



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

**NHQ-PCG/CGHRMC**

**20 April 2021**

**CIRCULAR**  
**NUMBER . . . . . 07-21**

**DELINQUENCY REPORT (DR) SYSTEM  
IN THE PHILIPPINE COAST GUARD**

**I. REFERENCES:**

- a. Republic Act No. 9993 dated 12 February 2010 (PCG Law of 2009);
- b. NHQ-PCG/CGIAS Circular Number 13-19 dated 18 November 2019 (Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel)
- c. Personnel Directive Nr 1 CGETC dated 10 October 2010 (Delinquency Report System);
- d. Republic Act No.7877 dated 05 March 1995 (Anti-Sexual Harassment Act of 1995);
- e. Civil Service Resolution No. 01-0940 dated 21 May 2001 (Administrative Disciplinary Rules on Sexual Harassment Cases);
- f. Personnel Directive No. 2 dated 29 October 2008 (Delinquency Report System in the Philippine Army);
- g. SOP Nr 14 OTAG/OJ1 31 July 2018 (Delinquency Report (DR) System in the General Headquarters (GHQ), Unified Command (UCS) and Armed Forces of the Philippines Wide Support and Separate Units (AFPWSSUS) (GUS); and
- h. Executive Order Nr 337 (Prescribing Regulations Governing the Discharge or Separation by Administrative Action of Officers of the Regular Force and Reserve Officers on Extended Tour of Active Duty in the Armed Forces of the Philippines).

## II. PURPOSE:

This Circular prescribes the policies and standards that shall establish uniform procedures and guidelines in the handling/disposition of DRs against erring Coast Guard personnel. The purpose of this system is to provide a prompt and efficient method of disposing minor infractions of rules and regulations committed by PCG personnel on active duty.

## III. DEFINITION OF TERMS:

- a. Delinquency Report (DR) – refers to a written instrument that embodies the minor offense committed, the time and place of its commission including the details of the erring Coast Guard personnel, namely: complete name, rank, PCG serial number (PCGSN) and Unit Assignment issued by an authorized Coast Guard personnel as the Reporting Authority and serves as the reference of the Dispensing Authority in imposing the appropriate penalty against erring Coast Guard personnel in the absence of a valid justification by the latter.
- b. Dispensed DR – delinquency reports that have been acted upon by the Dispensing Authority and the commensurate punishment imposed.
- c. Dispensing Authority – refers to the Commander, Service Commands/ Unit Commander/ Head of Office who may impose the appropriate punishment or revoked it in connection with the Delinquency Report.
- i. Minor Offense – refers to acts or omissions enumerated in the list of offense provided in this Circular disposed from verbal warning to Punitive Reprimand. This also includes offenses enumerated in Section XX.B of NHQ-PCG/CGIAS Circular Number 13-19 dated 18 November 2019 (Light/Minor Offenses that are under the Disciplinary Powers of Commanding Officers).
- d. Moral Certainty – It is the obligation inherent to a Commander as a guide in the execution and implementation of rules and regulation of the PCG. It is the diligence expected from a good father of a family, exercising justice, equality and impartially in all his decision.
- e. Reporting Authority- refers to the authorized Coast Guard personnel who reports the minor offense committed by an erring Coast Guard personnel and issues the corresponding DR form to be acted by the Dispensing Authority. An authorized person who issued the Delinquency Report (DR). (*Refer to para IVb*)
- f. Revoked DR – Delinquency reports that contain a valid and justifying explanation; thus, exonerating the offender from the offense committed. It also pertains to a DR in which no appropriate punishment is imposed within five (5) calendar days from the submission of an explanation. (The DR is marked with the capital letter R to indicate that it is revoked).

#### IV. POLICIES:

##### a. Scope

This policy shall apply to all active PCG personnel assigned to all PCG Units; i.e from Sub-Stations/Sub-Units to National Headquarters, Philippine Coast Guard.

