



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

NHQ-PCG/CGHRMC

16 November 2025

**CIRCULAR
NUMBER 18-25**

**ESTABLISHMENT OF THE PHILIPPINE COAST GUARD
WELFARE AND BENEFITS SYSTEM**

1. REFERENCES

- A. Republic Act No. 9993, entitled "Philippine Coast Guard Law of 2009" and its Implementing Rules and Regulations (IRR) dated 27 July 2009;
- B. Republic Act No. 6963, entitled "An Act Granting Special Financial Assistance and Benefits to the Family or Beneficiary of any Police or Military Personnel or Firemen Killed or Permanently Incapacitated while in the Performance of his Duty or by Reason of his Office or Position or for Other Purposes" dated 04 September 1990;
- C. Executive Order No. 110, series 2020, entitled "Institutionalizing the Comprehensive Social Benefits Program" dated 07 April 2020; and
- D. NHQ-PCG/CG-1 SOP No. 09-21, entitled "Comprehensive Social Benefits Program for PCG Personnel" dated 28 May 2021.

2. PURPOSE

This Circular provides for the establishment of the Philippine Coast Guard (PCG) Welfare and Benefits System to ensure the effective administration and implementation of welfare and benefit programs for all PCG personnel and dependents.

3. SCOPE

This shall apply to all active and retired PCG uniformed, non-uniformed personnel and their qualified dependents, subject to the guidelines and procedures set forth herein.

4. DEFINITION OF TERMS

For the purpose of this Circular, the following terms shall be defined:

- A. **Benefits** – financial or non-financial entitlements, privileges and other forms of assistance provided to PCG personnel and their qualified dependents in recognition of their service, dedication and sacrifices.
- B. **Commissioned Officer** – personnel commissioned in the active service holding the rank of Ensign to Admiral.
- C. **Dependent** – spouse and unmarried children (legitimate, legitimated and acknowledged legitimate) up to 23 years of age, or any legitimate next of kin of unmarried PCG personnel. The next of kin of unmarried PCG personnel shall be limited to unmarried brother or sister up to 23 years of age.
- D. **Enlisted Personnel** – personnel enlisted in the active service holding the rank of Apprentice Seaman/ Seawoman to First Master Chief Petty Officer.
- E. **Non-Uniformed Personnel** – individual employed by the PCG and subject to civil service law, rules and regulations.
- F. **PCG Welfare and Benefit System** – the system within the PCG that shall facilitate the administration and implementation of the welfare and benefit programs for PCG personnel and their qualified dependents.
- G. **PCG Welfare and Benefits Office (PCG WeBSO)** – otherwise known as “**PCG Kalinga Center**”, is the unit responsible in governing, managing, coordinating and administering the PCG Welfare and Benefits System.
- H. **PCG Personnel** – Commissioned and Non-Commissioned Officers who are either in the active service of the Philippine Coast Guard, killed in legitimate action/ operation or wounded/ incapacitated (Complete Disability Discharge) in the line of duty.
- I. **Retired/ Retiree/ Pensioner** – PCG personnel who have concluded their active service in the PCG either through retirement after meeting the required years of service or through honorable separation prior to retirement eligibility.
- J. **Welfare** – comprehensive range of programs, services and activities aimed at promoting the physical, mental, moral and social well-being of PCG personnel and their dependents.

5. GUIDELINES

To ensure the effective organization, administration and implementation of the PCG Welfare and Benefits System, the following guidelines are hereby prescribed:

- A. The PCG WeBSO is hereby created as a Unit under the direct supervision and control of the Commander, Coast Guard Human Resource Management Command (CGHRMC). It shall be primarily responsible for governing, managing, coordinating and administering all welfare and benefit programs, projects and activities to ensure their efficient, transparent and equitable implementation for the benefit of all PCG personnel and their dependents.
- B. The PCG WeBSO shall be headed by a Director with a minimum rank of Captain (O-6), assisted by a Deputy Director, and shall have the following Divisions pursuant to **Annex A** of this Circular:
 - i. Medical and Health Assistance Division
 - ii. Educational Assistance Division
 - iii. Housing Assistance Division
 - iv. Death and Burial Assistance Division
 - v. General Welfare Services Division
 - vi. Other Divisions as may be created for the successful facilitation of welfare and benefits of PCG personnel and their dependents.
- C. The Human Resource Management Units (HRMUs) shall serve as the primary operating arms of the PCG WeBSO at the unit level. They shall be responsible for the implementation, monitoring and documentation of all welfare and benefit-related concerns within their respective areas of responsibility. HRMUs shall maintain continuous functional coordination with the PCG WeBSO for guidance, validation and submission of reports. Monthly accomplishment reports on welfare and benefit-related activities shall be submitted to the Commander, CGHRMC (Attn: PCG WeBSO) not later than every fifth (5th) of the month.
- D. All welfare and benefits programs and activities previously administered under other PCG Units and Offices shall be integrated under the PCG WeBSO for unified implementation and monitoring.
- E. The PCG WeBSO shall establish and maintain a centralized digital database of all personnel assistance and benefit-related records. It shall ensure timely encoding and updating of data to maintain accuracy and traceability. Data privacy and information security shall be observed in accordance with established PCG and national data protection policies.

1/4

- F. The PCG WeBSO shall coordinate with the Office of the First Master Chief Petty Officer (O/FMCPO), the Deputy Chief of Coast Guard Staff for Human Resource Management (CG-1), the Coast Guard Retirement and Benefits Administration Service (CGRBAS), the Coast Guard Finance Service (CGFS) and other concerned offices for validation, documentation and release of welfare assistance and benefit claims.
- G. The PCG WeBSO shall conduct quarterly assessments and submit accomplishment reports and recommendations to Commander, CGHRMC for endorsement to the Commandant, PCG.
- H. The PCG WeBSO shall conduct orientation, training and capacity-building activities to ensure the standard implementation of welfare and benefits policies across all PCG Units.
- I. The Commandant, PCG shall have the overall supervision and oversight of the implementation of the PCG Welfare and Benefits System.
- J. All requests for assistance and benefits shall be processed in accordance with existing PCG policies, guidelines and documentation requirements.
- K. Falsification, misinterpretation, or misuse of welfare and benefits shall be subject to appropriate administrative and disciplinary action.
- L. The PCG WeBSO shall regularly review and recommend policy enhancements to ensure responsiveness and efficiency.
- M. All PCG units and personnel are directed to extend full cooperation and support in the implementation of this System.

6. RESPONSIBILITY

A. Tasks:

i. PCG WeBSO Core Tasks

- a) Administer the welfare and benefit programs for PCG personnel and non-uniformed personnel and their dependents;
- b) Conduct research, develop policies and implement programs and activities related to welfare and benefits;
- c) Actively seek partnerships with institutions and private organizations to secure support and assistance; and
- d) Undertake other activities in support to Philippine Coast Guard mission.

Handwritten signature

ii. HRMU Core Tasks

- a) Implement and facilitate the welfare and benefit programs of the PCG WeBSO within their respective areas of responsibility;
- b) Receive, verify and endorse all welfare and benefit-related applications, claims and reports to the PCG WeBSO for appropriate action;
- c) Provide immediate assistance and initial response to PCG personnel and their dependents in need of welfare or benefits-related support; and
- d) Conduct information dissemination to ensure personnel are properly informed of their welfare and benefits entitlements.

B. Major Unit Action, Support and Supervision:

Commander, CGHRMC

- a) UPR for the successful establishment of the PCG Welfare and Benefits System and activation of PCG WeBSO.
- b) Ensure the successful implementation of this Circular.

C. Staff Action, Support and Supervision:

DC of CGS for HRM, CG-1

- a) Plan and supervise the administrative requirement of this Circular.
- b) In coordination with CGHRMC, prepare the civilian personnel requirement for the PCG WeBSO.
- c) Supervise and monitor the implementation of the reassignment of affected PCG personnel and non-uniformed personnel.

7. 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.

Handwritten signature

8. EFFECTIVITY

This Circular shall take effect fifteen days after its publication.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

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


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

Enclosures:

- A - TOE of PCG Welfare and Benefits Service Office
- B - Current List of Benefits for PCG Personnel Wounded/ Injured during PCG Operation
- C - Current List of Benefits for PCG Personnel Killed in PCG Operation

**PHILIPPINE COAST GUARD
WELFARE AND BENEFITS
SERVICE OFFICE
(PCG WEBSO)
“PCG Kalinga Center”**

**TOE
(2025)**

AK

PHILIPPINE COAST GUARD WELFARE AND BENEFITS SERVICE OFFICE
(PCG WEBSO)
"PCG Kalinga Center"

Designation: Support Unit of CGHRMC

Section I. GENERAL

Organization

- A. Mission and Implied Task
- B. Organizational Structure

Section II. PERSONNEL ALLOWANCES

- A. Unit Manning Document
- B. Recap of Total Personnel with Base Pay by Grade

Section III. EQUIPAGE ALLOWANCE

104

**SECTION I
GENERAL**

.....

ORGANIZATION

A. MISSION AND IMPLIED TASK

**CG UNIT: PHILIPPINE COAST GUARD WELFARE AND BENEFITS SERVICE
OFFICE (PCG WEBSO)**

PRIMARY MISSION: To serve as a one-stop shop for governing, managing and coordinating, and administering all benefits, morale and welfare assistance programs for PCG personnel and their dependents, ensuring the efficient delivery of benefits, responsible welfare services, and morale-building initiatives that will contribute to the operational readiness and well-being of every Coast Guardian.

