

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

05 January 2010

STANDING OPERATING PROCEDURE
NUMBER 02-10

ADMINISTRATION AND CONTROL OF HPCG/ FEMALE OFFICERS QUARTERS

1. **PURPOSE:** This SOP prescribes the procedures, rules and regulations to be followed in the administration and control of Female Officers Quarters.

2. **SCOPE:** This SOP applies to all Coast Guard Female Officers Female occupying rooms at HPCG FOQs.

3. **GENERAL:**

- a. Occupancy at the FOQ is a privilege, not a right of any individual officer.
- b. Rooms at FOQs may be assigned and occupied only by unaccompanied married or single officers of units within HPCG upon the recommendation of their respective Unit Commanders and subject to the approval of the Base Commander thru the PCG Quarters Board.
- c. Reassignment to other units outside HPCG disqualified an occupant from maintaining her assigned room and she should therefore properly relinquish the room immediately without demand.
- d. Family members (parents) relatives or civilian associates are strictly prohibited to stay in the FOQ unless otherwise approved by the Base Commander thru written request.

4. **POLICIES:**

- a. Visitors **MUST** only be entertained in the receiving room from 0800H-2100H.
- b. All persons staying in the FOQ shall comply with all security, safety, and sanitary regulations of the station.
- c. Gambling, drinking intoxicating liquor, use of illegal drugs, and all forms of vices are strictly prohibited inside the building.
- d. Cooking inside the building, littering, public scandals, and vandalism are strictly prohibited.

- e. Theft, untidiness, and arrogant display of undesirable habits/traits of character that may cause trouble among occupants shall be ground for the revocation of billeting privilege.
- f. No individual alteration and/or modification of any type shall be undertaken within or outside her unit without the prior approval of the Board.
- g. No signs, advertisements of any kind shall be inscribed or posted on any part of the building without the prior written approval of the Board.
- h. No pets or animal is allowed in the premises of the FOQ.
- i. Any officer 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 FOQ and will be dealt with accordingly.

5. MAINTENANCE, REPAIRS AND MODIFICATIONS:

- a. The FOQ shall be subjected to periodic inspection, repair and maintenance to ensure that the FOQ remains conducive for comfortable living in accordance with security and safety standards. The Base authorities reserve the right to inspect the rooms of FOQ occupants for the purpose of maintaining orderliness, cleanliness and security.
- b. The occupant shall be liable for any damage(s) caused by her visitor(s), either through the negligence or by accident.

6. RESPONSIBILITIES AND PROCEDURES:

- a. Base Commander
 - Over-all management of FOQ shall be the responsibility of the Base Commander
- b. Barracks Commander- shall be responsible for the orderly conduct of the occupants.
 - 1) Orient the occupants on their duties and responsibilities
 - 2) Encourage harmonious relationship and respect among the occupants
- c. Occupants
 - 1.) Adhere to all policies, rules and regulations imposed by the Base.
 - 2.) Maintain their respective rooms and safeguard all fixtures installed therein.
 - 3.) Observe proper decorum at all times.
 - 4.) Notify the Barracks Commander at least 7 days prior to vacate the quarters.

5. RESCISSION:

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

6. EFFECTIVITY:

This SOP takes effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO:

OFFICIAL:

ENRICO EFREN A EVANGELISTA
COMMO PCG
Chief of Coast Guard Staff



MARIFEM UBONGEN-ISAAC
LT PCG
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