



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

NHQ-PCG/CGGADC

20 November 2024

**STANDING OPERATING PROCEDURE  
NUMBER 28-24**

**GUIDELINES FOR THE SEARCH AND AWARD OF THE NATATANGING  
JUANAS NG TANOD BAYBAYIN NG PILIPINAS**

**1. AUTHORITY**

Section 4 of the Republic Act No. 9993, otherwise known as the “Philippine Coast Guard Law of 2009” and its Implementing Rules and Regulations dated 27 July 2009.

**2. REFERENCES**

- A. HPCG/DCS-HRM/CGA Standing Operating Procedure No. 12-12, entitled “Guidelines on the Grant of Awards and Incentives to PCG Non-Uniformed Personnel” dated 15 October 2012;
- B. Republic Act No. 9710, entitled “The Magna Carta of Women” dated 28 July 2008;
- C. HPCG Circular No. 06-10, entitled “Philippine Coast Guard Awards and Decorations” dated 24 May 2010;
- D. Republic Act No. 6949, entitled “An Act to Declare March Eight of Every Year as a Working Special Holiday to be Known as National Women’s Day” dated 24 July 1998;
- E. Proclamation No. 227 s. 1988, entitled “Providing for the Observance of the Month of March as “Women’s Role in History Month” dated 17 March 1998; and
- F. Proclamation No. 224 s. 1988, “Declaring the First Week of March of Every Year as Women’s Week and March 8, 1988 and Every Year Thereafter as Women’s Rights and International Peace Day” dated 01 March 1998.

### 3. PURPOSE

This SOP prescribes the criteria for the “Award for Natatanging Juanas ng Tanod Baybayin ng Pilipinas” to be conferred during the closing ceremony of annual commemoration of the National Women’s Month Celebration (NWMC) which falls on every last Monday of the month of March. This includes guidance, procedures and criteria in awarding such honors and recognition to the outstanding female Uniformed and Non-Uniformed personnel from various PCG units.

### 4. OBJECTIVES

- A. To recognize, exemplary and worthy contribution, outstanding services, conduct or achievements of deserving female uniformed personnel and non-uniformed personnel in the performance of PCG functions and operations which highlights their contributions in uplifting the level of participation and involvement of women in the PCG.
- B. To provide the criteria for deliberating awardees to be given during the closing ceremony of annual commemoration of the NWMC which falls on every last Monday of the month of March.

### 5. SCOPE

This SOP applies to all female uniformed and non-uniformed personnel serving in any capacity in the PCG and eligible to receive awards based on the criteria established for the purpose.

### 6. DEFINITION OF TERMS

- A. **Gender and Development (GAD) Champion** – a person or organization that actively supports gender equality and women's empowerment as part of development programs. These champions fight to reduce gender gaps, lobby for gender-sensitive regulations and encourage women's participation in decision-making.
- B. **GAD-Related Activities** – refer to initiatives, programs or projects that focus on promoting gender equality and women's empowerment within various sectors of society, aiming to create a more inclusive and equitable society by addressing gender-based discrimination and promoting the rights and well-being of all individuals, regardless of gender.

### 7. NATIONAL WOMEN’S MONTH CELEBRATION (NWMC) AWARDS

The award is intended to recognize three (3) PCG female personnel, to be selected from the uniformed and non-uniformed, for their conspicuously meritorious and valuable individual achievements in both operational and administrative undertakings in pursuit of the PCG GAD Center’s goals and missions. The

“Natatanging Juanas ng Tanod Baybayin ng Pilipinas” for the individual criteria shall be given to outstanding female personnel who have represented women empowerment through their involvement in various GAD-related accomplishments in their respective units highlighting significant contributions and support for GAD.

**A. AWARD FOR NATATANGING JUANA NG TANOD BAYBAYIN NG PILIPINAS “GINTO” PLAQUE AND BADGE**

This award is given to individual female of the PCG who demonstrated exceptional courage, strength, leadership and outstanding professional achievement and personal accomplishments that work towards the cause of women empowerment in the Organization. The nominees for this award shall be deliberated by the National Women’s Month Celebration (NWMC) Awards and Decorations Board, and one with the highest score shall be selected and awarded as the Natatanging Juana ng Tanod Baybayin ng Pilipinas “Ginto” with corresponding *Plaque of Recognition* and *Natatanging Juana Badge* equivalent to the award (**Annex A**).

