



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

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HPCG  
CIRCULAR  
NUMBER 05-15

**PCG POLICY ON YEARLY VERIFICATION OF PENSIONERS**

**A. REFERENCES**

1. R.A. No. 9993, An Act Establishing the Philippine Coast Guard as an Armed and Uniformed Service Attached to the Department of Transportation and Communications, Thereby Repealing Republic Act No. 5173, as Amended, and for Other Purposes also known as the Philippine Coast Guard Law of 2009;
2. R.A. No. 8220, An Act Creating the Ranks of Chief Master Sergeant/Master Chief Petty Officer and Senior Master Sergeant/Senior Chief Petty Officer in the Enlisted Ranks of the Armed Forces of the Philippines, Appropriating Funds Therefor, and for Other Purposes;
3. R.A. No. 9365, An Act Creating the Rank of First Chief Master Sergeant/First Master Chief Petty Officer in the Enlisted Ranks of the Armed Forces of the Philippines (AFP), Appropriating Funds Therefor, and for Other Purposes;
4. Presidential Decree No. 1044, Increasing the Benefits of Military Personnel Who Became Physically Disabled or Die in Line of Duty Before Completing 20 Years of Active Service;
5. Presidential Decree No. 1638, Establishing a New System of Retirement and Separation for Military Personnel of the Armed Forces of the Philippines and for Other Purposes;
6. Presidential Decree No. 1650, Amending Sections 3 and 5 of Presidential Decree No. 1638 entitled "Establishing a New System of Retirement and Separation for Military Personnel of the Armed Forces of the Philippines and for Other Purposes"; and
7. SSS Circular No. 2012-004, Annual Confirmation of Pensioners.

**B. SCOPE AND COVERAGE**

This Circular shall apply to all Philippine Coast Guard Uniformed Pensioners and their beneficiaries. This Circular shall present in detail the guidelines in the conduct of the

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yearly verification of pensioners and medical assessment of Complete Disability Discharge pensioners to ensure continuous eligibility to pension in accordance with R.A. No. 9993, R.A. No. 8220, R.A. No. 9365, P.D. No. 1044, P.D. No. 1638 and P.D. 1650.

### **C. PURPOSE**

The PCG Policy on Yearly Verification of Pensioners (YVOP) aims to protect the interests of the PCG retirees/pensioners, their beneficiaries, and the PCG Service against unauthorized access to the pensions of the retirees/pensioners/beneficiaries, which leads to their detriment and to the disadvantage of the government. It also intends to verify the number of pensioners and beneficiaries who are still alive and deemed qualified. All retiree pensioners, complete disability discharge pensioners, survivorship pensioners (spouses and qualified children of deceased member pensioners) are required to show proofs that they are alive, unmarried and qualified in accordance with the law, rules and regulations. This Circular defines the measurements that would annually check and update the health status and whereabouts of the retirees/pensioners/beneficiaries and their recipients to facilitate efficient and effective public service particularly in cases which involve the retirees/pensioners/beneficiaries or their recipients.

### **D. DEFINITION OF TERMS**

For the purpose of these Rules, the following terms are defined as follows:

1. Beneficiary – refers to a person who is eligible to receive the pension or the retirement pay after the death of the retiree or the pensioner
2. Complete Disability Discharge (CDD) – refers to a disability that completely prevents the PCG personnel from returning to PCG Service as determined by the PCG Medical Board
3. Lump Sum – refers to the single amount of retirement pay accumulated in a number of years (for PCG its three (3) years)
4. Month of Contingency – refers to the month of either disability, death or retirement
5. Pension – refers to the amount or fixed sum to be paid regularly to a PCG personnel typically following retirement from service
6. Pensioner – refers to the PCG personnel who has rendered the minimum number of years required in PCG service that qualifies him to receive pension
7. Retirement – refers to a period where a person stops employment permanently and completely
8. Survivorship – refers to the legal right of the survivor of persons entitled to retirement benefits to take interest of the person who has died

### **E. FUNCTIONS OF INVOLVED UNITS**

1. *Coast Guard Human Resource and Management Office (CG-1)* – shall oversee the implementation of the YVOP through CGAO.

