



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

NHQ-PCG/CGFS

06 September 2024

CIRCULAR
NUMBER 21-24

**GUIDELINES ON THE DELETION OF PCG PERSONNEL FROM
THE PAYROLL MASTER LIST**

1. REFERENCES

- A. Republic Act No. 9993, also known as the “Philippine Coast Guard Law of 2009” and its Implementing Rules and Regulations (IRR);
- B. NHQ-PCG/CGLS MC No. 01-24, entitled “Guidelines on the Payment of Salary and Allowances for the Philippine Coast Guard (PCG) Uniformed Personnel Officially Declared as Missing-In-Action (MIA), Subsequent Finding of Death and Processing of Retirement or Separation Benefits” dated 23 February 2024;
- C. NHQ-PCG/CGFS MC 08-23, entitled “Guidelines on the Prevention, Recovery, Reporting and Monitoring of Overpayment from Pay and Allowances and Other Unauthorized Claims of PCG Personnel and Pensioners” dated 26 October 2023;
- D. NHQ-PCG/CGIAS Cir No. 14-19, entitled “Guidelines and Procedures for Disposition of AWOL Cases of PCG Uniformed Personnel” dated 18 November 2019;
- E. NHQ-PCG/CG-1 SOP No. 04-19, entitled “Policies and Procedures in Protecting the Philippine Coast Guard Pension Fund Through Monitoring of Pensioners and Pension Cleansing System” dated 18 February 2019; and
- F. DCS-HRM SOP No. 12-18, entitled “Change in Personnel Status” dated 20 December 2018.

2. PURPOSE

This Circular prescribes the guidelines and procedures on the deletion of PCG Uniformed and Non-Uniformed Personnel from the Payroll Master List upon the date of retirement/separation, suspension, absence without official leave (AWOL), dismissal, discharge, death, confinement in the hands of civil authorities, and those who are officially declared as missing-in-action (MIA). This is to ensure timely and accurate preparation and disbursement of pay and allowances and prevent occurrences of overpayment or unauthorized payment to PCG Uniformed and Non-Uniformed Personnel.

3. SCOPE

This Circular is applicable to all Uniformed and Non-Uniformed Personnel of the PCG.

4. DEFINITION OF TERMS

For the purpose of this Circular, the following terms are hereby defined:

- A. **Absentee** - a PCG Uniformed Personnel who is on AWOL.
- B. **Absent Without Official Leave (AWOL)** - the status of a PCG Uniformed and Non-Uniformed Personnel who fails to report at the fixed time to the proper place of duty or leave from same or absent himself from his/her Mother Unit without proper authority.
- C. **Centralized Payroll Management Unit (CPMU)** - responsible for updating deletion and inclusion of PCG personnel in the payroll database.
- D. **Change in Personnel Status (CHIPS) Report** - is a legal document in reporting changes of personnel status.
- E. **Deletion** - the process of removing the PCG Uniformed and Non-Uniformed personnel from the PCG Payroll Master List.
- F. **Expiration of Term of Enlistment (ETE)** - refers to the expiration of the Enlistment Term of a PCG Non-Officer for a period of three (3) years as provided in HPCG/CG-1 Circular Number 08-14, entitled "Re-enlistment of PCG Non-Officers dated 26 August 2014".

- G. **Missing-In-Action (MIA)** - refers to any disappearance of PCG Uniformed Personnel for more than twenty-four (24) hours while engaged in their official duties due to their affiliation as a member of the PCG, and was officially confirmed by the Commandant, PCG (C, PCG) as "MIA".
- H. **Morning Report** - a document used in accounting of PCG personnel who are on active PCG service.
- I. **Overpayment** - Payment of pay and allowances in excess of what was due.
- J. **PCG Non-Uniformed Personnel** - civilian employees of the PCG holding a position of Regular, Permanent, Casual, Job Order and/or Contract of Service.
- K. **PCG Retiring Personnel** - PCG personnel who rendered a minimum or maximum length of service and are entitled to receive a monthly gratuity as prescribed by law.
- L. **PCG Payroll Master List** - active PCG Uniformed and Non-Uniformed personnel included in the PCG Payroll Master List.
- M. **PCG Regular Payroll** - refers to the monthly pay and allowances and deductions of all PCG Uniformed and Non-Uniformed personnel.
- N. **PCG Uniformed Personnel** - all PCG Officers, Non-Officers, PROBATIONARY ENSIGN, Cadet or Cadettes, Candidate Coast Guard Officers, Candidate Coast Guard Non-Officers and Draftees who are in active-duty status, training/schooling status, and on proper leave status.
- O. **Withholding of pay and allowances** - freezing of Automated Teller Machine (ATM) payroll account of PCG personnel who is on AWOL status to avoid withdrawal of unauthorized claims.

