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NHQ-PCG/CG-6

13 November 2024

**STANDING OPERATING PROCEDURE
NUMBER 27-24**

GUIDELINES ON THE UTILIZATION OF THE QUICK RESPONSE FUND

1. AUTHORITY

- A. Republic Act No. 9993, otherwise known as the “Philippine Coast Guard Law of 2009”, and its Implementing Rules and Regulations dated 27 July 2009;
- B. Republic Act No. 10121, entitled “Philippine Disaster Risk Reduction and Management Act of 2010” dated 27 May 2010; and
- C. Republic Act No. 11975, entitled “General Appropriations Act, FY 2024” dated 23 December 2023.

2. REFERENCES

- A. General Appropriations Act FY 2024 Provision on Philippine Coast Guard’s Quick Response Fund dated 23 December 2023;
- B. Republic Act No. 9184, otherwise known as the “Government Procurement Act” and its Revised Implementing Rules and Regulations dated 03 August 2009;
- C. Presidential Decree No. 1445, entitled “Government Auditing Code of the Philippines” dated 11 June 1978;
- D. Government Accounting Manual (GAM) Volumes 1 and 2 dated 13 July 2022;
- E. Commission on Audit Circular No. 2012-001, entitled “Revised Guidelines and Documentary Requirements for Common Government Transactions” dated 14 June 2012, as supplemented by NHQ-PCG Standing Operating Procedure No. 08-21 dated 10 May 2021 on the Comprehensive Guidelines on the Use of the Cash Advance System and NHQ-PCG/CG-6 SOP No. 13-

21 on the Revised Lists of Documentary Requirements for the Philippine Coast Guard Transactions;

- F. Commission on Audit Circular No. 2022-004, entitled "Guidelines on the Implementation of Section 23 of the General Provisions of Republic Act No. 11639" dated May 31 2022;
- G. Government Procurement Policy Board - Technical Support Office (GPPB-TSO) NPM No. 03-2020 on the Negotiated Procurement (Emergency Cases) dated 23 March 2020;
- H. Government Procurement Policy Board Resolution 24-2018 on the Use of Videoconferencing, Webcasting and Similar Technology in the Conduct of Meetings and Determination of Quorum by the Bids and Awards Committee dated 04 December 2018;
- I. Government Procurement Policy Board Resolution No. 16-2019 on the Use of Digital Signature in Procurement of Related Documents dated 17 July 2019; and
- J. Executive Order No. 77, s. 2019 on the Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel, as supplemented by NHQ-PCG SOP No. 08-21 dated 10 May 2021 and NHQ-PCG SOP 13-22 dated 20 December 2022.

3. RATIONALE

The Philippines is highly vulnerable to a variety of natural hazards due to its geographic location. Situated within the Typhoon Belt and along the Pacific Ring of Fire, the country faces threats including typhoons, flooding, landslides, droughts, earthquakes, volcanic eruptions as well as other human-induced hazards.

As an armed and uniformed service, the Philippine Coast Guard plays a crucial role in conducting search and rescue operations not only in maritime incidents but also in other emergencies. In fulfilling its mandates, the PCG aims to respond promptly to disaster situations.

To support this mandate, the Philippine Government has allocated the Quick Response Fund (QRF) to critical national agencies like the PCG. This fund serves as a standby resource for addressing calamities that may occur throughout the year, primarily for relief and rescue operations in disaster-affected areas. Efficient execution of these tasks necessitates clear guidelines on the utilization of the QRF and direction for the units involved.

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4. DEFINITION OF TERMS

- A. **Advances to Special Disbursing Officers (SDO)** – special-purpose/ time-bound undertakings as covered under COA Circular No. 2012-001. These are granted on the explicit authority of the Head of the Agency (HoA) only to duly designated disbursing officers or employees for other legally authorized purposes. This may also refer to *Special Cash Advance*.
- B. **Approving Authorities** – refers to the Commandant, PCG/ Authorized representatives, Unit Commanders (Functional/ Support/ Special Service/ Admin Support/ Technical)/ District Commanders/ Central Staffs and other Heads of concerned PCG units.
- C. **Calamities** – refer to a disastrous event marked by great loss, distress and suffering. This includes both natural and man-made calamities.
- D. **Capital Outlay (CO)** – refers to appropriations for the purchase of goods and services, the benefits of which extend beyond the fiscal year and which add to the assets of the Government, including investments in the capital stock of GOCCs and their subsidiaries. This may also refer to *Capital Expenditures*.
- E. **Catastrophes** – refer to events causing great loss, suffering and widespread disaster wherein necessary resources are not available within expected timeframes for incident response.
- F. **Crisis (es)** – an unstable or crucial time or state of affairs wherein a decisive change is impending.
- G. **Daily Travel Expenses (DTE)** – refers to the Daily Travel Expenses as authorized under EO No. 77 to cover the expenses for local travel, which consist of (i) costs for hotel accommodation or lodging, including the prescribed taxes and service charges, (ii) meals, and (iii) incidental expenses, including cost of local or inland transportation and reasonable miscellaneous expenses at the place of assignment.
- H. **Deployable Response Group (DRG)** – refers to the team organized by PCG Units, covered with appropriate orders which can be dispatched immediately to any maritime and land-based search and rescue operations.
- I. **Emergency** – unforeseen or sudden dangerous occurrence demanding immediate action.
- J. **Emergency cases** – a situation which requires immediate action to prevent damage to or loss of life or property, or to restore vital public services, infrastructure facilities and other public utilities.

