



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

NHQ-PCG/CGLS/CGILS

20 November 2024

**STANDING OPERATING PROCEDURE
NUMBER 30-24**

**RULES AND PROCEDURES IN THE GRANT AND USE OF THE COAST
GUARD INSTITUTE FOR LEGAL STUDIES BADGE**

1. AUTHORITY

HPCG Circular No. 06-10, entitled "PCG Awards and Decorations" dated 24 May 2010.

2. PURPOSE

This Standing Operating Procedure (SOP) prescribes the authority, eligibility, policies, guidelines and manner of wearing the Coast Guard Institute for Legal Studies (CGILS) Badge.

3. OBJECTIVES

- A. To provide distinction and identity to CGILS Legal Officers, General Line Officers and Non-Officers assigned at the said Unit from other Legal Officers, General Line Officers and Non-Officers assigned at the Coast Guard Legal Service (CGLS).
- B. To provide policies, guidelines and procedures for eligibility and conferring of the CGILS Badge.

4. SCOPE

This SOP will provide authority and eligibility to all Philippine Coast Guard Legal Officers, General Line Officers and Non-Officers assigned at CGILS to use or wear the CGILS Badge upon compliance of the requirements.

5. THE CGILS BADGE

A. Description

The CGILS Badge shows an image of a laurel surrounding the Lady Justice holding a scale and sword on top of an open book. Also the ribbon bearing the name of the Institute is found at the center where the stems of the laurel leaves are joined.

1. **Laurel leaves** – depicts the competency, victory, achievement and honor which are expected of every organic Officer and Non-Officer. It also symbolizes standard in education as the program is set to inculcate skills that enable them to be competent in any legal aspect. Likewise, it symbolizes victory in achieving educational success that will help every Coast Guardian to continue aiming for the betterment of themselves as they perform their sworn mandate.
2. **Open book** – symbolizes the thirst for knowledge and the unselfish sharing of knowledge of both the learner and the lecturer. It likewise portrays the distinctive liberal character of empowering and equipping the minds to be efficient CGLS Officers and Non-Officers.
3. **Themis** – also known as the **Lady Justice**. She holds scales to represent impartiality on the Court's decisions and a sword as a symbol of the power of justice and the enforcement of laws.
4. **Scales of Justice** – symbolizes the CGILS's obligation and observation of all relevant maritime conventions, treaties or instruments and national laws.
5. **CGLS Logo** – is put at the end part of the open book to depict that the CGILS is the Training Institute of the CGLS.

B. Category

CGILS BADGE (ANNEX A)

The Badge must be worn at the center of the higher left breast pocket on every General Office Attire, Bush Coat, Working Blue and White Docks.

6. RULES AND PROCEDURES

A. Who are authorized to wear:

CGLS Legal Officer, General Line Officer and Non-Officer assigned at CGILS provided it complies with the requirements as provided in this SOP.

B. Requirements

i. For Legal Officers

- a. Must be assigned at CGILS for at least three (3) months;
- b. For General Line officers who are members of the Bar, they may be authorized to wear the badge if they will be assigned at CGILS.

ii. For General Line Officers assigned at CGILS

- a. Must be assigned at CGILS for at least three (3) months;
- b. Must have attended the CGLS Paralegal Specialization Course; and
- c. Must have an Order issued by Director, CGILS authorizing the use of such badge.

iii. For Non-Officers assigned at CGILS

- a. Must be assigned at CGILS for at least six (6) months;
- b. Must have attended the CGLS Paralegal Specialization Course; and
- b. Must have an Order issued by Director, CGILS authorizing the use of such badge.

C. Dimensions

The badge is 1 inch in diameter. See attached **ANNEX A**.

D. Manner of Wearing

The CGILS Badge must be worn at the center of the higher left breast pocket on every General Office Attire, Bush Coat, Working Blue and White Docks.

7. RESCISSION

All polices and instructions in conflict with this SOP are hereby rescinded.

8. EFFECTIVITY

This SOP shall be implemented effective 14 November 2024.

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

Annex A – Coast Guard Institute for Legal Studies Badge



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



Coast Guard Institute for Legal Studies Badge



Height: 1 inch

Width: 1 inch



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