



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

NHQ-PCG/CG-1

24 August 2022

CIRCULAR
NUMBER.....13-22

REPLACEMENT CLOTHING ALLOWANCE FOR OFFICERS

I. REFERENCES

- a. PCG Uniform Regulations Manual Series of 2021
- b. Revised Circular on Issuance of Personal Clothing and Individual Equipment (PCIE) to the Trainees and Reenlisted Personnel of the PCG dated 09 November 2021

II. GENERAL

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

The Replacement Clothing Allowance (RCA) is given to PCG Officers every three (3) years of continuous service for the procurement or replacement of clothing/uniforms.

III. PURPOSE AND SCOPE

This provides the guidelines on the payment of the Replacement Clothing Allowance wherein the procurement of uniforms must be ensured to improve the appearance and presentability of PCG personnel.

IV. DEFINITION OF TERMS

- a. Coast Guard Officer - refers to the Commissioned personnel of the Philippine Coast Guard.
- b. Equipment – personal coast guard supply that is completely functional for its intended purpose, durable and semi-expendable; generally, with service life expectancy of two (2) to three (3) years; it is not intended for sale, does not ordinarily lose its identity or become a component part of another article when put into use.

c. PCG Uniform Board- a Board in-charge of the review, evaluation and recommendation of all matters of policy and procedures and administration with regard to PCG uniforms and their manner of wearing.

d. Replacement Clothing Allowance (RCA) – clothing allowance issued “in kind” and “in-cash” to all active duty Officers every three (3) years of continuous service.

V. POLICIES:

a. The RCA will be given in its cash value to the claimant through his/her payroll account.

b. RCA Claimants must make sure and comply that the cloth items are tailored/sewn into GOA uniform.

c. Specifications for the clothing items, the cut of the uniform and other parts of the uniform must conform with the existing specification standards set by the PCG as stated in the PCG Uniform Manual;

d. PCG Officers who are due for compulsory/optional retirement within one (1) year from the last effective date of RCA entitlement can receive the whole RCA amount in cash and may not be required to procure the GOA cloth. He/she must however, present at least two (2) sets of his/her personally owned already tailored/cut uniform that are still presentable which shall be confirmed by the Logistics Officer.

e. Beneficiaries/Dependents of PCG Officers who are entitled to receive the RCA but died without receiving same may claim the RCA in full amount.

VI. CONCEPT OF IMPLEMENTATION

The preparation for the RCA and the payment scheme will undergo the usual process upon proof of purchase and confirmation must be presented first to ensure that the most required/mandatory components of the PCG uniform will be procured.

a. RCA Items Required:

NO	PARTICULAR	UNIT	QUANTITY	CANVASS PRICE
1	Battle Dress Attire	set	2	6,000.00
2	Combat Boots	pair	1	2,000.00
3	Dress Shoes	pair	1	1,800.00
4	General Office Attire	set	2	3,600.00
5	HBT Cap	pc	1	500.00

6	Service Blouse	set	1	9,000.00
7	Bushcoat Uniform	set	2	5,000.00
8	Athletic Uniform	set	1	800.00
9	Nameplate	pc	1	800.00
10	Buckles	pc	1	500.00
TOTAL				30,000.00

Provided that the **General Office Attire (GOA), Bushcoat Uniform, Battle Dress Attire and Athletic Uniform** shall be procured to improve the appearance of the PCG Officer as these uniforms are the most visible and most frequently worn while on duty.

b. Procurement and Payment:

1) Recipients of RCA shall be based on the generated master list prepared by O/CG-1 duly furnished by Major and District Commands. Issuance of such shall be on the basis of appropriate orders issued by the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 upon the recommendation of respective Heads of Units.

2) The preparation of the payment for the RCA in the name of the claimant PCG Officer shall follow the normal process. Disbursement Vouchers, which shall include all the required papers in the processing, shall be filed at CG Finance Service and its counterparts in the Major commands and Districts.

3) Prior to the release of check/ the claimant should FIRST: show proof that he/she has purchased at least four (4) sets of uniform (General Office Attire (GOA), Bushcoat , Battle Dress Attire (BDA) and Athletic Uniform from the PCG Authorized Suppliers; show proof that such purchase is confirmed by the Logistics/Supply Officer (Logistics/Supply Officers of respective offices for personnel in a separate confirmation sheet (Annex "A" - Confirmation Sheet) that is issued after the claimant has shown the receipt and the items were actually brought to the Logistics Officer;

4) For uniformed personnel who are due to retire compulsorily/optionally in one (1) year from date of last RCA entitlement, they may not buy new sets of GOA cloth but they have to show/bring to the Supply Officer at least TWO (2) sets of "still presentable" personally-owned sets of General Office Attire (GOA) and Bushcoat Uniform and a Certification from the Administrative Officer that he/she is due for retirement. The Supply Officer, after satisfactory inspection shall accomplish a "Confirmation Sheet" (Annex "A-I") for such compliance indicating therein the status (compulsory or optional) of the RCA Claimant. Such "Confirmation Sheet" (with the certification of "due for retirement" status attached) will only be the one to be shown to the Finance Officer for the release of the RCA check;

5) Beneficiaries/Dependents of uniformed personnel who are

entitled but died without receiving the RCA can claim the RCA by showing the authentic death certificate as proof;

6) The release of check should be acknowledged by the claimant in a prepared receipt form. (Annex "B" Receipt/Acknowledgement Form). The proofs of purchase and confirmation should be attached to the acknowledgement receipt; and

7) The RCA Claimant shall ensure that the cloth items are tailored/sewn into GOA uniform within a reasonable period of time in any "RECOGNIZED/AUTHORIZED" Tailoring Shop in conformity with the design/cut specifications pursuant to the PCG Uniform Manual. He/she must comply by bringing the sets of already-tailored GOA uniform to his/her Head of Office/Unit Commander for showdown inspection or wear during rank inspection.

