



## PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard)

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1018 Manila

CGLLA/CGRBAS

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### MEMORANDUM CIRCULAR

NUMBER 06-25

### PHILIPPINE COAST GUARD RETIREES' DAY

#### I. AUTHORITY

Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law of 2009", as amended by Republic Act No. 12122.

#### II. REFERENCES

- A. Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law of 2009", as amended by Republic Act No. 12122;
- B. Republic Act No. 493, entitled "An Act to Prohibit the Use or Conferring of Military or Naval Grades or Titles by or upon Persons Not in the Service of the Armed Forces of the Philippines or the Philippine Constabulary, to Regulate the Wearing, Use, Manufacture and Sale of Insignias, Decorations and Medals, Badges, Patches and Identification Cards Prescribed for the Said Armed Forces or Constabulary, and for Other purposes" dated 12 June 1950;
- C. Republic Act No. 3815, entitled "Revised Penal Code of the Philippines, Article 179";
- D. Proclamation No. 470, series of 1994, Amending Proclamation No. 1503, series of 1975; and
- E. Armed Forces of the Philippines Uniform Code, AFPR G 131-031.

#### III. PURPOSE

This Memorandum Circular prescribes the policies and guidelines for the conduct of the Philippine Coast Guard (PCG) Retirees' Day. It aims to recognize and honor the sacrifices, dedication and service of PCG retirees, institutionalize the



Retirees' Day as part of the annual pre-anniversary celebration of the PCG and establish the regulations on the authorized wearing of uniforms, ranks, insignias, medals and awards by retired PCG personnel during the event.

#### **IV. OBJECTIVES**

The PCG Retiree's Day seeks to promote camaraderie, esprit de corps and lasting bonds between active and retired members of the Organization. It further aims to inspire active personnel to uphold the highest standards of discipline and service by showcasing the legacy and example set by the PCG retirees. The celebration also intends to involve the immediate families of retirees, including widows, widowers and orphans, through fellowship and recognition activities, while providing a venue for programs and services that are beneficial to retirees such as health, wellness, legal and retirees' affairs initiatives.

#### **V. SCOPE**

This Memorandum Circular shall apply to all PCG retirees, whether commissioned officers, enlisted personnel or non-uniformed personnel, who retired under optional, compulsory, disability or other authorized programs, together with their immediate families. It likewise applies to all PCG Units, Commands and Districts which are directed to organize, coordinate and support Retirees' Day activities within their respective areas of responsibility. The scope also extends to all official activities forming part of the Retirees' Day, including commemorative ceremonies, fellowship events, open-house visits, health and wellness services, and retirees' affairs information programs.

#### **VI. DEFINITION OF TERMS**

- A. Commemorative Activities** – ceremonies or observances conducted during Retirees' Day to honor deceased PCG retirees and highlights their contributions, including wreath-laying, memorial services or tributes.
- B. Fellowship Activities** – activities organized during Retirees' Day designed to promote camaraderie, esprit de corps and interaction between active personnel, retirees and their families, such as open-house visits, family day gatherings and Office visits.
- C. Immediate Family** – refers to the spouse, widows or widowers, legitimate or legally adopted children and recognized orphans of PCG retirees who may be allowed to participate in Retirees' Day activities.
- D. PCG Retirees' Day** – an annual activity of the PCG conducted as part of the pre-anniversary celebration dedicated to honoring, recognizing and strengthening the bond between active and retired members of the Organization.

- E. **Retirees** – refers to all uniformed and non-uniformed personnel of the PCG who retired under optional, compulsory or disability retirement, or were separated due to service-incurred medical conditions. This excludes individuals dishonorably discharged or separate for cause.
- F. **Support Services** – services made available during Retirees' Day to assist retirees and their families, which may include medical and dental check-ups, wellness programs, legal consultations, chaplaincy support and retirees' affairs information assistance.
- G. **Uniform and Insignia** – refers to the last prescribed uniform, rank insignias, badges, ribbons, medals and other accoutrements officially authorized for wear by the retiree during active service, which may be worn during Retirees' Day activities in accordance with this Memorandum Circular.

## VII. POLICIES

- A. The PCG Retirees' Day shall be conducted annually as part of the official pre-anniversary celebrations of the PCG. It shall serve as a formal occasion to recognize the valuable contributions and dedicated service of all retired personnel, including commissioned officers, enlisted personnel and non-uniformed personnel. The celebration shall likewise affirm the enduring bond between active and retired members of the PCG.
- B. In the interest of promoting camaraderie, esprit de corps and a lasting connection between retirees and active personnel, retired PCG personnel are authorized to wear their last prescribed service uniform during Retirees' Day, together with the rank insignia, badges, ribbons, medals, awards and accoutrements officially issued or earned during active service. The wearing of rank shall be limited strictly to the last rank held at retirement. Retirees are prohibited from modifying or altering the prescribed uniform, or from wearing it outside PCG-sanctioned Retirees' Day activities, unless otherwise authorized by the higher headquarters.
- C. Activities for the Retirees' Day shall be organized by PCG Functional Commands, Administrative Support Commands, Operational Support Commands and District Offices within their respective areas of responsibility. The conduct of activities may include, but shall not be limited to:
  - i. Open house visits to PCG Headquarters, Functional Commands and District Offices;
  - ii. Open house activities aboard capital ships when docked and weather conditions permit;

