



Department of Transportation and Communication
PHILIPPINE COAST GUARD AUXILIARY
NATIONAL MAIN OFFICE



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MEMORANDUM CIRCULAR
NAMO Number 02-12-12

To : All PCGA Members
From: National Director, PCGA
Re : Guidelines on Leave of Absence for All PCGA Officers

1. Leaves of Absence (LOA) for all PCGA members must be filed in writing and approved by their District, Squadron and Division Directors prior to the effectivity of the leave.
2. Leave of absence for District Directors must filed in writing and must be approved by National Director or his duly designated authority prior to the effectivity of the leave.
3. All Leaves of absence shall be for justifiable reasons only.
4. Only one (1) leave of absence per year is allowed.
5. A Leave of Absence shall be for a maximum of sixty (60) days.
6. Continued absence after the approved leave shall constitute Absence Without Official Leave (AWOL) and shall subject the erring member to a two (2) months suspension.
7. AWOL District, Squadron and Division Directors shall be suspended for two (2) months, shall be replaced by the Deputy for Operations who shall continue to serve the unexpired term and shall be disqualified from assuming any elective position.
8. For your compliance.

By Command of the National Director:

RAMON SEBASTIA-MORENO
COMMO PCGA
National Chief of Staff


JEREMIAH C. CHING
CDR PCGA
National Auxiliary Adjutant