

Department of Transportation and Communication  
**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
Headquarters Philippine Coast Guard  
139 25<sup>TH</sup> street, Port Area  
1018 Manila

HSG/CG3/CGAO

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STANDARD OPERATING PROCEDURE)

NUMBER...05-04..... )

**UTILIZATION OF THE PCG BAND**

**I. PURPOSE:**

This SOP prescribes the policies and procedures pertaining to the utilization of the PCG Band.

**II. OBJECTIVES:**

- a. To ensure the proper utilization of the PCG Band both in Command and non-Command related activities.
- b. To ensure at all times the readiness of the PCG Band to perform well.

**III. DEFINITION OF TERMS:**

For the purpose of this SOP, the following terms are hereby defined;

- a. **PCG Band** – a group of musicians from among the uniformed personnel of the PCG who are detailed and organized for the purpose of rendering appropriate music during Command and non-Command related activities.
- b. **PCG Musician** – an individual uniformed PCG personnel who is detailed as a band member and plays a particular type of musical instrument .
- c. **Command Activities** – to mean PCG related activities such as ceremonies, programmes, etc.
- d. **Non-Command Activities** – refers to the activities not related to the Command but by other government agencies, NGO's and civilian entities.
- e. **OIC, PCG Band** – a commissioned Officer of the PCG who is designated In Charge and responsible for the supervision, trainings, preparations and performances of the Band.
- f. **POIC, PCG Band** – is a non commissioned officer of the PCG who is designated to assist the OIC in the supervision, trainings, preparations and performances of the Band.

#### IV. POLICIES:

- A. The PCG Band shall be utilized according to the following Command related activities;
1. Parades and review, silent drill exhibitions and other related activities involving troop formation which requires rendition of marching music that will inspire our personnel as well as create high public impact or awareness on the existence of the PCG as a uniformed service organization.
  2. Arrival/departure honors ceremonies to CPCG and/or other dignitaries invited as GOH/Keynote Speakers during PCG units anniversaries.
  3. Arrival/departure honors ceremonies to foreign ambassadors/dignitaries invited and/or visiting the command.
  4. Arrival honors ceremonies to our newly promoted Flag Officers.
  5. Commissioning and decommissioning ceremonies of vessels aircrafts and facilities.
  6. Inauguration, ground breaking and deactivation ceremonies of our units/facilities.
  7. Wreath laying ceremonies.
  8. Retirement honors ceremonies to PCG Personnel.
  9. Funeral processions/interments of deceased active and retired PCG personnel.
  10. Flag raising and retreat ceremonies.
  11. Sports, recreational and other command related activities.
- B. The PCG Band shall be utilized according to the following non-Command activities:
1. Opening/closing ceremonies of symposium, seminars, workshops, commencement exercises and other similar activities.
  2. Processions during fiesta celebrations, stage performances, band competitions and exhibitions.
  3. Other activities that the Command may direct.
- C. Command related activities shall take priority over non-command activities in the utilization of the PCG Band.

- D. The PCG Band and/or musicians shall not be used in any political and /or religious rallies/campaigns and/or commercial purposes.

**V. PROCEDURES FOR THE REQUEST OF PCG BAND:**

- A. Requests for the PCG Band/musicians shall be made in writing at least one (1) week prior to the actual engagement in order to give ample time for preparation. The Director, CGAC shall consolidate and sanitize all requests based on this SOP.
- B. Request for the services of the PCG Band shall be on a first come, first serve basis. All requests shall favorably be acted upon by Commander, CGETC only when directed by CPCG (thru Director, CGAC)
- C. Requesting parties shall also specify the nature of the activity and/or engagement in order to determine the appropriate number of musicians to be detailed as well as the variety of musical pieces to be played.
- D. Director, CGAC shall initially refer first to Commander, CGETC all requests for the services of the PCG Band for evaluation and planning purposes prior endorsing same for CPCG's approval.
- E. CSPCG; Director, CGAC and/ or CDO may approve such requests in urgent cases only, on behalf of CPCG.
- F. The requesting party shall be highly encouraged and/or required to provide adequate meals, snacks and lodging for the band members as well appropriate vehicle with gasoline for their transportation as the situation warrants.
- G. Director, CGAC/C, CGETC shall notify CG-2/C, CGIIF in case of PCG Band engagements outside Metro Manila and/or other places deemed security risks.

**VI. RESPONSIBILITY:**

- A. Commander, CGETC
  - 1. Shall be primarily responsible for the supervision and maintenance of the PCG Band as well as implementation of this SOP.
  - 2. Shall establish a training program to enhance the skills of the PCG band members making them at par with other civic and military band.
- B. Commander, CGETC and Director, CGAC shall monitor all engagements of the PCG Band.
- C. OIC, PCG Band:
  - 1. Shall be held responsible for the proper conduct , decorum and behavior of all PCG Musicians during engagements.
  - 2. Shall ensure at all times the preparedness of the PCG Band as well as the regular conduct of rehearsals.