



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Pot Area
1018 Manila

NHQ-PCG/CGFS

02 April 2024

**STANDING OPERATING PROCEDURE
NUMBER 07-24**

APPLICATION AND IMPLEMENTATION OF CLASS "E" ALLOTMENT

1. REFERENCES:

- A. Executive Order No. 209, otherwise known as "The Family Code of the Philippines" promulgated on July 6, 1987
- B. NHQ-PCG/CGFS Memorandum Circular No. 03-23 dated 19 April 2023, otherwise known as "Guidelines on the Standard Loan Application for Philippine Coast Guard (PCG) Personnel"
- C. GHQ AFP Circular No. 3 dated 17 May 2000, otherwise known as "Class "E" Allotment;"
- D. PNFC SOP Implementation of Class "E" Allotment to Dependents dated 21 June 2022

2. PURPOSE:

This Standing Operating Procedure (SOP) prescribes the policies and procedures in the application and implementation of request for allotment and specifies the requirements thereto.

3. SCOPE:

This SOP covers the specific process of allotment of Officer, Non-Officer and Non-Uniformed Personnel of PCG to their dependents as well as Class Fund Allotment.

4. DEFINITION OF TERMS:

For purposes of this SOP, the following is defined as follows:

- A. **Affidavit** - a legal document executed by both parties to start/change/stop the agreed amount of allotment.
- B. **Allottee** - a dependent/recipient of agreed monetary support/obligation from the allotter.

- C. **Allotter** - PCG personnel who authorized the Centralized Payroll Management Unit (CPMU) for a specific amount to be deducted from his/her pay and allowances to satisfy monetary obligation/support to his/her allottee.
- D. **Class** - group of PCG Officers/Non-Officers who graduated and completed the Coast Guard Officers Course (CGOC) and Coast Guard Non-Officers Course (CGNOC).
- E. **Class "E" Allotment** - pertains to the agreed/voluntary monetary obligation/support either compulsory or voluntary allotment given by PCG personnel to their dependents and other legal financial supports. Said allotment will be deducted from the monthly pay and allowances of PCG personnel.
- F. **Class "E" Allotment Form** - a request form that is filed to implement start/change/stop the agreed allotment of both parties.
- G. **Class Fund Allotment** - a specific amount deducted from each member of the class as a contribution to collect funds for a specific purpose of the class.
- H. **Compulsory Allotment** - type of allotment wherein the allotter agrees to provide financial support to the allottee to settle the complaint against the allotter.
- I. **Dependents** - the lawful spouse, children (legitimate, illegitimate or adopted), siblings, father or mother of the allotter or such other dependent who may have been designated in the official records (SOI) in the PCG. The notarized and certified Personal History Sheet (PHS) may also be the basis for determining the dependents of PCG Personnel.
- J. **Final Resolution** - the resolution for administrative complaints against PCG personnel that has been investigated and resolved by the Coast Guard Inspector General-Internal Affairs Service, i.e., complaints for financial support.
- K. **Net Take Home Pay (NTHP)** - is the sum of all total earnings including subsistence allowance and collateral allowances less authorized loan deductions and mandatory deductions. The required NTHP of PCG personnel is based on NHQ-PCG/CGFS Memorandum Circular No. 03-2023 dated 19 April 2023, otherwise known as the Guidelines on the Standard Loan Application for Philippine Coast Guard Personnel amounting to Nine Thousand Five Hundred Pesos (PhP 9,500.00) per month including Subsistence Allowance while for Non-Uniformed Personnel shall remain at Five Thousand Pesos (PhP 5,000.00).
- L. **Voluntary Allotment** - type of allotment wherein the allotter, in his/her own free will, provides financial support to his/her dependents.

5. GUIDELINES:

- A. PCG personnel either uniformed or non-uniformed applying for allotment shall ensure that all documents required by CPMU, Coast Guard Finance Service (CGFS) are properly complied with and submitted.

B. The following are the checklist of necessary documents for allotment request:

- i. Duly Accomplished Allotment Form (**Annex A**)
- ii. Legal Agreement from Coast Guard Inspector General-Internal Affairs Service (Applicable in Compulsory Allotment)
- iii. Photo Copy of latest Payslip
- iv. Photo Copy of PCG ID of Allotter (with Signature)
- v. Photocopy of valid ID of Allottee (with Signature)
- vi. Clear copy of Land Bank of the Philippines (LBP) ATM Account/Card of Allottee (Front Cover Only)
- vii. Summary of Information (SOI)
- viii. Notarized and Certified Personal History Sheet (PHS)
- ix. Voluntary allotment is allowed provided that the approved/authorized Net Take Home Pay for PCG uniformed personnel and Non-Uniformed Personnel (NUP) shall be maintained.

