

Department of Transportation and Communications  
**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
Port Area, Manila

28 October 1999

CGA/CG-1

CIRCULAR )

NUMBER ) 06

**PROVIDING FOR AN INTEGRATED INCENTIVE AWARDS SYSTEM**

**I. LEGAL BASIS:**

- A. Section 1, Rule X of the Omnibus Rules Implementing Book V of Executive Order No. 292
- B. DOTC Order No. 93-711

**II. PURPOSES:**

- 1. to create an atmosphere of genuine security and inspiration to all PCG personnel;
- 2. to promote and ensure the highest standards of service, performance, and ethics;
- 3. to motivate and enhance the PCG personnel's competence, efficiency, loyalty and productivity; and
- 4. to grant incentive awards as a tangible recognition to those who excel in their performance.

**III. COVERAGE:**

The awards system shall apply to all uniformed and non-uniformed personnel of the Philippine Coast Guard.

#### IV. BASES OF AWARDS:

Any of the following types of contribution shall be entitled to an award:

1. Idea Type of Contribution shall refer to a suggestion, invention or innovation that improves working conditions or services or affects economy in operation or otherwise benefits the government.
2. Performance Type Contribution shall refer to any of the following:
  - a. Performance of an extraordinary act or service in the public interest in connection with, or related to one's official employment; or
  - b. Outstanding community service or heroic acts in the public interest; or
  - c. Sustained work performance which is over and above the normal position requirement of the individual or group, for a minimum period of one (1) year.

#### V. TYPES OF AWARDS:

##### 1. INGENUITY AWARD

This award shall be granted to an individual or group of individuals in recognition of suggestions, inventions, innovations or performance resulting in direct benefits to the PCG or the marine industry. This shall consist of a plaque and a cash award to be presented during the Coast Guard Day.

It shall be granted annually to not more than ten (10) PCG personnel for any of the above-mentioned achievements in the preceding year.

##### 2. INCENTIVE AWARDS:

- a. **PERFORMANCE INCENTIVE** shall be given to uniformed and non-uniformed personnel who have obtained an outstanding or very satisfactory rating based on the PCG's approved Performance Evaluation System for the last two (2) successive

evaluation periods. The incentive award shall be in the form of *step increments* in accordance with the provisions of the Joint CSC-DBM Circular No. 1, s. 1990.

- b. **SERVICE INCENTIVE** shall be given to uniformed and non-uniformed personnel who have rendered at least three (3) years of continuous satisfactory service in a particular position and which shall consist of step increments mentioned in the immediately preceding paragraph.
- c. **EFFICIENCY INCENTIVE** shall be given to uniformed and non-uniformed personnel in recognition of efficient performance and dedication to public service. The award shall be in cash to be determined by the Awards Committee and presented every December.
- d. **LOYALTY INCENTIVE** shall be granted to officials and employees who have completed at least ten (10) years of continuous service in the PCG, pursuant to CSC Memo Circ. No. 42, s. 1992.
- e. **RETIREMENT INCENTIVE** shall be given to a retiree whether optional or compulsory pursuant to existing retirement laws, rules and regulations. This award shall be in the form of a Plaque of Appreciation and a token gift.
- f. **BEST ATTENDANCE INCENTIVE** shall be given to three (3) non-uniformed employees of the PCG who have the best record of attendance for the period starting January 1 to December 31 of the year covered. This incentive shall cover only employees using the bundy clock and shall be given in cash to be determined by the awards committee.
- g. **MOST OUTSTANDING UNIFORMED AND CIVILIAN EMPLOYEE** shall be granted in accordance with CS Memo Circ. No. 56, s. 1989. All uniformed and non-uniformed personnel of the PCG shall be eligible for the award.
- h. **POSTHUMOUS AWARD** shall be given to uniformed and non-uniformed employees who passed away in line of duty or have exhibited exemplary performance while they were still in the service of the PCG.

- i. **UNIFORM COMPLIANCE INCENTIVE** shall be given to a unit in the PCG with the highest percentage of compliance with the Uniform Rule for the period starting January 1 to December 31 for the year covered. It shall be given in the form of cash to be determined by the Awards Committee.
- j. An equivalent PCG award shall be given to uniformed or non-uniformed personnel who shall be given an award by a duly recognized civic organization.
- k. The Awards Committee may present other awards or incentives not included herein, subject to the approval of the Commandant.

#### **VI. COMPOSITION OF THE AWARDS COMMITTEE:**

An Awards Committee, hereinafter to be called Committee, is hereby reconstituted in the Philippine Coast Guard to administer and effectively implement this award system and shall be composed of the following:

Chairman: CS, PCG

Vice-Chairman: CG-1

Members:

- a. CG-2
- b. CG-3
- c. CG-5
- d. CG-6
- e. CG-7
- f. MCPO
- g. Chief, Civ Affrs Branch

Secretariat: CGA

#### **VII. NOMINEES:**

Awards are open to all PCG personnel, provided that they have been:

1. Employed for at least one (1) year at the time of the nomination
2. Rated at least Very Satisfactory for the year preceding the nomination
3. Issued a Clearance by the appropriate authority to the effect that the nominee has not been found guilty of any criminal or administrative offense and does not have any pending criminal or administrative case. A case is pending if an information or formal charge, as the case may be, has been filed and the case is not yet resolved or terminated.

#### **VIII. WHO MAY NOMINATE:**

Any uniformed or non-uniformed personnel of the PCG may nominate a uniformed or non-uniformed personnel under the categories above-mentioned. Nominations must be submitted in the prescribed form together with all the supporting documents to the PCG Awards Committee.

