



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

NHQ-PCG/CG-4

11 September 2025

**STANDING OPERATING PROCEDURE
NUMBER 10-25**

**MONTHLY REPORTING AND MONITORING OF WATER AND ELECTRICITY
CONSUMPTION OF ALL PCG UNITS**

1. REFERENCES

- A. Republic Act No. 11285, also known as “Energy Efficiency and Conservation Act” dated 12 April 2019; and
- B. Executive Order No. 123, s. 1993 (Mandating Energy Efficiency and Conservation Measures in Government)

2. PURPOSE

To establish procedures for standardized monthly reporting and monitoring of both electricity and water consumption of all PCG Units in support to responsible resource management, adherence to national energy conservation policies and proper budget planning and implementation.

3. SCOPE

This SOP applies to all PCG Units, including National Headquarters, Districts, Stations, Sub-Stations and all other operational and administrative facilities utilizing government-funded utilities.

4. OBJECTIVES

- A. To ensure efficient monitoring of utilities consumption.
- B. To provide O/CG-4 with accurate data for logistics programming and budgeting.
- C. To enforce compliance with national energy conservation policies.
- D. To impose appropriate administrative sanctions for excessive, unjustified consumption.



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5. DEFINITION OF TERMS

- A. **Electricity Consumption** – Total amount of electrical energy used by a PCG Unit for a given period, measured in kilowatt-hours (kWh).
- B. **Water Consumption** – Total volume of water used by a PCG unit for a given period, measured in cubic meters (m³).
- C. **Monthly Utilities Consumption Report** – A monthly report which summarizes the usage of utilities like electricity and water. This report provides insights into consumption patterns, identifies potential areas for efficiency improvements, and is used for cost management and compliance reporting.

6. POLICIES

- A. All PCG Units shall submit a Monthly Utilities Consumption Report in the prescribed format, covering both electricity and water usage.
- B. Reports must include actual meter readings, total consumption, billing amounts and comparative data from the previous month.
- C. All PCG Units shall reduce energy consumption by at least 10% and implement energy efficiency and conservation measures, including the preparation of annual energy efficiency and conservation programs. Any Unit reporting an increase greater than 10% in either consumption or billing shall provide a written justification.
- D. Late, missing or incomplete reports shall be officially recorded as non-compliant and may be subject to administrative action or escalation to Higher Command.
- E. All reports shall be submitted to the Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4 not later than the 10th day of the following month.

7. PROCEDURES

A. Monthly Reporting Requirements

Each unit shall accomplish and submit a Monthly Utilities Consumption Report containing the following:

Category	Required Details
1. Meter Readings	Beginning of Month Reading - End of Month Reading
2. Monthly Total Consumption	Electricity: ___ kWh- Water: ___ m ³
3. Monthly Billing Amount	Total Billing: PHP ___
4. Comparative Data (vs. Previous Month)	% Change in Consumption: ___%- % Change in Billing Amount: ___%
5. Justification for Significant Increases (>10%)	Explanation required if increase exceeds 10% in consumption or billing



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B. Submission Guidelines

- i. All PCG Units are required to submit their Monthly Utilities Consumption Report to the Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4 not later than the 10th day of the succeeding month. The report must include all required data on electricity and water consumption, billing amounts, meter readings and justifications for any significant increases. Units must ensure that the data submitted is accurate, complete and consistent with previous submissions.
- ii. Reports shall be transmitted either electronically or through official correspondence, following existing communication protocols. Units are encouraged to maintain a copy of the submitted report for their internal records. Any changes or corrections after submission must be coordinated formally with O/CG-4 and properly documented.
- iii. The Logistics Officer of each Unit shall be primarily responsible for preparing and submitting the report on time. Non-submission, delayed transmission or submission of incomplete or inaccurate reports may be subject to administrative reminders. Persistent non-compliance may warrant escalation to Higher Command for appropriate action.