**B. AWARD FOR NATATANGING JUANA NG TANOD BAYBAYIN NG PILIPINAS “PILAK” PLAQUE AND BADGE**

This award is given to individual female of the PCG who demonstrated exceptional courage, strength, leadership and outstanding professional achievement and personal accomplishments that work towards the cause of women empowerment in the Organization. The nominees for this award shall be deliberated by the National Women’s Month Celebration (NWMC) Awards and Decorations Board, and one with the second highest score shall be selected and awarded as the Natatanging Juana ng Tanod Baybayin ng Pilipinas “Pilak” with corresponding *Plaque of Recognition* and *Natatanging Juana Badge* equivalent to the award. (**Annex B**).

**C. AWARD FOR NATATANGING JUANA NG TANOD BAYBAYIN NG PILIPINAS “TANSO” PLAQUE AND BADGE**

This award is given to individual female of the PCG who demonstrated exceptional courage, strength, leadership and outstanding achievement professional and personal accomplishments that work towards the cause of women empowerment in the Organization. The nominees for this award shall be deliberated by NWMC Awards and Decorations Board, and one with the third highest score shall be selected and awarded as the Natatanging Juana ng Tanod Baybayin ng Pilipinas “Tanso” with corresponding *Plaque of Recognition* and *Natatanging Juana Badge* equivalent to the award (**Annex C**).

**8. CRITERIA OF AWARDS**

The following criteria are used in deliberating the Natatanging Juanas Ng Tanod Baybayin ng Pilipinas in individual capacity:



CRITERIA	PERCENTAGE
1. Actively serves as the unit's GAD champion	40%
2. Active participation and involvement in GAD-related activities	25%
3. Awards and Recognitions	15%
4. Educational Background	20%
TESDA Courses	4%
Baccalaureate Degree	4%
Civil Service Eligibility/PRC	4%
a. Sub-professional	
b. Professional	
Master's Degree	4%
Doctoral Degree	4%
<b>TOTAL</b>	<b>100%</b>

## 9. FINAL AUTHORITY TO APPROVE AWARDS

The Award of the Natatanging Juana ng Tanod Baybayin ng Pilipinas given during the closing ceremony of annual commemoration of the NWMC shall be approved and awarded by the PCG GAD Focal Point System (GFPS) Chairperson whom is the Commandant, Philippine Coast Guard.

## 10. GUIDELINES FOR THE PROCESSING OF AWARDS

- A. Anyone who meets the criteria for the awards may be recommended by the Unit's Commanding Officer or Head of Office or by any Commissioned Officer.
- B. Recommendations shall be in formal letter indicating therein the following:
  - i. Name and rank of female personnel being recommended for the award;
  - ii. Narrative description of the acts, conduct, achievements or service for the recommendation;
  - iii. Action date/Meritorious period of achievement;
  - iv. Unit at the time of actions or meritorious period;
  - v. Duty assignment(s);
  - vi. Educational background; and
  - vii. Name, grade, title of the originator of recommendation.
- C. Recommendations should include an unclassified proposed citation in the prescribed format and should reach the appropriate authority on or before the second week of December to be awarded in March of the following year during the NWMC.



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- D. A description justifying sufficient data including eligibility requirements to enable appropriate authorities to properly review and consider them adequately. The narrative should be specific and direct in establishing why the recommended personnel has earned distinction and just what set them distinct from the others.
- E. Supporting documents such as accomplishment reports, certificates, after operations/training reports, affidavits, eyewitness accounts, newspaper clippings or any other documents that could show proof of deed, act or achievement being cited shall be submitted together with all recommendations for the awards.