5. POLICIES

- A. No deletion shall be made without proper order, directives and reference from Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1, Coast Guard Adjutant Office (CGAO) and Non-Uniformed Personnel Affairs Office (NUPAO).
- B. Admin Officers of all PCG Units shall notify the DCCGS for HRM, CG-1 of the change in personnel status in their respective units.

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- C. Penalties on the pay and allowances of AWOL cases shall abide by the NHQ-PCG/CGIG-IAS Cir No. 14-19 dated 18 November 2019.
- D. Upon the approval of the Commandant, PCG, the declared MIA personnel, upon the termination of the one (1) year period and remained to be missing, shall be automatically terminated from the service and shall be deleted from the PCG Payroll Master List.
- E. "No Work No Pay" policy shall be strictly observed. Consequently, the pay and allowances of the Absentee shall be withheld/forfeited corresponding to the number of days in which he/she was on AWOL status as stipulated in NHQ-PCG/CGIG-IAS Circular Number 14-19 dated 18 November 2019.
- F. Personnel who retired, separated, or posthumously retired/separated from the service shall be automatically deleted from the payroll master list provided that there is an existing directives or order from the DCCGS for HRM, CG-1 or CGAO with the date of its effectivity.
- G. PCG Non-Officers who failed to submit the request for re-enlistment prior ETE shall automatically be discharged honorably from the PCG service upon ETE without prejudice to re-entry upon completion of the re-enlistment procedures unless otherwise extended. This is in adherence with the HPCG/CG-1 Circular Number 08-14 dated 26 August 2014.
- H. NUPAO shall notify the Coast Guard Finance Service (CGFS) through a memorandum that certain Non-Uniformed personnel will be retiring/separating from the PCG service with the indicated date of retirement/separation; went on AWOL status; dismissed; discharged, or deceased, with the report letter as an attachment to the memorandum.

6. PROCEDURES

A. For PCG Uniformed Personnel: (*Annex A*)

- i. Admin Officers of all PCG units shall **promptly/timely submit CHIPS report** such as AWOL, discharged, terminated, resigned and deceased PCG Personnel to CG-1 and CGFS for proper disposition and payroll updating through radio message.
- ii. CG-1 shall issue/forward order, directives, memoranda for deletion in the Payroll Master List to CGFS every 20th day of the month for payroll updating.
- iii. CGAO shall publish an order or directive for deletion and furnish a copy to CGFS for payroll updating.



- iv. CGFS through the Central Payroll Management Unit (CPMU) shall implement the deletion of PCG Uniformed and Non-Uniformed personnel from the PCG Payroll Master List.

B. For PCG Non-Uniformed Personnel:

i. Retirement/Resignation/Transfer (***Annex B.1***)

- a. Non-Uniformed Personnel shall submit Letter of Intent to Retire (Optional Retirement)/Resignation Letter/Letter Request for Transfer together with other related documents.
- b. NUPAO shall make memorandum addressed to Coast Guard Human Resource Management Command (CGHRMC) requesting for the approval of the retirement/resignation/transfer.
- c. CGHRMC shall forward the request to CG-1 for preparation of Disposition Form (DF).
- d. Upon DF approval, CG-1 shall request for the issuance of order from CGAO.
- e. Upon issuance of order, NUPAO shall notify CGFS through memorandum for deletion of Non-Uniformed Personnel from the PCG Payroll Master List.

ii. AWOL/Dropped from the Rolls/Posthumous (***Annex B.2***)

- a. Unit where the personnel was assigned shall submit Notice of Absence/Radio message (Deceased) to NUPAO.
- b. NUPAO shall make memorandum addressed to CGHRMC requesting for the approval of the AWOL/Dropped from the Rolls/Posthumous Retirement/Separation.
- c. CGHRMC shall forward the request to CG-1 for preparation of DF.
- d. Upon approval of the DF, CG-1 shall request for the issuance of order from CGAO.

