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

NHQ-PCG

26 January 2021

**STANDING OPERATING PROCEDURES**  
NUMBER.....01-21

**GUIDELINES ON THE CONDUCT OF ANNUAL PLANNING, PERFORMANCE REVIEW, AND ORGANIZATIONAL ASSESSMENT BY THE PCG UNITS/OFFICES**

**1. REFERENCES**

- a. Commission on Audit Circular No. 97-002 dated 10 February 1997
- b. Commission on Audit Circular No. 2012-001 dated 14 June 2012

**2. RATIONALE**

This SOP is issued to institutionalize inclusive planning, troops engagement, and the systems and methods review of the Command, the conduct of annual planning activity shall be authorized in keeping with the Command's thrusts to (1) efficiently provide service delivery, (2) effectively monitor and evaluate management processes, and (3) leverage mandate and oversight functions for meaningful stakeholder involvement.

The annual planning and assessment shall provide offices/units the opportunity for dedicated man-hours in undertaking various planning tasks and activities in momentary isolation from the routine of respective regular works to ensure significant time to assess performance, thus enhancing the quality of management decision on management processes and operations. It shall likewise promote active/inclusive participation of all team members through organizational engagement and knowledge-sharing.

**3. OBJECTIVES**

The annual management review and organizational assessment activities shall be undertaken with the following objectives:

- a) Determine the action plans for programs, activities, and projects (PAP) of the Command in reference to the PCG Strategies and Annual Targets (PCG SAT),

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

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PCG Strategic Development Plan, Operational Planning outputs and/or other planning references. Action plans shall also include the continual review and improvement of respective services, including the systems and methods thereof, by all the PCG units/offices to align with the goals and objectives of the Command.

- b) Set out the progress and/or status of previous actions undertaken for the P/A/Ps, and calibrate the same, as necessary, to ensure meaningful P/A/Ps and sustainable success and developments.
- c) Ensure competency-based commitment of personnel for enhanced functional accountabilities and possession, and responsiveness to PCG stakeholders.

#### 4. DEFINITION OF TERMS

**Management Review (MR)** – is periodic meeting of a unit/office covering specific agenda items set out in the ISO 9001:2015 Standard. It is conducted to ensure the suitability, adequacy, effectiveness and alignment of the PCG Quality Management System (QMS) with the Command's strategic direction and thrusts.

**Organizational Assessment** - systematic process for obtaining valid information about the performance of an organization and the factors that affect performance. It differs from other types of evaluations because the assessment focuses on the organization as the primary unit of analysis.

#### 5. GENERAL POLICY GUIDELINES

- a) The activity shall be conducted within the Philippines once a year (annual), preferably within the First Quarter of the Fiscal Year, and approved as by the Commandant, Philippine Coast Guard.
- b) All officials and employees of the office/unit shall participate in the activity. Operational and communication strategies shall be undertaken by the offices/units concerned by informing its respective clients of the necessary operational arrangements at least five (5) working days prior to the conduct of the activity to ensure efficient service delivery adjustments, as deemed necessary.
- c) The activity is authorized to be conducted by each unit/office for a maximum of three (3) consecutive working days, preferably starting on Wednesday, inclusive of travel time.

Should logistical requirements necessitate additional day/s for the event, the added day/s must be on Saturday, Sunday and/or any applicable holiday; provided, however, that such additional day/s shall not bear any extra cost on the part of the PCG.

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- d) Safety and security of the participants must be a priority concern. Hence, communication through cellular phones, email, and landlines, must be available and accessible.
  - I. Participants shall monitor communication lines (i.e., texts/messages, calls, email, etc.) coming from and to the work station and the event's venue; and shall ensure availability should exigencies of the service require.
  - II. Administrative Officers (AOs) and/or designates of the office/unit, must list the contact details, health and emergency information of all participants prior to the trip.
- e) Each participant shall be entitled to an allocation of **Php6,000.00 per person for the whole duration of the activity** to cover food, accommodation, rental of facilities, entrance fees and other transportation expenses in going to and from the airport or port and venue for said activity.
  - I. Funding allocation shall be provided only to those personnel who will attend the activity. In case of last minute/unavoidable circumstances resulting to failure of personnel to attend the activity, funding allocation of the said personnel shall be subsequently returned/refunded to the Command.
- f) Contingency fund amounting to **Php10,000.00** shall be allocated by each unit/office to cover preparatory and contingency expenses, including vulcanizing of flat tires, and repair/replacement of spare parts of service vehicles in case of breakdowns, among others.
- g) The unit/office shall ensure an accurate attendance system, monitoring and documentation of the activity from the assembly point until the completion.
  - I. The unit/office shall submit justification for employees who are unable to attend the activity to the Office of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1.
  - II. If, for a valid reason, an employee cannot participate in the activity, said employee may report to work, otherwise, shall file for leave of absence.
- h) Information and/or details about schedules, routes, timetables, departure locations, rest and meal stop, lodging, emergency procedures, protocol for problems, and rules of conduct must be communicated in advanced.
- i) All officials/personnel must be mindful that the activity is official in nature and thus, be fully aware of situations, settings, and personal conduct of a public servant.
- j) The designated Special Disbursing Officers (SDOs) are authorized to handle cash advances to cover the expenses for the activity. All expenses shall be



