



Department of Transportation  
**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
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1018 Manila

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DCS-HRM/CG-1

**CIRCULAR**  
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**REVISED LEAVE OF THE PCG**

**CHAPTER 1**

**GENERAL PROVISIONS**

**SECTION I**

**1-1References:**

- a. Commonwealth Act Nr. 220, as amended
- b. Commonwealth Act Nr. 647, as amended
- c. CSC Memorandum Circular No. 41-98
- d. Republic Act Nr. 8187, Paternity Act 1996
- e. Republic Act Nr. 9710, Magna Carta for Women
- f. Republic Act Nr. 9993, Philippine Coast Guard Law of 2009
- g. Maternity Leave (R.A. 8282, as amended by R.A. 11210)
- h. Leave for Victims of Violence against Women and their Children (R.A. 9262)
- i. Parental Leave for Solo Parents (R.A. 9710)
- j. Presidential Decree No. 1495
- k. Omnibus Rules Implementing Book V of the Administrative Code of 1987 (E.O. 292)

**1-2Purpose** – To prescribe the policies and procedures regarding the authorized leave benefits, to be spent either in the Philippines or abroad, by PCG Personnel in active service, including the leave benefits of draftees and trainees who have completed the compulsory basic training and who are assigned for duty and service to a unit in the PCG.

## Section II TYPES OF LEAVES

**1-3 Ordinary Leave** – refers to authorized absence of an Officer or Non-Officer from duty.

**1-4 Sick Leave** – refers to leave granted to a PCG Personnel to promote convalescence from disease or injury by affording him/her rest, better climate change of environment. Sick leave may also be granted on account of sickness of any member of his/her immediate family.

**1-5 Maternity Leave** – refers to leave of absence granted to any female PCG personnel on account of pregnancy and childbirth. The primary intent of granting maternity leave is to extend working mothers some measure of financial help and provide her a period of rest and recuperation in connection with her pregnancy. This benefit applies to all covered female personnel, regardless of civil status and the legitimacy.

**1-6 Leave for Victims of Violence against Women and their Children** – refers to leave granted to PCG employees who are "victims" of violence as defined under R.A. 9262. They shall be entitled to a paid leave benefits up to ten (10) days with full pay to cover the days that the woman employee has to attend medical and legal concerns.

"Violence against women and their children," as used in Republic Act 9262 refers to any act or series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without family abode, which will result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.

**1-7 Special Leave for Women** - refers to special leave granted to women who suffer from "gynecological disorders" that would require surgical procedures such as, but not limited to dilatation and curettage and those involving female reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breast, adnexa and pelvic floor, as certified by a competent physician. It shall also include hysterectomy, ovariectomy and mastectomy.

**1-8 Convalescent Leave** – refers to authorized absence by PCG Personnel who is recovering from either sickness or disability. This is considered as part of hospital treatment and is not chargeable against the leave benefits of PCG Personnel as provided by law.

**1-9 Compassionate Leave** – refers to leave granted to PCG Personnel who are terminally-ill patients in any hospital or medical institutions in order to allow the personnel to spent the rest of their days with their families at home, after they have been declared beyond recovery by hospital authorities concerned.

**1-10 Graduation Leave** – refers to leave that may be granted to graduates of PCG Cadetship Program.

**1-11 Academic Leave** – refers to leave benefit granted to PCG Personnel who undertook formal schooling in any institution of learning. The said academic leave shall not be charged against their earned vacation and/or sick leave.

**1-12 Study Leave** – refers to a time-off from work for a period of not exceeding six (6) months with pay for qualified PCG Officers and Non-Officers to help them prepare for their bar or board examinations, or to complete their master's degree. For completion of a master's degree, the study leave shall not exceed four (4) months.

No extension shall be permitted if the PCG personnel availed of the maximum period of leave allowed herein. If they need more time to complete their studies, they may file a leave of absence chargeable against their leave credits.

In case the grantee of study leave has failed to take the bar/board examination, or has failed to complete their master's degree, due to his/her own fault or negligence, and for which he/she was granted the benefit, the grantee shall inform the Commandant, PCG, in writing, thru the Office of DCS for HRM, CG1, of the reasons therefor and shall refund all the salaries and benefits he/she received for the duration of the study leave. Furthermore, such failure shall be meted with a warning that a repetition of the same would bar the grantee from availing another study leave and/or training/scholarship grant, whether foreign or local grant.

**1-13 Informal Leave:**

a. Commanding Officers may grant oral permission for absence on Sundays, holidays and during any period not exceeding 24 hours.

b. Written permits – Commanding Officers may during any period, grant written permission for leaves longer than twenty four (24) hours, but not exceeding seventy two (72) hours.

**1-14 Paternity Leave** – refers to the privilege granted to a married male PCG personnel allowing him not to work for a period not exceeding seven (7) calendar days while continuing to earn the compensation therefore, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during and after childbirth as the case may be and assist in caring for his newborn child.

**1-15 Parental Leave** – refers to leave benefits granted to a "solo parent" to enable him/her to perform parental duties and responsibilities where his/her physical presence is required. A change in the status or circumstance of the parent claiming benefit under the law, such that he/she is no longer left with the responsibility of parenthood, shall terminate his/her eligibility for this benefit. In the event that the leave is not availed of, it shall not be accumulated or be convertible to cash.

**1-16 Terminal Leave** – refers to a leave that shall only be applied by an Officer or Non-Officer who intends to sever his/her connection with the PCG service.

