

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



HPCG/CGAO

11 April 2012

STANDARD OPERATING PROCEDURE
NUMBER ----- 03-12)

**GUIDELINES ON THE ISSUANCE, RE-ISSUANCE AND
RENEWAL OF PCG IDENTIFICATION CARD**

1. GENERAL:

This SOP prescribes the policies and procedures governing the processing, issuance, re-issuance, and renewal of PCG ID cards to (*active/retired*) Officers, (*active/retired*) Non-Officers, Non-Uniformed and their dependents, and as well as the member of the PCGA.

2. AUTHORITY:

- a. Republic Act 9993 (*The Philippine Coast Guard Law of 2009*)
- b. HPCG/CGAO Circular Number 09-08 (*PCG Identification Card System*) dtd 27 August 2008

3. DEFINITION OF TERMS:

a. **Biometric Number** – the application of verification personnel file system or identity access file of particular personnel at Records Management Branch, CGAO.

b. **Legal Beneficiary(ies)** - dependents of the deceased PCG personnel from the active service and/or retired honorably separated from the service who are declared as legal Beneficiary(ies) per existing supporting document(s), record(s) and/or through affidavit designating them as such officially by the office of the Coast Guard Legal Service.

c. **Magnetic Stripe Card (Magstrip)** - sometimes called **swipe card**, read by physical contact and swiping past a magnetic reading head. A type of card capable of storing data by modifying the magnetism of tiny iron-based magnetic particles on a band of magnetic material on the card.

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d. **Non-Uniformed personnel** - appointed civilian employees in the PCG, regardless of status such as regular, temporary, casual, emergency and/ or contractual.

e. **PCGA** – non-government volunteer organization created by and under the supervision of PCG to assist in the implementation of PCG functions and mission as per mention on RA 9993.

f. **PCG Biometrics ID System** - refers to the automatic identification or identity verification of PCG ID cardholders using their demographic data and physiological characteristics such as finger prints, facial photo and signature.

g. **PCG Direct Dependents** - the legitimate spouse, unmarried children below twenty-one (21) years of age and children above twenty-one (21) but who are suffering from congenital physical or mental disability and who are living with their parents and totally dependent on them for support; and parents sixty (60) years old or above; or if the PCG personnel is unmarried and without any child, the parents regardless of age; Provided, that if the parents are still below sixty (60) years old they must be indigent. Provided further, that purposes of this SOP, the parents shall be considered indigent if their aggregate income from all sources is inadequate for daily sustenance of places them in the class of those below the poverty line based on the figure released by the appropriate government agency.

h. **PCG Personnel** – are commissioned Officers and non-Officers in the active service of the PCG, including those candidates Officer, candidates CGMC undergoing both academic instruction and PCG training within a prescribed period, both locally and abroad.

i. **Probationary Ensigns (P/ENS)** - are personnel undergoing a probationary training or its equivalent for possible call to active duty (CAD) in the PCG.

j. **Retired Personnel** - those who have reached compulsory/optional retirement from the service of PCG.

k. **Retired Personnel's Direct Dependents** – dependents of retired officers and non-officers of the PCG, including dependents of PCG Personnel who were honorably separated from the PCG Service such as, legitimate spouse, unmarried children below 21 years old age who are suffering from the congenital physical or mental disability or who are living with their parents and totally dependent on them for support.

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4. PROCEDURES:

a. The PCG Identification Card can be secured/ renewed by authorized applicants either personally at the Office of the Coast Guard Adjutant or through non-appearance using the liaison system by their Unit.

b. Applicants should fill-up the CGAO FORM mentioned below. The CGAO FORM are strictly **Not For Sale**, however, reproduce or photocopy is authorized. (*appendix a*)

- 1) CGAO-001 (*Active Uniform Personnel*)
- 2) CGAO-002 (*Retired Uniformed Personnel*)
- 3) CGAO-003 (*Non-Uniformed Personnel*)
- 4) CGAO-004 (*Dependents*)
- 5) PCGA Form (*Refer to the CG-7 format*)

c. The applicant must sign and affix his/ her right thumb mark in the presence of the CGAO personnel, who will in turn endorse the completed application form as mentioned in para (*b*);

d. For the retired personnel may secure/ renew their PCG ID using the non-appearance scheme thru mail or by accommodation of Unit Admin Officer and/ or designated Liaison of respective units.

e. For PCG personnel, who wish to have their ID instantly, may proceed personally to the Office of the Coast Guard Adjutant.

