability to handle stress as may be characterized by his stability, flexibility and dependability.

p. ~~Item 15 - Enter rating of officer's oral communication skills which should be clear, articulate and confidently delivered.~~

q. Item 16 - Enter rating of officer's written communication skills which should be coherent, logical and substantive.

r. Item 17 - Enter officer's rating on Human Relations as may be manifested by his respect for his subordinates and his acceptability.

s. Item 18 - Enter rating of officer's Loyalty to the PCG mission and its given functions.

t. Item 19 - Enter rating of officer's Self-discipline, taking into account his initiative in relation to his duties.

u. Item 20 - Enter officer's integrity and moral courage as may be manifested by his uprightness and ethical behavior.

r. Item 21 - Enter rating of officer's physical endurance to meet the demands of the service.

s. Item 22 - Enter rating of officer's ability to build the morale of others especially his subordinates.

t. Item 23 - Enter officer's rating on Command Presence.

u. Item 24 - Enter officers rating on Foresight as may be determined by his ability to look ahead and prepare for the future/contingencies.

v. Item 25 - Enter officer's rating on Confidence which is characterized by his ability to perform assigned tasks without depending/relying on others for assistance.

w. Item 26 - Enter officer's rating on Fairness or his ability to treat his fellow officers and subordinates equally regardless of one's rank/designation and/or affiliation.

x. Item 27 - Enter officer's rating on Forcefulness as may be manifested by his leadership skills.

y. Item 28 - Enter rating of officer's Sobriety which may be gauged by minimal use of or abstinence from intake of liquor.

z. Item 30 - Enter officer's rating on Punctuality. Rated officer must always be on time not only in activities but also in meeting deadlines.

aa. Item 31 – Enter officer's rating on Physical Appearance as manifested by his neatness.

bb. Item 32 – Enter officer's rating on Physique which shall be based not solely in terms of physical endurance but on his physical appearance, particularly his built.

cc. Item 33 – Enter officer's rating on Bearing as may be manifested by his good grooming, posture and the manner in which he carries the PCG uniform.

dd. Item 34 – Enter awards received by the rated officer during the period stated in Item 5.

ee. Item 35 – Enter admonitions and punishments meted the rated officer during the period concerned. These include administrative sanctions. State reason(s) for the admonition/punishment.

ff. Part VI – Endorser and Rater shall mark the appropriate box that would best describe the officer's performance in terms of complying with requirements.

gg. Part VII - Rater and Endorser shall rate the officer's Overall Potential which may either be any of the following: (1) Superior or Ahead of the Pack, (2) In Pack, or (3) Behind the Pack.

hh. Part VIII – Rater enters his endorsement as to whether the officer concerned should be promoted ahead of contemporaries, promoted with contemporaries or should not be promoted, as the case may be.

ii. Part IX - CO shall enter his Recommended Assignment for the rated officer, specifically stating his strongest qualification, the job suggested and the organizational level of the assignment.

jj. Part X – Any comment which may increase the objectivity of the rating, including strengths and weaknesses not covered elsewhere in the report which distinguish the rated officer shall be entered in the space provided. Comments must be factual and specific.

If there are any enclosures such as commendations or reports of any adverse performance, attach a copy of each on the report. The number of enclosures shall be indicated in Arabic numerals.

kk. ~~Part XI~~ - Enter the rater's and endorser's name, grade, PCG Serial Number, duty assignment and organization. Enter the date of accomplishment of the report. Reports shall be personally signed in longhand.

II. Upon receipt of the Fitness Report, the rated officer shall examine the ratings given him and shall sign over his printed name. His signature shall signify his acknowledgement of having read the report and the fact that he was appraised of his performance and right to make a statement. Any statement/dissenting comment shall be forwarded to the Commandant (Attn: CG-1).

9. ADMINISTRATIVE GUIDE. - To educate and guide the raters or endorsers, following are the parameters with their adjectival equivalents.

<u>Rating</u>	<u>Adjectival Equivalent</u>
5 Outstanding (Well Above Standard for Part III, Role Model For Part IV)	- The rated officer excels prominently and conspicuously in all activities of his unit. He stands out in suitability, service, report time and performance.
4 Excellent (Above Standard for Part III and Unquestionable for Part IV)	- The rated officer maintains a high standard of performance in all areas of his job. He contributed very well to other areas.
3 Average (Meets Standard for Part III Better Than The Rest for Part IV)	- The rated officer meets normal requirements and job standards. May need further training and self improvement if he is to assume higher responsibility.
2 Below Standard (Barely Acceptable In Part IV)	- The rated officer is deficient in suitability and service reputation. Sometimes fails in important job requirements. Badly needs further training and self-improvement to boost his little growth potentials.
1 Unacceptable (Far Below Standard in Part III and Questionable and Unacceptable in Part IV)	- The rated officer is grossly deficient in performance and service reputation. Usually fails in all job requirements. Must be attrited.