8. RESPONSIBILITIES

A. All Unit Commanders

- i. Ensure the regular and timely submission of the Monthly Utilities Consumption Report to O/CG-4 not later than the 10th day of the succeeding month.
- ii. Cooperate with any validation, audit or spot inspection conducted by O/CG-4 regarding reported consumption data.

B. Deputy Chief of Coast Guard Staff for Logistics, CG-4

- i. Analyze reported data for budgeting, logistics programming and compliance monitoring purposes.
- ii. Identify the Units with late submissions, missing data or unexplained significant increases in consumption.
- iii. Issue follow-up reminders, clarification requests or administrative notes to non-compliant Units.

C. Unit Logistics Officer

- i. Maintain complete and accurate records of monthly meter readings, billing statements and any supporting documents related to electricity and water consumption.

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- ii. Ensure the report is submitted on or before the deadline and keep a copy for unit records.
- iii. Serve as the main point of contact for O/CG-4 for any clarification, follow-up or additional documentation required.

9. PENALTY CLAUSE

In the event of failure to comply with the guidelines, procedures and responsibilities outlined in this SOP, the responsible personnel shall be subject to disciplinary action in accordance with NHQ-PCG/CGIAS Circular Number 13-19 dated 18 November 2019, entitled "Revised Guidelines and Procedures on Disposition of Violation of Code of Conduct and Discipline for PCG Uniformed Personnel" and other applicable PCG policies.

10. RECISSION/REPEALING CLAUSE

All PCG policies, rules and regulations or issuances or parts thereof which are inconsistent with this SOP are hereby repealed, amended or modified accordingly.

11. EFFECTIVITY

This SOP shall take effect on 12 August 2025.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

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


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

Annex: Monthly Water and Electricity Consumption Report Template

PHILIPPINE COAST GUARD
[Unit/Office Name]

MONTHLY WATER AND ELECTRICITY CONSUMPTION REPORT

Reporting Period (Month Year): _____
 Name of Unit / Office: _____
 Location: _____
 Name of Focal Person: _____
 Contact Number: _____

UTILITY TYPE	METER NO.	PREVIOUS READING	CURRENT READING	CONSUMPTION (UNIT)	REMARKS/ VARIANCES
Electricity		kWh	kWh	kWh	
Water		m ³	m ³	m ³	

Billing Summary (optional, if available)

UTILITY TYPE	TOTAL BILL AMOUNT (P)	BILLING PERIOD COVERED	DATE PAID
Electricity	P		
Water	P		

Narrative (if applicable): Please provide a brief explanation of significant increases or decreases, leaks, maintenance work, or corrective actions taken.

Certified Correct:

Reviewed and Approved:

Rank Fullname PCG _____
 Logistics Officer Date

Rank Fullname PCG _____
 Unit Commander/Head of Office Date



SOP 10-25

0925-047

PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
Office of the Deputy Chief of Staff for Human Resource Management, CG-1
139 25th St., Port Area
1018 Manila

MEMORANDUM

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

From : **DC of CGS for Human Resource Management, CG-1**

Subject : **Publication of Approved Standing Operating Procedure (SOP) entitled, "Monthly Reporting and Monitoring of Water and Electricity Consumption of all PCG Units"**

Date : 01 September 2025

1. References:

- a. Memo from CG-4 dated 18 August 2025
- b. CPCG Approved A/CG-4 Initiated DF with File Nr CG4-0725-053 dated 12 August 2025

2. Above references pertain to the CPCG approved Standing Operating Procedure (SOP) entitled, "Monthly Reporting and Monitoring of Water and Electricity Consumption of all PCG Units".

