



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

03 November 2020

NHQ-PCG/ CG-1

STANDING OPERATING PROCEDURES
NUMBER 11-20

**SUBMISSION OF CONSOLIDATED MONTHLY RECURRING REPORTS (MRRs)
AND UNIFORMED PERSONNEL MONITORING SHEET (UPMS)**

I. REFERENCES:

- A. Book V, Title I, Subtitle A, Chapter V Section 26 of Executive Order No. 292 (The Revised Administrative Code of 1987)
- B. Article I Section IV Republic Act No. 9470 (National Archives of the Philippines Act of 2007) dated 21 May 2007

II. PURPOSE:

This SOP prescribes the uniform procedure and system of submission through electronic means of consolidated Monthly Recurring Reports (MRRs) and Uniformed Personnel Monitoring Sheet (UPMS) to the Higher Headquarters as part of the monthly reports of the PCG units.

III. SCOPE:

This SOP applies to all Morning Report Preparing Units (MRPUs) and Monthly Report Submitting Units which consolidates the Monthly Recurring Reports (MRRs) and prepares the Uniformed Personnel Monitoring Sheet (UPMS).

IV. DEFINITION OF TERMS:

- A. Accountability – the obligation imposed by law or lawful order or regulation on an Officer or other person for keeping accurate record of property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping.

- B. Actual Strength – the actual number of personnel in an organization or PCG unit at a specified point in time.
- C. Administrative Control (ADCON) – direction or exercise of authority over subordinate or other organizations in respect to administration and support, including organization of task forces/unit, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations.
- D. Assign – to place the units or personnel in an organization either temporarily/permanent and/or where such organization controls and administers the units or personnel for the primary function, or greater portion of the functions of the unit or personnel.
- E. Change In Personnel Status (CHIPS) Report – a report rendered by MRPU that contains information regarding changes in personnel status.
- F. Detached Service (DS) – refers to status of personnel assigned to other PCG units outside his mother unit performing specific coastguard function or mission on a temporary basis.
- G. Detailed – refers to the status of personnel assigned to other agency/organizations/individuals outside PCG performing specific functions/duties.
- H. Disposal of documents – an act of discarding valueless record either by burning, selling or any other way as may be authorized by the head of office or unit concerned (RA 9470 and its IRR).
- I. Disposition – refers to the systematic sorting out of records in the office storage whereby those classified as valuable records are permanently preserved and those which are classified as valueless are disposed of.
- J. Manning – the specific inventory of people in an organization or activity in terms of numbers, ranks/grades, designations and specializations.
- K. Monthly Recurring Report (MRR) – refers to reports submitted monthly by the Monthly Report Submitting Units (MRSUs) to O/CG-1 containing personnel accounting and other relevant personnel data.
- L. Morning Report (MR) – A daily history of the personnel accounting and status in a particular PCG unit.
- M. Morning Report Preparing Unit (MRPU) – refers to PCG units that collects, prepares and submits MR of assigned personnel to MRSU.
- N. Monthly Report Submitting Unit (MRSU) – refers to PCG units to include the Functional Commands, Admin Support Commands, Operational Support Commands, Special Service Commands, Technical Service Commands, Headquarters Support Group and Coast Guard Bases who submits the consolidated MRRs from MRPU to O/CG-1.

- O. Operational Control (OPCON) – direction or exercise of authority over subordinate or other units in the conduct of its operations. Includes control over how plans are executed and missions are to be accomplished.
- P. Uniformed Personnel Monitoring Sheet (UPMS) – refers to the list of personnel maintained by MRSUs based on the monthly personnel reports submitted by MRPU.
- Q. Records Custodian – refers to any agency employee with responsibilities over a particular set of records.

V. **PROCEDURES:**

- A. Morning Report Preparing Units (MRPUs) shall prepare the Uniformed Personnel Monitoring Sheet (UPMS) using the format prescribed in Annex A, which soft copy that will serve as the database will be provided by the Statistics Branch, CG-1.
- B. MRPU shall gather personnel data of those assigned in their respective units to be encoded to the MRPU-UPMS Database. Data of personnel in operational control of the MRPU shall also be encoded in the MRPU-UPMS.
- C. Once the UPMS is updated, the MRPU shall generate the following reports from the UPMS database as part of the Monthly Recurring Report (MRR) to be submitted to the Monthly Report Submitting Unit (MRSU):
 - 1) Morning Report
 - 2) Roster of Troops for Administrative Control Personnel
 - 3) Roster of Troops for Operational Control Personnel
 - 4) Personnel Accounting Status Report
 - 5) Personnel Summary of Gains and Losses
 - 6) Consolidation of Rank Profile
- D. The MRPU shall then submit the MRR and UPMS to the Monthly Report Submitting Unit (MRSU). The list of MRSUs and its corresponding MRPU also indicated in Annex B.
- E. Monthly Report Submitting Units (MRSUs) shall ensure the validity and accuracy of data received from its respective MRPU.
- F. If the MRR and/or UPMS submitted by the MRPU is incomplete, the MRPU shall be notified to submit the required data as needed by the MRSU to ensure completeness of the report.
- G. Once the submitted MRRs are validated, it shall be consolidated and transmitted by the MRSU Commander to NHQ-PCG (Attn: O/CG-1) through cg1.statisticsbranch@coastguard.gov.ph.
- H. Once the submitted UPMS from MRPU are validated, the MRSU shall update the MRSU-UPMS database.

