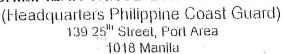


Department of Transportation and Communications PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS





STANDING OPERATING PROCEDURE

NUMBER 3-10

ADDENDUM 1

09 June 2011

MARRIAGE, PREGNANCY AND MATERNITY LEAVE OF FEMALE PERSONNEL IN THE ACTIVE PCG SERVICE

Subparagraph c (2) (Maternity Leave) Paragraph V POLICIES of SOP Nr 03-10 dated

VI. PROCEDURES

c. Maternity Leave

2) Any female PCG personnel who is in positive state of pregnancy or has a miscarriage or an abortion as certified by competent physician or medical officer shall be made to apply for maternity leave. It shall be the responsibility of the immediate commanding officer or head of office concerned to determine this fact and render appropriate action and recommendation to the concerned approving authority.

The application for maternity leave, as endorsed by the Commanding Officer, shall be forwarded to the Headquarters Philippine Coast Guard (Artn: CG-1) for approval of the Commandant, PCG together with a copy of the marriage certificate authenticated by NSO and Certification issued by a competent physician whether normal delivery or caesarian section delivery.

BY COMMAND OF VADM LIWAG:

FERDINAND M VELASCO
CAPT PCG
Chief of Staff

ROMMEL A SUPANGAN LODR PCG Coast Guard Adjutant

Serving Our Nation by "Ensuring Safe, Clean and Secure Maritime Environment"