

Department of Transportation and Communication
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

05 January 2010

STANDARD OPERATING PROCEDURE
NUMBER 01-10

ADMINISTRATION AND CONTROL OF HPCG STANDARDIZED BARRACKS
(For Single-Bodied Enlisted Personnel/Female Coast Guard)

1. PURPOSE:

a. To provide policies and procedure in the management, administration and control of Standardized Barracks (SB) in Headquarters, Philippine Coast Guard.

b. To maximize utilization of the SB by accommodating Female Enlisted Personnel assigned to units based at HPCG.

2. SCOPE: This SOP applies to all Female Enlisted Personnel awarded with the right of occupancy at the HPCG Standardized Barracks.

3. DEFINITION OF TERMS:

a. PCG Quarters Board (PCGQB) – a body that evaluates, formulates, and/or recommends policies regarding the billeting facilities within HPCG.

b. Base Authority – refers to the Base Commander and/or his authorized representatives.

c. Barracks Commander- refers to a senior female Officer occupant appointed by the Base Commander.

d. Barracks Supervisor – refers to a senior Female enlisted personnel occupant appointed by the Base Authority as such.

e. Occupants – refer to any enlisted personnel duly authorized, recognized and covered with orders from Coast Guard to occupy/billet in particular barracks.

f. Standardized Barracks (SB) – refers to the buildings/ barracks intended to exclusively accommodate Female Enlisted Coast Guard for billeting purposes.

g. Visitors – refers to any person who is not an authorized occupant of the barracks (wives, relatives, friend, boyfriend and etc.)

4. POLICIES:

a. All applicants for occupancy at the SB must be recommended by their respective unit commanders to the Base Commander thru the PCGQB. The PCGQB shall endorse the names of applicants for deliberation and subsequent recommendation to the Base Commander for issuance of orders.

b. Only enlisted personnel assigned to any unit based in HPCG are authorized to billet in the SB.

c. Separation from the service or reassignment to other units outside HPCG shall be a ground for disqualification termination of occupancy. She shall vacate his assigned room one week after the effectivity date of his separation/reassignment to units outside HPCG.

d. Any enlisted personnel who violates any provision of this SOP, conditions of contract and / or regulations or who shall be declared a security risk shall be evicted from the barracks and will be dealt with accordingly.

e. Occupancy in the SB is non-transferable.

f. Visitors are strictly prohibited from staying inside the barracks. They shall be entertained only at the receiving area during visitors hours as follows:

Monday to Friday

1200H to 1300H

1700H to 2100H

Saturday

1200H to 2100H

Sunday and Holiday

0800H to 2100H

g. Gambling, taking prohibited drugs, and drinking of intoxicating liquors or any alcoholic beverages are strictly prohibited in the SB and its immediate premises.

h. Cooking is only allowed in the designated area (Kitchen).

i. The Base Commander shall designate the over-all Barracks Supervisor, who will monitor the daily utilization of barracks.

j. Vandalism is strictly prohibited. Violators will be severely punished.

k. Any alteration or addition to existing installation/facilities is not authorized except when approved in writing by the Base Commander.

l. Pets are not allowed.

m. Vendors are prohibited inside the barracks.

n. Unnecessary light within the SB must be put off at 2200H

o. Use of electrical equipment such as electric iron, stove , heater and the likes are prohibited inside the room.

p. Cleanliness and orderliness of the SB shall be maintained at all times by the occupants. A WEEKLY INSPECTION SHALL BE CONDUCTED BY THE BASE

AUTHORITIES TO ENSURE THE PROPER MAINTENANCE AND CLEANLINESS OF THE FACILITY.

q. To abide by the policies of the Base and adhere to the energy conservation measures implemented by the command.

r. That Base Commander has the right to institute eviction to any occupants as deemed necessary.

5. PCG QUARTERS BOARD

- The PCG Quarters Board shall be composed of the following:

<u>Position</u>	<u>Designation</u>
Chief of CG Staff, PCG	Chairman
CG-1	Member
CG-2	Member
CG-3	Member
Head Procurement Service	Member
CG Adjutant	Member
Command MCPO	Member
Female Officers Rep	Member
Female EP Rep	Member

6. RESPONSIBILITY:

a. PCG Quarters Board-

- 1) Maintain and update list of occupants.
- 2) Report vacant rooms to Base Commander for appropriate disposition.
- 3) Enforce all in- house policies, procedures and regulations.
- 4) Ensure the safety of the occupancy by reporting any building defects to the Base Commander (ATTN: CGIDS) for appropriate action.

b. Base Commander – shall be responsible for the over-all administration and management of HPCG SB and the Female Quarters.

c. Barracks Supervisor – shall be responsible for the orderly conduct of occupants. He also ensures cleanliness of the SB and its immediate premises.

- 1) Orient the occupants on their duties and responsibilities.
- 2) Encourage harmonious relationship and respect among occupants.

d. Occupants shall be responsible in the:

- 1) Strict adherence to the policies enumerated herein.
- 2) Ensure the proper utilization and safety of all fixture installed therein.

3) Shall be responsible for all damages caused due to accident or negligence/misuse. Any cost to be charged there from shall be borne by the occupant.

4) Report discrepancies noted to be through the designated Barracks Supervisor.

5) Observe proper decorum and prepare their rooms for inspection at all times.

6) Notify the Barracks Commander at least 7 days prior to vacate the quarters.

7. RESCISSION:

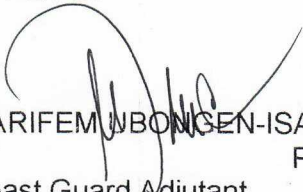
All SOPs/publication in conflict with this SOP are hereby rescinded.

8. EFFECTIVITY:

This SOP takes effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO:

OFFICIAL:


MARIFEM NBONGEN-ISAAC
LT PCG
Coast Guard Adjutant

ENRICO EFREN A EVANGELISTA
COMMO PCG
Chief of Coast Guard Staff