



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

NHQ-PCG/CG-1

10 July 2023

**STANDARD OPERATING PROCEDURE  
NUMBER 11-23**

**SYNCHRONIZATION ON THE CONDUCT  
OF CAREER COURSE AND PROMOTIONAL EXAM**

**I. REFERENCES:**

- a. RA 9993 (PCG Law) dated 12 Feb 2010
- b. HPCG Circular Nr 03-05 (Career Development Pattern of Enlisted Personnel in the Philippine Coast Guard) dated 04 April 2005
- c. Circular Nr 04-14 (Amendment to HPCG Circular Nr 03-05 dated 04 April 2005, "Career Development Pattern of Enlisted Personnel in the Philippine Coast Guard") dated 21 February 2014
- d. NHQ Circular Nr 02-22 [Promotional Examination (PROMEX)] dated 22 March 2022.
- e. NHQ SOP Nr 10-22 [PCG Promotional Examination, (PROMEX)] dated 24 October 2022

**II. GENERAL:**

This policy supports the Career Course, Assignment and Promotion (CAP) Concept advocated by the PCG wherein the right person is put on the right job. With this, PCG Non-Officers will undergo career courses to be properly equipped with the knowledge and skills significant to the aspired assignment. After which, they will be promoted because of the competency, achievement, leadership and skills they have shown in executing their corresponding function.

Currently, career courses are being conducted asynchronous by the CGETDC and Satellite Training Institutes of the different Major Commands. Relatedly, promotional exams (PROMEX) are scheduled every March and September of each year in anticipation of the promotion cycle every January and June. Non-Officers found it challenging to simultaneously comply with these requirements for promotion because they are on mission, sick in hospital, on leave, undergoing foreign and local schooling, other work-related and legitimate reasons. Thus, this SOP is published to synchronize the conduct of career courses and facilitate the timely conduct of promotion exam to address the aforementioned challenges faced by PCG Non-Officers subject for promotion from CG SN1/SW1 to CG PO3 (NO-3 to NO-4) and CG PO1 to CG CPO (NO-6 to NO-7).

### III. PURPOSE:

This SOP prescribes the policies and procedures governing the conduct of career course and promotional examination (PROMEX) for Non-Officers. Specifically, this policy aims to:

- a. Systematize and have an aligned, integrated and regular conduct of career course based on Career Course, Assignment and Promotion Concept;
- b. Provide career managers a guide to successfully manage the assignment, rotation, career course and promotion of Non-Officers under their purview;
- c. Provide opportunity to Non-Officers to have higher chance of passing the PROMEX;
- d. Provide Non-Officers a guide to successfully manage their own careers and help improve their ability to achieve their professional goals that will positively impact their desire to better serve the Philippine Coast Guard.

### IV SCOPE:

This SOP applies to all Non-Officers eligible for promotion from CG SN1/SW1 (E-3) to CG PO3 (E-4), CG PO1 (E-6) to CG CPO (E-7), as well as to the Commands and Staffs concerned in the conduct of career courses and promotion exam.

### V. DEFINITION OF TERMS:

a. **PCG Promotional Examination (PROMEX)** – an aptitude test that is a mandatory requirement for the promotion to the next higher rank of PCG Non-Officers, particularly to the ranks of CG PO3 (NO-4) and CG CPO (NO-7).

b. **Specialization Course**- refers to course requirements for assignment to a higher level in the PCG organization.

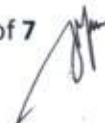
c. **Promotion** – advancement to the next higher rank with an increase of duties and responsibilities after successfully completing all the necessary requirements.

d. **Seniority and Lineal List (SLL)** – a document containing the names of all Non-Officers in the active PCG service, arranged by grade and in accordance with their relative seniority to which they are appointed.

e. **Time-in-Grade** – maximum number of years per grade that an individual can remain in specific grade.

f. **Rotation** – transfer of personnel from one billet/position to an equal or higher-level billet or position.

g. **Coast Guard Non-Officers Advance Course (CGNOAC)** – designed to develop the basic and advanced managerial knowledge and skills of PCG Non-



Officers in preparation for greater responsibilities and mid-level managerial positions that they will assume in the future.