NO (Not Observed)

- The rated/endorser has no knowledge about the performance, suitable or service reputation of the rated officer.

10. **UNFAVORABLE ENTRIES.** whenever a Fitness Report contains entries below 3, that may be considered in any sense unfavorable, the reasons for the entry shall be stated. The rater shall refer the entire report directly to the rated officer for his remarks. The rated officer shall immediately return it to the rating officer by endorsement with his remarks pertaining to the unfavorable entries only. The report shall then be forwarded to the endorser by the rater with his remarks with reference to the remarks on the rated officer. If the endorser has new unfavorable remarks on the rated officer, the entire report with its endorsement shall be referred directly to the rated officer, a brief memorandum explaining the remarks shall be attached. Likewise, for a rating of 5 (Outstanding), justification(s) by the rated/endorser shall be attached to the OFR.

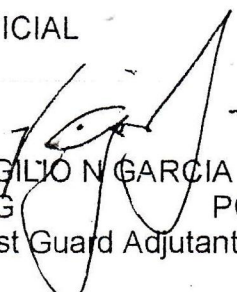
11. **RELEASE OF INFORMATION.** Fitness Reports shall be furnished only to personnel boards and career management authorities for use at District level and above, for personnel actions. Any officer on active duty or his authorized representative may examine his Fitness Reports file at any time by applying in person at the Coast Guard Adjutant's Office, HPCG, or at the Coast Guard District's Admin/Personnel Office.

12. **FORMAL INSTRUCTION.** The CGTC shall include in the curricula of all officer courses being given therein, at least two (2) hour formal instruction on the proper preparation and accomplishment of the Officer Fitness Report.

13. **RESCISSION.** - Circulars, rules and regulations inconsistent with this Circular are hereby rescinded.

BY COMMAND OF COMMODORE FAJARDO PCG:

OFFICIAL

  
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LTJG PCG  
Coast Guard Adjutant

DAMIAN L CARLOS  
CAPT PCG (GSC)  
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Department of Transportation and Communications  
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1018 Manila

CG-1/CGA

25 January 2000

C I R C U L A R  
NUMBER 05

**ENLISTMENT AND RE-ENLISTMENT**

**I. GENERAL PROVISION**

1. **AUTHORITY:**

- a. EO 477 dated 15 April 1998
- b. PCG Circular Number 10 dated 03 Nov 75

2. **PURPOSE:** This Circular aims to prescribe policies governing Enlistment and Re-enlistment of PCG personnel.

3. **ENLISTEDMEN'S GRADE DESIGNATIONS:** The following are the enlistedmen's grade designations that correspond to their pay grade symbol:

<u>PAYGRADE SYMBOL</u>	<u>RANK</u>
E9	MCPO
E8	SCPO
E7	CPO
E6	PO1
E5	PO2
E4	PO3
E2	SN1
E1	SN2

/3. Enlistment Authority

3. ENLISTMENT AUTHORITY: The Commandant, PCG shall have the authority to enlist and re-enlist personnel in qualified status who shall fill the authorized enlisted strengths of the PCG. The Commandant, PCG shall hereinafter be referred to as the enlistment authority.

The enlistment authority may designate CG-1 the power to approve or disapprove applications for and in behalf of the enlistment authority. CG-1 shall ensure that enlistment/re-enlistment procedures are complied with.

4. FORMS: The following forms shall be prepared and accomplished for enlistment/ re-enlistment:
  - a. Enlistment Record
  - b. Service Record
  - c. Soldier's Qualification Card
  - d. Soldier's Individual Pay Record

5. ENLISTMENT BOARD: The Assistant Chief of Staff of Personnel, CG-1 shall be responsible for accepting application forms for Enlistment/Re-enlistment. CPCG shall create an Enlistment Board composed of at least three (3) PCG Commissioned Officers and a Chief Petty Officer assigned with O/CG-1, to be headed by CG-1. A medical officer or an officer to be designated by CPCG and a CPO shall assist AC of S, CG-1 in the screening and deliberation of applicants.

