



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

**NHQ-PCG/CGFS**

**16 November 2025**

**CIRCULAR  
NUMBER 19-25**

**GUIDELINES IN THE IMPLEMENTATION OF THE PHILIPPINE COAST GUARD  
ONLINE COLLECTION SYSTEM (PCGOCS) THRU LANDBANK OF THE  
PHILIPPINES (LBP) LINK.BIZPORTAL**

**1. AUTHORITY**

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

**2. REFERENCES**

- A. Republic Act No. 11032, entitled "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and its Implementing Rules and Regulations (IRR) dated 28 May 2018;
- B. Commission on Audit Circular No. 2021-014, entitled "Guidelines on the Use of Electronic Collection (e-Collection) and Electronic Payment (e-Payment) for Government Transactions" dated 22 December 2021;
- C. Treasury Circular No. 3-2025, entitled "Supplemental Guidelines to Treasury Circular (TC) Nos. 3-2024 dated 12 April 2024 and TC 02-2022 dated 31 May 2022 in line with the implementation of the National Government Collection and Disbursement System (NGCDS) of the Bureau of the Treasury" dated 14 April 2025;
- D. Treasury Circular No. 2-2025, entitled "Revised Omnibus Guidelines Governing the Opening of Accounts for Receipts and Disbursement of the National Government" dated 02 April 2025;
- E. Government Accounting Manual for National Government Agencies Volume 1, s. 2015; and
- F. Memorandum of Agreement between the Philippine Coast Guard and the Landbank of the Philippines dated 02 September 2025.

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### 3. PURPOSE

This Circular prescribes the guidelines in the implementation of Philippine Coast Guard Online Collection System (PCGOCS) through Land Bank of the Philippines (LBP) Link.BizPortal. Its objectives are to provide convenience to stakeholders by paying online anytime and anywhere, to have real-time monitoring of collections and prompt generation of required reports.

### 4. SCOPE

This Circular covers all collections such as fees, charges, fines and penalties imposed by the Philippine Coast Guard (PCG) on the services rendered in the exercise of its mandated regulatory functions. It does not include bidding document fees and other fees related to government procurement and proceeds derived from seminars, conference, training and oath taking programs.

### 5. DEFINITION OF TERMS

For this Circular, the following terms are defined as follows:

- A. **Bureau of the Treasury (BTr)** – the principal custodian of government funds. Responsible for ensuring the sufficiency of Government financial resources, including the active management and investment of excess funds.
- B. **Coast Guard Accounting Service Office (CGASO)** – Office responsible for submitting timely and accurate financial reports to Higher Headquarters and providing top management with necessary accounting data as reference in decision-making.
- C. **Collecting and Remitting Officer (CRO)** – accountable Officers for accepting cash/check as payment for fees/other charges to be deposited from Authorized Government Depository Bank (AGDB) to the Bureau of the Treasury (BTr).
- D. **Electronic Acknowledgement Receipt (eAR)** – refers to evidence or confirmation of payment for collection received by the agency from its clients generated through Link.BizPortal electronic collection system.
- E. **Land Bank of the Philippines (LBP)** – the authorized Government Depository Bank (AGDB) of the Philippine Coast Guard.
- F. **Link.BizPortal** – internet-based payment system that allows clients to pay for products and/or services of both government and private institutions using their LBP Accounts, Automated Teller Machines Cards of BancNet Member Banks, Visa and Mastercard Branded Cards and G-Cash Accounts in real time manner.
- G. **Parking Account** – a pass-through bank account assigned for remittances under the electronic banking collections that would be eventually swept to designated clearing account.



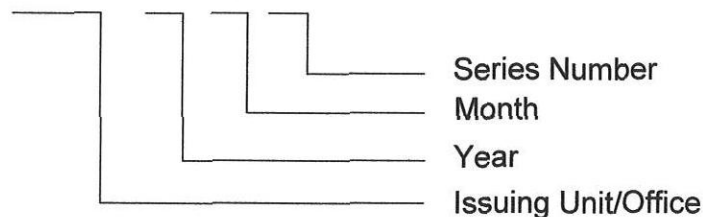
- H. **Philippine Coast Guard Online Collection System (PCGOCS)** – an automated system for collection of payments through LBP Link.BizPortal.
- I. **Stakeholder** – refers to client, payee, concessionaire, tenant/proponent or representative of a group that pays for services, facilities or equipment the PCG offers.

