



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

NHQ-PCG/CG-7

02 September 2024

**STANDING OPERATING PROCEDURE
NUMBER 19-24**

**GUIDELINES ON THE ISSUANCE, RE-ISSUANCE AND RENEWAL OF
PCGA ID CARDS**

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. NHQ-PCG/CGAO Memorandum Circular No. 03-21, entitled "PCG Identification (ID) Card System" dated 06 September 2021;
- B. HPCG/CG-7 Memorandum Circular No. 01-13, entitled "Guidelines on the Issuance, Re-issuance and Renewal of Identification Cards of Auxiliaries as Amended" dated 02 April 2013;
- C. HPCG/CG-7 Standing Operating Procedure No. 01-12, entitled "Guidelines on the Issuance of the PCGA Members Identification Number (MIN)" dated 21 November 2012;
- D. HPCG/CG-7 Memorandum Circular No. 02-09, entitled "Administrative Guidelines on the Issuance of PCGA ID" dated 14 February 2009; and
- E. PCGA Regulations Manual 2021 Edition dated 06 September 2021.

3. PURPOSE

To prescribe guidelines and procedures governing the issuance, re-issuance and renewal of identification card for all PCGA members, both for Officer and Auxiliarist.

4. OBJECTIVE

- A. To regulate the issuance of identification card exclusively to duly authorized members of PCGA;

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- B. To incorporate peculiar and distinctive security features in the PCGA ID card for easy and accurate identification of the PCGA member;
- C. To distinguish the PCGA ID card from those issued by other government agencies and civilian entities; and
- D. To safeguard against fraud, tampering, counterfeiting and misuse of PCGA ID card.

5. SCOPE

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

6. DEFINITION OF TERMS

- A. **Auxiliarist** - PCGA Non-Officer, with level of seniority from Auxiliarist 4, Auxiliarist 3, Auxiliarist 2 and Auxiliarist 1.
- B. **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.
- C. **Director Auxiliary Squadron (DAS)** - PCGA counterpart of Coast Guard Station Commanders, who implements PCGA programs and policies at PCGA Station level, as authorized/approved by the Command.
- D. **Honorary Auxiliary Members** - belongs to PCGA Executive Squadron. They are neither Regular PCGA members nor Foreign Auxiliary members but are awarded for their notable and extraordinary contributions in the Philippine Coast Guard.
- E. **Holographic Film** - a photograph of an interference pattern which when suitably illuminated, produces a two-dimensional image.
- F. **Identification Card** - card that gives identifying data about PCGA members.
- G. **Member Identification Number (MIN)** - a series of code and numbers designated to every PCGA member for identification and accounting.
- H. **National Auxiliary Main Office (NAMO)** - tasked primarily to provide the CGADs with programs and policies that will enable the PCGA to execute its core functions alongside the main tasks and functions of the PCG.
- I. **Philippine Coast Guard Auxiliary (PCGA)** - a civilian volunteer Organization created under the direct control and supervision of the PCG Commandant to assist in the implementation of PCG mission and mandated functions as provided under R.A. 9993.

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- J. **PCGA Officer** - entitled to use the PCGA ranks authorized for them and be addressed as such.
- K. **Quick Response (QR) Code** - a two-dimensional version of the barcode typically made up of black and white pixel patterns and is capable of storing data that allows the user to access information instantly when scanned.
- L. **Regular PCGA Members** – entitled with all the privileges accorded as enumerated in the PCGA Regulation Manual.
- M. **Renewal** - the process for the issuance of a new PCGA ID card due to expiration or change of personal details of the cardholder.
- N. **Replacement** - the process for the issuance of a new PCGA ID card due to loss or damage.