**h. Coast Guard Non-Officers Senior Executive Course (CGNOSEC)** – a course programmed to develop broader leadership and management capabilities among PCG Senior Non-Officers and further enhance their competence and proficiency in performing key positions in the PCG Organization.

**i. PCG Non-Officer** – refers to uniformed personnel of the PCG from ASN (NO-1) to FMCPO (NO-10) and have the general responsibility in taking and following lawful orders from PCG Officers that is necessary for the performance of PCG mandates.

## **VI. POLICIES:**

a. The Career Course-Assignment-Promotion (C-A-P) is the guiding principle being followed by this policy in adherence to PCG Non-Officers career path.

b. Prioritization of PCG Non-Officers to attend career course for promotion shall be based on seniority.

c. Coast Guard Non-Officer's Advance Course (CGNOC) and Coast Guard Non-Officer's Senior Executive Course (CGNOSEC) must be conducted twice a year. For the first semester, the Coast Guard Non-Officer's Advance Course (CGNOC) and Coast Guard Non-Officer's Senior Executive Course (CGNOSEC) will be convened simultaneously. The commencement of both career courses will be on the first Monday of March. For the second semester, the convening of career courses will be on the first Monday of August.

d. The career courses that started on the first Monday of March and on the first Monday of August must be completed on the first week of June and first week of November respectively. This timeline is made purposely to complete one of the requirements for promotion before the promotion cycle ends every 30<sup>th</sup> of June and 31<sup>st</sup> of December of the current year.

e. The promotional exam will be given on Monday following the week of career courses graduation.

f. All graduates from the career courses are required to take the PROMEX. For those who failed, they will be automatically considered for retake under SOP Nr 10-22 PCG Promotional Examination (PROMEX) dated 24 October 2022.

g. Synchronization Board shall be created and shall be composed of the following:

DC of CGS for Education and Training, CG-12	- Chairperson
DC of CGS for Human Resource Management, CG-1	- Vice Chairperson
Superintendent, Human Resource Management School-CGHRMC	- Member
Director, Career Management Center, CGHRMC	- Member
FMCPO, PCG	- Member
CMCPO, CGHRMC	- Member



h. Synchronization Board shall have the following functions:

1. Conduct deliberate planning and preparation to ensure adherence on the timetable in the conduct of career courses and PROMEX.

2. Ensure that the right number of Non-Officers to undergo career courses meet the organizational needs (Career Course, Assignment, Promotion) of PCG.

3. Coordinate with concerned Commands and Staff to ensure that logistical, financial and other requirements needed in the course are available.

4. Perform other tasks as directed by Commander, Functional Commands, C,CGETDC, C,CGHRMC and CPCG.

i. Appointment in the Board shall be renewed every year unless sooner terminated due to reassignment to other positions, retirement, exigency of the service or other justifiable reasons.

j. The Synchronization Board and PROMEX Board has distinct but complementary function. Synchronization Board is in charge of the comprehensive and coordinated conduct of career courses for Non-Officers as well as the stringent implementation of this policy. On the other hand, the PROMEX Board is in charge of the timely and proper conduct of promotional exam, and updating and safekeeping of questions bank. Close and continuous coordination between these Boards shall be strictly observed.

k. The Board shall be under the direct supervision of the Commander, CGHRMC.

## VII. PROCEDURES:

a. Pre-Career Course Convening Activities:

1) Every second week of January and second week of June, all HRMUs shall submit recommendation of Non-Officers who shall go on schooling, with the rank of CG SN1 (E3) and CG PO1 (E6) who completed their Time-In-Grade as well as those who will be completing their Time-In-Grade during the current year.

2) The list shall be submitted to CGHRMC and CG-1 for the updating of the Seniority Lineal List for CG SN1 (E3) and CG PO1 (E6).

3) Prioritization on choosing the PCG Non-Officers who will attend the career course shall be based on Seniority Lineal List.

4) Every third week of January and third week of June, a radio message will be released informing the qualified Non-Officers (CG SN1 and CG PO1) that they are included in the career courses for first and second semester, respectively.

