

Department of Transportation and Communication
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area,
Manila

CGAO/CMCPO

20 August 2008

STANDING OPERATING PROCEDURES
NUMBER 002-08

PROCEDURES FOR THE PAYMENT OF SPECIAL FINANCIAL ASSISTANCE

I. REFERENCES:

- a. Republic Act Nr. 6963.
- b. Executive Order Nr. 477 dated 15 Apr 98.
- c. SOP Nr 08, PHDP dated 14 Sep 92, Subject: Procedures for the Payment of Special Financial Assistance.

II. SCOPE: This SOP prescribes the procedures for the processing and payment of the Special Financial Assistance (SFA) to the family or beneficiaries of an Coast Guard personnel who succumbed to death or becomes permanently incapacitated while in the performance of his/her duty by reason of his/her office or position.

III. DEFINITION OF TERMS:

a. Coast Guard Personnel - Commissioned officer, enlisted personnel, Probationary officers, trainees and draftees who are in the active service of the Philippine Coast Guard.

b. Family - The surviving legal spouse and his/her legitimate children, or parents, or brothers and sisters, or aunts and uncles, in that respective order. If the deceased is a Muslim, the pertinent provisions of the Code of Muslim Personal Laws (Shari'a) shall apply.

c. Surviving Legal Spouse - The lawful widow or widower of the deceased.

d. Children - All children of the Coast Guard personnel prior to his entry into the service and those conceived and/or born prior to his death.

e. Parents - Shall be the natural father and/or mother or the father or mother by adoption as defined under the New Family Code.

IV. NATURE OF THE SPECIAL FINANCIAL ASSISTANCE (SFA).

a. The Special Financial Assistance (SFA) is a monetary assistance granted by the Command to the family or beneficiaries of deceased coast guard personnel.

b. It is equivalent to summation of monthly base pay, longevity pay, hazard pay and mandatory allowance or the monthly gross pay by the CG personnel preceding the death or the declaration of presumption of death or incapacitation (CDD) multiplied by three (3) months.

c. The Coast Guard Finance Center manages and administers the SFA fund.

V. PROCEDURES AND RESPONSIBILITIES:

a. Upon the death of Coast Guard Personnel, the unit Commanding Officer shall send, within twenty-four (24) hours, a simultaneous Spot Report (by radio message) on the death of the CG personnel to the Commandant, PCG (Attn: CG Adjutant) with other intervening headquarters as info addresses for appropriate action. The Spot Report shall contain, among others, the following particulars:

- 1) Name, Rank, AFP/CGSN and unit assignment of the deceased.
- 2) Name and address of the next of kin and relation to the next of kin to the deceased.
- 3) Circumstances of death - A brief report on the time and place of death; cause of death; events prior to the time of death if cause of the death is other than of natural causes; and
- 4) Initial LOD Status Determination – Based on available evidences at the time of death of the deceased without prejudice to the outcome of the report of the LOD Board.

b. The Major/Special Unit Commander shall immediately designate a Survivor Officer/Non-Commissioned Officer. The name of the designated Survivor O/NCO shall be reported to this Headquarters (Attn: CGA) for reference.

c. The designated Survivor O/NCO shall accomplish the following.

- 1) Secure a copy of the Spot Report (If the CG personnel is killed in action) or Line of Duty Status (if the cause of death is other than KIA).
- 2) Secure the death certificate of the deceased;
- 3) Secure from the Major/Special Unit Headquarters the certification that the deceased is a member of the unit;
- 4) Secure the marriage contract (if the deceased is married) or his birth certificate/marriage contract of the parents (if the deceased is single);
- 5) Secure the birth certificate of the deceased's children;
- 6) Follow-up the adjudication of the legal beneficiaries;

7) Secure clearances from CGIAS certifying that the deceased has not yet been adjudged by a military court/civil court/fact finding committee to have any crime or human rights violation on the occasion of his death; and

