



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

NHQ-PCG/CG-7

16 July 2024

**STANDING OPERATING PROCEDURE
NUMBER 15-24**

GUIDELINES ON THE DISENROLLMENT OF PCGA MEMBERS

1. AUTHORITY

Republic Act 9993 also known as the Philippine Coast Guard Law of 2009, and its Implementing Rules and Regulations (IRR).

2. REFERENCES

- A. Philippine Coast Guard Auxiliary (PCGA) Regulations Manual 2021 Edition; and
- B. NHQ-PCG/CGIAS Memorandum Circular 13-19 dated 18 November 2019.

3. PURPOSE

To prescribe the grounds and procedures on the disenrollment process of PCGA members.

4. OBJECTIVES

- A. To provide clear and easily understandable procedures for the disenrollment of PCGA members;
- B. To establish the grounds and other criteria for disenrollment that are objective and applicable to all members, regardless of their ranks and designations; and
- C. To ensure that the disenrollment procedure aligns with the relevant regulations, laws and standards governing the PCGA and its members.

5. SCOPE

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



6. DEFINITION OF TERMS

- A. **Active Member** - refers to an individual who is engaging and participating in the command/governmental functions/operations/activities (as the case may be), responsibilities and functions of an organization to which they belong.
- B. **Answer** - the opportunity for the PCGA member to present his/her perspective and defend himself/herself against the allegations and the recommended action to disenroll.
- C. **Annual Dues** - refer to the amounts to be paid annually by each PCGA member to cover PCGA expenses.
- D. **Appeal** - a process by which an aggrieved party, the PCGA member for disenrollment, for the purposes of this SOP, can seek redress. This is to be filed with the Commandant, PCG as the authority who has direct control and supervision over the PCGA.
- E. **Command/Governmental Functions/Operations/Activities** – pertain exclusively to authorized activities of the PCG and PCGA in relation to community service initiatives and humanitarian efforts.
- F. **Director Auxiliary District (DAD)** – PCGA counterpart of Coast Guard District Commanders, who implements PCGA programs and policies at PCGA District level and in-charge of all PCGA activities within its area of responsibility as authorized/approved by the Command.
- G. **Director Auxiliary Squadron (DAS)** – PCGA counterpart of Coast Guard Station Commanders who implements PCGA programs and policies at PCGA Squadron level, as authorized/approved by the Command.
- H. **Director Auxiliary Division (DADiv)** - PCGA counterpart of Coast Guard Sub-Station Commanders who implements PCGA programs and policies at PCGA Division level, as authorized/approved by the Command.
- I. **Disenrollment** – refers to the process of removing a member from the PCGA organization's roster due to various grounds, such as misconduct, failure to meet membership requirements and/or violation of PCGA policies and regulations.
- J. **Effectivity Date** - the date on which the disenrollment decision takes effect, officially ending the PCGA member's affiliation and participation in the PCGA organization and terminating their rights and privileges as a member.
- K. **Inactive Member** - members declared to be in inactive status due to serious health problems, failure to pay the required dues and failure to attend PCGA regular meetings and activities.

- L. **Investigation** – an inquiry for the discovery or collection of facts concerning the matter/s involved or a careful and accurate examination and inquisition of information and circumstances surrounding the alleged infractions or grounds for disenrollment.
- M. **Misconduct** – generally means wrongful, improper or unlawful conduct motivated by premeditated, obstinate or intentional purpose. It usually refers to transgression of some established and definite rule of action.
- N. **Motion for Reconsideration (MR)** – a remedy available when the aggrieved PCGA Regular member disagrees with the resolution ordering his/her disenrollment.
- O. **National Auxiliary Main Office (NAMO)** – the PCGA Regular Squadron Organization headed by the PCGA National Director with two (2) Deputies, namely: Deputy National Director for Operations and Deputy National Director for Administration.
- P. **Philippine Coast Guard Auxiliary (PCGA)** – a non-governmental/civilian volunteer organization under the direct control and supervision of the PCG Commandant. It shall assist in the implementation of PCG missions and mandated functions as provided under Republic Act No. 9993.
- Q. **Serious Infractions** - serious violations committed by a PCGA member that may cause such serious discredit to the PCG organization's core values and principles.