C. In case of change in amount, termination or stoppage of allotment, the allotter shall submit a letter request indicating its specific purpose, duly notarized and signed by both of the parties.

D. All requirements must be completed upon submission not later than the 20th day of the month. Moreover, incomplete requirements will not be accepted and processed by CPMU.

E. Allotment shall be with a fixed term.

F. Bonuses shall not be included in the allotment.

G. Properly filled-out allotment form is a requirement to start, change and stop the allotment.

H. All allottees are required to open an LBP ATM account. Said account will be used to deposit/credit the agreed amount of allotment of both parties.

6. POLICIES:

A. Married PCG personnel who do not live with their respective spouses and/or children in their conjugal abode due to the exigencies of the service are required, when so requested by their spouse and/or child or children, to execute a monthly allotment in favor of the latter.

B. Married PCG personnel who are exempted from the obligation of supporting their spouses for reasons provided by law but required to give a reasonable monthly allowance in favor of their child/children (ex. by virtue of Court Order).

C. Unmarried PCG personnel who have difficulties in remitting their pay to their parent/guardian/dependent, due to the distance or remoteness of their place of assignment, may execute Class "E" allotment.

- D. Whenever the prospective allottee is a dependent who is neither the spouse, legitimate or legally adopted children of the allotter, whether or not the application for the allotment arose from extra-marital relationship, the application may be approved, provided, the same shall not unduly prejudice the financial support entitlement or legal entitlement of the allotter's legitimate family.
- E. The request for start, change and stoppage of allotment must be submitted to the CPMU for encoding in the Integrated Payroll Management System (IPMS) database.
- F. All requests to start, change and stop the allotment shall be encoded not later than every 20th of the month or earlier in order to include the allotment in the processing of pay and allowances in the following month. However, allotment requests that will be received on the 21st day of the month and beyond shall be encoded in the subsequent month.
- G. PCG personnel may allot an amount indicated in the agreement and based on their basic pay or take-home pay. Thus, PCG Personnel shall adhere to the PCG Memorandum Circular regarding the NTHP.
- H. In case of compulsory allotment, a copy of the final resolution is required to support the allotment application.
- I. Allotment shall only be given to dependents and shall not be used to pay indebtedness and collect any form of payment such as assistance, and the like.
- J. Class Fund collection through allotment is permitted provided that the Class will provide the following requirements;
- i. Articles of Incorporation and By-Laws;
 - ii. Registration with Security and Exchange Commission (SEC) / Cooperative Development Authority (CDA);
 - iii. Financial capability to extend class fund allotment to majority members;
 - iv. Audited Financial Statement for the last three (3) years; and
 - v. Income Tax Return for the last three (3) years

The PCG Financial Institutions and Associations Accreditation Board (PCGFIAAB) will examine and evaluate the requirements and subsequently approve the accreditation prior creation of the deduction code for the class fund.

- K. In case of change in amount, termination or stoppage of compulsory allotment, an agreement duly notarized by the Notary Public/Legal Officer from CGIG- IAS signed by the allotter and allottee with their government-issued Identification Card shall be forwarded to CPMU as reference.

- L. No Class "E" allotment shall be cancelled or discontinued by the allotter if there is no notarized affidavit requesting for termination of allotment from the allottee.
- M. Grounds for cancellation or discontinuance of allotment are the following:
 - 1) Approved written request;
 - 2) Stoppage due to Absence without Official Leave (AWOL) of allotter;
 - 3) Forfeiture of pay by decision of the PCG Disciplinary Board; and
 - 4) Court Order

7. PROCEDURES: (Annex B)

A. Receive the accomplished Allotment Form

CPMU Encoder/Clerk receives the accomplished Allotment Form and check the completeness of filled-out data.

B. Validate the attached documents

CPMU Encoder/Clerk reviews the detail and authenticity of accomplished Allotment Form. The affidavit must be notarized and validated by the CGIG-IAS to ensure the legality of allotment and authenticity of attached government Identification Cards.

CO, CPMU signs/approves and endorses the allotment form.

C. Encode the allotment

CPMU Encoder/Clerk starts/changes/stops the allotment to dependents of PCG Personnel.

8. RESPONSIBILITIES:

A. Allotter

- 1. Accomplish the allotment form with the complete necessary documents provided in the checklist in Sec V.B; and
- 2. Submit the documents to CPMU in order to start the deduction in favor of the allottee.

B. CPMU Encoder/Clerk

- 1. Receive the accomplished allotment form;
- 2. Ensure that the allotment form is properly filled-out and accomplished, and the affidavit is notarized and validated by CGIG-IAS;
- 3. Ensure that the Allotter and Allottee have submitted their respective government-issued Identification Cards; and

4. Encode to IPMS database the start/change/stoppage of the allotment to the dependent of PCG Personnel.

C. Commanding Officer, CPMU

Shall sign, approve and endorse the accomplished allotment form.