##### b. Reporting Authority

The following are authorized to issue delinquency reports:

- 1) All Officers of the PCG against subordinate;
- 2) First Command Master Chief Petty Officer (FCMCPO)/ Command Master Chief of Service Commands/ Chief Master-At-Arms of Service Commands and other senior Non-Officers for offenses committed by Non-Officers under their supervision;
- 3) Other Non-Officers performing as Commander of Sub-Units in acting capacity.
- 4) Detailed Officers and Non-Officers on watch such as CDO, OOD, JOOD, POW and other posted guard/sentinel on duty for offenses committed by Officers as well as Non-Officers of whatever rank. Provided, that in no case shall a junior issue DRs against a senior unless posted as CDO, OOD, JOOD, POW and other posted guards/sentinel on duty.

##### c. Dispensing Authority

Only Service Commanders/Head of Offices shall have the authority to dispense Delinquency Report.

##### d. Period of Explanation.

DRs shall be explained by the offender within twenty-four (24) hours upon receipt. He/she shall submit the same to his/her Commanding Officer (CO). Failure to do so without justifiable reason/s shall be dealt with accordingly.

##### e. Option of Commanders.

Service Commanders / Head of Offices shall have the option either to apply the punishment under this policy or punishment under Section XX (Disciplinary Powers of Commanding Officers) of NHQ-PCG/CGIAS Circular Number 13-19 dated 18 November 2019 and other existing policies. Provided, that once the option has been exercised and the punishment was served, the Service Commanders/Head of Offices cannot anymore choose other punishment provided by other Circulars.

f. Effect on the 201 File.

Dispensed DRs with punishments shall be reflected in the 201 File of the offender. The Admin Officer of every unit/service command shall collect and enter DRs in the Unit Punishment Book. (**ANNEX F**)

Moreover, the DRs are considered and taken into considerations during promotion, schooling, re-enlistment, Officers Fitness Report (OFR), EP Evaluation Mark (EPEM), and reenlistment.

g. Offenses Covered.

DRs shall only be issued to erring PCG personnel who committed minor offense as stated in this policy (**ANNEX B – List of Minor Offense for DR purpose**) and offenses enumerated in the Section XX.B of NHQ-PCG/CGIAS Circular Number 13-19 dated 18 November 2019 (Light/Minor Offenses that are under the Disciplinary Powers of Commanding Officers).

h. Sanctions against abusive Commanders.

Maintenance of proper discipline within the Command to ensure uniform observance of PCG orders, directives, customs and traditions shall be the responsibility of every Commander. Under no circumstance will they fail to report to proper authorities or take action on any violation. The quashing, suppressing or withholding of a DR is the worst possible dereliction that can be committed. It is sufficient ground / cause for the relief from their position / duties without prejudice to administrative action under existing laws, rules and regulation.

Reporting / Dispensing Authorities who are found to be abusive in the implementation of this policy, such as inadvertently and or / irresponsibly reporting subordinate for violations under the DR system, shall be liable under Section VII (General Provisions) of NHQ-PCG/CGIAS Circular Number 13-19 dated 18 November 2019 for countenancing or tolerating an offender to the prejudice of good order and discipline.

i. Guide to Commanders

Moral certainty is sufficient to guide a Unit Commander in rendering decision over Dispensing DRs.

j. Production and Control of DR Forms and Units Punishment Book

For uniformity and standard, production and control of DR Forms and Unit Punishment Books shall be the responsibility of CGHRMC.

k. Requisition of DRs and Unit Punishment Book

Requisition of DR forms and Unit Punishment Books shall be made to C, CGHRMC (Attn: HR-4). (**ANNEX C - DR Forms/ Unit Punishment Book Requisition Form**).