DEFINED AND IMPLIED TASK FROM DOCTRINE:

A. Defined Tasks

- i. Serves as the central coordinating body for all PCG benefits and welfare programs.
- ii. Plans, implement and monitor morale, wellness, and welfare activities to boost personnel satisfaction and family support.
- iii. Develops policies and implementing guidelines on personnel welfare and morale enhancement.
- iv. Establishes linkages with government agencies and private institutions facilitate opportunities and formalize agreements.
- v. Monitors the implementation and impact of welfare programs.

B. Implied Tasks

- i. Establish and maintain an operational structure within the PCG WeBSO with clearly designated units or personnel for finance, program monitoring, records, and stakeholder engagement.
- ii. Develop internal systems and processes to ensure efficient implementation of approved policies.
- iii. Disseminate updated guidelines and information on welfare and benefit programs to all PCG units and personnel nationwide.
- iv. Identify, designate and train HRMU personnel in all PCG units to ensure the localized implementation and monitoring of PCG WeBSO programs and services.

v. Conduct periodic assessments, surveys, and feedback gathering to measure morale, welfare satisfaction, and efficient delivery of benefits.

vi. Train PCG WeBSO personnel in client relations, program development, and inter-agency coordination to ensure quality service.



B. ORGANIZATIONAL STRUCTURE

RECAPITULATION:

OFFICERS: 9

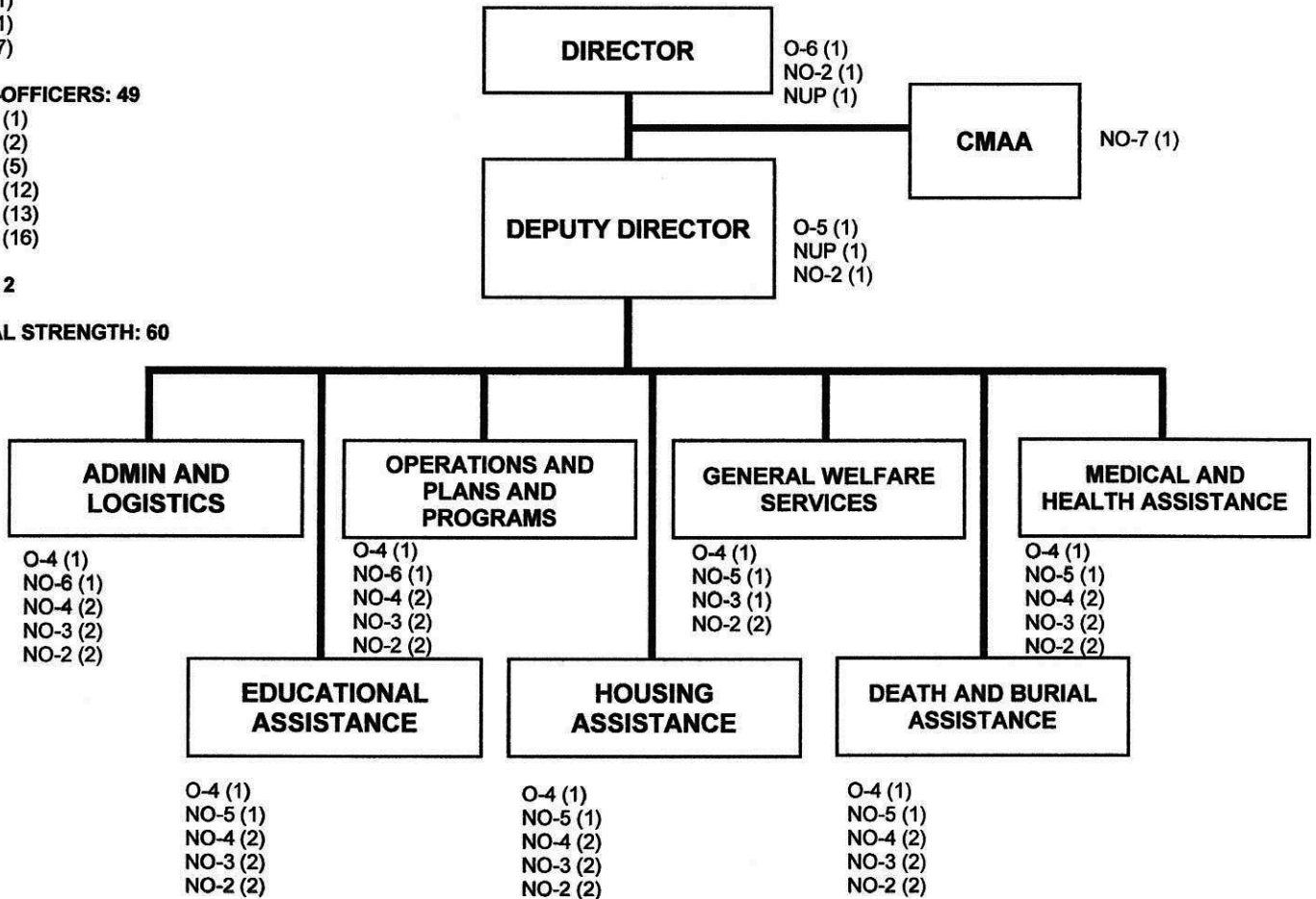
O-6 (1)
O-5 (1)
O-4 (7)

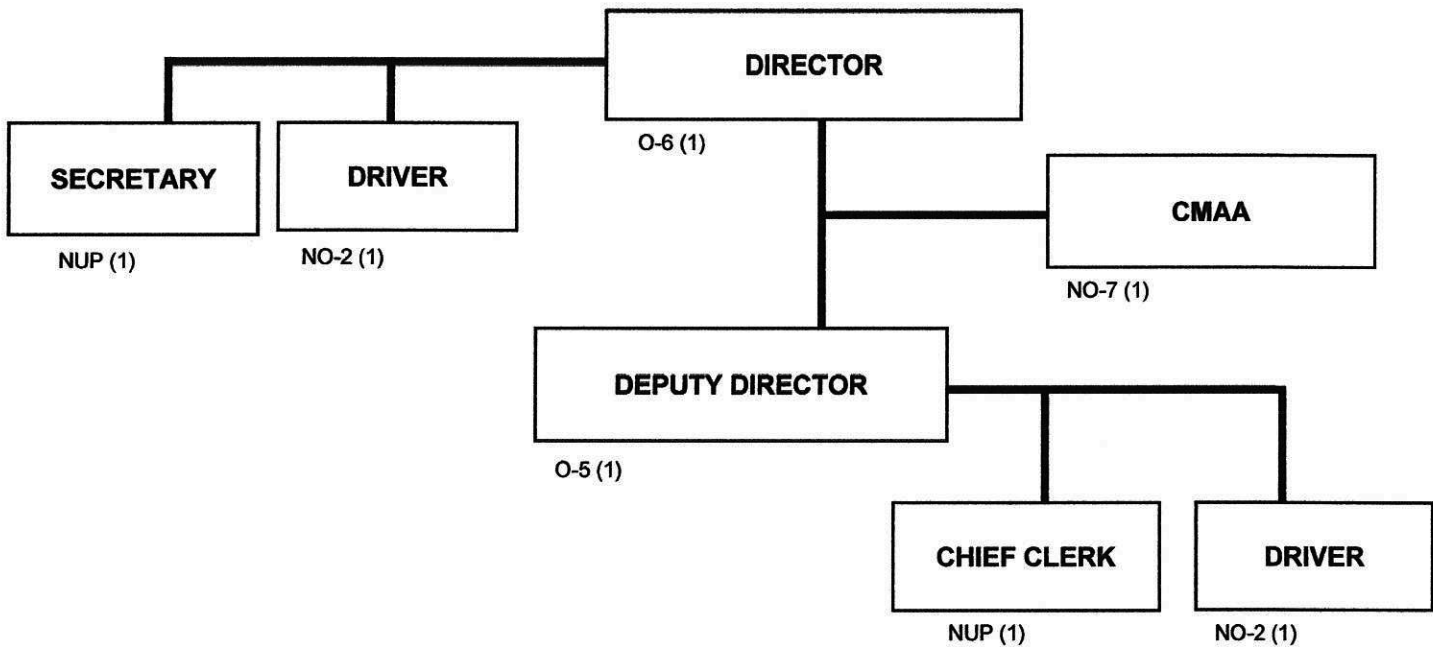
NON-OFFICERS: 49

NO-7 (1)
NO-6 (2)
NO-5 (5)
NO-4 (12)
NO-3 (13)
NO-2 (16)

NUP: 2

TOTAL STRENGTH: 60





GRADE		DESIGNATION	PRIMARY JOB DESCRIPTION
O	NO/NU		
O-6		Director	<ul style="list-style-type: none"> Assist the C, CGHRMC in policy execution as well as the planning, direction, coordination, and management of all matters pertaining in the PCG WeBSO; Direct and oversee the creation and revision of rules and regulations pertaining to PCG WeBSO. Exercise functional control and oversight over all Officers, Enlisted Personnel and non-uniformed personnel under its control; Conduct periodic conversations on all PCG WeBSO-related concerns, objectives, plans, and policies; Provide general strategic direction for the Office's objectives;