**11. NWMC AWARDS AND DECORATIONS BOARD**

- A. The NWMC Awards and Decorations Board (NWMCADB) shall be composed of the following:

Deputy Commander, CGHRMC	Chairperson
Most senior former Director, CGGADC	Vice chairperson
Other former Director, CGGADC	Member
Director, CGGADC	Member
Assistant Director, CGGADC	Member
Chief of Staff, CGGADC	Member
One (1) CGHRMC Non-Uniformed Personnel	Member
OIC, Planning, CGGADC	Secretariat

- B. The Board shall have the following duties and responsibilities:
  - i. Provide assistance and recommendation to the Commandant, PCG (CPCG) or higher awarding authorities in all matters of policy, procedures and administration with regard to CGGADC awards and decorations.
  - ii. Review, investigate, deliberate and recommend appropriate action on recommendations for awards submitted to CPCG or higher approving authority for approval.
  - iii. Review awards issued by all delegated approving authorities to ensure that such awards are in consonance with established policies.
  - iv. Recommend policy and procedures for awards and related subjects to CPCG or higher approving authorities to maintain and preserve the standard and integrity of the award system.
  - v. Review correspondence and directives regarding awards prior to approval of CPCG.



- vi. Accept and deliberate for approval of higher authorities recommendations for new awards and decorations for use of the PCG.
  - vii. If one of the nominees is a member of the Board, automatically the member will inhibit/abstain him/herself from voting.
- C. The most senior former Commander, Coast Guard Gender and Development Center (active in the service) shall be designated as the Vice Chairperson.
- D. The Office of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 to issue appropriate orders.

## 12. EFFECTIVITY

This policy shall be implemented effective this date.

**BY COMMAND OF ADMIRAL GAVAN PCG:**

**OFFICIAL:**

**GLIDE GENE MARY G SONTILLANOSA**  
**COMMO** **PCG**  
Acting Chief of Coast Guard Staff

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

*Annexes:*

- A – Natatanging Juana ng Tanod Baybayin ng Pilipinas “GINTO” Plaque and Badge.*
- B – Natatanging Juana ng Tanod Baybayin ng Pilipinas “PILAK” Plaque and Badge.*
- C – Natatanging Juana ng Tanod Baybayin ng Pilipinas “TANSO” Plaque and Badge.*



Annex A

**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
139 25<sup>TH</sup> Street, Port Area  
1018 Manila

## **PLAQUE OF RECOGNITION**

is hereby awarded to

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(Name)

for being adjudged as the

***Natatanging Juana ng Tanod Baybayin ng Pilipinas***  
***"GINTO"***

in celebration of the National Women's Month Celebration with the theme: "***We for Gender Equality and Inclusive Society***".

