



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

NHQPCG/CG-7

20 November 2024

STANDING OPERATING PROCEDURE
NUMBER 29-24

**GUIDELINES ON THE CONDUCT OF PCG-PCGA INDOCTRINATION /
FAMILIARIZATION FOR ALL PCGA APPLICANTS**

1. AUTHORITY

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

2. REFERENCE

Philippine Coast Guard Auxiliary Regulations Manual (2021 Edition) dated 06 September 2021.

3. PURPOSE

To prescribe guidelines and procedures for the conduct of PCG-PCGA indoctrination and familiarization of new Philippine Coast Guard Auxiliary (PCGA) applicants, both in the Regular and Executive Squadrons.

4. OBJECTIVE

- A. To establish a structured indoctrination/familiarization process for new PCGA applicants, ensuring their smooth integration into the organization and their development into competent and committed members under the guidance and supervision of the Philippine Coast Guard (PCG).
- B. To provide clear and comprehensive information about the roles and responsibilities of PCGA members, ensuring that all applicants fully understand their potential contributions and obligations within the organization.

5. SCOPE

This SOP shall apply to all applicants for membership in the PCGA, including those under the Regular and Executive Squadrons.



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6. DEFINITION OF TERMS

- A. **Audio Visual Presentation (AVP)** – a tool used to present relevant information related to PCG and PCGA.
- B. **Executive Squadron** – PCGA members who are under the direct supervision of the Commandant, PCG (CPCG), with an entry rank of Auxiliary Commodore, and eligible for promotion up to Auxiliary Vice Admiral, subject to CPCG approval on a meritorious basis.
- C. **Indoctrination** – the process of educating and training new members about the core values, mission, vision, functions, protocols and operational procedures of the PCG and PCGA.
- D. **Philippine Coast Guard Auxiliary (PCGA)** – a non-government volunteer organization under the control and supervision of the PCG to assist in the promotion of safety of life and property at sea, maritime safety, marine environmental protection, search and rescue and community relations as provided in R.A No. 9993.
- E. **Probationary Period** – a three (3) month period during which new PCGA applicants undergo evaluation and training to assess their suitability for full membership in the PCGA.
- F. **Regular Squadron** – PCGA members who contribute by way of annual dues and are under the supervision and control of Coast Guard Districts.

7. POLICIES

- A. All applicants under the Regular and Executive Squadron shall undergo PCG-PCGA indoctrination and familiarization.
- B. Applicants in the Regular Squadron must complete a three (3) month probationary period, during which they must receive a satisfactory performance rating before being inducted as full-fledge PCGA members.
- C. Indoctrination concerning PCG operations shall be facilitated by CG-7 in coordination with CGCRS for Executive Squadron applicants, and by the Deputy District Commander or a Station Commander with a rank of at least Lieutenant (LT) for Regular Squadron applicants.
- D. The costs of food and venue for indoctrination shall be charged to the PCGA's existing budget. Voluntary contributions from applicants may also be accepted.

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8. PROCEDURES

- A. PCGA applicants must meet the necessary membership criteria as prescribed in NHQ-PCG/CG-7 Memorandum Circular No. 04-24, entitled “Guidelines on the Recruitment of Philippine Coast Guard Auxiliary” dated 14 May 2024, which includes the applicant’s willingness to commit to the organization’s principles and objectives.
- B. Applicants must submit all required documents in four (4) hard copies and one (1) soft copy.
- C. Applicants who meet documentary eligibility requirements must attend indoctrination/familiarization seminars conducted as follows:
 - i. By the Auxiliary Director/Squadron and Coast Guard District/Coast Guard Station personnel for Regular Squadron applicants. They shall complete a three (3) month probationary period (Annex A) to demonstrate their capability for permanent membership. They must receive a satisfactory rating (Annex B) and a certification (Annex C) from the Director Auxiliary District (DAD).
 - ii. By CG-7 and CGCRS for Executive Squadron applicants.
- D. Upon completion of all requirements outlined in NHQ-PCG Memorandum Circular No. 04-24 and satisfactory completion of the probationary period (if applicable), applicants for both Regular and Executive Squadrons will be formally inducted into the PCGA through donning and oath-taking ceremonies.
- E. The Coast Guard District and Coast Guard Auxiliary District or the CG-7, as the case may be, shall oversee the logistics of food and venue costs during indoctrination. These expenses shall be charged to the PCGA budget, and CG-7 for all PCGA Executive Squadron. Should applicants wish to voluntarily contribute, said contributions shall be used exclusively for the stated purpose.

