

**CIRCULAR NR 08-08**

**SEA DUTY PAY AND  
ADDITIONAL  
SUBSISTENCE  
ALLOWANCE FOR THE  
DETAILED SEA  
MARSHALL**

**26 AUGUST 2008**

**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
**(Headquarters Philippines Coast Guard)**  
**139 25<sup>th</sup> Street Port Area**  
**1018 Manila**

CGAO

**26 August 2008**

CIRCULAR )  
NUMBER 08-08)

**SEA DUTY PAY AND ADDITIONAL SUBSISTENCE ALLOWANCE FOR THE DETAILED SEA  
MARSHAL**

1. **PURPOSE:** This Circular prescribes the regulations for the payment of Sea Duty Pay (SDP) and granting of Additional Subsistence Allowance (ASA) for the Officers and Enlisted Personnel detailed as Sea Marshal.
2. **OBJECTIVES:**
  - a. To institute fair and just payment of SDP and ASA to CG personnel as an incentive for their actual performance of sea marshal aboard commercial vessel.
  - b. To establish a system for the payment of SDP and ASA commensurate to the services rendered aboard commercial vessel by CG personnel.
  - c. To instill among CG personnel that SDP and ASA shall be strictly observed as an incentive for actual performance of sea marshal duties aboard commercial vessels.
3. **SCOPE AND COVERAGE:**
  - a. Sea Duty shall be authorized for Coast Guard Officers and Enlisted Personnel by orders of competent authority under the following circumstances:
    - (1) When detailed to non-Coast Guard vessels for duty or to serve as prize crews.
    - (2) Entitlement of SDP and ASA shall be strictly on a "No Actual Performance of Sea Marshal, No SDP and ASA" basis. Sea Duty and ASA shall be utilized as an incentive for their actual performance of the duties aboard commercial ship and not for any other purpose.
    - (3) The rates of SDP and ASA shall be computed on a daily basis, thence, corresponding entitlements to SDP and ASA shall be in proportion to the duration of the actual performance of duties aboard ships/vessels;
    - (4) Those personnel who are entitled to SDP/ASA and other incentive pays shall have the option to choose whichever is higher to the exclusion of the other;

(5) Payment of SDP and ASA shall be based on a progressive/graduated schedular rate vis-à-vis the immediately succeeding paragraph.

4. **ENTITLEMENT:**

- a. Personnel on Regular Sea Marshal Duty – Coast Guard Personnel who are regularly assigned Sea Marshal Group may be entitled to receive SDP not exceeding twenty-five (25%) per cent of their monthly base pay and ASA equivalent to P2.00 per day for officers and P1.00 per day for other Enlisted personnel.
- b. Personnel on Intermittent Sea Marshal Duty - Coast Guard personnel may be entitled to receive SDP and ASA proportionate to the specific number of days of actual performance of duty aboard commercial ship.

5. **AUTHORITY TO GRANT SDP AND ASA:**

- a. Only the Commandant, Philippine Coast Guard may authorize the grant of SDP to Officers and enlisted personnel who are detailed as Sea Marshal aboard commercial vessels.
- b. The Commander, Maritime Security and Law Enforcement Command (MSLEC) and District Commander may authorize to grant of SDP and ASA to detailed sea marshal under their cognizance, subject to confirmation by this Headquarters.


6. **RESPONSIBILITY:**

- a. Unit Commanders who are authorized to grant SDP and ASA shall be held pecuniarily liable for the personnel under their supervision who received such emoluments, in the event it is proven that they authorized the payment of SDP and ASA to such personnel even if they are qualified under the provisions of this Circular;
- b. The Commander, Coast Guard Finance Center is responsible for the prompt payment of SDP to personnel concerned.

7. **EFFECTIVITY:** This Circular takes effect upon publication.

BY COMMAND OF VICE ADMIRAL TAMAYO:

OFFICIAL:

  
MARIFEM UBONGEN-ISAAC  
LTSG PCG  
Coast Guard Adjutant

ENRICO EFREN A EVANGELISTA  
Captain PCG  
Chief of Coast Guard Staff