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PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(Headquarters Philippine Coast Guard)

139 25th Street, Port Area

1018 Manila

04 December 2013

HPCG / CG-1

CIRCULAR

Number 08-13

ADMINISTRATION OF PERSONNEL ATTACHED/UNASSIGNED RECSTA

I. PURPOSE:

To prescribe policies and guidelines governing the administration, management and proper utilization of PCG personnel attached/unassigned at Receiving Station (RECSTA), Philippine Coast Guard.

II. SCOPE:

This CIRCULAR applies to all PCG Personnel who was issued order as attached/unassigned at RECSTA, under the following status:

- a. Personnel applying for availment of the provisions of PD 1044 (Increasing the Benefits of Military Personnel Who Become Physically Disabled or Die in Line of Duty Before Completing 20 Years of Active Service);
- b. Personnel who are sick in hospital or under medication as recommended by the PCG Medical Board;
- c. Personnel on foreign schooling;
- d. Personnel on local schooling outside PCG when such schooling extends to more than three (3) months;
- e. Personnel who applied for retirement (compulsory/optional), reversion and resignation and whose retirement, reversion and resignation papers are being processed;
- f. Personnel who are on Terminal Leave prior to retirement;
- g. Personnel who filed for leave to be spent abroad if the same extends to more than sixty(60) days;
- h. Personnel on special duty outside PCG (i.e. DOTC offices), including the personal security of retired PCG Flag Rank officers;

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- i. Personnel who are deployed/seconded to foreign post (i.e. Maritime Attaché at IMO, ReCAAP ISC)
- j. Personnel who has pending case referred to GCM, ESB and Disciplinary Board;
- k. Personnel who applied for academic leave after the completion of foreign and local schooling as prescribed in this circular;
- l. Personnel serving suspension sanctioned by Sandiganbayan or Ombudsman;
- m. Personnel granted with study leave (i.e. personnel reviewing for licensure Board or Bar examination);
- n. PCG Personnel who are recognized national athletes; and
- o. Personnel declared on AWOL status for more than sixty (60) days and were dropped from the roster of personnel of the unit carrying the morning report.

III. OBJECTIVES:

a. To ensure accurate and physical accounting of PCG personnel covered by this CIRCULAR.

b. To monitor the location and status of PCG personnel relative to their activities for appropriate administration and disposition.

c. To effectively utilize the skills and expertise of PCG personnel during the period they are attached/unassigned at RECSTA.

IV. DEFINITION OF TERMS:

a. **Assigned** – an individual will be reported as Assigned when he fills a vacant position authorized in the Table of Organization (TOE);

b. **Attached/Unassigned** – An individual will be reported as Attached/Unassigned (A/U) when he/she is not accounted for in the strength of any other unit and does not fill a vacant position authorized in the TOE;

c. **Sick in Hospital / Under Medication** – An individual will be reported as Sick in Hospital / Under Medication when he/she is confined in military/civilian hospital or undergoing treatment or medication at home as recommended by the PCG Medical Board;

d. **Detached Service** – An individual is on Detached Service when he is performing functions and duties for another office different from where he is actually assigned, or when he performs functions and duties of another attached organization where he has no formal assignment.

e. **Special Duty** – An individual will be reported on Special Duty when performing duties or functions of an organization other than the PCG.

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f. **Foreign Schooling** – An individual will be reported on foreign schooling when he undergoes/taken any foreign offered courses for a period of more than three (3) months.

V. **PROCEDURES:**

a. **General:**

1. All PCG personnel who have been issued orders "attached/unassigned at Receiving Station, Philippine Coast Guard (a/u RECSTA)" shall personally report to CO, RECSTA on date indicated in their respective orders. They shall submit unit clearance from their previous units to CO, RECSTA and fill-up information sheet for them to be carried under RECSTA Morning Report. Exception to this are those personnel who are seriously ill or otherwise not capable of personally appearing before RECSTA due to health reason or other exigencies, in which case, proper representation shall be made by their losing units or relatives.

2. Once carried under RECSTA Morning Report, concerned personnel shall be held responsible in regularly notifying or updating the CO, RECSTA of their whereabouts/status otherwise shall report regularly as specified in this CIRCULAR. Said personnel shall attend command activities and/or perform tasks/duties as the CO, RECSTA may direct in coordination with C, HSG.

b. **Specific:**

1. **Sick in Hospital.** PCG personnel confined to any military/civilian hospital and were issued orders attached/unassigned at RECSTA shall report to CO, RECSTA upon discharged from confinement. He/she shall submit hospital discharge orders and medical certificate. CO, RECSTA shall coordinate with O/CG-1 for the issuance of reassignment order to a PCG unit.