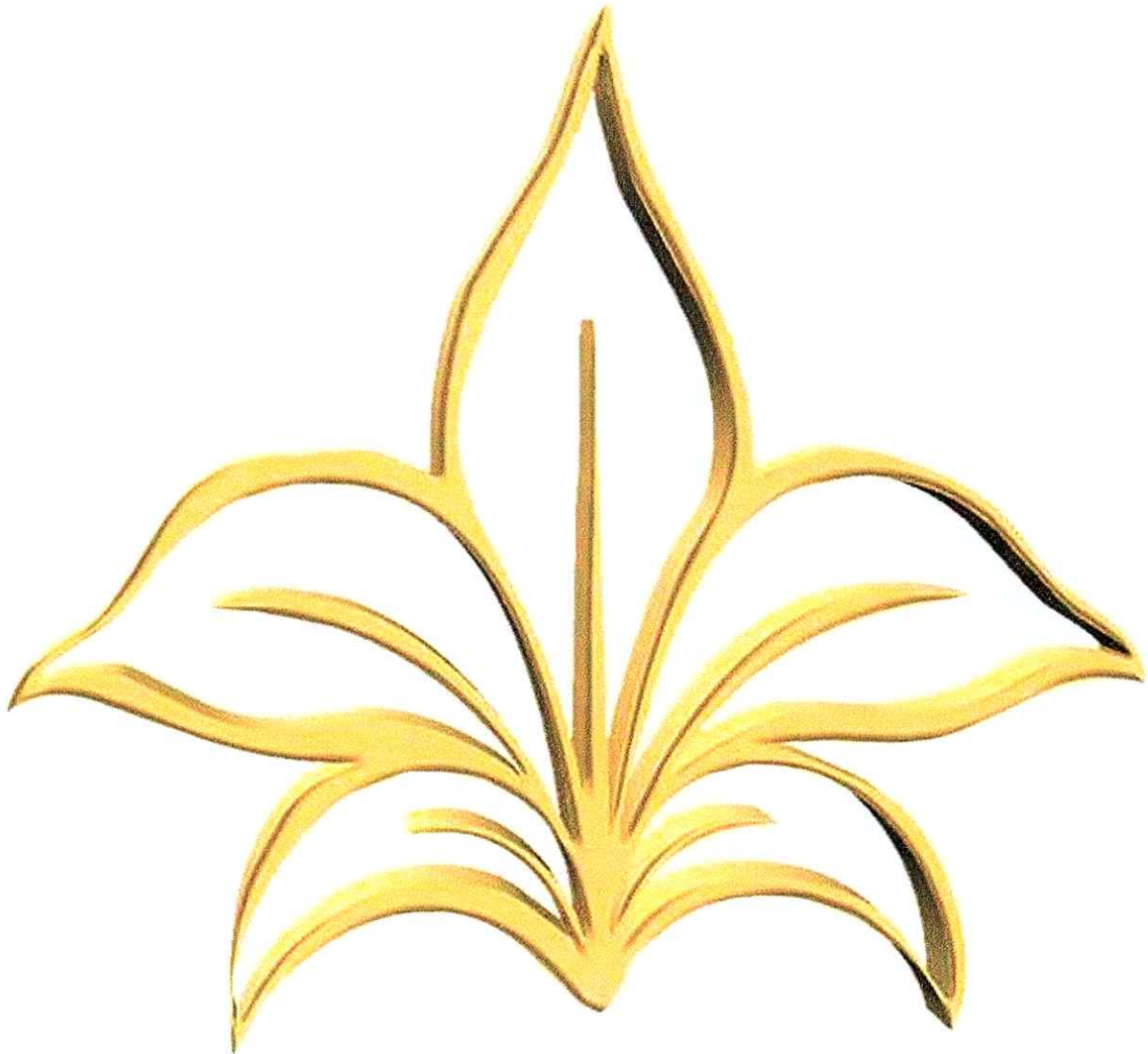
Given this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord Two Thousand and Twenty  
\_\_\_\_\_ at the National Headquarters Philippine Coast Guard

(Name of current CPCG)

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\_\_\_\_\_th Commandant, Philippine Coast Guard

**NATATANGING JUANA NG TANOD BAYBAYIN NG**  
**PILIPINAS "GINTO"**  
**BADGE**



**Conceptualized by:** LTJG JAYCENT B VIBAR PCG  
PO3 Albert R Siyang PCG

**Lay-out by:** ENS JANFRED T JAVIER PCG  
ASN Allan C Olimpo Jr PCG



## A. Description

1. **Lily Flower** – When lily flowers bloom, they are large, colorful and fragrant – the same way how the empowered women in the PCG are acknowledged. Likewise, lily flower is a symbol of femininity and renewal. As the PCG embraces inclusivity in the Organization, lily flower represents renewal of how women shall be seen not only with their steadfast femininity but also to be acknowledged as capable individuals in the PCG.
2. **Five (5) Petals** – The number Five (5) represents change and freedom. The holder of the badge has demonstrated that women can truly achieve empowerment, since the long-standing perceptions of women's productive roles have been transformed and the freedom to be empowered is given to them.
3. **Gold** – The award of a gold medal is given to individual female garnering with the highest score based on the criteria of the award.

## B. Types According to the Nature of the Act (*a. Service, b. Achievement, and c. Heroism*)

**Achievement** – awards conferred to recognize exceptional accomplishment with easily discernible beginning and end carried through completion, the length of time involved is not a consideration but speed and impact of accomplishment are factors in themselves. Relief from duties/position is not a requirement to earn an achievement award. [Chapter 1, Section 1-2, AFP Awards & Decorations Manual, AFPRG 131-054]

## C. Classification of Awards (*a. Decorations, b. Service Medals and Ribbons, c. Badges and d. Streamers*)

**Badges** – awards that signify rating, qualification or accomplishment in several career fields, and also serve as identification devices for personnel occupying certain assignments in the AFP. Badges are usually made from metal, plastic, leather, textile and rubber. Moreover, specialty badges are awarded to those graduates of specialty and career courses who had satisfied course requirements. The badges are arranged alphabetically and follow no hierarchy or precedence. [Chapter 1, Section 1-2, AFP Awards & Decorations Manual, AFPRG 131-054]

