



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard)

139 25th Street, Port Area

1018 Manila

NHQ-PCG/CG-3

02 February 2026

**STANDING OPERATING PROCEDURE
NUMBER 02-26**

**PCG GUIDELINES FOR HANDLING RELIEF GOODS DURING HUMANITARIAN
ASSISTANCE AND DISASTER RESPONSE (HADR) OPERATIONS**

1. REFERENCES

- A. Republic Act No. 9993, entitled "The Philippine Coast Guard Law of 2009" and its Implementing Rules and Regulations dated 12 February 2010;
- B. PCG Concept of Operations (CONOPS) Series of 2024;
- C. Republic Act No. 10121, entitled "Philippine Disaster Risk Reduction and Management Act of 2010" dated 27 May 2010;
- D. NDRRMC Memorandum Circular No. 04 Series of 2012, entitled "Implementing Guidelines on the Use of Incident Command System (ICS) as an On-Scene Disaster Response and Management Mechanism under the Philippine Disaster Risk Reduction and Management System (PDRRMS)" dated 28 March 2012;
- E. NHQ-PCG/CG-7 Standing Operating Procedure No. 02-21, entitled "Guidelines During the Conduct of Humanitarian Assistance and Disaster Response (HADR) Operations" dated 17 February 2021; and
- F. CRS Manual (2021), Duties and Responsibilities of CRG in Relief Operations.

2. PURPOSE

This Standard Operating Procedure (SOP) institutionalizes a unified, accountable and transparent system for the management of relief goods by the Philippine Coast Guard (PCG) in support of national HADR efforts to foster interoperability with other government agencies.



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3. SCOPE OF APPLICATION

All PCG Major Commands, Central Staff, Operational and Admin Support Units, and Operating Units involved in HADR operations must adhere to this SOP. It supplements existing tactical SOPs and guides the development of subordinate operational directives at District and Station levels, focusing on the management of relief supplies, including receiving, storage, transportation and distribution responsibilities.

4. DEFINITION OF TERMS

- A. **Relief Goods** – shall refer to food, water, medicine, clothing and other subsistence items intended for distribution to affected populations.
- B. **Relief Operations** – refer to the actual distribution of relief goods to affected communities and individuals.
- C. **Temporary Storage Facilities** – PCG-designated secure areas for receipt and safekeeping of relief items prior to distribution.
- D. **Accountable Officer** – PCG personnel designated to manage inventory and ensure proper documentation.
- E. **Waybills** – generally refers to the document that travels with goods detailing their origin, destination and contents.
- F. **Donor/s** – refer to any Government agency, Non-Government Organization (NGO), private entity or individual providing the humanitarian assistance or relief goods for distribution to affected areas or individuals.
- G. **Staging Area** – refer to a temporary holding area for incoming relief goods before final transport or distribution.
- H. **Beneficiary** – humanitarian relief recipients such as individuals, families or communities facing challenges like displacement, food insecurity and limited access to essential services.

5. POLICIES

- A. The PCG shall serve as the strategic logistics and transport arm of the government for maritime humanitarian relief operations.
- B. Relief operations shall be conducted in joint coordination with NDRRMC, other Government agencies and other stakeholders, under the Incident Command System (ICS).
- C. PCG assets may be designated as Humanitarian Logistics Vessels (HLV) or Mobile Staging Platforms (MSP) during large-scale relief operations.

184

- D. No private or political branding shall appear on relief goods; only official PCG and government identifiers shall be used.
- E. Ensure that all goods shall be emplaced to a storage for safe keeping to maintain their usability.
- F. Ensure that trained PCG personnel shall handle the relief goods properly during transport and follow protocols to ensure the integrity of the relief items.
- G. PCG assets are not allowed to display any posters, tarpaulin, banners and similar forms of advertising connected to political and religious groups, NGOs, fraternities and sororities or of similar organizations during the loading, transport, unloading and/or distribution of relief items.

