



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
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NHQ-PCG/CG-9

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ENTITLEMENT FOR HAZARDOUS DUTY PAY TO MEPCOM - MARINE SCIENCE
TECHNICIAN (MST)

I. AUTHORITY:

A. Republic Act Nr. 9993 dtd 27 July 2009 entitled, 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, specifically provided in Rule 14.3.b.

B. Republic Act Nr. 11312, dtd 23 July 2018 entitled, An Act Strengthening the Magna Carta for Scientists, Engineers, Researchers and other Science and Technology Personnel in the Government, Amending for the purpose RA Nr. 8439.

C. Republic Act Nr. 10657, dtd 28 July 2014 entitled, An Act Regulating and Modernizing The Practice Of Chemistry In The Philippines, Repealing For The Purpose Republic Act Numbered Seven Hundred Fifty-Four (R. A. No. 754), Otherwise Known As The Chemistry Law Of The Philippines.

D. DBM-DOST Joint Circular Nr. 1, s. 2013, dtd 25 June 2013, subject: Rules and Regulations on the Grant of Compensation-Related Magna Carta Benefits to Scientists, Engineers, Researchers and other Science and Technology Personnel.

E. DOLE Department Order Nr 198, Implementing Rules and Regulations of RA 11058 entitled "An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violation Thereof".

II. REFERENCES:

A. Primer on Pay and Allowances, Benefits and Privileges of the Philippine National Police Personnel and Their Dependents series of 2018. (Second Edition).

B. GHQ AFP AGPCR2 Memorandum Circular Nr 06 entitled "Hazardous Duty Pay", for Officers and Enlisted personnel of AFP dated 08 October 2004.

C. NHQ-PCG/ CG-1 Memorandum Circular Nr 10-19 entitled "Hazardous Duty Pay" dated 12 July 2019.

III. **PURPOSE:** This circular prescribes the policies and procedures on the entitlement of the Hazardous Duty Pay to the Officers, Non-Officers and Civilian Employees of the Marine Environmental Protection Command (MEPCOM)- Marine Science Technician (MST).

IV. **SCOPE:** It covers the specific hazardous duties and other activities that are considered to have harmful effects and conditions to the physical and health of PCG personnel in the performance of which may entitle an Officer, Non-Officer and Civilian Employee to HDP. It further prescribes and identifies the authority for the grant of Hazardous Duty Pay and provides for the administrative procedures for the payment of the Hazardous Duty Pay.

V. **ENTITLEMENT:** Officers, Non-Officers and Civilian Employee of the PCG who are actually assigned at Marine Environmental Protection Command (MEPCOM)- Marine Science Investigation Force (MSIF) specialized as Marine Science Technician (MST) shall be entitled to Hazardous Duty Pay of fifty percent (50%) of the current rate of their monthly base pay, incorporated in the payslip.

VI. **DEFINITION OF TERMS:** The following terms are defined as they apply in this Circular:

A. **Acute Conditions** – shall refer to effects which developed soon after exposure to hazardous materials and including: burns, rashes, loss of consciousness, respiratory, distress, convulsions, disability and possibly death.

B. **Chronic Conditions** – shall refer to effects which developed soon after an over-exposure to hazardous materials and include: cancers, nervous system disorders, and damage to internal organs due to continuous physical and chemical reaction inside the body.

C. **Contamination** – refers to the presence of unwanted constituent, present solid, liquid and gaseous form that negatively affect material, physical body, environment, work place and harms human life.

D. **Corrosive** – a physical property of a substance that has the ability to destroy and damage substances or material with which into contact. This includes damage to the eyes, skin and tissue under the skin; inhalation or ingestion of a corrosive substance can damage the respiratory and gastrointestinal tracts.

E. **Hazard** – refers to any condition that may result in the occurrence of physical and health conditions after exposure to chemical, biological, radioactive, nuclear and explosive material, substance or equipment and contribute to the well being of personnel.