## V. PROCEDURES:

- a. Authorized personnel (Ex: Officers/Guards on Duty) who have personal knowledge and belief that an offense was committed or has witnessed the commission of an offense shall cause the preparation of the DR stating the name of the offender, time and place of the offense and the offense committed.
- b. The DR shall be prepared in triplicate copies.
- c. Personnel issuing the DR (Reporting Authority) shall submit the accomplished DR forms to their CO (Attn: Admin Officers) for processing.
- d. The original shall be forwarded without delay to the offender for him/her to explain within twenty four (24) hours upon receipt. The other two (2) copies shall be retained by the Dispensing Authority.
- e. Explained DRs shall be submitted to the Dispensing Authority who will subsequently award the commensurate/appropriate punishment to the offense committed within five (5) calendar days.
- f. The awarding authority, shall furnish the Dispensed DR to the offender and the Admin Officer thru channel within five (5) calendar days. A receipt shall be signed by the offender in person. **(ANNEX D – DR Receipt Form)**.
- g. In cases where the offender is not organic to the unit who issued the DR, the CO of the unit shall forward the accomplished DR forms (triplicate copy) to the unit of the offender thru channel.
- h. A notice in writing together with the photocopy of the original (with explanation) of the DR shall be forwarded by the Dispensing Authority within five (5) calendar days to the Reporting Authority. **(ANNEX E – Notice of Awarded DR to Reporting Authority)**.
- i. The Admin Officer of Unit shall collect the 3<sup>rd</sup> copy (yellow) of all awarded DRs on a monthly basis and forward the same to Coast Guard Inspector General and Internal Affairs Service attention Provost Marshal [CGIG-IAS (Attn: Provost Marshal)] for consolidation and recording.
- j. In cases where the duty sentinel/guard prepared the DR, the CO shall forward the accomplished DR forms (triplicate copies) to the unit of the offender thru channel.
- k. Reporting/Awarding Authorities who are found to be abusive in the implementation of this policy, such as inadvertently and/or irresponsibly reporting subordinates for violations under the DR system, shall be admonished/ reprimanded by their immediate Commanding Officer.
- l. DRs with valid explanation/s shall be revoked by the Dispensing Authority. Disposition of the same shall follow the same procedure as stated above.

Should it appear that the DR issued to personnel is revoked five (5) times without valid reason; concerned Dispensing Authority shall validate the same. The Admin Officer shall call the attention of the Unit Commanders/Commanding Officer regarding this issue. Should there exist irregularity, concerned Dispensing Authority can be charged under the NHQ-PCG/CGIAS Circular Number 13-19 dated 18 November 2019 for countenancing or tolerating an offender to the prejudice of good order and discipline.

- m. Should it appear that the DR issued to personnel is revoked five (5) times, concerned Dispensing Authority shall validate on the propriety and legality of the revocation. The Service/Unit/Operating Commander shall call the attention of the Dispensing Authority regarding this issue. Should there exist irregularity, concerned Dispensing Officer can be charged under the NHQ-PCG/CGIAS Circular Number 13-19 dated 18 November 2019 for countenancing or tolerating an offender to the prejudice of good order and discipline.

## VI. TREATMENT/DISPOSITION OF DRs:

a. The 1st DR incurred by erring personnel shall serve as a warning. The personnel shall immediately correct his offense/defects and report the same to the reporting/ awarding Authority.

b. The 2nd DR with the **same or different nature** of offense incurred within a period of three (3) months by erring personnel shall be punished by any or all of the following: withholding of privileges for 30 days; restriction for 30 days; hard-labor without confinement for 15 days; and/or extra duties for 15 days.

c. The 3rd DR with the **same or different nature** of offense incurred within a period of three (3) months by erring personnel shall be punished by any or all of the following: Admonition; withholding of privileges for 30 days; restriction for 30 days; hard-labor without confinement for 15 days; and/or extra duties for 15 days. Provided, that commission of acts constituting minor or light offenses for three (3) times regardless if the same is committed within a three-month period shall be considered as Less Grave Offense under Section IX.C(19) of NHQ-PCG/CGIAS Circular Number 13-19 dated 18 November 2019 and shall be referred to the PCG Disciplinary Board for proper disposition of case.

d. DRs which are revoked shall not be included in the counting as enumerated in paragraphs a to c above.

e. A separate DR system shall be implemented by training institution for training purposes specifically for Coast Guard Officers Course, Coast Guard Man's Course, and other basic trainings. DRs issued by this training institution to their trainees during the conduct of training shall not be considered as part of the DR system of the PCG. Provided, that DR's issued to Coast Guard personnel undergoing Basic Course and Advance Course or any schooling shall form part of the DR system of the PCG.

