



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

12 September 2022

NHQ-PCG/CGFS

MEMORANDUM CIRCULAR
NUMBER 08-22

**GUIDELINES IN THE COLLECTION AND DEPOSIT OF REVENUES
IN THE PHILIPPINE COAST GUARD**

I. AUTHORITY:

- A. Executive Order No. 292
- B. Presidential Decree No. 1445
- C. Government Accounting Manual Volume 1 (Accounting Policies, Guidelines, and Procedures and Illustrative Accounting Entries)
- D. Government Accounting Manual Volume II (Forms and Instructions)
- E. Government Accounting Manual Volume III (Revised Chart of Accounts)
- F. Treasury Circular No 2-2021 dated 27 April 2021
- G. Treasury Circular No 02-2009 dated 06 August 2009
- H. Commission on Audit Memorandum No. 2013-004 (Revised Cash Examination Manual)

II. PURPOSE:

This Circular prescribes the general guidelines governing the Revenue Collections and Remittance for the payment of indebtedness and obligations due to the government, as well as the revenues received by National Government Agencies (NGAs) that may arise from the exchange and non-exchange transactions.

III. SCOPE:

These guidelines cover the designation of CRO, application of Fidelity Bond, issuance of an order of payment, collection and remittance process, and the release of Official Receipt prior to remittance to the Bureau of Treasury through the Government Servicing Bank.

IV. OBJECTIVES:

These circular aims to provide unified procedures for all Collecting and Remitting Officers (CRO) of the PCG in accordance with rules and regulations; and

Page 1 of 11

to determine whether all receipts and collections had been properly accounted for, issued, secured and remitted in accordance with existing laws, rules and regulations.

V. DEFINITION OF TERMS:

For purposes of this Circular, the following terms are hereby defined:

- a) Authorized Government Depository Bank (AGDB) - a government bank duly authorized by the Bangko Sentral ng Pilipinas (BSP) to maintain deposits and cash balances of National Government Agencies (NGAs), Local Government Units (LGUs), Government-Owned and Controlled Corporations (GOCCs) and State Universities and Colleges (SUCs).
- b) Bureau of the Treasury (BTr) - The principal custodian of government funds. Responsible for ensuring the sufficiency of Government financial resources, including the active management and investment of excess funds.
- c) Cash Receipts Record (CRRec) - shall be maintained by the Collecting Officer/Accountable Officer to monitor his/her accountability. All transactions for the day shall be recorded immediately and a balance (Undeposited Collection) shall be extracted.
- d) Cash Receipts Register (CRRReg) - shall be used by field offices without a complete set of books to record the cash collections and deposits in the books of their mother unit (central/regional/division office). The Collecting Officer/Cashier shall maintain this Register to monitor the cash collections and deposits and to summarize the breakdown of receipts/income received as of a specific date.
- e) Coast Guard Accounting Service Office (CGASO) - Office responsible for submitting timely and accurate financial reports to Higher Headquarters and providing top management with necessary accounting data as reference in decision-making.
- f) Coast Guard Accounting Service Unit (CGASU) - Sub-unit of CGASO located at PCG Districts.
- g) Collection - the act or process of collecting.
- h) Collection and Remitting Officer (CRO) - Accountable for accepting cash/check as payment for fees/other charges to be deposited from Authorize Government Depository Bank (AGDB) to the Bureau of Treasury (BTr) and to prepare a monthly report of the collection with/without collections and to its respective stations.
- i) Deposit - to place for safekeeping.
- j) Finance Service Unit (FSU) - Unit responsible for the management of financial services, assistance with the administration of receipt, and taking charge of collection and disbursement of their respective Coast Guard District funds.