Accordingly, the filing of application for terminal leave requires as a condition precedent, the PCG personnel's resignation, retirement or separation from the service. It must be known first that PCG service ceases of the said mode of coverances.

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## CHAPTER 2

### POLICIES

#### Section I QUALIFIED APPLICANTS

**2-17 Ordinary Leave** – An active PCG Personnel is entitled to ordinary leave of fifteen (15) days with pay for each year of satisfactory service, subject to exigencies of the service. Trainees and draftees must have served the mandatory period of training for six (6) months before they can avail of ordinary leave. Relaxation from the service routine is beneficial to both Officers and Non-Officers after a period of rigorous mission, intensive training, etc. Commanders are enjoined to grant in maximum extent, the authorized absence consistent with the needs of the service.

**2-18 Sick Leave** – Granted on the basis of fifteen (15) days for each year of continuous service. For certain cases, where time is the chief factor in recovery, a leave may properly be given when progress in convalescence has reached a point where further hospital treatment is deemed unnecessary, but the person is still unfit to report for duty.

**2-19 Maternity Leave** – A Female PCG personnel shall be entitled to one hundred five (105) days of maternity leave with full pay, regardless of whether she gave birth via caesarian section or natural delivery, with an option to extend for additional thirty (30) days of leave without pay, upon proper notice to the PCG; provided that extended maternity with pay is allowed and chargeable against the female employee's sick leave credits, and vacation leave credits in case her sick leave credits have been exhausted.

If the female PCG personnel qualify as a solo parent under R.A. 8972, otherwise known as the "Solo Parents' Welfare Act of 2000," the female personnel shall also be granted of additional fifteen (15) days of maternity leave with full pay.

In case of miscarriage or emergency termination of pregnancy, the maternity leave shall be for sixty (60) days with full pay. Maternity leave shall not be chargeable against accumulated vacation leave and sick leave.

**2-20 Leave for Victims of Violence against Women and their Children** – In addition to other paid leave benefits under pertinent laws, the qualified victim-personnel shall be entitled to a leave of up to ten (10) days with full pay, which shall be extended when the need arises, as specified in the protection order issued by the barangay or the court.

To be entitled to the leave benefit, the only requirement is for the victim-personnel to present a certification from the barangay chairman (*Punong Barangay*) or barangay councilor (*barangay kagawad*) or prosecutor or the Clerk of Court, as the case may be, that an action relative to the matter is pending. The usage of the ten-day leave shall be at the option of the woman personnel, and in the event that the leave benefit is not availed of, it shall not be convertible into cash and shall not be cumulative.

**2-21 Special Leave for Women** – Any female personnel who suffered from “gynecological disorders” as defined in this policy is entitled to special leave benefit of two (2) months with full pay, provided that the PCG personnel met the following conditions for entitlement:

- a. The female personnel must rendered at least six (6) months continuous aggregate employment service for the last twelve (12) months prior to the surgery;
- b. She has filed an application for special leave with the PCG within a reasonable period of time from the expected date of surgery; and,
- c. She has undergone surgery due to gynecological disorders as certified by a competent physician.

The special leave shall be granted to the qualified employee after she has undergone surgery without prejudice to PCG allowing the female personnel to receive her pay before or during the surgery.

**2-22 Convalescent Leave** – The grant of convalescent leave shall only be given upon certification and recommendation, thru Special Orders issued by CGMEDSVC, for a period of not exceeding fifteen (15) days. It may be extended by the issuing authority upon recommendation of the attending physician.

**2-23 Compassionate Leave:**

a. A terminally-ill PCG personnel, his/her lawful spouse, or his/her relative within the fourth degree of consanguinity or affinity, may be authorized to file for compassionate leave upon certification of any Medical Officer/Director of the hospital concerned that the terminally-ill PCG personnel may not live longer than a period of two (2) months.

b. This leave shall not exceed two (2) months and shall not be charged against the accumulated vacation and sick leave of the patient.

**2-24 Leave to be spent Abroad** – A PCG personnel may enjoy leave benefits to be spent abroad upon approval by Commandant, PCG, provided that the applicant will certify that he/she will not apply for separation/reversion while abroad. Leave to be spent abroad shall not exceed sixty (60) days in a given year, unless otherwise extended by the Commandant, PCG. The use of fifty percent (50%) or more of the accumulated leave credits to be spent abroad may be allowed for valid and justifiable reasons, such as, but not limited to the following:

- a. In extreme emergency, when the applicant needed to visit and attend a seriously-ill loved one living abroad;
- b. When health, medical and hospital needs of the applicant is intended to be availed abroad;
- c. When the applicant is a national athlete who joined an international competition or tournament sanctioned by the government; and
- d. Other analogous cases as may be determined by the Commandant, PCG.

**2-25 Graduation Leave** – Except in time of war or grave national emergency as declared by appropriate authority, a grant of leave for fifteen (15) days from the date

of graduation shall be allowed to graduates of the Philippine Coast Guard Cadetship Program, Coast Guard Officers and Coast Guard Man Courses; such leave cannot be postponed to another time, and shall be counted against their credits in subsequent application for leave.

**2-26 Academic Leave** – This leave benefit is granted to all PCG personnel who undertook a study grant in an institution of learning, both foreign and local, without charging the said academic leave against the vacation and/or sick leave they have earned.