The PCG Enlistment Board shall process applications for enlistment and to recommend not later than thirty (30) days from the filing of application, the approval or disapproval of such application in accordance with the provisions of this Circular. The Board shall also process applications for re-enlistment.

## II. ENLISTMENT

1. QUALIFIED STATUS: An applicant for Enlistment must possess the following requirements:
  - a. He is a natural-born citizen of the Philippines;
  - b. Unmarried and without dependents;
  - c. Must possess at least seventy-two (72) units of Tertiary studies (college);
  - /d. Not less than

- d. Not less than twenty-one (21) but not more than twenty-six (26) years in the case of males, or not less than twenty-one (21) but not more than twenty-five (25) in the case of females;
- e. Not less than seventy (70) inches in height (barefooted) in case of males, or not less than sixty-four (64) inches in height (barefooted) in case of females;
- f. Of good moral character and habits;
- g. Able-minded, physically and mentally qualified under existing regulations for Coast Guard Service.

2. DISQUALIFICATIONS: The following are disqualified from applying for enlistment:

- a. Those who have definite psychoneurotic tendencies, is a chronic alcoholic, or a drug user/dependent;
- b. Have been found to be intemperate or incontinent, or a fraud by psychological examination;
- c. Have been found to have homosexual tendencies or has been determined by medical/psychological experts to manifest such behavior while in the active service;
- d. Have been discharged from the government or civilian employment on any condition other than honorable;
- e. Have a pending criminal, civil or administrative case;
- f. Have been imprisoned under final judgement of a court for the commission of an act involving moral turpitude or for conviction of any of the crimes against national security and the law of nations, crimes against the fundamental laws of the State, crimes against order, or crimes against public morals;
- g. Have been found to be a deserter or felon.

3. RECRUIT TRAINING: New enlistees shall be made to undergo recruit training for a total period of at least three (3) months to be conducted at such training centers and in accordance with such programs of instructions as the Commandant, PCG may prescribe. Enlistees who fail to satisfactorily complete the recruit training program shall immediately be honorably discouraged.

/The Commandant

The Commandant, PCG may in his discretion, waive the required recruit training for those who have previous military training.

The authorized enlisted strength which shall be the basis for enlistment/re-enlistment is that embodied in the approved TDE/TD, troop base, or budget strength.

Enlistment over and above the authorized strength shall be made only on specific authorization by the Enlisting Authority. Enlistment in grades E-1 and E-2 may exceed the authorized strength of those grades.

4. TERM OF ENLISTMENT: Enlistment in the Regular Force shall be for a term of three (3) years.

All enlistment in force at the outbreak of war or other grave national emergency, or entered into during its continuation, shall continue in force until six (6) months after its termination or until expiration of the term of enlistment whichever is later, unless sooner terminated by the Enlisting Authority.

The term of enlistment of a person due to expire while facing a criminal case pending in a civil court involving offense committed in the performance of military or official duty or directly attributable to such without misconduct on the part of the enlisted individual, shall be extended until final resolution of the case. The relation of the offense to the service shall be determined in accordance with regulations governing restoration to/or relief from duty status.

The term of enlistment of a person due to expire while enjoying his/her accumulated leave prior to separation, shall be extended until the expiration of such leave.

The term of enlistment of a person who cannot be discharged under the existing laws or regulations on the date of its expiration due to sickness or injury contracted in line of duty, fortuitous event, or other justifiably unavoidable cause shall be extended to the day when the discharge can be effected. When hospitalization is necessary, it shall not exceed one (1) year.

Nothing in this rules and regulations shall operate to prevent the discharge prior to expiration of term of enlistment (ETE) in accordance with existing regulations.

5. PRIORITY IN ENLISTMENT: In recruiting, priority shall be given to the following applicants, provided they are in qualified status for enlistment:

/a. Outstanding trainee

a. Outstanding trainee graduates

b. Those possessing special skills and/or technical qualifications critically needed in the PCG.

6. REQUIRED DOCUMENTS FOR FILING: Certified true copies of the following original clearances shall be submitted to CG-1:

a. PCGATB

b. Certificate of Live Birth

c. Marriage Contract of parents

d. Diploma/Certificate of Completion

e. Transcript of Records

f. NBI Clearance

g. PNP Crame (C-2)

h. CGJA Clearance

i. RTC Clearance

j. MTC Clearance

k. Prosecutor/Fiscal's Clearance

l. Mayor's Clearance

m. Local Police's Clearance

n. Barangay Clearance

7. ORIGINAL ENLISTMENT: Original enlistment shall be made in grade E-1, except as provided hereunder:

a. An inactive reserve officer may be enlisted in any grade up to E-6, provided that the difference between the individual's age and the active service does not exceed twenty-six (26) years if male or twenty-five (25) if female, and that he/she is in qualified status for enlistment.