7. POLICIES

Grounds for Disenrollment

- i. **Upon the PCGA member's request to resign**
 - a. The request must be in writing and submitted to the DAS.
 - b. DAS shall promptly forward all such requests to DAD to enable to discuss with the member the reason for resignation before the final paperwork is submitted to the Coast Guard District Commander.
 - c. If the member still wishes to resign after consultation with the DAD, the DAD will require the return of the PCGA member's ID card and return of any government or PCGA-owned property in the said PCGA member's possession.
 - d. Upon receipt of the written request, the Coast Guard District Commander will recommend to the Deputy Commandant for Operations (DCO) the deletion of the said PCGA member's name from the active PCGA members listed in the PCGA roster and database.



- e. All resignations shall be acknowledged in writing by the Coast Guard District Commander.
- ii. **Upon ceasing to possess the qualifications for membership by the PCGA member**

The DCO may disenroll said PCGA members, as recommended by the Coast Guard District Commander and the DAD.

- iii. **For cause**

Any infractions warranting formal disciplinary actions outlined in the PCGA Regulations Manual including:

- a. Any action that may or does bring discredit to the PCG or PCGA while identified as a PCGA member or acting in PCGA capacity;
- b. Refusing to follow regulations for the proper wearing of the PCGA uniform or insignia, including misrepresentation as a PCGA officer or auxilliary or flag rank or repeated misuse of rank, titles or insignia;
- c. Misuse of PCGA funds or property;
- d. Repeated actions prejudicial to the good order of the PCGA or any of its programs, as documented in the member's record;
- e. Failure to follow civil rights laws, and/or the Human Relations and Sexual Harassment Policy contained in PCGA Regulations Manual;
- f. Rendering/giving false official statements, oral or written, to include enrollment application data submissions, offer on use of facility, and inspection forms. This includes forging signatures on any official document and/or falsifying of records;
- g. Breaches of electronics and communications protocols or any other public communications media, so as to reflect discredit or to publicly embarrass the PCG or PCGA;
- h. Any other actions that, in the DAS/DAD's judgment, warrant disenrollment proceedings; and
- i. Any action/s, although not cited in the PCGA Regulations Manual, that has a disruptive impact that adversely affects the operations, administration, and functions of the PCGA, PCG unit or other entity, the DCO may take the appropriate disciplinary action including disenrollment.



iv. PCGA members who are inactive for two (2) years

Said inactive PCGA members shall be disenrolled from the PCGA roster upon the recommendation of the DAS, endorsed by the DAD and National Director, the DCO, and approved by the Commandant, PCG.

v. PCGA members who has a prior conviction or who has been subsequently convicted, and submitted false declaration/s in his/her PCGA application

A PCGA member who has been enrolled or appointed, but was later found to have a prior criminal conviction or who has been subsequently convicted by a regular court of offenses involving moral turpitude or any of the crimes enumerated under the Revised Penal Code and other special penal laws or who has been found to have made false declarations/data in his application for membership, shall be disenrolled without delay and shall be deleted in the PCGA roster and database. A copy of the court's decision convicting the PCGA member must be presented in evidence.

vi. Government Officials who are also members of the PCGA

The tenure of government officials who are also members of the PCGA Executive Squadron is co-terminus with their government position. Consequently, upon vacating their official government role, at their option, can transfer or transition to being a Regular member, provided that they meet the qualifications for being such.

vii. Upon direction of the Commandant, PCG

viii. Upon death

8. PROCEDURES

A. Disenrollment of PCGA Regular Members

- i. If a violation is deemed to be serious after conducting preliminary investigation to determine the facts, the DAS shall notify the DAD in writing to recommend the commencement of disenrollment.
- ii. The written recommendation for disenrollment shall contain all supporting documents and the factual basis for the recommendation.
- iii. The DAD through the DAS shall inform in writing the subject PCGA member for disenrollment. The written notice shall clearly state the grounds for his/her disenrollment, the recommended action, the facts and circumstances supporting it and the PCGA member's right to file an answer.

[Handwritten signature]

- iv. The subject PCGA regular member may file an answer with the DAD within ten (10) days from receipt of the written notice, to explain or defend himself and to seek reconsideration of the action.
- v. The DAD shall review all the documents and resolve whether disenrollment is proper. If the recommendation is for disenrollment, the recommendation/resolution and the entire investigation folder shall be forwarded to NAMO for further evaluation.
- vi. The NAMO, as headed by the National Director, shall make recommendations to the Coast Guard District Commander for further consideration and endorsement to the DCO.