**2-27 Study Leave** – Beneficiaries of study leave shall be selected based on the following requirements:

2.27.1 The PCG personnel must have a bachelor's degree that requires the passing of the bar or board licensure examination for the practice of profession;

2.27.2 The profession or field of study to be pursued must be relevant to the PCG's mandate, or to the duties and responsibilities of the concerned PCG personnel, as determined by the Commandant, PCG;

2.27.3 The PCG personnel must have rendered at least two (2) years of active service with at least very satisfactory performance for the last two rating periods immediately preceding the application;

2.27.4 The PCG personnel must have no pending administrative and/or criminal charges;

2.27.5 The PCG personnel must not have any current foreign or local scholarship grant; and

2.27.6 The PCG personnel must have fulfilled the service obligation of any previous training/scholarship/study leave grant.

**2-28 Informal Leave:**

a. Commanding Officers may grant oral permission for absence on Sundays, holidays and during any period not exceeding 24 hours.

b. Written permits – Commanding Officers may during any period, grant written permission for leaves longer than 24 hours but not exceed 72 hours.

**2-29 Paternity Leave** – Every married male PCG personnel is entitled to paternity leave of seven (7) calendar days, with full pay, which shall apply to the first four (4) deliveries of the personnel's lawful wife with whom he is cohabiting. For this purpose, "cohabiting" means the obligation of the husband and wife to live together.

Married male PCG personnel with *more than one (1) legal spouse* shall be entitled to avail paternity leave for an absolute maximum of four deliveries regardless of whoever spouse deliver the child.

A married male employee shall be entitled to paternity leave benefit provided that he has met the following conditions:

- a. He is an active PCG personnel at the time of the delivery;
- b. He is cohabiting with his spouse at the time she gives birth or suffers a miscarriage;
- c. He has applied for paternity leave within a reasonable period of time from the expected date of delivery by his pregnant spouse, or within such period as may be provided by PCG's pertinent rules and regulations; and
- d. His wife has given birth or suffered a miscarriage.

Paternity leave shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employees on the days immediately before, during, and after the childbirth or miscarriage of his legitimate spouse.

The lawful wife of the married male personnel who is entitled to maternity leave benefits as provided under R.A. 8282, as amended by R.A. 11210 may, at her option, allocate up to seven (7) days of the said benefits to the child's father which is over and above to that which is provided under Paternity Leave benefit.

**2-30 Parental Leave for Solo Parents** – In addition to leave privileges under existing policies, rules and regulations, parental leave of not more than seven (7) working days every year shall be granted to any "solo parent" who performs parental duties and responsibilities where physical presence is required.

Parental leave for solo parents is granted to any solo parent or individual who is left alone with the responsibility of parenthood due to:

- a. Giving birth as a result of rape or, as used by the law, other crimes against chastity;
- b. Death of spouse;
- c. Spouse is detained or is serving sentence for criminal conviction for at least one (1) year;
- d. Physical and/or mental incapacity of spouse as certified by a public medical practitioner;
- e. Legal separation or de facto separation from spouse for at least one (1) year: provided that he/she is entrusted with the custody of the children;
- f. Declaration of nullity or annulment of marriage as decreed by a court or by a church: provided, that he/she is entrusted with the custody of the children;
- g. Abandonment of spouse for at least one (1) year; Unmarried father/mother who has preferred to keep and rear his/her child/children, instead of having others care for them or give them up to a welfare institution;
- h. Any other person who solely provides parental care and support to a child or children: provided, that he/she is duly licensed as a foster parent by the Department of Social Welfare and Development (DSWD) or duly appointed legal guardian by the court; and
- i. Any family member who assumes the responsibility of head of family as a result of death, abandonment, disappearance, or prolonged absence

of the parents or solo parent: provided, that such abandonment, disappearance, or prolonged absence lasts for at least one (1) year.

A solo parent employee shall be entitled to parental leave, provided that:

- a. He/she has rendered at least one (1) year of service, whether continuous or broken;
- b. He/she has notified the PCG that he/she will avail himself/herself of it, within a reasonable period of time; and
- c. He/she has presented to the PCG a Solo Parent Identification Card, which may be obtained from the DSWD office of the city or municipality where he/she resides.

In the event that the parental leave is not availed of, it shall not be accumulated or be convertible to cash. A change in the status or circumstance of the parent claiming the leave benefit, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his/her eligibility for this benefit.

**2-31 Terminal Leave** – A PCG personnel may enjoy all or in part his unused accumulated leave subject to the following conditions/limitations:

a. Maximum number of days of terminal leave shall not exceed an aggregate total number of accumulated leave credits of the applicants exclusive of Saturdays, Sundays, and public holiday pursuant to Executive Order Nr 1077 dated 09 January 1986.

b. Terminal leave shall not be enjoyed unless authority to enjoy the same shall have been granted and approved by the approving authority. Upon approval, terminal leave shall be spent locally and within the Philippine jurisdiction unless the authority to be spent it abroad have been sought and approved beforehand.

c. Where the application for leave of absence, including terminal leave, is not acted upon by the approving authority or his/her authorized representatives within ten (10) working days after the receipt thereof, the application for leave shall be deemed approved.

d. An Officer or Non-Officer who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his/her unauthorized leave of absence. It is understood, however, that his/her absence shall no longer be deducted from his/her accumulated leave credits.

e. No PCG personnel whose terminal leave has been granted shall be appointed or employed in whatever capacity during the duration of terminal leave in the government without forfeiting his/her employment in the PCG service, if such appointment/or employment with other government agency entail compensation in whatever form.

