



Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
Manila



HPCG

07 January 2008

STANDING OPERATING PROCEDURES

NUMBER 01-08

MERITORIOUS PROMOTION SYSTEM

1. REFERENCE: HPCG Circular 03-05 dated 04 April 2005 (Career Development pattern of Enlisted Personnel in the Philippine Coast Guard)

2. PURPOSE: This SOP prescribes the policy and procedures in the granting of meritorious promotion to deserving enlisted personnel of the PCG.

3. SCOPE: This procedure applies to all PCG Enlisted Personnel.

4. DEFINITIONS:

a. Time-In-Grade (TIG) – is the period which the EP must satisfy in a particular rate/ pay grade as a requirement before he could be considered for promotion in the next higher rate.

b. Time-in-Service (TIS) - Total years of continuous active duty.

c. Beyond the normal call of duty – an act or performance of service that is considered way beyond that is normally required of one to perform.

5. POLICIES:

a. Enlisted Personnel may be granted meritorious promotion to SN2 (E-2) through CPO (E-7) on the following grounds only:

i. The service rendered is beyond the normal call of duty and so singular that an award is deemed insufficient to fully recognize the exceptional ability and leadership shown;

ii. This promotion is not an award for a job well done but rather recognition of an individual with great potential for leadership and/or increased ability in his chosen field as compared to others exposed in the same situation.

iii. For services rendered as a member of the staff of the office of CPCG.

b. As such, meritorious promotions are not used as rewards or when a personal individual commendation/award is appropriate. A meritorious promotion is based entirely on the individual's demonstrated capability to discharge the responsibilities and duties of the higher grade in a satisfactory manner.

c. Promotions to SCPO (E-8) through CMCPPO (E-10) are not allowed under the meritorious promotion system. In addition, promotion of ASN to SN2 is also not allowed under this system. Moreover, meritorious promotion shall not be granted to an EP within 6 months of being earlier promoted either through the regular or meritorious promotion system.

d. The grant of meritorious promotion shall not be subject to restriction of promotion vacancy/ quota however it shall not exceed the authorized troop ceiling per rate as per the approved PCG TOE (series of 1998). Likewise, considering the nature of such a promotion, it shall not be covered by normal TIG promotion restrictions however EP who are considered for meritorious promotion should comply with the following minimum TIS requirement:

- i. SN1 (E-3) – no TIS requirement
- ii. PO3 (E-4) – 3 years
- iii. PO2 (E-5) – 4.5 years
- iv. PO1 (E-6) – 7.5 years
- v. CPO (E-7) – 9 years

e. Meritorious promotions may be granted in numbers which will not exceed the annual (or on a particular promotion cycle) meritorious promotions allocation for each rate as shown:

- i. SN1 (E-3) – 10
- ii. PO3 (E-4) – 8
- iii. PO2 (E-5) – 6
- iv. PO1 (E-6) – 4
- v. CPO (E-7) – 2

f. Notwithstanding the above mentioned annual meritorious promotion allocation, the CPCG is authorized to promote an additional 20 EP on the occasion of his retirement.

g. EP being considered for meritorious promotion but is not complied with the career course requirement for the grade to which he or she is being recommended shall only be temporarily promoted upon approval. Said temporary promotion shall be self-terminating after one (1) year unless otherwise terminated earlier by

competent authority. Moreover, upon presentation of proof of the completion of the necessary career course, the temporary rank shall be adjusted to permanent.

h. Unit Commanders and the PCGEPPB, in their determination for the recommendations of meritorious promotions, are guided by, but not limited to, the following:

i. The performance of duty, in comparison with all known EP of the same grade without regard to functional or occupational specialization, must be to a significant degree superior to that of their peers in order to merit promotion over other qualified EP in that rate;

ii. The level and type of duty performed within the individual's functional or occupational specialization, as well as outside the specialization, must be clearly superior to that of his or her peers;

iii. The candidate must display exceptional leadership and performance that clearly distinguishes them from their peers, and is expected of the next higher paygrade;

iv. Superior performance on difficult assignments that reflects favorably upon the organization;

v. Performance in the previous career course should be made as a guide in the assessment of the individual recommended for meritorious promotion.

6. PROCEDURES: The CPCG, being the sole authority for EP promotion, shall also have the sole authority to approve and disapprove all recommendations for meritorious promotion. Unit Commanders recommending EP for meritorious promotion shall follow the following procedures:

a. Recommendations shall indicate therein the following:

i. Name and rank/ranks of person/ persons being recommended for the promotion

ii. Narrative description of the act, conduct, achievement or service justifying the recommendation for meritorious promotion.

iii. Action Date/ Meritorious period

iv. Unit at the time of action or meritorious period

v. Duty Assignment (s)

vi. Other achievements/ actions which could support the justification for meritorious promotion (i.e. special assignments in which exceptional leadership abilities were shown).

vi. Name, grade, title or originator or recommendation.

b. Recommendations shall be forwarded to CPCG (ATTN: CG-1). CG-1 shall then inform the Chairman, PCGEPPB which shall convene the EP promotion board to deliberate on the recommendation based on the criteria and policies as set forth by this SOP. The PCGEPPB upon completion of deliberation shall recommend to the CPCG for his approval/ disapproval of the meritorious promotion.

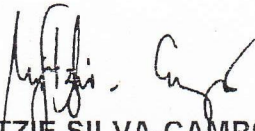
c. All nominations under this system must be submitted within one year of the meritorious action/ performance and must be submitted through proper channels. In addition, the meritorious action/ performance may be availed for purposes of promotion only once.

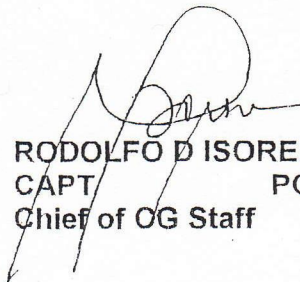
7. RECISSION: All policies, circulars and other publication that are inconsistent with the provisions of this SOP are deemed amended or rescinded.

8. EFFECTIVITY: This SOP is effective upon approval.

BY COMMAND OF ADM ABINOJA PCG:

OFFICIAL:


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