



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

NHQ-PCG/CGAO

05 November 2021

**STANDING OPERATING PROCEDURES
NUMBER 21-21**

**RECORDING, UPDATING AND MONITORING OF LEAVE/ FURLOUGH
RECORDS OF PCG UNIFORMED PERSONNEL**

I. AUTHORITY:

Republic Act 9993 "Philippine Coast Guard Law of 2009"

II. REFERENCES:

- a. Executive Order Nr 1077 dated 09 January 1986 "Revising the Computation of Creditable Vacation and Sick Leaves of Government Officers and Employees"
- b. CSC Omnibus Rules on Leave (Rule XVI of the Omnibus Rules Implementing Book V of EO 292), December 2009
- c. Republic Act 3019 dated 17 August 1960 "Anti-Graft and Corrupt Practices Act"
- d. CGLS LTR 0721-06 dated 01 July 2021 "Clarification as to the Proper Implementation of the Yearly Deduction of the Five (5) Days Mandatory Leave"
- e. DCS-HRM/CG-1 Circular Nr 16-21 dated 27 August 2021 "Revised Leave of the PCG Personnel"
- f. HPCG/CGAO Memorandum Circular 03-12 dated 20 February 2012 "Philippine Coast Guard 201 Files"
- g. NHQ-PCG/CGIAS Circular Nr 13-19 dated 18 November 2019 "Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel"

III. GENERAL

Leave of absence from work is granted to all qualified personnel to give them time to attend to their personal needs, which in turn enhance their morale and performance while in the service.

While all personnel are given the benefit of personal leave from work, the Command shall ensure that the leave, particularly the ordinary leave and sick leave,

applied for and used by every personnel are properly recorded in their respective leave/furlough record.

The accuracy of data on the accumulated leave is essential in determining the entitlement of personnel for the commutation of all the leave credits that is due to him/her should he/she retires or voluntary resigns or separated from the service.

IV. PURPOSE

This SOP institutionalizes the procedures and responsibilities to ensure the accuracy of data in the leave/furlough records thru proper recording, updating and monitoring of accumulated and used leave of personnel.

V. SCOPE

This policy shall apply to all Admin Officers and personnel in-charge of maintaining leave/furlough records in respective units/offices and all personnel applying and using their leave credits.

VI. DEFINITION OF TERMS:

- a) **Accumulated Leave** - refers to the ordinary and/or sick leave credits earned by personnel.
- b) **Change in Personnel Status (CHIPS) Report** – report exhibiting any change in the status of personnel including the period of ordinary and/or sick leave availed.
- c) **Commutation of Leave Credits** – for the purpose of this SOP, is the payment of the money value of the total accumulated ordinary and sick leave credits of personnel while in the active service, which is claimed upon retirement or separation from the service.
- d) **Leave/Furlough Records** – documentation of personnel accumulated and used leave credits while in the active service, including information on claimed monetization of leave credits.
- e) **Monetization of Leave Credits** - payment of the money value of accumulated ordinary and/or sick leave credits without actually going on leave of absence.
- f) **Ordinary Leave** - refers to authorized absence of personnel from duty.
- g) **PCG Units** – for the purpose of this SOP, shall pertain to the Major Units down to the smallest units and offices of the PCG.
- h) **Personnel** – shall refer to the Officers and Non-Officers of the PCG.
- i) **Sick Leave** - refers to leave granted to a personnel to promote convalescence from disease or injury by affording him/her rest, better climate



and change of environment. Sick leave may also be granted on account of sickness of any member of his/her immediate family.

VII. POLICIES

1. The Unit Admin Officer shall establish a database system to ensure that leave/furlough records of personnel are properly monitored, recorded and updated.
2. Unit Admin Officers shall ensure the completeness and correctness of entries in the individual leave/furlough record of personnel.
3. Moving PCG 201 file shall include the leave/furlough record of personnel.

VIII. PROCEDURE:

1. Approved ordinary and/or sick leave availed by personnel shall be immediately recorded by the Admin Officer in his/her unit leave/furlough record indicating the number of days availed and the authority/order of leave.
2. Unit Admin Officer shall furnish the CGAO and CG-1 with the CHIPS Report exhibiting information on leave claimed by personnel on a daily basis.
3. Unit Admin Officers shall submit to CG-1 and CGAO a consolidated monthly report of leave availed by personnel not later than every 5th day of the following month in the following format:

Name of Personnel	Nr of Days Availed		Duration		Authority
	Ordinary Leave	Sick Leave	From	To	

4. For the recording of monetization of leave credits availed by personnel, the Coast Guard Finance Service (CGFS) shall submit to the CGAO a quarterly consolidated list of all monetization made by personnel not later than every 10th day of the following quarter.