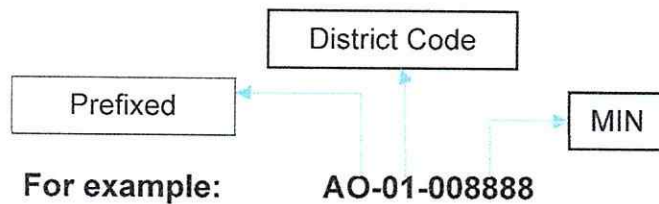
7. GENERAL POLICIES

- A. The PCGA shall adopt tamper-evident, colored photo ID cards for the authorized PCGA members.
- B. The surface of the PCGA ID card shall not be amended, modified or overprinted by any means. No stickers or any adhesive materials shall be placed on either side of the card.
- C. Regular PCGA members applying for new ID card and/or renewal or replacement of ID cards shall be charged of the amount based on the prevailing operating/market cost.
- D. PCGA ID Card has a three (3)-year validity starting from the date of appointment.
- E. PCGA ID cards shall be issued/renewed/replaced under the following circumstances;
 - i. Upon entry/appointment
 - ii. Upon promotion
 - iii. Upon expiration of PCGA ID card
 - iv. In case of loss and damage
- F. A duly notarized affidavit of loss shall be submitted in cases of replacement of PCGA ID cards due to loss or damage. No new MIN shall be issued to PCGA members who lost their PCGA ID card since each PCGA member received only one unique MIN. The same MIN shall also be rendered inactive when a PCGA member is disenrolled.
- G. DCCGS for CRS, CG-7 is the duly authorized Officer to authenticate and issue the PCGA ID cards.

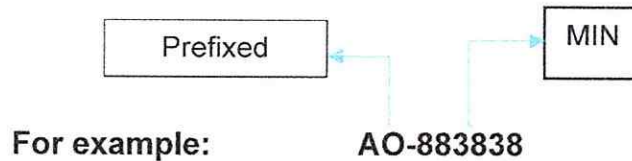
- H. DCCGS for CRS, CG-7 shall implement a permanent MIN system wherein MIN issued to a PCGA member shall not be changed or assigned to other PCGA members.
- I. MIN is not based on seniority in rank but in order of precedence to their membership into the PCGA service.
- J. PCGA ID cards issued by DCCGS for CRS, CG-7 shall be serialized in letter and number code;
- i. The first two (2) letters indicate whether the PCGA member is an Officer or Auxiliariist. PCGA Officers, both Regular and Executive Squadron members shall be prefixed with “AO” denoting Auxiliary Officer. Meanwhile, Auxiliariists 4, 3, 2 and 1 shall not have any prefix letter indicated.
 - ii. The second digit number indicates the CG District code. This is placed only in the Regular Squadron Members (Officers and Auxiliariists)

Coast Guard Districts	Code
Coast Guard District National Capital Region-Central Luzon (CGDNCR-CL)	01
Coast Guard District Central Visayas (CGDCV)	02
Coast Guard District Southwestern Mindanao (CGDSWM)	03
Coast Guard District Palawan (CGDPAL)	04
Coast Guard District Southern Tagalog (CGDSTL)	05
Coast Guard District Western Visayas (CGDWV)	06
Coast Guard District Northwestern Luzon (CGDNWLZN)	07
Coast Guard District Southeastern Mindanao (CGDSEM)	08
Coast Guard District Bicol (CGDBCL)	09
Coast Guard District Northern Mindanao (CGDNM)	10
Coast Guard District Eastern Visayas (CGDEV)	11
Coast Guard District Northeastern Luzon (CGDNELZN)	12
Coast Guard District Southern Visayas (CGDSV)	13
Coast Guard District Southern Mindanao (CGDSM)	14
Coast Guard District Northeastern Mindanao (CGDNEM)	15
Coast Guard District Bangsamoro Autonomous Region in Muslim Mindanao (CGDBARM)	16

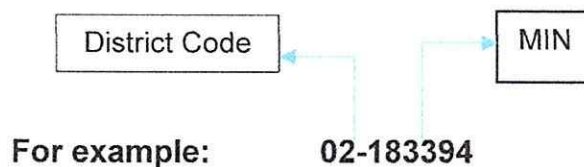
- iii. The last six digits represent the PCGA members' designated serial number and at the same time count in the PCGA membership.
 - a. *For Regular Squadron Officer:* start the ID code with “AO” followed by the District code then the designated serial number.



- b. For *Executive Squadron Officer*: start the ID code with “AO” followed by the designated serial number.



- c. For *Auxiliarist 4, 3, 2 and 1*: start the ID code with the District code followed by the designated serial number.



K. The following security features shall be incorporated into the PCGA ID card:

- i. QR Code for quick identification verification.
- ii. Holographic film bearing PCGA logo to protect card from tampering and counterfeiting.