- K. **Epidemic** – refers to the widespread occurrence and unexpected increase in the number of disease cases in a specific geographical area.
- L. **General Appropriations Act (GAA)** – a legislative authorization that contains the new appropriations authorized by Congress in terms of specific amounts.
- M. **Head of Procuring Entity (HoPE)** – refers to the Head of the Agency (HoA) or the duly authorized officials. Provided, that in decentralized procurement, the Head of each decentralized unit shall be considered as the HoPE, subject to the limitations and authority delegated by the HoA.
- N. **Notice of Transfer of Allocation (NTA)** – refers to an authority issued by the Central Office to Districts. It shall cover their cash requirements for operating expenses, supplies, materials, acquisition of Property, Plant and Equipment (PPE), accounts payable and other authorized disbursements.
- O. **Permanent Official Station** – the place where the office or regular place of business/work of an official or employee is permanently located and where the official or employee is expected to stay most of the time, including ship assignment, as required by the nature and the duties and responsibilities of the position of such official or employee.
- P. **Place of assignment** – refers to the place of assignment of the personnel assigned to respond to emergency cases.
- Q. **Pre-disaster activities** – refer to activities that relate to mitigation and capacity-building activities for prevention and recovery before disaster strikes.
- R. **Procurement** – refers to the acquisition of goods, consulting services and the contracting for infrastructure projects by the Procuring Entity. In case of projects involving mixed procurements, the nature of the procurement, i.e., Goods, Infrastructure Projects or Consulting Services, shall be determined based on the primary purpose of the contract. Procurement shall also include the lease of goods and real estate. The procurement of real property shall be governed by the provisions of RA No. 10752, entitled “An Act Facilitating the Acquisition of Right-of-Way Site or Location for National Government Infrastructure Projects” dated 27 July 2015, and other applicable laws, rules and regulations.
- S. **Procuring Entity (PE)** – refers to Coast Guard Districts, HSSG and NHQ-PCG involved in procuring goods, consulting services and infrastructure projects for the purpose of this policy.
- T. **Property, Plant and Equipment (PPE)** – are tangible assets that are: purchased, constructed, developed or otherwise acquired; held for use in the

production or supply of goods or services or to produce program outputs; for rental to others; for administrative purposes; expected to be used during more than one reporting period; and not intended for resale in the ordinary course of operations. It shall meet the capitalization threshold of Php 50,000.00.

- U. **Quick Response Fund** – is an appropriated fund under the GAA that serves as a stand-by fund to be used for relief and rescue operations, in order that the situation and living conditions of people living in communities or areas stricken by calamities, epidemics, crises and catastrophes occurring during the current year may be normalized as quickly as possible (*Note: Definition shall align with GAA provision*).
- V. **Relief and rescue operations** – refers to emergency services rendered to the public during or immediately after a disaster in order to save lives and reduce damage to properties and/or the environment, reduce negative health impacts and ensure public safety caused by a disaster.
- W. **Semi-expendable Property** – refers to tangible items that meet the definition and recognition criteria of Property, Plant and Equipment (PPE) but fall below the capitalization threshold of Php 50,000.00.
- X. **Special Disbursing Officer (SDO)** – refers to the duly-bonded PCG personnel specifically-designated in a district/unit for the establishment of funds to be used during emergency cases. Such funds shall be sourced from the Quick Response Fund. This may also refer to the Accountable Officer.
- Y. **State of Calamity** – a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard. This is declared by the President or the *Sanggunian* of the Local Government Unit (for areas affected within its jurisdiction), as recommended by the National Disaster Risk Reduction and Management Council (NDRRMC) and the Local Disaster Risk Reduction and Management Council (LDRRMC), respectively.
- Z. **Transportation Expenses** – the actual fares of the authorized modes of transportation (e.g., land, sea, air) for local travels from the permanent official station to the destination or place of assignment and back.

5. SCOPE OF THE POLICY

This SOP establishes standards and procedures for the grant, utilization and liquidation of the QRF to NHQ-PCG and Coast Guard Districts.

6. POLICIES

A. General Guidelines on the Utilization of QRF

- i. The amount and effectivity of QRF to be utilized shall be based on GAA provisions of the current year.
- ii. The amount appropriated as QRF to PCG shall serve as a stand-by fund to be used for **relief and rescue operations** in communities or areas stricken by calamities, epidemics, crises and catastrophes occurring during the current year. *In no case shall the QRF be used for pre-disaster activities or for any other purpose not authorized in this provision.*
- iii. The QRF is **not** subject to prior sub-allotment or advance transfer of funds to the PCG Districts.
- iv. Expenses related to preparedness, mitigation and prevention activities, training and capacity-building expenses shall **not** be sourced out from these funds, as they are considered pre-disaster activities that are expressly excluded from the use of the QRF.
- v. Emergency cases covered by the QRF include the following incidents:
 - a. Fire (e.g., wildfires and forest fire, land fire) as certified by the local fire department;
 - b. Typhoons, floods or storm surges as recorded by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA);
 - c. Earthquake or earthquake fire duly recorded by the Philippine Institute of Volcanology and Seismology (PHILVOCS);
 - d. State of calamity as declared by the President or the *Sanggunian* of the Local Government Unit;
 - e. Epidemics, pandemics and other public health emergencies;
 - f. Crises, such as but not limited to, armed conflict, insurgency, insect infestations and landslide;
 - g. Catastrophes, such as but not limited to, volcanic eruption, tornado, tsunami, chemical plant leak, plant explosion, oil spill; and
 - h. Other analogous instances of emergency cases as duly declared by District Commander or proper authorities through advisories/ issuances.