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2. *Coast Guard Adjutant Office (CGAO)* – shall be in-charge of the implementation of the YVOP and the orientation or training of the Admin PCG personnel assigned in HPCG, HCG Districts and CG Stations who shall facilitate in the implementation of YVOP. It shall also be in-charge of the safekeeping of the YVOP documents and its updates.
3. *Coast Guard Comptrollership (CG-6)* – shall provide funds for the benefits of the retirees/pensioners/beneficiaries, and the implementation of YVOP.
4. *Coast Guard Finance Center (CGFC)* – shall be in-charge of the disbursement of the corresponding pay, allowances and deductions of all PCG retirees/pensioners/beneficiaries and has the authority to withhold the said pay and allowances if the said retirees/pensioners/beneficiaries are found to be non-compliant of YVOP.
5. *HPCG, HCG Districts and CG Stations* – shall be the point of destination of the PCG retirees/pensioners/beneficiaries for the YVOP implementation.
6. *CG Stations Commanders* – shall recommend to the District Commander the names of their Administrative PCG personnel under their AOR who shall take charge, act as liaison and facilitator in the implementation of YVOP.
7. *HCG District Commanders* – shall issue an order to those Administrative PCG personnel under their AOR who shall take charge, act as liaison and facilitator in the implementation of YVOP.
8. *Administrative Personnel of HPCG CGAO, HCG Districts and CG Stations* – shall act as YVOP liaison and facilitator responsible for the admission of all the documents required from and submitted by the retirees/pensioners/beneficiaries and verification of the documents' authenticity and completeness in accordance to YVOP. The same documents shall be submitted to HPCG CGAO through its District. They shall also verify and investigate if those who are unable to report in person are still alive, and those who submit CENOMAR are indeed unmarried.
9. *CG Intelligence Force* – shall conduct, whenever necessary, the verification/validation if indeed pensioners are incapacitated, still alive or the survivorship pensioner is still unmarried.

## **F. NOTIFICATION**

Existing pensioners shall be notified by the HPCG Coast Guard Adjutant Office (CGAO) through letter two (2) months prior to their month of contingency. Subsequently, the pensioner shall be informed of the next YVOP schedule through the Notice of Schedule of the YVOP Form. Prospective pensioners shall be informed of their schedule of confirmation through the check voucher or payment notice.

## **G. COMPLIANCE PERIOD OF PENSIONERS**

Pensioners shall have three (3) months from the date of PCG notification letter up to the last day of contingency month to comply.

## H. PROCEDURE / MANNER OF COMPLIANCE OF PENSIONERS

1. All CDD, retiree and death/survivorship pensioners shall be required to present themselves either to the HPCG CGAO, or nearest HCG Districts or CG Stations for YVOP during their month of contingency: i.e. for CDD pensioners, month of disability; for death/survivorship pensioners, month of PCG personnel's death; for retiree pensioner, month of retirement.
2. Survivorship pensioners who are widow or widower, or qualified children that are of legal age of the deceased PCG personnel/retiree are required to submit original NSO copy of CENOMAR (Certificate of No Marriage).
3. Guardians of the survivorship pensioners who are qualified children that are not of legal age are required to present their wards in persons.
4. Guardians of the survivorship pensioners who are mentally incapacitated need not present the latter. Instead, they need to present a photo where the ward carries a recent newspaper with its date clearly indicated.
5. Pensioners who are unable to report personally due to the following conditions shall submit the required documents either through their representatives or through mail to the HPCG, or nearest HCG Districts or CG Stations:
  - i. Pensioner is either wheelchair-borne, in respiratory distress, with IV fluid or other debilitating conditions; or
  - ii. Pensioner is confined in institution such as retirement home, nursing facility, hospital, correctional institution, penitentiary, rehabilitation center; or
  - iii. Pensioner is residing abroad.
6. Conduct of Fact of Pensioner's Existence (FPE) shall be mandatory for the following local resident retiree/death pensioners whose compliance is through representative or through mail:
  - i. Pensioner who is 80 years old and above; or
  - ii. Pensioner with guardian.
7. Conduct of Medical Fieldwork Services (MFS) shall be done by the Field Station personnel who are either assigned by the HCG District Commanders or recommended by CG Station Commanders with approval of the HCG District Commanders, for local resident CDD pensioners whose compliance is through representative or through mail.
8. For pensioners who cannot sign, two (2) persons shall be required to witness the affixing of the pensioner's fingerprints and shall sign on the appropriate portion of the YVOP Form and a machine copy of any valid ID with photo and signature of the witnesses shall be attached.