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- e. Upon issuance of order, NUPAO shall notify CGFS through memorandum for the deletion of Non-Uniformed Personnel (NUP) from the PCG Payroll/Master List.

7. RESPONSIBILITIES

A. Commander, CGFS

- i. Directly responsible for the prompt and accurate payroll preparation.
- ii. Receive and implement the memorandum, directives and orders for deletion from CG-1, CGAO or NUPAO.
- iii. Ensure recovery of overpayment of late deleted PCG personnel in accordance to reference C.
- iv. Shall create a monitoring system for the Expiration of Term of Enlistment (ETE) of PCG personnel.
- v. Review, assess and recommend changes to this circular as deemed necessary.

B. DCCGS for HRM, CG-1

- i. Directly responsible for the monitoring and accounting of personnel status of PCG personnel.
- ii. Shall consolidate all reports of changes in personnel status from different PCG units.
- iii. Shall promptly prepare directives to CGFS for the deletion of PCG personnel.
- iv. Review, assess and recommend changes in the circular as deemed necessary.
- v. Ensure the effective implementation and dissemination of this circular.

C. Coast Guard Adjutant

- i. Publish the following orders pertaining to personnel status such as:
 - a. Re-enlistment;
 - b. Discharge or Separation Orders;
 - c. Retirement Orders;



- d. Termination Orders;
- e. Suspension or dismissal from the service;
- f. Forfeiture of Pay; and/or
- g. Leave without Pay.

ii. Shall forward copy of published order to CGFS for reference.

D. Admin Units

- i. Shall submit CHIPS report **on the day the absentee was officially marked AWOL** to CG-1, copy furnished CGFS for appropriate action.
- ii. Directly responsible in monitoring and accounting of personnel under their respective unit.
- iii. Shall ensure adherence to this circular.

E. Chief of Non-Uniformed Personnel Affairs

- i. Shall submit timely reports of the PCG NUP who is retired, separated from the PCG service, went on AWOL, dismissed, discharge or deceased indicating the time of its effectivity.
- ii. Directly responsible in monitoring and accounting of NUP of the PCG.
- iii. Shall ensure adherence to this circular.

8. RESCISSION CLAUSE

All circulars, policies and provisions of existing regulations that are inconsistent with the provisions of this circular are hereby amended or rescinded as the case may be.

9. SANCTIONS

All Admin Units that failed to adhere to this Circular shall submit an explanation letter address to the Commander, CGFS stating the reasons of non-compliance or late compliance with the said reports.



10. EFFECTIVITY

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

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:


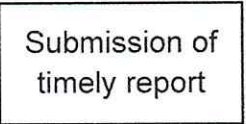
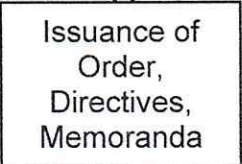
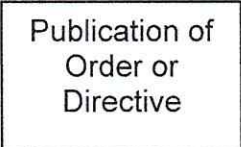
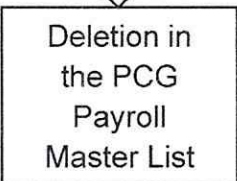
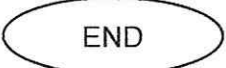
HOSTILLO ARTURO E CORNELIO
RADM **PCG**
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
PCDR **PCG**
Coast Guard Adjutant

- Annexes:**
- A)** - *Process flow for the Guidelines on the Deletion of PCG Uniformed and Personnel from Payroll Master List*
 - B.1)** - *Process flow for the Guidelines on the Deletion of PCG Non-Uniformed Personnel from Payroll Master List (Retirement/Resignation/Transfer)*
 - B.2)** - *Process flow for the Guidelines on the Deletion of PCG Non-Uniformed Personnel from Payroll Master List (AWOL/Dropped from the Rolls/Posthumous)*

