



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

NHQ-PCG/DCS-HRM

07 March 2024

**CIRCULAR
NUMBER 16-21**

AMENDMENT 01-24

**AMENDMENT TO DCS-HRM/CG-1 CIRCULAR NR 16-21 (REVISED LEAVE
OF THE PCG) DATED 27 AUGUST 2021**

I. The provision in Chapter 2 Policies under Section II Granting Authority is hereby amended:

As read:

2.38 Termination of leave - Termination of leave shall only be entertained upon the recommendation of the District Commander/Major Unit/Service Commander upon payment of the money representing the unexpired leave. The PCG personnel who voluntarily resigned or is separated from the service, not due to his own fault, shall be entitled to the commutation of all accumulated vacation and sick leave to his credit, provided, that the total vacation and sick leaves that can be commuted shall, in no case, exceed ten (10) months.

To read:

2.38 Termination of leave - Termination of leave shall only be entertained upon the recommendation of the District Commander/Major Unit/Service Commander upon payment of the money representing the unexpired leave. The PCG personnel who voluntarily resigned or is separated from the service shall be entitled to the commutation of all accumulated vacation and sick leave to his credit, PROVIDED that the total vacation and sick leaves that can be commuted shall, in no case, exceed ten (10) months.

II. The provision in Chapter 3 Procedures under Section III Computation and Commutation of Leave Credit is hereby amended:

As read:

3-53 Computation and Commutation of Leave Credit

- a. Vacation and sick leave shall be cumulative and any part thereof which may not be taken within the calendar year may be carried over to the succeeding

years. Whenever any Officer of Non-officer retires, voluntarily resigns, or is allowed to resign or is separated from the service through no fault of his own, he shall be entitled to the commutation of all the accumulated vacation and/ or sick leave to his credit, exclusive of Saturdays, Sundays and holidays, without limitation as to the number of days of vacation and sick leave that he may accumulate provided his leave benefits are not covered by special law.

To read:


3-53 Computation and Commutation of Leave Credit

- a. Vacation and sick leave shall be cumulative and any part thereof which may not be taken within the calendar year may be carried over to the succeeding years. Whenever any Officer of Non-officer retires, voluntarily resigns, or is allowed to resign or is separated from the service, he shall be entitled to the commutation of all the accumulated vacation and/ or sick leave to his credit, exclusive of Saturdays, Sundays and holidays, without limitation as to the number of days of vacation and sick leave that he may accumulate provided his leave benefits are not covered by special law.

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