f. Terminal leave orders cease to be effective when pertinent provisions of the law, PCG rules and regulations, and conditions/limitations set forth in this section renders the grant of terminal leave ineffective. Under such circumstances, the concerned PCG personnel shall be notified within reasonable period of time about the

intended course of action to cease the enjoyment of the remaining balance of his/her terminal leave and subsequently receive the cash value thereof which shall be computed on the basis of his/her current pay and longevity pay.

g. When a PCG personnel who is on terminal leave is officially reported in the morning report of his/her carrying unit to have suffered injury or sickness, not due his/her own fault, as may be determined later on by a competent authority, the days lost during his/her confinement and treatment as patient in any accredited hospital shall not be deducted from his/her terminal leave, but shall be treated as a deduction from his/her hospitalization benefits provided for by the PCG circular. In this instance, subject PCG personnel may, upon discharge from the hospital, elect to commute or enjoy the remaining balance of his/her terminal leave up to the intended date of his/her separation/retirement or his/her compulsory separation or retirement, whichever is earlier.

h. An injury or disease is considered not due to fault of subject PCG personnel if it is not incurred through his/her own misconduct, negligence, intemperate use of drugs, alcohol, or immoral habits, as may be determined through the sound medical judgment rendered by competent authority.

i. Any violations of the leave, laws, rules or regulations or any misrepresentations or deception in connection with an application for leave, shall be a ground for disciplinary action.

## Section II GRANTING AUTHORITY

**2-32 Pass** - Passes may be granted by the Commanding Officer or by the duly authorized Officer-In-Charge of subordinate units. The authority to grant passes may be delegated by the Commanding Officer to any Officer under his command; provided that the number of (i.e. 3-day) passes which may be given should not be availed more than once for every two (2) months.

**2-33 Leave of PCG personnel to be spent in the Philippines** – Application for leave of Officers to be spent locally will be approved by the following:

### a. Officers

| APPLICANT                                                                                        | APPROVING AUTHORITY                              |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Commandant, PCG                                                                                  | SOTr                                             |
| District/Major/Support/Unit<br>Commanders/Central/Technical/Special<br>Staff                     | CPCG                                             |
| O-6 (CAPTAIN)<br>a. Not holding Unit Commander<br>position<br>b. Holding Unit Commander position | District/Major Unit Commander<br>Commandant, PCG |
| O-4 (LCDR) and below:<br>a. Up to 15 days                                                        |                                                  |

|                       |                                                        |
|-----------------------|--------------------------------------------------------|
| b. 16 days and beyond | Unit Commanders/Commanding Officers<br>Commandant, PCG |
|-----------------------|--------------------------------------------------------|

b. Non-Officers

| NR OF DAYS         | APPROVING AUTHORITY           |
|--------------------|-------------------------------|
| Up to 30 days      | District/Major Unit Commander |
| 31 days and beyond | Commandant, PCG               |

**2-34 Leave to be Spent Abroad:**

| Applicant                                                                                                              | Approving Authority |
|------------------------------------------------------------------------------------------------------------------------|---------------------|
| Commandant, PCG                                                                                                        | SOTr                |
| All other Officers and Non-Officers, regardless of the rank of the applicant and the number of days to be spent abroad | CPCG                |

**2-35 Other Leaves** – Other leaves not covered in the foregoing paragraphs shall be subject to the following approving authority:

| Type of Leave                                                  | Approving Authority                                                                        |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Maternity Leave                                                | CPCG, upon recommendation of C, CGMED/CG District Medical Officer                          |
| Leave for Victims of Violence against Women and their Children | District Commander/Major/Unit/Service Commander                                            |
| Special Leave for Women                                        | CPCG, upon recommendation of C, CGMED/CG District Medical Officer                          |
| Parental Leave for Solo Parents                                | District Commander/Major/Unit/Service Commander                                            |
| Paternity Leave                                                | District Commander/Major/Unit/Service Commander                                            |
| Informal Leave                                                 | Commanding Officer                                                                         |
| Graduation Leave                                               | Commander, CGETDC                                                                          |
| Academic Leave                                                 | Local/Foreign Schooling: DCA, upon recommendation of DCS for Education and Training, CG-12 |
| Study Leave                                                    | CPCG, upon recommendation of District Commander/Major/Unit/Service Commander               |
| Compassionate Leave                                            | CPCG, upon recommendation of C, CGMED/CG District Medical Officer                          |
| Convalescent Leave                                             | District/ Major/ Unit/Service Commander, upon recommendation                               |

|                                                       |                                                                                                                                                                |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | of C, CGMED/ CG District Medical Officer if not more than 15 days<br><br>DCA, upon recommendation of C, CGMED/CG District Medical Officer if more than 15 days |
| Leave of Absence without Pay<br>a. Local<br>b. Abroad | CPCG<br>CPCG ( <i>Section II 2-27</i> )                                                                                                                        |

## 2-36 Commutation of Leave

| Type of Leave                                              | Approving Authority                       |
|------------------------------------------------------------|-------------------------------------------|
| a. Commutation of accumulated leave credits for retirement | CPCG (Both for Officers and Non-Officers) |
| b. Terminal Leave                                          | CPCG (Both for Officers and Non-Officers) |

## 2-37 Vacation and/or Sick Leave -

a. Vacation and/or sick leave shall be cumulative and any part thereof which may not be taken within a calendar year may be carried over to the succeeding years.

b. A PCG personnel can accumulate vacation and sick leave credits without limitation as to number of vacation and sick leaves that he or she may accumulate.

c. Any PCG personnel who, due to exigencies of the service, are prevented from going on leave shall be entitled to commute whatever leave credits he has earned, and receive the cash value thereof while still in the active service: provided that such military person has at least five (5) months leave credit which he cannot commute; provided further, that such PCG personnel can commute and receive the money value of not more than two (2) months leave credits per year; and provided finally, that such excess leave credits shall be without prejudice to the PCG personnel's' option to continue rendering work and be entitled to receive his/her corresponding pay and allowances, or to enjoy leave by utilizing leave credits not otherwise commuted.

d. Sick Leave shall be approved by the District Major Unit/Unit Commander, upon recommendation by C, CGMEDSVC, or any medical officer/doctor.