9. RESPONSIBILITIES

A. Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7

- i. Ensure that Executive Squadron applicants meet the membership criteria prescribed in NHQ-PCG Memorandum Circular No. 04-24.
- ii. Supervise the conduct of Indoctrination for PCGA Executive Squadron applicants based on the Standard Program of Instruction (POI) of this SOP.

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B. Coast Guard Civil Relations Service (CGCRS)

- i. Recommend qualified applicants for appointment to the PCGA.
- ii. Provide an overview of the PCG and PCGA, including their roles, structure and applicable regulation for PCGA ES in coordination with PCGA Affairs Branch, CG-7.

C. Coast Guard District (CGD)

- i. Ensure that Regular Squadron applicants meet the membership criteria set in the NHQ-PCG Memorandum Circular No. 04-24.
- ii. Provide applicants with an overview of the PCG, including its mission, vision, functions, organizational structure and the roles of PCGA members based on the Standard Program of Instruction (POI) of this SOP.
- iii. Educate applicants on the core values and ethical standards upheld by the PCGA, including integrity, professionalism and service.
- iv. Provide trainings/seminars on maritime safety, marine environmental protection, search and rescue, community relations and other relevant topics.
- v. Evaluate applicants' performance and readiness for full membership in the PCGA.
- vi. Issue a certification of completion for Regular Squadron applicants who successfully complete the probationary period. The issuance of certification will signify that the applicant is ready for induction into the PCGA.

D. National Auxiliary Main Office (NAMO)

- i. Ensure that the applicants from Regular Squadron who successfully completed the probationary period shall be properly endorsed with complete documentary requirements to CGCRS prior endorsement to NHQ-PCG (Attn: CG-7), observing proper channel for confirmation prior induction to PCGA.

E. Coast Guard Auxiliary District (CGAD)

- i. Provide applicants with an introduction to the PCGA, including its mission, goals and organizational structure.
- ii. Support and guide applicants throughout the probationary period.

- iii. Supervise applicants' participation in PCGA activities, increasing their responsibilities as they progress.
- iv. Conduct regular performance evaluations to assess applicants' skills development and adherence to PCG-PCGA standards.

10. RESCISSION

All previous policies and guidelines that conflict with this SOP is hereby amended, terminated and rescinded.

11. EFFECTIVITY

This SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:


JAYSIEBELL B FERRER
CDR PCG
Coast Guard Adjutant

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

Annexes:

- A – Standard Program of Instruction for PCGA Indoctrination*
- B – Evaluation Criteria for PCGA Applicant Performance*
- C - Certification*

ANNEX A

STANDARD PROGRAM OF INSTRUCTION FOR PCGA INDOCTRINATION

Overview:

The Philippine Coast Guard Auxiliary (PCGA) probationary program is designed to prepare new members for their roles in supporting the Philippine Coast Guard (PCG). Over a three-month period, applicants will be trained on the core functions of the PCG, with a focus on maritime safety, search and rescue, marine environmental protection, community relations, youth development, NSTP, and HADR.

Program Objectives:

1. Define the PCG's and PCGA's missions, functions, and organizational structures;
2. Summarize and explain key functions and protocols in maritime safety, environmental protection, and HADR;
3. Demonstrate practical skills in search and rescue, pollution response, and community engagement;
4. Examine ethical situations and assess adherence to professional standards;
5. Assess personal readiness and role-specific skills through hands-on applications and peer review; and
6. Develop strategies for community involvement, environmental initiatives, and disaster response.