3. In this regard, requests for the publication and dissemination of aforementioned SOP (*Enclosures 1 and 2*).

4. For your favorable consideration.

GLIDE GENE MARY G SONTILLANOSA
COMMO **PCG**

Enclosures:

- 1) CPCG approved Standing Operating Procedure (SOP) entitled, "Monthly Reporting and Monitoring of Water and Electricity Consumption of all PCG Units"
- 2) Monthly Water and Electricity Consumption Template





PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
OFFICE OF THE DEPUTY CHIEF OF COAST GUARD STAFF FOR LOGISTICS, CG-4
139 25th Street, Port Area
1018 Manila

MEMORANDUM

For : **Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1**

From : **Acting Deputy Chief of Coast Guard Staff for Logistics, CG-4**

Subject : Publication of the Proposed SOP titled "Monthly Reporting and Monitoring of the Water and Electricity Consumption of all PCG Units."

Date : 18 August 2025

-
1. Reference: Approved DF file number CG4-0725-053 dated 12 August 2025
 2. Forwarded herewith is the approved Disposition Form file number CG4-0725-053 with the subject: Approval of the draft SOP titled "Monthly Reporting and Monitoring of the Water and Electricity Consumption of all PCG Units."
 3. Said documents will serve as your reference in the publication of the said policy.
 4. For information and reference.


ROSENDO ZABINOJA III
CAPT PCG



/DISPOSITION FORM Philippine Coast Guard		SECURITY CLASSIFICATION (IF ANY):
File No: CG4-0725-053	SUBJECT: Approval of the Draft SOP titled "Monthly Reporting and Monitoring of Water and Electricity Consumption of all PCG Units, Request for	

TO: CPCG FROM: CCGS DATE: JUL 23 2025 COMMENT NR: _____
 VIA: DCO DCA
 CAPT ABINOJA III: JCC: NPF: -6142

 A/CG-4 22 July 25

SUMMARY:

1. This Office has drafted a Standing Operating Procedure (SOP) titled "Monthly Reporting and Monitoring of Water and Electricity Consumption of all PCG Units" (*Encl_A*). The purpose of the SOP is to establish procedures for standardized monthly reporting and monitoring of both electricity and water consumption of all PCG Units in support to responsible resource management, adherence to national energy conservation policies, and proper budget planning and implementation.

COORDINATION:

2. Additionally, the Coast Guard Legal Service (*Encl_B*) has reviewed the draft SOP, incorporated its recommendations, and fully supports the implementation of the proposed SOP.

CONCLUSION:

3. In view of the foregoing, respectfully recommends for the approval of the attached proposed SOP titled "Monthly Reporting and Monitoring of Water and Electricity Consumption of all PCG Units".

RECOMMENDATION:

4. Approval of Para 3.


 --- RICA FRENTE ---

12 AUG 2025
 DATE
 APPROVED / DISAPPROVED
 COMMANDANT

Enclosures: A) Proposed SOP titled "Monthly Reporting and Monitoring of Water and Electricity Consumption of all PCG Units"
 B) CGLS comments dated 14 July 2025
 C) Monthly Utilities Consumption Report Template



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
OFFICE OF THE DEPUTY CHIEF OF COAST GUARD STAFF FOR LOGISTICS, CG-4
139 25th Street, Port Area
1018 Manila

MEMORANDUM

For : Commander, Coast Guard Legal Service

From : Acting Deputy Chief of Coast Guard Staff for Logistics, CG-4

Subject : **Legal Comments and/or Recommendations on the proposed Standing Operating Procedure titled "Monthly Reporting and Monitoring of Water and Electricity Consumption of all PCG Units."**

Date : 07 July 2025

-
1. This pertains to the proposed Standing Operating Procedure, titled "Monthly Reporting and Monitoring of Water and Electricity Consumption of all PCG Units," which will establish guidelines and procedures in submission of monthly reporting and monitoring of both electricity and water consumption of all PCG Units.
 2. In this regard, the undersigned respectfully requests for the legal review, comments and/or recommendations on the attached proposed Standing Operating Procedure (see Encl A) **NLT 16 July 2025**.
 3. For favorable consideration.


