



PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
139 25th Street, Port Area
1018 Manila

STANDING OPERATION PROCEDURE:
NUMBER 04-12

17 May 2012

ADMINISTRATION AND CONTROL OF HPCG OFFICERS AND NON-OFFICERS' QUARTERS

1. PURPOSE: This SOP prescribes the procedure, rules and regulations to be followed in the administration and control of the HPCG Officers' and Non-Officers' Quarters.

2. SCOPE: This SOP applies to all Coast Guard Officers and Non-Officers availing the HPCG Quarters.

3. GENERAL:

- a. Occupancy at the HPCG Quarters is a privilege and not a right of any individual.
- b. Bed spaces at the Quarters may be assigned and occupied only by unaccompanied married or single officers and non-officers of offices and units within HPCG upon the recommendation of their respective Heads of Offices/Unit Commanders and subject to the approval of the Commander, Headquarters Support Group.
- c. Reassignment to other units outside HPCG disqualifies an occupant from maintaining his/her assigned bed space and locker and he/she should therefore properly relinquish the room his/her space and locker immediately without demand.
- d. Family members (parents) relatives or civilian associates are strictly prohibited to stay in the Quarters.

4. POLICIES:

The following rules apply to all Officers and Non-Officers availing of the amenities of the HPCG Quarters:

- a. The Quarters is strictly a "No Smoking" area;
- b. Gambling and drinking are strictly prohibited;
- c. Due to stringent quarters space, cabinets were built in to serve as lockers of occupants. Any occupant shall not be allowed to install or place additional lockers except the assigned cabinets;
- d. It is the responsibility of every occupant to ensure that he/she has an appropriate laundry bag;
- e. Garbage bins are not provided hence, occupants shall ensure that their thrashes are properly packed and brought in their respective offices for subsequent disposal per existing policy;
- f. Personal fixtures and appliances are not allowed;
- g. Personal toiletries shall be secured after every use;
- h. Designated lockers and bunks for transients shall not be utilized by regular occupants;
- i. Every occupant is responsible in ensuring the cleanliness and orderliness not only within their respective assigned spaces but also in the common areas;
- j. Switching on and off of air conditioners shall follow a prescribed schedule as follows:
 - i. Receiving area: 1800H - 2100H
 - ii. Quarters: 2100H - 0700H
- k. Use of electrical cooking appliances is prohibited at the quarter areas but coffeemakers or other similar appliances are allowed only at the receiving area;

- l. Visitors are allowed at the receiving area only;
- m. No pets or animals are allowed;
- n. Observe Taps. Unnecessary lights shall be switch-off during taps;
- o. Thefts, untidiness and display of undesirable habits/traits of character that may cause trouble among occupants shall be grounds for the revocation of the billeting privilege;
- p. No alterations and/or modifications of any form shall be undertaken without the prior approval of the C, HSG;
- q. No signs and advertisements of any kind shall be inscribed or posted on any part of the quarters without prior written approval of the C, HSG; and
- r. Any PCG personnel who violates any provision of this SOP or who shall be reported a security risk shall be evicted immediately from the quarters and will be dealt with accordingly.

5. MAINTENANCE, REPAIRS AND MODIFICATIONS:

a. All the HPCG Quarters shall be subjected to periodic inspection, to ensure if they remain conducive for comfortable living in accordance with security and safety standards. The HSG reserve the right to inspect the rooms of BOQ occupants for the purpose of maintaining orderliness and cleanliness.

b. The occupant shall be liable for any damage(s) caused by his/her visitor(s), either through negligence or by accident.

6. RESPONSIBILITIES AND PROCEDURES:

a. Commander, HSG is the over-all manager of the BOQ. Ensure that the policies are conspicuously posted as "House Rules" in all the HPCG Quarters.

b. Quarters Commander- is the most senior occupant and is charged with the following:

- 1) Orienting his/her fellow occupants on their duties and responsibilities; and
- 2) Encourage harmonious relationship and respect among the occupants.

c. Occupants

- 1) Adhere to all policies, rules and regulation impose by the HSG.
- 2) Maintaining the orderliness and cleanliness of the quarters and safe guard all fixtures installed therein.
- 3) Observe proper decorum at all times.
- 4) Notify the Quarters Commander at least 7 days prior to vacating the quarters.

