

PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
Manila

HSG/CGAO

04 February 2015

STANDING OPERATING PROCEDURE
NUMBER 01-15

UTILIZATION AND EMPLOYMENT OF PCG COMBO

1. PURPOSE:

This SOP sets forth the objectives, guidelines and procedures in the utilization and employment of PCG Combo in line with SOP 05-10 dated 19 February 2010.

2. OBJECTIVES:

- a. To ensure the proper utilization and employment of PCG Combo in order to preserve the primary purpose for which this unit has been organized.
- b. To maintain the high state of operational readiness of this asset.
- c. To ensure that Command function is always given priority in the utilization and employment of PCG Combo over non-Command functions.

3. DEFINITION:

- a. Command Functions refers to operational and administrative activities of the PCG and other activities as directed by the Commandant, PCG.
- b. Non-Command Functions refers to activities of other government offices/agencies; NGOs; civilian entities as well as active and retired PCG personnel which are not in any way related to the Command's official activities and functions.
- c. Organic personnel refers to all PCG Officers, Enlisted Personnel, and Civilian employees on active duty status in the Philippine Coast Guard.
- d. PCG Combo is an organized group of PCG personnel, consisting of a number of vocalist/s and instrumentalist/s who are non-rated/rated musicians providing musical entertainments using variety of musical instruments.
- e. Rhythm Section/Band is a distinct part of PCG Combo that can be separated to provide musical entertainment, which is basically composed of lead guitarist, drummer, keyboardist and vocalist – basic composition of the PCG Combo.
- f. Acoustic Section/Band is a distinct part of PCG Combo that can be separated to provide musical entertainment which is basically composed of lead guitarist, beat box player, keyboardist and a vocalist.

4. GUIDELINES AND POLICIES:

a. The PCG Combo must not be utilized for any partisan, political or election campaign related activities; anti-government rallies; religious rallies; commercial purposes; moonlighting; and other activities not in conformity with existing Command policies and government rules and regulations.

b. In the utilization and employment of PCG Combo, Command related activities shall take precedence over non-Command functions.

c. The PCG Combo may be utilized and employed on a case to case basis to support the non-Command functions through proper formal request and coordination with the Coast Guard Action Center subject to approval by the Commandant, PCG.

5. GENERAL PROCEDURES IN REQUESTING FOR AVAILABILITY OF PCG COMBO:

a. For Command related activities:

Request from PCG units/offices must be addressed to CPCG (Attn: CGAC) for processing prior endorsement to the Commandant, PCG for approval.

b. For Non-Command Functions

(1) Requesting party shall send a formal letter at least two (2) weeks prior to the scheduled engagement to give ample time to evaluate and prepare the necessary requirements.

(2) Request will be granted on a first come, first serve basis.

(3) The letter request shall contain the following basic information: date/time and venue of the activity; purpose, number of guests, organization, type of occasion; and name/address/phone number of requesting party/contact person.

(4) The requesting party is required to shoulder the meals, transportation requirements and other reasonable incidental expenses relative to the deployment of the PCG Combo.

(5) The requesting party will pay for the repair and maintenance costs amounting to Two Thousand Pesos (PHP 2,000.00) for the repair and maintenance of the musical instruments.

(6) Request shall be evaluated based on the above-mentioned guidelines and existing policies; contribution to the Command's community/humanitarian endeavour's; safety and security considerations; distance of place of engagement; duration; and PCG-related awareness enhancement program, among others.

(7) Upon approval, the requesting party shall be required to execute an affidavit of liability (duly notarized) to protect the Command from any liability in the event of untoward incidents. The same shall be submitted to the Commander, HSG copy furnished the Director, Coast Guard Action Center.

6. DUTIES AND RESPONSIBILITIES:

a. Officer-in-Charge, PCG Combo

(1) Responsible to the Commander, HSG for the proper utilization and efficient operation of the PCG Combo.

(2) Properly endorse the After Engagement Report submitted by the POIC, PCG Combo to Commander, HSG.

(3) Properly manage/account the repair and maintenance costs receipt from Non-Command engagement of the PCG Combo and to submit monthly a report to Commander, HSG for proper accounting/monitoring.

b. Petty Officer-in-Charge, PCG Combo

(1) Responsible for the proper maintenance, stowage, and transport to engagement area of the PCG Combo equipment and musical instruments.

(2) Responsible for the proper appearance, decorum and strict observance of punctuality of PCG Combo members during engagement as well as their safety and security.

(3) Submit an After Engagement Report to the OIC, PCG Combo.

7. REPORTING AND MONITORING:

a. Commander, HSG shall render After Engagement Report to CPCG (Attn: CG-3/CGAC) regarding the dispatched of PCG Combo for non-Command function.

b. Director, CGAC shall monitor the PCG Combo on dispatch to support non-Command function.


8. RECESSION:

All publications in conflict with this SOP is hereby rescinded.

BY COMMAND OF VICE ADMIRAL ISORENA:

OFFICIAL:

OSCAR C ENDONA JR
CAPT PCG(GSC)
Chief of Coast Guard Staff


LIEZEL B. BAUTISTA
LCDR PCG
Coast Guard Adjutant