## D. Types according to the recipient. (*a. Individual, b. Unit and c. Civilian*)

**Individual** – Awards granted to recognize exemplary service/achievement/heroism sustained/performed by an individual. [Chapter 1, Section 1-2, AFP Awards & Decorations Manual, AFPRG 131-054]

*The Natatanging Juana ng Tanod Baybayin ng Pilipinas Badge (Ginto)* is given to the most outstanding female PCG personnel in recognition of exemplary and worthy contribution, outstanding services, conduct or achievements of deserving female personnel and non-uniformed personnel in the performance of PCG functions and

operations which highlights their contributions in uplifting the level of participation and involvement of women in the PCG, based on the criteria set forth in the policy.

#### E. When should be worn

Medals, decorations, badges, emblems and/or service ribbons may be worn on the formal military attire or the service uniform.

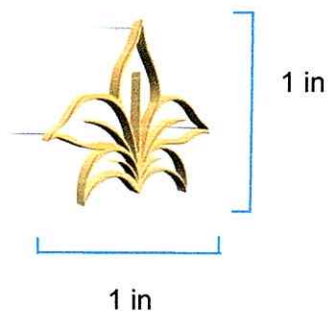
Authorized badges may be worn on the coat or blouse of the service uniform but not on the mess jacket, Barong Filipino or civilian clothes. Badges of societies shall not be worn together with decorations, service medals, or substitutes. [Chapter 1, Section 1-2, AFP Awards & Decorations Manual, AFPRG 131-054]

#### F. How should be worn

**Badges** may be worn at all times when in uniform. These badges are worn above the line of the medals or ribbons on the left breast pocket and on the right breast pocket, respectively. Moreover, there shall be no limit in the number of badges to be worn given that they are worn evenly on the left and right side and appear appropriate on the uniform. Likewise, the badges worn shall not impede movements. (Chapter 3, Section 3-2, AFP Awards & Decorations Manual, AFPRG 131-054)

#### G. Badge Dimension

As to its dimension, the whole badge is the platform itself. Since it does not have any seal/logo in it, the second and third level petals should be proportional in length and appearance to which it shall be attached or emblazoned with in order to have a semblance of aesthetic appearance, thus, for use as metal badge, it should be



A small, handwritten signature in blue ink located in the bottom right corner of the page.



