



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

NHQ-PCG/CG-11

11 September 2025

**STANDING OPERATING PROCEDURE
NUMBER 11-25**

**GUIDELINES ON THE PAYMENT OF MOBILE COMMUNICATION EXPENSES
OF AUTHORIZED PCG PERSONNEL**

1. AUTHORITY

Republic Act No. 9993, entitled "The Philippine Coast Guard Law of 2009" and its Implementing Rules and Regulations (IRR) dated 27 July 2009.

2. REFERENCES

- A. Department of Budget and Management's Budget Circular No. 2024-2, Guidelines on the Payment of Communication Expenses of Certain Government Personnel dated 02 August 2024
- B. NHQ-PCG/CG-6 SOP No. 12-24, entitled "Revised Guidelines on the Grant of Mobile Communication Allowance" dated 04 June 2024

3. RATIONALE

The Philippine Coast Guard (PCG) is a uniformed maritime law enforcement agency responsible for various vital functions, including maritime safety, security, search and rescue, marine environmental protection and the enforcement of maritime laws. Additionally, the PCG responds to emergencies and disasters, assisting other government agencies. These responsibilities often require continuous coordination, rapid dissemination of information and swift decision-making across various units and operational areas.

With the growing reliance on digital and telecommunication tools, the PCG acknowledges the continuous need to provide postpaid lines and prepaid loads to its personnel, enabling them to perform their duties efficiently.

In relation to the issuance of the Department of Budget and Management's (DBM) Budget Circular No. 2024-2, this Standard Operating Procedure (SOP) is established to align with the guidelines for the payment of communication expenses for specific government personnel as outlined in the budget circular.



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4. PURPOSE

This Standard Operating Procedure (SOP) outlines the guidelines for the payment of mobile communication expenses incurred by authorized PCG personnel in the performance of their official duties and responsibilities.

5. SCOPE AND COVERAGE

This SOP shall cover the communication expenses incurred by authorized PCG personnel holding key positions at the National Headquarters, Coast Guard Functional/Support/Special Service/ Admin Support/ Technical Service Commands, Coast Guard Districts, CG Stations and Sub-Stations, Technical staff, and other PCG personnel not covered in this SOP as determined based on the exigency of the service.

6. DEFINITION OF TERMS

- A. **Communication expense** – refers to the costs incurred for the availment and use of mobile telecommunication services in aid of the performance of official duties and responsibilities, covering services generally available to the public, such as calls, text messages, internet connectivity/data and roaming services for voice calls, data and text messages for work-related matters.
- B. **Designation in an Acting Capacity** – refers to the imposition of additional and/or higher duties to be performed by a public official or employee, which is temporary and can be terminated at any time at the pleasure of the appointing officer or authority. This entails not only the exercise of ministerial functions associated with the position but also the exercise of discretion, as the person designated is deemed to be the incumbent of the position.
- C. **Mobile service provider** – refers to a public telecommunication entity, a virtual network operator, or any entity that provides mobile telecommunication services to subscribers.
- D. **Officer-In-Charge (OIC)** – refers to the designation held by officials or employees who have limited powers, are confined to administrative functions, and ensure that the office continues its usual activities.
- E. **Postpaid subscription** – refers to a mobile subscription in which service is provided by virtue of a prior arrangement with a public telecommunication entity, and the end-user is billed at the end of the monthly billing cycle based on the usage of the mobile service.
- F. **Prepaid mobile plan** – refers to a mobile subscription wherein credit is purchased in advance of service use, which can be paid upfront in-store, online or through an auto-charge feature. The purchased credit is used to pay for mobile phone services at the point the services are accessed or consumed.

184

- G. **Roaming service** – refers to the mobile subscriber's ability to automatically make and receive voice calls, send and receive data, including short messaging service or access other services outside the range of its home network while connected to another available mobile network, whether inside or outside the country.

