



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

NHQ-PCG/CGLS/CGILS

05 December 2024

STANDING OPERATING PROCEDURE
NUMBER 36-24

**RULES AND PROCEDURES IN THE GRANT AND USE OF THE PARALEGAL
SPECIALIZATION COURSE BADGE**

1. AUTHORITY

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

2. PURPOSE

This SOP shall identify the objective, provide the authority, description, eligibility, guidelines and procedures to govern the awarding and wearing of the Paralegal Specialization Course Badge or Paralegal Badge.

3. OBJECTIVES

- A. To recognize graduates of the Paralegal Specialization Course and to honor the efforts and dedication of the Training Management and Lecturers of the course; and
- B. To provide policies, guidelines and procedures for eligibility and conferring of the Paralegal Specialization Course badge, both regular and honorary.

4. SCOPE

This SOP will provide authority and eligibility to use or wear the Paralegal Badge upon compliance of the requirements as herein provided.

Handwritten signature or mark.

5. THE PARALEGAL BADGE DESCRIPTION

The **Paralegal Badge** is a circular badge, one (1) and one-fourth ($\frac{1}{4}$) inch in circumference, composed of an image of laurel leaves surrounding the scales of justice and a rope. It has a ribbon on top which bears the word **PARALEGAL** in uppercase. It also has a ribbon below which is written with the words **Specialization Course**. Both ribbons are linked together by the stems of the laurel leaves.

A. **Gold color** – symbolizes stability and permanence, qualities that are crucial in the legal system, which seek to provide a stable framework for society. The gold color is also linked to wisdom and justice, reflecting the ideal that the law should be fair, balanced and rooted in deep understanding.

B. **Ribbon on top** – represents the name of the specialization in uppercase, while the **ribbon below** bears the words Specialization Course.

C. **Laurel leaves** – adorning the Badge depict the competency and honor which are expected of every person awarded the Badge. It also symbolizes a high standard in education as the program is set to inculcate skills that enable students to be competent in aspects of the law. Likewise, the laurel leaves symbolize victory in achieving educational success that will help to continue in the betterment of students as they perform their sworn mandates.

D. **Rope** – that encircles the scales of justice represents the strong unity that binds mankind. It emphasizes the strength of every member that belong to a group. Likewise, the rope represents knowledge, skill and attitude of learners.

E. **Scales of justice** – are symbols representing the impartiality and fairness of the legal system. The scales themselves symbolize the weighing of evidence and arguments presented in a legal case, ensuring that decisions are made based on a balanced and unbiased evaluation. It is central to the concept of justice, indicating the careful and equitable consideration of all sides before reaching a judgment.

F. **Black color in the background** – completing the circle, is seen as neutral and devoid of bias. This aligns with the principle that the law should be impartial, treating all parties fairly without favoritism or prejudice.

G. **Coast Guard Legal Service Logo** – is also put at the stand of the scale to depict that the CGILS is the Training Institute of the CGLS.

6. RULES AND PROCEDURES

A. Who are authorized to wear:

- i. Officers and Non-Officers in the PCG, or other branches of service, who graduated from the Paralegal Specialization Course conducted by the Coast Guard Institute for Legal Studies;
- ii. Training Directorates and Lecturers during the conduct of a Paralegal Specialization Course; and/or
- iii. Person duly authorized to wear after complying with the requirements as provided in this SOP.

B. Requirements for REGULAR BADGE:

- i. Bonafide members of the PCG, or other branches of service;
- ii. Must have graduated as students of the Paralegal Specialization Course;
- iii. Must be recommended by Director, CGILS to wear the Badge; and
- iv. Duly approved and issued proper Orders by authorization of Commander, CGLS.

C. Requirements for HONORARY BADGE:

- i. Must have served in CGILS as **Director, CGILS; Deputy Director, CGILS; Chief-of-Staff, CGILS; Course Director;** or **Assistant Course Director** of the Paralegal Specialization Course, for at least one (1) whole duration of a Paralegal Specialization Course;
- ii. Must be a **Lecturer** in the Paralegal Specialization Course for at least forty-eight (48) instructional hours; or
- iii. **Officers or Non-Officers from the PCG or other branches of service** may be awarded an Honorary Paralegal Badge after making such significant contribution/s to the conduct and upliftment of the Paralegal Specialization Course; and
- iv. All recommendees to receive the Honorary Badge must be recommended by Director, CGILS to C, CGLS for approval. Recommendations must be duly approved and issued proper Orders by authorization of C, CGLS.

D. **Dimensions:** See attached **ANNEX A**

E. **Manner of Wearing:**

The Paralegal Badge must be worn at the center of the uppermost left breast pocket.

7. RESCISSION

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

8. EFFECTIVITY

This SOP shall be implemented effective 13 November 2024.

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

Annex A – Paralegal Specialization Course Badge



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(National Headquarters Philippine Coast Guard)
COAST GUARD INSTITUTE FOR LEGAL STUDIES
139 25th Street, Port Area



Paralegal Specialization Course Badge



Height

1 ¼ inch

1 ¼ inch

Width