- k) Fines - are economic benefits or service potential received or receivable by NGAs, from an individual or other entity, as determined by a court or other law enforcement body, as a consequence of the individual or other entity breaching the requirements of laws or regulations.
- l) Government Servicing Bank (GSB) - Financial institutions authorized, upon accreditation by the Monetary Board, to accept government deposits and perform banking services on behalf of government agencies.
- m) Monthly Revenue Report - is a management way of obtaining a concise overview of the previous month's financial status to have up-to-date reporting of the cash management, profit and loss statements while evaluating future plans and decisions moving forward.
- n) National Collecting Officers (NCO) Code - The use of appropriate account codes for government transactions pursuant to Commission on Audit (COA) Circular No. 2003-001 dated June 17, 2003, to ensure effective monitoring of receipts and disbursement of government agencies/offices.
- o) ONCOLL Payment Slip - Landbank payment slip (blue form) used for payment of online collection due to the government. It serves as a receipt when the machine validated.
- p) Report of Accountability for Accountable Forms (RAAF) - a report used by each Accountable Officer to result in the physical count of all accountable forms, with or without face value such as checks, stamps, official receipts, LDDAP-ADA, etc., in his/her custody. It shall be prepared monthly and by fund cluster.
- q) Report of Collections and Deposits (RCD) - a report to record the Collecting Officer/Cashier's collections and deposits to an AGDB as of a specific date and shall be maintained by the fund cluster.
- r) Revenue – is the gross inflow of economic benefits or service potential during the reporting period when those inflows increase net assets/equity, other than increases relating to contributions from owners.
- s) Service Income - any income earned related to the services and operations of the PCG, such as but not limited to Permit Fees, Registration Fees, Clearance and Certification Fees, Supervision and Regulation Enforcement Fees, Legal Fees, Inspection Fees, Verification and Authentication Fees, Processing Fees, Service Fees, and Other Service Income.
- t) Unified Accounts Code Structure (UACS) - is a government-wide harmonized budgetary, treasury and accounting code classification framework jointly developed by the Department of Budget and Management (DBM), the Commission on Audit (COA), the Department of Finance (DOF) and the



Bureau of the Treasury (BTr) to facilitate reporting of all financial transactions of agencies including those for revenue generation.

VI. GENERAL GUIDELINES

1. All CG District CROs shall be issued an approved Coast Guard/District Adjutant order for their respective designations, duties and responsibilities.
2. All CROs, regardless of the status of their appointment, shall, whenever the nature of the duties performed by such officer, agent or employee permits or requires the possession, custody or control of funds or properties for which he is accountable, be deemed a bondable officer and shall be bonded or bondable and his fidelity insured.
3. A newly appointed or designated CRO shall start with a new cashbook. Before discharging his/her duties, the new CRO shall be briefed by the Accountant, the Treasurer and/or the Auditor on the proper recording of the transactions and other matters related to his/her work.
4. The fidelity bond of an accountable officer whose application for the bond has not been contested shall be valid and effective upon payment of the bond premium. An approved Fidelity Bond shall be non-transferable and personal to the accountable officer and remain valid and effective for one year. The fidelity bond shall be subject to renewal before or thirty (30) days before the expiration of the present bond coverage while the accountable officer is holding such a position for which he or she was bonded. Failure to renew shall consider such bond automatically canceled and have no legal effect.
5. The CRO's bond shall be based on the total accountability (cash, property and accountable forms) of the accountable public officer as determined by the Head of the agency. Provided, the individual maximum accountability of each accountable public officer shall not exceed One Hundred Million Pesos (P100M). However, the head of the agency may assign to other public officers the excess accountability for which a separate Fidelity Bond shall be secured. The rate of premium of the fidelity bond is equal to One- and One-Half Percent (1.5%) of the amount of the bond but shall not be less than One Hundred Fifty Pesos (P150.00). Moreover, the PCG District Commanders, Major Unit Commanders or the Unit appropriate staff shall determine the amount to be bonded per CRO within their respective AOR.
6. When the bondable officer is separated from the Service by reason of resignation or retirement or relieved of accountability due to his or her removal or transfer to another position or government agency, the head of agency or the District Commander concern shall immediately request the BTr District Office for the cancellation of the fidelity bond. The cancellation of the bond shall take effect on the date of separation, relief or transfer. The District Administrative Officer shall facilitate the processing of documents prior to the approval of the District Commander and subsequent submission of cancellation/termination request to BTr.

