



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

28 October 2015

DCS-HRM
STANDING OPERATING PROCEDURE
NUMBER 10-15

PERSONNEL PROCUREMENT FLOW CHART

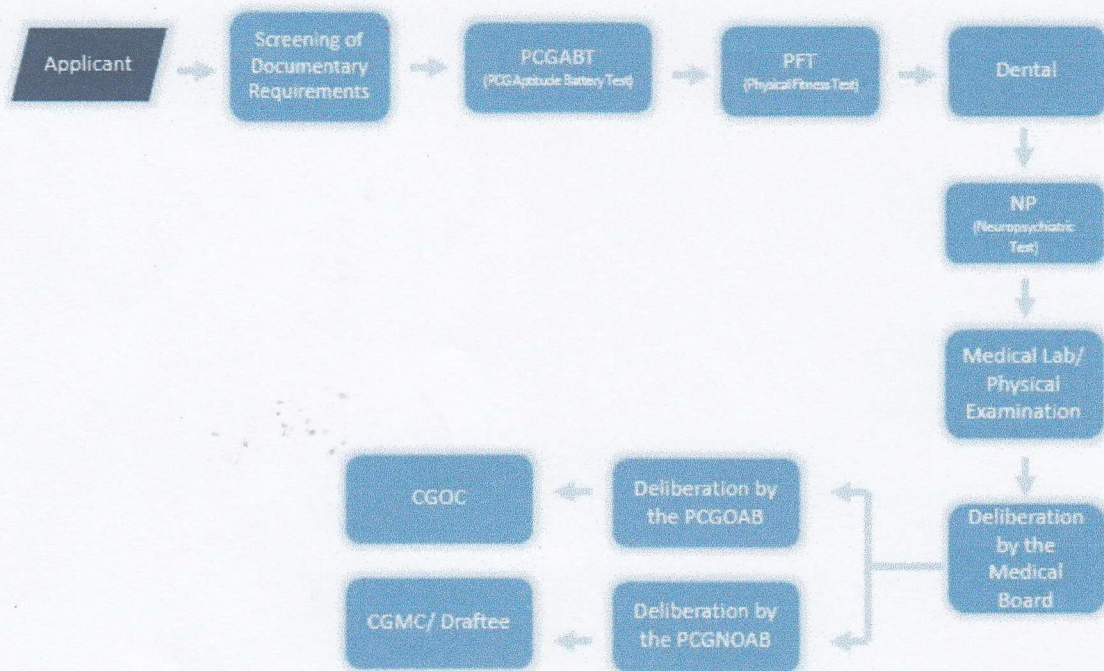
I. **GENERAL.** The Philippine Coast Guard shall adopt these procedure in the PCG Procurement process for the use of Recruitment Branch, Personnel Management Service (PMS) and District Personnel Procurement Teams. It is also designed to pre-determine the capabilities and characteristics of aspiring applicants to become PCG Uniformed Personnel and to carefully select only the best qualified applicants.

II. **PURPOSE.**

- a) To establish uniform procedures in the recruitment of PCG personnel;
and
- b) To prescribe the flow of recruitment process for the usage of the Recruitment Branch, PMS in coordination with the cognizant units/offices.

III. **SCOPE.** This procedure shall be followed and monitored at the PMS, (Recruitment Branch) CGIF, Coast Guard Medical Service, Coast Guard Dental Service and SSO.

IV. FLOW CHART:



V. PROCEDURES:

- a) The Command shall organize Personnel Procurement Team/s (PPT) at the Districts to recruit, screen, select and process applicants.
- b) All aspiring applicant shall undertake the Philippine Coast Guard Aptitude Battery Test (PCGABT) after completing the following:
 - Applicants shall submit their requirements at the Recruitment Branch, PMS or at specific Recruitment Centers selected of PCG Districts where PCGABT will be conducted, to include Application Forms, Photocopies of Birth Certificate, Transcript of Records and Diploma;
 - Documents of every applicants shall be screened by the PPT;
 - Applicants who submitted/filed their complete requirements at the Recruitment Branch, PMS or at a specific Recruitment Centers shall be provided with Examination Permits that will be presented on the day of the PCGABT;
 - Walk-in applicants during the examination day are welcome, provided they have satisfied/submitted the initial requirements;

- c) Applicants' who successfully passed the PCGABT will be posted in the PCG Official website and Facebook account courtesy of CGPAO to include important instructions that will guide applicants who will undertake the initial validation process:
- Applicants who passed the validation will proceed with the **Physical Fitness Test (PFT)** and will be given a copy of a Processing Form (**Annex I**) which will serve as monitoring aid in the course of the series of test or physical examination. Before the conduct of PFT, all applicants shall secure a copy of PFT Waiver and Release of Liability Form (**Annex II**) and all Athletic Officers shall ensure that applicants have submitted the said waiver prior to administering PFT.
 - After PFT, applicants will have their **Dental Examination** at CG Districts or authorized Dental Clinics (**Annex III**). (Results of the dental examination will be forwarded to the Coast Guard Medical Service as a **pre-requisite** for the conduct of Neuro-Psychiatric (NP) Test.
 - Applicants who passed the Dental Examination will be required to undergo **Psychological Test** to be administered by PCG Psychologists. The result of the Psychological Test shall be used during the conduct of deliberation. Result of the Psychological Tests shall be forwarded to the Recruitment Branch, PMS which will then be presented to the Admissions Board during the conduct of Deliberation. The medical clearance shall be valid for a period of six (6) months.
 - Applicants who passed the above-mentioned tests will undergo **Medical Laboratory Examination** at Coast Guard Medical Service and/or authorized laboratories/clinics at district level (**Annex IV**). After which, results will be deliberated by the PCG Medical Board. Applicants who were declared as **"Medically Cleared"** and is valid for a period of six (6) months.
- d) Consolidated medical clearances will be forwarded to Recruitment Branch, PMS for further evaluation and subsequent **final deliberation by the PCG Admissions Board**.
- e) Final deliberation of the PCG Admissions Board will be administered to:
- Applicants submitted their folders containing their complete requirements as provided in the PCG Procurement of Candidates for Officer and Non-officer;


- Admissions Board shall select from among the best qualified candidates will proceed for Draftee/CCGO.

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

BY COMMAND OF ADMIRAL ISORENA PCG.

OFFICIAL

OSCAR C ENDONA JR
CAPT PCG
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