6. RESPONSIBILITIES

A. Commandant, PCG

- i. Provide overall policy direction for relief goods management in line with DOTr and NDRRMC guidance.
- ii. Ensure doctrinal alignment with PCG's Humanitarian Assistance Framework.
- iii. Approve national-level coordination mechanisms and resource mobilization.

B. Deputy Commandant for Operations (DCO)

- i. Exercise strategic oversight in all logistics and operations nationwide.
- ii. Direct coordination between CG-3, CG-4, CG-6 and CG-7 for unified relief goods management.
- iii. Consolidate national-level operational and logistical reports for submission to DOTr and NDRRMC.

C. Deputy Chief of Coast Guard Staff for Operations, CG-3

- i. Supervise operational deployment of assets and personnel during HADR missions.
- ii. Consolidate District-level reports and ensure inter-agency synchronization through ICS participation.
- iii. Issue operational directive aligned with this SOP.

D. Deputy Chief of Coast Guard Staff for Logistics, CG-4

- i. Issue guidelines on logistical support system during relief operations.
- ii. Oversee the logistical requirements of units.

E. Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7

- i. Supervise public information and community relations campaigns ensuring compliance with non-political standards.
- ii. Responsible for the submission of completeness reports to DSWD, LGUs, NGOs and private donors for transparency and accountability.

F. Commander, Coast Guard Civil Relations Service (CGCRS)

- i. Unit primary responsible in the conduct of post-activity assessment and direct reporting to CG-7.
- ii. Mobilize and supervise the Executive PCGA members as force multipliers for humanitarian engagement.
- iii. Responsible for the submission of completeness report to CG-7 upon completion of HADR missions.
- iv. Establish protocols on the handling of perishable goods and time bound items to prevent wastage.

G. Commander, Coast Guard Districts/Operating Units

- i. Implement the SOP at the operational level through District/Unit HADR Implementing Plan.
- ii. Designate Accountable Officers and maintain storage, transport and documentation.
- iii. Ensure strict adherence to relief handling protocols and submit reports to CG-3 through channels.
- iv. Designate storage area for the safe handling of relief goods.
- v. Mobilize and supervise the deployment of regular PCGA members during HADR operations.
- vi. Responsible for the submission of completeness report to CGCRS upon completion of HADR missions.

- vii. Oversee the coordination with DSWD, LGUs, NGOs and private donors thru DCDS for CRS, D7.

H. **Commander, Coast Guard Logistics Systems Command**

- i. Operate PCG logistics hubs, staging areas and warehouses for relief goods.
- ii. Ensure proper receipt, storage, inspection and dispatch of items.
- iii. Maintain updated inventory logs and submit regular status reports to CG-4 and CG-3.

I. **Coast Guard Base Farola**

- i. Serve as the National Staging and Storage Hub for relief goods during large-scale HADR operations.
- ii. Utilization of PCG gym as temporary storage area.

7. **PROCEDURES: (Flow Chart – Annex C)**

The flow of handling relief goods, as illustrated in **Annex C**, outlines the systematic process followed by PCG Units during HADR operations. It begins with the receipt of goods at designated collection points. The Coast Guard Base Farola shall serve as the National Staging and Storage Hub by the CGDNCR-CL CRS Accountable Officer with proper acknowledgment. The District Commanders of other Districts shall coordinate and collaborate with DSWD and LGUs within their AOR for the temporary storage facilities. Goods are then transported with written orders and waybills to ensure accountability, and distributed in coordination with LGU representatives to guarantee proper delivery to beneficiaries. Finally, reporting is accomplished through the timely submission of Relief Operations Reports to higher headquarters for consolidation and monitoring. This process ensures transparency, efficiency and integrity in the management of all relief goods.