7. The BTr shall provide all CROs with their NCO Codes to ensure effective monitoring of receipts and government agencies/offices disbursement.
8. The CRO shall submit a request letter to HCGFS/ CGFSU indicating the number of booklets needed. An authorization letter must also be presented in the absence of the CRO together with a photocopy of the Identification Card with signature.
9. Except for FSU CROs (who shall maintain the Cash Book), the "Cash Receipt Register" shall be maintained by all other CROs. CROs shall also keep separate cashbooks for the different kinds of cash advances. Such transactions shall be recorded daily in the prescribed cashbook.
10. Each invoice/receipt/voucher shall be recorded individually or the total disbursements for the day depending on the volume of the transactions. The book balance shall be reconciled daily with the cash on hand.
11. The cashbook shall be footed and closed at the end of each month, and reconciled by the CRO and the Accountant at least quarterly.
12. All CROs shall secure a cashbox, safety vault or safety deposit box for safe keeping of collections and ORs. It shall be kept in a secured location.
13. The cashbooks shall be kept at the Office of the CRO, if any, and placed inside the safe or cabinet when not in use. It may be taken from his custody only by the Auditor or an official duly authorized by the Agency Head, who shall issue the necessary acknowledgment receipt.
14. During cash examination conducted by the Auditor, the CRO shall present his cashbook, cash and cash items for examination upon demand. When the CRO ceases to be one, the cashbook shall be submitted to the accountant and shall form part of the accounting records. No clearance shall be issued to a CRO if he fails to submit the cashbook as required.
15. Order of Payments is mandatory prior to issuance of ORs. The Accounting Unit shall issue orders of payment. For Coast Guard Stations without an accounting unit within the area, the District Accountant should train and designate accounting personnel per Coast Guard Station to issue the order of payment, preferable personnel with knowledge of the fines and penalties collected by Marine Environmental Protection Units and Maritime Safety Units personnel.
16. All copies of each OR shall be exact copies or carbonized reproductions in all respects of the original.
17. All triplicate copies shall be forwarded to CGFS or FSU for safekeeping together with the submission of the monthly revenue reports.



18. A CRO shall receive no payment of any nature without immediately issuing an Official Receipt (OR) in acknowledgment thereof, stating the name of the payee, date and nature of the collection.
19. All collections/payments received shall be deposited to the Agency Government Servicing Bank (AGSB) within the day before the closing of the bank; however, collections received after the closing of the bank should be deposited not later than the next banking day.
20. Where collections are minimal and daily deposit thereof becomes costly and impractical, the CROs shall deposit their collections at least once a week or as soon as the collections reach P10,000.00. They shall record all deposits made in the CRReg.
21. The CROs shall prepare the Report of Collections and Deposits (RCD) for submission to the CGASO/CGASU. The RCD must include all the ORs issued in strict numerical sequence, including canceled ORs. For each national collection deposit, CROs shall use a separate ONCOLL Payment Slip for each funding source and fill out the required fields, including the NCO codes and UACS organization code of agency to be credited. Submission of RCD is on every 3rd day of the following month.
22. The CRO shall prepare a Report of Accountability for Accountable Forms (RAAF) on the movement and status of accountable forms in his/her possession. The RAAF is for both those with and without face value. The RAAF is submitted monthly to COA together with other reports.
23. CRO's revenues having no complete set of books shall record their collection of income and deposits chronologically in the Cash Receipts Register (CRReg).
24. The certified copy of the CRReg, together with the required supporting documents and the duplicate and triplicate copies of ORs and ONCOLL payment slip, including the complete supporting documents, shall be submitted every 3rd day of the following month to the FSUs located in the PCG Districts for consolidation prior to submission to the District Accountant.
25. The District Accountant shall prepare the JEV and submit the same to the Regional COA Auditor attaching the JEV as proof that the submitted report was already recorded. The District Accountant shall submit a copy of the report to the CGASO.
26. Duplicate copies will be submitted to COA, while the triplicate copies will be retained in to finance unit for filing and future reference, photocopies of duplicate and triplicate shall be maintained by station CROs.
27. FSU CROs shall submit a copy of the report of the collection every 5th day of the following month to HCGFS for consolidation and monitoring.
28. All issued receipts, deposit slips and cash on hand must be reconciled.



29. All unused ORs shall be accounted for, secured and recorded.

30. Based on the new guidelines of the BTr, the following account numbers shall be used in depositing the collections starting July 2022, subject to change depending on the latest issuance or advisory of the BTr.

NEW BTR CLEARING ACCOUNTS TO DEPOSIT COLLECTIONS	NEW ACCOUNT NRS
Regular Fund	3402-2844-20
Other Than IATF	3402-2844-46
Inter-Agency Trust Fund (IATF)	3402-2844-38

VII. RESPONSIBILITIES

Commander, CG Districts/ Major Commands/Units

- a. Guarantees that all the CROs within respective AOR have fidelity bond (bonded) and appropriate designation orders issued from the Coast Guard/District Adjutant.
- b. The PCG District Commanders, Major Unit Commanders or the Unit appropriate staff shall determine the amount to be bonded per CRO within their respective AOR.
- c. Monitors check and balance.

Commander, CGFS

- a. Monitors the proper supervision of collection and remittance of all CGFSUs.
- b. Monitors check and balance.

CO, FSU-Port Area

- a. Responsible for maintaining enough number of OR ready for issuance.
- b. Monitors check and balance.

CO, Coast Guard Finance Service Unit

- a. Supervise preparations of reports and other necessary documents pertaining to CRO within their area of responsibility as required by higher headquarters.