VII. RESPONSIBILITIES

a. CG-1

1) Prepare/Generate a computerized master list of PCG Officers indicating therein the years they are entitled to receive their RCA. The master list shall be updated every year. Payment of RCA for all PCG Officers will be based on the generated master list;

2) Issue/Cause the issuance of orders to PCG personnel who are entitled to receive Replacement Clothing Allowance;

3) Process vouchers for Replacement Clothing Allowance (RCA);

4) Endorse RCA claims to DC of CGS for Comptrollership, CG-6 for funding purposes; and

5) Assist in the dissemination of the new RCA scheme.

b. CG-6

1) Incorporate the funding requirements for the RCA to the annual appropriations of the PCG;

2) Inspect attachments, check computations and pre-audit claims relative to RCA;

3) Issue the Notice of Fund Availability (NFA) and Notice of Cash Allocation (NCA) for RCA;

4) Post and record in the books of accounts and forward RCA

vouchers to Finance Service (FS).

c. Coast Guard Finance Service

Process vouchers for the payment of the RCA due to entitled PCG Officers.

d. Admin Officers/Logistics 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 entitled claim;

3) Identify tailoring shops within respective AORs (if there's any) that will be recommended to be given "Authority/Recognition" in the cutting/tailoring of the PCG Uniforms. Submit a list of such identified shops to O/CG-1 for the processing of their "Authority/Recognition" to cut/tailor the PCG Uniform. Conduct meetings and dialogues with owners of tailoring shops to adhere with the law and related rules and regulations pertaining to the cutting/tailoring and sale of the PCG uniform. Further, conduct regular spot inspection on the PCG authorized/recognized tailoring shops;

4) Ensure that the RCA is received within a reasonable period by the claimants with the receipt of claim and the proofs of purchase and confirmation duly accomplished and strictly complied with; and

5) Ensure that the cloth items for GOA uniform are tailored/sewed within a reasonable period and a "compliance system" be adopted, such as, requiring the individual RCA claimant to bring the already tailored/sewn sets of uniform to his/her Head of Office. Consequently, concerned Head of Office will submit a report attesting to the fact of such compliance, either as individual or as a group of recipients.

e. Unit/District/Major Commanders

1) Schedule a show down inspection and rank inspection as necessary to ensure that the PCG Officers maintain the standards of wearing the uniform and is projecting a good Coast Guard image.

2) Shall enforce strict implementation of laws on the unlawful use, wearing, manufacture and sale of PCG uniforms in effect. No PCG personnel shall dispose PCG uniforms without proper authority

f. PCG Uniform Board

Uniform Board shall ensure quality, specifications and standards of the PCIE in accordance with the PCG Uniform Regulations Manual.

VIII. RESCISSION


All policies and publications inconsistent with this circular are hereby rescinded or modified accordingly.

IX. EFFECTIVITY

This Circular shall take effect along with the promulgation of every PCG Uniform Manual Series.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant

TITO ALVIN G ANDAL
CG COMMO
Chief of Coast Guard Staff

Annex "A" — Confirmation Sheet (Uniformed PCG Officer Not Due for Retirement)

Control No. _____

CONFIRMATION SHEET

TO: FINANCE OFFICER

This confirms that _____, of
(Name of RCA Claimant)
_____, showed proofs to me that he/she
(Unit Assignment)
has purchased General Office Attire (GOA), Bushcoat , Battle Dress Attire (BDA) and
Athletic Uniform (both for lower and upper garments) by showing to me
_____ from the PCG Authorized Supplier and the above-stated
(Receipt number)
cloth items he/she bought.

(Date)

(Name and Signature of
Logistics Officer)

Annex "A-I" - Confirmation Sheet (Uniformed Personnel Entitled RCA but Duefor Retirement)

Control No. _____

CONFIRMATION SHEET

TO: FINANCE OFFICER

This confirms that _____, of
(Name of RCA Claimant)
_____, who is due to retire
(Unit assignment)
compulsorily/optionally on _____ showed/brought to me
(Date of Retirement)
TWO (2) sets of still-presentable GOA and Bushcoat Uniform he/she personally owns.

(Date)

(Name and Signature of
Supply Officer)

Annex "B" (RCA Acknowledgement Receipt)

**REPLACEMENT CLOTHING ALLOWANCE (RCA)
ACKNOWLEDGEMENT RECEIPT**

This is to certify that I, _____
(Rank, First Name, Middle Name, Last Name, Serial Number)
presently assigned with _____
(Unit Assignment)
acknowledges receipt of CHECK NO. _____ representing the RCA Payment
amounting to Php _____.

(Date)

(Rank, Name, Signature of Recipient)

ISSUING FINANCE OFFICER:

(Rank, Name and Signature)

(Unit)