/b. A technician whose

b. A technician whose technical qualifications are highly desirable in the PCG may be enlisted in any grade up to E-6, provided that the difference in the individual's age and active years of service, if any, does not exceed twenty-six (26) years if male or twenty-five years if female, and that he/she is in qualified status for enlistment, and provided further, that the individual passes the applicable technician's examinations provided for the grade in which he is to be enlisted.

c. Any former enlisted person of the AFP who has at least two (2) consecutive years of enlistment may be enlisted in grade E-1, provided that he/she possesses a technical skill of which the PCG is in critical need, provided that the difference in the individual's age and active years of service, if any, does not exceed twenty-six (26) years if male or twenty-five years if female, and that he/she is in qualified status for enlistment.

8. EFFECTIVE DATE OF ENLISTMENT: Enlistment shall be made effective on the date of issuance of orders unless otherwise specified, but in no case shall it be retroactive.

### III. RE-ENLISTMENT

1. WHEN CONDUCTED: Re-enlistment shall be made effective on the date of expiration of the term of enlistment/re-enlistment or on the date of discharge if the previous term of enlistment/re-enlistment is sooner terminated, provided the re-enlistment on such date is in qualified status and actually assumed his/her position, otherwise re-enlistment shall take effect on the date of issuance of order.

2. NOT A MATTER OF RIGHT: Re-enlistment, being a renewal of the contract of enlistment, shall be by application and subject to approval by the Commandant, PCG in accordance with policies prescribed in this Rules. Re-enlistment is not a matter of right for the enlisted individual. Neither is it a matter of personal consideration. The interest of the military service shall be given primary consideration.

3. GRADE ON RE-ENLISTMENT:

a. An enlisted individual may be re-enlisted in the permanent grade last held if such re-enlistment is made on the day following his discharge.

/b. An individual who

- b. An individual who has served at least two (2) consecutive terms of enlistment and re-enlists within sixty (60) days from the date of discharge may be re-enlisted one (1) grade lower than the permanent grade held at the time of his/her discharge.
  - c. An enlisted individual who has not been enlisted by virtue of a pending criminal case before the civil court, but was subsequently acquitted or whose case is provisionally dismissed, may be re-enlisted in the permanent grade last held if such re-enlistment is accomplished within sixty (60) days following the date that his/her legal counsel obtains judgment of acquittal or the provisional dismissal of the case.
  - d. An enlisted person who has served a tour of active duty as a reserve officer may, within sixty (60) days after reversion to inactive status be re-enlisted in the permanent enlisted grade last held provided that he/she has completed at least two (2) years of continuous active commission service, he/she may be re-enlisted in the grade next higher than permanent enlisted grade previously held and provided, further that he/she has not been reverted for cause.
  - e. An enlisted person who has been admitted as a cadet of the PMA, PAF Flying School or other military, air or naval school and subsequently discharged from any such school, may be re-enlisted in the permanent grade last held prior to such admission, provided such re-enlistment is done within sixty (60) days after the date of his honorable discharge.
  - f. Re-enlistment in any grade may exceed the authorized strength of that grade in a unit by the number of cumulative vacancies that exist in a higher grade(s).
4. WHEN AND HOW TO FILE: Application for re-enlistment shall be filed at least six (6) months before ETE and shall be endorsed by their respective commanding officers to the enlistment authority who shall approve or disapprove such request upon recommendation of CG-1.

In order not to disrupt re-enlistment proceedings, no enlisted personnel shall be transferred or re-assigned within six (6) months prior to his/her ETE from one unit to another.

#### **IV. FINAL PROVISIONS**

1. REPEALING CLAUSE: Conflicting publications and/or policies inconsistent with the provisions of this Circular are hereby repealed.

/2. Effectivity

2. **EFFECTIVITY.** - This Circular shall take effect upon publication.

BY COMMAND OF COMMODORE FAJARDO PCG:

OFFICIAL

  
VIRGILIO N GARCIA JR  
LTJG PCG  
Coast Guard Adjutant

DAMIAN L CARLOS  
CAPT PCG (GSC)  
Chief of Staff, PCG

- g. To review internal control system in safeguarding money and accounts of designated DO and SDO.

