



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

NHQ-PCG/PCG-PGMC

25 July 2023

**STANDARD OPERATING PROCEDURE
NUMBER 12-23**

**STREAMLINED GUIDELINES ON THE PROCESSING OF
RETIREMENT/SEPARATION BENEFITS, GRATUITIES CLAIMS AND OTHER
ENTITLEMENTS OF PCG UNIFORMED PERSONNEL AND THEIR
BENEFICIARIES**

I. REFERENCES:

- A. Republic Act 11032 "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for The Purpose Republic Act No. 9485, Otherwise Known as The Anti-Red Tape Act Of 2007, And for Other Purposes"
- B. Joint Memorandum Circular (JMC) No. 1 Series of 2021
- C. Joint Memorandum Circular (JMC) No. 2 Series of 2021

II. PURPOSE:

This SOP prescribes the streamlined processes, procedures and the necessary requirements relative to the application for death benefits, retirement benefits, gratuities claim and other entitlements of uniformed personnel and their beneficiaries to fast-track the processing and release of the said claims within the prescribed period. Specifically, this issuance aims to:

- a) Provide comprehensive, simplified and unified/integrated guidelines and streamlined procedures for uniformed personnel and their beneficiaries;
- b) Expedite the completion and submission of the necessary documentary requirements of the claimants;
- c) Reduce and simplify the processes and documentary requirements of the claimant and;
- d) Regionalize and/or localize the submission, processing and automated release of all the benefits/claims in adherence to all existing pertinent issuances.

III. SCOPE:

- A. This SOP applies to all Coast Guard Human Resource Management Units (HRMUs) and all offices concerned with the processing of retirement pay and benefits.
- B. This SOP does not apply to the benefits and assistance under the Comprehensive Social Benefits Program.

IV. DEFINITION OF TERMS:

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

- A. Beneficiary – refers to a person who is eligible to receive the pension or the retirement pay after death of the retiree or the pensioner.
- B. Age of Majority – the age of majority shall be twenty-one (21) years old pursuant to PD 1638.
- C. Complete Disability Discharge (CDD) – refers to a disability that completely prevents the PCG personnel from returning to PCG service as determined by the PCG Medical Board.
- D. Lump Sum – refers to the single amount of retirement pay accumulated in three (3) years.
- E. CRS Form Nr 4 (CENOMAR) – Certificate of No Marriage from the Philippine Statistics Authority.
- F. CRS Form Nr 5 (Advisory on Marriages) – a PSA document certifying the number of times the person has been married.
- G. Legal Guardian – in behalf of minor aged beneficiaries duly approved by the Coast Guard Legal Service (CGLS) or the Civil Court, usually but not limited to the grandparent, stepmother, sibling of legal age, uncle or aunt, et al.
- H. Line of Duty Board – The Board created by the Command/unit/office where the deceased was assigned to investigate if the death of the personnel is in line of duty. The Board is composed of Chairperson, Vice Chairperson, Members and Secretariat.
- I. Pension – a monthly gratuity provided to retired/separated PCG personnel and their legal beneficiaries.
- J. Retirement – A type of separation from the active service of military personnel upon completion of minimum or maximum length of service as prescribed by law.
 - i. Optional Retirement – A type of retirement upon accumulation of at least twenty (20) years of satisfactory active service and government service.

- ii. Compulsory Retirement – A type of retirement upon attaining fifty-six (56) years of age or upon accumulation of thirty (3) years of continuously satisfactory service, which comes later.
- iii. Posthumous Retirement – An Officer or Non-Officer with at least twenty (20) years of accumulated satisfactory service who died in the line of duty shall be considered retired for survivorship benefits.

K. Separation – An act of terminating the active service of military personnel either thru the request of subject personnel or for a cause.

- i. Posthumous Separation – An Officer or Non-Officer with less than twenty (20) years of active service who died in the line of duty on account of any wounds, injuries or death contracted in line of duty shall be considered separated in the next higher grade for survivorship benefits.

L. Surviving Officer or Surviving Petty Officer – an Officer or Non-Officer designated by the command/unit/offices where the deceased PCG personnel was assigned to facilitate the processing of all the necessary requirements for posthumous retirement/separation.

M. Survivors – shall mean:

Legal beneficiaries of principal pensioners as provided for in the PCG Retirement Laws.

Surviving spouse if married to the deceased prior to the latter's retirement/separation and not legally separated by judicial decree from the deceased issued on grounds not attributable to said spouse: provided, that entitlement to benefits shall terminate upon the re-marriage of said spouse.