- f. The Service/Unit/Operating Commander shall apply this DR system during the conduct of Saturday Ranks and Barracks Inspections.

**VII. PUNISHMENT FOR WITHHOLDING, DELAYING AND INACTION IN CONNECTION WITH THE DISPOSITION OF DRs:**

Authorities concerned are duty bound to report violations of regulations observed during their tour of duty or in the exercise of their official function. Failure to perform such responsibility shall make them liable under the NHQ-PCG/CGIAS Circular Number 13-19 dated 18 November 2019 for countenancing or tolerating an offender to the prejudice of good order and discipline.

**VIII. REPORTING SYSTEM:**

C, CGHRMU shall render periodic reports to Commander, CGHRMC (Attn: HR-1) on the status of the implementation of this policy on a monthly basis. It shall contain the following: names; number; offense; status; and action taken. (**ANNEX F-Periodic Report on DRs**). Thereafter, the C, CGHRMC shall render report to the Coast Guard Inspector General for information.

**IX. AMNESTY:**

The Commandant, PCG and Secretary of Transportation may grant amnesty to all standing punishments during the following occasion:

- a. Visit of a foreign dignitary
- b. Anniversaries
- c. Holiday celebration
- d. Visit of the President; and
- e. During the occasion of Special Recognition for the PCG

**X. REPEALING CLAUSE:**

All publication not consistent with the provisions of this policy is hereby rescinded.

**XI. TRANSITORY PROVISIONS:**

C, CGHRMC in coordination with the different HRMUs shall orchestrate a dissemination campaign to inform all PCG personnel of this policy. This shall be done within the period of one (1) month upon publication.


**XII. EFFECTIVITY:**

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

**BY COMMAND OF ADMIRAL URSABIA JR:**

OFFICIAL:

**FERDINAN B PICAR**  
**COMMO PCG**  
Chief of Coast Guard Staff

  
**MARIE SHERMAINE Y ANDRADE**  
**CDR PCG**  
Acting Coast Guard Adjutant

Annexes:

- A - Sample DR
- B - List of Minor Offenses for DR Purposes
- C - DR Forms/ Unit Punishment Book Requisition Form
- D - DR Receipt Form
- E - Notice of Awarded DR to Reporting Officer
- F - Periodic Report on DRs
- G - Table of Authorized Punishments for DRs
- H - Flow Chart of DRs
- I - Unit Punishment Book Format



**ANNEX A – Sample DR**

FRONT PAGE

**PCG DELINQUENCY REPORT FORM**

|   |  |
|---|--|
| RANK L/NAME F/NAME MI SN<br>BOS UNIT  | 1ST 2ND 3RD DR   |
| SW2 REALIZA ROBERTO A 11111 PCG   | PUNISHMENT<br>(Kaparusahan )   |
| OFFENSE<br>(Pagkakamali )<br><br>Improper uniform, that is wearing a blue<br>under shirt in his BDA ooa 010 830 Jul 08 at<br>COAST GUARD BASE TAGUIG  |  |
| Note: A separate DR form will be used for each offender and for<br>each offense committed. Include time and date of Delinquency in<br>"offense"<br>(Paalala: Gumamit ng hiwalay na DR sa bawat nagkasala at sa<br>bawat pagkakamali. I lagay ang oras at araw ng "pagkakamali")<br><br>ORIGINAL<br>(OFFENDER'S COPY ) | LT RODOLF B LAVADIA JR PCG<br>C, HSG, HRMC<br><br>ORIGINATOR OF REPORT |

