

HPCG CIRCULARS
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Republic of the Philippines
Department of Transportation and Communications
HEADQUARTERS PHILIPPINE COAST GUARD

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CIRCULAR)

NUMBER 01)

HIGH RISK DUTY PAY

1. **PURPOSE:** This circular prescribes the guidelines on the grant of HIGH RISK DUTY PAY.
2. **AUTHORITY:**
 - a. RA 5173 Dated 04 Aug 67
 - b. Executive Order No. 477 Dated 15 April 98 and
 - c. National Budget Cir 451 Dated 15 Mar 96.
3. **ENTITLEMENT:**
 - a. Officers, Enlisted Personnel, Midshipmen and recruits, and
 - b. Employees under permanent, temporary, casual or contractual status who are/were engaged or have participated in any of the High Risk Duty/activities enumerated hereunder pursuant to orders of competent authority, shall, in addition to their Monthly Base Pay, be paid High Risk Duty Pay (HRDP) at the rates and subject to the conditions prescribed in this Circular.
4. **HIGH RISK DUTIES:** For purposes of entitlement to the benefits under this Circular, the following duties/activities are classified as HIGH RISK DUTIES:
 - a. Maritime Law Enforcement Operations including hostage rescue operations, anti-hijacking operations, hot pursuit operations and other similar armed confrontations between members of the PCG and law offenders;
 - b. Assignment in difficult, distressed or isolated work areas or hardship posts characterized by distance, inconvenience of travel due to bad roads and conditions of the terrain, isolation, inaccessibility and extreme weather conditions as may be declared and duly certified as such by the SOTC;
 - c. Assignment in work areas affected by volcanic activity or eruption including subsequent flow of lahar and other pyroclastic materials, as may be solely declared and duly certified as such by the Secretary of Science and Technology.

- d. Assignments which entail risks or danger to health and safety due to direct unavoidable exposure to radiation, communicable, contagious, infectious diseases; combustible, dangerous, explosive noxious odor, toxic chemicals, gas, biological hazards and substances or hazardous pollutants;
 - e. Assignment in work areas where rescue operations or evacuations had to be carried out due to natural calamities, where the rescuers are directly and actually exposed to harm, danger or occupational risks or perils to life in the course of performing their duties as may be solely declared and duly certified by the Chairman of the national Disaster Control Coordinating Council (NDCC) upon recommendation of the Director of the Office of Civil Defense;
 - f. Assignment in areas where there are field operations involving armed hostilities against insurgents, dissidents, outlaws or terrorists or areas declared as Combat Zones by the Secretary of National Defense where PCG personnel are exposed to the risk of injury or death from enemy action; and
 - g. Providing actual Security Duty to the President of the Philippines and his family.
5. **EXEMPTIONS:** Exposure to hazards which affect the entire population in a locality as air, land and water borne and noise hazards are not compensable under the terms and conditions of this Circular.

Uniformed and non-uniformed personnel who are under the following instances for more than one (1) full calendar month shall not be entitled to High Risk Duty Pay:

- a. those on vacation, sick or study leave with or without pay;
- b. those on maternity/paternity or terminal leave;
- c. those on summer vacation; and
- d. those on full-time detail with another agency or special project of another agency, on attendance in training course/scholarship grant/seminar or any other similar activity, and on official travel outside of their official station which is not among those enumerated in this Circular.

6. **RATES OF HIGH RISK AREA DUTY PAY :** Uniformed personnel and civilian employees who are actually assigned or stationed in work areas defined herein shall be entitled to HRDP at the following rates:

<u>Period of Exposure</u>	<u>Monthly Rates</u>
1 to 10 days	P400
11 to 20 days	P500
21 to 31 days	P600

Uniformed personnel and non-uniformed personnel who are directly involved in rescue operations shall be entitled to HRDP at the maximum rate per month regardless of the period of exposure. Part-time employees shall receive half of the amount received by a full-time employee in the same situation.

7. **POLICIES:** The following policies and procedures shall govern the entitlement to HRDP:

- a. To be entitled to HRDP, an individual must be assigned in High Risk Area and have performed High Risk Duty for at least a day during the calendar month, such pay to be payable in the month wherein the ten (10) days period terminates or he must have been engaged in crime prevention/suppression operation for at least once in a calendar month.
- b. Personnel receiving Flying, Parachutist, Air Mechanic, Sea Duty, and Hazardous Duty Pay are not entitled to receive HRDP. Should the personnel concerned be entitled to more than one of these benefits, he shall be entitled to receive only the benefit that is more advantageous to him. The same rule shall apply to personnel who appear to be exposed to more than one high risk area.
- c. The period of entitlement to HRDP shall be coterminous with the duration of the actual assignment of the uniformed personnel or non-uniformed personnel in the work areas enumerated herein or with the existence of such danger or peril, but in no case shall it exceed three (3) months unless renewed and subsequent authority is granted therefor in accordance with the provisions of this Circular.
- d. A certification of the station and /or Commanding Officers of the units concerned shall be attached to or typewritten on the payroll voucher. It shall read substantially as follows:

" I hereby certify that the Officers, Enlisted Personnel's, midshipmen and recruits covered by this voucher/payroll are members of the unit under my command and were actually deployed pursuant to my authority in (state name of province and region and whether it is High Risk Areas) during the period (state inclusive dates, month, year). They were assigned/ engaged in (state duty performed) during the period covered and that they are not receiving another form of incentive pay."

- e. In case of uniformed personnel claimants who are confined in hospitals for wounds/injuries or sickness incurred in the performance of High Risk Duty, the certification of the station and/or Commanding Officers of the unit concerned and the hospital registrar or the hospital Personnel Officer shall be attached to the payroll/voucher which shall read substantially as follows: (Certification of the Station/Commanding Officer of Claimant's Unit).

" I hereby certify that (state name, serial number and parent unit of claimant) is/was hospitalized/confined in (state name of hospital/dispensary) for the period (state inclusive dates, month and year)

For treatment of wounds/injuries/sickness incurred while engaged in (State High Risk Duty Performed) pursuant to my authority."

(Certification of Hospital Registrar or Hospital Personnel Officer)

"I hereby certify (state name, serial number and parent unit of claimant is/was hospitalized/confined in this hospital dispensary for the period (state inclusive dates, month and year) for treatment of wounds/injuries/sickness.

f. The PCG shall be responsible and liable to the DOTC for any payment of HRDP not in accordance with the provisions of this Circular, without prejudice, however, to the refund of any excess payment by the personnel concerned.

g. Where more incentives are needed to attract qualified applicants to the government service, the rates authorized herein may be augmented, subject however, to the approval of the DBM.

8. **FUNDING:** The funds need to implement this order shall be charged against the specific appropriation for the purpose as provided in the Personal Services Itemization.


Where no funds are appropriated therefor, the amount shall be charged against savings from released allotment for current operating expenditures, provided all authorized mandatory expenses shall have been paid first. As a matter of policy, savings can only be determined after the third quarter.

9. **REPEALING CLAUSE:** All other directives/publications on Hazard Duty Pay which are in conflict herewith are hereby rescinded.

10. **EFFECTIVITY:** This Circular shall take effect upon publication.

BY COMMAND OF COMMODORE FAJARDO:

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