



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

NHQ-PCG/CGIG-IAS

02 March 2024

**CIRCULAR
NUMBER 03-24**

**INTEGRITY, TRANSPARENCY AND ACCOUNTABILITY
IN PUBLIC SERVICE POLICY**

I. TITLE

This Circular shall be known as the “Integrity, Transparency and Accountability in Public Service Policy.”

II. AUTHORITY

Republic Act No. 9993 (PCG Law of 2009) and its Implementing Rules and Regulations (IRR)

III. REFERENCES

- A. NHQ-PCG/CGIAS Circular Number 13-19 (Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel);
- B. Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act);
- C. Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and its IRR;
- D. Act No. 3815 (Revised Penal Code);
- E. 1987 Constitution of the Republic of the Philippines;
- F. Republic Act No. 386 (New Civil Code of the Philippines) and its amendments;
- G. NHQ-PCG/CGFS Circular Number 12-23 (Amended PCG Authorized Payroll Deductions);
- H. Republic Act No. 9485 (Anti-Red Tape Act of 2007);
- I. Republic Act No. 9184 (Government Procurement Reform Act);
- J. GPPB Circular 01-2021 (Transparency, Accountability and Good Governance in the Procurement Process);
- K. Executive Order No. 292 (Administrative Code of 1987);
- L. Republic Act No. 10173 (Data Privacy Act of 2012);
- M. Republic Act No. 1379 (An Act Declaring Forfeiture in Favor of the State of Any Property Found to Have Been Unlawfully Acquired by Any Public Officer or Employee and Providing for the Proceedings Therefor);
- N. Presidential Decree No. 46 (Making it Punishable for Public Officials and Government Employees to Receive, and for Private Persons to Give Gifts on any Occasions, including Christmas);

- O. AFP SOP Numbers 10 and 11 dated 15 August 2011 (Giving and Receiving Gifts Policy and Terms and Conditions on Donation); and
- P. Department of Transportation's Reaffirmation of Integrity.

IV. POLICY STATEMENT

- A. It is the policy of the Philippine Coast Guard to promote integrity, accountability, honesty and loyalty.
- B. All PCG Uniformed Personnel must at all times perform their duties and functions with utmost responsibility, competence, transparency, professionalism, and act with patriotism and justice.
- C. All PCG Uniformed Personnel must refrain from using public office to obtain favor, gift, or influence others in exchange for favorable treatment for his/her family, close relatives or friends.
- D. All PCG Uniformed Personnel must refrain from soliciting funds from others including but not limited to private individuals, entities, offices or cooperatives to support official or personal activities.
- E. Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious displays of wealth in any form.

V. SCOPE AND COVERAGE

This Circular shall apply to all PCG Uniformed and Non-Uniformed Personnel who are in the active PCG Service, including retired Personnel for cases filed against them while in the active Service, and shall cover all public or private dealings with other persons, agencies or departments involving PCG assets and resources to the prejudice of the Organization.

VI. DEFINITION OF TERMS

As used in this Circular, the following words and phrases shall be defined as:

- A. **Bribery** - refers to an act of any public officer who shall agree to perform an act constituting a crime or an act not constituting a crime in connection with the performance of his official duties, in consideration of any offer, promise, gift or present received by such officer, personally or through the mediation of another or when a public officer refrains from doing something in exchange of the gift received or promised¹.
- B. **Close personal relations** - shall include close personal friendship, social and fraternal connections, and professional employment and giving rise to intimacy which assures free access to such public officer².
- C. **Conflict of interest** - arises when a public official or employee is a member of a board, an officer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such

¹ Sec 210 Revised Penal Code

² Sec 4 (a) Republic Act No. 3019

corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty³.