F. **Hazardous Duties** – shall refer to risks to the health and safety of MEPCOM-MST. Hazard activities that have direct and unavoidable exposure in the following areas:

1. Work areas including physico-chemical and biological laboratories and service workshops that pose risks or danger to health and safety due to dangerous working conditions or environmental elements;
2. Work areas such as Oil and HNS Spill incident site;

3. Work areas with exposure to radioactive material or equipment;
4. Work areas with security and safety risks;
5. Work exposure to occupational health risks, perils to life or physical hardships such as frequent interaction with personnel working in the laboratory or highly hazardous areas;
6. Testing and Calibration of dangerous equipment/ laboratory/ field equipment;
7. Scuba diving / underwater assessment/training;
8. Preparation and testing of hazardous chemicals, corrosive or dangerous materials/substance;
9. Exposure to radiation hazard while in the vicinity of radioactive materials; and
10. Work areas with high level of exposure that resulted to acute conditions.

G. Hazardous Duty Pay – an additional compensation or allowance given to MEPCOM-MST for exposure to particular occupational hazards or elements. Or hazardous jobs involving high risk of losing life, physical injury, or likely deterioration of health authorized by rank.

H. Hazardous Materials – shall refer to substances, which is capable of producing harmful physical or health effects. Any compound, mixture, elements or assemblage of materials, which because of its inherent characteristics, is dangerous to manufacture, process, store or handle. Any substance in any form that emits chemical, biological, radioactive and nuclear hazards.

I. Harmful Physical Effects - shall refer to irreversible effects including: fire, sudden release of pressure, explosion, and other violent chemical reactions.

J. Harmful Health Effects – shall refer to effects include: acute conditions and chronic conditions.

K. High Risk Establishment – refers to a workplace wherein the presence of hazard or potential hazard within the company may affect the safety and/or health of workers not only within but also persons outside the premises of the workplace. There is high level of exposure to safety and health hazards, and probability of a major incident resulting to disability or death or major injuries illness is likely to occur if no preventive or control measures are in place. Workplace commonly associated with potential high-risk activities: chemical works; storage, handling, transportation for toxic or hazardous chemicals.

L. Marine Science Technician (MST) – refers to MEPCOM Personnel (Officer, Non-Officers and Civilian Employees) assigned in MSIF, trained and certified by CMEPCOM to conduct sampling, laboratory testing and analysis, water quality monitoring, baseline data gathering, post (oil and HNS) spill assessment, oil spill response, oil / hns spill assessment and monitoring, MARPOL response and clean-up operation, underwater coral damage assessment, forensic investigation, evidence gathering, marine scientific research with local or foreign entities, scuba diving, field and laboratory research, coastal forest assessment (mangroves),

and other related MARPOL activities/ tasks. MEPCOM Personnel with science related courses and/or post graduate but not limited to Scientist, Researcher, Chemistry, Bio-Chemistry, Engineering, Marine Biology, Biology, Geology, Zoology, Microbiology, Marine Physical Science, Marine Biotechnology, Environmental Science, Oceanography, Forestry and Agriculture-Fisheries, Soil Science, MARPOL Equipment Technicians, Operators and Specialist.

M. **MEPCOM Pay and Allowance Board (MEPPAB)**- refers to the Committee tasked to deliberate and determine the list of MEPCOM-MST to be granted with HDP.

N. **MEP Non-Officers** – refers to the PCG personnel assigned in MEPCOM functioning as laboratory and research project assistant and members of the MEPCOM-MST.

O. **MEP Officers** – refers to PCG Line and Technical Officers with Civil Service Eligibility and/or Professional Regulations Commission (PRC) license and/or post graduate of related courses, assigned in MEPCOM who are overseeing, monitoring or supervising the MST.