## 6. POLICIES

- A. All designated CROs shall be enrolled to the LBP Link.BizPortal through the Merchant Payment Inquiry (MPI) User Enrollment Form (**Annex A**). Said CRO shall have exclusive access on the MPI User Module and jointly prepare the required monthly collection reports. Accuracy in the preparation of reports shall be observed at all times.
- B. Manual collections may be allowed for walk-in payor.
- C. All collections must be supported by Order of Payment issued by CGASO, Coast Guard Accounting Service Unit (CGASU), or its authorized issuer. Scanned copy of Order of Payment shall be allowed to facilitate the processing of applications and collections provided that the original copy must be attached to the monthly report.
- D. Billing Statement and Order of Payment shall be the payors' reference before it can proceed to payment transaction using the Link.BizPortal.
- E. Billing Statement shall have a designated unique code on each transaction. Issuing Unit-Year-Month-Series Number (XXXX-00-00-0000)

Example:

CGFS – 25 – 05 – 0001



- F. The issuance of Official Receipt or Invoice shall not be required for collections made thru Link.BizPortal. However, electronic Acknowledgement Receipt (eAR) generated through LBP Link.BizPortal shall serve as proof of payment and must be reflected in the Report of Collections and Deposit.
- G. Payor shall present a copy of confirmation from the Link.BizPortal upon completing the transaction before granting their applications of any type.

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- H. The Report of Daily Collections shall be generated through MPI User Module of the LBP Link.BizPortal in the form of PDF file. It must remain unaltered to maintain its integrity, authenticity and reliability.
- I. In cases where the payor commits a typographical error in the payment system – such as in the name of the payor, reference number, nature of payment or code – the incorrect entry in the report generated by Link.BizPortal may be corrected by crossing out the erroneous information once and clearly writing the correct information above it. Such corrections shall be duly initialed and dated by the authorized personnel. In case of an incorrect payment, the payor shall either pay the remaining amount due or request a refund for any overpayment.
- J. PCG Units may use their official email, Google Form and other online applications for the processing of applications of accreditations, permits, clearances, certifications, fines and penalties and other regulatory services of the PCG.
- K. Functional Commands and Operating Commands may prepare and issue Standing Operating Procedure (SOP) governing their respective collection procedures.

## **7. RESPONSIBILITIES**

- A. Commanders of Coast Guard Districts shall ensure that all CROs are properly bonded, monitor all transactions made by the CROs of their respective District, monitor the enrollment of all CROs to the MPI User Module, and monitor all outgoing and incoming CROs with appropriate orders to properly execute the enrolment and deletion of their MPI account. Ensure that D-1 informs the CGFSUs prior designation of the Station's CRO.
- B. Commanders of all Functional and Operating Commands shall implement and use the LBP's Link.BizPortal for online collections in performing its mandated regulatory functions and incorporate LBP's Link.BizPortal mode of payment and collection to their respective Citizens Charter.
- C. The Office of Coast Guard Finance Service shall conduct information and dissemination of PCGOCS and provide information materials to the stakeholders through CGFS/Coast Guard Finance Service Units (CGFSUs). It shall also be responsible for the admission and deletion of CROs MPI Account and shall conduct periodic review of this Circular to ensure responsiveness to technological advancements, evolving financial systems and stakeholder requirements.
- D. The Office of CGASO/CGASU shall issue Order of Payment based on the Billing Statement upon request of a concerned unit/stakeholder/payor thru its authorized issuer, it may be requested and issued through physical claim or via electronic transmission, as appropriate, to accommodate all transactions. However, original Order of Payment shall be attached to monthly collections report.

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- E. All Collecting and Remitting Officers shall assist the Coast Guard Districts/Stations/Sub-Stations/Detachments in the determination of appropriate fees/charges, shall accommodate both online collection and manual collection in the designated area of responsibility, and collect fees and charges in accordance with the Order of Payment.

## **8. SEPARABILITY CLAUSE**

If any part of this Circular is found invalid or unconstitutional, the rest of its provisions shall remain in effect.

## **9. REPEALING CLAUSE**

Any provision of PCG issuances that is inconsistent with the provisions herein is hereby repealed, amended or modified accordingly.


## **10. EFFECTIVITY**

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

**BY COMMAND OF ADMIRAL GAVAN PCG:**


**OFFICIAL:**

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

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

*Annexes:*

- A – Landbank Link.BizPortal Merchant Payment Inquiry User Enrollment
- B – Process Flow for Link.BizPortal

