



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

NHQ-PCG/CG1

21 November 2022

CIRCULAR
NUMBER.....13-22

Amendment 01-22

REPLACEMENT CLOTHING ALLOWANCE FOR OFFICERS

I. REFERENCES

- A. Section 14 of RA 9993 and Rule 14.4 of IRR
- B. PCG Uniform Regulations Manual Series of 2021
- C. Revised Circular on Issuance of Personal Clothing and Individual Equipment (PCIE) to the Trainees and Reenlisted Personnel of the PCG dated 09 November 2021
- D. PNP LOI 01-07 dated 07 December 2007

II. GENERAL

The PCG shall provide and ensure the proper utilization of the Replacement Clothing Allowance (RCA) to improve and maintain the military bearing/appearance of the PCG Commissioned Officers thereby improving the image and credibility of the PCG organization.

III. PURPOSE AND SCOPE

This circular applies to PCG Commissioned Officers who have earned at least three (3) years in the PCG-DOTr service except for those officers under the cadetship program currently undergoing the Basic Officers Course.

IV. DEFINITION OF TERMS

- A. Admin Officers – pertains to the admin officers of respective units/offices.

- B. PCG Commissioned Officers – refers to commissioned officers of the PCG.
- C. Replacement Clothing Allowance (RCA) – clothing allowance issued to all active duty Officers who have earned at least three (3) years in the PCG-DOTr service.
- D. Showdown – the act of presentation of required RCA items to respective Admin Officers.

V. POLICIES:

- A. The RCA will be given in its cash value to the claimant through his/her individual payroll account subject to the approval of CPCG and availability of funds for Personnel Services (PS);
- B. The preparation of the payment for RCA for PCG Commissioned Officers shall follow the normal process of obligation and disbursement for payroll;
- C. The payment of RCA shall directly be credited to the individual payroll account of PCG Commissioned Officers;
- D. Specifications for the clothing items must conform with the existing specification standards set by the PCG as stated in the current PCG Uniform Manual;
- E. PCG Commissioned Officers who transferred thru lateral entry during the first six (6) months of a particular year and were not granted RCA or its equivalent by their former agencies, shall be granted the RCA upon presentation of Certificate of No Claim from their previous agencies. If they transferred to PCG within the last six (6) months of a particular year they shall no longer be granted RCA by the PCG as by then they are deemed to have been granted RCA or its equivalent by their former agencies;
- F. PCG Commissioned Officers from the PCG-PMMA Cadetship Program, PCG-USCG Cadetship Program and Taiwan Coast Guard-PCG Cadetship Program shall be granted RCA three (3) years after they graduate from the PCG Basic Officers' Course;
- G. PCG Commissioned Officers shall be granted RCA provided that he/she is not due for compulsory/optional retirement within six (6) months after the grant of RCA;
- H. Admin Officers shall conduct showdown inspection to ensure that the PCG Commissioned Officer possesses the required RCA items (*See Annex A*); and

I. Failure to comply with the submission of Certificate of Clothing Requirements (See *Annex B*) shall bar the concerned PCG Commissioned Officer/s to claim the succeeding RCAs.

VI. RESPONSIBILITIES

A. CG-1

1. Prepare/Generate a computerized master list of PCG Commissioned Officers indicating therein the years of entitlement to receive their RCA. The master list shall be updated every year. RCA for all PCG Commissioned Officers based on the generated master list will be forwarded to CGFS;

2. Initiate the issuance of orders to PCG Commissioned Officers who are entitled to receive RCA;

3. Issue Memorandum to PCG Commissioned Officers who failed to comply with the Certificate of Clothing Requirements (See *Annex B*); and

4. Assist in the dissemination of the new RCA scheme.

B. CG-6

Include the budget requirement of RCA in the annual budget of PCG.

C. Coast Guard Accounting Service Office

1. Checks completeness of documentary requirements, ensure correct computation of amount, records transactions and process the disbursement vouchers relative to RCA; and

2. Provides the accounting entries in box B of the DV.

D. Coast Guard Finance Service

Responsible for the preparation of master payroll, funding requirements and payroll registry as per the Memorandum from O/CG-1 with Master List and authenticated Special Order from CGAO.

E. Admin Officers

1. Prepare/Update/Maintain a master list of PCG Officers indicating therein the years they are entitled to receive their RCA. Furnish O/CG-1 copy of such master list for counter-checking purposes;

2. Ensure the early issuance of RCA orders at least three (3) months before the date/quarter/year of the entitled claim;

3. Submit the Certificate of Clothing Requirements (*See Annex B*) within ten (10) working days from receipt of RCA; and

4. Direct the non-compliant PCG Commissioned Officer to explain within twenty-four (24) hours his failure to submit the Certificate of Clothing Requirements.

VII. FUNDING SOURCE

RCA for PCG Commissioned Officers shall be charged against Personnel Services (PS) Funds subject to the approval of CPCG.

VIII. RESCISSION

This circular hereby nullifies NHQ-PCG/CG-1 Circular Nr 13-22 dated 24 August 2022.

IX. EFFECTIVITY

This Circular shall take effect upon publication.

BY COMMAND OF COAST GUARD ADMIRAL ABU :

OFFICIAL:

TITO ALVIN G ANDAL
CG COMMO
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant

ANNEX A



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
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REQUIRED RCA ITEMS

DESCRIPTION	UNIT	QUANTITY
Battle Dress Attire	set	1
Combat Boots	pair	1
Dress Shoes	pair	1
General Office Attire	set	2
HBT Cap	pc	1
Service Blouse	set	1
Bushcoat Uniform	set	2
Athletic Uniform	set	1
Nameplate	pc	1
Buckles	pc	1

ANNEX B



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard)

139 25th Street, Port Area

1018 Manila

CERTIFICATE OF CLOTHING REQUIREMENTS

This is to certify that **(Name of RCA Claimant)**, of **(Unit assignment)** presented the following items:

DESCRIPTION	UNIT	QUANTITY	REMARKS
Battle Dress Attire	set	1	
Combat Boots	pair	1	
Dress Shoes	pair	1	
General Office Attire	set	2	
HBT Cap	pc	1	
Service Blouse	set	1	
Bushcoat Uniform	set	2	
Athletic Uniform	set	1	
Nameplate	pc	1	
Buckles	pc	1	

This certification is issued for the grant of Replacement Clothing Allowance (RCA).

Signature of RCA Claimant

Signature of Admin Officer

Signature of Unit Commander