



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**

Headquarters Philippine Coast Guard

139 25th Street, Port Area

1018 Manila

**HPCG/CGIAS**

18 January 2017

**STANDING OPERATING PROCEDURE  
NUMBER 01 – 17)**

**GUIDELINES IN RANDOM ACTUAL ACCOUNTING OF PCG PERSONNEL**

**I. AUTHORITY:**

Republic Act No. 9993, otherwise known as the Philippine Coast Guard (PCG) Law of 2009 and its Implementing Rules and Regulations.

**II. REFERENCES:**

- a. DCS-HRM Circular Nr 04-12(LEAVE) dated 10 April 2010;
- b. DCS-HRM SOP Nr 02-12 dated 10 April 2012 (PCG Rest and Recreation Program);
- c. HPCG Memorandum Circular 04-12 dated 10 April 2012 (Granting Authority of Leave to be Spent Abroad);
- d. HPCG/ CGIAS Circular Nr 05 - 16 (Code of Conduct and Discipline for PCG Uniformed Personnel) dated 30 August 2016;
- e. HPCG / CGIAS Circular Nr 06 - 16 (Guidance and Procedures on disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel) dated 30 August 2016;
- f. HPCG SOP 06-13 dated 04 September 2014 (Disposition of AWOL cases);
- g. OIC, PCG Approved CGIAS Memorandum Para 09 dated 12 November 2015.

### **III. PURPOSE:**

- a. To ensure that the accounting of Personnel are properly maintained.
- b. To validate and counter check entries in the Morning Report (MR) of the concerned Units and verify its submission to Higher Headquarters (HPCG).
- c. To avoid incidence of unreported AWOL (absent without leave), missing in action, and going outside the country without following the specific policies regarding travel abroad.

### **IV. SCOPE:**

This SOP shall apply to all PCG Uniformed and PCG Non-Uniformed Personnel assigned at HPCG, Major Units, Districts, Stations, Sub- Stations, Unit Afloat and Coast Guard Bases.

### **V. GENERAL POLICIES:**

The PCG shall ensure the proper observance of procedures and protocols on Leaves, Rest and Recreation, and Passes granted to Personnel.

The Coast Guard Internal Affairs Service (CGIAS) shall be the lead Unit that will conduct the random validation and checking of Personnel and Records related to their status.

### **VI. RULES AND PROCEDURES:**

- a. A selected Team of Inspectors from CGIAS (*hereafter referred to as the "Team"*) shall be tasked to conduct random actual accounting of Personnel and records of the concerned Unit.
- b. The Team shall proceed to the concerned Unit and shall make a courtesy call to Unit Commander or, in his / her absence, the next senior officer to give notice of the purpose of the Team's visit.
- c. The Team shall proceed immediately to Human Resource Management and Records of the concerned Unit to get the latest Roster of Troops and examine the Administrative /Personnel records.

d. The Team shall thereafter request the HSG Commander or any responsible officer of the concerned Unit to muster all Personnel for the conduct of actual Personnel inspection.

e. If in the course of inspection there exist apparent discrepancy or inconsistency in the record of certain Personnel, the inspector shall call the attention of the Admin Officer/ POIC of Human Resource Management Branch of the concerned Unit to explain and clarify such discrepancy or inconsistency.

f. The concerned Unit shall make available all information related to the status of Personnel including available personal contact / mobile number or any expedient means of communication.

g. Upon completion of the accounting of Personnel and validation of Personnel records, the inspection team shall furnish a copy of the result of the Personnel accounting to the Unit Commander.

h. After the Briefing on result of the Personnel accounting, the Team leader shall make a Departure Call to the Unit Commander.

i. The Team leader shall submit the result of the inspection they conducted to the Commander, CGIAS who shall then submit the same to the CPCG.

j. In the event of adverse findings concerning the status or the whereabouts of a particular unaccounted Personnel, The CGIAS may then conduct Investigation upon the directive of CPCG or *moto proprio*.

k. The CGFC shall be authorized to withhold the salary, including the pay and allowances, of the unaccounted Personnel effective upon the recommendation of the CGIAS based on the result of the inspection. The release and reimbursement, if applicable, of the salary, including the pay and allowances, shall be subject to the provisions of HPCG / CGIAS Circular Nr 06 - 16 (Guidance and Procedures on disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel) dated 30 August 2016 or its subsequent amendments.