L. The PCGA ID card for Auxiliary Officers shall have a powder blue background in front (**Annex C.a.**), while the card for Auxiliarists 4, 3, 2 and 1 shall have a grayish lime green background in front (**Annex C.b.**). Both PCGA ID cards shall have white background at the back.

8. PROCEDURES

A. Regular Squadron

- i. Upon induction, oath-taking and endorsement from NAMO to CGCRS, the Office of the DCCGS for CRS, CG-7 shall issue a MIN and identification card to PCGA members.
- ii. PCGA ID card can be secured/renewed by authorized PCGA members thru the Coast Guard District authorized Liaison Officer at the Office of the DCCGS for CRS, CG-7.

Handwritten signature or initials.

- iii. For issuance, re-issuance and renewal of PCGA ID cards, members shall accomplish PCGA ID application form (**Annex A**) and submit to their respective DAD/DAS together with the following attachments, whichever is applicable:
 - a. Endorsement letter from DAD/DAS/NAMO
 - b. Appointment Order
 - c. Promotion Order
 - d. Amendment Order
 - e. Old PCGA ID
 - f. Valid Issued Government ID
*for Foreign Member- Valid Passport
- iv. All application forms must be properly checked and endorsed by the respective Director Auxiliary Squadron (DAS), Director Auxiliary District (DAD), Coast Guard District Commander, PCGA National Director (ND) and Commander, Coast Guard Civil Relations Service (CGCRS) and duly processed by the DCCGS for CRS, CG-7.

B. Executive Squadron

- i. Upon indoctrination, applicant shall submit duly accomplished PCGA ID application form (**Annex B**) to CGCRS (Attention: *Office of the PCGA Affairs*) together with the request letter and appropriate orders.
 - ii. CGCRS shall submit endorsement letter to DCCGS for CRS, CG-7 for the issuance of a PCGA ID card. PCGA ID card shall be issued upon oath-taking.
- C. Old/expired PCGA ID cards shall be surrendered upon renewal for reference purposes and to preempt the proliferation of unauthorized ID cards. CG-7 shall ensure proper disposal of ID card waste materials.
- D. In case of loss, submit a duly notarized affidavit of loss. No new ID number will be issued to a member who lost her/his card since each member receives only one unique MIN which may be rendered inactive when a member is disenrolled.

E. Photo Requirements:

- i. Uniform/Attire
 - a. Auxiliary Officer - Service Blue "A" uniform without headgear
 - b. Auxiliarist - Orange Field Uniform



ii. Background/Remarks

Recent picture (should have been taken within 6 months) with white background (2inch x 2inch size), no mustache/beard, prescribed hair cut and authorized nameplate must be visible in proper placement.

F. The PCGA ID card shall have the following description:

Auxiliary Officer (*Annex C.a.*)

- i. The front card shall have a powder blue background and a white background at the back.
- ii. PCGA logo in 2D watermark, shall be printed on the middle of the card.
- iii. Title "PHILIPPINE COAST GUARD AUXILIARY" in black colored font placed on the uppermost of the card.
- iv. Image or photo of the ID card holder shall be printed in full color on the middle left of the card.
- v. Word "AUXILIARY OFFICER" shall be printed in black color placed on the middle of the ID card.
- vi. Rank and name of Coast Guard Auxiliary District and Auxiliary Squadron shall be placed under the photo of ID card holder in black font.
- vii. Under the words "AUXILIARY OFFICER", following data shall be printed:
 - a. First Name
 - b. Last Name
 - c. Middle Name
 - d. Member ID Number
 - e. Membership Type
 - f. Appointment Date
 - g. Date Issued
 - h. Expiry Date
- viii. Authenticating signature of DCCGS for CRS, CG-7 shall be printed on the lower left of the ID card.
- ix. The following shall be printed on the back portion of the ID card:
 - a. Date of Birth
 - b. Sex
 - c. Weight
 - d. Height
 - e. Nationality
 - f. Blood Type
 - g. Religion

- h. TIN
- i. National ID
- j. Permanent Address
- k. Member Signature
- l. Contact person in case of emergency with contact number
- m. Right thumb mark
- n. QR code

Auxiliary 4, 3, 2 and 1 (Annex C.b.)