- I. After updating the MRSU-UPMS database, the MRSU shall upload the MRSU-UPMS Excel File to UPMS Google Form (link to be provided by CG-1) with transmittal duly signed by the MRSU Commander in PDF format, certifying the correctness and validity of the uploaded data. The same shall also be transmitted by the MRSU Commander to NHQ-PCG (Attn: O/CG-1).
- J. DCCGS for HRM, CG-1 shall ensure the validity and accuracy of data received from the MRSUs.
- K. If the MRR and/or UPMS submitted by the MRSU is incomplete, the MRSU shall be notified to submit the required data as needed by O/CG-1 to ensure completeness of the report.
- L. Once the submitted MRRs and MRSU-UPMS are validated, it shall be consolidated and uploaded to the PCG Uniformed Personnel Database.
- M. DCCGS for HRM, CG-1 shall require the submission of the hard copy of MRRs and UPMS only as necessary.

VI. RESPONSIBILITIES:

A. DCCGS for HRM, CG-1

- 1) DCCGS for HRM, CG-1 shall consolidate the submitted MRRs and UPMS and shall undertake necessary efforts to generate statistical data needed by the command in aid of personnel management and decision-making. As such, PCG units may be required to submit other relevant personnel data as needed.

B. Unit Commanders

- 1) Unit Commanders shall be responsible in the proper accounting and accurate reporting of personnel assigned his/her unit to reflect the unit's actual strength.
- 2) Mother units shall include in the MRR and UPMS the personnel on Detached Service (DS) Status to other units or detailed to other agencies/organizations/individuals outside PCG performing specific functions/duties.
- 3) Disposition of records shall be done periodically by all units and its disposal shall be done in accordance with existing PCG regulations and shall be governed by RA 9470 and its IRR. Moreover, personnel records that are classified as confidential in nature can be disclosed or disposed upon approval of CPCG.
- 4) Unit Commanders are responsible in the strict implementation of the provisions of this SOP.

C. Morning Report Preparing Units (MRPUs)

- 1) MRRs and UPMS must be submitted regularly by MRPUs to their respective MRSUs NLT 3rd day of the following month reflecting the reports of the first day to the last day of the preceding month.

D. Monthly Report Submitting Units (MRSUs)

- 1) MRRs and UPMS must be submitted regularly by MRSUs to NHQ-PCG (Attn: O/CG-1) NLT 7th day of the following month reflecting the reports of the first day to the last day of the preceding month.

E. Human Resource Management Units (HRMUs) / Admin Officers

- 1) Human Resource Management Units (HRMUs) and Admin Officers of the respective MRPUs and MRSUs shall be in-charge of preparation, collection, and consolidation of all personnel reports. He/she shall also be responsible in the disposition, safe-keeping and disposal of personnel records.

VII. RESCISSION:

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

VIII. EFFECTIVITY:

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

BY COMMAND OF ADMIRAL URSABIA JR PCG:

OFFICIAL:

ROLANDO LIZOR N PUNZALAN JR
RADM **PCG**
Chief of Coast Guard Staff


LIEZEL B BAUTISTA
CDR **PCG**
Coast Guard Adjutant *L. Bautista*

- ANNEX A – Uniformed Personnel Monitoring Sheet (UPMS)
ANNEX B – List of Monthly Report Submitting Units (MRSUs) and
Morning Report Preparing Units (MRPUs)
ANNEX C – Monthly Recurring Report (MRR) and Uniformed Personnel Monitoring
Sheet (UPMS) Process Flow

ANNEX A - UNIFORMED PERSONNEL MONITORING SHEET (OPERATIONAL CONTROL)

Updated as of 23 November 2020

BASIC INFORMATION							PERSONAL INFORMATION					
No	Rank	Last Name	First Name	MI	Middle Name	Suffix	Serial Number	Gender	Religion	Permanent Address	Collegiate Course	Collegiate Status
1												
2												
3												
4												
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ANNEX A - UNIFORMED PERSONNEL MONITORING SHEET (OPERATIONAL CONTROL)