D. Executive Officer, CPMU

Shall sign, approve and endorse the accomplished allotment form in the absence of CO, CPMU.

E. Admin and Personnel Branch, CPMU

Shall be the focal person responsible for consolidation and record keeping of all documents pertaining to allotment.

9. RESCISSION CLAUSE:

All circulars, policies and provisions of existing regulations that are inconsistent with the provisions of this SOP are hereby amended or rescinded as the case may be.


10. EFFECTIVITY:

This SOP shall take effect fifteen (15) days after publication.

BY COMMAND OF COAST GUARD ADMIRAL GAVAN:

OFFICIAL:

HOSTILLO ARTURO E CORNELIO
CG RADM
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant

Annex A - Allotment Deduction Request Form
Annex B - Process Flow

Annex A

ALLOTMENT DEDUCTION REQUEST FORM
(FILL-IN OR CHECK REQUIRED INFORMATION PROPERLY)

DATE: _____

<input type="checkbox"/>	START ALLOTMENT
<input type="checkbox"/>	INCREASE ALLOTMENT
<input type="checkbox"/>	REDUCE ALLOTMENT
<input type="checkbox"/>	STOP ALLOTMENT

<input type="checkbox"/>	CHANGE ADDRESS
<input type="checkbox"/>	CHANGE NAME OF ALLOTTEE
<input type="checkbox"/>	OTHER INFORMATION

A. REQUESTING PERSON DATA

RANK:	LAST NAME:	FIRST NAME:	MIDDLE NAME:
SERIAL/EMPLOYEE NR:	UNIT ASSIGNMENT:	LENGTH OF PCG SERVICE:	
CONTACT NUMBER (FOR VERIFICATION)	PAYSLIP MONTH	GROSS PAY	NET PAY: (REQUIRED DATA)

(ATTACHED XEROX COPY OF LATEST PAYSLIP)

B. DEDUCTION DATA

EFFECTIVITY DATE	TERMINATION DATE	AMOUNT	
		OLD	NEW

C. MODE OF ALLOTMENT REQUEST (PLS CHECK APPROPRIATE BOX)

FOR VOLUNTARY DEDUCTION OF ALLOTMENT	WITH LEGAL AGREEMENT (ATTACHED PERTINENT DOCUMENTS)
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D. ALLOTTEE DATA

A L L O T T E E		DEDUCTION CODE	PCGFS USE ONLY		
LAST NAME:	FIRST NAME:	MIDDLE NAME:	SEX:	AGE:	
ADDRESS:			CONTACT NO:		
RELATION TO ALLOTTER:					
NAME OF BANK: LAND BANK OF THE PHILIPPINES			ACCOUNT NUMBER:		
BANK BRANCH:			(PLS PROVIDE COPY OF LBP ATM ACCT)		
ADDRESS OF BANK:					
SIGNATURE OF ALLOTTER			SIGNATURE OF ALLOTTEE		

SIGNATURE OF UNIT COMMANDER OVER PRINTED NAME:	SIGNATURE OF REQUESTING PERSON OVER PRINTED NAME:
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THIS PORTION IS FOR PCGFS USE ONLY

CHECKED AND PROCESSED BY:	APPROVED/DISAPPROVED BY:
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FOR CPMU/CGFS ONLY:

Encoded by: _____
Date: _____

Annex B

Process Flow

ACTIVITY	RESPONSIBLE	INTERFACES
<p align="center">START</p>		
<p>Accomplish the allotment form and provide allied documents (refer to checklist in item V. Guidelines and requirements indicated in item VI. Policies J and M.</p>	<ul style="list-style-type: none"> • Allotter • Allottee 	<p>Accomplished Allotment Forms Notarized Affidavit Latest Payslip Government Issued IDs (Copy of Final Resolution in case of compulsory allotment) LBP ATM card SOI PHS</p>
<p>Receives and validate all request for allotment and attached documents</p>	<ul style="list-style-type: none"> • Encoder/Clerk • CO, CPMU 	<p>Accomplished Allotment Forms Notarized Affidavit Latest Payslip Government Issued IDs (Copy of Final Resolution in case of compulsory allotment) LBP ATM card SOI PHS</p>
<p>Encodes all requests for allotment</p>	<ul style="list-style-type: none"> • Allotment Encoder 	<p>Accomplished Forms Notarized Affidavit Latest Payslip Government Issued IDs (Copy of Final Resolution in case of compulsory allotment) LBP ATM card SOI PHS</p>
<p align="center">END</p>		