



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS  
(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Pot Area  
1018 Manila

NHQ-PCG/CGFS

10 August 2023

MEMORANDUM CIRCULAR  
NUMBER 03-23

Amendment 01-23

**AMENDING SECTION III AND SECTION VI OF NHQ-PCG/CGFS MEMORANDUM CIRCULAR NR 03-23 DATED 19 APRIL 2023, OTHERWISE KNOWN AS THE "GUIDELINES ON THE STANDARD LOAN APPLICATION FOR PHILIPPINE COAST GUARD PERSONNEL"**

1. The following provisions are hereby amended:

**I. III. SCOPE**

**AS READ:** This Circular shall apply to all PCG Personnel, either uniformed or non-uniformed.

**TO READ:** This Circular shall apply to uniformed and non-uniformed PCG Personnel as well as those awaiting Commissionship/Enlistment, Suspended, Recall to Active Service and Reinstated.

**II. VI. POLICIES**

**AS READ:** b. The required monthly NTHP shall not be lower than Five Thousand Pesos Only (Php5,000.00) or as may be prescribed by law. In addition, the subsistence allowance shall be included in the computation of the monthly NTHP. Hence, the monthly NTHP of PCG personnel shall be observed from Nine Thousand Two Hundred Pesos Only (Php 9,200.00) to Nine Thousand Six Hundred and Fifty Pesos Only (9,650.00), depending on the number of days in a month, or as may be prescribed by law.

**TO READ:** b. Due to rising cost of living in our country and cases of Absence Without Leave (AWOL) emanating from depression and anxiety brought by financial problem. The new monthly NTHP of PCG Uniformed personnel shall be Fifteen Thousand Pesos (P15,000.00) excluding the Subsistence Allowance. Hence, the monthly NTHP shall be from Nineteen Thousand Two Hundred Pesos Only (Php 19,200.00) to Nineteen Thousand Six Hundred and Fifty Pesos Only (19,650.00), depending on the number of days in a month, or as may be prescribed by law. Moreover, non-uniformed personnel NTHP shall remain Five Thousand Pesos (P5,000.00) per month.

**AS READ:** e. PCG personnel awaiting Commissionship or Enlistment may apply for a loan provided that the requested amount is within the prescribed loanable limit for P/ENS and CCGNO; a maximum loan amount of P200,000 for P/ENS while CCGNO applicants may qualify for up to P100,000 loan limit. As for Commissioned Officer and Enlisted Personnel, they may also submit a loan application for an amount dependent on their financial capacity.

**TO READ:** e. PCG personnel awaiting Commissionship or Enlistment may apply for a loan six (6) months after graduation provided that the requested amount is within the prescribed gross loanable limit for CG P/ENS and CCGNO; a maximum gross loan amount of P200,000 for CG P/ENS while CCGNO applicants may qualify for up to P100,000 loan limit. Additionally, CG SN2/CG SW2 may apply for loan with maximum gross loan amount of P500,000 while CG ASN/CG ASW may qualify up to P300,000 gross loan limit. Suspended personnel may apply for loan 6 months after their suspension while Recall to Active Service and Reinstated personnel may apply for loan 6 months after the publication of order from CGAO. As for Commissioned Officers and Enlisted Personnel, they may also submit a loan application for an amount dependent on their financial capacity.

### **III. REPEALING CLAUSE**

All provisions of existing policies and regulations not consistent with the provisions of this policy are hereby rescinded or modified accordingly upon approval and effectivity of this circular.


### **IV. EFFECTIVITY**

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

**BY COMMAND OF COAST GUARD ADM ABU:**

**OFFICIAL:**

**JOEVEN L FABUL**  
**CG COMMO**  
Chief of Coast Guard Staff

  
**CHARITY G COPIACO**  
**CG CDR**  
Coast Guard Adjutant 

**DISTRIBUTION:**

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