



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

NHQ-PCG/PCG-PGMC

29 June 2022

**STANDARD OPERATING PROCEDURE**

**NUMBER ..... 05-22**

**STREAMLINED GUIDELINES ON THE PROCESSING OF RETIREMENT  
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. Pension – a monthly gratuity provided to retired/separated PCG personnel and their legal beneficiaries.
- I. Survivors – shall mean:  
  
Legal beneficiaries of principal pensioners as provided for in the PCG Retirement Laws Support Group and Coast Guard Bases who submits the consolidated MRRs from MRPU to O/CG-1.

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 those mentioned in paragraph b (1) and (2) above, surviving, legitimate, adopted or acknowledged natural children, who have reached twenty-one years of age, or in their absence, his surviving unmarried brothers and sisters.

- J. Transfer of Pension – refers to processing of benefits granted to legitimate survivors/beneficiaries of retired /separated PCG personnel.
- K. "Original" of a document is the document itself or any counterpart intended to have the same effect by a person executing or issuing it.
- L. "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 Benefits of PCG retiring personnel
  - 1. The retiring PCG personnel shall submit Personnel Action Form (PAF) to the Coast Guard Human Resource Management Unit (HRMU) with the following attachments, in two (2) copies:
    - a. Unit Clearance

- b. Statement of Service
- c. Unit Leave Record
- d. Unit Certificate of No Pending Case
- e. OTNA/OTAG Statement of Service and Leave Record (for AFP recruit)
- f. Waiver of Physical Exam (Affidavit)
- g. Latest Statement of Assets and Liabilities (SALN) (Original or Authenticated)
- h. Application for Retirement
- i. Pensioner's Data Sheet and Authorization to CO, CGFS
- j. Affidavit of Non-Revocation/Retraction
- k. Half Body Picture (3R Size)
- l. Certificate of No Money Accountability
- m. Certificate of No Property Accountability
- n. Unit No Money and Property Accountability
- o. Ombudsman Clearance
- p. Leave records
- q. Certificate of Monetization Records
- r. Summary of Information (SOI)
- s. CGIG-IAS Non-Pending Case

2. HRMU shall receive and ensure the completeness and authenticity of the documents submitted by the retiring personnel.

3. Once the documents submitted are completed and verified, HRMU shall submit/forward the documents to the Coast Guard Adjutant Office (CGAO).

4. The CGAO shall provide the retiring personnel a Command Clearance Form.

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

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

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)

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.

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

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

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

12. Upon receipt of the retirement order, the retiring personnel shall submit Certificate of Last Payment to CGAO.

13. CGAO shall prepare the Disbursement Voucher for the payment of the claims of the retiring 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

1. For PCG active personnel who died in the line of duty, his/her Unit shall issue appropriate orders for the Surviving Officer or Surviving Petty Officer (PO).

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

- a. For married personnel, 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 (Original or Authenticated)
  - 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
  - b. For unmarried personnel, 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 (Original or Authenticated)
    - b.10. Latest SOI
    - b.11. Posthumously Separated/Retired Personnel Data Sheet
    - b.12. Certificate of Monetization Records
14. HRMUs shall ensure the completeness and authenticity of the documents submitted.
15. Once the documents submitted are complete and authenticated, HRMUs shall submit the LOD report with the attachments to CGAO.
16. Upon receipt of the LOD report, CGAO shall transmit the document to the Coast Guard Legal Service (CGLS).
17. CGAO shall provide the Surviving Officer or Surviving PO a Command Clearance Form.
18. Upon accomplishment of the Command Clearance Form, the Surviving Officer or Surviving PO shall submit the document to CGAO.
19. Upon receipt of the accomplished Command Clearance Form and LOD report from CGLS, CGAO shall prepare the computation of leave record and retirement benefits and subsequently prepare the disposition form.
20. 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).
21. 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.

22. Once approved by the Commandant, CGAO shall issue the Posthumous Retirement to the Surviving Officer or Surviving PO.

23. 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.

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

25. 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.

26. 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.

#### C. 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.

1. The claimant shall submit the following requirements to HRMU:
  - a. Retirement Order
  - b. Landbank ATM Card Copy
2. HRMUs shall ensure the completeness and authenticity of the documents submitted by the claimant.
3. Once the documents submitted are completed and verified, HRMUs shall transmit the documents to PCG-Pension and Gratuity Management Center (PCG-PGMC).
4. Upon receipt of the documents, PCG-PGMC shall transmit the request for effectivity of monthly pension to the CGFS through the endorsement of CGHRMC.
5. CGHRMC shall transmit the request to the CGFS.
6. CGFS shall include the pensioner and/or claimant to the pensioner's payroll.

#### D. 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.

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

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

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

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

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.

6. CGHRMC shall transmit the letter to CGLS.

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

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

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

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.



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

12. CGHRMC shall transmit the request to the CGFS.

13. 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.

**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. 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:

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

  
**JAYSIEBELL B FERRER**  
**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 25<sup>th</sup> 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 )  
 : S. S.  
CITY OF \_\_\_\_\_)

**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)

ANNEX D

**AFFIDAVIT OF TWO DISINTERESTED PERSONS**

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 of the deceased mother and father (*PSA original Copy with O.R.*)
4. Death Certificate of the deceased father/mother (*PSA original copy with O.R.*)
5. Birth Certificate of Children (below 21 years old) (*PSA original copy with O.R.*)
6. Advisory on Marriage of the deceased father (*PSA original 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: \_\_\_\_\_



**ANNEX G**

\_\_\_\_\_  
(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 FURTHER 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

A handwritten signature in the bottom right corner of the page.

\_\_\_\_\_  
(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: \_\_\_\_\_