**2-38 Termination of Leave** – Termination of leave shall only be entertained upon the recommendation of the District Commander/Major/Unit/Service Commander and upon payment of the money representing the unexpired leave. The PCG personnel who voluntarily resigned or is separated from the service, not due to his own fault, shall be entitled to the commutation of all accumulated vacation and sick leave to his credit, provided, that the total vacation and sick leaves that can be commuted shall, in no case, exceed ten (10) months.

**2-39 Authorization of Leave** - Leave shall be covered by Special Orders, copy of which shall be furnished to concerned individuals, who shall keep it while they are on leave. The Special Orders shall contain the following information:

- a. Type of leave
- b. Grade, full name and Serial Number
- c. Unit of organization
- d. Number of days authorized including travel time allowance.
- e. Address while on leave.

**2-40 Number of days Authorized** – Vacation and/or Sick Leave may be granted to PCG personnel after six (6) months of continuous and satisfactory service which shall be the basis of the fifteen (15) days' vacation leave and fifteen (15) days sick leave for each year of service.

**2-41 Extension of Leave -**

- a. Leave may be extended by the granting authority upon application.
- b. Request for extension of leave may be made by telegram or letter.
- c. In no case shall passes be used for extension of leave.
- d. Extension of leave abroad shall be applied prior to departure of the applicant from the Philippines.
- e. Extension shall be limited only up to ninety (90) days.

**2-42 Granting of Sick Leave –**

a. Sick leave may be granted to PCG personnel to promote his/her convalescence from disease or injury by affording the sick opportunity to enjoy rest, better climate, change of environment, or when progress, or convalescence has reached a point where further hospital treatment is unnecessary, but the PCG personnel is still unfit to report for duty. The recommendation for sick leave shall be made if the PCG personnel are unable to perform full official duty due to physical and mental illness.

b. When a PCG Personnel on active duty suffers injury or disease, the day lost during his/her treatment shall not be counted against the annual leave allowance as provided in Sections 5 and 7 of Commonwealth Act 220. An injury or disease is considered acquired in line of duty when it is contracted in the service, and not due to his/her misconduct, willful failure, the intemperate use of drugs, alcohol, or thru vicious or immoral habits. (Sec. 90-A Nr 1, as amended by CA Nr 385 dtd 5 Sep 38).

c. Sick leave shall also be granted to any PCG personnel because of sickness of any member of his/her family.

d. All applications for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed immediately upon employee's return from such leave. Notice of absence, however, should be sent to the approving authority concerned. An application for sick leave in excess of five (5) successive days shall be accompanied by a medical certificate stating the nature of wound or disability, the cause thereof, if known, and the possible prognosis. The Medical Officer shall recommend whether the application for leave shall be granted or denied. In case of denial, the Medical Officer shall state the reasons therefore. However, an ordinary sick leave not exceeding five (5) days need not to be accompanied by a medical certificate, the Commanding Officer of the unit may duly determine whether or not granting of sick

leave is proper under the circumstances. A medical certificate may be required in case of doubt over an application for leave not exceeding more than five (5) days.

e. Sick leave may be applied for in advance in cases where the Officer or Non-Officer will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate.

f. If an Officer or Non-Officer fails to return to his/her unit at the expiration of sick leave, he/she shall submit to his/her Commanding Officer a statement from a physician, preferably a Medical Officer of the PCG about his/her physical condition. If this is not practicable, he/she shall submit his/her own certificate. This certificate shall be referred to the Medical Officer who shall recommend whether the leave should be extended or other action should be taken.

#### **2-43 Leave of Absence without Pay -**

a. Leave of absence without pay, which shall be spent locally, may be authorized by CPCG, if in his discretion, the exigencies of the service and the needs of individual applicants, warrant the grant of such leave, subject only to the provisions under this Circular. This authority may be delegated from time to time under such conditions as CPCG may prescribe.

b. No Officer or Non-Officer on leave of absence without pay shall leave the country without prior authority from CPCG (except when the applicant will undergo scholarship or fellowship training grants approved by the Special Committee on Scholarship under Chairmanship of the Department of Foreign Affairs).

c. The period covered by leave of absence without pay for any reason other than sickness or injury shall not be counted as actual service or active military service rendered, for purposes of determining rights to leave with pay, retirement, longevity pay and promotion in the PCG service.