- vi. PCG Districts may undertake procurement activities up to the five (5) million threshold provided that the QRF funds are sub-allotted to them. Any procurement activity with an approved budget of contract above Five Million Pesos (Php 5,000,000.00) shall be undertaken by the NHQ-PCG.
- vii. For Districts not providing travel expenses, procurement of meals for the responders deployed in the affected area shall be based on the existing policy. This includes breakfast or AM snacks, lunch, and dinner or PM snacks. In case of escalation of prices due to limited supply in the area stricken by the calamity, the rate shall be subject to the approval of the National Headquarters.
- viii. The Coast Guard Districts and NHQ-PCG shall identify at least three (3) eligible suppliers for every procurement activity that can supply their urgent requirements during emergencies. This list shall be included in the QRF Compliance Report to be updated and submitted to the Office of the Deputy Chief of Coast Guard Staff for Operations, CG-3, and a copy furnished to the Office of the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6 on or before **10th day of the month**.
- ix. The initial amount of QRF sub-allotted to the concerned District shall be based on the amount indicated in the submitted program of expenditures or summary of expenses included in the QRF Compliance Report.
- x. The Coast Guard District and NHQ-PCG shall appoint an SDO responsible for granting cash advances to cover expenses that are impractical to pay by check or LDDAP-ADA in accordance with the provisions of RA No. 9184 and its Revised IRR. The designated SDO must be duly bonded with the Bureau of the Treasury and hold the rank of at least Lieutenant Commander (O-4).
- xi. Sub-allotment or funds transferred to the concerned Districts is contingent upon the submission of an Incident/ Disaster Report, Rapid Assessment and Recommendation, and/or Program of Expenditures.
- xii. All concerned should adhere to the internal timeline provided (**Annex F**) from request to obligation and payment of QRF.
- xiii. The criteria for the assessment and evaluation of the request for QRF allocation shall be the following:
 - a. Incident/Disaster report submitted by the PCG Districts to the Deputy Chief of Coast Guard Staff (DCCGS) for Operations, CG-3, detailing the following:
 - 1) Assessment/Spot report;

- 2) Validation report (advisories/issuances);
 - 3) Deployment plan (personnel and resources);
- b. Authenticated copy of the submitted Program of Expenditures or summary of expenses enclosed in the QRF compliance report.
- xiv. Upon approval of the QRF utilization request by the Commandant, PCG (CPCG), the fund will be released immediately to the concerned PCG Districts through the issuance of sub-allotment advice to initiate the procurement process, along with a corresponding Notice of Transfer of Allocation (NTA) for subsequent payments.
- xv. Any unexpended QRF within the implementation period shall **be retained and serve** as a stand-by fund for the same purpose, valid until the end of the calendar year provided that the cash transferred through the issuance of NTA shall be disbursed within the fiscal year to prevent the reversion of the same to the Bureau of Treasury. A report on unexpended QRF shall be submitted to the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6, at the end of every quarter not later than the 5th day of the following quarter.

B. Specific Guidelines

i. Procedural Guidelines

- a. Upon the receipt of the Incident/ Disaster Report from the District concerned, the DCCGS for Operations, CG-3, shall immediately undertake assessment and validation.
- 1) The responding District shall be determined by the District's area of responsibility.
 - 2) The District responsible in the conduct of relief and rescue operations shall be the Accountable Office in drafting the Incident/Disaster Report and preparation of other relevant documents to be submitted to the NHQ-PCG for the release of the QRF.
- b. In any case that the District concerned is unable to respond due to justifiable reasons, the DCCGS for Operations, CG-3 shall determine and notify the nearest District to respond. The latter shall act as the PE for the utilization of QRF upon the issuance of delegation of authority from CPCG.
- c. DCCGS for Operations, CG-3 shall submit the result of the assessment and evaluation to CPCG, together with the Incident/ Disaster report and request for funding. Upon approval, DCCGS for

Comptrollership, CG-6 shall release the QRF to the District concerned.

- d. The District concerned shall submit a Report of Fund Disbursement (**Annex E**), utilization report (**Annex D**) and relevant supporting documents, together with the after-activity / final report (**Annex G**) of the relief and rescue operations, to the Office for the DCCGS for Operations, CG-3. Copy of the same shall be furnished to the Office of the DCCGS for Comptrollership, CG-6 and Coast Guard Accounting Service Office (CGASO) for proper accounting and liquidation.

ii. **Documentation Requirements**

- a. Request for utilization of QRF for relief and rescue operations:

No.	PARTICULAR	RESPONSIBLE UNIT
1.	Incident/ Disaster Report from affected areas (<i>with corresponding Disaster Report or advisory/ issuance as specified in Section VI (A) (11a)</i>)	District concerned / DCCGS for Operations, CG-3 (for NHQ-PCG)
2.	Authenticated copy of the submitted Program of Expenditures or summary of expenses enclosed in the QRF compliance report	District concerned / DCCGS for Logistics, CG-4 (for NHQ-PCG)
3.	Rapid Assessment Results and Recommendation	DCCGS for Operations, CG-3
4.	Request for Funding (duly approved by the Commandant)	DCCGS for Operations, CG-3

- b. Request for additional QRF (when the latter is deemed insufficient due to unforeseen contingencies)

No.	PARTICULAR	RESPONSIBLE UNIT
1.	Variance Report on the revised program of expenditures for relief and rescue operations vs. the initial funding received (Annex B)	District concerned / DCCGS for Logistics, CG-4 (for NHQ-PCG)
2.	Recommendation Letter	DCCGS for Operations, CG-3
3.	Additional Request for Funding	DCCGS for Operations, CG-3

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No.	PARTICULAR	RESPONSIBLE UNIT
	(duly approved by the Commandant)	

c. Liquidation Report

Upon completion of the purpose, the QRF shall be liquidated by submitting the following to the O/CG-3 to be furnished to O/CG-6:

No.	PARTICULAR	RESPONSIBLE UNIT
1.	<p>Report of Fund Disbursement (Annex E), which must reflect the following:</p> <ul style="list-style-type: none"> > Receipt of NTA, including additional funding if any > Liquidation Report (based on actual expenses) > Variances, if any (<i>May refer to: Amount Refunded to NHQ-PCG (if unexpended) / Request for Reimbursement (if funding is insufficient) / Lapsed NTA</i>) <p>This must be submitted together with its Supporting Documents as specified in the liquidation requirements provided under existing SOP and/or updated guidelines on the grant, utilization, and liquidation of cash advances.</p>	District concerned / DCCGS for Logistics, CG-4 (for NHQ-PCG)
2.	After-Activity / Final Report (Annex G)	District concerned / DCCGS for Operations, CG-3 (for NHQ-PCG)

iii. Procurement by the District concerned

- a. The existing BAC in each District shall act for the procurement of supplies, materials and equipment in response to emergency cases, provided that the minimum requirements of BAC members and their qualifications set forth in RA No.9184 has been complied with.
- b. Alternatively, as may be deemed fit by the District Commander (DC), there may be separate BACs where the number and complexity of the items to be procured shall so warrant.

