



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

DCS-HRM

20 December 2018

**STANDING OPERATING PROCEDURE  
NUMBER.....12-18**

**CHANGE IN PERSONNEL STATUS REPORT**

1. **PURPOSE:** To prescribe and standardize the procedures in rendering Change In Personnel Status (CHIPS) reports in order to enhance accounting and monitoring of all PCG personnel.
2. **SCOPE:** This SOP covers the concepts and procedures in the accounting of uniformed and civilian personnel of the PCG.
3. **DEFINITION OF TERMS:**
  - a. Morning Report Preparing Units (MRPU) – These are the units enumerated in Annex A.
  - b. Non-Morning Report Preparing Units (Non-MRPU) – Those units not enumerated in Annex A and not authorized to render CHIPS Report. These are units usually under a mother unit classified as Sub-units.
  - c. CHIPS Report – A report rendered by MRPU's addressed to CPCG (Attn: HRMS) that contains information regarding changes in personnel status.
4. **CONCEPTS:**
  - a. The Morning Report (MR) is the legal document used in the accounting of PCG personnel who are on active PCG service. PCG personnel who are on active duty status are accounted for in the report daily and any changes affecting their PCG status are also entered and described thereto.
  - b. CHIPS Report is the source document in reporting changes of personnel status MRPU's should account personnel on active status and continue to render official morning report to higher Headquarters.
  - c. To achieve an efficient and accurate accounting of personnel and avoid confusion as to what unit shall prepare the MR and CHIPS Reports, MRPU's enumerated in Annex "A" will render their morning reports daily on the whereabouts, strength, and status of personnel.

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5. **GENERAL GUIDELINES:**

a. All MRPU's must render CHIPS Report. For convenience and to avoid clogging-up of communication lines, some MRPU's shall address their reports direct to CPCG (Attn: HRMS) or in their respective mother units, and other units COs, while others shall course their reports through units immediately above them. These units in turn shall render consolidated CHIPS Report address to CPCG (Attn: HRMS).

b. Reports shall be rendered by radiograms, courier dispatch or through fastest available means.

c. Normally, CHIPS Report containing information on changes of personnel status of the previous day shall be sent starting 0800H in case of backlogs, these must be sent on the first available opportunity before the CHIPS Report of the day. (Ex: Report for Monday will be transmitted ahead backlog for Tuesday and so on).

d. No report is needed for units having no changes in personnel status for the day.

6. **SPECIFIC INSTRUCTIONS FOR ACCOMPLISHING THE CHIPS REPORT:**

All units rendering the CHIPS Report must follow the radio Message Format provided by this SOP. An example is shown in Annex F.

a. Item A is the CHIPS Number. It is the sequential number of CHIPS Report starting from 001 for the first report of the year; 002 for the second report, etc. CHIPS Number will be reinitialized to 001 after last report of the calendar year.

b. Item B is the date when change in personnel status occurs.

c. Item C is allocated for a brief description of the change in personnel status. It requires the following information:

1) RANK/RATE/RATING

- a) Rank – applicable to officers only
- b) Rate/Rating – applicable to enlisted personnel only, henceforth, the rating shall be affixed in reporting the EP's rank. Ex: S2BM, BMC, QM3 instead on SN2, CPO and PO3, respectively.

2) NAME – (Family Name, First Name, Middle Initial)

3) PCGSN/EMPLOYEE NR

- a) PCGSN – Serial Number of PCG Personnel
- b) Employee Nr – Civilian Employee number payroll system.

4) UNIT – Unit Assignment

5) BILLET/POSITION – Primary billet/position only (not applicable to draftees or trainees)

6) EFF – Effectivity Date

7) AUTHORITY:

Source	-	OP,GHQ
	-	HPN, MAJ/SPCL Unit Orders
Type	-	GO, SO/LO, UO. Rad Msg
Para	-	Paragraph Nr
Date	-	Date order was issued

d. The different kinds of personnel status require different kinds of information. Annexes B, C, D, and E contain the list of different kinds of personnel status with the corresponding format and basic information required by HRMS.

7. **RESPONSIBILITIES:**

a. The implementation of this SOP is the primary responsibility of the Commander, Coast Guard Human Resource Management Service (C, CGHRMS).

b. Unit COs/Head of Office are likewise responsible in implementing the provisions of this SOP in their respective units.

8. **RESCISSION:** This SOP rescinds other policies with the provisions of this SOP.

9. **EFFECTIVITY:** This SOP is effective upon publication.