5. Every fourth week of January up to fourth week of February, and fourth week of June up to fourth week of July, lateral coordination among concerned Commands and Staff must be made to ensure timely and successful convening of career courses.

b. Activities During the Conduct of Career Courses:

1) Coast Guard Non-Officer's Advance Course (CGNOC) and Coast Guard Non-Officer's Senior Executive Course (CGNOSEC) should be convened on the first Monday of March and first Monday of August for first and second semester, respectively.

2) During course orientation, Non-Officers will be informed that after graduation they are required to take the promotional exam purposely to complete one of the requirements for promotion. Likewise, this aims to motivate Non-Officers to study and excel in their respective course.

3) Continuous coordination and monitoring among concerned Commands and Staff responsible in the conduct of the course to properly implement the scheduled activities/programs.

4) Review material for PROMEX shall be provided to the Non-Officers thirty (30) days before the scheduled graduation.

5) The career courses convened on the first Monday of March and first Monday of August must be completed on the first week of June and first week of November respectively.

c. Post- Career Course Activities:

1) After graduation, all graduates of basic and advance courses will be informed of the date and venue of PROMEX.

2) PROMEX will be scheduled on the first Monday following the week of graduation.

3) The administration, scoring and safekeeping of PROMEX will be based on NHQ Circular Nr 02-22, "PROMOTIONAL EXAMINATION (PROMEX)", dated 22 March 2022.

4) On same day, the result shall be forwarded to EP Promotion Board for information and ready reference.

**VIII. COMMAND RESPONSIBILITIES:**

**A. Commander, Functional Commands**

1) Ensure the development of career courses related to the functions of the Command;

2) Conduct career courses related to the functions of the Command; and



2) Conduct career courses related to the functions of the Command; and

3) Oversee and monitor the conduct of career courses.

**B. Commander, CGETDC**

1) Ensure the development of career courses being offered by the Command to Non-Officers.

2) Oversee and monitor the conduct of career courses.

**C. Commander, CGHRMC**

1) Direct HRMUs to submit the list of Non-Officers who are qualified to undergo career courses;

2) Consolidate the list of Non-Officers who are qualified to take the career courses and subsequently forward to CG-1 as reference in updating the Seniority Lineal List and identifying the right number of students based on promotion quota; and

3) Administer PROMEX to newly graduates of career courses.

**IX. STAFF RESPONSIBILITIES:**

**A. DC of CGS for Human Resource Management, CG-1**

1) Determine the right number of students who will take up the career course based on the promotion quota of Non-Officers; and

2) Request to the CGA the issuance of schooling order placing the PCG Non-Officer on attached/unassigned status at CGETDC/PCG STI during the duration of the training.

**B. DC of CGS for Logistics, CG-4**

Provide logistical requirements to support the conduct of career courses.

**C. DC of CGS for Comptrollership, CG-6**

Provide fund requirements to support the conduct of career courses.

**D. DC of CGS for Education and Training, CG-12**

1) Develop and execute both basic and advance courses for Non-Officers;

2) Ensure that career courses are implemented based on the determined timeline; and

E. **Coast Guard Adjutant**

Responsible for the issuance of schooling order placing the PCG Non-Officer on an attached/unassigned status at CGETDC/PCG STI during the duration of the training.

X. **RESCISSION:**

All SOP and directives not in consonance with this SOP are hereby rescinded.

XI. **EFFECTIVITY:**

This SOP takes effect upon publication.

**BY COMMAND OF COAST GUARD ADMIRAL ABU:**

**OFFICIAL:**

**TITO ALVIN G ANDAL**  
**CG COMMO**  
Chief of Coast Guard Staff

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

*Annex "A" - Timetable*

ANNEX A

Synchronization of Career Courses and Promotional Exam (PROMEX)

TIME TABLE

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER			
Conduct of PCG Career Courses			Preparation of List for the PROMEX takers by O/CG-1 and distribution of PROMEX Reviewer by CGHRMC			Administration of PROMEX and subsequent transmission of results to O/CG1			Preparation of List for the PROMEX takers by O/CG-1 and distribution of PROMEX Reviewer by CGHRMC			Administration of PROMEX and subsequent transmission of results to O/CG1		

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