- D. **Divestment** - is the transfer of title or disposal of interest in a property by voluntarily, completely, and actually depriving or dispossessing oneself of his right or title to it in favor of a person or persons other than his spouse and relatives as defined in this Circular⁴.
- E. **Family of public officials or employees** - means their spouses and unmarried children under eighteen (18) years of age⁵.
- F. **Fixer** - refers to any individual whether or not officially involved in the operation of a government office or agency who has access to people working therein, and whether or not in collusion with them, facilitates speedy completion of transactions for pecuniary gain or any other advantage or consideration⁶.
- G. **Government** - includes the national government, the local governments, the government-owned and government-controlled corporations, and all other instrumentalities or agencies of the Republic of the Philippines and their branches⁷.
- H. **Gift** - refers to a thing or a right to dispose of gratuitously, or any act or liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee⁸.
- I. **Lifestyle Check Investigation** - is a discreet/covert investigation to determine whether the lifestyle of a government official or employee is within his/her lawful means⁹.
- J. **Loan** - covers both simple loan and commodatum as well as guarantees, financing arrangements or accommodations intended to ensure its approval¹⁰.
- K. **Nepotism or Padrino System** - refers to all appointments in the national, provincial, city and municipal governments or in any branch or instrumentality thereof, including government-owned or controlled corporations, made in favor of a relative of the appointing or recommending authority, or of the chief of the bureau or office, or of the persons exercising immediate supervision over him, are hereby prohibited¹¹.

³ Sec 3 (i) Republic Act No. 6713

⁴ Sec 3 (j) Republic Act No. 6713

⁵ Sec 3 (g) Republic Act No. 6713

⁶ Sec 4 (g) Republic Act No. 9485

⁷ Sec 3 (a) Republic Act No. 6713

⁸ Sec 3 (c) Republic Act No. 6713

⁹ ASP Niven R. Canlapan, Investigative Practice in Immigration Corruption Cases in the Philippines, pp 108-109

¹⁰ Sec 3 (e) Republic Act No. 6713

¹¹ Sec 59 Book V Executive Order No. 292

- L. **Public officer** - includes elective and appointive officials and employees, permanent or temporary, whether in the classified or unclassified or exempt service receiving compensation, even nominal, from the government¹².
- M. **Person** - includes natural and juridical persons, unless the context indicates otherwise¹³.
- N. **Receiving any gift** - includes the act of accepting directly or indirectly a gift from a person other than a member of the public officer's immediate family, in behalf of himself or of any member of his family or relative within the fourth civil degree, either by consanguinity or affinity, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is under the circumstances manifestly excessive¹⁴.
- O. **Relatives** - refers to any and all persons related to a public official or employee within the fourth civil degree of consanguinity or affinity, including bilas, inso and balae¹⁵.
- P. **Substantial stockholder** - means any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust¹⁶.
- Q. **Token** - refers to an item of minimal value given as an expression of appreciation for services rendered¹⁷.

VII. KEY GUIDELINES

- A. The PCG shall adopt measures toward ensuring compliance with all applicable laws to rid the Organization of corruption.
- B. Anybody who knowingly aids, abets, conceals or otherwise deliberately permits the commission of any irregular, illegal or fraudulent act directed against the PCG shall be considered as guilty as the principal perpetrators of the irregularity, illegal act or fraud.
- C. All Personnel have the duty to cooperate with any investigations initiated under this policy.

VIII. PROHIBITED ACTS

A. Corrupt Practices and Unlawful Acts under the Republic Act No. 3019 (Graft and Corrupt Practices Act)

1. Persuading, inducing or influencing another public officer to perform an act constituting a violation of rules and regulations duly promulgated by competent authority or an offense in connection with the official duties of the

¹² Sec 2 (b) Republic Act No. 3019

¹³ Sec 2 (d) Republic Act No. 3019

¹⁴ Sec 2 (c) Republic Act No. 3019

¹⁵ Sec 3 (k) Republic Act No. 6713

¹⁶ Sec 3 (13) DOLE Administrative Order 476 Series of 2010

¹⁷ Sec 3 (f) Republic Act No. 6713

latter, or allowing himself to be persuaded, induced or influenced to commit such violation or offense¹⁸.