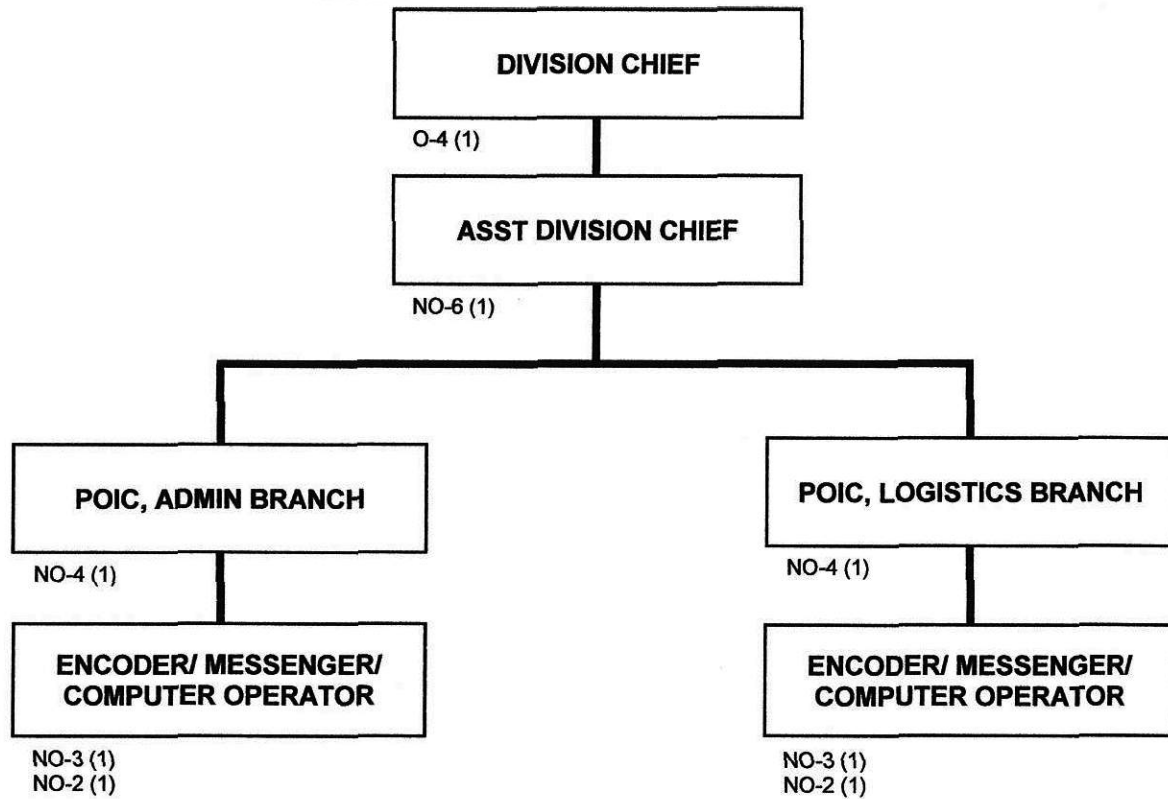
184

			<ul style="list-style-type: none"> • Oversee the performance of the functions of the Offices/Branches by periodic monitoring, evaluation, and assessment; • Perform other tasks as directed by C, CGHRMC.
O-5		Deputy Director	<ul style="list-style-type: none"> • Assist the D, PCG WeBSO in the execution of the functions of PCG WeBSO; • Assist the D, PCG WeBSO in the internal administration of the Office by directing, supervising, and coordinating the activities of the various Divisions; • Keep the D, PCG WeBSO informed on all matters concerning or affecting the Office; • Perform the duties and responsibilities of D, PCG WeBSO in case of leave or absence; • Perform other tasks and duties as the C, PCG WeBSO may direct.
	NO-8 (1)	Chief Master-at-Arms	<ul style="list-style-type: none"> • In-charge of the morale and welfare of Enlisted Personnel and non-uniformed personnel at PCG WeBSO; • Maintains law and order and enforces discipline among PCG WeBSO Enlisted Personnel and Non- Uniformed personnel; • Monitors and supervises all Enlisted Personnel assigned at PCG WeBSO;

			<ul style="list-style-type: none"> • Ensures that all duties and responsibilities of duty personnel are properly performed; • Ensures the security of PCG WeBSO at all times; • Advises the D, PCG WeBSO on matters affecting the morale and welfare of Enlisted Personnel and Non-Uniformed personnel of PCG WeBSO; • Assists in the dissemination and implementation of policies and regulations pertaining to the personnel of PCG WeBSO; • Supervises and monitors the orderliness and cleanliness of the PCG WeBSO and the serviceability and maintenance of all office equipment and supplies; • Perform other tasks and duties as the D, PCG WeBSO may direct.
	NUP (1)	Secretary	<ul style="list-style-type: none"> ▪ Ensure the activities of the D, PCG WeBSO are appropriately prepared and coordinated; ▪ Handle administrative concerns of the D, PCG WeBSO; ▪ Maintain a record of courtesy calls and other visitors; ▪ Responsible for receiving and entertaining visitors; ▪ Assist, remind, and keep track of the D, PCG WeBSO's daily engagements and invites such as courtesy calls and appointments;

			<ul style="list-style-type: none"> ▪ Maintain the cleanliness and orderliness of the D, PCG WeBSO and Deputy Director's offices; and ▪ Perform other tasks as directed.
	NUP (1)	Chief Clerk	<ul style="list-style-type: none"> ▪ Assist the Secretary in typing memoranda, official communications, and other administrative concerns including records keeping thereof; and ▪ Perform other task as maybe directed by D, PCG WeBSO.
	NO-2 (2)	Driver	<ul style="list-style-type: none"> ▪ Ensures the cleanliness and serviceability of PCG WeBSO staff car and the personal cars of the Director and Deputy Director; ▪ Ensures the complete filing and timely submission of vehicle's trip ticket; ▪ Ensures the safety of the Director and the Deputy Director; ▪ Perform other duties and tasks as the Director and Deputy Director may direct.

ADMIN AND LOGISTICS DIVISION



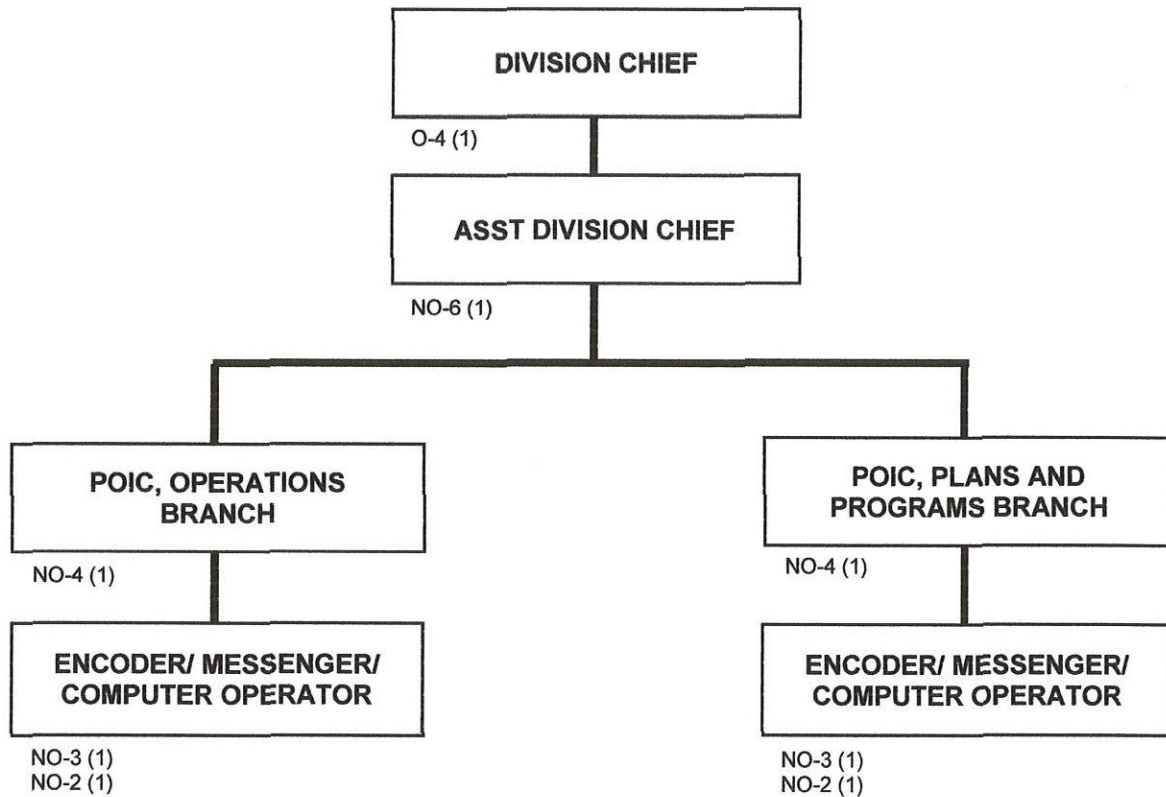
GRADE		DESIGNATION	PRIMARY JOB DESCRIPTION
O	NO/NU		
O-4		Chief, Admin and Logistics Division	<ul style="list-style-type: none"> ▪ Provide administrative, personnel and logistical support to ensure the efficient operation of the PCG WeBSO and all its subordinate divisions; ▪ Supervise the effective and efficient performance of the office. • Perform such other duties as may be directed by the D, PCG WeBSO.
	NO-6	Assistant Chief, Admin and Logistics Division	<ul style="list-style-type: none"> ▪ Assist the Division chief in the execution of the functions of the Admin and Logistics Division; ▪ Assist the Division Chief in the internal administration of the Division;

78

			<ul style="list-style-type: none"> ▪ Perform such other duties as directed.
	NO-4	POIC, Administrative Branch	<ul style="list-style-type: none"> ▪ Manage personnel administration, correspondence and official records of PCG WeBSO; ▪ Maintain database of all personnel assignments, attendance and performance; ▪ Handle routing, filing, and archiving of documents, memoranda and reports; ▪ Prepare communications, endorsements and administrative issuances; ▪ Supervise clerical and support staff for daily office operations; ▪ Perform other tasks as directed.
	NO-3 NO-2	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encode information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence are properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed

	NO-4	POIC, Logistics Branch	<ul style="list-style-type: none"> ▪ Manage procurement, issuance, and inventory of office supplies, equipment and materials; ▪ Prepare logistical support plans and budgetary requirements for PCG WeBSO activities; ▪ Oversee maintenance of office facilities, vehicles and IT assets; ▪ Ensure logistical support to all divisions; ▪ Perform other duties as directed.
	NO-3 NO-2	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encode information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence are properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed.