IX. RESPONSIBILITIES AND TASKINGS:

1. Coast Guard Adjutant

- a) Overall responsible in the monitoring of the implementation of this SOP.
- b) Develop innovative ways to further improve the system on recording, updating and monitoring of leave/furlough records of personnel.
- c) Initiate the report and recommend sanctions for Admin Officers who neglect to implement provisions of this SOP.



2. Records Management Branch, CGAO

- a) Maintain the general records of leave/furlough of personnel under the custody of CGAO.
- b) Regularly update the leave/furlough records of personnel in reference to the authority/order issued at CGAO, and CHIPS Reports and consolidated monthly report of leave claimed by personnel received from the different PCG units.
- c) Monitor the compliance of Unit Admin Officers on the regular submission of consolidated monthly report of leave claimed by personnel.
- d) Report to the Coast Guard Adjutant the name and unit assignment of non-compliant Admin Officers.

3. Admin Officers of all PCG Units

- a) Maintain the unit leave/furlough records of personnel.
- b) Designate personnel who shall be primarily responsible in recording, updating and monitoring the unit leave/furlough records. Designation of personnel shall be covered with the necessary authority/order.
- c) Ensure that leave/furlough records of personnel are included in the personnel's moving 201 file.
 - 1) Losing Unit Admin Officer – Ensure to furnish the gaining unit of the leave/furlough record of personnel.
 - 2) Gaining Unit Admin Officer – Ensure to secure a copy of the leave/furlough record of personnel from his/her previous assignment for reference.
- d) Furnish CG-1 and CGAO of CHIPS pertaining to leave of personnel.
- e) Submit to CG-1 and CGAO a monthly report on consolidated leave claimed by personnel as exhibited under Sec VIII.3.

4. Commander, Coast Guard Finance Service

- a) Ensure that monetization availed by personnel are properly recorded and deducted from his/her retirement/separation claims.
- b) Shall submit to CGAO the quarterly records of monetization of personnel in reference to Sec VIII.4.

5. Personnel availing leave from duty

- a) To carry at all times the authority/order issued while on leave.
- b) Maintain individual record of leave in their personal file for future references.

X. DISCIPLINARY SANCTIONS

Admin Officer responsible for the recording, updating and monitoring of leave/furlough records in respective office/unit who neglect to perform his/her duties and responsibilities as herein indicated shall be administratively sanctioned under NHQ-PCG/CGIAS Circular Nr 13-19 dated 18 November 2019.

Individual personnel who deliberately conceal the inconsistencies in his/her leave record for personal gain shall be criminally sanctioned for fraud under R.A. 3019 and administratively sanctioned under NHQ-PCG/CGIAS Circular Nr 13-19 dated 18 November 2019.

XI. REPEALING CLAUSE


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

XII. EFFECTIVITY

This Circular shall take effect immediately upon approval.

BY COMMAND OF COAST GUARD VICE ADMIRAL LAROYA:

OFFICIAL:


JAYSIEBELL B. FERRER
CG CDR
Coast Guard Adjutant

FERDINAN B PICAR
CG COMMO
Chief of Coast Guard Staff

Annexes:

Annex I Vacation and Sick Leave Credits earned on a daily basis
Annex II Vacation and Sick Leave Credits earned on a monthly basis
Annex III Leave/Furlough Records Format

VACATION AND SICK LEAVE CREDITS EARNED ON A DAILY BASIS

NUMBER OF DAYS	VACATION LEAVE EARNED	SICK LEAVE EARNED
1	.042	.042
2	.083	.083
3	.125	.125
4	.167	.167
5	.208	.208
6	.250	.250
7	.292	.292
8	.333	.333
9	.375	.375
10	.417	.417
11	.458	.458
12	.500	.500
13	.542	.542
14	.583	.583
15	.625	.625
16	.667	.667
17	.708	.708
18	.750	.750
19	.792	.792
20	.833	.833
21	.875	.875
22	.917	.917
23	.958	.958
24	1.000	1.000
25	1.042	1.042
26	1.083	1.083
27	1.125	1.125
28	1.167	1.167
29	1.208	1.208

30	1.250	1.250	ANNEX 2
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VACATION AND SICK LEAVE CREDITS EARNED ON A MONTHLY BASIS

NUMBER OF MONTHS	VACATION LEAVE EARNED	SICK LEAVE EARNED
1	1.25	1.25
2	2.50	2.50
3	3.75	3.75
4	5.00	5.00
5	6.25	6.25
6	7.50	7.50
7	8.75	8.75
8	10.00	10.00
9	11.25	11.25
10	12.50	12.50
11	13.75	13.75
12	15.00	15.00