Conti.... ANNEX A – Sample DR

BACK PAGE ( Note: Second and third copy will not have this portion)

| <b>EXPLANATION</b>  |                    |
|---|--------------------|
| <p>_____ I did/did not commit this offense.<br/>(Ginawa ko/hindi ko ginawa ang pagkakamaling ito).</p> <p>_____ I did/did not intend to violate Rules and Regulations.<br/>(Sinadya ko/hindi ko sinasadya na labagin ang mga alituntunin at patakaran).</p> <p>The circumstances are as follows:<br/>(Ang salaysay ng pangyayari ay ang sumusunod):</p> | <p>Date: _____</p> |
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>   |                    |
| <p><u>Name and signature</u></p>  |                    |
| <p>Note: (Paalala):</p> <p>1. Use a separate sheet if necessary.<br/>(Gumamit ng karagdagang papel kung kinakailangan).</p> <p>2. Submit within twenty four (24) hours upon receipt. ( Ipasa sa loob ng dalawampu't apat na oras pagkatanggap nito).</p>  |                    |

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## **ANNEX B – List of Minor Offenses for DR purposes**

### **MINOR OFFENSES**

#### **Personal Appearance/Bearing**

1. Unshaved
2. Hair sticking out of nose or ears
3. Unshined shoes/dirty hop shoes
4. Wearing unauthorized shoes
5. Wearing unauthorized socks
6. Long finger nails
7. Dirty finger nails
8. Unironed uniform
9. Wearing unauthorized under shirt
10. Wearing unauthorized athletics uniform
11. Using unauthorized badges/insignias
12. Sporting unauthorized jewelries/accessories
13. Wearing of incomplete uniform in public places
14. Sporting tattoo
15. Slouching in formation
16. Standing on one leg
17. Sporting unauthorized hair cut

#### **Actions/Behavior in public places while in uniform**

1. Spitting in public
2. Smoking/throwing of cigarette butts in prohibited areas
3. Smoking while walking in uniform
4. Littering
5. Loitering
6. Urinating in unauthorized areas
7. Horse playing
8. Chewing gum in public
9. Chewing gum while walking in uniform
10. Wearing incomplete uniform in public places
11. Engaging in a drinking spree while in uniform

#### **Actions/Behavior inside camp**

1. Failure to greet/salute
2. Sleeping during office hours
3. Smoking in unauthorized areas inside camp
4. Playing computer games during office hours
5. Failure to observe due telephone courtesy
6. Playing card games

7. Late during formations/activities
8. Wearing of slippers inside camp facilities (ex: roads, offices, jogging lanes, canteens)
9. Not wearing of IDs
10. Shouting unnecessarily
11. Not side stepping when seniors are passing by (in narrow corridors)
12. Failure to report when called for
13. Failure to give feedback
14. Failure to comply to specific instruction
15. Murmuring and showing gripes without justifiable reason
16. Smoking while in uniform outdoors, except in designated smoking areas.
17. Smoking inside military installations/buildings other than the designated smoking areas.
18. Listening to music/radio while posted as guard.
19. "Texting" while posted as guard.

### **Violation of minor traffic rules**

1. Illegal parking
2. Over speeding
3. Not turning off headlights while entering the gates
4. Not functioning of tail/signal lights
5. Dirty military/gov't vehicle
6. Wearing of unauthorized motorcycle helmet
7. Improper uniform while driving
8. Driving under the influence of liquor
9. "Texting" while driving

### **Offenses during rank inspection under arms/ceremonies/parades and reviews**

1. Un-swabbed bore
2. Rusty/dirty rifle
3. Oily rifle
4. Loose sling
5. Missing cleaning paraphernalia
6. Missing rifle parts
7. Incomplete magazine/ammos
8. Incomplete combat rig
9. Moving in ranks
10. Not "keeping in step"
11. Uttering the wrong command
12. Late or wrong execution of command/s

### **Security Violations**

1. Improper handling of classified documents and materials
2. Improper storage of classified documents and materials
3. discussion of classified information through telephones

