



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

NHQ-PCG/CGIG-IAS

13 June 2025

**CIRCULAR
NUMBER 15-25**

**REVISED GUIDELINES AND PROCEDURES ON THE ISSUANCE OF
CERTIFICATE OF NO PENDING CASE**

1. REFERENCE

- A. Republic Act No. 9993, entitled "Philippine Coast Guard Law of 2009" dated 27 July 2009 and its Implementing Rules and Regulations;
- B. CGIAS Standing Operating Procedures No. 01-10, entitled "Guidelines in the Issuance of Certificate of No Pending Case" dated 23 August 2010;
- C. NHQ-PCG/CGIG-IAS Circular No. 11-22, entitled "Coast Guard Inspector General and Internal Affairs Service Guidelines and Governing Procedures in the Performance of its Functions" dated 18 July 2022;
- D. NHQ-PCG/CGIAS Circular No. 13-19, entitled "Revised Guidelines and Procedures on Disposition of Violation of Code of Conduct and Discipline for PCG Uniformed Personnel" dated 18 November 2019;
- E. NHQ-PCG/PCG-PGMC Standing Operating Procedures No. 12-23, entitled "Streamlined Guidelines on the Processing of Retirement/Separation Benefits, Gratuities Claims and other Entitlements of PCG Uniformed Personnel and their Beneficiaries" dated 25 July 2023;
- F. NHQ-PCG/CG-1 Circular No. 13-23, entitled "Re-enlistment of PCG Non-Officers" dated 01 September 2023;
- G. NHQ-PCG/CGFS Memorandum Circular No. 03-23, entitled "Guidelines on the Standard Loan Application for Philippine Coast Guard Personnel" and its amendments dated 19 April 2023; and
- H. HPA Letter Directive, entitled "PA Discipline Law Order Clearance System Operational Guidelines" dated 12 January 2005.



2. PURPOSE

This Circular prescribes the standard guidelines and procedures in the issuance of Certificate of No Pending Case (CNPC) and certification by the Coast Guard Inspector General and Internal Affairs Service (CGIG-IAS) as attestation of the administrative status of an individual personnel.

3. OBJECTIVE

- A. To establish standards, guidelines and procedures in the application and issuance of CNPC and certification;
- B. To ensure the efficient record tracking of administrative status of PCG personnel;
- C. To facilitate the generation of accurate data regarding administrative cases filed before the CGIG-IAS and other PCG disciplinary bodies; and
- D. To standardize and streamline CNPC and certification application and issuance.

4. SCOPE

This Circular applies to all Uniformed and Non-Uniformed personnel of the PCG.

5. DEFINITION OF TERMS

The following terms are hereby defined as indicated:

- A. **Administrative Case** – refers to administrative/disciplinary complaint/case against PCG personnel for breach of discipline/misconduct filed before any PCG investigating body/office or the Office of the Ombudsman.
- B. **Certificate of No Pending Case (CNPC)** – a document certifying that a certain PCG personnel has no ongoing or pending investigation or case filed before the CGIG-IAS or any disciplinary body within the PCG. In case a personnel is not under investigation or does not have a pending case within the PCG but is under investigation or with a pending case before any government disciplinary or hearing body, then a notation shall be included in the CNPC.
- C. **Certification** – when there is an investigation or a case is pending before any disciplinary board of the PCG or cases which were forwarded to any government investigative or hearing body, against a personnel or there is an existing support agreement that is not reflected in the personnel applying for CNPC, a certification indicating such status will be issued. Certification can either be:
 - i. **Certification of On-going Investigation (COI)** – issued to PCG personnel who have on-going investigation filed; or
 - ii. **Certification of Pending Case (CPC)** – issued to PCG personnel who have pending case filed before the PCG Disciplinary Board, any disciplinary body within the PCG, or has pending case forwarded to any government investigative or hearing body.