<b>CLASS B</b>					
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <b>LANDBANK</b> </div> <div style="text-align: center;"> <b>Branch</b>  <b>LANDBANK LINK.BIZPORTAL</b>  <b>MERCHANT PAYMENT INQUIRY USER ENROLLMENT FORM</b> </div> </div>					
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> New Enrollment           <input type="checkbox"/> Update Information (P/s. specify: _____)           <input type="checkbox"/> Delete Enrollment         </div>					
Enrollment Date _____					
<b>TYPE OF PARTNER-MERCHANT:</b>					
GOVERNMENT INSTITUTION <input type="checkbox"/> NGA <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> LGU <input type="checkbox"/> OTHERS: (P/s. specify _____)					
PRIVATE INSTITUTION <input type="checkbox"/> UTILITY/ SERVICE <input type="checkbox"/> CORPORATION/ ENTERPRISE <input type="checkbox"/> SCHOOL/ UNIVERSITY <input type="checkbox"/> COOPERATIVE					
MERCHANT/AGENCY NAME				MERCHANT CODE	
NAME (USER 1)				TEL. NO.	
<div style="display: flex; justify-content: space-between;"> <div>LAST NAME</div> <div>FIRST NAME</div> <div>MIDDLE NAME</div> </div>				<div style="display: flex; justify-content: space-between;"> <div>AREA CODE</div> <div>TEL.</div> <div>EXT.</div> </div>	
USER ID (Max of 15 characters)	USER NAME (Max of 20 characters)	FAX NO.		ALTERNATE TEL. NO.	
DEPARTMENT		E-MAIL ADDRESS		MOBILE NO.	
NAME (USER 2)				TEL. NO.	
<div style="display: flex; justify-content: space-between;"> <div>LAST NAME</div> <div>FIRST NAME</div> <div>MIDDLE NAME</div> </div>				<div style="display: flex; justify-content: space-between;"> <div>AREA CODE</div> <div>TEL.</div> <div>EXT.</div> </div>	
USER ID (Max of 15 characters)	USER NAME (Max of 20 characters)	FAX NO.		ALTERNATE TEL. NO.	
DEPARTMENT		E-MAIL ADDRESS		MOBILE NO.	
NAME (USER 3)				TEL. NO.	
<div style="display: flex; justify-content: space-between;"> <div>LAST NAME</div> <div>FIRST NAME</div> <div>MIDDLE NAME</div> </div>				<div style="display: flex; justify-content: space-between;"> <div>AREA CODE</div> <div>TEL.</div> <div>EXT.</div> </div>	
USER ID (Max of 15 characters)	USER NAME (Max of 20 characters)	FAX NO.		ALTERNATE TEL. NO.	
DEPARTMENT		E-MAIL ADDRESS		MOBILE NO.	
<p><i>We hereby agree to the terms and conditions governing the LANDBANK Link BizPortal</i></p> <p><i>We declare under oath that this LANDBANK Link BizPortal Merchant Payment Inquiry User Enrollment Form has been accomplished by me/ourselves, and is true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.</i></p> <p><i>We also authorize the Land Bank of the Philippines and/or its authorized representative to verify/validate the contents stated herein.</i></p>					
_____ Signature Over Printed Name			_____ Signature Over Printed Name		
<i>Note: It is the responsibility of the client to inform the Bank should there be any changes in the MPI Enrollment Form.</i>					
<b>BANK USE ONLY</b>					
FOR BRANCH:			FOR EPD ENROLLMENT:		
Signature Verified by:	Checked by:	Approved by:	Encoded by:	Approved by:	
_____ Signature Over Printed Name	_____ Signature Over Printed Name	_____ Signature Over Printed Name	_____ Signature Over Printed Name	_____ Signature Over Printed Name	
Distribution: Copy 1: ADOSO Copy 2: Merchant Copy 3: LBP Depository Bank Note: 1. Please write "Not Applicable" or "N/A" for fields with no applicable data and/or "Nothing follows" immediately after the last item. 2. Please use additional sheets, if necessary.					
<div style="display: flex; justify-content: space-between;"> <span>Merchant Payment Inquiry User Enrollment Form</span> <span>Page 1 of 1</span> </div>					





**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
**COAST GUARD FINANCE SERVICE**  
NHQ-PCG 139 25th Street Port Area, Manila 1018



## PROCESS FLOW

### LINK.BIZPORTAL



#### STEP 1

Go to [www.landbank.com](http://www.landbank.com) or open the **LANDBANK Mobile Banking App** and click on **Link.BizPortal**.



#### STEP 2

Click **Pay Now**, enter **PHILIPPINE COAST GUARD** in the search bar, or choose the merchant from the list.



#### STEP 3

Select the transaction type. Click **Continue**.



#### STEP 4

Fill out the transaction details and choose your preferred **Payment Option**.\* If **LANDBANK/OFBank ATM**, enter your 10-digit Account Number.



#### STEP 5

Input **Captcha Challenge** and check the **Terms and Conditions**. Click **Continue**.



#### STEP 6

Authorize the transaction using the **OneTime Password (OTP)** and **ATM PIN**.



#### STEP 7

View/Print **Payment Confirmation Receipt**.