ROSENDO ZABINOJA III
CAPT PCG





NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD
(Pambansang Punonghimpilan Tanod Baybayin ng Pilipinas)
COAST GUARD LEGAL SERVICE
139 25th Street, Port Area
1018 Manila

CGLS LTR: 0725-74

14 July 2025

From: Commander, Coast Guard Legal Service

To: Acting Deputy Chief of Coast Guard Staff for Logistics, CG-4

Subj: Legal Comment and Recommendations on the proposed Standing Operating Procedure titled “Monthly Reporting and Monitoring of Water and Electricity Consumption of all PCG Units

Ref: Memorandum from O/DCCGS, CG-4 dated 07 July 2025

1. This pertains to the proposed Standing Operating Procedure (SOP), titled “Monthly Reporting and Monitoring of Water and Electricity Consumption of all PCG Units” which will establish guidelines and procedures in submission of monthly reporting and monitoring of both electricity and water consumption of all PCG Units.

2. After careful review of the provisions of the proposed SOP, this Service recommends the following:

- a. Include as item “V” the Definition of Terms, which includes but is not limited to the following terms:

Terms	Definition
Electricity Consumption	Total amount of electrical energy used by a PCG unit for a given period, measured in kilowatt-hours (kWh)
Water Consumption	Total volume of water used by a PCG unit for a given period, measured in cubic meters (m ³)
Monthly Utilities Consumption Report	A monthly report which summarizes the usage of utilities like electricity and water. This report provides insights into consumption patterns, identifies potential areas for efficiency improvements, and is used for cost management and compliance reporting.



b. Include in item V.C the following:

As Read:	To Read:
C. Any unit reporting an increase greater than 10% in either consumption or billing shall provide a written justification.	C. All PCG Units shall reduce energy consumption by at least 10% ¹ and implement energy efficiency and conservation measures, including the preparation of annual energy efficiency and conservation programs. ² Any unit reporting an increase greater than 10% in either consumption or billing shall provide a written justification.

c. Include a Monthly Water and Electricity Consumption Report Template to standardize the reports from all PCG Units as well as for the convenience of the reviewing and consolidating unit. The template may include the following details:

PHILIPPINE COAST GUARD
[Unit/Office Name]

MONTHLY WATER AND ELECTRICITY CONSUMPTION REPORT

Reporting Period: _____ (Month, Year)
 Name of Unit/Office: _____
 Location: _____
 Name of Focal Person: _____
 Designation: _____
 Contact Number: _____

Utility Type	Meter No.	Previous Reading	Current Reading	Consumption (Unit)	Remarks/ Variances
Electricity	_____	_____ kWh	_____ kWh	_____ kWh	_____
Water	_____	_____ m ³	_____ m ³	_____ m ³	_____

Billing Summary (Optional, if available)

¹ Administrative Order No. 110 (1994)

² Republic Act No. 11285 (Energy Efficiency and Conservation Act)

Utility Type	Total Bill Amount (₱)	Billing Covered	Period	Date Paid
Electricity	₱ _____	_____	_____	_____
Water	₱ _____	_____	_____	_____

Narrative (if applicable):

Please provide a brief explanation of significant increases or decreases, leaks, maintenance work, or corrective actions taken:

Certified Correct:

Signature: _____

Name of Focal Person: _____

Date: _____

Reviewed and Approved:

Signature: _____

Name of Unit Commander/Head: _____

Rank/Position: _____

Date: _____

3. For consideration.

Prepared by:



CARLA JEANNE M KINDAHAN-BINDADAN
LT **PCG**
 Legal Officer-In-Charge, CG4

Approved by:



DONETTE A DOLINA
COMMO **PCG**





PAMBANSANG PUNONG HIMPILAN TANOD BAYBAYIN NG PILIPINAS
National Headquarters Philippine Coast Guard
139 25th Street, Port Area
1018 Manila