Topic	Duration	UPR
Introduction to the Philippine Coast Guard	2 Weeks	District Operations, D3/Station Commanders
➤ <u>History and Mission of the PCG</u> <ul style="list-style-type: none">○ Overview of PCG history○ Mission and vision○ Functions (Republic Act No. 9993 "Philippine Coast Guard Law of 2009")		District Operations, D3/Station Commanders
➤ <u>PCG Organizational Structure</u> <ul style="list-style-type: none">○ Understanding the hierarchy○ Roles and responsibilities within the PCG		District Operations, D3/Station Commanders

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<ul style="list-style-type: none"> ➤ <u>Code of Conduct and Ethics</u> <ul style="list-style-type: none"> ○ Professional standards ○ Ethical behavior and expectations 		District Legal Service
<ul style="list-style-type: none"> ➤ <u>Policies</u> <ul style="list-style-type: none"> NHQ-PCG/CG-7 MC Nr. 04-24 dated 14 May 2024 (Guidelines on the Recruitment of the PCGA) NHQ-PCG/CG-7 SOP 19-24 dated 02 September 2024 (Guidelines on the Issuance, Re-issuance and Renewal of PCGA ID Cards) NHQ-PCG/CG-7 SOP 09-24 dated 03 May 2024 (Guidelines on the Usage and Display of PCGA Stickers/Decals on POV) NHQ-PCG/CG-7 SOP 15-24 dated 16 July 2024 (Guidelines on the Disenrollment of PCGA) 		D7/CRG
<p>Introduction to the Philippine Coast Guard Auxiliary</p>	1 week	Deputy Auxiliary / Deputy Director District / Director Auxiliary Squadron
<ul style="list-style-type: none"> ➤ <u>History and Mission of the PCGA</u> <ul style="list-style-type: none"> ○ Overview of PCGA history ○ Mission/Functions 		
<ul style="list-style-type: none"> ➤ <u>PCGA Organizational Structure</u> <ul style="list-style-type: none"> ○ Understanding the hierarchy ○ Roles and responsibilities 		

<ul style="list-style-type: none"> ➤ <i>Code of Conduct and Ethics</i> <ul style="list-style-type: none"> ○ Professional standards ○ Ethical behavior and expectations ○ Protocols 		
PCGA ON PCG'S FUNCTIONAL AREAS		
Maritime Search and Rescue	2 Weeks	D3/SOU
<ul style="list-style-type: none"> • Basic Life Support (BLS) Training • Water Safety Training • WASAR Training 		CGNS SOG SOG
Maritime Safety	1 Week	D8/MSSU
<ul style="list-style-type: none"> ○ Introduction to ATON <ul style="list-style-type: none"> -Lighthouses -Buoys ○ Typhoon Doctrine ○ MC 02-23 dated 23 March 2023 (Revised Guidelines on Movement of Vessels during Heavy Weather) ○ MC 03-01 (Guidelines on the Movement of Vessels in the Absence of Weather Bulletin in the locality) 		
Marine Environmental Protection	2 Weeks	D9/MEPGru
<ul style="list-style-type: none"> • <u>Environmental Laws and Regulations</u> <ul style="list-style-type: none"> ○ Overview of national and international marine environmental laws ○ Role of the PCG/PCGA in enforcing these laws 		
<u>Pollution Response</u>		
<ul style="list-style-type: none"> ○ Types of marine pollution ○ Techniques for preventing and 		

