



Department of Transportation and Communications
 PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
 (Headquarters Philippine Coast Guard)
 139 25th Street, Port Area
 1018 Manila



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 15 February 2010 is read as follows:

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 (Attn: 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
 LCDR PCG
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