



PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

HPCG/HSG

12 May 2015

STANDING OPERATING PROCEDURE
NUMBER..... 05-15

UTILIZATION OF THE FUNCTION HALL AND
FLAG OFFICERS LOUNGE

I. PURPOSE:

This SOP sets forth the guidelines and procedures in the utilization of the Function Hall and Flag Officers Lounge.

II. OBJECTIVES:

- a. To ensure the proper utilization and maintenance of the Function Hall and Flag Officers Lounge.
- b. To ensure that the Function Hall and Flag Officers Lounge are utilized primarily for Command Functions over Non-Command Functions.
- c. To establish control in the utilization of the Functional Hall and Flag Officers Lounge in order to preserve its efficiency and minimize unnecessary use.

III. DEFINITION OF TERMS:

For the purpose of this SOP, the following terms are hereby defined:

- a. **Command Activities** refer to the administrative and operational activities of the PCG.
- b. **Non-Command Activities** refer to the activities involving Government Agencies, Non-Government Organizations (NGO), Local Government Units, Private Entities, Active and Retired PCG personnel and other Individual.
- c. **Requesting Party** refer to the specific PCG Units, Active and Retired PCG personnel, Government Agencies, Non-Government Organizations,

Local Government Units, Private Entities, and other Organization/Individual that intends to utilize the Function Hall and Flag Officers Lounge.

- d. **Flag Officers Lounge** refers to an indoor room located at the ground level of the Command Building, adjacent to the Function Hall. The hall that is exclusively intended for the use of PCG Flag Officers, Other Armed Service Flag Officers or any other authorized personnel as the case may be.
- e. **Function Hall** refers to an indoor room located at the ground level of the Command Building and adjacent to the Flag Officers Lounge. The hall that is further divided into three (3) division; *Room A* (Near Flag Officers Lounge), *Room B* (Middle) and *Room C* (Near Kadiwa). A room that serve as a venue of various indoor activities, both Command and Non-Command activities, but not limited to:
 - e.1 Turn-over of Ceremony
 - e.2 Cocktails
 - e.3 IndoorGames
 - e.4 Information Drive
 - e.5 Command Conference
 - e.6 Command Center
 - e.7 Happy Hour
 - e.8 Christmas Party
 - e.9 Birthday Celebration
 - e.10 Seminars/Workshop/Training/Meeting
 - e.11 Other Command and Non Command Activities

IV. SPECIFIC GUIDELINES

- a. The utilization of the Function Hall is intended for Command Activities and Non-Command Activities.
- b. The utilization of the Flag Officers Lounge is exclusively for the use of PCG Flag Officers, Other Armed Service Flag Officer or any other authorized personnel as the case may be.
- c. A written request for the availability of the Function Hall and Flag Officers Lounge shall be submitted to C,HSG for his/her approval prior its utilization(except, only as may be approved by higher authority; CPCG, DCPCG and CCGS). As such C, HSG should be furnished with a copy of said approval from the Higher Authority (ies).
- d. Utilization of the Function Hall and Flag Officers Lounge shall be limited only ***from 0800H - 2200H and may not exceed beyond 2400H.***
- e. The request for the utilization of the Function Hall and Flag Officers Lounge shall be on a ***first-come, first-served basis.*** Command Activities shall take precedence over Non-Command Activities.

- f. In case of Non-Command related activities, C, HSG shall issue appropriate clearance to the requesting party upon approval of the said request. As a requirement for the issuance of said clearance, the requesting party shall provide the list of attendees for records and security purposes wherein the details of the activity to specifically include the duration of the activity shall also be included. Said clearance should be brought along by the requesting party/ representative/ coordinator on the day of the actual event which will then be presented to C, HSG and/or Command Duty Officer (CDO) of the day and/or his/her authorized representative or proper notification.
- g. The requesting party shall be responsible for the preservation of the Function Hall and Flag Officers Lounge including all furniture's and fixtures found inside. Proper packaging of the waste/garbage generated during the activity shall also be the responsibility of the requesting party during the duration of their request.
- h. The requesting party shall be liable for any damages that may be incurred during the activity and/or found after ocular inspection from HSG personnel. The requesting party shall inform immediately C, HSG for settlement of damage property subject to existing COA/Accounting rules and regulation.
- i. Maintenance, cleanliness and adequacy of the services in the Function Hall and Flag Officers Lounge shall be the responsibility of the Headquarters Support Group (HSG).

V. GENERAL PROCEDURES:

- a. The request for the utilization of the Function Hall and Flag Officers Lounge shall be on a first-come, first-served basis. Provided that Command Activities takes precedence over Non-Command Activities.
- b. The requesting party shall coordinate in advance with the HSG-Operations regarding the availability of the Function Hall and Flag Officers Lounge for their reservation prior the submission of the written request.
- c. The requesting party shall send a written request address to C, HSG not later than one (1) week prior to the actual activity, in order to ensure that the requirements of the Function Hall and Flag Officers Lounge are prepared beforehand(except, during immediate utilization, with the approval from C, HSG or his/her duly authorized representative and/or upon instruction from CPCG/DC, PCG/CCGS).
- d. The utilization of the Function Hall and Flag Officers Lounge shall be restricted only for the purpose specified in the approved request. Members/ Guest of the requesting party shall only occupy the general designated area of their request. Restricted areas, such as the Command

Center, CPCG Offices, PCG Vessels and the likes shall be off limits to the requesting party, unless authorized by proper authority in coordination with HSG/CG-2 office.