PCG personnel who are attached/unassigned at RECSTA and discharged from hospital with CDD (P-4) status shall be placed under RECSTA while securing unit clearances and processing pertinent documents for their benefit claims. They shall regularly report and update CO, RECSTA about the status of their clearances until their discharge orders from the PCG have been duly effective. Hence, CO, RECSTA shall coordinate with CPCG (Attn: O/CG-1) for the issuance of discharge orders.

2. **On Foreign Schooling.** PCG personnel who are granted foreign schooling and subsequently issued orders attached/unassigned at RECSTA shall report to RECSTA to fill-up information sheet and present the scholarship grant or authority before their departure abroad. After completion of the schooling, they shall likewise report to CO, RECSTA, CG-1 and DCS for Education and Training, CG-12 and furnish a copy of Course completion report they have taken abroad.

3. **On Local Schooling.** PCG personnel who were issued orders as attached/unassigned at RECSTA for the purpose of undertaking local schooling in schools/universities located within Metro Manila/NCR and military schooling outside PCG shall report for physical accounting to RECSTA every last Monday or NLT the last Friday of the month and at the end of each school semester. Likewise those

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enrolled in school/universities outside of Metro Manila/NCR area shall report to the CO, RECSTA for physical accounting every last Monday or NLT last Friday of the month and at the end of each school semester. After completion of schooling, they shall report to CO, RECSTA and CG-12 and furnish RECSTA a copy of the course completion report they have taken.

4. For Retirement/Resignation/Discharge. PCG personnel who are due for retirement/resignation/discharge and who opted to be attached / unassigned at RECSTA for the purpose of processing their papers and clearing money and property accountabilities shall report to RECSTA every day during office hours or inform their whereabouts through text or telephone calls when reporting personally is not feasible as when they have to process their papers and clearances in other units/offices. They shall constantly update CO, RECSTA of the status of their clearances.

5. With Pending Case. PCG Personnel attached/unassigned at RECSTA who have pending case/s before military and/or civil courts, the Efficiency and Separation Boards, Court Martial, and other investigative bodies and those awaiting final disposition of their cases shall report to RECSTA every day during office hours and especially during red alert. If he/she is unable to report due to court/board appearances, he/she shall seek the permission of CO, RECSTA for his absence.

6. On Special Duty Outside PCG. PCG personnel performing duties outside PCG or detailed to former Commandants/Flag Officers shall personally report to CO, RECSTA for physical accounting every last Monday or NLT the last Friday of the month.

7. On Foreign Posting Deployment. Prior departure, PCG Personnel shall report to RECSTA to fill-up their information sheet. Upon return from foreign posting/deployment, they shall report immediately to RECSTA, hence, for the issuance of their reassignment orders to another PCG unit.

8. National Athletes. PCG personnel who are on DS status with the Philippine Sports Commission and are considered national athletes shall report to RECSTA for physical accounting every last Monday or NLT last Friday of the month whenever they are within Metro Manila. Personal appearance shall only be excused if athlete is on training or competing, provided that proof of such training or competition shall be submitted to CO, RECSTA.

VI. ADMINISTRATIVE GUIDE:

a. The Commanding Officer, RECSTA shall:

1. Conduct periodic physical accounting of all personnel attached-unassigned RECSTA.

2. Maintain an up-to-date status of all personnel attached/unassigned RECSTA. Such report shall include information among others: rank, name, serial number, home address and contact number, previous unit assignment, duty status (i.e. leave, pass, sick in hospital, etc.), authority (schooling/detail/pending case, suspension, hospital confinement), and the duration for such.

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3. Submit said status report to DCS for HRM (CG1) copy furnished Coast Guard Adjutant/Coast Guard Finance Service every end of the month.

4. Impose appropriate punishment to personnel assigned/unassigned RECSTA who failed to comply or violates the provisions of this Circular. Recommend to CPCG (Attn: CG-1) the withholding of salaries and/or allowances of erring personnel if warranted.

5. Optimize the potential utilization of PCG personnel attached/unassigned RECSTA.

b. Failure to comply with the provisions of this Circular, particularly Para V PROCEDURES, without justifiable reasons shall be subjected to HPCG Circular Number 09-12 (PCG Code of Conduct and Discipline for Uniformed Personnel).

VII. RESCISSION:

Previous publications in conflict with the provisions of this CIRCULAR are hereby rescinded.


VIII. EFFECTIVITY:

This CIRCULAR takes effect upon publication.

BY COMMAND OF REAR ADMIRAL ISORENA:

OFFICIAL:

JOSELITO F DELA CRUZ
COMMO PCG
Chief of Coast Guard Staff


RODERIK M ELIORAN
LCDR PCG
Acting Coast Guard Adjutant

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