



HEADQUARTERS PHILIPPINE COAST GUARD
(PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS)
139 25th Street, Port Area
1018 Manila

13 March 2014

HPCG/CG-1

STANDING OPERATING PROCEDURE

NUMBER 02 – 14

AMENDMENT TO ADDENDUM 1 OF SOP NR 03 – 10
(MARRIAGE, PREGNANCY, AND MATERNITY LEAVE OF
FEMALE PERSONNEL IN THE ACTIVE PCG SERVICE)
DATED 09 JUNE 2011

Paragraph VI (Procedures), Subparagraph c (2) (Maternity Leave) of Addendum 1 on Marriage, Pregnancy, and Maternity Leave of Female Personnel in the Active PCG Service dated 09 June 2011 is amended to read as follows:

VI. PROCEDURES

C. Maternity Leave

2) Any female PCG Personnel who is in positive state of pregnancy or has a miscarriage or an abortion as certified by competent physician or medical officer shall be made to apply for maternity leave. It shall be the responsibility of the immediate commanding officer or head of office concerned to determine this fact and render appropriate action and recommendation to the concerned approving authority.

“The application for maternity leave, as endorsed by the Commanding Officer, shall be forwarded to the Headquarters Philippine Coast Guard (Attn: CG-1) for approval of the Commandant, PCG together with a copy of the marriage certificate authenticated by NSO, if applicable, and Certification issued by a competent physician whether normal delivery or caesarean delivery.”

BY COMMAND OF VADM ISORENA:

OFFICIAL:

JOSELITO F DELA CRUZ
COMMO PCG
Chief of Coast Guard Staff

RODERIK M ELIORAN
LCDR PCG
Acting Coast Guard Adjutant



Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila



STANDING OPERATING PROCEDURE

NUMBER 3-10

ADDENDUM 1

16 June 2011

MARRIAGE, PREGNANCY AND MATERNITY LEAVE
OF FEMALE PERSONNEL IN THE ACTIVE PCG SERVICE

Subparagraph c (2) (Maternity Leave) Paragraph V POLICIES of SOP Nr 03-10 dated 15 February 2010 is read as follows:

VI. PROCEDURES

c. Maternity Leave

2) Any female PCG personnel who is in positive state of pregnancy or has a miscarriage or an abortion as certified by competent physician or medical officer shall be made to apply for maternity leave. It shall be the responsibility of the immediate commanding officer or head of office concerned to determine this fact and render appropriate action and recommendation to the concerned approving authority.

The application for maternity leave, as endorsed by the Commanding Officer, shall be forwarded to the Headquarters Philippine Coast Guard (Attn: CG-1) for approval of the Commandant, PCG together with a copy of the marriage certificate authenticated by NSO and Certification issued by a competent physician whether normal delivery or caesarian section delivery.

BY COMMAND OF ADM LIWAG:

ROMMEL A. SUPANGAN
LCDR PCG
Coast Guard Adjutant

FERDINAND M VELASCO
CAPT PCG
Chief of Coast Guard Staff



Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila



15 February 2010

DCS-HRM

STANDING OPERATING PROCEDURE)

NUMBER 3 - 10)

**MARRIAGE, PREGNANCY AND MATERNITY LEAVE OF FEMALE
PERSONNEL IN THE ACTIVE PCG SERVICE**

I. REFERENCES:

- a. Sec 14 Art II of 1987 Philippine Constitution " Declaration of Principles and State Policies – The State shall recognize the role of women in nation-building, and shall ensure the fundamental equality before the law of women and men."
- b. Republic Act Nr 3835 as amended by PD 1043 and PD 1910. "Authorizing Female Military Members of the AFP to marry upon completion of three (3) years active service"
- c. Republic Act Nr 7192 approved on 12 February 1992 "An Act Promoting the integration of Women as Full and Equal Partners of Men in Development and Nation Building and other purposes".
- d. Commonwealth Act No 647 as amended by RA 270 and Ra 1564.
- e. Executive Order Nr 292, s-1987 "Administrative Code of 1987"
- f. Omnibus Rules on Leave (Rule XVI) of the Omnibus Rules Implementing Book V of EO 292)
- g. AFPR G 131-271 dtd 25 September 1987 as rescinded by AFPR G 131-372, s-2000. "LEAVE".
- h. AFP G 131-352 dtd 22 June 1995. "Policies Governing Marriage, Pregnancy and Maternity leave of Female Members in the Active Force of the AFP"
- i. SND Memo Letter to CSAFP dtd 26 Mar 2008, Subject: Rescission of Para 3a of AFPR G 131-352, Aenes of 1995.

II. BACKGROUND:

Since the implementation of RA 7192 (Women in Development and Nation Building Act) in 1992, females were accorded equal opportunities in the uniformed service. Consequently through the years, more and more women have joined the military profession.

However, policies pertaining to marriage, pregnancy and maternity leave of female military personnel have not been updated and formalized. The same remains to be discriminatory as compared to policies on marriage with respect to men.

In the absence of such mechanisms, policies and regulations, the only reference points have been those pertaining to RA 3835 on WAC Procurement dated 22 June 1963 which prohibits marriage within 5 years from entry, as amended by PD 1910 authorizing marriage of female military personnel to marry upon completion of three (3) years active service, AFP G 131-352 on marriage, Pregnancy and Maternity Leave of Female Members in the Active Force of the AFP (1995) and AFPR G 131-372 s-2000 on Leave.