Updated as of 23 November 2020

BASIC INFORMATION							SERVICE INFORMATION					
No	Rank	Last Name	First Name	MI	Middle Name	Suffix	Serial Number	Long Pay	Date of Last Promo	Promotion Authority <i>(From GG Adjutant Office)</i>	Date of Expiration Term of Enlistment (ETE) <i>(For Non-Officers Only)</i>	Last Re-Enlistment Authority <i>(For Non-Officers Only)</i>
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21												

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ANNEX A - UNIFORMED PERSONNEL MONITORING SHEET (OPERATIONAL CONTROL)

Updated as of 23 November 2020

BASIC INFORMATION						MONTHLY REPORT SUBMITTING UNIT								
No	Rank	Last Name	First Name	MI	Middle Name	Suffix	Serial Number	Mother Unit	OPCON Status	Unit Assignment	Unit Assignment Authority	Unit Assignment Date	Unit Assignment Date Carried MR	Unit Assignment Date Carried MR CHIPS Number
1														
2														
3														
4														
5														
6														
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19														
20														
21														

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**ANNEX A - UNIFORMED PERSONNEL MONITORING SHEET
(OPERATIONAL CONTROL)**

Updated as of 23 November 2020

BASIC INFORMATION							DESIGNATION/DUTY				
No	Rank	Last Name	First Name	MI	Middle Name	Suffix	Serial Number	Primary Designation/Duty	Designation Authority	Designation Effectivity	Collateral Designation/Duty(ies)
1											
2											
3											
4											
5											
6											
7											
8											
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**ANNEX B - LIST OF MONTHLY REPORT SUBMITTING UNIT (MRSUs)
AND MORNING REPORT PREPARING UNIT (MRPUs)**

UNIT CATEGORIES	Monthly Report Submitting Unit (MRSUs)	Morning Report Preparing Unit (MRPUs)
NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD	HSG	HSG (DY O/CPCG) HSG (DY O/DCO) HSG (DY O/DCA) HSG (DY O/CCGS) HSG (DY O/CG-1) HSG (DY O/CG-2) HSG (DY O/CG-3) HSG (DY O/CG-4) HSG (DY O/CG-5) HSG (DY O/CG-6) HSG (DY O/CG-7) HSG (DY O/CG-8) HSG (DY O/CG-9) HSG (DY O/CG-10) HSG (DY O/CG-11) HSG (DY O/CG-12) HSG (DY O/CG-14) HSG (DY O/CG-15) HSG (DY O/CGA) HSG (DY O/CGIA) HSG (DY O/CGPAO) HSG (DY O/CMCPO) HSG (DY O/ACCOUNTING) HSG (DY O/BMI) HSG (DY O/PCG COMCEN) HSG DY O/PCG-PMO HSG
	RECSTA	RECSTA
ADMIN SUPPORT COMMANDS	CGETDC	HCGETDC CG Officer School (CGOS) CG Non-Officer School (CGNOS) CG School for Special Maritime Affairs (CGSSMA) Faculty Development Institute (FDI) CISSG LDDC Operational Readiness Evaluation Group (OREG)
	CGLSC	HCGLSC CG MOTORPOOL CG PROCUREMENT SERVICE CGIDS REMO SAO

