

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

21 May 1999

O/CG-1/CGAO

STANDING OPERATING PROCEDURE)  
NR.....01-99 )

**CONDUCT OF QUALIFYING EXAMINATION TO OFFICERS WHO WILL  
TAKE LOCAL/FOREIGN SCHOOLING**

I. **PURPOSE:** This SOP establishes one of the requirements for Officers to undergo the test on intellectual capacities and personality attributes before being considered for local and foreign schooling.

II. **SCOPE AND APPLICABILITY:** This SOP is applicable to all PCG Officers who will undergo local and foreign schooling.

III. **DEFINITION OF TERMS:**

A. Programmed Courses/Schooling - foreign or local courses/schooling which are being programmed for a period of time/calendar year.

B. Unprogrammed Courses/Schooling - foreign or local courses/schooling which are not part of the programmed activity and usually comes in short period time.

IV. **POLICIES:**

A. The number of formal courses/schoolings being offered by private and governmental entities, both foreign and local, has come to a point where screening and selecting of candidates necessitates a more complex process in addition to the usual deliberations being conducted by the Education and Training Board.

B. Along this line, candidates for schooling, particularly Officers, will be required to undergo a qualifying examination that will evaluate their intellectual capacities and personality attributes which are deemed crucial to ensure the candidate's success not only in completing the course but more importantly for the candidate to be able to transfer and impart the skill and knowledge gained from the course.

C. The Philippine Psychological Corporation (PPC), will administer the Minnesota Multiphasics Personality Inventory Test to prospective candidates for foreign and local schooling. the conduct of the testing will cover the intellectual capacities and personality attributes deemed crucial to success in either local or foreign schooling.

D. Candidate who will fail to pass the test will not be considered for the schooling applied for.

V. PROCEDURES:

A. CG-5 and CG-3 will submit list of courses programmed for the calendar year.

B. For unprogrammed local and foreign schooling, upon receipt of notice from DOTC or Host country, CG5/CG3 will determine the time factor in order not to default the privilege. If there's no sufficient time to conduct the test, same will have to forfeited.

C. CG-1 will submit the result to the Education and Training Board names of candidates and forward same to PPC for the conduct of qualifying exam, the payment of (PHP 1,200.00) per capita will paid to said examiner upon submission of test results.

D. CG-1 will submit the result to the Education and Training Board to expedite the processing of candidates.

E. CG-6 will accommodate LT PABLO G TABUNDA PCG, as the SDO for the Human Development Resource fund to handle the working capital for the payments of the test and for liquidation purposes.

IV. RESPONSIBILITIES:

A. AC of S, CG-1

Responsible for the initial selection of candidates for foreign and local schooling and the conduct of qualifying examination thru the PPC, Subsequent result to be submitted to the Education and Training Board.

B. AC of S, CG-5/CG-3

Submit list of local and or foreign courses. Decides on the short notice for candidates of local/foreign schooling.

C. AC of S, CG-6

1. Make avail the amount of PHP 20,000.00 as working capital for this purpose.

2. Accommodate LT PABLO G TABUNDA PCG as the SDO for the Human Resource Development Fund.

D. PCGETB

Ensure that candidate for local and foreign schooling will under take the necessary test before being considered for the schooling.

VII. EFFECTIVITY:

This SOP takes effect upon publication.

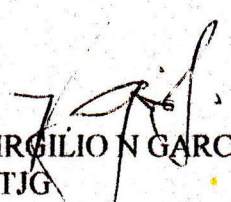
VIII. RECESSON:

Publications that are in conflict with this SOP are hereby rescinded.

BY COMMAND OF REAR ADMIRAL DE LEON:

OFFICIAL:

ELPIDIO B PADAMA  
CAPT PN(GSC)  
Acting Chief of Staff, PCG

  
VIRGILIO N GARCIA JR  
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