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- c. Pursuant to GPPB Resolution No. 24-2018, the BAC may use **videoconferencing, webcasting or similar technology in the conduct of meetings and the determination of quorum by the BAC**. Moreover, the decision of at least a majority of those present, either in person, face-to-face through videoconferencing, webcasting or similar technology, or a combination thereof, at a meeting at which there is quorum shall be valid and binding as an act of the BAC.
- d. To further fasten the facilitation of the procurement, the procurement officers may **digitally or electronically sign the procurement documents** pursuant to GPPB Resolution No. 16-2019 dated 17 July 2019.
- e. During emergency cases, the BAC of the District concerned shall recommend to the Head of the Procuring Entity (HoPE), in this case the District Commander, to resort to the use of the **Alternative Mode of Procurement through Shopping under Unforeseen Contingency and/or Negotiated Procurement (Emergency Cases)** as an exception to the general requirement of competitive bidding for all procurement projects.
- f. The District concerned, as the PE, shall be allowed to apply the rules on Shopping under unforeseen contingencies provided the amount of purchase does not exceed the Php 200,000.00 threshold set forth in the 2016 Revised IRR, specifically referencing Rule XVI Alternative Methods of Procurement.
- g. Moreover, the District concerned may also resort to Negotiated Procurement (Emergency Cases) in any of the following:
 - 1) in case of ***imminent danger*** to life or property during a **state of calamity**;
 - 2) when ***time is of the essence arising from actual or man-made calamities or other causes where immediate action is necessary to prevent damage to or loss of life or property***; or
 - 3) to ***restore vital public services, infrastructure facilities and other public utilities***. (Section 53.2 of the 2016 IRR of RA No. 9184; FAQs on GPPB-TSO NPM No. 003-2020)

The instances or situations where the foregoing conditions may be applied include the provision of immediate response and initial recovery steps to avoid loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of

services, social and economic disruption and environmental degradation. (*GPPB Resolution No. 03-2020*)

h. **Procurement Process under Emergency Cases:**

- 1) The BAC or the End-user unit or procuring unit of the District shall request for the approval of the Annual Procurement Plan from the HoPE to cover the Procurement Project. This shall be accompanied by documents identifying the projects needed to address the emergency i.e., Technical Specifications, Scope of Work or Terms of Reference and validating the existence of funds in the budget to cover the same. They shall recommend to the HoPE any revision of the Annual Procurement Plan (APP) to cover the Procurement Project that will be resorting to Negotiated Procurement (Emergency Cases) or Shopping under unforeseen contingencies subject to the validation by the appropriate office in the PE that there are funds in the budget to cover for the same. **Thus, the Bids and Awards Committee (BAC) need not be the one to recommend the revision of the APP.**

- 2) The APP may only be approved by the HoPE upon confirmation of the existence and veracity of the ground(s) relied upon in resorting to Negotiated Procurement (Emergency Cases) or Shopping under unforeseen contingencies and the existence of funds for the purpose. Thus, by approving the APP, the HoPE effectively confirms the existence of the grounds for emergency procurement, thereby **dispensing with the previous requirement for a written confirmation from the HoPE prior to the approval of contract.**

- 3) The following may undertake the negotiations or procurement:
 - A) the BAC; or
 - B) the End-user unit or procuring unit authorized by the HoPE.
(*GPPB Resolution No. 03-2020*)

- 4) Upon recommendation of the BAC or End-user unit duly authorized by the HoPE, the contract shall be immediately awarded to the **legally, technically and financially capable supplier, manufacturer, distributor, contractor and consultant, contractor, or consultant.**

- 5) To ensure efficiency and timely procurement, the HoPE may delegate the authority to award the contract to any official of the PE. However, it shall not be delegated to the BAC Chairperson or

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BAC Members or others where there exists a conflict of interest pursuant to Section 11.2.5 of the 2016 revised IRR of RA No. 9184 and other associated issuances or the person authorized to negotiate the bidding.

6) POSTING REQUIREMENTS

- A) Posting of Request for Quotations (RFQ) in Philippine Government Electronic Procurement System is no longer required in the following alternative methods of procurement:
- i) Shopping under unforeseen contingencies {Section 52.1 (a), RA 9184};
 - ii) Negotiated Procurement under Emergency Cases (Section 53.2, RA 9184)
- B) Except for contracts with ABC of Fifty Thousand Pesos (Php 50,000.00) and below, the BAC, through the Secretariat shall post for information purposes the Notice of Award, contract or purchase order, including the Notice to Proceed, if necessary, in (i) the PhilGEPS website; (ii) the website of the PE or its electronic procurement service provider, if any; and (iii) any conspicuous place in the premises of the PE.

7) ADVANCE PAYMENT

The District concerned may make single advance payment not to exceed fifty percent (50%) of the contract amount for lease of venue/office space where down-payment is a standard industry practice.

iv. Grant and Liquidation of Cash Advance to SDO

a. Grant of Cash Advances

- 1) The cash advance shall be used solely for expenses to be incurred for the relief and rescue operations on emergency cases, and as authorized by the GAA for the use of the QRF.
- 2) The District concerned, through its SDO, shall request for cash advance, and may be granted the amount not exceeding **One Million Pesos** (Php 1,000,000.00) purposely to be utilized in expenses including but not limited to the following:

- A) Transportation Expenses
 - B) Rentals (e.g., Vehicles, Equipment, Facilities)
 - C) Daily Travel Expenses (DTE)
 - D) Materials, supplies and other expenses deemed necessary for the relief and rescue operations which cannot be practically acquired through procurement.
- 3) It shall be strictly used for expenditures that are impractical to pay through check or Advice to Debit Account (ADA). Under no circumstance shall it be used for encashment of checks or for liquidation of a previous cash advance.
 - 4) Transfer of cash advance from one SDO to another shall not be allowed.
 - 5) Commanding Officers/Chief of Offices who approved Cash Advances are jointly accountable with their SDOs.
 - 6) Cash advances for QRF shall be granted in the name of the bonded SDO.
 - 7) Cash Advances shall **not** be used to pay **capital expenditure or capital outlays**.
 - 8) Refer to the existing SOP and/or updated guidelines on the grant of cash advances.