- iii. **Certification of Existing Support Agreement (CESA)** – issued to PCG personnel who are eligible for CNPC for purposes of loan but have existing support agreement that is/are not reflected in the payslip or is not considered in the computation of Net Take Home Pay. (see **Annex B**)
- D. **Case Records Management Database** – refers to a database that contains records of ongoing and resolved PCG personnel cases, investigator profiles and case resolutions, and is managed by the CGIG-IAS central records unit.
- E. **Financial Institutions or Associations (FIAs)** – refers to any organization or entities that provide financial services, facilitate financial transactions or support economic activities that are duly accredited by the BSP, CDA and SEC, who has an existing memorandum of agreement with the PCG for authorized payroll deductions.
- F. **SNRP** – shall refer to “support not reflected on payslip”
- G. **Net Take Home Pay (NTHP)** – the actual amount paid to personnel after all mandatory and authorized deductions as reflected on the payslip.
- H. **Payslip** – the official document issued monthly to individual personnel containing statements of earnings and deductions, processed and released by the Coast Guard Finance Service.

6. GENERAL GUIDELINES

- A. The CGIG-IAS has the sole authority in monitoring, enforcing, reviewing and issuance of CNPC, COI/CPC when there are pending or ongoing case or investigation, or CESA when the personnel applying for CNPC for loan purposes has an existing support agreement that is not reflected on the payslip or is not considered in the NTHP computation.
- B. The Coast Guard Inspector General shall be the only authorized signatory for CNPC or COI/CPC/CESA. However, TCGIG may, upon his or her discretion, delegate the authority to sign for a specific purpose or for all categories of CNPC or COI/CPC/CESA to Officers under his/her Command. Such authority may be delegated to the Deputy CGIG or the Chief of IG Staff. OICs of CGIG-IAS field units may also be authorized by TCGIG to sign and issue CNPC/COI/CPC/CESA within their area of jurisdiction for loan purposes only. No CNPC/COI/CPC/CESA shall be considered valid without the checking and verification counter signatures and the CGIG-IAS dry seal.
- C. The CGIG-IAS central records unit is the unit primarily responsible for the processing and releasing of CNPC/COI/CPC/CESA.
- D. The CNPC may be categorized by their purpose, which may be, but not limited to, application for commissionship, re-enlistment, promotion, compulsory or optional retirement, complete disability discharge, posthumous retirement, posthumous separation, separation from the PCG service, foreign and/or local schooling, application for special disbursing officer (SDO), application for petty cash fund custodian (PCFC), official or personal travel abroad, re-instatement, loan, permit to study after office hours or issuance of firearm-related permits.

- E. CNPC/COI/CPC/CESA shall only be applied personally by the personnel requesting such, through walk-in, online or QR code.
- F. For specific purposes, CNPC/COI/CPC shall be applied through directives from the National Headquarters or through requests from concerned Central Staff Offices or Units.
- G. For loan application, the requesting personnel should indicate clearly in their application, by appending an authorization, naming the person or representative who shall claim the CNPC or certification. If the requesting personnel has an existing support agreement not reflected in his/her payslip or not considered in his/her NTHP, it shall be indicated in the application.
- H. Only official application for CNPC or certification shall be made in a group and such shall be released directly to the requesting PCG unit only. Private entities, companies and institutions are not allowed to apply for CNPC or certification on behalf of PCG personnel.
- I. For personnel applying for CNPC for loan purposes, any existing support agreement not reflected on his/her payslip shall be taken into consideration. No CNPC or certification will be issued if the minimum required NTHP plus the agreed amount for support has been reached.
 - i. A certification may be issued if the party receiving SNRP agrees in writing, which is duly notarized. Such document will be an annotation to the original support agreement between the parties.

7. REQUIREMENTS

Purpose	Requirements
Promotion/ Commissionship/ Re-enlistment	– Directives – Application request from CGHRMC/CG-1 or duly accomplished request form
Compulsory/ Optional Retirement	– Duly accomplished request form – Personnel Action Form – Unit Clearance
Separation from the PCG-DOTr Service	– Duly accomplished request form – Personnel Action Form – Unit clearance
Posthumous Separation/ Complete Disability Discharge (CDD)	– Death certificate (by survivor officer/ PO) or – Medical certificate duly certified by CGMED
Special Disbursing Officer (SDO) and Petty Cash Fund Custodian (PCFC)	– Special orders – Other relevant documents