OPERATIONS AND PLANS AND PROGRAMS DIVISION

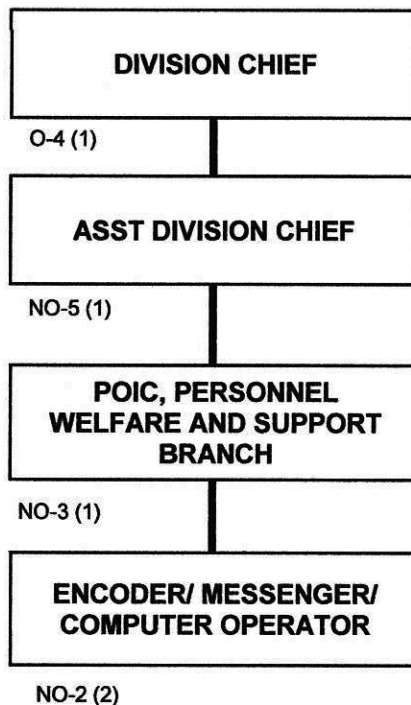


GRADE		DESIGNATION	PRIMARY JOB DESCRIPTION
O	NO/NU		
O-4		Chief, Operations and Plans and Programs Division	<ul style="list-style-type: none"> Formulate, implement and evaluate the operational plans, policies and welfare programs of PCG WeBSO to ensure the effective delivery of benefits and morale services to all PCG personnel; Plan, prepare and supervise all forthcoming activities of PCG WeBSO; Perform other tasks as directed.
	NO-6	Asst. Chief, Operations and Plans and Programs Division	<ul style="list-style-type: none"> Assist the Division Chief in the execution of the functions of the Division; Assist the Division Chief in the internal administration of the Division;

	NO-4	POIC, Operations Branch	<ul style="list-style-type: none"> ▪ Oversee day-to-day implementation of PCG WeBSO programs and services; ▪ Coordinate with division chiefs for updates, statistics, and activity reports; ▪ Monitor operational performance indicators and implementation results; ▪ Prepare after activity reports and feedback summaries; ▪ Perform other tasks as directed.
	NO-3 NO-2	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encode information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence are properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed
	NO-4	POIC, Plans and Programs Branch	<ul style="list-style-type: none"> ▪ Formulate short, mid- and long-term plans and objectives for PCG WeBSO operations; ▪ Develop new programs and initiatives in line with the PCG Command Guidance;

			<ul style="list-style-type: none"> ▪ Conduct research, benchmarking, and data analysis to enhance welfare policies. ▪ Draft operational directives, manuals and standard operating procedures; ▪ Prepare accomplishment and evaluation reports; ▪ Perform other task as directed
	NO-3 NO-2	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using a computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encode information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence is properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed.

GENERAL WELFARE SERVICES DIVISION

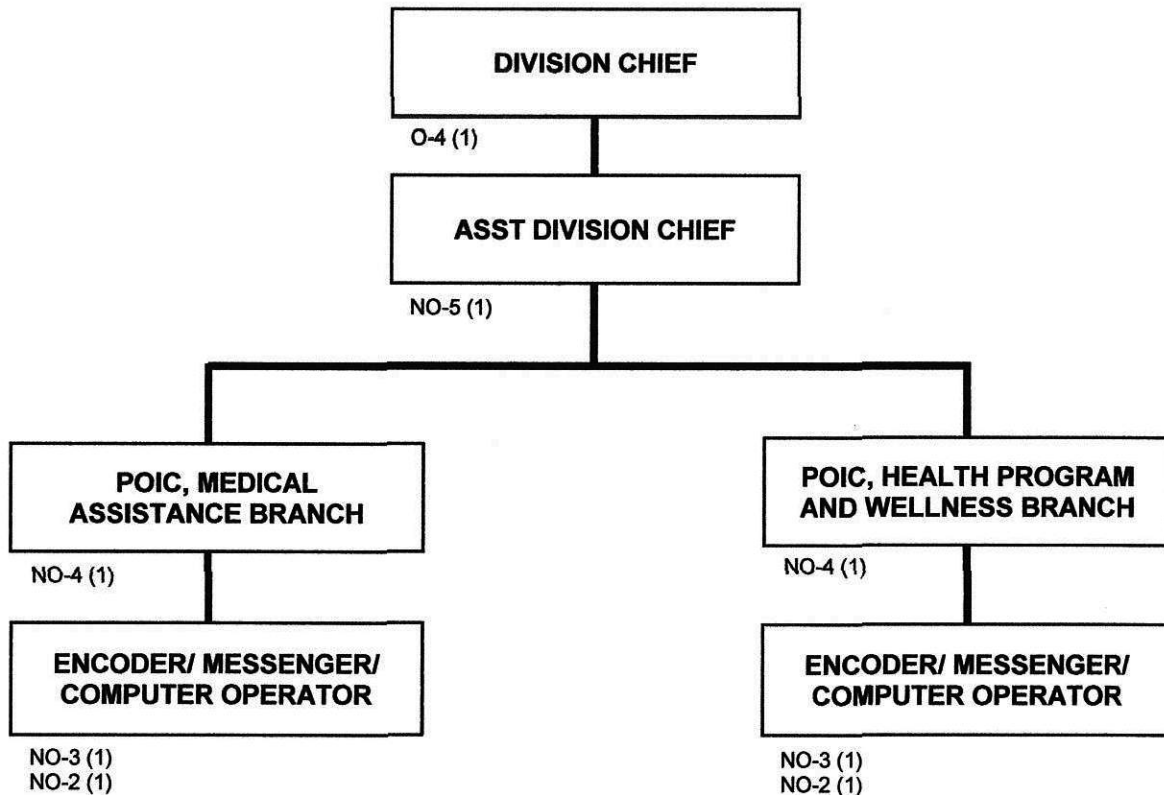


GRADE		DESIGNATION	PRIMARY JOB DESCRIPTION
O	NO/NU		
O-4		Chief, General Welfare Services Division	<ul style="list-style-type: none"> ▪ Oversee the management and implementation of all other benefits, assistance, support programs and morale-related services; ▪ Formulate and implement family-centered programs; ▪ Develop and promote livelihood and skills training in partnership with DTI, TESDA and NGOs; ▪ Liaise with other agencies, institutions and organizations for welfare drives and outreach projects that will benefit the PCG personnel and their dependents; ▪ Perform other tasks as directed.

78

	NO-5	Asst. Chief, General Welfare Services Division	<ul style="list-style-type: none"> ▪ Assist the Division Chief in the execution of the functions of the Division; ▪ Assist the Division Chief in the internal administration of the Division; ▪ Perform other tasks as directed.
	NO-3	POIC	<ul style="list-style-type: none"> ▪ Oversee the daily activities, attendance and tasks within the Division; ▪ Assist in the implementation of assigned programs, projects and activities; ▪ Assists clients and PCG personnel seeking benefits or welfare assistance; ▪ Perform other tasks as directed.
	NO-2 (2)	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encodes information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence are properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed

MEDICAL AND HEALTH ASSISTANCE DIVISION



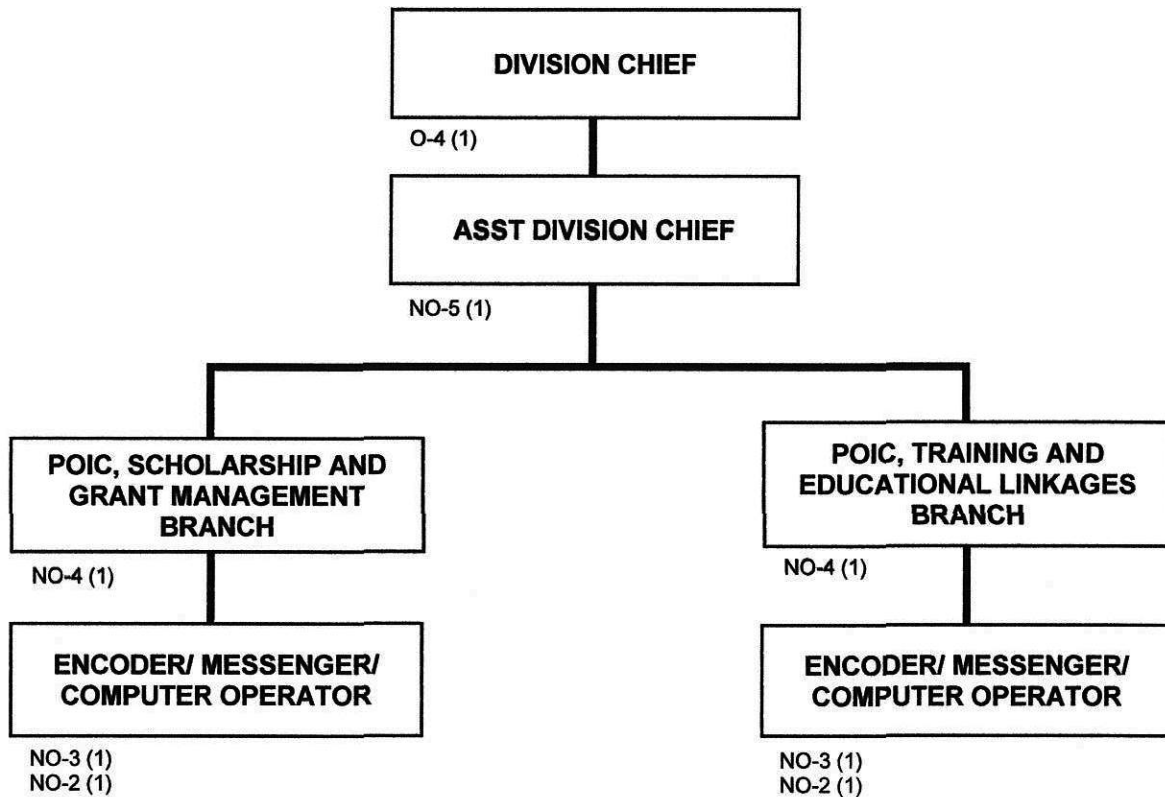
GRADE		DESIGNATION	PRIMARY JOB DESCRIPTION
O	NO/NU		
O-4		Chief, Medical and Health Assistance Division	<ul style="list-style-type: none"> Provide accessible medical assistance, referrals and health support programs for PCG personnel and their dependents; Performs other tasks as directed.
	NO-5	Asst. Chief, Medical and Health Assistance Division	<ul style="list-style-type: none"> Assists the Division Chief in the execution of the functions of the Division; Assists the Division Chief in the internal administration of the Division; Performs other tasks as directed.
	NO-4	POIC, Medical Assistance Branch	<ul style="list-style-type: none"> Process medical and hospital assistance requests;

