



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area,  
Manila 1018

NHQ-PCG/CG6

04 June 2024

**STANDING OPERATING PROCEDURE  
NUMBER 12-24**

**REVISED GUIDELINES ON THE GRANT OF MOBILE  
COMMUNICATION ALLOWANCE**

**1. AUTHORITY**

Republic Act No. 9993, otherwise known as "PCG Law of 2009" and its Implementing Rules and Regulations

**2. REFERENCES**

- A. Presidential Decree No. 1445 dated 11 June 1987
- B. Commission on Audit (COA) Circular No. 2012-003 dated 29 October 2012
- C. COA Circular No. 2012-001 dated 14 June 2012
- D. COA Memorandum No. 2021-011 dated 26 May 2021
- E. NHQ-PCG SOP No. 04-21 dated 20 March 2021

**3. RATIONALE**

The Philippine Coast Guard (PCG), pursuant to Republic Act No. 9993 (also known as the "Philippine Coast Guard Law of 2009"), is an armed and uniformed service tasked with conducting search and rescue operations, maritime security, marine environmental protection, maritime safety and maritime law enforcement. In fulfilling its diverse mandates, the PCG aims to promptly respond to all maritime incidents and concerns to enhance public service. Therefore, the utilization of Information and Communication Technology (ICT) equipment is crucial for carrying out these tasks efficiently. With the expansion of PCG programs and services, the Command strives to maintain an effective communication system through innovative practices in capability planning and resource management to achieve its mission and performance targets effectively and timely.

As communication increasingly occurs online, the use of mobile phones, laptops and other information and communication technology equipment has become essential. Particularly in the current era, mobile phones serve as powerful tool in emergency responses, enabling PCG personnel to better serve the public affected by calamities and provide access to tools and information in real-time. Likewise, mobile phones facilitate emergency dispatches of PCG personnel during critical situations underscoring the indispensable role of digital communication, especially in

humanitarian assistance and disaster response operations. Hence, it is imperative to provide authorized officials and personnel with a mobile communication allowance for calls, text messaging, virtual communications and mobile data internet connection for teleconferencing needs.

The provision of communication allowance, complemented by postpaid lines and prepaid loads, enables PCG officials to communicate promptly with clients and stakeholders, allowing them to address time-sensitive issues and concerns. This fosters uninterrupted sharing regarding the Command's programs, activities and projects among officials, employees and stakeholders, thereby enhancing efficiency, government transparency and strengthening public trust.

#### 4. DEFINITION OF TERMS

- A. **Admin Officers** - refers to Admin Officers of respective Units/Offices.
- B. **Approving Authorities** - refers to the Commandant, PCG/Authorized representatives, Unit Commanders (Functional/Support/Special Service/Admin Support/Technical) / District Commanders/Central Staff and other Heads of concerned PCG units.
- C. **Ceiling** – refers to the maximum permitted level of financial transaction.
- D. **Information and Communication Technology (ICT)** - refers to all communication technologies and or digital tools, programs and services used to access, create, process, communicate and store information in a digital form.
- E. **Maintenance and Other Operating Expenses (MOOE)** - refers to expenditures supporting the operating requirements of government agencies such as, but not limited to supplies and materials, travel expenses, utilities, repair and maintenance and others.
- F. **Mobile Communication Allowance** - refers to the amount granted to authorized PCG uniformed personnel holding key positions to cover the mobile load expenses for calls, text messages and mobile internet/data subscription expenses.

#### 5. SCOPE OF THE POLICY

This SOP establishes the standards and procedures for providing mobile communication allowance to PCG uniformed personnel holding key positions at the National Headquarters, Coast Guard Functional/Support/Special Service/Admin Support/Technical Commands and Coast Guard Districts established by the Organization.



## 6. POLICIES

- A. Mobile communication allowance shall be provided to PCG uniformed personnel holding key positions at specified units for the discharge of administrative or operational duties determined by the DCCGS for Human Resource Management, CG-1:

POSITIONS	AMOUNT(In Php)
Commandant, PCG	9,000.00
Deputy Commandant for Operations, PCG	8,500.00
Deputy Commandant for Administration, PCG	8,000.00
Chief of Coast Guard Staff, PCG	7,000.00
Commanders of Functional Support/ Special Service/ Admin Support/Technical Command	
Districts Commanders/ Central Staff	6,500.00

- B. The fixed amount specified for mobile communication allowance shall cover the mobile load expenses for local or international calls and text messages and mobile internet/data subscriptions.
- C. The grant of mobile communication allowance shall be monthly and on a cash basis through the PCG Payroll system supported by a certification from O/CG-11 of the list of entitled PCG uniformed personnel signed by the Admin Officer and Approving Authority (**Annex "A"**).
- D. PCG uniformed personnel entitled to the mobile communication allowance shall keep their mobile phone units turned on and readily reachable 24/7 to guarantee continuous communication, especially during disasters/crises and official business hours.
- E. To achieve efficiency and frugality, disbursement of the mobile communication allowance shall be done through the PCG payroll system based on the list of entitled PCG uniformed personnel with the corresponding ceiling per position.
- F. Regardless of the number of designations, PCG uniformed personnel who are entitled shall be paid only one (1) mobile communication allowance per month, equivalent to their primary designation.
- G. PCG uniformed personnel in acting capacity for one (1) month or more as Unit Commanders/ Officer-in-Charge shall be authorized to receive the mobile communication allowance based on the authorized limit of the amount per position, provided that the duration of the position is specified in a Special Order issued by the Coast Guard Adjutant.
- H. Eligible PCG uniformed personnel who are on leave of absence for more than thirty (30) days (sick leave, convalescent leave, maternity leave, study

leave and others) shall not receive the mobile communication allowance for the duration of the leave of absence.

