



POLICY ON CORPORATE SOCIAL RESPONSIBILITY

I. Policy Statement

The Association considers Corporate Social Responsibility (CSR) as a way of promoting goodwill and sense of belongingness by sharing to the general membership and to the PCG Community some charitable activities.

II. Policy Coverage

This Policy shall serve as a guide to all Trustees and Employees of PCGSLAI as well as to the members of the Association and the Philippine Coast Guard Community in the granting of donations under the PCGSLAI CSR Program.

III. Definition of Terms

1. **DONATION** – Aid or assistance in the form of cash or in kind given to an identified individual member or PCG Community.
2. **CORPORATE SOCIAL RESPONSIBILITY** – a charitable activity to promote goodwill and express its gratitude to the members for patronizing the products of the Association by granting donations or financial aid to deserving members or PCG Community.
3. **PCG COMMUNITY** – includes the Units/Installations of the PCG.

IV. Policy Guidelines

1. PCGSLAI will allocate in its annual budget an amount as the Board may determine for this purpose.
2. All donations/financial aids to be given shall be covered by written request and duly approved by the BOT. Deed of Donation for equipment and Acknowledgment Receipt for financial aid shall be executed for all transactions for record purposes.
3. The President is given a discretionary authority to grant donation or financial aid in the amount not exceeding ₱5,000.00 per month.
4. An amount equivalent to the tuition fees for two (2) semesters of two (2) students identified by the PCG Scholarship Foundation Inc. (PCGSFI) shall be allocated for the purpose as approved by the BOT.

5. The PCGSLAI may allocate certain amount quarterly for CSR to cover CSR request endorsed by the Commandant, Philippine Coast Guard (CPCG).

IV. Implementing Procedures

1. Requests for CSR donations/financial aids addressed to CPCG shall be endorsed to PCGSLAI (Attn: The President) for appropriate action.
2. The President may approve the request and grant donations or financial aids provided the amount involved is within his discretionary authority. Requests exceeding ₱5,000.00 shall be referred to the BOT during its regular or special meeting for deliberation and possible approval.
3. All donations/financial aids approved by the Board shall be covered by Board Resolution or Corporate Secretary's Certificate for proper documentation.
4. Donations other than financial aid shall be procured by PCGSLAI and shall indicate in the official receipt the name of intended recipients of such donations.
5. Any individual or PCG Community unit/installation shall be entitled to only one (1) donation/financial aid within a year.
6. Documentary requirement of a donation/financial aid shall include:
 - a. Letter request from the proponent;
 - b. BOT Resolution;
 - c. Official Receipt indicating the name of the recipient;
 - d. Duly notarized Deed of Donation; and
 - e. Photo coverage of the turn-over.

V. Effectivity

This revised policy on corporate social responsibility shall take effect Upon approval by the Board. (*Approved on 07 January 2020 SBM*)