



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

NHQ-PCG/CG-1

27 July 2023

STANDARD OPERATING PROCEDURE

NUMBER 07-13

Addendum 02-23

**ADDENDUM ON PARA 5 (c), 6 (b) and 7(a) HPCG STANDARD
OPERATING PROCEDURE 07-13 DATED 17 DECEMBER 2013 ALSO
KNOWN AS PCG MUTUAL ASSISTANCE (MAS)**

5. BENEFITS

c. Hospitalization Financial Assistance

c.1 Members and their direct dependents who are hospitalized for at least forty-eight (48) hours shall be entitled for Hospitalization Financial Assistance once a year.

c.2 Members and their direct dependents shall be entitled for Hospitalization Financial Assistance as shown below;

Recipient	Hospital Bill	Hospitalization Financial Assistance
Members	Php 20, 000.00 and above	Php 20, 000.00
Members (Hospitalized in line with the performance of official duty)	Php 50, 000.00 and above	Php 50, 000.00
Direct dependents	Php 15, 000.00 and above	Php 15, 000.00

c.3 In case that the hospital bill of the member and direct dependents is less than Twenty Thousand Pesos (Php 20,000.00) and Fifteen Thousand Pesos (Php 15,000.00, respectively, they shall be entitled for Hospitalization Financial Assistance equivalent to the actual hospital bill incurred.

c.4 Members who are hospitalized in line with the performance of official duty with hospital bill above Twenty Thousand Pesos (Php 20,000.00) but less than Fifty Thousand Pesos (Php 50,000.00) shall be entitled for Hospitalization Financial Assistance equivalent to the actual hospital bill incurred.

6. PROCEDURE

b. Hospitalization Financial Assistance

b.1. The request for Hospitalization Financial Assistance by the Members shall be addressed to the Commandant PCG, attention Chairperson, PCG MAS Board through the Secretary attaching therewith following requirements:

b.1.1. Letter Request

b.1.2. Medical Certificate/ Medical Abstract

b.1.2. Statement Account or Official Receipt

b.1.3. Birth Certificate/ Marriage Contract (If hospitalization pertains to parents/spouse /Child)

b.1.4. Parent's Marriage Contract (If hospitalization pertains to sibling)

b.1.5. Unit in Line of Duty Report (For members hospitalized in line with the performance of official duty);

b.2. The Secretary, upon receipt of the request and supporting documents, shall review the documents and if the submitted requirements meet the criteria, the application in its entirety shall be included in the Executive Board agenda;

b.3. Once approved by the Board, the Fund Custodians and the Loan Manager shall prepare a voucher indicating the name of the requestor, name of the member, description and the amount of Hospitalization financial assistance;

b.4. Duly accomplished voucher shall be signed by the Loan Manager and endorsed to the Chairperson for approval;

b.5. The request for financial assistance, once approved by the Chairperson, shall be released to the member or his /her representative. Acknowledgement receipt shall form part of the voucher for proper documentation.

b.6. The claimant shall sign the acknowledgement receipt including the date of receipt. Only the member who is entitled to the financial assistance shall claim the assistance. If claim is requested and claimed by other member or by his/her representative, an authorization letter shall be required.

b.7. If the claim is received by a representative, indicate the full name of the representative including the date of receipt.

7. MANAGEMENT

- a. The Board of Directors, composed of at least eleven (11) members, shall exercise the corporate power of the MAS. The Chief of Coast Guard Staff, PCG shall be the Chairperson of the Board and the other members are: Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1; Deputy Chief of Coast Guard Staff for Comptrollership, CG-6; Commander, Coast Guard Legal Service; Commander, Coast Guard Finance Service; The Command Surgeon, Coast Guard Medical Service; Coast Guard Adjutant; Command Master Chief Petty Officer; Representative from the PCG Women Non-Officers' Affairs, O/CMCPO; Head of the Civilian Affairs and the Chief Accountant. Provided that the Commandant, PCG may appoint additional members as deemed necessary.

REPEALING CLAUSE. All provisions of existing policies and regulations not consistent with the provisions of this policy are hereby rescinded or modified accordingly upon approval and effectivity of this Circular.

EFFECTIVITY. This policy shall take effect upon publication.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:

JOEVEN L FABUL
CG COMMO
Chief of Coast Guard Staff


CHARITY G COPIACO
CG CDR
Coast Guard Adjutant