Surviving children of an officer or enlisted man born of his marriage contracted prior to his retirement/separation from the service and children, adopted or acknowledged, while the deceased parent was still on active military service: Provided, that entitlement to benefits shall terminate when such children attain twenty-one (21) years of age or get married.

In default of the preceding paragraphs, surviving, legitimate, adopted or acknowledge natural children, who have reached twenty-one years of age, or in their absence, his surviving unmarried brothers and sisters

N. Transfer of Pension – refers to processing of benefits granted to legitimate survivors/beneficiaries of retired /separated PCG personnel.

O. "Original" of a document is the document itself or any counterpart intended to have the same effect by a person executing or issuing it.

P. "Duplicate" document is a counterpart produced by the same impression as the original or from the same matrix or by means of photography,

including enlargements and miniatures or by mechanical or electric re-recording or by chemical reproduction or by other equivalent techniques which accurately reproduce the original.

Duplicate is admissible to the same extent as an original unless (1) a genuine question is raised as to the authenticity of the original, or (2) in the circumstances, it is unjust or inequitable to admit the duplicate in lieu of the original.

Claimants may submit certified true copies of documentary requirements in order to initiate the processing of claims; however, the subsequent release of the said benefits will be subject to the submission of the original copy.

V. PROCEDURES:

A. Issuance of Retirement/Separation Orders and Computation of Retirement/Separation Benefits of PCG retiring/separating personnel

A.1.

- a) Personnel Action Form (PAF)
- b) Unit/Major Clearance
- c) Unit Statement of Service
- d) Unit Leave Record
- e) Unit Certificate of Non-Pending Case
- f) Unit No Money and Property Accountability
- g) OTNA/OTAG Statement of Service and Leave Records (For AFP recruit)
- h) Latest Statements of Assets and Liabilities (Original or Authenticated)
- i) Half Body Picture (3R size/GOA)
- j) Summary of Information (SOI)
- k) Application of Retirement
- l) Waiver of Physical Exam (Affidavit)
- m) Pensioner's Data Sheet and Authorization to CO, CGFS
- n) Affidavit of Non-Revocation/Retraction
- o) Certificate of Monetization (CGFS)
- p) Certificate of No Money Accountability (CGASO)
- q) Certificate of No Property Accountability (CGSAO)
- r) Certificate of No Mandatory Service Obligation (CG-12) (for separation in the PCG service)
- s) CGIG-IAS Non-Pending Case
- t) Ombudsman Clearance
- u) Statement of Service (CGAO)
- v) Leave Record (CGAO)

A.2. HRMU shall receive and ensure the completeness and authenticity of the documents (*requirements a-m*) submitted by the retiring personnel.

A.3. Once the documents submitted are completed and verified, HRMU shall submit/forward the documents of the retiring/separating personnel at DCCGS for Human Resource Management, CG-1 (Attn: Statistics

Branch) to facilitate the deletion of the name of retiring/separating PCG personnel in the PCG Integrated Master Payroll Registry effective on the date of his/her retirement/separation.

A.4. DCCGS for Human Resource Management, CG-1 (Statistics Branch) shall submit/forward the documents to the Coast Guard Adjutant Office. CGAO shall provide the retiring/separating personnel a Command Clearance Form.

A.5. Upon accomplishment of the Command Clearance Form, the retiring/separating personnel shall submit the document to CGAO.

A.6. Upon receipt of the accomplished Command Clearance Form, CGAO shall prepare the computation of leave record and retirement/separation benefits and subsequently prepare the disposition form.

A.7. CGAO shall forward the disposition form to the DCCGS for Human Resource Management, CG-1 with the following attachments:

- a. Computation of leave record and retirement benefits
- b. Memorandum for SOTr (in cases of PCG officers)
- c. Clearances (as mentioned in item V.A.1)

A.8. From DCCGS for Human Resource Management, CG-1, the disposition form will be forwarded to the following offices (in order):

- a. DCCGS for Comptrollership, CG-6
- b. Office of the Chief of Coast Guard Staff, PCG
- c. Office of the Deputy Commandant for Administration, PCG
- d. Office of the Deputy Commandant for Operation, PCG
- e. Office of the Commandant, PCG for approval.

A.9. For retiring or separating Officers, CGAO shall forward the CPCG signed Memorandum for the Secretary of Transportation for approval.

A.10. Upon SOTr approval, CGAO shall issue the retirement/separation orders of the retiring Officer.

