



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



HPCG

10 February 2012

CIRCULAR )

NUMBER 02-12)

**POLICY GOVERNING OFFICIAL FOREIGN TRAVELS**

**I. REFERENCES:**

- a) Philippine Coast Guard Annual Plan and Budget.
- b) DOTC Memorandum dated 30 January 2012 re Presidential Directives.

**II. PURPOSE:**

This Circular prescribes the policies governing the official attendance of PCG personnel to foreign meetings/conferences and seminars/workshops.

**III. SCOPE:**

This Circular applies to all PCG personnel who are projected to go on official foreign travel.

**IV. DEFINITION OF TERMS:**

For the purpose of this memorandum circular, the succeeding terms are to be construed to mean as follows:

**Foreign Travel** refers to international meetings/conferences, and seminars/workshops or any other official international missions relevant to or in connection with the functions of the Philippine Coast Guard.

**International Commitments** refer to attendance to international meetings in relation to regional/bilateral/multilateral cooperation.

**O/CG-5** refers to the Office of the Deputy Chief of Coast Guard Staff for Plans, Programs, and International Affairs.

**PCG Personnel** refer to all PCG Officers and Non-Officers in the active service to include civilian employees with regular appointments.

**Post Travel Report/After Travel Report** is a documentary report following a prescribed DOTC/PCG format submitted by PCG personnel after an official foreign travel.

**V. POLICIES:**

- a) All foreign travel shall be in accordance with established National Government rules and regulations covering such activity.
- b) Priority support will be given to international commitments and invitations where the PCG can gain the maximum benefits in terms of better understanding of the current issues surrounding the maritime industry and those that will continuously strengthen the PCG's relationship with the other coast guards and maritime safety agencies in the region.
- c) Attendance to international meetings/ conferences other than those programmed by the O/CG-5 shall be the activity of the concerned staff. In this regard, the functional staff should be the one to initiate the request for foreign travel in their functional areas. However, CG-5 will concur on all international travel/activities in order to facilitate the proper monitoring and evaluation of such travel. Other unprogrammed foreign travels not falling within the functional staff will be the concern of the O/CG-5.
- d) All PCG personnel authorized to travel abroad to attend conferences/meetings, seminars/workshops, conduct examination and investigation or to undertake any other official mission shall submit the required after/post travel reports to the O/CG-5 within three (3) days upon return to work for subsequent submission to DOTC.
- e) All PCG personnel on official travel should bear in mind that they represent the PCG and should maintain the dignity and pride of the PCG officer/non-officer/civilian employee and that of the Agency at all times.
- f) All PCG personnel on official travel must have a clear understanding of the subject matter at hand in order to have an active participation in such international gathering and be able to push for the interests of the PCG and the country as well.
- g) As representative of the Agency, all PCG personnel on official travel should not give any commitment unless same have been properly approved by CPCG or his authorized representative.
- h) The PCG's international commitments under the respective PCG District AOR such as the RP-Malaysia Border Patrol Coordinating Group (BPCG) conferences shall be the responsibility of the concerned area commander. This is to encourage unit commanders to initiate coordination thru HPCG with other countries bordering their AOR on matters of mutual concern.
- i) Unprogrammed invitations for PCG personnel to travel abroad will be endorsed if said travel is at no cost or at reasonable expenses to the government and its relevance to the PCG mission and functions.

**VI. RESCISSION:**

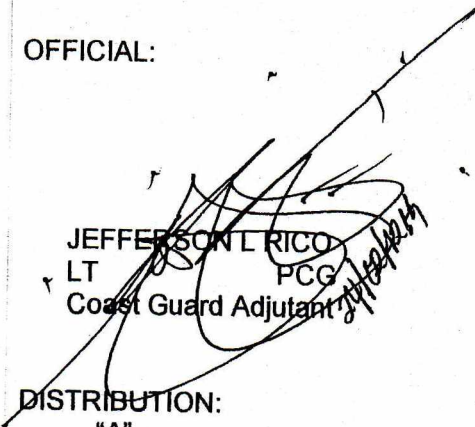
All circulars, policies and provisions of existing regulations that are inconsistent with the provisions of this circular are hereby amended or rescinded.

VII. EFFECTIVITY:

This Circular shall take effect upon publication.

BY COMMAND OF VICE ADMIRAL TAN:

OFFICIAL:

  
JEFFERSON L RICO  
LT PCG  
Coast Guard Adjutant

AARON T RECONQUISTA  
COMMO PCG  
Chief of Coast Guard Staff

DISTRIBUTION:  
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