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

NHQ-PCG/CG-4

24 May 2019

CIRCULAR
NUMBER07-19

PCG MONTHLY FOL CONSUMPTION REPORTING SYSTEM

I. REFERENCE: PCG SOP Number 2018-08 (Philippine Coast Guard Fleet Card System).

II. PURPOSE: This Circular prescribes the policies, guidelines and procedures for the submission of Monthly FOL (Fuel, Oil and Lubricants) Reporting System for all PCG units and offices.

III. SCOPE: This Circular shall be applicable to all PCG units and offices.

IV. POLICIES:

a) All PCG units to include all floating assets and offices shall submit Monthly FOL Report to NHQ-PCG (attn: CG-4) every second week of the succeeding month.

b) Issuance of fuel to all PCG vehicles, Rubber Boats, Aluminum Boats, Rigid Hull Inflatable Boats (RHIBs') and other assets shall be supported by a Directive/Letter Order/Mission Order or Trip Ticket.

c) Issuance of fuel to all vehicles and other equipment not owned by the PCG but are used for PCG operations/activities shall be authorized by the Unit Commander or Head of Office through Directive/Letter Order/Mission Order or Trip Ticket.

d) All Fleet Card holders/custodians are primarily responsible for the proper utilization and submission of Monthly Fuel Consumption Report.

e) All PCG units and Offices shall issue Certificate of Appearance to all PCG personnel who attended meetings or any Command activities/events to support claims of transportation expenses.

RESTRICTED

f) The Commanding Officers of PCG vessels and Boat Captain of small craft shall render spot FOL report to NHQ-PCG (Attn: CG-4) upon receipt of fuel delivery.

g) The Engineering Officers of PCG vessels and Boat Captain of small craft shall sign and take a picture of all fuel delivery invoices and send to CG-4 email address (cg4@coastguard.gov.ph).

h) Non-submission of Monthly FOL Allocation Consumption Report will impede the issuance of the succeeding FOL Allocation.

i) The following guidelines shall be observed by all PCG units and offices for the submission of Monthly FOL Consumption Report.

a. Consumption Report for all FOL allocation through Fleet Card shall have the following information:

a. 1 For submission to O/CG-4:

- Summary of Transactions (Form-Annex A)

a. 2 For Unit/Office File:

- Summary of Transactions (Form-Annex A)
- Transaction Receipts-Original and Xerox (Form-Annex B)
- Attachments: Directive/Mission Order/Letter Order/Trip Tickets/Notice of Meetings/Certificate of Appearance/Certificate of Attendance or any other related documents.

b. Consumption Report for all FOL allocation through Delivery Advice (DA) shall have the following information:

b.1 For submission to O/CG-4:

- Summary of Transactions (Form-Annex C)
- Copy of Fuel Invoice (photocopy)- signed by authorize representative

b. 2 For Unit/Office File:

- Summary of Transactions (Form-Annex C)
- Attachments: Directive/Mission Order/Letter Order/Trip Tickets/Notice of Meetings/Certificate of Appearance/Certificate of Attendance or any other related documents.
- Copy of Fuel Invoice (photocopy)- signed by authorize representative

RESTRICTED

c. Consumption Report for all vessels and small craft fuel delivery shall have the following information:

c. 1 For submission to O/CG-4:

- Summary of Transactions (Form-Annex C)
- Copy of Fuel Invoice (photocopy)- signed by authorize representative

c. 2 For Unit/Office File:

- Summary of Transactions (Form-Annex C)
- Attachments: Directive/Mission Order/Letter Order/Trip Tickets/Notice of Meetings/Certificate of Appearance/Certificate of Attendance or any other related documents.
- Copy of Fuel Invoice (photocopy)- signed by authorize representative

VI. RESPONSIBILITIES:

a) Deputy Chief of Coast Guard Staff for Logistics, CG-4

Responsible for the over-all execution of this circular.

b) District Commanders

1. Ensure the proper utilization of monthly FOL allocation.
2. Consolidate all monthly Fleet Card consumption of all Stations, Sub-stations and submit a Monthly FOL Consumption Report to NHQ-PCG (attn: CG-4) every second week of the succeeding month.

c) Major Unit/Other Unit Commanders

1. Ensure the proper utilization of monthly FOL allocation.
2. Consolidate all monthly FOL consumption of all Field Units and submit Monthly FOL Consumption Report to NHQ-PCG (attn: CG-4) every second week of the succeeding month.

d) NHQ-PCG Central/Technical and Special Staff

1. Ensure the proper utilization of monthly FOL allocation.
2. Submit Monthly FOL Consumption Report to NHQ-PCG (attn: CG-4) every second week of the succeeding month.

e) Vessel Commanding Officers

1. Ensure proper utilization of fuel allocation.
2. Submit Monthly FOL Consumption Report via CGSSF to NHQ-PCG (attn: CG-4) every second week of the succeeding month.