**BY COMMAND OF ADMIRAL HERMOGINO:**

OFFICIAL:



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

**EDUARDO D FABRICANTE**  
**COMMO PCG**  
Chief of Coast Guard Staff

## **ANNEX "A"**

### **LIST OF MORNING REPORT PREPARING UNITS**

#### **I. SPECIAL UNITS**

- A. Coast Guard Action Center
- B. Coast Guard Public Affairs Office
- C. Coast Guard Internal Office
- D. Headquarters Support Group
  - a. Flag Offices
  - b. Central Staff
  - c. Command Master Chief Office

#### **II. FUNCTIONAL COMMANDS**

- A. Maritime Safety Services Command
- B. Maritime Safety and Law Enforcement Command
  - a. Coast Guard Intelligence Force
  - b. Coast Guard K-9 Group
- C. Marine Environmental Protection Command

#### **III. COAST GUARD DISTRICTS**

- A. Coast Guard District National Capital Region – Central Luzon
  - CGS Manila
  - CGS Pasig
  - CGS Cavite
  - CGS Bataan
  - CGS PSC Manila
  - CGS Laguna de Bay
  - CGS Subic
- B. Coast Guard District Southern Tagalog
  - CGS Batangas
  - CGS Oriental Mindoro
  - CGS Southern Quezon
  - CGS Occidental
  - CGS Romblon
  - CGS Northern Quezon
- C. Coast Guard District North Eastern Luzon
  - CGS Aparri
  - CGS Basco
  - CGS Aurora
- D. Coast Guard District Central Visayas
  - CGS Cebu
  - CGS Bohol

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E.. Coast Guard District Eastern Visayas

- CGS Western Leyte
- CGS Southern Leyte
- CGS Eastern Leyte
- CGS Biliran
- CGS Western Samar
- CGS Eastern Samar
- CGS Northern Samar

F. Coast Guard District South Western Mindanao

- CGS Zamboanga
- CGS Zamboanga del Sur
- CGS Zamboanga Sibuga
- CGS Cotabato
- CGS Sulu
- CGS Northern Tawi-Tawi
- CGS Western Tawi-Tawi
- CGS Central Tawi-Tawi
- CGS Basilan

G. Coast Guard District Palawan

- CGS Puerto Princesa
- CGS Brookes Pt.
- CGS Cuyo
- CGS Coron
- CGS El Nido

H. Coast Guard District Western Visayas

- CGS Antique
- CGS Aklan
- CGS Iloilo
- CGS Capiz

I. Coast Guard District North Western Luzon

- CGS Currimao
- CGS Salomague
- CGS San Fernando
- CGS Sual

J. Coast Guard District South Eastern Mindanao

- CGS Davao
- CGS Gensan
- CGS Bislig
- CGS Mati
- CGS Sarangani

K. Coast Guard District Bicol

- CGS Albay
- CGS Camarines Sur

- CGS Sorsogon
  - CGS Masbate
  - CGS Camarines Norte
  - CGS Catanduanes
- L. Coast Guard District Northern Mindanao
- CGS Cagayan De Oro City
  - CGS Dapitan
  - CGS Ozamiz
  - CGS Iligan
  - CGS Surigao
  - CGS Butuan
  - CGS Siargao
- M. Coast Guard District Southern Visayas
- CGS Bacolod
  - CGS Dumaguete

#### **IV. ADMINISTRATIVE SUPPORT COMMANDS**

- A. Coast Guard Education and Training Command
- B. Coast Guard Internal Affairs Service
- C. Coast Guard Logistics Command
  - a. Coast Guard Procurement Service
  - b. Coast Guard Infrastructure and Development Services
  - c. Coast Guard Real Estate Management Office

#### **V. OPERATIONAL SUPPORT COMMANDS**

- A. Coast Guard Aviation Force
- B. Coast Guard Surface Support Force
- C. Coast Guard Special Operation Force
- D. Coast Guard Anti-Terrorist Unit
- E. Coast Guard Weapons, Communications, Electronics and Information Systems Service

#### **VI. SUPPORT BASES**

- A. Coast Guard Base Taguig
- B. Coast Guard Base Farola

#### **VII. TECHNICAL & ADMINISTRATIVE SUPPORT SERVICE**

- A. Coast Guard Legal Service
- B. Coast Guard Medical Service
- C. Coast Guard Dental Service
- D. Coast Guard Chaplain Service
- E. Coast Guard Finance Center
- F. Coast Guard Special Service Operation
- G. Coast Guard Gender and Development
- H. Coast Guard Adjutant Office
- I. Coast Guard Receiving Station

## ANNEX "B"

### LIST OF PERSONNEL STATUS WITH CORRESPONDING CHIPS FORMAT

This annex "B" will serve as the guideline in describing the change in personnel status reflected as Item C of the CHIPS report. All the underlined data elements must be accomplished by the unit rendering the report.