4. Failure to wear IDs while in camp
5. Failure to escort uncleared visitors within restricted areas
6. Disclosure of unit informants, vehicles, safehouses
7. Unauthorized reproduction and distribution of classified materials and documents
8. Disclosure of plans and activities of friendly units to unauthorized persons
9. Loss of classified documents and materials
10. Disclosure of classified information, material and equipment to unauthorized persons.
11. Unauthorized destruction of classified documents
12. Improper transmission of classified documents, information and materials
13. Loss of security tags
14. Allowing uncleared and unidentified people access to classified materials and security facilities
15. disclosure of security passwords
16. Failure to report security infractions to proper authorities
17. Failure to safeguard classified information to friends and relatives
18. Taking photographs within restricted areas
19. Failure to report the unnecessary loss or damage of calssified documents and materials
20. Failure to classify documents
21. Failure to make appropriate markings on classified documents
22. Failure to maintain an inventory of classified materials and documents in his responsibility/possession
23. Failure of personnel officially designated to impose security regulations

ANNEX C DR Requisition Form/ Unit Punishment Book Requisition Form

HEADQUARTERS

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Date

SUBJECT: DR Forms/Unit Punishment Book, Request for

TO: Commander, HRMC  
Headquarters, HRMC  
56 ML Quezon St., Purok 1, New Lower Bicutan, Taguig City  
Attn: HR-4

1. Reference: Status of DR forms/Unit Punishment Book of this Unit/Command as of \_\_\_\_ .
2. Per above reference, be informed that this Unit/Command has lacking DR Forms/Unit Punishment Book based on the latest status thereof. (see attached)
3. ITC, request provide \_\_\_\_ booklets of DR forms (for DR Forms) / \_\_ copies of Unit Punishment Book to be distributed as follows:

| Unit         | Nr of DR Forms/<br>Nr of Unit Punishment Books |
|--------------|--|
| a.           | 1  |
| b.           | 20   |
| c.           | 20   |
| <b>TOTAL</b> | <b>41</b>                                      |

4. For your favorable action.

FOR THE COMMANDER/HEAD OF OFFICE:

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(Adjutant/Admin Officer)



**ANNEX D DR Receipt Form**

**HEADQUARTERS**

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Date

SUBJECT: DR Receipt Form

TO: Commanding Officer/Awarding Authority

24. Reference: (DR dtd \_\_\_\_\_ issued by \_\_\_\_\_).
2. This is to certify that the undersigned received the DR with the following awards on \_\_\_\_\_ at \_\_\_\_\_.
3. For your information.

SIGNATURE

RANK, NAME and SERIAL NUMBER  
Offender

**ANNEX E            Notice of Awarded DR to the Reporting Authority**

**HEADQUARTERS**

\_\_\_\_\_

\_\_\_\_\_

date

SUBJECT:            Notice of Awarded DR to the Reporting Authority

TO:                    (Name and Address of Reporting Authority)

1. Reference: (DR dtd \_\_\_\_\_ issued by \_\_\_\_\_)
2. Request be informed that your issued DR dtd \_\_\_\_\_ against \_\_\_\_\_ for committing \_\_\_\_\_, has been awarded/revoked by this Headquarters/Office with the punishment of \_\_\_\_\_ on the following grounds:
  - a. (enumerate grounds)
  - b.
3. Attached herewith is the photocopy of the Original DR.
4. For your information.

SIGNATURE  
NAME , RANK  
Awarding Authority



**HEADQUARTERS**

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DATE

SUBJECT: Disposition of DRs for the Month of \_\_\_\_\_

TO: Commander, HRMC  
 Headquarters, HRMC  
 56 ML Quezon St., Purok 1, New Lower Bicutan, Taguig City  
 Attn: HR-1

1. Reference: (state references)
2. Herewith is the disposition of DRs of this Headquarters for the Month of \_\_\_\_\_:

| NR | RANK & SN                       | NAME | UNIT | DATE OF OFFENSE | OFFENSE                         | STATUS  | RECOM/ACTION TAKEN | REMARKS   |
|----|---------------------------------|------|------|-----------------|---------------------------------|---------|--------------------|---|
| 1. | SN1 Juan Dela Cruz<br>PCG 11111 |      | HRMC | 01 May 2020     | Smoking in an unauthorized area | Awarded | Warning            | -2nd Offense  |
| 2. | PO3 Pedro Pendoko<br>PCG 22222  |      | HRMC | 02 May 2020     | Unshined shoes                  | Awarded | For correction     | 1 <sup>st</sup> Offense                                 |
| 3. | LT PILIO M YADO<br>PCG          |      | HRMC | 04 May 2020     | Not Saluting                    | Revoked | Revoked            | Subj could not properly salute due to right hand injury |