- i. The front card shall have a grayish lime green background and a white background at the back.
- ii. All the features are identical to the issued ID for Auxiliary Officer.

9. RESPONSIBILITIES

- A. DCCGS for CRS, CG-7 is the duly authorized officer to authenticate and issue a PCGA ID card.
- B. DCCGS for CRS, CG-7 shall implement a permanent MIN system wherein a MIN issued to a PCGA member shall not be changed or assigned to other PCGA members.
- C. DCCGS for CRS, CG-7 shall process the PCGA ID.
- D. DCCGS for CRS, CG-7 shall allocate a budget for the procurement of PCGA ID consumables for PCGA Executive Squadron members only, while for Regular Squadron members, the NAMO will collect fees for the said ID cards.
- E. DAD/DAS shall ensure the completeness of required documents for the application of PCGA ID before endorsement to NAMO together with a recommendation letter and ID charge that is based on the prevailing operating/market cost
- F. NAMO shall validate the submitted application forms and documents prior endorsement to CGCRS.
- G. CGCRS shall properly check all application forms and endorse to DCCGS for CRS, CG-7.
- H. PCGA ID card application form is free and can be reproduced.
- I. All issued PCGA ID cards shall be invalidated upon its expiration date.
- J. DCCGS for CRS, CG-7 shall ensure proper disposal of the surrendered ID cards.

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 ADMIRAL GAVAN PCG:

OFFICIAL:

HOSTILLO ARTURO E CORNELIO
RADM **PCG**
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CDR **PCG**
Coast Guard Adjutant

Annexes:

- A – Regular Squadron ID Application Form*
- B – Executive Squadron ID Application Form*
- C – Sample PCGA ID Card Layout*



2 X 2 PICTURE
(Recent picture (should have been taken within 6 months) with white background (2inch x 2inch size), no mustache/beard, prescribed haircut, and authorized nameplate must be visible in proper placement)

SERVICE BLUE ALPHA WITH
WHITE BACKGROUND
WITHOUT HEADGEAR

ID APPLICATION FORM

ID No.: _____

FIRST NAME:

MIDDLE NAME:

LAST NAME:

APPLICABLE FOR MARRIED FEMALE

MAIDEN'S MIDDLE NAME:

MAIDEN'S LAST NAME:

RANK: APPOINTMENT DATE:

DESIGNATION:

HOME ADDRESS:

MARITAL STATUS: SINGLE WIDOWED DIVORCED
(PLS. CHECK ONE) MARRIED SEPARATED

NATIONALITY:

WEIGHT[KGS]: EYES:

HEIGHT[CMS]: HAIR:

BLOOD TYPE: SEX:

RELIGION:

DATE OF BIRTH (DD-MMM-YYYY): - -

IDENTIFYING DATA/ MARK:

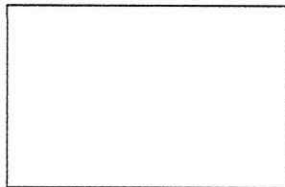
PERSONAL CONTACT NO:

PHILSYS NO: TIN:

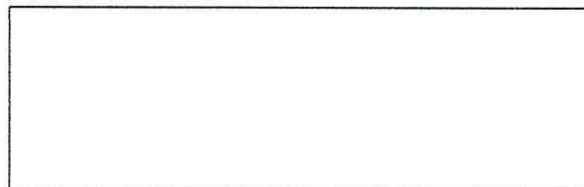
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY AND RELATIONSHIP:

ADDRESS OF PERSON TO BE NOTIFIED:

CONTACT NO:



RIGHT THUMBMARK



SPECIMEN SIGNATURE

ENDORSED AND VERIFIED BY:

APPROVED BY:

Commander, CGCRS

DCCGS for CRS, CG-7

ATTACHMENTS

1. Appointment/Promotion Order/Affidavit if lost/damage.
 2. Endorsement letter from Squadron, District and National Commander.
- *For ID renewal/replacement, old PCGA ID should be surrendered.

NOTE:

Inactive PCGA members will not be issued an identification (ID) card in accordance with the established regulations.

