



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

28 October 2021

NHQ-PCG/CG-6

STANDING OPERATING PROCEDURES
NUMBER 19-21

GUIDELINES ON THE CONDUCT OF YEAR-END ASSESSMENT (YEA)
ACTIVITIES BY THE PCG UNITS/OFFICES

1. REFERENCES

- a. Commission on Audit Circular No. 97-002 dated 10 February 1997
- b. Commission on Audit Circular No. 2012-001 dated 14 June 2012

2. RATIONALE

The Year-End Assessment (YEA) Activity shall enable each unit/office to evaluate its set targets and commitments vis-à-vis its actual accomplishments of the current year. Further, it shall serve as an opportunity for the units/offices to identify and discuss the accomplished and unmet targets. The result of this assessment is crucial in assessing the strategic alignment between the units/offices and overall Command goals and objectives.

3. OBJECTIVES

The Year-End Assessment (YEA) Activity shall be undertaken as an essential activity to allow PCG Units/Offices concerned to:

- 3.1 Raise awareness and understanding among personnel on their respective units/office's accomplishment and future targets and commitments;
- 3.2 Identify gaps and assess performance accomplishments including issues and concerns, feedback from stakeholders, and actions taken to address concerns and the results thereof;
- 3.3 Review and assess the existing initiatives, programs, projects, and other tasks of the units/offices to determine the direction or appropriate action to be taken on the same in the succeeding year;

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- 3.4 Formulate and prepare performance targets and commitments for the subsequent year taking into consideration the results of the performance evaluation and assessment conducted and its existing initiatives, programs, projects, and other tasks not reflected in its reported accomplishments.

4. DEFINITION OF TERMS

- 4.1 **Key Performance Indicators** - refer to a set of quantifiable measurements used to gauge a Command's overall long-term performance. KPIs specifically help determine a Command's strategic, financial, and operational achievements.
- 4.2 **Year-End Assessment** – is a tool that enables the Command to assess the recent accomplishments and failures and use the information gleaned to apprise Command's rational plans and programs.

5. GENERAL POLICY GUIDELINES

- 5.1 In the interest of the service, the conduct of Year-End Assessment is hereby authorized on any day starting November-December which shall be conducted at the level of each unit/office in the National Headquarters, Coast Guard Districts, Coast Guard Commands, Coast Guard Bases, and various Units/Offices of the Philippine Coast Guard.
- 5.2 All officials and employees of the office/unit shall participate in the activity. Operational and communication strategies shall be undertaken by the offices/units concerned by informing its respective clients of the necessary operational arrangements at least five (5) working days before the conduct of the activity to ensure efficient service delivery adjustments, as deemed necessary.
- 5.3 Each participant shall be entitled to an allocation of **Php6,000.00 per person for the whole duration of the activity** to cover food, accommodation, rental of facilities, entrance fees, and other transportation expenses in going to and from the airport or port and venue for said activity.
 - 5.3.1 Funding allocation shall be provided only to those personnel who will attend the activity. In case of last-minute/unavoidable circumstances resulting in failure of personnel to attend the activity, funding allocation of the said person shall be subsequently returned/refunded to the Command.
 - 5.3.2 Funding allocation for the personnel assigned at various Coast Guard Districts/Bases/Commands shall be incorporated to the account of such units' subject for approval and endorsement of the unit concerned where the funds were taken.
- 5.4 Contingency fund amounting to **Php10,000.00** shall be allocated by each unit/office to cover preparatory and contingency expenses, including vulcanizing of flat tires, and repair/replacement of spare parts of service vehicles in case of breakdowns, among others.

