



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
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1018 Manila

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**NHQ-PCG/ CG-1**

**CIRCULAR**  
**NUMBER . . . . . 14-20**

**SEA DUTY AND ENTITLEMENTS**

1. **AUTHORITY:** Republic Act 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. **REFERENCE:**
  - a. Headquarters Philippine Navy. N1 Circular Number 05 "Sea Duty Pay and Additional Subsistence Allowance" dated 22 April 2006
  - b. U.S. Department of Homeland Security, United State Coast Guard (2019) "Coast Guard Pay Manual"
  - c. Philippine Coast Guard HPCG Circular Number 12-10 "Sea Duty Pay for Qualified Boat Captain in the Active Service of the Philippine Coast Guard" dated 19 October 2010
  - d. Philippine Coast Guard HPCG/CGMED Circular Number 12-19 "PCG Regimental Rules on Medical Clearances" dated 13 November 2019
  - e. Letter of Implementation No. 99 "Adopting a New Salary Schedule for Uniformed Personnel of the Armed Forces of the Philippines" dated 10 September 1979
3. **PURPOSE:** This circular prescribed the policies and procedures on the eligibility for Sea Duty and the entitlements of Sea Duty Pay (SDP) and other special provisions.

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#### 4. OBJECTIVES:

- a. To institute fair, balance and equitable share of each kind of sea duty assignment.
- b. To establish a system for the payment of SDP and other special provisions that correspond to the services rendered aboardship.
- c. To impart among PCG personnel that sea duty entitlements shall be strictly observed as an incentive for actual performance and accomplishment of mission aboardship.
- d. To prevent irregular application of claims for sea duty entitlement of PCG personnel.

5. **SCOPE:** This shall apply to all Philippine Coast Guard Officers and Non-Officers (NO), that are eligible for Sea Duty and correspondingly entitled to Sea Duty Pay (SDP) and other special provisions.

#### 6. DEFINITION OF TERMS:

- a. **Sea Duty (SD)** – Duty performed by PCG personnel under orders issued by competent authority while permanently or temporarily assigned to a ship and while serving on a ship, the primary mission of which is accomplished while underway.
- b. **Sea Duty Pay (SDP)**– Additional pay for active duty personnel that are entitled to basic pay and performing sea duty. The entitlement is twenty-five percent (25%) of a personnel's base pay per month. It is intended to compensate personnel for the additional rigorousness of sea duty as compared to normal duties ashore and is payable in addition to any other authorized pay and allowances, if otherwise eligible.
- c. **Perpetual Sea Duty Pay (PDSP)** – additional pay for Officers and Non-Officers who have been awarded the Command-At-Sea Badge/ Boat Captains Badge and included in the Roll of Command-At-Sea Holder/ Boat Captains by competent authority. The entitlement is twenty-five percent (25%) of a personnel's base pay per month.
- d. **Roll of Command at Sea Holders** – registry of Ship Commanding Officers that successfully commanded PCG commissioned vessels or SDP-eligible ship and awarded the Command at Sea Badge/Plaque, that can be placed on sea duty by order of competent authority for purpose of serving as ready replacements and shall temporarily assumed command of SDP-Eligible Ship during the absence of the incumbent CO or in the exigency of the service.
- e. **Roll of Boat Captains** - registry of Boat Captains that wherein-charged of PCG small crafts or SDP-eligible ship for at least five (5) years, that can be placed on sea duty by order of competent authorities for purpose of serving as ready

replacements and shall temporarily assumed in- charge as Boat Captain of PCG Small Craft during the absence of the incumbent or in the exigency of the service.

- f. **Active Duty**—personnel status of service that refers to full-time duty, which is 24 hours a day, 7 days a week (24/7).
- g. **Sea Duty Pay-Eligible Ship (SDP-ES)** – a PCG Commissioned Ship, PCG-manned vessel, or a ship contracted by the PCG or Philippine Government; or vessels that are under official arrangements with the PCG for the performance of operational missions underway that:
  - is self-propelled; and
  - performs its primary mission underway; and
  - is at least 30 feet in length; or minimum of 19.65 in gross tonnage and ready for sea; and
  - is equipped with crew berthing and messing facilities that are regularly used for the intended purpose.
  - Exception of a 30-footer FB Interceptor 300 which is considered as small craft due to its unique mission orientation.
- h. **Temporary Duty (TDY) or Detached Status (DS)** – travel or other assignment at a location other than the personnel's permanent duty station as authorized.
- i. **Mobile Unit** - is a unit or unit element designated by C, CGSSF whose members perform the unit's primary mission while on sea duty under TDY or DS orders to SDP-eligible ship for days away from their units and of such deployment durations as to closely approximate permanent sea duty aboard SDP-ES.
- j. **Embarked Staff**– Personnel who are permanently assigned ashore but were deployed aboardship for purposes of performance of official function while on sea duty.