- iii. Family Day gatherings and fellowship programs open to retirees and their immediate families, including widows, widowers and orphans;
- iv. Visits to Offices and Facilities where retirees were previously assigned;
- v. Ceremonies and tributes in honor of deceased PCG retirees;
- vi. Fellowship activities to strengthen bonds with active members of the service;
- vii. Health, medical and wellness services such as medical consultations, dental services and preventive care programs;
- viii. Religious services, moral recovery and values formation activities;
- ix. Legal and administrative assistance or consultations, including updates on retiree benefits and entitlements; and
- x. Retirees' affairs information and orientation activities.

D. PCG Units and Offices are encouraged to collaborate with retirees' associations, Local Government Units, civil society organizations and private sector partners in order to enhance the quality of services provided to retirees and their families. Activities such as medical and dental missions, livelihood and skills training, job placement assistance, financial literacy seminars and social support programs may be integrated into the Retirees' Day celebration, subject to coordination with the concerned PCG Unit.

E. To ensure consistency and meaningful participation, all PCG Units shall coordinate their Retirees' Day programs with the Coast Guard Human Resource Management Command (CGHRMC) and the Coast Guard Retirement and Benefits Administration Service (CGRBAS). Districts and Units shall adopt common themes, key messages and program highlights as prescribed by the higher headquarters.

F. The Retirees' Day shall be included in the official PCG calendar of activities and shall be supported through the necessary budgetary allocations as determined by CG-6 in coordination with concerned Units. Supplemental support may be sourced from local funds or authorized partnerships with external stakeholders, provided that such arrangements conform with PCG policies and regulations.

## **VIII. RESPONSIBILITIES**

### **A. Coast Guard Human Resource Management Command (CGHRMC)**

- i. Serve as the overall UPR in planning, coordinating and supervising the conduct of the PCG Retirees' Day;
- ii. Issue detailed implementing guidelines and consolidate reports submitted by Units; and
- iii. Ensure alignment of activities with PCG-wide policies and themes.

### **B. Coast Guard Retirement and Benefits Administration Service (CGRBAS)**

- i. Provide an updated list of PCG retirees nationwide to all Human Resource Management Units (HRMUs);
- ii. Assist in disseminating invitations to retirees and their families;
- iii. Maintain liaison with retirees' associations and monitor retiree-related concerns during the activity; and
- iv. Oversee, if properly delegated, and/or coordinate the active involvement of both Officers and Enlisted Personnel in all activities of the PCG Retirees' Day.

### **C. All Functional, Administrative Support, Operational Support Commands, Coast Guard Districts**

- i. Designate a focal person or organizing committee to oversee Retirees' Day activities within respective area of responsibility (AOR);
- ii. Coordinate with local retirees' associations to maximize participation;
- iii. Ensure the meaningful participation of retirees and their families;
- iv. Conduct activities within respective AOR in line with NHQ-PCG guidance;
- v. Ensure safety, security and proper decorum during celebrations; and

- vi. Submit after-activity reports (AAR), including attendance, feedback, financial accountability and recommendations for improvement to CGHRMC not later than ten (10) working days after the activity.

**D. Coast Guard Medical / Nursing / Dental Service**

- i. Provide health, dental and wellness services to retirees and their families; and
- ii. Deploy mobile team, where practicable, to support the activities.

**E. Coast Guard Ecumenical Chaplain Service (CGECHS)**

- i. Provide spiritual and religious support, moral recovery programs and counselling.

**F. Coast Guard Legal Service (CGLS)**

- i. Provide legal assistance and consultations to retirees and their families.

**G. Coast Guard Public Affairs Service (CGPAS)**

- i. Provide media coverage and documentation of Retirees' Day activities; and
- ii. Disseminate information to highlight the significance of the event and promote Organization heritage.

**H. First Master Chief Petty Officer, PCG**

- i. Oversee the involvement of retired Enlisted Personnel across all PCG Units; and
- ii. Provide guidance to all MCPOs to ensure inclusivity and meaningful engagement across all Units.

**I. All Master Chief Petty Officers, PCG Units**

- i. Coordinate closely with retirees' associations in respective AOR;
- ii. Represent retired Enlisted Personnel in planning and implementation; and
- iii. Provide guidance to retired Enlisted Personnel during the event.

## **IX. RESCISSION**

All existing policies, directives and issuances inconsistent with this Memorandum Circular are hereby rescinded.

## **X. EFFECTIVITY**

This Memorandum Circular shall take effect upon publication.

**BY COMMAND OF ADMIRAL GAVAN PCG:**

**OFFICIAL:**

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**COMMO** **PCG**  
Acting Chief of Coast Guard Staff

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