A.11. For Non-officers, CGAO shall issue the retirement/separation order of the retiring/separating personnel upon approval of CPCG.

A.12. Upon receipt of the retirement/separation order, the retiring/separating personnel shall request for Certificate of Last Payment at Coast Guard Finance Service for subsequent submission to CGAO.

A.13. CGAO shall prepare the Disbursement Voucher for the payment of the claims of the retiring/separating personnel and submit to the DCCGS for Human Resource Management, CG-1.

B. Issuance of Posthumous Retirement/Separation Orders and Computation of Retirement Benefits of the Deceased Coast Guard Personnel

B.1. For PCG active personnel who died in the line of duty, HRMU shall issue appropriate orders for the designation of the Surviving Officer or Surviving Petty Officer (SO/SPO) to facilitate the processing of documents of the deceased PCG personnel.

B.2. HRMU shall furnish a copy of Incident Report to CG-1 (Attn: Statistics Branch) to facilitate the deletion of the name of the deceased personnel in the PCG Integrated Master Payroll Registry.

B.3. HRMU shall immediately create Line of Duty Board to determine if the death of personnel is in the line of duty.

B.4. The Surviving Officer/ Surviving PO shall submit duly accomplished Application Form to the Human Resource Management Unit (HRMU) with the following attachments:

- a. For Spouse, two (2) copies of the following:
 - a.1. Death Certificate
 - a.2. Birth Certificate of the Deceased
 - a.3. Notarized Affidavit of widow with affidavit of Two (2) Disinterested Person
 - a.4. Marriage Contract of the deceased and surviving spouse
 - a.5. Advisory on Marriage of Husband
 - a.6. Advisory on Marriage of Wife
 - a.7. Birth Certificate of Children below 21 years old
 - a.8. Notarized Affidavit of Guardianship (If with child/children)
 - a.9. CENOMAR of Children age (18-21 years old)
 - a.10. Notarized Affidavit of Undertaking (If with pending case)
 - a.11. Unit Line of Duty (LOD) Board Proceedings
 - a.12. Attachment of LOD
 - a.13. Latest SALN
 - a.14. Latest SOI
 - a.15. Application for Widow/Single Parent
 - a.16. Posthumously Separated/Retired Personnel Data Sheet
 - a.17. Certificate of Monetization Records
 - a.18. Unit Clearance
 - a.19. Unit Leave Record
 - a.20. Unit Statement of Service
 - a.21. CGIG-IAS Non-Pending Case
 - a.22. Certificate of No Money Accountability (CGASO)
 - a.23. Certificate of No Property Accountability (CGSAO)
- b. For Parents, two (2) copies of the following:
 - b.1. Death Certificate
 - b.2. Birth Certificate of the Deceased
 - b.3. Notarized Affidavit of widow with affidavit of Two (2) Disinterested Person
 - b.4. Marriage Contract of Parents

- b.5. CENOMAR
 - b.6. Notarized Affidavit of Dependents
 - b.7. Unit Line of Duty (LOD) Board Proceedings
 - b.8. Attachment of LOD
 - b.9. Latest SALN
 - b.10. Latest SOI
 - b.11. Posthumously Separated/Retired Personnel Data Sheet
 - b.12. Certificate of Monetization Records
 - b.13. Unit Clearance
 - b.14. Unit Leave Record
 - b.15. Unit Statement of Service
 - b.16. CGIG-IAS Non-Pending Case
 - b.17. Certificate of No Money Accountability (CGASO)
 - b.18. Certificate of No Property Accountability (CGSAO)
- c. For Sibling/s, two (2) copies of the following:
- c.1. Death Certificate
 - c.2. Birth Certificate of the deceased
 - c.3. CENOMAR of the deceased
 - c.4. Notarized Affidavit of dependents and Notarized Affidavit of Two Disinterested Person
 - c.5. Marriage Contract of the deceased parents
 - c.6. Death Certificate of parents
 - c.7. Birth Certificate of Dependents who applied for Legal Beneficiary
 - c.8. CENOMAR of Dependents who applied for Legal Beneficiary
 - c.9. Unit LOD Board Proceedings
 - c.10. Attachment of LOD
 - c.11. Unit/Major Clearance
 - c.12. Unit Statement of Service
 - c.13. Unit Leave Records
 - c.14. Unit Certificate of Non-Pending Case
 - c.15. Latest SALN
 - c.16. Latest SOI
 - c.17. Application for Pension for Sibling
 - c.18. Posthumously Separated/Retired Personnel Data Sheet
 - c.19. Certificate of Monetization (CGFS)
 - c.20. Certificate of No Money Accountability (CGASO)
 - c.21. Certificate of No Property Accountability (CGSAO)
 - c.22. CGIG-IAS Non-Pending Case
 - c.23. Statement of Service (CGAO)
 - c.24. Leave Records (CGAO)
- d. For Child, two (2) copies of the following:
- d.1. Death Certificate
 - d.2. Birth Certificate of the deceased
 - d.3. CENOMAR of the deceased
 - d.4. Death Certificate of parents
 - d.5. Birth Certificate of minor dependents