b. **Cash Advances on Local Travel**

- 1) The per diem of the Deployable Response Group (DRG) shall be granted and accounted as Cash Advances subject to liquidation within thirty (30) days upon return of the personnel to his/her permanent official station.
- 2) Travel beyond the 50-kilometer radius from the permanent official station shall be allowed for the following expenses:
 - A) Travel Expenses and Miscellaneous Expenses in addition to daily travel expenses (e.g., terminal fees, parking fees, road tolls, etc.) from the permanent official station to the destination or place of assignment, covering the following:

- i) From office or residence to the point of embarkation, and vice versa;
- ii) From the point of embarkation to the point of disembarkation in the place of destination, and vice versa.
- iii) From the point of disembarkation to the office of destination or place of assignment in the field, and vice versa.

B) Personnel shall not be entitled to transportation expenses for the entire trip or portion of such trip where a government vehicle was used. If a private vehicle is used, no reimbursement of the cost of gasoline and fuel shall be allowed. The personnel, however, is entitled to the **equivalent cost of the customary mode of transportation.**

3) The maximum allowable DTE rates per day of the officials or employees regardless of rank and position and claims of payment of the DTE which **shall not require the presentation of bills and receipts** are as follows:

CLUSTER	DESTINATION	MAXIMUM DTE	BREAKDOWN		
			HOTEL/LODGING	MEALS	INCIDENTAL EXPENSES
Cluster 1	Region I (Ilocos Region)	₱1,500.00	₱750.00	₱450.00	₱300.00
	Region II (Cagayan Valley)				
	Region III (Central Luzon)				
	Region V (Bicol Region)				
	Region VIII (Eastern Visayas)				
	Region IX (Zamboanga Peninsula)				
	Region XII (SOCCSKSARGEN)				
	Region XIII (Caraga Administrative Region)				
	BARMM (Bangsamoro Autonomous Region in Muslim Mindanao)				
	Cluster 2				
CAR (Cordillera Administrative Region)					
	Region VI (Western Visayas)				

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	Region VII (Central Visayas)				
	Region X (Northern Mindanao)				
	Region XI (Davao Region)				
Cluster 3	NCR (National Capital Region)	₱2,200.00	₱1,100.00	₱660.00	₱440.00
	Region IV-A (CALABARZON)				
	Region IV-B (MIMAROPA)				

- 4) The allowable DTE for travel beyond the 50-kilometer radius from the permanent official station shall be based on the following apportionment:

PARTICULARS	PERCENT AGE	COVERAGE
Day of Arrival at the point of destination (regardless of time) and succeeding days thereon on official business	100%	Hotel/ Lodging (50%), Meals (30%), and Incidental Expenses (20%)
Day of Departure for permanent official station (regardless of time) if other than the date of arrival	50%	Meals (30%), and Incidental Expenses (20%)

5) Travel Expenses in Excess of Authorized Travel Rates

Claims for reimbursement of actual accommodation expenses (excluding expenses for valets, room attendants, laundry, pressing, haircuts, and similar services furnished by hotels) in excess of the accommodation component of the DTE may be allowed, but in no case shall the difference exceed one hundred percent (100%) of such component of the prescribed DTE rate, and only upon:

- A) Submission of certification by the District Commander or authorized representative as absolutely necessary in the performance of an assignment; and
 - B) Presentation of bills and official receipts. A certification or affidavit of loss shall not be considered as appropriate replacement for loss of bills and receipts.
- 6) To preclude double payment, the corresponding portion of the DTE shall **not** be allowed when the fare paid for transportation includes meals and/or quarters enroute, or where meals and/or lodging are paid for or furnished by the government or other parties.

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7) Travel within the 50-kilometer radius from the permanent official station of the PCG personnel shall be allowed for the following expenses:

A) For official travel to destinations within the 50-kilometer radius from the permanent official station, the actual transportation expenses under Section 4.2 (x), as well as DTE under Section 4.2 (xi) not exceeding the rates provided therein, may be authorized. Provided, that the personnel concerned shall stay in the place of assignment to the place of residence or permanent official station and back. The claim for hotel/lodging expense shall be substantiated by a hotel bill or invoice to prove that the official or employee stayed in the place of assignment for the whole duration of the official travel.

B) Personnel on official travel who commute daily from the place of assignment to the place of residence or permanent official station shall be allowed for the following expenses:

i) Actual fare at the prevailing rates of authorized modes of transportation from the permanent official station to the place of assignment and back;

ii) Meals in an amount not exceeding thirty percent (30%) of the authorized meal component of the DTE.

*For instance, if the place of destination is in Region 1, which belongs to Cluster 1, the authorized meal component of the DTE is Php 135.00 or $\text{Php } 1,500 \times 30\% \times 30\%$.

8) The mode of transportation and type of accommodation shall be the most economical and efficient. As a general rule, only the ordinary public conveyance or customary mode shall be used. The use of chartered trips, special hires of public utilities, garage cars, water vessels and other extraordinary means of transportation shall not be allowed unless justified by prevailing circumstances, such as but not limited to, carrying large amounts of cash, bulky equipment and important documents, inclement weather, accompanying dignitaries or high-level government officials, or when time is of the essence.

c. **Liquidation of Cash Advances**

1) The accountable officer shall liquidate the cash advances as soon as the purpose of the cash advance has been served.