STATEMENT OF CONSENT

I declare that I am fully aware that the above data shall be used for securing my PCGA Identification membership card. I trust that the above data shall remain confidential hence I give my consent that the same data be secured and accessed for subsequent validation, verification, and for other purposes. I further affirm that all statements/data, which appear in this registration form and made by me are true and complete to the best of my knowledge and belief.

SIGNATURE OVER PRINTED NAME


DATE SIGNED

Annex C

a. For Auxiliary Officer (Front portion)

PHILIPPINE COAST GUARD AUXILIARY
(Under the supervision of the Philippine Coast Guard)

AUXILIARY OFFICER



PCGA RANK : AUX COMMO
AUXILIARY DISTRICT : CGADNCR-CL
AUXILIARY SQUADRON : 108 TH


LAST NAME : [REDACTED]
FIRST NAME : [REDACTED]
MIDDLE NAME : [REDACTED]
MEMBER ID NUMBER : AO-01-[REDACTED]
MEMBERSHIP TYPE : REGULAR
APPOINTMENT DATE : 05 MARCH 2019
DATE ISSUED : 21 AUGUST 2024
EXPIRY DATE : 21 AUGUST 2027

ISSUED BY: [REDACTED]
DCCGS FOR CIVIL RELATIONS SERVICE, CG7

b. For Auxiliarist (Front portion)

PHILIPPINE COAST GUARD AUXILIARY
(Under the supervision of the Philippine Coast Guard)

AUXILIARIST



PCGA RANK : [REDACTED]
AUXILIARY DISTRICT : [REDACTED]
AUXILIARY SQUADRON : [REDACTED]

LAST NAME : [REDACTED]
FIRST NAME : [REDACTED]
MIDDLE NAME : [REDACTED]
MEMBER ID NUMBER : [REDACTED]
MEMBERSHIP TYPE : [REDACTED]
APPOINTMENT DATE : [REDACTED]
DATE ISSUED : [REDACTED]
EXPIRY DATE : [REDACTED]

LAST NAME : [REDACTED]
FIRST NAME : [REDACTED]
MIDDLE NAME : [REDACTED]
MEMBER ID NUMBER : [REDACTED]
MEMBERSHIP TYPE : [REDACTED]
APPOINTMENT DATE : [REDACTED]
DATE OF ISS. OF ID : [REDACTED]
VALID UNTIL : [REDACTED]

ISSUED BY: [REDACTED]
DCCGS FOR CIVIL RELATIONS SERVICE, CG7

c. Back portion

DATE OF BIRTH	WEIGHT	HEIGHT	RELIGION	CONTACT NUMBER
28 SEPT 1960	65 KLS	168 CM	ROMAN CATHOLIC	0917-8888888
SEX	NATIONALITY	BLOOD TYPE	TIN	PHYSYS
MALE	FILIPINO	O+	[REDACTED]	[REDACTED]
BY CASE OF EMERGENCY, NOTIFY		ADDRESS		
[REDACTED] 09352		BRGY., NAVARRO GEN. TRIAS, CAVITE CITY		
MEMBER SIGNATURE	RIGHT THUMBMARK	<p style="font-size: small;">This member is issued in the support of the Philippine Coast Guard, and is issued to official purposes and for official use only. This ID Card is valid for identification purposes only and is not to be used for any other purpose. It is the responsibility of the member to keep this ID Card safe and to report any loss or damage immediately to the issuing office.</p> <p style="font-size: x-small;">The Office of the Chief of Coast Guard, National Coast Guard Service (CG7) 2nd Floor, 2nd Floor, E.D. Trias, Navarro Gen. Trias, Cavite City CG7-00000000-00000000-00000000</p>		
Signature	Thumbmark			
<p>THE PHILIPPINE COAST GUARD AUXILIARY OFFICER/AUXILIARIST is a member of the Philippine Coast Guard and is issued this ID Card in the presence of witnesses of life and property of sea, for the purpose of identification and to identify the member in the event of an emergency. The member is responsible for the safekeeping of this ID Card and to report any loss or damage immediately to the issuing office. This ID Card is valid for identification purposes only and is not to be used for any other purpose. It is the responsibility of the member to keep this ID Card safe and to report any loss or damage immediately to the issuing office.</p>		