f. ID requirements:

ID USER's CATEGORY	UNIFORMED/ ATTIRE	BACKGROUND/ REMARKS
Active and Retired Uniformed Personnel and PCGA	GOA-alpha without headgear	Recent picture (<i>should be 6 months old</i>) with white background (<i>2in x 2in size</i>), no mustache/beard, prescribe haircut and authorized nameplate must be visible in proper placement
Non-uniformed Personnel	Prescribed Uniform	Recent picture (<i>should be 6 months old</i>) with white background (<i>2in x 2in size</i>)
Uniformed Personnel Dependents	Formal/ Semi-formal (<i>atleast Shirt with collar/ Blouse with collar and sleeves</i>)	Recent picture (<i>should be 6 months old</i>) with white background (<i>2in x 2in size</i>), no mustache/beard, proper haircut

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g. Service Pay: The service pay should be included of the pertinent documents of ID processing. (See CGAO FORM mentioned in para b)

h. ID security features:

1) The formats of ID number are composed of three alpha-numeric group, i.e. (CGyy-description-xxxx). The meaning are as follows:

- The first four digits (CGyy):
 - The yy - year of ID card issued
- Second is the description of personnel as showed below:
 - O for active Officer
 - E for active Non-Officer
 - C for Non-Uniformed Personnel
 - A for PCGA
 - RO for Retired Officer
 - RN for Retired Non-Officer
 - OD for Officer's Dependent
 - ED for Non-Officer's Dependent
- The last four digits alpha-numeric is the number of ID issued in a year.

2) The biometric number is used for the personnel /verification access file system given the Coast Guard Adjutant at the Records Management Branch. The format is composed of rack number and file number. (i.e. B001-Z12005)

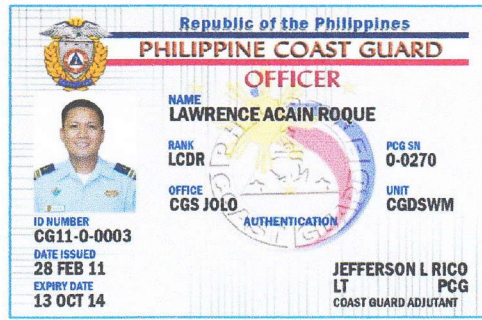
3) The color of ID card should be as follows:

ID CATEGORY	COLOR	REMARKS	
Officers	White	<i>See appendix b</i>	
Non-Officers	Green		
Non-Uniformed Personnel	Orange		
Retired Uniformed Personnel	Gray		
Dependents for	- Officer		White
	- Non-Officer		Green

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ID NUMBER →



WARNING Heavy penalty will be imposed for unlawful use. If found, finder must promptly return it to the nearest PCG Unit or installation or return it to the office of the Coast Guard Adjutant, Headquarters Philippine Coast Guard, 139 25th Street, Port Area, 1018 Manila. (02) 572-8481						
Birth Date	Height(cm)	Weight(kg)	Hair	Eyes	Blood Type	
30 May 62	165 cm	64 kgs	Black	Black	0	
Religion	TIN	PhilHealth	Identifying Data			
R Catholic	132-921-945	15-050064959-5				
Incase of Emergency, Please notify:			DIVINIA R DE JESUS Pob. West Pidiñan, ABRA			
			Right Thumbmark			
			<input type="text"/>			
Card Holder Signature						

← MAGSTRIP

← BIOMETRIC NUMBER

i. For non-appearance:

1) The applicant should sign the back of the ID picture and staple it on the application form. The description of the uniform / attire is mentioned in para 4 (g);

2) For PCG personnel applicant, fill-up the application forms and submit to Admin Officer of respective unit with payment for processing of ID. Further, submit to CGAO thru mailing or respective liaison; and

3) For PCGA member, the completed forms shall be indorsed by Deputy Chief of Coast Guard Staff for Community Relation Services (CG-7) including the ID control number, squadron assignment and designation of applicant. Subsequently, CG-7 forwarded pertinent documents for processing the ID to CGAO including service pay.

j. Requirements for re-issuance lost ID are the following:

1) Affidavit of Lost and signed by notary public;

2) Orders:
Officers – CAD/ETAD
Non-Officer – Re-Enlistment Order
Non-Uniformed – Appointment Orders
PCGA – Appointment Orders

3) Statement of Service from present unit; and

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4) Updated SOI

k. Time frame allocated for processing of ID, approximate 15 calendar days from the day received the application form from applicant, post master or from liaison respective unit.

l. All application forms must be approved by Coast Guard Adjutant before processing.