7. POLICIES

A. Allowable Communication Expenses

Per Section 3.2 of DBM Budget Circular 2024-2, the PCG is encouraged to prescribe and adopt internal policies on the payment of a similar and reasonable amount for communication expenses that could better represent the ranks of personnel, operational requirements and other working conditions, consistent with the existing policies and guidelines. Thus, the following PCG personnel holding key positions shall be allowed a maximum monthly communication expense, regardless of the actual amount incurred, in aid of the performance of their official duties and responsibilities, as follows:

POSITIONS	AMOUNT (Php)
Commandant, PCG	8,000.00
Deputy Commandant for Operations, PCG	7,500.00
Deputy Commandant for Administration, PCG	
Chief of Coast Guard Staff, PCG Commanders of Functional Commands/ Special Service/ Admin Support/ Operational Support Commands	7,000.00
District Commanders Deputy Chief of Coast Guard Staff Technical Staff	6,500.00
Special Support Staff	5,000.00
Head of Civilian Affairs Chief Accountant Supply Accountable Officer, PCG	3,000.00

- B. Subject to approval and availability of funds, other PCG personnel holding key positions may be allowed to incur and claim reimbursement for communication expenses related to their official duties.
- C. The communication expenses incurred may be from any of the existing mobile service providers in the Philippines, whether through a postpaid or prepaid subscription.

- D. The fixed amount specified for allowable mobile communication expenses shall cover the costs of official communication expenses for local or international calls, roaming services, text messages and mobile internet/data subscriptions.
- E. The payment of mobile communication expenses over the allowed maximum monthly expense shall be shouldered by the PCG personnel concerned.
- F. PCG personnel authorized to reimburse their mobile communication expenses shall keep their mobile phone units turned on and readily accessible 24/7 to ensure continuous communication, especially during disasters, crises and official business hours. Any personnel whose mobile phone is inoperative or inactive for one (1) month will not be reimbursed for their communication expenses.
- G. Reimbursement for communication expenses of authorized PCG personnel who fail to submit the required documentation on time will not be processed.
- H. PCG personnel on leave for more than thirty (30) days, including sick, convalescent, maternity, study and others, shall not be eligible to claim reimbursement for their communication expenses.
- I. The payment or reimbursement of communication expenses shall be based on the number of days of actual work performance in a month, as follows:

Total Number of Days of Actual Work Performance in a Month	Communication Expenses for the Month
1 to 5	25% of the monthly communication expense
6 to 11	50% of the monthly communication expense
12 to 16	75% of the monthly communication expense
17 and more	100% of the monthly communication expense

- J. For PCG personnel designated through appropriate order as OIC or in an acting capacity for a position authorized for communication expenses, shall observe the following:

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Total Number of Days Designated as OIC or in an Acting Capacity	Eligibility
15 calendar days or less	Not entitled to incur the monthly communication expense for the position that he/ she is designated to
16 calendar days or more	Entitled to the maximum monthly communication expense for the position that he/she is designated to (or whichever is higher), subject to actual work performance

- K. All communication expenses shall be incurred with utmost judiciousness and prudence to ensure the efficient use of government funds. Authorized PCG personnel must avoid duplicating similar or related expenses, ensuring that expenditures are necessary, reasonable and aligned with the PCG's objectives.
- L. Authorized PCG personnel shall register/enroll only one (1) mobile number with the O/CG-1, and shall furnish a copy to O/CG-11 for record and information purposes, which will be considered as the PCG personnel's official number, and shall immediately notify said offices once the mobile phone number is changed in order to update the directory.

8. PROCEDURES

A. Documentary requirement:

Pursuant to DBM Budget Circular 2024-2, a **self-certification** that indicates the actual number of days of work performance in a month and affirms that the communication expenses incurred were official in nature and necessary for the performance of duties and responsibilities must be complied with for the processing of claims for mobile communication expenses. (**Annex A**)

B. Reimbursement Processing:

- i. CG-1 shall submit to O/CG-11 the list of names of PCG personnel authorized for reimbursement of mobile communication expenses, indicating the allowable monthly communication expenses; and
- ii. Authorized PCG personnel shall submit their respective self-certification to O/CG-11 on or before the 5th day of every month for the reimbursement of the preceding month's communication expenses;

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- iii. Upon receipt of the documentary requirements, O/CG-11 shall prepare its Obligation Request and Status (ORS), Disbursement Voucher (DV), Project Procurement Management Plan (PPMP), and Annual Plan and Budget (APB), and transmit them to the O/CG-6 for funding;
- iv. Subsequently, the CG Accounting Service shall process the payment and ensure that the reimbursement follows the allowable percentage of the monthly communication expense based on the total number of actual work performances in a month, and shall forward the DV to Flag Office for approval.