			<ul style="list-style-type: none"> ▪ Coordinate with hospitals, clinics and healthcare providers for medical and health care assistance; ▪ Monitor and report on utilization of medical and health benefits; ▪ Perform other tasks as directed.
	NO-3 NO-2	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encode information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence are properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed
	NO-4	POIC, Health Program and Wellness Branch	<ul style="list-style-type: none"> ▪ Implement preventive health and wellness programs; ▪ Coordinate with DOH, PhilHealth and LGUs for health awareness campaigns; ▪ Promote health, nutrition and fitness programs for personnel over-all well-being; ▪ Perform other task as directed.

164

	NO-3 NO-2	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encode information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence are properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed.
--	--------------	--	---

EDUCATIONAL ASSISTANCE DIVISION



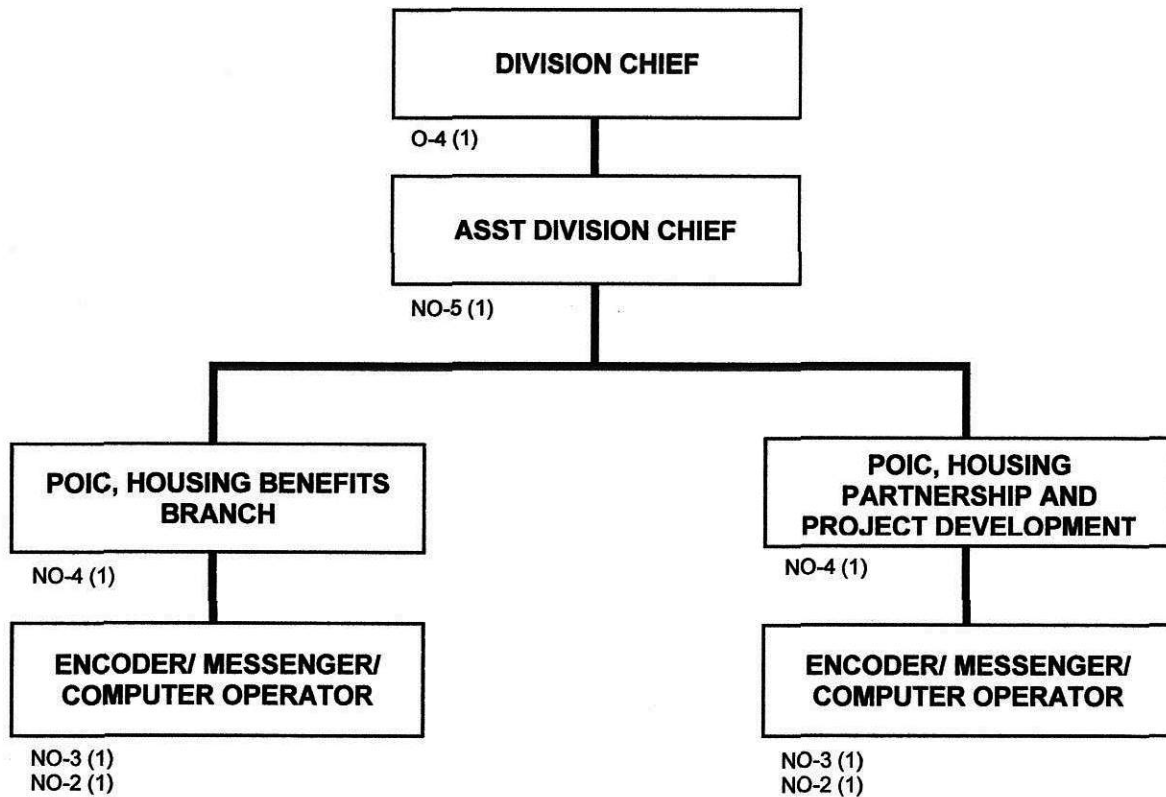
GRADE		DESIGNATION	PRIMARY JOB DESCRIPTION
O	NO/NU		
O-4		Chief, Educational Assistance Division	<ul style="list-style-type: none"> ▪ Shall be responsible in managing and implementing programs that provide educational benefits and support to qualified personnel and their dependents; ▪ Performs other tasks as directed.
	NO-5	Asst. Chief, Educational Assistance Division	<ul style="list-style-type: none"> ▪ Assists the Division Chief in the execution of the functions of the Division; ▪ Assists the Division Chief in the internal administration of the Division; ▪ Performs other tasks as directed.

Handwritten signature/initials

	NO-4	POIC, Scholarship and Grant Management Branch	<ul style="list-style-type: none"> ▪ Process application for educational benefits, scholarships and financial grants; ▪ Coordinate with CHED, TESDA, and partner universities and educational institutions for educational opportunities; ▪ Maintain database of active scholars and grantees; ▪ Monitor academic performance and compliance with scholarship conditions; ▪ Perform other tasks as directed.
	NO-3 NO-2	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encode information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence are properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed
	NO-4	POIC, Training and Educational Linkages Branch	<ul style="list-style-type: none"> ▪ Establish partnerships with educational institutions for discounted tuitions and training programs;

			<ul style="list-style-type: none"> ▪ Facilitate continuing education and career advancement seminars for PCG personnel; ▪ Promote educational assistance programs through information drive campaigns; ▪ Perform other task as directed.
	NO-3 NO-2	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encode information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence are properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed.

HOUSING ASSISTANCE DIVISION



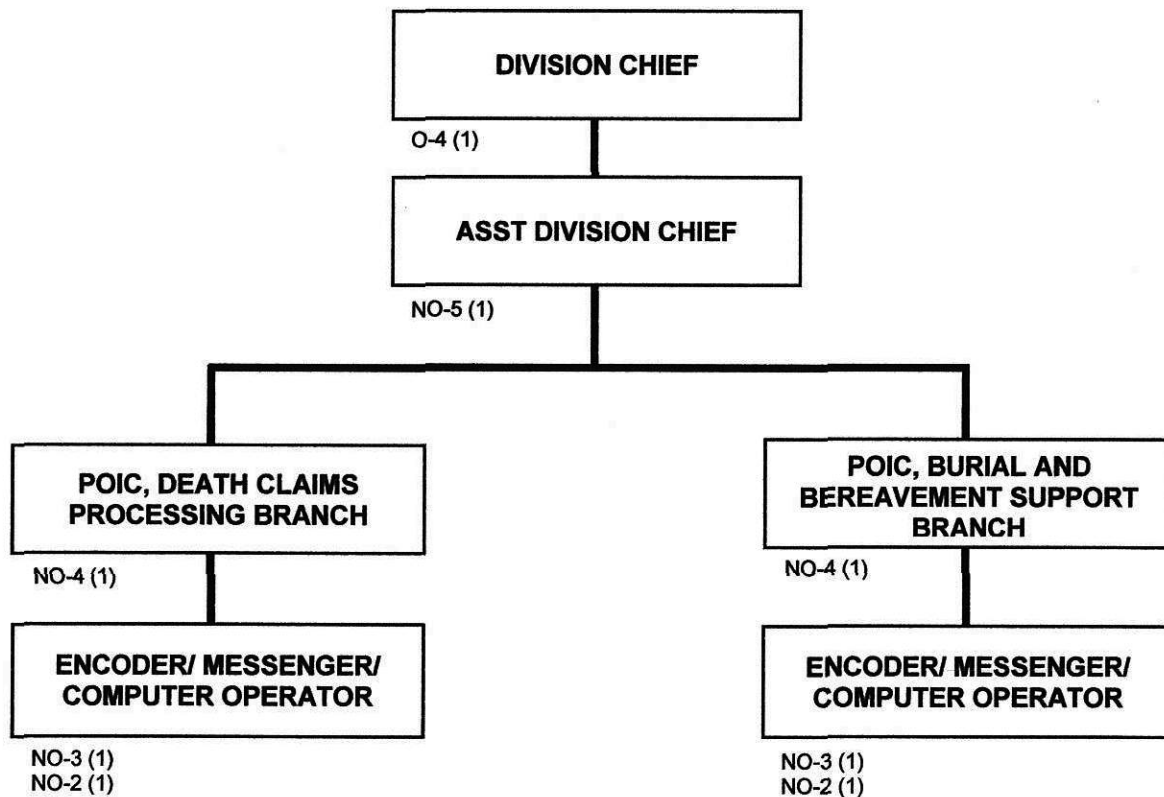
GRADE		DESIGNATION	PRIMARY JOB DESCRIPTION
O	NO/NU		
O-4		Chief, Housing Assistance Division	<ul style="list-style-type: none"> ▪ Ensure PCG personnel in acquiring affordable housing; ▪ Ensure CPG personnel access to housing-related benefits; ▪ Perform other tasks as directed.
	NO-5	Asst. Chief, Housing Assistance Division	<ul style="list-style-type: none"> ▪ Assists the Division Chief in the execution of the functions of the Division; ▪ Assists the Division Chief in the internal administration of the Division; ▪ Perform other tasks as directed.
	NO-4	POIC, Housing Benefit Branch	<ul style="list-style-type: none"> ▪ Process and endorse applications for Pag-IBIG housing loans and government housing programs;

