



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

Date: 20 March 2021

NHQ-PCG

**STANDING OPERATING PROCEDURES**  
**NUMBER 04-21)**

**GUIDELINES ON THE GRANT OF MOBILE COMMUNICATION ALLOWANCE**

**1. REFERENCES**

- a. Civil Service Commission (CSC) Memorandum Circular Number 10 series of 2020 dated 7 May 2020
- b. Commission on Audit (COA) Circular No. 2012-001 dated 14 June 2012
- c. Presidential Decree No. 1445 dated 11 June 1987

**2. RATIONALE**

The use of Informational and Communication Technology (ICT) equipment such as mobile phones is essential in carrying out the diverse tasks and in workplaces especially in the Philippine Coast Guard (PCG). Mobile phones complemented with provisions on postpaid lines and prepaid loads allow the PCG officials and other personnel concerned to have immediate communication with clients and stakeholder, and enable them to respond to time-sensitive issues and concerns. Furthermore, due to the expansion of some programs and services of the PCG, mobile communication allowance may play an indispensable role especially on humanitarian assistance and disaster response operations of PCG personnel.

As interactions have shifted online, even more highly reliant on the use of mobile phones, laptops and other media for communication, it becomes imperative to (1) provide authorized officials and personnel a mobile communication allowance and (2) authorize mobile data plan which shall be used on virtual communications application and internet (WiFi) connection for teleconferencing needs. This will help ensure the uninterrupted sharing of information relative to the Command's programs, activities and projects among officials, employees and stakeholders, thereby increasing government transparency and encouraging public trust.

**3. DEFINITION OF TERMS**

**Postpaid Mobile Phone** is a mobile phone for which service is provided by a prior arrangement with a mobile network operator. The user in this situation is billed after the fact according to their use of mobile services at the end of each month.

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**Ceiling** is the maximum permitted level in a financial transaction. It is a group-imposed control, or limit, on how high a price is charged for a product, commodity, or service.

**4. SCOPE OF THE POLICY**

This SOP provides standards and procedures in the provision of mobile communication allowance to PCG officials and other personnel concerned at the National Headquarters, Coast Guard Functional/Support Commands, Coast Guard Districts and all concerned PCG units handling official functions with the following ranks:

<b>RANKS/POSITIONS</b>	<b>CEILING (In PhP)</b>
ADMIRAL	8,000.00
VICE ADMIRAL	
REAR ADMIRAL	5,000.00
COMMODORE	
CAPTAIN	3,500.00
COMMANDER	3,000.00
LIEUTENANT COMMANDER	
LIEUTENANT SENIOR GRADE	2,500.00
LIEUTENANT JUNIOR GRADE	
ENSIGN/FMCPO	2,000.00
Head of Civilian Affairs/Chief Accountant	

**5. POLICY GUIDELINES**

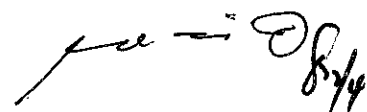
- 5.1 The provision of communication allowance shall be given to PCG personnel with the rank of FMCPO up to the Commandant, Philippine Coast Guard including from the Head of Civilian Affairs and the Chief Accountant.
- 5.2 To properly monitor the usage of the mobile communication allowance, all entitled officials/personnel shall apply for a plan from the approved service provider on its nearest branches nationwide and must accomplish the following information to be submitted to the Office of the Deputy Chief of Coast Guard Staff for Maritime Communications, Weapons, Electronics and Information System, O/CG-11:

<b>Name of Recipient</b>	<b>Mobile Number</b>	<b>Amount/Ceiling</b>

- 5.3 All terms and conditions of existing accounts and/or such other account agreements from any service provider applied by entitled officials/personnel, insofar as these are inconsistent with the terms and conditions stipulated under this SOP, shall not be considered as official account to be monitored by the PCG.
- 5.4 Charges in excess of the maximum allocation per month shall be for the account of the authorized official/personnel.
- 5.5 To achieve efficiency and frugality, disbursement of mobile communication allowance may be done through PCG payroll system containing the list of PCG officials entitled to such privilege with corresponding ceiling/amount.

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5.6 When the eligible recipient retires, resigns, or is transferred, mobile communication allowance automatically be ceased subject for issuance of certificate of no pending obligations from the O/CG-11.

### **6. RESPONSIBILITIES**

6.1 The mobile communication allowance shall be strictly used for the official communications only with the end view of accomplishing the required tasks to be done as described in the rationale/objectives of this SOP.

6.2 Coast Guard Finance Center and Office of Deputy Chief of Coast Guard Staff for Human Resource Management, O/CG-1 shall prepare the lists of entitled PCG officials/personnel to be included on the monthly payroll system subject to existing budgeting, accounting and auditing rules and regulations.

6.3 End-users shall keep payment of their excess bills up to date. The Office of Deputy Chief of Coast Guard Staff for Maritime Communications, Weapons, Electronics and Information System, O/CG-11 shall monitor payments. Accounts not paid for three (3) consecutive months shall be recommended for temporary disconnection and possible sanctions by the Command if payments are not made on time.

6.4 Recipients of this SOP shall keep their mobile phone units turned on, and shall be readily reachable through such, 24/7 to guarantee continuous communication, especially during disaster/crisis situations and during official business hours.

6.5 Non-compliance of any of the above-mentioned procedures shall be dealt with accordingly subject to termination of the mobile communication allowance as provided under this SOP.

### **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 PCG subject to availability of funds lodged under the Office of Deputy Chief of Coast Guard Staff for Maritime Communications, Weapons, Electronics and Information System, O/CG-11 consistent with existing budgeting, accounting and auditing rules and regulations.

### **8. RULES ON RESOLUTION OF QUERIES**

Clarifications and concerns not covered by this procedure shall be referred to the Office of the Deputy Chief of Coast Guard Staff for Comptrollership, O/CG-6 and Office of the Deputy Chief of Coast Guard for Maritime Communication, Weapons, Electronics and Information System, CG-11 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.

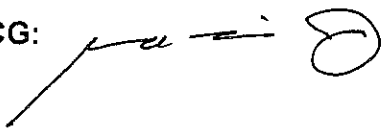
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BY THE COMMAND OF ADM URSABIA JR PCG:



OFFICIAL:



LIEZE B BAUTISTA  
CDR PCG  
Coast Guard Adjutant

FERDINAN B PICAR  
COMMO PCG  
Chief of Coast Guard Staff

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