#### CHANGE OF PRESENT/PRIMARY UNIT

##### 1. RELIEVED DEPARTED/RELIEVED NOT DEPARTED:

- a. RANK/RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC RELD THIS UNIT REASSD NEW UNIT AS BILLET EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD \_\_\_\_\_ CMM DPTD/NOT DPTD
- b. FF NAMED PERS RELD THIS UNIT EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD \_\_\_\_\_ CLN(1) RANK/RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC CMM DPTD/NOT DPTD (2) Same ETC.

##### 2. ASSIGNED:

- a. RANK/RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC ASGD THIS UNIT AS BILLET EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD \_\_\_\_\_ CMM RPTD/NOT RPTD.
- b. FF NAMED PERS ASGD THIS UNIT EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD \_\_\_\_\_ CLN (1) RANK/RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC CMM(2) Same ETC.

##### 3. ATTACHED/UNASSIGNED:

- a. RANK/RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC PLCD ATTACHED/UNASGD THAT/THIS UNIT AS BILLET EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD \_\_\_\_\_ CMM RPTD/DPTD/NOT DPTD.
- b. FF NAMED PERS PLCD ATTACHED/UNASGD THIS/THAT UNIT EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD \_\_\_\_\_ CMM RPTD/DPTD/NOT DPTD CLN (1) RANK.RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC (2) Same ETC.

**ANNEX "C"**

**CHANGE OF PHYSICAL UNIT**

**1. DETACHED SERVICE, TEMPORARY DUTY, SPECIAL DUTY:**

- a. RANK/RATE&RATING NAME PCGSN/EMPL NO. BR OF SVC PLCD  
DC/TDY/SPCL DY THIS/THAT UNIT EFF \_\_\_\_\_ PUR TO  
\_\_\_\_\_ DTD \_\_\_\_\_
- b. FF NAME PERS PLCD DS/TDY/SPCL DY THIS/THAT UNIT EFF  
\_\_\_\_\_PUR TO \_\_\_\_\_ DTD CLN (1) RANK/RATE&RATING NAME  
PCGSN/EMPL NO. BR OF SVC CMM (2) Same ETC

**2. SICK IN HOSPITAL:**

- a. RANK/RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC  
ADMITTED/SICK IN HOSPITAL EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD  
\_\_\_\_\_. b. RANK/RATE & RATING NAME PCGSN/EMPL NO.  
BR OF SVC DSICHARGES FM HOSPITAL EFF \_\_\_\_\_ PUR TO  
\_\_\_\_\_ DTD \_\_\_\_\_.

**3. CONFINED/IMPRISONED/ARRESTED:**

RANK/RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC  
CONFINED/IMPRISONED/ARRESTED EFF \_\_\_\_\_ PUR TO \_\_\_\_\_  
DTD \_\_\_\_\_

**CHANGE OF STATUS**

**1. FM ANY STATUS TO DUTY:**

- a. RANK/RATE & RATING NAME PCGSN/EMPL NO. BR SVC FM  
DS/TDY/FUR/LV/AWOL/MIA/SK HOSPITAL & ETC TO DY EFF  
DTD \_\_\_\_\_
- b. FF NAMED PERS FM DS/TDY & ETC TO DY EFF \_\_\_\_\_PUR TO  
\_\_\_\_\_ DTD \_\_\_\_\_ CLN (1) RANK/RATE & RATING NAME  
PCGSN/EMPL NO. BR OF SVC CMM (2) SAME ETC

**2. ABSENT WITHOUT LEAVE (AWOL):**

- a. RANK/RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC PLCD  
ON AWOL EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD \_\_\_\_\_ 3.  
LEAVE/FURLOUGH:



**3. LEAVE/FURLOUGH:**

- a. RANK/RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC  
GRANTED NR DAYS LV/FUR PLUS NR DAYS TRAVEL TIME EFF  
\_\_\_\_\_ PUR TO \_\_\_\_\_ DTD
- b. RANK/RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC  
GRANTED NR DAYS LV/FUR EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD  
\_\_\_\_\_
- c. RANK/RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC  
GRANTED NR DAYS LV/FUR EXTENSION EFF \_\_\_\_\_ PUR TO  
\_\_\_\_\_ DTD \_\_\_\_\_.

