



PAMBANSANG PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard)

139 25th Street, Port Area,

1018 Manila

NHQ-PCG/CG-1

03 January 2025

**CIRCULAR
NUMBER 02-25**

**GUIDELINES ON THE GRANTING OF HAZARD PAY FOR PCG
HEALTH WORKERS (PHW)**

1. REFERENCES

- A. Republic Act No. 7305, entitled "Magna Carta Allowance of Public Health Workers" dated 26 March 1992;
- B. Revised Implementing Rules and Regulations of RA 7305 dated 02 December 1999;
- C. Department of National Defense Circular No. 20 dated 09 Dec 1994;
- D. Section 6 of Executive Order Nr 477, entitled "Transferring the Philippine Coast Guard to the Department of Transportation and Communications" dated 15 Apr 1998; and
- E. Department of Health Administrative Order Nr 2006-001, entitled "Amended Guidelines on the Payment of Hazard Pay to Public Health Workers under R.A 7305" dated 16 May 2006.

2. GENERAL

Philippine Coast Guard Public Health Workers performing actual hazard duties as enumerated in this Circular and as determined by the Secretary of Health or the Head of the Unit with the approval of the Secretary of Health, shall be compensated with Hazard Pay equivalent to at least twenty-five (25%) of the monthly basic salary of health workers with the rank of LTJG and below or Salary Grade 19 (SG 19) and below, and fifteen to ten percent (15% to 10%) for health workers with the rank of LT and above or Salary Grade 20 (SG 20) and above, subject to the policies and procedures as prescribed hereunder and the availability of funds.



BAGONG PILIPINAS

Page 1 of 6

88

3. PURPOSE

This Circular prescribes the rules and regulations governing the grant of hazard pay to PCG Public Health Workers, including but not limited to Officers, Non-Officers and Non-Uniformed Personnel, exposed to great danger, contagion, radiation, volcanic activity/ eruption, occupational risks or perils of life.

4. SCOPE

This Circular applies to all PCG Health Workers including but not limited to Officers, Non-Officers and Non-Uniformed Personnel qualified by this Circular to perform hazard duty and receive hazard duty allowance.

5. DEFINITION OF TERMS

- A. **Hazard** – is a source or a situation with potential for harm in terms of injury or ill health.
- B. **Hazard Pay** – is an additional compensation for performing hazard duties that could risk the health and safety of PCG Health Workers.
- C. **PCG Health Workers** – refers to the PCG Officers, Non-Officers and Non-Uniformed Personnel performing hazard duties.

6. HAZARD DUTIES

To qualify for the hazard duty pay, the PCG personnel must be performing tasks or assigned in the following areas and circumstances;

- A. Work areas in PCG Medical/Dental/Nursing Units/Facilities (Station Hospitals Infirmaries, Dispensaries, Clinical Detachments, Mobile Medical/Dental Teams, First Aid Stations), which shall include PCG health workers but not limited to medical and allied health personnel involved in the delivery of services to patients with contagious and communicable diseases or engaged in the performance of duties during emergencies;
- B. Radiation-exposed areas/clinics, such as laboratories and service workshops which involves operation of radiation-emitting equipment and handling of radioactive and toxic substances;
- C. Works areas where rescue operations/evacuation have to be carried out due to natural calamities, where PCG health workers/rescuers are directly and actually exposed to harm, danger or occupational risks or perils to life in the course of performing their duties. Included are members of any Medical Search and Rescue (SAR) Team involved during actual SAR missions, in time of maritime disasters, natural calamities or weather disturbances;



- D. Chemical and medical laboratories where PCG health workers receive and directly handle infectious specimens or materials;
- E. Members of any Medical/Dental Team involved in medical/dental civic action programs (MED/DENT CAP), PCG missions aboard SAR vessels, civil disturbances, or mass casualty incidents. Also included are PCG-sanctioned missions requiring the presence of PCG Medical/Dental Teams, either aboard PCG assets or placed in DS Status with other military, government or private institutions;
- F. Work areas involving direct handling of laboratory animals for purposes of experimentation, research, observation and the like; and
- G. Work areas in the health offices of the PCG where Public Health Workers are exposed to occupational risks, perils of life or physical hardships while performing administrative and support services regardless of employment status.

7. AUTHORITY TO GRANT HAZARD DUTY ALLOWANCE

Only the Commandant, Philippine Coast Guard may approve and authorize the performance of hazard duties, and the payment of hazard pay.