5. PENALTIES FOR MISUSE OF PCG ID CARDS:

Any person willfully altering, damaging, lending, counterfeiting or using ID cards in an unauthorized manner is subject to administrative case in the Coast Guard service.

6. RESPONSIBILITIES:

The Admin Officer of respective units are responsible for the strict implementation of this SOP.

7. RECISSION:

Any publication in conflict with this SOP is hereby rescinded.

8. EFFECTIVITY:

This SOP will take effect upon publication.

BY COMMAND OF VICE ADMIRAL TAN, PCG:

OFFICIAL:

AARON T RECONQUISTA
COMMO PCG
Chief of Coast Guard Staff




JEFFERSON L RICO
LT PCG
Coast Guard Adjutant

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Officer

Republic of the Philippines
PHILIPPINE COAST GUARD
OFFICER



NAME
LAWRENCE ACAIN ROQUE

RANK
LCDR

OFFICE
CGS JOLO

PCG SN
0-0270

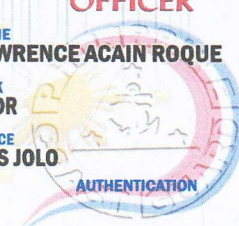
UNIT
CGDSSM

ID NUMBER
CG11-0-0003

DATE ISSUED
28 FEB 11

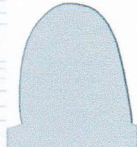
EXPIRY DATE
13 OCT 14

JEFFERSON L RICO
LT PCG
COAST GUARD ADJUTANT



Officer's Dependent

Republic of the Philippines
PHILIPPINE COAST GUARD
OFFICER'S DEPENDENT



NAME
CHRISTINE SANTIAGO VILLANUEVA

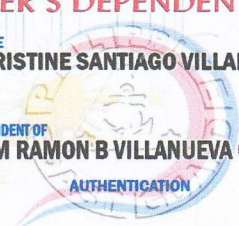
DEPENDENT OF
ADM RAMON B VILLANUEVA 0-3314 PCG

ID NUMBER
CG11-0D-0003

DATE ISSUED
28 FEB 11


EXPIRY DATE
13 OCT 14

JEFFERSON L RICO
LT PCG
COAST GUARD ADJUTANT



Non-Officer (ASN to PO1)

Philippine Coast Guard
PHILIPPINE COAST GUARD
NON-OFFICER



NAME
GEORGE FRANCISQUITE DE JESUS JR

RANK
PO1

OFFICE
CCGS

PCG SN
003061

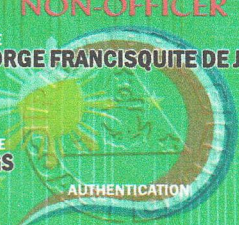
UNIT
HPCG/HSG

ID NUMBER
CG11-E-0003

DATE ISSUED
28 FEB 11


EXPIRY DATE
13 OCT 14

JEFFERSON L RICO
LT PCG
COAST GUARD ADJUTANT



Retired PO3

Philippine Coast Guard
PHILIPPINE COAST GUARD
RETIREE



NAME
ADREW MOLO GRIFFIN

RANK
PO3


PCG SN
006969

ID NUMBER
CG11-RN-0003

DATE ISSUED
28 FEB 11


EXPIRY DATE
13 OCT 14

JEFFERSON L RICO
LT PCG
COAST GUARD ADJUTANT



Non-Officer (CPO to MCPO)