NHQ-PCG/CG-4

_____ 2025

**STANDING OPERATING PROCEDURE
NUMBER _____ - 25**

**MONTHLY REPORTING AND MONITORING OF WATER AND ELECTRICITY
CONSUMPTION OF ALL PCG UNITS**

I. REFERENCES:

- A. Republic Act No. 11285, Energy Efficiency and Conservation Act
- B. Executive Order No. 123, s. 1993 (Mandating Energy Efficiency and Conservation Measures in Government)

II. PURPOSE:

To establish procedures for standardized monthly reporting and monitoring of both electricity and water consumption of all PCG units in support to responsible resource management, adherence to national energy conservation policies, and proper budget planning and implementation.

III. SCOPE:

This SOP applies to all PCG Units, including National Headquarters, Districts, Stations, Sub-Stations, and all other operational and administrative facilities utilizing government-funded utilities.

IV. OBJECTIVES:

- A. To ensure efficient monitoring of utilities consumption.
- B. To provide Office CG-4 with accurate data for logistics programming and budgeting.
- C. To enforce compliance with national energy conservation policies.
- D. To impose appropriate administrative sanctions for excessive, unjustified consumption.



V. DEFINITION OF TERMS:

- A. **Electricity Consumption** – Total amount of electrical energy used by a PCG unit for a given period, measured in kilowatt-hours (kWh).
- B. **Water Consumption** – Total volume of water used by a PCG unit for a given period, measured in cubic meters (m³).
- C. **Monthly Utilities Consumption Report** - A monthly report which summarizes the usage utilities like electricity and water. This report provides insights into consumption patterns, identifies potential areas for efficiency improvements, and is used for cost management and compliance reporting.

VI. POLICIES:

- A. All PCG units shall submit a Monthly Utilities Consumption Report in the prescribed format, covering both electricity and water usage.
- B. Reports must include actual meter readings, total consumption, billing amounts, and comparative data from the previous month.
- C. All PCG Units shall reduce energy consumption by at least 10% and implement energy efficiency and conservation measures, including the preparation of annual energy efficiency and conservation programs. Any unit reporting an increase greater than 10% in either consumption or billing shall provide a written justification
- D. Late, missing, or incomplete reports shall be officially recorded as non-compliant and may be subject to administrative action or escalation to higher command.
- E. All reports shall be submitted to Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4, not later than the 10th day of the following month.

VII. PROCEDURES

A. **Monthly Reporting Requirements**

Each unit shall accomplish and submit a Monthly Utilities Consumption Report containing the following:

Category	Required Details
1. Meter Readings	Beginning of Month Reading- End of Month Reading
2. Monthly Total Consumption	Electricity: ___ kWh- Water: ___ m ³
3. Monthly Billing Amount	Total Billing: PHP ___



Category	Required Details
4. Comparative Data (vs. Previous Month)	% Change in Consumption: ___ %- % Change in Billing Amount: ___ %
5. Justification for Significant Increases (>10%)	Explanation required if increase exceeds 10% in consumption or billing

B. Submission Guidelines

1. All PCG units are required to submit their Monthly Utilities Consumption Report to the Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4, not later than the 10th day of the succeeding month. The report must include all required data on electricity and water consumption, billing amounts, meter readings, and justifications for any significant increases. Units must ensure that the data submitted is accurate, complete, and consistent with previous submissions.
2. Reports shall be transmitted either electronically or through official correspondence, following existing communication protocols. Units are encouraged to maintain a copy of the submitted report for their internal records. Any changes or corrections after submission must be coordinated formally with O/CG-4 and properly documented.
3. The logistics officer of each unit shall be primarily responsible for preparing and submitting the report on time. Non-submission, delayed transmission, or submission of incomplete or inaccurate reports may be subject to administrative reminders. Persistent non-compliance may warrant escalation to higher command for appropriate action.

