



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

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NHQ-PCG/CG-1

STANDING OPERATING PROCEDURES
NUMBER 09-21

COMPREHENSIVE SOCIAL BENEFITS PROGRAM FOR PCG PERSONNEL

I. REFERENCES

- a. EO 110 s. 2020 otherwise known as Institutionalizing the Comprehensive Social Benefits Program (CSBP) and its Implementing Rules and Regulations (IRR)
- b. RA No. 6963 or an Act Granting Special Financial Assistance and Benefits to the Family or Beneficiary of Any Police or Military Personnel or Fireman Killed or Permanently Incapacitated while in the Performance of His Duty or by Reason of His Office or Position and for Other Purposes
- c. SOP PCG Mutual Assistance System (MAS) dated 17 December 2013
- d. PCGMAS Board Resolution Nr. 1218-01

II. GENERAL

The Philippine Coast Guard shall strengthen the capability of its personnel by addressing and providing attention to their morale and welfare for them to effectively perform their respective duties and responsibilities. The Command recognizes the needs of PCG personnel by continuously adopting workable measures to alleviate their status in life so they could regularly support their immediate family members while providing service to the public.

It is in this regard that the PCG, as one of the beneficiaries of EO 110 s. 2020, otherwise known as Institutionalizing the Comprehensive Social Benefit Program (CSBP), shall ensure that its personnel who are exposed in danger in the performance of duty are given benefits provided to them by law as a way to recognize their invaluable contribution to the pursuit of just and lasting peace.

This is also to ensure that rightful and reasonable benefits are being delivered to them or their beneficiaries in an expeditious manner and without delay and to penalize any person who unduly delays, refuses, or in any manner prevents the payment thereof.

III. PURPOSE

This SOP institutionalizes the procedures and responsibilities in providing Comprehensive Social Benefit claim and other morale and welfare assistance to PCG personnel to improve the status and uplift their spirit when in crisis that may affect the work performance and delivery of service.

IV. SCOPE

This policy applies to all PCG Personnel as well as the units/offices in charge of providing morale and welfare assistance to the personnel in need.

V. DEFINITION OF TERMS

- a. **Beneficiary-** refers to a dependent or survivor of a PCG personnel who is eligible to receive benefits, as follows:
 - i. Legal Spouse of a PCG personnel, provided that, if they are legally separated by a judicial decree, the legal spouse is declared to be the "innocent spouse" and must be required to produce an authentic copy of the decision rendered by the Family Court and Entry of Judgment;
 - ii. Legitimate, acknowledged or adopted children; Provided, that except for children who by reason of their mental incapacity are incapable of employment, entitlement to herein benefits shall terminate when such children attain twenty-one (21) years of age or get married;
 - iii. Parents of PCG personnel or if both parents are deceased, unmarried siblings, grandparents or grandchild in successive order; and
 - iv. Other beneficiaries qualified under existing laws, rules and regulations which are not contrary to the Rules on Succession under the Civil Code.
- b. **Comprehensive Social Benefits Program (CSBP)** – is a mechanism to provide speedy, sustainable, and rationalized social benefits and assistance to the active military and uniformed personnel who are killed or wounded in a legitimate action or operation sanctioned by the State, and their qualified beneficiaries.
- c. **Immediate Family-** refers to the 1st and 2nd degree by consanguinity (parents, children) and 1st degree by affinity (spouse).
- d. **Killed-in-Police-Operation (KIPO)-** refers to personnel killed in legitimate police, jail, coast guard and fire operation, disaster response, search and rescue activities and/or related law enforcement operations.

- e. **Morale and Welfare Assistance** – aid or support or token that would alleviate the status or uplift the spirit of the personnel in need by reason of death of a family member or victim of natural disaster.
- f. **PCG Non-Officers** – refers to the Enlisted Personnel performing jobs specific to their own ratings and specialization.
- g. **PCG Officers** – refers to the PCG Officers Corps and are classified into General Line Officers (GLO) and Technical Service Officers.
- h. **Non-Uniformed Personnel**- Civilian employees of the Philippine Coast Guard holding positions based on the salary grades.
- i. **St. Peter Life Plan**- refers to a Pre-Need Death Care Company that offers affordable traditional memorial life plans to all segments of society.
- j. **Total Permanent Physical Disability (TPPD)** - refers to the anatomical loss or the permanent loss of use of one hand or both hands, or one foot or loss of both feet or both legs, or one eye or both eyes or both eyes having only light perception, or mental faculties or impairment of a physical function immediately resulting from the injury incurred during a legitimate combat operation or related military or police operations, and which renders such Covered Personnel indefinitely incapable of substantially performing the mandated duties and functions of that personnel's position. This includes impairment of mental faculties such as Post – Traumatic Stress Disorder and other related mental illness. In all cases, the disability shall be deemed permanent if it has persisted for a period exceeding six (6) months, without fixed healing period and renders the Covered Personnel incapable of performing his/her duties and functions.
- k. **Wounded in Police Operations (WIPO)**- refers to personnel wounded and injured in legitimate police, jail, coast guard and fire operation, disaster response, search and rescue activities and/or other related law enforcement operations.