- b. Guarantees that all the FSU CROs within the AOR shall secure fidelity bond (bonded) and appropriate designation orders from Coast Guard/District Adjutant.
- c. Monitors check and balance.

CGFSU, Collecting and Remitting Officers (CROs)

- a. Collect and receive all payments of indebtedness or obligations as well as fees and penalties to the BTr account number through the GSB within the next banking day from the collection date, then issue corresponding ORs made for every transaction.
- b. Supervises in the issuance of OR to paying client and PCG personnel.
- c. Supervises in the maintenance of necessary documents pertaining to receipts and remittance and updates reports of remittances of all collections to agencies.
- d. Monitors the timely submission/compliance of monthly reports of all Stations CRO with or without collections prior to submission to the District Accountant and the Regional COA. Further, send the copy of consolidated report to HCGFS, Collection and Remittance Branch.
- e. Ensure that all monthly reports with the documentary requirements, including the duplicate and triplicate ORs and LBP ONCOLL payment slips, are properly recorded and filed.
- f. Observe check and balance.

All Station Commanders and Coast Guard Stations/MEPCOM/NOCOP CROs

- a. Validates that all payments of fees and penalties of stakeholders are properly accounted for and issue corresponding official receipts based on the number series of booklets, deposit said payment to the BTr account within the next banking day from the collection date.
- b. Ensure that fees, penalties and other collections are in accordance with the fees stipulated in the MEPCOM and MSSC and other circulars containing fines and penalties of regulations.
- c. Assure that all ORs are well accounted to include the canceled ORs, and provide a report of accountability for accountable forms included in the monthly revenue reports submitted to CGFSUs and/or HCGFS
- d. Make certain the monthly collection reports prompt submission (with or without collection that month).

- e. Guarantees that all the CROs have secured a fidelity bond (bonded) and with appropriate designation orders issued from their respective District Adjutant.
- f. Observe check and balance.

CGAO / PCG District Adjutant

- a. Shall issue appropriate Orders to all CROs within their AOR indicating the amount to be bonded as a requirement for the application of Fidelity Bond.

CG Accounting Service Office / Coast Guard Accounting Service Unit

- a. Issue an order of payment to ensure the accuracy of payments made by the PCG personnel and stakeholders.
- b. For Coast Guard Stations without an accounting unit within the area, the District Accountant should train and designate accounting personnel per Coast Guard Station to issue the order of payment, preferably personnel with knowledge of the fines, permits, and penalties collected by Marine Environmental Protection Units and Maritime Safety Units personnel.
- c. The District Accountant shall receive the certified copy of the CRReg, together with the required supporting documents and the duplicate and triplicate copies of ORs and ONCOLL payment slip and prepare the JEV and submit the same to the Regional COA Auditor attaching the JEV as proof that the submitted report was already recorded. The District Accountant shall submit a copy of the report to the CGASO.

VIII. QUALIFICATION

- a. Prior to the request for issuance of an Order, the prospective CRO shall secure the following clearances and attach the same to the letter request submitted to the Office of the Deputy Chief of Staff for Human Resource Management, CG-1 or District Administrative Officer (D-1):
 - i. Certificate of No Pending Case at the Coast Guard Inspector General Service;
 - ii. Certificate of No Pending Case at the Coast Guard Legal Service;
 - iii. Certificate of No Money Accountability from Accounting Service Office;
 - iv. Certificate of No Property Accountability from Coast Guard Supply Accountable Office;
 - v. CG-2 Clearance;
 - vi. Certification from District Commander or Unit Commander that subject personnel is of good moral character.

IX. SUPERVISION:

Headquarters CGFS, Collection and Remittance Branch to exercise administrative and operational supervision/monitoring of all FSU CROs of every Coast Guard District and Station Commanders/CG Station CROs within their area of responsibility and the Stations CRO of the Coast Guard District National Capital Region-Central Luzon as well as NOCOP/MEPCOM CRO.

X. DISSEMINATION:

Headquarters CGFS shall be responsible for the proper dissemination of these Guidelines by conducting series of seminars/workshops to all FSU CROS of every Coast Guard Commands, Districts, Stations and Units as mentioned in Title IX of this Guideline.

XI. RECISSIONS:

All circulars, policies and provisions of existing regulations inconsistent with this circular's provisions are hereby amended or rescinded as the case may.

XII. EFFECTIVITY:

This Memorandum Circular shall take effect upon publication.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:

TITO ALVIN G ANDAL
CG COMMO
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant

ANNEX A:

Flow Chart for the Transaction of Collection and Remittance