2. Directly or indirectly requesting or receiving any gift, present, share, percentage or benefit, for himself or for any other person, in connection with any contract or transaction between the Government and any other part, wherein the public officer in his official capacity has to intervene under the law¹⁹.
3. Directly or indirectly requesting or receiving any gift, present or other pecuniary or material benefit, for himself or for another, from any person for whom the public officer, in any manner or capacity, has secured or obtained, or will secure or obtain, any Government permit or license, in consideration for the help given or to be given, without prejudice to Section thirteen of this Act²⁰.
4. Accepting or having any member of his family accept employment in a private enterprise which has pending official business with him during the pendency thereof or within one year after its terminations²¹.
5. Causing any undue injury to any party, including the Government, or giving any private party any unwarranted benefits, advantage or preference in the discharge of his official administrative duties through manifest partiality, evident bad faith or gross inexcusable negligence²².
6. Neglecting or refusing, after due demand or request, without sufficient justification, to act within a reasonable time on any matter pending before him for the purpose of obtaining, directly or indirectly, from any person interested in the matter some pecuniary or material benefit or advantage, or for the purpose of favoring his own interest or giving undue advantage in favor of or discriminating against any other interested party²³.
7. Entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby²⁴.
8. Directly or indirectly having financing or pecuniary interest in any business, contract or transaction in connection with which he intervenes or takes part in his official capacity, or in which he is prohibited by the Constitution or by any law from having any interest²⁵.
9. Directly or indirectly becoming interested, for personal gain, or having a material interest in any transaction or act requiring the approval of a board, panel or group of which he is a member, and which exercises discretion in

¹⁸ Sec 3 (a) Republic Act No. 3019

¹⁹ Sec 3 (b) Republic Act No. 3019

²⁰ Sec 3 (c) Republic Act No. 3019

²¹ Sec 3 (d) Republic Act No. 3019

²² Sec 3 (e) Republic Act No. 3019

²³ Sec 3 (f) Republic Act No. 3019

²⁴ Sec 3 (g) Republic Act No. 3019

²⁵ Sec 3 (h) Republic Act No. 3019



such approval, even if he votes against the same or does not participate in the action of the board, committee, panel or group²⁶. Interest for personal gain shall be presumed against those public officers responsible for the approval of manifestly unlawful, inequitable, or irregular transaction or acts by the board, panel or group to which they belong²⁷.

10. Knowingly approving or granting any license, permit, privilege or benefit in favor of any person not qualified for or not legally entitled to such license, permit, privilege or advantage, or of a mere representative or dummy of one who is not so qualified or entitled²⁸.
11. Divulging valuable information of a confidential character, acquired by his office or by him on account of his official position to unauthorized persons, or releasing such information in advance of its authorized release date²⁹.
12. It shall be unlawful for any person having family or close personal relation with any public official to capitalize or exploit or take advantage of such family or close personal relation by directly or indirectly requesting or receiving any present, gift or material or pecuniary advantage from any other person having some business, transaction, application, request or contract with the government, in which such public official has to intervene³⁰.
13. It is unlawful for a public official or employee to acquire during his incumbency, whether in his name or in the name of other persons, an amount of property and/or money manifestly out of proportion to his salary and to his other lawful income. Properties in the name of the spouse and unmarried children of such public officials may be taken into consideration when their acquisition through legitimate means cannot be satisfactorily shown. Bank deposits shall be taken into consideration in the enforcement of this section, notwithstanding any provision of law to the contrary³¹.

B. Prohibited Acts and Transactions of Public Officials under Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)

1. Participation in Transactions involving Conflict of Interest

a. Financial and material interest - Directly or indirectly having any financial or material interest in any transaction requiring the approval of their office or committee³². This shall apply equally to Members of the Bids and Awards Committee of every PCG unit.

b. Outside employment and other activities related thereto - Public officials and employees during their incumbency shall not:

²⁶ Sec 3 (i) Republic Act No. 3019

²⁷ Sec 3 (j) Republic Act No. 3019

²⁸ Sec 3 (k) Republic Act No. 3019

²⁹ Sec 3 (l) Republic Act No. 3019

³⁰ Sec 3 (m) Republic Act No. 3019

³¹ Sec 3 (n) Republic Act No. 3019

³² Sec 7 (a) Republic Act No. 6713



b.1. Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;

b.2. Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or

b.3. Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement or separation from public office, except in the case of (b.2), but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply³³.

2. Solicitation or Acceptance of Gifts - soliciting or accepting, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

Exemptions: As to gifts or grants from foreign governments, the Congress consents to:

- a. The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;
- b. The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or
- c. The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippines (such as allowances, transportation, food and lodging) of more than nominal value if such acceptance is appropriate or consistent with the interests of the Philippines, and permitted by the head of office, branch or agency to which he belongs³⁴.