B. Disenrollment of PCGA Executive Squadron Members

- i. If a violation is deemed to be serious after conducting a preliminary investigation, the Coast Guard Civil Relations Service (CGCRS) shall commence the procedure for determining the disenrollment of a PCGA member.
- ii. CGCRS shall inform in writing the subject PCGA executive member for disenrollment. The written notice shall clearly state the grounds for his/her disenrollment, the recommended action, the facts and circumstances supporting it, and the PCGA member's right to answer.
- iii. The subject member of the PCGA executive squadron may file an answer with the CGCRS within ten (10) days from receipt of the written notice, to explain or defend himself and to seek reconsideration of the action.
- iv. CGCRS shall review the documents and resolve whether disenrollment is proper. If the recommendation is for disenrollment, the recommendation/resolution and the entire investigation folder shall be forwarded to the Office of the Deputy Chief of Staff for Civil Relations Service (O/CG-7) for further evaluation prior endorsement to the Commandant, Philippine Coast Guard for his approval.

C. Motion for Reconsideration and Appeal for PCGA Regular Members

- i. In cases decided by the DCO involving PCGA Regular Members, the aggrieved party may file a motion for reconsideration with the same authority within ten (10) days from receipt of the Decision/Resolution. A motion for reconsideration filed beyond the prescriptive period shall not be entertained and the subject decision/resolution shall be considered final and executory. No second motion for reconsideration shall be allowed.
- ii. Upon denial of the Motion for Reconsideration, the aggrieved PCGA Regular Member may file an appeal to the Commandant, PCG within ten (10) days from receipt of the denial of the motion.



D. Appeal for PCGA Executive Members

- i. The subject PCGA executive squadron member may file an appeal with the Commandant, PCG (Attn: O/CG-7) within ten (10) days from receipt of the Decision/Resolution. O/CG-7, as directed by the Commandant, PCG, shall review the cases forwarded to it on appeal.
- ii. The appeal shall specifically state the date of the Resolution appealed from and the date of receipt thereof. Failure to do so may cause the dismissal of the appeal.
- iii. Only one appeal shall be allowed. An appeal filed beyond the prescriptive period shall not be entertained.
- iv. In the absence of an appeal or upon lapse of the expiration of the period to file an appeal, the Resolution approved by Commandant, PCG shall be considered final and executory.

9. RESPONSIBILITIES

A. **Commandant, PCG** - the authority who has direct control and supervision over the PCGA.

B. **Deputy Commandant for Operations** - review the case and submit appropriate recommendations for the approval of CPCG.

- he/she has the authority to immediately disenroll due to any of the following causes:

- i. Upon member's request;
- ii. Upon ceasing to possess the qualifications for membership;
- iii. For cause;
- iv. Upon direction of the Commandant, PCG; or
- v. Upon death.

C. **Commander, Coast Guard Civil Relations Service (CGCRS)** – order to submit all investigation records and request representation to Higher Headquarters through DC of CGS for CRS, CG-7.

D. **Deputy Chief Coast of Guard Staff for Civil Relations Service, CG-7** – review cases of PCGA members who are subject for disenrollment to ensure that there are grounds for disenrollment and that due process is followed prior to recommendation to DCO and CPCG.

E. **Coast Guard District Commander** – ensure that all disenrollment actions are conducted in accordance with relevant laws, regulations and Coast Guard policies.



- F. **PCGA National Director** - review cases of PCGA members who are subject for disenrollment, assess the grounds, the facts and circumstances, and recommend whether disenrollment is warranted.
- G. **Deputy National Director for Administration** - keep and monitor accurate records of disenrollment cases, including the grounds for disenrollment, proceedings/actions taken, and any appeals made by the affected PCGA members.
- H. **DAD** - shall commence disenrollment proceedings within fifteen (15) days from the receipt of the recommendation by DAS. This includes review of the investigation documents and making of recommendations whether disenrollment is proper. Thereafter, the DAD shall forward the investigation reports and other pertinent documents to NAMO for further evaluation.
- I. **DAS** - recommend to DAD the commencement of disenrollment actions/proceedings in cases involving regular PCGA members and communicate with PCGA regular members who are subject of disenrollment proceedings, informing them of the grounds for disenrollment and providing them with an opportunity to answer.

10. RESCISSION

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

11. 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