- d.6. Notarized Affidavit of Guardianship
(Note: If the guardian is not natural parent, the affidavit should be supported by a certification from the Barangay and DSWD)
- d.7. Notarized Affidavit of Two Disinterested Person
- d.8. Affidavit of Undertaking recognizing the affiliation of the children
- d.9. Unit LOD Board Proceedings
- d.10. Attachment of LOD
- d.11. Unit/Major Clearance
- d.12. Unit Statement of Service
- d.13. Unit Leave Records
- d.14. Unit Certificate of Non-Pending Case
- d.15. Latest SALN
- d.16. Latest SOI
- d.17. Application for Pension
- d.18. Posthumously Separated/Retired Personnel Data Sheet
- d.19. Certificate of Monetization (CGFS)
- d.20. Certificate of No Money Accountability (CGASO)
- d.21. Certificate of No Property Accountability (CGSAO)
- d.22. CGIG-IAS Non-Pending Case
- d.23. Statement of Service (CGAO)
- d.24. Leave Records (CGAO)

B.5. HRMUs shall ensure the completeness and authenticity of the documents submitted.

B.6. Once the documents submitted are complete and authenticated, HRMUs shall submit the LOD report with the attachments to CGAO.

B.7. Upon receipt of the LOD report, CGAO shall transmit the document to the Coast Guard Legal Service (CGLS).

B.8. CGAO shall provide the Surviving Officer or Surviving PO a Command Clearance Form.

B.9. Upon accomplishment of the Command Clearance Form, the Surviving Officer or Surviving PO shall submit the document to CGAO.

B.10. Upon receipt of the accomplished Command Clearance Form and LOD report from CGLS, CGAO shall prepare the computation of leave record and posthumous retirement/separation benefits and subsequently prepare the disposition form.

B.11. CGAO shall forward the disposition form to the DCCGS for Human Resource Management, CG-1 for concurrence with attachments (computation of leave record and retirement benefits and clearances).

B.12. From DC of CGS for Human Resource Management, CG-1, the disposition form will be forwarded to the following offices (in order):

- a. DCCGS for Comptrollership, CG-6
- b. Office of the Chief of Coast Guard Staff, PCG
- c. Office of the Deputy Commandant for Administration, PCG
- d. Office of the Deputy Commandant for Operation, PCG
- e. Office of the Commandant, PCG for approval.

B.13. Once approved by the Commandant, PCG, CGAO shall issue the Posthumous Retirement/Separation Order to the Surviving Officer/Surviving PO as the requirement of CGFS for the issuance of Certificate of Last Payment, which shall be submitted to CGAO for subsequent preparation of Disbursement Voucher for the payment of claims/benefits.

B.14. The Surviving Officer or Surviving PO shall submit the Certificate of Last Payment (issued by Coast Guard Finance Service) of the deceased personnel to CGAO.

B.15. CGAO shall submit the documentary requirements to CGLS for the issuance of Declaration of Legal Beneficiaries and Decree of Final Distribution.

B.16. Once the Declaration of Beneficiary is accomplished, CGAO shall furnish copy to the Surviving Officer/Surviving PO and transmit to PCG-PGMC for the effectivity of the pension of the declared beneficiary.

B.17. CGAO shall prepare the Disbursement Voucher for the payment of the claims of the declared beneficiary of the deceased personnel and submit to the DCCGS for Human Resource Management, CG-1.

C. Issuance of Complete Disability Discharge Order and Computation of Separation Benefits of CDD Personnel.

C.1 Once the CG Medical Service approved the CDD Board Resolution of a PCG personnel, HRMU shall designate an Officer/Non-Officer to assist the CDD personnel in processing his/her claims.

C.2. The Officer/Non-Officer shall accomplish Application Form with following attachments under V. A.1.

