



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

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CG-1/CGAO

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**CREATION OF COAST GUARD RETIREMENT AND BENEFITS
ADMINISTRATION SERVICE UNDER THE COAST GUARD HUMAN RESOURCE
MANAGEMENT COMMAND**

I. REFERENCES

- a. PNP Retirement and Benefits Administration Service Citizen's Charter Manual
- b. AFP Pension and Gratuity Management Center

II. PURPOSE

This Circular establishes a "one-stop-shop" to cater, among others, all affairs, needs, concerns, or grievances of the retired PCG personnel and their beneficiaries, as well as to address issues relative to the PCG retirement. Its core mandate is to administer the retirement, separation, and death benefits of the PCG Personnel and the implementation of plans and programs that would uplift the morale and welfare of the PCG pensioners.

III. SCOPE

This Circular shall apply to all human resource officers who shall be in charge in the administration of the retirement, separation, and death benefits of the PCG retired personnel and their beneficiaries.

IV. DEFINITION OF TERMS

For purposes of this Circular, the following terms shall be defined as:

- a. Beneficiaries – refers to a person authorized by law to receive the monthly pension of a deceased active or retired PCG personnel.

b. Coast Guard Human Resource Management Command (CGHRMC) – refers to the Service Command primarily responsible for the personnel management specifically the Recruitment, Quality Management System (QMS) and Personnel Management Information System (PMIS).

c. Grievances – refers to issues raised by a PCG retiree or beneficiary that concerns pension or benefits.

d. PCG Pensioner's List – refers to the database containing the names of all PCG Retirees/Pensioners and repository of their respective personal information and family documents.

e. PCG Personnel – refers to Officers and Non-Officers of the PCG.

f. PCG Retirees/Pensioners – refers to the PCG personnel who retired from the PCG-DOTr service and by reason thereof receives pension.

V. POLICIES

a. The PCG shall continue to promote the morale and welfare of its personnel by providing the benefits authorized by laws, rules, and regulations.

b. The PCG shall address issues relative to the PCG retirement, separation, and death benefits by creating an office which shall be named, "**COAST GUARD RETIREMENT AND BENEFITS ADMINISTRATION SERVICE**" that will cater the retirement, separation, and death benefits of the PCG pensioners, and beneficiaries.

VI. GUIDELINES

a. The Office shall be under the functional command of Coast Guard Human Resource Management Command (CGHRMC) and shall be headed by an Officer carrying a rank of Captain (O-6), preferably, in the table of organization position.

b. CGHRMC shall be responsible for the organization of Coast Guard Retirement and Benefits Administration Service (CGRBAS) and the creation of its Table of Organization and Equipment while CG-1 shall be responsible for the issuance of orders of PCG personnel who will be assigned therein.

c. CGHRMC and CG-1 shall make a study to consider hiring and placing Non-Uniformed personnel to perform such tasks which might be handled by professionals and/or civilian employees with Civil Service eligibility.

d. The Office shall be composed of four functional divisions, namely: (1) Retirement Claims and Fund Management Division (RCFMD); (2) Pension and Gratuity Management Division (PGMD); (3) Legal Investigation and Prosecution Division (LIPD); and (4) Exit Program and Special Project Division (EPSPD). Each Division shall be headed by an Officer carrying the rank of Commander (O-5), preferably, in the table of organization position.

e. The functions of the CGRBAS shall include, but not limited, to the following:

1. Formulate and implement policies, plans, and programs to enhance the administration of benefit claims and general welfare of the PCG pensioners and/or their beneficiaries;
2. Adopt a system which will expedite processes in approving, monitoring, and granting all benefits claim filed by separating, retiring, separated, retired PCG personnel and/or their beneficiaries in accordance with appropriate retirement and benefits laws;
3. Maintain up-to-date 1) PCG Retiree's Information System; 2) PCG Pensioner's List; and 3) PCG Personnel Due for Retirement List, and ensure the correctness of information contained therein;
4. Coordinate with the Deputy Chief of Coast Guard for Human Resource Management, CG-1 matters related to the projected PCG Pensioners one (1) year prior to Compulsory/Optional Retirement as well as all concerns related to Posthumous Separation;
5. Coordinate with the Department of Budget and Management (DBM) through the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6 the release of funds to support retirement gratuities and commutation of leave of separating, retiring, and/or deceased PCG personnel to facilitate the processing of separation or retirement date or Posthumous Separation in accordance with pertinent retirement and benefits laws, rules and regulations, and internal policies;
6. Send notices to PCG Personnel due for retirement and to their respective units/commands/services concerning their retirement dates based on PCG Personnel Due for Retirement List;
7. Issue Pensioners' and Beneficiaries' Identification Card based on updated PCG Retiree's Information System and PCG Pensioner's List;
8. Supervise the implementation of exit programs for PCG retirees and/or separated PCG personnel, if applicable, such as the conduct of livelihood training/seminars, job fairs and assistance to other job opportunities.
9. Attend to health care of retired and separated PCG Personnel, their beneficiaries, and other qualified beneficiaries in accordance with existing laws, rules, and regulations, and internal policies;
10. Coordinate and collaborate with other PCG Offices, Commands, Services, Units, Districts/Stations/Sub-Stations, or any subdivision in the PCG, and with other concerned governmental agencies to periodically account and monitor the statuses of all existing pensioners and/or beneficiaries;



11. Examine the legality, validity and completeness of all claims application including the supporting documents attached there to in line with the recordkeeping, accounting, and auditing requirements.
 12. Conduct systematic process of background investigation (BI) and review of records of pensioners of and his/her beneficiaries and/or dependents to determine and confirm the occurrence of death, remarriage, and/or loss of citizenship or such other events which affect the claims for benefits on order to timely update and purge pertinent records and/or documents and to act accordingly based on verified updated information or records; and
 13. Adjudicate and administer benefits, pensions, and other privileges granted to PCG retirees, separate PCG personnel, and dependents/beneficiaries in accordance with existing laws, rules, and regulations, and policies.
- f. The CGRBAS shall be organized and divided into four divisions, as follows:
1. The **Retirement Claims and Fund Management Division (RCFMD)** – shall be primarily responsible for the processing of Commutation of Accumulated Leave Claims for retiring/retired and separated PCG personnel and their dependents and application for optional retirement of PCG personnel.
 2. The **Pension and Gratuity Management Division (PGMD)** – shall be primarily responsible for the processing of lump sum and regular pension; processing for the activation of 1st pension of retirees who opted to avail three (3) years lump sum and those who opted for outright pension; processing of transfer of monthly pension to the legal beneficiaries of the deceased retiree (died after retirement, TRANSFEREE) and the deceased PCG personnel (died while still in the active service, SURVIVORS); processing of monthly change report for the correction, activation of first pension and restoration of deleted monthly pension; and act on inquiries and/or complaints of pensioners retirees relative to their pensioners.
 3. The **Legal Investigation and Prosecution Division (LIPD)** – shall be primarily responsible for the conduct of legal research and renders legal opinion and on matters arising from the claims of PCG retirees/beneficiaries; implement the Decree of Entitlement and Distribution of deceased PCG personnel/retirees; conducts investigation on any malfeasance surrounding the processing of retirement claims/benefits and pension; files complaints in the appropriate tribunal/office/court if evidence warrants; and resolves other matters with legal issues.
 4. The Exit Program and Special project Division (EPSPD) – shall be primarily responsible for the administration of regulations related to death of personnel in the active service and that of the retirees, disability and retirement benefits and pensions; conduct actuarial assessment to



determine the viability of the benefit program of the PCG ; initiate proper ceremonies for retirees of bereaved families of deceased personnel and related activities such as transportation, neurological services, mass, vigil, internment and the like including procurement of wreaths and writing/sending of condolence letters; attend to the healthcare of PCG retirees; and responsible in the implementation of exit programs for PCG retirees such as the conduct of livelihood training/seminars, job fairs and assistance to other job opportunities.

VII. REPEALING CLAUSE

All PCG policies, rules and regulations, and other issuance or parts thereof which are inconsistent with this Circular are hereby repealed, amended, or modified accordingly.

VIII. EFFECTIVITY

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

BY COMMAND OF ADMIRAL URSABIA JR:

OFFICIAL:

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