#### **IX. SELECTION PROCEDURE:**

1. The Awards Committee shall announce the search for awardees and the deadline for the submission of nominations and other requirements for the award by posting notices in the Bulletin Boards and issuing appropriate memoranda not later than the deadline, set by the Committee.
2. All nominations shall be submitted to the Committee through its Chairman not later than the deadline set for the submission of nominations. Nominations submitted late shall not be considered for evaluation and award.
3. The Secretariat shall examine the nominations and the accompanying papers to determine compliance with the requirements. It shall make a report to the Awards Committee, identifying the nominees who complied with the requirements and those who did not. Nominees who failed to comply with the requirements shall be disqualified. The Committee through the Secretariat shall notify in writing the disqualified nominees of their disqualification and the reason(s) thereof.
4. In the appropriate cases, the Committee shall cause the conduct of surveys or validation activities including interviews, to authenticate or

confirm the achievements, contributions and qualifications claimed in the nominations and the supporting documents.

5. The Committee shall meet, evaluate and deliberate on the nominations, qualifications, contributions and achievements of the nominees with complete requirements including the results of the surveys and validation activities, on the basis of the criteria hereunder. On a per category basis, the evaluated nominees shall be ranked according to their respective scores.
6. Evaluation shall be based on the following documents in seven (7) copies:
  - a. Personal Data Sheet duly accomplished with photo
  - b. Service Records
  - c. Performance Appraisal Rating for the rating periods covered by the awards
  - d. Accomplished nomination forms for each award
  - e. Clearance issued by the appropriate authority that the nominee has not been found guilty of any criminal or administrative offense, and has no pending criminal or administrative case
  - f. Any other document as may be required by the Committee to support the nomination
7. The Committee shall recommend for award the nominees who have a weighted rating of at least 4.60 (95%). In no case shall the recommendees number more than ten (10). Should there be more than ten nominees who got 4.60 weighted rating or above, preference shall be given to the more senior in terms of government service.
8. The Committee shall prepare the necessary recommendations to the Commandant.
9. The Commandant shall approve the recommendation of the Committee should he find the same in order.

**X. CRITERIA:**

1. The Committee shall evaluate the nominations and qualifications of the nominees and select the awardees based on the following criteria:

CATEGORY 1 - INGENUITY AWARD:

Relevance to the need of the PCG	-	30%
Impact. Strong influence; powerful or	-	20%

far-reaching effect

Reliability and Effectiveness. Worthy of confidence; trustworthy (a product of research and careful planning; it efficiently does what it intends to do)	-	20%
Economy of Operation. Careful management of resources to achieve goals with the minimum of expense (waste-saving measures that maximize office time, money and resources)	-	20%
Creativity. Originality of thought and execution	-	10%
Total		100%

CATEGORY 2 – PERFORMANCE INCENTIVE:

Consistency of Performance. (as evidenced by his Performance Appraisal Rating, list of his specific output on a monthly basis and the result of survey/validation conducted in his service)	-	50%
Dedication and Commitment. Selfless devotion; total and unqualified involvement (based on the survey/validation and attendance as reflected in the Daily Time Record)	-	50%
Total		100%

CATEGORY 3 – SERVICE INCENTIVE.

Altruism. Regard for others as a principle of action (Displayed benevolence, magnanimity and selfless devotion to the welfare of others)	-	40%
Courage. Drive and determination. ability to meet danger, challenge, opposition with fearlessness (displayed guts in facing the challenge inspite of	-	30%

the presence of constraints and opposing forces)

Social Consciousness. Sensitivity to one's surroundings; ability to comprehend one's environment and the attendant concerns relative to health and sanitation; ability to react with positive assistance whenever the need arises. (Manifested strong community spirit; spearheaded/actively participated in projects/programs and other activities for the common good; acted as change more ways than one) - 10%

Impact. Powerful or far-reaching effect on or influence to the community; impressive action worthy of emulation or edification. - 10%

Resourcefulness. Capacity, ability to Adapt means or skill - 10%

Total 100%

CATEGORY 4 – EFFICIENCY INCENTIVE:

Initiative. Did something without being told; took the first step; took the lead. (Acted on his own volition, without being told; acted on his own judgement without thought of remuneration, reward or of promotion) - 30%

Impact. (Displayed strong influence over his colleagues; created a powerful or far-reaching effect on the clientele of the PCG) - 30%

Dedication and Commitment. Selfless devotion; unqualified involvement. (Displayed selfless devotion to duty unmindful of risks). - 20%



Noteworthiness. Extraordinary. (Easily - distinguishable for uniqueness and originality)	10%
Relevance. Pertinent to duties and responsibilities, consistent striving for excellence in the performance of his duties and responsibilities.	10%
Total	100%

3. The weighted rating is arrived at by multiplying the rating made for each indicator by the given percentage weight. The nominees shall be rated per attribute/indicator as follows:

1	-	Unsatisfactory
2	-	Fair
3	-	Acceptable
4	-	Commendable
5	-	Excellent

**XI. PRIZES/AWARD:**

1. Cash award of P10,000.00 for group awardee
2. Cash award of P5,000.00 for individual awardee
3. Plaque
4. Gold Medallion

**XII. FUNDING:**

The PCG shall include in its annual budget the necessary appropriation to cover all expenses for the granting of both monetary and non-monetary awards in accordance with the provisions of this Circular.

**XIII. REPEALING CLAUSE:**

All orders, rules or regulations inconsistent herewith are hereby repealed or amended accordingly.

**XIV. EFFECTIVITY:**

This Memo Circular shall take effect immediately upon publication.

BY COMMAND OF COMMODORE FAJARDO:

OFFICIAL:

ELPIDIO B PADAMA  
CAPT PCG (GSC)  
Acting Chief of Staff, PCG

VIRGILIO N GARCIA JR  
LTJG PCG  
Coast Guard Adjutant