VII. HAZARDOUS DUTIES: The following duties/activities are classified as hazardous duties:

- A. Chemical, Biological, Radioactive, Nuclear and Explosive Exposure;
- B. Laboratory activities. detection, identification, evaluation, rendering safe, recovery and disposal Hazardous Substances that are unsafe, including oil, industrial chemicals, Hazardous and Noxious Substances (HNS), biological material, radioactive and nuclear;
- C. Field Gathering or collection of water sample, transportation, handling, preparation and from the contaminated area;
- D. Preparation, testing and storage of hazardous/ corrosive materials, reagents and chemicals in the laboratory;
- E. Oil and Hazardous Noxious Chemical Waste Transportation and Treatment;
- F. Maritime Pollution Response and Clean-up Operation;
- G. Marine Scientific Research both local and foreign activities;
- H. Forensic Investigation and Evidence Gathering;
- I. Supervision of laboratory, field and research activities;
- J. Testing or Operation of MARPOL Equipment;
- K. Testing and Calibration of Dangerous Laboratory and Field Equipment;
- L. Scuba Diving / Underwater Assessment Activities and Training;
- M. Collecting Effluent Samples from Vessels, Offshore Platforms and Land Based Facilities;
- N. MARPOL Compliance Inspection in Vessels, Offshore Platforms and Landbased facilities;

- O. Liquefied Natural Gas (LNG) or Bulk Gas Carrier or LNG Landbased Facility or LNG pipeline Inspection;
- P. Collecting Samples from contaminated water body/area;
- Q. Exposure to radiation hazard while in the vicinity of radioactive materials;
- R. Exposure to explosive hazard and/ or shockwave while in the vicinity of explosive hazard; and
- S. Other MEP related activities exposing MEPCOM-MST to hazards.

VIII. POLICIES: The following policies shall serve as guidelines in authorizing the performance of hazardous duties and granting Hazardous Duty Pay:

A. Licensed Chemist and Licensed Chemical Technicians

1. Only licensed Chemist and licensed Chemical Technicians who are on the actual performance, supervision, validation and certification of laboratory activities such as but not limited to laboratory test and analysis, research, equipment calibration, troubleshooting and preparations are entitled HDP with minimum fifteen (15) days exposure/ work duty over 22 workdays in a month in accordance with existing laws.

2. Licensed Chemist and licensed Chemical Technician who are exposed to high risk and suffered chronic physical and health conditions with less than fifteen (15) days exposure are entitled with the HDP.

B. Other MEPCOM Marine Science Technician (MST)

1. Officers, Non-Officers and Civilian Employees exposed to hazards for less that fifteen (15) days and exposed to high level of hazard that resulted to acute conditions are entitled to Hazardous Duty Pay.

2. Officers, Non-officers and Civilian Employees performing hazardous duties are entitled to HDP with the minimum fifteen (15) days exposure/work days over 30 days work duty a month.

3. Only Officers, Non-Officers and Civilian Employees who by virtue of their training and unit's mission and functions are required to perform hazardous duties will be given authority to perform hazardous duties and paid hazardous duty pay.

4. The ACS for Admin and Personnel, M-1 will evaluate, validate, and recommend all requests from units and/or sub-units for authority to perform hazardous duty and grant of hazardous duty pay.

5. Hazardous duties enumerated in this Circular shall not be performed by Officers, Non-Officers, Civilians without written authority to perform hazardous duty except in cases of situations that are immediately threatening to life and property. In such cases, authority to perform hazardous duty may be requested after the fact to be supported by certification from the unit commander that the hazardous duty was actually performed and that the situation is immediately threatening to life and property.

6. Hazardous duties enumerated in this circular shall be interpreted as one duty/activity per sub-paragraph and that no fraction or part of said duty/activity can or may be used to request for authority to perform hazardous duty and grant of Hazardous Duty Pay.

7. An after Hazardous Duty/ Activity report shall be forwarded to higher headquarters with the following documents: Orders Issued by appropriate approving authority authorizing the Officers, Non-Officers and Civilian Employee concerned to perform hazardous duty(ies); order issued by the appropriate approving authority granting the officers and Non-Officers concerned Hazardous Duty Pay; and certification indicating therein the description and scope of work of the hazardous duty(ies) performed including the description of harmful substances and its health risk, the inclusive period(s) covered, and the place(s) where the hazardous duty(ies) was/were performed.

8. The authority to perform hazardous duty as published in appropriate orders shall be limited until the termination of order or by virtue of detach service status subject for the determination of the MEPCOM Pay and Allowance Board, recommendation of Commander, MEPCOM for the approval Commandant, PCG.

