



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

19 February 2019

NHQ-PCG/CG-1

STANDING OPERATING PROCEDURES
NUMBER 03-10

ADDENDUM 01-19

**ADDENDUM TO DCS-HRM SOP 03-10 (MARRIAGE, PREGNANCY AND MATERNITY
LEAVE OF FEMALE PERSONNEL IN THE ACTIVE PCG SERVICE)
DATED 15 FEBRUARY 2010**

As Read:

VI. PROCEDURES

c. Maternity Leave

Upon receipt of the application for maternity leave, the immediate Commanding Officer or Head of Office concerned shall determine this fact through a certification issued by a competent physician or medical officer and subsequently recommend approval of the request to the concerned approving authority. Non-receipt of action by approving authority shall be construed that the request is approved.

To Read:

VI. PROCEDURES

c. Maternity Leave

The PCG personnel shall apply for Maternity Leave at least fifteen (15) days before the expected date of her childbirth as determined by a medical officer or a competent physician, as such, that the effectivity of the leave shall be five (5) days prior to the expected date.

Upon receipt of the application for maternity leave, the immediate Commanding Officer or Head of Office concerned shall determine this fact through a certification issued by a competent physician or medical officer and subsequently recommend approval of the request to the concerned approving authority. Non-receipt of action by approving authority shall be construed that the request is approved.

BY COMMAND OF ADMIRAL HERMOGINO:

OFFICIAL

LIEZEL B BAUTISTA
CDR PCG
Coast Guard Adjutant

19/02/1919

EDUARDO D FABRICANTE
COMMO PCG
Chief of Coast Guard Staff