3. Yellow copies of DRs are hereby attached.
4. For your information.

\_\_\_\_\_  
 Unit Commander

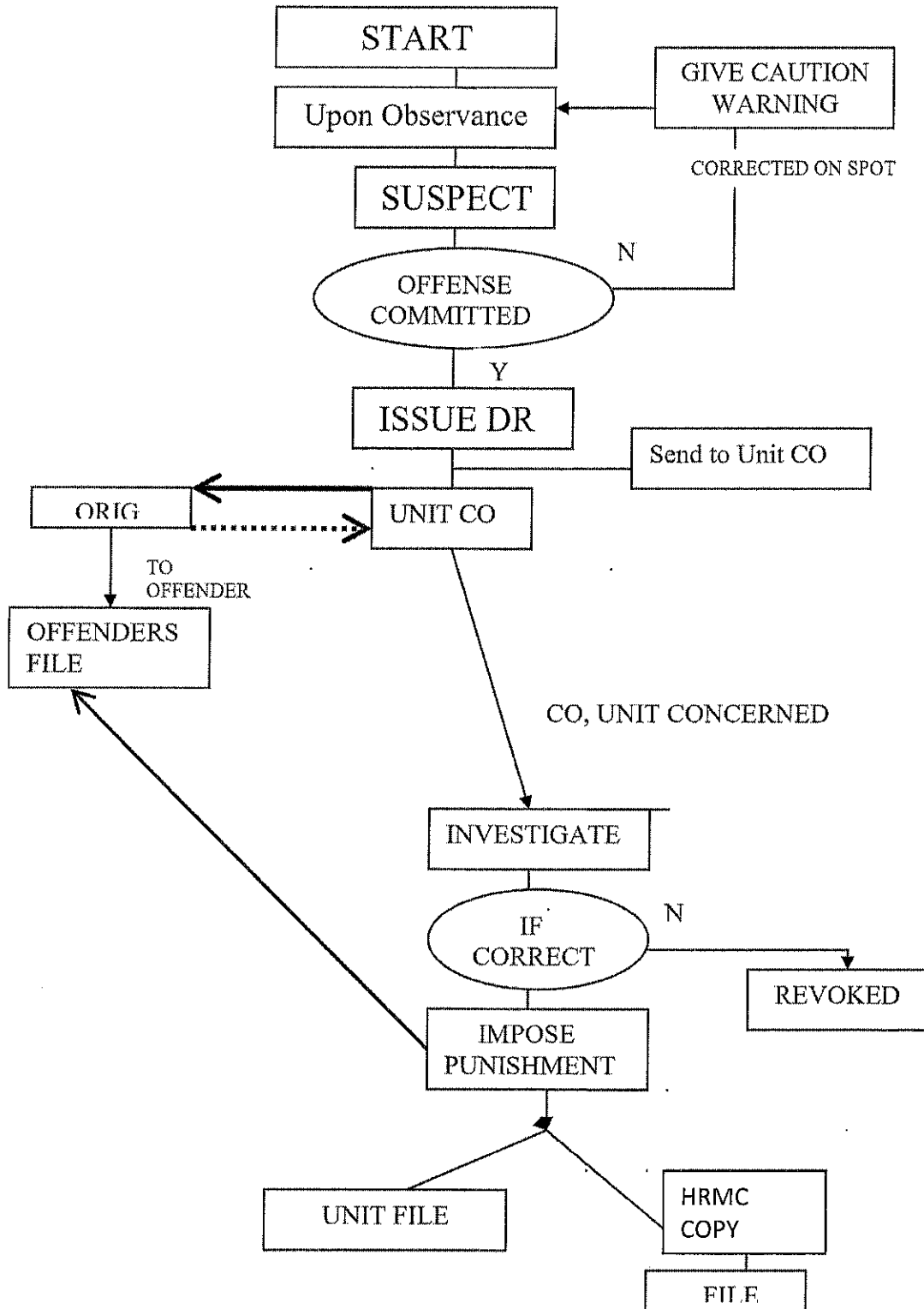
**ANNEX G – Table of Authorized Punishments for Delinquency Reports**

