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Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area, 1018 Manila

HPCG / TCS / CGDS

CIRCULAR)

06 December 2007

NUMBER 08-07)

**MAGNA CARTA / HAZARD DUTY ALLOWANCE
FOR PCG HEALTH WORKERS**

1. PURPOSE:

- 1.1. This Circular prescribes and rationalizes the procedures to be followed in the granting of Hazard Duty Allowance (HDA) to PCG Health Workers;
- 1.2. To enhance the morale and enthusiasm of PCG Health Workers;
- 1.3. To improve their social and economic well-being, and augment their income and;
- 1.4. To serve as additional incentive to civilian health workers to enter the Coast Guard service.

2. AUTHORITY AND REFERENCES:

- 2.1. Republic Act Nr 7305 (Magna Carta of Public Health Workers);
- 2.2. Revised Implementing Rules and Regulations (RIRR) of RA 7305 dated November 1999;
- 2.3. DND Circular Nr 20 dated 09 Dec 1994;
- 2.4. Section 6 Executive Order Nr 477 dated 15 Apr 1998;
- 2.5. DOH Administrative Order Nr 2006-0011 dated 16 May 2006.

3. DEFINITION OF TERMS:

3.1. **PCG HEALTH OFFICERS**, – refers to a PCG Technical Officer who is a graduate of the following courses, and has successfully passed their respective Licensure Examinations of the Professional Regulation Commission (PRC):

- 3.1.1. Doctor of Medicine (MD)
- 3.1.2. Doctor of Dental Medicine (DMD)
- 3.1.3. Registered Nurse (RN)

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3.2. **PCG MEDICAL ADMIN OFFICERS** – refers to PCG Officers who are graduates of medical/health-related courses, and have successfully passed their respective licensure examinations of the PRC. Included are, but not limited to, the following courses: Physical Therapy, Occupational Therapy, Medical Technology, Radiological/X-ray Technology, Psychology, Midwifery, and Nutrition/Dietetics. Also included are officers from the AFP Medical Admin Corps (MAC) who have opted to transfer to the PCG;

3.3. **PCG UNIFORMED HEALTH WORKERS** – refers to PCG Enlisted Personnel (EP) who are graduates of medical/health-related courses, who are yet to pass their respective licensure examinations; or graduates of health-related courses without licensure examination. Also included are PCG EP who are assigned at any PCG Medical / Dental Facility with duties and functions related to the operation of said facility;

3.4. **PCG CIVILIAN HEALTH WORKERS** – refers to PCG civilian personnel who are graduates of medical/health-related courses, who may have passed or yet to pass their respective licensure examinations; or graduates of health-related courses without licensure examination. These personnel are hired according to Civil Service Commission (CSC) regulations.

3.5. **HAZARD DUTIES** – refers to the risks to the health and safety of public health workers;

3.6. **HIGH-RISK HAZARD EXPOSURE** – refers to direct, unavoidable and frequent exposure to radiation, communicable, contagious, infectious and biological hazards;

3.7. **LOW-RISK HAZARD EXPOSURE** – refers to infrequent and minimum degree of exposure in a hazardous workplace;

4. COVERAGE:

4.1. For the purpose of this Circular, the following categories of hazard are hereby recognized:

4.1.1. High-risk hazard exposure:

4.1.1.1. Work areas in PCG Medical/Dental Units/Facilities (Station Hospitals, Infirmaries, Dispensaries, Clinical Detachments, Mobile Medical/Dental teams, First Aid Stations), which shall include PCG health workers but not limited to medical and allied health personnel, directly involved in the delivery of services to patients with highly contagious and communicable diseases;

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4.1.1.2. Radiation-exposed areas/clinics, such as laboratories and service workshops which involves operation of radiation-emitting equipment and handling of radioactive and toxic substances;