C.3. Once the documents are completed and verified, HRMU shall forward the documents of CDD personnel at CG-1 (Attn: Statistics Branch) to facilitate the deletion of the name of separating PCG personnel in the PCG Integrated Master Payroll Registry effective on the date of his/her separation.

C.4. DCCGS for Human Resource Management, CG-1 (Statistics Branch) shall forward the documents to the Coast Guard Adjutant Office. CGAO shall provide the Command Clearance Form to the designated Officer/Non-Officer.

C.5. Upon receipt of the accomplished Command Clearance Form, CGAO shall prepare the computation of leave record and CDD Claims.

C.6. CGAO shall forward the disposition form to CG-1 with the following attachments:

- a. Computation of leave record and separation claims
- b. Memorandum for SOTr (for PCG officers)
- c. Clearances (as mentioned in item V.A.1)
- d. Coast Guard Disability Separation Board Resolution

C.7. From DCCGS for Human Resource Management, CG-1, the disposition form will be forwarded to the following offices (in order):

- a. DCCGS for Comptrollership, CG-6
- b. Office of the Chief of Coast Guard Staff, PCG
- c. Office of the Deputy Commandant for Administration, PCG
- d. Office of the Deputy Commandant for Operation, PCG
- e. Office of the Commandant, PCG for approval.

C.8. For CDD Officers, CGAO shall forward the PCG signed Memorandum to the Secretary of Transportation for approval.

C.9. For CDD Non-Officers, CGAO shall issue the CDD order of the PCG personnel upon approval of the Commandant, PCG.

C.10. Upon receipt of the CDD Order, the designated Officer/Non-Officer shall request for Certificate of Last Payment at CG Finance Service for subsequent submission to CGAO.

C.11. CGAO shall prepare the Disbursement Voucher for the payment of claims of the CDD personnel and submit to CG-1.

D. Processing of Monthly Pension

The process is applicable to retirees who opted for direct pension and retirees due to receive their monthly pension after the thirty-six (36) months lump sum payment.

D.1 The claimant shall submit the following requirements to HRMU:

- a. Retirement Order
- b. Landbank ATM Card Copy

D.2. HRMUs shall ensure the completeness and authenticity of the documents submitted by the claimant.

D.3. Once the documents submitted are completed and verified, HRMUs shall transmit the documents to PCG-Pension and Gratuity Management Center (PCG-PGMC).

D.4. Upon receipt of the documents, PCG-PGMC shall transmit the request for effectivity of monthly pension to the CGFS.

D.5. CGFS shall include the pensioner and/or claimant to the pensioner's payroll.

E. Processing of Transfer of Pension

In the event of untimely demise of the principal pensioner, the family of the deceased shall immediately inform PCG-PGMC and submit death certificate for the temporary termination of pension while waiting for the declaration of beneficiaries.

E.1 For transfer of pension, the claimant shall submit the following requirements to HRMU:

- a. Accomplished Transfer of Pension Form
- b. Birth Certificate of the Deceased, with OR
- c. Death Certificate of the Deceased, with OR
- d. Marriage Contract, with OR
- e. Advisory on Marriage of Retired Personnel, with OR
- f. Advisory on Marriage of Wife, with OR
- g. Birth Certificate of Minor Children, with OR
- h. Affidavit of Widow/Widower
- i. Affidavit of Two (2) Disinterested Person
- j. Oath of Undertaking of the Wife/Husband of Principal Pensioner

E.2. HRMUs shall ensure the completeness and authenticity of the documents submitted by the claimant.

E.3. Once the documents submitted are complete and authenticated, HRMUs shall transmit the documents to PCG-Pension and Gratuity Management Center.

E.4. Upon receipt of the documents, PCG-PGMC shall review the completeness of the documents.

E.5. Once the documents are validated, PCG-PGMC shall request from the Coast Guard Legal Service (CGLS) for the issuance of Declaration of Legal Beneficiary through the endorsement of CGHRMC.

E.6. CGHRMC shall transmit the letter to CGLS.

E.7. CGLS shall review all the supporting documents and issue a Declaration of Legal Beneficiary.

E.8. CGLS shall transmit the Declaration of Legal Beneficiary to CGHRMC.

E.9. CGHRMC shall transmit the Declaration of Legal Beneficiary to PCG-PGMC.

E.10. Upon receipt of the Declaration of Legal Beneficiary, PCG-PGMC shall furnish the claimant's copy and advise the claimant to submit LBP account number.

E.11. Once the LBP account number is ready, PCG-PGMC shall transmit the request for transfer of pension to the CGFS.