(Note: The punishment is meted to offenders who committed the offense/s within a period of three (3) months, after the laps of three (3) months and a new offense is committed, counting will start anew.)

| <b>AUTHORIZED PUNISHMENTS</b>       | <b>1<sup>st</sup> Offense</b> | <b>2<sup>nd</sup> Offense of the same nature</b> | <b>2<sup>nd</sup> Offense of Different Nature</b> | <b>3<sup>rd</sup> Offense with the same nature</b> | <b>3<sup>rd</sup> Offense with Different Nature</b> |
|-------------------------------------|-------------------------------|--|---|--|---|
| <b>1. Warning for correction</b>    | Yes                           | No   | Yes   | No   | No  |
| <b>2. Admonition</b>                | No                            | No   | No  | Yes  | Yes   |
| <b>3. Reprimand</b>                 | No                            | No   | No  | No   | No  |
| <b>4. Withholding of Privileges</b> | No                            | 30 days  | 30 days   | 30 days  | 30 days   |
| <b>5. Restriction</b>               | No                            | 30 days  | 30 days   | 30 days  | 30 days   |

|                                   |    |         |         |         |         |
|-----------------------------------|----|---------|---------|---------|---------|
| 6. Hard Labor w/o confinement     | No | 15 days | 15 days | 15 days | 15 days |
| 7. Extra Duties                   | No | 15 days | 15 days | 15 days | 15 days |
| 8. Reduction in Rank/<br>Demotion | No | No      | No      | No      | No      |

ANNEX H - Flowchart of Delinquency Reports





**HEADQUARTERS COAST GUARD HUMAN RESOURCE MANAGEMENT COMMAND  
PUNISHMENT BOOK**

5 14 17

# HUMAN RESOURCE MANAGEMENT COMMAND PUNISHMENT BOOK

| Case Nr | Rank/Name/SN                  | Date of Entry | Date of Offense | Offense/<br>Nature of Offense | Place of Commission | Reason/s of the Offender | Punishment Imposed/Status | Authority | Signature of Offender | Remarks |
|---------|-------------------------------|---------------|-----------------|-------------------------------|---------------------|--------------------------|---------------------------|-----------|-----------------------|---------|
| 1       | SN1 Mar B Losel<br>720978 PCG | 06 Apr 2020   | 14 Feb 2020     | Overspeeding                  | HQ, HRMC            |                          | A                         |           |                       |         |
| 2       | PO3 Tam P Osyok<br>780956 PCG | 21 Apr 2020   | 01 Jan 2020     | AWOL                          | HQ, HRMC            |                          | W                         |           |                       |         |
| 3       |                               |               |                 |                               |                     |                          |                           |           |                       |         |
| 4       |                               |               |                 |                               |                     |                          |                           |           |                       |         |
| 5       |                               |               |                 |                               |                     |                          |                           |           |                       |         |
| 6       |                               |               |                 |                               |                     |                          |                           |           |                       |         |
| 7       |                               |               |                 |                               |                     |                          |                           |           |                       |         |
| 8       |                               |               |                 |                               |                     |                          |                           |           |                       |         |
| 9       |                               |               |                 |                               |                     |                          |                           |           |                       |         |
| 10      |                               |               |                 |                               |                     |                          |                           |           |                       |         |

**LEGEND:**

- A Admonition
- F Forfeiture
- RD Reprimand
- W Withholding of Privileges
- RN Restriction
- HL Hard Labor
- D/C Detention/ Confinement
- D Demotion