



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

DCS-HRM

01 September 2015

STANDING OPERATING PROCEDURE
NUMBER 08-15

**AMENDMENT TO THE UTILIZATION OF DRAFTEES AND CCGO IN SUPPORT
OF OFFICIAL FUNCTIONS OF THE PCG**

I. GENERAL. The Philippine Coast Guard shall adopt policies and guidelines in availing of the services of (draftees) and Candidate Coast Guard Officers (CCGOs) in designated staffs or offices at Headquarters and other designated units. It is also designed to pre-determine the traits, qualities and character of draftees and CCGO's aspiring to become PCG Uniformed Personnel, prepare them for eventual formal training if compliant with all the requirements, and to fill the inadequacies of personnel of some offices for the time being.

II. PURPOSE.

- a) To establish policies and guidelines concerning any incident involving the draftees and CCGOs that may occur in the duration of their appointment as draftee;
- b) To establish specific policies and guidelines on the administrative proceedings involving pre-selected applicants under the draftee and CCGO program;
- c) To establish policies and guidelines in the utilization of pre-selected applicants under the draftee and CCGO program by utilizing draftees as organic personnel to act in the assigned unit or offices in the PCG in support of the office/unit official functions;

III. SCOPE. This system covers the concerned staffs and units of the PCG who may avail of the services of draftees and CCGO in their respective offices, and the terms and conditions to be observed for such purpose for the duration of being a draftee.

IV. DEFINITION OF TERMS.

- a) **Draftees** – it refers to civilians who are selected among eligible candidates for CGMC training and while waiting for training proper shall undergo basic orientation and perform works or activities as utility personnel of the PCG in support of its official functions.
- b) **Candidate Coast Guard Officers (CCGOs)** – it refers to civilians who are selected among eligible candidates for CG Officers training and while waiting for training proper shall undergo basic orientation and perform works or activities as utility personnel of the PCG in support of its official functions.
- c) **Coast Guardsman's Course (CGMC)** – is the basic course being offered by the Coast Guard Education and Training Command to selected candidates aspiring to become Non-Officer Personnel in the Philippine Coast Guard.
- d) **Coast Guard Officer's Course (CGOC)** – is the basic course being offered by the Coast Guard Education and Training Command to selected candidates aspiring to become Officer in the Philippine Coast Guard.

V. POLICIES.

- a) The draftee or CCGO must possess all the qualifications for enlistment and commissioning prescribed by the Command under HPCG Circular Number 01-11 dated 10 February 2011
- b) The O/CG-1 under the supervision of the Chief of Coast Guard Staff shall be responsible in the distribution of the draftees in each office/unit. Office/Unit who would request for draftee shall submit their intention at O/CG-1 for proper distribution.
- c) Draftees or CCGOs shall be assigned only within Metro Manila and Cavite area to facilitate their immediate re-call upon convening of the CGMC or CGOC training.
- d) Heads of offices shall be directly responsible to the draftees or CCGOs assigned in their respective offices.
- e) The maximum duration of term for draftees or CCGO shall be eighteen (18) months unless sooner terminated by the Command. However, the term of duration is extendible for another 18 months, if warranted.

- f) Draftees or CCGOs shall at all times be required to wear clean "maong" pants, white shirt, rubber shoes and I.D for proper identification. Navy blue shirt shall be used every Wednesday, Thursday and Friday and during calisthenics.
- g) Food and billeting shall be shouldered by the draftees or CCGOs themselves.
- h) The draftee or CCGO shall be utilized only within the PCG premises and only during office hours in support of the official activities of the Command or unit/office to which the draftee or CCGO is assigned.
- i) Strictly, no draftee or CCGO shall be utilized as duty office watch or office duty drivers without being accompanied by regular PCG personnel.
- j) The draftees or CCGOs shall be required to report to the O/CG-1 every Friday afternoon for accounting purposes.
- k) No draftee or CCGO shall be allowed to go out of the Office with the regular PCG unless it is official business.
- l) No draftee or CCGO shall be allowed to familiarize with regular members or employees of the PCG.
- m) A female draftee or female CCGO who is found to be pregnant on the duration of their 18-month period and appointment as draftee shall automatically be discharged from the service.
- n) A draftee or CCGO who is positive for illegal use of drugs shall be automatically discharged from the PCG service.
- o) All draftees or CCGO who went on AWOL for three (3) consecutive days shall be automatically discharged from the PCG service.
- p) Any wilful act which recklessly or intentionally endangers the mental or physical health of the draftee or CCGO is prohibited. Such prohibition includes any wilful act of physical injury, or punishment in the form of excessive calisthenics, being forced to eat unpleasant substances, and psychological or sexual abuse or harassment (verbal or physical) of both male and female.


VI. **RESCISSION.** SOP Number 10-09 dated 16 September 2009 and other policies inconsistent with the provisions stated in this SOP are hereby rescinded.

VII. **EFFECTIVITY.** This policy shall take effect immediately upon approval.

BY COMMAND OF ADMIRAL ISORENA PCG.

OFFICIAL

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


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