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- 2) In the event that the utilization of the cash advance is expected to extend beyond the current calendar year, the same shall be **liquidated before the end of the calendar year**, that is, before 31 December of the current year. This does not preclude the request of new cash advance in the succeeding year for the same purpose when deemed necessary.
- 3) Refer to the existing SOP and/or updated guidelines on the grant, utilization and liquidation of cash advances.

v. **QRF Compliance Report**

- a. The District concerned shall submit to O/CG-3 the QRF Compliance Report which shall contain the following information:
 - 1) Specifically-designated SDO for advances on QRF-related expenses duly bonded with the Bureau of Treasury (BTr) (Order and Confirmation Letter from BTr).
 - 2) Program of Expenditures or summary of expenses (**ANNEX A**).
 - 3) List of at least three (3) readily available suppliers for PCG's urgent requirements during emergency cases (**ANNEX C**).
 - 4) Designation Order of the DRG issued by NHQ-PCG or PCG Districts.
- b. The submission of the abovementioned report shall be every 5th of the following month, and the months thereafter.

7. **RESPONSIBILITIES**

A. **Coast Guard District/s**

- i. Prepare and submit the QRF Compliance Report for submission to O/CG-3.
- ii. Prepare the Incident/Disaster Report and other pertinent documents prior to the release of the QRF during emergency cases.
- iii. Designate SDO specific for QRF-related cash advances.
- iv. Conduct procurement activities during emergency cases.

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v. Submit DV, ORS, Summary of Expenses, and supporting documents to the O/CG-3, copy furnished to O/CG-6, to account for the liquidation of the expended funds.

vi. Responsible for the proper implementation of this policy

B. Deputy Chief of Coast Guard Staff (DCCGS) for Operations, CG-3

i. Coordinate with the District during emergency cases, receive Incident/Disaster Report from the latter, and submit appropriate recommendation to the Commandant, PCG for the release of funds to the District.

ii. Prepare the Incident/Disaster report for the NHQ-PCG and recommend approval to CPCG.

iii. Oversee, monitor and review the timely submission of reports and liquidation of accountable officers in the Districts.

iv. Determine the nearest District that can respond and act as the accountable office and PE for the use of the QRF in any case the District concerned is unable to respond due to justifiable reasons.

v. Submit appropriate recommendations to the Commandant, PCG, together with the Incident/ Disaster report.

C. Deputy Chief of Coast Guard Staff (DCCGS) for Logistics, CG-4

i. Prepare the QRF Compliance Report of NHQ-PCG in coordination with HSSG for the DRG deployment.

ii. Prepare the Variance Report on the revised program of expenditures for relief and rescue operations in any case that the initial funding received was insufficient.

D. Deputy Chief of Coast Guard Staff (DCCGS) for Comptrollership, CG-6

i. Review the submitted program of expenditures or summary of expenses in the submitted QRF Compliance Report in accordance with the existing budgeting, accounting and auditing rules and regulations.

ii. Sub-allocate funds to the concerned District, in coordination with DCCGS for Operations, CG-3, for the utilization of the QRF, subject to availability.

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- iii. Ensure the timely issuance of NTA to PCG Districts and eventual payment of QRF expenses.

E. Coast Guard Finance Service/Center (CGFS)

- i. Shall facilitate the disbursement of all QRF-related procurement activities, cash advances, and/or reimbursements.
- ii. Ensure the monitoring of the transfer of cash allocations to their respective MDS accounts.
- iii. Provide quarterly report on the unexpended cash allocations.

F. Coast Guard Accounting Service Office (CGASO)

Checks the completeness of documentary requirements, ensures accuracy of computations, records transactions and processes the disbursement voucher related to the grant and utilization of the QRF.

G. Coast Guard Internal Audit

Conducts internal audits to ensure effective and efficient implementation of this SOP and proper accountability on the use of the QRF.

8. FUNDING SOURCE

The amounts required for the payment under this SOP shall be sourced out from the QRF as specifically provided for in the GAA, subject to fund availability and approval of the Commandant, PCG, and in accordance with existing budgeting, accounting and auditing rules and regulations.

9. RULES ON RESOLUTION OF QUERIES

Clarifications and concerns not covered by this procedure shall be referred to the Office of the Deputy Chief of Coast Guard Staff for Comptrollership, O/CG-6 and Office of the Deputy Chief of Coast Guard Staff for Operations, O/CG-3 for resolution, subject to the approval of the Commandant, PCG.

10. REPEALING CLAUSE

All provisions of existing issuances that are inconsistent with the provisions of this SOP are hereby amended and modified accordingly.

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11. SEPARABILITY CLAUSE

If any clause, sentence or provision of this SOP shall be declared invalid or unconstitutional, the other provisions are not affected and shall remain valid and subsisting.

12. EFFECTIVITY

This SOP shall take effect immediately.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

HOSTILLO ARTURO E CORNELIO
RADM **PCG**
Chief of Coast Guard Staff


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

Annexes:

- A – Program of Expenditure and Summary of Expenses*
- B – Variance Report*
- C – List of Readily-Available Suppliers*
- D – QRF Utilization Report*
- E – Report of Quick Response Fund Disbursement*
- F – Timeline of QRF Utilization, Obligation and Payment*
- G – After-Activity / Final Report*

PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
Coast Guard District

(Address)

Grant and Utilization of the Quick Response Fund (QRF)
As of _____

A. PROGRAM OF EXPENDITURES

TOTAL ESTIMATED FUNDING REQUIRMENTS	₱	X,XXX,XXX.XX
--	----------	---------------------

OBJECT CLASS	UACS CODE		AMOUNT
Traveling Expenses - Local	50201010 00	₱	XX,XXX.XX
Office Supplies Expenses	50203010 02		XX,XXX.XX
Drug & Medicine Expense	50203070 00		XX,XXX.XX
Medical/Dental & Lab Supplies Expenses	50203080 00		XX,XXX.XX
Military & Police Supplies Expenses	50203120 00		XX,XXX.XX
Semi-Expendable - Machinery	50203210 01		XX,XXX.XX
Semi-Expendable - Office Equipment Expenses	50203210 02		XX,XXX.XX
Semi-Expendable - Communication Equipment	50203210 07		XX,XXX.XX
Semi-Expendable - Disaster Response and Rescue Equipment	50203210 08		XX,XXX.XX
Semi-Expendable - Military & Police Supplies Expenses	50203210 09		XX,XXX.XX
Semi-Expendable - Medical Equipment	50203210 10		XX,XXX.XX
Semi-Expendable - Other Equipment	50203210 99		XX,XXX.XX
Telephone Expenses - Mobile	50205020 01		XX,XXX.XX
Environment/Sanitary Services	50212010 00		XX,XXX.XX
Representation Expenses	50299030 00		XX,XXX.XX
Transportation and Delivery Expenses	50299040 00		XX,XXX.XX
Rents - Building Structure	50299050 01		XX,XXX.XX
Rents - Motor Vehicle	50299050 03		XX,XXX.XX
Rents - Equipment	50299050 04		XX,XXX.XX
TOTAL		₱	X,XXX,XXX.XX

