



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



10 April 2012

DCS-HRM

STANDING OPERATING PROCEDURE)

Number 02 - 12)

PCG REST AND RECREATION PROGRAM

I. **PURPOSE:** This SOP establishes the nature and policy for the availment, enjoyment and termination of Rest and Recreation program for all Officers and Non-Officers of the Coast Guard Service.

II. **CONCEPT:** The Rest and Recreation program intends to deliver maximum and equitable R & R to PCG personnel regardless of assignment as long as it complies with the conditions prescribed in the succeeding sections.

III. **OBJECTIVE:** To uplift the morale of any PCG uniformed personnel and enhance the operational readiness of PCG units through effective grant of R & R privilege.

IV. **DEFINITION:**

a. **Rest and Recreation** – is a non-material benefit, privilege in nature, granted to PCG Uniformed personnel in order to provide opportunities to go home and bond with their immediate families once every three (3) months for Officers and once every six (6) months for Non-Officers for a maximum period of fifteen (15) days R & R plus the authorized travel time.

b. **Rest and Recreation Orders** – are authority issued to personnel by the Commanders of the morning report preparing unit in the area and/or Operational Commanders for non-preparing units authorizing him/her for R & R privilege.

c. **Rest and Recreation Administrators** – District Commanders and Major/Special Unit Commanders are designated to administer/manage R & R program in their respective areas.

V. POLICIES:

a. Personnel on R & R status shall not exceed ten (10%) percent of the total strength of uniformed personnel of a certain unit at any one time, in order not to jeopardize Coast Guard Operations and related activities.

b. Rest and Recreation shall be granted once every three (3) months for Officers and once every six (6) months for Non-Officers for a maximum period of fifteen (15) days plus authorized travel time (see *ANNEX*). Provided, that no request for R & R shall be approved beginning 01 December of every year until 15 January of the incoming year.

c. PCG uniformed personnel whose immediate family resides beyond 200 kilometers from their actual place of assignment are first in priority to go on R & R. Personnel whose families reside within 200 kilometers from their actual place of assignment may also avail R & R at the discretion of their respective Unit Commanders.

d. PCG uniformed personnel whose immediate family resides outside the Philippines shall be granted R & R to be spent abroad once every six (6) months for a maximum period of twenty (20) days plus six (6) days travel time. Provided, that he/she will submit the following requirements one (1) month prior to the intended date and subject for CPCG's approval:

- i. **Personal Action Form**
- ii. **Certificate of Non-Pending Case**
- iii. **Certificate of Non-Pending Task**
- iv. **Certificate of No Intention to Retire/Separate from the service**

e. PCG personnel whose immediate families reside beyond 200 kilometers may be given corresponding R & R support fund for his/her transportation expenses (vice versa) and said support fund is subject for liquidation of accounts by PCG personnel benefited as such.

f. Operational requirements in the AOR shall have priority over all application/request for R & R personnel in order not to jeopardize the mission of the unit. If deemed necessary, personnel on R & R shall be subject to recall during heightened or full alert.

g. The effectivity of an R & R shall be on the date indicated in the application request as approved by unit Commanders or authorized Officer. However, all requests for R & R must be filed at least fifteen (15) days prior to the intended date except R & R to be spent abroad.

h. R & R beneficiary shall be back and must report to their unit assignments not later than 2400H on the expiration date specified in the R & R order.

i. Personnel on R & R shall be covered with orders indicating therein the duration of their R & R and their destinations/addresses.

j. R & R Administrators shall submit a report every month on personnel within their AOR who availed R & R to HPCG (ATTN: DCS-HRM) for record purposes and monitoring.

VI. RESCISSION:

All other publication in conflict with this SOP is hereby rescinded.

VII. EFFECTIVITY:

This SOP shall take effect upon publication.

BY COMMAND OF VICE ADMIRAL TAN:

OFFICIAL:

**AARON T RECONQUISTA
COMMO PCG
Chief of Coast Guard Staff**

**JEFFERSON L RICO
LT PCG
Coast Guard Adjutant**

DISTRIBUTION:

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R & R TABLE OF TRAVEL TIME

AREA OF ORIGIN /TRAVEL DAYS

AREA OF DESTINATION

	<u>NCR</u>	<u>EV</u>	<u>CV</u>	<u>SWM</u>	<u>PAL</u>	<u>STL</u>	<u>WV</u>	<u>NELZN</u>	<u>NWLZN</u>	<u>SEM</u>	<u>BCL</u>	<u>NM</u>
NCR	NONE	5	5	6	6	3	5	4	4	6	4	6
EV	5	NONE	4	6	6	5	5	6	6	6	5	6
CV	5	4	NONE	6	6	5	4	6	6	5	5	6
SWM	6	6	6	NONE	6	6	6	6	6	5	6	4
PAL	6	6	6	6	NONE	6	5	6	6	6	6	6
STL	3	5	5	6	6	NONE	5	5	5	6	4	6
WV	5	5	4	6	5	5	NONE	6	6	6	6	6
NELZN	4	6	6	6	6	5	6	NONE	3	6	6	6
NWLZN	4	6	6	6	6	5	6	3	NONE	6	6	6
SEM	6	6	5	5	6	6	6	6	6	NONE	6	4
BCL	4	5	5	6	6	4	6	6	6	6	NONE	6
NM	6	6	6	4	6	6	6	6	6	4	6	NONE