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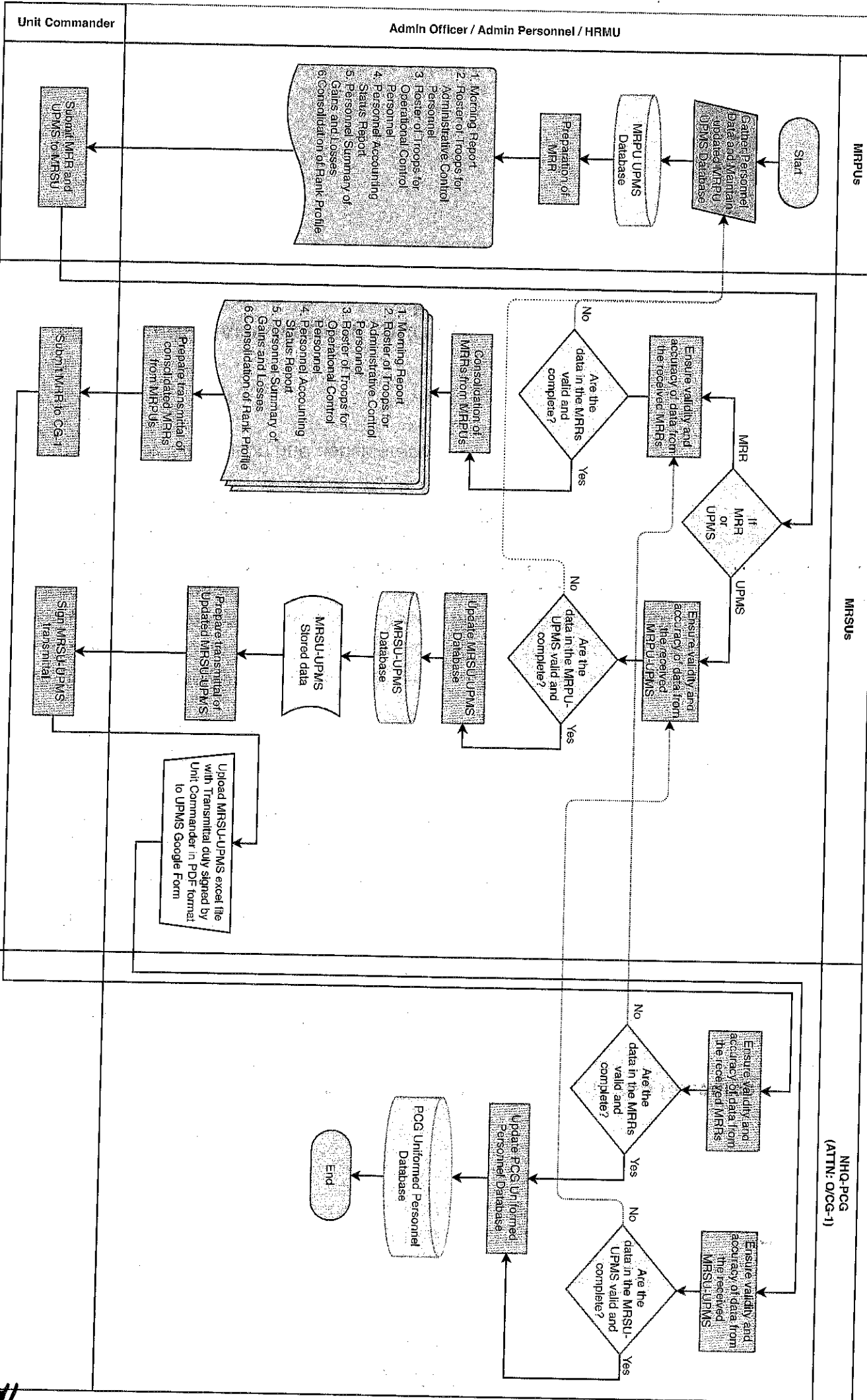
UNIT CATEGORIES	Monthly Report Submitting Unit (MRSUs)	Morning Report Preparing Unit (MRPUs)
OPERATING COMMANDS	CGDSWM	HCGDSWM CG Stations
	CGDPAL	HCGDPAL CG Stations
	CGDWV	HCGDWV CG Stations
	CGDNWLZN	HCGDNWLZN CG Stations
	CGDSEM	HCGDSEM CG Stations
	CGDBCL	HCGDBCL CG Stations
	CGDNM	HCGDNM CG Stations
	CGDSV	HCGDSV CG Stations
	CGDSM	HCGDSM CG Stations
	CGDNEM	HCGDNEM CG Stations
	OPERATIONAL SUPPORT COMMANDS	CGSOF
CGAF		HCGAF CG Air Stations CG Aviation School AVSG SSG Aircraft and Aviation Maintenance Group Rotary Wing Division Fixed Wing Division
CGWCEISC		HCGWCEISC CGCOMELS CGIS (CG INFORMATION SYSTEM) CGWS (CG WEAPON SYSTEM) CGWCEIS Taguig Group CGWCEIS HPCG Comms Group CGWCEIS Regional Centers CGWCEISC TTS

BSH

UNIT CATEGORIES	Monthly Report Submitting Unit (MRSUs)	Morning Report Preparing Unit (MRPUs)
COMMANDS	CRS	HCRS CRGs
SPECIAL SERVICE COMMANDS	CGHRMC CG FINANCE SERVICE CGIF CGIGIAS CGLLA CGSSIAC	HCGHRMC CGSSO GAD PCG-PGMC HRMUs CG FINANCE SERVICE CG Finance Service Units HCGIF CGIGs HCGIGIAS COAST GUARD MARSHAL INTERNAL AFFAIRS UNIT INVESTIGATION UNIT SERVICE SUPPORT GROUP CGLLA CGSSIAC
TECHNICAL SERVICE COMMANDS	CG CHAPLAIN SVC CG DENTAL SVC CG LEGAL SVC CG MEDICAL SVC CG VET SVC NURSE CORPS	CG CHAPLAIN SVC HCG DENTAL SVC CG Dental Operating Units CG LEGAL SVC CG Legal Offices HCG MEDICAL SVC CGMED Clinics HCG VET SVC NURSE CORPS

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ANNEX C - MONTHLY RECURRING REPORT (MRR) AND UNIFORMED PERSONNEL MONITORING SHEET (UPMS) PROCESS FLOW



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