III. PURPOSE:

These regulations prescribe the policies governing marriage, pregnancy and maternity leave of female members in the active service of the Philippine Coast Guard.

IV. OBJECTIVES:

a. As mandated in the Philippine Constitution, to ensure the free exercise and the protection of women and their well being without prejudice to their career development.

a. To ensure equality in the sharing of rights and opportunities with men in accordance with Republic Act 7192.

c. To ensure professionalism of female members of the PCG for them to perform their duties for the best interest of the service and country.

V. POLICIES:

a. Marriage

1) Marriage of PCG female personnel in the active service is a recognized right as provided by existing laws. However, the consequential effects of their marriage shall be treated by the PCG as their personal choice.

2) The PCG shall provide a choice of career paths for those female married officers to be able to compete with their fellow officers in their respective services.

3) Any female PCG personnel in the active service who intends to get married shall seek written permission to marry from the proper authorities at least three (3) months prior the expected date of marriage. When the bride and

4) Pre-marital seminars covering family life, reproductive health and family planning, laws on women, and military orientation on protocol, etc. shall be required for all prospective couples as requirement for their marriage permit.

5) Marriage between Commissioned Officer and enlisted personnel and/or Commissioned Officer and another commissioned officer is authorized; provided, that separation of unit/office assignment of prospective couple who are assigned with the same unit/office shall be effected upon contracting the marriage.

b. Pregnancy

1) Any PCG female military personnel who are pregnant and whose duties include carrying and lifting *object, flying aircraft, skydiving, sea diving, running, constantly walking long distance, assignment aboardship, exposure to radiation hazard, perimeter guarding or roving sentinel* and other physically strenuous activities shall be exempted from performing such upon recommendation and certification by the attending physicians. She shall be allowed to resume her duties only when she is physically fit to perform these duties and activities as duly certified by a competent physician or by the PCG medical officer

2) To ensure the protection of the mother and the unborn child, pregnancy tests shall be required to all candidates or PCG personnel immediately before the start of pre-entry or training/courses that would require physically strenuous activities.

3) When pregnancy occurs in the course of a physically strenuous training, PCG female personnel shall be deferred to the next class. Candidates for entry-level training (both Officers and Enlisted Personnel, to include cadets), who became pregnant during training shall be dismissed.

c. Maternity Leave

1) Any female PCG personnel shall be entitled to sixty (60) days of maternity leave in case of normal delivery, abortion or miscarriage or seventy eight (78) days in case of caesarean section delivery with full pay if they have rendered at least two (2) years of continuous active service or half pay if they have rendered less than two (2) years of continuous active service. Maternity leave shall not be chargeable against her accumulated vacation and sick leave credits.

2) Any female PCG personnel who is in a positive state of pregnancy or has a miscarriage or an abortion as a certified by competent

physician -
the responsibility of the immediate commanding officer concerned to determine this fact and render an appropriate action and recommendation to the concerned approving authority.

3) Existing laws and regulations on maternity leave now or hereafter applicable to married female employees of the government or private sector shall be applicable to married female regular commissioned officer and enlisted personnel in the active service of the PCG.

VI. PROCEDURES:

a. Marriage

1) The written request/permission to get married shall include all pertinent information on the prospective groom, and the certification of attendance to the required pre-marital seminar.

2) Procedures pertaining to the application of the written request/permission to get married shall follow the existing regulations consistent with this directive, to include the required Background Investigation of the prospective groom.

3) Upon contracting marriage, the female PCG personnel shall, within one (1) month thereafter, file her request for a change of marital status addressed to the DCS for HRM, CG-1 (thru channels) for the issuance of orders on the same and the inclusions of the name of the husband in the records of said female military personnel. Accompanying documents are the following:

a) Approved request for permission to marry or permit to marry granted by higher authorities, with attached results of background investigation of spouse and certificate of attendance to pre-marital seminars.

b) Marriage Contract (authenticated copy)

b. Pregnancy

The female PCG personnel shall notify her immediate Commanding Officer or Chief of Office of her pregnancy and the probable date of her childbirth, with duly accomplished application for Maternity Leave.

d. Maternity Leave

Upon receipt of the application for maternity leave, the immediate Commanding Officer or Head of Office concerned shall determine this fact through a certification issued by a competent physician or medical officer and subsequently recommend approval of the request to the concerned approving

authority. Non-receipt or action by approval of request is approved.

VII. APPROVING AUTHORITY:

a. *The Commandant, PCG shall be the approving authority for the request permission to marry of female personnel of the PCG:*

The request permission to marry shall be endorsed by the concerned Commanders of Major Units, Districts and Special Units via Vice Commandant for Administration to Commandant, PCG for approval. The completion of background investigation, as applicable, is a condition prior approval.

b. Approval of request permission for Maternity Leave shall be in accordance with the existing regulations on Leave.

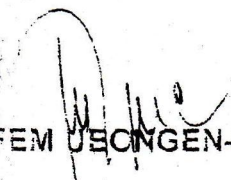
VIII. EFFECTIVITY: This regulation shall take effect upon publication.

IX. RESCISSION: All policies that are inconsistent with this rules and regulation are hereby rescinded.

BY COMMAND OF ADMIRAL TAMAYO:

OFFICIAL:

ENRICO EFREN EVANGELISTA
COMMO PCG
Chief of Coast Guard Staff


MARIFEM UEONGEN-ISAAC
LT PCG
Coast Guard Adjutant