E.12. CGFS shall include the declared legal beneficiary to the pensioner's payroll.

VI. RESPONSIBILITIES:

A. PCG-PGMC

PCG-PGMC shall consolidate the submitted documents by the Human Resource Management Units (HRMUs) and shall undertake necessary efforts to process the retirement claims of PCG pensioners and/or beneficiaries.

B. HRMUs

HRMUs shall be responsible in receiving, consolidating and verifying all documents submitted by PCG pensioners and/or beneficiaries within their respective area of responsibilities.

HRMUs shall also be responsible in the creation of the Line of Duty Board, designating the Surviving Officer or Surviving Petty Officer and shall furnish a copy of the Incident Report to DCCGS for Human Resource Management, CG-1 (Attn: Statistics Branch)

C. Coast Guard Adjutant Office

CGAO shall consolidate the submitted documents by the HRMUs and shall undertake necessary efforts in the issuance of order for PCG retiring personnel and in the processing of the retirement claims of posthumous retirees.

D. Coast Guard Legal Service

The Coast Guard Legal Service shall be responsible for the issuance of Declaration of Beneficiaries and Final Decree of Distribution.

E. Coast Guard Finance Service

The Coast Guard Finance Service shall be responsible for the inclusion of PCG pensioners and beneficiaries in the pension payroll.

F. DCCGS for HRM, CG-1

CG-1 shall communicate to Coast Guard Finance Service, the name of retiring/separating personnel and his effective date of retirement/separation from the service for the purpose of deletion of the name of the personnel in the PCG Payroll System effective on the date of his/her retirement/separation.

G. DCCGS for Education and Training, CG-12

CG-12 shall issue Certificate of No Mandatory Service Obligations for Separating PCG personnel.

H. PCG Pensioners and/or Beneficiaries

PCG pensioners and/or beneficiaries shall submit the documentary requirements for the processing of the claims and benefits.

VII. RESCISSION:

All PCG policies, rules and regulations, and other or parts thereof which are inconsistent with this Circular are hereby repealed, amended, or modified accordingly.

VIII. EFFECTIVITY:

This Circular shall take effect fifteen (15) days after its 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

ANNEX A – Affidavit of Spouse
ANNEX B – Affidavit of Child
ANNEX C – Affidavit of Parents
ANNEX D – Affidavit of Two Disinterested Person
ANNEX E – Transfer of Pension Form for Child
ANNEX F – Transfer of Pension Form for Married
ANNEX G – Transfer of Pension Form for Siblings
ANNEX H – Transfer of Pension Form for Parents
ANNEX I – Oath of Undertaking of the Wife/Husband
ANNEX J – Transfer of Authority of Guardianship

ANNEX A

Republic of the Philippines)
: S. S.
CITY OF _____)

AFFIDAVIT

I, _____ of legal age, Filipino, widow and presently residing at _____, after having been duly sworn to in accordance with law do hereby depose and say:

1. I am the legitimate surviving spouse of _____ who died on _____. We were married on _____ at _____. (Attached hereto is our Marriage Contract issued by the Civil Registrar General, NSO/ LCR of _____);

2. During our marriage, we begot the following children and born on the respective dates, to wit:

3. I have not remarried since the death of my husband up to the present:

4. In case I remarry or anyone of my children who are qualified to receive the pension benefits due to the beneficiaries of my deceased husband will get married, I shall bind and obligate myself to immediately inform the Philippine Coast Guard Retirement & Separation Branch, 139 25th Street, Port Area, Manila of such fact;

5. I have no knowledge of any illegitimate and/or legally adopted child/ children of my late husband;

IN WITNESS HEREOF, I have hereunto set my hand this ____ day of _____ 20__ at _____, Philippines.

Affiant

Gov. Issued ID No.: _____
Issued on _____
Issued at _____

ANNEX B

Republic of the Philippines)
CITY OF _____) : S. S.

AFFIDAVIT

I, _____ of _____ age, Filipino, single and presently residing at _____, after having been duly sworn to in accordance with law do hereby depose and say:

1. I am the legitimate surviving child of _____ who died on _____. That our parents were married on _____ at _____.
(Attached hereto the Marriage Contract issued by the Civil Registrar General, NSO/ LCR of _____ ;
2. That the death of my mother precedes the death of my father;
3. Aside from me, my father was survived by my brother/sister who was born when my father was still in active service. The following are their names and respective dates, to wit:

4. I have no knowledge of any illegitimate and/or legally adopted child/ children of my late father;

IN WITNESS HEREOF, I have hereunto set my hand this _____ day of _____ 20____
at _____, Philippines.