- e. The utilization of the PCG Communication, Electronic, Information System (CEIS) equipment, devices and accessories inside the HPCG Function Hall and Flag Officers Lounge must be properly coordinated through O/CG-11 on request basis or any equivalent. Connectivity and operation of the CEIS equipment and devices must be done only by authorized ET Shop personnel.
- f. Additional equipment, devices, appliances and accessories to be installed inside the said room that privately owned/ operators/outside sources shall properly declared and accounted by the requesting party. Operation of such shall be jointly manned by ET Shop personnel and the private operator/outside sources.
- g. The requesting party shall immediately inform HSG Operations upon the completion of the activity. HSG Operations/PEU personnel shall conduct ocular inspection on hall that is being utilized by the requesting party and submit After Inspection Report to C, HSG as the case maybe.

IV. RESPONSIBILITY:

1. Commander, HSG:

- a. Shall ensure effective management and supervision in the utilization of the Function Hall and Flag Officers Lounge.
- b. Responsible for the upkeep and maintenance of the Function Hall and Flag Officers Lounge.

2. Deputy Chief of Coast Guard Staff for Logistics, CG-4

- a. To provide appropriate funds and logistical requirement for the repair and maintenance of the Function Hall and Flag Officers Lounge.

3. HSG Operations:

- a. Shall determine/coordinate with the requesting party for the availability of the Function Hall and Flag Officers Lounge prior the submission of a formal written request.
- b. Shall ensure that every activity in the Function Hall and Flag Officers Lounge are monitored most of the time.
- c. Shall conduct ocular inspection to the Function Hall and Flag Officers Lounge after Command and Non-Command activity in coordination with PEU personnel.

4. HSG Logistics:

- a. Shall ensure proper accounting, safekeeping and recording of fees relative to the utilization of the Function Hall and Officers Lounge, intended for Non-Command activities.
- b. Shall ensure availability of logistical requirements such as tables, chairs and other paraphernalia/ effects needed during any Command and Non-Command activities inside the Function Hall and Flag Officers Lounge.

5. Requesting Party:

- a. Shall coordinate with HSG Operations for reservation/availability of the Function Hall and Flag Officers Lounge prior the submission a formal written request.
- b. For Non-Command activities, to submit the necessary requirement(s) for the issuance of clearance from C, HSG such as; *list of attendees* and *equipment* prior the utilization of the Function Hall and Flag Officers Lounge.
- c. To observe and strictly comply with the provisions embodied in this SOP.

V. FEES:

For Non-Command related activities, the requesting party shall remunerate **One Thousand Pesos (Php 1,000.00)** per day to support the lights and water consumption of the requested Function Hall and Flag Officers Lounge.

VI. RECISSION:

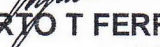
All publications in conflict with this SOP are hereby rescinded.

VII. EFFECTIVITY:

This SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL ISORENA PCG:

TEOTIMO R BORJA JR
CAPT PCG
Acting Chief of Coast Guard Staff


ALBERTO T FERRE
LT PCG
Acting Coast Guard Adjutant



Philippine Coast Guard
HEADQUARTERS SUPPORT GROUP
139 25th Street, Port Area
1018, Manila

MEMORANDUM

To : **Commander, Coast Guard Adjutant Office**

From : **Commander, Headquarters Support Group**

Subj : **SOP on the Utilization of HPCG Function Hall and Flag Officers Lounge**

Date : **14 May 2015**

1. Reference: Approved HSG Memorandum re SOP on the Utilization of HPCG Function Hall and Flag Officers Lounge dated 12 May 2015.
2. Above reference pertains to the approved HSG Standing Operating Procedure (SOP) re Utilization of HPCG Function Hall and Flag Officers Lounge dated 12 May 2015. Said SOP aims to sustain the structural integrity, upkeep and maintenance of said facility, hence it is significant that appropriate guidelines and policies relative to its utilization are observed.
3. Anent thereto, request for the signature on the attached SOP and its subsequent publication.
4. For favorable consideration.


ANGELITO G GIL
CAPT PCG(GSC)



07 MAY 2015

14012

Philippine Coast Guard
HEADQUARTERS SUPPORT GROUP
139 25th Street, Port Area
1018 Manila

MEMORANDUM

For : The Commandant, Philippine Coast Guard

Thru : Chief of Coast Guard Staff *JA*
Deputy Commandant, PCG

From : Commander, Headquarters Support Group

Subj : **Standing Operating Procedure on the Utilization of HPCG Function Hall and Flag Officers Lounge**

Encl : Same as subject

Date : 07 May 2015

1. One of the vital installations of the HPCG that is frequently being utilized for various Command and Non-Command activities are the Function Hall and Officers Lounge respectively. In order to sustain the structural integrity, upkeep and maintenance of said facility however, it is equally important that appropriate guidelines and policies relative to its utilization are observed.

2. Regrettably, no such policies governing the utilization of the above subject exists. To address the matter at hand, this unit formulated the attached policy pertinent to the "Utilization of the HPCG Function Hall and Flag Officers Lounge". Comments/ suggestions from HPCG Staff Officers were likewise incorporated/ assimilated in the proposed SOP.

3. In view of the foregoing, the undersigned recommends the approval of the proposed Standing Operating Procedure relevant to the Utilization said HPCG facilities.

4. For favorable consideration and approval.

AG
ANGELITO G GIL
CAPT/PCG(GSC)

12 MAY 15
DATE

APPROVED / DISAPPROVED

[Signature]
COMMANDANT