8. POLICIES

The following policies shall serve as the guidelines in authorizing the performance of hazard duties and granting of hazard pay;

- A. Only the PCG health workers who specifically perform health-related duties as enumerated in Section 6 of this Circular shall be given the authority to receive hazard pay.
- B. All requests for hazard pay must contain the following;
 - i. The description and scope of work of hazard duties performed by each personnel;
 - ii. Inclusive period(s) covered;
 - iii. The place(s) where the hazard duty (ies) was/were performed; and
 - iv. These details must be attested/certified by the unit commander concerned.

184

C. The following additional allowances shall only be given to the PCG Health workers – Non-Uniformed Personnel upon the request of Hazard Pay:

- i. Laundry Allowance: One Hundred Fifty Pesos (Php 150.00) regardless of rank/grade; and
- ii. Subsistence Allowance: Shall be entitled to full subsistence allowance of three (3) meals which may be computed in accordance with prevailing circumstances as determined by the Secretary of Health in consultation with the Management-Health Worker's Consultative Councils.

D. The rates of Hazard Pay per month of PHWs exposed to any above-mentioned risks shall be as follows:

PCG RANKS	SALARY GARDE	HAZARD PAY (% of Monthly Basic Salary)
LTJG	19 and below	25%
LT	20	15%
LCDR	21	13%
CDR	22	12%
CAPT	23	11%
COMMO	24	10%

E. PCG personnel who are under any, a combination, or all of the following instances for at least eleven (11) working days in a month shall not be entitled to Hazard Pay:

- i. On vacation or sick leave with or without pay;
- ii. On full time attendance in a training, seminar, scholarship grant, or any similar activity; and
- iii. While availing of other leave privileges such as:
 - a. Maternity Leave;
 - b. Paternity Leave;
 - c. Special Leave Privilege;
 - d. Parental Leave for Solo Parents;
 - e. Special Leave Benefits for Women;
 - f. Rehabilitation Leave; and
 - g. Study Leave

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9. PROCEDURE

- A. The Chief Surgeon, CG Medical Service; Dental Surgeon, CG Dental Service; and Chief Nurse, CG Nursing Service shall prepare the list of personnel entitled to perform hazard duties as prescribed in Section 6 of this Circular.
- B. The DCCGS for HRM, CG-1 shall countercheck all necessary requirements and submit the documents to the Commandant, PCG for his approval on the Authority to Perform Hazard Duty.
- C. Upon approval of the request, appropriate orders shall be issued granting the concerned Officers and Non-officers' authority to perform hazardous duties.
- D. On the last working day of the month, the concerned Unit shall submit to the O/CG-1 the monthly claim for Hazard Pay with complete requirements, to wit:
 - i. Endorsement and Validation of claims including after-activity report;
 - ii. Certification of the Unit Commander that the hazardous duty was actually performed in accordance with Section 6. Hazard duties or that the situation is immediately threatening to life and property;
 - iii. Computation of the HDP to be received in accordance with Section 8;
 - iv. Order of Authority to Perform Hazardous Duty; and
 - v. Certification from the Secretary of Health or the Head of Unit with the approval of the Secretary of Health.
- E. The DCCGS for HRM, CG-1 shall countercheck all necessary requirements and process the same for the approval of the Commandant, PCG
- F. Upon approval of the request, appropriate orders shall be issued granting the concerned PCG Health Worker's authority to receive HAZARD PAY.
- G. Disbursement Vouchers or payrolls covering payment of HAZARD PAY shall be supported by the Order issued by the appropriate approving authority granting the PCG Health Workers concerned with hazard pay, and other requirements as specified in Section 8.B of this Circular.

10. ADMINISTRATIVE SANCTIONS

Head of Offices/Units are directed to strictly comply with this Circular. Failure to conform, negligence or irregularities in its implementation shall be dealt with accordingly.



84

11. TRANSITORY PROVISION

The payment of the Hazard Pay for PHWs effective 04 June 2024 shall be based on the rates of Hazard Pay as stipulated in DBM-DOH Joint Circular No. 1 dated 15 July 2016.

12. RESCISSION

HPCG/TCS/CGDS Circular Nr 08-07 dated 06 December 2007 is hereby rescinded.


13. EFFECTIVITY

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

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICAL:

HOSTILLO ARTURO E CORNELIO
RADM **PCG**
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CDR **PCG**
Coast Guard Adjutant