VI. POLICIES

1. The Command shall provide morale and welfare assistance to the Officers, Non-Officers and Non-Uniformed Personnel by partnering with government financial institutions and private companies that provide health care aid, loans with low interest rate or pre-need death/care plans;
2. The following assistance and benefits provided under EO 110 s. 2020 and its Implementing Rules and Regulations (IRR) are extended to the PCG personnel who are killed and wounded in the legitimate action or operation sanctioned by the State, and their qualified beneficiaries:

Assistance	Benefits	Agency to Undertake
1. Special Financial Assistance (SFA)	<p>a. P500,000.00 shall be granted to the beneficiaries of KIPO</p> <p>b. P250,000.00 shall be granted for WIPO personnel with TPPD</p> <p>c. P100,000.00 shall be granted for WIPO personnel with major or minor injuries</p>	Office of the Deputy Secretary for Finance Administration (ODESFA)
2. Social Welfare Assistance	Immediate enrollment of KIPO beneficiary in 4Ps Modified Conditional Cash Transfer or in lieu thereof, a monthly subsidy of 20 kilos or its cash equivalent based on prevailing market price for those who will not qualify under the 4Ps	Department of Social Welfare and Development (DSWD)
3. Shelter Assistance	<p>Qualified Beneficiaries of KIPO:</p> <p>a. Housing Unit under the NHA Gov't Employee Housing Program with maximum subsidy of P450,000.00</p> <p>b. Cash assistance of P450,000.00 for the construction of housing unit on the existing and owned lot of the beneficiary-family</p> <p>c. P100,000.00 for repair/rehabilitation/improvement of existing housing unit</p>	National Housing Authority (NHA) of the Department of Human Settlements and Urban Development (DHSUD)
4. Health and Medical Care Assistance	Payment of PhilHealth premiums and medical assistance for hospitalization and provision of maintenance medicines	Philippine Health Insurance Corporation (PhilHealth) and Department of Health (DOH)
5. Educational Assistance	Educational assistance to a maximum of 2 children or other qualified beneficiaries	DILG and DND
6. Employment Assistance	Facilitated to be employed in any government agency	DILG and DND, Department of Labor and Employment (DOLE)

3. In addition to EO 110 s. 2020, the following assistance and benefits provided under RA No. 6963 are likewise extended to the PCG personnel who are killed and wounded in the legitimate action or operation sanctioned by the State, and their qualified beneficiaries:

Assistance	Benefits	Source of Funds
1. Special Financial Assistance (SFA)	Average six (6) month's salary, including allowances and bonuses during the last twelve (12) months preceding the death or permanent disability of the PCG personnel	Payment shall come from the expected salary, allowances and bonus of the deceased or permanently incapacitated PCG personnel for the next six (6) months after his/her death or incapacity.
2. Health and Medical Care Assistance	PCG personnel who is injured or wounded or in any manner suffers any injury in the performance of his official duties, the hospitalization expenses shall be shouldered by the Office where he belongs	Chargeable against the salary savings of such PCG personnel without the need of appropriation act.