Additional exemptions provided under AFP SOP No.10 dated 15 August 2011:

- i. A gift coming from private organization, whether local or foreign for humanitarian purposes;
- ii. A gift of nominal value as a token or sign of courtesy;
- iii. A gift in the form of a scholarship or medical assistance;

³³ Sec 3 (b) Republic Act No. 6713

³⁴ Sec 3 (d) Republic Act No. 6713



- iv. A gift from the host of an event or activity when the concerned personnel have been invited as a guest lecturer, speaker or resource person;
- v. A gift given by the Head of the Office or Command to its personnel during Anniversary and Christmas in accordance with existing policies on disbursement of public funds.
- vi. Giving parties in honor of personnel by the Head of Office or Command in accordance with the established customs and traditions³⁵.

3. Disclosure and/or misuse of confidential information - Using or divulging, confidential or classified information officially known to them by reason of their office and not made available to the public either to further their private interests, or give undue advantage to anyone, or prejudice the public interest³⁶.

C. Receiving Directly or Indirectly of Gifts on any Occasion, including Christmas under Presidential Decree No. 46 (Making it Punishable for Public Officials and Government Employees to Receive, and for Private Persons to Give Gifts on any Occasions, including Christmas)

It is unlawful for any public official or employee to receive, directly or indirectly any gift, present or other valuable thing on any occasion, including Christmas, when such gift, present or other valuable thing is given by reason of his official position, regardless of whether or not the same is for past favor or favors or the giver hopes or expects to receive a favor or better treatment in the future from the public official or employee concerned in the discharge of his official functions. Included within the prohibition is the throwing of parties or entertainments in honor of the official or employee or his immediate relatives³⁷.

D. Crimes Committed by Public Officers under Act No. 3815 (Revised Penal Code)

1. Direct Bribery – It is unlawful for a public officer to agree to perform an act constituting or not constituting a crime or to refrain from doing something which it was his official duty to do, in connection with the performance of this official duties, in consideration of any offer, promise, gift or present received by such officer, personally or through the mediation of another³⁸.

2. Qualified Bribery - If any public officer is entrusted with law enforcement and he refrains from arresting or prosecuting an offender who has committed an act punishable by law in consideration of any offer, promise, gift or present³⁹.

3. Frauds Against the Public Treasury and Similar Offenses –

- a. Demanding, directly or indirectly, the payment of sums different from or larger than those authorized by law.

³⁵ AFP SOP Number 10 dated 15 August 2011 (Giving and Receiving Gifts Policy)

³⁶ Sec 7 (c) Republic Act No. 6713

³⁷ Presidential Decree No. 46

³⁸ Article 210 Revised Penal Code

³⁹ Article 211-A Revised Penal Code

- b. Failing voluntarily to issue a receipt, as provided by law, for any sum of money collected by him officially.
- c. Collecting or receiving, directly or indirectly, by way of payment or otherwise things or objects of a nature different from that provided by law⁴⁰.

The abovementioned acts apply to PCG units, including but not limited to District Commanders, Station Commanders and Sub-Station Commanders, which are entrusted with the collection of fees and fines related to the functions of the PCG.

4. Malversation of Public Funds or Property - Any public officer who, by reason of the duties of his office, is accountable for public funds or property, shall appropriate the same or shall take or misappropriate or shall consent, through abandonment or negligence, shall permit any other person to take such public funds or property, wholly or partially, or shall otherwise be guilty of the misappropriation or malversation of such funds or property.

The failure of a public officer to make available any public funds or property with which he is chargeable, upon demand by any duly authorized officer, shall be prima facie evidence that he has put such missing funds or property to personal use⁴¹.

5. Failure of Accountable Officer to Render Accounts - Any public PCG officer or enlisted personnel whether in the service or separated therefrom by resignation or any other cause, who is required by law or regulation to render account or fails to do so for two months after such accounts should be rendered⁴², shall be punished according to the Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel, NHQ-PCG/CGIG-IAS Circular Number 13-19 dated 18 November 2019. This applies to personnel who are designated as disbursing officers including but not limited to Special Disbursing Officer (SDO), Disbursing Officer (DO) and Petty Cash Fund Custodian (PCFC) of the PCG.

6. Failure of a Responsible Public Officer to Render Accounts Before Leaving the Country - Any PCG public officer who unlawfully leaves or attempts to leave the Philippines without securing a certificate from the concerned office showing that his accounts have been finally settled⁴³ shall be punished according to the Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel, NHQ-PCG/CGIG-IAS Circular Number 13- 19 dated 18 November 2019.