4.1.1.3. Work areas where rescue operations/evacuation have to be carried out due to natural calamities, where the PCG health workers/rescuers are directly and actually exposed to harm, danger or occupational risks or perils to life in the course of performing their duties. Included are members of any Medical Search and Rescue (SAR) Team involved during actual SAR missions, in times of maritime disasters, natural calamities or weather disturbances;

4.1.1.4. Chemical and medical laboratories where PCG health workers receive and directly handle infectious specimens or materials;

4.1.1.5. Members of any Mobile Medical/Dental Team involved in medical/dental civic action programs (MED/DENT CAP), PCG missions aboard SAR vessels, civil disturbances, or mass casualty incidences. Also included are PCG-sanctioned missions requiring the presence of PCG Medical/Dental Teams, either aboard PCG assets or placed on DS status with other military, government or private institutions.

4.1.2. Low-risk hazard exposure:

4.1.2.1. Infrequent and minimum degree of exposure in a hazardous workplace wherein personnel are not directly involved in the delivery of service, but nevertheless are in contact from time to time with patients and clientele;

4.1.2.2. Work areas in PCG Medical/Dental Units/Facilities (Station Hospitals, Infirmaries, Dispensaries, Clinical Detachments, Mobile Medical/Dental teams, First Aid Stations), which entail minimal risks or danger to health and safety due to indirect and infrequent exposure to patients in the said areas, which shall include technical and administrative personnel whose duties/functions require visitation, networking, coordinating, monitoring, evaluation and referrals;

4.1.2.3. Assignment/detached service (DS) duties to any PCG Technical Staff Offices (O/The Chief Surgeon [O/TCS] or O/ Coast Guard Dental Surgeon [O/CGDS]). In the course of formulating and monitoring the enforcement of health-related policies, it will entail indirect and infrequent exposure to patients in the operating units or even in health facilities outside the PCG, including visitation, networking, coordinating, monitoring, evaluation and referrals;

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4.2. The following PCG Health Workers shall be considered as being exposed to either high- or low-risk hazards, as prescribed in above paragraphs, and will be entitled to receive PCGHW/HDA:

4.2.1. All PCG Medical Officers/Medical Doctors, whether hospital-based, SAR/MEDCAP team member, or assigned in PCG Technical Staff Offices (O/TCS). Due to their oath of profession, they are duty-bound to respond to any medical calls or emergencies, wherever they are assigned;

4.2.2. All PCG Dental Officers/Dentists, whether clinic-based, DENTCAP member, or assigned in PCG Technical Staff Offices (O/TCGDS). Due to their oath of profession, they are duty-bound to respond to any dental calls or emergencies, wherever they are assigned;

4.2.3. Other officers of the PCG Medical/Dental Service, as described in para 3 of this Circular, who are assigned or on DS to any PCG Medical/Health/Dental Facility/Station/Unit, MEDCAP/DENTCAP team member, or PCG Technical Staff Offices;

4.2.4. All PCG Enlisted Personnel, as described in para 3 of this Circular, who are assigned or on DS to any PCG Medical/Health/Dental Facility/Unit, or PCG Technical Staff Offices;

4.2.5. All PCG Civilian Employees, as described in para 3 of this Circular; who are assigned or on DS to any PCG Medical/Health/Dental Facility/Unit, or PCG Technical Staff Offices;

4.2.6. PCG Trainees/Draftees assigned to any PCG Medical/Health/Dental Facility/Unit, or PCG Technical Staff Offices, for at least three (3) months;

4.2.7. PCG Health Officers/uniformed health workers who are undergoing schooling/training within PCG or in military/civilian training facilities, PROVIDED that their course/training is closely related to their line of work, and will be exposed to the same hazards as defined in this Circular.