VIII. RESPONSIBILITIES

A. All Unit Commander

1. Ensure the regular and timely submission of the Monthly Utilities Consumption Report to Office CG-4, not later than the 10th day of the succeeding month.
2. Cooperate with any validation, audit, or spot inspection conducted by O/CG-4 regarding reported consumption data.

B. Deputy Chief of Coast Guard Staff for Logistics, CG-4

1. Analyze reported data for budgeting, logistics programming, and compliance monitoring purposes.
2. Identify and units with late submissions, missing data, or unexplained significant increases in consumption.
3. Issue follow-up reminders, clarification requests, or administrative notes to non-compliant units.



4. Coordinate with concerned units for data validation and, when necessary, recommend spot inspections or audits to the appropriate authorities.
5. Maintain a centralized archive of all submitted reports for future reference and planning.

C. Unit Logistics Officer

1. Maintain complete and accurate records of monthly meter readings, billing statements, and any supporting documents related to electricity and water consumption.
2. Ensure the report is submitted on or before the deadline and **keep** a copy for unit records.
3. Serve as the main point of contact for O/CG-4 for any clarification, follow-up, or additional documentation required.

IX. PENALTY CLAUSE

In the event of failure to comply with the guidelines, procedures and responsibilities outlined in this SOP, the responsible personnel shall be subject to disciplinary action, in accordance with NHQ-PCG/CGIAS Circular Number 13-19 Dated 18 November 2019 (Revised Guideline and Procedures on Disposition of Violation of Code of Conduct and Discipline for PCG Uniform Personnel) and other applicable PCG Policies.

X. RESCISSION/REPEALING CLAUSE

All PCG policies, rules and regulations or issuances or parts thereof which are inconsistent with this SOP are hereby repealed, amended, or modified accordingly

XI. EFFECTIVITY

This SOP shall take effect upon approval.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

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

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



PHILIPPINE COAST GUARD
[Unit/Office Name]

MONTHLY WATER AND ELECTRICITY CONSUMPTION REPORT
Reporting Period: _____ (Month, Year)
Name of Unit/Office: _____
Location: _____
Name of Focal Person: _____
Designation: _____
Contact Number: _____

Utility Type	Meter No.	Previous Reading	Current Reading	Consumption (Unit)	Remarks/Variances
Electricity	_____	_____ kWh	_____ kWh	_____ kWh	_____
Water	_____	_____ m ³	_____ m ³	_____ m ³	_____

Billing Summary (Optional, if available)

Utility Type	Total Bill Amount (P)	Billing Covered	Period	Date Paid
Electricity	P _____	_____	_____	_____
Water	P _____	_____	_____	_____

Narrative (if applicable): Please provide a brief explanation of significant increases or decreases, leaks, maintenance work, or corrective actions taken:

Certified Correct:

Signature: _____

Logistics Officer: _____

Date: _____

Reviewed and Approved:

Signature: _____

Unit Commander/Head: _____

Date: _____

PHILIPPINE COAST GUARD
[Unit/Office Name]

MONTHLY WATER AND ELECTRICITY CONSUMPTION REPORT

Reporting Period (Month Year): _____

Name of Unit / Office: _____

Location: _____

Name of Focal Person: _____

Contact Number: _____

UTILITY TYPE	METER NO.	PREVIOUS READING	CURRENT READING	CONSUMPTION (UNIT)	REMARKS/ VARIANCES
Electricity		kWh	kWh	kWh	
Water		m ³	m ³	m ³	

Billing Summary (optional, if available)

UTILITY TYPE	TOTAL BILL AMOUNT (P)	BILLING PERIOD COVERED	DATE PAID
Electricity	P		
Water	P		

Narrative (if applicable): Please provide a brief explanation of significant increases or decreases, leaks, maintenance work, or corrective actions taken.

Certified Correct:

Reviewed and Approved:

Rank Fullname PCG
Logistics Officer

_____ Date

Rank Fullname PCG
Unit Commander/Head of Office

_____ Date