## I. REQUIRED DOCUMENTS

1. Pensioners who are able to report personally shall submit the following documents to either HPCG CGAO, or HCG Districts or CG Stations nearest to them:
  - i. Accomplished YVOP Form; and
  - ii. PCG issued ID and another valid ID, both with signatures and photos.
2. Pensioners who are unable to report personally shall submit the following documents through their representatives or through mail to HPCG CGAO, or HCG Districts or CG Stations nearest to them:
  - i. Accomplished YVOP Form; and
  - ii. Machine copy of PCG issued ID and another valid ID, both with signature and photo; and
  - iii. Additional Documents:
    - iii.1. Complete Disability Discharge Pensioners
      - iii.1.1. For local residents confined at home
        - Sketch of residence
      - iii.1.2. For local residents confined in institution such as retirement home, nursing facility, hospital, correctional institution, penitentiary or rehabilitation center
        - Certification from the applicable institution confirming pensioner's confinement
      - iii.1.3. For residents abroad
        - Complete physical examination report done within three (3) months prior to the last day of compliance and certified by a physician indicating his license number and clinic address;
        - Laboratory or other diagnostic examination results applicable to disability; and
        - Machine copy of valid passport or any valid ID issued by host country governmental unit/agency where photo and signature are shown.
    - iii.2. Retiree and Death/Survivorship Pensioners
      - iii.2.1. For local residents confined at home
        - Sketch of residence

- Certification of pensioner's existence from Barangay Chairman; and
- Medical certificate done within three months prior to the last day of compliance and certified by a physician indicating his license number and clinic address.

iii.2.2. For residents abroad

- Machine copy of valid passport or any two valid IDs issued by the host country governmental unit/agency where photo and signature are shown.

iii.2.3. For those confined in an institution such as retirement home, nursing facility, hospital, correctional institution, penitentiary or rehabilitation center

- Certification from the applicable institution confirming the pensioner's confinement.

## **J. SUSPENSION/CANCELLATION OF PENSION FOR NON-COMPLIANCE WITH YVOP**

Non-compliance with YVOP shall result to automatic suspension of pension a month after the month of contingency. The retirees/pensioners/beneficiaries whose pensions are suspended are given six (6) months after the month of contingency to communicate to HPCG CGAO, or HCG Districts or CG Stations nearest to them for compliance of the requirements, failure to do so shall result to the automatic cancellation of their pensions.

## **K. RECOVERY OF PCG OF THE UNDUE PENSION PAYMENTS**

1. For suspended pensions due to non-compliance to YVOP or overpayment, recovery of undue pension payments shall be three (3) months from the month of suspension.
2. For cancelled pensions, the recall or return of undue pension payments shall be done immediately.
  - i. In the first year of YVOP implementation, the total pay-out including the interest shall be recalled or returned to the PCG.
  - ii. For the succeeding years, recall of pension shall be as follows:
    - ii.1. For suspended pension, total amount of pension remitted, including interest from the latest month of compliance up to the month of suspension.
    - ii.2. For cancelled pension, the total amount of pension remitted, including interest, after the effective date of cancellation.

**L. RESUMPTION OF PENSION DUE TO LATE COMPLIANCE**

Suspended or cancelled pensions due to late compliance shall be resumed, and the recalled and accrued pensions from bank, if any, shall be returned to the bank after compliance of the requirements that are duly verified and validated.

**M. SUSPENSION/CANCELLATION OF PENSION DUE TO UNAUTHORIZED ACCESS TO OR USED OF THE PENSIONERS ACCOUNT**

Unauthorized access to or used of the pensioners account shall result to suspension or cancellation of pension depending on the gravity of offense.

**N. RECOVERY OF THE PCG OF PENSION DUE TO UNAUTHORIZED ACCESS TO OR USED OF THE PENSIONERS ACCOUNT**

For suspended or cancelled pension, the recall or return of the payments made shall be done immediately.

**O. RESUMPTION OF PENSION DUE TO UNAUTHORIZED ACCESS TO OR USED OF THE PENSIONERS ACCOUNT**

Suspended or cancelled pensions due to unauthorized access to or used of the pensioners account or pension shall be resumed, and the recalled and accrued pensions from bank, if any, shall be returned to the bank provided the recipient is found to be qualified to receive the pension after compliance of the requirements that are duly verified and validated. In case the recipient is not qualified to receive the pension, necessary legal actions shall be taken.

**P. BUDGET**

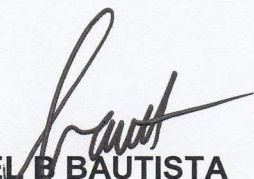
The Command through HPCG CG-1, CGAO and CG-6 shall set aside a yearly budget for the implementation of YVOP, inclusive of orientation of liaison personnel and facilitators.

**Q. EFFECTIVITY**

This Policy shall take effect fifteen (15) days after its publication.

**BY COMMAND OF ADMIRAL ISORENA:**

OFFICIAL:

  
**LIEZEL B. BAUTISTA**  
LCDR PCG  
Coast Guard Adjutant

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