8) Submit to HPCG (Attn: CGA) the documents in paragraphs 1, 2 and 3 above within the next 24 hours and the documents in sub-para 4, 5, 6 and 7 within days for processing.

d. The Major/Special Unit Commander shall immediately create a Line of Duty (LOD) Board to determine the line of duty status of the deceased at the time of death. The Chairman of the LOD Board shall endeavor to resolve the LOD status of the deceased within the shortest possible time using the facilities of the Command to obtain the needed documentation.

e. The Coast Guard Adjutant, upon receipt of the Spot Report of death of the CG personnel, shall accomplish the following:

1) Confirm the authenticity of the designated next of kin in the Spot report thru the family documents in the 201 file of the deceased.

2) Issue a directive to CGFC for the preparation and issuance of SFA in favor of the designated next of kin. The directive shall contain a computation of the amount of SFA.

3) Subject to the availability of supporting documents, prepare/issue the following:

- a) Certificate of Beneficiaries
- b) Statement of Service
- c) Computation of Leave Balance
- d) Coast Guard Casualty Report
- e) Disbursement Voucher with the required documents for clearing the SFA.

4) Extend all the necessary assistance to the Survivor O/NCO and/or the heirs of the deceased to expedite processing of Death Claims;

5) Start a "hot file" to monitor the progress of the Death Benefit Claims of the survivors of the deceased.

f. The Commander, Coast Guard Finance Center, upon receipt of the directive for the issuance of SFA shall:

1) Immediately cause the preparation of the necessary documentation for the issuance of check representing the SFA to the designated next of kin. If the next of kin is residing outside Metro Manila, the SFA shall be sent to him/her residence using the fastest available means.

2) As soon as the SFA check is ready for pick-up at CGFC or the SFA has already been sent to the place of residence of the next of kin, HPCG (Attn: CGA) and the mother unit of the deceased shall immediately be informed thru radio message.

VI. PROCEDURES IN THE PAYMENT OF THE SPECIAL FINANCIAL ASSISTANCE TO THE PERMANENTLY DISABLED CG PERSONNEL.

a) The Chief Surgeon, PCG upon the recommendation of the Complete Disability Discharge (CDD) Board, shall submit a Certificate of Permanent Disability to the Commander, Coast Guard Finance Center together with the spot report (when the disabled was injured) and a clearance from the CGIAS certifying that the disabled did not commit by final judgment on the occasion which caused his disability, any crime or human rights violation.

b) The Coast Guard Adjutant, upon receipt of the Certificate of Permanent Disability and CGIAS clearance that the disabled did not commit by final judgment on the occasion which caused his disability, any crime or human rights violation, issue a directive to CGFC for the preparation and issuance of SFA in favor of the disabled.

c) The Commander, Coast Guard Finance Center shall pay the disabled within three (3) days after receipt of the directive for payment of SFA and submit a report to this effect to the Commandant, PCG thru channel.

VII. FUNDING SOURCE:

Funds for this purpose will be charge against generated savings from Personal Services (01) Fund program for the salary of the deceased personnel for the year.

VIII. ACCOUNTABILITY:

A quarterly financial report will be rendered by the Fund Custodian to the Commandant, PCG properly audited by an Audit Team created for the purpose.

XIX. MISCELLANEOUS:

a. All cases of conflict arising from multiple claimants of the SFA shall be referred to the CG Judge Advocate for adjudication.

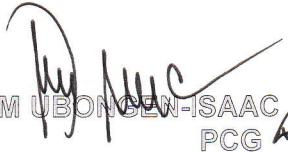
b. In cases of conflicting interpretation of the provisions of this SOP, the provisions of RA 6963 shall prevail.

X. This SOP shall take upon publication.

BY COMMAND OF VICE ADMIRAL TAMAYO:

RODOLFO D ISORENA
COMMO PCG
Chief of Coast Guard Staff

OFFICIAL:


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