184

			<ul style="list-style-type: none"> ▪ Coordinate with DHSUD, Pag-IBIG, NHA and LGUs for housing allocations and 4PH participation; ▪ Maintain database for active housing beneficiaries and applications; ▪ Assist personnel in documentation and requirements completion; ▪ Perform other tasks as directed.
	NO-3 NO-2	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encode information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence are properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed
	NO-4	POIC, Housing Partnership and Project Management Branch	<ul style="list-style-type: none"> ▪ Develop partnership with public and private developers for affordable housing projects; ▪ Monitor implementation for PCG housing projects and site developments;

			<ul style="list-style-type: none"> ▪ Conduct surveys and feasibility studies for new housing initiatives; ▪ Perform other task as directed.
	NO-3 NO-2	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encode information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence are properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed.

DEATH AND BURIAL ASSISTANCE DIVISION



GRADE		DESIGNATION	PRIMARY JOB DESCRIPTION
O	NO/NU		
O-4		Chief, Death and Burial Assistance Division	<ul style="list-style-type: none"> Provide compassionate and timely support to families of deceased PCG personnel through financial assistance, coordination and counseling; Perform other tasks as directed.
	NO-5	Asst. Chief, Death and Burial Assistance Division	<ul style="list-style-type: none"> Assists the Division Chief in the execution of the functions of the Division; Assists the Division Chief in the internal administration of the Division; Perform other tasks as directed.
	NO-4	POIC, Death Claims Processing Branch	<ul style="list-style-type: none"> Process and validate death claims and entitlements from PCG, and other agencies;

			<ul style="list-style-type: none"> ▪ Prepare endorsement and documentation for release of death gratuities; ▪ Coordinate with units for verification for service records and line-of-duty status; ▪ Maintain database of processed and pending death claims; ▪ Perform other tasks as directed.
	NO-3 NO-2	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encode information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence are properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed
	NO-4	POIC, Burial and Bereavement Support Branch	<ul style="list-style-type: none"> ▪ Facilitate immediate burial assistance and logistical support to bereaved families; ▪ Coordinate with funeral service providers and local units for interment arrangements; ▪ Provide emotional and moral support through family liaison;

184

			<ul style="list-style-type: none"> ▪ Organize memorial services, and tribute activities; ▪ Perform other task as directed.
	NO-3 NO-2	Messenger/Record keeper/ Computer Operator	<ul style="list-style-type: none"> ▪ Responsible for maintaining records in a complete and orderly manner, according to Division's filing systems via using computer, scanners, copiers, and other equipment. Also updates and create new files for the Division; ▪ Encode information from office files, forms, and documents into data systems / spreadsheets to ensure information is accurately processed. ▪ Ensure the timely dispatch and transmittal of documents. ▪ Ensure that outgoing correspondence are properly documented and received by appropriate receiving office/units. ▪ Perform other tasks as directed.

10

SECTION II. A. UNIT MANNING DOCUMENTS

PHILIPPINE COAST GUARD WELFARE AND BENEFITS SERVICE OFFICE		
DESIGNATION	RANK	TOTAL NO. OF PERS
EXECUTIVE DIVISION		
Director	O-6	1
Deputy Director	O-5	1
Chief Master-at-Arms	NO-7	1
Secretary	NUP	1
Chief Clerk	NUP	1
Driver	NO-2	2
Sub-Total		7
ADMIN AND LOGISTICS DIVISION		
Chief, Admin and Logistics Division	O-4	1
Assistant Chief, Admin and Logistics Division	NO-6	1
POIC, Admin Branch	NO-4	1
Encoder/ Messenger/Computer Operator	NO-3 NO-2	1 1
POIC, Logistics Branch	NO-5	1
Encoder/ Messenger/Computer Operator	NO-3 NO-2	1 1
Sub-Total		8
OPERATIONS AND PLANS AND PROGRAMS DIVISION		
Chief, Operations and Plans and Programs Division	O-4	1
Assistant Chief, Operations and Plans and Programs Division	NO-6	1
POIC, Operations Branch	NO-4	1
Encoder/ Messenger/Computer Operator	NO-3 NO-2	1 1
POIC, Plans and Programs Branch	NO-4	1
Encoder/ Messenger/Computer Operator	NO-3 NO-2	1 1
Sub-Total		8

104

GENERAL WELFARE SERVICES DIVISION		
Chief, General Welfare Services Division	O-4	1
Assistant Chief, General Welfare Services Division	NO-5	1
POIC	NO-3	1
Encoder/ Messenger/Computer Operator	NO-2	2
Sub-Total		5
MEDICAL AND HEALTH ASSISTANCE DIVISION		
Chief, Medical and Health Assistance Division	O-4	1
Assistant Chief, Medical and Health Assistance Division	NO-5	1
POIC, Medical Assistance Branch	NO-4	1
Encoder/ Messenger/Computer Operator	NO-3 NO-2	1 1
POIC, Health Program and Wellness Branch	NO-4	1
Encoder/ Messenger/Computer Operator	NO-3 NO-2	1 1
Sub-Total		8
EDUCATIONAL ASSISTANCE DIVISION		
Chief, Educational Assistance Division	O-4	1
Assistant Chief, Educational Assistance Division	NO-5	1
POIC, Scholarship and Grant Management Branch	NO-4	1
Encoder/ Messenger/Computer Operator	NO-3 NO-2	1 1
POIC, Training and Educational Linkages Branch	NO-4	1
Encoder/ Messenger/Computer Operator	NO-3 NO-2	1 1
Sub-Total		8
HOUSING ASSISTANCE DIVISION		
Chief, Housing Assistance Division	O-4	1

784

Assistant Chief, Housing Assistance Division	NO-5	1
POIC, Housing Benefits Branch	NO-4	1
Encoder/ Messenger/Computer Operator	NO-3 NO-2	1 1
POIC, Housing Partnership and Project Management Branch	NO-4	1
Encoder/ Messenger/Computer Operator	NO-3 NO-2	1 1
Sub-Total		8
DEATH AND BURIAL ASSISTANCE DIVISION		
Chief, Death and Burial Assistance Division	O-4	1
Assistant Chief, Death and Burial Assistance Division	NO-5	1
POIC, Death Claim Processing Branch	NO-4	1
Encoder/ Messenger/Computer Operator	NO-3 NO-2	1 1
POIC, Burial and Bereavement Support Branch	NO-4	1
Encoder/ Messenger/Computer Operator	NO-3 NO-2	1 1
Sub-Total		8

B. RECAPITULATION OF PERSONNEL FOR THE PCG EBSO

OFFICERS

RANK	SALARY GRADE	NO. OF PERS
O-6	23	1
O-5	22	1
O-4	21	7
TOTAL		9

NON-OFFICERS

RANK	SALARY GRADE	NO. OF PERS
NO-7	15	1
NO-6	15	2
NO-5	14	5
NO-4	14	12
NO-3	14	13
NO-2	14	16
TOTAL		49

RANK	NO. OF PERS
OFFICERS	9
NON-OFFICERS	49
NUP	2
TOTAL	60

78

SECTION III: EQUIPMENT REQUIREMENTS

Particulars	Quantity	Unit
OFFICE OF THE DIRECTOR, PCG WeBSO		
Office Equipment		
Desktop Computer	1	set
Hard drive	1	pc
Internet	1	lot
Printer	1	pc
Projector	1	pc
Scanner	1	pc
Telephone	1	pc
Uninterrupted Power Supply (UPS)	1	pc
Filing Cabinet	1	pc
Chair, Executive	1	pc
Table, Center	1	pc
Table, Conference	1	pc
Chair, Conference	15	pcs
Table, Executive	1	pc
White board	1	pc
Office Furniture and Fixtures		
Air-conditioning Unit	1	pc
Bunks	1	pc
Fire extinguisher	2	pcs
Foam Mattress	1	pc
Generator	1	pc
Mini Refrigerator	1	pc
Shredder	1	pc
Sofa	1	pc
Television	1	pc
Water Dispenser	1	pc
Mobility Requirement	1	pc
Service Vehicle	1	pc
OFFICE OF THE ADMIN AND LOGISTICS DIVISION		
Office Equipment		
Desktop Computer	1	set
Hard drive	1	pc
Internet	1	lot
Printer	1	pc
Scanner	1	pc
Telephone	1	pc
Uninterrupted Power Supply (UPS)	1	pc
Filing Cabinet	1	pc
Chair, Executive	1	pc
Table, Center	1	pc
Table, Executive	1	pc
White board	1	pc
Office Furniture and Fixtures		
Air-conditioning Unit	1	pc

