



HEADQUARTERS PHILIPPINE COAST GUARD
(Punonghimpilan Tanod Baybayin ng Pilipinas)
139 25th Street, Port Area
1018 Manila

22 July 2016

HPCG/CG-3

STANDING OPERATING PROCEDURES

Number 07-16)

GUIDELINES ON THE UTILIZATION OF THE QUICK RESPONSE FUND (QRF)

I. REFERENCES:

- A. RA 9993 (The PCG Law of 2009)
- B. NEDA Memorandum dated 12 April 2016
- C. General Appropriation Act (GAA) FY 2016
- D. Annual Plan and Budget (APB) FY 2016

II. PURPOSE:

This SOP prescribes the general guidelines and procedures on the utilization of the **Quick Response Fund (QRF)**. The QRF is allocated by the national government as a standby fund to assist agencies on their operational requirement as part of the rescue and disaster mitigation activities. Except for the pre-positioning of supplies, equipment and personnel, QRF shall not be used for pre-disaster activities or for any other purpose.

III. OBJECTIVES:

- A. To ensure the proper utilization and employment of QRF to be used to relief and rescue operations, including pre-positioning of supplies, equipment and personnel.
- B. To prescribe the procedures in the allocation of QRF to PCG units for their operational requirement.
- C. To provide immediate measures to alleviate the situation and living conditions of people living in communities or areas stricken by calamities, epidemics, crises, and catastrophes that it may be normalized as quickly as possible.

IV. PROCEDURES AND RESPONSIBILITIES:

- A. Coast Guard District Commanders:

- a) Shall annually update the Work and Financial Plan to be funded by QRF and submit to HPCG (Attn: CG-3) for approval of the CPCG;
- b) The Work and Financial Plan shall be supported with Project Procurement Management Plan (PPMP);
- c) Shall submit the approved Work and Financial Plan to Local DRRMC;
- d) Shall use the QRF only when the Local Government or NDRRMC declares State of Calamity or Imminent Danger. QRF can be obtained or utilized thru emergency purchase, cash advance and/or reimbursement;
- e) Shall submit to HPCG (Attn: CG-3) and Local DRRMC the Damage Report and Calamity Impact Assessment Report;
- f) Shall Submit to HPCG (Attn: CG-3) the accomplishment report and status of Work and Financial Plan;
- g) Shall ensure that the QRF will be utilized strictly for its intended purposed only; and
- h) Coordinate with Local Government or DRRMC for other requirements.

B. Deputy chief of Coast Guard Staff for Operations (CG-3):

- 1) Shall review the Work and Financial Plan of CG Districts and coordinate with CG-6 for the availability of budget;
- 2) Shall consolidate the approved Work and Financial Plan;
- 3) Shall consolidate the Damage Report and Calamity Impact Assessment Report; and
- 4) Shall consolidate and submit the accomplishment report and status of Work and Financial Plan to concerned agencies.

C. Deputy Chief of Coast Guard Staff for Comptrollership (CG-6):

- 1) Shall review the budget of CG District Work and Financial Plan endorsed by CG-3; and
- 2) Shall prepare quarterly reports on the status of the utilization of the QRF.

D. Deputy Chief of Coast Guard Staff for Community Relations Services (CG-7) shall post in the official website of the PCG the quarterly reports on the status of utilization of the QRF.

E. Utilization of QRF is subject to the usual accounting and auditing rules and regulations.

V. EFFECTIVITY:

This SOP shall take effect immediately.

BY COMMAND OF REAR ADMIRAL MELAD

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COMMO **PCG**
Coast Guard Chief of Staff

OFFICIAL


LIEZEL B BAUTISTA
LCDR **PCG**
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