#### **2-44 Sickness or Injury**

a. An application for leave without pay on account of sickness or injury shall be treated in the same manner as that of para 2-33 above.

b. Leave of absence without pay due to sickness or injury incurred not in line of duty shall not affect entitlement to allowance as authorized under Section 13, RA Nr 138, as amended.

c. Leave of absence without pay granted on account of sickness or injury, whether incurred in line of duty or not, and not exceeding one (1) year, shall be counted as actual service or active PCG service for purposes of determining rights to leave, allowances (with pay), retirement, longevity pay and promotion provided that such leave does not immediately precede the person's retirement, resignation, discharge, reversion to inactive status, or other separation from the active service

**2-45 Permission to Visit Foreign countries** - The PCG Attachés in foreign countries are authorized to grant permission to PCG Personnel on official business abroad to visit, pass-by or make a stop-over in other friendly countries on their way back to the

Philippines within their authorized leave travel time as granted by the Commandant, PCG and/or by the PCG Attaché, subject to the following restrictions/limitations:

- a. The visit shall be at no extra cost to the government.
- b. CG Adjutant, PCG shall be notified immediately of such approval.
- c. Such permission may be revoked by the Commandant, PCG any time in the interest of the service.

#### Section IV REQUIREMENTS AND LIMITATIONS

##### **2-46 Requirements -**

###### **a. Applicants in the Philippines:**

1. Application for leave to be spent abroad shall be accompanied by a sworn statement in the application that as a condition precedent for the approval of applicant's request, he or she shall not request for separation/retirement/resignation while abroad;
2. That the applicant, who is a Non-Officer, will reenlist upon his/her arrival to the Philippines should his ETE occur during the period of such leave;
3. That the applicant will return to the Philippines at least fifteen (15) days before the expiration of his current enlistment, if the applicant is a Non-Officer, or before the expiration of his current tour of duty in case the applicant is an Officer; and
4. That the applicant has enough funds to finance himself and his family, if any, during the period of his absence.

b. Applicants already abroad – request for extension of leave to be spent abroad, for both Officers and Non-Officers, shall be subject to the approval of Commandant, PCG in accordance with paragraph 2-34.

c. Where leave shall be spent for training or study grant abroad, the basic requirement of "No expenses on the part of the government." shall be stated in the application and in the implementing orders. The applicant should execute a statement to this effect, duly administered, and shall ensure to submit the same to CPCG.

d. Request for leave to be spent in the Philippines should be filed at least two (2) weeks prior the intended date of absence, whereas leave to be spent abroad should be filed at least one (1) month prior the intended date of leave of absence.

##### **2-47 Limitations -**

a. An Officer who is authorized to grant leave may temporarily suspend or restrict the granting thereof to any member or all of the PCG personnel under him, whenever circumstances warrant such restriction or suspension.

b. The number of PCG Personnel on leave shall not exceed fifteen percent (15%) of the total strength of a unit, except on occasions following an extended large-scale maneuvers or specialized training, or station and under other exceptional circumstances as determined by the Commanding Officer.

c. Non-Officer on leave must not carry firearms, except when specifically provided by regulations or directed by the authority granting furlough.

d. All Commanders concerned will plan and regulate the granting of leave to Non-Officer with due regard to the availability of transportation involved in the travel.

e. Non-Officer whose homes are far from their stations shall be given additional time equal to, but not longer than the usual time taken by commercial land or water transportation to enjoy the major portion of their leave at home instead of in travel status.

f. A trainee/draftee assigned to a unit is entitled to leave credits and privileges, provided that he or she satisfies, the requirement under existing laws and regulations, to render at least six (6) months of continuous and satisfactory service; provided further, that draftee/trainee will not be entitled to leave privileges within the duration of his/her compulsory training. Furthermore, the draftee/trainee may receive the money value of his or her unexpired leave credits if commuted upon separation, provided he/she is not discharged for any cause.

The grant of leave to a draftee/trainee is subject to certain limitations and requirements. A draftee/trainee is not entitled to have leave privileges if there are administrative charges against him or her, or if he failed to return to his or her duty upon the expiration of his leave. The grant of leave may be terminated anytime as the need of the service may require.

g. An Officer who is ordered to report for duty while on vacation leave is considered on duty or on completion thereof, he/she may revert to leave status if he/she desires to continue his/her leave. In such case, the appropriate orders shall be issued by the proper authority.

h. PCG Officers and Non-Officers on leave shall not be entitled to receive additional subsistence and sea duty pay. CG Aviators and flight crew may be granted flying pay while on authorized leave, provided they meet the requirements set forth on the minimum flying hours.

i. The number of PCG personnel on leave of absence without pay shall at no time exceed one tenth (1/10) percent of the actual number of Officers and Non-Officers on active duty.

j. Except for the purpose of paragraph 2-42 above, PCG personnel with less than five (5) years of continuous active service shall not be granted leave of absence without pay.

k. Leave of absence without pay shall not be granted to any PCG personnel who has leave of absence with pay standing to credit, or who is facing administrative charges.

l. Leave of absence without pay shall not be granted for more than one (1) year, except for PCG personnel whose spouses are detailed abroad as PCG Attachés or occupying other positions of similar nature and who shall further be covered by the provisions of the succeeding paragraph. PCG personnel who fail to return to duty upon the expiration of their leave of absence without pay shall forthwith be considered as absent without leave. Appropriate steps shall be taken against them which may warrant either their discharge from the service.

m. A PCG personnel who joins his/her spouse during the latter's tour of duty abroad shall be granted three (3) years leave, considering all the tour of duty of PCG Attachés or other positions of similar nature is three (3) years. In availing of such leave, concerned personnel shall first utilize his/her unused leave credits and the balance of same shall be leave without pay subject to the provisions of paragraph 2-43c and 2-47 of this *Circular*. All other allowances/benefits of PCG personnel who are on leave without pay that are covered by the provisions of this paragraph will be denied. It is furthermore understood that his/her ranking in the Seniority Lineal List will be automatically affected due to his/her absence in the active service, subject to existing regulation on seniority and promotions.