Official travel abroad / foreign schooling/ foreign posting/ local posting outside PCG	- Application request from concerned NHQ office or staff - Directives - Special Orders - Recommendation or endorsement letter
Local schooling/ Permit to study after office hours	- Duly accomplished request form - Personnel Action Form - Endorsement or recommendation letter from Unit Commander - Special order, if any
Firearms License / PTCFOR	- Duly accomplished request form/ letter request/ endorsement from Head of Unit - Photocopy of updated PCG Identification Card - Duly accomplished application form for FA ID / PTCFOR - FA ID for PTCFOR application
Travel Abroad (Personal)	- Duly accomplished request form - Duly accomplished Personnel Action Form - Passport - Travel ticket - Letter invitation, when applicable - Must be applied at least two (2) months prior to stated travel date - For emergencies, the preceding two-month period may be waived upon presentation of pertinent documents (e.g. medical certificate/record or death certificate)
Loan	- Duly accomplished request form - Pay slip duly authenticated by respective Administrative Officer with minimum net take home pay (NTHP) set forth under existing laws and policies - Other supporting documents (e.g. medical certificate, declaration of state of calamity from barangay)

8. PROCEDURES

The following procedures must be observed in applying for CNPC or certification:

- A. The requesting party must submit the requirements stated in Title VII of this Circular through personal appearance, online, QR Code or official request. Official requests are requests made by or through any unit or office of the PCG for personnel under their jurisdiction.

- B. A Clearance logbook must be properly maintained by the central records unit including the records section of the field units of the CGIG-IAS. Details of the requesting party (name, rank, serial number, purpose, present assignment) must be properly logged in the Clearance logbook.
- C. The request shall state the specific purpose for the CNPC/COI/CPC/CESA, and in no time shall the purpose be “for whatever legal purpose it may serve”.
- D. For accuracy and security, the name and signature of the authorized personnel who prepared and verified the CNPC shall be indicated on the document. The records management system database is restricted to authorized personnel only and shall not be randomly accessible by anyone.
- E. Upon verification in the database that the personnel concerned have no ongoing or pending case or existing support agreement, the CRAU or CGIG-IAS field unit can issue the CNPC.
- F. On the other hand, if it appears in the database that a certain PCG personnel has a hit, or has an existing support agreement not reflected on his/her payslip, the following remarks should be indicated in the certification:
- i. **Ongoing administrative investigation** – derogatory reports and those investigations before the CGIG-IAS shall not be considered as a pending case.
 - ii. **With Pending Case** – all cases that are being held for investigation or hearing before the PCG Disciplinary Board, Efficiency and Separation Board, PCG Special Drugs Board, Committee on Decorum and Investigation, Academic Board, and such other bodies/board which can recommend and/or impose penalties against an erring PCG personnel that is created or authorized by an NHQ-approved policy/circular or by existing laws including cases pending before the Ombudsman or any civil courts.
 - iii. **With Existing Support Agreement** – If the applicant has an existing support agreement that is not reflected in the payslip, CESA (see **Annex B**) shall be issued. CESA is applicable for purposes of loan only. The amount agreed upon in a support agreement shall be considered in the computation of NTHP, similar to allotments.
- G. The application for CNPC shall be from 0800H to 1500H, Mondays to Thursdays only, while releasing will be until Friday. Applications made beyond the specified time will be issued during the next release period. No walk-in application for clearance shall be entertained on Friday, Saturday and Sunday. Applications thru online or QR code made beyond the specified time shall be processed on the following application-period schedule indicated herein.
- H. Any means and signs of tampering made on the face of the document such as erasures or superimpositions will render the clearance invalid.

- I. The CNPC for the loan application should be done by individual personnel and may be claimed by the applicant or any person authorized with a corresponding claim stub or authorization letter. Requests for CNPC for loan is a personal responsibility. Hence, it cannot be requested by anybody. Likewise, FIAs have no authority to apply for CNPC for and on behalf of an individual PCG personnel, but may be authorized to claim the CNPC. Any person duly authorized to claim a CNPC/COI/CPC/CESA is required to show a valid government issued ID and indicate their full name on the logbook.
- J. A personnel who is applying for CNPC for purposes of loan may do so only once in thirty (30) days. For a change in financial/loan institution or association or when the original copy of the CNPC was damaged, the personnel may request for reissuance within ten (10) working days provided that, the CNPC, even damaged, shall be returned. If more than ten (10) working days have lapsed from the date of release of the CNPC, the thirty (30) days reglementary period shall apply.
- K. CNPC/COI/CPC/CESA shall be claimed within ten (10) working days from the releasing date. If unclaimed within ten (10) working days, the CNPC/COI/CPC/CESA shall be discarded and the thirty (30) days reglementary period shall apply.
- L. CNPC shall contain the rank, name, serial number, unit assignment and the purpose of the CNPC including the name of the FIA if for loan application.
- M. The CNPC/COI/CPC/CESA are issued for free, any person found to require payment of any consideration for its issuance shall be liable criminally and administratively.