7. Illegal Use of Public Funds or Property - Applying any public fund or property under his administration to any public use other than for which such fund or

⁴⁰ Article 213 Revised Penal Code

⁴¹ Article 217 Revised Penal Code

⁴² Article 218 Revised Penal Code

⁴³ Article 219 Revised Penal Code



property was appropriated by law or ordinance⁴⁴ shall be liable under the Revised Guidelines and Procedures on Disposition of Violations Code of Conduct and Discipline for PCG Uniformed Personnel, NHQ-PCG/CGIG-IAS Circular Number 13-19 dated 18 November 2019.

8. Failure to Make Delivery of Public Funds or Property - Any public officer under obligation to make payment from Government funds in his possession, who shall fail to make such payment⁴⁵, shall be liable under the Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel, NHQ-PCG/CGIG-IAS Circular Number 13-19 dated 18 November 2019.

E. Non-Observance of Transparency Requirements for All Procuring Entities under Republic Act No. 9184 (Government Procurement Reform Act)

All Procuring Office/Units that fail to comply with the transparency and accountability requirements under the Republic Act No. 9184 and its 2016 revised Implementing Rules and Regulations, the General Appropriations Act (GAA), Resolutions issued by the Government Procurement Policy Board (GPPB) and other relevant laws, rules and regulations⁴⁶ shall be liable under the Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel, NHQ-PCG/CGIG-IAS Circular Number 13-19 dated 18 November 2019.

F. Prohibition on Facilitation Payments under Republic Act No. 9485 (Anti-Red Tape Act of 2007)

Facilitation Payments - Any public officer who commits fixing and/or colluding with fixers in consideration of economic and/or other gain or advantage, who has access to people working in the operation of a government office and facilitates the speedy completion of transactions for any advantage or consideration⁴⁷, shall be liable according to the Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel, NHQ-PCG/CGIG-IAS Circular Number 13-19 dated 18 November 2019 and other applicable laws.

G. Prohibition on Nepotism under Executive Order No. 292 (Administrative Code of 1987)

Nepotism - Any appointing or recommending authority, or of the chief of the Unit or Office, or of the persons exercising immediate supervision over the appointee who appoints a relative shall be liable according to the Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel, NHQ-PCG/CGIG-IAS Circular Number 13-19 dated 18 November 2019 and other applicable laws.

⁴⁴ Article 220 Revised Penal Code

⁴⁵ Article 221 Revised Penal Code

⁴⁶ GPPB Circular No. 01-2021 issued through GPPB Resolution No. 04-2021 dated 4 March 2021

⁴⁷ Republic Act No. 9485

As used in this Section the word "relative" and "members of the family" referred to are those related within the third degree either of consanguinity or of affinity except persons employed in a confidential capacity⁴⁸.

H. Violation of Data Privacy and Security (Data Privacy Act of 2012)

Personal information controllers and personal information processors or any natural person acting under their authority who shall fail to implement reasonable and appropriate organizational, physical and technical security measures for the protection of personal data to maintain the availability, integrity and confidentiality of personal data, and are intended for the protection of personal data against any accidental or unlawful destruction, alteration and disclosure, as well as against any other unlawful processing, shall be liable according to the Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel, NHQ-PCG/CGIG-IAS Circular Number 13-19 dated 18 November 2019 and other applicable laws.

I. Sanctions for the Commission of the Abovementioned Corrupt, Unlawful and Unethical Acts of a Public Officer

Any PCG personnel who commit any of the abovementioned acts shall be charged administratively in accordance with NHQ-PCG/CGIAS Circular Number 13-19 (Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel). Such administrative charge shall be without prejudice to any penal and civil actions that will be filed against the erring personnel. The penalties for the abovementioned offenses are provided for in Annex A.

IX. TRANSPARENCY ON ALLOWABLE GIFTS, DONATIONS AND SALARY DEDUCTIONS

To promote transparency, the following guidelines shall be followed:

A. Allowable Gifts

A gift intended for the Office or Command shall be turned over to the Unit's Accountable Officer and shall be recorded in the Gifts Registry Book for proper accounting.