## 7. ELIGIBILITY FOR SEA DUTY:

- a. Officers on active duty intending to pursue their Junior and Senior billet aboard ship shall satisfactory complete the course of instruction of the Junior Shipboard Operational Level Course (JSOLC) and the Senior Shipboard Management Level Course (SSMLC) respectively. Prior permanent or temporary assignment aboard ship, they must be physically fit to withstand the rigors at sea as certified by the Coast Guard Medical Service in reference to the *HPCG/CGMED Circular Number 12-19 "PCG Regimental Rules on Medical Clearances" dated 13 November 2019*.
- b. Non-Officers on active duty intending to pursue their sea duty shall satisfactory complete the course of instruction of the Advance Seamanship and Safety Package Course (ASSPC) or equivalent. Prior permanent or temporary assignment aboard ship, they must be physically fit to withstand the rigors at sea as certified by the Coast Guard Medical Service in reference to the *HPCG/CGMED Circular Number 12-19 "PCG Regimental Rules on Medical Clearances" dated 13 November 2019*.

- c. Mobile units and embarked staff for purposes of repairs, maintenance, technical support, training, evaluation and other authorized tasks shall see to it that they perform their unit's primary mission while on sea duty. Prior embarkation, they must be physically fit to withstand the rigors at sea as certified by the Coast Guard Medical Service in reference to the *HPCG/CGMED Circular Number 12-19 "PCG Regimental Rules on Medical Clearances" dated 13 November 2019* for the last six (6) months of active duty.

## 8. POLICIES:

- a. SDP are payable to eligible personnel who perform sea duty under orders issued by competent authority subject to the conditions in Para 9 hereof. SDP is pro-rated for periods of sea duty less than one calendar month.
- b. Personnel who are entitled to SDP and other special pay shall have the option to choose whichever is higher to the exclusion of the other.
- c. Whenever a SDP-Eligible Ship (SDP-ES) has been declared Not Ready For Sea (NRFS) or not operational and stays same for a period of more than six (6) months where the cause of delay of repairs were due to the fault of ship's personnel as determined by CPCG through an investigating unit, all personnel entitlement of SDP onboard shall be reduced to a rate of 12.5% of their base pay per month.
- d. Personnel on board floating dry docks, floating cranes, barges and other similar platforms that are not self-propelled and are stationed within Manila/Cavite area shall be entitled to SDP of twelve point five percent (12.5%) of their basic pay per month, stationed elsewhere will received twenty-five percent (25%) SDP.
- e. The following is not considered sea duty for SDP eligibility or sea duty time accumulation purposes:
  - Continuous periods of temporary duty aboard SDP-eligible ship that
    - are less than 24 hours' duration; or
    - do not span at least two (2) calendar days.
  - Temporary duty/DS performed by Mobile unit/s or embarked staff when the ship to which assigned is in port.
  - Permanent or temporary duty as a caretaker crew of an SDP-Eligible Ship, whether in commission or not, when aboard that vessel while it is in-port on a long-term basis with no immediate intention of being made ready for sea.
  - While permanently assigned to an SDP-Eligible Ship but absent from that vessel or, if the vessel is undergoing shipyard or maintenance work, absent from the immediate vicinity of the vessel for any period exceeding 30 days.

## 9. ENTITLEMENTS:

- a. Officers and Non-Officers who have been awarded the Command-At-Sea Badge/ Boat Captains Badge and included in the Roll of Command-At-Sea Holder/ Boat Captains by competent authority are entitled to Perpetual Sea Duty Pay (PDSP) equivalent to twenty-five percent (25%) of their monthly base pay.
- b. Personnel that are on sea duty are entitled to receive SDP not exceeding twenty-five percent (25%) of their monthly basic pay subject to the policies and procedures prescribed herein and to the availability of funds.
- c. Conditions of Entitlement – Sea Duty as Permanent Crew

When eligible personnel:

- reports for permanent duty defined as sea duty, SDP starts on date of reporting.
- is detached from permanent duty defined as sea duty, SDP accumulates through day of departure.
- is TDY/ DS, temporarily based, or hospitalized ashore under orders from permanent duty defined as sea duty, SDP accumulates for 30 days past the date of the departure.
- is on authorized absence from permanent duty defined as sea duty, SDP accumulates for up to 30 days past the date of the commencement of authorized absence if otherwise entitled.
- is suspended or otherwise removed from duty or confined awaiting trial by a disciplinary board and is acquitted or charges are dismissed, SDP accumulates retroactively from first day of confinement, suspension or removal from duty, if personnel are otherwise entitled.
- is on restriction to a ship and the personnel performs duty, SDP resumes. Non-judicial punishment does not result in the loss of SDP.