9. RESPONSIBILITIES

- A. Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1
 - i. Identify names of PCG personnel, Unit Commanders, and staff who are holding key positions based on the updated Table of Organization and Equipment (TOE);
 - ii. Prepare and submit to O/CG-11 the list of names of PCG personnel eligible for reimbursement of communication expenses, indicating the allowable or authorized monthly communication expenses;
- B. Deputy Chief of Coast Guard Staff for Comptrollership, CG-6
 - i. Allocate funds to DCCGS for MCWEIS, CG-11 for the payment of mobile communication expenses, subject to the availability of funds and compliance with existing budgeting, accounting and auditing rules and regulations.
 - ii. Monitor the timely payment of mobile communications expenses.
- C. Deputy Chief of Coast Guard Staff for Maritime Communications, Weapons, Electronics and Information Systems, CG-11
 - i. Verify and ensure that the claim does not exceed the allowed monthly communication expense.
 - ii. Prepare Disbursement Vouchers for authorized PCG personnel and facilitate payment for mobile communication expenses in coordination with other concerned units.
 - iii. Consolidate and maintain a list of official numbers of authorized PCG personnel holding key positions.

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- iv. Monitor, establish and maintain a directory of enrolled official numbers for consolidation, and recommend termination when inactive and unused.
- v. Responsible for the proper implementation of this policy.

D. Coast Guard Finance Service

Process claims for communication expenses of authorized PCG personnel.

E. Coast Guard Accounting Service Office

Check the completeness of documentary requirements, ensure accuracy of computations, record transactions and process the disbursement voucher related to the reimbursement of mobile communication expenses of authorized PCG personnel.

F. Coast Guard Internal Audit

Conduct internal audit to ensure effective and efficient implementation of this SOP and proper accountability of public funds.

10. FUNDING SOURCE

The amount required for payment under this SOP shall be sourced from the PCG's Maintenance and Other Operating Expenses (MOOE), subject to fund availability and approval by the Commandant, PCG, under the Office of the Deputy Chief of the Coast Guard Staff for Maritime Communications, Weapons, Electronics and Information Systems, CG-11, by existing budgeting, accounting and auditing rules and regulations.

11. RULES ON RESOLUTION OF QUERIES

Requests for clarifications or proper interpretation, and other relevant substantial issues and concerns, which may arise or which may be encountered in the course of the implementation of this SOP shall be referred to the Office of the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6 and the Office of the Deputy Chief of Coast Guard for Maritime Communications, Weapons, Electronics and Information Systems, CG-11, for resolution, subject to the approval of the Commandant, Philippine Coast Guard (PCG).

12. UPDATING AND REVIEW

The guidelines prescribed under this SOP shall be periodically reviewed and updated, as necessary, in accordance with subsequent policies on the matter.



13. REPEALING CLAUSE

NHQ-PCG/CG-6 Standard Operating Procedure Nr. 12-24 dated 04 June 2024, entitled “**Revised Guidelines on the Grant of Mobile Communication Allowance,**” is hereby repealed. All other orders, memoranda, circulars and issuances inconsistent with the provisions of this SOP are likewise repealed, amended or modified accordingly.

14. EFFECTIVITY

This SOP shall take effect on 29 August 2025.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

GLIDE GENE MARY G SONTILLANOSA
COMMO **PCG**
Acting Chief of Coast Guard Staff


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

Annex:

A – Self-certification



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C E R T I F I C A T I O N

This is to certify that the communication expenses incurred in the amount of Php _____ for the period covering the _____ were all official in nature and necessary to the performance of official functions.

This certification is issued to support reimbursement of the aforementioned expenses.

(Signature over Printed name of Authorized Personnel)
(Position/Designation)

Noted by:

(_____ Signature over Printed _____)
(Position/Designation)

84