B. Donations

1. The PCG may accept a donation provided the following conditions are present:
 - a. The donation is consistent with its mission, goals and objectives, and is not contrary to existing laws, rules and regulations and policies of the PCG for which the money, property or right was donated;
 - b. The donor has no pending business transaction with the PCG;

⁴⁸ Executive Order No. 292

- c. The donation is not accompanied by a condition that will require the PCG or its Units to render future service/s to the donor or any other person or entity;

2. Accounting requirements for donations

- a. Receipt of donation shall be recorded in the books of accounts of the PCG Unit concerned and shall be subject to pertinent accounting and auditing rules and regulations.
- b. All donations, whether cash or in-kind, shall be appropriated for the purpose specified by the donor⁴⁹.

C. Salary Deductions

All deductions from the payroll of PCG personnel must be in accordance with NHQ-PCG/CGFS Circular Number 12-23 (Amended PCG Authorized Payroll Deductions). Violation of this provision shall be subject to an administrative offense under the Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel, NHQ-PCG/CGIG-IAS Circular Number 13-19 dated 18 November 2019 and other applicable laws, rules and regulations. The CG Finance Service shall, for transparency purposes, have proper liquidation of the authorized payroll deductions to show proper utilization of the authorized deductions.

X. DUTIES AND RESPONSIBILITIES OF OFFICERS AND ENLISTED PERSONNEL UNDER THIS CIRCULAR

- A. All PCG Uniformed Personnel shall ensure implementation and strict compliance with this Circular.
- B. Commanding Officers shall facilitate the conduct of information drive as regards this Circular to all personnel under his/her jurisdiction.
- C. All PCG Uniformed Personnel shall participate in the information drive as regards this Circular.
- D. All PCG Uniformed Personnel shall not participate in acts that violate integrity, transparency or accountability in public service.

XI. DUTIES AND RESPONSIBILITIES OF THE ETHICAL STANDARDS AND PUBLIC ACCOUNTABILITY UNIT (ESPAU) OF THE CGIG-IAS

To uphold the above-stated Policy Statement of this Circular, the following duties and responsibilities of the ESPAU shall be implemented:

- A. Monitor the compliance of all PCG Uniformed Personnel in signing the "Integrity Pledge" attached as Annex B in this Circular which must be accomplished in triplicate copies for the personnel, his/her present office, and ESPAU as the repository of the "Integrity Pledges". The "Integrity Pledge" shall be accomplished together with the Oath of Office for promotion, reappointment,

⁴⁹ AFP SOP No. 11 dated 15 August 2011 (Terms and Conditions on Donation



reenlistment, reinstatement, recad, lateral entry, assumption of office, or resignation.

B. The CGIG-IAS, through the ESPAU, shall conduct a lifestyle check investigation on all PCG Uniformed Personnel who may be found liable or suspected of acquiring unexplained wealth. The following are the steps in conducting lifestyle checks:

1. Know the subject;
2. Determine the unlawful acts that he could possibly be involved with (i.e., accepting bribes or kickbacks, malversation or conversion of public funds);
3. Locate the subject's property, assets and liabilities;
4. Assess the value of the property;
5. Determine whether the source of income is lawful or unlawful;
6. Know the hobbies or pastime activities such as fondness of jewelry collections, frequenting casinos, or club memberships;
7. Compare the increase in yearly income as shown in the subject's Statement of Assets, Liabilities and Net Worth (SALN);
8. Know the immediate family, relatives and friends of the subject;
9. Discover if the subject has titled real estate or other property in the names of friends or immediate family members;
10. Conduct surveillance and take photographs and videos if practicable; and
11. Make a comparative analysis of the official/employee's assets, liabilities, net worth and income starting from the time the subject is suspected to have committed the unlawful act⁵⁰.

C. File the necessary administrative charges should the findings of the lifestyle check investigation yield positive results.

XII. SUPPLEMENTARY APPLICATION

This Circular shall apply suppletorily to the provisions of the PCG Code of Conduct (Book 1: Code of Conduct and Discipline for PCG Uniformed Personnel and Book 2: Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel) and PCG Circulars not inconsistent with this Policy.

XIII. RESCISSION

Other policies that are inconsistent with this Circular are hereby rescinded upon approval and effectivity of this Circular.

XIV. AMENDMENT

Any amendment or modification of this Circular as may be necessary must be approved by the Commandant, PCG.

⁵⁰ ASP Niven R. Canlapan, *Investigative Practice in Immigration Corruption Cases in the Philippines*, pp 108-109
Page **13** of **17**

XV. EFFECTIVITY

This Circular shall be implemented effective 31 January 2024.