***LIST ABOVE IS EXAMPLE ONLY; LIST IS NOT EXCLUSIVE AND DEPENDS UPON THE IDENTIFIED NECESSITIES BY THE DISTRICTS)**

Prepared by:

Certified Correct by:

(NAME OF BUDGET OFFICER)

(NAME OF DISTRICT COMMANDER)

(Designation)

(Designation)

B. SUMMARY OF EXPENSES

NO	PARTICULARS	Nature	UACS	QTY	UNIT	UNIT PRICE	TOTAL COST
1	Daily Travel Expenses of DRG – Meal x 5 DAYS	Traveling Expenses - Local	50201010 00	100.00 x 5Days	Personnel	₱ 198.00	₱ 99,000.00
2	Vehicle Rental (₱2,000 per day per vehicle x 5Days)	Rents - Motor Vehicle	50299050 03	5.00 x 5Days	Unit	2,000.00	50,000.00
3	Lie Jackets	Semi-Expendable - Disaster Response and Rescue Equipment	50203210 08	50.00	Pcs	500.00	25,000.00
4	Rescue Batteries	Other Supplies and Materials Expenses	50203990 00	5.00	Pcs	2,000.00	10,000.00
5	Heavy-duty Tow Strap Rope 5/8 Inch	Other Supplies and Materials Expenses	50203990 00	20.00	Roll	1,500.00	30,000.00
6	Lease of Venue/ Facilities (3 Days)	Rents - Building Structure	50299050 01	2.00 x 3Days	Venue	20,000.00	120,000.00
7	Rescue Lifebuoy Life Ring	Semi-Expendable - Disaster Response and Rescue Equipment	50203210 08	50.00	Ring	400.00	20,000.00
8	Drinking Water, 1 Box 350-ml	Other Supplies and Materials Expenses	50203990 00	20.00	Box	400.00	8,000.00
	TOTAL					₱	₱ 362,000.00

***LIST OF ITEMS AND AMOUNTS ABOVE ARE EXAMPLES ONLY; LIST IS NOT EXCLUSIVE AND DEPENDS UPON THE IDENTIFIED EXPENDITURES (TRAVEL, RENTALS, AND OTHER NECESSITIES) AS IDENTIFIED BY THE DISTRICTS**

Prepared by:

Certified Correct by:

(NAME OF LOGISTICS OFFICER)

(NAME OF DISTRICT COMMANDER)

(Designation)

(Designation)

**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG
PILIPINAS
Coast Guard District**

(Address)

Grant and Utilization of the Quick Response Fund (QRF)
As of _____

VARIANCE REPORT

Particular	P	Amount
Revised Program of Expenditure (POE)/ Summary of Expenses (SOE) ¹	P	xxx.xx
Initial QRF Received ²		(xxx.xx)
ADDITIONAL FUNDING NEEDED	P	xxx.xx

Prepared by:

Certified Correct by:

(NAME OF LOGISTICS OFFICER)

(NAME OF DISTRICT COMMANDER)

(Designation)

(Designation)

Approved by:

DCCGS for Operations, CG-3

¹ Attach Revised POE and SOE

² Attach copy of Notice of Transfer of Allocation (NTA) received for QRF

**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG
PILIPINAS
Coast Guard District**

(Address)

Grant and Utilization of the Quick Response Fund (GRF)

As of _____

LIST OF READILY-AVAILABLE SUPPLIERS

NO.	LIST OF ARTICLES, EQUIPMENT, & OTHER NECESSITIES	(NAME OF SUPPLIER 1)	(NAME OF SUPPLIER 2)	(NAME OF SUPPLIER 3)
1	Altimeter	xxx.xx	xxx.xx	xxx.xx
2	Ascender	xxx.xx	xxx.xx	xxx.xx
3	Binoculars	xxx.xx	xxx.xx	xxx.xx
4	Bivy Sack	xxx.xx	xxx.xx	xxx.xx
5	Carabiner	xxx.xx	xxx.xx	xxx.xx
6	Compass	xxx.xx	xxx.xx	xxx.xx
7	Descender	xxx.xx	xxx.xx	xxx.xx
8	Entrenching Tool	xxx.xx	xxx.xx	xxx.xx
9	Flagging Material	xxx.xx	xxx.xx	xxx.xx
10	Flares, Aerial	xxx.xx	xxx.xx	xxx.xx
11	Flashlight Or Headlamp	xxx.xx	xxx.xx	xxx.xx
12	Flashlight, Backup	xxx.xx	xxx.xx	xxx.xx
13	Gloves	xxx.xx	xxx.xx	xxx.xx
14	Goggles	xxx.xx	xxx.xx	xxx.xx
15	GPS	xxx.xx	xxx.xx	xxx.xx
16	Harness (Seat or Climbing)	xxx.xx	xxx.xx	xxx.xx
17	Helmet	xxx.xx	xxx.xx	xxx.xx
18	Life Jacket	xxx.xx	xxx.xx	xxx.xx
19	Map	xxx.xx	xxx.xx	xxx.xx
20	Nylon Cord, at least 25 Ft	xxx.xx	xxx.xx	xxx.xx
21	Nylon Rope, 50 Ft, 9Mm	xxx.xx	xxx.xx	xxx.xx

for

NO.	LIST OF ARTICLES, EQUIPMENT, & OTHER NECESSITIES	(NAME OF SUPPLIER 1)	(NAME OF SUPPLIER 2)	(NAME OF SUPPLIER 3)
22	Orange Vest	xxx.xx	xxx.xx	xxx.xx
23	Pack Cover	xxx.xx	xxx.xx	xxx.xx
41		xxx.xx	xxx.xx	xxx.xx
42				
TOTAL		xxx.xx	xxx.xx	xxx.xx