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- 5.5 The unit/office shall ensure an accurate attendance system, monitoring, and documentation of the activity from the assembly point until the completion.
- 5.6 All officials/personnel must be mindful that the activity is official in nature and thus, be fully aware of situations, settings, and personal conduct of a public servant.
- 5.7 Further, in compliance with various issuances by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases Resolutions and other relevant policies issued in national and local government agencies, minimum health and safety standards and protocols workplace must be strictly observed throughout the conduct of the said activity.
- 5.8 The designated Special Disbursing Officers (SDOs) are authorized to handle cash advances to cover the expenses for the activity. All expenses shall be liquidated within thirty (30) calendar days per existing budgeting, accounting, and auditing rules and regulations.
 - 5.8.1 No additional cash advances shall be allowed to any PCG official or employee unless the previous cash advance given to him/her is first settled or a proper accounting thereof is made.
 - 5.8.2 The cash advance shall be used solely for the implementation of this SOP. Under no circumstance shall it be used for encashment of checks or for liquidation of a previous cash advance.
 - 5.8.3 Head of Agency or his duly authorized representative shall issue authority to the Accountable Officer (AO) indicating the maximum accountability, term of designation, and purpose of cash advance. This shall refer to CGAO/District-level/Command Order issued to the AO.
 - 5.8.4 Previously issued SDO orders will automatically be cancelled upon submission of liquidation report as prescribed under existing budgeting, accounting, and auditing rules and regulations, thereby, issuance of a new order for the purpose shall be required.
 - 5.8.5 Fidelity bond premium approved by the Bureau of Treasury (BTr) from the conduct of planning, performance review, and organization assessment under SOP Number 01-21 dated 26 January 2021 shall remain valid and effective from the time of issuance of confirmation letter for one (1) year by the concerned SDO.
 - 5.8.6 The following are the required number of SDOs and equivalent rank requirements based on the planning entity as approved by the Command solely intended for the year-end assessment:

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Planning Entity	Number of SDOs	Rank
Deputy Commandant for Operation	} At least 1 SDO each office/unit	} ENS (0-1)
Deputy Commandant for Administration		
Coast Guard Chief of Staff		
Functional/Support/Operational Commands/CG Districts		
Unit Commanders/Head of Central Staff/Special Staff/Technical Staff		

Note: Only **One (1)** disbursing officer shall be assigned/designated for a specific legal purpose.

6. RESPONSIBILITIES

- 6.1 All PCG offices/units shall be held responsible for the proper implementation of this SOP.
- 6.2 Office of the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6 and Accounting Services Officer:
 - 6.2.1 Provide timely processing of cash advances.
 - 6.2.2 Ensure all cash advances are properly accounted for and liquidated.
- 6.3 Office of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 shall monitor the schedule of activities of the offices/units to avoid/eliminate overlaps.
- 6.4 The entitlement by this SOP shall be supported by the following documentary requirements:
 - ✓ Cash Advance Request Form (CARF) **Annex A**
 - ✓ Memorandum for the Approved Year-End Assessment
 - ✓ Summary of Expenses with Receipts and Documentation
 - ✓ Program of Activities
 - ✓ Status of Current Plans and Commitments **Annex B**
 - ✓ For Other Supporting Documents, refer to the Approved Revised Documentary Requirements issued by the Accounting Service Office (ASO)

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 units/offices concerned consistent with existing budgeting, accounting and auditing rules and regulations.

8. RULES ON RESOLUTION OF QUERIES

Issues not covered by this SOP shall be referred to the Office of the Deputy Chief of Coast Guard Staff for Comptrollership, O/CG-6 for resolution/amendment subject to the approval of the Commandant, Philippine Coast Guard.

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9. EFFECTIVITY

This SOP shall take effect immediately. All issuances which are inconsistent herewith are hereby repealed, amended, and modified accordingly.

BY COMMAND OF COAST GUARD VICE ADMIRAL LAROYA:

OFFICIAL:

**FERDINAN B PICAR
CG COMMO**

Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant

CASH ADVANCE REQUEST FORM

Per SOP No. _____ dated _____

(Unit/Office)

(Inclusive Dates)

(Venue)

Participants:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Particulars	Amount	No. of Participants	Total Cost
Individual Allocation	PhP 6,000.00		PhP
Contingency Fund	PhP 10,000.00		PhP 10,000.00
TOTAL REQUESTED CASH ADVANCE			PhP _____

Prepared by:

Endorsed by:

(Name and Signature of SDO)

(Name and Signature of Unit Commander)

(Date Requested)

Note: Use additional sheets if necessary

STATUS OF PLANS AND COMMITMENTS

Per SOP No. _____ dated _____

PROGRAM/ACTIVITY/ PROJECT	SUCCESS INDICATOR	QUARTERLY TARGETS				ACCOMPLISHMENTS				OUTYEARS TARGETS			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

Prepared by:

Endorsed by:

*(Name and Signature of Admin Officer)
Commander)*

*(Name and Signature of Unit
Commander)*

Note: Use additional sheets if necessary