## **VII. RESPONSIBILITIES:**

### **a. Commander, Coast Guard Internal Affairs Service**

(1) Direct the conduct of credible and transparent random accounting of Personnel and ensure the integrity and confidentiality of the verification.

(2) Submit the official and final report of inspection to CPCG.

(3) Conduct investigation in case of adverse findings as may be directed by CPCG or *moto proprio*.

**b. Concerned Unit Commander**

(1) Ensure the attendance of all Personnel in the Roster of Troops of the Unit during the muster.

(2) Provide the utmost cooperation and assistance to the Team by providing all requested documents and physical appearance of Personnel.

(3) Support the Team for the successful conduct of the inspection.

**c. Deputy Chief of Staff – Human Resource and Management and Records**

Shall furnish and make available to the Team the Personnel records submitted by all Units not limited to morning reports and personal action forms related to leaves and rest and recreation.

**d. Coast Guard Finance Center**

(1) Withhold the salary, including the pay and allowances, of the unaccounted Personnel effective upon the recommendation of the CGIAS based on the result of the inspection.

(2) Release and reimburse, if applicable, the salary, including the pay and allowances, subject to the provisions of HPCG / CGIAS Circular Nr 06 - 16 (Guidance and Procedures on disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel) dated 30 August 2016 or its subsequent amendments.

**e. Coast Guard Legal Service**

File the appropriate civil and / or criminal charges in the proper civilian court for the recovery of the salary, including pay and allowances, released to the Unaccounted Personnel.

**f. Unit Administrative Officer / POIC of Human Resource Management Branch of the concerned Unit**

Shall provide the Team with the records and documents related, but not limited, to the Roster of Troops, accomplished Personnel Action Form (PAF), and Morning Reports of their Unit.

**g. CGIAS Team of Inspectors**

(1) Make a courtesy call to the Unit Commander or, in his / her absence, the next senior officer of the concern Unit to give notice of the purpose of the Team's visit. Render briefly to Unit Commander regarding the result of the inspection.

(2) Conduct random actual accounting of Personnel and records of the concerned Unit.

(3) Furnish a copy and brief the Unit commander or, in his / her absence, the next senior officer of the result of the Personnel accounting. Thereafter, make a Departure Call prior leaving the concerned Unit.

(4) Submit report to Commander, CGIAS

**VIII. OFFENSES AND PENALTIES:**

(1) Unaccounted Personnel shall be liable for Desertion or AWOL, as the case maybe, and be charged and penalized under HPCG / CGIAS Circular Nr 06 - 16 (Guidance and Procedures on disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel) dated 30 August 2016 or its subsequent amendments.

(2) The concerned Unit Commander and the Administrative Officer / POIC of Human Resource Management Branch of the said Unit shall be liable, charged, penalized under the applicable provision of above – mentioned Circular, if appropriate.

**IX. BUDGET ALLOCATION:**

The Command through the DCS for HRM, CG-1 shall allocate funds to defray the necessary travel expenses of the Team in accordance with existing rules and procedures on budgetary and logistical system.

**X. EFFECTIVITY:**

This SOP shall take effect immediately upon approval.

**BY COMMAND OF COMMODORE GARCIA:**

OFFICIAL:

**BON DAN CHAN**  
**COMMO PCG**  
Chief of Coast Guard Staff

  
**LIEZEL B BAUTISTA**  
**LCDR PCG**  
Coast Guard Adjutant *6/10/17/18*



DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS  
 Philippine Coast Guard  
**COAST GUARD INTERNAL AFFAIRS SERVICE**  
 Coast Guard Base Farola, Muelle de la Industria, Farola Compound  
 Binondo 1006 Manila



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

**Personnel Accounting Report (PAR)**

The following named Officers/Non-Officers are unaccounted during the conduct of Random Inspection of Personnel held on (Date) at (Place), who are still in active duty however they are out of office for reasons/status indicated opposite their names:

NAME	REASONS/STATUS
1.	
2.	
3.	
4.	
5.	

\_\_\_\_\_  
 Signature of Admin Officer

Conforme:

\_\_\_\_\_  
 Admin Officer/ POIC Admin