Annex B

**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
139 25<sup>TH</sup> Street, Port Area  
1018 Manila

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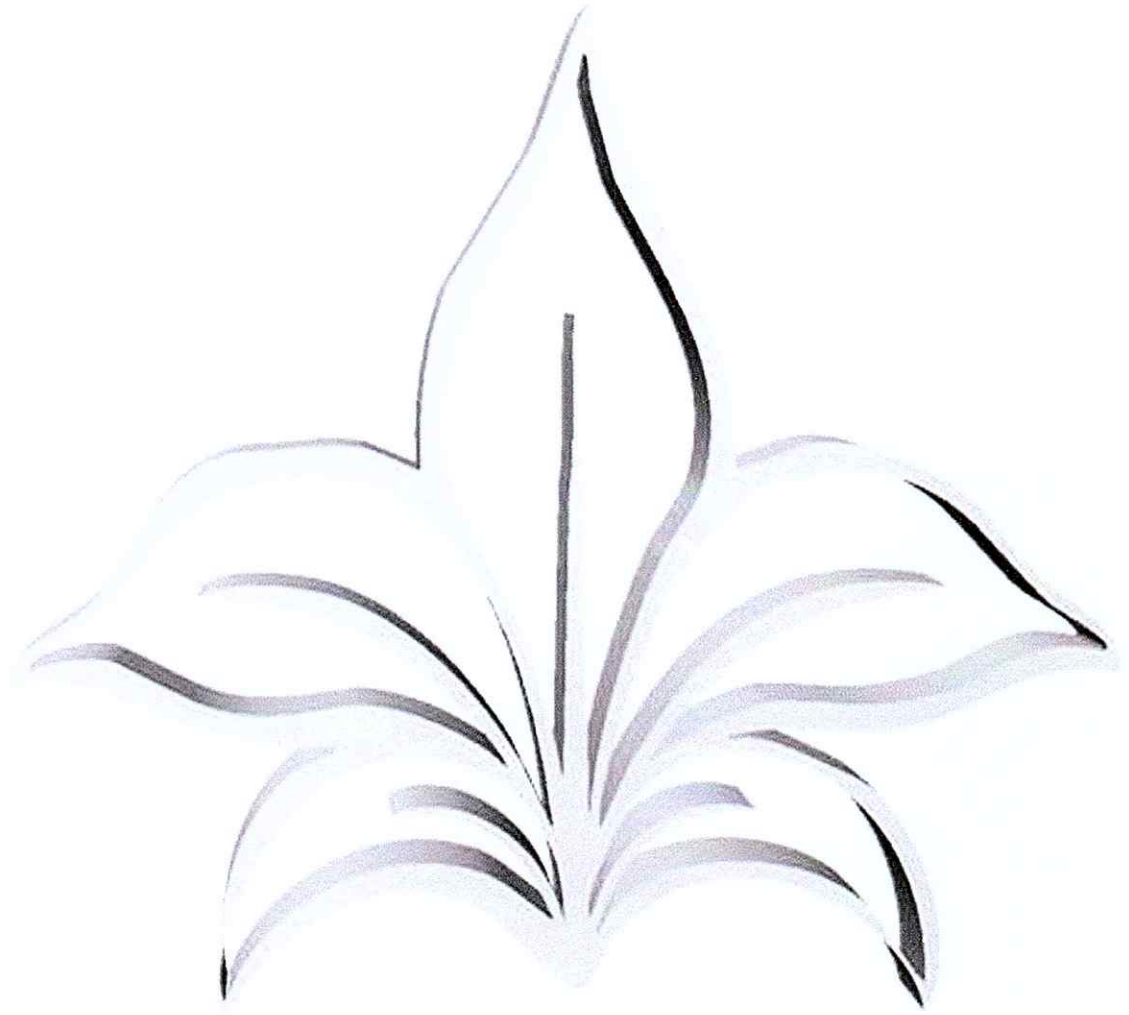
Given this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord Two Thousand and Twenty \_\_\_\_\_ at the National Headquarters Philippine Coast Guard

(Name of current CPCG)

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\_\_\_\_\_th Commandant, Philippine Coast Guard

**NATATANGING JUANA NG TANOD BAYBAYIN NG**  
**PILIPINAS "PILAK"**  
**BADGE**



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## A. Description

1. **Lily Flower** – When lily flowers bloom, they are large, colorful and fragrant – the same way how the empowered women in the PCG are acknowledged. Likewise, lily flower is a symbol of femininity and renewal. As the PCG embraces inclusivity in the Organization, lily flower represents renewal of how women shall be seen not only with their steadfast femininity but also to be acknowledged as capable individuals in the PCG.
2. **Five (5) Petals** – The number Five (5) represents change and freedom. The holder of the badge has demonstrated that women can truly achieve empowerment, since the long-standing perceptions of women's productive roles have been transformed and the freedom to be empowered is given to them.
3. **Silver** – The award of a silver medal is given to individual female garnering with the second highest score based on the criteria of the award.

## B. Types According to the Nature of the Act (*a. Service, b. Achievement, and c. Heroism*)

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#### **E. When should be worn**

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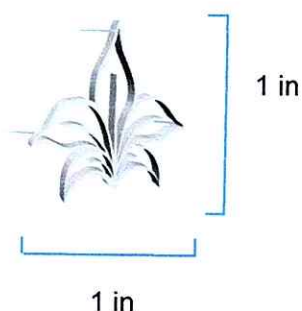
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#### **G. Badge Dimension**

