



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

NHQ-PCG/CG-7

03 May 2024

**STANDING OPERATING PROCEDURE
NUMBER 09-24**

**GUIDELINES ON THE USAGE AND DISPLAY OF PCGA STICKERS/DECALS
ON PRIVATELY OWNED VEHICLES (POV)**

1. PURPOSE

This Standing Operating Procedure (SOP) aims to establish guidelines on the proper usage and display of Philippine Coast Guard Auxiliary (PCGA) stickers/decals on privately owned vehicles (POV).

2. OBJECTIVE

To ensure that the proper use of the PCGA logo as stickers/decals are regulated by the Command strictly for purposes of command/governmental functions only, operations and/or activities, as well as to deter any abuse of authority or for it to be used as a special privilege by any unauthorized individual.

3. SCOPE

This SOP shall apply to all PCGA members, both in Executive and Regular Squadrons.

4. DEFINITION OF TERMS

- A. **Authorized Vehicles** - such as but not limited to ambulances, vans, trucks, coasters, utility vehicles and buses owned by the members of PCGA in the performance of PCG-PCGA activities authorized by the Command.
- B. **Command/Governmental Functions/Operations/Activities** - pertain exclusively to authorized activities of the PCG and PCGA in relation to community service initiatives and humanitarian efforts.
- C. **Driver** - any person duly licensed by the Land Transportation Office (LTO) to operate a motor vehicle.

- D. **Mission Order** – document indicating the route, purpose, specific time and date of activity, actual venue, name, address, phone number, and other important details, duly signed by the appropriate authorities, either from Coast Guard District Commanders; Commander, Coast Guard Civil Relations Service (CGCRS); or Deputy Chief of Coast Guard Staff (DCCGS) for CRS, CG-7, as authorized by the Commandant, Philippine Coast Guard to be issued for the use and display of PCGA decals/stickers and such is for a specific and limited purpose only. It is to be displayed in any conspicuous place on the vehicle. Thus, the route shall be in accordance with the Mission Order issued by the Command.
- E. **Owner** – the actual legal owner of a motor vehicle, in whose name such vehicle is duly registered with the LTO or possesses proof of ownership.
- F. **Philippine Coast Guard (PCG) Vehicle** – a marked and government-registered vehicle under the name of the PCG (Philippine Coast Guard).
- G. **Philippine Coast Guard Auxiliary (PCGA)** - a civilian volunteer organization formed to assist the PCG in the promotion of safety of life and property at sea, the preservation of the marine environment and its resources, the conduct of maritime search and rescue, the maintenance of aids to navigation, recreational safety, and such other activities that enhance maritime community relations.
- H. **PCGA Decal** – a picture/design with the PCGA Logo that is normally printed onto a special type of paper that is designed to withstand wear and tear.
- I. **PCGA Logo** - a symbol that acts as a trademark or a means of identification of the PCGA which carries the PCG Coat of Arms in the middle and the bold capital letters PHILIPPINE COAST GUARD with the word “AUXILIARY” bolstered at the bottom of the said Coat of Arms and the laurels on both sides. (Annex “A”)
- J. **PCGA Sticker** - a picture/design with the PCGA Logo that is directly printed onto a backing material which can be prone to tearing and peeling over time.
- K. **Privately Owned Vehicle (POV)** – any vehicle operated by an individual that is not owned or leased by a government agency and is not commercially leased or rented by an employee under a governmental agreement for use in connection with official government business.

5. POLICIES

- A. Provide standard guidelines to PCGA members either in the performance of their official day to day duties or personal activities, relative to the use and display of PCGA stickers/decals.
- B. Ensure that PCGA members do not abuse the authority in using PCGA sticker/decals while transacting or dealing with their own personal activities.

6. GUIDELINES:

- A. PCGA decals/stickers shall only be used or displayed on authorized vehicles **such as but not limited to ambulances, vans, trucks, coasters, utility vehicles and buses owned by the members of PCGA** strictly in the performance of PCG-PCGA activities.
- B. PCGA personnel are prohibited to put or use stickers with PCGA Logo on the windshield and/or the back window of their POVs, but may be issued temporary windshield decals for specific and limited purposes only. PCGA members are prohibited from using or displaying stickers with PCGA logos in their POVs, except when the same has an issued Mission Order or Letter Order as authorized by the Commandant, PCG through the Coast Guard District Commanders; Commander, Coast Guard Civil Relations Service (CGCRS); DCCGS for CRS, CG-7 and the same is primarily being used as an augment vehicle for PCG-PCGA civil relations service operations and other field operations in order to ensure the safe passage or delivery of goods or services intended for the community.
- C. PCGA members are prohibited from installing, putting, or displaying PCG-PCGA stickers/decals on any part of their POVs.
- D. No PCGA member shall display PCG/PCGA stickers/decals in their POV purposely to avoid paying toll fees in expressways throughout the country.
- E. Use of PCG/PCGA stickers/decals by the spouses, children, relatives, friends, and the like of PCGA members is strictly prohibited.

7. RESPONSIBILITIES

- A. Functional Commanders and Major Unit Commanders shall undertake a vigorous information dissemination campaign about this SOP and ensure that all PCGA members under their respective areas of responsibilities (AOR) abide with this policy specifically not to use or display PCGA stickers in their POVs to avoid paying toll fees, to show authority when transacting personal matters, private social functions such as receptions, balls, theatres, and for other personal purposes is absolutely prohibited.
- B. National Auxiliary Main Office (NAMO), Directors District Auxiliary, PCGA Support Groups, Auxiliary Squadrons/Divisions and members of the PCGA Executive Squadron are strictly mandated and directed not to use or display PCG and/or PCGA decals/stickers on their POVs at any time except on occasions mentioned in this SOP.

8. REPORTS/MONITORING

- A. It is strongly encouraged to report any instances of unauthorized use of PCG or PCGA decals and stickers, providing detailed information such as

the type of vehicle, plate number, location, time and photographic evidence. Strict compliance with these reporting protocols is essential to uphold the integrity and reputation of the PCG and PCGA.

- B. Furthermore, any individual found to be in violation of the provisions outlined in this SOP shall be subject to stern disciplinary actions in accordance with the PCGA Regulations Manual, 2021. Such measures are crucial for maintaining the professionalism and credibility of the PCG and PCGA.

9. RESCISSION

All policies and guidelines in conflict with this SOP are hereby amended, terminated and rescinded.


10. EFFECTIVITY

This SOP shall take effect upon publication.

BY COMMAND OF COAST GUARD ADMIRAL GAVAN:

OFFICIAL:

HOSTILLO ARTURO E CORNELIO
CG RADM
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant

Annex A – Philippine Coast Guard Auxiliary Logo



Annex "A"

PHILIPPINE COAST GUARD AUXILIARY LOGO