9. For the purpose of entitlement to Hazardous Duty Pay for a particular calendar month covered by the authorization order, Officer(s), Non-Officer(s) and Civilian Employee must have actually performed hazardous duty for minimum number of days as indicated in para A, B and C under Section VIII of this Circular.

10. Receipt of hazardous duty by an Officer or a Non-Officer or Civilian Employee will no longer entitle him to receive within the same period, any of the following incentives or additional pays, flying pay, sea duty pay, instructors duty pay or vice versa. However, he may select to receive the higher of the two(2) incentives or additional pays whichever is advantageous to MST.

11. Officers, Non-Officers and Civilian Employee of MEPCOM-MST undergo regular (every three years) trainings and/or refresher MEP courses to be supervised by MEPTC and M-1 (admin) to ensure proficiency of skills, understanding and competence in order to be entitled for hazardous duty pay. Except during unusual events and unforeseen circumstances wherein the MEPCOM-MST failed to undergo regular trainings, claims shall be supported by written justification.

IX. PROCEDURES: The following procedures shall be followed in securing authorization to perform hazardous duty and in effecting payment claims for hazardous duty pay.

A. Units Commanders / Commander, MST shall initiate request to Commander, MEPCOM (Attn: M-1) for issuance of orders from appropriate approving authority, authorizing Officers, Non-Officers and Civilian Employees under him to perform hazardous duties on inclusive period to be covered and the places where the hazardous duties are to be performed.

B. Upon approval of such request, appropriate orders authorizing the concerned Officers, Non-Officers and Civilian Employees to perform hazardous duties shall be issued. Such orders shall invariably state the hazardous duties to be performed, the inclusive period covered, and the places at which such hazardous duties are to be performed.

C. The MEPCOM Pay and Allowance Board shall deliberate to determine the list of MEPCOM-MST to be granted with HDP and endorse to the Commander, MEPCOM. Upon

approval of the board resolution, MEP Staff for HRM (M-1) shall initiate requests to CPCG (Attn: DCCGS for HRM, CG-1/CGAO) or appropriate approving authority for the issuance of orders granting concerned Officers, Non-Officers and Civilian Employees hazardous duty pay after the calendar month covered by the authority to perform hazardous duties. Such request shall be supported by the following documents; approved board resolution, roster of troops, orders issued by appropriate approving authority authorizing the Officers and Non-Officers concerned that the hazardous duties were actually performed indicating the description of harmful substance/s and its health risk, there in the description and detailed scope of work of the hazardous duties performed, the inclusive period covered, and the place where the hazardous duties were performed.

D. Upon approval of the request, appropriate orders granting the concerned Officers, Non-Officers and Civilian Employees hazardous duty pay shall be issued.

E. Thereafter, request for payment of hazardous duty pay for the calendar month covered by the authorization in which the hazardous duties were actually performed shall be initiated by the Unit Commander or Commander, MSIF attaching therewith the accomplished payroll and disbursement voucher with the necessary supporting documents as prescribed in this Circular.

F. MEPCOM-MST exposed to less than fifteen (15) days and suffered acute conditions claims shall be supported by reports, board resolution and medical certificate from CGMED or CGMED Authorized representative/s or Medical Practitioner.

X. AUTHORITY TO GRANT HAZARDOUS DUTY PAY. Only the following may approve and authorize the performance of hazardous duties and the payment of HDP:

- a) Commander, MEPCOM upon the determination of the MEPCOM Pay and Allowance Board, shall endorse the list of MST to be granted with HDP to Commandant, PCG.
- b) Commandant, PCG may approve, authorize and certify the performance of hazardous duties and the payment of hazardous duty pay to MEPCOM-MST.

XI. RESCISSION CLAUSE: Previous policies, rules and regulations not in consonance with this circular are hereby rescinded.

XII. EFFECTIVITY: This Circular shall take effect fifteen (15) days from publication.

BY COMMAND OF ADMIRAL URSABIA JR:

OFFICIAL:

ROLANDO LIZOR N PUNZALAN JR
RADM **PCG**
Chief of Coast Guard Staff


ALFER PALMIANO
ENS **PCG**
Acting Coast Guard Adjutant

29/09/2018