

PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(Headquarters Philippine Coast Guard)

139 25th Street, Port Area

1018 Manila

05 February 2015

**STANDING OPERATING PROCEDURE
NUMBER 02-15**

POLICIES AND PROCEDURES GOVERNING PCG MODERNIZATION BOARD

1. REFERENCE:

- a. Sec 3 R.A. 9993
- b. Sec 23 R.A. 9993

2. PURPOSE: To determine the following:

- a. Functions, composition and organization of PCGMB
- b. Policies and procedures governing the PCGMB

3. DEFINITION OF TERMS:

- a. **PCG Strategic Plan** is the executive guidance document for all developments within the Philippine Coast Guard.
- b. **Equipment** refers to watercraft, aircraft, land vehicles, firearms, radios, etc used during operation, to strengthen the human capability of PCG.
- c. **System** an integrated network of equipment guided by designed procedures and protocols primarily used for monitoring, control, communications, and navigation.
- d. **Infrastructure** the physical structures and facilities (e.g., buildings, roads, and power supplies) needed for operation.
- e. **Capability Development Proposal** is a study offered for acceptance or consideration of equipment, systems or infrastructure or a combination thereof to enhance or improve the ability to perform.

f. **Circular of Requirements or "COR"** is the operational and technical description of the equipment, system or infrastructure to be produced.

4. **FUNCTIONS:**

- a. Review a current capabilities vis-à-vis the PCG Strategic Plan every six (6) months to determine validity, relevance, and responsiveness to current and future mission requirements;
- b. Evaluate the status of implementation of the different initiatives/programs stipulated in Part II of the PCG Strategic Plan;
- c. Resolve disagreeing issues related to the PCG Strategic Plan implementation;
- d. Review and validate studies, evaluations or recommendations with respect to the capabilities recommended for development by functional commanders;
- e. Review and validate unsolicited modernization-related proposals being submitted by reputable suppliers to the PCG for consideration; and
- f. Recommend amendments to the PCG Strategic Plan in accordance with DOTC policies and NEDA requirements.

5. **ORGANIZATION AND COMPOSITION:**

- a. The PCG Modernization Board shall be composed as follows:

Deputy Commandant	-	Chairman
Commander, MSSC	-	Vice-Chairperson
Commander, MARSLEC	-	Vice-Chairperson
Commander, MEPCOM	-	Vice-Chairperson
Commander, CGFLEET	-	Co-Vice Chairperson
Commander, CGETC	-	Member
Commander, CGWCEISS	-	Member
Commander, CGDNCR-CL	-	Member
Commander, CGDTSL	-	Member
CG-5	-	Head of the Secretariat

- b. The following interim technical evaluation committees shall be manned by PCG officers with known specialization and shall be activated as the need arises for each of the capability development activity:

- 1) Equipment Evaluation Committee

- 2) Systems Evaluation Committee
- 3) Infrastructure Evaluation Committee

c. The Interim Technical Working Committee will have the following functions:

- 1) Assess the technical aspects of any upgrade, development and probable new acquisition of equipment, system and/or infrastructure vis-à-vis the operational requirements;
- 2) Submit to the Board categorical comments and recommendations following an assessment.

d. The Board shall utilize relevant agency, organization office, standing committee or person as resource entities to provide expert advice as needed by the Board.

6. POLICIES:

a. A no capabilities shall be considered for the development unless an operational need to enhance a particular mandated power or function of the PCG has been evaluated, established or justified by the cognizant functional commander.

b. As much as practicable, the capabilities to be developed shall be able to assist in the preservation of the national security and patrimony, including the country's living and non-living marine, submarine, mineral, forest and other natural resources located within its territory and EEZ.

c. No major equipment, system and infrastructure shall be considered for acquisition if the same are not employed by any other coast guard unless such equipment system or infrastructure has not been used by any coast guard account of its very advanced technological characteristics.

d. The acquisition of equipment, system and infrastructures shall be prospective and in anticipation of the phase-out of uneconomical and obsolete PCG inventory.

7. PROCEDURES:

a. The Secretariat receives the study or proposal from any of the functional commanders and determines if it falls within the PCG Strategic Plan.

b. If the study or proposal did not fall within the PCG Strategic Plan, the Board through the Secretariat shall activate the appropriate interim technical working committee to look into the technical specification of the proposal.

c. The functional commander, acting as the proponent while inhibiting membership, shall present to the Board the verified capability development proposal (whether equipment, system or infrastructure).

d. The Board will evaluate the proposal or study based on the recommendation of the interim technical working committee. If the study/proposal is acceptable based on the criteria, the PCGMB will recommend it to the Commandant, Philippine Coast Guard for approval through a Board Resolution.

e. On the other hand, the Board shall continuously validate development studies that are in accordance with the nine (9) initiatives stipulated in Part II of the PCG Strategic Plan.

f. Unsolicited proposals from reputable suppliers, shall be referred to the functional commander who in turn shall evaluate if attuned to foreseeable capability development within respective area of concern prior to activation interim technical working committees.

g. The Board shall be considered in session when there is a quorum. Quorum shall mean attendance of not less than seven (7) voting members including the Board Chairperson.

h. No resolution shall be passed upon without quorum in the Board.

i. All resolution passed by the Board shall be adopted by a simple plurality vote of all voting members present including the Chairperson. Abstentions shall not consider as a vote and shall not be counted in the final tally.

j. At no instance shall the Board hold a meeting in the absence of both the Chairperson and the Vice-Chairperson.

k. Board Meeting shall follow the following sequences:

- Call to Order (done by the Chairperson)
- Quorum Call
- Approval of the Agenda
- Reading and Approval of the Minutes of the Last Meeting
- Business Arising from Previous Minutes
- Other Business
- Schedule of the Next Meeting
- Adjournment

l. Recording of Board Proceedings:

Proceedings of every Board Meeting shall be recorded on tape or any similar media for reference.

8. RESCISSION:

This rescinds the following: SOP 13-14 dtd 27 Aug 2014
SOP 06-01 dtd 23 July 2001
SOP 10-11 dtd 23 July 2001


9. EFFECTIVITY:

This SOP takes effect upon publication.

BY COMMAND OF VICE ADMIRAL ISORENA:

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

OFFICIAL:


LIEZEL B BAUTISTA
LCDR PCG 2010215-01
Coast Guard Adjutant

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