



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

NHQ-PCG/CG-6

03 February 2023

**STANDING OPERATING PROCEDURE**  
**NUMBER.....02-23**

**REVISITING THE PROGRAMS, ACTIVITIES AND PROJECTS (PAPs)  
STRUCTURE AND PERFORMANCE INDICATORS (PIs) OF THE PCG IN  
THE GENERAL APPROPRIATIONS ACT (GAA)**

**I. REFERENCES**

1. General Appropriations Act (GAA) for FY 2022
2. National Expenditure Program (NEP) for FY 2023

**II. PURPOSE**

To revisit, revise and update, if necessary, the Programs, Activities and Projects (PAPs) Structure and Performance Indicators (PIs) of the PCG in the General Appropriations Act (GAA).

**III. OBJECTIVES**

In consistent with the overall purpose, this policy seeks to achieve the following specific objectives:

- 3.1 To identify, revise and update the appropriate Programs Activities Projects (PAPs) and its associated Performance Indicators (PIs) for inclusion in FY 2024 Budget;
- 3.2 Strategic review of agency's operations and organization, focusing on its vital/core services;
- 3.3 Improves agency performance through the rationalization of service delivery and support systems; and
- 3.4 To phase out and change those PAPs and PIs that are not producing the PCG's desired outcomes, no longer achieving the objectives and purposes for which they were originally designed and implemented, and/or nor cost efficient and do not generate the level of physical and economic returns vis-à-vis the resource inputs.

#### IV. SCOPE

This SOP shall apply to PCG units that oversee the implementation of PAPs and monitor the performance indicators of the PCG.

#### V. DEFINITION OF TERMS:

- a. **Activity** - is a work process that contributes to a program, sub-program or project.
- b. **PAPs structure** - represents the current budgeting framework used to appropriate funds in the General Appropriations Act (GAA). The three components of PAPs are **Program, Activity and Project**.
- c. **Performance Indicator (PI)** - is a characteristic or evidence that measures and illustrates the standard of performance by which an agency delivers its programs or outputs. PIs can measure the quantity, quality or timeliness of outputs and outcomes of an agency or a program and provide evidence that describes results such as economy, efficiency and effectiveness. An outcome indicator measures how well the program has achieved its stated objective.
- d. **Program** - is an integrated group of activities that contribute to a continuing objective of a department/agency.
- e. **Project** - is a special department or agency undertaking carried out within a definite time frame and intended to result in some predetermined measure of goods and services.

#### VI. POLICIES AND GUIDELINES

The PCG Functional Commands shall continue to improve Performance-based Budgeting by facilitating the assessment of the effectiveness of the PCG's strategies/programs, identify the mandate-based programs and sub-programs of the PCG and reflect them in the Budget, and help the PCG better manage its finances and produce better results.

#### VII. RESPONSIBILITIES

##### a. CG-1

1. Prepare distribution of personnel and their pay and allowances by PAPs.
2. Perform other tasks as directed.



b. **CG-3**

1. Consolidate revised PAPs and Performance Indicators and forms
2. Revisit PAP Structure and revise, if necessary.
3. Submit the revised PAPs and Performance Indicators to the DBM.
4. Perform other tasks as directed.

c. **CG-6**

1. Invite speaker from the DBM to discuss PAPs and PIs.
2. Prepare and submit initial budget for new PAPs to the DBM.
3. Perform other tasks as directed.

d. **CG-8**

1. Assist MSSC in developing new PAPs and PIs.
2. Review the strategic plan and policies of the PCG and its consistencies to its new PAPs and PIs.
3. Perform other tasks as directed.

e. **CG-9**

1. Assist MEPCOM in developing new PAPs and PIs.
2. Review the strategic plan and policies of the PCG and its consistencies to its new PAPs.
3. Perform other tasks as directed.

f. **CG-12**

1. Review PAPs under Support to Operations and revise, if necessary.
2. Provide brief descriptions of PAPs Support to Operations.
3. Accomplish **Form A**.
4. Perform other tasks as directed.

g. **CG-14**

1. Assist MARSLEC in developing new PAPs and PIs.
2. Review the strategic plan and policies of the PCG and its consistencies to its new PAPs.
3. Perform other tasks as directed.

h. **CG-15**

1. Link all programs and projects under strategic plan to PAPs, PIs and Performance Target.

2. Perform other tasks as directed

i. **MSSC**

1. Review existing PAPs and PIs of Maritime Safety Program and the Maritime Search and Rescue Program as per GAA.
2. Revise existing PAPs and PIs, if necessary.
3. Provide descriptions and formulas for PAPs and PIs. Also, explain when a negative number of PIs will become favorable performance for the PCG, if applicable.
4. Present the relevance of revised PAPs and PIs or coherence of existing PAPs and PIs, if there are no revisions.
5. Provide descriptions and formulas of PAPs and PIs that will be retained.
6. Using the revised PIs and PIs that will be retained, present the actual accomplishments in 2022 and performance targets for FYs 2023, 2024, 2025 and 2026.
7. Accomplish **Form A**.
8. Perform other tasks as directed.

j. **MEPCOM**

1. Review existing PAPs and PIs of Marine Environmental Protection Program as per GAA.
2. Revise existing PAPs and PIs, if necessary.
3. Provide descriptions and formulas of PAPs and PIs. Also, explain when a negative number of PIs will become favorable performance to the PCG, if applicable.
4. Present the relevance of revised PAPs and PIs or coherence of existing PAPs and PIs, if there are no revisions.
5. Provide descriptions and formulas of PAPs and PIs that will be retained.
6. Using revised PIs, present the actual accomplishments in 2022 and performance targets for FYs 2023, 2024, 2025 and 2026.
7. Accomplish **Form A**.
8. Perform other tasks as directed.

k. **MARSLEC**

1. Review existing PAPs and PIs of Maritime Security Law Enforcement Program as per GAA.
2. Revise existing PAPs and PIs, if necessary.
3. Provide descriptions and formulas of PAPs and PIs. Also, explain when a negative number of PIs will become favorable performance to the PCG, if applicable.
4. Present the relevance of revised PAPs and PIs or coherence of existing PAPs and PIs, if there are no revisions.

5. Provide descriptions and formulas of PAPs and PIs that will be retained.
6. Using revised PIs, present the actual accomplishments in 2022 and performance targets for FYs 2023, 2024, 2025 and 2026.
7. Accomplish **Form A**.
8. Perform other tasks as directed.

## **VII. RESCISSION**

All other publications inconsistent with this circular are hereby rescinded.


## **VIII. EFFECTIVITY**

This Circular shall take effect upon approval and publication.

**BY COMMAND OF COAST GUARD ADMIRAL ABU:**

**OFFICIAL:**

**TITO ALVIN G ANDAL**  
**CG COMMO**  
Chief of Coast Guard Staff

  
**JAYSIEBELL B FERRER**  
**CG CDR**  
Coast Guard Adjutant



**PROGRAM PROFILE**

A. Title of Program/Sub-Program:
B. Organizational Outcome which the program addresses:
C. Program Objective Statement:
D. Program Description, Narrative of Program Strategy, Monitoring and Evaluation, Arrangements/Plan, and Risk management strategies:
E. Output Indicators (at most 3) 1. 2. 3.
F. Outcome Indicators (at most 3) 1. 2. 3.