#### Section V SUBSISTENCE ALLOWANCE/PAY WHILE ON LEAVE

**2-48 Ration** -Non-Officers on leave are entitled to the monetary value of the garrison ration for the period they were subsisted at government expenses, including authorized travel within the Philippines.

**2-49 Cash Ration** - Cash ration for PCG personnel on pass shall be given by the unit commander only under any of the following circumstances:

- a. Death in the family within the fourth civil degree of consanguinity or affinity
- b. Illness in the family within the fourth civil degree of consanguinity or affinity.
- c. Other justifiable reasons to be determined by the unit commander.

Provided, however, that in case a Non-Officer is already on cash basis or is not included in the unit mess, no deduction shall be made from his subsistence allowance for any pass granted to him/her

## CHAPTER 3

### PROCEDURES

#### Section 1 APPLICATIONS

##### **3-50 Contents of Application. -**

a. Leave - Every application for leave must state the *duration, reason, address while on leave, date of initial services with the PCG, inclusive dates of latest leave enjoyed*. It must also state *whether the applicant is a member of any Board, or whether he/she has a pending case and/or administrative charges*. **(See Annex A)**

b. Application for pass/informal leave must contain the following information:  
**(See Annex B)**

1. Name of Unit assignment
2. Signature of Unit Commander
3. Name, grade, serial number, organization, and signature of the applicant.
4. Specific address while on pass
5. Inclusive dates and hours of the pass
6. Specify whether or not the applicant is authorized to carry firearms
7. Authorized uniform

**3-51 Channels of Application** - All application for leave shall be coursed through channels. An application which takes effect after the applicant is relieved from one unit and transferred to another shall be submitted and recommended to his immediate Commander who will forward the same through channels to the Commanding Officer of the unit where the applicant is transferred.

#### Section II RESTRICTIONS

##### **3-52 Restriction -**

a. Vacation leave may not be granted to an Officer who is a member of any Board and if such board is hearing pending case.

b. All leave of absences (except sick leave) and personal travels are matter of privilege. The grant of which may be withheld or denied in the exigency of the service.

Section III  
COMPUTATION AND COMMUTATION OF LEAVE CREDIT

**3-53 Computation and Commutation of Leave Credit -**

a. Vacation and sick leave shall be cumulative and any part thereof which may not be taken within the calendar year may be carried over to the succeeding years. Whenever any Officer or Non-Officer retires, voluntarily resigns, or is allowed to resign or is separated from the service through no fault of his own, he shall be entitled to the commutation of all the accumulated vacation and/or sick leave to his credit, exclusive of Saturdays, Sundays, and holidays, without limitation as to the number of days of vacation and sick leave that he may accumulate provided his leave benefits are not covered by special law.

b. In computing leave credits, the day of departure is considered as the beginning of the day of absence and the date of return as the date of duty. Leave granted with a definite number of days must indicate in the Orders the date when such leave shall commence and the specific termination date thereof, exclusive of Saturdays, Sundays and holidays.

c. The Commandant, PCG may authorize the commutation of the salary that a PCG Personnel may receive during the period of vacation and sick leave and direct its payment on or before the fund out of which the salary would have been paid; Provided, that when an Officer/Non-Officer whose leave has been commuted following his separations from the service is reemployed in the government before the expiration of the leave commuted, he shall no longer refund the money value of the unexpired portion of the said leave. Insofar as his leave credits is concerned, he shall start from zero balance.

d. Record of approved commuted leave shall be forwarded to the Office of DC of CGS for Human Resource Management, CG-1 and Coast Guard Adjutant Office for record purposes.

Section IV  
MISCELLANEOUS

**3-54 AWOL After Leave -**

a. Unexcused extension of leave shall cause the forfeiture of all pay and allowances for the period of the over stay.

b. In computing the period of overstay, the due to return from leave shall be counted as the first day of AWOL.

**3-55 Individual Leave Record -** All leaves shall be recorded in the PCG Index Card. The entries and final disposition shall be made according to the following:

a. Computation of Leave - For uniformity, initial entry in the PCG Index Card of the PCG Commissioned Officers and Non-Officers, respectively, shall be, in every

case, from the date of appointment up to his or her actual date of separation, optional or compulsory retirement.

b. Instructions in the preparation of leave record –Entries may be typed or hand printed in black or blue-black ink. **(See Annex C)**

c. A PCG Personnel enjoying leave with pay continues to earn credit while on such authorized leave.

d. This form shall be filed with the Personnel Action Form (PAF) of the individual concerned.

**3-56 Repealing Clause** – DCS-HRM Circular Nr 04-12 dated 10 April 2012 and all other policies and regulations inconsistent with this Circular are hereby superseded accordingly.