Philippine Coast Guard
PHILIPPINE COAST GUARD
NON-OFFICER



NAME
CRISANTO VIAÑA DAPITO

RANK
CPO

OFFICE
CGS PUERTO PRINCESSA

PCG SN
779378


UNIT
CGDPAL

ID NUMBER
CG11-E-0003

DATE ISSUED
28 FEB 11


EXPIRY DATE
13 OCT 14

JEFFERSON L RICO
LT PCG
COAST GUARD ADJUTANT



Retired MCPO

Philippine Coast Guard
PHILIPPINE COAST GUARD
RETIREE



NAME
RENE MALI REQUISTAS

RANK
MCPO


PCG SN
779378

ID NUMBER
CG11-RN-0003

DATE ISSUED
28 FEB 11


EXPIRY DATE
13 OCT 14

JEFFERSON L RICO
LT PCG
COAST GUARD ADJUTANT



Non - Uniformed

Republic of the Philippines
PHILIPPINE COAST GUARD
NON-UNIFORMED



NAME
DR. JONATHAN BOLERO BEAN, PH.D

POSITION
SG-20 / FACULTY

OFFICE / UNIT
CGETC

ID NUMBER
CG11-C-0003

DATE ISSUED
28 FEB 11


EXPIRY DATE
13 OCT 14

AUTHENTICATION

JEFFERSON L RICO
 LT PCG
 COAST GUARD ADJUTANT

Retired Officer

Philippine Coast Guard
PHILIPPINE COAST GUARD
RETIREE



NAME
RAMON BALWEG VILLANUEVA

RANK
ADMIRAL

PCG SN
0-3314

ID NUMBER
CG11-RO-0003

DATE ISSUED
28 FEB 11


EXPIRY DATE
13 OCT 14

AUTHENTICATION

JEFFERSON L RICO
 LT PCG
 COAST GUARD ADJUTANT

PCG Auxiliary

Philippine Coast Guard
PHILIPPINE COAST GUARD AUXILIARY
OFFICER



NAME
AGNES MANCAO SUOBIRON

RANK
LCDR

PCGA SQUADRON
PCGANM-1003RD

ID NUMBER
CG12-A-00361

DATE ISSUED
30 MAY 12

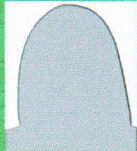
EXPIRY DATE
30 MAY 15

AUTHENTICATION

JEFFERSON L RICO
 LT PCG
 COAST GUARD ADJUTANT

Non-Officer's Dependent

Republic of the Philippines
PHILIPPINE COAST GUARD
NON - OFFICER'S DEPENDENT



NAME
DIVINIA RODRIGUEZ DE JESUS

DEPENDENT OF
P01 GEORGE F DE JESUS JR 003061 PCG

ID NUMBER
CG11-ED-0003



DATE ISSUED
28 FEB 11

EXPIRY DATE
13 OCT 14

AUTHENTICATION

JEFFERSON L RICO
 LT PCG
 COAST GUARD ADJUTANT

Back ID

Birth Date	Height(cm)	Weight(kg)	Hair	Eyes	Blood Type
30 May 62	165 cm	64 kgs	Black	Black	O
Religion	TIN	PhilHealth	Identifying Data		
R Catholic	132-921-945	15-050064959-5			
Incase of Emergency, Please notify:			ROSENDO SUELO SUOBIRON JR. Prk. 3A San Roque Barinaut		
WARNING Heavy penalty will be imposed for unlawful use. If found, finder must promptly return it to the nearest PCGA Squadron or installation or return it to the office of the Coast Guard Adjutant, Headquarters Philippine Coast Guard, 139 25th Street, Port Area, 1018 Manila. (02) 572-8481			Right Thumbmark		
 Card Holder Signature					

CG11-111-110

Philippine Coast Guard
PHILIPPINE COAST GUARD AUXILIARY
OFFICER



ID NUMBER
CG12-A-00361

DATE ISSUED
30 MAY 12

EXPIRY DATE
30 MAY 15

NAME
AGNES MANCAO SUOBIRON

RANK
LCDR

PCGA SQUADRON
PCGANM-1003RD

AUTHENTICATION

JEFFERSON L RICO
LT **PCG**
COAST GUARD ADJUTANT


Birth Date	Height(cm)	Weight(kg)	Hair	Eyes	Blood Type
30 May 62	165 cm	64 kgs	Black	Black	O
Religion	TIN	PhilHealth	Identifying Data		
R Catholic	132-921-945	15-050064959-5			
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Agnes Mancao Suobiron
Card Holder Signature

Right Thumbmark



Philippine Coast Guard
PHILIPPINE COAST GUARD AUXILIARY
OFFICER



ID NUMBER
CG12-A-00361

DATE ISSUED
30 MAY 12

EXPIRY DATE
30 MAY 15

NAME
AGNES MANCAO SUOBIRON

RANK
LCDR

PCGA SQUADRON
PCGANM-1003RD

AUTHENTICATION

JEFFERSON L RICO
LT **PCG**
COAST GUARD ADJUTANT

Birth Date	Height(cm)	Weight(kg)	Hair	Eyes	Blood Type
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Agnes Mancao Suobiron
Card Holder Signature

Right Thumbmark