78

Bunks	1	pc
Emergency Light	1	pc
Fire extinguisher	2	pcs
Foam Mattress	1	pc
Generator	1	pc
Shredder	1	lot
Sofa	1	set
Television	1	pc
Water Dispenser	1	pc
OFFICE OF THE OPERATIONS AND PLANS AND PROGRAMS DIVISION		
Office Equipment	Quantity	Unit
Desktop Computer	1	set
Hard drive	1	pc
Internet	1	lot
Printer	1	pc
Projector	1	pc
Scanner	1	pc
Telephone	1	pc
Uninterrupted Power Supply (UPS)	1	pc
Filing Cabinet	1	pc
Chair, Executive	1	pc
Table, Executive	1	pc
White Board	1	pc
Office Furniture and Fixtures	1	pc
Air-conditioning Unit	1	pc
Bunks	1	pc
Emergency Light	1	pc
Fire Extinguisher	1	pc
Foam Mattress	1	set
Generator	1	pc
Shredder	1	pc
Sofa	1	set
Television	1	pc
Water Dispenser	1	pc
OFFICE OF THE GENERAL WELFARE SERVICES DIVISION		
Office Equipment		
Cellphone	2	pcs
Desktop Computer	4	set
Emergency Light	1	pc
Fire extinguisher	1	pc
Handheld Radio	1	pc
Hard drive	2	pcs
Printer	2	pcs
Router	1	lot
Telephone	1	pc
Uninterrupted Power Supply (UPS)	4	pc
Filing Cabinet	3	pc
White board	1	pc

14

Office Furniture and Fixtures		
Air-conditioning Unit	1	pc
Water Dispenser	1	pcs
Chair, Clerical	8	pcs
Chair, Monobloc	8	pcs
Table, Clerical	10	pcs
OFFICE OF THE MEDICAL AND HEALTH ASSISTANCE DIVISION		
ICT Equipment		
Desktop Computer	3	set
Cellphone	1	pc
Handheld Radio	1	pc
Hard drive	1	pc
Internet	1	lot
Photocopier Machine	1	pc
Printer	1	pcs
Telephone	1	pc
Uninterrupted Power Supply (UPS)	1	pcs
Office Equipment		
Cabinet, Filing	2	pcs
Chair, Executive	1	pc
Chair, Clerical	3	pcs
Table, Executive	1	pc
Table, Clerical	2	pcs
White board	1	pc
Office Furniture and Fixtures		
Air-conditioning Unit	1	pc
Emergency Light	1	pc
Fire extinguisher	1	pc
Water Dispenser	1	pc
OFFICE OF THE EDUCATIONAL ASSISTANCE DIVISION		
ICT Equipment		
Desktop Computer	3	set
Cellphone	1	pc
Handheld Radio	1	pc
Hard drive	1	pc
Internet	1	lot
Photocopier Machine	1	pc
Printer	1	pcs
Telephone	1	pc
Uninterrupted Power Supply (UPS)	1	pcs
Office Equipment		
Cabinet, Filing	2	pcs
Chair, Executive	1	pc
Chair, Clerical	3	pcs

784

Table, Executive	1	pc
Table, Clerical	2	pcs
White board	1	pc
Office Furniture and Fixtures		
Air-conditioning Unit	1	pc
Emergency Light	1	pc
Fire extinguisher	1	pc
Water Dispenser	1	pc
OFFICE OF THE HOUSING ASSISTANCE DIVISION		
ICT Equipment		
Desktop Computer	3	set
Cellphone	1	pc
Handheld Radio	1	pc
Hard drive	1	pc
Internet	1	lot
Photocopier Machine	1	pc
Printer	1	pcs
Telephone	1	pc
Uninterrupted Power Supply (UPS)	1	pcs
Office Equipment		
Cabinet, Filing	2	pcs
Chair, Executive	1	pc
Chair, Clerical	3	pcs
Table, Executive	1	pc
Table, Clerical	2	pcs
White board	1	pc
Office Furniture and Fixtures		
Air-conditioning Unit	1	pc
Emergency Light	1	pc
Fire extinguisher	1	pc
Water Dispenser	1	pc
OFFICE OF THE DEATH AND BURIAL ASSISTANCE DIVISION		
ICT Equipment		
Desktop Computer	3	set
Cellphone	1	pc
Handheld Radio	1	pc
Hard drive	1	pc
Internet	1	lot
Photocopier Machine	1	pc
Printer	1	pc
Telephone	1	pc
Uninterrupted Power Supply (UPS)	1	pcs
Office Equipment		
Cabinet, Filing	2	pcs

Chair, Executive	1	pc
Chair, Clerical	3	pcs
Table, Executive	1	pc
Table, Clerical	2	pcs
White board	1	pc
Office Furniture and Fixtures		
Air-conditioning Unit	1	pc
Emergency Light	1	pc
Fire extinguisher	2	pcs
Water Dispenser	1	pc

74

WOUNDED/INJURED IN PCG OPERATION (WIPO)

SOURCE	BENEFITS		AGENCY/ UNIT CONCERNED	SOURCE OF FUNDS
	Special Financial Assistance (SFA)			
PCG		Average six (6) month's salary, including allowances and bonuses during the last twelve (12) months preceding the death of the PCG personnel	Concerned Command/Unit/ CG-1	Payment shall come from the expected salary, allowances and bonus of the incapacitated PCG personnel for the next six (6) months after his/her incapacity.
	Hospitalization Financial Assistance	PCGMAS provides a cash assistance of Php 75,000.00	CMCPO/CG-1	PCGMAS
	Health and Medical Care Assistance	PCG personnel who is injured or wounded or in any manner suffers any injury in the performance of his official duties, the hospitalization expenses shall be shouldered by the Office where he belongs.	Concerned Command/Unit	Chargeable against the salary savings of such personnel without the need of appropriation act.
	Low-interest rate livelihood loan assistance with LBP	Livelihood loan from Php 20,000.00 to Php 1,000,000.00 with min term of 6 months and max of 36 months; at 10% interest rate per annum.	LBP	N/A
	Scholarship Grant/ Educational Assistance	a. Twenty percent (20%) discount on tuition fees and miscellaneous fees in National University	CGHRMC	N/A

			<p>b. Fifty percent (50%) discount on tuition fees and miscellaneous fee in World Citi Colleges</p> <p>c. Fifty percent (50%) discount on tuition fees and miscellaneous fee in Informatics Philippines</p>			
Philippine Navy and Coast Guard Enlisted Personnel (E1-E6) Association Inc (PNCGEPAI)	CDD (Enlisted Personnel)		Cash assistance in the amount of Php 15,000.00	PNCGEPAI	PNCGEPAI	
PCG Chevrons Association Inc	Hospitalization (Enlisted Personnel)		Cash assistance in the amount of Php 3,000.00 to Php 10,000.00	PCG Chevron	PCG Chevron	
AFPMBAI-CFAB	Battle Injury Assistance		Major Injury: Php 14,000.00 Minor Injury: Php 7,000.00	AFPMBAI	AFPMBAI	
	Wounded-in-Action Financial Assistance		WIA: Php 12,000.00 Duty not related to WIA: Php 6,000.00			
DILG- Comprehensive Social Benefits Program	Special Financial Assistance		<p>a. Php 250,000.00 shall be granted for personnel who are wounded/injured with TPPD</p> <p>b. Php 100,000.00 shall be granted for personnel with major or minor injuries</p>	Office of the Deputy Secretary for Finance Administration (ODESFA)	ODESFA	
		Health and Medical Care Assistance	Payment of PhilHealth premiums and medical	PhilHealth/DOH	PhilHealth/DOH	

		assistance for hospitalization and provision of maintenance medicine.			
Shelter Assistance		<p>d. Housing unit under the NHA Gov't Employee Housing Program with maximum subsidy of Php 450,000.00</p> <p>e. Cash Assistance of Php 450,000.00 for the construction of housing unit on the existing and owned lot of the beneficiary-family.</p> <p>f. Php 1000,000.00 for the repair/rehabilitation/improvement of existing housing unit.</p>	<p>National Housing Authority (NHA) of the Department of Human Settlements and urban Development (DHSUD)</p> <p>NHA/DHSUD</p>		
Educational Assistance		Educational assistance to a max of two (2) children or other qualified beneficiaries	DILG/DND	DILG/DND	
Employment Assistance		Facilitated to be employed in any government agency	DILG/DND/DOLE	DILG/DND/DOLE	

DOCUMENTARY REQUIREMENTS

SOURCE	BENEFITS	DOCUMENTARY REQUIREMENTS
PCG	PCG Special Financial Assistance	<ol style="list-style-type: none"> Original PSA Death Certificate from the Local Civil Registrar for KIPO, or Certification from the Command Surgeon, Coast Guard Medical Service in case of WIPO Certificate of Legitimate Coast Guard Operation duly signed the District Commanders/ Unit Commanders Original Investigation/ After Operation/ Spot Report duly signed by the Unit/Commanding Officer Photocopy of PCG ID of the KIPO/WIPO PCG personnel authenticated by Admin Officer or Original Certificate of Duty if PCG is expired Original Certificate of Declared Beneficiary/ies based on SOL for KIPO and Proof of Relationship such as Marriage License or Birth Certificate Photocopy of ID Card of PCG Beneficiary authenticated by Admin Officer for KIPO Landbank Passbook/ Photocopy of LBP ATM (Not Pension Account and Authenticated by Admin Officer) Computation of Claim from CGFC
	Scholarship Grant/ Educational Assistance	<p>For KIPO:</p> <ol style="list-style-type: none"> Original PSA Death Certificate from the Local Civil Registrar Certificate of Legitimate Coast Guard Operation duly signed the District Commanders/ Unit Commanders Original Investigation/ After Operation/ Spot Report duly signed by the Unit/Commanding Officer Photocopy of PCG ID of the KIPO PCG personnel authenticated by Admin Officer or Original Certificate of Duty if PCG is expired Original Certificate of Declared Beneficiary/ies based on SOL and Proof of Relationship such as Marriage License or Birth Certificate Photocopy of ID Card of PCG Beneficiary authenticated by Admin Officer <p>Other Beneficiary/ies:</p> <ol style="list-style-type: none"> Birth certificate of both the PCG personnel and the immediate family member availing the discount Photocopy of PCG ID of the KIPO PCG personnel