4. **Other Form of Assistance:**

Other form of assistance that may be provided, outside of the regular benefits being enjoyed by the personnel, shall be, but not limited to the following:

Nature of Assistance	Benefits
1. Pre-need death/care plans (Maximum of twenty [20] pre-need death/care plans per year which are assignable to any deceased PCG member for free)	<p>The PCG, through the PCG Mutual Assistance System (MAS) and St Peter Life Plan Inc, provides a memorial service product package (St. Gregory Plan which includes memorial services with free four (4) days viewing in any of their accredited mortuary chapels or seven (7) days in the home of the deceased PCG personnel, one memorial wreath and thank you cards to those who sympathized during the wake, St. Peter Tribute in honor of the deceased, and hearse and or transportation of the deceased to the cemetery during interment within the 25 kilometer radius).</p> <p>MAS also provides cash assistance to the family of the deceased member in the amount of P20,000.00</p>

2. Interment assistance	Prayer vigil service (upon request of the bereaved family) and funeral flower/wreath for both Officer and Non-Officer Token for the deceased immediate family member
3. Low interest rate livelihood loan assistance with Land Bank of the Philippines (LBP)	Livelihood loan from 20,000.00Php to 1,000,00.00Php with minimum term of 6 months and maximum of 36 months; at 10% interest rate per annum. It is renewable after payment of 6 monthly amortization.

The PCG personnel who suffered extreme loss by reason of natural calamity or accident shall be given assistance to alleviate his/her suffering for his/her immediate recovery so he/she could return back to work and perform his/her duties/responsibilities.

VII. PROCEDURES:

1. For the benefits under EO 110 s. 2020, the claim shall be filed with the concerned agencies upon completion of the following documentary requirements:

BENEFITS	DOCUMENTARY REQUIREMENTS	AGENCY
SPECIAL FINANCIAL ASSISTANCE	a. Original PSA Death Certificate from the Local Civil Registrar for KIPO, or Certification from the Command Surgeon, Coast Guard Medical Service in case of WIPO	ODESFA
	b. Certificate of Legitimate Coast Guard Operation duly signed the District Commanders/Unit Commanders	
	c. Original Investigation/After Operation/Spot Report duly signed by the Unit/Commanding Officer	
	d. Photocopy of PCG ID of the KIPO/WIPO PCG personnel authenticated by Admin personnel or original Certificate of Duty Status if PCG ID is expired	
	e. Original Certificate of Declared Beneficiary/ies based on SOI for KIPO	
	f. Photocopy of ID Card of PCG	

	Beneficiary authenticated by Admin Officer for KIPO	
	g. Landbank Passbook/Photocopy of LBP ATM (not Pension Account and Authenticated by Admin Officer	
	h. Original Authorization to deposit check.	
SHELTER ASSISTANCE	a. Certificate of Legitimate Coast Guard Operation duly signed by the District Commanders/Unit Commanders	NHA
	b. Original Certificate of Declared Beneficiary/ies based on SOI	
	c. Original PSA Death Certificate from the Local Civil Registrar	
	d. Photocopy of PCG ID of the deceased PCG personnel authenticated by Admin personnel or original Certificate of Duty Status if PCG ID is expired	
	e. Preferred Location with Block and Lot Number	
	f. Lot Title in the name of the beneficiaries in case he/she opt to construct a house unit in the amount of P 450,000.00 or P100,000.00 for the repair/rehabilitation/improvement thereof	
HEALTH AND MEDICARE ASSISTANCE (PHILHEALTH CARD)	Certificate from National Headquarters PCG signed by the Commandant, PCG that the person is a CSBP beneficiary or a WIPO (upon verification and endorsement by CG-1)	DOH (PHILHEALTH)
EDUCATIONAL ASSISTANCE		DILG and DND
EMPLOYMENT ASSISTANCE		DILG and DND, Department of Labor and Employment (DOLE)

2. For the benefits under RA No. 6963, the documentary requirements shall be as follows:

BENEFITS	DOCUMENTARY REQUIREMENTS
SPECIAL FINANCIAL ASSISTANCE	a. Original PSA Death Certificate from the Local Civil Registrar for KIPO, or Certification from the Command Surgeon, Coast Guard Medical Service in case of WIPO with TPPD
	b. Certificate of Legitimate Coast Guard Operation duly signed the District Commanders/Unit Commanders
	c. Original Investigation/After Operation/Spot Report duly signed by the Unit/Commanding Officer
	d. Photocopy of PCG ID of the KIPO/WIPO PCG personnel authenticated by Admin personnel or original Certificate of Duty Status if PCG ID is expired
	e. Original Certificate of Declared Beneficiary/ies based on SOI for KIPO and Proof of Relationship such as Marriage Certificate or Birth Certificate
	f. Photocopy of ID Card of PCG Beneficiary authenticated by Admin Officer for KIPO
	g. Landbank Passbook/Photocopy of LBP ATM (not Pension Account and Authenticated by Admin Officer
	h. Computation of Claim from CGFC
HEALTH AND MEDICARE ASSISTANCE	a. Certificate of Legitimate Coast Guard Operation duly signed by the District Commanders/Unit Commanders
	b. Original Investigation/After Operation/Spot Report duly signed by the Unit/Commanding Officer
	c. Certification from the Command Surgeon, Coast Guard Medical Service that hospitalization is necessary
	d. Hospitalization Bills/Receipts