7. RESCISION:

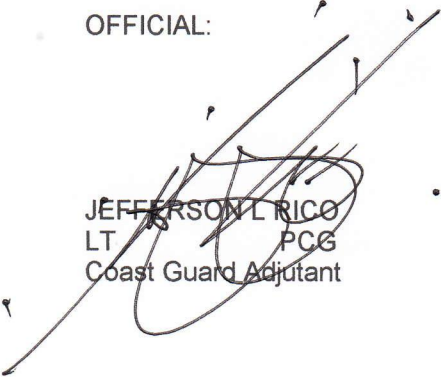
All SOP's/Publication in conflict with this SOP are hereby rescinded.

8. EFFECTIVITY:

This SOP takes effect upon publication.

BY COMMAND OF VICE ADMIRAL TAN:

OFFICIAL:


JEFFERSON L RICO
LT PCG
Coast Guard Adjutant

AARON T RECONQUISTA
COMMO PCG
Chief of Coast Guard Staff

HOUSE RULES

HPCG Officers' Quarters and Non-Officers' Barracks

1. The Officers' and Non-Officers' Quarters are temporary billeting facilities provided by the Command for PCG personnel whose places of residence are outside of Metro Manila particularly those from Visayas and Mindanao. PCG personnel who intend to avail of the facility shall coordinate with the HSG for the proper assignment of lockers and bunks. Considering the limitations on the slots for the billeting facilities, "first-come, first-served" basis applies.
2. The HPCG billeting facilities are the Male and Female Officers' Quarters and the Non-Officers Male and Female Quarters. Officers and Non-Officers given the main priority are those assigned at HPCG staff offices and HSG. Officers and Non-Officers of tenantunits who also want to avail may do so following a notice of publication of vacancies from the HSG.
3. Hereunder are the occupancy regulations:
 - a. The Quarters is strictly a "No Smoking" area;
 - b. Gambling and drinking are strictly prohibited;
 - c. Due to stringent quarters space, cabinets were built in to serve as lockers of occupants. Any occupant shall not be allowed to install or place additional lockers except the assigned cabinets;
 - d. It is the responsibility of every occupant to ensure that he/she has an appropriate laundry bag;
 - e. Garbage bins are not provided hence, occupants shall ensure that their thrashes are properly packed and brought in their respective offices for subsequent disposal per existing policy;
 - f. Personal fixtures and appliances are not allowed;
 - g. Personal toiletries shall be secured after every use;
 - h. Designated lockers and bunks for transients shall not be utilized by regular occupants;

- i. Every occupant is responsible in ensuring the cleanliness and orderliness not only within their respective assigned spaces but also in the common areas;
- j. Switching on and off of air conditioning units shall follow a prescribed schedule as follows:
 - i. Receiving area: 1800H - 2100H
 - ii. Quarters: 2100H - 0700H
- k. Use of electrical cooking appliances is prohibited at the quarter areas but coffeemakers or other similar appliances are allowed only at the receiving area;
- l. Visitors are allowed at the receiving area only;
- m. No pets or animals are allowed;
- n. Observe Taps. Unnecessary lights shall be switch-off during taps;
- o. Thefts, untidiness and display of undesirable habits/traits of character that may cause trouble among occupants shall be grounds for the revocation of the billeting privilege;
- p. No alterations and/or modifications of any form shall be undertaken without the prior approval of the C, HSG;
- q. No signs and advertisements of any kind shall be inscribed or posted on any part of the quarters without prior written approval of the C, HSG; and
- r. Any PCG personnel who violates any provision of this SOP or who shall be reported a security risk shall be evicted immediately from the quarters and will be dealt with accordingly.

4. Every occupant shall maintain a material inspection standard of their respective areas everyday. Every Monday and Friday an inspection shall be conducted to ensure that the house rules is strictly followed. During the inspection, unauthorized fixtures and belongings shall be confiscated.

5. Occupants reported violating the house rules on three (3) occasions shall be given an eviction notice. Clearing of personal belongings and fixtures shall be complied within three (3) days upon receipt of the notice.

6. Transients shall be required to submit their requests at HSG for assignment of available lockers and bunks to avoid confusion during the conduct of material inspection.

7. Occupants reassigned outside of HPCG shall be given three (3) days to vacate and clear their lockers and bunks.

8. For strict compliance.