- A. Relief goods shall be received at the designated PCG collection or staging areas. The receipt of goods must be properly acknowledged using the *Relief Goods Turnover and Endorsement Form (Annex A)*, duly signed by both the donor and the PCG representative to ensure transparency and accountability.
- B. All relief goods shall then be secured in temporary storage facilities under the supervision of CRS Accountable personnel to maintain their integrity, quality and usability prior to distribution or further movement.
- C. The transport of relief goods from collection points or storage facilities to affected areas shall be conducted only with proper documentation, such as written orders and waybills from the DCCGS for CRS, CG-7 to ensure traceability and control throughout the delivery process.



- D. Upon arrival at the designated distribution area, the distribution of goods shall be carried out by DCDS for CRS, D7 in close coordination with concerned LGUs and DSWD field representatives. The activity shall be properly documented through signed beneficiary lists and photo documentation to verify the actual recipients and ensure accountability.
- E. Operating units shall submit a Relief Operations Report (**Annex B**) within 24 hours after completion of the activity to the PCG COMCEN, for consolidation of national data and subsequent submission to the DOTr and NDRRMC.
- F. Units involved shall conduct After-Action Reviews (AAR) and Lessons-Learned sessions after every HADR operation. Findings shall be consolidated and submitted to CG-3 for inclusion in the PCG's Annual HADR Readiness Assessment Report.

8. PENAL CLAUSE

Violations of this SOP will be dealt with under the PCG Code of Conduct and Discipline as an aggravating circumstance in the administrative aspect of the case.

9. EFFECTIVITY

This SOP shall be implemented effective 16 January 2026.

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

Annexes:

- A – Relief Goods Turnover and Endorsement Form
- B – Relief Operations Report Template
- C – Flow Chart

RELIEF GOODS TURNOVER AND ENDORSEMENT FORM*(For Use during HADR Operations)*

1. Originating Office / Donor: _____
2. Date and Time of Turnover: _____
3. Staging Area / Location: _____

Description of Goods	Quantity	Unit (box, pcs)	Remarks
(e.g. Bottled water 500ML)	100	boxes	Packaging, in good condition, (Complete/ incomplete)
TOTAL:			

4. Transport Details:

Vehicle / Vessel Name: _____
 Plate / Hull No.: _____
 Waybill No.: _____

5. Receiving:

Name: _____
 Rank / Position: _____
 Signature: _____
 Date: _____

6. Donor / Originating Party:

Name: _____
 Rank / Position: _____
 Signature: _____
 Date: _____

7. Witnesses:

- a. _____ (LGU / DSWD Representative)
- b. _____ (PCG Personnel)

NOTE: Attach this form Relief Goods Inventory Log and submit to CG-3 operations through channels within 24 hours after turnover.

RELIEF OPERATIONS REPORT TEMPLATE*(Submitted to CG-3 through channels within 24 hours)*

- A. Reporting Unit: _____
B. Area of Operation: _____
C. Operation Period (From-To): _____

1. Summary of Relief Activities:

- Total Quantity of Relief Goods Distributed: _____
- Total Number of Beneficiaries: _____
- Type of Goods Distributed: _____
- Means of Transportation Utilized (Ships, Vehicles, Aircraft): _____

2. Coordination:

- DSWD / LGU coordination status: _____
- ICS participation (position/ cluster role): _____
- Type of Goods Distributed: _____
- NDRRMC, RDRRMC, PDRRMC, MDRRMC cluster involvement: _____

3. Observations:

- Issues encountered (Logistics, Coordination, or Safety): _____
- Lessons Learned: _____
- Recommended Corrective Actions: _____

4. Attachments:

- ☐ Relief Goods Turnover and Endorsement Form (Annex A);
- ☐ Beneficiary List (Signed by LGU Representative);
- ☐ Photo Documentation (if applicable);

Prepared by:

Name / Rank / Position: _____

Signature: _____

Date: _____

Reviewed by:

District Commander: _____

Signature: _____

Date: _____

184

PCG GUIDELINES FOR HANDLING RELIEF GOODS DURING HUMANITARIAN ASSISTANCE AND DISASTER RESPONSE (HADR)