3. For other morale and welfare assistance:

Token	Documentary Requirement	Source of Fund
NCR Area	Letter request from Admin Officer/Unit Commander for the deceased personnel assigned in their unit/office	Morale and Welfare Branch, CG-1
Districts outside NCR	Notice from the Admin Officer/HRMU/District Morale and Welfare Officer	Respective Unit Fund

4. The respective Administrative Officer/Morale and Welfare Officer of the PCG units, or any Officer designated by the Unit Commander on morale and welfare matters shall initiate the request with the attached documentary requirements as specified under Section VII.1 of this Circular and shall submit to the Office of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 (O/CG-1); Provided that for benefits under RA No. 6963, the same shall be processed through Disbursement Voucher with the attached documentary requirements set forth under Section VII.2 of this Circular; Provided further, that for pre-need death/care plan/ St. Peter Life Plan Card, the request shall be upon receipt of the information from the immediate family member or colleague that that deceased PCG personnel has no existing pre-need death/care plan;
5. Upon receipt of the request for CSBP claims, the O/CG-1 shall check and ensure that the documentary requirements are complete prior submission to the concerned agencies;
6. The Admin Officer shall, prior interment, inform and coordinate with the bereaved family on the schedule of prayer vigil service / religious rites (subject to the availability of Chaplain service and upon request of the family) and sending of the funeral flower wreath;
7. In case of death of the immediate family members, the concerned PCG personnel shall coordinate with the Admin Officer/Morale and Welfare Officer regarding their demise for purposes of providing token by the Command.

VIII. RESPONSIBILITY AND TASKING

1. PCG Unit Commanders

- a. Monitor the documentary compliance for CSBP claim for speedy submission to NHPCG (Attn: Morale and Welfare Br, CG1) for subsequent endorsement by the Commandant, PCG to the concerned government agency;

- b. Responsible for the procurement of Morale and Welfare Token to the deceased PCG Personnel and their immediate family members; provided that the District/Unit is outside Manila-Cavite area;
- c. Direct Admin Officer/Morale and Welfare Officer for the proper planning and execution of the morale and welfare assistance for the deceased PCG personnel and their immediate family members.

2. DCCGS for Human Resource Management, CG-1

- a. Staff Primary Responsible for the Morale and Welfare assistance under this Circular;
- b. Coordinate with concerned government agency on CSBP claims;
- c. Responsible for the procurement of Morale and Welfare Token for the deceased PCG Personnel assigned in NHQ-PCG including their family members.
- d. Coordinate with PCG MAS for the St. Peter Life Plan Card for the deceased PCG Personnel

3. DCCGS for Comptrollership, CG-6

Staff Primary Responsible for fund requirements and its programming for the implementation of this policy.

4. Commander, Coast Guard Chaplain Service

Staff Primary Responsible for appropriate religious rites for the deceased PCG Personnel and their immediate family.

5. Commander, Headquarters Support Group

Unit Primary Responsible for the funeral honors and services.

6. Commander, Coast Guard Logistics Systems Command

Provide FOL (Fuel, Oil and Lubricants) requirements and vehicle for the transport of token and personnel for the prayer vigil service.

IX. PENAL PROVISION

Any person/office responsible for the processing of moral and welfare assistance who unduly delays, refuses, or in any manner prevents the payment of such assistance to the person or persons entitled thereto shall be sanctioned under NHQ-PCG Circular Number 13- 19 dated 18 November 2019 (Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel) or the subsequent amendments of the same in an appropriate administrative case.

X. REPEALING CLAUSE

All PCG policies, rules and regulations, and other issuances or parts thereof which are inconsistent with this Circular are hereby repealed, amended, or modified accordingly.


XI. EFFECTIVITY

This Circular shall take effect fifteen (15) days after its publication.

BY COMMAND OF ADMIRAL URSABIA:

OFFICIAL:

FERDINAN B PICAR
COMMO PCG
Chief of Coast Guard Staff


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