Affiant

Gov. Issued ID No.: _____
Issued on _____
Issued at _____

ANNEX C

REPUBLIC OF THE PHILIPPINES)

: S. S.

CITY OF _____)

AFFIDAVIT

We, _____ and _____
of legal age, Filipinos, Married and residing at _____ after
having sworn to in accordance with law, do hereby depose and say:

That we are the parents of the late _____ who
died on _____ at _____.

That our son is single and without legally adopted, illegitimate, acknowledge natural
children by legal fiction until his death.

That we have been supported wholly/ partially by our son while in the service until his
death by giving us a portion of his monthly salary sufficient for our support.

That we are executing this affidavit for the purpose of confirming the facts that our son
is single and that we are the legal heirs/ beneficiaries of the deceased.

FURTHER, AFFIANT SAYETH NONE:

(Signature of Claimant/ Affiant)

(Signature of Claimant/Affiant)

AFFIDAVIT OF TWO DISINTERESTED PERSON

We, _____ and _____,
both of legal age, Filipino, and residents of _____ and
_____ respectively, after having been duly sworn to
accordance with law hereby depose and say that:

1. We personally know the late _____, his/her is spouse,
and children as we are _____; and that we are not related to
them either by consanguinity or affinity;

2. We hereby confirm the above-mentioned statements attested to by
_____.

IN WITNESS HEREOF, we have hereto set our hands this _____ day of
_____, 20 ____ in _____, Philippines.

Affiant

Affiant

Gov. Issued ID No.: _____
Issued on _____
Issued at _____

Gov. Issued ID No.: _____
Issued on _____
Issued at _____

SUBSCRIBED AND SWORN to before me, this _____ day of _____
, 20 ____ in _____ Affiants exhibiting to me their respective Community Tax
Certificates.

Doc No. _____
Page No. _____
Book No. _____
Series of 20 _____

(Date)

Pension & Gratuity Management Center

Philippine Coast Guard
GF, Citadel Bldg., 637 Bonifacio Drive,
Port Area, 1018, Manila

Attn: Claims & Benefits Branch

Ma'am/Sir:

May I have the honor to apply for the transfer of the retirement/ separation pension of my late father _____, who died on _____.

Enclosures are the requirements for the transfer of the pension, to wit:

1. Affidavit of beneficiary w/ Affidavit of two disinterested person (*must be notarized*)
2. Birth Certificate of the Deceased father (*PSA original 1 copy with O.R*)
3. Marriage Contract/ Marriage Contract of the deceased mother and father (*PSA original 1 Copy with O.R.*)
4. Death Certificate of the deceased (*PSA original 1 copy with O.R.*)
5. Birth Certificate of Children (below 21 years old) (*PSA original 1 copy with O.R.*)
6. *Advisory on Marriage of the deceased father (PSA original 1 copy with O.R)*
7. *Advisory on Marriage of the mother (PSA original 1 copy with O.R)*
8. Notarized Affidavit of Guardianship
9. Certification of Guardianship from the Barangay/DSWD

For your favorable consideration.

Very truly yours,

Contact Number: _____

(Date)

Pension & Gratuity Management Center
Philippine Coast Guard
GF Citadel Bldg, 637 Bonifacio Dr,
Port Area, Manila

Attn: Benefits & Gratuity Claim Unit

Ma'am/Sir:

May I have the honor to apply for the transfer of the retirement/ separation pension of my late husband/ wife _____, who died on _____

Enclosures are the requirements for the transfer of the pension, to wit:

1. Death Certificate (*PSA original copy with O.R or authenticated copies*)
2. Birth Certificate of the Deceased (*PSA original copy with O.R*)
3. Notarized Affidavit of widow w/ Affidavit of Two (2) Disinterested Person
4. Marriage Contract of the deceased and surviving spouse (PSA original copy with O.R)
5. Advisory on Marriage of husband (PSA original copy with O.R)
6. Advisory on Marriage of wife (PSA original copy with O.R)
7. Birth Certificate of Children below 21 years old (PSA original copy with O.R)
8. Notarized Affidavit of Guardianship (If with Child/Children)
(Note: If Guardian is not natural parent, the affidavit should be supported by a certification from the Barangay and DSWD)
9. CENOMAR of Children age 18-21 years old (PSA Original copy with OR)
10. Notarized Affidavit of Undertaking

For your favorable consideration.