	<p align="center">Health and Medical Assistance</p>	<ul style="list-style-type: none"> a. Certificate of Legitimate Coast Guard Operation duly signed the District Commanders/ Unit Commanders b. Original Investigation/ After Operation/ Spot Report duly signed by the Unit/Commanding Officer c. Certification from the Command Surgeon, Coast Guard Medical Service that hospitalization is necessary d. Hospitalization Bills/ Receipts
	<p align="center">PCGMAS Hospitalization Financial Assistance</p>	<p>Member in Line of Duty:</p> <ul style="list-style-type: none"> a. Letter request b. Medical Certificate/ Medical Abstract c. Statement of Account or Official Receipt d. Birth Certificate/Marriage Certificate (if hospitalization pertains to parents/spouse/child) <p>Member:</p> <ul style="list-style-type: none"> a. Letter request b. Medical Certificate/ Medical Abstract c. Statement of Account or Official Receipt d. Birth Certificate/Marriage Certificate (if hospitalization pertains to parents/spouse/child) <p>Direct Dependent</p> <ul style="list-style-type: none"> a. PCG/Latest Paylip b. Contact Number c. Parent's Marriage Certificate (if hospitalization pertains to siblings)
	<p align="center">Pre-need Death Plan</p>	<p>Monetary Assistance:</p> <ul style="list-style-type: none"> a. Spot Report b. Death certificate c. PSA Marriage Certificate (if married) d. PSA Birth Certificate (if single) e. LBP Account f. PCG ID/Latest Payslip g. 1 Valid ID of Claimant h. Contact Number <p>Burial Assistance:</p> <ul style="list-style-type: none"> a. Death Certificate or Spot Report b. PCG ID of Deceased c. ID of authorized person or Survivor Officer/ Petty Officer

PNCGEPAI	Death and Hospitalization Assistance	<p>Death of member:</p> <ul style="list-style-type: none"> a. Death Certificate b. PSA Marriage Certificate (if married) c. PSA Birth Certificate (if single) d. Latest Payslip e. Photocopy of ID (claimant) f. Order of Survivor O/PO g. Photocopy of ATM <p>Medical Assistance:</p> <ul style="list-style-type: none"> a. Medical Certificate b. Clinical Abstract c. Hospital Bill or Statement of Account d. Latest Payslip e. Photocopy of PCG ID f. Photocopy of ATM
PCG CHEVRON	Death and Hospitalization Assistance	<p>Death:</p> <ul style="list-style-type: none"> a. Death Certificate b. PSA Marriage Certificate (if married) c. PSA Birth Certificate (if single) d. Latest Payslip e. Photocopy of ID (claimant) f. Order of Survivor O/PO g. Contact Number <p>Hospitalization:</p> <ul style="list-style-type: none"> a. Medical Certificate b. Hospital Bill or Statement of Account c. Certification of Unit CO d. Claimant PCG Issued ID e. Contact Number
DILG-CSBP	ODESFA Special Financial Assistance	<ul style="list-style-type: none"> a. Original PSA Death Certificate from the Local Civil Registrar for KIPO, or Certification from the Command Surgeon, Coast Guard Medical Service in case of WIPO b. Certificate of Legitimate Coast Guard Operation duly signed the District Commanders/ Unit Commanders c. Original Investigation/ After Operation/ Spot Report duly signed by the Unit/Commanding Officer

		<p>d. Photocopy of PCG ID of the KIPOWIPO PCG personnel authenticated by Admin Officer or Original Certificate of Duty if PCG is expired</p> <p>e. Original Certificate of Declared Beneficiary/ies based on SOI for KIPO and Proof of Relationship such as Marriage License or Birth Certificate</p> <p>f. Photocopy of ID Card of PCG Beneficiary authenticated by Admin Officer for KIPO</p> <p>g. Landbank Passbook/ Photocopy of LBP ATM (Not Pension Account and Authenticated by Admin Officer)</p> <p>h. Original Authorization to deposit check</p>
	Shelter Assistance	<p>a. Certificate of Legitimate Coast Guard Operation duly signed the District Commanders/ Unit Commanders</p> <p>b. Original Certificate of Declared Beneficiary/ies based on SOI</p> <p>c. Original PSA Death Certificate from the Local Civil Registrar</p> <p>d. Photocopy of PCG ID of the KIPOWIPO PCG personnel authenticated by Admin Officer or Original Certificate of Duty if PCG is expired</p> <p>e. Preferred Location with Block and Lot Number</p> <p>f. Lot Title in the name of beneficiaries in case he/she opt to construct a house unit in the amount of Php450,000.00 or Php100,000.00 for the repair/rehabilitation/improvement thereof</p>
	Health and Medical Assistance (PhilHealth Card)	Certificate from NHQ-PCG signed by the Commandant, PCG that the person is a CSBP Beneficiary or a WIPO (upon verification and endorsement by CG-1)
	Educational Assistance	
	Employment Assistance	

KILLED IN PCG OPERATION (KIPO)

SOURCE	BENEFITS		AGENCY/ UNIT CONCERNED	SOURCE OF FUNDS
Philippine Coast Guard (PCG)	Special Financial Assistance (SFA) under Republic Act 6963	Average six (6) month's salary, including allowances and bonuses during the last twelve (12) months preceding the death of the PCG personnel	Concerned Command/Unit/CG-1	Payment shall come from the expected salary, allowances and bonus of the deceased PCG personnel for the next six (6) months after his/her death.
	Pre-need Death Plan	Through the PCG Mutual Assistance System (PCGMAS) and St. Peter Life Plan Inc, a memorial service product package (St. Gregory Plan which includes memorial services with four (4) days viewing in any accredited mortuary chapels or seven (7) days in the home of the deceased personnel, one memorial wreath and thank you cards, St. Peter tribute and hearse and transportation of the deceased to the cemetery during the interment within the 25km radius) is provided. PCGMAS provides cash assistance to the family of the deceased member in the amount of PhP 200,000.00	CMCPO/CG-1	PCGMAS

	Interment Assistance	Prayer vigil service and funeral flower/wreath for both Officer and Enlisted Personnel. Token for the deceased immediate family member.	CG-1/ Concerned Command/Unit	CG-1 (Assigned in NHQ-PCG); Concerned Command/Unit (Assigned outside NHQ-PCG)
Philippine Navy and Coast Guard Enlisted Personnel (E1-E6) Association Inc (PNCGEPAI) PCG Chevrons Association Inc Armed Forces of the Philippines	Low-interest rate livelihood loan assistance with LBP	Livelihood loan from Php 20,000.00 to Php 1,000,000.00 with min term of 6 months and max of 36 months; at 10% interest rate per annum.	LBP	N/A
	Scholarship Grant/ Educational Assistance	a. One hundred percent (100%) discount on tuition fees and miscellaneous fees in National University b. Fifty percent (50%) discount on tuition fees and miscellaneous fee in World Citi Colleges c. Fifty percent (50%) discount on tuition fees and miscellaneous fee in Informatics Philippines	CGHRMC	N/A
	Death of Member (Enlisted Personnel)	Cash assistance in the amount of Php 60,000.00	PNCGEPAI	PNCGEPAI
	Death of Member (Enlisted Personnel)	Cash assistance in the amount of Php 100,000.00	PCG Chevron	PCG Chevron
	Burial Cash Benefit	Mo. Contributions= 0.5% of Base Pay: Php 25,000.00	AFPMBAI	AFPMBAI

and Police Mutual Benefit Association, Inc (AFPMBAI)- CFAB		Mo. Contributions= 1.50% of Base Pay: Php 47,400.00 Old Basic: Php 10,000.00			
	Killed in Action	Mo. Contributions= 0.5% of Base Pay: Php 100,000.00 Mo. Contributions= 1.50% pf Base Pay: Php 200,000.00 Old Basic: Php 25,000.00		Office of the Deputy Secretary for Finance Administration (ODESFA)	ODESFA
DILG- Comprehensive Social Benefits Program (CSBP)	Special Financial Assistance	Php 500,000.00 shall be granted to the beneficiaries of personnel killed during operations.			
	Health and Medical Care Assistance	Payment of PhilHealth premiums and medical assistance for hospitalization and provision of maintenance medicine.		PhilHealth/DOH	PhilHealth/DOH
	Social Welfare Assistance	Immediate enrollment of beneficiaries of personnel killed in operation in 4Ps Modified Conditional Cash Transfer or in lieu thereof, a monthly subsidy of 20 kilos or its cash equivalent based on prevailing market price for those who will not qualify under the 4Ps		Department of Social Welfare and Development (DSWD)	Department of Social Welfare and Development (DSWD)
	Shelter Assistance	a. Housing unit under the NHA Gov't Employee Housing Program with maximum subsidy of Php 450,000.00 b. Cash Assistance of Php 450,000.00 for the construction of housing unit on the existing and		National Housing Authority (NHA) of the Department of Human Settlements and urban Development (DHSUD)	NHA/DHSUD

24

		owned lot of the beneficiary-family.		
		c. Php 100,000.00 for the repair/rehabilitation/improvement of existing housing unit.		
	Educational Assistance	Educational assistance to a max of two (2) children or other qualified beneficiaries	DILG/DND	DILG/DND
	Employment Assistance	Facilitated to be employed in any government agency	DILG/DND/DOLE	DILG/DND/DOLE

28