### d. Conditions of Entitlement – Mobile Unit Duty

When personnel are ordered to or currently aboard a mobile unit and

- reports for permanent duty and duties are not administrative in nature SDP starts on date of reporting for TDY/ DS.
- reports for permanent duty and duties are administrative in nature SDP is payable only while the member is actually assigned TDY to a vessel.
- is on authorized leave, SDP accumulates for the period of leave. Not to exceed 30 days if otherwise eligible.



- (Authorized absence includes, but is not limited to, annual leave, sick leave, or any kind of excused absence)

e. Conditions of Entitlement – Permanent Duty Ashore

When personnel whose permanent duty station is ashore and is ordered TDY/DS to a SDP- eligible ship, and

- completes the duty and departs the vessel, SDP accumulates through date of departure.
- while aboard the vessel and is TDY/DS, temporarily based, or hospitalized ashore under orders, SDP accumulates for 30 days past the date of the personnel's departure.
- is authorized leave while aboard the vessel SDP accumulates for the period of leave if otherwise entitled.
- the vessel is undergoing alterations or repairs and vessel remains in an active status (in-commission or RFS), SDP continues to accumulate.

f. Condition of Entitlement – Perpetual Sea Duty Pay

- Must be physically fit to withstand the rigors at sea as certified by the Coast Guard Medical Service in reference to the *HPCG/CGMED Circular Number 12-19 "PCG Regimental Rules on Medical Clearances" dated 13 November 2019.*
- Must render at least three (3) hours a month aboardship as drill evaluators on shipboard evolutions as certified by the Commanding Officer or Commander, Coast Guard Surface Support Force (C, CGSSF) whichever is appropriate.

**10. AUTHORITY TO GRANT SEA DUTY AND ENTITLEMENTS:**

- a. Only the Commandant, Philippine Coast Guard (CPCG), may authorize the grant of Sea Duty and entitlements to PCG personnel.
- b. The C, CGSSF may authorize the grant of Sea Duty entitlements to Officers, Non-Officers and Non-uniformed Personnel assigned or detailed with PCG commissioned vessels, small crafts and PCG manned vessel of other government agencies or private entity that are in official arrangement under his cognizance subject to confirmation by Commandant, PCG.
- c. Commanders of PCG Major and Special Units may authorize the grant of Sea Duty entitlements to Officers and Non-Officers assigned or detailed with PCG commissioned vessels, small crafts and PCG manned vessel of other government agencies or private entity that are in official arrangement under his cognizance subject to confirmation by the Commandant, PCG.



**11. PROCEDURE:** The SDP shall be evaluated, validated and recommended in the following manners:

- a. The C, CGSSF, and the Commanders of PCG Major and Special Units shall certify and prepare the list of personnel entitled to receive SDP, with the necessary documentary requirements provided for under Para 7 of this Circular. Provided, that the list shall specify the amount of SDP to be received by the concerned personnel as mentioned under Para 8 of this Circular.
- b. It shall then be submitted to the Office of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 (O/CG-1) who shall countercheck all the necessary documentary requirements prior endorsement to the Commandant, PCG for approval.
- c. Upon approval of the request, appropriate orders granting the concerned Officers and Non-Officers SDP shall be issued.
- d. The request for payment of SDP shall be initiated by C, CGSSF or the Commanders of PCG Major and Special Units, as the case may be, attaching therewith the accomplished payroll and disbursement voucher with the necessary supporting documents such as the order issued by appropriate approving authority granting the SDP.

**12. RESPONSIBILITY:**

- a. Unit Commanders who are authorized to grant Sea Duty entitlements shall be held liable for personnel under their supervision who received such remuneration, in the event that they authorized the payment of Sea Duty entitlements to such personnel even if they are not qualified under the provision of this Circular.
- b. Commander, CGSSF is responsible for promulgating procedures and guidance necessary to effectively and efficiently implement the policy included in this Circular.
- c. The Commander, Coast Guard Finance Center is responsible for the prompt payment of Sea Duty entitlements to personnel concerned.

**13. REPEALING CLAUSE:** All rules, regulations and other issuances, which are inconsistent with this Sop, are deemed repealed, superseded or amended accordingly.

14. **EFFECTIVITY:** This Sop shall take effect fifteen (15) days after its publication.

**BY COMMAND OF ADMIRAL URSABIA JR PCG:**

OFFICIAL:

**ROLANDO LIZOR N PUNZALAN JR**  
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**LIEZEL B. BAUTISTA**  
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