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Annex C

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(National Headquarters Philippine Coast Guard)  
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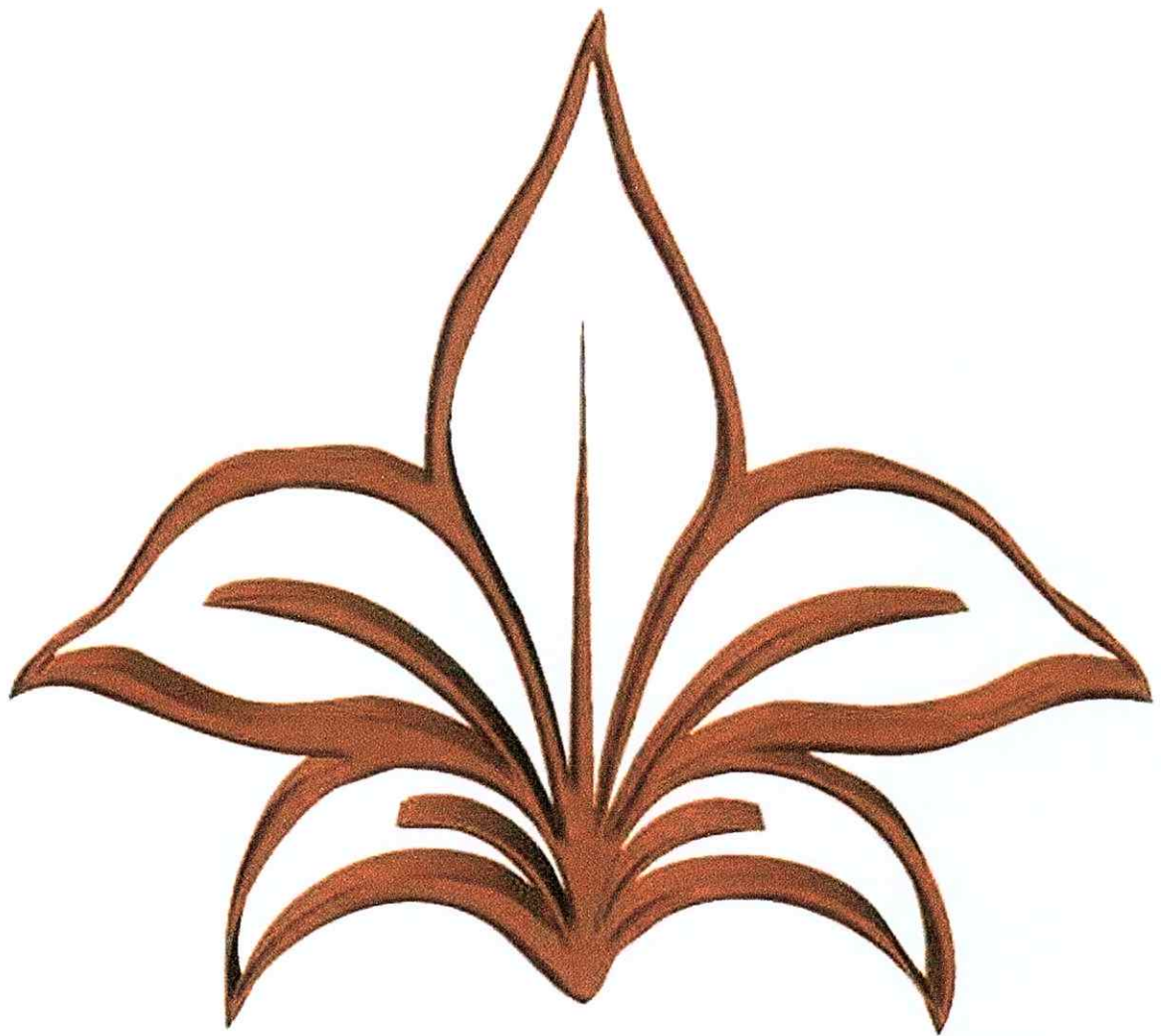
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3. **Bronze** – The award of a silver medal is given to individual female garnering with the third highest score based on the criteria of the award.

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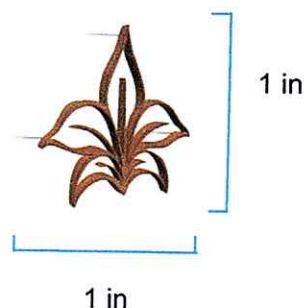
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