4. **ORGANIZATION:** The Coast Guard Finance Center is organized as follows:

- a. Commander, Coast Guard Finance Center
- b. Deputy Commander, Coast Guard Finance Center
- c. Administrative, Supply, Management & Pay Check Branch
- d. Integrated Payroll Management System Branch
- e. Disbursement Branch
- f. Collection and Remittance Branch
- g. Coast Guard Savings and Loan Association, Inc.

5. **FUNCTIONAL RELATIONSHIP:**

a. The Commander, Coast Guard Finance Center shall prescribe the duties of the Deputy Commander, Coast Guard Finance Center and the Branch Chiefs and organize the office with the approval of the Commandant, PCG.

b. The Philippine Coast Guard Savings and Loan Association, Inc. is under the functional supervision of the Commander, Coast Guard Finance Center.

6. **DUTIES AND RESPONSIBILITIES:**

a. **Commander, Coast Guard Finance Center:**

- 1) Exercise normal command authority and responsibilities.
- 2) Assist the Commandant, PCG on all matters pertaining to financial services and management on the administration of receipt and disbursement of PCG funds.
- 3) Supervise the promulgation and implementation of procedures, instructions, directives, plans and program on all matters pertaining to financial services and management on the administration of receipt and disbursement of PCG funds.
- 4) Oversee supervision of the Philippine Coast Guard Savings and Loan Association, Inc.
- 5) Recommend to the AC of S, CG-1, actions relative on the assignment and training of CGFC personnel.
- 6) Supervise the effective and efficient performance of the Center.
- 7) Perform such other duties as may be assigned by the Commandant, PCG.

b. **Deputy Commander, Coast Guard Finance Center:**

- 1) Assist the Commander in the implementation of policies and regulations and exercises normal command functions in his absence.
- 2) Plans, organizes, directs, coordinates, control and supervise the activities and operations of the CGFC Branches to insure efficiency.
- 3) Advise the Commander, CGFC on matters affecting financial management in order to provide the Commandant, PCG necessary information for decision making.

c. **Administrative, Supply, Management & Pay Check Branch:**

**Admin Section**

- 1) Develop procedures for a coordinated administrative services in support to different CGFC branches.
- 2) Administers, supervises and coordinates all personnel aspects of the Center.
- 3) Maintain personnel records, publish orders for assignment, relief, rotation, leave of personnel and attend to their career development, morale and welfare.
- 4) Supervises the maintenance of files, records and communications, logbooks on incoming and outgoing correspondence.

**Supply Section:**

- 1) Procures, stores and issue supplies, materials and equipment for the Center.
- 2) Prepare RIVs/MRs of supplies and equipment intended for the unit.
- 3) Responsible in maintaining logistical and equipment requirements of the Center.

**Audit, Comptroller and Management Section**

- 1) Develop plans and programs objective relative to the management and system improvement of the Center.
- 2) Undertake regular inspections and management survey of the

organizational structure, manpower and operations, studies  
existing methods, procedures and system.

- 3) Examine the administrative and operational organization of the Center and make recommendations for improvement.
- 4) Maintain and update the Center's organization and other manual.
- 5) Prepare the annual Operating Program and Budget and PPRA report of the Center.
- 6) Provide assistance in the bonding of designated DO and SDOs.

**Pay Check Section**

- 1) Distribute and issue checks of all PCG personnel.
- 2) Distribute and issue subsistence allowance of personnel assigned afloat to authorized Agent Officers.
- 3) Mail Class "E" allotment for mailing and issue allotment for pick-up.

d. **Integrated Payroll Management System (IPMS) Branch:**

**Electronics Data Processing Section (EDP)**

- 1) Ensure the timely preparation of pay and allowances and printing of checks of all uniformed and civilian personnel.
- 2) Prepare payrolls of salaries of PCG uniformed and civilian personnel for funding and other related financial transactions.
- 3) Prepare monthly payslip of individual personnel and ensure that it is given to concerned individual together with the pay and allowance check.
- 4) Effect allowable salary retention and deduction due for contribution or payment of obligation submitted by the collection and remittance branch.
- 5) Effect the withholding of income tax on salaries and wages of personnel in accordance with the withholding tax table provided by the BIR.
- 6) Ensure proper accounting and printing of pay checks of PCG all personnel.