Annex A

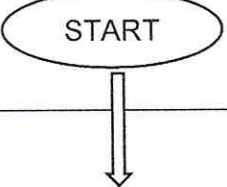
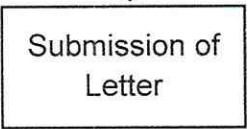
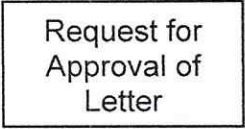
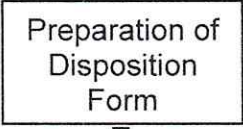
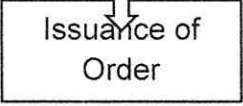
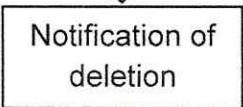
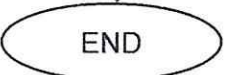
Guidelines on the Deletion of PCG Uniformed Personnel from the Payroll Master List

ACTIVITY	PERSON / BRANCH RESPONSIBLE	DETAILS/FUNCTIONS	INTERFACE
 ↓			
 ↓	- NUPAO	- shall promptly/timely submit CHIPS report such as AWOL, discharged, terminated, resigned and deceased PCG Personnel.	- Radio Message
 ↓	- CG-1	- shall issue memorandum or directives for deletion to CGAO for the issuance of order.	- Order, Directives, Memorandum
 ↓	- CGAO	- shall publish an order or directive for deletion	- Order / Directives
 ↓	- CPMU, CGFS	- shall implement the deletion in the PCG payroll	- Order / Directives
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Annex B.1


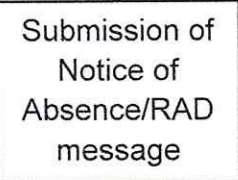
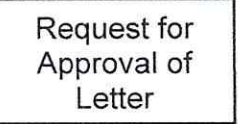
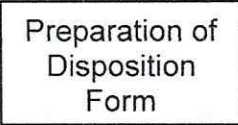
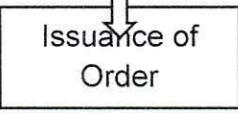
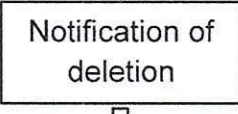
Guidelines on the Deletion of PCG Non-Uniformed Personnel from the Payroll Master List (Retirement/Resignation/Transfer)

ACTIVITY	PERSON / Branch RESPONSIBLE	DETAILS/FUNCTIONS	INTERFACE
			
	- NUP	- shall submit Letter of Intent to Retire (Optional Retirement)/ Resignation Letter/ Letter Request to Transfer together with other related documents.	- Retire (Optional Retirement)/ Resignation Letter/ Letter Request to Transfer
	- NUPAO	- will make memorandum addressed to CGHRMC requesting for approval of the retirement/ resignation/ transfer.	- Memoranda
	- CGHRMC	- will forward the request to CG-1 for preparation of DF.	- Request Letter - Disposition Form
	- CG-1	- will request for the issuance of order from CGAO.	- Request Letter - Disposition form - Order
	- NUPAO	- will notify CGFS through memorandum for deletion of NUP from the PCG Payroll Master List	- Request Letter - Disposition Form - Order
			



Annex B.2

Guidelines on the Deletion of PCG Non-Uniformed Personnel from the Payroll Master List (Absence without Official Leave/Dropped from the Rolls/Posthumous)

ACTIVITY	PERSON / Branch RESPONSIBLE	DETAILS/FUNCTIONS	INTERFACE
			
	- NUP	- shall submit Notice of Absence/Radio message (Deceased) to NUPAO.	- Notice of Absence/Radio message
	- NUPAO	- will make memorandum addressed to CGHRMC requesting for approval of the AWOL/Dropped from the Rolls/Posthumous Retirement/Separation.	- Memoranda
	- CGHRMC	- will forward the request to CG-1 for preparation of DF.	- Request Letter - Disposition Form
	- CG-1	- will request for the issuance of order from CGAO.	- Request Letter - Disposition form - Order
	- NUPAO	- will notify CGFS through memorandum for deletion of NUP from the PCG Payroll.	- Request Letter - Disposition Form - Order
