



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

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CG-1/CGAO

CIRCULAR
NUMBER19-20

**GRANT OF LONGEVITY PAY FOR THE OFFICERS AND NON-OFFICERS OF THE
PHILIPPINE COAST GUARD**

I. REFERENCES

- a. Republic Act No. 9993 or the Philippine Coast Guard Law of 2009 and its Implementing Rules and Regulations (IRR)
- b. Republic Act No. 1134 or An Act to Provide for Longevity Pay to Officers of the Armed Forces of the Philippines, as amended by RA No. 3725
- c. AGA1 Circular Number 32 dated 10 May 1972, Longevity Pay of Officers and Enlisted Personnel
- d. AGA1 dated 13 September 1974, Computation of Longevity Pay of Officers and EP
- e. COA Circular No. 76-38 dated 20 October 1976
- f. CGLS Legal Comment dated 13 September 2019

II. PURPOSE

This Circular prescribes the rules governing the grant of longevity pay to the Officers and Non-Officers of the PCG in accordance with Republic Act (RA) No. 1134 as amended by RA No. 3725 and other rules and regulations pertaining thereto.

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III. SCOPE

This Circular applies only to the grant of Longevity Pay to the Uniformed Personnel [Officers and Non-Officers] in the active service of the Philippine Coast Guard who completed the service requirements as prescribed herein.

IV. DEFINITION OF TERMS

a. Active Service – refers to the services rendered as an Officer, Non-Officer, Probationary Ensign, or those rendered as a civilian official or employee in the PCG prior to the date of separation or retirement from the PCG; Provided, That the term active service shall include confirmed services rendered as a civilian employee in the Philippine government.

b. Call to Active PCG Service (CAPS) – refers to the appointment of lateral entry applicant to the PCG-DOTr service, from the active service of the AFP and PNP and other uniformed service.

c. Faithful and Efficient Service – demands that there should be no gap in the service and requires being always “competent, capable, and reliable.”

d. Longevity Pay – refers to the benefits received equivalent to ten per centum (10%) of the monthly base pay authorized for his grade for each five years of faithful and efficient service rendered as Officer and Non-Officer of the PCG; Provided, That the total amount of longevity pay shall not exceed fifty per centum (50%) of the Officer’s and Non-Officer’s base pay as prescribed by law.

e. PCG Lateral Entry – refers to the admission of commissioned officers and enlisted personnel from the AFP, PNP, and other uniformed service, whether active or separated honorably, with due consideration on their functional qualifications, specialized skills, and distinctive competencies.

f. PCG Non-Officers – refers to the Enlisted Personnel performing jobs specific to their own ratings and specialization.

g. PCG Officers – refers to the PCG Officers Corps and are classified into General Line Officers (GLO) and Technical Line Officers (TLO).

h. Recall to Active Duty/Re-entry/Reinstatement – the re-appointment of the former PCG personnel to the PCG-DOTr service after being honorably discharged or separated therefrom.

i. Recall to Active Uniformed Service (RAUS) – refers to the appointment to the PCG-DOTr service of an inactive, retired, or honorably separated lateral entry applicant from the AFP, PNP, and other uniformed service.

V. POLICIES

a. Each Officer or Non-Officer of the PCG shall receive, in addition to his monthly base pay, longevity pay equivalent to ten per centum of the monthly base pay authorized for his grade for each five years of faithful and efficient service rendered as Officer and Non-Officer of the PCG in any of the categories described in para b below, such additional pay to be compounded every five years provided that the total amount of longevity pay shall not exceed fifty per centum of the Officers' or Non-Officers' base pay.

b. The active service to be credited for computation of longevity pay shall include the following:

- i. Active service as Officer and/or Non-Officer of the Philippine Coast Guard;
- ii. Period of trainee service, probationary training, and cadet service in the Philippine Coast Guard Academy or other Service Academies as the case may be, shall be considered as active PCG service for purposes of determining longevity pay entitlement to Officers and Non-Officers; provided, that cadet service in the Philippine Coast Guard Academy or other Service Academies shall be limited to a maximum of four (4) years only regardless of length of stay in the academy; and provided further, that this provision shall not increase or decrease the retirement period presently authorized under existing laws; and
- iii. Period of leave without pay, due to illness or injury incurred in line of duty of Officer or Non-Officer in the active service;

c. Only actual service rendered in the PCG should be computed in the grant of longevity pay. Service with the AFP or PNP shall not be computed in the grant of longevity pay if the concerned personnel transferred to the PCG through RAUS. However, if the same transferred to the PCG through CAPS, then they can tuck-in their length of service from their service of origin as it is presumed that the length of service is continuous and uninterrupted and that there is no gap in the service.

d. Longevity pay already earned by reinstated PCG personnel should still be granted to them provided they have not claimed their separation pay, provided further that the right to use the number of years earned in excess of five (5) years to entitle them to receive the next longevity pay may be credited if their separation from the PCG service is not more than one year;

- e. The periods not creditable for purposes of longevity pay are as follows:
- i. The number of days when personnel went on AWOL shall not be counted in the computation of his longevity pay;
 - ii. Period of suspension of Officer or Non-Officer from the service as a result of a criminal and/or administrative charges against him. However, if the Officer or Non-Officer is totally/completely exonerated or acquitted of the charges, then the period of suspension shall be accredited;
 - iii. No longevity pay shall be allowed where the Officer or Non-Officer concerned is on leave of absence without pay except in para V (b) (iii) or on terminal leave, corresponding to the duration of such leave; and
 - iv. If the PCG Officer has been discharged with honor from the PCG service due to inefficiency pursuant DOTC Memorandum Circular 2000-64 with finality and has been reinstated, he/she cannot tack in the number of years prior to reinstatement for purposes of longevity pay.
- f. A certain percentage of the monthly longevity pay shall be deducted where the employee concerned has been found guilty of an administrative offense, the rate of deduction of which shall depend upon the gravity of the penalty imposes and the recommendation of the Commandant, Philippine Coast Guard.
- g. Entitlement of longevity pay and changes thereof shall be covered by appropriate orders issued by the Coast Guard Adjutant (CGA).

VI. PROCEDURES

- a. An Officer or Non-Officer shall submit his Personnel Action Form (PAF) stating therein his entitlement to longevity pay to the Office of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 (O/CG-1). His PAF shall include as attachment, his Appointment Order, or his latest longevity pay order for those claiming their 2nd, 3rd, 4th, or 5th longevity pay and an original copy of his latest Statement of Service issued by CGA.
- b. Upon receipt of the PAF and other necessary documents, the O/CG-1 shall evaluate the documents submitted and shall direct CGA to issue appropriate orders if the personnel is entitled. In case of denial, the same should be communicated to the applicant.

VII. RESPONSIBILITIES

- a. All concerned Officers and Non-Officers shall be responsible in the filing of their longevity pay thru PAF with the O/CG-1.
- b. The O/CG-1 shall be responsible in the evaluation and verification of the documents submitted by the concerned Officer and Non-Officer and shall ensure that the latter are entitled thereof.
- c. CGA shall be responsible in the issuance of appropriate orders.

VIII. REPEALING CLAUSE

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

IX. EFFECTIVITY

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

BY COMMAND OF ADMIRAL URSABIA JR :

OFFICIAL:


LIEZEL B. BAUTISTA
CDR PCG
Coast Guard Adjutant

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