Very truly yours,

Contact Number: _____
Address: _____

(Date)

Pension & Gratuity Management Center
Philippine Coast Guard
GF, Citadel Bldg., 637 Bonifacio Drive,
Port Area, 1018, Manila

Attn: Claims & Benefits Branch

Ma'am/Sir:

May I have the honor to apply for transfer of pension of my late brother / sister
_____ who died on _____.

Enclosures are the requirements for the transfer of the pension, to wit:

1. Death Certificate of the deceased coastguard personnel (*PSA original copy with O.R or authenticated copies*)
2. Birth Certificate of the Deceased (*PSA original copy with O.R*)
3. *Birth Certificate of applicant (PSA original copy with O.R)*
4. CENOMAR of applicant (*PSA original copy with O.R*)
5. Marriage Contract of Parents (*PSA original copy with O.R*)
6. Notarized Affidavit of Two (2) disinterested persons.
Note: If the legal guardian is not the natural parent, the affidavit should be supported by a certification from Barangay and DSWD.

For your favorable consideration.

Very truly yours,

Contact Number: _____
Address: _____

ANNEX H

(Date)

Pension & Gratuity Management Center

Philippine Coast Guard
GF, Citadel Bldg., 637 Bonifacio Drive,
Port Area, 1018, Manila

Attn: Claims & Benefits Branch

Ma'am/Sir:

May I have the honor to apply for the transfer of the retirement/ separation pension of my late son/ daughter _____, who died on _____.

Enclosures are the requirements for the transfer of the pension, to wit:

1. Death Certificate (*PSA original copy with O.R or authenticated copies*)
2. Birth Certificate of the Deceased (*PSA original copy with O.R*)
3. CENOMAR (*PSA original copy with O.R*)
4. Marriage Contract of Parents (*PSA original copy with O.R*)
5. Birth Certificate of minor (PSA original copy with O.R)
6. Notarized Affidavit of Guardianship (if with child/children)
(Note: If Guardian is not natural parent, the affidavit should be supported by a certification from the Baranggay and DSWD)
7. Notarized Affidavit of Two (2) disinterested persons
8. Affidavit of Undertaking recognizing the affiliation of the child/children

For your favorable consideration.

Very truly yours,

Contact Number: _____

ANNEX I

Republic of the Philippines)
_____)S.S

UNDERTAKING

I, _____, of legal age, Filipino, widow, with residence address at _____, after having been duly sworn to in accordance with law depose and state that:

1. I am the legal wife of the Late _____;
2. I have no knowledge, whatsoever of my husband's relationship with another woman outside our marriage except for _____ whose children with my husband I have recognized.
3. While processing my papers, no known issue or child outside marriage (Illegitimate Children), except for _____ and _____, is claiming against my husband _____ or against his estates;
4. In the event that another person with better right claims the benefits due my late husband or an issue or child outside marriage (Illegitimate Children) would likewise claim said benefit, against his estate or the monthly annuity, I hereby undertake that I will return and give whatever amount I have received to that person with better right and/or to any issue or illegitimate child and in case of my inability to do so, I hereby authorize the PCG to proceed against my assets until my obligation is satisfied in full;
5. I am executing this document in compliance with the requirements of the state and for all legal intents and purposes;

AFFIANT FURHTER SAYETH NAUGHT.

IN WITNESS WHEREOF, I hereby set my hand this _____ at _____.

(Affiant)

Subscribed and Sworn to before me this _____ day of _____ exhibiting to me his/her Government Issued I.D No. _____ issued on _____ at _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2016

(Date)

Pension & Gratuity Management Center

Philippine Coast Guard
GF, Citadel Bldg., 637 Bonifacio Drive,
Port Area, 1018, Manila

Attn: Claims & Benefits Branch

Ma'am/Sir:

May I have the honor to apply for transfer of authority of Guardianship for the daughter/son of the late _____, who died on _____. The acknowledge and existing guardian of _____ is _____ who died on _____.

Enclosures are the requirements for the transfer of the pension, to wit:

1. Death Certificate of previous Guardian (*PSA original copy with O.R or authenticated copies*)
2. Notarized Affidavit of Two (2) disinterested persons.
Note: If the legal guardian is not the natural parent, the affidavit should be supported by a certification from Barangay and DSWD.
3. Notarized Affidavit of Guardianship

For your favorable consideration.

Very truly yours,

Contact Number: _____
Address: _____

FS