responding to pollution incidents		
Conservation Initiatives		
<ul style="list-style-type: none"> ○ PCG/PCGA local conservation projects ○ Community involvement in environmental protection (Coastal Clean-up/Mangrove Plating/SCUBA surero/ Reef Enhancement Program) 		
Community Relations	3 Weeks	D7/CRG
<ul style="list-style-type: none"> ○ <u>Civic Action</u> <ul style="list-style-type: none"> • Humanitarian activities/disaster relief operations • Environmental Activities • Livelihood Trainings ○ <u>Youth Development</u> <ul style="list-style-type: none"> • Livelihood and vocational trainings • Public service and youth relationship enhancement • Emergency Response Familiarization trainings • Values Formation • Sea Scout and PCGA Youth Activities 		
<u>NSTP</u>		D7/CRG
<ul style="list-style-type: none"> ○ Republic Act No. 9163 "NSTP Act of 2021" ○ HPCG Memorandum Circular 05-15 dated 29 September 2015 "Guidelines on the Implementation of the PCG Oriented NSTP-CWTS Program" 		

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<u>HADR</u>		D3/CRG
○ SOP Nr 02-21 dated 17 February 2021 (Guidelines during the conduct of HADR Operations)		

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ANNEX B

Evaluation Criteria for PCGA Applicant Performance

Overview

The evaluation criteria aim to assess the knowledge, skills, and conduct of PCGA applicants during the three-month Probationary Period, ensuring they are prepared to effectively support the Philippine Coast Guard (PCG).

Evaluation Component	Objective	Key Areas	Weight
1. Knowledge Assessment	Measure applicant understanding of PCG and PCGA missions, structure, policies, and relevant maritime laws.	<ul style="list-style-type: none"> • History and mission of the PCG/PCGA • Organizational structure and roles • Code of Conduct and key policies 	30%
2. Practical Skills Evaluation	Assess proficiency in essential maritime operations and hands-on skills in maritime safety, search and rescue, and environmental protection.	<ul style="list-style-type: none"> • Basic Life Support (BLS) • Water Safety and WASAR techniques • Pollution response and conservation efforts 	30%
3. Behavioral Assessment	Evaluate professionalism, ethical conduct, teamwork, and leadership.	<ul style="list-style-type: none"> • Adherence to the Code of Conduct • Professional standards and ethical behavior • Collaboration and initiative in group settings 	20%
4. Community Engagement Evaluation	Assess active involvement in community relations and outreach initiatives.	<ul style="list-style-type: none"> • Participation in humanitarian activities and disaster response • Youth engagement and community development programs 	10%
5. Final Assessment	Confirm overall readiness to serve PCG objectives, synthesizing knowledge, skills, and values	<ul style="list-style-type: none"> • Knowledge retention and application • Skill proficiency and problem-solving • Demonstrated commitment to PCG values 	10%
TOTAL			100%

Grading Scale

- **Exemplary (90-100):** Exceeds expected performance in all components, demonstrating high readiness and professionalism.
- **Proficient (75-89):** Meets all performance expectations, with minor areas for improvement.
- **Satisfactory (60-74):** Demonstrates basic competency, though targeted improvement is recommended in specific areas.
- **Needs Improvement (below 60):** Does not meet standards; requires remedial actions.



Department of Transportation

Philippine Coast Guard

HEADQUARTERS COAST GUARD DISTRICT NCR-CENTRAL LUZON

Muelle de la Industria, Farola Compound
1006, Binondo, Manila

CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT

MS./MR. JUAN DELA CRUZ

has undergone the required three-month (3) probationary period

Given this _____ day of _____

Director Auxiliary District

Coast Guard District Commander



Department of Transportation

Philippine Coast Guard

HEADQUARTERS COAST GUARD DISTRICT NCR-CENTRAL LUZON

Muella dela Industria, Farola Compound
1006, Binondo, Manila

CERTIFICATE OF INDOCTRINATION

THIS IS TO CERTIFY THAT

MS./MR. JUAN DELA CRUZ

has undergone the required eight (8) hours of PCG/PCGA Indoctrination and Orientation Seminar
at _____ on _____

Given this _____ day of _____

Director Auxiliary District

Coast Guard District Commander

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