- I. When the eligible recipient retires, resigns or is relieved from the authorized key positions, the mobile communication allowance will automatically cease, subject to the Issuance of Certificate of No Pending Obligations from the O/CG-11.
- J. PCG uniformed personnel whose mobile phone number is changed shall immediately notify the DCCGS for MCWEIS, CG-11 of the new number for updating the directory.
- K. PCG uniformed personnel shall maintain an active mobile phone service for the entire period they are receiving the said allowance. Any personnel whose mobile phone is inoperative or inactive for one (1) month shall be subjected to termination of the said allowance.
- L. Approving Authorities shall be held responsible and accountable for the accuracy of the certification issued to eligible PCG uniformed personnel.
- M. All terms and conditions of existing accounts and/or such other account agreements from any service provider applied by entitled PCG uniformed personnel insofar as these are inconsistent with the terms and conditions stipulated under this SOP, shall not be considered official accounts to be monitored by the PCG.

## **7. RESPONSIBILITIES**

### **A. DCCGS for Human Resource Management, CG-1**

- i. Ensures that the mobile communication allowance shall be provided to PCG uniformed personnel who are holding positions based on the updated Table of Organization and Equipment (TOE) and with the end view of accomplishing the required tasks as described in the rationale/objectives of this SOP.
- ii. Issues appropriate orders to all eligible PCG uniformed personnel for the grant of mobile communication allowance.
- iii. Prepares and validates the list of entitled PCG uniformed personnel to be included in the monthly payroll system.

### **B. Deputy Chief of Coast Guard Staff for Comptrollership, CG-6**

- i. Allocate funds to DCCGS for MCWEIS, CG-11 for the mobile communication allowance, subject to the availability of funds and existing budgeting, accounting and auditing rules and regulations.
- ii. Ensures the timely payment of mobile communications allowance.



**C. Deputy Chief of Coast Guard Staff for Maritime Communications, Weapons, Electronics and Information System, O/CG-11**

- i. Issues the certification for mobile communications allowance (**Annex "A"**) and properly monitor its usage.
- ii. Prepares Disbursement Vouchers for the entitled PCG uniformed personnel to claim the mobile communication allowance.
- iii. Monitors, establishes and maintains a directory of the enrolled official numbers for consolidation and recommend termination once inactive and unused.
- iv. Responsible for the proper implementation of this policy.

**D. Coast Guard Finance Service**

Prepare the list of entitled PCG uniformed personnel for inclusion in the master payroll and payroll registry.

**E. Coast Guard Accounting Service Office**

Checks the completeness of documentary requirements, ensures accuracy of computations, records transactions, and processes the disbursement voucher related to mobile communication allowance.

**F. Coast Guard Internal Audit**

Conducts internal audit to ensure effective and efficient implementation of this SOP and proper accountability of public funds.

**8. FUNDING SOURCE**

The amount required for the payment under this SOP shall be sourced out from the Maintenance and Other Operating Expenses (MOOE) of the PCG, subject to fund availability and approval of the Commandant, PCG, under the Office of Deputy Chief of Coast Guard Staff for Maritime Communications, Weapons, Electronics and Information System, O/CG-11, in accordance with existing budgeting, accounting and auditing rules and regulations.

**9. RULES ON RESOLUTION OF QUERIES**

Clarifications and concerns not covered by this procedure shall be referred to the Office of the Deputy Chief of Coast Guard Staff for Comptrollership, O/CG-6 and Office of the Deputy Chief of Coast Guard for Maritime Communication, Weapons, Electronics and Information System, O/CG-11, for resolution, subject to the approval of the Commandant, PCG.



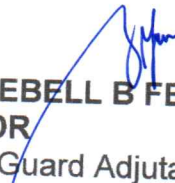
## 10. EFFECTIVITY

This SOP shall take effect on 03 May 2024. All issuances that are inconsistent herewith are hereby repealed, amended and modified accordingly.

**BY THE 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

**CERTIFICATION FOR MOBILE COMMUNICATION ALLOWANCE**

It is hereby certified that the following PCG personnel listed hereunder are entitled to mobile communication allowance, used for the activities or operations directly related to the performance of duties and responsibilities as PCG Officials for the Month of \_\_\_\_\_, (year).

<b>Name of Recipient</b>	<b>Designation</b>	<b>Mobile Number</b>	<b>Amount</b>
xxx	xxx	xxx	xxx
xxx	xxx	xxx	xxx
<b>Total Amount</b>			

Prepared by:

Approved by:

Signature  
Rank and Name  
Admin Officer, CG-11

Signature  
Rank and Name  
(Approving Official)