- 7) Maintain IPMS program and administer formulation and implementation of policies and instructions to IPMS.
- 8) Undertake check signing on pay and allowance continuous form checks and report all cancelled, spoiled and claimed checks.
- 9) Coordinate with Staff for Personnel CG-1 and other PCG unit's changes in pay status due to assignments, promotions, demotions, appointments, and etc.

**Allotment Section:**

- 1) Process requests of allotments and undertake necessary increase and changes as requested.

**Distribution Section:**

- 1) Ensure proper accounting and timely sorting of pay and allowances checks of all PCG personnel.
- 2) Sort pay checks by units based on the payroll registry and entrust to the teller of the CGFC for further distribution to the liaison of the different Coast Guard Districts.

**Records/Supply and Utilities Section:**

- 1) Ensure that all orders and captured in coordination with Admin Branch, CGFC for the updates and changes of IPMS registry.
- 2) Ensure that all records pertaining to the operations and management of the IPMS are properly stored/kept
- 3) Ensure that all supplies, materials and equipment related thereto are always available and maintained.

e. **Disbursement Branch:**

**Processing Section:**

- 1) Process disbursement vouchers on different claims and ensures that all claims against government funds shall be supported with complete documents in accordance to rules and regulations.
- 2) Provide assistance in the preparations of TEVs/DVs of personnel on local and foreign travel.
- 3) Process vouchers for cash advances and ensures that reports of documents as supporting papers in the liquidation of cash advances are submitted prior the granting of another cash advance.

- 4) Maintain cashbooks, and other pertinent records of disbursement transaction and ensure that these reports are submitted to cognizant offices.
- 5) Recommend policies concerning management improvement of receipts and disbursement of funds.

**Indexing Section:**

- 1) Maintain index card of all claims submitted for payment to avoid double payment.
- 2) Ensure that index cards are duplicated in the computer for back-up record purposes.
- 3) Check all submitted claims to preclude overpayment.
- 4) Coordinate/inform processing section on matters affecting financial transactions submitted.

**MDS/TCAA Section**

- 1) Prepare MDS check of all funded claims with NCA.
- 2) Reconcile records with accounting concerning fund activities to preclude overdraft of payments.
- 3) Responsible in the preparation of mother check of all 01 claims in coordination with CG-6.
- 4) Maintain cash book of check issued.
- 5) Require all claimants to sign at the received portion of the DV prior issuance of the check.
- 6) Make sure that corresponding OR are issued by contractors/dealers when claiming their checks.

**Abstraction Section:**

- 1) Ensure that all paid vouchers are properly abstracted and submitted on time at the of Auditor's office (original), Accounting Office (duplicate) and DDO's records (triplicate).
- 2) Abstract paper shall be binded with a loose leaf and properly secured.
- 3) Report to POIC any voucher affecting delay in the abstract.

**h. Collection and Remittance Branch:**

- 1) ~~Collect public funds due to indebtedness to the government and other authorized deductions and remit it to cognizant offices.~~
- 2) Process request of deductions for deposits and payment/repayments of loans to government and authorized lending institution.
- 3) Maintain cashbook for collections remitted to the Bureau of Treasury and related reports of transaction to concerned offices.
- 4) All collected cash should be secured in a vault.

i. **Philippine Coast Guard Savings and Loan Association, Inc.:**

- 1) Process and pay salary loan applications of member borrower.
- 2) Maintain records of members and their amount of capital contributions as indicated in the passbook.
- 3) Records the daily transactions and keeps the book of accounts as basis in the preparation of periodic financial statements for submission to the Board of Trustees.
- 4) Coordinate with IPMS deduction of loans and collect monthly remittance of same for records and eventual deposit with the authorized depository bank.
- 5) Accept and release daily deposit and withdrawals, respectively, of members.
- 6) Conduct information drive to potential members to expand membership.
- 7) Perform other duties as the President and/or the General Manager may direct.

7. **RESCISSION:** All publication in conflict with this Circular are hereby rescinded.

8. **EFFECTIVITY:** This Circular takes effect upon publication.

BY COMMAND OF COMMODORE FAJARDO:

OFFICIAL:

DAMIAN L CARLOS  
CAPT PCG(GSC)  
Chief of Staff, PCG

VIRGILIO N GARCIA, JR.  
LTJG PCG  
Coast Guard Adjutant

Enclosures:

1. Organizational Chart
2. Personnel Allowance
3. Equipment Allowance

RESTRICTED