**4. MISSING IN ACTION:**

RANK/RATE & RATING NAME PCGSN/EMPL NO. BR OF SVC RPTD  
AS MIA EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD \_\_\_\_\_

**5. DROPPED FM ROLLS:**

RANK/RATE&RATING NAME PCGSN/EMPL NO. BR OF SVC  
DROPPED FM ROLLS EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD  
\_\_\_\_\_.

**ANNEX "D"**

**CHANGE OF BILLET/POSITION**

Important: Only change in primary billet or position shall be reported. No collateral; duties shall be reflected in the CHIPS report. For draftees and trainees, information on position or billet is not necessary.

1. RANK/RATE&RATING NAME PCGSN/EMPL NO BR OF SVC ASSIGNED  
DUTY AS BILLET/POSITION EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD  
\_\_\_\_\_
  
2. RANK/RATE&RATING NAME PCGSN/EMPL NO. BR OF SVC DESIG  
(BILLET/POSITION) EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD \_\_\_\_\_

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**ANNEX "E"**

**CHANGE OF OTHER INFORMATION**

**1. PROMOTION**

OLD RANK/RATE/NAME/PCGSN/BF OF SVC IS/ARE PROMOTED TO THE NEXT HIGHER RANK/GRADE OF NEW RANK EFF DATE OF EFFECTIVITY PUR TO PARA \_\_\_\_\_ SO NR \_\_ HPN DTD \_\_\_\_\_.

**2. DEMOTION**

OLD RANK/RATE/NAME/PCGSN/BF OF SVC DEMOTED TO RANK/RATE EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD \_\_\_\_\_

**3. CHANGE OF NAME**

CHANGE OF NAME OF RANK/RATE/(OLD)NAME/PCGSN/EMPL NO TO NEW NAME IS ANNOUNCED EFF \_\_\_\_\_ PUR TO \_\_\_\_\_ DTD \_\_\_\_\_

**4. CHANGE OF MARITAL STATUS**

RANK/RATE/NAME/PCGSN/BR OF SVC WAS LEGALLY MARRIED TO NAME OF SPOUSE (MAIDEN NAME), AGE YRS OLD BORN ON BIRTHDATE WHO RESIDES AT ADDRESS OF SPOUSE.

**5. CHANGE OF DEPENDENT INFORMATION**

a. NAME, BIRTHDATE, RELATIONSHIP IS/ARE LEGAL DEPENDENTS OF RANK/RATE/NAME/PCGSN/BR OF SVC.

b. In case of death of dependents:

NAME OF DEPENDENT A LEGAL DEPENDENT OF RANK/RATE/NAME/AFPSN/BR OF SVC PASSED AWAYS LASTS DEPENDENT'S DATE OF DEATH

**6. CHANGE OF CONTACT INFORMATION**

a. Postal:

RANK/RATE/NAME/PCGSN/BR OF SVC WHO RESIDES AT OLD ADDRESS IS NOW RESIDING AT NEW ADDRESS.

b. Telephone Nr / Mobile Nr / E-mail address:

RANK/RATE/NAME/PCGSN/BR OF SVC CAN BE COTACT/NOTIFIED  
AT TELEPHONE NUMBER AND MOBILE PHONE NUMBER OR THRU  
ELECTRONIC MAIL AT E-MAIL ADDRESS

**7. CHANGE OF RATING:**

THE RATING OF RANK/RATE/NAME/PCGSN/BR OF SVC IS NOW CHANGED  
FROM OLD RATE TO NEW RATE PUR TO PARA \_\_\_\_\_ SO NR  
\_\_\_\_\_ HPN DTD \_\_\_\_\_



**ANNEX "F"**

**CHIPS REPORT**

**RADIO MESSAGE FORMAT**

FM: \_\_\_\_\_  
TO: CPCG  
(ATTN: HRMS)

INFO: MAJOR UNIT, NFSU & OTHER UNITS CONCERNED

BT . . . UNCLAS X CITE \_\_\_\_\_ CHIPS REPORT.

A. CHIPS NR \_\_\_\_\_

B. \_\_\_\_\_ (Date when change in personnel status occurs)

C. 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

(Brief description of change in personnel status.  
Refer to annex D for appropriate format and  
basic information required by HRMS)

ETC.

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