***LIST ABOVE IS EXAMPLE ONLY; LIST IS NOT EXCLUSIVE AND DEPENDS UPON THE IDENTIFIED NECESSITIES BY THE DISTRICTS)**
****The Districts may add sheets, if necessary, for additional identified supplier/s.**

Prepared by: _____ Certified Correct by: _____

(NAME OF LOGISTICS OFFICER)
(Designation)

(NAME OF DISTRICT COMMANDER)
(Designation)

Coast Guard District

(Address)

Grant and Utilization of the Quick Response Fund (GRF)

As of _____

GRF UTILIZATION REPORT

DATE	PROGRAMS, ACTIVITIES AND PROJECTS	ALLOTMENT (A)	OBLIGATION (B)	BALANCE (A-B)	BUR (%) (B/A)
		XXX.XX	XXX.XX	XXX.XX	XXX.XX
		XXX.XX	XXX.XX	XXX.XX	XXX.XX
		XXX.XX	XXX.XX	XXX.XX	XXX.XX
TOTAL		XXX.XX	XXX.XX	XXX.XX	

***LIST ABOVE IS EXAMPLE ONLY; LIST IS NOT EXCLUSIVE AND DEPENDS UPON THE IDENTIFIED NECESSITIES BY THE DISTRICTS)**

****The Districts may add sheets, if necessary, for additional identified supplier/s.**

Prepared by:

Certified Correct by:

(NAME OF LOGISTICS OFFICER)
(Designation)

(NAME OF DISTRICT COMMANDER)
(Designation)

**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG
PILIPINAS
Coast Guard District**

(Address)
Grant and Utilization of the Quick Response Fund (QRF)
As of _____

REPORT OF QUICK RESPONSE FUND DISBURSEMENT

DATE	PROGRAMS, ACTIVITIES AND PROJECTS	NTA	OBLIGATION (A)	DISBURSED (B)	VARIANCE (A-B)	BUR (%) (B/A)
			XXX.XX	XXX.XX	XXX.XX	XXX.XX
			XXX.XX	XXX.XX	XXX.XX	XXX.XX
			XXX.XX	XXX.XX	XXX.XX	XXX.XX
TOTAL			XXX.XX	XXX.XX	XXX.XX	

***LIST ABOVE IS EXAMPLE ONLY; LIST IS NOT EXCLUSIVE AND DEPENDS UPON THE IDENTIFIED NECESSITIES BY THE DISTRICTS)**

****The Districts may add sheets, if necessary, for additional identified supplier/s.**

Prepared by: _____ Certified Correct by: _____

(NAME OF LOGISTICS OFFICER) _____ (NAME OF DISTRICT COMMANDER)
(Designation) (Designation)

TIMELINE FOR QRF UTILIZATION

ACTIVITY	MAXIMUM CD RECOMMENDED FOR ACTIVITY	OPERATIONAL TIMELINE	REMARKS
Submits Incident/ Disaster Report with corresponding Disaster/Calamity Advisory and the Authenticated Copy of the submitted Program of Expenditures or Summary of Expenses enclosed in the QRF Compliance Report	1 CD (after the emergency case (Section VI.4))	DAY 1	Implementing Unit/ Procuring Entity
Forwards QRF Utilization Request and submits result of assessment and recommendations to CPCG	2 CDs	DAY 2-3	O/CG-3
Upon approval, O/CG-3 shall request the release of fund to O/CG-6			O/CG-3
Release the sub-allotment advice and NTA (for Districts only) to the implementing unit for obligation	2 CDs	DAY 2-3	O/CG-6

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TIMELINE FOR OBLIGATION AND PAYMENT OF GRF

ACTIVITY	MAXIMUM CD RECOMMENDED FOR ACTIVITY	OPERATIONAL TIMELINE	UNIT/OFFICE CONCERN
Approval of the Supplemental APP	1 CD (Immediately after receipt of sub-allotment advice)	DAY 4	Procuring Entity (HoPE)
Approval of BAC Resolution Issuance of Notice of Award	1 CD	DAY 5	Procuring Entity (HoPE / Authorized Representative)
Contract Preparation Approval of Contract	1 CD		Procuring Entity (HoPE / Authorized Representative)
Fund obligation Issuance of Notice to Proceed		DAY 6	O/CG-6 or D-6 Procuring Entity (HoPE / Authorized Representative)
Checking of the completeness of documentary requirements and Signature on Disbursement Voucher	1 CD		CG ASO/ ASU
Approval and signature of Disbursement Voucher	1 CD	DAY 7	Office of CCGS / DCA / DCO / CPCG; HoPE / Authorized Representative
Cash Flow Preparation and Signature of LDDAP-ADA	2 CDs	DAY 8-9	O/CG-6 or D-6 CG Accounting Service Office/ ASU CG Finance Service/ FSU Office of CCGS / DCA / DCO / CPCG; HoPE / Authorized Representative
Preparation of ACIC Endorsement to Authorized Government Servicing Bank	1 CD	DAY 10	CG Finance Service/ FSU

**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG
PILIPINAS
Coast Guard District**

(Address)

Date

**Grant and Utilization of the Quick Response Fund (QRF
AFTER-ACTIVITY / FINAL REPORT**

- I. CONCERNED DISTRICT
- II. BACKGROUND (Complete Info, including dates, location,etc)
- III. ASSESSMENT/OBSERVATION
- IV. ACTIONS TAKEN
- V. QRF UTILIZATION
- VI. RECOMMENDATIONS
- VII. PHOTOS/PICTURES

Prepared by:

Certified Correct by:

(NAME OF OPERATIONS OFFICER)

(Designation)

(NAME OF DISTRICT COMMANDER)

(Designation)

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