



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 31-24**

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

1. REFERENCE

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) Patch.

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.
- B. To provide policies, guidelines and procedures for eligibility and conferring of the CGILS Patch.

4. SCOPE

This SOP shall provide authority and eligibility to all PCG Legal Officers, General Line Officers and Non-Officers assigned at CGILS to use or wear the CGLS Patch upon compliance of the requirements.

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5. THE CGILS PATCH

A. Description

The CGILS Patch shows an image of a rope surrounding the laurel, lady justice, open book, gavel and quill. A laurel encircles the lady justice and the gavel and quill is put on top of the open book. Also the CGLS logo is found at the center where the stems of the laurel leaves are joined.

1. **Rope** – encircles around the seal represents the strong unity that binds the Philippine Coast Guard. It emphasizes the strength of every member that upholds the mandates of PCG. Likewise, the rope represents knowledge, skill and attitude of learners. It provides framework for understanding the different skills of learners and the necessary direction for effective instruction.

2. **Laurel leaves** – competency 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.

3. **Open book** – enshrined with the laurel leaves. It 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.

4. **Gavel** – put on top of the book that symbolizes power and authority. It empowers every organic personnel to promote awareness on legal matters. It also emphasizes that all are vulnerable to the power of the Court.

5. **Quill pen** – the verdict upon the capacity of the learner. It is a tool designed to help students with writing and reading comprehension. Writers use it to express their thoughts and ideas. Its proficiency and splendor have made it a timeless symbol of communication and self-expression.

6. **CGLS Logo** – placed at the center where the laurel stems meet to distinctly identify that CGILS is a Unit of the Coast Guard Legal Service.

B. Category

CGILS BDA PATCH (ANNEX A)

For the Battle Dress Attire (BDA), the patch shall be embroidered in the same color shade as provided in Annex A.

6. RULES AND PROCEDURES

A. Who are authorized to wear:

CGLS Legal Officers, General Line Officers and Non-Officers assigned at CGILS provided they comply with the requirements as provided in this SOP.

B. Requirements

i. For Legal Officers

- a. They must be assigned at CGILS for at least three (3) months;
- b. For 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;
- c. Must have an Order issued by Director, CGILS authorizing the use of such patch.

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;
- c. Must have an Order issued by Director, CGILS authorizing the use of such patch.

C. Dimensions

The patch is 7.5 mm in diameter. See attached **ANNEX A**.

D. Manner of Wearing

The CGILS Patch shall be placed and worn on the upper left side of the arm of the BDA.

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 – Proposed Coast Guard Institute for Legal Studies Patch



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