BY COMMAND OF COAST GUARD ADMIRAL GAVAN:

OFFICIAL:

HOSTILLO ARTURO E CORNELIO
CG RADM
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant

Annex A

Table of Prohibited Acts and Punishments

Source of Law	Prohibited Acts	Classification of Offense	Punishment
1) Republic Act No. 3019	Corrupt Practices and Unlawful Acts	Grave Offense	Dismissal Without Honor
2) Republic Act No. 6713	Prohibited Acts and Transactions of Public Officials	Grave Offense	Dismissal Without Honor
3) Presidential Decree No. 46	Receiving Directly or Indirectly of Gifts on any Occasion, including Christmas	Less Grave Offense	Suspension Without Pay for 6 months and 1 day to 1 year (first offense) Dismissal Without Honor (second offense)
4) Act No. 3815	Direct Bribery	Grave Offense	Dismissal Without Honor
	Qualified Bribery	Grave Offense	Dismissal Without Honor
	Corruption of Public Officials	Grave Offense	Dismissal Without Honor
	Frauds Against the Public Treasury and Similar Offenses	Grave Offense	Dismissal Without Honor
	Malversation of Public Funds or Property	Grave Offense	Dismissal Without Honor
	Failure of Accountable Officer to Render Accounts	Less Grave Offense	Suspension Without Pay for 6 months and 1 day to 1 year (first offense) Dismissal Without Honor (second offense)
	Failure of a Responsible Public Officer to Render Accounts Before Leaving the Country	Less Grave Offense	Suspension Without Pay for 6 months and 1 day to 1 year (first offense) Dismissal Without Honor (second offense)
	Illegal Use of Public Funds or Property	Grave Offense	Dismissal Without Honor
	Failure to Make Delivery of Public Funds or Property	Grave Offense	Dismissal Without Honor

5) Republic Act No. 9184 and GPPB Circular 01-2021	Non-Observance of Transparency Requirements for All Procuring Entities	Less Grave Offense	Dismissal Without Honor
6) Republic Act No. 9485	Prohibition on Facilitation Payments	Grave Offense	Dismissal Without Honor
7) Executive Order No. 292	Prohibition on Nepotism	Less Grave Offense	Suspension Without Pay for 6 months and 1 day to 1 year (first offense) Dismissal Without Honor (second offense)
8) Republic Act No. 10173	Violation of Data Privacy and Security	Grave Offense	Dismissal Without Honor
9) NHQ-PCG/CGIAS Circular Number 13-19	Sanctions for the Commission of the abovementioned Corrupt, Unlawful, and Unethical Acts of a Public Officer	Less Grave Offense	Suspension Without Pay for 6 months and 1 day to 1 year (first offense) Dismissal Without Honor (second offense)

ANNEX B

INTEGRITY PLEDGE

I, _____, recognize my vital responsibility as a member of the Philippine Coast Guard of implementing and enforcing all national and international maritime safety, security, search and rescue, and marine environmental protection laws in support of the integrated Maritime Transportation Network objective, national security and economic development of the Philippines; and be an active part for the implementation of the PCG mandates for the attainment of the PCG's vision to become a world-class guardian of the sea committed to save lives, ensure safe maritime transport, cleaner seas, and secure maritime jurisdiction.

With these, I pledge:

1. To strictly adhere to the established PCG Code of Conduct and conscientiously practice the concepts of professionalism, honesty, integrity, transparency, and accountability in public service;
2. To display integrity and professionalism in all my dealings throughout my career as a Coast Guardian living the PCG Core Values: Professionalism, Commitment, and Gallantry;
3. To denounce corruption, and that I will not tolerate any form of corruption, whether by me or by my fellow Coast Guardians, as long as I am in the Coast Guard Service;
4. To not accept nor solicit, bribe, kickback or any form of favor for the work that I have done, I am doing or will do;
5. To uphold the right of the citizenry to freedom of information and full disclosure on matters of public concern;
6. To imbibe innovation and embrace excellence and best practices, to simplify the work process, eliminate red tape, and ensure ease of doing business;
7. To always make a positive difference and help promote the good image of the PCG at all times and in all places; and
8. To live each day as a Philippine Coast Guard Personnel with honor, integrity, and unwavering commitment to good governance.

So, help me God!

Rank/Name: _____

Position/Designation/Unit: _____

Date: _____