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liquidated within thirty (30) calendar days in accordance with existing budgeting, accounting and auditing rules and regulations.

- I. No additional cash advances shall be allowed to any PCG official or employee unless the previous cash advance given to him/her is first settled or a proper accounting thereof is made.
- II. The cash advance shall be used solely for the implementation of this SOP. Under no circumstance shall it be used for encashment of checks or for liquidation of a previous cash advance.
- III. The following are required number of SDOs and equivalent rank requirements based on the planning entity as approved by the Command solely intended for the annual management review:

Planning Entity	Number of SDOs	Rank
Deputy Commandant for Operation	At least 1 SDO each office/unit	ENS (0-1)
Deputy Commandant for Administration		
Coast Guard Chief of Staff		
Functional/Support/Operational Commands/CG Districts		
Unit Commanders/Head of Central Staff/Special Staff/Technical Staff		

**Note:** Only **One (1)** disbursing officer shall be assigned/designated for a specific legal purpose.

**6. RESPONSIBILITIES**

- a) All PCG offices/units shall be held responsible for the proper implementation of this SOP.
- b) Office of the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6 and Accounting Services Officer:
  - I. Provide timely processing of cash advances.
  - II. Ensure all cash advances are properly accounted for and liquidated.
- c) Office of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 shall monitor the schedule of activities of the offices/units to avoid/eliminate overlaps.
- d) The entitlement by this SOP shall be supported by the following documentary requirements:
  - ✓ Cash Advance Request Form (CARF) *Annex A*
  - ✓ Memorandum for the Approved Management Review Assessment
  - ✓ Summary of Expenses with Receipts and Documentation
  - ✓ Accomplishment Report duly signed by the Head of Office/Units



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- ✓ For Other Supporting Documents, refer to the Approved Revised Documentary Requirements issued by the Accounting Service Office (ASO)

**7. FUNDING SOURCE**

The amounts required for the payment under this SOP shall be taken from the Maintenance and Other Operating Expenses (MOOE) of the units/offices concerned consistent with existing budgeting, accounting and auditing rules and regulations.

**8. RULES ON RESOLUTION OF QUERIES**

Issues not covered by this SOP shall be referred to the Office of the Deputy Chief of Coast Guard Staff for Comptrollership, O/CG-6 for resolution/amendment subject to approval of the Commandant, Philippine Coast Guard.

**9. EFFECTIVITY**

This SOP shall take effect immediately. All issuances which are inconsistent herewith are hereby repealed, amended and modified accordingly.

**BY COMMAND OF ADMIRAL URSABIA JR :**

OFFICIAL:

  
**LIEZEL B BAUTISTA**  
CDR PCG  
Coast Guard Adjutant

**ROLANDO LIZOR N PUNZALAN JR**  
RADM PCG  
Chief of Coast Guard Staff

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ANNEX A

**CASH ADVANCE REQUEST FORM**

Per SOP No. \_\_\_\_\_ dated \_\_\_\_\_

\_\_\_\_\_  
(Unit/Office)

\_\_\_\_\_  
(Inclusive Dates)

\_\_\_\_\_  
(Venue)

**Participants:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Particulars	Amount	No. of Participants	Total Cost
Individual Allocation	PhP 6,000.00		PhP
Contingency Fund	PhP 10,000.00		PhP 10,000.00
<b>TOTAL REQUESTED CASH ADVANCE</b>			<b>PhP _____</b>

**Prepared by:**

**Endorsed by:**

\_\_\_\_\_  
(Name and Signature of SDO)

\_\_\_\_\_  
(Name and Signature of Unit Commander)

\_\_\_\_\_  
(Date Requested)

*Note: Use additional sheets if necessary*