



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

NHQ-PCG/CG-4

27 August 2025

**STANDING OPERATING PROCEDURE
NUMBER 26-24**

Addendum 01-25

**ADDENDUM TO NHQ-PCG/CG-4 SOP NO. 26-24 DATED 22 OCTOBER 2024
OTHERWISE KNOWN AS "GUIDELINES AND PROCEDURES FOR THE
UTILIZATION OF PCG FUEL, OIL AND LUBRICANT REPAIR, MAINTENANCE
AND CONSTRUCTION FUND AND FLEET CARD REWARD POINTS"**

As read:

6. POLICIES

- A. FOL RMC fund may be used for the construction, repair and maintenance of various FOL facilities, including FOL warehouses and other storage facilities, as well as the acquisition, repair and maintenance of PCG service vehicles, trucks, watercraft, aircraft and other mobility assets;
- B. All acquisition/acquired PCG land motor vehicles through FOL RMC fund shall be in accordance with DBM Budget Circular No. 2022-1, Malacañang AO No. 14 Section 33 of PD 1445, COA Circular No 2012-003 dated 29 October 2012 and R.A. 9993 under rule 3 (l) 3 and 5.4;
- C. All acquisitions of land motor vehicles, watercraft and aircraft and other assets shall be recorded in the PCG Book of Accounts;
- D. Redemption of the Fleet Card reward points shall be in accordance with the approved Program of Expenditure duly signed by the Commandant, PCG;
- E. Fleet Card reward points may be used to claim items/goods listed in the rewards catalog provided by the FOL service provider;

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- F. The process of redeeming the reward points must be included in the contract with the FOL service provider for transparency purposes; and
- G. The PCG FOL service provider shall execute, perform and carry-out the rebate program in accordance with existing laws, rules and regulations.

To read:

6. POLICIES

- A. FOL RMC fund may be used for the construction, repair and maintenance of various FOL facilities, including FOL warehouses and other storage facilities, as well as the acquisition, repair and maintenance of PCG service vehicles, trucks, watercraft, aircraft and other mobility assets;
- B. All acquisition/acquired PCG land motor vehicles through FOL RMC fund shall be in accordance with DBM Budget Circular No. 2022-1, Malacañang AO No. 14 Section 33 of PD 1445, COA Circular No 2012-003 dated 29 October 2012 and R.A. 9993 under rule 3 (l) 3 and 5.4;
- C. All acquisitions of land motor vehicles, watercraft and aircraft and other assets shall be recorded in the PCG Book of Accounts;
- D. Redemption of the Fleet Card reward points shall be in accordance with the approved Program of Expenditure duly signed by the Commandant, PCG and may be utilized with the following:
 - i. **Command-Approved Morale and Welfare Activities**, such as:
 - a) Anniversary programs, or similar recognized PCG-wide or unit-level activities, where tokens or raffle prizes are distributed;
 - b) Conduct of team-building exercises, sports fests or similar events aimed at personnel development and unit cohesion.
 - ii. **Infrastructure and Logistics Support Activities**, such as:
 - a) Construction or improvement of motorpools, parking facilities or minor site improvements;
 - b) Procurement of facility tools or utilities to support unit operations.

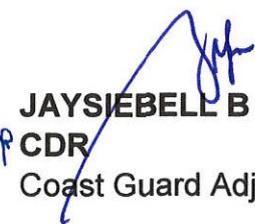


- iii. **Operational Enhancements**, particularly:
- a) Augmentation of communication or mobility equipment for official PCG use; and
 - b) Provision of equipment needed in preparation for or during special operations, mobilizations or disaster response.
- iv. **Other Events**, as may be recommended by O/CG-4 and approved by the Commandant, PCG, provided they:
- a) Aligned with the PCG's mission, vision and values;
 - b) Promote the general welfare, efficiency and operational readiness of the service; and
 - c) Properly documented and supported by an approved Program of Expenditure (POE).
 - d) Provided further, that such utilization shall not contravene any existing auditing, procurement and accounting regulations issued by the Commission on Audit or any other competent authority.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

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


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