**3-57 Effectivity** – This Circular shall take effect 15 days upon publication.

**BY COMMAND OF CG ADMIRAL URSABIA JR:**

OFFICAL:

**FERDINAN B PICAR**  
**CG COMMO**  
Chief of Coast Guard Staff



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

## ANNEX A

|                                                                                                           |  |                                                                                                                          |  |
|-----------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------|--|
| <b>(FOR OFFICERS AND NON-OFFICERS LEAVE FILED FOR APPROVAL OF CPCG ONLY)</b>                              |  |                                                                                                                          |  |
| File Reference:                                                                                           |  | <b>PERSONNEL ACTION FORM</b>                                                                                             |  |
|                                                                                                           |  | Date:                                                                                                                    |  |
| <input checked="" type="checkbox"/> REQUEST                                                               |  | <input type="checkbox"/> RECOMMENDATION                                                                                  |  |
| <input type="checkbox"/> DIRECTIVE                                                                        |  |                                                                                                                          |  |
| To: Commandant, Philippine Coast Guard<br>(Attn: DCS-HRM, CG-1)                                           |  | From: (full name)                                                                                                        |  |
| Via: Commander, Headquarters Support Group                                                                |  |                                                                                                                          |  |
| 1. Name, Grade CGSN, Unit/ Station:                                                                       |  | 2. Nature of Action (Authority if applicable):<br><br>Five (5) days Ordinary Leave effective 03-10 May 2021, Request for |  |
| 3. Reason for Action:<br><br>a) To settle important family matters<br><br>b) For favorable consideration. |  | 4. Supplemental Data (As Required):<br><br>Address:<br><br>Contact Nr.:                                                  |  |
| 5. Enclosures:                                                                                            |  |                                                                                                                          |  |
|                                                                                                           |  | (Name & Sig of Originator)                                                                                               |  |
| <b>PROCESSING ACTIONS</b>                                                                                 |  |                                                                                                                          |  |
| Fm: (Unit/District/Command                                                                                |  | To: CPCG<br>(Attn: CG-1)                                                                                                 |  |
| Forwarded recommending approval:                                                                          |  | (NAME OF ADMIN OFFICER)                                                                                                  |  |
| Forwarded recommending approval:                                                                          |  | (NAME OF DISTRICT COMMANDER)                                                                                             |  |
| Approved/Disapproved                                                                                      |  | (NAME OF CPCG)                                                                                                           |  |

**ANNEX A.2****(FOR OFFICERS AND NON-OFFICERS LEAVE FILED IN UNIT/MAJOR COMMAND AND DISTRICT LEVEL ONLY)**

File Reference:

**PERSONNEL ACTION FORM**

Date:

☒ REQUEST☐ RECOMMENDATION☐ DIRECTIVETo: Commandant, Philippine Coast Guard  
(Attn: DCS-HRM, CG-1)

From: (full name)

Via: Commander, Headquarters Support Group

1. Name, Grade CGSN, Unit/ Station:

2. Nature of Action (Authority if applicable):

Five (5) days Ordinary Leave effective 03-10  
May 2021, Request for

3. Reason for Action:

- a) To settle important family matters
- b) For favorable consideration.

4. Supplemental Data (As Required):

Address:

Contact Nr.:

5. Enclosures:

(Name &amp; Sig of Originator)

**PROCESSING ACTIONS****AUTHENTICATION**

Fm: (Unit/District/Command

To: CPCG  
(Attn: CG-1)

Forwarded recommending approval:

**(NAME OF ADMIN OFFICER)**

Forwarded recommending approval:

**(NAME OF COMMAND/DISTRICT'S CHIEF  
OF STAFF )**

Approved/Disapproved

**(NAME OF DISTRICT COMMANDER)**



**NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD**  
(Pambansang Punonghimpilan Tanod Baybayin ng Pilipinas)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

(Date)

For : **COMMANDANT, PHILIPPINE COAST GUARD**

Via : **Deputy Commandant for Operations, Philippine Coast Guard**  
**Deputy Commandant for Administration, Philippine Coast Guard**  
**Chief of Coast Guard Staff**

From : **(full name of applicant)**

Subj : **Informal Leave**

1. Pursuant to para 1-11 of HPCG Circular 04-12 dtd 10 April 2012, request that I be granted three (3) days Informal Leave on 070800H to 090800H March 2021.
2. Reason: (state reason)
3. Recommend (name of recommended acting Officer) to be the Acting (designation), during my absence.
4. Address while on Leave/Contact Nr: \_\_\_\_\_
5. For favorable consideration.

**(NAME)**  
**(RANK)**

**Approved/Disapproved**

**(CPCG'S NAME)**  
**CG ADM**

**(FOR UNIT/MAJOR COMMAND/DISTRICT COMMANDER ONLY)**



**NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD**  
(Pambansang Punonghimpilan Tanod Baybayin ng Pilipinas)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

(Date)

From : **(Full name of applicant)**  
To : **(Unit/District/Major Command Commander)**  
Subj : **Informal Leave**

1. Pursuant to para 1-11 of HPCG Circular 04-12 dtd 10 April 2012, request that I be granted three (3) days Informal Leave on 070800H to 090800H March 2021.
2. Reason: (state reason)
3. Recommend (name of recommended acting Officer/Non-Officer) to be the Acting (designation), during my absence.
4. Address while on Leave/Contact Number: \_\_\_\_\_
5. For favorable consideration.

**(NAME)**  
**(RANK)**

**Approved/Disapproved**

**(UNIT/DISTRICT COMMANDER'S NAME)**  
**(RANK)**

**(FOR UNIT/MAJOR COMMAND/DISTRICT COMMANDER ONLY)**



**NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD**  
(Pambansang Punonghimpilan Tanod Baybayin ng Pilipinas)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

## INDIVIDUAL LEAVE RECORD

|                                                                                                           |
|-----------------------------------------------------------------------------------------------------------|
| <b>Name:</b><br><b>Date of Appointment/Commissionship/CAD:</b><br><b>Last Date of Service in the PCG:</b> |
|-----------------------------------------------------------------------------------------------------------|

[illegible]