RESTRICTED

f) Boat Captains

1. Ensure proper utilization of fuel allocation.
2. Submit Monthly FOL Consumption Report via CGSSF to NHQ-PCG (attn.: CG-4) every second week of the succeeding month.

g) Fleet Card Holders/Custodian

1. Ensure safekeeping of the fleet card
2. Maintain a logbook for all fleet card transactions
3. Prepare and submit monthly FOL consumption report
4. Promptly report all incidents of loss or damage fleet cards.
5. Ensure that policies are strictly observed

h) Fleet Card User

1. Shall ensure the immediate recording of transaction details at the logbook as reflected in the fleet card transaction receipts.
2. Shall ensure that all fleet card transaction receipts will be immediately photocopied for recording and reporting purposes.

VII. RECESSION: All policies and regulations which are inconsistent with this Circular are hereby modified accordingly.

VIII. EFFECTIVITY: This Circular shall take effect upon publication.

BY COMMAND OF ADMIRAL HERMOGINO PCG:

OFFICIAL:



LIEZEL B BAUTISTA
CDR PCG
Coast Guard Adjutant
21-01-14

EDUARDO D FABRICANTE
COMMO PCG
Chief of Coast Guard Staff

Annexes:

1. Annex A- Fleet Card Consumption Report Form (Summary of Transactions)
2. Annex B - Fleet Card Consumption Report Form (Transaction Receipts)
3. Annex C – Consumption Report Form for FOL Allocation thru Delivery Advice (DA)



Annex A

FLEET CARD CONSUMPTION REPORT
(For the Month of _____)

SUMMARY OF TRANSACTIONS

Card Name : _____

Card Number : _____

Monthly Credit Limit : _____

Date/Time	Invoice Number	Product	Quantity	Amount	Balance	Authority/Directives

Prepared by:

Fleet Card Custodian

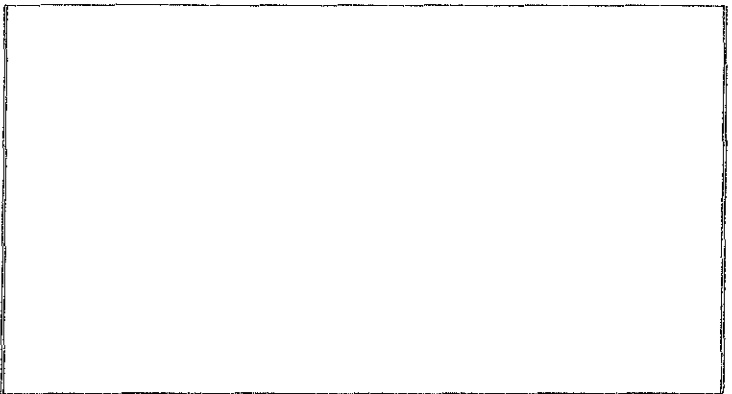
Noted by:

Head of Unit

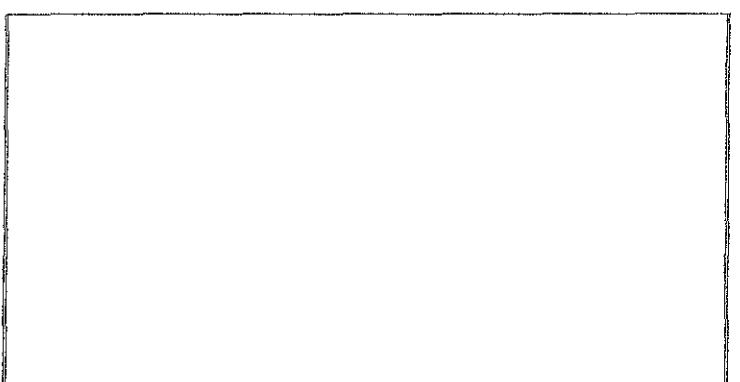
FLEET CARD CONSUMPTION REPORT

TRANSACTION RECEIPTS

ORIGINAL RECEIPT



XEROX COPY



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MONTHLY CONSUMPTION REPORT FORM FOR FOL ALLOCATION THRU DA
(For the Month of _____)

DA Nr	Date	Quantity	Consumption	Type of Mission/Activities

Prepared By:

Unit Logistics Officer

Certified True and Correct:

Unit Head of Office