

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS  
HEADQUARTERS, PHILIPPINE COAST GUARD  
PORT AREA, MANILA

CG1/CGAO

29 April 1999

CIRCULAR  
NUMBER 01

**INSTRUCTOR DUTY PAY**

**1. PURPOSE:** This Circular prescribes the rules and regulations governing the payment of Instructor Duty Pay to Officers, Enlisted Personnel and Civilian Employee of the PCG.

**2. DEFINITIONS:** As used in this Circular, the following terms shall mean and be interpreted as hereunder indicated:

**a. Instructor Duty** - Duty assignment of an Officer, enlisted personnel or civilian employee of the PCG requiring such personnel to teach, convey or communicate knowledge or supervise training activities or conduct researches or perform duties as training aide in one or more Coast Guard and/or general subjects in the Coast Guard Training Center, as classified and enumerated in this Circular, where said officer, enlisted personnel or civilian employee is assigned/detailed.

**b. Accredited Training Unit** - Training unit accredited by the PCG Education and Training Board and duly authorized by the Commandant, PCG to be granted IDP for having performed actual instructor duty or other related/academic duties. The Coast Guard Training Center is the accredited training unit of the PCG.

**c. Instructor Duty Pay (IDP)** - A form of incentive allowance authorized for Coast Guard personnel on instructor duty assigned or detailed with the Coast Guard Training Center. This is equivalent to either 25% or 10% of Base Pay depending on the policies stipulated in paragraphs 5b and 5c.

**d. Actual Teaching Activities** - Classroom or field instructions whereby a Coast Guard instructor shows or demonstrates to students how to do something; gives them lessons; provides them with knowledge, insights or understanding on a particular subject, or supervises them in learning to do something in a specific field of interest.

**e. Training Management Activities** - Supervision of classroom or field activities. This includes training management by school commandants, instructors, deans or academic/training group heads, department heads, school directors and course directors. This also includes direct assistance provided by the members of the course staff involve in the conduct of the course. This shall also include research activities wherein an instructor makes a careful, systematic and patient study or investigation in some fields of knowledge in order to establish facts or principles.



**f. Activities Supportive to Teaching** - Activities which directly help in the conveyance of knowledge or skill to students. These are as follows:

- (1) Helping the instructor in the preparation of teaching materials or teaching aides;
- (2) Helping the instructor as part of the demonstration team in classroom or field instructions by performing duties as training aide;
- (3) Assisting the instructor in supervising the students in laboratory works;
- (4) Gathering data for the instructor's lessons or research.

**g. Other Support Duties** - Activities of the personnel assigned with the training center not covered by para 2d, 2e and 2f. It shall include but not limited to, other staff duty of training center, guard and office watches routine duties for the day-to-day operations of the training center.

### **3. INSTRUCTORS QUALIFICATIONS:**

The minimum qualifications required of a Coast Guard personnel for assignment as instructors shall be as follows:

a. For Coast Guard Officers and Rated Personnel in the PCG Training unit:

Must be a graduate of the course or must have specialized on the particular subject he shall teach and should have graduated within the upper half of his class.

### **4. NUMBER OR PERSONNEL AUTHORIZED TO RECEIVE IDP:**

The Superintendent of the Coast Guard Training Center is authorized to issue orders designating qualified personnel on instructor duty status and to terminate such status.

### **5. POLICIES AND PROCEDURES ON PAYMENT OF INSTRUCTOR DUTY PAY:**

a. There shall be an accreditation system whereby a PCG Training Unit must have to be evaluated and accredited by the PCG Education and Training Board and duly approved by the Commandant, PCG before their personnel would be authorized to receive IDP.

b. The rates of IDP shall be categorized as follows:

(1) Personnel assigned with Coast Guard Training Center to include those personnel assigned with other PCG units which compose the PCG Pool of Instructors that are performing activities as defined in para 2d, 2e and 2f above shall be entitled to an IDP equivalent to 25% of their base pay, provided, that they satisfy the aggregate minimum monthly instructional load or related activities of forty eight (48) hours, to be computed as follows:

- (a) ~~One (1) hour of actual classroom instruction is equivalent to one instructional hour~~
- (b) one and a half (1.5) hours of research work shall be considered as one instructional hour.
- (c) two and a half (2.5) hours of supervisory activities shall be considered as one instructional hour.

(2) Personnel mentioned in para 5b-1 who fail to meet the minimum monthly instructional load stipulated in said paragraph shall receive an IDP equivalent to 10% of their base pay.

(3) Personnel performing other support activities as defined in para 2g shall receive an IDP equivalent to 10% of their base pay.

c. Instructor duty pay shall be payable to Coast Guard personnel of PCG training unit effective upon the date of entry into instructor duty pursuant to orders issued by competent authority.

d. All personnel on instructor duty shall receive either the IDP or any of the following incentives: flying pay, hazardous duty pay, sea duty pay or combat pay, whichever is higher.

e. Payment of instructor duty pay shall be made on payroll or individual voucher and shall be payable every month. A certification (Annex A) signed by the Superintendent, CGTC shall accompany the payroll or voucher at the time of payment:

f. Funds for this purpose shall be chargeable against PCG yearly appropriations.

**6. EFFECTIVITY:** This Circular shall be effective 01 May 1999.

**7. RECISSION:** All other Circulars, SOP's and or other issuances in conflict with this Circular are hereby rescinded.

**BY COMMAND OF RADM DE LEON:**

**OFFICIAL:**

• **ELPIDIO B PADAMA**  
**CAPT PN(GSC)**  
**Chief of Staff, PCG**

  
**VIRGILIO N GARCIA JR**  
**LTJG PN**  
**Coast Guard Adjutant**



**ANNEX A**

**CERTIFICATION FOR INSTRUCTOR DUTY PAY**

"THIS IS TO CERTIFY that during the period (Month) for which Instructor Duty Pay is claimed in this Payroll/voucher, the following personnel were on instructor duty and that they satisfied and served the required teaching load or performed supportive teaching activities as hereunder indicated:

<b>RANK</b>	<b>NAME</b>	<b>SN</b>	<b>OFFICE</b>	<b>TEACHING/LOAD TEACHING SUPPORTIVE ACTIVITIES</b>
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