9. VALIDITY

Purpose	Validity
Commissionship, re-enlistment, promotion, compulsory or optional retirement, posthumous retirement, posthumous separation, complete disability discharge (CDD), separation from the PCG service, foreign and/or local schooling, special disbursing officer (SDO), petty cash fund custodian (PCFC), official or personal travel abroad, re-instatement, permit to study after office hours and for other specified legal purpose.	Six (6) Months
Application for Loan to FIAs	Thirty (30) Days

10. PENALTY

- A. Tampering of CNPC/COI/CPC/CESA or any parts thereof shall make the person responsible liable for misconduct. The penalty for this act shall be suspension without pay for six (6) months to dishonorable discharge from the service.

- B. Simulation of CNPC/COI/CPC/CESA is strictly prohibited and is punishable by dishonorable discharge from the service.
- C. Collection of fees in relation to the issuance of CNPC/COI/CPC/CESA shall carry the penalty of one-month suspension without pay for first time commission of any PCG personnel, six (6) months suspension without pay if committed by liaison officers/ personnel, and dishonorable discharge from the service if committed by any of the personnel assigned with CGIG-IAS.
- D. Individuals not directly connected with the PCG who engage in fixer activities that involve soliciting, accepting or collecting fees in relation to the issuance of CNPC/COI/CPC/CESA shall be proceeded upon criminally by the PCG. When found guilty before a court of law, such individuals shall be blacklisted and disseminated to the different PCG-accredited FIAs.

11. RESCISSION

Other policies inconsistent with this Circular are hereby rescinded upon approval by the Commandant.

12. EFFECTIVITY

This Circular shall be implemented effective 13 June 2025.

After two (2) years, this Circular may be reissued, amended or revised, unless otherwise a law on the contrary is issued.

BY COMMAND OF VICE ADMIRAL YBAÑEZ PCG:

OFFICIAL:

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


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

Annexes:

- A – Request Form
- B – Certification of Existing Support Agreement (CESA)

REQUEST FORM

Certificate of No Pending Case
Application Form

Control Number: _____

Name: _____

Unit: _____

Date request: _____

Purpose: _____

Contact #: _____

Requestee
Signature over Printed nameCertificate of No Pending Case
Claim Stub

Control Number: _____

Name: _____

Unit: _____

Date request: _____

Purpose: _____

AUTHORITY TO CLAIM

This authorized _____

(Name)

to Claim the Certificate No Pending Case of the
above subject._____
Claimant/Requestee
Signature over Printed name

Note: Claimant should bring their government issued ID

CERTIFICATION OF EXISTING SUPPORT AGREEMENT (CESA)



Philippine Coast Guard
OFFICE OF THE INSPECTOR GENERAL
COAST GUARD INSPECTOR GENERAL AND INTERNAL AFFAIRS SERVICE
Muelle dela Industria, Farola Compound
Binondo, Manila

15 December 2024

CGIG-IAS CTRL NR: 1224-0001

CERTIFICATION OF EXISTING SUPPORT AGREEMENT

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT **ENS JUAN F DELA CRUZ O-1234** presently assigned at **CGIG-IAS** has no pending administrative case to date per available records of this Unit BUT HAS EXISTING SUPPORT AGREEMENT for **Php10,000.00 monthly support** for his/her child/children.

The personnel's payslip reflects that he/she has already reached the minimum NTHP and is not advised for loan application as it will result in breach of existing support agreement.

This certification is issued upon the request of subject Officer in connection with his application for ____ Loan.


PEDRO T DEL ROSARIO
RADM PCG
Inspector General, CGIG-IAS

Prepared by:  ASW CRUZ PCGCheck & Verified by:  SN1 Guzman PCG

Note:

1. THIS IS NOT VALID WITH ERASURES OR WITHOUT CGIG-IAS DRY SEAL
2. THIS CLEARANCE IS VALID FOR THIRTY (30) DAYS FROM THE DATE OF ISSUANCE.