5. LIMITATIONS:

5.1. Uniformed and civilian health workers as mentioned in para 4.2 of this Circular, and who are under the following instances for more than one (1) full calendar month, shall not be entitled to PCGHW/HDA:

5.1.1. those on vacation, sick or study leave with or without pay;

5.1.2. those on maternity / paternity or terminal leave; and

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5.1.3. those on full-time attendance/detail with another agency or special project of another agency, on attendance in training course / scholarship grant / seminar or any other similar activity, EXCEPT when the course / project entails exposure to hazards, and the place of activity is certified to be risky or hazardous area as specified in this Circular, such as on-the-job training (OJT) in hospitals or dental facilities, specialization and sub-specialization programs, etc (See para 4.2.7).

5.2. The period of entitlement to PCGHW/HDA shall be co-terminus with the duration of the actual assignment of the uniformed or civilian health worker in the areas enumerated in para 4.2 of this Circular;

5.3. Uniformed or civilian health workers who would appear to be entitled to more than one (1) type of Hazard Pay due to the peculiar nature of their work, shall be allowed to enjoy only one (1) type of Hazard Pay that is more advantageous to them.

6. POLICIES:

6.1. The Chief Surgeon (TCS)/Coast Guard Dental Surgeon (CGDS) shall provide DCS-HRM the complete Roster of Troops of PCG Health Workers, together with corresponding certifications of officers / personnel performing health/health-related duties, and the breakdown of additional allowances for each personnel. Updated roster shall be submitted to DCS-HRM in cases of addition of newly assigned personnel or diminution due to re-assignment/reversion/separation/retirement;

6.2. DCS-HRM/CG Adjutant shall issue the appropriate orders, and shall furnish a copy to TCS, CGDS, and CG Finance Center (CGFC);

6.3. Commander, CGFC shall effect the inclusion of the following additional allowances in the monthly paychecks of all PCG health workers listed in the issued orders:

6.3.1. Laundry Allowance: One hundred fifty pesos (PhP 150.00) per month, regardless of rank/grade;

6.3.2. PCG Health Worker Hazard Duty Allowance (PCGHW/HDA):

6.3.2.1. For PCG health workers with the rank/grade of P/ENS (SG-19) and below, they will receive monthly PCGHW/HDA equivalent to twenty five per centum (25%) of their Base Pay (BP),

6.3.2.2. For PCG health workers with the rank/grade of O-1 / SG-20 and above, they will receive the amount of Four Thousand Nine

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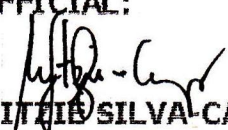
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Hundred Eighty Nine and 75/100 Pesos (PhP 4,989.75) per month as PCGHW/HDA.

- 6.4. In the event that a PCG Medical Admin Officer, PCG Uniformed or Civilian Health Worker, as described in para 3 of this Circular, ceases to be assigned to any PCG Medical/Health/Dental Facility/Station/Unit, MEDCAP/DENTCAP team, or PCG Technical Staff Office, or DS status was terminated, or is re-assigned to a different PCG Major Unit, TCS/CGDS shall prepare communication of said re-assignment and submit it to DCS-HRM.
- 6.5. DCS-HRM/CG Adjutant shall issue the corresponding orders of re-assignment and subsequent termination of payment of PCGHW/HDA, and shall again furnish copies of said order to O/TCS, O/CGDS and CGFC.
- 6.6. O/TCS and O/CGDS shall regularly submit to DCS-HRM the updated Roster of Troops of PCG Health Workers, preferably on a quarterly basis, which shall be the basis for the payment of PCGHW/HDA.
7. **RESCISSION:** All existing circulars, rules, regulations, memoranda or directives which are inconsistent or in conflict with this Circular are hereby rescinded.
8. **EFFECTIVITY:** This Circular shall take effect upon approval.

BY COMMAND OF ADMIRAL ABINOJA:

OFFICIAL:


MITZIE SILVA-CAMPO
LT PCG
The Coast Guard Adjutant

RODOLFO D. ISORENA
CAPT PCG
Chief of Coast Guard Staff

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